



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, OCTOBER 3, 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. Proclamation re: Arbor Day.
6. Proclamation re: Manufacturing Month.
7. Proclamation re: Recognition of Fire Prevention Week.
8. Public Comment on agenda items only.
9. Consideration of the following bills: General Fund – \$442,340.41, Capital Fund - \$11,746.16, TID #8 - \$7,000.00, Solid Waste Enterprise Fund - \$25,789.05 and Compost Site Enterprise Fund - \$29.98 for a grand total of \$486,905.60. [roll call]
10. **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 9/19/23 regular Common Council minutes.

\* b. Place the following minutes on file:

- (1) Aesthetic Design & Site Plan Review Board – 9/11/23
- (2) Finance/Purchasing & Building Committee – 9/12/23
- (3) Local Arts Board – 9/13/23
- (4) Bradley Lake Ad Hoc Committee – 9/18/23
- (5) Committee of the Whole – 9/25/23

\* c. Place the following reports on file:

- (1) Bank Reconciliation – August 2023
- (2) Revenue & Expense Report – August 2023

\* d. Consideration of: Temporary Class B Beer license for Corpus Christi Parish.

\* e. Consideration of: Class A Beer and Class A Liquor license for JC's Fill Up LLC.

- \* f. Consideration of: Street Closure Application for Destination Sturgeon Bay Thrills & Chills.
  - \* g. Ad Hoc Bradley Lake Committee recommendation re: Approve alum treatments for Bradley Lake.
  - \* h. Consideration of: Disallowance of Claim Resolution re: Miranda Hottenroth.
11. Mayoral Appointments.
  12. Second reading of ordinance re: Repeal and recreate Section 6.19 of the Municipal Code – Fueling of Watercraft.
  13. Resolution Authorizing the Construction of New Bicycle & Pedestrian Facilities on Memorial Drive and S. 15<sup>th</sup> Ave.
  14. Resolution Approving the Boundaries and Project Plan for TID #9.
  15. Consideration of: Ticket Booth for Door County Scenic Cruises.
  16. Finance/Purchasing & Building Committee recommendation re: Approve the contract with Associated Appraisal.
  17. City Administrator report.
  18. Mayor's report.
  19. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 9-29-23

Time: 12:00pm

By: JM

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

## *Arbor Day Proclamation*

- Whereas, Arbor Day is observed throughout the nation and the world, and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas, trees are a renewable source giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community,

NOW, THEREFORE, I, David Ward, Mayor of the City of Sturgeon Bay, do hereby proclaim April 28, 2023 as

## *Arbor Day*

In the City of Sturgeon Bay, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to promote the well-being of this and future generations.

Dated this 1st Day of April 2023



David Ward  
Mayor



## *Proclamation*

**WHEREAS:** All of Wisconsin celebrates October as **Manufacturing Month**; and

**WHEREAS:** The City of Sturgeon Bay recognizes that manufacturing is a dynamic and robust industry, crucial to the health and strength of its diverse economy; and

**WHEREAS:** The City recognizes and celebrates the diversity in size and type of manufacturer existing within Sturgeon Bay – from small to large, and from microbreweries to shipbuilding; and

**WHEREAS:** Nearly 15% of all civilians employed in Door County work in the manufacturing sector, the majority of whom work in Sturgeon Bay; and

**WHEREAS:** The total value of goods produced by manufacturing is the highest of all industry sectors in Sturgeon Bay – an important indicator of manufacturing industry strength; and

**WHEREAS:** The manufacturing sector employs a significant number of people in Sturgeon Bay, and at a wage nearly 37% higher than the average wage for all other employees; and

**WHEREAS:** A major objective of **Manufacturing Month** is to raise awareness of the manufacturing sector and its wide range of career paths; and

**WHEREAS:** The City of Sturgeon Bay is dedicated to supporting manufacturing industry businesses in their challenge to attract and retain their workforce; and

**WHEREAS:** This month, the City of Sturgeon Bay reaffirms its commitment to supporting the growth, prosperity, and economic advancement of all workers, employers, and job seekers in the manufacturing industry.

**NOW, THEREFORE,** I, David J. Ward, Mayor of the City of Sturgeon Bay Wisconsin, do hereby proclaim that in the City of Sturgeon Bay the month of October 2023, shall be known as:

## *Manufacturing Month*

  
David J. Ward, Mayor



## City of Sturgeon Bay

### 2023 Proclamation

**WHEREAS**, the City of Sturgeon Bay is committed to ensuring the safety and security of all those living in and visiting our community; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed more than 2,800 people in the United States in 2021 , according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 338,000 home fires; and

**WHEREAS**, cooking is the leading cause of home fires in the United States and fire departments responded to more than 166,400 annually between 2016 and 2020 ; and

**WHEREAS**, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**WHEREAS**, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

**WHEREAS**, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

**WHEREAS**, Sturgeon Bays residents should turn pot handles toward the back of the stove; always keep a lid nearby when cooking; keep a three-foot kid-free zone around the stove, oven, and other things that could get hot; watch what they heat; and set a timer to remind them that they are cooking; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires almost in half; and

**WHEREAS**, Sturgeon Bays first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, Sturgeon Bays residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2023 Fire Prevention Week™ theme, “Cooking safety starts with YOU. Pay attention to fire prevention™,” effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

**THEREFORE**, I David Ward, Mayor of the City of Sturgeon Bay do hereby proclaim October 8–14, 2023, as Fire Prevention Week throughout this City, and I urge all the people of Sturgeon Bay to check their kitchens for fire hazards and use safe cooking practices during Fire Prevention Week 2023, and to support the many public safety activities and efforts of the Sturgeon Bay Fire Department.

## INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
01761	2019 CAPITAL EQUIP & PROJ ASSOCIATED TRUST COMPANY	GO PROM NOTE 8.22.19	01-000-906-70002	475.00
TOTAL 2019 CAPITAL EQUIP & PROJ				475.00
TOTAL GENERAL FUND				475.00
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	08/23 TRAFFIC MATTERS	01-110-000-55010	5,300.00
AMUNDSEN	AMUNDSEN DAVIS, LLC	08/23 GENERAL LEGAL MATTERS	01-110-000-55010	6,711.92
TOTAL				12,011.92
TOTAL LAW/LEGAL				12,011.92
CITY CLERK-TREASURER				
USBANK	US BANK	CONFERENCE MEAL EXP/REINHARDT	01-115-000-55600	35.08
USBANK		CONFERENCE LODGING/REINHARDT	01-115-000-55600	315.20
USBANK		MEETING REGISTRATION/SPTTLMSTR	01-115-000-55600	10.00
USBANK		FUEL	01-115-000-55600	14.09
USBANK		MSI TESTING CREDIT	01-115-000-54999	-0.25
TOTAL				374.12
TOTAL CITY CLERK-TREASURER				374.12
ADMINISTRATION				
USBANK	US BANK	NFPA MEMBER RENEWAL/V LIESHOUT	01-120-000-56000	175.00
TOTAL				175.00
TOTAL ADMINISTRATION				175.00
COMPUTER				
03101	CDW GOVERNMENT, INC.	IPAD/KEYBOARD-MAYOR	01-125-000-55550	831.34
HEARTBUS	HEARTLAND BUSINESS SYSTEMS, LLC	MANAGED DESKTOP BASIC	01-125-000-55550	867.65
HEARTBUS		MANAGED SERVER BASIC	01-125-000-55550	119.90
HEARTBUS		DNS HOSTING	01-125-000-55550	5.00
USBANK	US BANK	ZOOM	01-125-000-55550	63.99
TOTAL				1,887.88
TOTAL COMPUTER				1,887.88
Engineering				
USBANK	US BANK	ESRI ANNUAL MAINTENANCE	01-145-000-55550	440.00
USBANK		ENGINEER PHONE SVC	01-145-000-58250	38.54
TOTAL				478.54
TOTAL Engineering				478.54
PUBLIC WORKS ADMINISTRATION				
USBANK	US BANK	STEVE/MIKE PHONE SVC	01-150-000-58250	77.08
USBANK		RYAN/PHIL PHONE SVC	01-150-000-58250	77.08
USBANK		CAT 6 CABLE	01-150-000-56250	6.98
TOTAL				161.14

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
PUBLIC WORKS ADMINISTRATION				
TOTAL PUBLIC WORKS ADMINISTRATION				161.14
CITY HALL				
03159	SPECTRUM	08/23 FIRE CABLE SVC	01-160-000-58999	147.00
05500	ENERGY CONTROL AND DESIGN INC	TEMP CONTROL-ANNUAL AGREEMNT	01-160-000-58999	1,595.00
05500		ANNL MECHANICAL MAINT AGREEMNT	01-160-000-58999	8,013.00
19275	SHERWIN WILLIAMS	JOINT FILL	01-160-000-51850	29.74
23730	WPS	09/23 421 MICHIGAN ST	01-160-000-56600	840.78
USBANK	US BANK	ALL GENDER/ADA RESTROOM SIGNS	01-160-000-54999	102.55
USBANK		LED BULBS	01-160-000-54999	105.85
TOTAL				10,833.92
TOTAL CITY HALL				10,833.92
GENERAL EXPENDITURES				
PULSE	PENINSULA PULSE	06/23 LEGAL NOTICES	01-199-000-57450	984.09
US BANK	US BANK EQUIPMENT FINANCE	09/23 FIRE COLOR COPIES	01-199-000-55650	151.81
US BANK		09/23 W4572 FIRE COPIER	01-199-000-55650	105.28
US BANK		09/23 W6640 ADMIN COPIER	01-199-000-55650	118.50
US BANK		09/23 ADMIN COLOR COPIES	01-199-000-55650	32.43
TOTAL				1,392.11
TOTAL GENERAL EXPENDITURES				1,392.11
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	RETURN BINOCULARS/HENRY	01-200-000-57250	18.84
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	36.28
US BANK	US BANK EQUIPMENT FINANCE	09/23 W4120 POLICE COPIER	01-200-000-55650	218.24
US BANK		09/23 POLICE COLOR COPIES	01-200-000-55650	25.74
USBANK	US BANK	BUSINESS CARDS/CRABB	01-200-000-51600	33.75
USBANK		CLOTHING ALLOWANCE/BRINKMAN	01-200-000-52900	301.73
USBANK		WIRELESS KEYBOARD/MOUSE	01-200-000-55500	26.36
TOTAL				660.94
TOTAL POLICE DEPARTMENT				660.94
PATROL BOAT				
PATROL BOAT				
20725	T R COCHART TIRE CENTER	BOAT TRAILER TIRES & DISPOSAL	01-205-000-58600	868.00
TOTAL PATROL BOAT				868.00
TOTAL PATROL BOAT				868.00
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	08/23 CRADELPOINT PORT SEC CAM	01-215-000-58999	53.67
04575	DOOR COUNTY HARDWARE	RIFLE SIGHT BATTERIES	01-215-000-54999	20.97
04590	HUMANE SOCIETY	2023 4TH QTR ANIMAL CNTRL	01-215-000-55100	3,750.00
04696	DOOR COUNTY TREASURER	08/23 FUEL	01-215-000-51650	4,790.06
22800	WALMART	OFFICE SUPP/SQUAD FIRE EXTING	01-215-000-54999	115.46
22800		SQUAD STEERING WHEEL COVER	01-215-000-58600	18.86
ALBERTSO	JASON ALBERTSON	FUEL	01-215-000-51650	90.04
ALBERTSO		FUEL	01-215-000-51650	116.90
ALBERTSO		TRAINING MEAL EXPNSE/ALBERTSON	01-215-000-55600	72.96
CRABB	ANDREW CRABB	DIVE TRAINING MEAL EXP/CRABB	01-215-000-55600	102.23
HAJNY	JOHN HAJNY	TRAINING MEAL EXPNSE/HAJNY	01-215-000-55600	15.00

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	TIRES	01-215-000-58600	610.80
PATRIOT		SQUAD TIRES	01-215-000-52850	1,526.98
PATRIOT		SQUAD TIRES	01-215-000-52850	1,324.88
PATRIOT		MAINTENANCE SQ 30	01-215-000-58600	137.50
PATRIOT		MAINTENANCE CSO VEHICLE	01-215-000-58600	302.35
PATRIOT		MAINTENANCE SQ 40	01-215-000-58600	29.95
PATRIOT		MAINTENANCE ASST CHIEF VEHICLE	01-215-000-58600	112.76
PATRIOT		MAINTENANCE SQ 50	01-215-000-58600	46.45
PATRIOT		MAINTENANCE SQ 60	01-215-000-58600	104.14
PATRIOT		MAINTENANCE SQ 30	01-215-000-58600	482.85
PATRIOT		MAINTENANCE ASST CHIEF VEHICLE	01-215-000-58600	1,363.49
USBANK	US BANK	MOTOR OIL	01-215-000-58600	19.98
USBANK		FUEL	01-215-000-51650	14.10
USBANK		FUEL	01-215-000-51650	24.50
USBANK		TRAINING REGISTRATION/BILODEAU	01-215-000-55600	150.00
USBANK		LESB DT INSTRUCT REG/LOVAS	01-215-000-55600	850.00
USBANK		LESB FIREARMS REG/HAJNY	01-215-000-55600	525.00
USBANK		LEAKING TRUTH REG/HAJNY	01-215-000-55600	169.00
USBANK		LEAKING TRUTH REG/ANNOYE	01-215-000-55600	169.00
USBANK		LEAKING TRUTH REG/MUELLER	01-215-000-55600	169.00
TOTAL				17,278.88
TOTAL POLICE DEPARTMENT/PATROL				17,278.88
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	08/23 CONTRACT FEE	01-225-000-57950	105.00
USBANK	US BANK	PARADE RIFLE/BILODEAU	01-225-000-57950	68.75
TOTAL				173.75
TOTAL POLICE DEPT. / INVESTIGATIONS				173.75
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	FUEL	01-250-000-51650	364.72
18448	RENNERTS FIRE EQUIP SER INC	PUMP MAINTENANCE E706	01-250-000-56250	462.80
18448		DOT INSPECTION E706	01-250-000-56250	125.00
18448		FUEL E706	01-250-000-51650	175.00
18448		ENGINE MAINTENANCE	01-250-000-53000	1,302.51
FIRE SRV	FIRE SERVICE, INC.	BRAKE PAD KIT E707	01-250-000-53000	576.43
TRUCK CO	TRUCK COUNTRY OF WISCONSIN	FUEL/WATER SEPARATOR FILTER	01-250-000-53000	131.32
TRUCK CO		FUEL FILTERS	01-250-000-53000	109.28
TRUCK CO		LUBRICATION FILTERS	01-250-000-53000	97.92
TRUCK CO		SHIPPING	01-250-000-53000	14.25
USBANK	US BANK	UNIFORM PANT/SHIPPING	01-250-000-52900	62.90
USBANK		DEWALT AXIAL BLOWER	01-250-000-53000	56.38
USBANK		INTNL FIRE SVC INSTRUCT REG	01-250-000-55600	15.00
USBANK		THREAD/VELCRO/DISH CLOTHS	01-250-000-54999	46.96
USBANK		KENWOOD RAPID CHARGES/SHIPPING	01-250-000-57550	135.00
USBANK		MEMBERSHIP	01-250-000-56000	25.00
USBANK		07/23 DATA	01-250-000-58250	483.68
USBANK		AIRFARE/PORT AUTH MTG/DIETMAN	01-250-000-55600	700.40
USBANK		SHIRT	01-250-000-52900	65.36
USBANK		UNIFORM PANT/SHIPPING	01-250-000-52900	62.94
USBANK		HAIX BOOT	01-250-000-52900	318.60
USBANK		ID HOLDERS/CHARGER	01-250-000-54999	60.77
USBANK		LANYARDS	01-250-000-54999	39.89
USBANK		CIRCUIT PROBE KIT/SHIPPING	01-250-000-53000	156.98
WARNER	WARNER-WEXEL LLC	PAPER TOWELING	01-250-000-54999	131.32
TOTAL FIRE DEPARTMENT				5,720.41
TOTAL FIRE DEPARTMENT				5,720.41



INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
LARGE ITEM PICKUP / LEAF COLL				
GFLENVIR	GFL ENVIRONMENTAL, INC	1 TV	01-311-000-58400	72.00
GFLENVIR		1 SMALL TV	01-311-000-58400	38.00
GFLENVIR		2 FREON UNITS	01-311-000-58400	120.00
GFLENVIR		1 MISC MSW LG ITEM 2.64 TON	01-311-000-58400	186.15
GFLENVIR		1 MISC MSW	01-311-000-58400	15.00
TOTAL				431.15
TOTAL LARGE ITEM PICKUP / LEAF COLL				431.15
STREET SIGNS AND MARKINGS				
ACDC	AC/DC METAL SOLUTIONS	SIGN REPAIRS	01-420-000-52600	221.55
USBANK	US BANK	NO PARKING STENCIL	01-420-000-52100	28.74
TOTAL				250.29
TOTAL STREET SIGNS AND MARKINGS				250.29
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	MOLTAN DIAT EARTH	01-450-000-53000	253.40
04545		ANTIFREEZE	01-450-000-53000	59.94
04545		WIPER BLADES	01-450-000-53000	242.70
04545		STARTER SWITCH	01-450-000-53000	16.49
04545		DRAINPAN	01-450-000-53000	25.99
04545		OIL FILTER/FUNNEL	01-450-000-53000	25.45
04545		CASE GREASE	01-450-000-53000	74.75
04545		CREDIT	01-450-000-53000	-0.24
04545		AIR BRAKE VALVES	01-450-000-53000	14.71
04603	HALRON LUBRICANTS INC	275 GAL DEF	01-450-000-51650	766.87
04696	DOOR COUNTY TREASURER	08/23 FUEL 463.01 G	01-450-000-51650	1,572.38
04696		08/23 DSL FUEL 715.50 G	01-450-000-51650	2,711.75
04696		SIGN FABRICATION/BRUSH CLEAR	01-450-000-58999	370.75
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	HYD FITTING/OIL ABSORBENT	01-450-000-53000	59.42
ADVAUTO		OIL FILTER	01-450-000-53000	9.30
ADVAUTO		FUSE/OIL FILTER	01-450-000-53000	136.40
EH WULF	E.H. WOLF & SONS, INC.	69 G 15W40 OIL	01-450-000-53000	1,005.33
EH WULF		COMPLIANCE FEE	01-450-000-53000	9.50
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR FILTER	01-450-000-52150	14.25
O'REILLY		JCASE FUSE	01-450-000-52150	5.29
QUALITY	QUALITY TRUCK CARE CENTER INC	EXHAUST BRACKET KIT	01-450-000-53000	292.06
RIESTER	RIESTERER & SCNELL INC.	WHEEL,HUB,HUB PARTS	01-450-000-53000	915.38
TRIPURA	TRIPURA PETROLEUM	FUEL	01-450-000-51650	42.03
TRIPURA		FUEL	01-450-000-51650	20.18
TOTAL				8,644.08
TOTAL STREET MACHINERY				8,644.08
CITY GARAGE				
06012	FASTENAL COMPANY	RUBBER GLOVES	01-460-000-54999	139.90
USBANK	US BANK	FIRST AID CABINETS	01-460-000-52350	258.98
USBANK		BROCHURE HOLDER	01-460-000-54999	144.98
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT	01-460-000-54999	37.54
TOTAL				581.40
TOTAL CITY GARAGE				581.40
PARKS AND PLAYGROUNDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	SHIMS	01-510-000-51350	3.29
04696	DOOR COUNTY TREASURER	08/23 FUEL 654.54G	01-510-000-51650	2,222.82

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
04696		08/23 FUEL 40.66G	01-510-000-51650	154.10
06012	FASTENAL COMPANY	RAIN GEAR	01-510-000-54999	75.12
LAUSCHER	PETE LAUSCHER	SAFETY BOOT REIMBUSE/LAUSCHER	01-510-000-56800	105.49
RAECOR	RAE-COR DISTRIBUTING, LLC	URINAL SCREENS	01-510-000-51850	185.50
RAECOR		MISC CHARGES	01-510-000-51850	4.95
USBANK	US BANK	TRASH BARRELS	01-510-000-51850	140.00
USBANK		FILTER	01-510-000-56250	4.75
USBANK		PITCH FORK	01-510-000-52700	26.99
WARNER	WARNER-WEXEL LLC	BATHROOM SUPPLIES	01-510-000-51850	266.62
TOTAL				3,189.63
TOTAL PARKS AND PLAYGROUNDS				3,189.63
BALLFIELDS				
BALLFIELDS				
10750	PREMIER CONCRETE INC	SAND	01-520-000-54999	44.20
20900	TRUGREEN LIMITED PARTNERSHIP	LAWN SVC-WEST SIDE FLD	01-520-000-58999	107.83
20900		SUNSET KIWANIS FLD LAWN SVC	01-520-000-58999	101.63
20900		ROTARY FLD LAWN SVC	01-520-000-58999	101.63
20900		SUNSET LIONS FLD LAWN SVC	01-520-000-58999	101.63
20900		LAWN SERVICE JAYCEE FLD	01-520-000-58999	133.88
20900		OPTIMIST/BAY FLDS LAWN SVC	01-520-000-58999	156.18
20900		PBI FLD LAWN SVC	01-520-000-58999	81.80
USBANK	US BANK	MARKERS	01-520-000-54999	25.95
USBANK		STAKES	01-520-000-54999	35.58
TOTAL BALLFIELDS				890.31
TOTAL BALLFIELDS				890.31
WATERFRONT PARKS & WALKWAYS				
04545	DOOR COUNTY COOPERATIVE/NAPA	SPRAY	01-570-000-56500	24.08
TOTAL				24.08
TOTAL WATERFRONT PARKS & WALKWAYS				24.08
COMMUNITY & ECONOMIC DEVLPMT				
USBANK	US BANK	CONFERENCE/SERVIA	01-900-000-55600	275.00
USBANK		CONFERENCE/OLEJNICZAK	01-900-000-55600	225.00
USBANK		BUSINESS CARDS/SERVIA	01-900-000-52800	46.41
TOTAL				546.41
TOTAL COMMUNITY & ECONOMIC DEVLPMT				546.41
TOTAL GENERAL FUND				67,048.96
CAPITAL FUND				
CITY HALL				
CITY HALL EXPENSE				
23730	WPS	NEW SERVICE INSTALLATION	10-160-000-59015	379.08
TOTAL CITY HALL EXPENSE				379.08
TOTAL CITY HALL				379.08
PATROL				
PATROL				
BELCO	BELCO VEHICLE SOLUTIONS, LLC	SQUAD 20/SRO VEHICLE CHANGEVR	10-215-000-59035	260.00
BELCO		STRIP OLD SRO VEHICLE	10-215-000-59035	500.00

DATE: 09/26/2023  
TIME: 14:41:30  
ID: AP44302N

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
PATROL				
TOTAL PATROL				760.00
TOTAL PATROL				760.00
FIRE DEPARTMENT				
EXPENSE				
USBANK	US BANK	2 LICENSE PLATES/SHIPPING	10-250-000-59060	72.00
USBANK		12 FIRE GLOVE STRAPS/SHIPPING	10-250-000-59050	94.35
TOTAL EXPENSE				166.35
TOTAL FIRE DEPARTMENT				166.35
ROADWAYS/STREETS				
ROADWAYS/STREETS				
10750	PREMIER CONCRETE INC	JEFFERSON ST CRSSWLK CONCRETE	10-400-000-59095	2,853.00
10750		CONCRETE-JEFFERSON ST CROSSWLK	10-400-000-59095	5,428.63
GATTENOR	GAT TENOR	EPOXY-JEFFERSON ST CRSSWLK	10-400-000-59095	1,179.10
TOTAL ROADWAYS/STREETS				9,460.73
TOTAL ROADWAYS/STREETS				9,460.73
CITY GARAGE				
AMER O D	AMERICAN OVERHEAD DOOR	DOOR OPENER REMOTE SYSTEM	10-460-000-59010	140.00
AMER O D		3 DOOR OPENERS	10-460-000-59010	105.00
AMER O D		LABOR	10-460-000-59010	735.00
TOTAL				980.00
TOTAL CITY GARAGE				980.00
TOTAL CAPITAL FUND				11,746.16
TID #8 DISTRICT				
TID #8 DISTRICT				
TID #8 DISTRICT				
R0000620	ROBERT W BAIRD & CO	CONSULTING -TID 8 CREATION	24-380-000-58999	7,000.00
TOTAL TID #8 DISTRICT				7,000.00
TOTAL TID #8 DISTRICT				7,000.00
TOTAL TID #8 DISTRICT				7,000.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	08/23 DSL FUEL 912.41 G	60-000-000-51650	3,458.03
ASTRO	ASTRO HYDRAULICS, INC	REBUILD RAM	60-000-000-53000	392.85
GFLENVIR	GFL ENVIRONMENTAL, INC	283.35 TON GARBAGE	60-000-000-58300	19,979.00
GFLENVIR		89.51 TON RECYCLING	60-000-000-58350	1,491.23
JX ENT	JX ENTERPRISES, INC.	OIL FILTERS	60-000-000-53000	467.94
TOTAL SOLID WASTE ENTERPRISE FUND				25,789.05
TOTAL SOLID WASTE ENTERPRISE FUND				25,789.05
TOTAL SOLID WASTE ENTERPRISE				25,789.05

DATE: 09/26/2023  
TIME: 14:41:30  
ID: AP4430ZN

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
USBANK	US BANK	BROCHURE HOLDER	64-000-000-54999	29.98
TOTAL COMPOST SITE ENTERPRISE FUND				29.98
TOTAL COMPOST SITE ENTERPRISE FUND				29.98
TOTAL COMPOST SITE ENTERPRISE FUND				29.98
TOTAL ALL FUNDS				111,614.15

**MANUAL CHECKS**

INLAND LAKE HARVESTERS 09/18/23 Check # 92448 2 <sup>nd</sup> Weed Harvester Payment 101-560-000-59065	\$60,734.00
WPS 09/18/23 Check # 92449 Statement Charges Various Departmental Accounts	\$281.87
AT&T MOBILITY 09/18/23 Check # 92450 08/23 Cellphone Statement Charges 01-215-000-58250	\$1,527.95
DELTA DENTAL 09/18/23 Check # D001434 09/23 Dental Insurance Various Departmental Accounts	\$6,195.38
EMPLOYEE BENEFITS CORP. 09/18/23 Check # 92451 09/23 FSA/COBRA/PEB 01-600-000-50510	\$180.50
EFT GROUP INSURANCE 09/18/23 Check # D001435 09/23 Health Insurance Various Departmental Accounts	\$119,513.06
KWIKTRIP 09/18/23 Check # 92452 08/23 Statement Charges 01-215-000-51650	\$2,310.46
SUN LIFE 09/18/23 Check # 92453 10/23 Short- & Long-Term Disability 01-1000-000-21545	\$2,378.51



WWP DEVELOPMENT, LLC	\$162,250.00
09/19/23	
Check # 92454	
Financial Incentive per Development Agreement	
28-340-000-58999	
SOUTHERN DOOR SCHOOL DISTRICT	\$195.07
09/20/23	
Check # 92506	
08/23 Mobile Home Tax Payment	
01-000-000-41300	
STURGEON BAY SCHOOL DISTRICT	\$3,835.45
09/20/23	
Check # 92507	
08/23 Mobile Home Tax Payment	
01-000-000-41300	
SUPERIOR VISION INSURANCE	\$889.20
09/20/23	
Check #92508	
09/23 Vision Insurance	
01-000-000-21540	
METAL ROOFS DIRECT	\$15,000.00
09/22/23	
Check # 92511	
Sunset Pavilion Roof Down Payment	
10-510-000-59015	
<b>TOTAL MANUAL CHECKS</b>	<b>\$375,291.45</b>

DATE: 09/26/2023  
TIME: 14:41:30  
ID: AP4430ZN

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/03/2023

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

GENERAL FUND	67,048.96	442,340.41
CAPITAL FUND	11,746.16	
TID #8 DISTRICT	7,000.00	
SOLID WASTE ENTERPRISE	25,789.05	
COMPOST SITE ENTERPRISE FUND	29.98	
	-----	
TOTAL --- ALL FUNDS	111,614.15	486,905.60

Helena Bacon ~~August~~ 9/26/23  
Jan Uth 9/26/23

COMMON COUNCIL  
September 19, 2023

A meeting of the Common Council was called to order at 6:01 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present.

Williams/Gustafson to adopt the agenda. Carried.

The following people spoke during public comment: Bob Loss, 468 N 16<sup>th</sup> Circle; Cathy Grier, 153 S 2<sup>nd</sup> Ave.

Nicole Mattson, along with Thomas Heinrich and Joseph Kolavo from Greenfire Management Services, presented a granary update and answered Council member questions.

Bacon/Wiederanders to approve following bills: General Fund – \$132,415.06, Capital Fund - \$17,508.77, Cable TV - \$38.27, TID #6 - \$7,160.94, TID #4 - \$15,393.07, Solid Waste Enterprise Fund - \$2,392.49 and Compost Site Enterprise Fund - \$104.41 for a grand total of \$175,013.01. Roll call: All voted aye. Carried.

Statz/Reeths to approve consent agenda:

- a. Approval of 9/5/23 regular Common Council minutes.
- b. Place the following minutes on file:
  - (1) Community Protection & Services Committee – 8/2/23
  - (2) Joint Parks & Recreation Committee/Board – 8/23/23
  - (3) Aesthetic Design & Site Plan Review Board – 8/28/23
  - (4) Local Transportation Board – 8/28/23
  - (5) City Plan Commission – 8/30/23
  - (6) Finance/Purchasing & Building Committee – 9/5/23
- c. Place the following reports on file:
  - (1) Fire Department Report – July 2023
  - (2) Police Department Report – August 2023
  - (3) Fire Department Report – August 2023
- d. Consideration of: Approval of beverage operator license.

Carried.

There were no mayoral appointments.

Williams/Bacon to read in title only for second reading of ordinance re: Rezone property located at 26 West Pine Street (281-46-65021700) from C-2 to R-4. Carried.

Statz/Gustafson to read in title only for second reading of ordinance to rezone property described as #281-43-32000000, located at 1361 N 14<sup>th</sup> Avenue, from R-4 to C-1 to Planned Unit Development subject to site plan requirements, and conditions. Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend to approve the changes as presented in Section 6.19 – Fueling of Watercraft, of the City of Sturgeon Bay Municipal Code.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Williams/Gustafson to adopt. Carried.

Reeths/Williams to read in title only the first reading of ordinance re: Repeal and recreate Section 6.19 of the Municipal Code – Fueling of Watercraft. Carried.

There was no action taken on the Joint Parks & Recreation Committee/Board recommendation on the acceptance of Nathan Hatch's sculpture.

Gustafson/Statz to adopt the Resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No. 10, City of Sturgeon Bay, Door County, Wisconsin. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Wiederanders/Williams to adjourn. Carried. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Stephanie L. Reinhardt  
City Clerk/HR Director

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD  
Monday, September 11, 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, Jolene McMahon, Pam Jorns, Matt Fox and Dave Augustson were present. 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. Jorns, seconded by Mr. Augustson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 28, 2023.
4. Consideration of: Exterior staircase for WWP Development, Sturgeon Bay Terrace, located at 86 E Maple Street: Parcel #281-12-10080101A3.
5. Adjourn.

All ayes. Motion carried.

**Approval of minutes from August 28, 2023:** Moved by Mr. Birmingham, seconded by Ms. McMahon to approve the minutes. All ayes. Motion carried.

**Consideration of: Exterior staircase for WWP Development, Sturgeon Bay Terrace, located at 86 E Maple Street: Parcel #281-12-10080101A3:** Ms. Servia explained that when the building permit application was submitted, the plans showed an exterior staircase that was not on the previous plans, therefore not approved by this Board. The exterior staircase is located on the southeast side of the building, which is the same side that the dumpsters will go on.

The applicant, Peter Gentry, explained that when the plans were submitted to the state for approval, the state mandated the staircase in addition to the interior staircase and elevator. With the delay caused by the American Transmission Company easement, they unintentionally neglected to submit the new plans with the staircase for approval. The staircase design has a deliberate industrial look to match the interior staircase and will be a burnt orange color. It would only be used for emergency purposes and not available for general use.

After a short discussion, Ms. Jorns motioned to approve the exterior staircase as submitted. Motion seconded by Mr. Birmingham. All ayes, motion carried.

**Adjourn:** Moved by Ms. Jorns, seconded by Mr. Augustson to adjourn. All ayes. Motion carried. The meeting adjourned at 6:14 p.m.

Respectfully submitted,

  
Cindy Sommer  
Community Development  
Administrative Assistant



**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**September 12, 2023**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:30 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, and Wiederanders were present. Alderperson Williams was excused. Also present: City Administrator Van Lieshout, Finance Director/City Treasurer Clarizio, Community Development Director Olejniczak, and Office Accounting Assistant II Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Contract for Maintenance Assessment Services.
5. Review bills.
6. Adjourn.

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

Consideration of: Contract for Maintenance Assessment Services.

City Administrator Van Lieshout explained for the past 10 years the city has contracted with Associated Appraisal for assessing services. The current contract expires at the end of 2023. The new contract submitted by Associated Appraisal includes price increases over the contract term of 5 years, beginning at \$57,000 for 2024 then gradually increasing to \$63,000 by 2028. The terms are similar to the current contract with the exception of personal property assessments as the State of Wisconsin recently ended personal property tax.

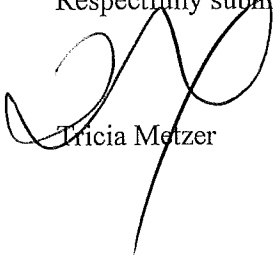
Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the contract with Associated Appraisal as presented. Carried.

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 4:40 pm.

Respectfully submitted,



Tricia Metzger



CITY OF STURGEON BAY  
LOCAL ARTS BOARD MEETING MINUTES  
Wednesday, September 13, 2023, 9:00 A.M.  
Council Chambers, City Hall, 421 Michigan Street

A meeting of the Local Arts Board was called to order at 09:00 A.M., by Chairperson/Alder Helen Bacon in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call [1]:** Members present were Alder/Chair Helen Bacon, Margaret Lockwood, Claire Morkin, melaniejane, and Stephanie Trenchard. City Administrator Josh Vanlieshout and City Administrative Assistant Suzanne Miller were also present.

**Adoption of the Agenda [2]:** Moved by melaniejane and seconded by Lockwood to adopt the following agenda.

1. Roll Call.
2. Adoption of the agenda.
3. Review of Minutes from July 12, 2023.
4. Chair's report.
5. Public comment on agenda items.
6. Discussion and consideration of the length of the loan period in which the board accepts pieces for the rotating display space on the East Waterfront Promenade.
7. Discussion and consideration of the Call for Artists.
8. Discussion and consideration of guidelines for use of QR codes on art pieces that are part of the Public Art Walk.
9. Adjourn.

All in favor. Carried.

**Approval of Minutes from July 12, 2023 [3]:** Motion to approve the minutes by Trenchard and seconded by Lockwood. All in favor. Motion carried.

**Chair's report [4]:** Nothing new to report in regards to potential additional members to the Local Arts Board.

Nathan Hatch's sculpture's location was approved by the Parks and Recreation Board and Committee and will be on Common Council's agenda. Hopefully the sculpture can be put in place this fall.

**Public comment on agenda items [5]:** No public comments.

**Discussion and consideration of the length of the loan period in which the board accepts pieces for the rotating display space on the East Waterfront Promenade [6]:** Discussion took place regarding the advantages to having a sculpture in place for three years versus one year. It was mentioned that Nathan is willing to go year by year. Overall an agreement was made to keep the length of the loan period for art pieces at two years.

**Discussion and consideration of the Call for Artists [7]:** There was one response that came in a day late. The piece is called *Human Presence* by Henry Moonrod. Moonrod was inspired by the human presence/trash he found along the Michigan shoreline. Having Moonrod present his idea for the artwork with the public was discussed. The sculpture would go in in spring.

The timing of the Call for Artists was discussed and whether it would be better to have it take place in fall instead of spring. It was also discussed bringing in another location to have multiple pieces displayed for

the Call for Artists. Off of Juniper Street, at the end of the railroad trestle, by the shipyard, and at the industrial park were locations mentioned.

Trenchard moved to move forward with *Human Presence* by Henry Moonrod as the selection for this year's Call for Artists, seconded by melaniejane. All in favor motion carried.

**Discussion and consideration of guidelines for use of QR codes on art pieces that are part of the Public Art Walk [8]:** Vanlieshout mentioned durability in the elements as the major challenge to having QR codes. He presented the idea of having one QR code to the website and allowing people to navigate to individual pieces from there. Having one QR code to maintain is a lot easier than one for each piece. The plan is to have vinyl stick-on QR codes because they are relatively inexpensive. They will be put on art pieces the city owns or has accepted on loan only.

Morkin motioned to move forward with the QR codes, seconded by melaniejane. All in favor motion carried.

**Possible Items for Next Meeting's Agenda:**

1. Follow up on Call for Artists, accept Moonrod's application, and contact him to get it set up (update).
2. Put out a new Call for Artists with a January/February deadline (consideration).
3. Move forward with QR codes (update).
4. Invite Steven Woodward, sculptor of *Silent Laws*, to next meeting (follow-up)

**Motion to adjourn [9]:** Motion made by melaniejane with second by Lockwood to adjourn the meeting. All in favor. Motion carried. Meeting adjourned at 9:54 A.M.

**Next Meeting Date: Wednesday, October 11, 2023 @ 09:00 A.M. – Council Chambers, City Hall.**

Respectfully submitted,



Katie DeKeyser



## MINUTES

Bradley Lake Ad Hoc Committee  
Wednesday, September 18, 2023, 5:00 p.m.  
Council Chambers, City Hall, 421 Michigan Street

A meeting of the Bradley Lake Ad Hoc Committee was called to order at 5:06 p.m. by Co-Chairperson/Alder Helen Bacon in the Council Chambers at City Hall, 421 Michigan Street.

**Roll Call [1]:** Members present were Alder Helen Bacon, Nicholas Lutzke, and Peter Hurth. Skyler Witalison joined the meeting via phone. City Administrator Josh VanLieshout and City Municipal Services Director Mike Barker were also present.

City Engineer Chad Shefchik, Ald/Co-Chair Gary Nault, and Skyler Witalison were excused. Nicholas Haus was absent.

**Adoption of the Agenda [2]:** Moved by Hurth and seconded by Lutzke to adopt the following agenda with the addition of public comment following discussion and consideration to recommend alum treatment for Bradley Lake.

1. Roll Call.
  2. Adoption of the agenda.
  3. Review of minutes from April 12, 2023.
  4. Discussion and consideration to recommend alum treatment for Bradley Lake.
  5. Public Comment
  6. Set date for next meeting.
  7. Adjourn.
- All in favor. Carried.

**Review of Minutes [3]:** No changes were made.

**Discussion and consideration to recommend alum treatment for Bradley Lake [4]:** City Administrator VanLieshout noted we weren't able to find grant money. He proposed alum treatments to Bradley Lake to control the level of phosphorus.

Alum (aluminum sulfate) is commonly used in water treatment plants to clarify the water. Alum forms aluminum hydroxide upon contact with the water. The aluminum hydroxide then binds with any phosphorus to form an aluminum phosphate compound. Once bound together the compound sediments down to the bottom of the water and the phosphorus is no longer soluble in water. This means algae organisms can no longer use phosphorus as food.

Witalison noted that alum treatments have a reverse umbrella way of stopping future phosphorus from entering the lake as the compound sediments create a film along the bottom of the lake. He estimated the cost to be \$30,000 for a single treatment. Witalison said Bradley Lake would probably need one alum treatment per year for approximately three to eight years. The length of treatment would depend on the amount of phosphorus coming into Bradley Lake. He said results could be seen after the first treatment; it is just a matter of how long they last.

VanLieshout believes that given the nature and the cost of the issue this is the most cost-effective way to clarify the water.

Hurth stated that it would build our case for needing a grant if the treatment doesn't work.

**Lutzke moved to bring alum treatments for Bradley Lake up to council, seconded by Hurth.**

All in favor (4-0). Motion carried.

**Public Comment [5]:** Chris Kellems, 120 Alabama Street spoke.

**Set date for next meeting [6]:** Mike and Josh will set the next meeting about a year from now to evaluate the alum treatment performance. This ad hoc group will remain the same, but only meet every 6 months to a year to access the Bradley Lake situation.

**Adjourn [7]:** Motion to adjourn by Hurth, seconded by Lutzke. All in favor. Carried. Meeting adjourned at 5:32 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Katie DeKeyser".

Katie DeKeyser



Committee of the Whole  
September 25, 2023

A meeting of the Committee of the Whole was called to order at 4:00 p.m. by Mayor Ward. Roll call: Ward, Bacon, Statz, Williams, Gustafson, Nault, Wiederanders and Reeths were present. Staff present: City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, City Clerk/Human Resource Director Reinhardt, Municipal Services Superintendent Barker, City Engineer Shefchik, Fire Chief Dietman, Assistant Fire Chief Montevideo, Police Chief Henry and Police Captain Hougaard. Also present: Sturgeon Bay Utilities General Manager Stawicki, members of the public and Deputy Clerk/Treasurer Spittlemeister.

Williams/Statz to adopt agenda.

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: 2024 Budget.
5. Adjourn.

Carried.

Consideration of: 2024 Budget:

Mr. VanLieshout gave a power point presentation on the proposed 2024 Budget. The budget principles set forth were reviewed and remain in place. Favorable budget factors include new construction, closing of TID #1, increased Shared Revenue and Transportation Aids, interest income, great credit rating and not adding additional services. Levy Limits and legislative mandates remain as unfavorable budget factors, in addition to rising costs for capital and operating.

Fire contract with the Town of Sevastopol was discussed.

The proposed 2024 Operating Budget was reviewed. Taxes are the largest source of revenue for the City, followed by Intergovernmental Revenue which includes Shared Revenue and Transportation Aids. Personnel expenditure continues to be the largest portion of operating expenses. Ratios for operating expenditures are similar in previous years for personnel, commodities and contractual.

The proposed 2024 Capital Budget was reviewed. Street resurfacing continues to be the largest capital improvement. A few proposed Capital projects include Storm Sewer outlay, Big Creek crossing, Sunset Park pavilion, Otumba tennis courts resurfacing, Bayview Bridge Trail and Sawyer dock replacement. The following proposed Capital purchases include dump truck, two 1-ton trucks, loader, street sweeper, squad car and various technology improvements. Bradley Lake project was discussed.

The next Committee of the Whole meeting will not take place. Consensus of the Committee is to approve the proposed 2024 budget and go before the Common Council on October 9<sup>th</sup> for the Special Common Council meeting. For that meeting, it was suggested to bring the following items forward to discuss and possibly include in the 2024 budget: Bradley Lake, Fire Station study and installation of cameras in the parks.

Williams/Reeths to recommend to Common Council to approve the 2024 Operating and Capital Budget. Carried.

Wiederanders/Nault to adjourn. Carried. Meeting adjourned at 5:32 p.m.

Respectfully submitted,



Laurie Spittlemeister  
Deputy Clerk/Treasurer

AUGUST 2023 BANK RECONCILIATION

CHECKING ACCOUNTS

GENERAL FUND		ARPA	
NICOLET		NICOLET	
PRIOR G/L BALANCE	4,012,479.53	459,497.57	
REVENUE	7,061,774.50	129.44	1,723,137.97
DISBURSEMENTS	5,349,998.47	165,350.00	11,143.52
AMOUNT IN TRANSIT	23,369.92	0.00	2,834.50
ADJUSTMENTS	53,314.80	0.00	0.00
ENDING BALANCE	5,754,200.44	294,277.01	1,731,446.99

BANK BALANCE	5,764,493.31	294,277.01	1,731,446.99
LESS OUTS, CHECKS	10,292.87	0.00	0.00
	5,754,200.44	294,277.01	1,731,446.99

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND	
INVESTMENTS	
	1,723,137.97
	11,143.52
	2,834.50
	0.00
	0.00
	1,731,446.99

SAVINGS ACCOUNTS

GENERAL FUND		CAPITAL PROJECTS		CAPITAL PROJECTS DEBT		TIF #3 CONSTRUCTION		TIF #3 DEBT		TID #5 DEBT SVC		TID#6 PROJECTS		TID#6 DEBT SVC	
STATE - #2		STATE -#13		STATE -#15		STATE - #14		STATE - #08		STATE - #4		STATE - #5		STATE - # 9	
PRIOR G/L BALANCE	3,912,993.16	1,018,055.89	82,163.68	5,418.84	808,522.93	7,188.64	0.00	0.00							
REVENUE	85,646.09	3,393,056.77	242,132.33	24.45	24,172.42	2,645.93	699,865.19	72,615.66							
DISBURSEMENTS	927,267.10	1,013,940.42	0.00	0.00	0.00	0.00	97,247.06	21.13							
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
ADJUSTMENTS	0.00	0.00	(21.13)	0.00	0.00	0.00	0.00	0.00							
ENDING BALANCE	3,071,372.15	3,397,172.24	324,274.88	5,443.29	832,695.35	9,834.57	602,618.13	72,594.53							

BANK BALANCE	3,071,372.15	3,397,172.24	324,274.88	5,443.29	832,695.35	9,834.57	602,618.13	72,594.53
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AFFORDABLE HOUSING		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TID #4 CONSTRUCTION	
TID		STATE -#3		STATE -#10		CONST. - STATE -#06		CAP. INT. - STATE -#7		STATE -#12		STATE -#01	
PRIOR G/L BALANCE	632,118.30	12,120.32	4,723,991.50	57,237.50	97,972.76	60,863.89	723,265.39						
REVENUE	254,157.58	54.69	345,807.99	258.26	57,221.09	34,658.71	240,758.86						
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	9,210.18						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	886,275.88	12,175.01	5,069,799.49	57,495.76	155,193.85	95,522.60	954,814.07						

BANK BALANCE	886,275.88	12,175.01	5,069,799.49	57,495.76	155,193.85	95,522.60	954,814.07
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FOR FUND: GENERAL FUND  
FOR 8 PERIODS ENDING AUGUST 31, 2023

10c2.

DEPARTMENT DESCRIPTION	AUGUST		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	ACTUAL		YEAR-TO-DATE ACTUAL	ACTUAL	
REVENUES									
GENERAL FUND	14,873,810.00	1,791,538.55	(87.9)	14,873,810.00	14,873,810.00	10,267,876.48	(30.9)		
TOTAL REVENUES	14,873,810.00	1,791,538.55	(87.9)	14,873,810.00	14,873,810.00	10,267,876.48	(30.9)		
EXPENSES									
GENERAL FUND	1,125,772.50	1,840.39	99.8	1,526,609.88	1,755,660.00	150,389.83	91.4		
MAYOR	16,675.00	1,022.68	93.8	16,675.00	16,675.00	8,181.44	50.9		
CITY COUNCIL	66,830.00	4,998.87	92.5	66,830.00	66,830.00	43,869.20	34.3		
LAW/LEGAL	90,000.00	6,556.00	92.7	90,000.00	90,000.00	62,098.39	31.0		
CITY CLERK-TREASURER	527,455.00	49,361.88	90.6	527,455.00	527,455.00	360,515.91	31.6		
ADMINISTRATION	214,220.00	23,841.14	88.8	214,220.00	214,220.00	145,837.46	31.9		
COMPUTER	201,450.00	13,875.21	93.1	201,450.00	201,450.00	158,179.00	21.4		
CITY ASSESSOR	81,416.67	4,916.67	93.9	81,533.32	81,600.00	45,234.86	44.5		
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	50.00	96.7		
BUILDING/ZONING CODE ENFORCEMENT	113,580.00	8,781.13	92.2	113,580.00	113,580.00	87,614.06	22.8		
Engineering	269,175.00	28,331.55	89.4	269,175.00	269,175.00	167,026.52	37.9		
PUBLIC WORKS ADMINISTRATION	249,720.00	26,914.15	89.2	249,720.00	249,720.00	170,592.06	31.6		
ELECTIONS DEPARTMENT	16,840.00	129.70	99.2	16,840.00	16,840.00	14,013.73	16.7		
CITY HALL	215,400.00	19,351.95	91.0	215,400.00	215,400.00	127,750.86	40.6		
INSURANCE	317,140.00	23,475.00	92.5	317,140.00	317,140.00	256,099.00	19.2		
GENERAL EXPENDITURES	1,918,140.00	7,356.69	99.6	1,918,140.00	1,918,140.00	30,269.43	98.4		
POLICE DEPARTMENT	657,430.00	67,738.46	89.6	657,430.00	657,430.00	415,409.98	36.8		
PATROL BOAT	17,385.00	917.72	94.7	17,385.00	17,385.00	1,176.02	93.2		
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
POLICE DEPARTMENT/PATROL	2,368,590.00	245,788.98	89.6	2,368,590.00	2,368,590.00	1,411,409.58	40.4		
POLICE DEPT. / INVESTIGATIONS	171,790.00	12,299.66	92.8	171,790.00	171,790.00	92,432.90	46.1		
FIRE DEPARTMENT	2,215,760.00	229,308.98	89.6	2,215,760.00	2,215,760.00	1,476,782.71	33.3		
STORM SEWERS	36,470.00	4,307.48	88.1	36,470.00	36,470.00	15,945.13	56.2		
LARGE ITEM PICKUP / LEAF COLL	56,330.00	1,627.93	97.1	56,330.00	56,330.00	4,398.97	92.1		
COMPOST/SOLID WASTE SITE	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
STREET SWEEPING	44,280.00	8,427.13	80.9	44,280.00	44,280.00	33,742.58	23.7		
WEED ABATEMENT	2,935.00	898.94	69.3	2,935.00	2,935.00	898.94	69.3		
ROADWAYS/STREETS	290,415.00	35,512.89	87.7	290,415.00	290,415.00	209,474.46	27.8		
SNOW REMOVAL	232,565.00	578.48	99.7	232,565.00	232,565.00	132,457.63	43.0		
STREET SIGNS AND MARKINGS	32,400.00	7,024.90	78.3	32,400.00	32,400.00	22,450.88	30.7		
CURB/GUTTER/SIDEWALK	37,505.00	1,674.27	95.5	37,505.00	37,505.00	16,911.51	54.9		
STREET MACHINERY	231,150.00	21,656.34	90.6	231,150.00	231,150.00	132,304.93	42.7		
CITY GARAGE	82,620.00	3,640.77	95.5	82,620.00	82,620.00	35,489.85	57.0		
CELEBRATION & ENTERTAINMENT	40,950.00	9,874.55	75.8	40,950.00	40,950.00	31,421.73	23.2		
HIGHWAYS - GENERAL	511,690.00	42,955.03	91.6	511,690.00	511,690.00	290,870.54	43.1		
PARK & RECREATION ADMIN	119,880.00	11,081.89	90.7	119,880.00	119,880.00	69,196.13	42.2		
PARKS AND PLAYGROUNDS	570,575.00	59,011.74	89.6	570,575.00	570,575.00	308,555.27	45.9		
BALLFIELDS	21,275.00	2,737.05	87.1	21,275.00	21,275.00	8,497.78	60.0		

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
EXPENSES							
ICE RINKS	18,605.00	0.00	100.0	18,605.00	18,605.00	7,047.49	62.1
BEACHES	3,670.00	66.76	98.1	3,670.00	3,670.00	133.51	96.3
MUNICIPAL DOCKS	47,780.00	4,809.06	89.9	47,780.00	47,780.00	22,212.11	53.5
WATER WEED MANAGEMENT	154,405.00	23,869.02	84.5	154,405.00	154,405.00	138,506.71	10.2
WATERFRONT PARKS & WALKWAYS	88,930.00	11,005.19	87.6	88,930.00	88,930.00	52,585.56	40.8
EMPLOYEE BENEFITS	46,520.00	2,019.45	95.6	46,520.00	46,520.00	23,994.80	48.4
PUBLIC FACILITIES	59,400.00	9,380.12	84.2	59,400.00	59,400.00	34,437.10	42.0
BOARDS AND COMMISSIONS	1,220.00	96.89	92.0	1,220.00	1,220.00	204.59	83.2
COMMUNITY & ECONOMIC DEVELOPM	448,880.00	33,733.18	92.4	448,880.00	448,880.00	283,446.10	36.8
TOTAL EXPENSES	14,036,739.17	1,072,795.87	92.3	14,437,693.20	14,666,810.00	7,100,121.24	51.5
TOTAL FUND REVENUES	14,873,810.00	1,791,538.55	(87.9)	14,873,810.00	14,873,810.00	10,267,876.48	(30.9)
TOTAL FUND EXPENSES	14,036,739.17	1,072,795.87	92.3	14,437,693.20	14,666,810.00	7,100,121.24	51.5
SURPLUS (DEFICIT)	837,070.83	718,742.68	(14.1)	436,116.80	207,000.00	3,167,755.24	1430.3

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST		VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES	4,297,483.00	2,706,963.17	(37.0)	4,297,483.00	4,297,483.00		3,209,304.79		(25.3)
PATROL									
TOTAL REVENUES	4,297,483.00	2,706,963.17	(37.0)	4,297,483.00	4,297,483.00		3,209,304.79		(25.3)
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00		0.00		0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00		0.00		0.0
COMPUTER	37,000.00	9,337.95	74.7	37,000.00	37,000.00		34,543.93		6.6
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00	10,000.00		0.00		100.0
ENGINEERING	0.00	0.00	0.0	0.00	0.00		0.00		0.0
ELECTIONS	0.00	0.00	0.0	0.00	0.00		0.00		0.0
CITY HALL	110,000.00	582.46	99.4	110,000.00	110,000.00		20,668.37		81.2
GENERAL EXPENDITURES	174,250.00	15,860.00	90.8	174,250.00	174,250.00		266,401.96		(52.8)
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00		0.00		0.0
PATROL BOAT	4,043.33	0.00	100.0	32,346.64	48,520.00		48,523.41		0.0
PATROL	305,105.00	48,621.08	84.0	305,105.00	305,105.00		278,032.48		8.8
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00		0.00		0.0
FIRE DEPARTMENT	611,210.00	440.72	99.9	611,210.00	611,210.00		335,153.97		45.1
STORM SEWERS	150,000.00	0.00	100.0	150,000.00	150,000.00		2,586.00		98.2
SOLID WASTE MGMT/REFUSE/RECYC	0.00	0.00	0.0	0.00	0.00		0.00		0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00	0.00		0.00		0.0
ROADWAYS/STREETS	1,893,698.00	607,262.71	67.9	1,893,698.00	1,893,698.00		689,812.00		63.5
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00		0.00		0.0
CURB/GUTTER/SIDEWALK	0.00	12,645.00	100.0	0.00	0.00		296,007.09		100.0
CITY GARAGE	45,000.00	6,273.00	86.0	45,000.00	45,000.00		6,273.00		86.0
PARKS AND PLAYGROUNDS	275,000.00	0.00	100.0	275,000.00	275,000.00		144,408.40		47.4
BALLFIELDS	0.00	0.00	0.0	0.00	0.00		0.00		0.0
ICE RINKS	0.00	0.00	0.0	0.00	0.00		0.00		0.0
BEACHES	0.00	0.00	0.0	0.00	0.00		0.00		0.0
MUNICIPAL DOCKS	130,000.00	0.00	100.0	130,000.00	130,000.00		31,910.44		75.4
WATER WEED MANAGEMENT	505,500.00	11,925.40	97.6	505,500.00	505,500.00		76,222.40		84.9
WATERFRONT PARKS & WALKWAYS	10,000.00	0.00	100.0	10,000.00	10,000.00		5,827.38		41.7
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00		0.00		0.0
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00		20,750.00		100.0
COMMUNITY & ECONOMIC DEVLPMT	0.00	0.00	0.0	0.00	0.00		0.00		0.0
TOTAL EXPENSES	4,260,806.33	712,948.32	83.2	4,289,109.64	4,305,283.00		2,257,120.83		47.5
TOTAL FUND REVENUES	4,297,483.00	2,706,963.17	(37.0)	4,297,483.00	4,297,483.00		3,209,304.79		(25.3)
TOTAL FUND EXPENSES	4,260,806.33	712,948.32	83.2	4,289,109.64	4,305,283.00		2,257,120.83		47.5
SURPLUS (DEFICIT)	36,676.67	1,994,014.85	5336.7	8,373.36	(7,800.00)		952,183.96		(2307.4)

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: ARPA -AMERICAN RESCUE PLAN ACT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
ARPA / GENERAL	66.67	129.44	94.1	533.32	800.00	1,946.75	143.3
TOTAL REVENUES	66.67	129.44	94.1	533.32	800.00	1,946.75	143.3
EXPENSES							
ARPA / GENERAL	78,064.75	5,350.00	93.1	624,518.00	936,777.00	368,850.00	60.6
TOTAL EXPENSES	78,064.75	5,350.00	93.1	624,518.00	936,777.00	368,850.00	60.6
TOTAL FUND REVENUES	66.67	129.44	94.1	533.32	800.00	1,946.75	143.3
TOTAL FUND EXPENSES	78,064.75	5,350.00	93.1	624,518.00	936,777.00	368,850.00	60.6
SURPLUS (DEFICIT)	(77,998.08)	(5,220.56)	(93.3)	(623,984.68)	(935,977.00)	(366,903.25)	(60.7)

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL		VARI- ANCE
				YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES									
CABLE TV / GENERAL	132,527.08	32,105.86	(75.7)	150,216.64	160,325.00	128,417.64	(19.9)		
TOTAL REVENUES	132,527.08	32,105.86	(75.7)	150,216.64	160,325.00	128,417.64	(19.9)		
EXPENSES									
CABLE TV / GENERAL	175,025.00	6,080.57	96.5	175,025.00	175,025.00	60,057.34	65.6		
TOTAL EXPENSES	175,025.00	6,080.57	96.5	175,025.00	175,025.00	60,057.34	65.6		
TOTAL FUND REVENUES	132,527.08	32,105.86	(75.7)	150,216.64	160,325.00	128,417.64	(19.9)		
TOTAL FUND EXPENSES	175,025.00	6,080.57	96.5	175,025.00	175,025.00	60,057.34	65.6		
SURPLUS (DEFICIT)	(42,497.92)	26,025.29	(161.2)	(24,808.36)	(14,700.00)	68,360.30	(565.0)		

FOR FUND: TID #6 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #6 DISTRICT	614,180.00	772,480.85	25.7	614,180.00	614,180.00	772,480.85	25.7
TOTAL REVENUES	614,180.00	772,480.85	25.7	614,180.00	614,180.00	772,480.85	25.7
EXPENSES							
TID #6 DISTRICT	545,895.83	6,355.56	98.8	552,166.68	555,750.00	15,525.84	97.2
TOTAL EXPENSES	545,895.83	6,355.56	98.8	552,166.68	555,750.00	15,525.84	97.2
TOTAL FUND REVENUES	614,180.00	772,480.85	25.7	614,180.00	614,180.00	772,480.85	25.7
TOTAL FUND EXPENSES	545,895.83	6,355.56	98.8	552,166.68	555,750.00	15,525.84	97.2
SURPLUS (DEFICIT)	68,284.17	766,125.29	1021.9	62,013.32	58,430.00	756,955.01	1195.4



FOR FUND: TID #7 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #7 DISTRICT	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
TOTAL REVENUES	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
EXPENSES							
TID #7 DISTRICT	533,416.67	0.00	100.0	545,083.36	551,750.00	677.00	99.8
TOTAL EXPENSES	533,416.67	0.00	100.0	545,083.36	551,750.00	677.00	99.8
TOTAL FUND REVENUES	561,750.00	0.00	100.0	561,750.00	561,750.00	0.00	100.0
TOTAL FUND EXPENSES	533,416.67	0.00	100.0	545,083.36	551,750.00	677.00	99.8
SURPLUS (DEFICIT)	28,333.33	0.00	100.0	16,666.64	10,000.00	(677.00)	(106.7)

FOR FUND: TID #8 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
TID #8 DISTRICT	0.00	1,284.00	100.0	0.00	0.00	1,362.00	100.0
TOTAL EXPENSES	0.00	1,284.00	100.0	0.00	0.00	1,362.00	100.0

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	1,447,876.00	398,232.54	(72.4)	1,447,876.00	1,447,876.00	1,597,035.99	10.3
TOTAL REVENUES	1,447,876.00	398,232.54	(72.4)	1,447,876.00	1,447,876.00	1,597,035.99	10.3
EXPENSES							
TID DISTRICT #2	1,455,578.92	0.00	100.0	1,455,984.32	1,456,216.00	104,708.00	92.8
TOTAL EXPENSES	1,455,578.92	0.00	100.0	1,455,984.32	1,456,216.00	104,708.00	92.8
TOTAL FUND REVENUES	1,447,876.00	398,232.54	(72.4)	1,447,876.00	1,447,876.00	1,597,035.99	10.3
TOTAL FUND EXPENSES	1,455,578.92	0.00	100.0	1,455,984.32	1,456,216.00	104,708.00	92.8
SURPLUS (DEFICIT)	(7,702.92)	398,232.54	(5269.8)	(8,108.32)	(8,340.00)	1,492,327.99	(7993.6)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: AFFORDABLE HOUSING TID  
 FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	857,511.00	226,086.39	(73.6)	857,511.00	857,511.00	886,275.88	3.3
TOTAL REVENUES	857,511.00	226,086.39	(73.6)	857,511.00	857,511.00	886,275.88	3.3
EXPENSES							
TID #1 DISTRICT	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
TOTAL EXPENSES	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
TOTAL FUND REVENUES	857,511.00	226,086.39	(73.6)	857,511.00	857,511.00	886,275.88	3.3
TOTAL FUND EXPENSES	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
SURPLUS (DEFICIT)	0.00	226,086.39	100.0	0.00	0.00	886,275.88	100.0

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
REVENUES									
TID #3 DISTRICT	82,884.00	24,196.87	(70.8)	82,884.00	82,884.00	101,580.56	22.5		
TOTAL REVENUES	82,884.00	24,196.87	(70.8)	82,884.00	82,884.00	101,580.56	22.5		
EXPENSES									
TID #3 DISTRICT	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0		
TOTAL EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0		
TOTAL FUND REVENUES	82,884.00	24,196.87	(70.8)	82,884.00	82,884.00	101,580.56	22.5		
TOTAL FUND EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	21,142.50	82.0		
SURPLUS (DEFICIT)	(34,700.00)	24,196.87	(169.7)	(34,700.00)	(34,700.00)	80,438.06	(331.8)		

FOR FUND: TID #4 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST	AUGUST	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL					
REVENUES							
TID #4 DISTRICT	420,592.00	269,860.91	(35.8)	541,342.00	610,342.00	393,706.74	(35.4)
TOTAL REVENUES	420,592.00	269,860.91	(35.8)	541,342.00	610,342.00	393,706.74	(35.4)
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	1,098,484.58	4,523.00	99.5	1,135,861.60	1,157,220.00	151,634.63	86.8
TOTAL EXPENSES	1,098,484.58	4,523.00	99.5	1,135,861.60	1,157,220.00	151,634.63	86.8
TOTAL FUND REVENUES	420,592.00	269,860.91	(35.8)	541,342.00	610,342.00	393,706.74	(35.4)
TOTAL FUND EXPENSES	1,098,484.58	4,523.00	99.5	1,135,861.60	1,157,220.00	151,634.63	86.8
SURPLUS (DEFICIT)	(677,892.58)	265,337.91	(139.1)	(594,519.60)	(546,878.00)	242,072.11	(144.2)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #5 DISTRICT  
 FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #5 DISTRICT	850,408.00	2,645.93	(99.6)	850,408.00	850,408.00	9,834.57	(98.8)
TOTAL REVENUES	850,408.00	2,645.93	(99.6)	850,408.00	850,408.00	9,834.57	(98.8)
EXPENSES							
TID #5 DISTRICT	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
TOTAL EXPENSES	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
TOTAL FUND REVENUES	850,408.00	2,645.93	(99.6)	850,408.00	850,408.00	9,834.57	(98.8)
TOTAL FUND EXPENSES	765,446.00	0.00	100.0	765,446.00	765,446.00	71,790.00	90.6
SURPLUS (DEFICIT)	84,962.00	2,645.93	(96.8)	84,962.00	84,962.00	(61,955.43)	(172.9)

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)  
FOR 8 PERIODS ENDING AUGUST 31, 2023

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



CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #9 DISTRICT  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST		AUGUST		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL	ACTUAL	VARI- ANCE		YEAR-TO-DATE BUDGET	YEAR-TO-DATE ACTUAL	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE	
REVENUES											
TID #9 DISTRICT	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
TOTAL REVENUES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
EXPENSES											
TID #9 DISTRICT	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
TOTAL EXPENSES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
TOTAL FUND REVENUES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
TOTAL FUND EXPENSES	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	
SURPLUS (DEFICIT)	0.00	0.00	0.00	0.0		0.00	0.00	0.00	0.00	0.0	

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	615,276.25	47,287.46	(92.3)	620,745.00	623,870.00	420,931.62	(32.5)
TOTAL REVENUES	615,276.25	47,287.46	(92.3)	620,745.00	623,870.00	420,931.62	(32.5)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	631,342.91	48,560.42	92.3	671,613.20	694,625.00	305,065.86	56.0
TOTAL EXPENSES	631,342.91	48,560.42	92.3	671,613.20	694,625.00	305,065.86	56.0
TOTAL FUND REVENUES	615,276.25	47,287.46	(92.3)	620,745.00	623,870.00	420,931.62	(32.5)
TOTAL FUND EXPENSES	631,342.91	48,560.42	92.3	671,613.20	694,625.00	305,065.86	56.0
SURPLUS (DEFICIT)	(16,066.66)	(1,272.96)	(92.0)	(50,868.20)	(70,755.00)	115,865.76	(263.7)

CITY OF STURGEON RAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
COMPOST SITE ENTERPRISE FUND	22,456.68	12,527.47	(44.2)	109,653.28	159,480.00	108,197.42	(32.1)
TOTAL REVENUES	22,456.68	12,527.47	(44.2)	109,653.28	159,480.00	108,197.42	(32.1)
EXPENSES							
COMPOST SITE ENTERPRISE FUND	8,670.44	10,067.37	(16.1)	69,363.12	104,045.00	38,260.17	63.2
TOTAL EXPENSES	8,670.44	10,067.37	(16.1)	69,363.12	104,045.00	38,260.17	63.2
TOTAL FUND REVENUES	22,456.68	12,527.47	(44.2)	109,653.28	159,480.00	108,197.42	(32.1)
TOTAL FUND EXPENSES	8,670.44	10,067.37	(16.1)	69,363.12	104,045.00	38,260.17	63.2
SURPLUS (DEFICIT)	13,786.24	2,460.10	(82.1)	40,290.16	55,435.00	69,937.25	26.1

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS  
FOR 8 PERIODS ENDING AUGUST 31, 2023

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	24,776,820.68	6,284,055.44	(74.6)	25,008,392.24	25,140,719.00	17,897,589.29	(28.8)
TOTAL MUNICIPAL EXPENSES	24,564,565.60	1,867,965.11	92.3	25,696,959.12	26,344,042.00	10,496,315.41	60.1
SURPLUS (DEFICIT)	212,255.08	4,416,090.33	1980.5	(688,566.88)	(1,203,323.00)	7,401,273.88	(715.0)



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

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

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

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September 7, 2023

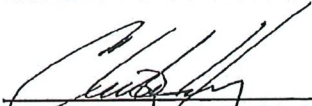
Stephanie Reinhardt  
City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235

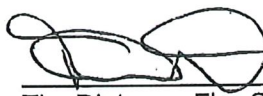
Ms. Reinhardt:

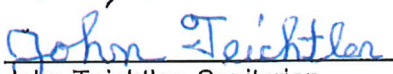
We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer license:

Corpus Christi Parish  
25 North Elgin Avenue  
Sturgeon Bay, WI 54235  
Agent: Steve LaLuzerne  
Date: October 14-15, 2023  
Fall Festival – 713 W Juniper Street/Maple Street Parking Lot

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



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

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

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

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September 21, 2023


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

Ms. Reinhardt:

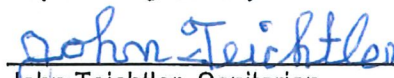
We, the undersigned, have received a request for certification of compliance for a Class A Beer and Class A Liquor license:

JC's Fill Up LLC  
1009 Egg Harbor Road  
Sturgeon Bay, WI 54235  
Agent: Joyce Cole  
Date: October 4, 2023 – June 30, 2024

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

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant:

Destination Sturgeon Bay

Name of Event:

Thrills & Chills

Contact Phone #:

920-743-6246

Date(s) of Event:

Oct. 28<sup>th</sup>, 2023

Time:

10am - 3pm

Estimated # of Attendees:

500

Specific Location:

See map attached

Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.



Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - As required by the State of Wisconsin.

N/A

Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)



Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.



Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.



If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

N/A

What arrangements are made for clean up?

Contract w/ City

Other comments or explanation:

Signature of Responsible Party:

Andrea Buer

Address:

36 S. 3<sup>rd</sup> Ave - Sturgeon Bay

Date Submitted:

Sept. 11, 2023

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

Approval:


Fire Chief:



Date:

9-12-23

Police Chief:



Date:

9-12-23

Comm. Dev:



Date:

9-13-23

Streets/Parks:



Date:

9-14-23

City Clerk:



Date:

9/20/23

Finance Dir:



Date:

9/19/23

City Engineer:



Date:

9-14-23

City Admin:



Date:

9/15/23

Common Council Approval Date:



Copy of Approved Street Closure Application sent to EMS Director.



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of OSB, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to hold an event, which shall encroach in the public right-of-way adjacent to property located at see map, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said Event as an encroachment in the public right-of-way.

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

Dated this 8 day of September, 2023.

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

Executive Director

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

Andrea Bubatz  
Events Director



**CITY OF STURGEON BAY  
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

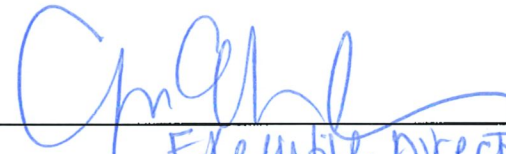
**WHEREAS** the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk - Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**NOW, THEREFORE, IT IS AGREED** that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk - Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: 9/11/2023

  
Executive Director  
Andrea Buborn  
EVENTS DIRECTOR

Dated: 9/8/2023

Company Name (if applicable): Destination Sturgeon Bay

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

Telephone: 920-495-6246

## THRILLS & CHILLS



### **OCTOBER 28, 2023**

### **DOWNTOWN STURGEON BAY**

### **10 AM TO 3 PM**

Thrills and Chills presented with Quantum PC — A day of festive Halloween fun for the entire family!

The Costume Parade begins at 10 am from the Old Bell Tower and concludes at Martin Park. Activities include making your own trick-or-treat bags, costume parade, haunted house, pumpkin carving, and trick-or-treating throughout downtown Sturgeon Bay from 10 am-3 pm.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Schmitz Insurance, LLC 7153 State Highway 42 57  Sturgeon Bay WI 54235-9490		<b>CONTACT NAME:</b> PHILIP J SCHMITZ <b>PHONE (A/C, No, Ext):</b> 920-473-4400 <b>E-MAIL ADDRESS:</b> Phil@SchmitzInsurance.com <b>FAX (A/C, No):</b> 8153019066	
<b>INSURED</b> Sturgeon Bay Visitor & Convention Bureau, Inc. Destination Sturgeon Bay 36 S 3rd Avenue Sturgeon Bay WI 54235-2292		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> West Bend - NSI <b>INSURER B:</b> Travelers Indemnity Company of Connecticut <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 15350 25682	

**COVERAGES** **CERTIFICATE NUMBER:** 20230801082717658 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	A615463	07/18/2023	07/18/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	A615463	07/18/2023	07/18/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$	N	N	A629733	07/18/2023	07/18/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	N	UB5K77609A	05/11/2023	05/11/2024

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## THRILLS AND CHILLS

Date: October 28th, 2023

Location: 3rd Avenue- Jefferson to Pennsylvania

Event Time: 10AM-1PM

## CERTIFICATE HOLDER

City of Sturgeon Bay  
For Thrills on Third  
421 Michigan St  
Sturgeon Bay WI 54235

Fax: 920-746-2906

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## 2023 Thrills and Chills

Parade Date: Saturday, October 28th, 2023

Time: 10am-3pm

Location: 3rd Avenue from Jefferson St. to Pennsylvania St.



26 Barricades Needed

10.28-Road Closes at 8AM (City)

10.28-Road Reopens at 2PM (DSB)





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

We, the Ad Hoc Bradley Lake Committee, hereby recommend alum treatments for Bradley Lake.

Respectfully submitted,

AD HOC BRADLEY LAKE COMMITTEE

By: Helen Bacon, Co-Chr. & Gary Nault, Co-Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 18, 2023.

\* \* \* \* \*

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

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

## DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on September 19, 2023, with an incident date of September 14, 2023, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Miranda Hottenroth, 946 N 5<sup>th</sup> Ave, Sturgeon Bay, WI 54235, sustained damages to her vehicle via a hazardous road condition, caused by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

WHEREAS, review of this matter by the City's Insurance Carrier recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the claim submitted by Miranda Hottenroth be and the same is hereby denied, and no action on this claim may be brought against the City of Sturgeon Bay or any of its officers, officials, agents or employees after six months from the date of service of this notice, pursuant to Wisconsin Statute 893.80.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as a notice of disallowance.

\* \* \* \* \*

Motion made by Alderperson \_\_\_\_\_, seconded by Alderperson

\_\_\_\_\_ to adopt.

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

***Statewide Services, Inc.***

Claim Division

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

September 22, 2023

City of Sturgeon Bay  
Attn: Valerie Clarizio  
421 Michigan St.  
Sturgeon Bay, WI 54235

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Sturgeon Bay  
Date of loss: 9/14/2023  
Our Claim # WM000152810221  
Claimant: Miranda Hottenroth  
946 North 5<sup>th</sup> Ave.  
Sturgeon Bay, WI 54235

Dear Valerie,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the City of Sturgeon Bay. We are in receipt of the claim submitted by Miranda Hottenroth for vehicle damage sustained as a result of an alleged crack or pothole on Delaware Street.

We have reviewed the matter and recommend that the City of Sturgeon Bay deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no liability on behalf of the City. The City maintains that it found no hazard on Delaware Street that would cause the tire damage being claimed.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS  
Claims Rep. II  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705-0555  
608-828-5439 Phone  
800-854-1537 Fax  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: McClone Agency



**AN ORDINANCE TO CREATE SECTION 6.19  
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 repealing and recreating Section 6.19 of the Sturgeon Bay Code of Ordinances dealing with Fueling of Watercraft, to read as follows:**

6.19 – Fueling of watercraft

- (1) Purpose. This section is intended to prevent hazardous or dangerous conditions that are created by persons fueling their watercraft with portable cans or containers, as it exposes them to fumes and the public to potential pollution by the spillage into the water.
- (2) Storage Prohibited. No person shall store, or leave unattended, portable fuel cans or fueling containers on City-owned waterfront, piers, or docks, and all waterfront, piers, docks, or marinas open to the public.
- (3) Portable Container Fueling Prohibition. Except in emergencies, no person shall dispense from a portable can or container into the watercraft's fuel tank on City-owned waterfront, piers, or docks and on any waterfront, piers, docks, or marinas open to the public. Watercraft with onboard class I or class II fuel tanks must be removed from the water for fueling or be fueled at a commercial fueling facility unless a state and local variance has been approved.
- (4) Emergency. Emergency fueling of watercraft from a portable container is allowed only with an approved container not exceeding a six-gallon capacity.
- (5) Codes Adopted. The fueling of watercraft shall be in accordance with NFPA 30, 30A, 303 and WI ATCP 93 as revised, unless otherwise specified in this code.

**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 September, 2023.

**EXECUTIVE SUMMARY****DATE:** September 27, 2023**TITLE:** Resolution Authorizing the Construction of New Bicycle & Pedestrian Facilities on Memorial Drive and S 15<sup>th</sup> Ave

**BACKGROUND:** At a Parking & Traffic Committee meeting on June 28, 2021 the committee voted to have staff pursue completion of the missing sidewalk sections along Memorial Drive and S 15<sup>th</sup> Ave that are shown on the attached map. In November of 2023 there will be a new Local Roads Improvement Program (LRIP) grant cycle that will be providing MSID & MSIS grants similar to the one received for the 2023 Michigan Street Project. The grants that will be applied for will include a mill & pave project for Memorial Drive (from S 9<sup>th</sup> Ave to S 15<sup>th</sup> Ave) and will include the sidewalks mentioned above. When applying for these grants a resolution from the Common Council is required for any new bicycle & pedestrian improvements that are to be added.

Whether or not the missing sidewalk sections are added the City of Sturgeon Bay will be able to apply for the grants. However, completing these gaps in the sidewalk network would likely improve the City's chances of receiving a grant.

**FISCAL IMPACT:** None. City staff will be completing the grant applications and there are no associated fees for the applications.

**RECOMMENDATION:** Staff recommends approving the resolution authorizing the construction of new bicycle & pedestrian facilities on Memorial Drive (from S 12<sup>th</sup> Ave to S 15<sup>th</sup> Ave) & S 15<sup>th</sup> Ave (from Memorial Drive to Utah Street).

**SUBMITTED BY:** \_\_\_\_\_

Chad Shefchik, City Engineer

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

**REVIEWED BY:** Marty Olejniczak

Marty Olejniczak, Community Development Director

Date: 9/27/2023**REVIEWED BY:** Joshua VanLieshout

Joshua VanLieshout, City Administrator

Date: 9/27/23





DEC, 2022



**Legend**

EXISTING SIDEWALK

PROPOSED SIDEWALK





***Resolution of the Common Council of the City of Sturgeon Bay Authorizing the Construction of New Bicycle & Pedestrian Facilities on Memorial Drive & S 15<sup>th</sup> Ave***

**WHEREAS**, the City of Sturgeon Bay, Door County, will be applying for Local Roads Improvement Program (LRIP) Municipal Street Improvement Discretionary (MSID) and Municipal Street Improvement Supplemental (MSIS) program grants administered by the Wisconsin Department of Transportation (WisDOT) in the fall of 2023; and

**WHEREAS**, new bicycle and pedestrian facilities are desired by the Common Council of the City of Sturgeon Bay and are included in the design of the Memorial Drive & S 15<sup>th</sup> Ave proposed improvements; and

**WHEREAS**, pursuant to s.84.01(35), Wis. Stats. the Common Council of the City of Sturgeon Bay must adopt an official resolution authorizing the establishment of those new facilities as part of the proposed improvement project in order to qualify for reimbursement under the LRIP MSID & MSIS grant programs.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council of the City of Sturgeon Bay does officially authorize the construction of new bicycle and pedestrian facilities as part of the proposed improvements on Memorial Drive (from S 12<sup>th</sup> Ave to S 15<sup>th</sup> Ave) & S 15<sup>th</sup> Ave (from Memorial Drive to Utah Street).

Adopted by the Common Council of the City of Sturgeon Bay, Door County, Wisconsin, this \_\_\_\_ day of October, 2023.

**City of Sturgeon Bay**

By: \_\_\_\_\_  
David J. Ward  
Mayor

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



## EXECUTIVE SUMMARY

**Title:** Tax Increment District #9

**Background:** The City of Sturgeon Bay, in conjunction with Door County Economic Development Corporation, have been working on a proposed industrial flex building within the industrial park. A memorandum of understanding with Immel Construction was signed and Cedar Corp was hired for the engineering services. The Council also authorized initiating a tax increment district (TID) for the project.

The idea of the flex building is a 50,000-square foot building with multiple tenant spaces ranging from about 5,000 square feet to 20,000 square feet. The building could be expanded to up to 100,000 square feet. Immel Construction would design and build the facility and would secure an owner/developer for the building. NAI/Pfefferle is working with Immel on securing the developer and tenants. It is expected the tenants would be a combination of graduates of the DCEDC business incubator, existing manufacturers that need additional space, and new businesses looking for flexible space.

The proposed TID #9 would be the implementation tool for the industrial flex building and other industrial development in the vicinity. Within a TID the property taxes generated from new development within the district (the tax increment) is used to cover the public costs necessary to spur the new development, including infrastructure improvements, especially stormwater management improvements, as well as financial incentives.

The project plan was prepared by R.W. Baird with assistance from city staff. It involves 3 existing parcels totaling about 40 acres that are slated for industrial development under the city's comprehensive plan. In addition to financial incentives for the creation of the industrial flex building, the project plan includes constructing the north half of Halyard Street and other street and stormwater improvements.

The draft project plan was reviewed by the Plan Commission and a public hearing was held. The Plan Commission adopted a resolution recommending that the Common Council adopt TID #9 boundaries and project plan. The Joint Review Board (JRB) must also approve the TID in order to formally establish it.

**Recommendation:** Approval of the resolution approving the boundaries and project plan for TID #9.

Prepared by: Martin Olejniczak  
Martin Olejniczak, Community Development Director

9/28/2023  
Date

Reviewed by: Valerie Clarizio  
Valerie Clarizio, Finance Director

9/28/23  
Date

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

\_\_\_\_\_  
Date

Resolution Formally Establishing the Boundaries of and Approving the Project Plan for  
Tax Incremental District No. 9

**ESTABLISHING THE BOUNDARIES OF AND APPROVING THE PROJECT  
PLAN FOR TAX INCREMENTAL DISTRICT NO. 9, CITY OF STURGEON  
BAY, DOOR COUNTY, WISCONSIN**

**WHEREAS**, pursuant to Wisconsin Statutes §66.1105 the City of Sturgeon Bay has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the city; and

**WHEREAS**, Tax Incremental District No. 9 (“the district”) is proposed to be created as a “industrial district” based on the identification and classification of the property proposed to be included in the tax increment district

**WHEREAS**, a Project Plan for Tax Incremental District No. 9 has been prepared that includes the following:

1. A statement listing the kind, number, and location of proposed public works or improvements within the district.
2. An economic feasibility study.
3. A detailed list of estimated projects costs.
4. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred.
5. A map showing existing uses and conditions of real property in the district.
6. A map showing proposed improvements and uses in the district.
7. Proposed changes of zoning ordinance, master plan, map, building codes, and City Ordinances.
8. A statement of the proposed method for relocation of any person to be displaced.
9. A statement indicating how creation of the district promotes the orderly development of the city.
10. A list of estimated non-project costs.
11. A section for the insertion of an Opinion of the City Attorney advising that the plan is complete and complies with Wis. Statute §66.1105(4)(f); and

**WHEREAS**, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on August 16, 2023, held a public hearing concerning the project plan and boundaries and proposed creation of the district providing interested parties a reasonable opportunity to express their views on the proposed creation of a tax incremental district and the proposed boundaries of the district; and

**WHEREAS**, after said public hearing, the Plan Commission adopted a resolution, and recommended to the Common Council that it create the district.

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Sturgeon Bay that:

1. The Recitals set forth above are incorporated herein and are made an enforceable part of this resolution.

Resolution Formally Establishing the Boundaries of and Approving the Project Plan for  
Tax Incremental District No. 9

2. The boundaries of the district are hereby approved and established as legally described in Exhibit A attached and incorporated herein by reference.
3. The district is created effective as of January 1, 2024.
4. The City Council finds and declares that:
  - a. More than 50% of the acreage of the district is suitable for industrial sites within the meaning of Section 66.1101 of the Wisconsin Statutes and has been zoned for industrial use.
  - b. Based upon the findings, as stated in (a) above, the district is declared to be an industrial district based on the identification and classification of the property included within the district.
  - c. The improvement of the area is likely to significantly enhance all the other real property's value in the district.
  - d. The private development activities projected in the Project Plan would not occur without tax incremental financing.
  - e. The equalized value of the taxable property in the district plus the value increment of all other existing tax incremental districts within the City does not exceed 12% of the total equalized value of taxable property within the City.
  - f. The City estimates that 0% of the territory within the district will be devoted to retail business at the end of the district's maximum expenditure period, pursuant to Section §66.1105 (5)(b) of the Wisconsin Statutes.
  - g. The project costs relate directly to promoting industrial development in the district consistent with the purpose for which the district is created.
  - h. Confirms that the boundaries of the district do not include any annexed territory that was not within the boundaries of the City on January 1, 2004.
5. The Project Plan, prepared by Robert W. Baird & Co. dated October 3, 2023, which is incorporated herein in its entirety by reference, is approved and the City further finds that plan is feasible and in conformity with the master plan of the City.

**BE IT FURTHER RESOLVED THAT** the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2024, pursuant to the provisions of Section §66.1105 (5) (b) of the Wisconsin Statutes.

**BE IT FURTHER RESOLVED THAT** the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under section §70.45 of the Wisconsin Statutes, those parcels of property which are within the District, specifying thereon the name of the District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section §70.65 of the Wisconsin Statutes, pursuant to Section §66.1105(5)(f) of the Wisconsin Statutes.

Adopted this 3rd day of October 2023

Resolution Formally Establishing the Boundaries of and Approving the Project Plan for  
Tax Incremental District No. 9

**City of Sturgeon Bay**

By \_\_\_\_\_  
David J. Ward, Ph.D., Mayor

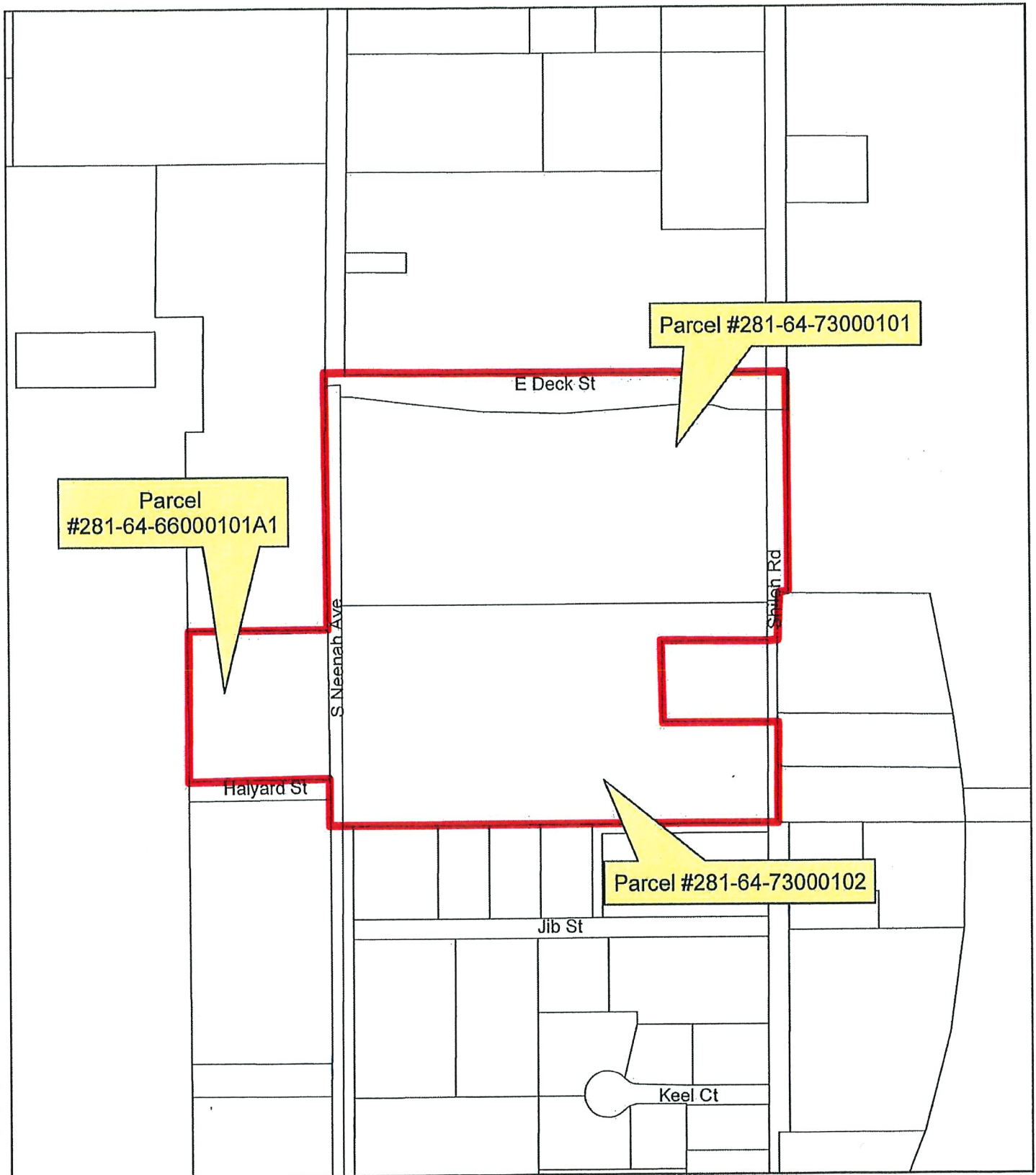
**CERTIFICATION**

I hereby certify that the foregoing Resolution was duly adopted by the Common Council  
of the City of Sturgeon Bay on the 3rd day of October 2023.

\_\_\_\_\_  
Stephanie L. Reinhardt,  
City of Sturgeon Bay  
City Clerk



# Tax Increment District #9



## Legend

 Tax Increment District #9 Boundary

0 250 500 1,000 Feet

1 inch = 400 feet

July 2023



## **PLANNING COMMISSION RESOLUTION #2023-02**

Resolution Formally Adopting Proposed Project Plan and Boundaries for Tax Incremental District No. 9

### **RECOMMENDED ADOPTION OF THE PROJECT PLAN AND BOUNDARIES FOR TAX INCREMENTAL DISTRICT NO. 9 CITY OF STURGEON BAY, WISCONSIN**

**WHEREAS**, pursuant to Wisconsin Statutes §66.1105 the City of Sturgeon Bay has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the city; and

**WHEREAS**, Tax Incremental District No. 9 (“the district”) is proposed to be created as an “industrial district” based on the identification and classification of the property proposed to be included in the tax increment district; and

**WHEREAS**, a Project Plan for Tax Incremental District No. 9 has been prepared that includes the following:

1. A statement listing the kind, number, and location of proposed public works or improvements within the district.
2. An economic feasibility study.
3. A detailed list of estimated projects costs.
4. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred.
5. A map showing existing uses and conditions of real property in the district.
6. A map showing proposed improvements and uses in the district.
7. Proposed changes of zoning ordinance, master plan, map, building codes, and City ordinances.
8. A statement of the proposed method for relocation of any person to be displaced.
9. A statement indicating how creation of the district promotes the orderly development of the city.
10. A list of estimated non-projects costs.
11. A section for the eventual insertion of an Opinion of the City Attorney advising that the plan is complete and complies with Wis. Statute §66.1105(4)(f); and

**WHEREAS**, prior to its publication, a copy of the notice of the public hearing by the Plan Commission was sent to the City of Sturgeon Bay, Door County, the Sturgeon Bay School District, and Northeast Wisconsin Area Technical College which constitutes all the local governmental entities having the power to levy taxes on property located within the proposed District; and

**WHEREAS**, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on August 16, 2023, held a public hearing concerning the project plan and boundaries and proposed creation of the district providing interested parties a reasonable opportunity to express their views on the proposed creation of a tax incremental district and the proposed boundaries of the district.

## PLANNING COMMISSION RESOLUTION #2023-02

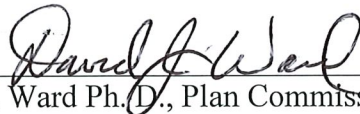
Resolution Formally Adopting Proposed Project Plan and Boundaries for Tax  
Incremental District No. 9

**NOW THEREFORE, BE IT RESOLVED** by the Plan Commission of the City  
of Sturgeon Bay that:

1. It recommends to the Common Council that Tax Incremental District No. 9, City of Sturgeon Bay, be created with boundaries as designated by Exhibit A, which is attached and incorporated herein by reference.
2. It approves the Project Plan as prepared by Robert W. Baird & Co, dated August 16, 2023, which is incorporated herein in its entirety by reference, and recommends its approval to the Common Council.
3. Creation of the District promotes orderly development in the city; and
4. That the City Clerk is hereby directed to provide the Common Council with a certified copy of this Resolution upon its adoption by the Plan Commission.


Adopted this 16th day of August, 2023

**City of Sturgeon Bay**

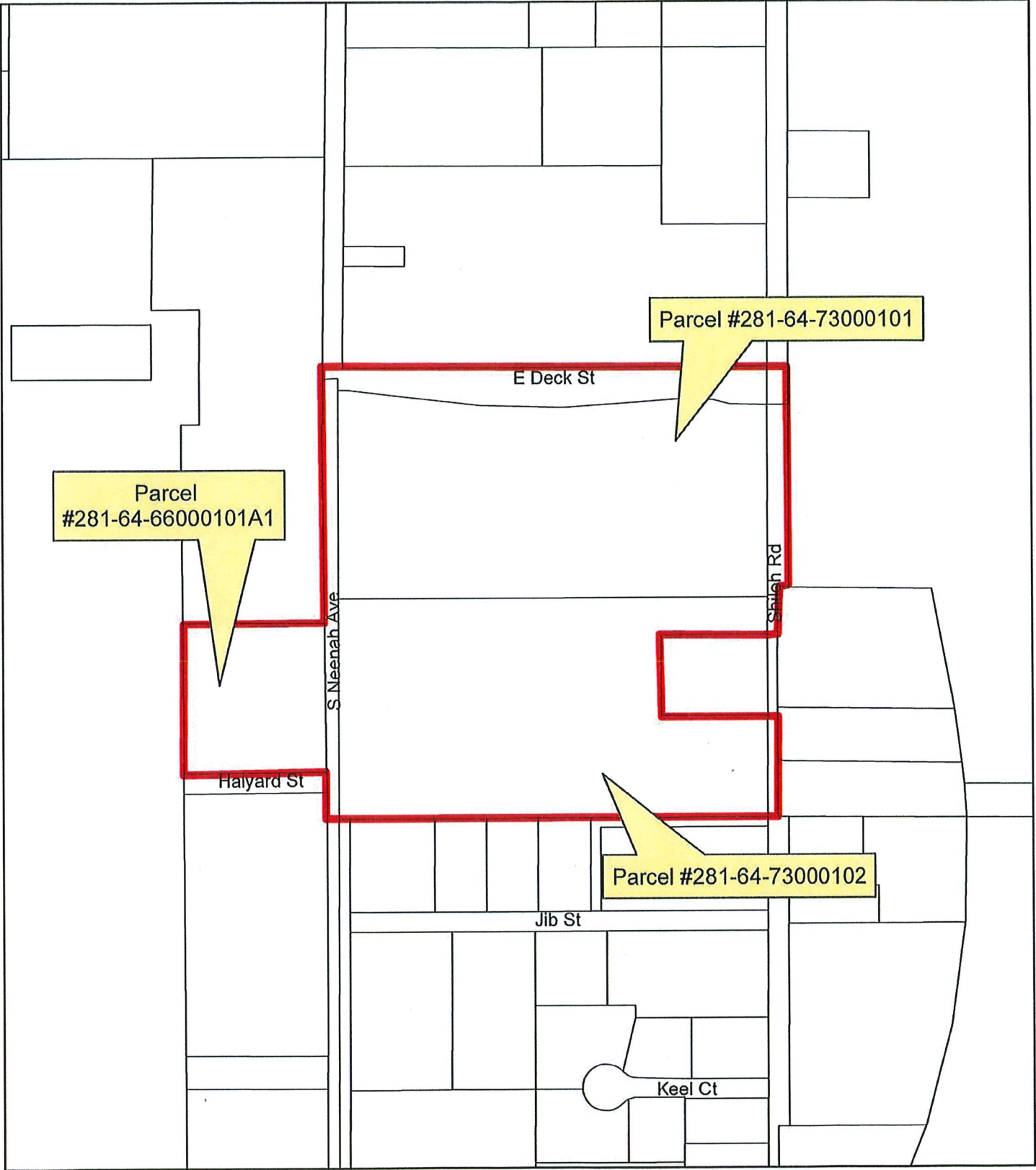
By   
David J. Ward Ph.D., Plan Commission Chairman

### CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the Planning  
Commission of the City of Sturgeon Bay on the 16th day of August, 2023.

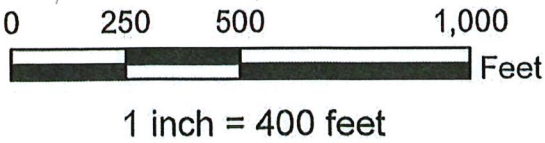
  
Stephanie L. Reinhardt,  
City of Sturgeon Bay  
City Clerk

# Tax Increment District #9



**Legend**

 Tax Increment District #9 Boundary



**Project Plan & District Boundary**  
**Tax Incremental District No. 9**  
**in the**  
**CITY OF STURGEON BAY, WISCONSIN**



**October 3, 2023**

(Approved Actions)

Organizational Joint Review Board Meeting Held	August 10, 2023
Public Hearing Held	August 16, 2023
Adopted by Planning Commission	August 16, 2023
Adopted by City Council	October 3, 2023
Adopted by Joint Review Board	October 12, 2023

Prepared in part by:



Robert W. Baird & Co.  
Public Finance  
777 E. Wisconsin Ave.  
Milwaukee, WI 53202  
800.792.2473



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## **Section 1: City of Sturgeon Bay Officials**

### **City Council**

David J. Ward Ph. D	Mayor
Helen L. Bacon	Aldersperson District 1
Dennis Statz	Aldersperson District 2
Dan Williams	Aldersperson District 3
J. Spencer Gustafson	Aldersperson District 4
Gary Nault	Aldersperson District 5
Seth Wiederanders	Aldersperson District 6
Kirsten Reeths	Aldersperson District 7

### **City Staff**

Josh Van Lieshout	City Administrator
Stephanie L. Reinhardt	City Clerk/Human Resources Director
Valerie J. Clarizio	Finance Director/City Treasurer
Martin J. Olejniczak	Community Development Director

### **Planning Commission**

David J. Ward Ph. D, Chairperson	Helen L. Bacon
J. Spenser Gustafson	Mark Holey
Jeff Norland	Dennis Statz
Amy Stephens	

### **Joint Review Board**

Josh Van Lieshout	City Representative- Chairperson
Ken Pabich	Door County
Daniel Mincheff	Northeast Wisconsin Area Technical College
Mike Stephani	Sturgeon Bay School District
Bill Chaudoir	Public Member

## **Section 2: Introduction and Description of District**

The city plans to use Tax Incremental Financing ("TIF") as a successful economic development programming tool by providing public improvements and development incentives to encourage and promote development within the city's industrial park. The goal is to increase the tax base, to create and enhance economic opportunities, and to increase manufacturing and related business within the city. The city works with developers and property owners to provide infrastructure improvements and incentives for development. Public infrastructure and property improvements will be financed by a combination of TIF increments and debt financing.

The Tax Increment District ("TID") is being created as a "Industrial District" based on the identification and classification of the property proposed to be included in the TID. The maximum life (absent extension) of the TID is 20 years from the date of adoption.

Tax incremental financing is being proposed for approximately 40.2 acres encompassing three parcels fronting along S. Neenah Ave, Deck Street, Halyard Street, and Shiloh Road. The sites are within the city limits. A developer is proposing to construct a 50,000 square foot flex industrial building with space for up to five tenants on a portion of one of the parcels. As tenant needs increase there is a plan for future expansion. The developer will need financial incentives to assist with the high construction costs of the project. The city is proposing to provide \$1,100,000 in the form of developer-financed tax incremental financing.

Planned or potential development projects are detailed in the Statement of Kind, Number and Location of Proposed Projects section of this project plan.

The city anticipates various public improvement project cost expenditures of approximately \$3,240,000 plus financing/interest costs during the TID's 15-year expenditure period. Proposed public project improvements may include but are not limited to developer incentives in the form of cash grants or TID loans, street and other infrastructure improvements, professional and organizational services, administrative costs, and finance costs.

As a result of the creation of this TID, the city projects a preliminary and conservative cash flow analysis indicating \$4,332,894 in increments. The TID increment will primarily be used to pay the debt service costs of the TID, and project development incentives. The increment will also be used for street improvements, stormwater management facilities and other infrastructure improvements within the vicinity of the district. The city projects land and improvement values (incremental value) of approximately \$5,500,000 will be



**City of Sturgeon Bay**  
**TID #9 Project Plan & District Boundary**

created in the TID by the end of 2025. A total of \$12,000,000 of incremental value is expected to be created by the end of the life of the district. This additional value will be a result of the improvements made and projects undertaken within the TID.

Maps depicting the boundaries and existing uses and conditions of the TID are found in the respective mapping sections of this project plan.

### **Section 3: Summary of Findings**

As required by s.66.1105 Wis. Stats., and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. That “but for” the creation of this TID, the development projected as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the city. In making this determination, the city has considered the following information:
  - Development within the TID has not occurred at the pace anticipated by the city. Infrastructure and other development related expenses are not likely to be borne exclusively by private developers; therefore, the city has concluded that public investment will be required to fully achieve the city’s objectives for this area.
  - To achieve its objectives, the city has determined that it must take an active role in encouraging development by making appropriate public expenditures in the area. Without the availability of tax increment financing, these expenditures are unlikely to be made. Enhancement of this area will complement existing industrial park development in the city, and benefit not only the city, but all overlapping taxing jurisdictions. Accordingly, the costs to implement the needed projects and programs are appropriately funded through tax increment financing.
  - To make the area included within the TID suitable for development, the city will need to make a substantial investment to pay costs of some or all the projects listed in the project plan. Due to the public investment that is required, the city has determined that development of the area will not occur at the pace or levels desired solely as a result of private investment.
2. The economic benefits of the Tax Incremental District, as measured by increased property values, are sufficient to compensate for the cost of

**City of Sturgeon Bay**  
**TID #9 Project Plan & District Boundary**

the improvements. In making this determination, the city has considered the following information:

As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected and the debt issuance will be more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.

3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.

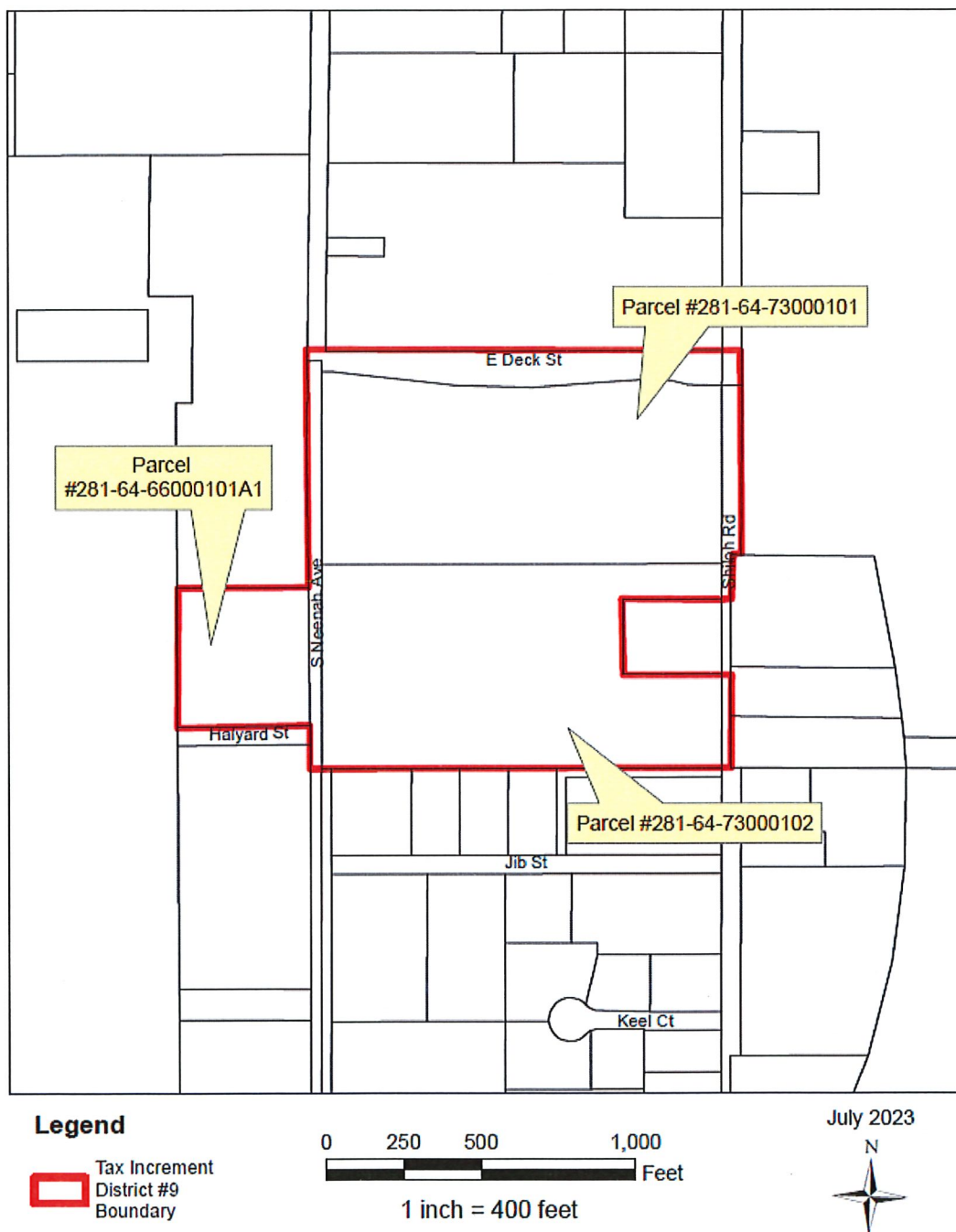
Since the development expected to occur is unlikely to take place without the use of Tax Incremental Financing (see Finding #1) and since the TID will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the city reasonably concludes that the overall benefits of the TID outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the "but for" test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the TID is not created.

4. The improvements to be made within the TID are likely to significantly enhance the value of substantially all other real property in the city surrounding the TID.
5. The equalized value of taxable property of the TID does not exceed 12% of the total equalized value of taxable property within the city.
6. The Project Plan for the TID is feasible and is in conformity with the comprehensive plan of the city.
7. The city estimates that 0% of the territory within the district will be devoted to retail business at the end of the district's maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b).
8. That more than 50% of the acreage of the district is suitable for industrial sites within the meaning of Section 66.1101 of the Wisconsin Statutes and has been zoned for industrial use.
9. The TID is being created as an Industrial District. This project plan has met the definition and requirements for an Industrial District.

## Section 4: Map of Proposed District Boundary

The current Map is reflective of the 01/01/2023 parcel list.

### Tax Increment District #9

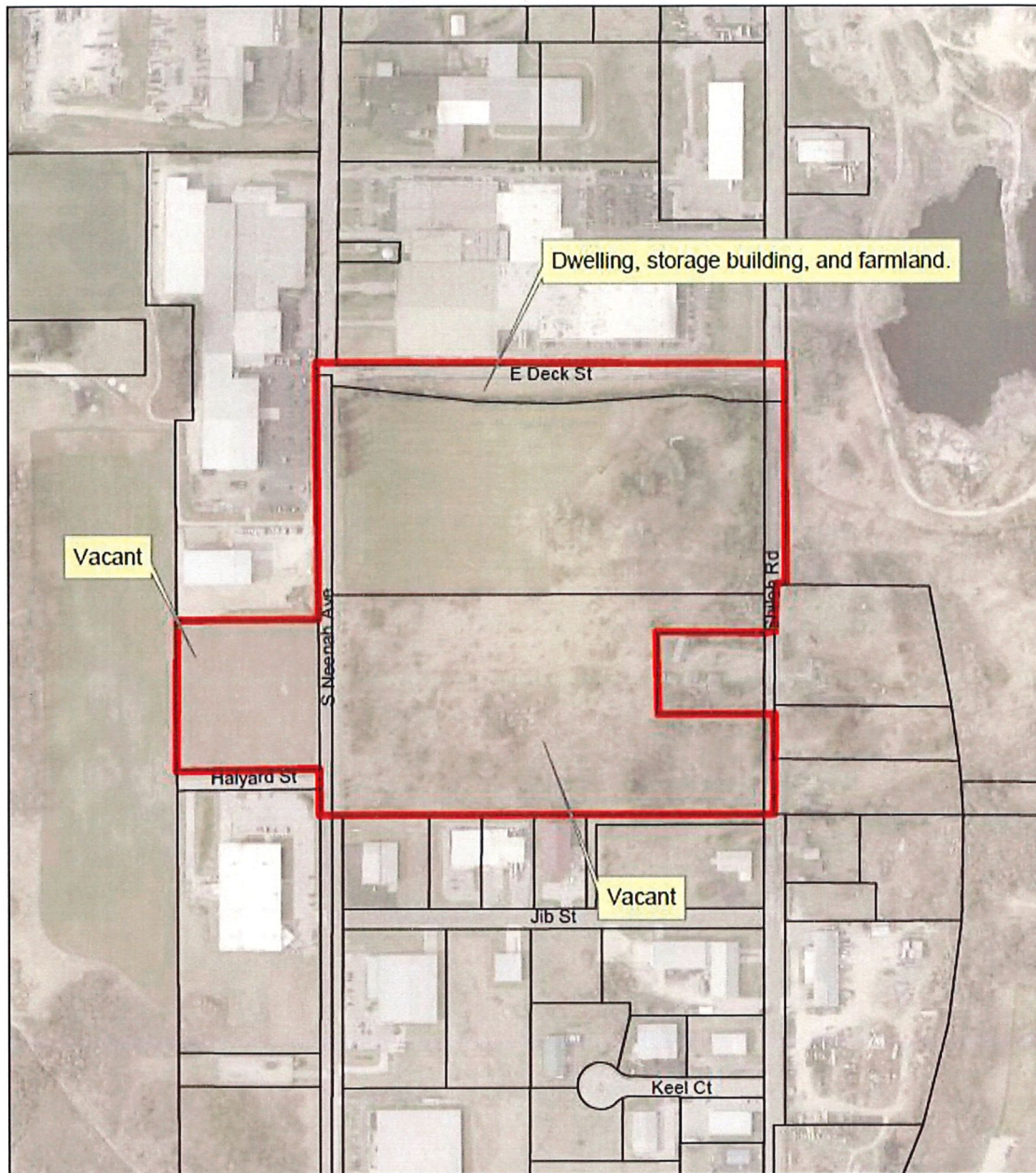






## Section 6: Map Showing Existing Uses and Conditions

### Tax Increment District #9 Existing Conditions



#### Legend

 Tax Increment  
District #9  
Boundary

0 250 500 1,000  
Feet  
1 inch = 400 feet

July 2023



## **Section 7: Preliminary Parcels List and Analysis**

As of the 01/01/2023 parcels list.

ID	Address	Parcel #	Acres	Valuation
1	1265 Shiloh Road	281-64-73000101	17.45	\$ 139,400
2	N/A	281-64-66000101A1	4.41	\$ 800
3	N/A	281-64-73000102	17.79	\$ 0
<b>Total Valuation</b>			<b>\$</b>	<b><u>140,200.00</u></b>

## **Section 8: Equalized Valuation Test**

The following calculations demonstrate that the city is in compliance with s.66.1105(4) (gm)4. c. Wis. Stats., which requires that the equalized value of the taxable property in the proposed TID, plus the value increment of any existing Tax Incremental Districts, does not exceed 12% of the total equalized value of taxable property within the city. With TID #9, the value increment of all existing Tax Increment Districts will be approximately 7.09%.

### **Valuation Test Compliance Calculation**

2023 Preliminary Equalized Valuation (TID IN)	\$ 1,456,712,100
Limit for 12% Test	\$ 174,805,452

Increment Value of Existing TIDs	\$ 103,191,700
Projected Base Value of New TID	<u>\$ 140,200</u>
Total Value Subject to Test	\$ 103,331,900

Compliance (\$103,331,900 < \$174,805,452)	Meets Requirement
--------------------------------------------	-------------------

## Section 9: Statement of Kind, Number and Location of Proposed Projects

The city expects to implement the following public project improvements. Any costs including eligible administrative costs necessary or convenient to the creation of the district or directly or indirectly related to the public works and other projects are considered "project costs" and eligible to be paid with tax increment revenues of the TID.

### 1. DEVELOPER INCENTIVE FOR INDUSTRIAL FLEX BUILDING

LOCATION: East side of S. Neenah Avenue with exact location to be determined.

TOTAL: \$1,100,000

DESCRIPTION: A developer is proposing to construct a 50,000 square foot flex industrial building with space for about five tenants. As tenant needs increase there is a plan for future expansion to up to 100,000 square feet. The site is a portion of city-owned land fronting on S. Neenah Ave. Final site location and design is dependent upon engineering and surveying work that is currently underway.

### 2. STREET IMPROVEMENTS

LOCATION: Halyard Street, S. Neenah Avenue, Deck Street, and Shiloh Road

TOTAL: \$1,000,000

DESCRIPTION: This category includes constructing the north half of Halyard Street and repaving portions of S. Neenah Avenue, Deck Street, and Shiloh Road. It also potentially includes constructing a new street to serve lots within the TID, if such street is needed based upon the final layout of lots to be created within the TID.



**City of Sturgeon Bay**  
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3. STORMWATER MANAGEMENT AND OTHER INFRASTRUCTURE IMPROVEMENTS

LOCATION: Within the area bounded by S. Neenah Avenue, Deck Street, and Shiloh Road

TOTAL: \$700,000

DESCRIPTION: This category includes a regional stormwater detention pond located along Shiloh Road, drainage and stormwater conveyance system, electrical services improvements, and other infrastructure needed to serve new industrial development.

4. LAND ACQUISITION/TRAIL CONNECTION

LOCATION: Entire TID

TOTAL: \$360,000

DESCRIPTION: This category includes the potential connection of the Ice Age Trail to the industrial park to increase pedestrian safety and increase connectivity. This category also includes the potential allocation of tax increment or tax increment financing to purchase future available parcels for inclusion within the industrial park or trail connection.

5. ENGINEERING/SURVEYING

LOCATION: Entire TID

TOTAL: \$40,000

DESCRIPTION: Professional services to design the infrastructure, inspect the construction, and create the individual lots for industrial development.

6. ADMINISTRATIVE / ORGANIZATIONAL FEES

LOCATION: Entire TID

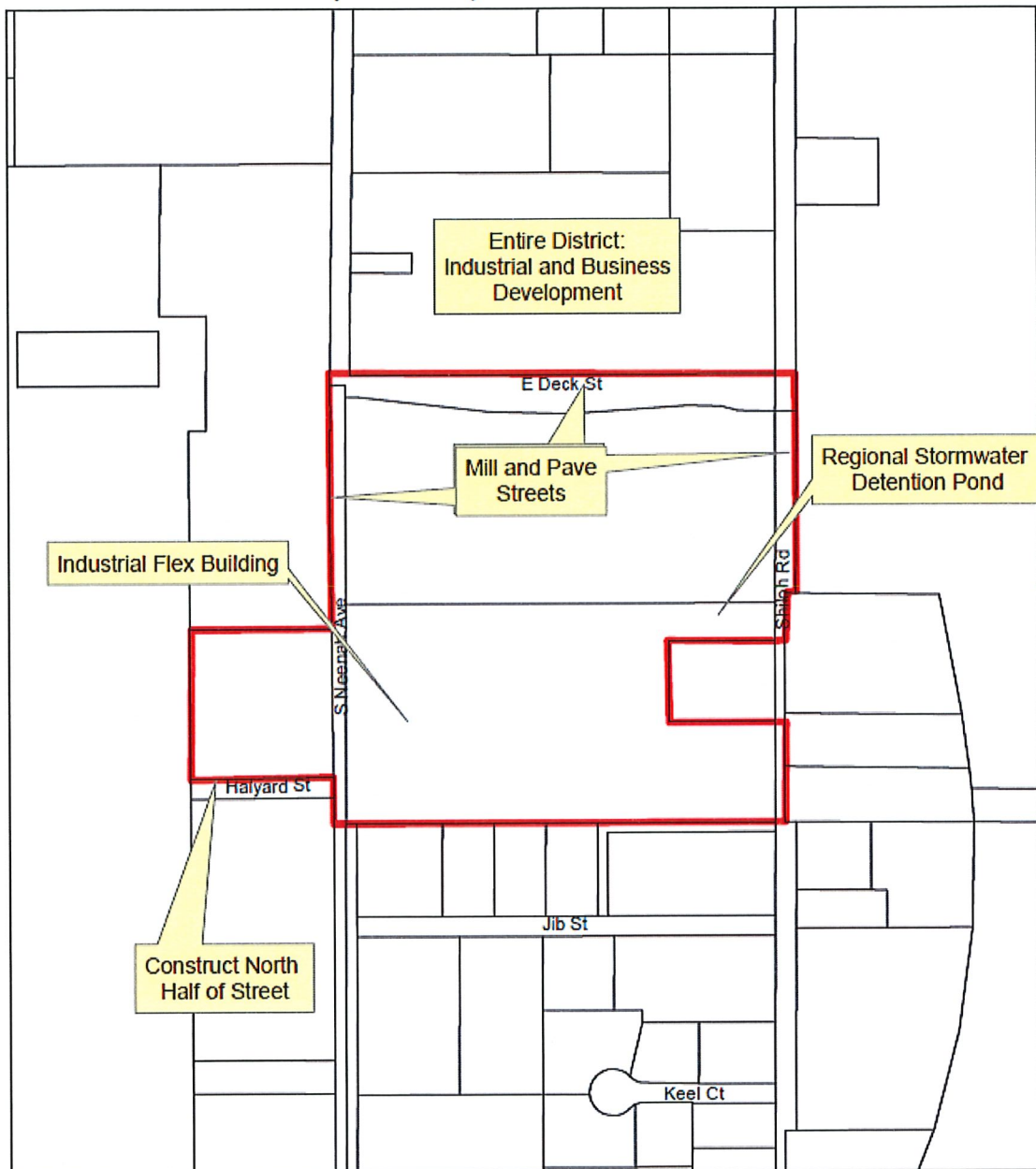
TOTAL: \$40,000

DESCRIPTION: Annual TID and city staff administration fees and professional fees for creation and organization, including legal fees.



## Section 10: Maps Showing Proposed Improvements and Uses

### Tax Increment District #9 Proposed Improvements and Uses



#### Legend

 Tax Increment District #9 Boundary

0 250 500 1,000  
Feet  
1 inch = 400 feet

July 2023



## Section 11: Detailed List of Project Costs

1. DEVELOPER INCENTIVE	\$1,100,000
2. STREET IMPROVEMENTS	\$1,000,000
3. STORMWATER MANAGEMENT & OTHER INFRASTRUCTURE IMPROVEMENTS	\$700,000
4. LAND ACQUISITION/TRAIL CONNECTION	\$360,000
5. ENGINEERING/SURVEYING	\$40,000
6. ADMINSTRATIVE / ORGANIZATIONAL FEES	\$40,000
<b>ESTIMATED TOTAL</b>	<b>\$3,240,000</b>

The project cost is based on current prices and preliminary estimates. The city reserves the right to increase this cost to reflect inflationary increases and other uncontrollable circumstances between the creation of the TID and the time of construction. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on the best information available. The city retains the right to delete or pursue future projects listed in the prior paragraph, and shown on the map, or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without amending the Plan.

The Plan authorizes the expenditure of funds for project costs within a 1/2-mile radius of the TID boundary.

## Section 12: Economic Feasibility

The information and exhibits contained within this project plan demonstrate that the proposed TID is economically feasible insofar as:

- The city has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of "Method of Financing and Timing of When Costs are to be Incurred" follows.

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- The development anticipated to occur because of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. This Plan identifies the following: 1) the development expected to occur, 2) a projection of tax increments to be collected resulting from that development and other economic growth within the TID, and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available such as debt issuance will be sufficient to pay all Project Costs.

To evaluate the economic feasibility of TID #9 it is necessary to project the amount of tax revenue that can be reasonably generated over the legal life of the TID. Included in Exhibit A is a proforma analysis of TID #9. The proforma analyzes expenses based on project plan costs of TID #9 against projected TID revenue. Tax revenue is conservatively estimated. Cash received from future TID #9 tax increments will be used to fund project costs and implementation of this Plan will also require that the city issue a developer grant/loan to provide direct or indirect financing for the Projects to be undertaken. In 2044, the final year of revenue collection for the TID, it is projected to have repaid all expenditures and is left with a positive surplus balance.

**Section 13: Method of Financing and Timing of When Costs are to be Incurred.**

The city plans to fund project costs with cash received from future TID #9 tax increments and to issue a developer grant/loan to provide direct or indirect financing for the Projects to be undertaken. The following is a list of the types of obligations the city may choose to utilize.

General Obligation (G.O.) Bonds or Notes (BAN, NAN, TAN)

The City may issue G.O. Bonds or Notes to finance the cost of Projects included within this Plan. Wisconsin Statutes limit the principal amount of G.O. and State Trust Fund Loan debt that a community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (including increment values).

Community Development Authority Lease Revenue Bonds:

Pursuant to Section 66.1335 Wisconsin Statutes (i.e., the "Community Development Authority Law") the City may issue Community Development Authority Lease Revenue Bonds to finance projects included within this Plan. Lease Revenue Bonds are not general obligations of the City and therefore do not count against the City's borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the city may be subject to either a



**City of Sturgeon Bay**  
**TID #9 Project Plan & District Boundary**

permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Tax Increment Revenue Bonds

The City has the authority to issue revenue bonds secured by the tax increments to be collected. These bonds may be issued directly by the City or as a Lease Revenue Bond by a Community Development Authority (CDA). Tax Increment Revenue Bonds and Lease Revenue Bonds are not general obligations of the city and therefore do not count against the cities borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the Village may be subject to either a permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Utility Revenue Bonds

The City can issue revenue bonds to be repaid from revenues of the sewer and/or water systems, including revenues paid by the city that represent service of the system to the city. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the city must demonstrate to bond underwriters its ability to repay revenue debt with the assigned rates. To the extent the city utilizes utility revenues other than tax increments to repay a portion of the bonds, the city must reduce the total eligible Project Costs in an equal amount.

Board of Commissioners of Public Lands State Trust Fund Loans

The City may issue State Trust Fund Loans to finance the cost of Projects included within this Plan. Wisconsin Statutes limit the principal amount of State Trust Fund Loan and GO debt that a community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (including increment values).

Bonds Issued to Developers ("Pay as You Go" Financing)

The City may issue a bond to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the City's obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds issued to developers in this fashion are not general obligations of the City and therefore do not count against the City's borrowing capacity.

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Federal/State Loan and Grant Programs

The State and Federal governments often sponsor grant and loan programs that municipalities may potentially use to supplement TID expenditures or provide financing for capital costs which positively impact the district. These programs include Wisconsin Community Development Block Grants, Rural Development Administration Community Facility Loan/Grants, Transportation Economic Assistance Grants, and Economic Development Administration Grants. These programs require local match funding to ensure State and Federal participation in the project.

The actual amount of debt issuance will be determined by the city at its convenience and as dictated by the nature of the projects as they are implemented.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area, and appropriate inducements to encourage development of the area. The city anticipates making total project expenditures of approximately \$3,240,000 plus financing/interest costs to undertake the projects listed in this Project Plan. The Expenditure Period of this District is 15 years from the date of adoption of the Creation Resolution by the Common Council. The projects to be undertaken pursuant to this Project Plan are expected to be financed primarily with tax increments. The city reserves the right to alter the implementation of this Plan to accomplish this objective. Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

**If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.**

**Section 14: Annexed Property**

There are no lands proposed for inclusion within the TID that were annexed by the city on or after January 1, 2004.

## **Section 15: Proposed Changes in Zoning Ordinances**

No Changes to the existing zoning district map or zoning ordinance are anticipated to impact this project plan. Any changes in zoning that may take place throughout the life of the TID will be consistent with the City's Comprehensive Land Use Plan – Future Land Use Map.

## **Section 16: Proposed Changes in Master Plan, Map, Building Codes, and City Ordinances**

The city does not anticipate that the TID will require any changes in the master plan, map, building codes, and city ordinances to implement this project plan. The proposed development and uses are consistent with the adopted Sturgeon Bay Comprehensive Plan.

## **Section 17: Relocation**

The city does not anticipate the need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable state statutes as required in Wisconsin Statutes Chapter 32.

## **Section 18: Orderly Development of the City**

The creation of the TID will enable the city to undertake projects in furtherance of the stated objectives of its Comprehensive Plan and other planning documents. To this extent, the creation of the TID promotes the orderly development of the city.

## **Section 19: A List of Estimated Non-Project Costs**

Non-Project costs are public works projects that only partly benefit the TID or are not eligible to be paid with tax increment, or costs not eligible to be paid with Tax Incremental Financing funds. The city does not anticipate any non-project costs for the TID.

## **Section 20: City Attorney Opinion**

Exhibit B contains a signed opinion from the city attorney advising whether the project plan amendment is complete and complies with Section 66.1105(4)(f) of the Wisconsin Statutes.







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Baird seeks to serve as underwriter in connection with a possible issuance of municipal securities you may be considering and not as financial advisor or municipal advisor. Baird is providing the Materials for discussion purposes only, in anticipation of being engaged to serve as underwriter (or placement agent).

The role of an underwriter includes the following: Municipal Securities Rulemaking Board Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors. An underwriter's primary role is to purchase the proposed securities to be issued with a view to distribution in an arm's length commercial transaction with the issuer. An underwriter has financial and other interests that differ from those of the issuer. An underwriter may provide advice to the issuer concerning the structure, timing, terms, and other similar matters for an issuance of municipal securities. Any such advice, however, would be provided in the context of serving as an underwriter and not as municipal advisor, financial advisor or fiduciary. Unlike a municipal advisor, an underwriter does not have a fiduciary duty to the issuer under the federal securities laws and is therefore not required by federal law to act in the best interests of the issuer without regard to its own financial or other interests. An underwriter has a duty to purchase securities from the issuer at a fair and reasonable price but must balance that duty with its duty to sell those securities to investors at prices that are fair and reasonable. An underwriter will review the official statement (if any) applicable to the proposed issuance in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the proposed issuance.

The Materials do not include any proposals, recommendations or suggestions that you take or refrain from taking any action with regard to an issuance of municipal securities and are not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 or Rule 15Ba1-1 thereunder. The Materials are intended to provide information of a factual, objective or educational nature, as well as general information about Baird (including its Public Finance unit) and its experience, qualifications and capabilities.

Any information or estimates contained in the Materials are based on publicly available data, including information about recent transactions believed to be comparable, and Baird's experience, and are subject to change without notice. Baird has not independently verified the accuracy of such data. Interested parties are advised to contact Baird for more information.

If you have any questions or concerns about the above disclosures, please contact Baird Public Finance.

IRS Circular 230 Disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that the Materials do not constitute tax advice and shall not be used for the purpose of (i) avoiding tax penalties or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

## SECTION 22: ESTIMATED TAX INCREMENTS BY TAXING ENTITY

City of Sturgeon Bay - TID # 9					
Calculation of the Growth of Estimated Tax Increments by Taxing Entity					
Revenue	Projected Increment	County	City	School District	Technical College
2023	\$ -	\$ -	\$ -	\$ -	\$ -
2024	\$ -	\$ -	\$ -	\$ -	\$ -
2025	\$ -	\$ -	\$ -	\$ -	\$ -
2026	\$ 110,523	\$ 18,319	\$ 42,001	\$ 46,288	\$ 3,915
2027	\$ 111,657	\$ 18,507	\$ 42,431	\$ 46,763	\$ 3,955
2028	\$ 112,801	\$ 18,697	\$ 42,866	\$ 47,242	\$ 3,996
2029	\$ 146,604	\$ 24,299	\$ 55,712	\$ 61,399	\$ 5,193
2030	\$ 180,744	\$ 29,958	\$ 68,686	\$ 75,698	\$ 6,403
2031	\$ 215,226	\$ 35,673	\$ 81,790	\$ 90,139	\$ 7,624
2032	\$ 250,053	\$ 41,446	\$ 95,024	\$ 104,725	\$ 8,858
2033	\$ 252,581	\$ 41,865	\$ 95,985	\$ 105,784	\$ 8,947
2034	\$ 255,135	\$ 42,288	\$ 96,956	\$ 106,854	\$ 9,038
2035	\$ 257,715	\$ 42,716	\$ 97,936	\$ 107,934	\$ 9,129
2036	\$ 260,320	\$ 43,148	\$ 98,926	\$ 109,025	\$ 9,221
2037	\$ 262,952	\$ 43,584	\$ 99,926	\$ 110,127	\$ 9,315
2038	\$ 265,609	\$ 44,024	\$ 100,936	\$ 111,240	\$ 9,409
2039	\$ 268,294	\$ 44,469	\$ 101,956	\$ 112,364	\$ 9,504
2040	\$ 271,005	\$ 44,919	\$ 102,986	\$ 113,500	\$ 9,600
2041	\$ 273,743	\$ 45,372	\$ 104,027	\$ 114,647	\$ 9,697
2042	\$ 276,508	\$ 45,831	\$ 105,078	\$ 115,805	\$ 9,795
2043	\$ 279,302	\$ 46,294	\$ 106,139	\$ 116,975	\$ 9,894
2044	\$ 282,123	\$ 46,761	\$ 107,211	\$ 118,156	\$ 9,994
TOTALS	\$ 4,332,894	\$ 718,169	\$ 1,646,573	\$ 1,814,666	\$ 153,487

## **SECTION 22: EXHIBIT B CITY ATTORNEY OPINION**

INSERT ATTORNEY OPINION



## **SECTION 23: EXHIBIT C TID # 9 BOUNDARY LEGAL DESCRIPTION**

### **DESCRIPTION: Proposed TID#9 Boundary**

A tract of land partly in the Northeast  $\frac{1}{4}$  and partly in the Southeast  $\frac{1}{4}$  of Section 18, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin and described as follows.

Commencing at the East  $\frac{1}{4}$  corner of said Section 18, thence northerly 30 feet and westerly 30 feet to the southeast corner of Lot 1 of CSM #1599 recorded in Document #641528 being the intersection of the westerly right-of-way line of Shiloh Road with the northerly right-of-way line of Deck Street and the point of beginning, thence westerly along the northerly right-of-way line of Deck Street 1281.93 feet to the southwest corner of said Lot 1 of CSM #1599, thence continue westerly 60 feet more or less to the intersection with the westerly right-of-way line of South Neenah Avenue being the easterly boundary of Certified Survey Map #3169 recorded in Document No. 811241, thence along the westerly right-of-way line of South Neenah Avenue and easterly boundary of said CSM #3169 as follows; southerly 30 feet more or less to the intersection with the northerly line of the Southeast  $\frac{1}{4}$  of said Section 18, southerly 135.00 feet, westerly 3.37 feet, and southerly 600.00 feet to the northeast corner of Lot 2 of said CSM #3169, thence along the boundary of said Lot 2 as follows; westerly 428.53 feet, and southerly 448.81 feet to the southwest corner of said Lot 2, also being the northwest corner of a Future Street tract (now known as Halyard Street) dedicated in Certified Survey #2940 recorded in Document 787822, thence along said Future Street tract and right-of-way of Halyard Street as follows; southerly 60.00 feet, and easterly 431.32 feet to the northeast corner of Lot 2 of said Certified Survey #2940 and the westerly right-of-way line of South Neenah Avenue, thence southerly along the easterly line of said Lot 2 and westerly right-of-way line of South Neenah Avenue 76.69 feet to the intersection with the southerly line of the Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of said Section 18 and the northwest corner of Whitford's First Addition to the Sturgeon Bay Industrial, thence easterly along said northerly line of said Whitford's First Addition to the Sturgeon Bay Industrial Park 1326.76 feet to the westerly right-of-way line of Shiloh Road, thence easterly 30 feet more or less to the northeast corner of the Northeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 18, thence easterly 30 feet more or less to the intersection with the easterly right-of-way line of Shiloh Road, thence northerly 303 feet more or less along said easterly line of Shiloh Road to the intersection with the extended southerly line of Lot 1 of Certified Survey Map #3548 recorded in Document #851647, thence westerly 60 feet more or less along said extended southerly line of Lot 1 to the southeast corner of said Lot 1 and westerly right-of-way line of Shiloh Road, thence along the

**City of Sturgeon Bay**  
**TID #9 Project Plan & District Boundary**

boundary of said Lot 1 as follows; westerly 320.01 feet, northerly 240.00 feet, and easterly 320.01 feet to the northeast corner of said Lot 1 and westerly right-of-way line of Shiloh Road, thence continue along the extended northerly line of said Lot 1 60 feet more or less to the easterly right-of-way line of Shiloh Road, thence northerly 802' more or less along said easterly right-of-way line of Shiloh Road to a point 30 feet more or less easterly and 30 feet more or less northerly from the East ¼ Corner of said Section 18, thence westerly 60 feet more or less to the point of beginning.

**SECTION 24: DISCLAIMER TEXT**

Robert W. Baird & Co. Incorporated is providing this information to you for discussion purposes. The materials do not contemplate or relate to a future issuance of municipal securities. Baird is not recommending that you take any action, and this information is not intended to be regarded as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 or the rules thereunder.

## Portion of minutes from 8/16/2023 Plan Commission Meeting

### Project plan and boundaries for Tax Incremental District #9 (Industrial Park):

**Presentation (a):** Mr. Olejniczak explained that the city and Door County Economic Development Corporation (DCEDC) have been working on a proposed industrial flex building within the industrial park. A memorandum of understanding with Immel Construction has been signed and Cedar Corporation has been hired for engineering. The developer needs infrastructure and development incentives and creating a new tax incremental district (TID) is a good way to assist with the financing. R.W. Baird has been working on the financial aspects of the proposed TID, which consists of three parcels totaling about 40 acres. The flex building is planned to be about 50,000 square feet and could house up to five new industrial businesses, some of which could be coming from the DCEDC incubator. The spaces in the building would be flexible to accommodate different size needs.

Adam Ruechel of R.W. Baird went through the updated plans. The city anticipates expenditures of about \$2 million during the 15-year expenditure period. There is a projected \$4.3 million of tax increment that can be used for street improvements, stormwater management and other improvements within the half-mile vicinity of the district. Property improvement values of approximately \$5.5 million from the flex building are anticipated and a total of \$12 million in incremental value is expected by the end of the life of the TID. The Joint Review Board suggested to increase street, storm sewer/water and land acquisition costs by about \$2.5 million, however it is preferable to keep a more conservation approach with the option to amend the plan at a later date if it's feasible.

Mr. Olejniczak explained that if the new TID is adopted before September 30, then the official start date goes back to January 1, 2023, however if it isn't adopted until October 1 or later, then the official start date will be 2024, which is beneficial because it is unlikely that the project will begin before the new year and no increase of property values will take place in 2023.

Mr. Statz commented that this appears to be a very conservation TID and it's likely to do better than projected.

**Public Hearing (b):** Mayor Ward opened the public hearing at 7:19 p.m. Michelle Lawrie of DCEDC stated that the industrial flex building is very needed in the city and she is appreciative of the opportunity to work together to get this done. She's excited to see the improvement to the 40 acres and the new building is very exciting.

One letter from Immel Construction in support of the TID was read into the record. The public hearing was closed at 7:22 p.m.

**Consideration (c):** Mr. Olejniczak explained that the members, if they choose to recommend adoption of a resolution, could do so now or they could wait until a later meeting to see an updated proforma. Mr. Ruechel indicated that they could recommend adoption now and it wouldn't change the start date of the TID because that would be based upon council adoption. Mr. Statz motioned to approve the resolution to recommend the creation of TID #9 to council as presented. Mr. Norland seconded the motion. Mayor Ward stated that he prefers to stay with the conservative plan as presented and noted that the plan could be amended up to four times. All ayes, motion carried.



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August 15, 2023

Marty Olejniczak  
City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay, WI 54235

RE: Proposed Tax Incremental Finance District

Dear Marty,

On behalf of Immel Construction, I would like to express our support for the creation of tax incremental finance district #9 to help facilitate development of vacant parcels in the industrial park.

Immel is working on a proposed flex industrial building within this district with an anticipated construction start in the spring of 2024. At this time, the ability to apply tax increment to the project is critical in order to make the project attractive for investment. This is primarily due to the differential between market rate rents and the cost of building and financing the project at current interest rates.

As an update to this initiative, we are currently working with the City and Cedar Corporation on civil plans for the site which we anticipate to be complete by the end of October, 2023.

Sincerely,

A handwritten signature in black ink that reads "Carol Karls".

Carol Karls  
Director of Preconstruction & Client Services  
Immel Construction



## EXECUTIVE SUMMARY

## Ticket Booth for Door County Scenic Cruises

**Issue:** Jim Patterson of Shoreline Scenic Boat Tours requests permission to place an 8' x 12' building on municipal property between the Door County Maritime Museum and the Michigan Street Bridge. The building is proposed to serve as a ticketing booth and storage building for the boat tours business.

**Background:** The City and Mr. Patterson entered into a lease earlier this year for docking a boat used by Shoreline Scenic Boat Tours. The lease area is the dock immediately northwest of the waterfront promenade that wraps around the Maritime Museum. The lease specifies that the City will consider an amendment to the lease for a ticketing area and structure. At the time the lease was approved the design and location of the ticket booth was still unknown.

Mr. Patterson has worked with Public Works Director Mike Barker and Community Development Director Marty Olejniczak to establish a specific site and design of the structure. The building is 8 feet by 12 feet and is small enough to not require a building permit. It is proposed to be located just off the promenade and just off the walkway leading to Madison Avenue at a location approved by Mr. Barker. The site requires the relocation of one tree that Mr. Patterson has agreed to replace. It should not impair any views or other recreation use of the west waterfront area.

The building would be 10 feet in height with windows on three sides and the door on the fourth side. It will have 4-foot overhangs on both gabled ends. The building will be built on treated skids so it will be movable and can easily be removed if the lease should expire.

**Fiscal Impact:** None. The expense of the building is borne by the lessee, including the tree replacement.

**Recommendation:** Approve amending the lease for the ticketing booth as proposed with the building to be removed and site restored to lawn upon expiration of the lease.

Prepared by:   
Martin Olejniczak  
Community Development Director

9-28-2023  
Date

Reviewed by:   
Mike Barker, Public Works Director

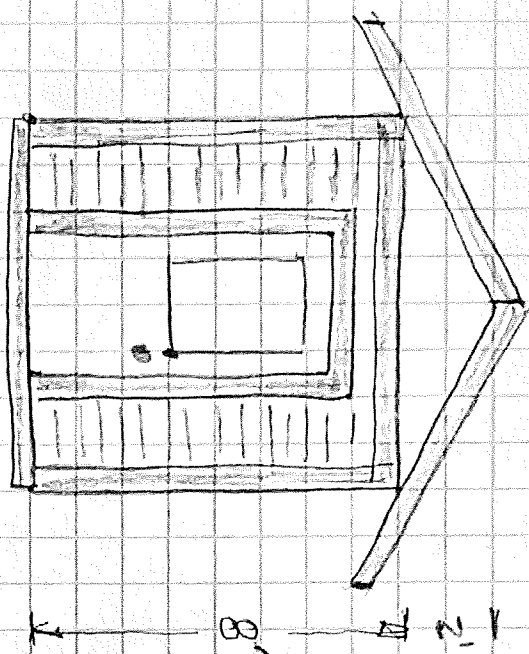
9-28-2023  
Date

Reviewed by: \_\_\_\_\_  
Josh Van Lieshout  
City Administrator

\_\_\_\_\_  
Date

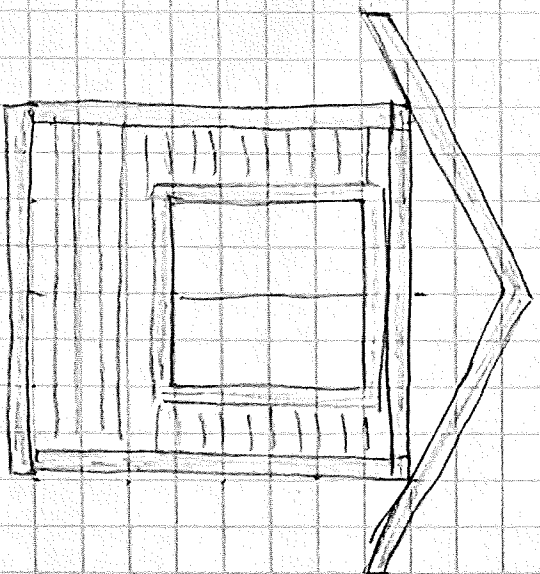


# SHORELINE BOAT TOURS Kiosk

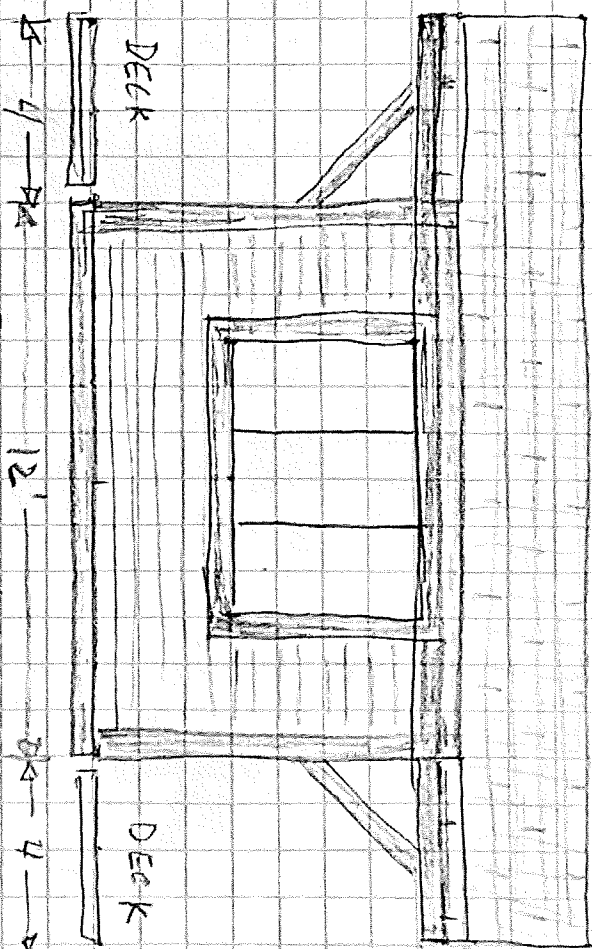


BACK

12' H  
8' W

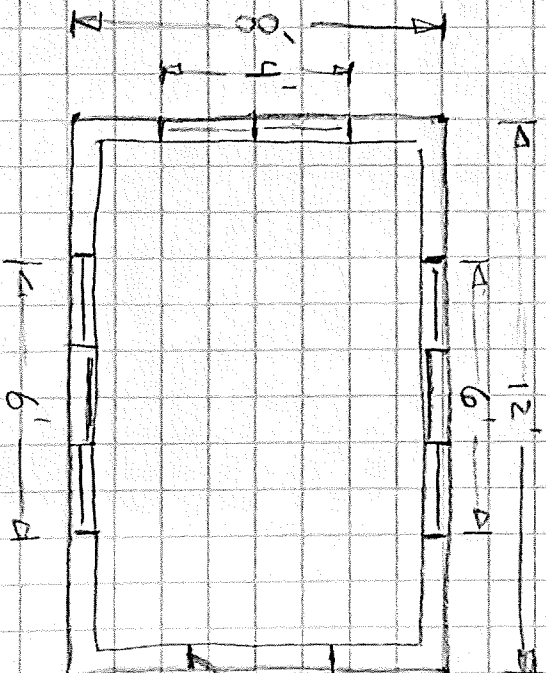


FRONT



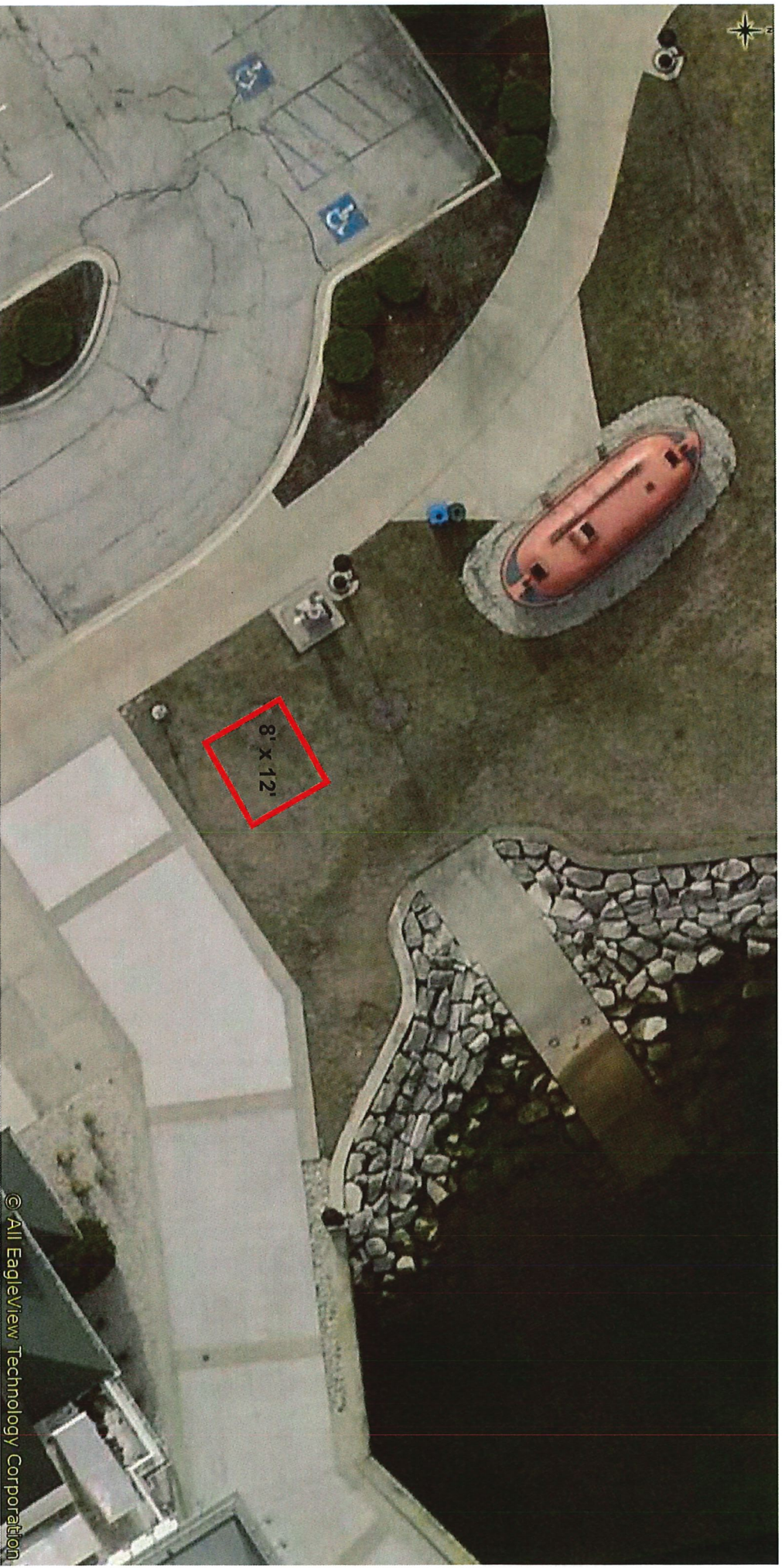
BOTH SIDES

PARKING



WATER

Site Plan for Shoreline Scenic Boat Tours Ticketing Booth





- Excerpt from lease -

## LEASE

This Lease, is dated effective the 1st day of May, 2023 (the “**Effective Date**”) between CITY OF STURGEON BAY, a Wisconsin municipality (“**Lessor**”) and DoCo LLC, (dba: Shoreline Scenic Boat Tours) with James Patterson as owner (“**Lessee**”). Each of Lessor and Lessee may be referred to herein as a “**Party**,” and together as the “**Parties**.”

## RECITALS:

This Lease is entered into upon the basis of the following facts, understandings and intentions of the Parties:

A. The Lessor is leasing to the Lessee the right to install a dock system in the waters between the sheet piling to the west of the Maritime Museum and the existing dockage further to the west near the Michigan Street bridge.

B. The Parties desire to enter into this Lease to set forth their respective rights and obligations as to the Property.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. Grant of Lease. Lessor hereby leases the Property on the terms set forth in this Lease. The use of the Property is subject to the terms of this Lease.

(a) Lessor grants the Lessee the right to construct a dock system directly off the boat ramp in the waters as described above. Lessor will be kept apprised of the design and construction of the dock system and will have final say and approval of the system before construction is started.

\* (b) Ticketing area. The Lessor will consider an amendment to this lease for a ticketing area and structure.

(c) Bathrooms. Lessor will consider an amendment to this lease for bathrooms as needed.

2. “AS IS” Lease. The Leased Property is leased to Lessee “as is, where is,” with no representations or warranties. Lessee is familiar with the Leased Property and, in entering into this Lease, is not relying on any information provided or that could be provided by Lessor regarding the nature or condition of the Leased Property.

3. Lessor Improvements. During the term of this lease, the Lessor may make improvements to the general area of the leased property, including utilities, surfaces, dock walls and rip rap area. In the event Lessor undertakes improvements, the Lessor will provide Lessee with adequate advanced verbal and written notice of extent and timelines of such improvements.

In the event Lessor undertakes improvements to the leased area, Lessor will make reasonable efforts to eliminate or reduce any interruption to Lessee's business operations.

4. Non-Exclusive Lease. With the exception of the Dockage Rights, the surrounding property is non-exclusive to the Lessee. Without limitation, Lessor will be constructing and maintaining a walking and biking path, public promenade and other public amenities running parallel to the shoreline with the boundaries of the Leased Property (the "**Path**"). Lessor shall be responsible for all costs and maintenance and upkeep of the Path and surrounding area.

5. Use. The Leased Property shall be used by Lessee only for the following activities:

(a) The mooring of boats owned or leased by Lessee that are engaged a tour boat business. Recreational boats, commercial barges, commercial and charter fishing vessels, ferries or other boat livery services are prohibited.

(b) Minor maintenance of vessels. No dry-dock type work shall be performed at the site and no vessel shall be placed upon the shore. Any maintenance of vessels that is beyond the nature of minor maintenance shall require prior written approval of the Sturgeon Bay Harbor Master. Minor maintenance can be categorized as washing, sweeping, general cleaning, touch up painting, routine maintenance of equipment, propulsion, and electronics. It is not grinding, chipping, blasting, welding, etc.

\* (c) Storage of equipment and materials used in the ordinary course of Lessee's tour boat operation shall be kept on the tour boat, a secure dock box, or offsite.

Lessee's use of the Leased Property shall comply with all applicable federal, state, and local statutes, laws, regulations and codes, including, without limitation, all environmental laws.

Lessee shall not interfere with the use of the non-leased property by any persons who are allowed to use the same, including, without limitation, (i) members of the public using the Path and (ii) Lessor and its agents and contractors in the construction and maintenance of the Path and surrounding area.

6. Fueling and Servicing of Vessels. No fueling will be permitted at the leased premises.

7. Parking. Lessee may use the public parking lot adjacent to Madison Avenue. At no time will Lessee, Lessee's employees, vendors or contractors be allowed to park on the Path.

8. Access. Lessee shall enjoy access to leased premises from the adjoining City parking lot and public Path. At no time will Lessee operate or cause to be operated any vehicle on the Path without express approval from the Harbor Master.

9. Cooperation. Lessee shall cooperate with Door County Maritime Museum in all regards as to the use of the leased premises including but not limited to parking, ticketing, refuse, utilities, toilets, wireless internet service.

10. Events. Lessee shall cooperate and make reasonable accommodations for Maritime Festival Events. This shall include reasonable periods before and after festival events to accommodate festival set up and tear down. Current festivals include: Door County Maritime and Wooden Boat Festival and Tall Ships Festival.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the contract with Associated Appraisal as presented.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 12, 2023

\*\*\*\*\*

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

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

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

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

## Executive Summary

**Title:** Contract for Maintenance Assessment Services

**Background:** The City of Sturgeon Bay has contracted for assessing services for over twenty years and has used Associated Appraisal for the last ten years or so. The City has paid Associated Appraisal \$59,000 for each of the last several years based upon the contract. The current contract expires at the end of this year.

Associated Appraisal has submitted a new contract for the next five years – through 2028. The contract is very similar to the current contract with the exception that there would be no services for handling personal property assessments. The state of Wisconsin recently ended personal property tax so that service is no longer necessary. The compensation under the proposed contract is \$57,000 for 2024 and then gradually increasing each year to \$63,000 for year 2028.

**Options:** The City can:

1. Approve the contract. Associated Appraisal has done solid work for the City and staff has no concerns with continuing that relationship.
2. Counter with different terms such as compensation. Staff discussed the contract with Associated. The hope was that the price would go down more with the ending of personal property tax/assessment. Associated informed staff that there is no room to negotiate and that Associated is actually reducing its client load due to staffing shortages. Therefore, it is unlikely for the City to seek better terms from Associated.
3. Bid the service. The City could issue a Request for Proposals, which is what was done when Associated was first hired. Unfortunately, there are fewer firms available to bid on the work, perhaps two to three.
4. Bring the service in-house by hiring an assessor. Years ago, the City had its own assessor. That ended in the early 1990's and it has proven to be cost effective to contract for this service. This option is not recommended.

**Fiscal Impact:** The new contract has a fiscal impact of \$57,000 for year 2024, and rising gradually to \$63,000 for year 2028.

**Recommendation:** Of the options, staff supports approving the contract with bidding the service via an RFP as the second most preferred option.


Drafted by:

  
Marty Olejniczak

Community Development Director

  
Date

Reviewed by:

  
Josh Van Lieshout, City Administrator

  
Date

**CONTRACT FOR  
MAINTENANCE  
ASSESSMENT SERVICES**

Prepared for the  
**City of Sturgeon Bay**  
Door County

By



**Appleton Office  
W6237 Neubert Rd. | P.O. Box 291  
Greenville, WI 54942-0291  
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office  
Walworth County  
Lake Geneva, WI 53147

Ironwood, Michigan Office  
Ironwood, MI 49938

Hurley Office  
Iron County  
Hurley, WI 54534



## CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Sturgeon Bay, Door County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

*IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:*

**I. SCOPE OF SERVICES.** All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the property assessment records are not digital, there shall be additional costs charged to the Municipality for collection and or conversion.

**A. INSPECTIONS.** The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

**B. PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

**C. PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer

system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach, and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. **ASSESSMENT NOTICES.** A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and or approved for use by the Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

F. **OPEN BOOK.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide necessary staff to handle projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment

figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under §70.09 (3) (c), Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue.

H. **BOARD OF REVIEW.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

I. **MONTHLY MUNICIPAL PERMIT FEE.** Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.

J. **OPEN RECORD REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including §70.35(3), Wis. Stats., regarding the personal property return, §70.47(7)(af), Wis. Stats., regarding income and expense information provided to the assessor and board of review; and §77.265, Wis. Stats., regarding the real estate transfer return.

K. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to four (4) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond four (4) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

L. **MUNICIPALITY RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

M. **COMPUTER ASSISTED MASS APPRAISAL (CAMA) SOFTWARE.** Municipality shall provide CAMA software at no cost to the Assessor and be responsible for all expenses relating to such software and support.

N. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall

obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

O. **MAILING SERVICES.** Assessor shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, personal property forms, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

## II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per §62.09 (1)(c), and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46(1), Wis. Stats., for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and circuit court claims, unless otherwise specified in this Contract.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with §70.05 and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. **INSURANCE.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:
  - (a) Workers Compensation State of Wisconsin requirements
  - (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

**D. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

### **III. TERM AND TERMINATION**

**A. TERM.** The term of this Contract is for the **2024, 2025, 2026, 2027, and 2028** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

**B. TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.

**C. ENTIRE CONTRACT.** This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making

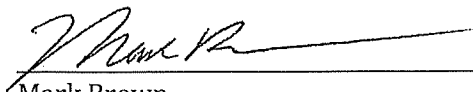
specific references to this Contract, by a duly authorized officer of the Assessor and by a duly authorized official of the Municipality.

D. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

#### IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Fifty-Seven Thousand Dollars (\$57,000.00)** for 2024, **Fifty-Eight Thousand Five Hundred Dollars (\$58,500.00)** for 2025, **Sixty Thousand Dollars (\$60,000.00)** for 2026, **Sixty-One Thousand Five Hundred Dollars (\$61,500.00)** for 2027, and **Sixty-Three Thousand Dollars (\$63,000.00)** for the 2028 assessment year(s) for maintenance assessment services.
- B. The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, 2026, 2027, and 2028 assessment year(s).
- C. Renewal Adjustments: An increase of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2028.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and an eighth per parcel per month ( $\$.018 * 4,884 = \$87.91$ ) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.018 per parcel.  
\*\*\* Please initial yes or no to post data to the website. \*\*\*  
Yes \_\_\_\_ No \_\_\_\_

#### V. SIGNATURES



Mark Brown  
President  
Associated Appraisal Consultants, Inc.

08/10/2023

Date

\_\_\_\_\_  
Authorized Signature  
City of Sturgeon Bay

\_\_\_\_\_  
Date