



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, FEBRUARY 20, 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 – \$5,819,354.51, Capital Fund - \$43,717.76, Cable TV - \$38.27, TID #6 - \$156.00, TID #4 - \$11,034.39, TID #10 - \$1,504.68, Solid Waste Enterprise Fund - \$22,605.66, and Compost Site Enterprise Fund - \$108.39 for a grand total of \$5,898,519.66. [roll call]**
- 7. CONSENT AGENDA**
  - \* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.**
    - \* a. Approval of 2/6/24 regular Common Council minutes.**
    - \* b. Place the following minutes on file:**
      - (1) Community Protection & Services Committee – 12/6/23**
      - (2) Police & Fire Commission – 1/11/24**
      - (3) Finance/Purchasing & Building Committee – 1/30/24**
    - \* c. Place the following reports on file:**
      - (1) Fire Department Report – January 2024**
      - (2) Police Department Report – January 2024**
    - \* d. Consideration of: Approval of Temporary Class B Beer license for Sturgeon Bay Visitor and Convention Bureau.**
    - \* e. Consideration of: Approval of Temporary Class B Beer and Class B Wine License for St. John Bosco School.**
    - \* f. Consideration of: Approval of Street Closure Application for Destination Sturgeon Bay for Fine Art Fair.**
    - \* g. Consideration of: Approval of Sidewalk Café Permit for Henry S. Barid #174.**

- \* h. Community Protection & Services Committee recommendation re: Approve changes to Section 9.05 – Tourist Rooming House.

8. Mayoral Appointments.
9. First reading of ordinance re: Amend Section 9.05(3)(a)(1) of the Municipal Code – Tourist Rooming House.
10. Consideration of: Award of Contract for Project 2004A (2024 West Waterfront Promenade).
11. Finance/Purchasing & Building Committee recommendation re: Approve purchase of one (1) Volvo L90H rubber tire loader from Aring Equipment in the amount not to exceed \$267,000 and trade in 2001 Volvo L90H valued at \$41,500, and transferring \$17,000 from budget line 10-300-000-59065, street sweeper, to cover the additional costs of the purchase.
12. Finance/Purchasing & Building Committee recommendation re: Approve the contract with Flock Safety for the installation of license plate reader camera system in the amount of \$31,500 and with the understanding that if the system fits departmental needs, the City will have a recurring cost of \$30,000 annually.
13. Finance/Purchasing & Building Committee recommendation re: Approve resurfacing the Safe Boat in the amount of \$39,234.82 including estimated shipping costs and approve repairs with Safe Boat as sole source.
14. City Administrator report.
15. Mayor's report.
16. Convene in closed session in accordance with the following exemption:  
  
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)  
  
Consideration of: Purchase of Property on Division Road.  
  
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.
17. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 2.11.24

Time: 12:00 PM

By: WM

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

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
ASSETS				
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	5 YR LIC MERAKI ENTRPRS CLD	01-000-000-16010	842.96
TOTAL ASSETS				842.96
TOTAL GENERAL FUND				842.96
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	01/24 3 ALDER CELLPHONES	01-105-000-58999	111.57
TOTAL				111.57
TOTAL CITY COUNCIL				111.57
LAW/LEGAL				
AMUNDSEN	AMUNDSEN DAVIS, LLC	12/23 GENERAL LEGAL MATTERS	01-110-000-55010	1,144.00
BUELOW	BUELOW, VETTER, BUIKEMA,	01/24 LABOR SPECIAL COUNSEL	01-110-000-57900	8,686.00
TOTAL				9,830.00
TOTAL LAW/LEGAL				9,830.00
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	MINUTES COPIES	01-115-000-56350	7.50
TOTAL				7.50
TOTAL CITY CLERK-TREASURER				7.50
COMPUTER				
04696	DOOR COUNTY TREASURER	01/24 IS INTERNET USAGE	01-125-000-55550	100.00
04696		ANNUAL WISCNET FEE	01-125-000-55550	472.00
04696		01/24 4G INTERNET	01-125-000-55550	375.00
04696		4TH QTR FIBER LOCATES	01-125-000-55550	528.93
04696		1ST QTR SOFTWARE-COMP	01-125-000-55550	1,068.10
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	ACROBACT PRO	01-125-000-55550	494.52
HEARTBUS		5 YR LIC MERAKI ENTRPRS CLD	01-125-000-55550	210.72
TOTAL				3,249.27
TOTAL COMPUTER				3,249.27
BUILDING/ZONING CODE ENFORCEMT				
DCI	DOOR COUNTY INSPECTIONS, LLC	PRE TRIAL/TRIAL-BUTCHS BAR	01-140-000-55010	1,040.00
ISLLC	INSPECTION SPECIALISTS, LLC	01/24 BUILDING PERMITS	01-140-000-55010	3,125.70
TOTAL				4,165.70
TOTAL BUILDING/ZONING CODE ENFORCEMT				4,165.70
CITY HALL				
03159	SPECTRUM	01/24 FIRE CABLE SVC	01-160-000-58999	143.71
03159		01/24 FIRE CABLE SVC	01-160-000-58999	147.00
04966	EAGLE MECHANICAL INC	THERMOCOUPLE REPLACE/FURN CLN	01-160-000-55300	216.66
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	1,909.02
19880		421 MICHIGAN STREET	01-160-000-58650	218.01
WARNER	WARNER-WEXEL LLC	PAPER TOWELS	01-160-000-51850	31.05
WARNER		TRASH BAGS	01-160-000-51850	29.21

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
CITY HALL				
WARNER		TIDY FOAM	01-160-000-51850	52.13
WARNER		HARDWOUND TOWELS	01-160-000-51850	27.89
WARNER		FOAMING SOAP DISPENSER	01-160-000-51850	5.29
TOTAL				2,779.97
TOTAL CITY HALL				2,779.97
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	03/24 WORK COMP	01-165-000-58750	12,702.00
MCCLONE		03/24 GEN LIABILITY	01-165-000-56400	2,752.66
MCCLONE		03/24 POLICE PROF LIABILITY	01-165-000-57150	1,481.67
MCCLONE		03/24 PUBLIC OFFICL LIABILITY	01-165-000-57400	2,469.67
MCCLONE		03/24 AUTO LIABILITY	01-165-000-55200	1,574.42
MCCLONE		03/24 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,790.33
MCCLONE		03/24 CRIMES/BONDS	01-165-000-55450	115.33
MCCLONE		03/24 CYBER	01-165-000-55450	293.17
TOTAL				24,179.25
TOTAL INSURANCE				24,179.25
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	ANNUAL PHONE MAINTENANCE	01-199-000-58200	5,062.95
04696		1ST QTR SOFTWARE-PHONE	01-199-000-58200	246.54
04696		01/24 CITY HALL PHONE SVC	01-199-000-58200	35.52
04696		01/24 FIRE PHONE SVC	01-199-000-58200	9.78
04696		01/24 MUNC SVC PHONE SVC	01-199-000-58200	13.07
04696		01/24 POLICE PHONE SVC	01-199-000-58200	19.54
TOTAL				5,387.40
TOTAL GENERAL EXPENDITURES				5,387.40
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	EVIDENCE TO CRIME LAB	01-200-000-57250	18.37
20708	TRAF-O-TERIA SYSTEM	PARKING TICKETS	01-200-000-51600	351.14
HENRY	CLINT HENRY	CLOTHING ALLOWANCE/HENRY	01-200-000-52900	33.20
TOTAL				402.71
TOTAL POLICE DEPARTMENT				402.71
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	01/24 CRADELPOINT PORT SEC CAM	01-215-000-58999	61.78
04696	DOOR COUNTY TREASURER	01/24 FUEL CHARGES	01-215-000-51650	3,526.26
08225	HERLACHE SMALL ENGINE	OIL PUMP REPAIR/DIVE TRUCK	01-215-000-58600	25.50
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	20.48
19880		110 S NEENAH AVE CAMERA	01-215-000-56150	17.57
19880		SHORECREST RD CAMERA	01-215-000-56150	17.27
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	MOTOR OIL	01-215-000-58600	37.82
DEIBELE	LUKE DEIBELE	01/24 BOOT REIMBURSE/DEIBELE	01-215-000-52900	100.00
PATRIOT	PATRIOT MOTOR STURGEON BAY LLC	SQUAD 10 MAINTENANCE	01-215-000-58600	73.47
PATRIOT		SQUAD 60 MAINTENANCE	01-215-000-58600	71.46
PATRIOT		SQUAD 20 MAINTENANCE	01-215-000-58600	52.45
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	NEW EMPLOYEE SCREEN/VAN EREM	01-215-000-57100	188.00
PREVEA		NEW EMPLOYEE SCREEN/MCAVOY	01-215-000-57100	188.00
PSYCHOLO	PSYCHOLOGIE CLINIQUE S.C	CLINICAL PSYCH EVAL/MCAVOY	01-215-000-57100	610.00
PSYCHOLO		CLINICAL PSYCH EVAL/VAN EREM	01-215-000-57100	610.00
REINHARD	REINHARDT COLLISION CENTER	SQUAD 40 REPAIR	01-215-000-58600	10,717.66
WIEGANDM	MICHELLE SNOVER	UNIFORM PANTS/SNOVER	01-215-000-52900	97.06

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
TOTAL				16,414.78
TOTAL POLICE DEPARTMENT/PATROL				16,414.78
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	01/25 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	ASSORTED SUPPLIES	01-250-000-54999	65.24
04575		COMBINTION CONN	01-250-000-54999	4.17
04575		CLAMP/SPRAYPAINT	01-250-000-54999	17.77
04575		ROCK SWITCH W/LOCKOUT	01-250-000-54999	16.99
04575		COUPLER/WASH MACHINE HOSE	01-250-000-54999	20.58
04575		GROUT/TILE BRUSH/RUB ALCOHOL	01-250-000-54999	15.96
04575		HOLE SAWS	01-250-000-54999	33.98
04575		ROD/GROUT SEALR/FLUX ACID BRSH	01-250-000-54999	34.48
04575		GALVNIZED TUBE STRAP	01-250-000-54999	0.99
04575		GARAGE TRANSMITTER BUTTON	01-250-000-54999	49.99
04575		CREDIT RETURN	01-250-000-54999	-49.99
04696	DOOR COUNTY TREASURER	01/24 FUEL CHARGES	01-250-000-51650	23.91
08225	HERLACHE SMALL ENGINE	VENT SAW REPAIR	01-250-000-56250	124.66
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	59.00
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 CONSN 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	2.00
19880		WEST SIDE FIRE STATION	01-250-000-56675	71.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	139.16
19880		WEST SIDE FIRE STATION	01-250-000-58650	115.62
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	9.00
19880		S 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		92 E MAPLE ST DOCK	01-250-000-56675	9.00
19880		1ST AVE MARINA/RESTROOM	01-250-000-56675	71.00
19880		KENTUCKY ST CITY PKG RAMP	01-250-000-56675	9.00
19880		KENTCUKY ST CITY MARINA	01-250-000-56675	71.00
19880		SIGN SHED	01-250-000-56675	9.00
19880		CHERRY BLOSSOM PK	01-250-000-56675	22.00
CHOICE	CHOICE1 HEALTH CARE SERVICES	TEST STRIPS	01-250-000-54999	35.95
FIRE SRV	FIRE SERVICE, INC.	CHANNEL-FRONT WINDOW E707	01-250-000-53000	164.42
GARAGE	GARAGE DOOR SERVICES OF DC	REMOTE TRANSMTTR/WEATHER SEAL	01-250-000-56250	460.00
JANDRIN	JANDRIN REFRIGERATION	WATER FILTER-ICE MACHINE	01-250-000-56250	100.00
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	EMPLOYEE PHYSICAL SCREENS	01-250-000-57100	260.00
TOTAL FIRE DEPARTMENT				2,671.27
TOTAL FIRE DEPARTMENT				2,671.27
ROADWAYS/STREETS				

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
ROADWAYS/STREETS				
GREATLAK	GREAT LAKES GRADING	8800 TON ASPHALT GRINDING	01-400-000-55700	20,000.00
		TOTAL		20,000.00
		TOTAL ROADWAYS/STREETS		20,000.00
SNOW REMOVAL				
SNOW REMOVAL				
04696	DOOR COUNTY TREASURER	HAUL LOADER TO GREEN BAY	01-410-000-55700	1,188.88
06012	FASTENAL COMPANY	HARDWARE	01-410-000-51400	36.82
MACQUEEN	MACQUEEN EQUIPMENT, LLC	LEVER	01-410-000-51400	53.64
MACQUEEN		SHIPPING	01-410-000-51400	22.26
		TOTAL SNOW REMOVAL		1,301.60
		TOTAL SNOW REMOVAL		1,301.60
STREET SIGNS AND MARKINGS				
06012	FASTENAL COMPANY	BOLTS	01-420-000-52550	7.81
06012		HARDWARE	01-420-000-52550	78.08
06012		HARDWARE	01-420-000-52550	10.27
06012		HARDWARE	01-420-000-52550	16.05
06012		HARDWARE	01-420-000-52550	10.27
		TOTAL		122.48
		TOTAL STREET SIGNS AND MARKINGS		122.48
STREET MACHINERY				
01720	ARING EQUIPMENT COMPANY INC	VOLVO LOADER REPAIRS	01-450-000-53000	8,500.00
04603	HALRON LUBRICANTS INC	275 G DEF	01-450-000-51650	716.82
04696	DOOR COUNTY TREASURER	01/24 FUEL 560.07 G	01-450-000-51650	1,420.34
04696		01/24/ DSL FUEL 2732.93 G	01-450-000-51650	8,865.64
18945	S & R TRUCK CENTER, INC	GP SENSOR	01-450-000-58600	331.11
18945		LABOR	01-450-000-58600	160.00
APPLIED	APPLIED INDUSTRIALTECH INC	EXTRA LONG NEEDLE NOSE PLIERS	01-450-000-52700	61.67
APPLIED		SHIPPING	01-450-000-52700	11.79
LMG	LMG INDUSTRIES INC	AMBER BAR LIGHT	01-450-000-53000	172.49
LMG		SHIPPING	01-450-000-53000	16.31
MIDLAND	MIDLAND PLASTICS, INC	16" CLEAR VACUUM HOSE 25'ROLL	01-450-000-53000	2,100.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	TRACKLESS SUPPLIES	01-450-000-53000	45.68
		TOTAL		22,401.85
		TOTAL STREET MACHINERY		22,401.85
CITY GARAGE				
06012	FASTENAL COMPANY	GRINDING DISCS	01-460-000-58999	6.99
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	13.39
19880		835 N 14TH AVE	01-460-000-56150	791.08
19880		835 N 14TH AVE	01-460-000-58650	116.28
AMERWELD	AMERICAN WELDING & GAS, INC	FILL GAS BOTTLE/SWAP EMPTY	01-460-000-58999	76.05
AMERWELD		GAS BOTTLE LEASE	01-460-000-58999	122.90
AMERWELD		MONTHLY TANK RENTAL	01-460-000-58999	167.35
VIKING	VIKING ELECTRIC SUPPLY, INC	DUPLEX OUTLETS	01-460-000-54999	22.30
		TOTAL		1,316.34
		TOTAL CITY GARAGE		1,316.34
CELEBRATION & ENTERTAINMENT				

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
CELEBRATION & ENTERTAINMENT				
R0000807	MARK THIEDE	1ST HARMONY INSTALL	01-480-000-58999	9,666.68
		TOTAL		9,666.68
		TOTAL CELEBRATION & ENTERTAINMENT		9,666.68
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	17.09
19880		EGG HARBOR RD TRFFC LITE	01-499-000-58000	26.19
19880		N 14TH 7 EGG HRBR TRFFC LITE	01-499-000-58000	37.15
19880		2 TRFFC WARNING LIGHTS	01-499-000-58000	8.25
19880		MADISON AVE TRFFC LITES	01-499-000-58000	122.20
19880		342 ORNAMENTAL ST LIGHTS	01-499-000-58000	4,896.26
19880		595 OVERHEAD ST LIGHTS	01-499-000-58000	6,440.58
19880		800 S LANSING & WALNUT SIGN	01-499-000-58000	8.60
19880		1ST AVE EAST SIDE DOCK	01-499-000-58000	39.73
19880		OLD HWY RD SIGN	01-499-000-58000	17.28
		TOTAL		11,613.33
		TOTAL HIGHWAYS - GENERAL		11,613.33
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	ASSORTED OFFICE SUPPLIES	01-500-000-51950	51.67
17700		OFFICE SUPPLIES	01-500-000-51950	51.99
PULSE	PENINSULA PULSE	ADVERTISING	01-500-000-57450	320.26
		TOTAL		423.92
		TOTAL PARK & RECREATION ADMIN		423.92
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODOES INC	DOG PARK PORT A POTTI	01-510-000-58999	110.00
04696	DOOR COUNTY TREASURER	GRANT AVE TREE/BRUSH REMOVAL	01-510-000-58450	313.82
04696		01/24 FUEL 202.37 G	01-510-000-51650	513.21
04696		01/24 DSL FUEL 14.83 G	01-510-000-51650	48.11
06012	FASTENAL COMPANY	BOLTS	01-510-000-54999	14.25
06012		HARDWARE	01-510-000-54999	79.54
08225	HERLACHE SMALL ENGINE	FUEL/AIR FILTERS-STRING TRIMMR	01-510-000-51900	79.27
19880	STURGEON BAY UTILITIES	MICHIGAN ST CHARGING STATION	01-510-000-56150	91.87
19880		MARTIN PARK PAVILION	01-510-000-56150	17.56
19880		MARTIN PARK RESTROOM	01-510-000-58650	10.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	68.79
19880		MEM FLD-RINK FLOODING CREDIT	01-510-000-58650	-76.68
19880		MEM FLD WARMING HOUSE	01-510-000-58650	219.98
19880		GARLAND PARK	01-510-000-56150	13.39
19880		GARLAND PARK	01-510-000-58650	10.00
19880		SUNSET CONSN CNTR	01-510-000-56150	149.05
19880		SUNSET CONSN CNTR	01-510-000-58650	62.28
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	30.33
19880		OTUMBA PARK	01-510-000-56150	14.85
19880		OTUMBA PARK	01-510-000-58650	10.00
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	116.08
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	19.76
19880		MADISON AVE CHARGING STATION	01-510-000-56150	36.18
19880		JAYCEES BALLFLD STND	01-510-000-56150	13.39
19880		3RD AVE POWER PANEL	01-510-000-56150	22.81
19880		MEM FLD PKG LOT	01-510-000-56150	24.45
19880		WEST SIDE BALLFLD LITES	01-510-000-58650	25.00
19880		MEM FLD COMPLEX	01-510-000-56150	196.31
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	37.00
19880		OTUMBA PK WALKWAY	01-510-000-56150	16.70
19880		QUINCY ST BALLFLD	01-510-000-58650	37.00

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
19880		1ST AVE CHARGING STATION	01-510-000-56150	37.36
19880		SIGN SHED	01-510-000-56150	48.80
19880		SIGN SHED	01-510-000-58650	10.00
19880		CHERRY BLOSSOM PK	01-510-000-56150	13.39
19880		CHERRY BLOSSOM PK	01-510-000-58650	15.00
19880		TREE TRIMMING	01-510-000-58450	1,000.00
LAU'S	LAU'S AUTO CARE CENTER INC	WHEEL ALIGNMENT	01-510-000-58600	89.95
LAU'S		BALANCE WHEELS	01-510-000-58600	19.90
LUX	LUXEMBURG IMPLEMENT COMPANY	HYDRAULIC FILTERS	01-510-000-51900	332.10
LUX		HYDRO TRANSMISSION OIL	01-510-000-51900	410.04
LUX		BELT	01-510-000-51900	97.52
TOTAL				4,398.36
TOTAL PARKS AND PLAYGROUNDS				4,398.36
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PKG LOT LITES	01-550-000-56150	101.08
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	20.19
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	10.00
19880		S NEENAH AVE RESTROOM	01-550-000-56150	32.89
19880		S NEENAH AVE RESTROOM	01-550-000-58650	25.00
20070	TRAFFIC & PARKING CONTROL INC	HOSTING FEE NOV & DEC	01-550-000-58999	108.00
TOTAL				297.16
TOTAL MUNICIPAL DOCKS				297.16
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	92 E MAPLE ST DOCK/LTS	01-570-000-56150	21.63
19880		DC MUSEUM WALKWAY	01-570-000-56150	63.09
19880		DC MUSEUM PKG LOT	01-570-000-56150	83.91
19880		JUNIPER STREET WALKWAY LITES	01-570-000-56150	35.28
19880		JUNIPER ST PRKING LOT	01-570-000-56150	27.10
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	39.00
19880		KENTUCKY ST WTRFNT	01-570-000-56150	128.02
19880		92 E MAPLE ST DOCK	01-570-000-58650	10.00
19880		1ST AVE MARINA/RESTROOM	01-570-000-56150	442.10
19880		1ST AVE MARINA/RESTROOM	01-570-000-58650	61.40
19880		KENTUCKY ST CITY PKG RAMP	01-570-000-56150	171.56
19880		KENTCUKY ST CITY MARINA	01-570-000-58650	37.00
TOTAL				1,120.09
TOTAL WATERFRONT PARKS & WALKWAYS				1,120.09
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	1ST QTR COMMITTMENT	01-900-000-55750	7,925.00
13582	WIS COMMERCIAL PORTS ASSOC.	2024 ASSOCIATION DUES	01-900-000-56000	250.00
PREVEA	PREVEA HEALTH OCCUPTNL HEALTH	PRE EMPLOY SCREEN	01-900-000-58999	184.75
TOTAL				8,359.75
TOTAL COMMUNITY & ECONOMIC DEVLPMT				8,359.75
TOTAL GENERAL FUND				151,168.94
CAPITAL FUND				
COMPUTER				
HEARTBUS	HEARTLAND BUSINESS SYSTEMS,LLC	4 WIRELESS ACCESS POINTS	10-125-000-59040	2,152.84
TOTAL				2,152.84

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
COMPUTER				
TOTAL COMPUTER				2,152.84
CITY HALL				
CITY HALL EXPENSE				
04966	EAGLE MECHANICAL INC	HVAC SYSTEM FINAL PYMNT	10-160-000-59015	3,793.00
TOTAL CITY HALL EXPENSE				3,793.00
TOTAL CITY HALL				3,793.00
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	CONWAY SHIELD	RAIL MOUNT ASSEMBLY	10-250-000-59050	1,026.92
TOTAL EXPENSE				1,026.92
TOTAL FIRE DEPARTMENT				1,026.92
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
20070	TRAFFIC & PARKING CONTROL INC	BARRICADE REFLECTIVE SHEATHING	10-400-110-59095	640.00
GREATLAK	GREAT LAKES GRADING	8800 TON ASPHALT GRINDING	10-400-110-59095	35,000.00
WHITECAP	WHITE CAP L.P	EPOXY REBAR	10-400-110-59095	137.50
WHITECAP		EPOXY DOWELS	10-400-110-59095	967.50
TOTAL ANNUAL RESURFACING & BASE REP.				36,745.00
TOTAL ROADWAYS/STREETS				36,745.00
TOTAL CAPITAL FUND				43,717.76
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	SPECTRUM	01/24 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 #6 DISTRICT				
TID #6 DISTRICT				
TID #6 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	12/23 CONTRACTS/DEVELOP AGREES	22-360-000-55001	156.00
TOTAL TID #6 DISTRICT				156.00
TOTAL TID #6 DISTRICT				156.00
TOTAL TID #6 DISTRICT				156.00
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
AMUNDSEN	AMUNDSEN DAVIS, LLC	12/23 GRANARY MATTERS	28-340-000-51525	364.00
CEDARCO	CEDAR CORPORATION	TID 4 WALKWAY ADA	28-340-000-59085	10,670.39
TOTAL TID #4 DISTRICT				11,034.39
TOTAL TID #4 DISTRICT				11,034.39
TOTAL TID #4 DISTRICT				11,034.39

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #10 DISTRICT				
TID #10 DISTRICT				
TID #10 DISTRICT				
R0000421	WI DEPT OF TRANSPORTATION	DULUTH AVE DESIGN	32-310-000-59095	1,504.68
TOTAL TID #10 DISTRICT				1,504.68
TOTAL TID #10 DISTRICT				1,504.68
TOTAL TID #10 DISTRICT				1,504.68
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	0/24 DSL FUEL 748.57 G	60-000-000-51650	2,428.35
ASTRO	ASTRO HYDRAULICS, INC	REPAIR/TEST HYDRAULIC CYLINDER	60-000-000-53000	579.80
FLEETPRI	FLEETPRIDE	4 BRAKE DRUMS	60-000-000-53000	691.96
FLEETPRI		4 BRAKE SHOE KITS	60-000-000-53000	524.36
GFLENVIR	GFL ENVIRONMENTAL, INC	225.10 TN GARBAGE	60-000-000-58300	16,285.98
GFLENVIR		86.75 TN RECYCLING	60-000-000-58350	1,491.23
JX ENT	JX ENTERPRISES, INC.	BRAKE KIT	60-000-000-53000	603.98
TOTAL SOLID WASTE ENTERPRISE FUND				22,605.66
TOTAL SOLID WASTE ENTERPRISE FUND				22,605.66
TOTAL SOLID WASTE ENTERPRISE				22,605.66
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
19880		GARLAND PARK	64-000-000-58999	2.00
19880		SUNSET CONSN CNTR	64-000-000-58999	6.00
19880		FRANK GRASSE MEM SHELTER	64-000-000-58999	2.00
19880		OTUMBA PARK	64-000-000-58999	2.00
19880		WEST SIDE WARMING HOUSE	64-000-000-58999	9.00
19880		WEST SIDE FIRE STATION	64-000-000-58999	6.00
19880		38 S NEENAH AVE PAVILLION	64-000-000-58999	2.00
19880		S 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	13.39
19880		FIRE TRAINING SITE	64-000-000-58999	2.00
19880		QUINCY ST BALLFLD	64-000-000-58999	6.00
19880		92 E MAPLE ST DOCK	64-000-000-58999	2.00
19880		1ST AVE MARINA/RESTROOM	64-000-000-58999	6.00
19880		KENTUCKY ST CITY PKG RAMP	64-000-000-58999	2.00
19880		KENTCUKY ST CITY MARINA	64-000-000-58999	6.00
19880		SIGN SHED	64-000-000-58999	2.00
19880		CHERRY BLOSSOM PK	64-000-000-58999	2.00
TOTAL COMPOST SITE ENTERPRISE FUND				108.39
TOTAL COMPOST SITE ENTERPRISE FUND				108.39
TOTAL COMPOST SITE ENTERPRISE FUND				108.39
TOTAL ALL FUNDS				230,334.09

**MANUAL CHECKS**

DELTA DENTAL 02/01/24 Check # D001473 02/24 Dental Insurance Various Departmental Accounts	\$6,041.77
EFT GROUP INSURANCE 02/01/24 Check # D001474 02/24 Health Insurance Various Departmental Accounts	\$124,775.40
RELIABLE AUTOMOBILE SALES INC 02/06/24 Check # 93047 2022 Equinox Vehicle 10-200-000-5930	\$24,193.50
AT&T MOBILITY 02/08/24 Check # 93108 01/24 Statement Charges 01-215-000-58250	\$1,499.16
KWIK TRIP INC 02/08/24 Check # 98109 01/24 Statement Charges 01-250-000-51650 & 01-215-000-51650	\$1,460.66
PIER & WATERFRONT SOLUTIONS, LLC 02/08/24 Check # 93110 Down Payment Floating Dock 10-550-000-59999	\$25,320.00
WISCONSIN MANAGEMENT CO. 02/08/23 Check # 93116 2023 Tax Increment Reimburse 28-340-000-58999	\$93,057.50
DOOR COUNTY TREASURER 02/13/24 Check # 93117 02/24 Tax Settlement 01-000-000-24212	\$1,308,771.81

SECURIAN FINANCIAL GROUP	\$2,767.24
02/13/24	
Check # 92885	
02/24 Life Insurance	
01-600-000-50552	
NWTC GREEN BAY	\$301,413.35
02/13/24	
Check # 93119	
02/24 Tax Settlement	
01-000-000-24640	
SEVASTOPOL SCHOOL DISTRICT	\$86,838.97
02/13/24	
Check # 93120	
02/24 Tax Settlement	
01-000-000-24630	
SOUTHERN DOOR SCHOOL DISTRICT	\$261,028.87
02/13/24	
Check # 93121	
02/24 Tax Settlement	
01-000-000-24620	
STURGEON BAY SCHOOL DISTRICT	\$3,428,969.88
02/13/24	
Check # 93122	
02/24 Tax Settlement	
01-000-000-24610	
PREMIER SB DULUTH AVE, LLC	\$1,997.46
02/13/24	
Check # 93123	
Tax Increment TID 7	
23-370-000-58999	
WAUPUN FIRE DEPARTMENT	\$50.00
02/13/24	
Check # 93124	
Training Registration	
01-250-000-55600	
<b>TOTAL MANUAL CHECKS</b>	<b>\$5,668,185.57</b>

DATE: 02/13/2024  
TIME: 14:53:20  
ID: AP4430ZN

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/20/2024

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SUMMARY OF FUNDS:				
GENERAL FUND		151,168.94		5,819,354.51
CAPITAL FUND		43,717.76		
CABLE TV		38.27		
TID #6 DISTRICT		156.00		
TID #4 DISTRICT		11,034.39		
TID #10 DISTRICT		1,504.68		
SOLID WASTE ENTERPRISE		22,605.66		
COMPOST SITE ENTERPRISE FUND		108.39		
TOTAL --- ALL FUNDS		230,334.09		5,898,519.16

Allen Bacon 2/13/24  
Spth W... 2-13-24  
John Allen 2/13/24

COMMON COUNCIL  
February 6, 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, Gustafson, Nault, Wiederanders, and Reeths were present. Statz and Williams were excused.

Gustafson/Nault to adopt the agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund – \$239,076.44, Capital Fund - \$19,046.06, Cable TV - \$7,027.65, TID #6 - \$234.50, and Solid Waste Enterprise Fund - \$123.94 for a grand total of \$327,169.59. Roll call: All voted aye. Carried.

Nault/Reeths to approve consent agenda:

- a. Approval of 1/23/24 regular Common Council minutes.
- b. Place the following minutes on file:
  - 1. Police & Fire Commission – 7/12/23
  - 2. Police & Fire Commission – 7/13/23
  - 3. Zoning Board of Appeals – 1/9/24
  - 4. Finance/Purchasing & Building Committee – 1/16/24
  - 5. City Plan Commission – 1/17/24
  - 6. Joint Parks & Recreation Committee/Board – 1/24/24
- c. Consideration of: Approval of Beverage Operator license.

Carried.

There were no mayoral appointments.

Gustafson/Wiederanders to read in title only and adopt the second reading of the ordinance re: Repeal and recreate Section 3.06 of the Municipal Code- Transfer of Funds. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the request to direct distribution/payment of the School Tax Credit, Lottery Credit and First Dollar Credit from the State of Wisconsin Department of Administration and Department of Revenue under the qualifying criteria detailed in Wis. Stats. 79.10(7m)(cm)1.a.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Introduced by Mayor Ward. Bacon/Reeths to adopt. Carried.

City Engineer Shefchik summarized the bids for the Concrete Replacement Program. Gustafson/Bacon to award the contract for Project 2401A (Concrete Replacement Program) to Martell Construction, Inc. with the unit pricing amounts totaling an estimated cost of \$610,701.08. Carried.

City Engineer Shefchik summarized the bids for the Asphalt Replacement Program. Bacon/Nault to award the contract for Project 2401B (Asphalt Replacement Program) to Northeast Asphalt, Inc. with unit pricing amounts totaling an estimated cost of \$1,426,202.38. Carried.

City Engineer Shefchik summarized the bids for the Proposed 911 Parking Lot. Wiederanders/Reeths to award the contract for Project 2402 (Proposed 911 Parking Lot) to

Express Excavating, Inc. with unit pricing amounts totaling an estimated cost of \$52,779.15. Carried.

City Engineer Shefchik summarized the bids for Geneva Ridge Subdivision. Nault/Gustafson to award the contract for Project 2403 (Geneva Ridge Subdivision) to Lily Bay Sand and Gravel, LLC with unit pricing amounts totaling an estimated cost of \$495,228.08. Carried.

There was no City Administrator report.

The Mayor gave his report.

Nault/Bacon to adjourn. Carried. The meeting adjourned at 6:28 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**December 6, 2023**

A meeting of the Community Protection & Services Committee was called to order at 4:30 pm by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Ald. Williams, Ald. Reeths and Ald. Wiederanders were present. Also present from City Departments were Ald. Nault, Josh VanLieshout, Marty Olejniczak, Valerie Clarizio, Stephanie Servia and Jeff Hoffman.

*Moved by Ald. Reeths, seconded by Ald. Wiederanders to adopt the following agenda, however, move item 8 up after item 4 - Public Comment:*

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from November 1, 2023
4. Public Comment on Agenda Items
5. Consideration of: City Ordinance Code 12.03 – Compulsory Connection to Sewer and Water Mains
6. Consideration of: City Ordinance Code 9.05 – Tourist Rooming House Permits
7. Consideration of: Amendment to Section 15.02 – Adoption of State Building Codes – SPS 327 Camping Units
8. Consideration of: Weights and Measures
9. Adjourn

*All Ayes. Carried.*

**Approval of Meeting Minutes**

*Moved by Ald. Wiederanders, seconded by Ald. Reeths to approve the November 1, 2023 minutes. All Ayes. Carried.*

**Public Comment**

None

**Weights and Measures**

Request to repeal and recreate section 1.21 of City code to eliminate the fee assessment portion. The State of Wisconsin requires areas with a population over 5,000 to do testing of weighing and measuring products within businesses (i.e. grocery store scales, gas station pumps and timing devices in a tanning bed) to ensure consumers gets what they are paying for. Currently the City contracts with the State to do this measuring instead of doing it in-house. The cost to contract with the State is \$6,000/year.

The problem the City is running into is Associate Appraisals used to send out a personal property tax assessment, and the City would send out weights and measures assessment sheets for billing. Associated Appraisals held the database of personal property that the City would use, however it has since been eliminated and the City no longer has a database to work with. The City would have to recreate the database, maintain it and send out its own forms. Invoicing and collection were occurring in-house.

With losing the database while retaining the current weights and measures assessment would cost the City more because of the staff time required to administer the program, where instead the City could pay the State to bill out instead of doing it. The downside to having the State take over billing is the City would have to pay \$6,000 without the chance to recover it.

The Finance Department has done an analysis to see how much it would cost to continue billing out through the City, plus maintaining the database; the cost was over \$2,000 for staff time and materials. The question of whether it is worth doing, as the thought is the City will be spending more than what the cost of the service is worth. Under the State law the City can only charge \$6,000 the State charges the people with the weights and measures charges for there time; there is no money to be made beyond the \$6,000.

*Moved by Ald. Wiederanders seconded by Ald. Reeths to hereby recommend the Common Council repeal and recreate Section 1.21 – Weights and Measures Regulations, of the City of Sturgeon Bay Municipal Code, eliminating the fee assessment. All ayes. Carried*

#### **Ordinance 12.03 – Compulsory Connection to Sewer and Water Mains**

Jeff Hoffman of SBU and Marty Olejniczak reviewed the code and proposed changes. The ordinance as worded doesn't cover all instances of where sewer and water should be getting connected. There were also other areas discussed where changes should be made. One of these was the exceptions to where sewer/water hookup would be. It was decided if you could create a legal lot in between a house/building and the road, you can wait to be hooked up. Defining what a legal lot is, however, is challenging. It was decided to have an exception process that is treated case by case, and a waiver is issued. The other changes include general updating and wordsmithing.

*Moved by Ald. Reeths seconded by Ald. Wiederanders to hereby recommend the Common Council approve amendments to Section 12.03 – Compulsory Connection to Sewer and Water Mains, of the City of Sturgeon Bay Municipal Code. All ayes. Carried.*

#### **Ordinance Code 9.05 – Tourist Rooming House Permits**

The City reviews the ordinance every couple of years; this year the ordinance was reevaluated and some changes were suggested due to legal concerns against the City by the Wisconsin Realtor's Association. The changes include modifying the permit where it is renewed annually instead of every-other year, and owners will be required to reside within a 90-minute drive to the property or have a management company contracted within the same range of 90 minutes.

As of October 2023, there were 124 active tourist room house licenses within the City. Currently the permit fee is \$100; evaluation of the fee schedule will be reviewed to include costs associated with enforcing the code and processing permits.

*Moved by Ald. Reeths seconded by Ald. Wiederanders to hereby recommend the Common Council approve the changes to Section 9.05 – Tourist Rooming House, of the City of Sturgeon Bay Municipal Code as presented. All ayes. Carried.*

#### **Section 15.02 – Adoption of State Building Codes – SPS 327 Camping Units**

The City has recently contracted with a new company for inspection services, and under State regulations the current code needs to be updated to include Camping Units. Therefore, section 15.02 of the building regulations should be amended in order for the City to continue being a delegated authority in planning reviews and inspections.

*Moved by Ald. Wiederanders seconded by Ald. Reeths to hereby recommend the Common Council approve the amendment to Section 15.02 State Building Codes – SPS 327 Camping Units, of the City of Sturgeon Bay Municipal Code. All ayes. Carried.*

*Moved by Ald. Wiederanders, seconded by Ald. Reeths to adjourn the meeting of the Community Protection & Services Committee. All ayes. Carried. The meeting was adjourned at 4:58 pm.*

Respectfully submitted,

A handwritten signature in cursive script that reads "Sarah Spude-Olson".

Sarah Spude-Olson  
Police Department Office Manager

**POLICE AND FIRE COMMISSION**

January 11, 2024

A meeting of the Police and Fire Commission was called to order at 9:06 a.m. by Commission President Wayne Spritka in the Closed Session Room at the Sturgeon Bay Municipal Building. **Roll Call:** Commissioner Spritka, Commissioner Poulton and Commissioner VanDyke were present; Commissioner Hurley and Commissioner Kurschner were excused. Also present from City Hall was Chief Henry, Assistant Chief Brinkman and Captain Hougaard.

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

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from July 12, 2023 and July 13, 2023 Meetings
5. Convene in Closed Session in accordance with the following exemption:

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

- a. Consideration of: Interviews for Police Officer eligibility list

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

6. Reconvene in open session.
7. Approve an eligibility list for Police Officer position
8. Set Date for Next Meeting
9. Adjourn.

*All ayes. Carried.*

**Approval of Minutes:**

*Moved by Commissioner VanDyke, seconded by Commissioner Poulton to approve the minutes from the July 12, 2023 and July 13, 2023 meetings. All ayes. Carried.*

**Convene in Closed Session:**

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

**Reconvene in Open Session:**

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

**Police Officer Eligibility List:**

*Moved by Commissioner VanDyke, seconded by Commissioner Spritka to place Austin VanErem, Caleb McAvoy and Josh Kazik on an eligibility list, in no particular order, for a period of 6 months. All ayes. Carried.*

**Set Next Meeting Date:**

*A meeting will be set in February to discuss and finalize the Police and Fire Commission Rules and Regulations.*

**Adjourn:**

*Moved by Commissioner Poulton, seconded by Commissioner VanDyke to adjourn. All ayes. Carried. Time of 10:55 a.m.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah Spude-Olson".

Sarah Spude-Olson  
Office Manager

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 30, 2024**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, and Wiederanders were present. Alderperson Williams was excused. Also present: City Treasurer/Finance Director Clarizio, Police Chief Henry and Office Accounting Assistant II Metzger. Community Development Director Olejniczak entered at 4:15pm.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Rubber Tire Loader.
5. Consideration of: Flock Camera System.
6. Consideration of: Safe Boat Resurfacing
7. Consideration of: Request for direct Distribution of Lottery Credit, School Tax Credit and First Dollar Credit.
8. Convene in closed session in accordance with the following exemptions:

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

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

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

9. Review bills.
10. Adjourn.

Carried.

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

Consideration of: Rubber Tire Loader

City Treasurer/Finance Director Clarizio stated this was a budgeted item for 2024. Three bids were received for a rubber tire loader. Aring Equipment was the lowest bid in the amount of \$267,000 less the \$41,500 trade in. The bid is \$17,000 over the allocated \$250,000 budget. Capital line 10-300-000-59065, street sweeper, has \$24,786 available to cover the additional cost of the purchase.

Aring Equipment  
DePere, WI  
Price: \$84,400  
Trade: \$41,500

Fabick CAT  
Green Bay, WI  
Price: \$276,777  
Trade: \$35,000

Brooks Tractor  
DePere, WI  
Price: \$279,000  
Trade: \$35,000

Final Price: \$225,500

Final Price: \$241,777

Final Price: \$ 244,624

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the purchase of one (1) Volvo L90H rubber tire loader from Aring Equipment in an amount not to exceed \$267,000 and trade in 2001 Volvo L90H valued at \$41,500, and transferring \$17,000 from budget line 10-300-000-59065, street sweeper, to cover the additional costs of the purchase. Carried.

Consideration of: Flock Camera System:

Police Chief Henry presented the quote from Flock Safety for the purchase of a license plate reader camera system. The 2024 capital budget allocated \$34,500 for the purchase. Flock Safety would be a sole source purchase as they provide the only system currently used in Northeastern Wisconsin. The system captures license plate numbers then alerts the Department when vehicles entered into the system are detected, such as stolen vehicles and Silver Alerts. The estimate of \$31,500 includes installation.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the contract with Flock Safety for the installation of a license plate reader camera system in the amount of \$31,500 and with the understanding that if the system fits departmental needs, the City will have a reoccurring cost of \$30,000 annually. Carried.

Consideration of: Safe Boat Resurfacing:

Police Chief Henry stated the 2024 budget allocated \$40,000 for resurfacing the 2010 Safe boat. The estimate received from Safe Boat in the amount of \$39,234.82 would replace the sides of the boat, all styrofoam on the sides and nonskid areas on the deck. When completed the boat will look close to new condition. Safe Boat is the sole source for the necessary supplies to repair the boat.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve resurfacing the Safe boat in the amount of \$39,234.82 including estimated shipping costs and approve repairs with Safe Boat as sole source. Carried.

Consideration of: Request for Direct Distribution of Lottery Credit, School Tax Credit and First Dollar Credit:

City Treasurer/Finance Director Clarizio explained typically the distribution of state credits are distributed by the County. The City received notification from the State of Wisconsin Department of Revenue that the City qualifies for direct distribution of state credits because the minimum threshold of \$3 million in credits in a year has been reached. The City would take the distribution process over from the County. When the City receives the funds, we would settle accordingly with the taxing jurisdictions, such as NWTC, School Districts and the County. Council approval is required for direct distribution/payment.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve request to direct distribution/payment of the School Tax Credit, Lottery Credit and First Dollar Credit from the State of Wisconsin Department of Administration and Department of Revenue under the qualifying criteria detailed in Wis. Stat. 79.10 (7m) (cm)1.a. Carried.

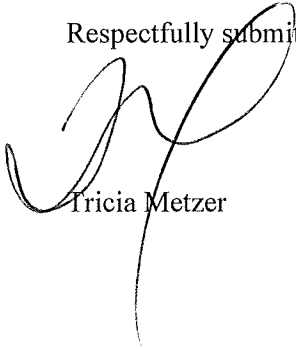
After Alderperson Bacon announced the statutory basis, it was moved by Alderperson Wiederanders, seconded by Alderperson Bacon to convene in closed session. Roll call: Alderpersons Bacon and Wiederanders voted aye. Carried. The meeting moved into closed session at 4:17 pm. The meeting reconvened in open session at 4:39 pm.

Review bills

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

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 4:41pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Tricia Metzger', written over the printed name.

Tricia Metzger



# 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 JANUARY 2024 FIRE REPORT

JANUARY 2024 INCIDENTS: 153  
2024 YTD TOTAL: 153

JANUARY 2023 INCIDENTS: 119  
2023 YTD TOTAL: 119

### INCIDENTS BY JURISDICTION:

CITY: 125 Year to Date: 125

### AVERAGE RESPONSE TIME:

103 – Medical Incident  
01 – Gas Leak  
01 – Carbon Monoxide Incident  
02 – Vehicle Accident  
01 – Trash/Rubish Fire

02 – Public Service/Assist  
06 – Dispatched & Cxl in Route  
01 – Cooking Fire  
01 – Overheated Motor

EMERGENT: 3.8 Minutes NON-EMERGENT: 4.9 Minutes

01 – Unauthorized Burning  
04 – Alarm/Detector Activation, No Fire  
01 – Breakdown of Light Ballast  
01 – Vehicle Fire

Town of Sevastopol: 11 Year to Date: 11

EMERGENT: 12.0 Minutes NON-EMERGENT: 15.2 Minutes

01 – Arcing, Shorted Electrical Equip  
01 – Citizen Complaint

01 – Dispatched & Cxl in Route  
06 – Assist Law Enforcement/Other Agency

02 – Alarm/Detector Activation, No Fire

Town of Sturgeon Bay: 09 Year to Date: 09

EMERGENT: 10.7 Minutes NON-EMERGENT: 10.9 Minutes

06 – Medical Incident

01 – Dispatched & Cxl in Route

02 – Public Service/Assist

### MUTUAL AID/MABAS INCIDENTS

Southern Door: 02 Year to Date: 02

02 – Dispatched & Cxl in Route

Brussels, Union, Gardner: 03 Year to Date: 03

01 – Ice Rescue 01 – Structure Fire 01 – Electrical Problem

Egg Harbor: 02 Year to Date: 02

01 – Ice Rescue 01 – Cooking Fire

Jacksonport: 01 Year to Date: 01

01 – Dispatched & Cxl in Route

### INSPECTION REPORT:

#### Regular Inspections

#### Re Inspections

#### Occupancy Inspections

#### Hours

Inspections – City of Sturgeon Bay:

07

30

0

48.3

Inspections – Town of Sevastopol:

0

0

0

0

Inspections – Town of Sturgeon Bay:

0

0

0

0

Inspections – Town of Jacksonport:

0

0

0

0

Town of Sevastopol Burn Permits:

Permits Issued for Month: 0

Year to Date Permits Issued: 0

## **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; Jefferson Fire performed annual maintenance/service on both breathing air compressors; firefighters completed installing equipment on Brush 717; did inventory on all apparatus; repaired Fortuna boat (ice rescue); inspected E707 for coolant leak; diagnosed issue with window on E707 & ordered parts; and cleaned carpets & grout at Westside Station.

### **TRAINING:**

170.78 total hours of training were conducted in January. Firefighters trained with driver/operator procedures; Lt Austad and FF Nell participated in monthly dive training; drone operators trained with operations on new drone; all fire inspectors trained on new forms and procedures; all firefighters reviewed bi-pod/tri-pod operation procedures; ice rescue equipment/procedures; hydraulic ventilation & flow paths; mutual aid box alarm system (MABAS) procedures; large area search procedures and FF Naze & FF Vasallo began Firefighter 1 training at NWTC in Green Bay.

### **OTHER:**

The Fire Chief and AC attended City and other Town meetings. AC Montevideo provided CPR training for staff at Sevastopol School; on duty firefighter gave tours to Kindergartners from St Peters and a local Boy Scout Troop.



# STURGEON BAY POLICE DEPARTMENT



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

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

From: Assistant Chief Daniel J. Brinkman

Subject: Monthly Report for January, 2024

Date: February 9, 2024

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

## Crimes Investigated

The Department, during the month, investigated a total of 41 crimes.

These crimes can be broken down and classified as follows.

Theft.....	05
Fraud / Forgery.....	06
Domestic Abuse.....	02
Disorderly Conduct.....	06
Bail Jumping.....	04
Custodial Interference/Dispute.....	04
Battery.....	02
Threats to Injure.....	02
Possess Controlled Substance.....	06
Sex Offense.....	03
Stalking.....	01
<b>TOTAL</b>	<b>41</b>

## Arrests

The Department completed a total of 125 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

### A. Felony Crime Arrests

Bail Jumping.....	04
Threaten Law Enforcement Officer.....	03
3 <sup>rd</sup> Deg Sexual Assault of Child.....	01
Possess Controlled Substance.....	02
Cause Mental Harm to Child.....	01
<b>TOTAL</b>	<b>11</b>

### B. Misdemeanor Crime Arrests

Disorderly Conduct.....	09
Bail Jump.....	04
Battery.....	02
Criminal Damage to Property.....	06
Obstruct/ Resist Officer.....	04
Possess Controlled Substance.....	03
Possess Drug Paraphernalia.....	03
Criminal Trespass to Dwelling.....	01
<b>TOTAL</b>	<b>32</b>

Wisconsin Probation & Parole Arrests / Warrant Arrests.....	10
<b>TOTAL</b>	<b>10</b>

### C. Ordinance Violation Arrests

Disorderly Conduct .....	01
Disorderly Conduct w/Motor Vehicle .....	01
Retail Theft.....	02
Underage Possession/Consumption of Alcohol.....	01
Allow Animal to Run at Large.....	01
<b>TOTAL</b>	<b>06</b>

### D. Traffic Crime Arrests

No Valid Driver's License.....	02
Operate while Revoked.....	07
Fail to Install Ignition Interlock Device.....	02
Flee / Elude Officer.....	01
<b>TOTAL</b>	<b>12</b>

### E. Traffic Violation Arrests

Speeding.....	08
No Valid Driver's License.....	06
Operate M/V without Insurance.....	09
Miscellaneous Violations.....	29
Operating While Intoxicated.....	02
<b>TOTAL</b>	<b>54</b>

In addition to the aforementioned arrests, the Department conducted a total of 146 traffic stops during the month and logged 84 violations for various motor vehicle defects and local ordinances and issued 71 written warnings for those violations. A total of 43 parking tickets were issued for violations throughout the city.

#### **Traffic Accidents**

The Department during the month investigated a total of 27 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities .....	00
B.	Motor Vehicle Accidents Involving Injuries.....	01
C.	Motor Vehicle Accidents Involving Property Damage .....	26
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	00
	(less than \$1,000.00)	
		<b>TOTAL 27</b>

#### **Police Service Calls**

Department members handled 620 service calls during the month. These calls consist of both citizen requests for police service as described below (542), crimes investigated (41), traffic accidents investigated (27), and Wisconsin Probation and Parole Assists (10).

A.	Traffic and Road Incidents.....	149
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints.....	01
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons.....	10
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms.....	16
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	17
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	08
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts.....	01
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	

H. Citizen Assist .....48

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

I. Assistance Rendered to Other Agencies..... 10

Includes assistance to other law enforcement and government agencies.

J. Suspicious Person / Vehicle / Circumstance ..... 11

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

K. Self-Initiated Field Activity.....09

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

L. Juvenile Problems .....09

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

M. Miscellaneous Incidents .....299

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

N. Welfare Checks .....32

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

**TOTAL 620**

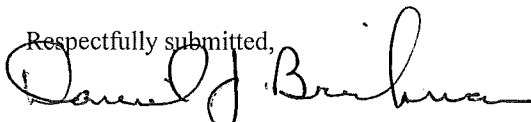
**Department Training**

The Joint SWAT Team and Dive Team completed their monthly training. One officer completed 96 hours of training to become state certified as an instructor in Defensive and Arrest Tactics (DAAT).

**Notes**

Sgt. Jason Albertson worked with Door County schools updating their Reunification protocols in the event of an Active Threat situation.

Respectfully submitted,



Assistant Chief Daniel J. Brinkman



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

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

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

February 5, 2024


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

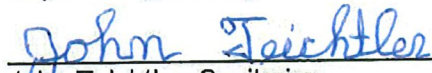
Ms. Reinhardt:


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

Sturgeon Bay Visitor and Convention Bureau Inc.  
36 South Third Avenue  
Sturgeon Bay, WI 54235  
Agent: Andrea Buboltz  
May 25, 2024 – May 26, 2024  
Fine Art Fair  
Location: Martin Park

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

  
Clint Henry, Police Chief  
City of Sturgeon Bay

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

  
Kalin Montevideo, Asst. Fire Chief  
City of Sturgeon Bay

C 240131  
#1 8

# APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10

Application Date: 1/24/24

☐ Town ☐ Village ☒ City of Sturgeon Bay County of Douglas

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 5/25/24 and ending 5/26/24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) ☒ Bona fide Club ☐ Church ☐ Lodge/Society ☐ Veteran's Organization ☐ Fair Association

(a) Name Sturgeon Bay Visitor's Convention Bureau Inc.

(b) Address 301 S. 3rd Ave - Sturgeon Bay WI  
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized Sept 1994

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Erin Helgeson - 419 N. 8th Ave - Sturgeon Bay.

Vice President Josh Cory - Jaggi - 4205 Bay Shore Dr. - Sturgeon Bay

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: Andrea Buboltz  
301 S. 3rd Ave - Sturgeon Bay, WI 54285

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 207 S. 3rd Ave (Martin park)

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

3. NAME OF EVENT

(a) List name of the event Fine Art Fair

(b) Dates of event May 25th & 26th

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] 01/24/24  
(Signature/date)

Officer [Signature] 1/24/24  
(Signature/date)

Date Filed with Clerk 1-31-2024

Date Granted by Council \_\_\_\_\_

Destination Sturgeon Bay  
(Name of Organization)

Officer [Signature] 1/24/24  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Reported to Council or Board \_\_\_\_\_

License No. \_\_\_\_\_



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

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

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

February 5, 2024

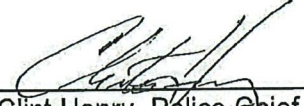
Stephanie Reinhardt  
City Clerk  
421 Michigan Street  
Sturgeon Bay, WI 54235


Ms. Reinhardt:

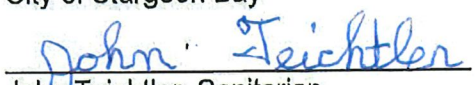
We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer and Class B Wine license:

St. John Bosco Catholic School  
730 West Maple Street  
Sturgeon Bay, WI 54235  
Agent: Ashey Duva  
March 2, 2024

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

  
Clint Henry, Police Chief  
City of Sturgeon Bay

  
Kalin Montevideo, Asst. Fire Chief  
City of Sturgeon Bay

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

C240201 #1  
R

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 2-1-24

☐ Town ☐ Village ☒ City of STURGEON BAY

County of DOOR

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 03/02/2024 and ending 03/02/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

☐ Bona fide Club

☒ Church /School ☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name ST JOHN BOSCO CATHOLIC SCHOOL - GALA OF GIVING

(b) Address 730 W MAPLE ST

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 07/01/2007

(d) If corporation, give date of incorporation 07/01/2007

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Michael Robey; 730 W. Maple St; Sturgeon Bay WI 54235

Vice President Ashley Duva; 730 W. Maple St; Sturgeon Bay WI 54235

Secretary Amy Alberts; 730 W. Maple St; Sturgeon Bay WI 54235

Treasurer Tina Stawicki; 730 W. Maple St; Sturgeon Bay WI 54235

(g) Name and address of manager or person in charge of affair: Ashley Duva; 6129 N. Shoreside Circle, Sturgeon Bay WI 54235

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 730 W MAPLE ST

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: GYM, HALLWAYS, KITCHEN

### 3. Name of Event

(a) List name of the event GALA OF GIVING

(b) Dates of event 03/02/2024

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

(Signature / Date)

ST JOHN BOSCO CATHOLIC SCHOOL

(Name of Organization)

Date Filed with Clerk

2-1-24

Date Reported to Council or Board

Date Granted by Council

License No.

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant:

Destination Sturgeon Bay

Name of Event:

Fine Art Fair

Contact Phone #:

920-743-6246

Date(s) of Event:

May 25<sup>th</sup> & 26<sup>th</sup>

Time:

Sat. (25) - 10AM-4PMSun. (26) - 10AM-3PM

Estimated # of Attendees:

2500 + @setupMay 24<sup>th</sup> - 10AM-4PM @

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:

Set up on 24<sup>th</sup> & event 25<sup>th</sup> & 26<sup>th</sup>

Signature of Responsible Party:

Anneka Brown

Address:

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

Date Submitted:

1-31-2024

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

Approval:

Fire Chief:

[Signature]

Date:

2/2/24

Police Chief:

[Signature]

Date:

2-5-24

Comm. Dev:

[Signature]

Date:

2-6-24

Streets/Parks:

[Signature]

Date:

2-6-24

City Clerk:

[Signature]

Date:

2/6/24

Finance Dir:

[Signature]

Date:

2/6/24

City Engineer:

[Signature]

Date:

2-6-24

City Admin:

[Signature]

Date:

2/9/24

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 DSD, 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 24 day of January, 2024

By: [Signature]

Executive Director

By: [Signature]

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;

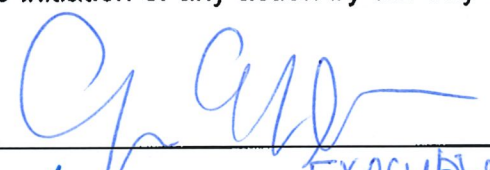

**AND WHEREAS** the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

**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: 01/24/2024

Dated: \_\_\_\_\_

  
\_\_\_\_\_  
Executive Director  
  
\_\_\_\_\_  
Events Director.

Company Name (if applicable): Destination Sturgeon Bay

Billing Address: 36. S 3rd Ave

Sturgeon Bay, WI 54235

Telephone: 920-743-6246

## STURGEON BAY FINE ART FAIR



**MAY 25 – 26, 2024**

**MARTIN PARK 10 AM TO 4:00 PM (SATURDAY) 3:00 PM (SUNDAY)**

Saturday 10 am-4 pm and Sunday 10 am-3 pm at Martin Park in downtown Sturgeon Bay. 2024 marks the 26<sup>th</sup> Annual Fine Art Fair, a juried multi-media art show featuring fine art from artists around the U.S. Live entertainment, children's activities, food, and more!



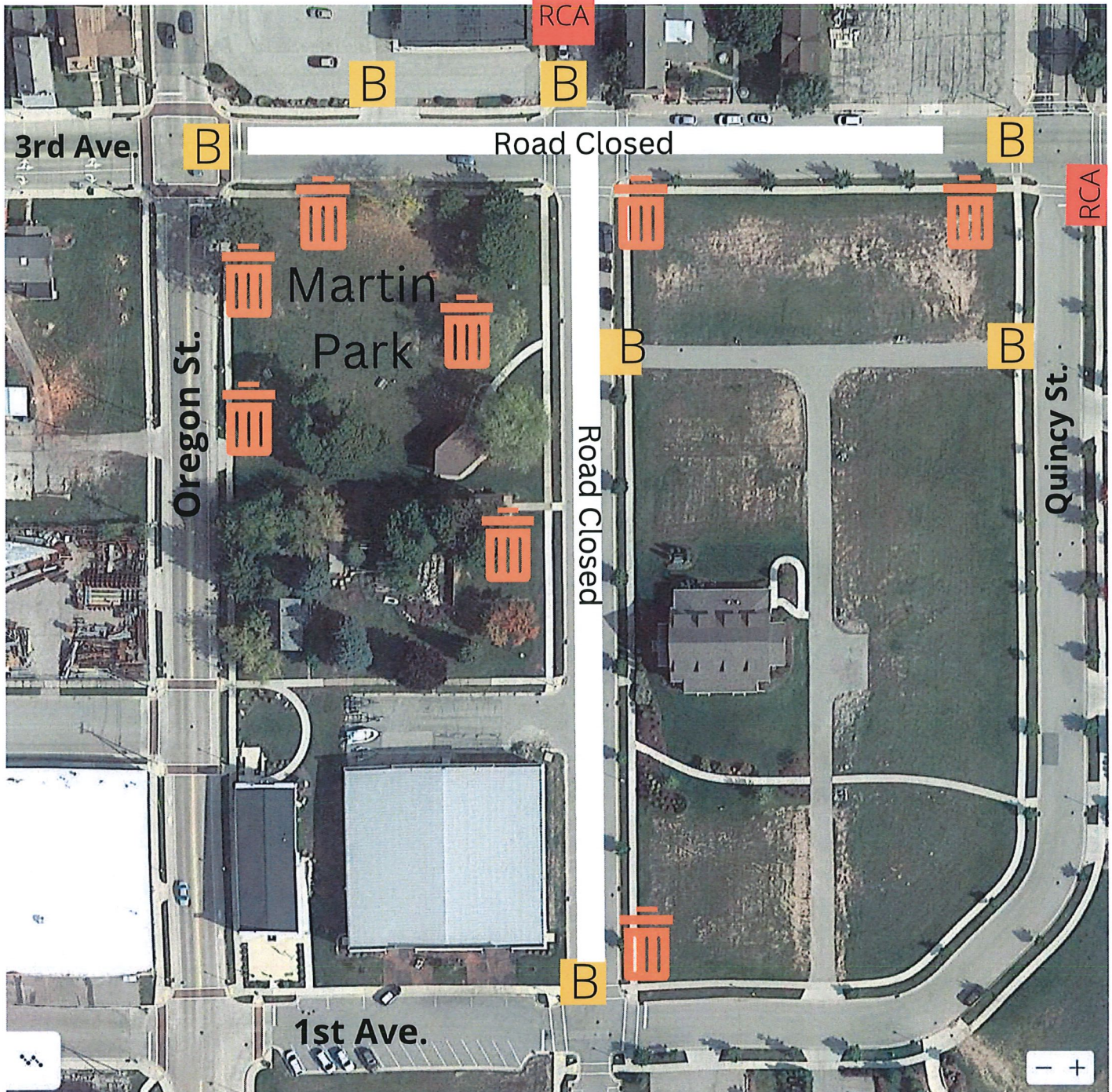
35 S. Third Avenue  
Sturgeon Bay, WI 54235  
Phone: 920.743.6046  
vacation@sturgeonbay.net

ACTIVITY GUIDE



# 2024 Fine Art Fair May 25-26

3rd Avenue from Oregon Street to Quincy Street and Pennsylvania Street from 3rd Avenue to 1st Avenue will be closed from



Notes:

**B** Barricade

**RCA** Road Closed Ahead

- **Friday, May 24 - Road Closed at 10AM (City)**
  - Vendor Set up
- **Sunday, May 26** - Road Reopens at 6PM (by DSB)
- Gator dropped off at DSB on Friday
- 10 additional cones dropped off at DSB on Friday



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/25/2024

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

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

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

**COVERAGES** **CERTIFICATE NUMBER:** 2024012511340896 **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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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	<b>AUTOMOBILE LIABILITY</b> <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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	A629733	07/18/2023	07/18/2024	EACH OCCURRENCE \$ 1,000,000
	AGGREGATE \$						
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> N 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)

Fine Art Fair  
May 25 and May 26  
Martin Park  
10:00AM-4:00PM

## CERTIFICATE HOLDER

## CANCELLATION

City of Sturgeon Bay For Fine Art Fair 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 

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## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**  
**Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.**

Name of applicant:

Henry S. Baird #174 Thomas S. Pinney 5th

Establishment Name:

Henry S. Baird #174

Address:

315 Third Ave Steyer Bay W/ 54235

Phone/Email:

920.493.3727 tomgunney@charter.net



Written Request Submitted



Cert of Insurance (additional insured) submitted



Scaled Diagram submitted



Hold Harmless Certificate submitted



Fee Paid

55.00 CB# 6741

Date Completed Application Submitted:

02/01/31 #5

Community Development Approval:

[Signature] 2-7-24

Department of Public Works Approval:

[Signature] 2-5-24

Fire Department Approval:

[Signature] 2/8/24

Date of Common Council Approval:

\_\_\_\_\_

- ☐ Copy of Sidewalk Café Policy/Procedures provided to applicant.
- ☐ Copy of Sidewalk Café Ordinance provided to applicant.

\*See back for "Alcohol Being Served Application Submission Information."

**SIDEWALK CAFÉ PERMIT WITH ALCOHOL BEING SERVED:**

1. Written request to Common Council to amend "premise section" of liquor license.

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

Date of Council Action:

*N/A Not serving alcohol  
BP 1/31/24*

2. Written certification that food sales are greater than 50% of gross receipts

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Henry S. Baird #174, 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 serve as P.U. for Steamboat Dinner, which shall encroach in the public right-of-way adjacent to property located at 315 Third Ave; 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 31 day of January, 2024

By: Thomas S. Baird S.T.

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/31/2024

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.

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<b>PRODUCER</b> Spectrum Insurance Group - Wausau 815 S 24th Ave Wausau WI 54401	<b>CONTACT</b> NAME: Karena Froom PHONE (A/C, No, Ext): 715-679-8327 FAX (A/C, No): 715-848-9034 E-MAIL: karena.froom@spectruminsgroup.com ADDRESS: karena.froom@spectruminsgroup.com
<b>INSURED</b> Grand Lodge Free and Accepted Masons of Wisconsin 36275 Sunset Dr Dousman WI 53118	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: West Bend Mutual INSURER B: National Specialty Insurance INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES****CERTIFICATE NUMBER:** 505005675**REVISION NUMBER:**

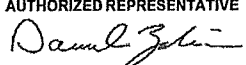
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 SUBR INSD 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:	Y	1303687	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
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		1303687	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		1303687	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	1381205	5/1/2023	5/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 100,000 E.I. DISEASE - EA EMPLOYEE \$ 100,000 E.I. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers Liab.		1340386	5/1/2023	5/1/2024	Directors & Officers \$2,000,000

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

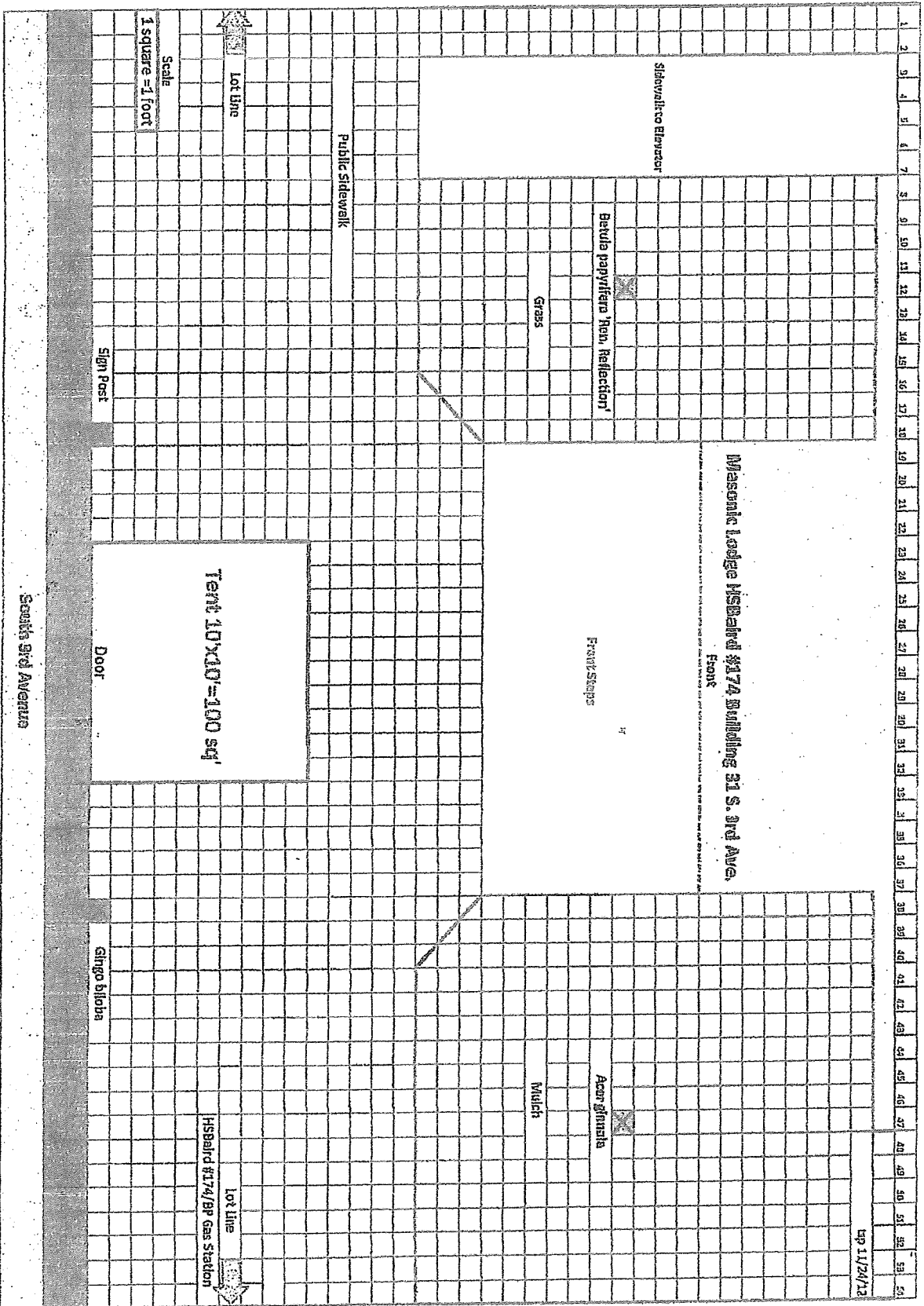
Regarding: Steamboat Dinner to be held March 8th-11th, 2024. Fundraiser for Henry S. Baird Lodge #174. City of Sturgeon Bay is covered as an additional insured under the above General Liability policy.

**CERTIFICATE HOLDER****CANCELLATION**

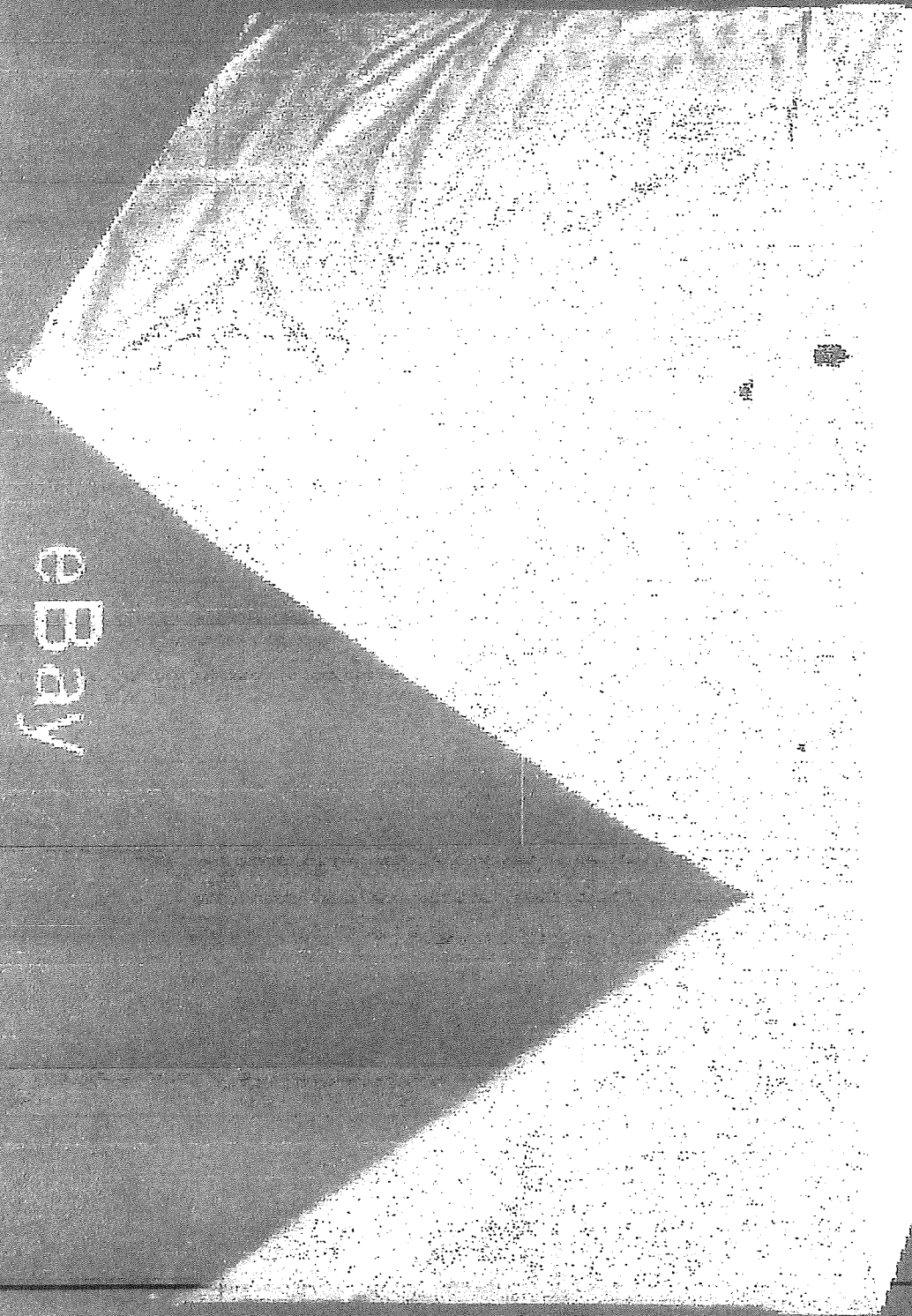
City of Sturgeon Bay 421 Michigan St. Sturgeon Bay WI 54235	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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eBay



# Henry S. Baird #174 J & AM

P.O. Box 86  
Sturgeon Bay, WI 54235



January 31, 2024  
City of Sturgeon Bay

Henry S. Baird Masonic Lodge #174 located at 31 S. Third Ave. is requesting a Sidewalk Café Permit for Saturday March 9, 2024. We have requested and obtained this permit for the past 11 years.

Enclosed is:

- A completed **Sidewalk Café Permit Application**,
- A completed and signed **Hold Harmless and Indemnification Agreement**.
- A copy of a current **Certificate of Insurance** with the City named as an additional insured.
- **Scaled Diagram** with details required by the application.
- A **check** for \$55.00.

We would maintain a minimum of 6' wide access to the public sidewalk.

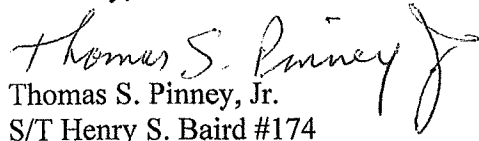
We would request that the tent be allowed to be set up Friday March 8<sup>th</sup> and if necessary to remain in place until Sunday noon March 10<sup>th</sup>. The actual take outs are scheduled for Saturday March 9<sup>th</sup> from 3 to 7p.

We have arranged with the SBU to hook up temporary power.

If you have any questions, please contact me at 920.493.3727 or [tompinney@charter.net](mailto:tompinney@charter.net).

Thank you for your consideration.

Sincerely,

  
Thomas S. Pinney, Jr.  
S/T Henry S. Baird #174

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend the Common Council approve the changes to Section 9.05 – Tourist Rooming House, of the City of Sturgeon Bay Municipal Code as presented.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: Dan Williams, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 7, 2024

\* \* \* \* \*

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

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

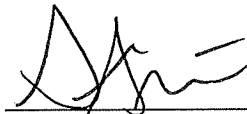
Alderperson \_\_\_\_\_ that said recommendation be adopted.

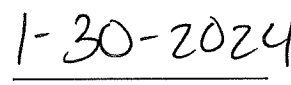
Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Executive Summary  
**Tourist Rooming House Ordinance Revision**

**Background:** On January 9th, the updates to the Tourist Rooming House regulations were formally approved. City Staff has since discovered a section of the ordinance that could be easily misinterpreted. The way the ordinance reads now, new permits are valid for one year and expire on June 30th. The question arose, if an applicant submitted a permit in January of 2024, would they be required to apply for another permit in June of that year or would the permit expire the following year on June 30th, 2025. Because of this concern, Staff recommends rewording this section of the ordinance to make it very clear when permits expire. The proposed language mimics the language that the State uses for their licenses.

**Recommendation:** Approve the ordinance change.

Drafted by:  \_\_\_\_\_  
Stephanie Servia  
Planner/Zoning Administrator

 \_\_\_\_\_  
Date

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## 9.05 Tourist rooming house license.

- (1) License required. No property owner shall use their property for the purposes of short-term renting within the city without obtaining a tourist rooming house license.
- (2) Definition. Tourist rooming house is a dwelling unit in which sleeping accommodations are offered for pay to tourists or transients for periods of less than one calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of rental. These facilities are sometimes referred to as vacation rentals. It does not include a lodging house as defined in section 20.03, boardinghouse not accommodating tourists or transients, or bed and breakfast establishments.
- (3) Tourist rooming houses are subject to the following:
  - (a) The facility shall be licensed by the Wisconsin Department of Agriculture Trade and Consumer Protection, the City of Sturgeon Bay, and the Door County Tourism Zone Commission.
    1. ~~New-T~~tourist rooming house licenses issued by the City of Sturgeon Bay ~~are valid for one year and expire on June 30, except that a -If a new-~~tourist rooming house license ~~is initially~~ issued ~~after during the period~~ April 1 ~~through June 30, the license from the city~~ shall expire on June 30 of the following year.
    2. Renewal tourist rooming house licenses are valid for one year and expire on June 30. Renewal licenses may be applied for no sooner than six months prior to expiration but are not valid until July 1.
    3. The community development department will oversee the issuing or renewal of tourist rooming house licenses. In the event city staff denies a permit, the applicant may appeal the denial decision to the city plan commission.
  - (b) The owner/operator must reside within a 90-minute driving time of the tourist rooming house, as determined by an internet-based mapping program during periods in which the tourist rooming house is rented unless there is a valid management contract with a management company located within the 90-minute driving time referenced above.
  - (c) Designated tourist rooming houses may have an unlit sign no larger than two square feet in size.
  - (d) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises used as a tourist rooming house. Written evidence of the liability insurance shall be submitted with the tourist rooming house application.
  - (e) The number of occupants in a tourist rooming house shall not exceed the limits set forth in Wisconsin Administrative Code ATCP 72.14.
  - (f) Except for any tourist rooming house licensed for an existing dwelling with no or just one off-street parking space, a minimum of two off-street parking spaces shall be provided.
  - (g) No recreational vehicles, campers, tents, or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations.
  - (h) Trash containers shall be placed for collection no later than 7:00 a.m. on the day of collection and no more than 12 hours prior to collection date and shall be removed within 12 hours of that date.

(Ord. No. 1381-0421, § 1, 4-6-21)

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

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

SECTION 1: Section 9.05(3)(a)(1) of the Municipal Code of the City of Sturgeon Bay,  
Wisconsin is hereby amended to read as follows:

~~New-T~~ tourist rooming house licenses issued by the City of Sturgeon Bay  
~~are valid for one year and~~ expire on June 30, ~~except that a~~. ~~If a new~~  
tourist rooming house license is initially issued after during the period April  
1 through June 30, ~~the license from the city~~ shall expire on June 30 of the  
following year.

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

Approved:

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

Attest:

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

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

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

SECTION 1: Section 9.05(3)(a)(1) of the Municipal Code of the City of Sturgeon Bay,  
Wisconsin is hereby amended to read as follows:

Tourist rooming house licenses issued by the City of Sturgeon Bay expire  
on June 30, except that a tourist rooming house license initially issued  
during the period April 1 through June 30, shall expire on June 30 of the  
following year.

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

Approved:

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

Attest:

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

**EXECUTIVE SUMMARY****DATE:** February 13, 2024**TITLE:** Award of Contract for Project 2004A (2024 West Waterfront Promenade)

**BACKGROUND:** On February 7, 2024 the Engineering Department, along with our consultant Cedar Corporation, received bids for Project 2004A (2024 West Waterfront Promenade). This project will provide a southwest extension of the original West Waterfront Promenade to provide a connection to the Maritime Museum Parking Lot between the Maritime Museum and the proposed Granary Project. The extension will incorporate similar features and materials of the original project, and also complete replacement of an old storm sewer line to aid with other future developments in the area. The project will also incorporate a driveway entrance off of the Maritime Museum Parking Lot to the proposed Granary Project fire access as required by the most recent developer agreement. An overview copy of the plan is attached. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing.

Five bids were received for the project and the overall results are summarized below (Cedar Corporation's Bid Analysis and Bid Tabulation of the four lowest bidders are also attached):

\$128,981.15	Peters Concrete Company
\$143,984.65	Advance Construction, Inc.
\$156,559.29	DeGroot, Inc.
\$160,681.30	Highway Landscapers, Inc.
\$183,056.07	Vinton Construction

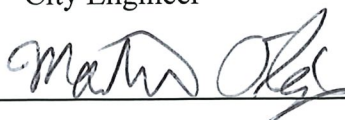
After completing a review of the bids, it has been determined that the bid from Peters Concrete Company is complete, accurate, and would be the low bid. If approved, Cedar Corporation will send the attached Notice of Award to Peters Concrete Company to obtain the executed contract.

**FISCAL IMPACT:** \$128,981.15. Funds for this project will be charged to TID #4.

**RECOMMENDATION:** Authorize Cedar Corporation to send the Notice of Award for Project 2004A (2024 West Waterfront Promenade) to Peters Concrete Company with unit pricing amounts totaling an estimated cost of \$128,981.15.

**SUBMITTED BY:**Chad Shefchik  
City Engineer2-13-24

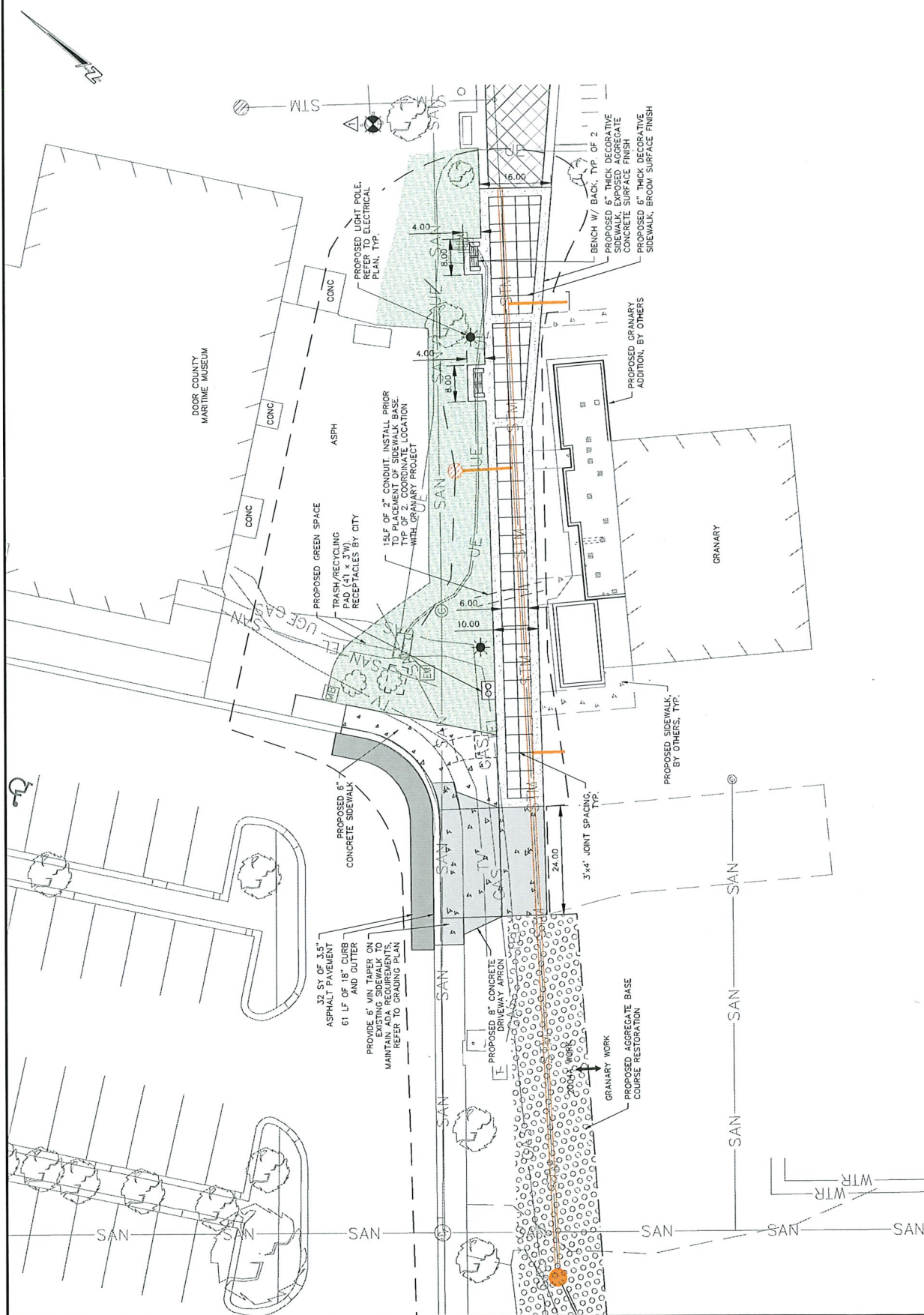
Date

**REVIEWED BY:**Marty Olejniczak  
Community Develop. Director2/13/24

Date

**REVIEWED BY:**Josh VanLieshout  
City Administrator2/13/24

Date





Client	City of Sturgeon Bay
Project	2024 West Waterfront Promenade, Contract 2004A
Prepared By	Mike Kaster, PE

Project No.	05610-0001 (2004A)
Date	02/07/2024

The City of Sturgeon Bay (hereinafter referred to as the OWNER) has received bids on the 7<sup>th</sup> day of February 2024 for 2024 West Waterfront Promenade, Contract 2004A, (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results, and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from 5 bidders. Bids ranged from a low of \$128,981.15 to a high of \$183,056.07. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

Triple P. Inc. dba Peters Concrete Company  
1516 Atkinson Drive  
Green Bay, WI 54303

Bid Amount: \$128,981.15

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.



BID TABULATION

2024 WEST WATERFRONT PROMENADE,  
CONTRACT 2004A  
CITY OF STURGEON BAY  
DOOR COUNTY, WI

BID DATE - February 7, 2024

PROJECT NAME: 2024 WEST WATERFRONT PROMENADE		Triple P. Inc. dba Peters Concrete Company 1516 Atkinson Drive Green Bay, WI 54303		Advance Construction Inc. 2141 Woodale Ave. Green Bay, WI 54313		De Groot, Inc. 4201 Champion Road Green Bay, WI 54311		Highway Landscapers, Inc. 1650 E. Elm Drive Little Chute, WI 54140	
PROJECT NO.: CONTRACT 2004A									
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
IMPROVEMENTS ON CENTRAL WALKWAY:									
1	MOBILIZATION	L.S.	1	\$19,628.00	\$19,628.00	\$19,450.00	\$11,927.62	\$16,000.00	\$16,000.00
2	STORM SEWER, 12" PVC	L.F.	241	\$71.35	\$17,195.35	\$103.00	\$24,823.00	\$100.00	\$24,100.00
3	STORM SEWER, 8" PVC	L.F.	31	\$80.15	\$2,484.65	\$88.25	\$2,735.75	\$90.00	\$2,790.00
4	PVC BRANCH, 12"x8"	EA.	3	\$625.00	\$1,875.00	\$500.00	\$1,500.00	\$350.00	\$1,050.00
5	CATCH BASIN	EA.	2	\$3,225.00	\$6,450.00	\$3,396.00	\$6,792.00	\$3,800.00	\$7,600.00
6	REMOVE EXISTING STORM SEWER	L.F.	241	\$2.00	\$482.00	\$5.00	\$1,205.00	\$10.00	\$2,410.00
7	REMOVE EXISTING STORM SEWER STRUCTURE	EA.	1	\$400.00	\$400.00	\$500.00	\$500.00	\$500.00	\$500.00
8	PIPE FOUNDATION, AS ORDERED	C.Y.	50	\$1.00	\$50.00	\$35.00	\$1,750.00	\$30.00	\$1,500.00
9	REMOVE TREES & SHRUBS	L.S.	1	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00
10	REMOVE CURB AND GUTTER	L.F.	61	\$3.00	\$183.00	\$10.00	\$610.00	\$8.00	\$488.00
11	REMOVE PAVEMENT AND SIDEWALK	S.F.	650	\$1.75	\$1,137.50	\$1.00	\$650.00	\$1.50	\$975.00
12	INLET PROTECTION	EA.	2	\$75.00	\$150.00	\$85.00	\$170.00	\$150.00	\$300.00
13	SILT FENCE	L.F.	175	\$3.00	\$525.00	\$3.00	\$525.00	\$2.00	\$350.00
14	ROCK BAGS (PER LOCATION)	EA.	1	\$100.00	\$100.00	\$30.00	\$30.00	\$75.00	\$75.00
15	COMMON EXCAVATION, FILLING AND GRADING, (est. 200 CY)	L.S.	1	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$8,500.00	\$8,500.00
16	BORROW FILL	C.Y.	35	\$1.00	\$35.00	\$25.00	\$875.00	\$51.00	\$1,785.00
17	CONCRETE PAVEMENT, 8"	S.F.	655	\$10.95	\$7,172.25	\$11.95	\$7,827.25	\$15.00	\$9,825.00
18	CONCRETE PAVEMENT, 6"	S.F.	1,265	\$9.85	\$12,460.25	\$10.45	\$13,219.25	\$11.50	\$14,547.50
19	CURB AND GUTTER, 18"	L.F.	61	\$64.10	\$3,910.10	\$66.10	\$4,032.10	\$115.00	\$7,015.00
20	EXPOSED AGGREGATE FINISH CONCRETE, 6"	S.F.	690	\$20.95	\$14,455.50	\$21.55	\$14,869.50	\$22.50	\$15,525.00
21	HMA, 3.5" ACCESS DRIVE	S.Y.	32	\$160.00	\$5,120.00	\$165.00	\$5,280.00	\$176.00	\$5,632.00
22	CRUSHED AGGREGATE BASE COURSE, 1-1/4" DENSE	TON	180	\$19.50	\$3,510.00	\$14.15	\$2,547.00	\$30.00	\$5,400.00
23	CRUSHED AGGREGATE BASE COURSE, 3" DENSE (FILL MAT'L)	TON	225	\$17.25	\$3,881.25	\$14.15	\$3,183.75	\$20.50	\$4,612.50

PROJECT NAME: 2024 WEST WATERFRONT PROMENADE				Triple P. Inc. dba Peters Concrete Company 1516 Atkinson Drive Green Bay, WI 54303		Advance Construction Inc. 2141 Woodale Ave. Green Bay, WI 54313		De Groot, Inc. 4201 Champion Road Green Bay, WI 54311		Highway Landscapers, Inc. 1650 E. Elm Drive Little Chute, WI 54140	
PROJECT NO.: CONTRACT 2004A				UNIT PRICE		UNIT PRICE		UNIT PRICE		UNIT PRICE	
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY	TOTAL		TOTAL		TOTAL		TOTAL	
24	1" CONDUIT	L.F.	130	\$10.00	\$1,300.00	\$10.00	\$1,300.00	\$19.31	\$2,510.30	\$10.00	\$1,300.00
24.1	2" CONDUIT	L.F.	30	\$10.00	\$300.00	\$10.00	\$300.00	\$27.98	\$839.40	\$10.00	\$300.00
24.2	10 AWG WIRE	L.F.	284	\$0.90	\$255.60	\$0.90	\$255.60	\$0.87	\$247.08	\$0.90	\$255.60
24.3	12 AWG WIRE, GROUND	L.F.	142	\$0.85	\$120.70	\$0.85	\$120.70	\$0.74	\$105.08	\$0.85	\$120.70
25	INSTALL LIGHT POLE, FIXTURE, AND BASE (OWNER FURNISHED)	EA.	2	\$2,550.00	\$5,100.00	\$2,550.00	\$5,100.00	\$4,020.93	\$8,041.86	\$2,550.00	\$5,100.00
26	FURNISH AND INSTALL BENCHES	EA.	2	\$3,175.00	\$6,350.00	\$3,280.00	\$6,560.00	\$3,445.31	\$6,890.62	\$2,750.00	\$5,500.00
27	LANDSCAPING, TREES	EA.	2	\$500.00	\$1,000.00	\$775.00	\$1,550.00	\$814.06	\$1,628.12	\$1,000.00	\$2,000.00
28	LANDSCAPING, SHRUBS	EA.	10	\$100.00	\$1,000.00	\$299.00	\$2,990.00	\$314.07	\$3,140.70	\$150.00	\$1,500.00
29	RESTORATION, TOPSOIL, SEED, FERTILIZE, MULCH ALLOWANCES	S.Y.	325	\$18.00	\$5,850.00	\$9.95	\$3,233.75	\$10.55	\$3,428.75	\$25.00	\$8,125.00
					<u>\$2,500.00</u>		<u>\$2,500.00</u>		<u>\$2,500.00</u>		<u>\$2,500.00</u>
PROJECT TOTAL					\$128,981.15		\$143,984.65		\$156,559.29		\$160,681.30

**SECTION 00 51 00  
NOTICE OF AWARD**

Date of Issuance: \_\_\_\_\_

Owner: City of Sturgeon Bay      Owner's Project No.: Contract 2004A

Engineer: Cedar Corporation      Engineer's Project No.: 05610-0001 (2004A)

Project: 2024 West Waterfront Promenade, Contract 2004A

Contract Name: 2024 West Waterfront Promenade, Contract 2004A

Bidder: Triple P. Inc. dba Peters Concrete Company

Bidder's Address: 1516 Atkinson Drive  
Green Bay, WI 54303

You are notified that Owner has accepted your Bid dated February 7, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

**2024 West Waterfront Promenade, Contract 2004A**

The Contract Price of the awarded Contract is One-Hundred Twenty-Eight Thousand, Nine-Hundred Eighty-One Dollars and Fifteen Cents (\$128,981.15). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): \_\_\_\_\_ [OR] None.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Sturgeon Bay

By *(signature)*: \_\_\_\_\_

Name *(printed)*: \_\_\_\_\_

Title: \_\_\_\_\_

Copy: Engineer

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the purchase of one (1) Volvo L90H rubber tire loader from Aring Equipment in an amount not to exceed \$267,000 and trade in 2001 Volvo L90H valued at \$41,500, and transferring \$17,000 from budget line 10-300-000-59065, street sweeper, 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 30, 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 22, 2024

**Title:** Rubber Tire Loader

**Background:** Municipal Services opened bids for a rubber tire loader. We received three bids:

Aring Equipment	Fabick CAT	Brooks Tractor
DePere, WI	Green Bay, WI	DePere, WI
Price: \$267,000	Price: \$276,777	Price: \$279,000
Trade: \$41,500	Trade: \$35,000	Trade: \$35,000
Final Price: \$225,500	Final Price: \$241,777	Final Price: \$244,624


The 2024 capital budget line 10-400-000-59065 included \$250,000 for the project with an estimated trade value of \$15,000.

The 2024 capital budget line 10-300-000-59065, Street Sweeper has \$24,786 remaining after purchase of the mower.

**Fiscal Impacts:** \$267,000 plus the trade of our 2001 Volvo L90D loader valued at \$41,500.

**Recommendation:** Staff recommends proceeding with the purchase of one (1) Volvo L90H from Aring Equipment at a price not to exceed \$267,000 and trading our 2001 Volvo L90D valued at \$41,500, and transferring \$17,000 from budget line 10-300-000-59065 to cover the additional cost of the purchase.

**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 23 JAN 2024

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 1/23/24

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 1/23/24

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the contract with Flock Safety for the installation of a license plate reader camera system in the amount of \$31,500 and with the understanding that if the system fits departmental needs, the City will have a reoccurring cost of \$30,000 annually.

Respectfully submitted,

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 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:** Flock Camera System

**BACKGROUND:** Sturgeon Bay Police Department 2024 budget included money allocation to build a license plate reader (LPR) camera system in the City of Sturgeon Bay. When conducting research into LPR systems, we found other communities in Northeast Wisconsin have implemented a similar system. The only system currently used in Northeast Wisconsin is developed and maintained by Flock Safety. Sturgeon Bay would have access to all current and future Flock Safety systems if we would contract with them, increasing our camera coverage.

LPR's capture computer-readable images of license plates and vehicles, allowing officers to use this information to assist them in many types of investigations. Officers can use this information to acquire suspect vehicle information from a scene of a crime, compare plate numbers against those of stolen cars or wanted individuals on a crime database like the National Crime Information Center (NCIC) and they can determine where known offenders have traveled to. NCIC is updated every six hours automatically to ensure all current data is available to officers.

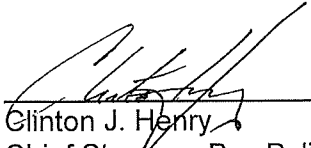
LPR devices provide real-time alerts when a vehicle entered in the system is detected. This would include vehicles entered as stolen or associated with a known suspect. Another example is DCI sharing a Silver Alert to all agencies across the state, we would be notified immediately if that the vehicle is in our community.

For these reasons, Sturgeon Bay Police Department is asking Flock Safety systems to be awarded as a sole source for our LPR system.

**FISCAL IMPACT:** \$34,500 was approved in the FY2024 budget for the purchase of the LPR camera system. The quote received from Flock Safety for the first year of installation is \$31,500 with an annual recurring cost of \$30,000 for the following years under the contract. The installation of the camera system could have some additional cost; however, Flock was confident that the quote would cover the initial set up of the camera system. If the installation goes as planned the savings would be \$3,000 for 2024.

**RECOMMENDATIONS:** Approve the contract with Flock Safety on the understanding that if the system fits our needs the City of Sturgeon Bay will have a reoccurring cost of \$30,000 annually.

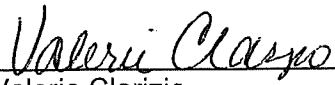
PREPARED BY:

  
Clinton J. Henry

Chief Sturgeon Bay Police Department

1-23-24  
Date

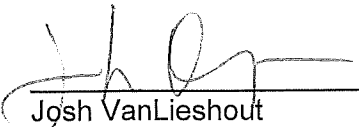
REVIEWED BY:

  
Valerie Clarizio

Finance Director/City Treasurer

1/24/24  
Date

APPROVED BY:

  
Josh VanLieshout  
City Administrator

1/23/24  
Date



EXHIBIT A  
ORDER FORM

Customer:	WI - Sturgeon Bay PD	Initial Term:	24 Months
Legal Entity Name:	WI - Sturgeon Bay PD	Renewal Term:	24 Months
Accounts Payable Email:	chougaard@sturgeonbaywi.gov	Payment Terms:	Net 30
Address:	421 Michigan St Sturgeon Bay, Wisconsin 54235	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

Hardware and Software Products  
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$30,000.00
Flock Safety Flock OS			
FlockOS ™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	10	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	10	\$1,500.00
Subtotal Year 1:			\$31,500.00
Annual Recurring Subtotal:			\$30,000.00
Estimated Tax:			\$0.00
Contract Total:			\$61,500.00

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve resurfacing the Safe boat in the amount of \$39,234.82 including estimated shipping costs and approve repairs with Safe Boat as sole source.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 30, 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: Safe Boat Resurfacing


BACKGROUND: Sturgeon Bay Police Department 2024 budget included money allocation to repair the 2010 27' Safe boat which is used by Sturgeon Bay Fire and Police Departments. Safe boat utilizes nylon covered collars that surround the vessel and nonskid pads on the deck. The collars and nonskid pads have deteriorated over the years from constant exposure to water and sun (UV rays) causing collar leaks and nonskid breaking apart. Both the collars and nonskid need to be repaired as soon as possible as they are a safety concern.

Safe Boat is the manufacturer of the vessel and holds the patents to repair the damaged collars and nonskid pads; therefore, Safe Boat is the sole source for the needed supplies to repair the vessel. The quote supplied covers supplies and labor needed to complete the repairs. When repaired the vessel will look in a near new condition.

FISCAL IMPACT: \$40,000.00 was approved in the FY2024 budget for boat resurfacing. The quote received from Safe Boats totals \$39,234.82 with estimated shipping cost.

RECOMMENDATIONS: Approve the cost of repair with Safe Boats as sole source.

PREPARED BY:

  
Clinton J. Henry  
Chief Sturgeon Bay Police Department

1-23-24  
Date

REVIEWED BY:

  
Valerie Clarizio  
Finance Director/City Treasurer

1/24/24  
Date

APPROVED BY:

  
Josh VanLieshout  
City Administrator

1/23/24  
Date

8800 Barney White Road  
Bremerton, WA 98312  
Phone: 360-674-7161 Fax: 360-674-7149  
[www.safeboats.com](http://www.safeboats.com)



## Quote - Domestic

23-Jan-24

### Service-Wisconsin

QUOTE # S-STS-240123-2Stu

Option : A  
Case # 15092

#### CUSTOMER

Customer: Sturgeon Bay Fire Department  
P.O.C. Name: Tim Dietman  
P.O.C. Phone/Fax: 920-746-2405  
Email: [tdietman@sturgeonbaywi.gov](mailto:tdietman@sturgeonbaywi.gov)  
Hull #: 1488

#### SHIPPING ADDRESS

Customer: Sturgeon Bay Fire Department  
Address 1: 421 Michigan St.  
Address 2:  
City/State/Zip: Sturgeon Bay, WI 54235  
POC: Tim Dietman  
Phone Number: 920-746-2405

#### Work Description

SAFE BOATS will send two technician to your location to replace collars and nonskid on vessel 1488. This will include replacing port and starboard collars with new. The installation includes new hardware, thread certs, expansion foam, and collar rods. Collars will be in Grey. No PRC plugs. Old nonskid will be removed and new nonskid installed. Shipping is estimated, actuals will be invoiced. Following installation, please allow time for the expansion foam to finish expanding before launching vessel.

TRAVEL	UOM	# of Units	# of Techs	Rate	Total	Notes
Transport to/from airport (Seattle)	RT	1	2	\$175.00	\$350.00	
Flights	RT	1	2	\$700.04	\$1,400.08	
Excess Baggage Fees	RT	1	2	\$200.00	\$400.00	
Transportation at worksite	Day	5	N/A	\$82.50	\$412.50	
Hotel	Night	6	2	\$104.40	\$1,252.80	
Per Diem - 1st/Last Day of Travel	Day	2	2	\$79.00	\$316.00	
Per Diem 2 - Destination	Day	5	2	\$74.00	\$740.00	
					<b>TOTAL TRAVEL</b>	<b>\$4,871.38</b>

LABOR	UOM	# of Units	# of Techs	Rate	Total	Notes
Labor	Day	5	2	\$1,722.00	\$17,220.00	
Labor - Travel	Day	2	2	\$840.00	\$3,360.00	
Labor - Prep materials, tools, logistics	hr	4	1	\$215.25	\$861.00	
					<b>TOTAL LABOR</b>	<b>\$21,441.00</b>

ODC'S	UOM	# of Units		Rate	Total	Notes
XDR22710 Collar Set (P & S) 27' x 10', XDR2	ea	1		\$9,381.48	\$9,381.48	Color will be grey
27' Non Skid Kit (Full Cabin) SBI Fabricated	ea	1		\$1,840.96	\$1,840.96	
					<b>TOTAL ODC's</b>	<b>\$11,222.44</b>

**SUBTOTAL** **\$37,534.82**

**TOTAL** **\$39,234.82**

Estimated (actuals will be invoiced) Shipping \$1,700.00

#### NOTE:

☐ No Sales or Use taxes are included in this quote amount. In states where nexus does not apply, customer is responsible for paying all applicable sales and use taxes.

☒ Once a Purchase Order is received from customer work will be scheduled and agreed upon by both parties. Note: THIS IS A ROM [Rough order of Magnitude] for budgeting and funding allocation. This does NOT include any previously undiscovered or pre-existing issues that would cause the scope of the work to change significantly. If conditions such as these arise while conducting the quoted work, the work will cease at that point and it will be necessary to assess and quote any additional work needed to complete the original scope of work. Quote is valid for 45 days.

☐ Please Note: Collar system installation dates will be determined and scheduled upon receipt of a signed contract or purchase order. This lead time is based on factory production schedules. Lead times may be up to 90 days but typically 30-45 days. The customer will be notified of install date options as soon as purchase order has been processed

POC: Nate McCarthy

Cell: (360) 509-2984 Desk: (360) 674-7161 x1023 Email: [nmccarthy@safeboats.com](mailto:nmccarthy@safeboats.com)