



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JANUARY 23, 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 – \$4,881,476.73, Capital Fund - \$23,963.84, Cable TV - \$38.27, TID #8 - \$135.00, TID #4 - \$3,500.00, TID #10 - \$6,788.03, Solid Waste Enterprise Fund - \$18,153.56, and Compost Site Enterprise Fund - \$446.76 for a grand total of \$4,934,502.19. [roll call]

7. **CONSENT AGENDA**

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

- * a. Approval of 1/9/24 regular Common Council minutes.
- * b. Place the following minutes on file:
 - (1) Historic Preservation Commission – 1/3/24
 - (2) Personnel Committee – 1/10/24
 - (3) Industrial Park Development Review Team – 1/10/24
- * c. Place the following reports on file:
 - (1) Fire Department Report – December 2023
- * d. Consideration of: Approval of Street Closure Application for Destination Sturgeon Bay for St. Patrick's Day Parade.
- * e. Personnel Committee recommendation re: Approve the updated position description for the Municipal Services Crew Supervisor.
- * f. Personnel Committee recommendation re: Approve the Memorandum of Understanding with the Sturgeon Bay Professional Police Officers' Union Wisconsin Professional Police Association/Leer Division Local 449 and the City of Sturgeon Bay to modify the Sturgeon Bay Police Investigator work schedule to a 5 day on 2 day off work schedule.
- * g. Personnel Committee recommendation re: Approve the wage step adjustments for 1/1/2024.

- * h. Finance/Purchasing & Building Committee recommendation re: Approve the purchase of a zero-turn mower with installed attachments from May's Sport Center in the amount of \$12,780.
 - * i. Finance/Purchasing & Building Committee recommendation re: Approve the purchase of floating docks from Pier and Waterfront Solutions in the amount of \$84,400, transferring \$4,400 from budget line 10-570-000-59065, zero-turn mower, to cover the additional costs of the purchase.
 - * j. Finance/Purchasing & Building Committee recommendation re: Approve the recommendation from the City Administrator to support the Sawyer School playground project directing \$50,000 of the \$100,000 from the TID 10 project plan for park improvements.
 - * k. City Plan Commission recommendation re: Approve the certified survey map for city-owned property on Alabama Place.
8. Mayoral Appointments.
9. First reading of ordinance re: Repeal and recreate Section 3.06 of the Municipal Code – Transfer of Funds.
10. Finance/Purchasing & Building Committee recommendation re: 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 of \$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 for soil testing.
11. 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 Area from BOC Partnership, LLC – 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 Council may adjourn in closed session.
12. City Administrator report.
13. Mayor's report.
14. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 1-19-24

Time: 12:00pm

By: SM

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 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04696	DOOR COUNTY TREASURER	ST WI DNR PILT 70.114	01-000-000-24310	614.31
14875	NWTC GREEN BAY	ST WI DNR PILT 70.114	01-000-000-24640	141.48
19865	STURGEON BAY SCHOOL DISTRICT	ST WI DNR PILOT 70.114	01-000-000-24610	1,779.01
R0001079	PRINCE OF PEACE	SIGN DEP REFUND/PRINCE PEACE	01-000-000-23168	50.00
TOTAL LIABILITIES				2,584.80
TOTAL GENERAL FUND				2,584.80
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	12/23 3 ALDER CELLPHONES	01-105-000-58999	101.75
TOTAL				101.75
TOTAL CITY COUNCIL				101.75
LAW/LEGAL				
BUELOW	BUELOW, VETTER, BUIKEMA,	12/23 SPECIAL LABOR MATTERS	01-110-000-57900	13,171.27
TOTAL				13,171.27
TOTAL LAW/LEGAL				13,171.27
CITY CLERK-TREASURER				
02250	BEAR GRAPHICS INC	EL-120 OUTER ENVELOPES	01-115-000-54999	273.28
04650	DOOR COUNTY REGISTER OF DEEDS	MINUTES	01-115-000-56350	5.00
R0001819	CHELSIE KOTANEN	SUBPOENA FEE/C KOTANEN	01-115-000-56350	16.80
TOTAL				295.08
TOTAL CITY CLERK-TREASURER				295.08
COMPUTER				
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	5 LENOVO THINKCENTRE/CABLES	01-125-000-55550	4,352.85
HEARTBUS		WIRELESS CONFIGURATION	01-125-000-55550	4,250.00
HEARTBUS		WIRELESS INSTALL	01-125-000-55550	3,300.00
TOTAL				11,902.85
TOTAL COMPUTER				11,902.85
BUILDING/ZONING CODE ENFORCEMT				
INSPECT	INSPECTION AND SAFETY SUPPORT	12/23 BUILDING PERMITS	01-140-000-55010	3,758.40
TOTAL				3,758.40
TOTAL BUILDING/ZONING CODE ENFORCEMT				3,758.40
ELECTIONS DEPARTMENT				
02250	BEAR GRAPHICS INC	EL-122 ELECTION ENVELOPES	01-155-000-54999	273.28
TOTAL				273.28
TOTAL ELECTIONS DEPARTMENT				273.28
CITY HALL				

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY HALL				
03159	SPECTRUM	12/23 FIRE CABLE SVC	01-160-000-58999	147.00
03159		12/23 FIRE CABLE SVC	01-160-000-58999	143.71
04575	DOOR COUNTY HARDWARE	COFFEE MAKER	01-160-000-54999	41.99
04575		PAINT	01-160-000-55300	20.97
04575		ANCHOR	01-160-000-51400	4.59
11995	LAFORCE HDWE MFG CORP	DOOR SWEEPS	01-160-000-51850	73.80
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	2,028.32
19880		421 MICHIGAN STREET	01-160-000-58650	219.71
KONE	KONE INC.	ANNL ELEVATOR MAINTENANCE	01-160-000-58999	2,029.20
WARNER	WARNER-WEXEL LLC	CLEANER	01-160-000-51850	89.07
TOTAL				4,798.36
TOTAL CITY HALL				4,798.36
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	01/24 WORK COMP	01-165-000-58750	12,701.00
MCCLONE		01/24 GENERAL LIABILITY	01-165-000-56400	2,752.66
MCCLONE		01/24 POLICE PROF LIABILITY	01-165-000-57150	1,481.67
MCCLONE		01/24 PUBLIC OFFICL LIABILITY	01-165-000-57400	2,469.67
MCCLONE		01/24 AUTO LIABILITY	01-165-000-55200	1,574.42
MCCLONE		01/24 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,790.33
MCCLONE		01/24 CYBER	01-165-000-55450	293.17
MCCLONE		01/24 CRIMES & BONDS	01-165-000-55450	115.33
MCCLONE		02/24 WORK COMP	01-165-000-58750	12,702.00
MCCLONE		02/24 GENERAL LIABILITY	01-165-000-56400	2,752.66
MCCLONE		02/24 POLICE PROF LIABILITY	01-165-000-57150	1,481.67
MCCLONE		02/24 PUBLIC OFFICL LIABILITY	01-165-000-57400	2,469.67
MCCLONE		02/24 AUTO LIABILITY	01-165-000-55200	1,574.42
MCCLONE		02/24 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,790.33
MCCLONE		02/24 CRIMES & BONDS	01-165-000-55450	115.33
MCCLONE		02/24 CYBER	01-165-000-55450	293.17
TOTAL				48,357.50
TOTAL INSURANCE				48,357.50
GENERAL EXPENDITURES				
CEDARCO	CEDAR CORPORATION	PEDESTRIAN TRAIL-HWY 42/57	01-199-000-57000	228.75
EHLERS	EHLERS & ASSOCIATES, INC.	ARBITRAGE REPORTING	01-199-000-57000	1,500.00
PULSE	PENINSULA PULSE	12/23 LEGAL NOTICES	01-199-000-57450	685.69
QUADPOST	QUADIENT FINANCE USA INC	POSTAGE	01-199-000-57250	3,500.00
REVIZE	REVIZE,LLC	ANNUAL FEE WEBSITE SUPPORT	01-199-000-51100	2,400.00
TOTAL				8,314.44
TOTAL GENERAL EXPENDITURES				8,314.44
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIPPING-GOVT PROP DISPOSAL	01-200-000-57250	463.19
15890		EVIDENCE TO CRIME LAB	01-200-000-57250	18.41
HENRY	CLINT HENRY	CLOTHING ALLOWANCE/HENRY	01-200-000-52900	180.60
TOTAL				662.20
TOTAL POLICE DEPARTMENT				662.20
PATROL BOAT				
PATROL BOAT				
PATS	DEBBIE DERENNE	PATROL BOAT WINDOW REPAIRS	01-205-000-58600	460.00
TOTAL PATROL BOAT				460.00

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
	PATROL BOAT			
	PATROL BOAT			
TOTAL PATROL BOAT				460.00
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	SQUAD RADIO MAINTENANCE	01-215-000-57550	85.00
04590	HUMANE SOCIETY	2024 1ST QTR ANIMAL CONTROL	01-215-000-55100	3,750.00
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	20.86
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	17.49
19880		SHORECREST RD CAMERA	01-215-000-56150	17.17
CRABB	ANDREW CRABB	BOOT REIMBURSE/CRABB	01-215-000-52900	89.66
DEERCREE	DEER CREEK TECHNOLOGIES	DOCUMENT MGMNT SUBSCRPT 2024	01-215-000-58999	410.00
HAACK	TREVOR HAACK	BOOT REIMBURSE/HAACK	01-215-000-52900	100.00
TOTAL				4,490.18
TOTAL POLICE DEPARTMENT/PATROL				4,490.18
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	12/23 CONTRACT	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	HARDWARE/BUCKLES	01-250-000-54999	34.35
04575		CLEANING WIPES	01-250-000-54999	30.34
04575		FASTENERS	01-250-000-54999	3.68
04575		FASTENERS	01-250-000-54999	25.27
14877	NWTC	FIREFIGHTING CLASS/M NAZE	01-250-000-55600	123.95
14877		FIREFIGHTING CLASS/J VASALLO	01-250-000-55600	123.95
19880	STURGEON BAY UTILITIES	MARTIN PARK RESTROOM	01-250-000-56675	9.00
19880		421 MICHIGAN STREET	01-250-000-56675	189.00
19880		TRUCK FILL	01-250-000-56675	59.45
19880		MEM FLD WARMING HOUSE	01-250-000-56675	71.00
19880		835 N 14TH AVE	01-250-000-56675	71.00
19880		GARLAND PARK	01-250-000-56675	9.00
19880		SUNSET CNSN CNTR	01-250-000-56675	71.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	22.00
19880		OTUMBA PARK	01-250-000-56675	9.00
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	9.00
19880		WEST SIDE FIRE STATION	01-250-000-56675	71.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	133.04
19880		WEST SIDE FIRE STATION	01-250-000-58650	108.65
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	9.00
19880		NEENAH AVE RESTROOM	01-250-000-56675	45.00
19880		WEST SIDE BALLFLD LITES	01-250-000-56675	45.00
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	71.00
19880		FIRE TRAINING SITE	01-250-000-56675	9.00
19880		FIRE TRAINING SITE	01-250-000-56150	13.39
19880		QUINCY ST BALLFLD	01-250-000-56675	71.00
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	22.00
19880		92 E MAPLE ST DOCK	01-250-000-56675	9.00
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	71.00
19880		CITY PRKING RAMP	01-250-000-56675	9.00
19880		KENTUCKY ST CITY MARINA	01-250-000-56675	71.00
19880		SIGN SHED	01-250-000-56675	9.00
19880		CHERRY BLOSSOM PRK	01-250-000-56675	22.00
19880		57 VACANT LOTS QRTLY BILL	01-250-000-56675	1,593.00
BUILDERS	BUILDERS SUPPLY	TOOL MOUNT SUPPLIES/BRSH TRK	01-250-000-53000	75.15
CHIEFTEC	CHIEF TECHNOLOGIES,LLC	ANNUAL MEMBERSHIP	01-250-000-56000	1,875.00
CUSTOMFA	CUSTOM FAB & BODY, LLC	PUMP/ELECTRICAL MODIFY 716	01-250-000-53000	460.00
DC PRINT	HEYRMAN PRINTING LLC	CALENDARS	01-250-000-51950	160.80

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
MCCLONE	MCCLONE AGENCY, INC	01/24 UNIFORM BOOTS/NELL	01-250-000-52900	339.98
PAULCONW	CONWAY SHIELD	SAFETY VIEW LENS CLEANER	01-250-000-52350	75.21
TOTAL FIRE DEPARTMENT				6,229.21
TOTAL FIRE DEPARTMENT				6,229.21
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	SWEEPER WATER USAGE	01-330-000-53050	13.65
TOTAL				13.65
TOTAL STREET SWEEPING				13.65
SNOW REMOVAL				
SNOW REMOVAL				
06012	FASTENAL COMPANY	BUSHING	01-410-000-51400	83.09
TOTAL SNOW REMOVAL				83.09
TOTAL SNOW REMOVAL				83.09
STREET SIGNS AND MARKINGS				
12110	LANGE ENTERPRISES INC	89 STREET SIGNS	01-420-000-52600	2,204.53
12110		SHIPPING	01-420-000-52600	67.73
TOTAL				2,272.26
TOTAL STREET SIGNS AND MARKINGS				2,272.26
CURB/GUTTER/SIDEWALK				
04575	DOOR COUNTY HARDWARE	CONCRETE MIX	01-440-000-51200	47.96
TOTAL				47.96
TOTAL CURB/GUTTER/SIDEWALK				47.96
STREET MACHINERY				
02005	BAY ELECTRONICS, INC.	CONNECTOR INSTALLATION	01-450-000-57550	65.00
04545	DOOR COUNTY COOPERATIVE/NAPA	BATTERY	01-450-000-53000	457.74
04545		WIPER BLADE	01-450-000-53000	17.58
04545		DOOR HANDLE/CHEVY	01-450-000-53000	13.04
04575	DOOR COUNTY HARDWARE	LINCH PINS	01-450-000-52150	5.52
04575		MARKING PAINT	01-450-000-52700	19.98
04575		SPRING SNAP	01-450-000-52700	47.96
04575		CUTOFF WHEEL	01-450-000-52700	22.95
04575		PAINT	01-450-000-52150	20.97
04575		BED LINER SPRAY	01-450-000-52150	12.99
04575		DRILL SET	01-450-000-52700	9.99
04575		ELECTRICAL SUPPLIES	01-450-000-52150	6.96
04575		SUPPLIES	01-450-000-52150	30.77
04575		SLEDGE	01-450-000-52700	35.99
04575		CLEANING CLOTHS	01-450-000-52700	16.99
04575		FASTENERS	01-450-000-52150	5.56
04575		PAINT/JOINT COMPND/DRAIN	01-450-000-52150	38.95
04575		PAINT SUPPLIES	01-450-000-52150	97.96
04696	DOOR COUNTY TREASURER	12/23 FUEL 319.15 G	01-450-000-51650	823.80
04696		12/23 DSL FUEL 301.22 G	01-450-000-51650	969.32
20725	T R COCHART TIRE CENTER	FLAT TIRE	01-450-000-53000	30.00
20725		4 TIRE CHANGES	01-450-000-53000	160.00

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
QUALITY	QUALITY TRUCK CARE CENTER INC	AIR SPRING	01-450-000-53000	59.42
QUALITY		VALVE KIT	01-450-000-53000	21.34
WISBUILD	WISCONSIN BUILDERS SUPPLY	BOARDS	01-450-000-52150	225.45
TOTAL				3,216.23
TOTAL STREET MACHINERY				3,216.23
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE/NAPA	QUICK LINKS	01-460-000-55300	24.74
04575	DOOR COUNTY HARDWARE	FAUCET	01-460-000-55300	64.99
04575		5 GAL PAIL/BRUSHES/SPONGE	01-460-000-56250	32.15
04575		MEASURE CUP	01-460-000-56250	6.99
04575		ASSORTED SUPPLIES	01-460-000-55300	35.69
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	13.39
19880		835 N 14TH AVE	01-460-000-56150	811.42
19880		835 N 14TH AVE	01-460-000-58650	93.63
AMERWELD	AMERICAN WELDING & GAS, INC	GAS BOTTLE RENTAL	01-460-000-58999	167.35
APPLIED	APPLIED INDUSTRIALTECH INC	PLIERS	01-460-000-54999	84.57
APPLIED		SHIPPING	01-460-000-54999	16.17
VIKING	VIKING ELECTRIC SUPPLY, INC	LAMPS	01-460-000-55300	116.15
VIKING		OUTLETS	01-460-000-55300	13.38
TOTAL				1,480.62
TOTAL CITY GARAGE				1,480.62
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE	01-499-000-58000	17.49
19880		EGG HRBR RD TRFF LITE	01-499-000-58000	27.38
19880		N 14TH & EGG HRBR TRFFC LITE	01-499-000-58000	35.05
19880		TRFF WARNING LITE/SPEED SIGN	01-499-000-58000	8.25
19880		MADISON AVE WS TRFF LITES	01-499-000-58000	130.06
19880		342 ORNAMENTAL ST LITES	01-499-000-58000	4,994.29
19880		595 OVERHEAD ST LITES	01-499-000-58000	6,570.39
19880		800 S LANSING & W WALNUT SIGN	01-499-000-58000	9.07
19880		EAST SIDE DOCK	01-499-000-58000	41.88
19880		OLD HWY RD SIGN	01-499-000-58000	17.60
DOORTRAN	DOOR COUNTY TRANSPORTATION	2023 TRANSPORTATION SUPPORT	01-499-000-58999	16,000.00
TOTAL				27,851.46
TOTAL HIGHWAYS - GENERAL				27,851.46
PARK & RECREATION ADMIN				
MAGICAL	MAGICAL ENTERTAINMENT LLC	KICK OFF TO SUMMER MAGICIAN	01-500-000-52250	460.00
PULSE	PENINSULA PULSE	ADVERTISING	01-500-000-57450	206.14
SWANK	SWANK MOTION PICTURES, INC	6 MOVIES IN THE PARK	01-500-000-52250	4,350.00
TOTAL				5,016.14
TOTAL PARK & RECREATION ADMIN				5,016.14
PARKS AND PLAYGROUNDS				
04575	DOOR COUNTY HARDWARE	RECIP SAW/BLADES/SCREWDRIVER	01-510-000-52700	158.97
04575		RCPTCL OUTLET DUPLEX	01-510-000-51400	1.79
04575		TAPE MEASURE	01-510-000-52550	3.99
04575		PAINT/BRUSHES	01-510-000-51400	98.88
04575		PAINT SUPPLIES	01-510-000-52100	220.50
04575		CN SCREW	01-510-000-51400	27.99
04696	DOOR COUNTY TREASURER	12/23 FUEL 212.05G	01-510-000-51650	547.30

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
PARKS AND PLAYGROUNDS				
04696		12/23 DSL FUEL 11.81G	01-510-000-51650	38.00
06012	FASTENAL COMPANY	DRILL SET	01-510-000-54999	192.74
06012		SHOP TOWELS	01-510-000-54999	70.72
06012		T SHIRTS/ HESLER SAFETY ALLOW	01-510-000-56800	33.27
08225	HERLACHE SMALL ENGINE	NEW CHAIN & SHARPENING	01-510-000-58450	41.95
08225		BAR/CHAIN/OIL	01-510-000-58450	108.90
19880	STURGEON BAY UTILITIES	MICHIGAN ST CHARGING STATION	01-510-000-56150	106.06
19880		MARTIN PARK PAVILLION	01-510-000-56150	18.01
19880		MARTIN PARK RESTROOM	01-510-000-58650	10.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	56.93
19880		MEM FLD WARMING HOUSE	01-510-000-58650	62.28
19880		GARLAND PARK	01-510-000-56150	13.39
19880		GARLAND PARK	01-510-000-58650	10.00
19880		SUNSET CNSN CNTR	01-510-000-56150	135.89
19880		SUNSET CNSN CNTR	01-510-000-58650	61.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	15.00
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	15.70
19880		OTUMBA PARK	01-510-000-56150	16.23
19880		OTUMBA PARK	01-510-000-58650	10.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	123.48
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	19.76
19880		MADISON AVE CHARGING STATION	01-510-000-56150	59.55
19880		JAYCEES BALLFLD STND	01-510-000-56150	13.39
19880		3RD AVE POWER PANEL	01-510-000-56150	25.16
19880		MEM FLD PKG LOT	01-510-000-56150	13.39
19880		WEST SIDE BALLFLD LITES	01-510-000-56150	25.00
19880		MEM FLD COMPLEX	01-510-000-56150	200.80
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	37.00
19880		OTUMBA PK WALKWAY	01-510-000-56150	17.39
19880		QUINCY ST BALLFLD	01-510-000-58650	37.00
19880		1ST AVE CHARGING STATION	01-510-000-56150	62.82
19880		SIGN SHED	01-510-000-56150	22.86
19880		SIGN SHED	01-510-000-58650	10.00
19880		CHERRY BLOSSOM PRK	01-510-000-56150	13.39
19880		CHERRY BLOSSOM PRK	01-510-000-58650	15.00
20725	T R COCHART TIRE CENTER	FLAT TIRE	01-510-000-53000	30.00
20725		5 ORING/DISMOUNT-MOUNTS	01-510-000-53000	310.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR FILTER	01-510-000-51400	20.74
TOTAL				3,132.62
TOTAL PARKS AND PLAYGROUNDS				3,132.62
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	139.18
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	20.75
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	10.00
19880		NEENAH AVE RESTROOM	01-550-000-56150	135.41
19880		NEENAH AVE RESTROOM	01-550-000-58650	25.00
TOTAL				330.34
TOTAL MUNICIPAL DOCKS				330.34
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	GEAR REDUCER	01-560-000-51400	2,414.79
01675		SHIPPING	01-560-000-51400	82.21
04575	DOOR COUNTY HARDWARE	TIE DOWNS/SQUARE COVER	01-560-000-51400	79.96
04575		SCREWS	01-560-000-51400	13.99
04575		RECIP SAW/PRY BAR/WRENCH SET	01-560-000-51400	254.94
TOTAL				2,845.89
TOTAL WATER WEED MANAGEMENT				2,845.89

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET DOCK/LTS	01-570-000-56150	21.63
19880		MADISON AVE DC MUSEUM WALKWAY	01-570-000-56150	68.64
19880		DC MUSEUM PKG LOT	01-570-000-56150	98.92
19880		JUNIPER ST WALKWAY LITES	01-570-000-56150	39.01
19880		JUNIPER ST PARKING LOT	01-570-000-56150	28.65
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	15.00
19880		KENTUCKY ST WTRFRNT	01-570-000-56150	143.50
19880		92 E MAPLE ST DOCK	01-570-000-58650	10.00
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	465.81
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	62.28
19880		CITY PRKING RAMP	01-570-000-56150	151.47
19880		KENTUCKY ST CITY MARINA	01-570-000-58650	37.00
TOTAL				1,141.91
TOTAL WATERFRONT PARKS & WALKWAYS				1,141.91
COMMUNITY & ECONOMIC DEVLPMT				
19730	STURGEON BAY VISITOR CENTER-	1ST QTR 2024 SUPPORT	01-900-000-57800	11,594.33
TOTAL				11,594.33
TOTAL COMMUNITY & ECONOMIC DEVLPMT				11,594.33
TOTAL GENERAL FUND				164,530.82
CAPITAL FUND				
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	SBU PORTION	10-199-000-51525	12,302.98
TOTAL				12,302.98
TOTAL GENERAL EXPENDITURES				12,302.98
PATROL				
PATROL				
04545	DOOR COUNTY COOPERATIVE/NAPA	TRAILER HITCH/HARNESS	10-215-000-59035	220.48
04545		SEALER	10-215-000-59035	53.54
11545	MAPLE STREET SIGN CO.	PROVIDE/INSTLL GRAPHCS CSO VEH	10-215-000-59035	320.34
11545		PROVIDE/INSTLL GRAPHCS SRO VEC	10-215-000-59035	887.50
TOTAL PATROL				1,481.86
TOTAL PATROL				1,481.86
STORM SEWERS				
EXPENSE				
14490	NEENAH FOUNDRY	CITY PORTION	10-300-000-59115	607.00
TOTAL EXPENSE				607.00
TOTAL STORM SEWERS				607.00
CITY GARAGE				
16737	PORTSIDE BUILDERS INC	FINAL PYMNT WINDOW REPLACMENT	10-460-000-59010	9,572.00
TOTAL				9,572.00
TOTAL CITY GARAGE				9,572.00
TOTAL CAPITAL FUND				23,963.84

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

CABLE TV				
	CABLE TV / GENERAL			
	CABLE TV / GENERAL			
03159	SPECTRUM	12/23 CB MUSIC SERVICE	21-000-000-58999	38.27
		TOTAL CABLE TV / GENERAL		38.27
		TOTAL CABLE TV / GENERAL		38.27
		TOTAL CABLE TV		38.27
TID #8 DISTRICT				
	TID #8 DISTRICT			
	TID #8 DISTRICT			
CEDARCO	CEDAR CORPORATION	WDNR CLOSE-FUEL TANK ASSESS T8	24-380-000-58999	135.00
		TOTAL TID #8 DISTRICT		135.00
		TOTAL TID #8 DISTRICT		135.00
		TOTAL TID #8 DISTRICT		135.00
TID #4 DISTRICT				
	TID #4 DISTRICT			
	TID #4 DISTRICT			
CEDARCO	CEDAR CORPORATION	TID 4 CENTER WALKWAY DESIGN	28-340-000-59082	3,500.00
		TOTAL TID #4 DISTRICT		3,500.00
		TOTAL TID #4 DISTRICT		3,500.00
		TOTAL TID #4 DISTRICT		3,500.00
TID #10 DISTRICT				
	TID #10 DISTRICT			
	TID #10 DISTRICT			
19880	STURGEON BAY UTILITIES	UTILITY INSTALL/PH 1 GEN RIDGE	32-310-000-59095	6,788.03
		TOTAL TID #10 DISTRICT		6,788.03
		TOTAL TID #10 DISTRICT		6,788.03
		TOTAL TID #10 DISTRICT		6,788.03
SOLID WASTE ENTERPRISE				
	SOLID WASTE ENTERPRISE FUND			
	SOLID WASTE ENTERPRISE FUND			
04696	DOOR COUNTY TREASURER	12/23 DSL FUEL 624.24 G	60-000-000-51650	2,008.81
20725	T R COCHART TIRE CENTER	4 TIRE CHANGES	60-000-000-52850	160.00
GFLENVIR	GFL ENVIRONMENTAL, INC	208.60 TN GARBAGE	60-000-000-58300	14,708.41
GFLENVIR		66.11 TN RECYCLING	60-000-000-58350	1,101.41
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL	60-000-000-52050	174.93
		TOTAL SOLID WASTE ENTERPRISE FUND		18,153.56
		TOTAL SOLID WASTE ENTERPRISE FUND		18,153.56
		TOTAL SOLID WASTE ENTERPRISE		18,153.56
COMPOST SITE ENTERPRISE FUND				
	COMPOST SITE ENTERPRISE FUND			
	COMPOST SITE ENTERPRISE FUND			
19880	STURGEON BAY UTILITIES	MARTIN PARK RESTROOM	64-000-000-58999	2.00
19880		421 MICHIGAN STREET	64-000-000-58999	10.00
19880		MEM FLD WARMING HOUSE	64-000-000-58999	6.00
19880		835 N 14TH AVE	64-000-000-58999	6.00

INVOICES DUE ON/BEFORE 01/23/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
19880		GARLAND PARK	64-000-000-58999	2.00
19880		SUNSET CNSN CNTR	64-000-000-58999	6.00
19880		FRANK GRASSE MEM SHELTER	64-000-000-58999	2.00
19880		OTUMBA PARK	64-000-000-58999	2.00
19880		WEST SIDE WARMING HOUSE	64-000-000-58999	2.00
19880		WEST SIDE FIRE STATION	64-000-000-58999	6.00
19880		38 S NEENAH AVE PAVILLION	64-000-000-58999	2.00
19880		NEENAH AVE RESTROOM	64-000-000-58999	4.00
19880		WEST SIDE BALLFLD LITES	64-000-000-58999	4.00
19880		GIRLS LITTLE LEAGUE	64-000-000-58999	6.00
19880		COMPOST SITE	64-000-000-56150	14.76
19880		FIRE TRAINING SITE	64-000-000-58999	2.00
19880		QUINCY ST BALLFLD	64-000-000-58999	6.00
19880		PENNSYLVANIA ST DOCK	64-000-000-58999	2.00
19880		92 E MAPLE ST DOCK	64-000-000-58999	2.00
19880		1ST AVE MARINA/RESTROOM	64-000-000-58999	6.00
19880		CITY PRKING RAMP	64-000-000-58999	2.00
19880		KENTUCKY ST CITY MARINA	64-000-000-58999	6.00
19880		SIGN SHED	64-000-000-58999	2.00
19880		CHERRY BLOSSOM PRK	64-000-000-58999	2.00
19880		57 VACANT LOTS QRTLY BILL	64-000-000-58999	342.00
TOTAL COMPOST SITE ENTERPRISE FUND				446.76
TOTAL COMPOST SITE ENTERPRISE FUND				446.76
TOTAL COMPOST SITE ENTERPRISE FUND				446.76
TOTAL ALL FUNDS				217,556.28

MANUAL CHECKS

AT&T MOBILITY	\$1,504.32
01/08/24	
Check # 92893	
12/23 Statement Charges	
01-215-000-58250	
KWIK TRIP INC	\$1,525.43
01/08/24	
Check # 92894	
12/23 Statement Charges	
01-250-000-51650	
DOOR COUNTY TREASURER	\$1,102,776.49
01/09/24	
Check # 92895	
01/24 Tax Settlement	
01-000-000-24212	
NWTC GREEN BAY	\$253,986.24
01/09/24	
Check # 92896	
01/24 Tax Settlement	
01-000-000-24640	
SEVASTOPOL SCHOOL DISTRICT	\$73,174.93
01/09/24	
Check # 92897	
01/24 Tax Settlement	
01-000-000-24630	
SOUTHERN DOOR SCHOOL DISTRICT	\$219,956.22
01/09/24	
Check # 92898	
01/24 Tax Settlement	
01-000-000-24620	
STURGEON BAY SCHOOL DISTRICT	\$2,889,424.72
01/09/24	
Check # 92899	
01/24 Tax Settlement	
01-000-000-24610	
INLAND LAKE HARVESTERS	\$45,734.00
01/12/24	
Check # 92972	
Final Weed Harvester Payment	
10-560-000-59065	
TOTAL MANUAL CHECKS	\$4,716,945.91

INVOICES DUE ON/BEFORE 01/23/2024

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

GENERAL FUND	164,530.82	4,881,476.73
CAPITAL FUND	23,963.84	
CABLE TV	38.27	
TID #8 DISTRICT	135.00	
TID #4 DISTRICT	3,500.00	
TID #10 DISTRICT	6,788.03	
SOLID WASTE ENTERPRISE	18,153.56	
COMPOST SITE ENTERPRISE FUND	446.76	
TOTAL --- ALL FUNDS	217,556.28	4,934,502.19

Helen Bacon January 16, 2024
SPH Wunderlich 1/16/24
Jan W. 1/16/24

COMMON COUNCIL
January 9, 2024

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

Williams/Gustafson to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund – \$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: All voted aye. Carried.

Nault/Reeths to approve 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 reports on file:
 1. Fire Department Report – November 2023
 2. Bank Reconciliation – November 2023
 3. Revenue & Expense Report – November 2023
 4. Police Department Report – December 2023
- 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 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: Accept the Proposal from Titletown 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.

There were no mayoral appointments.

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

Wiederanders/Nault to read in title only and adopt the second reading of the ordinance re: Amend Section 15.02(1) of the Municipal Code – State Building Codes adopted. Carried.

Reeths/Bacon to read in title only and adopt the second reading of the ordinance re: Repeal and recreate Section 12.03 of the Municipal Code – Compulsory Connection to Sewer and Water Mains. Carried.

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

Community Development Director Olejniczak summarized the assignment of the interest of the WRA in the Will Estes, LLC development contract to the City of Sturgeon Bay. It was noted that WRA and Common Council previously approved assigning the rights to various waterfront development contracts but not this particular one because they were still considering a lease or sale of the adjoining parking area. Williams/Statz to approve the assignment of the interests of the Waterfront Redevelopment Authority in the Will Estes, LLC, 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. Carried.

Community Development Director Olejniczak and Mayor Ward summarized the recommendation for dissolution of the Waterfront Redevelopment Authority. 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 task of transferring ownership of land and remaining interests in development contracts to the city, it can be dissolved. An adoption of a resolution to formally dissolve the Authority will follow. Statz/Gustafson to dissolve the Waterfront Redevelopment Authority. Carried.

Community Development Director Olejniczak summarized the revised memorandum of understanding with Howard Immel, Inc (Industrial Flex Building) which includes extending the timeframe to July 31, 2024, and to lower the size of the building and size of the parcel. Reeths/Bacon to approve the Revised Memorandum of Understanding between Howard Immel, inc and the City of Sturgeon Bay. Carried.

The City Administrator gave his report.

The Mayor gave his report.

Nault/Wiederanders to adjourn. Carried. The meeting adjourned at 6:37 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Stephanie L. Reinhardt". The signature is written in a cursive, flowing style.

Stephanie L. Reinhardt
City Clerk/HR Director

CITY OF STURGEON BAY
Historic Preservation Commission
Wednesday, January 3, 2024

A meeting of the Historic Preservation Commission was called to order at 3:04 p.m., by Vice-Chairperson Dennis Statz in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members present were Chad Shefchik, Barry Mellen, Cameryn Ehlers-Kwaterski, and Dennis Statz. Member Dave Augustson arrived at 3:15 p.m. Member Eric Paulsen was absent. Staff present were Community Development Director Marty Olejniczak and Planner / Zoning Administrator Stephanie Servia.

Adoption of the Agenda: Moved by Mr. Shefchik and seconded by Ms. Ehlers-Kwaterski to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of meeting minutes from August 16, 2022.
4. Consideration of: Exterior modifications for Jess & Carrie Haak, J.C. Properties, located at 339 Louisiana Street.
5. List of Certificates of Appropriateness approved by Chair
6. Adjourn.

All in favor. Carried.

Approval of minutes from August 16, 2022: Moved by Mr. Shefchik, seconded by Mr. Mellen to approve the minutes. All ayes, motion carried.

Consideration of: Exterior modifications for Jess & Carrie Haak, J.C. Properties, located at 339 Louisiana Street.

Ms. Servia explained the proposed changes to the façade, including moving the entry point and lowering it with interior ADA accessible ramp, renovating the front façade including replacing windows, adding a black canvas awning and gooseneck lights, and painting it green. She then went over the relevant design guidelines for the Commission to consider.

Todd Wendt of Consolidated Construction, representing the building owners, passed around a paint sample and further explained the project. Interior changes will depend upon future occupant(s) and the build out will happen at a later date.

Wendt stated that black double-hung vinyl windows are intended for the side of the building and the front will have black powder coated, aluminum double hung windows. He confirmed that the upper portion of the front façade will have no changes except new windows to match the existing. The lower front facade is being renovated per the submitted plan.

Mr. Augustson entered the meeting.

Mr. Shefchik discussed the proposed light fixtures and stated the lights should not shine upward. Mr. Wendt stated that of the four fixtures shown on the submission, the one on the upper left or lower right of those shown would be used.

Mr. Augustson asked about the windows on the upper front façade. He is OK with fixed windows, but wants them be double-hung in style.

Mr. Augustson asked about the material for the lower portion of the front façade. Mr. Wendt responded that it would consist of painted wood board and batten. Mr. Augustson desired no vinyl for that portion of the building.

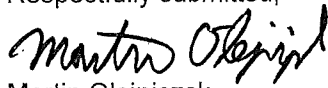
Mr. Augustson asked about the door on the alley side of the building. The intent is to keep it. There was concern if an outward swing of the door would be required.

Moved by Mr. Shefchik, seconded by Mr. Mellen, to grant a certificate of appropriateness for the project at 339 Louisiana St as submitted, subject to using downward-directed lighting and fixed double-hung windows on the upper front façade. Motion carried.

List of Certificates of Appropriateness approved by Chair. Ms. Servia went over the list of approvals by the Chair. No action was taken.

Adjourn. Motion to adjourn by Mr. Shefchik, seconded by Mr. Augustson. All ayes, motion carried.
Meeting adjourned at 3:28 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Martin Olejniczak". The signature is fluid and cursive, with the first name "Martin" being more prominent than the last name "Olejniczak".

Martin Olejniczak
Community Development Director

PERSONNEL COMMITTEE
January 10, 2024

A meeting of the Personnel Committee was called to order by Chair Williams at 8:30 a.m. in the Council Chambers. Roll call: Members Williams, Gustafson and Statz were present.

Statz/Gustafson to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Memorandum of Understanding to Modify Sturgeon Bay Police Investigator work schedule in Collective Bargaining Agreement.
5. Consideration of: Approval of Changes to Municipal Services Crew Supervisor Position Description.
6. Consideration of: Performance Evaluations and Step Adjustments.
7. Convene in closed session in accordance with the following exemption:
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 19.85 (1)(c)
Consideration of: Performance Evaluations and Step Adjustments.
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 meeting may adjourn in closed session.
8. Adjourn.

Carried.

Police Chief Henry introduced the memorandum of understanding to modify the Sturgeon Bay Police Investigator work schedule in the collective bargaining agreement effective January 1, 2023 – December 31, 2025. It was noted that changing to a 5-2 schedule allows for the Investigator hours to align with the Door County District Attorney's office and eliminates the need of having to testify on his/her off days. Statz/Gustafson to recommend to the Common Council to approve the Memorandum of Understanding with the Sturgeon Bay Professional Police Officers' Union Wisconsin Professional Police Association/Leer Division Local 449 and the City of Sturgeon Bay to modify the Sturgeon Bay Police Investigator work schedule to a 5 day on 2 day off work schedule. Carried.

City Administrator Van Lieshout and Clerk/HR Director Reinhardt summarized the position description changes for the Municipal Services Crew Supervisor. It was noted that when positions are vacated, in this case due to the retirement of Supervisor Wiegand, that position descriptions are reviewed and updated. Gustafson/Statz to recommend to the Common Council to approve the updated position description for the Municipal Services Crew Supervisor. Carried.

City Administrator Van Lieshout summarized the performance review process, wage scale and step adjustment process. It was noted that the fiscal impact of the recommended step increases for 2024 was .6%.

After the Chair announced the statutory basis, Williams/Gustafson to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c) Consideration of: Performance Evaluations and Step Adjustments. 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. Carried. The meeting moved to closed session at 8:45 p.m.

The meeting reconvened in open session at 9:21 a.m.

Williams/Statz to recommend to the Common Council to approve the following wage step adjustments for 2024 effective 1/1/24:

2024 - SUPERVISOR RECOMMENDED STEP INCREASES			
<u>Position</u>	<u>Recommend Step</u>	<u>Step Change</u>	<u>Adjustment</u>
Police Assistant	16	1	\$838.40
Captain	15	3	\$4,741.00
Assistant Chief	16	1	\$1,671.00
Assistant Chief	19	2	\$3,004.00
Admin. Assistant	8	2	\$1,676.80
Municipal Svcs. Assistant	19	1	\$880.32
Director	10	1	\$1,750.00
Deputy Clerk-Treasurer	11	1	\$1,027.04
Office Assistant	9	1	\$922.24
Community Dev. Director	25	1	\$1,576.00
Planning and Zoning Admin.	5	2	\$4,619.00
Engineer	19	2	\$3,423.00
Finance Director	22	3	\$5,172.00
Clerk / Human Resources Director	23	1	\$1,470.00
Admin. Assistant	10	1	\$859.36
Administrator			
Chief of Police			
Chief of Fire			
Total Adjustment			\$33,630.16
2024 Payroll Adjustments as a percent of payroll			\$ 5,490,920.00 0.61

Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 9:22 a.m.

Respectfully submitted,

Stephanie L. Reinhardt

Stephanie L. Reinhardt
City Clerk/HR Director

City of Sturgeon Bay
Industrial Park Development Review Team
 Wednesday, January 10, 2024

A meeting of the Industrial Park Development Review Team was called to order at 12:00 p.m. by Chair Gary Nault in the Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Gary Nault and William Murrock were present along with alternate member Michelle Lawrie. Member Sandy Hurley was excused. Staff present were Planner/Zoning Administrator Stephanie Servia and Community Development Director Marty Olejniczak.

Adoption of Agenda: Moved by Murrock, seconded by Lawrie to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 3, 2023.
4. Consideration of: 88,200 square foot building addition for Therma-Tron-X, Inc., located at 1301 S. Neenah Avenue, parcel #281-64-65000111A and #281-64-66000101A1.
5. Adjourn.

All ayes. Motion carried.

Approval of minutes from August 3, 2023. Motion by Lawrie, seconded by Murrock to approve the minutes as presented. All ayes. Motion carried.

Consideration of: 88,200 square foot building addition for Therma-Tron-X, Inc., located at 1301 S. Neenah Avenue, parcel #281-64-65000111A and #281-64-66000101A1. Servia presented the information in the staff report. The proposed addition is blue metal siding with grey split faced block wainscoting to match the existing building. The building will be for storage at this time with no new employees. The lot line needs to be adjusted since the addition will cross over the lot line. A proposed certified survey map to eliminate the lot line is included in the agenda packet. Servia stated that 21 trees are needed to meet the landscaping requirements of the zoning code. The conifer trees shown on the plan need to be switch to canopy type trees. The landscaping needed for the existing building still needs to be completed. Servia recommends approval subject to conditions.

Jordan Nolle, civil engineer of Ruekert-Mielke, Inc. (in person) and Jesse Hall, architect of Keller (by phone) represented Therma-Tron-X. They reported that the stormwater management facilities take into account the building addition project and the city engineer has approved the plan. The landscaping for the initial building is being done in conjunction with the addition to better coordinate and not overlap. Ahern is the contractor for fire suppression and there is enough water pressure. The storage is noncombustible so the standard for fire suppression is not as great, but the building will be sprinklered. There are no concerns regarding switching the proposed trees to canopy type trees or the total number needed.

There was discussion regarding the potential shifting of the extension of the Ahnapee Trail, which runs along the edge of this property, but the trail is not being moved at this time.

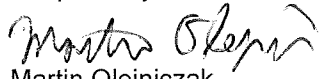
After further discussion it was moved by Lawrie, seconded by Murrock, to approve the project subject to the following conditions:

1. Replace the conifer trees in the plan with canopy trees.
2. Complete a certified survey map so the existing building and the addition are on the same, single lot.
3. For Phase III of the project, ensure that there are 21 canopy trees included on the lot.

All ayes. Motion carried.

Adjourn. Moved by Lawrie, seconded by Murrock to adjourn. All ayes. Carried. The meeting adjourned at 12:15 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Martin Olejniczak". The signature is written in a cursive, flowing style.

Martin Olejniczak
Community Development Director



CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

Kalin Montevideo
Assistant Fire Chief

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

STURGEON BAY FIRE DEPARTMENT DECEMBER 2023 FIRE REPORT

DECEMBER 2023 INCIDENTS: 147
2023 YTD TOTAL: 1,817

DECEMBER 2022 INCIDENTS: 176
2022 YTD TOTAL: 1,782

INCIDENTS BY JURISDICTION:

CITY: 136 Year to Date: 1,626
108 – Medical Incident
01 – Lock-In
02 – Carbon Monoxide Incident
03 – Vehicle Accident
01 – Structure Fire
01 – Overpressure/Explosion/Overheat Equipment

02 – Public Service/Assist
03 – Dispatched & Cxl in Route
01 – Unauthorized Burning
01 – Haz Mat Incident
03 – Arcing/Shorted Electrical Equipment

AVERAGE RESPONSE TIME:

EMERGENT: 3.93 Minutes NON-EMERGENT: 4.92 Minutes
01 – Extricate a Victim from Vehicle
05 – Alarm/Detector Activation, No Fire
03 – Assist Law Enforcement/Other Agency
01 – No Incident Found on Arrival

Town of Sevastopol: 08 Year to Date: 87 EMERGENT: 10.46 Minutes NON-EMERGENT: 14.92 Minutes
02 – Medical Incident 01 – Vehicle Accident 01 – Carbon Monoxide Incident
03 – Alarm/Detector Activation, No Fire 01 – Assist Law Enforcement/Other Agency

Town of Sturgeon Bay: 03 Year to Date: 74 EMERGENT: 8.73 Minutes NON-EMERGENT: N/A
03 – Medical Incident

MUTUAL AID/MABAS INCIDENTS

Southern Door: 0 Year to Date: 06
Brussels, Union, Gardner: 0 Year to Date: 06
Gibraltar: 0 Year to Date: 01
Egg Harbor: 0 Year to Date: 07
Baileys Harbor: 0 Year to Date: 01

Sister Bay: 0 Year to Date: 03
Jacksonport: 0 Year to Date: 04
Algoma: 0 Year to Date: 01
Winnebago: 0 Year to Date: 01

INSPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>36</u>	<u>31</u>	<u>10</u>	<u>86.09</u>
Inspections – Town of Sevastopol:	<u>02</u>	<u>0</u>	<u>0</u>	<u>.93</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Inspections – Town of Jacksonport:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Town of Sevastopol Burn Permits: Permits Issued for Month: 04 Year to Date Permits Issued: 44
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; all firefighters completed annual fit test on SCBA and N95; performed and submitted air samples on both breathing air compressors; new brake drums were installed (DPW) on E706; repaired the vehicle charger for the multi-gas meter on T711; installed equipment and put Brush 717 into service and Dave Davis (DPW) conducted a routine inspection on Trk 724.

TRAINING:

266.7 total hours of training were conducted in December. Firefighters trained with driver/operator procedures; completed their online APEX safety training; reviewed accountability procedures; completed annual review of SOG's/Policies; trained with new brush truck B717; Lt Austad and FF Nell participated in monthly dive training; and FF Petry, FF Schopf, FF Naze & FF Vasallo completed Emergency Medical Responder (EMR) training.

OTHER:

The Fire Chief and AC attended City and other Town meetings. AC Montevideo provided CPR training for employees of Sturgeon Bay Utilities; members of Honor Guard participated in the Pearl Harbor Ceremony on the West Waterfront and firefighters visited the Head Start program for public education.

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of Applicant:

Destination Sturgeon Bay

Name of Event:

St. Patrick's Day parade

Contact Phone #:

920-743-6246

Date(s) of Event:

3/16/24

Time:

11AM

Estimated # of Attendees:

4,000 +

Specific Location:

See map attached

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



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



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



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



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



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

What arrangements are made for clean up?

Contract with City

Other comments or explanation:

Signature of Responsible Party:

Armen Ber

Address:

34 S. 3rd Ave. Sturgeon Bay WI

Date Submitted:

12/28/23

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

Approval:

Fire Chief:



Date:

1-5-24

Police Chief:



Date:

1-8-24

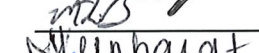
Comm. Dev:



Date:

1-9-24

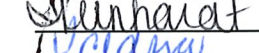
Streets/Parks:



Date:

1-11-24

City Clerk:



Date:

1/11/24

Finance Dir:



Date:

1/11/24

City Engineer:



Date:

1-11-24

City Admin:



Date:

1/11/24

Common Council Approval Date:

☐ Copy of Approved Street Closure Application sent to EMS Director.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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

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

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

Dated this 28 day of December, 2023.

By: _____

Executive Director

By: _____

ANONIA BUI
EVENTS DIRECTOR

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

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

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

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

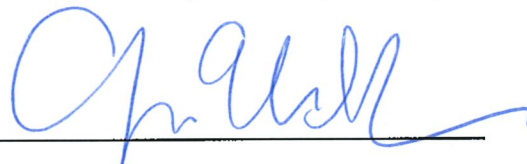
This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: _____

01/04/2024

Dated: _____

12/28/2023



Maureen M...

Company Name (if applicable): _____

Destination Sturgeon Bay

Billing Address: _____

34 S. 3rd Ave

Sturgeon Bay, WI

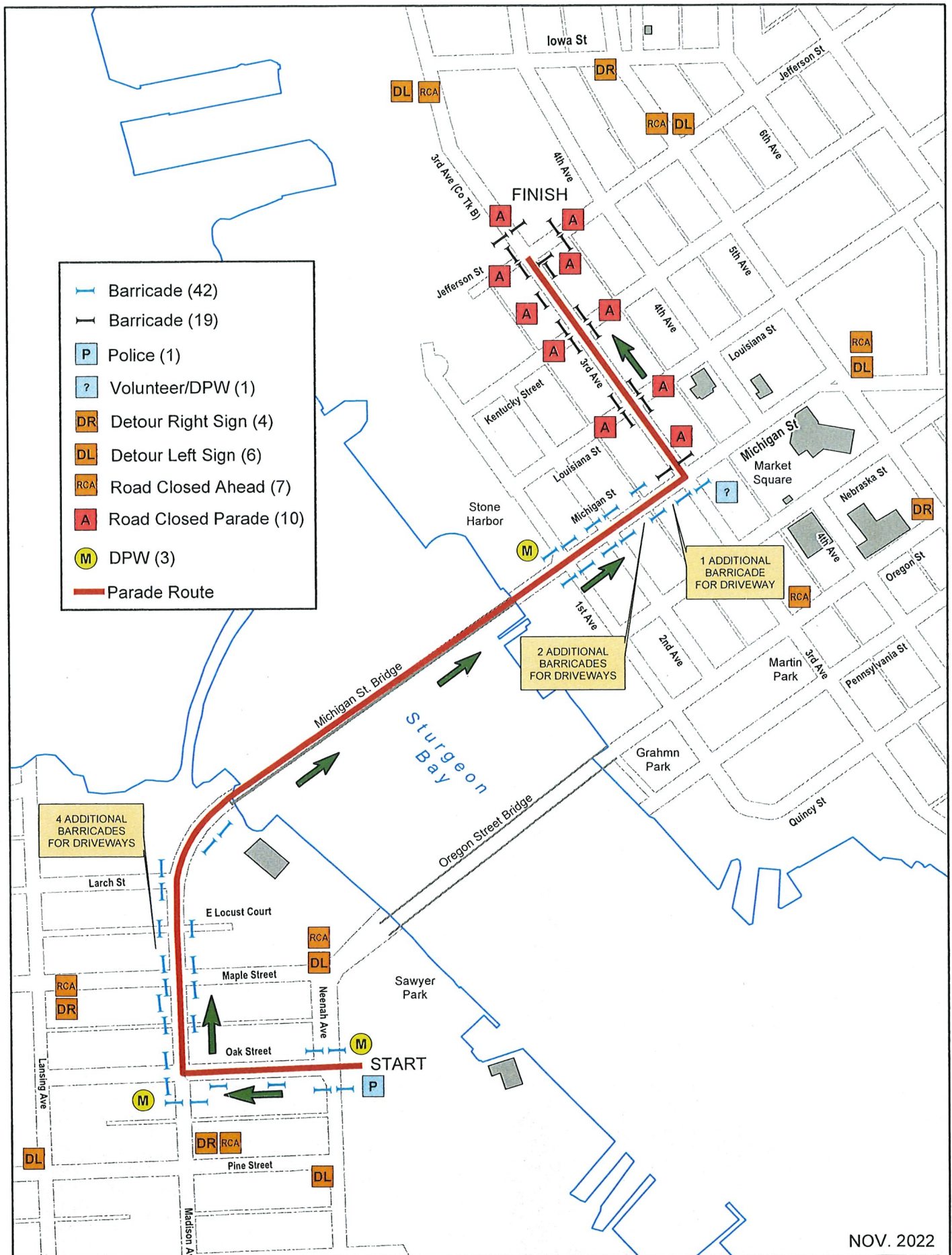
Telephone: _____

920-743-6246



Christmas & St. Patrick's Day Parades

0 125 250 500 Feet





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2023

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

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

PRODUCER Schmitz Insurance, LLC 7153 State Highway 42 57 Sturgeon Bay WI 54235-9490		CONTACT NAME: PHILIP J SCHMITZ PHONE (A/C, No, Ext): 920-473-4400 FAX (A/C, No): 8153019066 E-MAIL ADDRESS: Phil@SchmitzInsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: West Bend - NSI	
		INSURER B: Travelers Indemnity Company of Connecticut	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 20231228172541400

REVISION NUMBER:

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

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

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

St Patricks Day Parade Date: March 16, 2024
Time: 11AM
Location: Downtown Sturgeon Bay

CERTIFICATE HOLDER

CANCELLATION

City of Sturgeon Bay
St Patrick's Day
421 Michigan St
Sturgeon Bay WI 54235

Fax: 920-746-2906

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

AUTHORIZED REPRESENTATIVE

Philip J Schmitz

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ST. PATRICK'S DAY IN STURGEON BAY



MARCH 16, 2024 DOWNTOWN STURGEON BAY

St. Patrick's Day Parade presented with Kitty O'Reillys & Door County Medical Center — Celebrate your Irish spirit in Sturgeon Bay by attending the annual St. Patrick's Day Parade at 11am. Come early to stake out your spot and enjoy live entertainment offered at venues throughout the city. Participation in the parade is free.



35 S. Third Avenue
Sturgeon Bay, WI 54235
Phone: 920-743-6246
vacation@SturgeonBay.net



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

We, the Personnel Committee, hereby recommend approve the approve the updated position description for the Municipal Services Crew Supervisor

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 10, 2024

* * * * *

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

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

EXECUTIVE SUMMARY

TITLE: Approval of changes to Municipal Services Crew Supervisor Position Description.

BACKGROUND: Attached is a revised position description for the Municipal Services Crew Supervisor position. The changes provide more details about the position and more clearly explain the essential functions, necessary qualifications, and physical requirements.


Position descriptions are reviewed regularly and updated as necessary.

FISCAL IMPACT: None

OPTIONS:

1. Approve the updates to the Municipal Services Crew Supervisor Position.
2. Deny the updates to the Municipal Services Crew Supervisor Position.

PREPARED BY:



Stephanie L. Reinhardt, City Clerk/Human Resources Director

REVIEWED BY:



Mike Barker, Municipal Services Director



Josh Van Lieshout, City Administrator

DATE:

1/2/24

POSITION TITLE: Public Works Crew Supervisor

DRAFT

GENERAL DESCRIPTION:

Under the authority of the Municipal Services Director coordinates and supervises the work of crews engaged in street repair, construction and maintenance activities, solid waste collection, buildings, grounds and equipment maintenance and all park related activities.

APPOINTMENT/SELECTION:

Selection is based upon the recommendation of the Municipal Crew Supervisor and City Administrator, subject to approval by the Personnel Committee and Common Council. Selection shall be based upon merit and qualifications.

TYPICAL DUTIES:

Assists the Director in planning and directing all public works activities. Provides daily oversight of approximately 19 Public Works staff and coordinates activities among Public Works divisions and with other departments and agencies. Acts on behalf the Director of Municipal Services in his or her absence or as assigned.

Gathers and analyzes information; conducts research into operations and procedures; recommends operating procedures, policies and improvements and prepares reports.

Conducts onsite inspections of work in progress for both Public Works' staff and Capital Improvement Plan efforts.

Assists in the preparation of the department's budget and in controlling expenditures within fund allocations. Oversees the requisition of supplies and materials and supervises the department's purchasing operations.

Confers with the public, consultants, contractors and vendors relative to Public Works or Capital Improvement projects.

Advises 19 public works employees and supervises training. Issues oral and written warnings and recommends higher level discipline. Assist with interviewing job candidates and recommends selection. Promotes safe work practices.

Assists the Director in crisis situations such as flooding/high intensity rainfall, major snowstorms, major windstorm events or loss of power.

Required to be on call outside of normal working hours.

Coordinates department operations and personnel, materials and equipment necessary for projects and objects.

Investigates resident inquiries or complaints to determine if Public Works involvement is warranted. Coordinates any measures required by staff to address said inquiries.

May be called upon to attend an evening meeting in the Directors absence.

Assists the Director of Municipal Services as liaison between the Municipal Services Department and the Door County Highways in matters relating to highways. Further liaison efforts exist between utility companies such as Sturgeon Bay Utilities and Wisconsin Public Service.

Maintains a working knowledge of all applicable ordinances, codes, or policies.

Effectively communicates decisions made by the Municipal Services Department to the public.

May be required to attend training, some of which may require overnight stays.

Performs related work or duties as required.

QUALIFICATIONS:

Five years of progressively responsible Public Works administration and leadership experience.

Substantial knowledge of functions, services and established principals of municipal public works principles and practices as applied to pavement, traffic, stormwater and parks maintenance.

Strong verbal, written, analytical, communication and presentation skills.

Thorough ability to establish and maintain effective working relationships with management, supervisors, associates, subordinates, contractors, elected officials and the general public.

Ability to plan, develop and assist in the implementation of programs for the department and to supervise the activities of employees.

Skilled with Microsoft Office software. Be able to create and save spreadsheets, graphs, documents, send and receive emails, and use the outlook calendar.

Ability to be on call outside of normal working hours and respond to emergencies.

Considerable ability to administer policies and procedures and to perform planning, scheduling, budgeting, decision making and report development and writing.

Good knowledge of the state/federal regulations and requirements for Public Works and public safety.

Considerable knowledge of City ordinances and technical specifications relating to City right of way and ADA requirements.

Ability to analyze, prioritize, organize and problem solve.

Demonstrated ability to lead people and get results through others.

Valid class C driver's license.

PHYSICAL REQUIREMENTS:

Ability to sit for a minimum of 1 up to 4 hours, stand for a minimum of 2 up to 4 hours and walk and drive for a minimum of 1 up to 4 hours per workday.

Ability to bend/stoop, squat, reach above shoulder level, crouch, kneel, lift and push/pull in performance of job functions for up to 35% of the workday.

Ability to lift and carry up to 40 pounds of equipment and materials.

Ability to drive an automobile, dump truck and various other pieces of heavy equipment.

Ability to use both hands for simple grasping and fine manipulation of tools, objects and equipment.

Ability to perform job functions using safety precautions around moving machinery, including construction equipment.

Ability to perform job functions in all types of weather and temperatures.

Ability to perform job functions using safety precautions where loud noises may be present.

Ability to work extended hours to supervise Public Works operations up to 18 hours during weather events or other emergencies.

Ability to perform job functions using safety precautions where environmental conditions may be challenging.

SELECTION:

Based on merit, experience, training, education, writing samples, and pre-employment background checks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess valid Wisconsin drivers license. Considerable knowledge of materials, methods, and techniques utilized in the construction and maintenance of public works projects. Knowledge of modern principles, practices, procedures and equipment involved in refuse collection and disposal. Ability to organize, direct and coordinate the activities and functions of a diverse public works department. Should have good verbal and written communication skills and the ability to deal courteously, tactfully and effectively with the general public.

JOB LOCATION AND HOURS:

Position is based at the Municipal Department. Position requires significant travel within the City and occasional travel outside the City to attend work related training. The position works a standard 40 hour week, with considerable additional hours required for public works functions.

WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:

Wages for this position are established annually by the City Council. Fringe benefits are defined in the City of Sturgeon Bay Employee Handbook for Administrative Employees.

1/2/2024

current

POSITION TITLE: Public Works Crew Supervisor

GENERAL DESCRIPTION:

Under the authority of the Municipal Services Director coordinates and supervises the work of crews engaged in street repair, construction and maintenance activities, solid waste collection, buildings, grounds and equipment maintenance and all park related activities.

APPOINTMENT/SELECTION:

Selection is based upon the recommendation of the Municipal Crew Supervisor and City Administrator, subject to approval by the Personnel Committee and Common Council. Selection shall be based upon merit and qualifications.

TYPICAL DUTIES:

Maintains appropriate records of all activities.

Coordinates work schedules and activities.

Supervises work of subordinate employees under jurisdiction, including assignment of duties, and conformance to work standards, policies and procedures.

Works with subordinates to address and resolve issues and complaints in order to maintain good public relations.

Maintains effective working relationships among subordinates and resolves conflicts.

Responsible for maintaining safe working conditions and practices for crews, and assists in analyzing job related injuries and equipment accidents.

Assists in employee evaluations and recommends disciplinary actions when appropriate.

Operates within budget guidelines and assists in budget preparation.

Performs related duties as assigned or necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess valid Wisconsin drivers license. Considerable knowledge of materials, methods, and techniques utilized in the construction and maintenance of public works projects. Knowledge of modern principles, practices, procedures and equipment involved in refuse collection and disposal. Ability to organize, direct and coordinate the activities and functions of a diverse public works department. Should have good verbal and written communication skills and the ability to deal courteously, tactfully and effectively with the general public.

JOB LOCATION AND HOURS:

Position is based at the Municipal Department. Position requires significant travel within the City and occasional travel outside the City to attend work related training. The position works a standard 40 hour week, with considerable additional hours required for public works functions.

WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:

Wages for this position are established annually by the City Council. Fringe benefits are defined in the City of Sturgeon Bay Employee Handbook for Administrative Employees.

07/01/08

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

We, the Personnel Committee, hereby recommend approve the Memorandum of Understanding with the Sturgeon Bay Professional Police Officers' Union Wisconsin Professional Police Association/Leer Division Local 449 and the City of Sturgeon Bay to modify the Sturgeon Bay Police Investigator work schedule to a 5 day on 2 day off work schedule.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 10, 2024

* * * * *

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

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

EXECUTIVE SUMMARY

TITLE: Memorandum of Understanding to modify Sturgeon Bay Police Investigator work schedule in the collective bargaining agreement effective January 1, 2023 to December 31, 2025 (see attached).

BACKGROUND: Sturgeon Bay Professional Police Officers' Union Wisconsin Professional Police Association (WPPA)/Leer Division Local 449, Sturgeon Bay Police Administration, and City Administrator mutually agree to modify the terms of work week for position of Investigator if approved by the Sturgeon Bay Personnel Committee and Sturgeon Bay City Counsel.

Sturgeon Bay Police Officers, Sergeants, and Investigators currently work a 6 day on 3 day off schedule (6-3). WPPA Local 449, Police Department Administration, and City Administrator agreed to modify the work schedule of the Investigator to include an option of working a 5 day on 2 day off Monday through Friday (5-2). The 5-2 Monday through Friday schedule would align the Investigator hours with the Door County District Attorney's Office and the Door County Court schedule. This will allow the Investigator to answer questions from the District Attorney's Office in a timelier fashion and eliminate the Investigator from testifying in court on his/her off days.

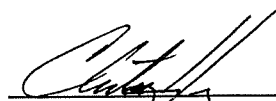
Investigators working the 6-3 rotation shall work eight consecutive hours each workday as scheduled (average work week 37.5 hours). Investigator working the 5-2 schedule Monday through Friday shall work seven and one-half consecutive hours each workday as scheduled (average work week 37.5 hours).

FISCAL IMPACT: If approved, the addition of a 5-2 Investigator work rotation will not have a fiscal impact.

OPTIONS: Approve all, none, or a portion of the recommendation.

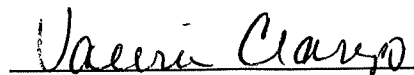
RECOMMENDATION: Approve the MOU to allow the Investigator to work a 5 day on 2 day off work schedule.

PREPARED BY:


Clinton J. Henry
Chief Sturgeon Bay Police Department

12-8-23
Date

REVIEWED BY:


Valerie Clarizio
Finance Director/City Treasurer

12/8/23
Date

REVIEWED BY:

Stephanie Reinhardt 12/8/23
Stephanie Reinhardt Date
City Clerk/Human Resources Director

APPROVED BY:

J. VanLieshout 12/8/23
Josh VanLieshout Date
City Administrator

**MEMORANDUM OF UNDERSTANDING ("MOU")
THE STURGEON BAY PROFESSIONAL POLICE OFFICERS' UNION
WISCONSIN PROFESSIONAL POLICE ASSOCIATION/LEER DIVISION LOCAL 449
AND
THE City OF Sturgeon Bay**

WHEREAS, the Sturgeon Bay Professional Police Union and Wisconsin Professional Police Association / LEER Division ("Union") and the City of Sturgeon Bay ("City"), have entered in a collective bargaining agreement effective January 1, 2023 to December 31, 2025 ("Agreement"); and

WHEREAS, the Union and City find it mutually beneficial to modify the terms of the Agreement where the work week for the position of Investigator; and

WHEREAS, the Union has proposed substituting a 5 on / 2 off – 7-day FLSA (5/2 schedule) period for the current 6 on/ 3 off – 9-day FLSA period (6/3 schedule) for trial period of one calendar year beginning on or about January 1, 2024, and end on or about December 31, 2024; and

WHEREAS during this trial period the parties recognize that adjustments may need to be made concerning the manner in which vacation is approved and honored. The Union and City agree to cooperatively work to resolve issues implementing the trial 5/2 schedule as they may occur; and

WHEREAS, the Union and City understand and acknowledge the city is the venue for several many community events, which bring in an increased presence of people to the community and may require extra officers to be on duty, or available for duty. The past practice of not allowing extra time off after normal vacation approval shall continue; and

WHEREAS, the Union and City agreed to meet to review the success, complaints, and defined problems, with the schedule, and to work to resolve issues and determine continued viability of the schedule. Review meetings will be held in March, June, and September. These meetings may be canceled if it is agreed there is no need, likewise. additional meetings may occur if the need arises. Nothing in this MOU prohibits either the Union or City from discussing with the other at any time issues and resolutions to issues of the schedule; and

WHEREAS during the trial period, with respect only to matters arising from the adjustment to the 5/2 schedule, the Union and City agree to work cooperatively to avoid grievances or formal discipline for errors and mistakes in the implementation and administration of the new schedule. In the event resolution is unavailable, the Union and City may pursue all remedies regularly available; and

WHEREAS, all sections of the 2023 – 2025 Collective Bargaining Agreement not addressed in this Memorandum will remain in effect and unchanged.

**MEMORANDUM OF UNDERSTANDING ("MOU")
THE STURGEON BAY PROFESSIONAL POLICE OFFICERS' UNION
WISCONSIN PROFESSIONAL POLICE ASSOCIATION/LEER DIVISION LOCAL 449
AND
THE City OF Sturgeon Bay**

NOW THEREFORE, during the trial period it is agreed that the following language will replace the current language found in Article 3- Work Day and Work Week of the Labor Agreement, labor agreement language will be substituted as follows:

ARTICLE 3 - WORK DAY AND WORK WEEK

A. Work Cycle:

2. Investigator: The officer(s) assigned to investigative duties will have the flexibility with the mutual consent of the Chief or Chief's designee to work six (6) consecutive days on duty, followed by three (3) consecutive days off duty, or a Monday through Friday five (5) consecutive days on duty followed by two (2) consecutive days off duty.

C. Hours of Work:

2. Investigator: The officer(s) assigned to investigative duties working six (6) consecutive days on duty, followed by three (3) consecutive days off duty, shall work eight consecutive hours each workday as scheduled by the Chief. The officer(s) assigned to investigative duties working Monday through Friday five (5) consecutive days on duty, followed by two (2) consecutive days off duty shall work seven and one-half consecutive hours each workday as scheduled by the Chief.

This memorandum will expire on December 31, 2024, unless the City and Union agree to an extension.

This represents the complete understanding of the parties on this issue. Any amendments or modifications to this agreement must be made in writing.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this _____ day of _____, 2023.

City of Sturgeon Bay

The Sturgeon Bay Professional Police
Officers' Union, Wisconsin Professional
Police Association/LEER Local 449

David J Ward, Mayor

Chad Mielke, Union President

Stephanie L Reinhardt, City Clerk

Thomas A Schrank, WPPA BA

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend approve the approve to approve the following wage step adjustments for 1/1/2024:

2024 - SUPERVISOR RECOMMENDED STEP INCREASES			
<u>Position</u>	<u>Recommend Step</u>	<u>Step Change</u>	<u>Adjustment</u>
Police Assistant	16	1	\$838.40
Captain	15	3	\$4,741.00
Assistant Chief	16	1	\$1,671.00
Assistant Chief	19	2	\$3,004.00
Admin. Assistant	8	2	\$1,676.80
Municipal Svcs. Assistant	19	1	\$880.32
Director	10	1	\$1,750.00
Deputy Clerk-Treasurer	11	1	\$1,027.04
Office Assistant	9	1	\$922.24
Community Dev. Director	25	1	\$1,576.00
Planning and Zoning Admin.	5	2	\$4,619.00
Engineer	19	2	\$3,423.00
Finance Director	22	3	\$5,172.00
Clerk / Human Resources Director	23	1	\$1,470.00
Admin. Assistant	10	1	\$859.36
Administrator			
Chief of Police			
Chief of Fire			
Total Adjustment			\$33,630.16
2024 Payroll Adjustments as a percent of payroll			\$ 5,490,920.00 0.61

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 10, 2024

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

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



Josh Van Lieshout
City Administrator

421 Michigan Street ▪ Sturgeon Bay, WI 54235
Phone: 920-746-2900 ▪ Fax: 920-746-2905
jvanlieshout@sturgeonbaywi.org ▪ www.sturgeonbaywi.org

Memorandum

To: Personnel Committee

From: Josh Van Lieshout, Administrator

Date: January 3, 2024

Re: Performance Reviews and Step Adjustments

Status of Reviews: Reviews for administrative managerial and operations staff have been completed with the exception of the City Administrator, Chief of Police and Chief of Fire; these reviews are in process, recommendations for step adjustments, if awarded will be brought forward at the appropriate time.

I am happy to share that the review process went well, and that as a group staff are performing at or above a level deserving of commendation. Department Heads and supervisors have included, as a part of the review processes, acknowledgement of growth and success by making recommendations for step adjustments. I have reviewed the step recommendations and have not altered any, or sought to make changes.

About the City's Review and Step System: The City's current personnel performance review and step system for administrative employees was established in 2020 and first implemented in 2021. At the time there were many practical reasons for implementing a review, pay range, and step system. Those reasons include:

- Flexibility in hiring, recruiting and retaining employees who have valuable skill sets.
- A financial incentive for growth in a person's career.
- A means to recognize above average performance and work that exceeds duties and requirements.
- Greater objectivity to compensation practices.

Prior to 2021 the City's system for salary or wage adjustment was generally limited to what had been negotiated in labor contracts or, in the absence of a collective bargaining agreement, an adjustment determined by the Common Council during the budgeting process which would then be applied to all administrative employees. These adjustments were often, but not always, tied to negotiated wage adjustments for collective bargaining agreements. This system gave little deference to performance or work that was above average and did little to incentivize or acknowledge special skill sets or career

growth. Further, this system did little to keep positions competitive in the marketplace, something that was often only discovered after the City lost a skilled team member.

About the City's Review Process: Formal performance evaluations are completed for each administrative employee that is a part of the approved step system. These evaluations are completed annually by the appropriate supervisor, and include recommendations for step adjustments. Not all employees who are eligible receive a step adjustment.

About budget and fiscal impacts: For FY2024, the base wages have been adjusted by 4%, commensurate with the approved budget. The step placement assigned this year will carry through for 2024. The City has budgeted funds to implement the recommended step adjustments. As a percentage of total payroll, proposed step adjustments are less than 0.6%.

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of a zero-turn mower with installed attachments from May's Sport Center in the amount of \$12,780.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 16, 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

Date: January 10, 2024

Title: Zero Turn Mower

Background: Municipal Services opened bids for a new zero turn mower. Only one bid was received.

May's Sport Center

Sturgeon Bay, WI

Price: \$11,200

Options:	Grass Flap Mulch Control	\$580.00
	60HD Dethatcher	\$1,000

The 2023 capital budget line 10-570-000-59065 included \$20,000 for the purchase.

Fiscal Impacts: \$12,780.

Recommendation: Staff recommends proceeding with the purchase of the new mower with the installed attachments at the proposed price of \$12,780.

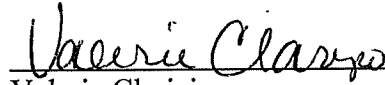
Prepared By:



Mike Barker
Municipal Services Director

Date: 11 JAN 2024

Reviewed By:



Valerie Clarizio
Finance Director

Date: 1/11/24

Reviewed By:



Josh VanLieshout
City Administrator

Date: 1/11/24

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of floating docks from Pier and Waterfront Solutions in the amount of \$84,400, transferring \$4,400 from budget line 10-570-000-59065, zero-turn mower, to cover the additional costs of the purchase.

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

RESOLVED, that the foregoing recommendation be adopted,

Dated: January 16, 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

Date: January 10, 2024

Title: Floating Launch Docks

Background: Municipal Services opened bids for floating docks which will replace the existing docks. We received two bids:

Pier and Waterfront Solutions
7325 HYW 57
Sturgeon Bay, WI
Price: \$84,400

J.F. Brennan Company
818 Bainbridge St
LaCrosse, WI
\$119,500

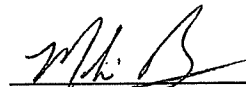
The 2024 capital budget line 10-550-000-59999 included \$80,000 for the project.

The 2024 capital budget line 10-570-000-59065, Zero Turn Mower has \$7,220 remaining after purchase of the mower.

Fiscal Impacts: \$84,400.

Recommendation: Staff recommends proceeding with the purchase of the floating docks from Pier and Waterfront Solutions and transferring \$4,400 from budget line 10-570-000-59065 to cover the additional costs of the project.

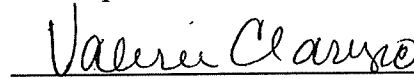
Prepared By:



Mike Barker
Municipal Services Director

Date: 11 JAN 2024

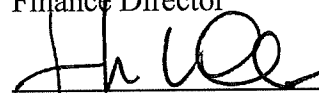
Reviewed By:



Valerie Clarizio
Finance Director

Date: 1/11/24

Reviewed By:



Josh VanLieshout
City Administrator

Date: 1/11/24

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the recommendation from the City Administrator to support the Sawyer School playground project directing \$50,000 of the \$100,000 from the TID 10 project plan for park improvements.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 16, 2024

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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




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

Joshua J. Van Lieshout
City Administrator

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

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator 

Re: TID 10 Implementation / Sawyer School Playground Improvements

Date: January 9, 2024

Item: Sawyer School Playground Improvements

Discussion: Tax Increment District 10 Project Plan calls for, among other things, the expense of \$100,000 for public park improvements. The School District of Sturgeon Bay is undertaking a campaign to raise funds to improve the playgrounds at both Sunrise and Sawyer Schools. The School District has requested financial support for the projects, and as the City of Sturgeon Bay's Tax Increment District 10 is within one-half mile of Sawyer School, these playground improvements are eligible for TID support.

Sawyer School playground consists of well used and dated play structures and utilizes wood chip surfaces, which make maintenance and upkeep challenging. The existing equipment limits or prohibits students with mobility challenges from participating. The purpose of the effort is to modernize and improve the play structures, replace worn apparatus, and improve accessibility for users with mobility challenges. The playgrounds are open to the public during non-school hours and are frequently used throughout summer break by children, families and caregivers, serving as a quasi-public park.

The City does own and maintain Cherry Blossom Park, this park features similar play equipment and swings, however the daily usage is lower and equipment less visible.

Sawyer School is an important asset to the community, and existing sidewalk infrastructure is planned to be expanded in the near future. This will bring sidewalk access to Willow Drive from South Lansing facilitating access from the neighborhood south STH 42/57 via the Ahnapee Trail Underpass. Sidewalk access is available to Willow Drive from Neenah Ave.

Recommendation: I recommend supporting the Sawyer School Playground Improvements by assigning \$50,000 of the \$100,000 in the TID 10 Plan for park improvements to this project.

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

Sunrise Elementary School
390 S. 14th Avenue | Sturgeon Bay, WI 54235

Phone: 920-746-2814 | www.sturbay.k12.wi.us

December 5, 2023

Dear City of Sturgeon Bay,

Our Sturgeon Bay Elementary Playground Committee has been working hard to fundraise for new playgrounds for Sunrise and Sawyer Elementary Schools. Both playgrounds are over 25 years old and in dire need of replacement.

One of the strongest arguments for our new playgrounds, is that it has very limited features that are handicap accessible. There is a student who uses a wheelchair at Sawyer Elementary and has only one piece of equipment accessible to him. Our new playgrounds will offer many opportunities for students with handicaps, allowing all kids to play and have fun. Most importantly, the wood chips will be replaced by a poured in place surface, allowing for greater mobility for all students, especially those with needs.

There is a trail that connects to Sawyer Elementary school and we would love to partner with the city to make both the trail and the playground more accessible to our community. Our school playgrounds double as city playgrounds; we are happy to see that they get so much use.

In total, it is a 1.3 million dollar project; we have fundraised \$411,00. In addition to money allocated through our district's referendum, we have written grants, approached donors, and organized a read-a-thon. We are hopeful you are able to help us in our efforts.

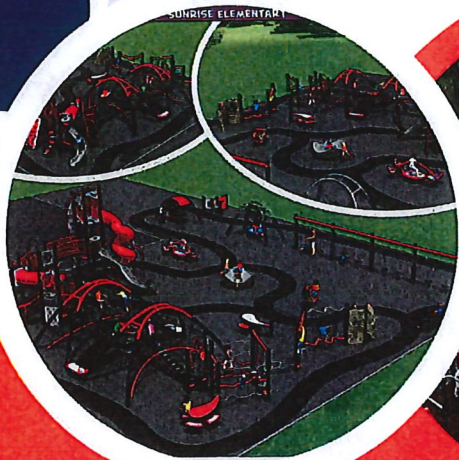
Sincerely,

Katie Smullen
Sunrise Principal

Katy Devillers
Sawyer Principal

ELEMENTARY PLAYGROUND PROJECT

STURGEON BAY SCHOOL DISTRICT



HELP THEM PLAY!

Sawyer and Sunrise Elementary School playground equipment is nearing the end of its life. These playgrounds are an important asset to the schools, our community and its visitors!

You can help!

Scan the QR code or visit us online to make a donation:

<https://sites.google.com/sbsdmail.net/sbsdplaygrounds/home>

Send a check to:

Sturgeon Bay School Playground Fund
390 S. 14th Ave, Sturgeon Bay, WI 54235

SCAN ME



HELP US
RAISE
\$1.5M

Contribute TODAY!

Need more information? Contact:

Craig Sigl - csigl@sbsdmail.net
phone - 920-412-5898

Cheryl Pfister
cpfister@sbsdmail.net
phone - 920-495-9165



Costs

Sawyer 4K and 5K – 4,000 sq ft

Main Play Structure: \$76,000
 Activity Panels (3): \$14,900
 Swings: \$4,200
 Multi User Swing: \$7,500
 Orb Rocker: \$8,500
 Benches: \$2,200
 Surfacing: \$80,000
 Site excavation pre/post: \$13,000

Sawyer Grades 1–2 – 10,000 sq ft

Main Play Structure: \$245,000
 Swings: \$5,700
 Multi User Swing: \$7,500
 Orb Rocker: \$8,500
 Benches: \$4,400
 Soccer Area: \$2,900
 Basketball Area: \$2,600
 Surfacing: \$200,000
 Site excavation pre/post: \$46,000

Sunrise Grades 3–5 – 10,000 sq ft

Main Play Structure: \$238,000
 Swings–multi user: \$7,500
 Swings–universal: \$8,200
 Spinner–inclusive: \$7,400
 Spinner–independent: \$2,000
 Orb Rocker: \$8,500
 Benches: \$5,000
 Soccer Area: \$2,900
 Basketball Area: \$2,600
 Surfacing: \$200,000
 Site excavation pre/post: \$142,000

Presently

Sturgeon Bay School District's elementary playgrounds are 25+ years old. Equipment is worn, wood is splintering, and replacement parts are no longer available. Most importantly, our playgrounds do not meet ADA requirements and do not meet the needs of many students with autism, sensory processing and handicapped needs.

Project Proposal

Three new playground areas are being proposed for Sawyer Elementary School 4k/5k play area, Sawyer Elementary School 1st/2nd grade play area and Sunrise Elementary School 3rd–5th grade play area.

Benefits

In addition to being handicap accessible, the three new playground areas will provide:

- 140+ combined new play areas for over 800 children
- Climbing, balancing and strength–building features
- Serenity spots
- Musical Activities
- Swings
- Collaborative play features
- Fencing
- Poured in place, low maintenance, soft surfacing
- A safe, development enhancing area for children, families and visitors to enjoy

WE NEED YOUR HELP

A portion of school district funds have been allocated for the playgrounds, but the project costs far exceed the district's capability to fully finance the project without further burdening tax payers.

Please consider making a donation to the Sturgeon Bay School District Elementary Playground project today.

Help them Play!

For more information, please contact:

Craig Sigl

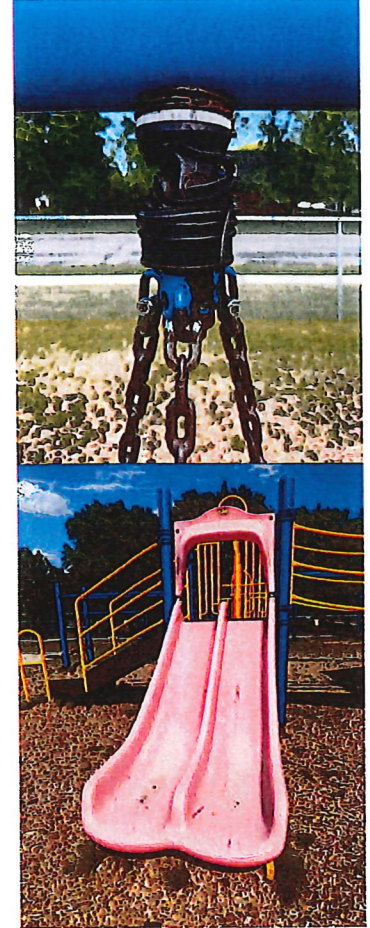
csigl@sturbay.k12.wi.us

phone – 920–412–5898

STURGEON BAY SCHOOL DISTRICT ELEMENTARY PLAYGROUND PROJECT

Presently

Sturgeon Bay School District's elementary playgrounds are 25+ years old. Equipment is worn, wood is splintering, and replacement parts are no longer available. Most importantly, our playgrounds do not meet ADA requirements and do not meet the needs of many students with autism, sensory processing and handicapped needs.



Project Proposal

Three new playground areas are being proposed for Sawyer Elementary School 4k/5k play area, Sawyer Elementary School 1st/2nd grade play area and Sunrise Elementary School 3rd-5th grade play area.



SCAN ME



WE NEED YOUR HELP

Please consider making a donation to the Sturgeon Bay School District Elementary Playground project today.

Help them Play!

For more information, please contact:
Katie Smullen, Sunrise School Principal

ksmullen@sturbay.k12.wi.us
phone - 920-746-5906

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend the approval of the attached certified survey map for city-owned property on Alabama Place.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: January 17, 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

Certified Survey Map for Alabama Place Parcel

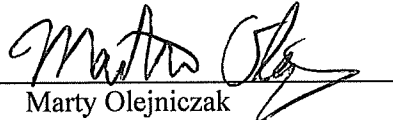
Background: The City acquired a 1.54-acre parcel in 2022 located at the east end of Alabama Place (north of Tall Pines Estates). The purpose was to obtain the necessary right-of-way to extend Alabama Place to connect with N. 12th Place, as well as create lots for future single-family residential development. A certified survey map (CSM) has been prepared by Stantec. This CSM needs Plan Commission and Council approval because it dedicates the street right-of-way and is a city-owned property.

Stantec provided the civil engineering services for the street extension. It was determined that a large portion of the parcel is needed for stormwater management purposes. Thus, an outlot of about 25,000 square feet is proposed for a "dry" detention area. The south 60-feet is dedicated for the street extension. That leaves enough land for two lots with 76 feet of width and 11,372 square feet of area each. The Council has approved adding those two lots to the Geneva Ridge development agreement with JPEJ, LLC.

City staff has reviewed the draft CSM. It complies with the zoning and subdivision ordinances. Six-foot utility easements will be added to the west and north boundaries of the CSM to account for the existing electrical facilities.

Recommendation: Approve the CSM.

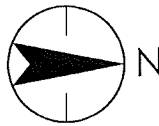
Drafted by:


Marty Olejniczak
Community Development Director

Jan. 11, 2024
Date

LOCATED IN:
THE NW 1/4 OF THE NE 1/4 OF SECTION 5,
TOWNSHIP 27 NORTH, RANGE 26 EAST,
CITY OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN

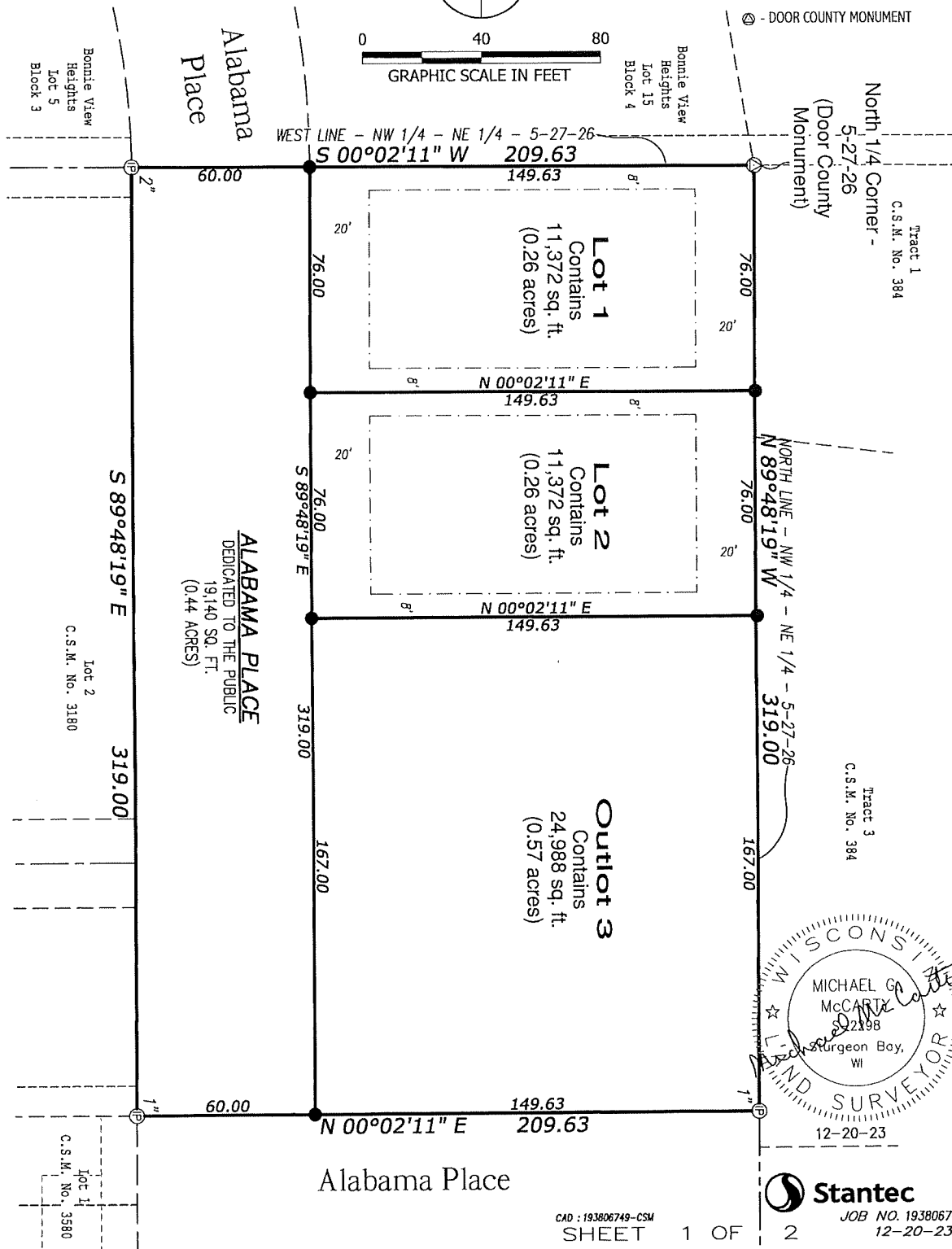
- OUTLOT 3 IS NON-BUILDABLE.



0 40 80

GRAPHIC SCALE IN FEET

- (P) - FOUND STEEL PIPE (SIZE NOTED)
 ● - 1" SET STEEL PIPE
 (A) - DOOR COUNTY MONUMENT



CAD : 193806749-CSM

SHEET 1 OF



Stantec

JOB NO. 193806749

12-20-23

CERTIFIED SURVEY MAP

LOCATED IN:
THE NW 1/4 OF THE NE 1/4 OF SECTION 5,
TOWNSHIP 27 NORTH, RANGE 26 EAST,
CITY OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN

SURVEYOR'S CERTIFICATE

I, Michael G. McCarty, Professional Land Surveyor for Stantec Consulting Services, Inc., that under the direction the City of Sturgeon Bay, do hereby certify that we have surveyed, mapped, and dedicated the following described parcel:

A parcel of land located in the NW 1/4 of the NE 1/4 of Section 5, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin. Bounded and described as follows:

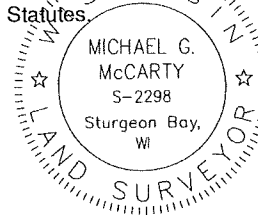
Commencing at the North 1/4 corner of said Section 5-27-26, said corner being the point of beginning of lands to be described; thence S 00°02'11" W -- 209.63 feet along the west line of the NW 1/4 of the NE 1/4 to the NW corner of Lot 2 of C.S.M. No. 3180, recorded at Vol. 19, Page 247 of Certified Survey Maps as Document No. 812318; thence S 89°48'19" E -- 319.00 feet along the northerly line of Lot 2 of said C.S.M. No. 3180; thence N 00°02'11" E -- 209.63 feet to the NW corner of C.S.M. No. 3580, recorded at Document No. 854220, said corner being on the north line of the NW 1/4 of the NE 1/4 of said Section 5-27-26; thence N 89°48'19" W -- 319.00 feet along said north line to the point of beginning.

Said parcel contains 66,872 square feet (1.54 acres).

I further certify that the attached map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof, and also shows structures thereon, and visible encroachments, if any. Also, I have fully complied with Chapter 236.34 of the Wisconsin State Statutes.

Dated: 12-20-23

Michael G. McCarty
Michael G. McCarty S-2298



OWNER'S CERTIFICATE OF DEDICATION

As duly appointed and elected officials of the City of Sturgeon Bay, owner, we, City Clerk Stephanie Reinhardt, and Mayor David Ward, have caused the above described parcel to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the City of Sturgeon Bay Planning Commission for approval.

Dated: _____

Stephanie Reinhardt
City Clerk

Dated: _____

David Ward
Mayor

PLANNING COMMISSION CERTIFICATE

This certified survey map has been submitted and approved in accordance with Chapter 21 of the Sturgeon Bay Municipal Code.

Dated: _____

Martin Olejniczak
Community Developer Director

Subject Property
Alabama Place CSM



Parcel #281-62-10000116

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 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.

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

Background: City staff has been working with Tom Kriedeman of BOC Partnership, LLP regarding the development of about 3.8 acres of property located between N 4th and N 5th Avenues to the south of Alabama Street. There is no storm sewer in this area and during storm events a considerable amount of stormwater enters the property from 5th Ave and concentrates within a low area along 4th Avenue. For a long time, the City has eyed a portion of this property for stormwater management. Mr. Kriedeman is willing to limit the number of lots to be created to four and reserve land for stormwater retention. Both the city staff and the developer prefer that the stormwater area be owned by the City rather than be an easement within one or more of the new lots.

The proposed layout of the lots and stormwater area is attached. The size of the stormwater management (cross-hatched on the drawing) is about 0.62-acre with 266' of frontage along 4th Avenue. If acquired, this area would be used to detain and manage stormwater from the overall drainage area. If the City is ever required to undertake additional stormwater quality projects as a result of exceeding 10,000 population, this site would be an appropriate site for a project. But, for now the intention is to continue to use it as it currently functions, perhaps with some minor grading.

Mr. Kriedeman is requesting \$18,500 for the property. In addition, he is willing to dedicate 35 feet of the property for Alabama Street right-of-way and restrict the proposed four lots from further subdividing.

The City sold the overall property in 2005 for \$108,600 and BOC Partnership purchased the land this past November for \$120,000. The proposed price of \$18,500 for the stormwater detention area is basically the same price per acre that BOC paid.

Options: The City can:

1. Accept the proposal to purchase the 0.6-acre area for \$18,500 with the restriction of not more than 4 lots being created and the 35 feet being dedicated for Alabama Street.
2. Counter with a different purchase price or other conditions.
3. Decide not to purchase the subject property.

Fiscal Impact: \$18,500 assuming no changes in the purchase price.

Recommendation: Staff recommends accepting the offer for the property, including the dedication of the R/W and the restriction on no further dividing of lots.

Prepared by:


Martin Olejniczak

Community Development Director

12-27-2023

Date

Reviewed by:


Chad Shefchik

Date

12-27-23

City Engineer

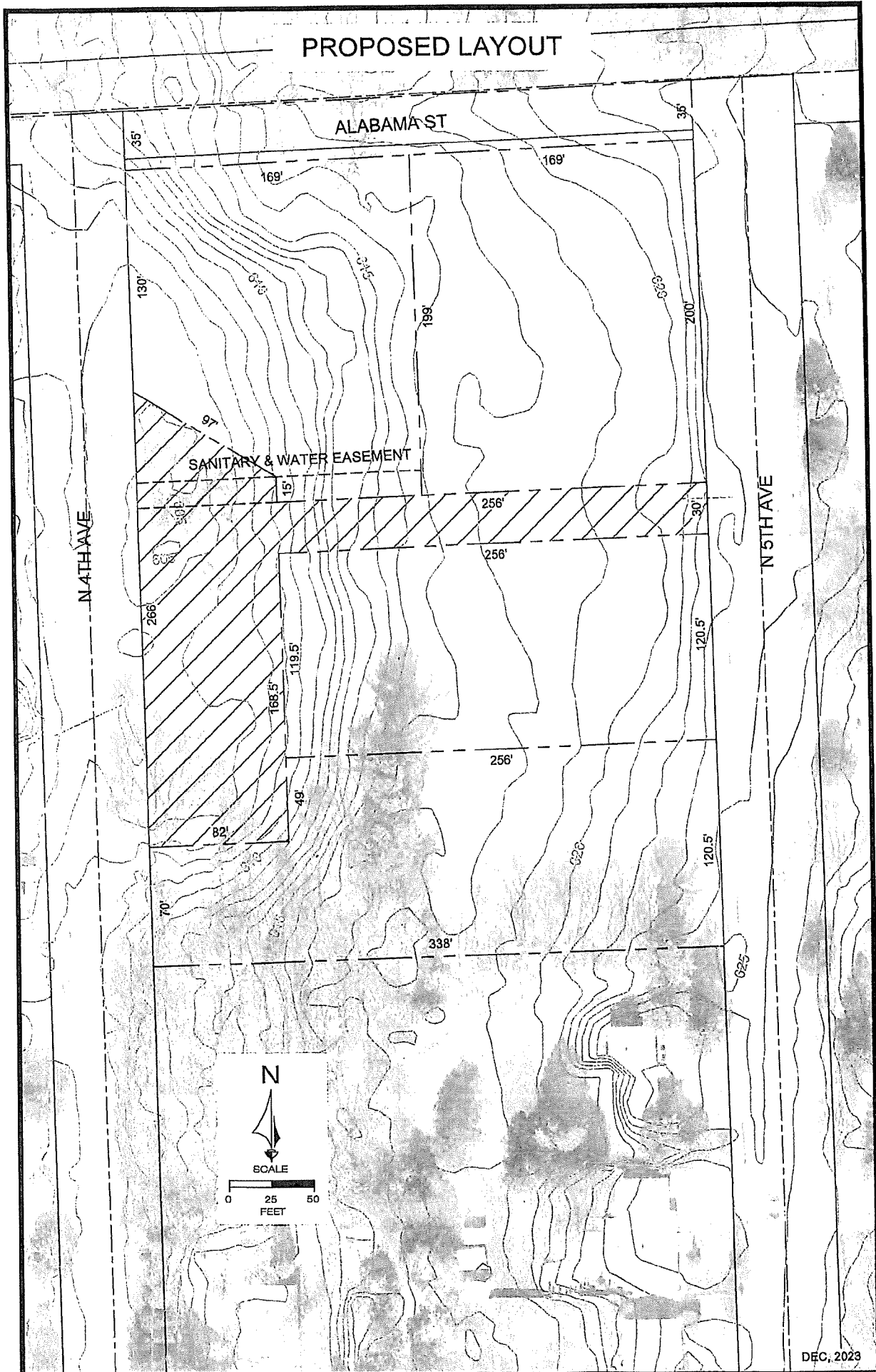
Reviewed by: Valerie Clarizio
Valerie Clarizio
Finance Director

12/27/23
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

12/27/23
Date

PROPOSED LAYOUT



January 16, 2024

Mr. Tom Kriedeman
BOC PARTNERSHIP LLP
336 Deckard Road
Little Suamico, WI 54141

RE: Observation and Description of Subsurface Conditions in Test Pits
Parcel #: 2815406020801, City of Sturgeon Bay, Door County, Wisconsin

Dear Mr. Kriedeman:

Robert E. Lee & Associates, Inc. (REL) has prepared this letter report summarizing the results of the observation and description of subsurface conditions in test pits completed at Parcel #: 2815406020801, City of Sturgeon Bay, Door County, Wisconsin (the Site).

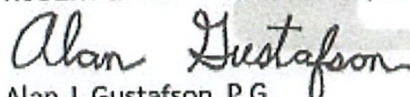
REL was retained to oversee two (2) test pits in the western area of the Site. The goal was to observe test pit conditions, document subsurface conditions, and determine the presence or absence of fill or waste materials. Relevant test pit logs, photos, and a site figure are included with this letter in the attachments.

The test pits were excavated to depths of 8.5 and 7.5 feet below grade (fbg), (TP-1 and TP-2, respectively). The test pit locations were pre-determined by the property owner representative, Mr. Tom Kriedeman. Soil identified in both test pits appears to be a fill soil material consisting of a brown, sandy loam to sand with gravel and cobbles. During the test pit excavations, non-native materials in the test pits were observed, and included pieces of glass, brick, steel culvert material, orange rubber, cardboard, steel cable, and unidentifiable metal scrap in TP-1. Non-native materials in TP-2 included metal scrap, metal wire, and a disintegrated pipe insulation material. It should be noted that the primary media encountered in the test pits was the fill soil, with the non-native, human-made materials comprising less than 1% of the materials observed in the test pits. Photos of the test pits and soils/materials observed are included in Attachment C.

We trust this information meets your needs. If you have any questions and/or comments, please contact this office.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.


Alan J. Gustafson, P.G.
Geologist

AJG/ NJM

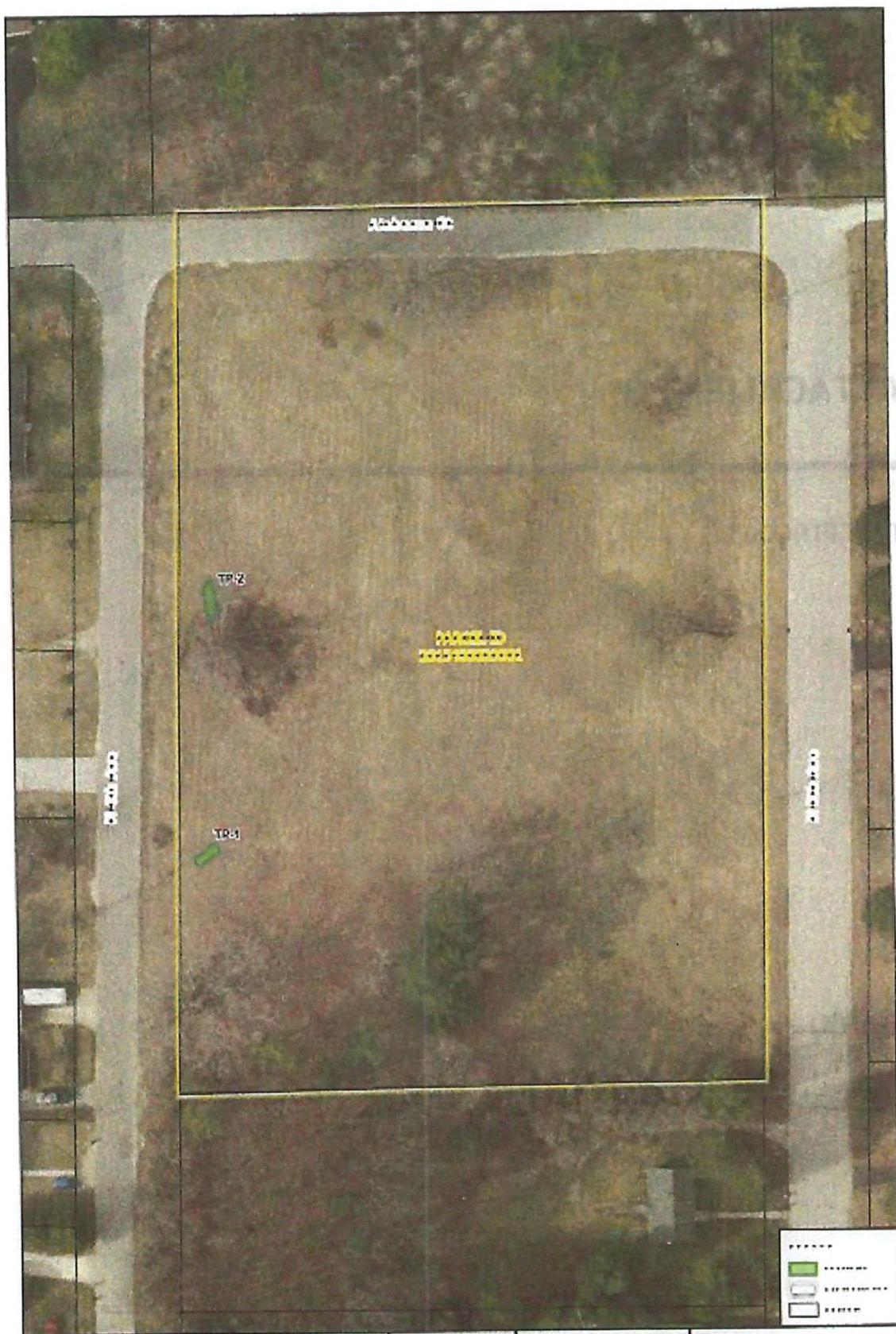
ENC.

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A

ATTACHMENT A

FIGURE



TEST PIT LOCATIONS PARCEL ID 2815406020801 CITY OF STURGEON BAY DOOR COUNTY, WISCONSIN	DATE: 1/11/2024		<small> ALL RIGHTS ARE RESERVED BY THE CITY OF STURGEON BAY. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE CITY OF STURGEON BAY. </small>	Robert E. Lee <small>for Architecture, Inc.</small> 4343 Commercial Drive Boulevard • Sturgeon Bay, WI 54782 920.832.1811 • info@relee.com • www.relee.com
	JOB: 0478-001			
	DRAWN: KDC			

B






ATTACHMENT B

TEST PIT LOGS

Route To: Watershed/Wastewater ☐ Waste Management ☐
Remediation/Revelopment ☐ Other ☐

Page 1 of 1

Facility/Project Name Toni Kriedeman Test Pits		License/Permit/Monitoring Number		Boring Number TP-1	
Boring Drilled By: Name of crew chief (first, last) and Firm First Name: Mike Last Name: Steber		Date Drilling Started 1/10/2024		Date Drilling Completed 1/10/2024	
Firm: Lily Bay Sand & Gravel		Drilling Method Backhoe			
WI Unique Well No.	DNR Well ID No.	Well Name	Final Static Water Level Feet MSL.	Surface Elevation Feet MSL	Borehole Diameter inches
Local Grid Origin <input type="checkbox"/> (estimated; by) or Boring Location <input checked="" type="checkbox"/> State Plane <input type="checkbox"/> N <input type="checkbox"/> E		Lat <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Long <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Local Grid Location <input type="checkbox"/> N <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> W	
NE 1/4 of NE 1/4 of Section 6, T 27 N, R 26 E		County Code 15		Civil Town/City/ or Village City of Sturgeon Bay	
Facility ID		County DOOR			

BOOK														
Sample		Blow Counts	Depth in Feet: (Below ground surface)	Soil/Rock Description And Geologic Origin For Each Major Unit	U S C S	Graphic Log	Well Diagram	PCD/FID	Soil Properties					RQD/ Comments
Number and Type	Length Att. & Recovered (in)								Compressive Strength	Moisture Content	Liquid Limit	Plasticity Index	P 200	
				0.0 - 1.0 TOPSOIL, very dark brown, underlain by very thin layer of reddish clay	PT									
				1.0 - 3.0 SANDY LOAM, brown, with gravel and cobbles, less gravel from 2' to 3'	SC									
				3.0 - 5.0 SAND, light brown, with gravel, trace pieces of glass near 3.5', some cobbles, trace amounts of brick, steel culvert piece, orange rubber, and cardboard	SP									
				5.0 - 8.5 SAND, light brown, with gravel, finer size than above soils, trace amounts of frayed steel cable, metal scrap	SP									
				8.5 - 8.6 End of boring at 8.5 fbg										

I hereby certify that the information on this form is true and correct to the best of my knowledge.

Signature Alan D. Steber Firm REL & Associates, Inc.

This form is authorized by Chapters 281, 283, 289, 291, 292, 293, 295, and 299, Wis. Stats. Completion of this form is mandatory. Failure to file this form may result in forfeiture of between \$10 and \$25,000, or imprisonment for up to one year, depending on the program and conduct involved. Personally identifiable information on this form is not intended to be used for any other purpose. NOTE: See instructions for more information, including where the completed form should be sent.

Route To: ☐ Watershed/Wastewater ☐ Waste Management
☐ Remediation/Development ☐ Other ☐

Page 1 of 1

Facility/Project Name Tom Kriedeman Test Pits			License/Permit/Monitoring Number		Boring Number TP-2
Boring Drilled By: Name of crew chief (first, last) and Firm First Name: Mike Last Name: Steber			Date Drilling Started 1/10/2024	Date Drilling Completed 1/10/2024	Drilling Method Backhoe
Firm: Lily Bay Sand & Gravel			Final Static Water Level Feet MSL		Surface Elevation Feet MSL
WI Unique Well No.	DNR Well ID No.	Well Name	Borehole Diameter inches		
Local Grid Origin <input type="checkbox"/> (estimated: N) or Boring Location <input checked="" type="checkbox"/> State Plane N, E			Local Grid Location		
NE 1/4 of NE 1/4 of Section 6, T 27 N, R 26 E			Lat 0' Long 0' Feet <input type="checkbox"/> N <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> W		
Facility ID	County DOOR	County Code 15	Civil Town/City/ or Village City of Sturgeon Bay		

Sample Number and Type	Length An. & Recovered (in)	Blow Counts	Depth in Feet (Below ground surface)	Soil/Rock Description And Geologic Origin For Each Major Unit	USCS	Graphic Log	Well Diagram	PID/FID	Soil Properties					RQD/ Comments
									Compressive Strength	Moisture Content	Liquid Limit	Plasticity Index	P 200	
			0.0 - 0.67	TOPSOIL	PT									
			0.67 - 7.5	SANDY LOAM, brownish gray, some gravel and cobbles, cobble sizes increase with depth, trace amounts of metal scrap, metal wire, old pipe insulation observed in pit	SC									
			7.5 - 7.6	End of boring at 7.5 fbg										

I hereby certify that the information on this form is true and correct to the best of my knowledge.

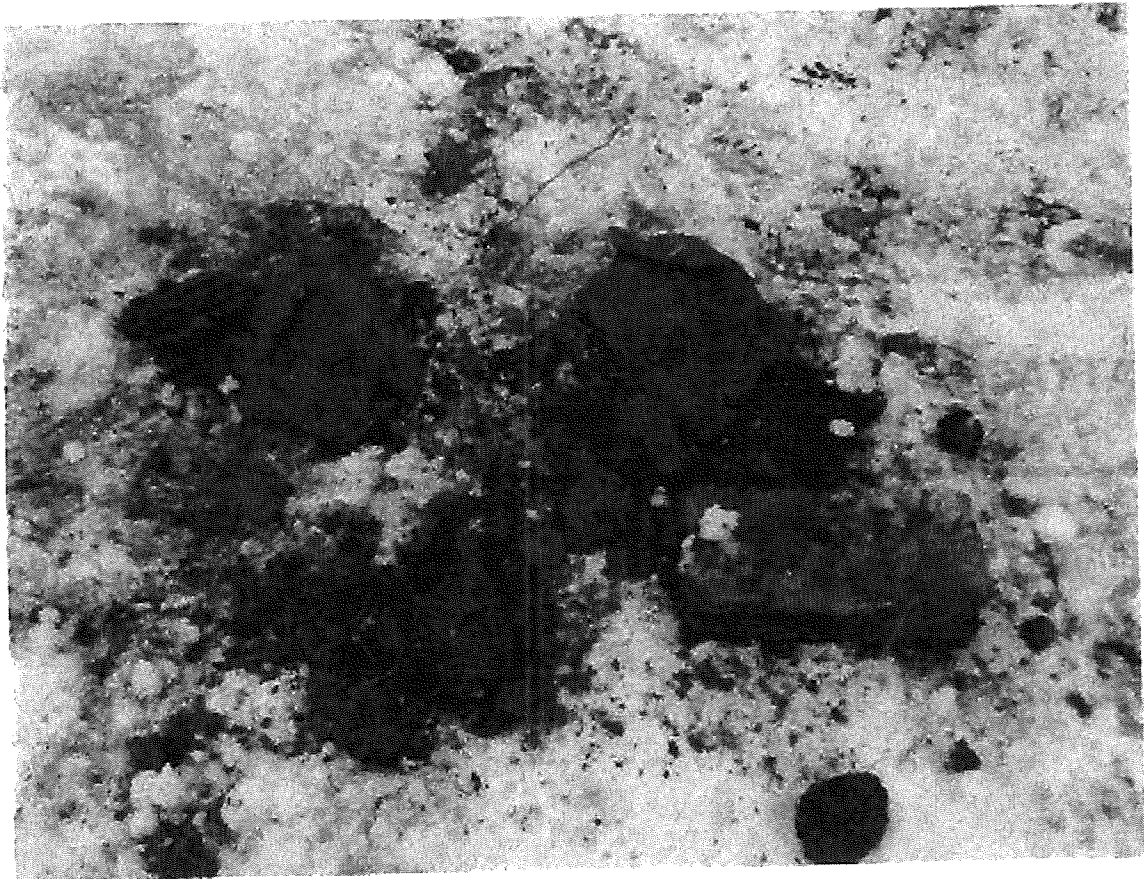
Signature Alan Shusterman Firm REL & Associates, Inc.

This form is authorized by Chapters 281, 283, 289, 291, 292, 293, 295, and 299, Wis. Stats. Completion of this form is mandatory. Failure to file this form may result in forfeiture of between \$10 and \$25,000, or imprisonment for up to one year, depending on the program and conduct involved. Personally identifiable information on this form is not intended to be used for any other purpose. NOTE: See instructions for more information, including where the completed form should be sent.

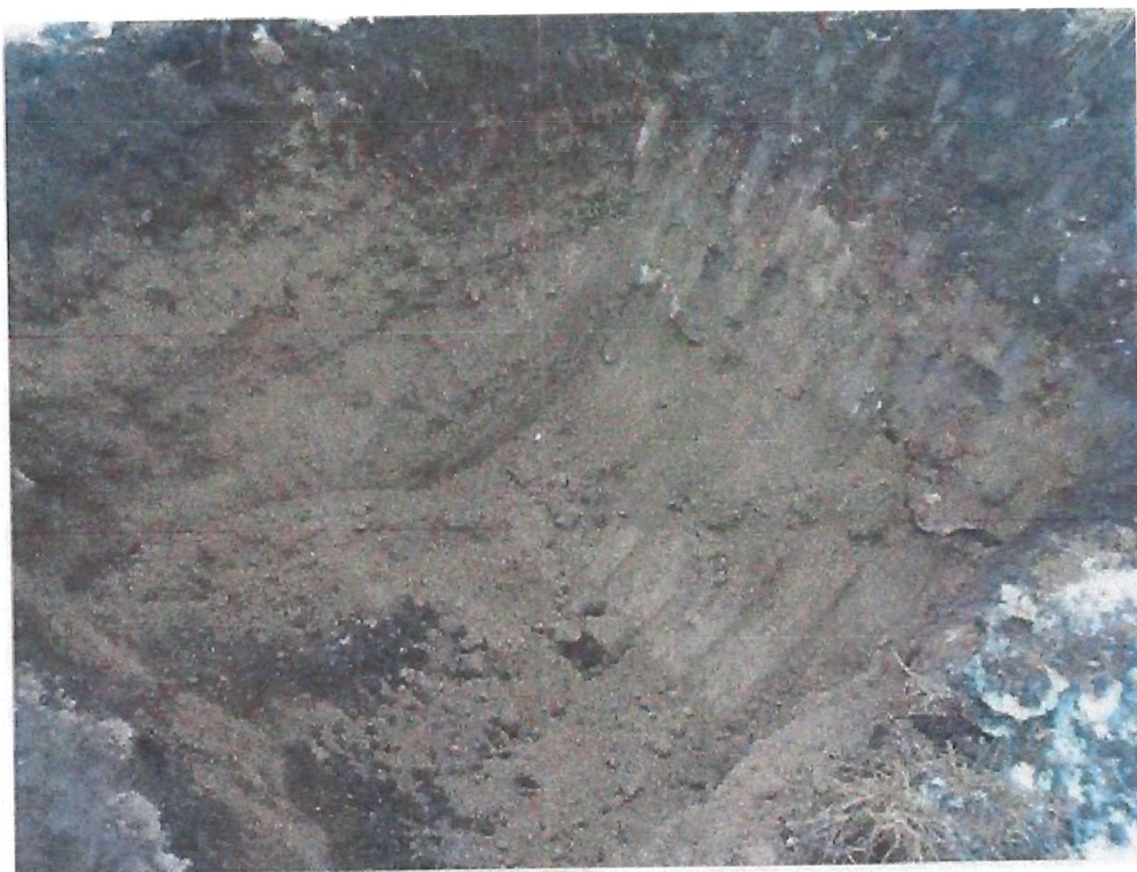
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ATTACHMENT C

PHOTOS



Non-native materials encountered in Test Pit TP-1 include orange rubber, pieces of glass, brick, cardboard



Facing southwest: Test Pit TP-1

1 91 100 100



Test Pit TP-1



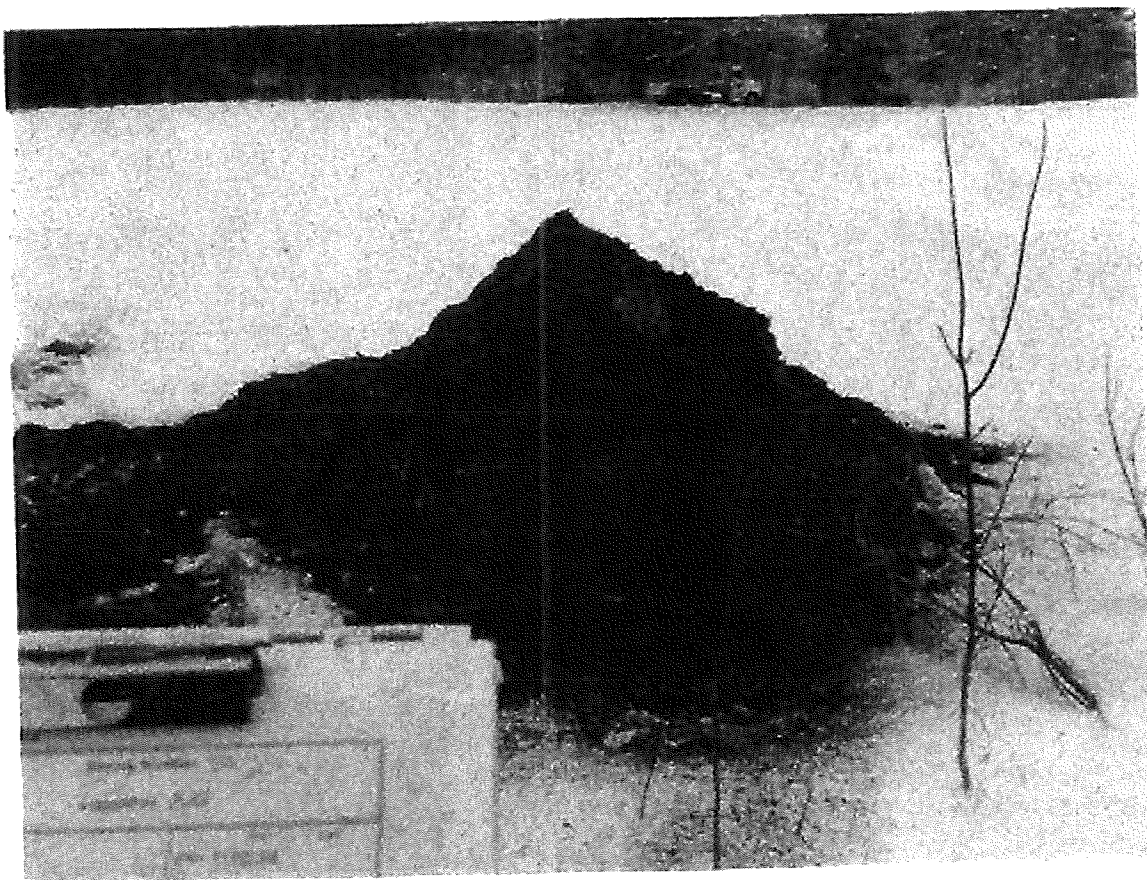
Facing south: Test Pit TP-1 excavation



Facing north: Test Plt TP-2 materials



Facing west: Test Pit TP-2 interior



Facing northeast: Test Pit TP-2 soil pile



Facing north: Test Pit TP-2 interior

0.000000 0.000000 0.000000 0.000000 0.000000 0.000000



Test Pit TP-2 metal scrap materials identified