



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JANUARY 9, 2024
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$468,900.58, Capital Fund - \$46,179.87, Cable TV - \$81.74, TID # 6 - \$182.00, TID #8 - \$364.00, TID #4 - \$1,976.00. TID #5 - \$200,200.00, TID #9 - \$5,100.00, TID #10 - \$8,916.20, Solid Waste Enterprise Fund - \$3,808.23, and Compost Site Enterprise Fund - \$110.00 for a grand total of \$735,818.62. [roll call]
7. **CONSENT AGENDA**
 - * All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
 - * a. Approval of 12/19/23 regular Common Council minutes.
 - * b. Place the following minutes on file:
 - (1) Finance/Purchasing & Building Committee – 12/12/23
 - (2) Waterfront Redevelopment Authority – 12/13/23
 - (3) Local Transportation Board – 12/13/23
 - (4) Aesthetic Design & Site Plan Review Board – 12/18/23
 - (5) Board of Public Works – 12/19/23
 - (6) City Plan Commission – 12/20/23
 - (7) Finance/Purchasing & Building Committee – 1/2/24
 - * c. Place the following report on file:
 - (1) Fire Department Report – November 2023
 - (2) Bank Reconciliation – November 2023
 - (3) Revenue & Expense Report – November 2024
 - (4) Police Department Report – December 2024
 - * d. Consideration of: Approval of Beverage Operator license.
 - * e. Consideration of: Approval of Change of Agent for Wal-Mart Store #1316.

- * f. Consideration of: Approval of Combination Class B Beer and Class B Liquor license for Gloria's Authentic Mexican Restaurant, LLC.
 - * g Finance/Purchasing & Building Committee recommendation re: Approve Repealing and recreating Section 3.06 – Transfer of Funds.
 - * h. Finance/Purchasing & Building Committee recommendation re: Approve the revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy but changing the Section Under Competitive Written Proposals/Bid from three bids obtained to two.
 - * i. Finance/Purchasing & Building Committee recommendation re: Accept the Proposal from Titledown Drones in the amount of \$17,971.00 for the drone replacement and allow up to an additional \$1,000.00 for a monitor and operational accessories.
8. Mayoral Appointments.
 9. Second reading of ordinance re: Repeal and recreate Section 1.21 of the Municipal Code – Weights and Measures Regulations.
 10. Second reading of ordinance re: Amend Section 15.02(1) of the Municipal Code - State Building Codes adopted.
 11. Second reading of ordinance re: Repeal and recreate Section 12.03 of the Municipal Code – Compulsory Connection to Sewer and Water Mains
 12. Second reading of ordinance re: Repeal and recreate Section 9.05 of the Municipal Code – Tourist Room House license.
 13. Consideration of: Assignment of Rights to Development Agreement – Will Estes, LLC.
 14. Consideration of: Dissolution of the Waterfront Redevelopment Authority.
 15. Consideration of: Revised Memorandum of Understanding – Howard Immel Inc – Industrial Flex Building
 16. City Administrator report.
 17. Mayor's report.
 18. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

1.5.24
12:00pm
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.

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
2017 CAPITAL PROJECTS & EQUIP				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 11.14.17	01-000-901-70002	475.00
TOTAL 2017 CAPITAL PROJECTS & EQUIP				475.00
2018 CAPITAL PROJ & EQ				
01761	ASSOCIATED TRUST COMPANY	GO PROM NOTE 11.6.18	01-000-904-70002	475.00
TOTAL 2018 CAPITAL PROJ & EQ				475.00
TOTAL GENERAL FUND				950.00
CITY COUNCIL				
12300	LEAGUE OF WI MUNICIPALITIES	2024 DUES	01-105-000-56000	4,565.42
USBANK	US BANK	FUNERAL ARRANGEMENT/MCINTOSH	01-105-000-54999	111.79
TOTAL				4,677.21
TOTAL CITY COUNCIL				4,677.21
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	11/23 TRAFFIC MATTERS	01-110-000-55010	8,075.00
16555		10/23 NUISANCE PROP-KOLSKI	01-110-000-55010	700.00
AMUNDSEN	AMUNDSEN DAVIS, LLC	09/23 PFC BYLAW REVIEW	01-110-000-55010	1,598.00
AMUNDSEN		11/23 GENERAL LEGAL MATTERS	01-110-000-55010	1,439.00
TOTAL				11,812.00
TOTAL LAW/LEGAL				11,812.00
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	FILINGS	01-115-000-56350	30.50
04696	DOOR COUNTY TREASURER	COLLECTION FEE	01-115-000-58100	7,467.46
17700	QUILL CORPORATION	BUSINESS CARDS/DIVIDERS	01-115-000-54999	43.69
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ENVELOPES	01-115-000-51600	201.72
BUBRICKS		ASSRTD SUPPLIES	01-115-000-51950	196.35
CIVIC	CIVIC PLUS LLC	2024 MUNICODE ADMIN FEE	01-115-000-57050	275.00
R0000394	SAFEGUARD BUSINESS SYSTEMS	2023 W-2'S	01-115-000-51600	96.42
R0000394		2023 W-2'S ENVELOPES	01-115-000-51600	167.78
R0000394		2023 1099 NEC	01-115-000-51600	125.20
R0000394		2023 1099 MISC	01-115-000-51600	34.28
R0000394		2023 1099 ENVELOPES	01-115-000-51600	41.70
R0000394		SHIPPING	01-115-000-51600	30.49
USBANK	US BANK	GFOA CLASS REG/CLARIZIO	01-115-000-55600	85.00
USBANK		GFOA CLASS REG/CLARIZIO	01-115-000-55600	85.00
USBANK		GFOA CLASS REG/CLARIZIO	01-115-000-55600	180.00
USBANK		GFOA CONF REG/CLARIZIO	01-115-000-55600	160.00
USBANK		HOTEL/CLARIZIO	01-115-000-55600	101.03
USBANK		CONF MEAL EXPENSE/CLARIZIO	01-115-000-55600	12.48
USBANK		CONF MEAL EXPENSE/CLARIZIO	01-115-000-55600	13.70
USBANK		HOTEL/CLARIZIO	01-115-000-55600	78.97
USBANK		MEAL EXPENSE/CLARIZIO	01-115-000-55600	9.43
USBANK		FUEL/CLARIZIO	01-115-000-55600	46.98
USBANK		GB-SHRM MTG REG/REINHARDT	01-115-000-56000	65.00
USBANK		CLASS REG/SPITTLEMEISTER	01-115-000-56000	10.00
USBANK		PAYROLL MTG/SPITTLEMEISTER	01-115-000-55600	25.00
WCMA	WCMA	2024 DUES CLARIZIO	01-115-000-56000	50.00
TOTAL				9,633.18
TOTAL CITY CLERK-TREASURER				9,633.18
ADMINISTRATION				

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ADMINISTRATION				
USBANK	US BANK	100 14 OZ CUSTOM YETI MUGS	01-120-000-55600	2,850.00
USBANK		PAPER PLATES	01-120-000-51950	37.45
USBANK		VARIOUS SUPPLIES	01-120-000-51950	174.85
USBANK		MTG SNACKS	01-120-000-55600	51.40
USBANK		FUEL	01-120-000-55600	23.42
USBANK		CANDY-EMPLOYEE GIFTS	01-120-000-55600	38.95
TOTAL				3,176.07
TOTAL ADMINISTRATION				3,176.07
COMPUTER				
04696	DOOR COUNTY TREASURER	12/23 IS INTERNET USAGE	01-125-000-55550	100.00
04696		12/23 TECH SUPPORT	01-125-000-55550	2,083.34
04696		12/23 4G INTERNET	01-125-000-55550	375.00
CIVIC	CIVIC PLUS LLC	SOCIAL MEDIA ARCHIVING SBSCRPT	01-125-000-55550	7,688.00
HARRIS	HARRIS COMPUTER SYSTEMS	2024 FINANCIAL SOFTWARE	01-125-000-55550	18,515.30
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	MICROSOFT AZURE DIRECT	01-125-000-55550	1,100.02
HEARTBUS		5 YR CLOUD CONTROLLER LICENSE	01-125-000-55550	5,795.24
HEARTBUS		MANAGED DESKTOP	01-125-000-55550	660.45
HEARTBUS		MANAGED SERVER	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				36,506.24
TOTAL COMPUTER				36,506.24
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISALS	01/24 CONTRACT	01-130-000-55010	4,750.00
WI	WISCONSIN DEPT OF REVENUE	2023 MANUFACTURING ASSESSMENT	01-130-000-51530	3,603.02
TOTAL				8,353.02
TOTAL CITY ASSESSOR				8,353.02
Engineering				
USBANK	US BANK	ENGINEER CELL SVC	01-145-000-58250	38.58
TOTAL				38.58
TOTAL Engineering				38.58
PUBLIC WORKS ADMINISTRATION				
01525	AMERICAN PUBLIC WORKS ASSOC	2 APWA MEMBERHIPS	01-150-000-56000	412.00
USBANK	US BANK	STEVE/MIKE CELL SVC	01-150-000-58250	77.16
TOTAL				489.16
TOTAL PUBLIC WORKS ADMINISTRATION				489.16
CITY HALL				
KRAMER	ROBERT KRAMER	12/23 SAFETY REIMBURSE/KRAMER	01-160-000-56800	250.00
VIKING	VIKING ELECTRIC SUPPLY, INC	PLUG	01-160-000-54999	39.43
WARNER	WARNER-WEXEL LLC	TIDY FOAM	01-160-000-54999	52.13
TOTAL				341.56
TOTAL CITY HALL				341.56

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL EXPENDITURES				
04656	DOOR COUNTY SOIL & WATER	ANNL NONMETALLIC MINING PERMIT	01-199-000-58900	256.50
04696	DOOR COUNTY TREASURER	12/23 CITY HALL PHONE SVC	01-199-000-58200	48.87
04696		12/23 FIRE PHONE SVC	01-199-000-58200	8.21
04696		12/23 DPW PHONE SVC	01-199-000-58200	8.12
04696		12/23 POLICE PHONE SVC	01-199-000-58200	12.48
AMUNDSEN	AMUNDSEN DAVIS, LLC	11/23 GEN LEGAL-SCATURO	01-199-000-51525	454.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	18 BOXES COPY PAPERT	01-199-000-55650	719.82
EDGEWATE	EDGEWATER RESOURCES LLC	NAUTICAL DR WTRFRNT PLANNING	01-199-000-57000	1,532.00
TOTAL				3,040.00
TOTAL GENERAL EXPENDITURES				3,040.00
POLICE DEPARTMENT				
USBANK	US BANK	MEAL EXPNSE/SQUAD CHANGEOVER	01-200-000-55600	34.38
USBANK		BOOTS/HOUGAARD	01-200-000-52900	102.34
USBANK		HOTEL DEP/CONF/HOUGAARD	01-200-000-55600	99.00
USBANK		BUSINESS CARDS/BILODEAU	01-200-000-51600	25.73
USBANK		2024 CONF REG/BRINKMAN- WI	01-200-000-55600	280.00
USBANK		CONF LODGING DEP/BRINKMAN	01-200-000-55600	99.00
TOTAL				640.45
TOTAL POLICE DEPARTMENT				640.45
POLICE DEPARTMENT/PATROL				
04696	DOOR COUNTY TREASURER	11/23 FUEL	01-215-000-51650	3,723.77
19580	STREICHERS PROF POLICE EQUIP	AMMUNITION	01-215-000-51050	1,124.00
ALADTEC	ALADTEC, INC	ANNUAL SUBSCRIPTION JAN-DEC 24	01-215-000-58999	2,916.06
CUSTOM	CUSTOM SERVICE INFORMATION LLC	ANNUAL POLICY UPDATE SVC 2024	01-215-000-58999	550.00
DEIBELE	LUKE DEIBELE	TRAINING MEAL EXPNSE/DEIBELE	01-215-000-55600	84.99
DEIBELE		TRAINING MEAL EXPENSE/DEIBELE	01-215-000-55600	25.72
HAJNY	JOHN HAJNY	MEAL EXPENSES/HAJNY	01-215-000-55600	63.77
HAJNY		MEAL EXPENSES/HAJNY	01-215-000-55600	31.04
KWIKTRIP	KWIK TRIP INC	FUEL	01-215-000-51650	37.60
SWIT	SWITS	INTERPRETATION SERVICES	01-215-000-58999	228.00
USBANK	US BANK	TASER CARTRIDGES	01-215-000-51050	851.80
USBANK		DARE CLASS ITEMS	01-215-000-54999	942.62
USBANK		DARE CLASS ITEMS-TAX CREDIT	01-215-000-54999	-49.14
USBANK		MISC FIREARMS TRAINING	01-215-000-51050	238.53
USBANK		ARMORERS COURSE/ENGEOSE	01-215-000-55600	250.00
USBANK		ARMORERS COURSE/HAJNY	01-215-000-55600	250.00
USBANK		COURSE CREDIT	01-215-000-55600	-165.00
TOTAL				11,103.76
TOTAL POLICE DEPARTMENT/PATROL				11,103.76
POLICE DEPT. / INVESTIGATIONS				
22800	WALMART	EVIDENCE ROOM SUPPLIES	01-225-000-51500	23.92
TOTAL				23.92
TOTAL POLICE DEPT. / INVESTIGATIONS				23.92
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	11/23 FUEL	01-250-000-51650	316.92
16570	PIONEER FIRE COMPANY	CLOTHING	01-250-000-52900	290.43
18448	RENNERTS FIRE EQUIP SER INC	E706 REPAIRS	01-250-000-53000	2,289.95
18448		E706 RADIATOR REPAIR	01-250-000-53000	3,750.00
20725	T R COCHART TIRE CENTER	#706 TIRE ROTATE	01-250-000-53000	80.00

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
23730	WPS	12/23 656 S OXFORD AVE	01-250-000-56600	189.82
DEANGOR	DEAN GORDON	FLASHLIGHT/GORDON	01-250-000-52900	86.43
EMERNET	EMERGENCY NETWORKING	ANNUAL SUBSCRIPTION	01-250-000-56000	3,500.00
JORNS	ETHAN JORNS	FLASHLIGHT/JORNS	01-250-000-52900	129.95
STRYKER	STRYKER SALES LLC	ASSMBLY REPLCE KIT DEFIB BATT	01-250-000-51350	371.28
USBANK	US BANK	BUSINESS CARDS	01-250-000-52250	100.38
USBANK		ROUTER	01-250-000-51350	1,998.00
USBANK		OCTOBER DATA	01-250-000-51350	617.98
USBANK		BOOTS GULLEY	01-250-000-52900	150.98
USBANK		SHIRT GULLEY	01-250-000-52900	124.97
USBANK		HOTEL/SHIP BOARD TRAIN/DIETMAN	01-250-000-55600	252.10
USBANK		E706 ALIGNMENT	01-250-000-53000	459.03
USBANK		BOOTS	01-250-000-52900	305.85
USBANK		UNIFORM SOCKS	01-250-000-52900	43.20
USBANK		FUEL	01-250-000-51650	42.44
USBANK		O'REILLYS STATMENT CHARGES	01-250-000-53000	243.18
USBANK		FLASHLIGHT	01-250-000-52900	107.10
USBANK		PANTS	01-250-000-52900	112.97
USBANK		BOOTS	01-250-000-52900	305.85
USBANK		SHOES	01-250-000-52900	219.00
TOTAL FIRE DEPARTMENT				16,087.81
TOTAL FIRE DEPARTMENT				16,087.81
WEED ABATEMENT				
CALLCHAD	JUST CALL CHAD	GRASS CUTTING-1527 IOWA PL	01-340-000-58999	400.00
TOTAL				400.00
TOTAL WEED ABATEMENT				400.00
ROADWAYS/STREETS				
04696	DOOR COUNTY TREASURER	HOT MIX ASPHALT	01-400-000-52200	522.24
GREATLAK	GREAT LAKES GRADING	ASPHALT/CONCRETE CRUSHING	01-400-000-55700	20,000.00
TOTAL				20,522.24
TOTAL ROADWAYS/STREETS				20,522.24
SNOW REMOVAL				
SNOW REMOVAL				
13360	MENARDS-GREEN BAY EAST	70 T POSTS @ 5.49	01-410-000-51400	384.30
13360		POST CLIPS	01-410-000-51400	29.85
13655	MONROE TRUCK EQUIPMENT, INC	2-HYDRAULIC MOTOR	01-410-000-51400	802.82
ACDC	AC/DC METAL SOLUTIONS	2.5' SH 90 PIPE	01-410-000-51400	280.00
MENHOWAR	MENARDS-HOWARD	SNOW FENCE X 7	01-410-000-51400	419.93
QUALITY	QUALITY TRUCK CARE CENTER INC	LIGHT KIT	01-410-000-51400	281.01
USBANK	US BANK	POWER STEERING TUBE FABRICATN	01-410-000-51400	195.39
USBANK		ICE MELT	01-410-000-52400	145.27
TOTAL SNOW REMOVAL				2,538.57
TOTAL SNOW REMOVAL				2,538.57
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	MIG WIRE	01-450-000-53000	91.66
04545		ANTIFREEZE TESTER	01-450-000-53000	5.50
04545		STARTER SOLENOID SWITCH	01-450-000-53000	55.87
04545		BEAM WIPER BLADE	01-450-000-53000	53.94
04545		CREEPER	01-450-000-52700	150.00
04545		BIT	01-450-000-52700	3.30

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
04696	DOOR COUNTY TREASURER	11/23 274.78 GAL FUEL	01-450-000-51650	787.79
04696		11/23 1025.04 GAL DSL FUEL	01-450-000-51650	3,744.47
38290	HI TEC FABRICATION	BATTERY BOX COVER	01-450-000-53000	180.37
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BATTERY CABLE	01-450-000-53000	12.49
O'REILLY		3PC BITS	01-450-000-53000	15.99
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	TRUCK REPAIRS/LABOR	01-450-000-58600	686.20
PATRIOT		TRUCK REPAIRS/PARTS	01-450-000-58600	366.62
PATRIOT		TRUCK REPAIRS/SHOP SUPPLIES	01-450-000-58600	20.00
QUALITY	QUALITY TRUCK CARE CENTER INC	WIPER MOTOR	01-450-000-53000	124.45
USBANK	US BANK	TOW SVC- JETTER TRCK	01-450-000-58999	720.00
TOTAL				7,018.65
TOTAL STREET MACHINERY				7,018.65
CITY GARAGE				
01766	AURORA MEDICAL GROUP	DOT DRUG SCREEN/MCALLISTER	01-460-000-57100	83.00
06012	FASTENAL COMPANY	TORCH TIP	01-460-000-54999	17.92
23730	WPS	12/23 835 N 14TH AVE	01-460-000-56600	1,427.00
USBANK	US BANK	OIL FILTER WRENCH	01-460-000-52700	24.71
USBANK		GARAGE DOOR OPENER REMOTES	01-460-000-54999	183.85
VIKING	VIKING ELECTRIC SUPPLY, INC	TIES	01-460-000-54999	24.03
TOTAL				1,760.51
TOTAL CITY GARAGE				1,760.51
PARK & RECREATION ADMIN				
PULSE	PENINSULA PULSE	2024 ADVERTISING	01-500-000-57450	1,508.92
USBANK	US BANK	PHIL/RYAN CELL SVC	01-500-000-58250	77.16
TOTAL				1,586.08
TOTAL PARK & RECREATION ADMIN				1,586.08
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODES INC	PORT A POTTI RENTAL DOG PARK	01-510-000-58999	110.00
04696	DOOR COUNTY TREASURER	11/23 376.38 GAL FUEL	01-510-000-51650	1,079.08
04696		11/23 4.22 GAL DSL FUEL	01-510-000-51650	15.42
19240	SERVICE MOTOR CO	WHEELS	01-510-000-53000	702.00
19240		FREIGHT	01-510-000-53000	85.00
23730	WPS	12/23 335 S 14TH AVE	01-510-000-56600	214.97
MACCOUX	PHIL MACCOUX	SAFETY CLOTHING/MACCOUX	01-510-000-56800	88.58
MACCOUX		12/23 SAFETY GLOVES	01-510-000-56800	5.31
VIKING	VIKING ELECTRIC SUPPLY, INC	COVER PLATE	01-510-000-54999	10.00
TOTAL				2,310.36
TOTAL PARKS AND PLAYGROUNDS				2,310.36
MUNICIPAL DOCKS				
20070	TRAFFIC & PARKING CONTROL INC	10/22 HOSTING FEE	01-550-000-58999	50.00
20070		06/23 PAY STATION FEE	01-550-000-58999	54.00
20070		09/23 HOSTING FEE	01-550-000-58999	54.00
20070		MONTHLY HOSTING FEE	01-550-000-58999	54.00
23730	WPS	12/23 36 S NEENAH AVE RESTROOM	01-550-000-56600	18.44
DIAMOND	DIAMOND BUSINESS GRAPHICS	LAUNCH PASS STICKERS	01-550-000-51600	386.51
TOTAL				616.95
TOTAL MUNICIPAL DOCKS				616.95

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
EMPLOYEE BENEFITS				
ERC	ERC INC	QUARTERLY EAP SVC	01-600-000-56553	712.50
		TOTAL		712.50
		TOTAL EMPLOYEE BENEFITS		712.50
COMMUNITY & ECONOMIC DEVLPMT				
02223	BAYLAKE REGIONAL PLANNING COM	2024 MEMBERSHIP DUES	01-900-000-56000	8,128.00
USBANK	US BANK	APA MEMBERSHIP DUES/OLEJNICZAK	01-900-000-56000	618.00
		TOTAL		8,746.00
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		8,746.00
		TOTAL GENERAL FUND		153,084.82
CAPITAL FUND				
COMPUTER				
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	WIRELESS ACCESS POINT	10-125-000-59040	10,764.20
HEARTBUS		WIRELESS ACCESS POINT	10-125-000-59040	1,054.56
HEARTBUS		MISC CABLING	10-125-000-59040	50.00
		TOTAL		11,868.76
		TOTAL COMPUTER		11,868.76
GENERAL EXPENDITURES				
FERGUSON	FERGUSON WATERWORKS #1476	M/HOLE ADJ RNG-SBU PORTION	10-199-000-51525	169.28
		TOTAL		169.28
		TOTAL GENERAL EXPENDITURES		169.28
PATROL				
PATROL				
USBANK	US BANK	DIVE ITEMS/SNOW TRAC GRIPS	10-215-000-59999	1,993.89
USBANK		DIVE ITEMS/SNOW TRAC GRIPS	10-215-000-59999	139.98
USBANK		DIVE ITEMS/SNOW TRAC GRIPS	10-215-000-59999	119.98
USBANK		DIVE ITEMS/SNOW TRAC GRIPS	10-215-000-59999	119.98
USBANK		DIVE ITEMS/BODY BAG	10-215-000-59999	299.55
USBANK		DIVE TEAM EQUIPMENT	10-215-000-59999	219.98
USBANK		DIVE TEAM EQUIPMENT	10-215-000-59999	134.87
USBANK		DIVE TEAM EQUIPMENT	10-215-000-59999	222.29
		TOTAL PATROL		3,250.52
		TOTAL PATROL		3,250.52
FIRE DEPARTMENT				
EXPENSE				
02005	BAY ELECTRONICS, INC.	BRUSH TRUCK RADIO CONNECTOR	10-250-000-59060	75.00
11545	MAPLE STREET SIGN CO.	B717 DOOR DECAL/LOGO	10-250-000-59060	115.67
PAULCONW	CONWAY SHIELD	TURNOUT GEAR	10-250-000-59050	3,262.00
USBANK	US BANK	MATTRESSES	10-250-000-59030	1,142.00
USBANK		BRUSH TRUCK EQUIPMENT	10-250-000-59060	3,280.29
		TOTAL EXPENSE		7,874.96
		TOTAL FIRE DEPARTMENT		7,874.96

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
STORM SEWERS				
EXPENSE				
COUNTY	COUNTY MATERIALS CORPORATION	STORM SEWER MATERIALS	10-300-000-59115	4,852.55
FERGUSON	FERGUSON WATERWORKS #1476	M/HOLE ADJ RNG-CITY PORTION	10-300-000-59115	14.72
TOTAL EXPENSE				4,867.27
TOTAL STORM SEWERS				4,867.27
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
13360	MENARDS-GREEN BAY EAST	BARRICADE MATERIALS	10-400-110-59095	1,138.43
NEWMAN	NEWMAN SIGNS, INC	TRAFFIC CONTROL SIGNS	10-400-110-59095	6,008.15
USBANK	US BANK	TRAFFIC BARRELS/CONES	10-400-110-59095	6,268.50
WHITECAP	WHITE CAP L.P	GEOGRID	10-400-110-59095	1,974.00
TOTAL ANNUAL RESURFACING & BASE REP.				15,389.08
TOTAL ROADWAYS/STREETS				15,389.08
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
SALZ	SALZSIEDER LANDSCAPE & NURSERY	TREES OTUMBA PLYGRND	10-510-000-59075	2,760.00
TOTAL PARKS AND PLAYGROUNDS				2,760.00
TOTAL PARKS AND PLAYGROUNDS				2,760.00
TOTAL CAPITAL FUND				46,179.87
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
USBANK	US BANK	SMARTPHONE CAGE	21-000-000-59070	81.74
TOTAL CABLE TV / GENERAL				81.74
TOTAL CABLE TV / GENERAL				81.74
TOTAL CABLE TV				81.74
TID #6 DISTRICT				
TID #6 DISTRICT				
TID #6 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	11/23 CONTRACTS/AGREEMENTS	22-360-000-55001	182.00
TOTAL TID #6 DISTRICT				182.00
TOTAL TID #6 DISTRICT				182.00
TOTAL TID #6 DISTRICT				182.00
TID #8 DISTRICT				
TID #8 DISTRICT				
TID #8 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	11/23 CONTRACTS/AGREEMENTS	24-380-000-55001	364.00
TOTAL TID #8 DISTRICT				364.00
TOTAL TID #8 DISTRICT				364.00
TOTAL TID #8 DISTRICT				364.00
TID #4 DISTRICT				
TID #4 DISTRICT				

DATE: 01/02/2024
TIME: 14:33:34
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	10/23 GRANARY MATTERS	28-340-000-55001	1,976.00
TOTAL TID #4 DISTRICT				1,976.00
TOTAL TID #4 DISTRICT				1,976.00
TOTAL TID #4 DISTRICT				1,976.00
TID #5 DISTRICT				
TID #5 DISTRICT				
TID #5 DISTRICT				
R0001505	SC SWIDERSKI	INCENTIVE PAYMENT 16 UNITS	29-350-000-58999	123,200.00
R0001505		12/23 FINANCIAL INCENTIVE	29-350-000-58999	77,000.00
TOTAL TID #5 DISTRICT				200,200.00
TOTAL TID #5 DISTRICT				200,200.00
TOTAL TID #5 DISTRICT				200,200.00
TID #9 DISTRICT				
TID #9 DISTRICT				
TID #9 DISTRICT				
CEDARCO	CEDAR CORPORATION	TID 9 INDUSTRIAL PRK DESGN PH	31-390-000-58999	5,100.00
TOTAL TID #9 DISTRICT				5,100.00
TOTAL TID #9 DISTRICT				5,100.00
TOTAL TID #9 DISTRICT				5,100.00
TID #10 DISTRICT				
TID #10 DISTRICT				
TID #10 DISTRICT				
R0000421	WI DEPT OF TRANSPORTATION	S DULUTH AVE DESIGN COSTS	32-310-000-59095	2,538.62
STANTEC	STANTEC CONSULTING SERVICE INC	S HUDSON AVE-GENEVA RIDGE	32-310-000-58999	5,625.00
USBANK	US BANK	FINAL PLAT-GENEVA RIDGE	32-310-000-58999	740.00
USBANK		FINAL PLAT-GENEVA RIDGE-FEE	32-310-000-58999	12.58
TOTAL TID #10 DISTRICT				8,916.20
TOTAL TID #10 DISTRICT				8,916.20
TOTAL TID #10 DISTRICT				8,916.20
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	11/23 768.14 GAL DLS FUEL	60-000-000-51650	2,806.02
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	OIL	60-000-000-52050	134.31
ASTRO	ASTRO HYDRAULICS, INC	HYDRAULIC CYLINDER REPAIR	60-000-000-53000	867.90
TOTAL SOLID WASTE ENTERPRISE FUND				3,808.23
TOTAL SOLID WASTE ENTERPRISE FUND				3,808.23
TOTAL SOLID WASTE ENTERPRISE FUND				3,808.23
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
03025	CAPTAIN COMMODES INC	PORT A POTTI RENTAL COMPOST	64-000-000-58999	110.00
TOTAL COMPOST SITE ENTERPRISE FUND				110.00

DATE: 01/02/2024
TIME: 14:33:34
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/09/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
		TOTAL COMPOST SITE ENTERPRISE FUND		110.00
		TOTAL COMPOST SITE ENTERPRISE FUND		110.00
		TOTAL ALL FUNDS		420,002.86

MANUAL CHECKS

SPECTRUM 12/15/23 Check # 92817 11/23 Cable Statement Charges 01-160-000-58999	\$147.00
CUSTOM FAB & BODY, LLC 12/15/23 Check # 92818 Brush Truck 10-250-000-59060	\$159,961.50
SOUTHERN DOOR SCHOOL DISTRICT 12/19/23 Check # 92820 11/23 Mobile Home Tax Payment 01-000-000-41300	\$195.07
STURGEON BAY SCHOOL DISTRICT 12/19/23 Check # 92821 11/23 Mobile Home Tax Payment 01-000-000-41300	\$3,899.16
STURGEON BAY UTILITIES 12/27/23 Check # 92880 11/23 6312 Statement Various Departmental Account	\$335.91
WPS 12/27/23 Check # 92881 12/23 Statement Charges Various Departmental Accounts	\$1,754.33
EMPLOYEE BENEFITS CORP. 12/27/23 Check # 92882 12/23 FSA/COBRA/PEB- 01-600-000-50510	\$180.50
US BANK EQUIPMENT FINANCE 12/27/23 Check # 92883 Various Departmental Accounts	\$623.47

KWIK TRIP 12/28/23 Check 92884 10/23 & 11/23 Statement Charges 01-250-000-51650	\$5,049.54
SECURIAN FINANCIAL GROUP 01/02/24 Check # 92885 01/24 Life Insurance 01-600-000-50552	\$2,926.26
DELTA DENTAL 01/02/24 Check # D001463 01/24 Dental Insurance Various Departmental Accounts	\$6,041.77
EFT GROUP INSURANCE 01/02/24 Check # D001464 01/24 Health Insurance Various Departmental Accounts	\$131,170.84
SUN LIFE 01/02/24 Check # 92887 01/24 Short & Long-Term Disability 01-1000-000-21545	\$2,408.16
SUPERIOR VISION INSURANCE 01/02/24 Check #92888 01/24 Vision Insurance 01-000-000-21540	\$952.75
REGISTRATION FEE TRUST 01/02/24 Check #92892 2023 Dodge Ram Registration 10-250-000-59060	\$169.50
TOTAL MANUAL CHECKS	\$315,815.76

DATE: 01/02/2024
TIME: 14:33:34
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 01/09/2024

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

GENERAL FUND	153,084.82	468,900.58
CAPITAL FUND	46,179.87	
CABLE TV	81.74	
TID #6 DISTRICT	182.00	
TID #8 DISTRICT	364.00	
TID #4 DISTRICT	1,976.00	
TID #5 DISTRICT	200,200.00	
TID #9 DISTRICT	5,100.00	
TID #10 DISTRICT	8,916.20	
SOLID WASTE ENTERPRISE	3,808.23	
COMPOST SITE ENTERPRISE FUND	110.00	
TOTAL --- ALL FUNDS	420,002.86	735,818.62

Helmut Bauer 1-2-24
Jeth Wrenschmeyer 1-2-24
Dan Weller 1/2/24

COMMON COUNCIL
December 19, 2023

A meeting of the Common Council was called to order at 6:05 p.m. by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Statz, Williams, Gustafson, Nault, Wiederanders, and Reeths were present.

Nault/Williams to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund – \$215,377.67, Capital Fund - \$16,651.52, Cable TV - \$38.27, TID #10 - \$7,750.00, Solid Waste Enterprise Fund - \$18,598.05, and Compost Site Enterprise Fund - \$1,623.40 for a grand total of \$260,038.91. Roll call: All voted aye. Carried.

Gustafson/Williams to approve consent agenda:

- a. Approval of 12/5/23 regular Common Council minutes.
- b. Place the following minutes on file:
 - (1) Community Protection & Services Committee – 11/1/23
 - (2) Finance/Purchasing & Building Committee – 11/28/23
- c. Place the following reports on file:
 - (1) Police Department Report – November 2023
- d. Consideration of: Approval of beverage operator licenses.
- e. Consideration of: Approval of Appointment of Election Inspectors for 2024-2025.
- f. Community Protection & Services Committee Recommendation re: Repeal and recreate Section 1.21 – Weights & Measures Regulations.
- g. Community Protection & Services Committee Recommendation re: Amend Section 15.02 – State Building Codes – SPS 327 Camping Units.
- h. Community Protection & Services Committee Recommendation re: Amend Section 12.03 – Compulsory Connection to Sewer and Water Mains.
- i. Finance/Purchasing & Building Committee recommendation re: Amend Development Agreement with Cobblestone Hotels Development LLC to extend deadline to acquire the property to May 31, 2024.

Carried.

There were no mayoral appointments.

Statz/Gustafson to adopt changing Common Council meeting dates in January (only) to January 9 and January 23. Carried.

Williams/Nault to read in title only and adopt the second reading of ordinance re: Repeal and recreate Section 16.08 of the Municipal Code – Holding Tank Agreements. Carried.

Williams/Wiederander to read in title only the first reading of the ordinance re: Repeal and recreate Section 1.21 of the Municipal Code – Weights and Measures Regulations. Carried.

Williams/Reeths to read in title only the first reading of the ordinance re: Amend Section 15.02(1) of the Municipal Code – State Building Codes adopted. Carried.

Williams/Gustafson to read in title only the first reading of the ordinance re: Repeal and recreate Section 12.03 of the Municipal Code – Compulsory Connection to Sewer and Water Mains. Carried.

RECOMMENDATION

We, the City Plan Commission, hereby recommend to vacate the unimproved portion of S. Madison Avenue.

CITY PLAN COMMISSION

By: David Ward, Chr.

The unimproved portion of Madison Avenue right-of-way is no longer needed. Statz/Bacon to approve to vacate the unimproved portion of S. Madison Avenue right-of-way, but not record with the Register of Deeds until the parking area for Scaturo's Baking Co & Cafe is in compliance with the stormwater management code. Carried.

A public hearing re: Discontinuance of an Unimproved Street in the City of Sturgeon Bay – South Madison Avenue was opened at 6:19 pm and closed at 6:20 pm. No one spoke during the public hearing.

Statz/Gustafson to adopt the resolution discontinuing portion of South Madison Avenue subject to the stormwater management for Scaturo's Baking Co & Café parking lot being resolved. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve amending the development agreement with FPEJ, LLC to include two additional lots located along Alabama Place.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Community Development Director Olejniczak explained that with the land purchased from Krueger in 2022, not all will be used to extend Alabama Place and a stormwater detention area. Two new lots for development can be created with the amount of land left. Bacon/Statz to adopt. Carried.

RECOMMENDATION

We, the City Plan Commission, hereby recommend to text amendments within Section 9.05, Tourist Rooming House permit, of the Municipal Code.

CITY PLAN COMMISSION

By: David Ward, Chr.

Williams/Gustafson to adopt. Carried.

RECOMMENDATION

We, the Community Protection and Services Committee, hereby recommend to approve changes to Section 9.05 - Tourist Rooming House permit, of the Municipal Code.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Williams/Bacon to adopt. Carried.

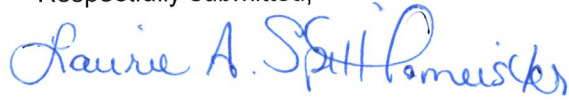
Wiederander/Nault to read in title only the first reading of the ordinance re: Repeal and recreate Section 9.05 of the Municipal Code – Tourist Room House license. Carried.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Nault/Reeths to adjourn. Carried. The meeting adjourned at 6:38 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laurie A. Spittlemeister". The signature is written in a cursive style with a large, looped initial "L".

Laurie A. Spittlemeister
Deputy Clerk/Treasurer

FINANCE/PURCHASING & BUILDING COMMITTEE
December 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, Wiederanders and Williams were present. Also present: Mayor Ward, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Assistant Police Chief Brinkman, Community Development Director Olejniczak, and Office Accounting Assistant II Metzger. Alderperson Gustafson entered at 4:47pm.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Ordinance repealing and recreating Section 3.06 – Transfer of Funds
5. Consideration of: Revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy.
6. Consideration of: Surplus Property.
7. Consideration of: Amendment to the development Agreement with Cobblestone Hotels.
8. Consideration of: Purchase of Property on Division Road.
9. Convene in closed session in accordance with the following exemptions:

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

- a. Consideration of: Purchase of Property on Division Road.

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

10. Review bills.
11. Adjourn.

Carried.

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

Consideration of: Ordinance repealing and recreating Section 3.06 – Transfer of Funds:

Finance Director/City Treasurer stated Section 3.06 is part of the Common Councils rule XIII. The last time it was changed was in 2018. Staff recommends increasing the fund transfer levels to keep a normal course of business moving forward.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve repealing and recreating Section 3.06, Transfer of Funds. Carried.

Consideration of: Revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy:

City Administrator Van Lieshout explained as pricing and costs continue to rise, the city needs to adjust the Purchasing & Property Accountability policy. An area that was added to the policy due to the rising costs of vehicles is the acquisition of used vehicles. He stated when purchasing used vehicles purchasing needs to be made quicker than if purchasing a new vehicle. Section F, covering sole source purchasing was revised. The city encounters vendors that are either the only provider in the state or state contracted. There is a revision included in the section that requires the Finance Committee to be made aware of these types of purchases after they have been made.

Finance Director/City Treasurer Clarizio continued, explaining some of the revisions made updates definitions and cleans up language such as the purchase order process. The purchasing chart proposes increases to the authorization levels.

Aldersperson William requested a change under "Competitive Written Proposals/Bids" reducing 3 bids to 2 bids.

Ms. Clarizio stated the reimbursement for travel expenses daily limit increased from \$49.00 to \$54.00 per day and increased gratuities to 20%. A brief discussion was held regarding maintaining a staff vehicle or mileage reimbursement.

Moved by Aldersperson Bacon, seconded by Aldersperson Williams to recommend to Common Council to approve the revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy, but changing the section under Competitive Written Proposals/Bids from three bids obtained to two. Carried.

Consideration of: Surplus Property:

City Administrator Van Lieshout stated the Police Department has two squad cars and the City has a 2005 Jeep Cherokee to declare as surplus. He is requesting to declare the vehicles as surplus and liquidate.

Moved by Aldersperson Wiederanders, seconded by Aldersperson Williams to declare 2015 Ford Explorer SUV, 2015 Ford Explorer and 2005 Jeep Grand Cherokee SUV as surplus and allow the City Administrator to determine the best method of liquidation. Carried.

Consideration of: Amendment to the development Agreement with Cobblestone Hotels Development, LLC.

Community Development Director Olejniczak explained this past October the City entered into a development agreement with Cobblestone Hotel, LLC to build a hotel at the corner of N 12th Avenue and Egg Harbor Road. Because the agreement took time to finalize the developer requested that the construction time be backed up by 5 months. The acquisition date of the property was never backed up. Recently, the developer contacted the city requesting additional time to acquire the property. With increasing interest rates and construction costs they are required to raise more equity than anticipated. They are requesting the deadline to acquire the property to be extended until May 31, 2024. Mr. Olejniczak stated this will not impact the financial aspects of the development agreement, they will not receive financial assistance until the hotel is built.

Moved by Aldersperson Williams, seconded by Aldersperson Wiederanders to recommend to Common Council to approve amending the development agreement with Cobblestone Hotels Development, LLC to extend the deadline to acquire the property to May 31, 2024. Carried.

Consideration of: Purchase of Property on Division Road.

City Administrator Van Lieshout explained the city previously considered purchasing a property on division road for future needs, connection of the Ahnapee Trail and possible future subdivision development. The committee directed Staff to revisit the property and contact with the property owner as to their interest in selling the property.


After Alderperson Williams announced the statutory basis, it was moved by Alderperson Williams, seconded by Alderperson Bacon to convene in closed session. Roll call: Alderpersons Bacon, Wiederanders and Williams voted aye. Carried. The meeting moved into closed session at 5:01 pm. The meeting reconvened at 5:26 pm.

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 Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:28pm.

Respectfully submitted,



Tricia Metzger

WATERFRONT REDEVELOPMENT AUTHORITY
Wednesday, December 13, 2023

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

Roll Call (#1): Members present were Dan Williams, Ryan Hoernke, Carrie Tjernagel, John Hauser and Chris Jeanquart. Member Dennis Statz was excused. Member Barbara Pfeifer was absent. Staff present were WRA Secretary Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia, and Community Development Administrative Assistant Cindy Sommer.

Adoption of agenda (#2): Motion made by Mr. Hauser, seconded by Mr. Hoernke to adopt the following agenda:

1. Roll call.
 2. Adoption of agenda.
 3. Approval of minutes from July 12, 2023.
 4. Public comment on agenda items.
 5. Update on current waterfront redevelopment activities.
 6. Consideration of: Lease of property located at 10 W. Larch Street (parking lot) - parcel no. 281-24-15090301A.
 7. Convene in closed session in accordance with the following exemption:
 Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 19.85(1)(e).
 Consideration of: Lease of property located at 10 W. Larch Street (parking lot) – parcel no. 281-24-15090301A.
 Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Authority may adjourn in closed session.
 8. Consideration of: Assignment of Rights to Development Agreement – Will Estes, LLC (Sonny's Pizzeria)
 9. Consideration: Dissolution of Sturgeon Bay Waterfront Redevelopment Authority.
 10. Adjourn.
- All ayes. Motion carried.

Approval of minutes from July 12, 2023 (#3): Motion made by Mr. Jeanquart, seconded by Mr. Hoernke to approve the minutes from July 12, 2023. All ayes, motion carried.

Public Comment on agenda items (#4): Chris Kellems of 120 Alabama Street stated she is in favor of a 5 to 10-year lease and not a sale of the parking lot next to Sonny's Restaurant. She also feels that the WRA should be dissolved, and Council should make decisions on the agenda items.

Update on current waterfront redevelopment activities (#5): Mr. Olejniczak explained that a new agreement has been reached to complete the granary next summer, and the city is preparing to complete the center walkway in coordination with the granary. The funds from American Transmission Company (ATC) have come through and Mr. Gentry is close to starting construction. The city is continuing to talk with other developers on the remaining waterfront development site where the apartment project fell through.

Consideration of: Lease of property located at 10 W. Larch Street (parking lot) - parcel no. 281-24-15090301A (#6): Mr. Olejniczak explained that several discussions have taken place regarding sale versus lease of this property. Attorney Randy Nesbitt provided an easement that the City staff was unaware of and was not signed by either the WRA or the property owner but was recorded. There could be some questions as to the validity of the easement, but the City has not formed an opinion on that issue. The easement was granted in perpetuity and addresses many of the City's concerns but the City would prefer it be more specific on many items. There are several options for the members to consider: 1) accept the easement as it is; 2) use the existing easement as a base to draft a new, more detailed easement; 3) research and potentially

challenge the validity of the easement and work on a new agreement with Sonny's; 4) do nothing and let Council decide the issue. Staff's recommendation is to redraft a more detailed easement that expires in 30 years, allows for 10 public parking spaces, requires that Sonny's repave the parking lot with the city reimbursing 18.5% of the costs, remove the rights granted to Sonny's to park in the marina parking area, and limit parking to 50 spaces across the street.

Attorney Randy Nesbitt explained that he no longer has notes or files from when the easement was drafted, however he recalls that the drafter, Attorney Randall of Milwaukee, is a very detailed and thorough attorney and he feels that the easement would have been drafted very carefully and with good reason, although Mr. Nesbitt doesn't specifically remember the reasons. He recalls that the City was the owner of the parking lot, not the WRA. He indicated that his client, Sonny's Pizzeria, is interested in redoing the lease or easement and he agrees that it should be more detailed.

After some discussion there was a consensus to let this matter be decided by the Council after the assignment of the development contract is completed. Because the members felt their recommendations regarding the potential lease were already on the record, the members chose to not act formally.

Convene in closed session in accordance with the following exemption:

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

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

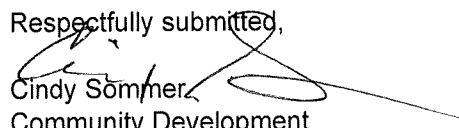
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Authority may adjourn in closed session. (#7):
No motion was made to convene in closed session.

Consideration of: Assignment of Rights to Development Agreement – Will Estes, LLC (Sonny's Pizzeria) (#8): Mr. Olejniczak handed out a revised Assignment of Development Contract for Restaurant for Sturgeon Bay Waterfront Development to all the members. He explained that this draft is slightly modified from what was in the original meeting packet. The agreement relieves the WRA from any further obligations and assigns all rights of the WRA to the City. Mr. Jeanquart motioned to approve the assignment of development contract for restaurant as presented and to quitclaim all WRA-owned property related to the development contract to the City. Motion seconded by Mr. Hoernke. All ayes, motion carried.

Consideration: Dissolution of Sturgeon Bay Waterfront Redevelopment Authority (#9). Mr. Olejniczak indicated that dissolution could be made by a simple motion if the members would like to do so. The Common Council would then need to follow certain procedures to officially dissolve it. Mr. Hauser moved to dissolve the Sturgeon Bay Waterfront Redevelopment Authority. Motion seconded by Ms. Tjernagel. All ayes, motion carried.

Adjourn (#10): Motion to adjourn by Mr. Hauser and seconded by Mr. Hoernke. All ayes. Motion carried. The meeting adjourned at 3:30 p.m.

Respectfully submitted,


Cindy Sommer
Community Development
Administrative Assistant

CITY OF STURGEON BAY
LOCAL TRANSPORTATION BOARD MINUTES
Wednesday, December 13, 2023
Council Chambers, City Hall, 421 Michigan Street
4:30 P.M.

A meeting of the Transportation Board was called to order at 4:30 p.m. by Ald./Chr. Reeths in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Ald. Kirsten Reeths, Ald. Gary Nault, and Brian Weiss were present. Also present: City Engineer Chad Shefchik, Municipal Services Director Mike Barker and Municipal Services Administrative Assistant Colleen DeGrave.

Adoption of Agenda: Moved by Ald. Nault, seconded by Brian Weiss:

1. Roll call
2. Adoption of agenda
3. Approval of minutes from October 11, 2023
4. Public comment
5. Consideration of: Bike Rodeo May 11, 2024
6. Discussion of: Crosswalk to ADRC on 14th Avenue
7. Discussion of: Repair or Replace Steps at Lawrence Big Hill Park (Jefferson Street Entrance)
8. Adjourn

All in favor. Carried.

Mark Smullen entered at 4:31 p.m.

Approval of minutes from October 11, 2023: Moved by Ald. Reeths, seconded by Brian Weiss to approve the minutes from October 11, 2023. All in favor. Carried.

Ald. Gustafson and City Administrator Josh VanLieshout entered at 4:32 p.m.

Public comment: Barb Graul 354 S. 15th Ct. spoke.

Consideration of: Bike Rodeo May 11, 2024

Moved by Ald. Gustafson, seconded by Ald. Nault to approve the 2024 Bike Rodeo for May 11, 2024. All in favor. Carried.

Discussion of: Crosswalk to ADRC ON 14TH Ave. Ald. Reeths stated a resident was concerned about using the sidewalk on the west side of 14th Ave. and then trying to cross the street to the ADRC. Mike Barker stated it is not usually advisable to have a crosswalk midblock and that can lead to safety issues. Chad Shefchik said it would require a sign on both sides of the road. Mr. Shefchik stated if the County felt it was a need for the ADRC, that the city could work together with them on a plan. He said he would talk to Wayne Spritka from the County.

Discussion of: Repair or Replace Steps at Lawrence Big Hill Park (Jefferson Street Entrance)

Discussion took place on the repair or replacement of the steps at Big Hill Park. The board decided to forward this agenda item to the Park & Recreation Board/Committee.

Adjourn: Motion by Ald. Nault, seconded by Mark Smullen to adjourn. Meeting adjourned at 5:17 p.m.

Respectfully Submitted,



Colleen DeGrave
Municipal Services Administrative Assistant

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD
Monday, December 18, 2023

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:02 p.m. by Chairperson Rick Wiesner in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Rick Wiesner, Nancy Schopf, Thad Birmingham, and Pam Jorns were present. Members Jolene McMahon and Dave Augustson were excused. Member Matt Fox was absent. Staff present were Planner/Zoning Administrator Stephanie Servia, Community Development Director Marty Olejniczak, Police Assistant Candy Jeanquart, Sheryl Anderson, Mike Mastrangelo, Barbara and Michael Rapp, Project Manager Nicole Matson, Architect James Dallman (Virtual), Architect Cari Alcombright (Virtual) and Chris Kellems.

Adoption of Agenda: Moved by Ms. Jorns, seconded by Mr. Birmingham to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 13, 2023.
4. Consideration of: Façade changes to The Woodwright for Mike Mastrangelo located at 22 East Pine Street.
5. Consideration of: Cooperative ground sign for West Marine Plaza located at 1449 Green Bay Road.
6. Consideration of: Revision to Door County Granary Project for Sturgeon Bay Historical Society located at 72 East Locust Street.
7. Adjourn.

All ayes. Motion carried.

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

Consideration of: Facade changes to The Woodwright for Mike Mastrangelo, located at 22 East Pine Street: Ms. Servia explained Ms. Sheryl Anderson and Mr. Mike Mastrangelo are requesting an exterior refresh for their building at 22 East Pine Street. They wish to replace three doors and one window on the front façade with more energy efficient black aluminum framed options. The awning will remain green, the cinder block front part of the building will be clad in natural cedar board and batten siding while the remainder of the building will remain with the original stamped metal siding. The door, window and eave trims will be cedar. The windows and doors will be black aluminum framed. Ms. Servia explained due to the style of the building, there was some concern over the modern details potentially clashing with the existing façade.

Mr. Birmingham asked about a floor plan and the usage of the second-floor patio door. Ms. Anderson explained intentions are for a balcony on the second-floor easement with railing. Mr. Wiesner questioned the design and visibility of posts on the lower level. Mr. Mastrangelo explained the beam blends with the wall including posts and spiral stairs.

Mr. Wiesner expressed concern on the green awning. Ms. Anderson stated the colors are still being determined. Mr. Birmingham asked if the awning would be removed for the updates and then replaced, the presenters confirmed. Ms. Jorns likes how the façade matches the neighboring building. Mr. Wiesner asked if the door was green, Mr. Mastrangelo and Ms. Anderson both commented that the door is the original wood grain which is unique with no plans for changing.

Ms. Jorns motioned to approve as presented. Motion seconded by Ms. Schopf. All ayes, motion carried.

Consideration of: Cooperative ground sign for West Marine Plaza located at 1449 Green Bay Road: Ms. Servia explained Mr. Michael Rapp and Ms. Barbara Rapp are requesting a cooperative ground sign where the current signage will be increased with three more rows added. The cooperative ground sign requires approval by Plan Commissions where they may attach additional conditions at the December 20th, 2023, meeting.

Mr. Birmingham questioned the square footage of the signage and if it meets the code. Ms. Servia stated with the changes the total square footage will be 159 square feet and 16 feet high, of which the cooperative ground sign code allows up to 200 square feet and a maximum height of 25 feet. Mr. Olejniczak stated the current signage is centered and in a good location for traffic.

Mr. Wiesner questioned the blank white paneling on the bottom and if that will remain or if the color can be changed darker until occupied. Ms. Rapp explained tenants were offered double spaces for larger exposure however in the meantime the blank space will be occupied with generic messages. Mr. Rapp explained only a half strip will remain after the new laundromat.

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

Consideration of: Revisions to Door County Granary Project for Sturgeon Bay Historical Society located at 72 East Locust Street: Ms. Servia explained the Historical Society Foundation is requesting some revisions to the previously approved grain elevator façade and additions. Phase 2 design revisions include cladding the headhouse and the ground floor with corrugated metal siding, simplifying the façade materials. Also changing the roof of the addition to a flat roof and modifications to the windows and siding. Phase 3 revisions include exposing the exterior stairway, previously approved as an enclosure, and updating/reducing the windows around the bin level of the building with just one new window.

Mr. Wiesner questioned if the transparent panels are no longer being added. Ms. Nicole Matson, Project Manager, explained the transparent panels are being removed to keep the upper level consistent with the lower level and keeping the original façade of the granary. Ms. Matson stated the State Historic Preservation Office (SHPO) requested the change.

Ms. Jorns asked where the flat roof would be located and how durable in the winter weather. Ms. Servia explained the flat roof is only on the building addition. Ms. Matson stated the design for the flat roof over the addition is intended to invoke the look of a rail car since a railroad sidetrack used to run along that side of the granary. Mr. Wiesner explained a good designed flat roof can withstand all weather conditions. Ms. Matson explained future thoughts are to use the flat roof as green space or a garden.

Ms. Jorns questioned the changes to the staircase which Ms. Servia explained will no longer be enclosed. Ms. Matson explained the exposed staircase is more cost efficient instead of the tower. Mr. James Dallman, La Dallman Architect, stated the stairway to the top will be discussed in phase 3. Mr. Birmingham questioned alternative access to the upper levels for those unable to use the stairs. Ms. Matson stated an elevator is included in phase 3.

Ms. Jorns asked if the siding presented was approved by the board in 2022 and Ms. Matson confirmed. Mr. Dallman explained revising to natural cedar from burnt cedar, however the color will still be dark with the material change.

Mr. Dallman stated the smaller windows around the granary are replacing the original design. The larger windows are not part of the original granary design.

Ms. Matson explained the revisions are due to cost and the requirements of the State Historic Preservation Office. Mr. Birmingham asked if the State Historic Preservation Office thinks the design is how the original granary looked. Ms. Matson said yes.

The chair invited public comment. Chris Kellems, 120 Alabama Street, member of Historical Society, explained the design is as close to the original with the revisions. She explained the difference between restoring how the granary was and rehabilitating the building with a new purpose.

Ms. Schopf motioned to approve as presented. Motion seconded by Mr. Jorns. The vote was three ayes and one nay (Birmingham). Motion carried.

Adjourn: Moved by Mr. Birmingham, seconded by Ms. Schopf to adjourn. All ayes. Motion carried. The meeting adjourned at 6:56 p.m.

Respectfully submitted,

Candy Jeanquart
Sturgeon Bay Police Department
Police Assistant

BOARD OF PUBLIC WORKS
December 19, 2023

A meeting of the Board of Public Works was called to order by Mayor Ward at 5:03 p.m. Roll call: Members Mayor Ward, Statz, Williams, Nault, Wiederanders and Reeths were present. Member Gustafson arrived at the meeting at 5:20 p.m. Member Bacon arrived at the meeting at 5:21 p.m.

Williams/Reeths to adopt agenda.

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Election of Chairperson.
5. Consideration of: Approval of 2024 Capital Roadway Improvements and Five-Year Capital Plan.
6. Adjourn.

Carried.

Reeths/Statz to nominate Dan Williams as Chairperson of Board of Public Works. Carried.

City Engineer Shefchik summarized the road improvement projects for 2023. Those projects came in under budget and replaced 1.5 miles of roadway.

Mr. Shefchik outlined the proposed 2024 Roadway Improvements; they are listed as follows:

- 1) N 18th Place (from Georgia Street to Jefferson Drive), Jefferson Drive (from N 18th Place to N 18th Ave) and Iowa Street (from N 18th Place to N 18th Avenue): Mill & Pave.
- 2) Huron Street (from N 14th Place to N 15th Place), Huron Court (from Huron Street to 15th Place) and N 15th Place (from Huron Street to Georgia Street): Mill & Pave.
- 3) Louisiana Place (from N 17th Drive to N 16th Place), N 17th Drive (from Michigan Street to Jefferson Place), Kentucky Place (from N 16th Place to N 17th Drive), N 16th Place (from Louisiana Place to Kentucky Place) and N 16th Drive (from Kentucky Place to Louisiana Place): Mill & Pave.
- 4) Oregon Street (from S 10th Ave to S 7th Ave), S 9th Ave (from Michigan Street to Pennsylvania Street), S 8th Ave (from Pennsylvania Street to Oregon Street), S 7th Ave (from Oregon Street to Pennsylvania Street) and Pennsylvania Street (from S 7th Ave to S 8th Ave): Mill & Pave. Member Gustafson arrived at the meeting.
- 5) N 12th Place (from Bluebird Street to Eagle Street) and Eagle Street (from N 12th Place to N 12th Place): Mill & Pave. Member Bacon arrived at the meeting.
- 6) W Maple Street (from Bayfield Ave to Baraboo Ave): Mill & Pave.
- 7) N Fulton Ave (from W Hickory Street to W Juniper Street): Mill & Pave.
- 8) Cove Road (from 715' north of Zenith Street to south termination at City Limits) and Zenith Street (from Cove Road to west termination): Mill & Pave.
- 9) N 2nd Ave Parking Lot: Pavement Replacement.

- 10) Alleys E46 and E47: Pavement Replacement completed by the City of Sturgeon Bay DPW crews.

For 2024 there are also several TID projects proposed and include:

- 1) Geneva Ridge Subdivision:
 - a) S Fulton Ave and S Geneva Ave extension to include storm sewer, sanitary sewer, water infrastructure, and roll curbing to allow for driveway location flexibility. As the houses are completed, sidewalks will be added to the east side of the roadway extensions.
 - b) S Hudson Ave (from W Walnut Drive to south termination): Mill & Pave.
 - c) S Hudson Ave (from W Walnut Drive to south termination) and S Hudson Court (from W Walnut Drive to north termination): New Sidewalks.
- 2) Alabama Place (from termination east of Bonnie View Drive to N 12th Place: Storm sewer, sanitary sewer, water infrastructure, curbing and asphalt.
- 3) Proposed 911 Parking Lot: On the western portion of the property at 911 N 14th Ave a new parking lot will be constructed.

City Engineer Shefchik mentioned that it is projected that 3.9 miles of roadway is projected to be replaced in 2024. He explained the PASER roadway rating system compiled every other year which was completed in 2023, and summarized the five-year Capital Plan.

Ward/Wiederanders to approve the five-year capital plan, including the authorization for the preparation of bid documents for the 2024 capital roadway improvement and TID projects as described above. Carried.

Ward/Reeths to adjourn. Carried. Meeting adjourned at 5:59 p.m.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

CITY PLAN COMMISSION
December 20, 2023

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

Roll call: Members David Ward, Helen Bacon, Dennis Statz, J. Spencer Gustafson, Mark Holey, Jeff Norland, and Amy Stephens were present. Also present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Stephanie Servia and Deputy Clerk/Treasurer Laurie Spittlemeister.

Adoption of agenda: Moved by Mr. Statz, seconded by Mr. Holey to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from November 14, 2023.
4. Public comment on non-agenda Plan Commission related items.
5. Consideration of: Cooperative ground sign for West Marine Plaza & Maxi Storage located at 1447-1449 Green Bay Road.
6. Adjourn.

All ayes. Carried.

Approval of minutes from November 14, 2023: Moved by Mr. Gustafson, seconded by Mr. Norland to approve the minutes from November 14, 2023. All ayes. Carried.

Public comment on non-agenda Plan Commission related items: No one spoke during public comment.

Consideration of: Cooperative ground sign for West Marine Plaza & Maxi Storage located at 1447-1449 Green Bay Road: Planner/Zoning Administrator Stephanie Servia explained Barbara and Michael Rapp (Vermillion Properties, LLC) are requesting approval for a cooperative ground sign for their adjacent businesses at 1447 & 1449 Green Bay Road. The Rapp's would like to add additional signage to the current sign for West Marine that would include their Maxi Storage business. The parcel for Maxi Storage does not have frontage on Green Bay Road but does have an access easement. If approved by City Plan Commission, the sign must meet certain conditions. The approval for this sign was approved by Aesthetic Design & Site Plan Review Board with no concerns. Moved by Mr. Norland, seconded by Ms. Stephens to approve cooperative ground sign for West Marine Plaza & Maxi Storage located at 1447-1449 Green Bay Road. All ayes. Carried.

Adjourn: Moved by Mr. Gustafson, seconded by Ms. Bacon to adjourn. All ayes. Carried. Meeting adjourned at 6:05 p.m.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

FINANCE/PURCHASING & BUILDING COMMITTEE
January 2, 2024

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

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Sturgeon Bay Fire Department Drone Replacement.
5. Consideration of: Purchase of Stormwater Detention area from BOC Partnership, LLP- Parcel # 281-54-06020801.
6. Convene in closed session in accordance with the following exemptions:
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
 - a. Consideration of: Purchase of Stormwater Detention are from BOC Partnership, LLP- Parcel # 281-54-06020801.Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
7. Review bills.
8. Adjourn.

Carried.

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

Consideration of: Sturgeon Bay Fire Department Drone Replacement:

Fire Chief Dietman introduced the replacement drone for the Fire Department. The replacement drone is larger than their current one and would provide increased functions. With the larger drone, it can fly in winds that are up to 40 MPH, fly in snow and rain, and will provide more flight time with the larger battery. Fire Department is hoping to sole source, as Titledown Drone has been the sole provider and local seller of these types of drones. In addition to a favorable quote, the Fire Department has secured two grants totaling \$6,250 to offset the cost.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the proposal from Titledown Drones in the amount of \$17,971.00 for the drone replacement and allow up to an additional \$1,000.00 for a monitor and operational accessories. Carried.

Consideration of: Purchase of Stormwater Detention area from BOC Partnership, LLP- Parcel # 281-54-06020801:

The City of Sturgeon Bay owned this parcel and sold it in 2005. This past November, BOC Partnership purchased the parcel. Community Development Director Olejniczak mentioned that it would be a benefit for the city to own part of that parcel if needed for stormwater management in the future.

Tom Kriedeman, owner of BOC Partnership, LLP, stated that this property is not just water runoff for the property, but for the entire area. Mr. Kriedeman feels that it would be best if the City owns the property needed for stormwater management.

After Alderperson Bacon announced the statutory basis, it was moved by Alderperson Bacon, seconded by Alderperson Williams to convene in closed session. Roll call: Alderpersons Bacon, Wiederanders and Williams voted aye. Carried. The meeting moved into closed session at 4:19 pm. The meeting reconvened in open session at 4:31 pm.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the proposal to purchase a 0.62-acre area of parcel #281-54-06020801 from Tom Kriedeman of BOC Partnership, LLP in the amount \$18,500, require the dedication of the 35 feet of right-of-way for Alabama Street and restrict the division of the parcel to no more than 4 lots. In addition, permission for City Street crew to dig two test holes in south/east and central areas of for soil testing. Carried.

Review bills

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 4:35 pm.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

7c1.



7c1.

Kalin Montevideo
Assistant Fire Chief

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office
Email: kmontevideo@sturgeonbaywi.gov

STURGEON BAY FIRE DEPARTMENT NOVEMBER 2023 FIRE REPORT

NOVEMBER 2023 INCIDENTS: 183
2023 YTD TOTAL: 1,670

NOVEMBER 2022 INCIDENTS: 131
2022 YTD TOTAL: 1,606

INCIDENTS BY JURISDICTION:

CITY: 161 Year to Date: 1,490

AVERAGE RESPONSE TIME:

EMERGENT: 3.88 Minutes NON-EMERGENT: 5.11 Minutes

127 – Medical Incident
01 – Gas Leak
03 – Carbon Monoxide Incident
03 – Vehicle Accident
03 – Unauthorized Burning

01 – Public Service/Assist
06 – Dispatched & Cxl in Route
01 – Water Vehicle Fire
01 – Haz Mat Incident
01 – Citizen Complaint

01 – Removal of Victim from Elevator
06 – Alarm/Detector Activation, No Fire
03 – Assist Law Enforcement/Other Agency
02 – Smoke Scare/Odor of Smoke
02 – Electrical Problem, Light Ballast

Town of Sevastopol: 13 Year to Date: 79

EMERGENT: 7.8 Minutes NON-EMERGENT: 10.07 Minutes

01 – Building Fire
01 – Vehicle Accident
01 – Public Service/Assist
01 – HazMat Incident

01 – Medical Incident
01 – Gas Leak
01 – Dispatched & Cxl in Route

01 – Extrication of Victim from Structure
02 – Carbon Monoxide Incident
03 – Smoke Scare/Odor of Smoke

Town of Sturgeon Bay: 05 Year to Date: 71

EMERGENT: 10.45 Minutes NON-EMERGENT: 11.75 Minutes

02 – Medical Incident
01 – Carbon Monoxide Incident

01 – Vehicle Accident

01 – Dispatched & Cxl in Route

MUTUAL AID/MABAS INCIDENTS

Southern Door: 01 Year to Date: 06

Sister Bay: 0 Year to Date: 03

1 – Dispatched & Cxl in Route

Brussels, Union, Gardner: 0 Year to Date: 06

Jacksonport: 01 Year to Date: 04

Gibraltar: 0 Year to Date: 01

1 – Search for Person on Land

Algoma: 0 Year to Date: 01

Egg Harbor: 01 Year to Date: 07

Winnebago: 0 Year to Date: 01

1 – Dispatched & Cxl in Route

Baileys Harbor: 01 Year to Date: 01

1 – Structure Fire

INSPECTION REPORT:

Regular Inspections

Re Inspections

Occupancy Inspections

Hours

Inspections – City of Sturgeon Bay:	<u>186</u>	<u>22</u>	<u>02</u>	<u>224.45</u>
Inspections – Town of Sevastopol:	<u>01</u>	<u>0</u>	<u>0</u>	<u>.86</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>0</u>	<u>03</u>	<u>0</u>	<u>1.2</u>

Town of Sevastopol Burn Permits:

Permits Issued for Month: 05

Year to Date Permits Issued: 40

Town of Sturgeon Bay Burn Permits:

Permits Issued for Month: 0

Year to Date Permits Issued: 03

SPECIAL REPORTS, TRAINING, AND MAINTENANCE

MAINTENANCE:

Firefighters conducted maintenance and repairs on self-contained breathing apparatus (SCBA) units; conducted daily/weekly truck checks; general station cleaning; completed annual fire hose testing; assisted DPW by removing the sun shade at the Skate Park; installed a new router in U726; completed annual gear inspections; pressure washed and winterized Marine 731; replaced a p-trap in the bathroom at the westside station; diagnosed a antifreeze leak on E707; installed new compartment heaters on E707 and installed a new end on the the exhaust hose for T712.

TRAINING:

211.25 total hours of training were conducted in November. Firefighters trained with driver/operator procedures includeing drafting procedures; contuined their online APEX safety training; grope rescue techniques including the sked board and tripod; SCBA drills/buddy breathing; rapd intervention crew (RIC) operations; MADAY procedures; rescue task force equipment & operations and FF Petry, FF Schopf, FF Naze & FF Vasallo continued Emergency Medical Responder (EMR) training.

OTHER:

The Fire Chief and AC attended City and other Town meetings. AC Montevideo installed one car seat. On-duty firefighters participated in the Christmas Holiday Parade.

CHECKING ACCOUNTS

GENERAL FUND	ARPA
NICOLET	NICOLET
PRIOR G/L BALANCE	4,374,933.92
REVENUE	124,765.11
DISBURSEMENTS	50.48
AMOUNT IN TRANSIT	14,500.00
ADJUSTMENTS	0.00
ENDING BALANCE	4,146,220.57

BANK BALANCE	4,324,722.52	110,315.59
LESS OUTS. CHECKS	178,501.95	0.00
	4,146,220.57	110,315.59

NOVEMBER 2023 BANK RECONCILIATION

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND	INVESTMENTS
	1,738,429.99
	5,399.17
	0.00
	0.00
	0.00
	1,738,829.16

	1,738,829.16	0.00
	1,738,829.16	

SAVINGS ACCOUNTS

GENERAL FUND	CAPITAL PROJECTS	CAPITAL PROJECTS DEBT	AFFORDABLE HOUSING	TID #2 PROJECTS	TID #2 DEBT SVC	TID #2 AMENDED AREA	TID #2 AMENDED AREA
STATE - #2	STATE - #13	STATE - #15	TID STATE - #11	STATE - #3	STATE - #10	PROJECTS - STATE - #06	DEBT SVC. - STATE - #7
PRIOR G/L BALANCE	3,109,948.00	2,255,234.66	264,367.33	894,229.25	12,284.27	3,902,649.54	58,011.72
REVENUE	15,791.63	9,993.66	1,171.50	3,962.61	54.44	17,292.95	257.07
DISBURSEMENTS	1,081.17	0.00	0.00	0.00	0.00	1,579.60	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	3,124,658.46	2,265,228.32	265,538.83	898,191.86	12,338.71	3,918,362.89	58,268.79
BANK BALANCE	3,124,658.46	2,265,228.32	265,538.83	898,191.86	12,338.71	3,918,362.89	58,268.79
							76,498.98

TID #3 PROJECTS	TID #3 DEBT SVC	TID #4 PROJECTS	TID #4 DEBT SVC	TID #5 DEBT SVC	TID #6 PROJECTS	TID #6 DEBT SVC
STATE - #14	STATE - #08	STATE - #01	STATE - #12	STATE - #4	STATE - #5	STATE - #9
PRIOR G/L BALANCE	5,492.14	748,532.98	784,421.77	179,236.36	9,922.83	329,795.42
REVENUE	24.34	3,316.99	3,476.02	794.25	43.97	1,461.19
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	402.50
AMOUNT IN TRANSIT	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
ENDING BALANCE	5,516.48	751,849.97	787,897.79	180,030.61	9,966.80	330,854.11
BANK BALANCE	5,516.48	751,849.97	787,897.79	180,030.61	9,966.80	330,854.11
						57,023.05

12/21/2023

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER		%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES							
GENERAL FUND	14,873,810.00	838,607.74	(94.3)	14,873,810.00	14,873,810.00	12,211,865.89	(17.8)
TOTAL REVENUES	14,873,810.00	838,607.74	(94.3)	14,873,810.00	14,873,810.00	12,211,865.89	(17.8)
EXPENSES							
GENERAL FUND	1,125,772.53	618.77	99.9	1,698,397.47	1,755,660.00	1,808,669.44	(3.0)
MAYOR	16,675.00	1,022.68	93.8	16,675.00	16,675.00	11,249.48	32.5
CITY COUNCIL	66,830.00	5,000.16	92.5	66,830.00	66,830.00	58,866.95	11.9
LAW/LEGAL	90,000.00	8,849.91	90.1	90,000.00	90,000.00	90,727.22	(0.8)
CITY CLERK-TREASURER	527,455.00	36,675.23	93.0	527,455.00	527,455.00	471,518.77	10.6
ADMINISTRATION	214,220.00	17,544.86	91.8	214,220.00	214,220.00	198,679.10	7.2
COMPUTER	201,450.00	9,971.59	95.0	201,450.00	201,450.00	212,103.02	(5.2)
CITY ASSESSOR	81,416.67	4,916.67	93.9	81,583.33	81,600.00	59,984.87	26.4
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	10,598.76	90.6	113,580.00	113,580.00	120,168.93	(5.8)
Engineering	269,175.00	19,960.83	92.5	269,175.00	269,175.00	227,935.27	15.3
PUBLIC WORKS ADMINISTRATION	249,720.00	19,668.53	92.1	249,720.00	249,720.00	229,652.50	8.0
ELECTIONS DEPARTMENT	16,840.00	2,349.07	86.0	16,840.00	16,840.00	16,362.80	2.8
CITY HALL	215,400.00	22,379.43	89.6	215,400.00	215,400.00	192,791.11	10.4
INSURANCE	317,140.00	10,814.00	96.5	317,140.00	317,140.00	301,202.00	5.0
GENERAL EXPENDITURES	1,918,140.00	15,706.16	99.1	1,918,140.00	1,918,140.00	401,929.77	79.0
POLICE DEPARTMENT	657,430.00	49,689.24	92.4	657,430.00	657,430.00	564,871.96	14.0
PATROL BOAT	17,385.00	0.00	100.0	17,385.00	17,385.00	2,601.59	85.0
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	2,368,590.00	175,275.91	92.5	2,368,590.00	2,368,590.00	1,938,714.24	18.1
POLICE DEPT. / INVESTIGATIONS	171,790.00	9,293.48	94.5	171,790.00	171,790.00	121,053.43	29.5
FIRE DEPARTMENT	2,215,760.00	170,259.21	92.3	2,215,760.00	2,215,760.00	2,020,206.82	8.8
STORM SEWERS	36,470.00	144.76	99.6	36,470.00	36,470.00	16,783.18	53.9
LARGE ITEM PICKUP / LEAF COLL.	56,330.00	21,065.72	62.6	56,330.00	56,330.00	27,489.25	51.1
COMPOST/SOLID WASTE SITE	0.00	0.00	0.0	0.00	0.00	0.00	0.0
STREET SWEEPING	44,280.00	3,993.30	90.9	44,280.00	44,280.00	49,351.69	(11.4)
WEED ABATEMENT	2,935.00	0.00	100.0	2,935.00	2,935.00	952.38	67.5
ROADWAYS/STREETS	290,415.00	13,806.70	95.2	290,415.00	290,415.00	271,103.62	6.6
SNOW REMOVAL	232,565.00	5,309.87	97.7	232,565.00	232,565.00	139,648.30	39.9
STREET SIGNS AND MARKINGS	32,400.00	2,313.89	92.8	32,400.00	32,400.00	27,776.76	14.2
CURB/GUTTER/SIDEWALK	37,505.00	6,664.67	82.2	37,505.00	37,505.00	37,462.49	0.1
STREET MACHINERY	231,150.00	14,317.34	93.8	231,150.00	231,150.00	172,420.95	25.4
CITY GARAGE	82,620.00	7,951.00	90.3	82,620.00	82,620.00	48,950.47	40.7
CELEBRATION & ENTERTAINMENT	40,950.00	458.22	98.8	40,950.00	40,950.00	33,188.94	18.9
HIGHWAYS - GENERAL	511,690.00	50,390.34	90.1	511,690.00	511,690.00	417,273.41	18.4
PARK & RECREATION ADMIN	119,880.00	7,266.58	93.9	119,880.00	119,880.00	93,916.76	21.6
PARKS AND PLAYGROUNDS	570,575.00	44,198.19	92.2	570,575.00	570,575.00	435,500.90	23.6
BALLFIELDS	21,275.00	892.14	95.8	21,275.00	21,275.00	10,629.36	50.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER	NOVEMBER	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
EXPENSES							
ICE RINKS	18,605.00	871.32	95.3	18,605.00	18,605.00	7,918.81	57.4
BEACHES	3,670.00	0.00	100.0	3,670.00	3,670.00	975.02	73.4
MUNICIPAL DOCKS	47,780.00	5,358.98	88.7	47,780.00	47,780.00	34,792.29	27.1
WATER WEED MANAGEMENT	154,405.00	1,320.26	99.1	154,405.00	154,405.00	152,584.18	1.1
WATERFRONT PARKS & WALKWAYS	88,930.00	5,453.02	93.8	88,930.00	88,930.00	70,210.88	21.0
EMPLOYEE BENEFITS	46,520.00	1,871.90	95.9	46,520.00	46,520.00	29,145.04	37.3
PUBLIC FACILITIES	59,400.00	12,915.54	78.2	59,400.00	59,400.00	47,352.64	20.2
BOARDS AND COMMISSIONS	1,220.00	0.00	100.0	1,220.00	1,220.00	204.59	83.2
COMMUNITY & ECONOMIC DEVLPMT	448,880.00	32,722.09	92.7	448,880.00	448,880.00	379,927.05	15.3
TOTAL EXPENSES	14,036,739.20	829,880.32	94.0	14,609,530.80	14,666,810.00	11,554,898.23	21.2
TOTAL FUND REVENUES							
	14,873,810.00	838,607.74	(94.3)	14,873,810.00	14,873,810.00	12,211,865.89	(17.8)
TOTAL FUND EXPENSES	14,036,739.20	829,880.32	94.0	14,609,530.80	14,666,810.00	11,554,898.23	21.2
SURPLUS (DEFICIT)	837,070.80	8,727.42	(98.9)	264,279.20	207,000.00	656,967.66	217.3

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER		% VARI-ANCE	FISCAL YEAR-TO-DATE		ANNUAL BUDGET	FISCAL YEAR-TO-DATE		% VARI-ANCE
	BUDGET	ACTUAL		BUDGET	ACTUAL		ACTUAL	ACTUAL	
REVENUES	4,297,483.00	27,126.15	(99.3)	4,297,483.00	4,297,483.00	3,661,290.75	(14.8)		
PATROL									
TOTAL REVENUES	4,297,483.00	27,126.15	(99.3)	4,297,483.00	4,297,483.00	3,661,290.75	(14.8)		
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.0
COMPUTER	37,000.00	0.00	100.0	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	(1,538.21)	100.0	0.00	0.00	1,538.21	100.0		
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.0
CITY HALL	110,000.00	65,455.81	40.4	110,000.00	110,000.00	158,503.26	(44.0)		
GENERAL EXPENDITURES	174,250.00	18,486.06	89.3	174,250.00	174,250.00	365,317.23	(109.6)		
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
PATROL BOAT	4,043.34	0.00	100.0	44,476.66	48,520.00	50,227.41	(3.5)		
POLICE	305,105.00	9,867.96	96.7	305,105.00	305,105.00	298,601.36	2.1		
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
FIRE DEPARTMENT	611,210.00	10,225.00	98.3	611,210.00	611,210.00	349,674.32	42.7		
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	188,030.72	90.0	1,893,698.00	1,893,698.00	932,397.26	50.7		
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
CURB/GUTTER/SIDEWALK	0.00	1,212.87	100.0	0.00	0.00	0.00	0.0		
CITY GARAGE	45,000.00	25,745.46	42.7	45,000.00	45,000.00	297,219.96	100.0		
PARKS AND PLAYGROUNDS	275,000.00	16,050.00	94.1	275,000.00	275,000.00	32,998.46	26.6		
BALLFIELDS	0.00	0.00	0.0	0.00	0.00	175,458.40	36.1		
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	0.00	100.0	505,500.00	505,500.00	148,215.45	70.6		
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	4,260,806.34	333,535.67	92.1	4,301,239.66	4,305,283.00	2,905,769.07	32.5		
TOTAL FUND REVENUES	4,297,483.00	27,126.15	(99.3)	4,297,483.00	4,297,483.00	3,661,290.75	(14.8)		
TOTAL FUND EXPENSES	4,260,806.34	333,535.67	92.1	4,301,239.66	4,305,283.00	2,905,769.07	32.5		
SURPLUS (DEFICIT)	36,676.66	(306,409.52)	(935.4)	(3,756.66)	(7,800.00)	755,521.68	(9786.1)		

FOR FUND: ARPA -AMERICAN RESCUE PLAN ACT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	%	FISCAL	ANNUAL	FISCAL	%
				YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
ARPA / GENERAL	66.67	50.48	(24.2)	733.33	800.00	2,135.33	166.9
TOTAL REVENUES	66.67	50.48	(24.2)	733.33	800.00	2,135.33	166.9
EXPENSES							
ARPA / GENERAL	78,064.75	14,500.00	81.4	858,712.25	936,777.00	553,000.00	40.9
TOTAL EXPENSES	78,064.75	14,500.00	81.4	858,712.25	936,777.00	553,000.00	40.9
TOTAL FUND REVENUES	66.67	50.48	(24.2)	733.33	800.00	2,135.33	166.9
TOTAL FUND EXPENSES	78,064.75	14,500.00	81.4	858,712.25	936,777.00	553,000.00	40.9
SURPLUS (DEFICIT)	(77,998.08)	(14,449.52)	(81.4)	(857,978.92)	(935,977.00)	(550,864.67)	(41.1)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	132,527.09	30,831.59	(76.7)	157,797.91	160,325.00	159,320.84	(0.6)
TOTAL REVENUES	132,527.09	30,831.59	(76.7)	157,797.91	160,325.00	159,320.84	(0.6)
EXPENSES							
CABLE TV / GENERAL	175,025.00	5,734.11	96.7	175,025.00	175,025.00	76,532.78	56.2
TOTAL EXPENSES	175,025.00	5,734.11	96.7	175,025.00	175,025.00	76,532.78	56.2
TOTAL FUND REVENUES	132,527.09	30,831.59	(76.7)	157,797.91	160,325.00	159,320.84	(0.6)
TOTAL FUND EXPENSES	175,025.00	5,734.11	96.7	175,025.00	175,025.00	76,532.78	56.2
SURPLUS (DEFICIT)	(42,497.91)	25,097.48	(159.0)	(17,227.09)	(14,700.00)	82,788.06	(663.1)

FOR FUND: TID #6 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES							
TID #6 DISTRICT	614,180.00	1,712.76	(99.7)	614,180.00	614,180.00	778,224.90	26.7
TOTAL REVENUES	614,180.00	1,712.76	(99.7)	614,180.00	614,180.00	778,224.90	26.7
EXPENSES							
TID #6 DISTRICT	545,895.83	402.50	99.9	554,854.17	555,750.00	308,626.52	44.4
TOTAL EXPENSES	545,895.83	402.50	99.9	554,854.17	555,750.00	308,626.52	44.4
TOTAL FUND REVENUES	614,180.00	1,712.76	(99.7)	614,180.00	614,180.00	778,224.90	26.7
TOTAL FUND EXPENSES	545,895.83	402.50	99.9	554,854.17	555,750.00	308,626.52	44.4
SURPLUS (DEFICIT)	68,284.17	1,310.26	(98.0)	59,325.83	58,430.00	469,598.38	703.6

FOR FUND: TID #7 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER 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	533,416.66	0.00	100.0	550,083.34	551,750.00	677.00	99.8
TOTAL EXPENSES	533,416.66	0.00	100.0	550,083.34	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	533,416.66	0.00	100.0	550,083.34	551,750.00	677.00	99.8
SURPLUS (DEFICIT)	28,333.34	0.00	100.0	11,666.66	10,000.00	(677.00)	(106.7)

FOR FUND: TID #8 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
EXPENSES							
TID #8 DISTRICT	0.00	13,387.10	100.0	0.00	0.00	24,038.60	100.0
TOTAL EXPENSES	0.00	13,387.10	100.0	0.00	0.00	24,038.60	100.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER	NOVEMBER	% VARI- ANCE	FISCAL	ANNUAL	FISCAL	% VARI- ANCE
	BUDGET	ACTUAL		YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES							
TID DISTRICT #2	1,447,876.00	17,942.07	(98.7)	1,447,876.00	1,447,876.00	1,653,427.02	14.1
TOTAL REVENUES	1,447,876.00	17,942.07	(98.7)	1,447,876.00	1,447,876.00	1,653,427.02	14.1
EXPENSES							
TID DISTRICT #2	1,455,578.92	1,610.77	99.8	1,456,158.08	1,456,216.00	1,390,293.77	4.5
TOTAL EXPENSES	1,455,578.92	1,610.77	99.8	1,456,158.08	1,456,216.00	1,390,293.77	4.5
TOTAL FUND REVENUES	1,447,876.00	17,942.07	(98.7)	1,447,876.00	1,447,876.00	1,653,427.02	14.1
TOTAL FUND EXPENSES	1,455,578.92	1,610.77	99.8	1,456,158.08	1,456,216.00	1,390,293.77	4.5
SURPLUS (DEFICIT)	(7,702.92)	16,331.30	(312.0)	(8,282.08)	(8,340.00)	263,133.25	(3255.0)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: AFFORDABLE HOUSING TID
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	857,511.00	3,962.61	(99.5)	857,511.00	857,511.00	898,191.86	4.7
TOTAL REVENUES	857,511.00	3,962.61	(99.5)	857,511.00	857,511.00	898,191.86	4.7
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	3,962.61	(99.5)	857,511.00	857,511.00	898,191.86	4.7
TOTAL FUND EXPENSES	857,511.00	0.00	100.0	857,511.00	857,511.00	0.00	100.0
SURPLUS (DEFICIT)	0.00	3,962.61	100.0	0.00	0.00	898,191.86	100.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #3 DISTRICT	82,884.00	3,341.33	(95.9)	82,884.00	82,884.00	111,800.87	34.8
TOTAL REVENUES	82,884.00	3,341.33	(95.9)	82,884.00	82,884.00	111,800.87	34.8
EXPENSES							
TID #3 DISTRICT	117,584.00	0.00	100.0	117,584.00	117,584.00	112,135.00	4.6
TOTAL EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	112,135.00	4.6
TOTAL FUND REVENUES	82,884.00	3,341.33	(95.9)	82,884.00	82,884.00	111,800.87	34.8
TOTAL FUND EXPENSES	117,584.00	0.00	100.0	117,584.00	117,584.00	112,135.00	4.6
SURPLUS (DEFICIT)	(34,700.00)	3,341.33	(109.6)	(34,700.00)	(34,700.00)	(334.13)	(99.0)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET	BUDGET	YEAR-TO-DATE	ACTUAL	
REVENUES									
TID #4 DISTRICT	420,592.00	7,493.27	(98.2)	593,092.00	610,342.00	746,949.49	22.3		
TOTAL REVENUES	420,592.00	7,493.27	(98.2)	593,092.00	610,342.00	746,949.49	22.3		
EXPENSES									
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0		
TID #4 DISTRICT	1,098,484.60	564.54	99.9	1,151,880.40	1,157,220.00	519,325.99	55.1		
TOTAL EXPENSES	1,098,484.60	564.54	99.9	1,151,880.40	1,157,220.00	519,325.99	55.1		
TOTAL FUND REVENUES	420,592.00	7,493.27	(98.2)	593,092.00	610,342.00	746,949.49	22.3		
TOTAL FUND EXPENSES	1,098,484.60	564.54	99.9	1,151,880.40	1,157,220.00	519,325.99	55.1		
SURPLUS (DEFICIT)	(677,892.60)	6,928.73	(101.0)	(558,788.40)	(546,878.00)	227,623.50	(141.6)		

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #5 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #5 DISTRICT	850,408.00	43.97	(99.9)	850,408.00	850,408.00	9,966.80	(98.8)
TOTAL REVENUES	850,408.00	43.97	(99.9)	850,408.00	850,408.00	9,966.80	(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	43.97	(99.9)	850,408.00	850,408.00	9,966.80	(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	43.97	(99.9)	84,962.00	84,962.00	(61,823.20)	(172.7)

FOR FUND: REVOLVING LOAN FUND (STATE)
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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

FOR FUND: TID #9 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #9 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
TID #9 DISTRICT	0.00	7,000.00	100.0	0.00	0.00	7,000.00	100.0
TOTAL EXPENSES	0.00	7,000.00	100.0	0.00	0.00	7,000.00	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	7,000.00	100.0	0.00	0.00	7,000.00	100.0
SURPLUS (DEFICIT)	0.00	(7,000.00)	100.0	0.00	0.00	(7,000.00)	100.0

FOR FUND: TID #10 DISTRICT
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL		ANNUAL BUDGET	FISCAL	
				YEAR-TO-DATE BUDGET	%		YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES								
TID #10 DISTRICT	0.00	0.00	0.0	0.00		0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00		0.00	0.00	0.0
EXPENSES								
TID #10 DISTRICT	0.00	269.51	100.0	0.00		0.00	18,219.51	100.0
TOTAL EXPENSES	0.00	269.51	100.0	0.00		0.00	18,219.51	100.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00		0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	269.51	100.0	0.00		0.00	18,219.51	100.0
SURPLUS (DEFICIT)	0.00	(269.51)	100.0	0.00		0.00	(18,219.51)	100.0

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER	NOVEMBER	%	FISCAL	ANNUAL	FISCAL	%
	BUDGET	ACTUAL	VARI- ANCE	YEAR-TO-DATE BUDGET	BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	615,276.25	50,533.25	(91.7)	623,088.75	623,870.00	572,240.23	(8.2)
TOTAL REVENUES	615,276.25	50,533.25	(91.7)	623,088.75	623,870.00	572,240.23	(8.2)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	631,342.95	45,255.86	92.8	688,872.05	694,625.00	477,774.88	31.2
TOTAL EXPENSES	631,342.95	45,255.86	92.8	688,872.05	694,625.00	477,774.88	31.2
TOTAL FUND REVENUES	615,276.25	50,533.25	(91.7)	623,088.75	623,870.00	572,240.23	(8.2)
TOTAL FUND EXPENSES	631,342.95	45,255.86	92.8	688,872.05	694,625.00	477,774.88	31.2
SURPLUS (DEFICIT)	(16,066.70)	5,277.39	(132.8)	(65,783.30)	(70,755.00)	94,465.35	(233.5)

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER 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	12,783.53	(43.0)	147,023.32	159,480.00	147,210.64	(7.6)
TOTAL REVENUES	22,456.68	12,783.53	(43.0)	147,023.32	159,480.00	147,210.64	(7.6)
EXPENSES							
COMPOST SITE ENTERPRISE FUND	8,670.47	7,745.78	10.6	95,374.53	104,045.00	67,024.96	35.5
TOTAL EXPENSES	8,670.47	7,745.78	10.6	95,374.53	104,045.00	67,024.96	35.5
TOTAL FUND REVENUES	22,456.68	12,783.53	(43.0)	147,023.32	159,480.00	147,210.64	(7.6)
TOTAL FUND EXPENSES	8,670.47	7,745.78	10.6	95,374.53	104,045.00	67,024.96	35.5
SURPLUS (DEFICIT)	13,786.21	5,037.75	(63.4)	51,648.79	55,435.00	80,185.68	44.6

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	24,776,820.69	994,428.75	(95.9)	25,107,637.31	25,140,719.00	20,952,624.62	(16.6)
TOTAL MUNICIPAL EXPENSES	24,564,565.72	1,259,886.16	94.8	26,182,271.28	26,344,042.00	18,087,106.31	31.3
SURPLUS (DEFICIT)	212,254.97	(265,457.41)	(225.0)	(1,074,633.97)	(1,203,323.00)	2,865,518.31	(338.1)



STURGEON BAY POLICE DEPARTMENT



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

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

From: Assistant Chief Daniel J. Brinkman

Subject: Monthly Report for December, 2023

Date: January 4, 2024

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

Crimes Investigated

The Department, during the month, investigated a total of 43 crimes.

These crimes can be broken down and classified as follows.

Theft.....	07
Fraud / Forgery.....	07
Domestic Abuse.....	03
Disorderly Conduct.....	09
Bail Jumping.....	07
Custodial Interference/Dispute.....	02
Battery.....	01
Threats to Injure.....	03
Possess Controlled Substance.....	01
Criminal Damage to Property.....	01
Child Abuse/Neglect.....	02
TOTAL 43	

Arrests

The Department completed a total of 122 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrests

Bail Jumping.....	07
Threaten Law Enforcement Officer.....	02
Vehicle Theft.....	01
Fraud/Forgery.....	02
TOTAL	12

B. Misdemeanor Crime Arrests

Disorderly Conduct.....	06
Bail Jump.....	05
Battery.....	01
Criminal Damage to Property.....	01
TOTAL	13

Wisconsin Probation & Parole Arrests / Warrant Arrests.....	07
TOTAL	07

C. Ordinance Violation Arrests

Disorderly Conduct	01
Disorderly Conduct w/Motor Vehicle	02
Retail Theft.....	05
Possess Marijuana	01
Possess Drug Paraphernalia.....	01
Mistreating Animal.....	01
Underage Possession/Consumption of Alcohol.....	01
TOTAL	12

D. Traffic Crime Arrests

No Valid Driver's License.....	03
Operate while Revoked.....	07
Fail to Install Ignition Interlock Device.....	02
TOTAL	12

E. Traffic Violation Arrests

Speeding.....	27
No Valid Driver's License.....	04
Operate M/V without Insurance.....	04
Operate while Suspended / Revoked.....	01
Miscellaneous Violations.....	28
Operating While Intoxicated.....	02
TOTAL	66

In addition to the aforementioned arrests, the Department conducted a total of 273 traffic stops during the month and logged 195 violations for various motor vehicle defects and local ordinances and issued 172 written warnings for those violations. A total of 06 parking tickets were issued for violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 17 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities	00
B.	Motor Vehicle Accidents Involving Injuries.....	01
C.	Motor Vehicle Accidents Involving Property Damage	16
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage	00
	(less than \$1,000.00)	
		TOTAL 17

Police Service Calls

Department members handled 700 service calls during the month. These calls consist of both citizen requests for police service as described below (633), crimes investigated (43), traffic accidents investigated (17), and Wisconsin Probation and Parole Assists (07).

A.	Traffic and Road Incidents.....	143
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints.....	09
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons.....	16
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms.....	19
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	15
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	04
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts.....	04
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	

H. Citizen Assist46

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

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

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance24

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

K. Self-Initiated Field Activity.....29

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

L. Juvenile Problems09

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

M. Miscellaneous Incidents291

Includes arrest warrants served, recovered property calls, unfounded calls for police service, minor calls for police service, and 9-1-1 calls investigated.

N. Welfare Checks17

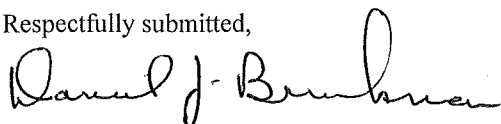
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.

TOTAL 633

Department Training

The Joint SWAT Team and Dive Team completed their monthly training, training exercises. Two officers received their state firearms instructor credentials to allow them to instruct officers in the proficient use of their firearms, and two officers completed ARIDE (Advanced Roadside Impaired Driving Enforcement) which trains officers to observe, identify and articulate signs of impairment related to drugs, alcohol or a combination of both in order to reduce the number of impaired driving incidents, serious injury, and fatal crashes.

Respectfully submitted,



Assistant Chief Daniel J. Brinkman

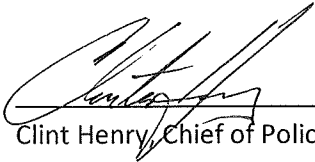
BEVERAGE OPERATOR LICENSES

1. Waterstreet, Carl R.

CHANGE OF AGENT

Wal-Mart Store #1316, 1536 Egg Harbor Road, Sturgeon Bay, WI 54235 is requesting a change of Agent to Amber Wagner, effective January 10, 2024.

This letter is to certify that the agent complies with the necessary regulations, ordinances, and law.



Clint Henry, Chief of Police
City of Sturgeon Bay



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

December 27, 2023

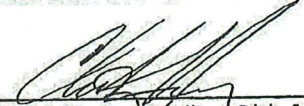
Stephanie Reinhardt
City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235


Ms. Reinhardt:


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

Gloria's Authentic Mexican Restaurant LLC
23 West Oak Street
Sturgeon Bay, WI 54235
Agent: Nerymar Ramirez
January 9, 2024 – 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

12/12/23

To Whom it may Concern,

I, Wendi Carter, hereby conditionally surrender the Class B Liquor & Class B Beer license for Kippis, LLC, located at 23 W Oak Street, Sturgeon Bay, WI to Nerymar Ramirez, Gloria's Authentic Mexican Restaurant, LLC who will be leasing the building at 23 W Oak Street.

In the event this license is not approved by Sturgeon Bay Common Council, I reserve the right to rescind this letter and resume the Class B Liquor & Class B Beer license for the premises.



Wendi Carter

Kippis, LLC

Form
AT-106Original Alcohol Beverage
License Application

FOR CLERKS ONLY	
Municipality	City of Sturgeon Bay
License Period	01-03-24 to 6-30-24

License(s) Requested

- ☐ Class "A" Beer \$ _____
 ☐ "Class A" Liquor \$ _____
- ☒ Class "B" Beer \$ 50.00
☒ "Class B" Liquor \$ 250.00
- ☐ "Class C" Wine \$ _____
 ☐ "Class A" Liquor (Cider Only) \$ _____
- ☐ Reserve "Class B" Liquor \$ _____
 ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ 300.00
Publication Fee	\$ 20.00
Background Check	\$
Total Fees	\$ 320.00

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) <u>Gloria's Authentic Mexican Restaurant LLC.</u>		
2. Trade Name or DBA <u>Gloria's Authentic Mexican Restaurant LLC.</u>		
3. Premises Address <u>23 W Oak St</u>		
4. County <u>Dou</u>	5. Municipality <u>Sturgeon Bay</u>	6. Aldermanic District
7. Mailing Address (if different from premises address) <u>1135 S. 18th pl Sturgeon Bay, WI 54235</u>		
8. FEIN <u>93-3961241</u> ✓	9. Wisconsin Seller's Permit Number <u>456-1031525270-04</u> ✓	
10. Premises Phone <u>920-615-4367</u>	11. Premises Email <u>newmarramirez91@gmail.com</u>	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. <u>Bar area and dining room (patio in future)</u> <u>walkin cooler & the office. Dry storage</u>		

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate..... ☒ Yes ☐ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)?..... ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration Wisconsin		2. Date of Registration 10/12/2023
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Ramirez	Agent's First Name Neymar	Phone 920-615-4367

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Ramirez	Neymar	Owner	920-615-4367

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature Neymar Ramirez		Date 12/12/2023
Name (Last, First, M.I.) Ramirez Neymar		
Title Owner	Email neymar@ramirez91@gmail.com	Phone 920-615-4367

Part F: For Clerk Use Only

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

C1231212
#1

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Sturgeon Bay County of Door

The undersigned duly authorized officer/member/manager of Gloria's Authentic Mexican Restaurant LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Gloria's Authentic Mexican Restaurant LLC
(Trade Name)

located at 23 W. oak Street SB WI 54235

appoints Neymar Ramirez
(Name of Appointed Agent)

1135 S. 18th place Sturgeon Bay, WI 54235
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies). (city of Sturgeon Bay)
Morning Glory of Door County LLC / Morning Glory By the Bay
(Town of Door County)

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 20 years

Place of residence last year 1135 S. 18th Pl Sturgeon Bay, WI 54235

For: Gloria's Authentic Mexican Restaurant LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Neymar Ramirez
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Neymar Ramirez, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Neymar Ramirez
(Signature of Agent)

12/12/2023
(Date)

Agent's age 32

1135 S. 18th Pl. Sturgeon Bay, WI 54235
(Home Address of Agent)

Date of birth 07/17/1991

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Form
AT-103

Alcohol Beverage License Application Supplemental Questionnaire

Date
12/12/2023

This form must be submitted to the municipal clerk, and be accompanied by one or more of the following forms: AT-104, AT-106, AT-108, AT-115, or AT-200. One Form AT-103 must be completed by each person involved in the applicant business or parent company including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- managing members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Supplemental Questionnaires are submitted.

Part A: Premises/Business Information				
1. Registered Entity Name (or individual name if sole proprietor) Gloria's Authentic Mexican Restaurant LLC				
2. Trade Name or DBA Gloria's Authentic Mexican Restaurant LLC				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

Part B: Individual Information				
1. Name (Last, First, M.I.) Ramirez Neymar				
2. Relationship to Registered Entity (Title) Owner		3. Email neymar@ramirez91@gmail.com		4. Phone 920-615-4367
5. Home Address 1135 S 18th Pl				
6. City Sturgeon Bay		7. State WI	8. Zip Code 54235	9. Date of Birth 07/07/1991
10. Drivers License/State ID Number R-562-6209-1757-00			11. Drivers License/State ID State of Issuance Wisconsin	

Part C: Address History	
List in chronological order your last two residence addresses within the last 5 years.	
Previous Address 1 548 N 19th Dr	
Previous City, State, Zip Sturgeon Bay, WI 54235	Dates (MM/YYYY - MM/YYYY) 09/2015 - 09/2022
Previous Address 2	
Previous City, State, Zip	Dates (MM/YYYY - MM/YYYY)

Part D: Employment History	
List in chronological order your last two employers within the last 5 years.	
Employer's Name Self Employed Morning Glory Restaurant	
Employer's Address 7502 Hwy 42-57 SB WI 54235	Dates Employed (MM/YYYY - MM/YYYY) 09/2015 - Present
Employer's Name	
Employer's Address	Dates Employed (MM/YYYY - MM/YYYY)

Part E: Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses unrelated to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No
- If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

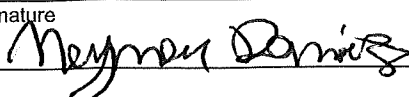
Part F: Questions

1. Have you lived in any state other than Wisconsin as an adult? If yes, please list them in the space below. If no, continue to question 2. ☐ Yes ☒ No
2. How long have you continuously lived in Wisconsin prior to the date of application?

Years	20	Months
-------	----	--------
3. Do you hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g. brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets as needed. ☐ Yes ☒ No

Part G: Attestation

READ CAREFULLY BEFORE SIGNING: I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 12/12/2023
--	--------------------

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve repealing and recreating Section 3.06, Transfer of Funds.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 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:	Ordinance repealing and recreating Section 3.06 - Transfer of Funds
BACKGROUND:	<p>Section 3.06 of the Municipal Code, also part of the Common Council's Rule XIII (Appropriations), details the City's authorization levels for fund transfers.</p> <p>The City's current fund transfer levels have been in place since 2018. At that time, the City Administrator's base transfer authorization was increased from \$2,500 to \$5,000. Transfers greater than \$2,500 and up to \$7,500 had required approval by a simple majority of the Common Council. Those numbers were increased to \$5,000 and \$10,000 respectively. Transfers over \$7,500 which required an affirmative vote of three-fourths of the entire membership of the Common Council was increased to \$10,000.</p> <p>Due to significant increased costs, and in some cases the instability of product pricing of regular budget purchases, it seems appropriate to reconsider the budget transfer thresholds at this time to streamline the process of the normal course of business.</p> <p>That said, staff is proposing the following changes to Section 3.06 of the Municipal Code, Transfer of funds, Rule XIII:</p> <p>A "transfer of funds" is defined as a reallocation of funding within the annual budget within specific budgetary categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the city administrator. A transfer of funds up to \$5,000.00<u>\$10,000</u> may be authorized by the city administrator. Any transfer of funds greater than \$5,000.00<u>\$10,000</u> up to \$10,000.00<u>\$15,000</u> may be authorized by a simple majority of the common council at any time. Any transfer of funds greater than \$10,000.00<u>\$15,000</u> must be authorized by an affirmative vote of three-fourths of the entire membership of the common council.</p>
FISCAL IMPACT:	Changing the fund transfer authorization levels in Section 3.06 of the Municipal Code (Rule III) has no fiscal impact to the City as the City's overall budget is not increased; funds are simply reallocated within the budget.
OPTIONS:	Approve or deny the request to revise Municipal Code section 3.06, Transfer of funds/Rule XIII.
RECOMMENDATION:	Repeal and recreate Section 3.06, Transfer of Funds.

PREPARED BY:

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

11/29/23
Date

APPROVED BY:

Joshua VanLieshout
Joshua VanLieshout
City Administrator

11/29/23
Date

ORINDANCE NO. _____

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

SECTION 1: Section 3.06 Transfer of funds of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and created as follows:

A "transfer of funds" is defined as a reallocation of funding within the annual budget within specific budgetary categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the city administrator. A transfer of funds up to ~~\$5,000.00~~\$10,000 may be authorized by the city administrator. Any transfer of funds greater than ~~\$5,000.00~~\$10,000 up to ~~\$10,000.00~~\$15,000 may be authorized by a simple majority of the common council at any time. Any transfer of funds greater than ~~\$10,000.00~~\$15,000 must be authorized by an affirmative vote of three-fourths of the entire membership of the common council.

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

Approved:

David J. Ward
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

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

We, the Finance/Purchasing & Building Committee, hereby recommend approve the revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy, but changing the section under Competitive Written Proposals/Bids from three bids obtained to two.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 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: Revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy

BACKGROUND: Staff has completed a review of the Purchasing & Property Accountability Policy and found that it would be prudent at this time to update some sections of the policy. The last updates occurred in 2018. Attached is a red-lined version of the policy showing the proposed updates.

Following is a summarized list of the proposed changes:

- Section IV. Purchasing Procedures, Part A. Purchase Orders – Eliminate the three part purchase order, bringing it down to two parts. One part is for the department to retain or forward to the vendor, and one part for the accounting department. Change the issuance of purchase orders from required to optional. However, all invoices must still be approved by an authorizing party prior to the accounting department issuing a check to the vendor.
- Section IV. Purchasing Procedures, Part B. Purchasing Procedure Chart - Increase purchasing approval levels and update purchase order requirements. Decrease requirements from requiring three written and competitive proposals to two for budgeted purchases (updated section C as well). Add a section to allow for purchasing used vehicles and equipment.
- Section IV. Purchasing Procedures, Part I. Exceptions – Budgeted Purchases / used Vehicles & Equipment – New section to detail the process and procedures to purchase used vehicles and equipment outside of the normal bidding process (Coincides with the proposed changes to Part B of Section IV).
- Section VII. Reimbursement of Expenses, Part A. Reimbursable Expenses – Increase the meal reimbursements and allowable tip. Clarify use of city vehicle and mileage reimbursement requirements. Remove Telephone expense reimbursement.
- Section VII. Reimbursement of Expenses, Part B. Prepaid Expenses – Mainly housekeeping verbiage and updating the purchase order information.
- Section VII. Reimbursement of Expenses, Part C. Cash Advances – Eliminate this section as the City does not issue cash advances.
- Section VII. Reimbursement of Expenses, Part D. Expense Reports – Eliminate cash advance verbiage.
- Section VIII. Fixed Assets, Part A. General Procedures – Mainly housekeeping issues and a couple of minor tweaks to processes.
- Section X. Definitions – Add passthrough grants to manual check list as per current ordinance. Increase approval levels for transfers of funds. *Requires ordinance change.*
- Section XI. Appendix – Remove as it does not add value to the policy.

- The index and section ordering will be updated once the final draft is in place.

FISCAL IMPACT: None.

OPTIONS: Approve all, none, or a portion of the proposed revisions to the City of Sturgeon Bay Purchasing & Property Accountability Policy (attached).

RECOMMENDATION: Recommend to the Common Council to adopt the revised City of Sturgeon Bay Purchasing & Property Accountability Policy as attached.

PREPARED BY: Valerie J. Clarizio 12/18/23
Valerie J. Clarizio Date
Finance Director/City Treasurer

REVIEWED BY: Joshua VanLieshout 12/18/23
Joshua VanLieshout Date
City Administrator

CITY OF STURGEON BAY PURCHASING & PROPERTY ACCOUNTABILITY POLICY

Adopted November 21, 2000

Revised 9/02/03, 10/19/04, 02/15/05, 03/02/10, 03/13/13, 03/06/18

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I. PURPOSE

The City of Sturgeon Bay Purchasing & Property Accountability Policy is intended to provide guidance and instructions to those persons directly involved in placement of orders of purchasing equipment, materials, supplies, and services. The goals and objectives of this policy are to provide an efficient, effective, and systematic process and structure for purchasing and property accountability.

II. AUTHORITY

Chapter 3 of the Municipal Code of the City of Sturgeon Bay contains direction regarding purchase authorizations for budgeted and non-budgeted items, goods, or services.

The City Administrator shall act as Purchasing Agent for the City of Sturgeon Bay as outlined under Section 1.075 of the Municipal Code, and shall supervise the administration of all purchases of materials, supplies, equipment and services.

The Mayor, as chief executive of the City, retains signature authority to commit the City to contracts, agreements, etc. passed or approved by the Common Council or included within the scope of his/her emergency powers.

All State law applicable to purchasing and contracting will be followed including Section 62.15 which contains specific direction concerning Public Works projects.

III. APPLICABILITY

In accordance with Section 1.075 of the Municipal Code, this policy is binding on all departments and departments operating with funds provided from the General city budget and/or other sources such as grants or donations, including the Fire and Police Departments, all departments under the supervision of the City Administrator, and all employees. The Mayor, individual members of the Common Council and various boards, commissions and committees funded by the General City Budget may be authorized by the Common Council to purchase goods and services as a separate action.

In accordance with the procedures set forth in this policy, Department Heads are delegated authority and responsibility for placement of orders for purchase of equipment, materials, supplies and services to meet the needs of the department within budgeted appropriations to maintain the level of services as established by the appropriate board, committee or commission and Common Council.

IV. PURCHASING PROCEDURES

A. PURCHASE ORDERS

1. Purchase Orders-Required. Purchase orders are ~~required-optional~~ for purchase of all items and services, ~~with the following exceptions: payroll and recurring expenses such as utility bills, fringe benefits, and blanket purchase orders.~~ For services such as personal services contracts, maintenance contracts, subscriptions, etc. for which the City is invoiced monthly, quarterly, semi-annually, or annually, a blanket purchase order ~~shall may~~ be issued for the period of time the contract is in effect, but no longer than the current budget year. The Accounting Department shall keep a list of these services and payments to assure that specific budgets are not exceeded and sufficient funds are available for each payment. ~~Blanket purchase orders may be used in limited circumstances for the current budget year and must be approved each year in writing by the City Administrator or designee. Department Heads shall provide vendors with a list of personnel authorized to purchase at the beginning of each year when the blanket purchase order is issued. No invoice will be paid by the Accounting Department without a signed purchase order or a signed invoice by an authorized authority. In addition to an appropriate signature on an invoice, the information detailed in Section A 2 (a) must also be detailed on the invoice before payment is made by the Accounting Department.~~
2. Purchase Order Forms: Purchase Orders are assembled in a pre-numbered ~~three-part~~two part form. Purchase order books are obtained from the Accounting Department. The ~~three-part~~two part forms are to be used as follows:
 - (a) White Copy – Given to vendor at time order is placed if the vendor requires purchase orders, or retained by the department head. ~~Vendor shall be given the purchase order number and white copy forwarded, if requested.~~ The following information shall be included on each purchase order.
 - Name of vendor.
 - Date order was placed.
 - Quantity and description of item(s) ordered.
 - Account distribution number and account name.
 - Itemized prices of each article ordered, if known at the time the order is placed.
 - Amount – Quantity times unit price.
 - Signature of person authorizing the placement of the order.
 - (b) Yellow Copy – Forwarded to Accounting Department at time order is written along with invoice attached if available. If invoice is not available, it shall be forwarded to Accounting Department separately when received.
 - ~~(c) — Pink Copy — Remains attached in purchase order book.~~
3. Voided Purchase Orders: ~~White and yellow~~Yellow copies shall be forwarded to the Accounting Department marked "void".

B. PURCHASING PROCEDURE CHART:

TYPE OF PURCHASE	APPROVAL LEVEL	REQUIREMENTS
Budgeted Purchases/Services Under \$2,000	Department Head	Department Head may authorize issuance of a purchase order purchases for budgeted purchases under \$2,000 \$5,000, provided that items amounting to more than \$2,000 \$5,000 shall not be divided so as to constitute a small purchase under this section. Purchase Order Required.
Budgeted Purchases/Services \$2,000 to \$7,500 \$5,000 to \$10,000	Department Head	<u>Competitive Price Quotes:</u> Competitive price quotes shall be obtained whenever feasible for budgeted items amounting to more than \$2,000 \$5,000 but less than \$7,500 \$10,000. The Department Head shall review all quotes and accept one deemed to be in the best interests of the City, and authorize issuance of a purchase order. Purchase Order Required.
Budgeted Purchases/Services \$7,500 to \$15,000 \$10,000 to \$15,000	City Administrator	<u>Competitive Written Proposals/Bids:</u> At least three <u>two</u> written competitive proposals/bids shall be obtained from qualified vendors for budgeted items amounting to more than \$7,500 \$10,000 but less than \$15,000. Purchase orders must be signed by the City Administrator before orders are placed. Purchase Order Required.
Budgeted Purchases/Services \$15,000 to \$25,000	City Administrator Review & Finance/ Purchasing & Building Committee Approval	<u>Competitive Sealed Proposals or Bids:</u> At least three <u>two</u> competitive proposals, in accordance with Section C or bids in accordance with Section D below, shall be obtained from qualified vendors for budgeted items amounting to more than \$15,000 but less than \$25,000. The Department Head shall review them with the City Administrator prior to submitting to the Finance/Purchasing & Building Committee. The Finance/Purchasing & Building Committee shall review bids and Department Head recommendation, accept the one deemed to be in the best interests of the City, and authorize Department Head to issue a purchase order. Purchase Order Required.

TYPE OF PURCHASE	APPROVAL LEVEL	REQUIREMENTS
Budgeted Purchases/Services Over \$25,000 (Except for Public Works Projects)	City Administrator Review & Finance/ Purchasing & Building Committee recommendation, and Common Council approval.	Department Head shall prepare specifications and solicit sealed bids in accordance with the procedure listed in Section D below for budgeted items \$25,000 and over except for Public Works Projects. Bids shall be reviewed by the City Administrator prior to submitting to the Finance/Purchasing & Building committee. The Finance/Purchasing & Building Committee shall review all bids and Department head recommendation, and prepare a recommendation to the Common Council. Upon acceptance and approval by the Common Council, the Department Head may issue a purchase order. <i>Purchase Order Required.</i> facilitate the purchase.
Public Works Projects	Board of Public Works and Common Council approval.	Competitive sealed bidding in accordance with Section 62.15 Wis. Stats. and Section E below. <i>Purchase Order Required.</i>
Budgeted Sole Source Purchases/Services	City Administrator and approval level according to dollar amount above.	Requirements in accordance with Section F below. <i>Purchase Order Required.</i>
<u>Budgeted Purchases / Used Vehicles & Equipment</u>	<u>Mayor and City Administrator</u>	<u>Requirements in accordance with Section I below.</u>
Emergency Purchases/Services	Mayor, City Administrator or other Designee.	Requirements in accordance with Section G below.
Service Contract Renewals for Contracts Not Exceeding \$75,000 Per Year (Non-Public Works)	City Administrator Review & Finance/ Purchasing & Building Committee recommendation, and Common Council approval.	<u>A request for proposals:</u> The Finance/Purchasing & Building Committee may, at their option, request proposals in the manner determined by them for submission. <u>Discussion with responsible vendors and revisions of proposals:</u> Discussions may be conducted with responsible vendors who submit proposals determined to be reasonably potential selections for award, for the purpose of clarification and to ensure a full understanding of and responsiveness to solicitation requirements. The Finance/Purchasing & Building Committee may or may not have discussions with all potential vendors. <u>Award:</u> The Finance/Purchasing & Building Committee may use its discretion to award a contract based upon the competitive proposals submitted or, in its discretion, may not require competitive proposals at all. Lower price is a favorable factor, however, other factors may outweigh the price in the discretion of the Finance/Purchasing & Building Committee. <u>Local vendor award option:</u> Except where prohibited by law, award may be made to

	local vendors within the city limits (based upon the normal location/address of the business or firm), in the sole discretion of the Finance/Purchasing & Building Committee.
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C. COMPETITIVE SEALED PROPOSALS:

1. **Request for proposals:** Competitive sealed proposals shall be solicited through a request for proposals.
2. **Public notice:** Adequate public notice of a request for proposals shall be given a reasonable time prior to proposal opening date. Public notice may be waived if the City Administrator determines it will be more cost effective to directly contact and provide a RFP to ~~three~~-two or more potential vendors. In the event ~~three~~-two qualified vendors cannot be reasonably contacted, the Department Head shall prepare a memorandum certifying the circumstances.
3. **Receipt of proposals:** Proposals shall be opened so as to avoid disclosure of contents to competing vendors during negotiation process. A record of proposals received shall be prepared and open for public inspection.
4. **Evaluation factors:** The request for proposals shall state the relative importance of all evaluation factors expected to be used. When practicable, evaluation factors should be related to price.
5. **Discussion with responsible vendors and revisions of proposals:** As provided in the request for proposals, discussions may be conducted with responsible vendors who submit proposals determined to be reasonably potential selections for award, for the purpose of clarification, to ensure full understanding of, and responsiveness to, solicitation requirements. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.
6. **Award:** Taking into consideration evaluation factors in the request for proposals and final price offered, after approval, award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the City. The contract file shall contain a record of the basis upon which the award was made.
7. **Local Vendor Award Option:** Except where prohibited by law, award may be made to local vendors within the City limits (based upon the normal location/address of the business or firm), provided the purchase price does not exceed the lowest proposal by more than five percent (5%).

D. COMPETITIVE SEALED BIDDING:

1. When competitive sealed bidding is used, plans and specifications, and an invitation for bid shall be prepared, subject to approval of the City Administrator, containing a description of the work, materials to be used and such other matters as will give an intelligent idea of the work required, contact form approved by the City Attorney, and bond with sureties required. Plans and specifications shall be filed with the City Clerk for inspection by bidders.
2. **Specifications:** Department Heads, managers, and supervisors are delegated responsibility for preparation, issuance, revision and maintenance of specifications for supplies, services or construction required by those departments, subject to approval by the City Administrator. If the City Administrator declines to approve any specifications for independent departments (Fire and Police), the Finance/Purchasing & Building Committee may, at its discretion, upon request of the independent Department Head, modify or reverse such decision.

Specifications shall be prepared in such a way as to protect the City's interests and promote overall economy while fulfilling the intended purpose, and shall be drafted to assure the maximum practicable competition to best meet the City's needs. These criteria apply equally to all specifications, including those prepared by architects, engineers, designers and draftsmen employed or hired by the City for the purpose of preparing specification packages for use in soliciting bids, proposals or other purchases.
3. **Public notice:** Adequate public notice of the invitation for bids shall be given a reasonable time prior to bid opening date. Such notice should be published in a newspaper of general circulation for a reasonable time prior to bid opening.
4. **Bid Opening:** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as may be specified in the invitation for bids, together with the name of each bidder, shall be recorded and filed with the City Clerk. The record and each bid shall be open to public inspection.
5. **Bid acceptance and evaluation:** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on requirements in the invitation for bids, which may include criteria to determine acceptability such as performance bonding, inspection, testing quality, workmanship, delivery, and suitability. Those criteria that will affect the bid price and which will be considered in evaluation for award shall be objectively measurable, e.g. discounts, transportation costs, and total or life-cycle costs. The invitation for bids shall include evaluation criteria to be used.
6. **Bid Documents:** After award of bid, original bid documents and tabulation of bids shall be forwarded to the City Clerk and will become part of the City's official files.
7. **Award:** After approval, the contract shall be awarded with reasonable promptness by notice to the lowest responsible and responsive bidder whose bid meets requirements and criteria set forth in the invitation for bids. In the event all bids exceed available funds as certified by the appropriate fiscal officer, and the low responsive and responsible bid does not exceed such funds by more than five percent (5%) the City Administrator may, unless specifically prohibited by law, negotiate an adjustment of the bid price, including the bid requirements, in order to bring the bid within the availability of funds.
8. **Local Vendor Award Option:** Except where prohibited by law, award may be made to local vendors within the City limits (based upon the normal location/address of the business or firm), provided the purchase price does not exceed the lowest bid by more than five percent (5%).

E. PUBLIC WORKS PROJECTS – Approval by the Board of Public Works and Common Council.

Public Works projects shall follow Section 62.15 Wis. Stats. Generally, any public works construction contract or project expected to cost \$25,000 or more must have a specification package prepared, be advertised at a minimum as a class 2 notice (two 2 insertions a week apart) in the official City newspaper and be awarded to the lowest responsible bidder. If the estimated cost of any public construction exceeds \$5,000 but is not greater than \$25,000, the Board of Public Works shall give a class 1 notice of the proposed construction before the contract for the construction is executed.

PUBLIC WORKS PROJECTS COMPETITIVE SEALED BIDDING (Required for all projects over \$25,000):

Plans and specifications, and an invitation for bid shall be prepared, subject to approval of the City Administrator, containing a description of the work, materials to be used and such other matters as will give an intelligent idea of the work required, contract form approved by the City Attorney, and bond with sureties required. Plans and specifications shall be filed with the City Clerk for inspection of bidders.

1. **Public Notice:** Bids involving public works projects expected to cost \$25,000 or more must be advertised by the Board of Public Works in the official City newspaper (currently the Door County Advocate), as a Class 2 notice (2 insertions a week apart).
2. **Bid Opening:** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. No bid shall be received unless accompanied by a certified check or bid bond equal to at least 5% but not more than 10% of the bid payable to the City as a guaranty that if the bid is accepted the bidder will execute and file the proper contract and bond within the time limited by the City. If the successful bidder files the contract and bond, upon the execution of the contract by the Mayor and City Clerk, the check shall be returned. The amount of each bid, and such other relevant information as may be specified in the invitation for bids, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.
3. **Bid acceptance and evaluation:** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as performance bonding, inspection, testing quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and which will be considered in evaluation for award shall be objectively measurable, e.g. discounts, transportation costs, and total or life-cycle costs. The invitation for bids shall set forth the evaluation criteria to be used.
4. **Bid Documents:** After award of bid, original bid documents and tabulation of bids shall be forwarded to the City Clerk and will become part of the City's official files.
5. **Award:** All public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder; all other public construction shall be let as the Council may direct. All contracts shall be signed by the Mayor and City Clerk, and approval as to form by the City Attorney.

PUBLIC WORKS PROJECTS COMPETITIVE SEALED PROPOSALS (Required for projects with estimated cost of \$5,000 but not greater than \$25,000):

A request for competitive sealed proposals shall be prepared, subject to approval of the City Administrator containing a description of the work, materials to be used and such other matters as will give an intelligent idea of the work required, and a contract form approved by the City Attorney.

1. **Public Notice:** Competitive sealed proposals involving public works projects expected to cost \$5,000 but not greater than \$25,000 or more must be advertised by the Board of Public Works in the official City newspaper (currently the Door County Advocate), as a Class 1 notice.

E. PUBLIC WORKS PROJECTS (Continued)

2. **Receipt of proposals:** Proposals shall be opened so as to avoid disclosure of contents to competing vendors during negotiation process. A record of proposals received shall be prepared and open for public inspection.
3. **Evaluation factors:** The request for proposals shall state the relative importance of all evaluation factors expected to be used. When practicable, evaluation factors should be related to price.
4. **Discussion with responsible vendors and revisions of proposals:** As provided in the request for proposals, discussions may be conducted with responsible vendors who submit proposals determined to be reasonably potential selections for award, for the purpose of clarification, to ensure full understanding of, and responsiveness to, solicitation requirements. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.
5. **Award:** Taking into consideration evaluation factors in the request for proposals and final price offered, after approval, award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the City. The contract file shall contain a record of the basis upon which the award was made.
6. **Local Vendor Award Option:** Except where prohibited by law, award may be made to local vendors within the City limits (based upon the normal location/address of the business or firm), provided the purchase price does not exceed the lowest proposal by more than five percent (5%).

F. SOLE SOURCE PURCHASES:

Except where prohibited by law, a contract may be awarded for supplies or services without competition when the City Administrator or designee determines that there is only one reasonable or best source for the required supply, service or construction. Considerations in making such determination include, but are not limited to:

1. Support of City based vendors if costs are expected to be no more than five percent (5%) higher than like item offered by non-resident vendors. (The determination of residency will be based upon the normal location/address of the business or firm.)
2. Where brand name or trademarked items are required to accomplish a particular task or function e.g. repair parts, unique paper for machines, etc.
3. To reasonably distribute City purchases between qualified vendors.

G. EMERGENCY PURCHASES:

Where permitted by law and notwithstanding any other provisions of this Policy, the Mayor, the City Administrator or other designee, may make, or authorize another to make emergency purchases when a threat exists to public health, welfare, or safety under emergency conditions provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. The person making or authorizing the procurement must have, or obtain reasonable knowledge, that sufficient funds exist to cover the cost of any such expenditure. A written determination of the basis for the emergency and for the selection of the particular vendor shall be included in the contract file.

H. EXCEPTIONS – INTERGOVERNMENTAL BIDS:

In the event another governmental body has solicited bids and the City has the opportunity to purchase through that process, the Finance/Purchasing & Building Committee may authorize exceptions to the purchasing procedures.

I. EXCEPTIONS – BUDGETED PURCHASES / USED VEHICLES & EQUIPMENT

From time to time, it is in the best interest of the City to purchase used vehicles and equipment. City recognizes that purchasing used may require a Department Head to act more quickly than normal bidding practices allow. The Mayor and City Administrator may authorize a Department Head to purchase used vehicles & equipment without going through the formal bidding process in the event time does not allow for this process. Within 45 days after the purchase, the Department Head must report to the Finance, Purchasing & Building Committee, and the Common Council that the purchase occurred. This report must be done during a regularly scheduled meeting of the Finance, Purchasing & building Committee, and the Common Council.

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II. CONTRACTUAL REMEDIES:

1. **Right to protest:** Any actual or prospective bidder, offeror, vendor or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the City Administrator. The protest shall be submitted in writing within fourteen (14) calendar days after such aggrieved person knows, or should have known, of the facts giving rise thereto.
2. **Authority to resolve protests:** The City Administrator shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved bidder or actual or prospective offeror or contractor concerning solicitation or award of a contract.
3. **Decision:** If the protest is not resolved by mutual agreement, the City Administrator shall promptly issue a decision in writing. The decision shall:
 - (a) State the reasons for the action taken.
 - (b) Inform the protestant of his/her right to review by the Finance/Purchasing & Building Committee and the Common Council.
 - (c) Be immediately sent by certified mail, or otherwise furnished to the protestant and any other party intervening. A copy shall be maintained in the contract file.
4. **Stay of Procurements during protest:** In the event of a timely protest under this paragraph, the City shall not proceed further with the solicitation or with the award of the contract until the City Administrator, after consultation with the Department Head and City Attorney, makes a determination that award of the contract without delay is necessary to protect the interests of the City, or the matter is resolved.

JK. DEBARMENT OR SUSPENSION:

1. **Authority:** After reasonable notice to the person or business involved, and reasonable opportunity for that person/business to be heard, the City Administrator, after consultation with the using department and the City Attorney, shall have authority to debar a person or business for cause from consideration for award of any contract. The debarment shall not be for a period of more than three years. After consultation with the using department and the City Attorney, the City Administrator shall have authority to suspend a person or business from consideration for award of contracts if there is probable cause for debarment. The suspension shall not be for a period exceeding three months.
 - (a) **Causes for debarment or suspension:** The causes for debarment or suspension include the following:
 - (1) Conviction for commission of a criminal offense incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in the performance of such contract or sub-contract.
 - (2) Conviction under state or federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor.
 - (3) Conviction under state or federal antitrust statutes arising out of the submission of bids of proposals.
 - (4) Violation of contract provisions, as set forth below, or a character which is regarded by the City Administrator to be of a nature serious enough to justify debarment action.
 - (5) Failure without good cause to perform in accordance with the specifications or within the time limit provided in a contract.
 - (6) A recent record of failure to perform, or of unsatisfactory performance in accordance with the terms of one or more contracts; failure to perform or unsatisfactory performance caused by acts or events beyond the control of the contractor, shall not be a basis for debarment.
 - (7) Any other cause which the City Administrator determines to be so serious and compelling so as to adversely reflect on the integrity and qualification to act as a contractor for the City. This includes, but is not limited to, debarment by another governmental agency.
 - (8) Failure to pay outstanding personal property taxes, fees, or other amounts owing to the City of Sturgeon Bay.
 - (9) Violation of any of the ethical standards in this policy.
2. **Decision:** The City Administrator shall issue a written decision to debar or suspend. The decision shall:
 - (a) State the specific reason(s) for the action being taken.
 - (b) Inform the debarred or suspended person or business of his/her right to Committee and Common Council review as provided in paragraph A(3)(b) for an grievement.
 - (c) A copy of the decision made under the provisions of this section shall be sent by certified mail or otherwise immediately furnished to the debarred or suspended person/business and any other party intervening. This decision shall be deemed final and conclusive, unless fraudulent, or unless the debarred or suspended person/business commences appellate or court action.

KL. RESOLUTION OF CONTRACT AND BREACH OF CONTRACT CONTROVERSIES:

1. **Applicability:** This paragraph applies to controversies between the City and a contractor and which arise under, or by virtue of a contract between them. This includes without limitation, controversies based upon breach of contract, mistake, misrepresentation or other cause for contract modification or rescission.
2. **Authority:** The City Administrator is authorized, prior to commencement of an appeal to committee or Common Council or court action concerning the controversy, to settle and resolve a controversy described in this paragraph.
3. **Decision:** If such controversy is not resolved by mutual agreement, the City Administrator shall promptly issue a decision in writing. Such decision shall:
 - (a) State the reason(s) for the action taken.
 - (b) Inform the contractor of his/her right to appeal to the Finance/Purchasing & Building Committee and the Common Council.
 - (c) Be immediately sent by certified mail or otherwise furnished to the person/business involved.
 - (d) The decision shall be final and conclusive, unless fraudulent, or unless the contractor commences appellate or court action.
 - (e) In the event the City Administrator does not issue the written decision required under this paragraph within 120 days after receipt of the written request for a final decision, or within such longer period as may have been agreed upon by the parties, the contractor may proceed as if an adverse decision had been received.
4. **Time limitations on actions applicable unless otherwise provided by law:**
 - (a) Protested solicitations and awards: Action under this section shall be initiated within 30 days after the aggrieved person/business knows or should have known of the facts giving rise to the action.
 - (b) Debarments and suspensions: Any action challenging a suspension or debarment shall be commenced within six months after receipt of the decision from the Purchasing Agent.
 - (c) Actions under contracts or for breach of contract: the statutory limitations on an action between private persons on contract or breach of contract shall apply to any action commenced pursuant to this policy.

V. PETTY CASH

Petty cash accounts have been established (City Clerk-Treasurer in the amount of \$100, Municipal Services in the amount of \$100, and Police Department in the amount of \$100) to provide for the payment of small obligations (under \$100) for which issuing formal vouchers and checks would be impractical. All petty cash purchases shall be substantiated by receipts listing the items purchased, account distribution, and name of purchaser. Petty cash accounts shall be reconciled monthly with the City Treasurer. When a department petty cash account is to be replenished, a purchase order is to be issued listing all of the expenses incurred, appropriate account numbers, and reimbursement requested to replenish the account to the amount authorized in this policy.

The following items are prohibited for payment out of petty cash funds: Cashing of personal checks, items for which a purchase order can be issued, and items exceeding \$100.

VI. PAYMENT OF BILLS

Departments shall process invoices and billing statements and forward to Accounting Department within ten (10) working days of receipt. To permit time for processing accounts payable, all bills must be received by 10:00 a.m. on the Thursday preceding the Finance/Purchasing & Building Committee meeting or they will not be processed until the following meeting.

VII. REIMBURSEMENT OF EXPENSES

Employees and officers of the City of Sturgeon Bay shall be reimbursed for all necessary expenses incurred in the performance of their respective duties.

A. REIMBURSABLE EXPENSES:

1. **MEAL EXPENSES:** The city shall reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while on official City business:

Breakfast	\$11.00 13.00
Lunch	\$16.00 15.00
Dinner	\$22.00 26.00
Total	\$49.00 54.00

The meal amounts do not include tax and gratuity. Gratuity cannot exceed 15% ~~to 20%~~. Deviation from the meal limits is permissible, but the maximum daily total may not be exceeded. Reimbursement will not be made for alcoholic beverages.

If a meal is part of the conference, seminar or meeting being attended by the employee and a higher amount is charged each participant, the full amount will be reimbursed subject to submission of evidential documentation.

~~Itemized r~~Receipts are necessary for all meal reimbursement regardless of the amount.

1. **TRAVEL EXPENSES:**

~~——— Mileage & Parking Fees: Employees shall use an assigned administrative City vehicle~~ **Mileage & Parking Fees:** Employees shall use an assigned administrative City vehicle Formatted: Indent: Left: 1"
~~travel to a conference, seminar, or meeting when one is available. In the event one is not available,~~
~~r~~Reimbursement for the use of a privately owned vehicle for City business, ~~———~~ shall be made at the current rate approved by the Internal Revenue Service. Mileage records shall be ~~———~~ maintained and signed records shall be submitted for reimbursement. If two or more persons travel in ~~———~~ the same vehicle, only one of these shall be reimbursed for mileage.

Transportation: Transportation expenses when traveling by common carrier shall be reimbursed within reasonable limitations except that air travel shall not be at first class rates.

2. **LODGING EXPENSES:** All lodging expenses outside of Door County or as approved by the Common Council or applicable committee, shall be reimbursed in full when incurred in the performance of duties, but must be supported by receipted statements and a statement explaining the necessity for the lodging expense. If husband and wife occupy a room, the City shall reimburse only at the single room rate and the supporting statements must indicate such single rate.

- ~~3. TELEPHONE EXPENSES: Telephone charges are reimbursable when necessary for official business.~~

- ~~4.~~3. **REGISTRATION FEES:** Registration fees for approved conferences, conventions, training, and seminars are reimbursable. A copy of the curriculum shall be submitted with pre-registration requests.

VII. REIMBURSEMENT OF EXPENSES (continued)

B. PREPAID EXPENSES:

Whenever possible, registration fees, lodging and travel expenses shall be paid in advance submitted for payment in the usual manner as other bills, ~~by purchase order~~ for approval by the Common Council. ~~Conference registration program material and curriculum and agenda shall be attached to purchase orders submitted to the Accounting Department as supporting documentation.~~ The registrant should obtain a copy of the City's ~~Federal Employer Identification Number~~ Wisconsin Sales and Use Tax Exemption Certificate, ~~which along with the City check, should and present it to the lodging facility to~~ absolve the registrant from paying any state or county sales tax ~~or city room tax~~ in Wisconsin ~~(this varies from state to state).~~

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C. CASH ADVANCES:

~~When prepayment is not practical, cash advances may be made as necessary for lodging, travel, meals, and expenses. Any cash advance in excess of expenses incurred shall be refunded to City within 14 days after return from conferences, seminars, or training accompanied by an Expense Report.~~

D. EXPENSE REPORTS:

Employees shall submit an Expense Report form for expenses incurred. Receipts are necessary for reimbursement of expenses regardless of the amount ~~and for cash advance expenses~~. In addition, a copy of the curriculum received at seminars/training shall be submitted with Expense Reports. Expense Reports shall be submitted at least monthly, and shall include details of all reimbursable expenses accrued during the expense period, along with receipts for all reimbursable expenses. The Expense Report must be approved for payment by the Department Head/Manager, Finance/Purchasing & Building Committee, and Common Council.

Any employee who seeks reimbursement for expenses not actually incurred or otherwise fraudulently apply for reimbursement of expenses shall be subject to immediate discharge.

VIII. FIXED ASSETS

A. GENERAL PROCEDURES:

1. The City Clerk shall maintain records for capital equipment and real property that has a useful life of two or more years, and a cost of \$5,000 or more with the exception of installed equipment such as furnaces or equipment that lose identity upon application to another or real property. These records shall serve as a fixed asset list and inventory of City-owned property.
2. **Reporting:** Department Heads and supervisors shall be responsible for reporting, on a fixed asset form, any qualifying purchase, trade, transfer or liquidation of property to the City Clerk-Treasurer at the time of acquisition, trade, or liquidation. ~~Each item of property shall be identified by a unique description and serial number or other identification mark such as a sticker or an engraved, punched or painted mark.~~
2. **Inventory:** A fixed asset list shall be provided ~~during the month of December of each year annually~~ during the month of December of each year annually. Department Heads and each department shall conduct an inventory to verify the physical presence and serviceability of each item under its responsibility. Results shall be reported to the City Clerk-Treasurer no later than January-fifteenth-(15th) within 15 days of receipt. ~~In the event of a change of status of the responsible employee (termination of employment, promotion or transfer) the City Administrator can require an inventory and inspection.~~
3. **Responsibility:** Department Heads, directors, supervisors and employees have responsibility to safeguard all City owned supplies and property entrusted to their care. Included in this responsibility may be pecuniary liability in the event property is lost or damaged through carelessness, abuse or neglect. To assist in providing a base level of security, supervisors are encouraged to transfer physical responsibility to subordinates actually having possession and using the property in question. With all such assignment of responsibility, supervisors must ensure that:
 - (a) The employee clearly understands his/her responsibility for the specific property involved. This may be accomplished by identifying said property and responsibility and obtaining a signed receipt for same.
 - (b) Adequate facilities are provided in which the property may be reasonably secured during periods when not in use. Access to such storage facilities should be limited to the responsible employee, and in emergency, the supervisor; in such emergency situation, access must be witnessed and certified by one other disinterested individual.
5. **Damaged or missing property:** Any time property belonging to the City is discovered damaged other than through normal wear and tear, or missing, an immediate investigation and if applicable, search, will be initiated in an attempt to ascertain the cause of the damage or recover the item(s). If the property is not found or a reasonable explanation obtained as to the cause of damage, a report will be made to the Sturgeon Bay Police on the assumption that it has been stolen or vandalized. The City Administrator will be notified of circumstances no later than the first working day following discovery of the loss or damage, and shall review the results of the inspection/investigation conducted by the department head/supervisor, obtain such additional information as may be required, and make a determination as to whether the loss/damage resulted from dereliction or neglect on the part of a City employee. Following this determination, one of the following will be accomplished:

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VIII. FIXED ASSETS (continued)

- (a) If it is determined that the loss or damage occurred through no fault of any employee, property records will be annotated to either relieve all concerned of responsibility for the property or to indicate a revised value and condition. If warranted, a damaged item will be repaired and returned to service, if not, it will be salvaged in accordance with procedures contained in this policy.
- (b) If it is determined that the loss/damage occurred as a result of dereliction or negligence on the part of one or more employees, appropriate action taken.

B. TRADE IN/ASSET LIQUIDATION

Upon presentation of the annual budget, staff shall identify any capital expenditures which shall include trade in or liquidation of a related asset. Appropriate detail shall be provided to recognize the projected residual value of any assets proposed for liquidation, including whether the asset is proposed for sale or trade in. Said projection shall be reflected in the budget. Given the fact that the final decision to sell or trade an asset may not be known until authorized, no capital expenditure which includes a trade in or liquidation may be authorized without a finding by the Finance/Purchasing & Building Committee that the net expenditure is within budget authorization, less the projected budgeted trade in or sale. Expenditures which are found to exceed the net budget will require either a supplemental appropriation as a non budgeted item or a transfer of funds consistent with local ordinance.

C. SURPLUS PROPERTY

City property shall be declared surplus by the Finance/Purchasing & Building Committee when it is no longer necessary, practical or economical to be retained. A Department Head who determines that an item is no longer useful shall submit a written description of the item(s) to the City Administrator. The description shall include the make, model number, serial number, age, general condition, original cost if known, and place where the item(s) can be inspected. The City Administrator shall determine whether the item(s) can be used by another department, and if not, shall submit a list of the surplus items to the Finance/Purchasing & Building Committee that the item is surplus, the City Administrator is authorized to ascertain the best method to achieve liquidation at the highest value on behalf of the City.

D. ACCEPTANCE OF DONATED ASSETS AND NONMONETARY TRANSFERS:

In the event an asset is detailed within the City's five year plan department heads are authorized to accept donated assets or other nonmonetary transfers without Committee or Common Council approval.

Donated is defined as a contribution whereby the City accepts an asset or service. It requires that the donor be able to relinquish the usual risk and rewards of the asset and have no substantial continuing involvement therein.

A nonmonetary transfer is defined as contributions whereby the City accepts the assets but the transfer is either repayable or revocable, the transfer is subject to the donor's unilateral right to redirect the use of the asset to another beneficiary, or the donor maintains substantial control of the assets therein.

Transactions specifically excluded from this policy:

- Acceptance of non-monetary assets between entities under common control (i.e. Sturgeon Bay Utilities).
- Transfers of non-monetary assets between departments
- The asset is not required by City policy to be integrated in the City's fixed asset inventory list.

Disposal of assets integrated into the City's fixed asset inventory list will follow existing City policy or ordinance.

In the event a donated asset is not detailed in the City's five year plan, department heads are authorized to accept the asset. However, if an exchange has transpired, acceptance will not be considered complete until it is approved by a majority of the Common Council.

IX. ETHICAL STANDARDS

A. STANDARDS OF CONDUCT:

Public employment is a public trust. It is the policy of the City to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the City. Such policy is implemented by prescribing essential restrictions against conflict of interest without creating unnecessary obstacles to entering public service. Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they must conduct themselves in such a manner as to foster public confidence in the integrity of the City's procurement system.

B. GENERAL STANDARDS OF ETHICAL CONDUCT:

1. Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of public trust. In order to meet this general standard, employees shall meet the specific standards set forth in this policy.
2. Any effort to influence any public employee to breach the standards of ethical conduct set forth herein is in itself a breach of ethical standards.

C. CONFLICT OF INTEREST:

It shall be a breach of ethical standards and a conflict of interest for any employee to participate directly or indirectly in a procurement action when the employee knows that:

1. He/she, or any member of his/her immediate family has a financial interest pertaining to the procurement.
2. He/she, or any member of his/her immediate family has a financial interest in the business involved with a procurement action with the City.
3. Any other person, business or organization with whom the employee or any member of his/her immediate family is negotiating or has an arrangement concerning prospective employment, has involvement in a procurement action with the City.

D. DISCOVERY OF CONFLICT OF INTEREST, DISQUALIFICATION AND WAIVER:

Upon discovery of potential or actual conflict of interest, the employee shall promptly file a written statement of disqualification with the City Administrator and withdraw from further participation in the transaction involved until and unless a waiver is granted by the City Administrator. Any employee who gains any benefit from any City contract in which he/she participates directly or indirectly with a business in which he/she has a financial interest, shall report such benefit to the City Administrator. Any employee who knows or should have known of such benefit, and fails to promptly report same, is in breach of the ethical standards. (Specific statutory limitations are contained in Wisconsin Statutes 946.13.)

E. GRATUITIES AND KICKBACKS:

1. It is a breach of ethical standards and State law for any person to offer, give, or agree to give any City employee or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification of procurement standard, rendering of advice, provision of a service, investigation, audit, or in any advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal thereof.

IX. ETHICAL STANDARDS (continued)

2. Kickbacks. It is a breach of ethical standards for any payment, gratuity or offer of employment to be made by, or on behalf of, a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for award of a contract, subcontract or order. It is a breach of ethical standards for any contractor/subcontractor to withhold or otherwise fail to pay any portion of an employee's wage unless specifically authorized by law.

F. CONTEMPORANEOUS EMPLOYMENT PROHIBITED:

It shall be a breach of ethical standards for a City employee who is directly or indirectly participating in the procurement or purchasing process to be or become while a City employee, employed by any person or business contracting with the City.

G. EMPLOYEE FINANCIAL INTEREST:

It shall be a breach of ethical standards for a business in which a City employee has a financial interest, knowingly to act as a principal, or agent for anyone other than the City, in connection with any:

1. Judicial or other proceeding, application, request for ruling, or other determination.
2. Contract.
3. Claim.
4. Charge or controversy, in which the employee either participates personally and substantially through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, or which is the subject of the employee's official responsibility, where the City is a party or has direct and substantial interest.

H. CONFIDENTIAL INFORMATION:

It shall be a breach of ethical standards for any City employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

I. EMPLOYEE PERSONAL USE OR GAIN:

Unless recognized elsewhere, it shall be a breach of ethical standards for any City employee to convert anything of value belonging to the City to his/her personal use or gain, or use any City buildings, property, or equipment for personal purposes.

J. REMEDIES INVOLVING CITY EMPLOYEES:

The City Administrator, or in the case of independent departments, the appropriate committee of the Common Council, in accordance with the provisions of current collective bargaining agreements and state law, may impose or accomplish one or more of the following:

1. Oral or written warnings or reprimands.
2. Suspension with or without pay for specified periods of time.
3. Termination of employment.
4. Recover the value of anything received by a City employee in breach of ethical standards. All procedures under this sub-paragraph shall be in accordance with due process requirements and existing state law.

IX. ETHICAL STANDARDS (continued)

K. REMEDIES INVOLVING NON-EMPLOYEES:

The City Administrator may impose or accomplish one or more of the following in cases involving breach of ethical standards by non-employee/contractors:

1. Oral or written warning or reprimand.
2. Termination of the transaction or contract.
3. Suspension or debarment.
4. Attempt to recover the value of anything transferred in breach of the ethical standards for the City. All procedures under this sub-paragraph shall be in accordance with due process requirements and existing state law.

L. WAIVER/PERMISSION BY CITY ADMINISTRATOR

On written request of an employee, the City Administrator may within the limits of state law, grant permission to proceed with a transaction or contract to such extent and upon such terms and conditions as may be specified. Such waiver and permission may be granted when the interest of the City so requires, or when the ethical conflict is insubstantial or remote.

X. DEFINITIONS

Appropriation: An appropriation is defined as the dedication of money to a specified account for a public purpose at the time of approving the annual budget, or in the course of increasing a specified account over the budgeted amount after the annual budget is approved which results in a net increase in the total annual budget over the original budget authorization. A proposed non-budgeted appropriation of money for any purpose not specifically identified and contemplated in the annual budget must be approved by an affirmative vote of $\frac{3}{4}$ of the entire membership of the Common Council. All appropriations of funds from contingency or undesignated budgetary accounts shall be treated as transfers of funds.

Blanket Purchase Orders: A blanket purchase order is defined as one which is issued annually to a vendor for purchases made by authorized personnel during the current budget year without the need for individual purchase orders. Department Heads shall provide vendors with a list of authorized personnel at the beginning of each year when the blanket purchase order is issued. Blanket purchase orders shall be used in limited circumstances.

Capital Equipment: Property normally procured with capital funds as identified in the adopted budget. Procurement by other means, to include receipt as a gift, does not change the fact that such items are always accountable and retain their unique identification throughout their useful life. Capital equipment does not include real property even though it may have been obtained in the same manner and possess many or all of the same characteristics.

City: This term means the City of Sturgeon Bay and includes the Common Council and any department, commission, Council board or committee unless specifically exempted by the Common Council or higher authority. Specifically excluded for purposes of this policy is the Sturgeon Bay Utilities.

Claim Against the City: Any bill or other document submitted for payment to the ~~City Clerk-Treasurer~~ or other designated City official or employee for goods or services provided in good faith in response to a valid purchase order, contract or agreement issued by an authorized City employee or official.

Claim Certification: Formal certification occurs when the Finance/Purchasing & Building Committee accepts a claim against the City as valid and recommends to the Common Council that payment be authorized. Finance/Purchasing & Building Committee certifications will normally be based upon a similar, but informal, certification by a designated individual that the goods or service has been received, is in good condition or order and to the best of his/her knowledge, the bill should be paid. Designated board/committee chairmen, Department Heads, directors, the City Administrator and/or a contractor hired for this purpose, will make this informal certification.

Common Council Approval: Common Council approval must be granted before a claim against the City may be paid by the City Clerk. Other than claims subject to Section 893.80 Wis. Stats., payments may be made from the City treasury prior to review of elected officials or committees for the following types of bills after the clerk audits and approves each claim as a proper charge against the treasury and endorses his/her approval on the claim: credit cards, insurance, unemployment, internet service, bond payments, bank loans, contracts, leases, agreements, security deposits, emergency purchases, utilities, cafeteria plan, transfers to other governmental units, ~~passthrough grants~~, and bills where a discount may be obtained (see Section 3.03(3) of the Municipal Code). Regular wages or salaries are also paid upon certification by the proper City official, Department Head, director, board or commission and filed with the City Clerk in time for the regular weekly payday (See Section 3.03(4) of the Municipal Code).

Consumables: Those goods or supplies that by their nature are depleted or used up when applied in the prescribed manner e.g. cleaning supplies, paper products, oil, gasoline and repair parts.

Contract: Any type of agreement, regardless of what it may be called, for the purchase or disposal of supplies, services or construction. It includes contracts of a fixed-price, cost, cost-plus-fixed-fee, or incentive type, contracts providing for the issuance of job or task orders, leases, letter contracts, and purchase orders. It also includes supplemental agreements or change orders with respect to any of the foregoing.

X. DEFINITIONS (continued)

Contractor: Any person or business having entered into a contract or agreement with the City to provide goods or services.

Debarment: The disqualification of a person or business to receive invitations for bid or requests for proposal or the award of a contract by the City for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance.

Discounted Bill: A term applied to a claim against the City where the vendor has offered to discount a specified amount or percentage provided payment is received within a certain period of time or by a certain date. In such cases, procedures outlined under Common Council approval definition will be followed; however, if the discount is not contingent upon a time period shorter than provided by normal processing steps, normal procedures will be followed.

Disposal: Action taken to remove an unneeded or unusable item (surplus supply) from accountable records. Basic guidelines are that any intrinsic value remaining in the item will be capitalized and either represent a cost savings on a purchase or returned to the General Fund of the City. It includes sale, exchange, barter or salvage.

Employee: Any individual drawing a stipend, salary or wage from the City.

Encumbrance: A status initiated by an action whereby supplies, goods or services are ordered. The status continues until payment is authorized and actual disbursement made. It includes a method by which the exact or estimated amount of the purchase is posted so that a current running balance is available to show the amount of money remaining unobligated in each account. Though subject to minor variations between estimated and actual costs, the variance should be no more than plus or minus 5%.

Expendables: Items that retain their identity throughout their useful life. These items may or may not be accountable, however, general practice is to account for all such items when they have been furnished to departments, sections or individuals. Examples of expendable, but accountable items would be hand tools, first aid kits, fire extinguishers, etc.

Finance Interest:

1. Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past one year has received, is presently receiving, or in the future may receive, any financial benefit.
2. Ownership of any interest in any business (minor holdings of corporate stocks excepted).
3. Holding a position in a business such as an officer, director, trustee, partner, employee or any position of management.

Gratuity: Any payment, loan, subscription, advance, deposit of money, service, or anything of any monetary value, present or promised, unless consideration of substantially equal or greater value is received.

Immediate Family: A spouse, natural, adopted or step-children, parents, parents-in-law, brothers, sisters, and grandparents.

Invitation For Bid (IFB): IFB includes all documents associated with the specifications such as those incorporated by reference, used to solicit the bids for projects where a specification package has been prepared and bids are being solicited by formal advertisement.

X. DEFINITIONS (continued)

Obligation: (See also claims against the City) An obligation occurs as a result of an act or failure to act that results in a valid claim being place against the City. Although still requiring certification and approval for normal payment, if the goods or services where received and were tendered or provided in good faith by the vendor, payment will in all probability have to be made.

Ordering Officer: A person so designated and authorized by the City Administrator to place orders in the name of the City. Authorization will normally be granted with limitations to obtain goods or services for use within certain specified monetary limits for a single department or directorate. Directors/Department Heads so designated may further delegate this authority wholly or in part, but continue to have supervisory responsibility for the proper performance of the employee(s) so designated.

Procurement: An act taken to obtain either goods or services for use and benefit of any department or directorate within the City. The buying, purchasing, renting, leasing or otherwise obtaining any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction, including preparation of a description of requirements, selection and solicitation of sources, preparation and award of contracts and all phases of contract administration.

Property Disposal: The means by which anything of value or anything for which accountability exists, including salvageable items, belonging to the City are removed from inventory records and the City receives direct or equivalent remuneration for any remaining value. The manner by which such property may be disposed of, including but is not limited to, sealed bids, auction, trade, direct sale or transfer.

Purchase: That action by which goods are obtained for use by the City. Purchases are normally procurements that are relatively minor in nature whereas procurement normally applies to capital equipment, large items or consolidated bulk buys.

Purchasing Agent: That individual authorized by the Common Council to make all purchases and procurements in the name of the City. Section 1.075 of the Municipal Code vests this authority and responsibility in the City Administrator.

Responsible Bidder: A person or business expected to satisfactorily deliver the goods and/or services that have been or will have been ordered, within the required time-frame, in the required quality and quantity at the bid price. The opposite of a responsible bidder would be an incompetent bidder as defined in Wisconsin Statutes 62.15(6).

Responsive Bidder: A person or business submitting a bid which conforms in all material respects to the invitation for bids.

Request For Proposal (RFP): Those projects where a specification package does not exist or a determination has been made that such is not required or such is being sought along with a bid to provide the goods or services desired. It includes all documents, such as those attached or incorporated by reference.

Salvage: Items determined to have no, or very limited useful life or value remaining. Value may exist only as a result of the basic material from which the item is made, however, if the cost required to capitalize this value exceeds the amount expected to be capitalized, the item should be considered scrap and after proper certification, removed from the inventory and from accountability and then appropriately disposed of.

Services: The furnishing of labor, time or efforts by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes "professional services" but does not include employment agreements or collective bargaining agreements.

X. DEFINITIONS (continued)

Specification Package/Specifications: Documentation containing a description of the physical or functional characteristics, or of the nature of a supply, service or construction. It is the plans and/or details of fabrication, construction, material, etc., and if applicable, a description of the work to be done. It must contain sufficient information to convey an intelligent idea of the work of items required and may include a description of any requirement for items required and may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery. (See also Wisconsin Statutes 62.15(2)).

Supplies: All property, including but not limited to equipment, parts, materials, printed matter and leased property, excluding land or a permanent interest in land or real estate.

Surplus Supplies: Any supplies no longer having any use to the City. This includes obsolete or unneeded supplies, scrap material and nonexpendable supplies that have completed their useful life cycle.

Suspension: The disqualification of a person or business to receive invitations for bids or requests for proposals or the award of a contract by the City for a temporary period pending the completion of an investigation, or during any legal proceeding that may ensue because a person is suspected upon probable cause of engaging in criminal, fraudulent or seriously improper conduct or failure or inadequacy of performance which may lead to debarment.

Transfer of Funds: A "transfer of funds" is defined as a reallocation of funding within the annual budget within specific budgetary categories which does not result in a net increase in the total annual budget over the original budget authorization. Any transfer of funds must be approved by the city administrator. A transfer of funds up to ~~\$5,000.00~~\$10,000 may be authorized by the city administrator. Any transfer of funds greater than ~~\$5,000.00~~\$10,000 up to ~~\$40,000.00~~\$15,000 may be authorized by a simple majority of the common council at any time. Any transfer of funds greater than ~~\$40,000.00~~\$15,000 must be authorized by an affirmative vote of three-fourths of the entire membership of the common council.

XI. APPENDIX

A. Recommendation re: Service Contract Renewals

Passed by the Common Council on 03/19/13

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the amendment to the City of Sturgeon Bay Purchasing Policy to renew service contracts without being put out for competitive bid, and include a contract limitation not to exceed \$75,000 per year.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chr.

Introduced by Stutting. Stutting/Fett to adopt. It was noted that the current threshold is \$25,000 for public works. Roll call: All voted aye. Carried.

C

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

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the proposal from Titledown Drones in the amount of \$17,971.00 for the drone replacement and allow up to an additional \$1,000.00 for a monitor and operational accessories.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 2, 2024

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2024.

Executive Summary

TITLE: Sturgeon Bay Fire Department Drone Replacement.


BACKGROUND: Sturgeon Bay Fire Department has operated a drone program in the city beginning in January 2019. The drone program was implemented to assist firefighters and police officers in areas that drones could assess without placing a first responder in harm's way providing a safer work environment.

The fire department's 2024 capital budget has \$18,750 for the upgrade/replacement of our current drone and we have been able to secure 2 grants totaling \$6,250. The current drone is still operable and will still have some limited continued use. Over the years of the drone program, we have found functions that our current drone cannot perform or operate in, and upgrades that would help in completing the drone mission. Titledown Drone in Suamico, WI has been the sole provider and only local seller of the type of drones operated by the Fire and Police Departments and Titledown Drones has also provided all FAA part 107 training. They have been able to assist in emergencies and have offered assistance with their drones when or if needed.

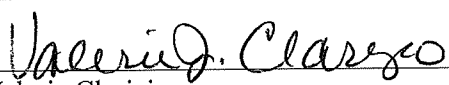
BIDS: **Titledown Drone** **\$17,971.00**

FISCAL IMPACT: \$18,750 was included in the Fire Department 2024 Capital Budget for the replacement. Titledown Drones of Suamico, WI provided a quote of \$17,971.00. An additional \$1,000 for a monitor and operational accessories is needed. Overall the fiscal impact will only be \$12,721.00. Two grants totaling \$6,250 have been secured to offset the cost.

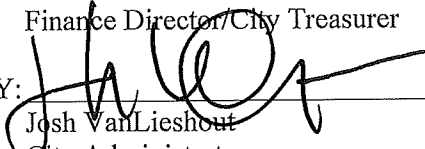
RECOMMENDATION: Accept the proposal from Titledown Drones for \$17,971.00 for the drone replacement and allow up to an additional \$1,000 for a monitor and operational accessories.

PREPARED BY: 
Tim Dietman
Fire Chief

12-27-23
Date

REVIEWED BY: 
Valerie Clarizio
Finance Director/City Treasurer

12/27/23
Date

REVIEWED BY: 
Josh VanLieshout
City Administrator

12/27/23
Date

ORDINANCE NO. _____

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

SECTION 1: Section 1.21 Weights and Measures Regulations of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and created as follows:

- (1) *Application of state codes.* Except as otherwise specifically provided in this section, the statutory provisions provided in this section, the statutory provisions of ch. 98, Weights and Measures, Wis. Stats. and Wis. Admin. Code, ATCP 92, Weighing and Measuring Devices, are hereby adopted and by reference made a part of this section as if fully set forth herein. Any act required to be performed or prohibited by any statute or code incorporated herein by reference is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes incorporated herein or Wisconsin Administrative Code provisions incorporated herein are intended to be made a part of this section. This section is adopted pursuant to the provisions of ch. 98, Wis. Stats., including all amendments thereto.
- (2) *Appointment of inspectors.* In order to assure compliance with this section, the city hereby grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (3) *Definitions.*
 - (a) *Commercial weighing or measuring devices.* Devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge of payment for services rendered on the basis of weight of measure.
 - (b) *Weights and measures program.* The program that includes administration and enforcement of this section, ch. 98, Wis. Stats., and applicable Wisconsin Administrative Code provisions, and any related actions.
- (4) *Fees assessment.*

~~(a) Annual report. The owner/possessor of weighing and measuring devices shall no later than March 1 of each year file an annual weights and measures assessment report with the city treasurer, listing the number and type of devices either owned or leased as of January 1 of each year.~~

~~(b) Annual assessment. The City of Sturgeon Bay shall annually assess fees to each person/business based on their number of weighing and measuring devices, either owned or leased, as of January 1 of each year. The~~

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~~total of the fees assessed and the fees collected shall not exceed the actual costs of the weights and measures program.~~

~~(c) *Treasurer to prepare assessment schedule.* The city treasurer shall at least annually prepare a schedule of assessments and the city shall mail to each business an invoice of the amount of the fee assessment each business shall pay the fee assessed within 20 days after the date the invoice is mailed.~~

~~(d) *Failure to pay assessment.* If the assessed fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction thereof until paid. To the extent permitted by law, if the business owner is the owner of the real estate premises where the weights and measures devices are located, any delinquent assessment shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.~~

~~(e) *Mailing of notices.* Schedules, notices and invoices shall be considered mailed to a business when mailed by first class mail, postage prepaid, to the business address.~~

~~(f) *Change of ownership.* The owner/possessor of weighing and measuring devices as of January 1 of each year shall be assessed for fees under this section, regardless of any change in ownership or possession of such devices during the year.~~

~~(5) *Penalty.* In addition to any other remedy, any person who fails to comply with the provisions of this ordinance shall, upon conviction thereof, forfeit not less than \$250.00 no more than \$500.00. Each day a violation exists or continues shall constitute a separate offense.~~

SECTION 2:

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

Approved:

David J. Ward
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

ORDINANCE NO. ____

An ordinance to adopt Chapter SPS 327 of the state building code

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

SECTION 1: Section 15.02(1) of the municipal code (building code) is hereby amended
to read:

15.02 State building codes adopted.

- (1) The following chapters of the Wisconsin Administrative Code are adopted
and incorporated in this chapter by reference, including all amendments
thereto:

Ch. SPS 302.31	Plan Review Fee Schedule
Ch. SPS 305	Credentials
Ch. SPS 316	Electrical Code
Chs. SPS 320—325	Uniform Dwelling Code
Ch. SPS 327	Camping Units
Chs. SPS 361—366	Commercial Building Code
Ch. SPS 375—379	Buildings Constructed Prior to 1914
Chs. SPS 381—387	Uniform Plumbing Code

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

Approved:

David J. Ward, Ph. D.
Mayor

Attest:

Stephanie Reinhardt
City Clerk

ORDINANCE NO. _____

An ordinance to modify the requirements for
compulsory connection to sewer and water mains

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

SECTION 1: Section 12.03 of the municipal code (health and sanitation) is hereby
repealed and recreated as follows:

12.03 Compulsory connection to sewer and water mains.

- (1) The owner or the agent of the owner of any building that generates sanitary sewage as defined in section 13.04 and is located adjacent to a sanitary sewer or water main shall connect the building to the sanitary sewer and water mains after notice as provided herein, unless connection is waived by the common council after review and recommendation from the utility commission.
- (2) When a sanitary sewer or water main is adjacent to any building that generates sanitary sewage, the utilities shall issue a notice of availability in writing to the owner or owner's agent to connect the building thereto and to install such facilities to municipal sewer and water mains. The notice shall be given either personally to the owner or agent or by certified mail addressed to the last known address of the owner or agent and shall prescribe the time by which connection shall be made. The manner of connection shall be prescribed by the utilities.
- (3) The provisions and regulations of section 15.01 and chapter 16 of this Municipal Code shall apply herein.
- (4) If the owner or agent fails to comply within the time prescribed in the availability notice, the utilities may cause connection to be made and the expense thereof as determined by the utilities shall be assessed as a special assessment tax against the property.
- (5) If the utilities undertake the connection pursuant to subsection (4) above, the owner, or agent, may, within 30 days after the completion of the work, file a written option with the city clerk stating that the owner cannot pay the cost of connection in one sum and electing that such sum be levied in accordance with the current policy in effect for installment payments for sewer and water main installation. The city clerk shall immediately notify the utilities of any written options filed.
- (6) Where sanitary sewer or water or both is not available, all facilities for the supply of water or the furnishing of sewage disposal shall be inspected and approved by the Door County Sanitarian and/or building inspector prior to use.

- (7) Whenever property is annexed that contains a building or buildings that generate sanitary sewage and is adjacent to an existing sanitary sewer or water main, the provisions of sub (1) shall apply. In addition, such property shall be, by council action, charged a connection fee. Whenever a petition is received to annex property, the finance/purchasing and building committee shall recommend to the city council the total amount of the connection fee for each parcel, the number of installments allowed, the interest rate for installment payments and the disposition of the funds received. This information shall be made a part of the annexation study prepared incident to the annexation; upon annexation the above charges shall be levied.

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

Approved:

David Ward
Mayor

Attest:

Stephanie Reinhardt
City Clerk

ORDINANCE NO. _____

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

SECTION 1: Section 9.05 of the Municipal Code (Licenses and Permits) of the City of Sturgeon Bay is hereby repealed and recreated as follows:

9.05 Tourist rooming house license.

- (1) License required. No property owner shall use their property for the purposes of short term renting within the city without obtaining a tourist rooming house license.
- (2) Definition. Tourist rooming house is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. These facilities are sometimes referred to as vacation rentals. It does not include a lodging house as defined in section 20.03, boardinghouse not accommodating tourists or transients, or bed and breakfast establishments.
- (3) Tourist rooming houses are subject to the following:
 - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
 1. New tourist rooming house licenses issued by the City of Sturgeon Bay are valid for one year and expire on June 30. If a new tourist rooming house license is issued after April 1, the license from the city shall expire on June 30 of the following year.
 2. Renewal tourist rooming house licenses are valid for one year and expire on June 30. Renewal licenses may be applied for no sooner than six months prior to expiration, but are not valid until July 1.
 3. The community development department will oversee the issuing or renewal of tourist rooming house licenses. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.
 - (b) The owner/operator must reside within a 90-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented unless there is a valid management contract with a management company located within the 90-minute driving time referenced above.
 - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
 - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
 - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.

- (f) Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space, a minimum of two off-street parking spaces shall be provided.
- (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
- (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

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

Approved: _____
David J. Ward, Mayor

Attest: _____
Stephanie L. Reinhardt, City Clerk

EXECUTIVE SUMMARY

Title: Assignment of Rights to Development Agreement – Will Estes, LLC

Background: The Sturgeon bay Waterfront Redevelopment Authority and the Common Council previously approved assigning the rights to the various waterfront development contracts, including associated land, from the Authority to the City of Sturgeon Bay for all projects except the waterfront restaurant. The WRA was still considering a lease or sale of the adjoining parking area and decided to hold off the assignment until that issue was resolved. It was recently discovered that an easement for the parking area was signed in 2002 by the City and the representative of the restaurant at that time. While there are some questions regarding the impact of that 2002 easement, the WRA decided it was no longer an issue for the WRA. Therefore, the WRA has recommended assigning its rights and responsibilities of the development contract with Will Estes, LLC, including its ownership of the associated land, to the City of Sturgeon Bay.

If the Council accepts the assignment of rights and the transfer of title of the land, the WRA will then have acted upon all of its outstanding issues. It could then be dissolved by the Common Council.

Fiscal Impact: Essentially None. Although the City rather than the WRA would have title to the Bayview Park/parking area as well as take on the financial responsibilities of the contract, there would not be much difference since the WRA is an entity of the City.

Recommendation: Approve the assignment of the interests of the Waterfront Redevelopment Authority in the Will Estes, LLC development contract to the City of Sturgeon Bay and accept transfer of any related property interests to the City of Sturgeon Bay.

Prepared by:


Martin Olejniczak, Community Development Director

1-4-2024

Date

Reviewed by:


Josh Van Lieshout, City Administrator

1/4/24

Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL

We, the Waterfront Redevelopment Authority, hereby recommend to reassign the interests of the Waterfront Redevelopment Authority in the development contract for the waterfront restaurant located at 10 W. Larch Street to the City of Sturgeon Bay and to quit claim any WRA-owned property related to that development contract to the City of Sturgeon Bay.

Respectfully submitted:

Waterfront Redevelopment Authority

By: Danny Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

DATE: December 13, 2023

Introduced by _____;

Moved by _____, seconded by Alderperson
_____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.

ASSIGNMENT OF DEVELOPMENT CONTRACT FOR RESTAURANT FOR STURGEON BAY WATERFRONT REDEVELOPMENT

This AGREEMENT to assign a development contract is made by and between the Waterfront Redevelopment Authority of the City of Sturgeon Bay, Sturgeon Bay, Wisconsin, hereinafter referred to as "WRA", and the City of Sturgeon Bay, Wisconsin, a Wisconsin municipal corporation, hereinafter "City."

RECITALS

The WRA, City and David Gordan Hatch entered into a Development Contract for a Restaurant for Sturgeon Bay Waterfront Redevelopment on October 6, 1995.

There have been several subsequent amendments to the Development Contract entered into among the parties, including an Assignment of Contract dated November 6, 2014 to Will Estes, LLC (hereinafter "Estes") (the Development Contract, its amendments and the assignment to Estes are referred to collectively as, "DC").

The City is the party to the DC and all subsequent amendments.

The City was also called upon to and has performed various tasks and responsibilities provided for in the DC.

The City and WRA are in the process of dissolving the WRA requiring the City to assume all duties, responsibilities and benefits in all WRA agreements and obligations, including the DC.

The DC does not require the approval of Estes for the assignment of the DC by the WRA.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties hereto as hereinafter set forth and other good and valuable consideration, receipt of which is hereby acknowledged by the parties hereto, the parties agree as follows:

1. Assignment and Assumption of Contractual Terms. The WRA hereby assigns all duties, current and future obligations and benefits of the DC to the City. The City accepts and assumes all such benefits and obligations of the WRA as provided in the DC.
2. Acknowledgement. The City is hereafter bound by and subject to all the terms and conditions of the DC and all amendments thereto and the WRA is relieved of all further obligations and shall receive no further benefits from the DC or amendments thereto.

WHEREFORE, the parties hereto have executed this Assignment of Development Contract for Restaurant for Sturgeon Bay Waterfront Redevelopment, this ____ day of _____, 2024

WATERFRONT DEVELOPMENT AUTHORITY

By: Danny Williams, its President

Martin Olejniczak, its Secretary

CITY OF STURGEON BAY

By: David J. Ward, its Mayor

Stephanie L. Reinhardt, its Clerk

EXECUTIVE SUMMARY

Title: Dissolution of the Waterfront Redevelopment Authority

Background: The Sturgeon bay Waterfront Redevelopment Authority was created in 1990 to oversee the transformation of the waterfront areas in the City of Sturgeon Bay. The Authority has more or less completed its work and the Common Council previously announced its intention to no longer refer any matters to the Authority. Therefore, once the Authority has finished its final tasks of transferring ownership of land and remaining interests in development contracts to the City, it can be dissolved.

The Authority voted to transfer its interests in land and development contract relating to Sonny's Restaurant at its December meeting, which was the last remaining issue for the Authority. Assuming the Common Council approves taking on the WRA's ownership and interests, there is nothing preventing the WRA from being dissolved.

According to the City Attorney the Authority can vote to dissolve itself by a simple motion, which it passed at its December meeting. The Common Council would then need to follow certain procedures to officially dissolve the Authority.

Fiscal Impact: None.

Recommendation: Approve the recommendation to dissolve the Waterfront Redevelopment Authority. That would then be followed by adoption of a resolution to formally dissolve the Authority, which can occur at the same or subsequent meeting.

Prepared by: 
Martin Olejniczak, Community Development Director

1-3-2024
Date

Reviewed by: 
Josh Van Lieshout, City Administrator

1/3/24
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL

We, the Waterfront Redevelopment Authority, hereby recommend dissolution of the Sturgeon Bay Waterfront Redevelopment Authority.

Respectfully submitted:
Waterfront Redevelopment Authority
By: Danny Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

DATE: December 13, 2023

Introduced by _____;

Moved by _____, seconded by Alderperson
_____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2023.

EXECUTIVE SUMMARY

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

Background: In February, 2023 the City and Howard Immel Inc. entered into a memorandum of understanding regarding the potential development of a multi-tenant industrial building. The MOU provided assurances that enable both parties to move forward with their commitments toward the project. The MOU expired on December 31. Immel submitted a request to extend the MOU in late December.

Over the last year both the City and Immel have taken steps to implement the project. This includes jointly hiring Cedar Corp for assistance with surveying, site development, and other civil engineering aspects for both the flex building and the overall City-owned property. In addition, the City created tax increment district #9, which can be used as funding source for improvements and/or incentives related to the project.

Immel has refined its building design and hired NAI Pfefferle to market the project. Based upon the feedback, the size of the overall building has shrunk from 50,000 square feet to 34,000 square feet and the size of individual units has also decreased. In addition, Immel been trying to find an entity that would own the building. Additional information on the efforts of Immel to advance the project are included with their request to extend the MOU.

Considerable progress has been made, but tenants for the building have not yet been secured. Hence, we are not ready to proceed to a development agreement for its construction, but need more time to complete the marketing. Extending the MOU is not unreasonable and is unlikely to jeopardize the City's marketing of the industrial park beyond this flex building project.

City staff revised the original MOU. It includes extending the timeframe to July 31, 2024. In addition, the size of the building is lowered to reflect the latest design and the size of the parcel is reduced from 10 acres to 6.5 acres to reflect the revised site plan. Like the original MOU, the revised MOU doesn't bind the City to any level of financial incentives or commit to a specific development agreement. It does, however, show intent that incentives will be required and the City is willing to consider that.

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

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

Prepared by:


 Martin Olejniczak
 Community Development Director

1/3/2024
 Date

Reviewed by:


 Josh Van Lieshout
 City Administrator

1/3/24
 Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

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

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

1. Purpose and Mutual Interest

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

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

2. Obligations

Immel shall:

A. Pursue plans to construct a flex industrial facility of at least ~~40,000~~ 30,000 square feet, to meet the City's needs for flex space on the parcel identified in Appendix A in the Sturgeon Bay Industrial Park, including the following commitments:

a. Revise as needed the previously ~~developed~~ building plans for the facility on the identified parcel to be reviewed by City staff.

b. Work with the Door County Economic Development Corporation (DCEDC) and City staff to identify potential ~~anchor~~ tenant(s) for the facility within the timeframe of this agreement.

~~b-c.~~ Work to secure an owner/developer of the facility.

B. Provide the City with an estimate of the assessed value of the specified facility.

C. Communicate regularly with the City and DCEDC with regard to progress in pursuing ~~anchor~~ tenant(s), specifying type and potential use of facility.

The City shall:

- A. Refrain from entering into any agreements with other parties conflicting with plans for Immel to construct the specified facility on the parcel identified in Appendix A during the timeframe of this agreement.
- B. Perform a land survey and create a separate parcel of appropriately ~~10~~ 6.5 acres within the parcel identified in Appendix A via certified survey map (CSM).
- C. Pursue a development agreement with Immel for the construction of the specified facility, including city-based financial incentives based on estimated assessed value and community benefit of specified facility.
- D. Communicate regularly with Immel with regard to progress in pursuing anchor tenant(s), specifying type of tenant and potential use of facility.

3. Terms of Agreement

- A. This agreement shall be in effect beginning the ~~8th~~ 10th day of ~~February, 2023~~ January, 2024 and will terminate the 31st day of ~~December, 2023~~ July, 2024. It may be renewed by mutual written agreement.
- B. Any endeavor involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures.
- C. This instrument in no way restricts the cooperators from participating in similar activities with other public or private agencies, organizations, and individuals on parcels other than that described in Appendix A.
- D. This instrument is executed as of the last date shown below and will be subject to periodic review, renewal, or expiration. During any negotiation or review and/or renewal effort, this agreement will continue to be in effect unless terminated by either party under paragraph D.
- E. Immel and the City agree to hold each other harmless and indemnify each other from and against all loss, claim, liability, demand, expense (including actual attorneys' fees) or tax or assessment of any nature or kind that may be asserted either party by any person, firm, corporation, governmental agency that may arise at any time in connection with this MOU.

4. Contacts

The principal contacts for this instrument are:

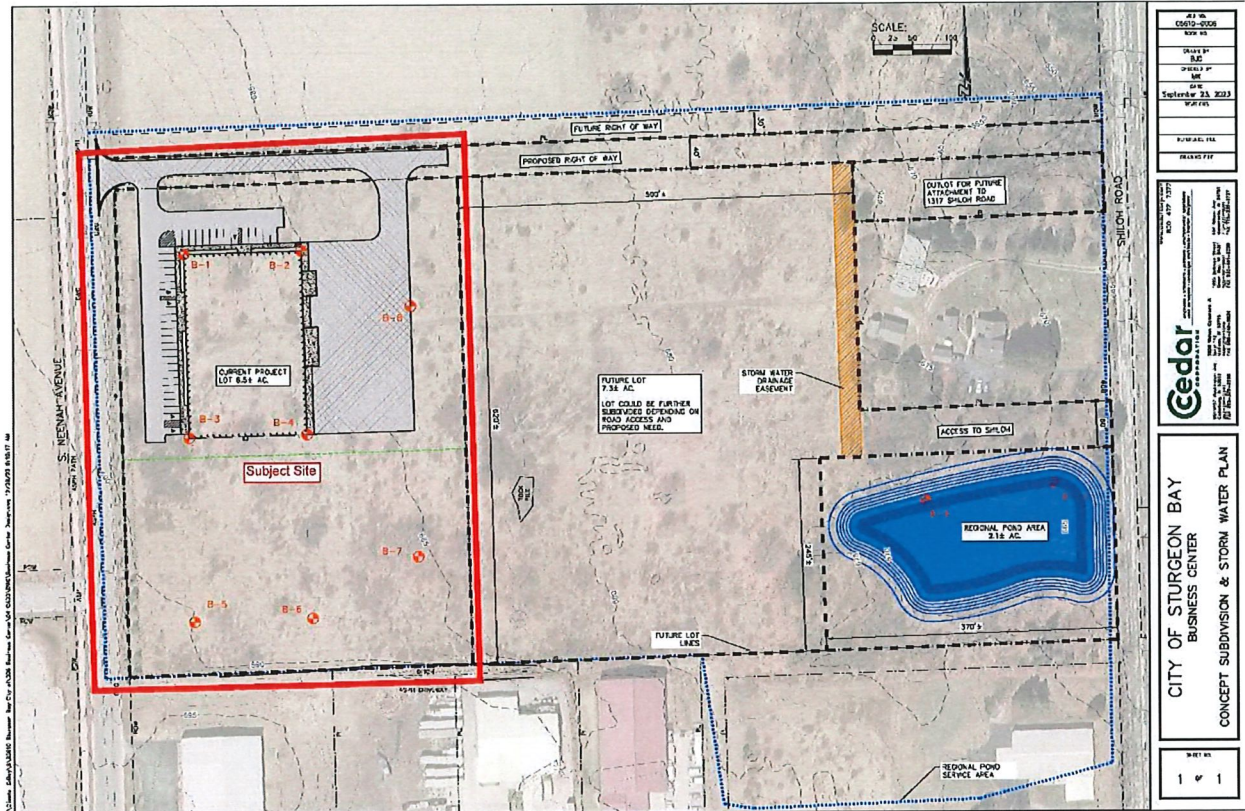
Josh Van Lieshout
City Administrator
City of Sturgeon Bay, Wisconsin

Date: _____

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

Date: _____

Site location:



December 21, 2023

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

RE: Memorandum of Understanding (MOU) to Construct a Flex Industrial Building

Dear Marty,

This letter is intended to express Immel Construction's interest in continuing to advance our joint effort to build a Flex Industrial Building in the Sturgeon Bay Industrial Park. Below is a summary of the activities that occurred in 2023 to advance the project.

The City and Immel jointly hired Cedar Corporation to perform civil evaluation work for understanding storm water options and ideal site plan layout for the expansion of the Industrial Park. This work influenced a revised site plan for the Flex Industrial Building which reorients the building to place the loading docks at the lowest end of the site topography which minimizes site costs associated with adding or removing soil on the property. Cedar Corp. also recommended options for handling storm water. This information has been valuable for providing both site layout guidance and more accurate cost information on site development.

Once the information from Cedar Corp. was available, Immel revised the site plan and re-estimated the project. Immel used this cost information to refine the budget estimate and update the financial proforma analysis for the project resulting in guidance on proposed lease rates. Several design iterations were considered and evaluated to reduce costs.

In addition to the Civil work influencing the revised site plan, marketing efforts also had an impact. Immel contracted with NAI Pfefferle to market the property with support from Door County Economic Development Corporation. These efforts to date have not produced an anchor tenant to occupy a substantial portion of the proposed building. Instead, response has indicated the greatest interest has been in smaller spaces. The recommendation from the marketing team was to reduce the initial size of the building and divide it into smaller spaces. Immel subsequently revised the building plan and re-estimated the cost based on a smaller initial build and smaller tenant spaces.

Looking forward to 2024, the marketing team is exploring new ways to advance the project. Please find attached the current site plan, marketing sheet, and an online activity summary.

Sincerely,



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

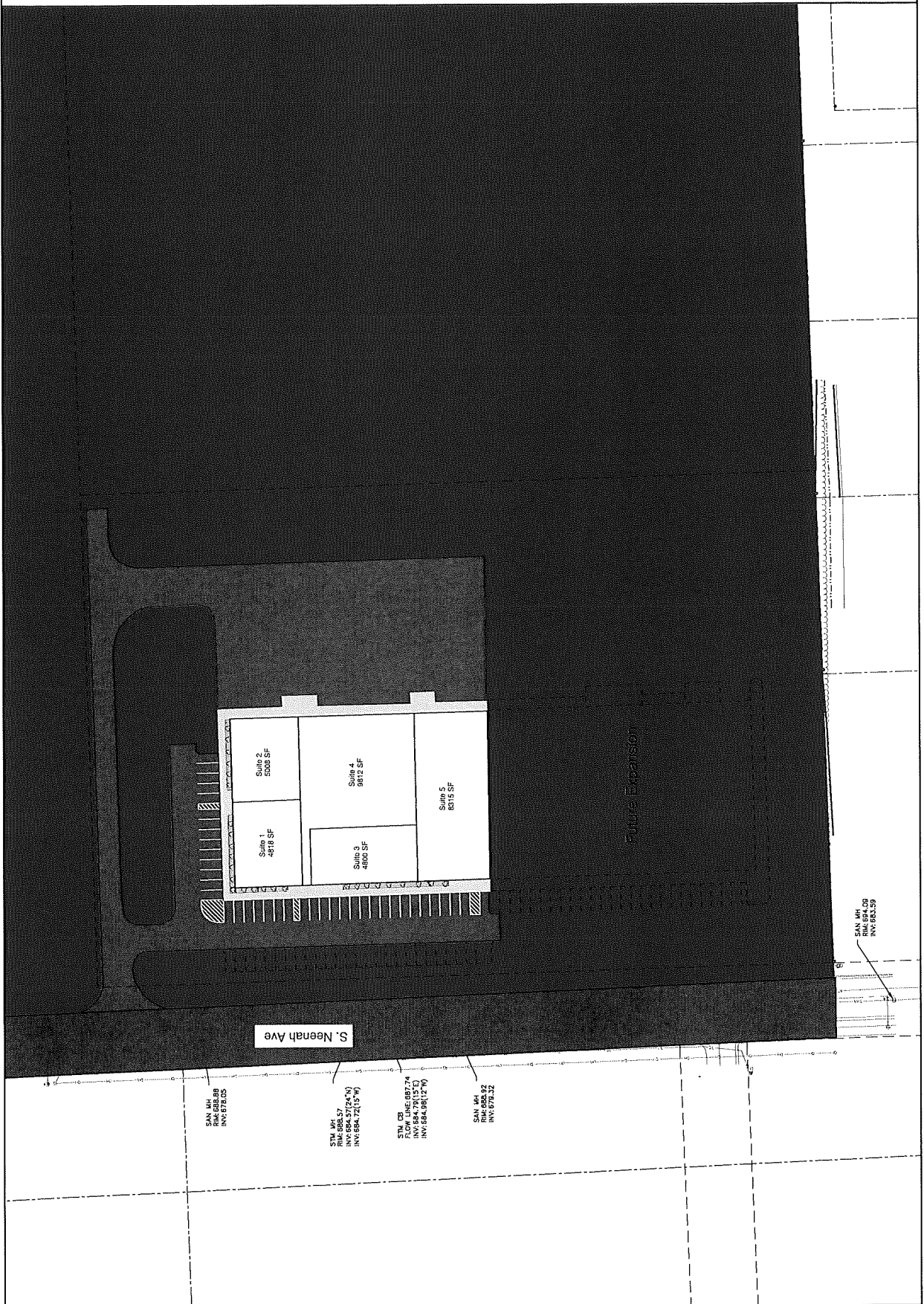
SHEET NO. 3 of X

CITY OF STURGEON BAY
BUSINESS CENTER
CONTRACT NO.
SITE PLAN

Cedar CORPORATION
2200 Mission Commons W
Sturgeon Bay, WI 54781
Phone: 920-773-5424
Fax: 920-773-5424
www.cedarcorp.com

1655 Main Ave
Sturgeon Bay, WI 54781
Phone: 920-773-5424
Fax: 920-773-5424
www.cedarcorp.com

DRAWING FILE
REFERENCE FILE
REVISIONS
DATE
DESIGNED BY
DRAWN BY
CHECKED BY
DATE
05510-0006



NAIPfefferle

FOR LEASE
4,818 - 34,000 SF
Sturgeon Bay Business Center



South Neenah Avenue, Sturgeon Bay, WI.

Property Features

- New flex industrial building.
- 34,000 SF; expandable to 70,000 SF.
- Construction will commence upon tenant lease execution.
- Ideal for manufacturing, logistics and warehouse.
- Located in the Sturgeon Bay Business Park.
- 28' height clearance.
- Interior build-to-suit.
- Five expandable recessed loading docks.
- Six drive-in overhead doors.
- 2,000 amps, 277/480 volts, 3-phase power.
- LED fixtures and ESFR sprinklers

LEASE RATE: \$9-\$10.50/SF NNN

BUILDING SIZE	70,000 SF (DIVISIBLE TO 4,818 SF)
OFFICE SIZE(S)	BUILD-TO-SUIT
WAREHOUSE SIZE(S)	4,818 - 34,000 SF
MUNICIPALITY	CITY OF STURGEON BAY

Details

Five suites available in new, flex industrial building located in Sturgeon Bay. Spaces are ideal for manufacturing, logistics and warehouse. Building is located in the Sturgeon Bay Business Park and part of the new Tax Increment Financing District.

For more information:

Eileen Pounds

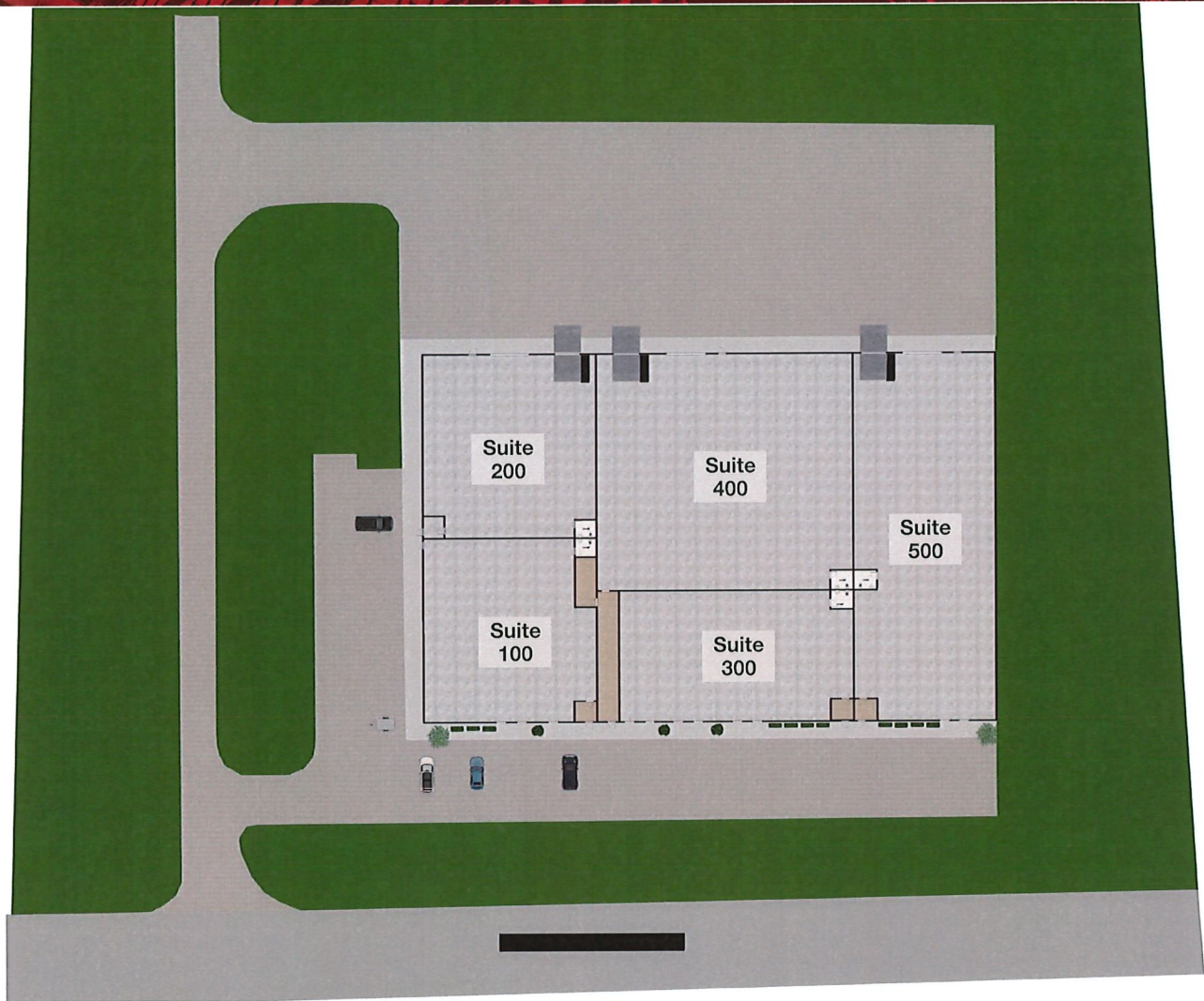
404.824.5426 • eileenp@naipfefferle.com

Tom Fisk

920.560.5090 • tomf@naipfefferle.com

NO WARRANTY OR REPRESENTATION, EXPRESS OR IMPLIED, IS MADE AS TO THE ACCURACY OF THE INFORMATION CONTAINED HEREIN, AND THE SAME IS SUBMITTED SUBJECT TO ERRORS, OMISSIONS, CHANGE OF PRICE, RENTAL OR OTHER CONDITIONS, PRIOR SALE, LEASE OR FINANCING, OR WITHDRAWAL WITHOUT NOTICE, AND OF ANY SPECIAL LISTING CONDITIONS IMPOSED BY OUR PRINCIPALS NO WARRANTIES OR REPRESENTATIONS ARE MADE AS TO THE CONDITION OF THE PROPERTY OR ANY HAZARDS CONTAINED THEREIN ARE ANY TO BE IMPLIED.

960 Hansen Road
Green Bay, WI
920.884.5000
naipfefferle.com



Lease Rates

SUITE 100	4,818 SF (\$10.50/SF NNN)
SUITE 200	5,008 SF (\$10.50/SF NNN)
SUITE 300	4,800 SF (\$10.50/SF NNN)
SUITE 400	9,812 SF (\$9/SF NNN)
SUITE 500	8,315 SF (\$9/SF NNN)

NAIPfefferle

For Lease
South Neenah Avenue
Sturgeon Bay, WI.



Property Details

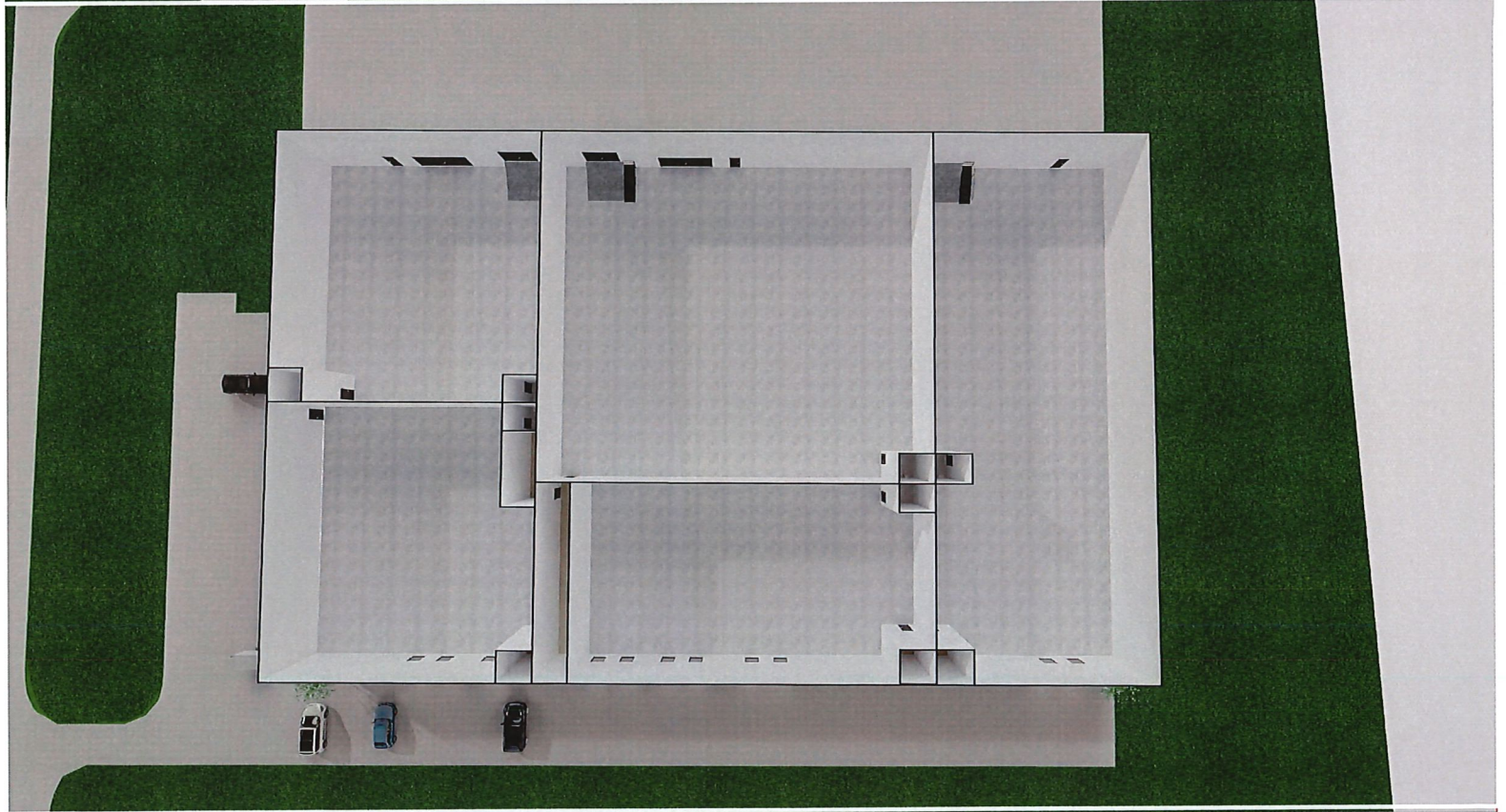
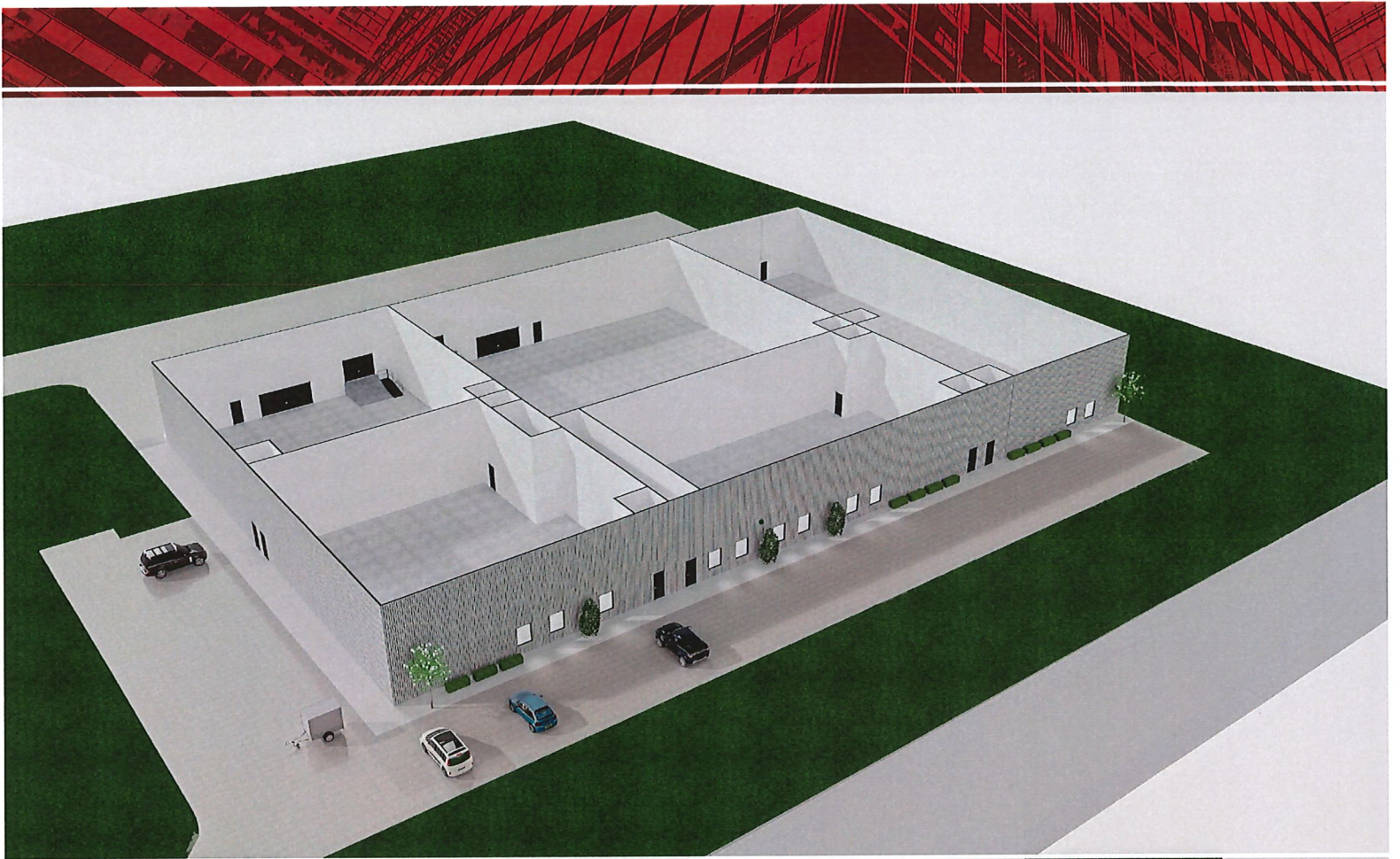
This expansive 50,000 square foot facility is situated in the thriving Sturgeon Bay, WI Industrial Park, located on the southwest side of the city. The facility enjoys an enviable location, adjacent to the four-lane divided highway, STH 42/57, ensuring easy access and convenience for staff and visitors alike.

The Sturgeon Bay Industrial Park is a bustling hub of over 50 businesses, providing employment for over 1,500 skilled professionals. The facility is in good company, surrounded by a host of major industry players, including Hatco Corporation, Pro Products, NEW industries, Hi Tec Fabrication, Therma-Tron-X, Cadence, Wulf Brothers, C&S Manufacturing, Marine Travelift and WireTech.

This prime location is ideal for businesses looking to establish a presence in an area with a thriving economy and abundant opportunities for growth and expansion. With such an impressive lineup of neighboring businesses, the facility is well-positioned to benefit from the positive business environment and strong local network.

NAIPfefferle

960 Hansen Road
Green Bay, WI
920.884.5000
naipfefferle.com

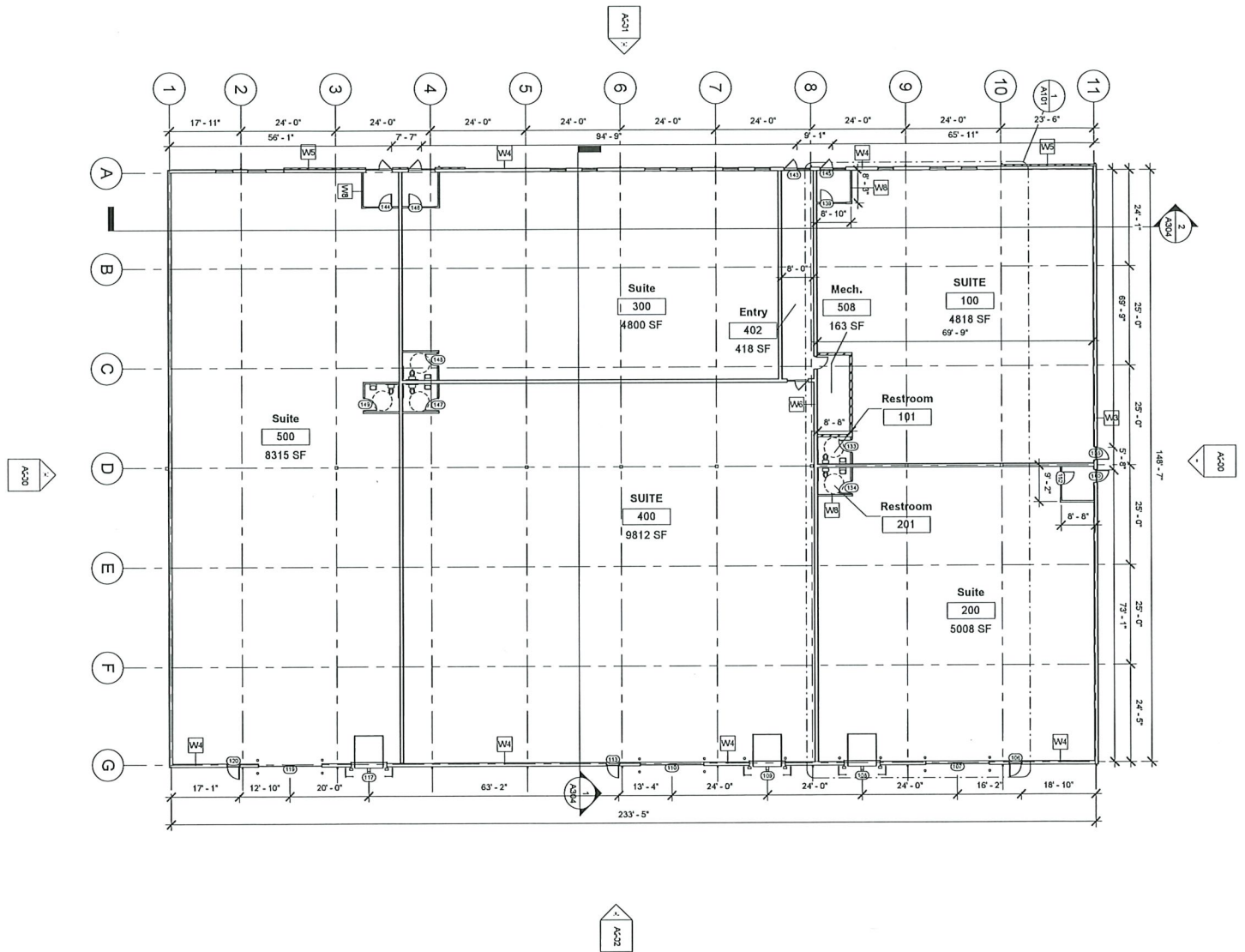


960 Hansen Road
Green Bay, WI
920.884.5000
naipfefferle.com

NAIPfefferle

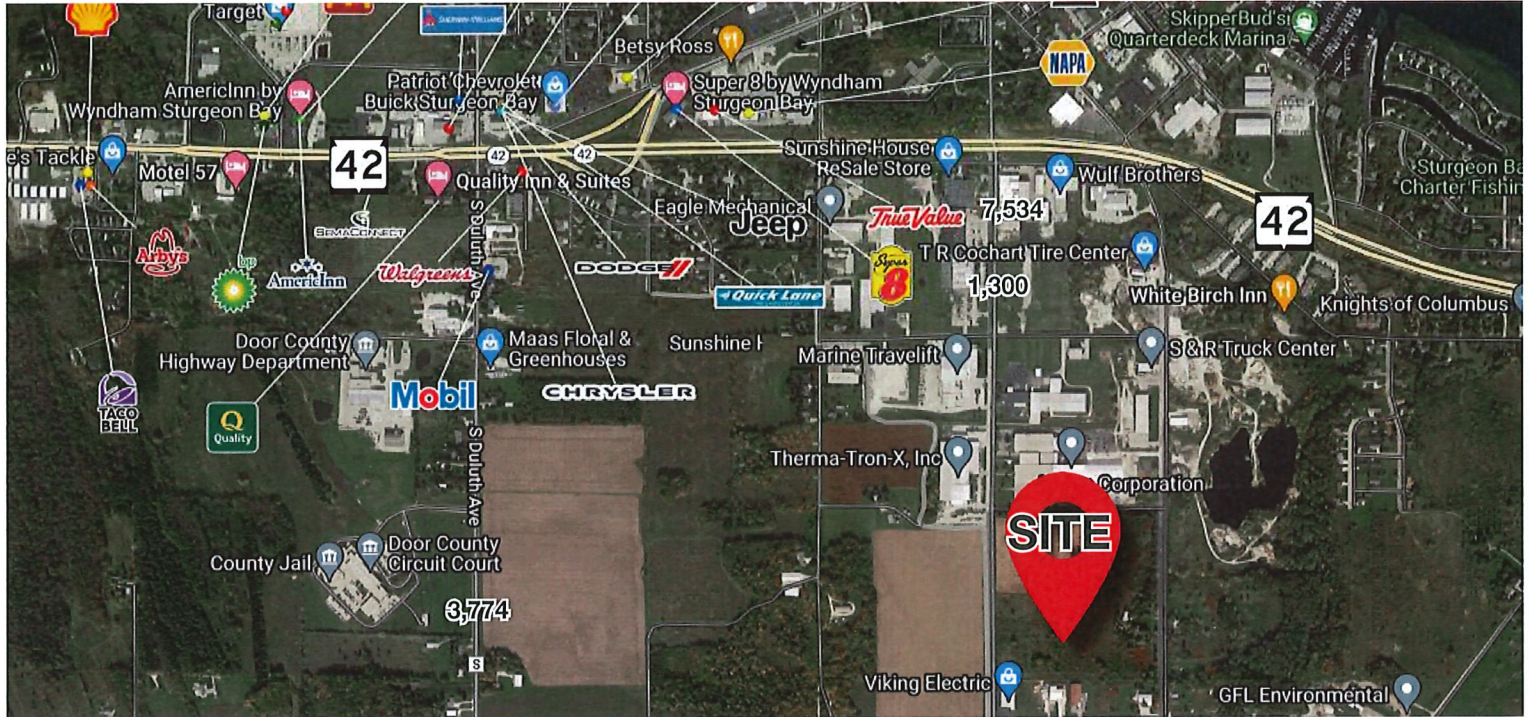
NAIPfefferle

For Lease
South Neenah Avenue
Sturgeon Bay, WI.









NAIPfefferle

960 Hansen Road
Green Bay, WI
920.884.5000
naipfefferle.com



Demographics (1, 3 & 5 Mile Radius)

	POPULATION	
	1 MILE:	1,236
	3 MILES:	10,390
	5 MILES:	12,616
	EMPLOYEES	
	1 MILE:	2,172
	3 MILES:	8,451
	5 MILES:	8,998
	AVERAGE INCOME	
	1 MILE:	\$82,611
	3 MILES:	\$87,773
	5 MILES:	\$90,337
	BUSINESSES	
	1 MILE:	102
	3 MILES:	621
	5 MILES:	689
	AVERAGE HOUSEHOLDS	
	1 MILE:	615
	3 MILES:	5,000
	5 MILES:	6,028
	TRAFFIC COUNTS	
	SOUTH DULUTH AVENUE	3,774
	SOUTH NEENAH AVENUE	1,300
	WISCONSIN HIGHWAY 42	7,534



Sturgeon Bay Business Center

Overview

Leads

Direct Links

Edit Space

Update Status

Download Lead Report

< All My Listings

Traffic Overview

561

Impressions

73

Page Views

8

Visitors

0

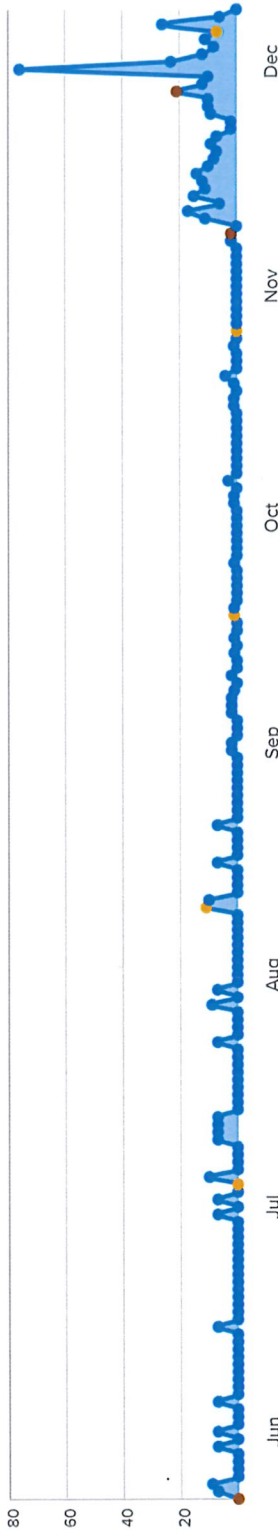
Saves

0

Opened Brochures

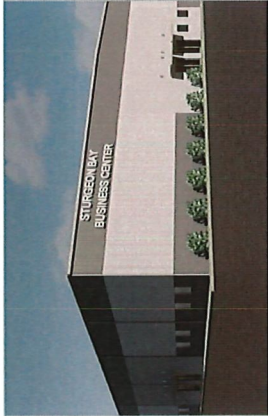
4

Viewed Floorplan



5 email campaigns sent 6 listing updates

< BACK



NEW FLEX INDUSTRIAL SPACE! | S Neenah Ave
Sturgeon Bay, WI 54235 | Industrial For Lease | 4,800 SF - 32,753 SF |
\$9.00 - \$10.50/SF/YR

In the last 30 days, **486** people have seen your property **1,207** times. Your listing is getting **12x** more exposure than a typical basic Industrial listing.

Days on Market

197

Started advertising
5/23/2023

Listing Completeness

85%

last updated on
12/6/2023

Exposure Level

Silver

since
10/3/2023

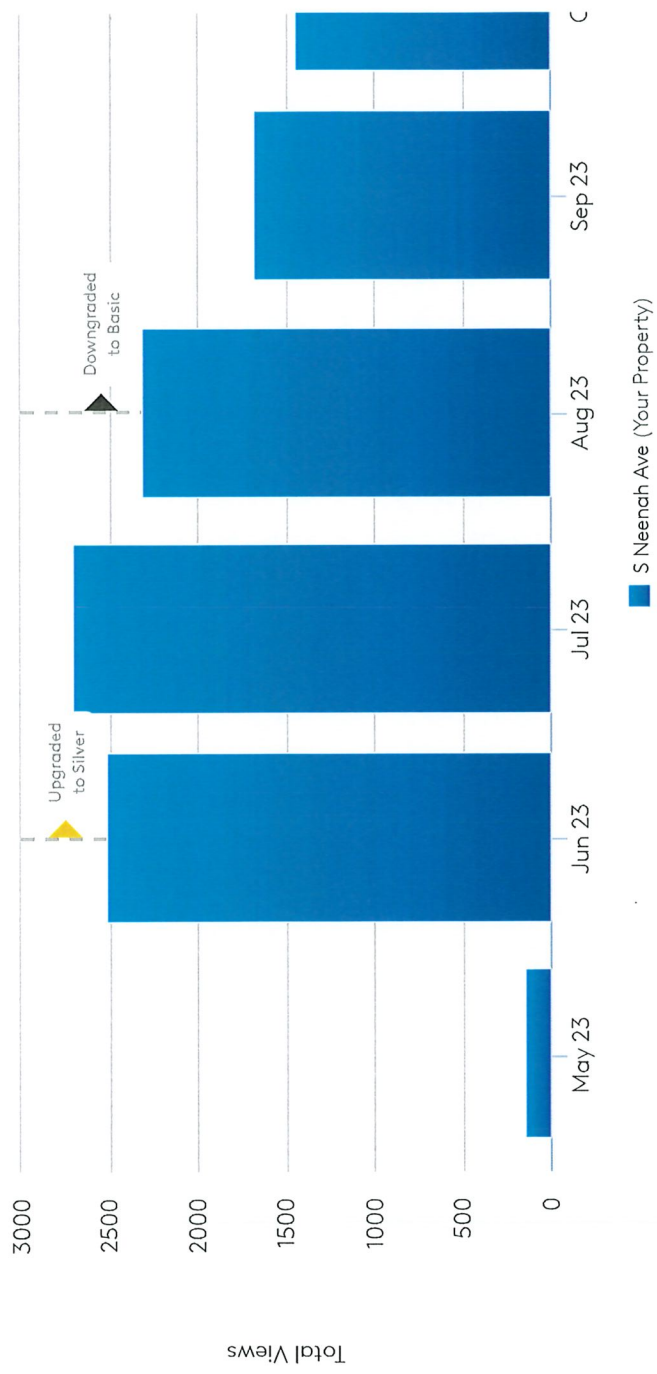
Listing Activity Report

Total Views

CoStar and LoopNet

Select a Competitor

1 Year



*Current month's data is in progress.

Activity Summary

Summary of everyone that has seen your property.

1 Year

▼

12,293

👁️ Total Views

4,402

👤 Unique Prospects

46s

🕒 Average Time on Page

271

📄 Detail Page Views

2.8

👥 Frequency

2h 54m 33s

🕒 Total Time on Page

Visitor Details

Top Visitors

All Visitors

Search Impression Views

*Using publicly available Reverse IP company information, CoStar Group is able to identify about 30% of the visitors to your listing. The vast majority (70%) is anonymous and listed as 'unknown' in the visitor details report.

Company	Location	Visitors	Views	Return Visitors	Total Time On Page	Most Recent View	First View
Door County Economic Development Corporation	Sturgeon Bay, WI	3	4	1	17m 37s	7/21/2023	5/24/2023
Menta Group Inc	North Aurora, IL	4	4	-	55s	6/9/2023	6/9/2023
Just in Time Corporation	Sturgeon Bay, WI	2	3	1	1m 56s	9/19/2023	9/13/2023
AE Robinson Oil Company	Dover Foxcroft, ME	1	2	1	25s	6/13/2023	6/4/2023
Horwood Marcus & Berk CHTD	Chicago, IL	1	2	1	28s	8/20/2023	7/16/2023
Door County Child Care	Sturgeon Bay, WI	6	11	4	3m 7s	10/2/2023	6/23/2023
Blue Eyed Capital	San Francisco, CA	1	6	1	3m 14s	7/25/2023	7/25/2023
Colliers	Milwaukee, WI	1	6	1	2m 59s	5/24/2023	5/24/2023
Peninsula Pulse	Sister Bay, WI	2	4	2	1m 45s	8/24/2023	6/23/2023
Velcor Leasing Corporation	Madison, WI	2	3	1	17s	11/24/2023	11/23/2023

Traffic Sources

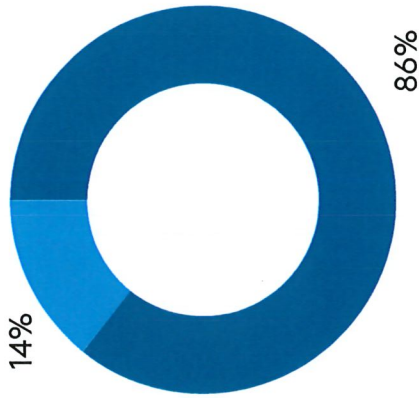
Detail Page Views

All Traffic

1 Year

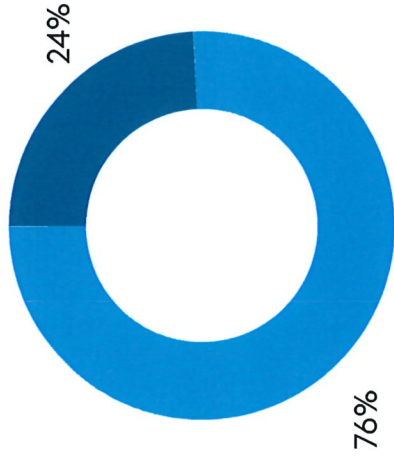
▼

New Visitors vs Returning



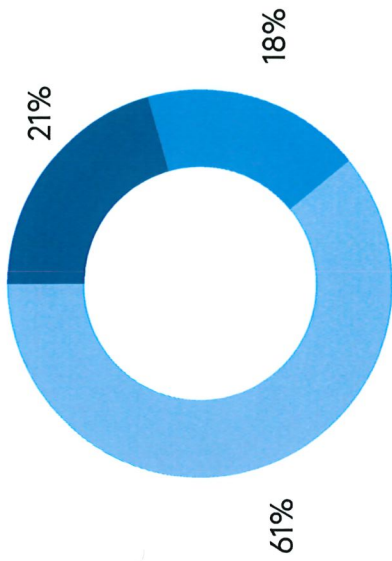
- 193 New
- 32 Returning

In Market vs Out of Market

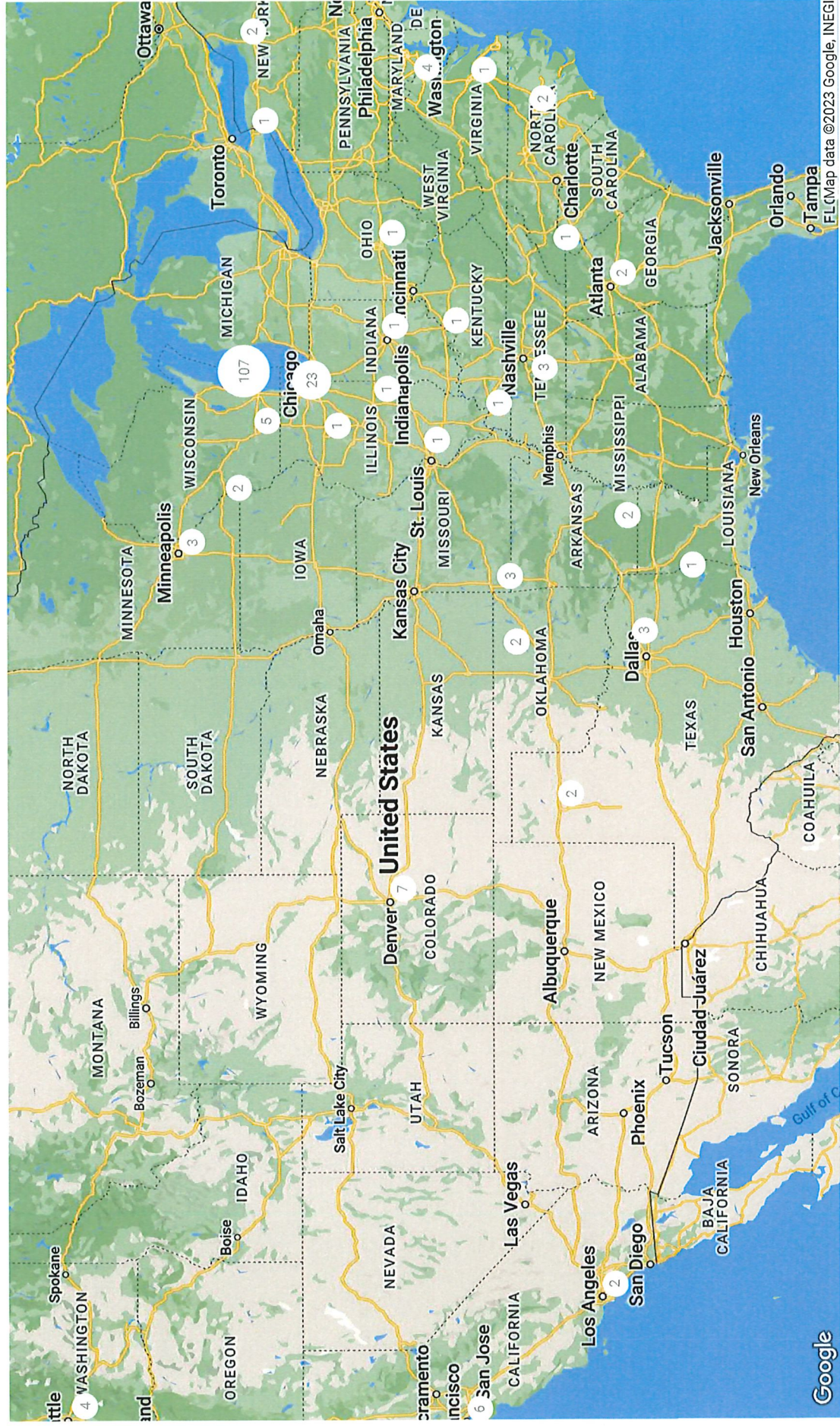


- 66 In Market
- 205 Out of Market

Traffic Sources



- 56 Organic
- 50 Paid
- 165 Direct, Referral, App



*Due to data privacy we do not have visibility for all user locations.

Listing History

This is a log of events and changes to your listing.

Date Changed	Action
11/27/2023	Photo was added
11/27/2023	Property description was changed
11/27/2023	Attachment was added
11/8/2023	Rental rate for a space was changed
11/8/2023	The size for a space was changed
11/8/2023	Property description was changed
11/8/2023	Attachment was added
10/4/2023	Listing Exposure Level changed to Silver
9/28/2023	Listing Exposure Level changed to Basic
9/6/2023	Listing Exposure Level changed to Silver

1 - 10 of 26

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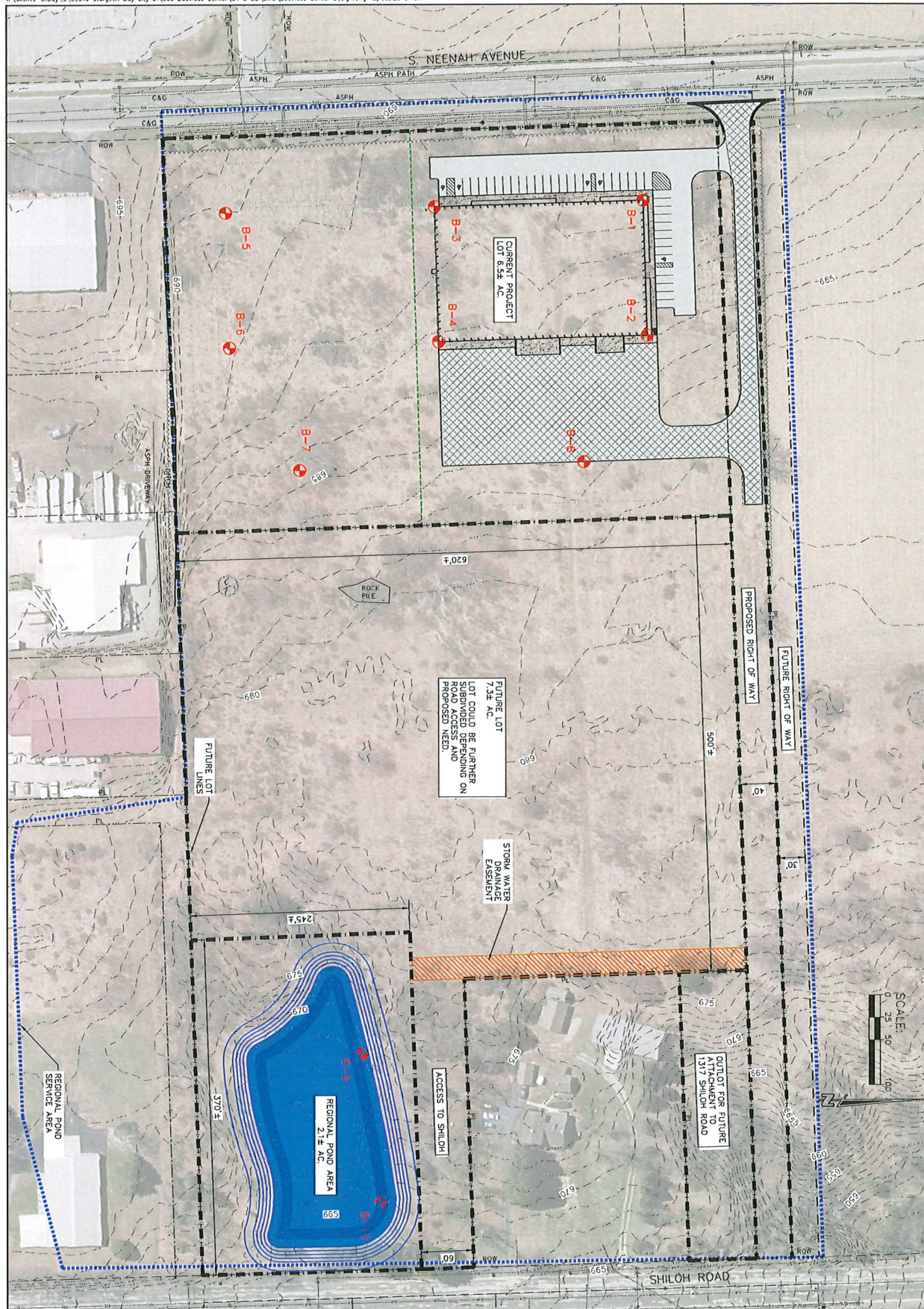
1

2

3

>

Show 10 Records ▼



1
OF
1

CITY OF STURGEON BAY
BUSINESS CENTER
CONCEPT SUBDIVISION & STORM WATER PLAN



2020 #2000 Commack #
2020 #2000 Commack #
2020 #2000 Commack #
2020 #2000 Commack #
2020 #2000 Commack #
2020 #2000 Commack #

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DESIGNED BY	BLD
CHECKED BY	MM
DATE	September 21, 2023
REVISIONS	
REVISION NO.	
REVISION DATE	
REVISION DESCRIPTION	