



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, APRIL 2, 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 – \$127,072.72, Capital Fund - \$54,669.17, Cable TV - \$15,414.33, TID #2 - \$82.50, TID #10 - \$1,596.90, and Solid Waste Enterprise Fund - \$3,874.45 for a grand total of \$202,710.07. [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 3/19/24 regular Common Council minutes.**
 - * b. Place the following minutes on file:**
 - (1) Sturgeon Bay Utility Commission – 2/13/24**
 - (2) Finance/Purchasing & Building Committee – 3/12/24**
 - (3) Local Transportation Board – 3/13/24**
 - * c. Place the following reports on file:**
 - (1) Fire Department Report – February 2024**
 - * d. Consideration of: Approval of Beverage Operator licenses.**
 - * e. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license for Democratic Party of Door County.**
 - * f. Local Transportation Board recommendation re: Replace the street sign and add road markings, as presented, to Michigan Street and 4th Avenue.**
 - * g. Local Transportation Board recommendation re: Add stop signs on both sides of the intersection of 12th Ave and Superior St, with flags, for one year, at which time the stop signs on 12th Ave would be removed, per the recommendation of the City Engineer.**

- * h. Finance/Purchasing & Building Committee recommendation re: Write off the following 2022 delinquent personal property tax account bills in the amount of \$174.86.
 - * i. Finance/Purchasing & Building Committee recommendation re: Approve the cost sharing agreement between Duquaine Development and the City for the extension of Sanitary Sewer and Water mains along W. Oak Street (Sawyer Drive.)
 - * j. City Plan Commission recommendation re: Approve the Zoning Map amendment from Agricultural (A) to Single Family Residential (R-1) for parcel #281-62-51000102C1, a 3.43 acre parcel located at 814 Cove Road.
 - * k. City Plan Commission recommendation re: Approve the Zoning Map amendment from Light-Industrial (I-1) to General Commercial (C-1) for parcel #281-66-10221511B and #281-66-12001508C located at the northeast corner of S. Columbia Avenue and Highway 42-57.
8. Mayoral Appointments.
 9. Second reading of ordinance re: Repeal and recreation Section 8.06(2) "Streets and Sidewalks – Obstructions and Encroachments".
 10. First reading of ordinance re: Rezone Parcel #281-66-12001511B and #281-66-12001508C located on the northeast corner of S. Columbia Avenue and Highway 42-57.
 11. First reading of ordinance re: Rezone Parcel #281-62-51000102C1 located at Cove Road.
 12. Resolution re: Adopt the Adjusted Urban Area Boundary.
 13. Personnel Committee recommendation re: Abolish the residency requirement for law enforcement in the Sturgeon Bay Police Department.
 14. Personnel Committee recommendation re: Adopt the part-time Police Officer position for the Sturgeon Bay Police Department.
 15. Personnel Committee recommendation re: Approve the updated Position Description for Fire Chief for City of Sturgeon Bay.
 16. City Administrator report.
 17. Mayor's report.
 18. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

3-28-24

Time:

12:00 pm

By:

CM

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 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|--------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| GENERAL FUND | | | | |
| ASSETS | | | | |
| 19880 | STURGEON BAY UTILITIES | SBU TAX ROLL A/R | 01-000-000-12110 | 56.17 |
| 19880 | | SBU EXTRA INTEREST | 01-000-000-24340 | 0.56 |
| R0001030 | MICHAEL LECLAIR | HOLDING TANK DEP REFND/LECLAIR | 01-000-000-23166 | 250.00 |
| R0001040 | COLLIN JEANQUART | HOLDING TANK DEP REFND/JEANQRT | 01-000-000-23166 | 250.00 |
| R0001822 | LYNDA CIGANIK | HOLDING TANK DEP RFND/CIGANIK | 01-000-000-23166 | 250.00 |
| R0001824 | STEVE PROPSOM | HOLDING TANK DEP RFND/PROPSOM | 01-000-000-23166 | 500.00 |
| R0001825 | LEO VERNON DELAIR TRUST | HOLDING TANK DEP RFND/L DELAIR | 01-000-000-23166 | 250.00 |
| R0001826 | JAMES G MORROW SR | HOLDING TANK DEP REFUND/MORROW | 01-000-000-23166 | 250.00 |
| R0001827 | JEFF BINDER | HOLDING TANK DEP RFND/BINDER | 01-000-000-23166 | 250.00 |
| R0001828 | DEKEYSER IRREVOC. FAMILY TRUST | HOLDING TANK DEP RFND/DEKEYSER | 01-000-000-23166 | 250.00 |
| R0001829 | JAMES PANKRATZ | HOLDING TANK DEP RFND/PANKRATZ | 01-000-000-23166 | 250.00 |
| R0001830 | JAMES AND CHERYL FRANK | HOLDING TANK DEP RFND/FRANK | 01-000-000-23166 | 250.00 |
| R0001831 | AMANDA BEYER | SAWYER PRK RESERVE RFND/BEYER | 01-000-000-46300 | 210.00 |
| R0001831 | | SAWYER PRK RESERVE RFND/BEYER | 01-000-000-24214 | 10.50 |
| R0001831 | | SAWYER PRK RESERVE RFND/BEYER | 01-000-000-24215 | 1.05 |
| R0001832 | JOHN GAGE | STONE HRBR BOAT SLIP RFND/GAGE | 01-000-000-46250 | 144.23 |
| R0001832 | | STONE HRBR BOAT SLIP RFND/GAGE | 01-000-000-24214 | 7.21 |
| R0001832 | | STONE HRBR BOAT SLIP RFND/GAGE | 01-000-000-24215 | 0.72 |
| R0001833 | BART BESAW | STONE HRBR BOAT SLP RFND/BESAW | 01-000-000-46250 | 144.23 |
| R0001833 | | STONE HRBR BOAT SLP RFND/BESAW | 01-000-000-24214 | 7.21 |
| R0001833 | | STONE HRBR BOAT SLP RFND/BESAW | 01-000-000-24215 | 0.72 |
| R0001834 | RANDALL RUEBENS | STONE HRBR SLIP RFND/RUEBENS | 01-000-000-46250 | 152.16 |
| R0001835 | LYNNE GRAAN | STONE HRBR SLIP RFND/GRAAN | 01-000-000-46250 | 144.23 |
| R0001835 | | STONE HRBR SLIP RFND/GRAAN | 01-000-000-24214 | 7.21 |
| R0001835 | | STONE HRBR SLIP RFND/GRAAN | 01-000-000-24215 | 0.72 |
| TOTAL ASSETS | | | | 3,636.92 |
| TOTAL GENERAL FUND | | | | 3,636.92 |

CITY COUNCIL

| | | | | |
|--------------------|--------------------------|---------------------------|------------------|--------|
| 03133 | CELLCOM WISCONSIN RSA 10 | 02/24 3 ALDERS CELLPHONES | 01-105-000-58999 | 104.57 |
| TOTAL | | | | 104.57 |
| TOTAL CITY COUNCIL | | | | 104.57 |

LAW/LEGAL

| | | | | |
|-----------------|-----------------------|------------------------------|------------------|-----------|
| 16555 | PINKERT LAW FIRM, LLP | 02/24 GENERAL MATTERS | 01-110-000-55010 | 65.00 |
| 16555 | | 02/24 TRAFFIC MATTERS | 01-110-000-55010 | 6,150.00 |
| 16555 | | 02/24 ROSE KOLSKI | 01-110-000-55010 | 332.71 |
| 16555 | | 02/24 ROBERT THOMAS-SUPERIOR | 01-110-000-55010 | 1,440.50 |
| AMUNDSEN | AMUNDSEN DAVIS, LLC | 02/24 GENERAL LEGAL MATTERS | 01-110-000-55010 | 1,925.00 |
| AMUNDSEN | | 02/24 515 FLORIDA-NUSIANCE | 01-110-000-55010 | 137.50 |
| TOTAL | | | | 10,050.71 |
| TOTAL LAW/LEGAL | | | | 10,050.71 |

CITY CLERK-TREASURER

| | | | | |
|----------------------------|-------------------|--------------------------------|------------------|--------|
| 13901 | MTAW | SPRING CONF REG/CLARIZIO | 01-115-000-55600 | 135.00 |
| 17700 | QUILL CORPORATION | RED PARTITION FOLDERS | 01-115-000-51950 | 94.99 |
| 17700 | | RULED PADS | 01-115-000-51950 | 19.99 |
| USBANK | US BANK | COLOR PAPER/ORDINANCES | 01-115-000-52800 | 15.53 |
| USBANK | | DUES/NW PAYROLL CHPTR/SPTTLMST | 01-115-000-56000 | 55.00 |
| USBANK | | MTG REGISTRATION/SPTTLMST | 01-115-000-56000 | 10.00 |
| TOTAL | | | | 330.51 |
| TOTAL CITY CLERK-TREASURER | | | | 330.51 |

ADMINISTRATION

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|--------------------------------|--------------------------------|------------------|------------|
| ----- | | | | |
| GENERAL FUND | | | | |
| ADMINISTRATION | | | | |
| USBANK | US BANK | FUEL | 01-120-000-55600 | 22.91 |
| USBANK | | MEAL | 01-120-000-55600 | 6.49 |
| USBANK | | LODGING/VANLIESHOUT | 01-120-000-55600 | 135.99 |
| USBANK | | LODGING TAX CREDIT/VANLIESHOUT | 01-120-000-55600 | -19.99 |
| USBANK | | AUDIBLE | 01-120-000-56000 | 15.77 |
| USBANK | | AUDIBLE CREDIT | 01-120-000-56000 | -15.77 |
| USBANK | | AUDIBLE CREDIT | 01-120-000-56000 | -15.77 |
| USBANK | | AUDIBLE CREDIT | 01-120-000-56000 | -15.77 |
| USBANK | | AUDIBLE CREDIT | 01-120-000-56000 | -15.77 |
| TOTAL | | | | 98.09 |
| TOTAL ADMINISTRATION | | | | 98.09 |
| | | | | |
| COMPUTER | | | | |
| 04696 | DOOR COUNTY TREASURER | 02/24 IS INTERNET USAGE | 01-125-000-55550 | 100.00 |
| 04696 | | 02/24 4G INTERNET | 01-125-000-55550 | 375.00 |
| HEARTBUS | HEARTLAND BUSINESS SYSTEMS,LLC | 65 OFFICE 365 | 01-125-000-55550 | 17,940.00 |
| HEARTBUS | | 65 ENTERPRISE MOBILITY/SECURIT | 01-125-000-55550 | 7,566.00 |
| HEARTBUS | | 20 MICROSOFT 365 | 01-125-000-55550 | 1,920.00 |
| HEARTBUS | | 20 EXCHANGE ONLINE ARCHIVING | 01-125-000-55550 | 720.00 |
| HEARTBUS | | 02/24 MICROSOFT AZURE DIRECT | 01-125-000-55550 | 1,064.63 |
| HEARTBUS | | HBS FLEX SERVICES | 01-125-000-55550 | 15,000.00 |
| HEARTBUS | | BITDEFENDER GRAVITY ZONE AV | 01-125-000-55550 | 212.00 |
| HEARTBUS | | MANAGED DESKTOP BASIC | 01-125-000-55550 | 738.15 |
| HEARTBUS | | MANAGED SERVER | 01-125-000-55550 | 119.90 |
| HEARTBUS | | DNS HOSTING MONTHLY | 01-125-000-55550 | 5.00 |
| USBANK | US BANK | ZOOM | 01-125-000-55550 | 63.99 |
| TOTAL | | | | 45,824.67 |
| TOTAL COMPUTER | | | | 45,824.67 |
| | | | | |
| Engineering | | | | |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | WIPER BLADES | 01-145-000-56250 | 40.78 |
| USBANK | US BANK | MEAL EXP/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 45.68 |
| USBANK | | MEAL EXP/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 21.34 |
| USBANK | | MEAL EXP/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 15.06 |
| USBANK | | MEAL EXP/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 16.42 |
| USBANK | | PARKING/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 54.25 |
| USBANK | | HOTEL/MADISON CONF/SHEFCHIK | 01-145-000-55600 | 298.00 |
| USBANK | | CELL SVC-CITY ENGINEER | 01-145-000-58250 | 38.59 |
| TOTAL | | | | 530.12 |
| TOTAL Engineering | | | | 530.12 |
| | | | | |
| PUBLIC WORKS ADMINISTRATION | | | | |
| USBANK | US BANK | CELL SVC-STEVE/MIKE | 01-150-000-58250 | 77.18 |
| TOTAL | | | | 77.18 |
| TOTAL PUBLIC WORKS ADMINISTRATION | | | | 77.18 |
| | | | | |
| ELECTIONS DEPARTMENT | | | | |
| USBANK | US BANK | COLOR PAPER/ELECTIONS | 01-155-000-54999 | 31.06 |
| USBANK | | COLOR PAPER/I VOTED STICKERS | 01-155-000-54999 | 74.77 |
| TOTAL | | | | 105.83 |
| TOTAL ELECTIONS DEPARTMENT | | | | 105.83 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|--------------------------------|---------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| CITY HALL | | | | |
| 03806 | CUMMINS NPOWER, LLC | COOLANT CHNGE/PWER SWTCH ISSUE | 01-160-000-58999 | 3,878.41 |
| 23730 | WPS | 03/24 421 MICHIGAN STREET | 01-160-000-56600 | 1,578.01 |
| POEBUILD | POEHLER BUILDERS, LLC | 911 HOUSE WINDOW REPLACEMNT | 01-160-000-55300 | 752.61 |
| POEBUILD | | 911 HOUSE WINDOW REPLACE/LABOR | 01-160-000-55300 | 910.00 |
| VIKING | VIKING ELECTRIC SUPPLY, INC | LED LIGHTS | 01-160-000-51850 | 56.24 |
| TOTAL | | | | 7,175.27 |
| TOTAL CITY HALL | | | | 7,175.27 |
| GENERAL EXPENDITURES | | | | |
| 04696 | DOOR COUNTY TREASURER | 02/24 PHONE SVC-CITY HALL | 01-199-000-58200 | 44.22 |
| 04696 | | 02/24 PHONE SVC-FIRE | 01-199-000-58200 | 15.56 |
| 04696 | | 02/24 PHONE SVC-MUN SVC | 01-199-000-58200 | 8.03 |
| 04696 | | 02/24 PHONE SVC-POLICE | 01-199-000-58200 | 21.35 |
| AMUNDSEN | AMUNDSEN DAVIS, LLC | 02/24 GEN LEGAL MATTERS-SBU | 01-199-000-51525 | 440.00 |
| US BANK | US BANK EQUIPMENT FINANCE | 03/24 FIRE W4572 COPIER | 01-199-000-55650 | 105.28 |
| US BANK | | 03/24 W4572 COPY OVERAGE | 01-199-000-55650 | 28.22 |
| US BANK | | 03/24 ADMIN W6640 COPIER | 01-199-000-55650 | 121.25 |
| US BANK | | 03/24 W6640 COPY OVERAGE | 01-199-000-55650 | 33.41 |
| US BANK | | 03/24 W6640 COPY OVERAGE | 01-199-000-55650 | 32.44 |
| TOTAL | | | | 849.76 |
| TOTAL GENERAL EXPENDITURES | | | | 849.76 |
| POLICE DEPARTMENT | | | | |
| 22800 | WALMART | STORAGE BIN-DRUG COLLECTION | 01-200-000-51950 | 16.48 |
| BUBBRICKS | BUBBRICK'S COMPLETE OFFICE, INC | OFFICE SUPPLIES | 01-200-000-51950 | 63.92 |
| US BANK | US BANK EQUIPMENT FINANCE | 03/24 POLICE W4120 COPIER | 01-200-000-55650 | 223.37 |
| US BANK | | 03/24 W4120 COPY OVERAGE | 01-200-000-55650 | 13.64 |
| US BANK | | 03/24 W4120 COPY OVERAGE | 01-200-000-55650 | 56.47 |
| US BANK | | 03/24 W4120 COPY OVERAGE | 01-200-000-55650 | 92.90 |
| USBANK | US BANK | MEAL/CHIEF CONF/HOUGAARD | 01-200-000-55600 | 10.62 |
| USBANK | | TRASH CAN/SHREDDER | 01-200-000-51950 | 58.99 |
| USBANK | | LITHIUM COIN BATTERIES | 01-200-000-51950 | 44.97 |
| USBANK | | MEAL | 01-200-000-55600 | 17.75 |
| TOTAL | | | | 599.11 |
| TOTAL POLICE DEPARTMENT | | | | 599.11 |
| POLICE DEPARTMENT/PATROL | | | | |
| 04590 | HUMANE SOCIETY | 2024 2ND QTR ANIMAL CONTROL | 01-215-000-55100 | 3,750.00 |
| 11545 | MAPLE STREET SIGN CO. | GRAPHICS REPAIR/SQ 40 | 01-215-000-58600 | 354.56 |
| 20725 | T R COCHART TIRE CENTER | TIRE CHANGE/CSO VEHICLE | 01-215-000-58600 | 25.00 |
| USBANK | US BANK | TIRE REPAIR/CHIEF VEHICLE | 01-215-000-58600 | 26.32 |
| USBANK | | FORCIBLE ENTRY TOOL | 01-215-000-54999 | 224.99 |
| USBANK | | WHITE COLLAR TRNING/DEIBELE | 01-215-000-55600 | 51.00 |
| USBANK | | VEHICLE REGISTRATN ATB8696 | 01-215-000-58600 | 87.00 |
| USBANK | | POLICE PATCH | 01-215-000-52900 | 18.98 |
| USBANK | | FUEL | 01-215-000-51650 | 41.39 |
| USBANK | | COURSE CREDIT | 01-215-000-55600 | -169.00 |
| WIEGANDM | MICHELLE SNOVER | MEAL/PRKING REIMBURSE/SNOVER | 01-215-000-55600 | 27.62 |
| TOTAL | | | | 4,437.86 |
| TOTAL POLICE DEPARTMENT/PATROL | | | | 4,437.86 |
| FIRE DEPARTMENT | | | | |
| FIRE DEPARTMENT | | | | |
| 04696 | DOOR COUNTY TREASURER | FUEL | 01-250-000-51650 | 173.40 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------|-------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| FIRE DEPARTMENT | | | | |
| FIRE DEPARTMENT | | | | |
| 15890 | PACK AND SHIP PLUS | SHIP HONEYWELL POSICHECK | 01-250-000-56250 | 39.61 |
| 20725 | T R COCHART TIRE CENTER | E706 TIRES | 01-250-000-53000 | 946.02 |
| BELSON | BELSON OUTDOORS, LLC | SERVICE WASHING MACHINE | 01-250-000-56250 | 275.00 |
| PAULCONW | CONWAY SHIELD | VEHICLE WASH | 01-250-000-53000 | 100.00 |
| QUALITY | QUALITY TRUCK CARE CENTER INC | 706 REPAIR | 01-250-000-53000 | 1,165.32 |
| USBANK | US BANK | AAA/AA BATTERIES | 01-250-000-54999 | 101.31 |
| USBANK | | TAPE/PAGE PROTECTORS/ELASTIC | 01-250-000-54999 | 21.08 |
| USBANK | | OREILLYS STMT CHARGES | 01-250-000-53000 | 872.93 |
| USBANK | | SHIPPING | 01-250-000-54999 | 7.15 |
| USBANK | | DATA | 01-250-000-58250 | 611.44 |
| USBANK | | ROUTERS | 01-250-000-57550 | 2,796.00 |
| USBANK | | CIRCUIT BREAKER LOCKOUT | 01-250-000-51350 | 66.41 |
| USBANK | | ANTI SWAY STRAP | 01-250-000-52900 | 84.38 |
| USBANK | | UNIFORM PANTS | 01-250-000-52900 | 104.94 |
| USBANK | | ALUMINUM ADAPTER | 01-250-000-51350 | 52.41 |
| USBANK | | VEHICLE PARTS/SUPPLIES | 01-250-000-53000 | 130.34 |
| WARNER | WARNER-WEXEL LLC | TOLIET PAPER | 01-250-000-54999 | 55.38 |
| TOTAL FIRE DEPARTMENT | | | | 7,603.12 |
| TOTAL FIRE DEPARTMENT | | | | 7,603.12 |
| STORM SEWERS | | | | |
| 06012 | FASTENAL COMPANY | CHAIN | 01-300-000-54999 | 72.67 |
| USBANK | US BANK | CONCRETE | 01-300-000-51150 | 329.24 |
| USBANK | | AMAZON-SPOTLIGHT | 01-300-000-54999 | 118.99 |
| TOTAL | | | | 520.90 |
| TOTAL STORM SEWERS | | | | 520.90 |
| ROADWAYS/STREETS | | | | |
| 06012 | FASTENAL COMPANY | SHACKLES | 01-400-000-54999 | 24.89 |
| 08225 | HERLACHE SMALL ENGINE | STRING TRIMMER PADDLE ATTCHMNT | 01-400-000-54999 | 271.99 |
| TOTAL | | | | 296.88 |
| TOTAL ROADWAYS/STREETS | | | | 296.88 |
| SNOW REMOVAL | | | | |
| SNOW REMOVAL | | | | |
| 13825 | MORTON SALT | 153.5 TN RAOD SALT | 01-410-000-52400 | 13,956.22 |
| GRAY'S | GRAY'S INC. | SNOW PLOW BLADES | 01-410-000-51400 | 5,670.00 |
| GRAY'S | | SHIPPING | 01-410-000-51400 | 50.00 |
| MACQUEEN | MACQUEEN EQUIPMENT, LLC | TRACKLESS REPAIRS/PARTS | 01-410-000-51400 | 383.23 |
| MACQUEEN | | TRACKLESS REPAIRS/LABOR | 01-410-000-51400 | 1,412.40 |
| MACQUEEN | | TRACKLESS REPAIRS/SVC FEE | 01-410-000-51400 | 141.24 |
| USBANK | US BANK | MACQUEEN EQUIPMENT | 01-410-000-51400 | 183.01 |
| TOTAL SNOW REMOVAL | | | | 21,796.10 |
| TOTAL SNOW REMOVAL | | | | 21,796.10 |
| STREET MACHINERY | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | SWAY BAR LINK | 01-450-000-53000 | 41.12 |
| 04696 | DOOR COUNTY TREASURER | 02/24 FUEL 453.82G | 01-450-000-51650 | 1,318.35 |
| 04696 | | 02/24 DSL FUEL 875.29G | 01-450-000-51650 | 3,119.53 |
| 08225 | HERLACHE SMALL ENGINE | RECOIL REPLACEMENT ROPE | 01-450-000-52700 | 12.00 |
| ADVAUTO | GENERAL PARTS DISTRIBTION LLC | PENETRATING OIL | 01-450-000-52150 | 40.40 |
| ADVAUTO | | LUBRICANT | 01-450-000-52150 | 12.30 |
| ADVAUTO | | LUBRICANT | 01-450-000-52150 | 46.75 |
| ADVAUTO | | BRAKE CLEANER | 01-450-000-52150 | 35.88 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-------------------------------|--------------------------------|--------------------------------|------------------|------------|
| ----- | | | | |
| GENERAL FUND | | | | |
| STREET MACHINERY | | | | |
| ADVAUTO | | OIL FILTER | 01-450-000-52150 | 6.23 |
| ADVAUTO | | LUBRICANT | 01-450-000-52150 | 137.44 |
| ADVAUTO | | BLUE LUBE | 01-450-000-52150 | 20.32 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | ANTI FREEZE | 01-450-000-52150 | 39.98 |
| USBANK | US BANK | SHIPPING CREDIT | 01-450-000-52700 | -6.99 |
| USBANK | | OREILLYS/FUEL TREATMENT/FILTER | 01-450-000-53000 | 55.39 |
| USBANK | | FUEL | 01-450-000-51650 | 115.89 |
| USBANK | | ARINGS EQUIPMENT FILTERS | 01-450-000-53000 | 525.75 |
| USBANK | | AMAZON-CONTROL ARMS | 01-450-000-53000 | 123.99 |
| USBANK | | GANDRUD/FUEL PUMP | 01-450-000-53000 | 396.56 |
| TOTAL | | | | 6,040.89 |
| TOTAL STREET MACHINERY | | | | 6,040.89 |
| | | | | |
| CITY GARAGE | | | | |
| 01766 | AURORA MEDICAL GROUP | DOT ANNL CONSORTIUM FEE | 01-460-000-57100 | 100.00 |
| 13360 | MENARDS-GREEN BAY EAST | VULKEM 45 SEALANT | 01-460-000-54999 | 107.22 |
| 13360 | | 1/2" PLYWOOD | 01-460-000-54999 | 124.74 |
| 13360 | | 2X4'S | 01-460-000-54999 | 101.40 |
| 23730 | WPS | 03/24 835 N 14TH AVE | 01-460-000-56600 | 61.63 |
| USBANK | US BANK | FEATHER BOARD | 01-460-000-52700 | 128.95 |
| USBANK | | SCRAPER/BLADES | 01-460-000-52700 | 87.14 |
| USBANK | | LED LIGHTS | 01-460-000-55300 | 166.77 |
| USBANK | | GALETON GLOVES | 01-460-000-52350 | 64.08 |
| USBANK | | PLANER BLADES | 01-460-000-54999 | 58.09 |
| VIKING | VIKING ELECTRIC SUPPLY, INC | LED LIGHTS | 01-460-000-55300 | 185.34 |
| TOTAL | | | | 1,185.36 |
| TOTAL CITY GARAGE | | | | 1,185.36 |
| | | | | |
| HIGHWAYS -- GENERAL | | | | |
| DAVIS | DAVID DAVIS | SAFETY REIMBURSE/DAVIS | 01-499-000-56800 | 35.86 |
| TOTAL | | | | 35.86 |
| TOTAL HIGHWAYS - GENERAL | | | | 35.86 |
| | | | | |
| PARK & RECREATION ADMIN | | | | |
| 17700 | QUILL CORPORATION | ASSORTED OFFICE SUPPLIES | 01-500-000-51950 | 207.77 |
| 17700 | | DESK CALENDARS | 01-500-000-51950 | 17.98 |
| 17700 | | OFFICE SUPPLIES | 01-500-000-51950 | 12.08 |
| USBANK | US BANK | CELL SVC-PHIL/RYAN | 01-500-000-58250 | 77.18 |
| TOTAL | | | | 315.01 |
| TOTAL PARK & RECREATION ADMIN | | | | 315.01 |
| | | | | |
| PARKS AND PLAYGROUNDS | | | | |
| 04696 | DOOR COUNTY TREASURER | 02/24 FUEL 250.28G | 01-510-000-51650 | 727.06 |
| 04696 | | 02/24 DSL FUEL 4.75G | 01-510-000-51650 | 16.93 |
| ADVAUTO | GENERAL PARTS DISTRIBTION LLC | STT LAMP | 01-510-000-53000 | 60.97 |
| GERBER | GERBER LEISURE PRODUCTS, INC | 1 PARK BENCH | 01-510-000-54999 | 1,804.00 |
| GERBER | | FREIGHT | 01-510-000-54999 | 260.00 |
| PREVEA | PREVEA HEALTH OCCUPTNL HEALTH | DRUG SCREEN/S GOMEZ | 01-510-000-57100 | 156.75 |
| PREVEA | | DRUG SCREEN/B POTIER | 01-510-000-57100 | 156.75 |
| USBANK | US BANK | SOAP PRODUCTS/PLASTIC BARRELS | 01-510-000-54999 | 130.00 |
| USBANK | | ANTI FATIGUE MATS | 01-510-000-54999 | 99.98 |
| USBANK | | STOOL | 01-510-000-54999 | 69.99 |
| USBANK | | AMAZON-HEDGE TRIMMER BLADES | 01-510-000-51400 | 100.63 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------------|-------------------------------|------------------------------------|------------------|------------|
| ----- | | | | |
| GENERAL FUND | | | | |
| PARKS AND PLAYGROUNDS | | | | |
| USBANK | | AMAZON-HEDGE TRIMMER BLADES | 01-510-000-51400 | 36.00 |
| | | TOTAL | | 3,619.06 |
| | | TOTAL PARKS AND PLAYGROUNDS | | 3,619.06 |
| | | | | |
| ICE RINKS | | | | |
| USBANK | US BANK | SPRAY DISENFECTANT | 01-530-000-54999 | 53.97 |
| | | TOTAL | | 53.97 |
| | | TOTAL ICE RINKS | | 53.97 |
| | | | | |
| MUNICIPAL DOCKS | | | | |
| STEVES | STEVE'S PLUMBING SERVICE LLC | DCK PEDESTAL FIX/FLANGD SILLCK | 01-550-000-58999 | 299.60 |
| STEVES | | DCK PEDESTAL FIX/COPPR ADPTRS | 01-550-000-58999 | 44.20 |
| STEVES | | DCK PEDESTAL REPAIR/LABOR | 01-550-000-58999 | 400.00 |
| STEVES | | DCK PEDESTAL REPAIR/CPPR PIPE | 01-550-000-58999 | 21.00 |
| | | TOTAL | | 764.80 |
| | | TOTAL MUNICIPAL DOCKS | | 764.80 |
| | | | | |
| WATER WEED MANAGEMENT | | | | |
| USBANK | US BANK | AMAZON-SUNGLASSES | 01-560-000-54999 | 120.00 |
| | | TOTAL | | 120.00 |
| | | TOTAL WATER WEED MANAGEMENT | | 120.00 |
| | | | | |
| COMMUNITY & ECONOMIC DEVLPMT | | | | |
| USBANK | US BANK | FUEL | 01-900-000-55600 | 22.91 |
| USBANK | | MEAL | 01-900-000-55600 | 6.49 |
| USBANK | | LODGING/MADISON/OLEJNICZAK | 01-900-000-55600 | 98.00 |
| USBANK | | PLAN CONF REG/OLEJNICZAK | 01-900-000-55600 | 785.00 |
| | | TOTAL | | 912.40 |
| | | TOTAL COMMUNITY & ECONOMIC DEVLPMT | | 912.40 |
| | | TOTAL GENERAL FUND | | 117,084.95 |
| | | | | |
| CAPITAL FUND | | | | |
| CITY HALL | | | | |
| CITY HALL EXPENSE | | | | |
| 05500 | ENERGY CONTROL AND DESIGN INC | SEAL KIT | 10-160-000-59999 | 414.72 |
| 05500 | | GASKET | 10-160-000-59999 | 74.88 |
| 05500 | | CONSUMABLE MATERIALS | 10-160-000-59999 | 25.00 |
| 05500 | | LABOR | 10-160-000-59999 | 735.60 |
| 05500 | | TRAVEL | 10-160-000-59999 | 73.80 |
| | | TOTAL CITY HALL EXPENSE | | 1,324.00 |
| | | TOTAL CITY HALL | | 1,324.00 |
| | | | | |
| GENERAL EXPENDITURES | | | | |
| BOC | BOC PARTNERSHIP, LLP | ALABAMA STREET/BOC PAYMENT | 10-199-000-59080 | 18,500.00 |
| | | TOTAL | | 18,500.00 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------|-----------------------------|----------------------------|------------------|------------|
| CAPITAL FUND | | | | |
| GENERAL EXPENDITURES | | | | |
| TOTAL GENERAL EXPENDITURES | | | | 18,500.00 |
| POLICE DEPARTMENT | | | | |
| USBANK | US BANK | FLOOR LINERS/CHIEF VEHICLE | 10-200-000-59035 | 147.65 |
| TOTAL | | | | 147.65 |
| TOTAL POLICE DEPARTMENT | | | | 147.65 |
| PATROL | | | | |
| PATROL | | | | |
| AMERDIVE | AMERICAN DIVING SUPPLY, LLC | UNDERWATER GRINDER/SAW | 10-215-000-59999 | 4,498.00 |
| AXON | AXON ENTERPRISES, INC. | EVIDENCE.COM/BODY CAMERAS | 10-215-000-59050 | 19,254.00 |
| DIVE | DIVE RIGHT IN SCUBA, INC | HAZMAT DRY SUIT/HARNESS | 10-215-000-59999 | 2,260.00 |
| DIVE | | SMB SAFETY SAUAGES | 10-215-000-59999 | 320.00 |
| TOTAL PATROL | | | | 26,332.00 |
| TOTAL PATROL | | | | 26,332.00 |
| FIRE DEPARTMENT | | | | |
| EXPENSE | | | | |
| PAULCONW | CONWAY SHIELD | HELMETS | 10-250-000-59050 | 1,124.52 |
| TOTAL EXPENSE | | | | 1,124.52 |
| TOTAL FIRE DEPARTMENT | | | | 1,124.52 |
| WATER WEED MANAGEMENT | | | | |
| EXPENSE | | | | |
| ONTERRA | ONTERRA, LLC | AQUATIC PLANT MAPS | 10-560-000-59999 | 1,188.00 |
| ONTERRA | | STAKEHOLDR PARTICIPATION | 10-560-000-59999 | 790.00 |
| ONTERRA | | PRINTING | 10-560-000-59999 | 60.00 |
| ONTERRA | | TRAVEL | 10-560-000-59999 | 68.00 |
| ONTERRA | | PLAN UPDATE | 10-560-000-59999 | 5,135.00 |
| TOTAL EXPENSE | | | | 7,241.00 |
| TOTAL WATER WEED MANAGEMENT | | | | 7,241.00 |
| TOTAL CAPITAL FUND | | | | 54,669.17 |
| CABLE TV | | | | |
| CABLE TV / GENERAL | | | | |
| CABLE TV / GENERAL | | | | |
| MANN | MANN COMMUNICATIONS, LLC | 04.02.24 CONTRACT | 21-000-000-55015 | 5,458.33 |
| USBANK | US BANK | STREAMING SERVICE | 21-000-000-58999 | 9,956.00 |
| TOTAL CABLE TV / GENERAL | | | | 15,414.33 |
| TOTAL CABLE TV / GENERAL | | | | 15,414.33 |
| TOTAL CABLE TV | | | | 15,414.33 |
| TID #2 DISTRICT | | | | |
| TID DISTRICT #2 | | | | |
| AMUNDSEN | AMUNDSEN DAVIS, LLC | 02/24 WRA MATTERS | 25-320-000-55001 | 82.50 |
| TOTAL | | | | 82.50 |
| TOTAL TID DISTRICT #2 | | | | 82.50 |
| TOTAL TID #2 DISTRICT | | | | 82.50 |

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|-------------------------------|--------------------------|------------------|------------|
| ----- | | | | |
| TID #10 DISTRICT | | | | |
| TID #10 DISTRICT | | | | |
| TID #10 DISTRICT | | | | |
| 04650 | DOOR COUNTY REGISTER OF DEEDS | FILING FEES/GENEVA RIDGE | 32-310-000-55001 | 60.00 |
| R0000421 | WI DEPT OF TRANSPORTATION | DULUTH AVE DESIGN | 32-310-000-59095 | 1,536.90 |
| TOTAL TID #10 DISTRICT | | | | 1,596.90 |
| TOTAL TID #10 DISTRICT | | | | 1,596.90 |
| TOTAL TID #10 DISTRICT | | | | 1,596.90 |
| SOLID WASTE ENTERPRISE | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| 04696 | DOOR COUNTY TREASURER | 02/24 DSL FUEL 729.50G | 60-000-000-51650 | 2,599.94 |
| 20725 | T R COCHART TIRE CENTER | TIRE DISPOSAL | 60-000-000-52850 | 5.00 |
| 20725 | | TIRES/CASINGS | 60-000-000-52850 | 598.00 |
| JX ENT | JX ENTERPRISES, INC. | AIR FILTER | 60-000-000-53000 | 335.97 |
| JX ENT | | 4" FILTER | 60-000-000-53000 | 145.98 |
| JX ENT | | DEF FILTER | 60-000-000-53000 | 94.78 |
| JX ENT | | DEF FILTER CARTRIDGE | 60-000-000-53000 | 94.78 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 3,874.45 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 3,874.45 |
| TOTAL SOLID WASTE ENTERPRISE | | | | 3,874.45 |
| TOTAL ALL FUNDS | | | | 192,722.30 |

MANUAL CHECKS

| | |
|-------------------------------------|-------------------|
| SECURIAN FINANCIAL GROUP | \$2,838.48 |
| 03/15/24 | |
| Check # 93242 | |
| 04/24 Life Insurance | |
| 01-600-000-50552 | |
| | |
| SOUTHERN DOOR SCHOOL DISTRICT | \$183.31 |
| 03/21/24 | |
| Check # 93289 | |
| 02/24 Mobile Home Tax Payment | |
| 01-000-000-41300 | |
| | |
| STURGEON BAY SCHOOL DISTRICT | \$3,336.77 |
| 03/21/24 | |
| Check # 93290 | |
| 02/24 Mobile Home Tax Payment | |
| 01-000-000-41300 | |
| | |
| EMPLOYEE BENEFITS CORP. | \$180.00 |
| 03/21/24 | |
| Check # 93291 | |
| 03/24 FSA/COBRA/PEB | |
| 01-600-000-50510 | |
| | |
| SUN LIFE | \$2,439.68 |
| 03/21/24 | |
| Check # 93292 | |
| 04/24 Short- & Long-Term Disability | |
| 01-100-000-21545 | |
| | |
| SUPERIOR VISION INSURANCE | \$1,009.53 |
| 03/21/24 | |
| Check # 93293 | |
| 04/24 Vision Insurance | |
| 01-000-000-21540 | |
| | |
| TOTAL MANUAL CHECKS | \$9,987.77 |

DATE: 03/26/2024
TIME: 13:58:42
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/02/2024

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------|------|------------------|-----------|------------|
| ----- | | | | |
| SUMMARY OF FUNDS: | | | | |
| GENERAL FUND | | 117,084.95 | | 127,072.72 |
| CAPITAL FUND | | 54,669.17 | | |
| CABLE TV | | 15,414.33 | | |
| TID #2 DISTRICT | | 82.50 | | |
| TID #10 DISTRICT | | 1,596.90 | | |
| SOLID WASTE ENTERPRISE | | 3,874.45 | | |
| TOTAL --- ALL FUNDS | | 192,722.30 | | 202,710.07 |

Heidi Brown March 26, 2024
S.H. Vandenberg 3/26/24
Joe Utter 3/26/24

COMMON COUNCIL
March 19, 2024

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

Williams/Wiederanders to adopt the agenda moving item 13a to the regular agenda. Carried.

No one spoke during public comment.

Bacon/Wiederanders to approve following bills: General Fund – \$413,152.81, Capital Fund - \$33,930.58, Cable TV - \$50.85, TID #6 - \$22,181.25, TID #2 - \$94,049.00, TID #3 - \$19,750.00, TID #4 - \$38,618.75, TID #10 – \$385.00, Solid Waste Enterprise Fund - \$20,527.76 and Compost Enterprise Fund - \$110.39 for a grand total of \$642,756.39. Roll call: All voted aye. Carried.

Nault/Reeths to approve consent agenda:

- a. Approval of 3/5/24 regular Common Council minutes.
- b. Place the following minutes on file:
 - (1) Community Protection & Services Committee – 2/7/24
 - (2) City Plan Commission – 2/21/24
 - (3) Aesthetic Design & Site Plan Review Board – 2/26/24
 - (4) Zoning Board of Appeals – 2/27/24
 - (5) Police & Fire Commission – 2/28/24
 - (6) Finance/Purchasing & Building Committee – 3/5/24
 - (7) Harbor Commission – 3/13/24
- c. Place the following reports on file:
 - (1) Purchase of Used Vehicle Report – February 2024
 - (2) Police Department Report – February 2024
 - (3) Bank Reconciliation – December 2023
 - (4) Revenue & Expense Report – December 2023
 - (5) Bank Reconciliation – February 2024
 - (6) Revenue & Expense Report – February 2024
- d. Consideration of: Approval of Combination Class B Beer and Class B Liquor license for Cherry Lanes Bar, LLC (surrender of license to new owner for sale of property.)
- e. Consideration of: Approval of Commercial Quadricycle License for Foxy Pedaler.
- f. Consideration of: Approval of Street Closure Application for Sturgeon Bay Farmers Market (Saturdays from June 1, 2024 – October 12, 2024.)
- g. Community Protection & Services Committee recommendation re: Approve ~~Changes to Section 8.06 Obstruction and Encroachments of the Municipal Code and Finance/Purchasing & Building Committee review fees.~~ Moved to regular agenda.

Carried.

There were no mayoral appointments.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve both concept A & B from Edgewater Resources for City property along Nautical Drive.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr

Introduced by Planner/Zoning Administrator Servia. Statz/Bacon to adopt. Carried.

RECOMMENDATION

We, the Harbor Commission, hereby recommend approving the 2024 Harbor Improvement Plan.

HARBOR COMMISSION

By: Gary Nault, Chr.

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

Reeths/Nault to read in title only and adopt the second reading of ordinance re: Rezone parcel 281-62-4000101A located on the southeast corner of Utah St. and S. 18th Ave. Carried.

Wiederanders/Williams to read in title only and adopt the second reading of ordinance re: Rezone parcel 281-62-11000109 located at the south side of Alabama Street. Carried.

Bacon/Statz to read in title only and adopt the reading of ordinance re: Repeal and recreate Chapter 23 – Floodplain Zoning Code. Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend to approve the changes to Section 8.06 o- Obstruction and Encroachments, of the City of Sturgeon Bay Municipal Code as presented and to have the Finance/Purchasing & Building Committee review the fees for the Sidewalk Café Application for possible modification.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

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

Wiederanders/Nault to read in title only the first reading of ordinance Repeal and Recreate Section 8.06(2) "Streets & Sidewalks – Obstructions & Encroachments." Carried.

The City Administrator gave his report.

The Mayor gave his report.

Wiederanders/Williams to adjourn. Carried. The meeting adjourned at 6:31 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

STURGEON BAY UTILITIES
Regular Meeting
February 13th, 2024

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. Roll call: President Fett, Mayor David Ward, Commissioners Dan Williams, Seth Wiederanders, Dina Boettcher and Steve Christoferson. Gary Nault was excused. Also present were Electric Utility Manager Jason Bieri, Water/Sewer Utility Manager Jeff Hoffman, recording secretary Laurie Bauldry, Controller Katie Slaby and Christine Coulthurst.

Ward/Williams to adopt the agenda (complete copy on file at the Utility office). Motion carried.

There was no public comment.

Wiederanders/Boettcher to approve the minutes of the regular Commission meeting held on January 9th, 2024. Motion carried.

The Commission proceeded to review the bills for January in the amount of \$2,281,955.00. Fett/Williams to approve payment of the bills. Motion carried.

The December 2023 financials were presented. Ward/Wiederanders to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

Next was consideration of the 2023 write-offs. Christoferson/Williams to approve the 2023 write-offs in the amount of \$11,529.48. Motion carried.

Stawicki then presented for consideration, updates to the Personnel Policies and Employee Manual. Ward/Boettcher to accept the updates to the Personnel Policies and Employee Manual. Motion carried.

Next for consideration, was bids for the UV disinfection/clarifier cover project. Ward/Wiederanders to accept the bid from Frank O. Zeise Construction in the amount of \$2,378,453.00 for the UV disinfection/clarifier cover project. Motion carried.

Staff then presented the wastewater utility rate study and proposed rate increases. Ward/Christoferson to approve the proposed "domestic City sewer user" rate increase effective April 1st. Rates for hauled in waste (holding tanks and landfill) also to be adjusted as proposed, effective April 1st. Rates for hauled-in-sludge from Northern Door communities will remain fixed for 2024 and the proposed rates will become effective January 1, 2025. Motion carried.

The operations report was presented by Water/Sewer Utility Manager Hoffman and Electric Utility Manager Bieri. Fett/Ward to accept the operations report for January. Motion carried.

Council members updated the Commission members on City-related activities and developments.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy report

Williams/Ward to adjourn. Motion carried. The meeting adjourned at 1:25.

Approved for publication:

FINANCE/PURCHASING & BUILDING COMMITTEE
March 12, 2024

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Also present: Alderperson Gustafson, Alderperson Nault, City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Community Development Director Olejniczak, Planning/Zoning Administrator Servia and Office Accounting Assistant II Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Write-off 2022 Delinquent Personal Property Taxes.
5. Consideration of: Waterfront Planning for City Property along Nautical Drive.
6. Consideration of: Cost-Sharing Agreement for Installation of Infrastructure-Duquaine Development.
7. Consideration of: Bradley (Little) Lake Aeration/Phosphorus Treatment.
8. Review bills.
9. Adjourn.

Carried.

The following spoke during public comment on agenda items and other issues related to finance & purchasing: Gary Nault, 711 Hickory; Chris Kellems, 120 Alabama St; Cain Goettelman, 613 Louisiana St; Mark Felhofer, 6035 Bluff Ledge Rd; Scott Gutschow, 1802 Morning View Rd.; Steven Hurley, 3985 Bayshore Dr.

Consideration of: Write-off 2022 Delinquent Personal Property Taxes:

City Treasurer/Finance Director Clarizio presented the list of delinquent personal property tax accounts for 2022 due in 2023. The proposed amount for write-off of the City's portion is \$186.46. Payment from NUCO2 Supply LLC was recently received and Continental Investors write off amount is the full city amount. They are not on the list for 2023 as the business was sold.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to write off the following 2022 delinquent personal property tax account bills in the amount of \$174.86.

Write-off list

| <u>Tax Account #</u> | <u>Name</u> | <u>Proposed Write-off Amount</u> |
|-----------------------------|------------------------------|---|
| 281-0126 | WHPC-NIBP Portfolio LLC | \$.57 |
| 281-1180 | Continental Investors II LLC | \$173.67 |
| 281-1285 | Lepack Jostsons, Inc | \$.62 |
| Total | | \$174.86 |

Carried.

Consideration of: Waterfront Planning for City Property along Nautical Drive.

City Administrator Van Lieshout remarked he was pleased with the comments received during public comment adding that the final project will be modified from the concept plans.

Planning/Zoning Administrator Servia added that comments received via email prefer concept A. Suggestions included switching placement of E-dock and the Sail Training Foundation dock due to the water depth and per Municipal Service Director Mike Barker the trail placement is in the weed harvesting work zone. Ms. Servia explained that concept A is boater recreation focused, proposing a 2,700 sq. ft. building for the Sail Training Foundation (STF) including an attached 900 sq. ft. public restroom. The boat launch is positioned closer to the yacht club building, a bioswale collection system in the parking lot, a naturalized shoreline, and more fingers on the E-dock. Concept B is visitor center focused. A 6,000 sq. ft. building for the proposed NERR facility and restrooms and a smaller separate building for the STF. The boat launch is further from the Yacht Club, and a larger dock for the STF. The E-dock has fewer fingers but enough space for research vessels. In addition, both concept designs include a multi-use trail and benches, bridge across the creek, trailhead amenities, seating/viewing areas, replacing the E-dock, STF docks, renovated boat launch, flexible lawn space and improved parking.

Discussions continued regarding combining elements of both concept designs, whether an Ad Hoc Committee should be created and the process and timeline of the project.

Moved by Alderperson William, seconded by Alderperson Wiederanders to recommend to Common Council to approve both concept A and B from Edgewater Resources for city property along Nautical Drive. Carried.

Consideration of: Cost-Sharing Agreement for Installation of Infrastructure-Duquaine Development.

Community Development Director Olejniczak explained there is a need to extend utilities up W. Oak Street (Sawyer Drive). There is a platted subdivision north of the street that lacks sanitary sewer and water on the south lots. Dennis Costello, the owner of these lots, has for years wanted to run sewer and water it was too expensive for only 6 lots. Duquaine Development recently purchased land to the south and has been developing apartments. They have reached a point where they are out of sanitary sewer. Mr. Olejniczak stated for the development to continue north, either a lift station is needed or extending to the nearest main which is down Duluth Ave. The issue here is the storm sewer put into Duluth Ave when the road was improved by the county, is in the way. The sanitary sewer would need to be lowered and extended further in order to tie into the existing main within Oak St. Another option is to run up Maple Street, which would require an easement but at this time the property owners were not interested in selling to the City.

Mr. Olejniczak stated a cost estimate was received for dropping the line and going underneath Duluth Ave. Staff met with Duquaine Development explaining the costs and that the properties affected are not assessable because they are either in the Town or have service. The solution is to cost share the project and split the cost of the non-assessable properties. The lots that can be developed, Costello lots and Duquaine would receive normal special assessments. The areas that are not assessable the City would have to pick up the cost. This cost could be split with Duquaine and in addition, the pilot payment the city receives for the Sturgeon Bay Utilities, \$75,000 could be used toward this project. The estimated cost of the project is \$344,400. The City portion is \$210,000 lowering after the \$75,000 of utility funds and could be lowered further if properties are special assessed.

Duquaine Development acknowledged this is a beneficial proposition for the development. It will enable continuing to provide housing for the area. They would have needed to resort to a lift station, but it was becoming complicated and expensive, especially long term. By putting the sewer and water line in they can continue development.

City Administrator Van Lieshout remarked that this is the best solution identified to help further the City's housing goals and needs as well as maximizing existing infrastructure.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the cost sharing arrangement between Duquaine Development and the City for the extension of sanitary sewer and water mains along W. Oak Street (Sawyer Drive). Carried.

Consideration of: Bradley (Little) Lake Aeration/Phosphorus Treatment:

City Administrator Van Lieshout stated the City is at a point to resume work on Bradley Lake. There are a few options for this stage of the project, to either hire an engineer to create a design, etc. at a high cost. Put out a request for proposals or contact firms that specialize in managing ponds like Bradley Lake to provide price quotes based on the needs of the project. His recommendation given the project history would be to obtain proposals and bring back to the Committee with recommendations.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to direct Staff to bring in an all-inclusive company that can provide the entire product as a single source provider. Carried

Review bills:

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:05pm.

Respectfully submitted,



Tricia Metzer

CITY OF STURGEON BAY
LOCAL TRANSPORTATION BOARD MINUTES
Wednesday, March 13, 2024
Council Chambers, City Hall, 421 Michigan Street
4:30 P.M.

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

Roll Call: Members Ald. Kirsten Reeths, Ald. Gary Nault, and Ald. Spencer Gustafson were present. Brian Weiss and Mark Smullen were absent. Also present: City Engineer Chad Shefchik, Municipal Services Director Mike Barker, Municipal Services Administrative Assistant Colleen DeGrave, and Municipal Services Secretary Stephanie Gomez.

Approval of minutes from February 21, 2024: Moved by Ald. Gustafson, seconded by Ald. Nault to approve the minutes from February 21, 2024. All in favor. Carried.

Adoption of Agenda: Moved by Ald. Reeths, seconded by Ald. Nault to adopt the following agenda:

1. Roll call
2. Approval of minutes from February 21, 2024
3. Adoption of Agenda
4. Public comment
5. Consideration of: Sidewalk additions along the east side of S. Hudson Ave. & S. Hudson Ct.
6. Consideration of: Stop sign locations at the intersection of S. 12th Ave. & Superior Street
7. Adjourn

All in favor. Carried.

Public comment: No public comment.

Consideration of: Sidewalk additions along the east side of S. Hudson Ave. & S. Hudson Ct. Ald. Reeths explained there are two options with these proposed sidewalks. The plan has already been approved by Council, so it can remain as voted on (to place these sidewalks), or it can be changed. One idea was to paint a trail lane on the east side of the road. Mr. Shefchik said that could be done and signage stating No Parking would probably be added.

Marty Olejniczak entered at 4:35 p.m.

Municipal Services Director Mike Barker stated that if the trail lane is painted, parts of it would eventually chip, get plowed off and would run off into the bay. Ald. Nault said he thinks a trail lane would be okay, however, he doesn't think walking on Walnut is a good idea anyway due to its heavy traffic at certain times. He stated it had already been passed by Council to have sidewalks there.

Josh VanLieshout entered at 4:38 p.m.

Ald. Gustafson stated his concern was the assessments to property owners, and he would like to have the assessment process discussed. He did not feel there is enough benefit to placing sidewalks at this location and does not believe the assessment process is fair. He agrees with painting a trail path there or not doing anything. He recommended removing it from the project.

Moved by Ald. Gustafson, seconded by Ald. Nault to recommend to Council to remove the planned sidewalks from the east side of S. Hudson Ave. and S. Hudson Ct., and instead of sidewalks, painting a trail lane and adding No Parking signage.

More discussion took place. Mr. Shefchik thought the process is being unnecessarily delayed. Ald. Gustafson said the reason to delay it would be to have the assessment process looked at. Mr. VanLieshout reminded the committee

that whether the City was going to assess for sidewalks or not, the only certainty is that waiting would increase the costs. Mr. Shefchik reminded them that there are two separate issues, the project itself, and assessments, and that the vote should be on the sidewalks in the project. Terry Collebrusco, 816 S. Hudson Ct. spoke. Jan Judson, 942 S. Hudson Ave. spoke. Chesla Anschutz, 221 N. 6th Ave. spoke.

Moved by Ald. Gustafson, seconded by Ald. Nault, to recommend to Council to remove the planned sidewalks from the east side of S. Hudson Ave. and S. Hudson Ct. All in favor. Carried.

Consideration of: Stop sign locations at the intersection of S. 12th Ave. & Superior Street. Mr. Shefchik explained he had a resident bring up the location of this stop sign to him. Mr. Shefchik instructed where stop signs are normally placed for the most effective and safe traffic patterns. Mr. Shefchik believes it could be moved, however, he would recommend a phased approach of changing this location to a four-way stop, marked with flags, for a year. After a year he stated it could be removed from 12th Ave.

Moved by Ald. Nault, seconded by Ald. Gustafson, to recommend to Council, adding stop signs on both sides of the intersection at S. 12th Ave. & Superior Street, with flags, for one year, at which time the stop signs on 12th Ave. would be removed, per the recommendation of the City Engineer. All in favor. Carried.

Adjourn: Motion by Ald. Nault, seconded by Ald. Gustafson to adjourn. Meeting adjourned at 5:13 p.m.

Respectfully Submitted,



Colleen DeGrave
Municipal Services Administrative Assistant



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 FEBRUARY 2024 FIRE REPORT

FEBRUARY 2024 INCIDENTS: 112
2024 YTD TOTAL: 265

FEBRUARY 2023 INCIDENTS: 132
2023 YTD TOTAL: 251

INCIDENTS BY JURISDICTION:

CITY: 101 Year to Date: 226

85 – Medical Incident
01 – HazMat Incident
01 – Carbon Monoxide Incident
01 – Vehicle Accident

02 – Public Service/Assist
02 – Dispatched & Cxl in Route
01 – Cooking Fire
01 – Structure Fire

AVERAGE RESPONSE TIME:

EMERGENT: 3.7 Minutes NON-EMERGENT: 4.8 Minutes
01 – Assist Law Enforcement/Other Agency
03 – Alarm/Detector Activation, No Fire
01 – Sprinkler Activation, No Fire
02 – Smoke Scare/Odor of Smoke

Town of Sevastopol: 02 Year to Date: 13

01 – Authorized/Control Burn

EMERGENT: 6.2 Minutes NON-EMERGENT: N/A
01 – Dispatched & Cxl in Route

Town of Sturgeon Bay: 05 Year to Date: 14

04 – Medical Incident

EMERGENT: 4.7 Minutes NON-EMERGENT: 9.3 Minutes
01 – Assist Law Enforcement/Other Agency

MUTUAL AID/MABAS INCIDENTS

Brussels, Union, Gardner: 02 Year to Date: 05

02 – Dispatched & Cxl in Route

Egg Harbor: 01 Year to Date: 03

01 – Vehicle Accident

Manitowoc County: 01 Year to Date: 01

01 – Assist Law Enforcement/Other Agency

Southern Door: 0 Year to Date: 02

Jacksonport: 0 Year to Date: 01

INSPECTION REPORT:

| | <u>Regular Inspections</u> | <u>Re Inspections</u> | <u>Occupancy Inspections</u> | <u>Hours</u> |
|-------------------------------------|----------------------------|-----------------------|------------------------------|--------------|
| Inspections – City of Sturgeon Bay: | <u>40</u> | <u>09</u> | <u>04</u> | <u>71.5</u> |
| Inspections – Town of Sevastopol: | <u>26</u> | <u>0</u> | <u>0</u> | <u>32.0</u> |
| Inspections – Town of Sturgeon Bay: | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Inspections – Town of Jacksonport: | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Town of Sevastopol Burn Permits:

Permits Issued for Month: 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; completed annual flow testing on all SCBA; repaired a stream light; washed all ice rescue suits; repaired multiple lights & door molding on SQ721; remounted air packs in E707; calibrated gas meters; repaired a window(channel) on E706; replaced crank case filters on E707 & E706; changed oil in E707; replaced the ice machine drain pump and put new nozzles into service.

TRAINING:

290.33 total hours of training were conducted in February. Firefighters trained with driver/operator procedures; ice rescue equipment & procedures; rescue task force (RTF) equipment and procedures; brush truck and grass fire equipment; medical/EMS protocols; aerial truck operations; FF Nell participated in monthly dive training; FF Naze & FF Vasallo continued Firefighter 1 training at NWTC in Green Bay and AC Montevideo, Lt Wiegand & Lt Jorns participated in an ice rescue exercise involving USCG and local law enforcement, emergency management and fire departments.

OTHER:

Command staff attended multiple meetings in the City and Townships. AC Montevideo install one car seat. Firefighters assisted the Maritime Museum with repairing their flag pole and on duty firefighters assisted the Girl Scout program with their cookie delivery/distribution.

BEVERAGE OPERATOR LICENSES

1. Englebert, Carla Louise
2. Nei, Matthew Albert

TEMPORARY CLASS B BEER AND CLASS B WINE LICENSE

Democratic Party of Door County
112 S. 16th Place
Sturgeon Bay, WI 54235
Agent: Carol Jensen-Olson
217 North 4th Avenue – First Floor Lobby
Date: June 30, 2024



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

March 13, 2024


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

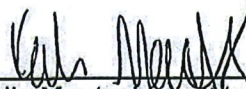
Ms. Reinhardt:

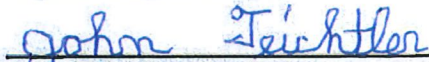
We, the undersigned, have received a request for certification of compliance for a Temporary Class B Beer and Class B Wine license

Democratic Party of Door County
Agent: Carol Jensen-Olson
112 S 16th Place
Sturgeon Bay, WI 54235
June 30, 2024 – 217 North 4th Avenue-First Floor Lobby

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, Interim Fire Chief
City of Sturgeon Bay


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

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

We, the Local Transportation Board, hereby recommend to Council to replace the street sign and add road markings, as presented by Mr. Shefchik, to Michigan Street and 4th Avenue.

Respectfully submitted,

LOCAL TRANSPORTATION BOARD

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 21, 2024

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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



04/11/2023



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

We, the Local Transportation Board, hereby recommend to Council to add stop signs on both sides of the intersection at S. 12th Ave. & Superior Street, with flags, for one year, at which time the stop signs on 12th Ave. would be removed, per the recommendation of the City Engineer.

Respectfully submitted,

LOCAL TRANSPORTATION BOARD

By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 13, 2024

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

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

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to write off the following 2022 delinquent personal property tax account bills in the amount of \$174.86.

Write-off list

| <u>Tax Account #</u> | <u>Name</u> | <u>Proposed Write-off Amount</u> |
|-----------------------------|------------------------------|---|
| 281-0126 | WHPC-NIBP Portfolio LLC | \$.57 |
| 281-1180 | Continental Investors II LLC | \$173.67 |
| 281-1285 | Lepack Jostsons, Inc | \$.62 |
| Total | | \$174.86 |

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 12, 2023

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: Write-off 2022 Delinquent Personal Property taxes

BACKGROUND: In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off. The delinquent personal property tax accounts received several collection notices in 2023.

| <u>Write-off List</u> | | <u>Proposed</u> |
|------------------------------|------------------------------|-----------------------------|
| <u>Account #</u> | <u>Name</u> | <u>Write-off Amt</u> |
| 281-0126 | WHPC-NIBP Portfolio LLC | \$.57 |
| 281-1180 | Continental Investors II LLC | \$173.67 |
| 281-1285 | Lepack-Jostsons, Inc | \$.62 |
| 281-1612 | NUC02 Supply LLC | <u>\$ 11.59</u> |
| Total | | \$186.45 |

The proposed delinquent personal property tax write-off in the amount of \$186.45 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (county, school, technical college).

FISCAL IMPACT: The fiscal impact to the City for writing off the above listed delinquent personal property tax accounts is \$186.45.

- OPTIONS:**
- 1) Write-off the delinquent personal property accounts as detailed above.
 - 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

RECOMMENDATION: Recommend to the Common Council to write-off \$186.45 in 2022 delinquent personal property taxes as per the above listing.

PREPARED BY:

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

3/5/24
Date

REVIEWED BY:

Josh VanLieshout
City Administrator

Date

03/05/24

Personal Property Chargebacks for 2022 Taxes Uncollectible In 2023

[illegible]

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

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the cost sharing arrangement between Duquaine Development and the City for the extension of sanitary sewer and water mains along W. Oak Street (Sawyer Drive).

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 12, 2024

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

STAFF REPORT

Title: Cost-Share Agreement for Installation of Infrastructure - Duquaine Development

Background: Duquaine Development has been constructing apartment units on their property along the south side of W. Oak Street (Sawyer Drive). They have a development agreement with the City for their first two phases. Sixty-eight units within three buildings have been constructed, another 26-unit building is under construction, and a four-unit building is also part of their current phase. Future phases include additional units in the northern part of the property.

An issue is the ability to serve this development with municipal sewer and water. The units already built or under construction are served by mains to the south. But the four-unit building and future buildings will need to be served from the north (W. Oak Street). The concern is that extending the sanitary sewer up from the main within Duluth Ave is difficult and costlier because the Duluth Ave storm sewer is in the way. Thus, the depth of the sanitary main has to be lowered and extended further in order to tie into the existing main within Oak St on the east side of Duluth Ave. The possibility of extending the sanitary to the E. Maple Street main was also investigated, but an easement through private property is required and the property owners were not interested in selling an easement to the City.

The lack of sanitary sewer and water along W. Oak St (Sawyer Drive) has stymied potential development for a long time. There are six undeveloped lots along the north side of the street that have remained vacant for decades due to the lack of utilities. That property owner, Dennis Costello, has desired the extension of mains, but it doesn't make economic sense if the extension only serves his lots. With the ability to serve the Duquaine property, the cost per unit decreases.

Staff from the City and Sturgeon Bay Utilities met with Duquaine Development to examine the options for paying for the extensions of the utilities. A cost estimate was also solicited. See attached. The De Groot Inc estimate for 1,100 feet of sanitary sewer, 1,000 feet of watermain, manholes, hydrants, and blasting/rock hammering is \$344,400. That figure equates to \$162.14 per lineal foot of sanitary sewer including the prorated manholes and half the blasting cost and \$166.05 per lineal foot of watermain including the prorated hydrants and half the blasting cost. The per foot costs do not include 4" sanitary and 1" water lateral stubs, which adds \$6950 per set. Road restoration is estimated at \$75,000. That cost is expected to be paid for by the City and is not included in the per foot cost of the installation.

The typical way that the City pays for sewer and water extensions is to assess the abutting property owners. The difficulty in this instance is that portions of the frontage are non-assessible due to properties being in the Town of Nasewaupée or already being served by sewer and water. If those non-assessible costs were to be allocated to the assessed frontage, the cost is too high. Therefore, a proposal to split the non-assessible costs between the City and Duquaine Development is being considered.

Under the proposal the frontage of the Duquaine and Costello lots would receive their normal per frontage foot special assessment. The cost per foot can be assessed to both sides of the main so the ultimate cost per lineal foot is half, or \$81.07 for sanitary sewer and \$83.025 for water. The City would cover the portion along the properties that are in the town if they cannot be assessed at the time of installation. But, the City could recover that cost by charging a hook-up fee upon

annexation and connection to the mains. There are a couple of developed parcels in the City that could be split and further developed. The City could assess that developable portion, perhaps as a deferred assessment until the parcels are split. Finally, the remaining portions of the project that cannot be specially assessed to abutting properties will be split between Duquaine Development and the City.

Using the estimate from De Groot, the following would be the approximate breakdown of costs:

| <u>Sanitary</u> | <u>Water</u> | <u>Total</u> |
|-------------------------------|------------------------------|--------------|
| Costello lots 445' = \$36,076 | Costello 510' = \$42,343 | \$78,419 |
| Hobart 100' = \$8,107 | Hobart 100' = \$8,303 | \$16,410 |
| Dahms 100' = \$8,107 | Dahms 70' = \$5,812 | \$13,919 |
| Plant 123.5' = \$10,012 | Plant 123.5' = \$10,254 | \$20,266 |
| Massart 133' = \$10,782 | Massart 133' = \$11,042 | \$21,824 |
| Garcia 100' = \$8,107 | Garcia 100' = \$8,303 | \$16,410 |
| Duquaine 434.5' = \$35,225 | Duquaine 583' = \$48,445 | \$83,670 |
| Non-assessed 764' = \$61,938 | Non-assessed 380' = \$31,550 | \$93,488 |
| Total \$178,354 | \$166,052 | \$344,406 |

Of the \$93,488 non-assessible portion the City and Duquaine would split the cost 50% each, thus adding \$46,744 each. The total cost to Duquaine is \$130,414 plus \$6,950 for each set of laterals stubbed to property line. The total cost to City is \$121,744, which includes \$75,000 for the road restoration. But, the City would also be holding the costs associated with the Plan, Massart, and Garcia parcels until they are annexed and hooked up to the mains, and would also be holding the costs associated with the Hobart and Dahms parcels until they are split and developable. Hence, the initial cost to the City would be \$210,573.

Fiscal Impact: If the cost-share agreement is approved, the improvements would cost the City around \$210,573. Sturgeon Bay Utilities is willing to allocate \$75,000 toward the project and \$88,829 could be eventually collected in deferred assessments or hook-up fees. Hence, the ultimate cost to the City could be as low as \$46,744.

Recommendation: Approve the cost-sharing arrangement between Duquaine Development and the City for the extension of sanitary sewer and water mains along W. Oak Street (Sawyer Drive).

Prepared by: Martin Olejniczak
Martin Olejniczak, Community Development Director

3-7-2024
Date

Reviewed by: Chad Shefchik
Chad Shefchik, City Engineer

3-7-24
Date

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

3/7/24
Date



DE GROOT, INC.

4201 CHAMPION ROAD

GREEN BAY, WI 54311

PHONE: 920-866-2348

FAX: 920-866-2361

LABOR AND MATERIAL ESTIMATE SHEET

TO: Jeff at SBU

Revised

JOB: Oak Street Sewer & Water Extension

DATE: December 7, 2023

FROM: Mark DeGroot

A. To install 1100' of sanitary sewer, 1000' of watermain and
install 4 sewer & water stubs into adjacent property

\$344,400.00

Breakdown:

1. Blasting/Rock Hammering - 1100' @ \$35.00/ft
2. Sanitary MH - 4 @ \$6500/each
3. 8" C900 Sanitary Sewer - 1100' @ 121.00/ft
4. 8" DI Watermain - 1000' @ \$110.00/ft
5. Hydrants w/ leads & valves - 4 @ \$9200

B. To patch the asphalt where the utilities were installed

\$75,000.00

Breakdown:

Asphalt Removal/Repair

C. To install a 4" sanitary & 1" copper lines to the right of way

\$13,900.00

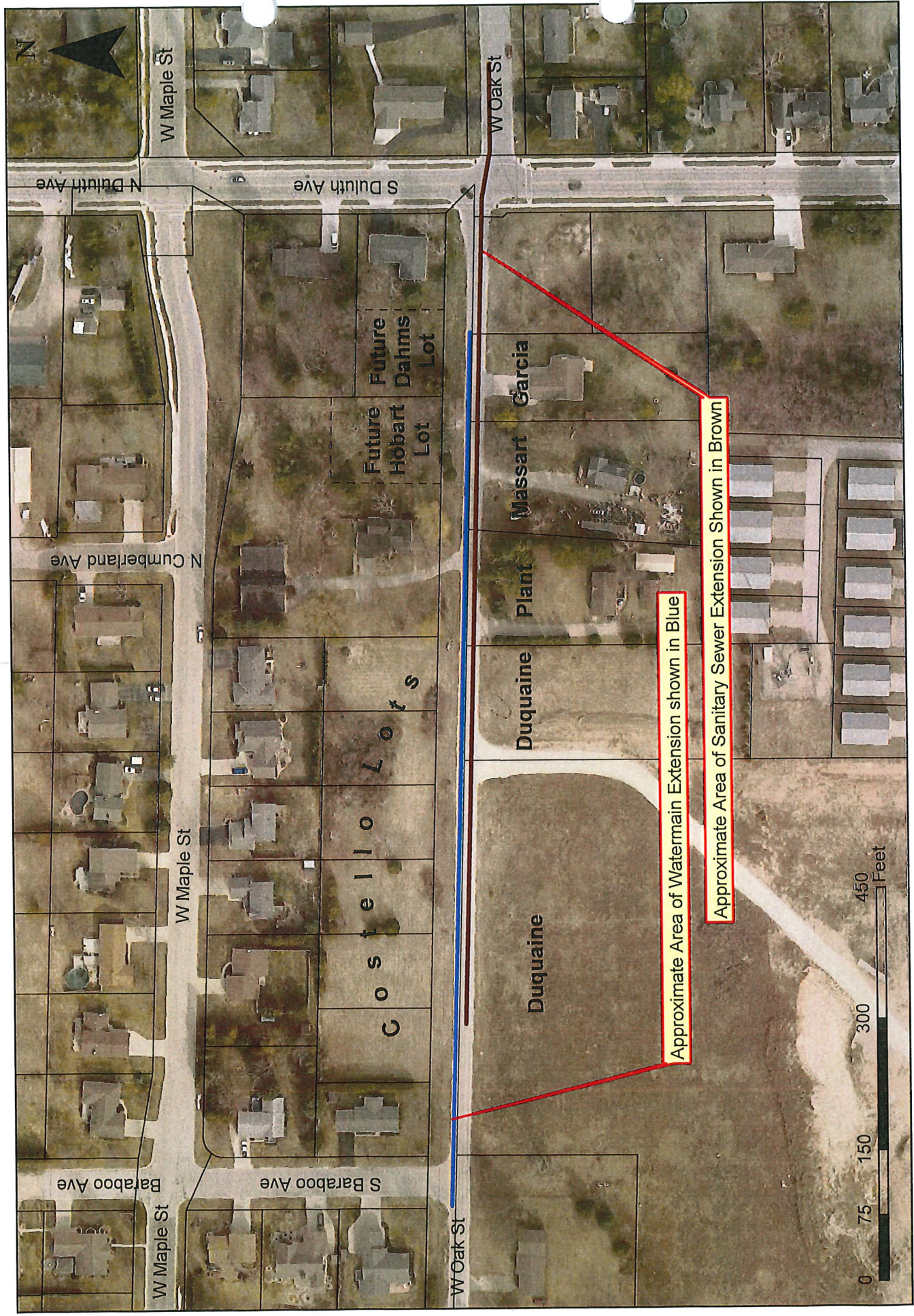
Breakdown:

1" & 4" water stubs 2 @ \$6950

Note:

- Prices include all granular backfill
- Any restoration (lawn)
- Televising
- Traffic Control
- Saw Cutting
- All fittings that are needed

Potential Sanitary Sewer and Watermain Extensions



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from Agricultural (A) to Single-Family Residential (R-1) for parcel #281-62-51000102C1, a 3.43-acre parcel located at 814 Cove Road.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: March 20, 2024.

Introduced by_____.

Moved by Alderperson_____, seconded by Alderperson
_____that said recommendation be adopted.

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

Staff Report
Zoning Map Amendment: A to R-1
Parcels #281-62-51000102C1

Background: Charles Klein and Susan Gigot-Klein are requesting the rezoning of parcel #281-62-51000102C1 located on the southeast corner of Utah Street and Cove Road from Agricultural (A) to Single-Family Residential (R-1). The property is 3.43-acres in size and is currently being used as a single-family property.

The applicants wish to have the property rezoned so that they may split their one lot into three or four lots (to be determined). With the current A zoning, they would not be able to split the lot unless each new lot was at least an acre large.

Existing Conditions: Land to the north, east, and south is zoned Agricultural and is used for single family homes. The properties to the west are all zoned R-1 and are used for single-family homes. Those R-1 homes have lot sizes ranging from 0.34-acre to 2.01 acres with the median size being 0.63-acre.

The subject area is not served by municipal sanitary sewer and water service. Thus, private wells and private on-site wastewater treatment systems (POWTS) will be required for future development. The soil classification for the property is conducive to the installation of POWTS.

Comprehensive Plan: The 2040 Comprehensive Plan's Future Land Use Designation for the lot is rural residential. That land use category is established for low density residential uses. Staff believes that what the applicants propose is consistent with this land-use designation.

Review Process: The Plan Commission will review the petition and conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 of the members present are ready to act. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with two separate readings.

Recommendation: Approve the zoning map amendment for parcel #281-62-51000102C1 from Agricultural (A) to Single-Family Residential (R-1) for Charles Klein and Susan Gigot-Klein.

Prepared By: 

Stephanie Servia
Planner / Zoning Administrator

3-14-2024

Date

**CITY OF STURGEON BAY
ZONING/REZONING
APPLICATION**

C240213-1C/C240306 Cm.1

| | |
|----------------|-------------------|
| STAFF USE: | |
| Date Received: | 2.13.24 / 3.6.24 |
| Fee Paid: | \$ 400.00 / 50.00 |
| Received By: | CHM |

| | APPLICANT/AGENT | LEGAL PROPERTY OWNER (if different) |
|---|------------------------------------|--|
| Name | Charles Klein & Susan Gigt - Klein | |
| Company | | |
| Street Address | 814 Cove Rd. | |
| City/State/Zip | Sturgeon Bay WI 54235 | |
| Daytime Telephone # | 920-365-1991 | |
| Email | dorsal1@sbcglobal.net | |
| STREET ADDRESS OF SUBJECT PROPERTY: 814 Cove Rd. | | |
| Location if not assigned a common address: | | |
| TAX PARCEL NUMBER: 2816251000102 C1 | | |
| CURRENT ZONING CLASSIFICATION: Agricultural | | |
| CURRENT USE AND IMPROVEMENTS: Residential | | |
| ZONING DISTRICT REQUESTED: R1 | | |
| COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Rural Residential | | |
| PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: | | |
| North: | Rural Residential | |
| South: | Rural Residential | |
| East: | Rural Residential | |
| West: | Rural Residential | |

ZONING AND USES OF SURROUNDING PROPERTIES:

North: Ag - Residential

South: Ag - Residential

East: Ag - Residential

West: R01 - Residential

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? Yes or No (circle) IF YES, EXPLAIN: _____

Attach an 8-1/2" x 11" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 15 large sized copies), full legal description (preferably digital), 8-1/2" x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

Charles Klein
Property Owner

1/25/2024
Date 1/25/2024

Applicant/Agent

Date

I, Charles Klein, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant

1/25/2024
Date of review meeting.

Charles Klein
Applicant signature

[Signature]
Staff signature

Attachments:

Procedure & Check List

Agreement for Reimbursement of Expenses

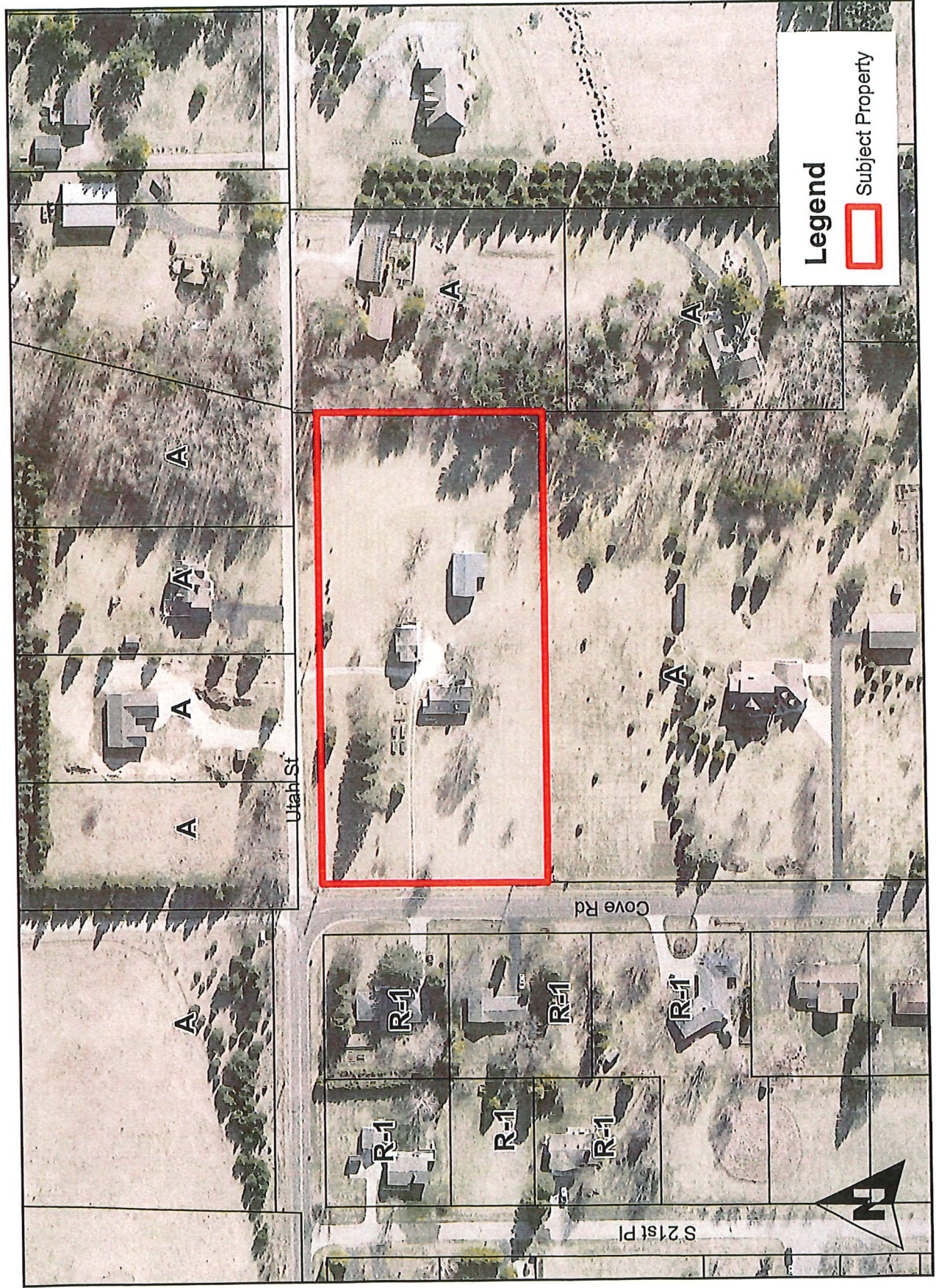
STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director

Subject Property
814 Cove Road



Parcel #281-62-51000102C1

NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers at City Hall, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, March 20, 2024, at 6:00 p.m. or shortly thereafter, in regard to a proposed zoning map amendment to change the zoning classification of an approximately 3.43-acre parcel from Agricultural (A) to Single-Family Residential (R-1). The subject property is parcel no. #281-62-51000102C1 owned by Charles and Susan Klein and located on the southeast corner of Utah Street and Cove Road. The proposed zoning map amendment materials are on file with the Community Development Department and can be viewed at City Hall weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in regard to the rezoning request either in person at the hearing or in writing.

By order of:

City of Sturgeon Bay Plan Commission

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to approve a zoning map amendment from Light Industrial (I-1) to General Commercial (C-1) for parcel #281-66-10221511B and #281-66-12001508C located at the northeast corner of S Columbia Avenue and Highway 42-57. The larger parcel consists of 3.69-acres and the smaller parcel is a 0.93-acre parcel consisting entirely of a pond.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: March 20, 2024.

Introduced by_____.

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

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

Staff Report
Zoning Map Amendment: I-1 to C-1
Parcels #281-66-12001511B & #281-66-12001508C

Background: David Serban and Mario Valentini from MRV Architects request the rezoning of parcel #281-66-12001511B and #281-66-12001508C on behalf of the future property owner, Neil Borkan. The parcel is located on the east side of S Columbia Avenue and they wish to rezone from Light Industrial (I-1) to General Commercial (C-1). The larger property is 3.69-acres in size and the smaller property to the southwest 0.93-acres in size.

Mr. Borkan has an option to purchase the properties from Carmen Rofalikos Trust/Gregory W Conrad Trust and wishes to have the property rezoned so he may develop it. A development plan has been submitted that shows the potential for two drive-thru restaurants and an 8-tenant commercial building, which will also have drive-thru access. The only known tenant at this time is Taco Bell in one of the drive-thru restaurants. The applicant is also working on obtaining access to S Ashland Avenue through adjoining northern property. An access agreement with the property owner has been drafted, but has not been finalized yet.

Existing Conditions: The larger property is currently vacant, and the smaller property consists entirely of a pond. There is currently a right-of-way separating both properties that the applicant intends to request to vacate.

Land to the north is zoned I-1 and consists of offices. Land to the west is a combination of C-1 and I-1 and is part offices part vacant. Land to the east is C-1 and is where a McDonald's and AmericInn is located. Land to the south across from Highway 42-57 is C-1 and is where Motel 57 is located as well as some vacant land.

Comprehensive Plan: The 2040 Comprehensive Plan's Future Land-Use Designation for the subject lot is Regional Commercial. This land use is intended for large-scale commercial, and office uses including national and regional retailers. Staff believes that the rezoning and subsequent development is consistent with this land-use designation.

Review Process: The Plan Commission will review the petition and conduct a public hearing. The Commission can make a recommendation to Council at the next scheduled meeting. However, a recommendation can also be made following the public hearing if at least 3/4 of the members present are ready to act. Once a recommendation is made, Council will act on that recommendation at their next scheduled meeting. An ordinance must be drafted and approved by Council with two separate readings. It is noted that just the zoning classification is being considered at this time. The ultimate development plan will need to go through zoning review and approval if the zoning map amendment is approved.

Recommendation: Approve the zoning map amendment for parcels #281-66-12001511B & #281-66-12001508C from Light-Industrial (I-1) to General Commercial (C-1).

Prepared By: _____

Stephanie Servia
Planner / Zoning Administrator

3-13-2024

Date

C840125/2cm

**CITY OF STURGEON BAY
ZONING/REZONING
APPLICATION**

| | |
|----------------|-----------|
| STAFF USE: | 1/25/24 |
| Date Received: | |
| Fee Paid: | \$ 450.00 |
| Received By: | SS |

| | APPLICANT/AGENT | LEGAL PROPERTY OWNER (if different) |
|---|---|--|
| Name | David Serban / MRV Architects | NEIL BORKAN |
| Company | MRV Architects, Inc. | ALBA Restaurant Group, LLC |
| Street Address | 5105 Tollview Dr. #201 | 485 E Half Day Rd. Ste 250 |
| City/State/Zip | Rolling Meadows, IL 60008 | Buffalo Grove, IL 60089 |
| Daytime Telephone # | 224-318-2140 | 847 955-1000 |
| Email | Davids@MRVArch.com | Neil@Taronas.com |
| STREET ADDRESS OF SUBJECT PROPERTY: | | |
| Location if not assigned a common address: NW corner of Green Bay Rd and S. Columbia Ave. | | |
| TAX PARCEL NUMBER: 2816612001511B | | |
| CURRENT ZONING CLASSIFICATION: Industrial (I-1) | | |
| CURRENT USE AND IMPROVEMENTS: VACANT | | |
| ZONING DISTRICT REQUESTED: Commercial (C-1) | | |
| COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: | | |
| Regional Commercial | | |
| PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: | | |
| North: | Regional Commercial / Open Space + Recreation | |
| South: | Regional Commercial | |
| East: | Regional Commercial | |
| West: | Regional Commercial | |

ZONING AND USES OF SURROUNDING PROPERTIES:

North: Light Industrial

South: General Commercial

East: General Commercial

West: General Commercial / Light Industrial

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? Yes or No (circle) IF YES, EXPLAIN:

NO

Attach an 8-1/2" x 11" detailed site plan (if site plan is larger than 8-1/2" x 11", also include 15 large-sized copies), full legal description (preferably digital), 8-1/2" x 11" location map, construction plans for the proposed project, and Agreement for Reimbursement of expenses. Site plan shall include dimensions of property, pertinent structures and buildings, proposed site improvements, signature of person who drew plan, etc.

ALBOR RESTAURANT GROUP LLC

Property Owner

Date

1/19/24

MARIO VALENTINI

Applicant/Agent

Date

1/19/24

I, David Serban, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting

(Agent)
Applicant signature

Staff
Staff signature

Attachments:

Procedure & Check List

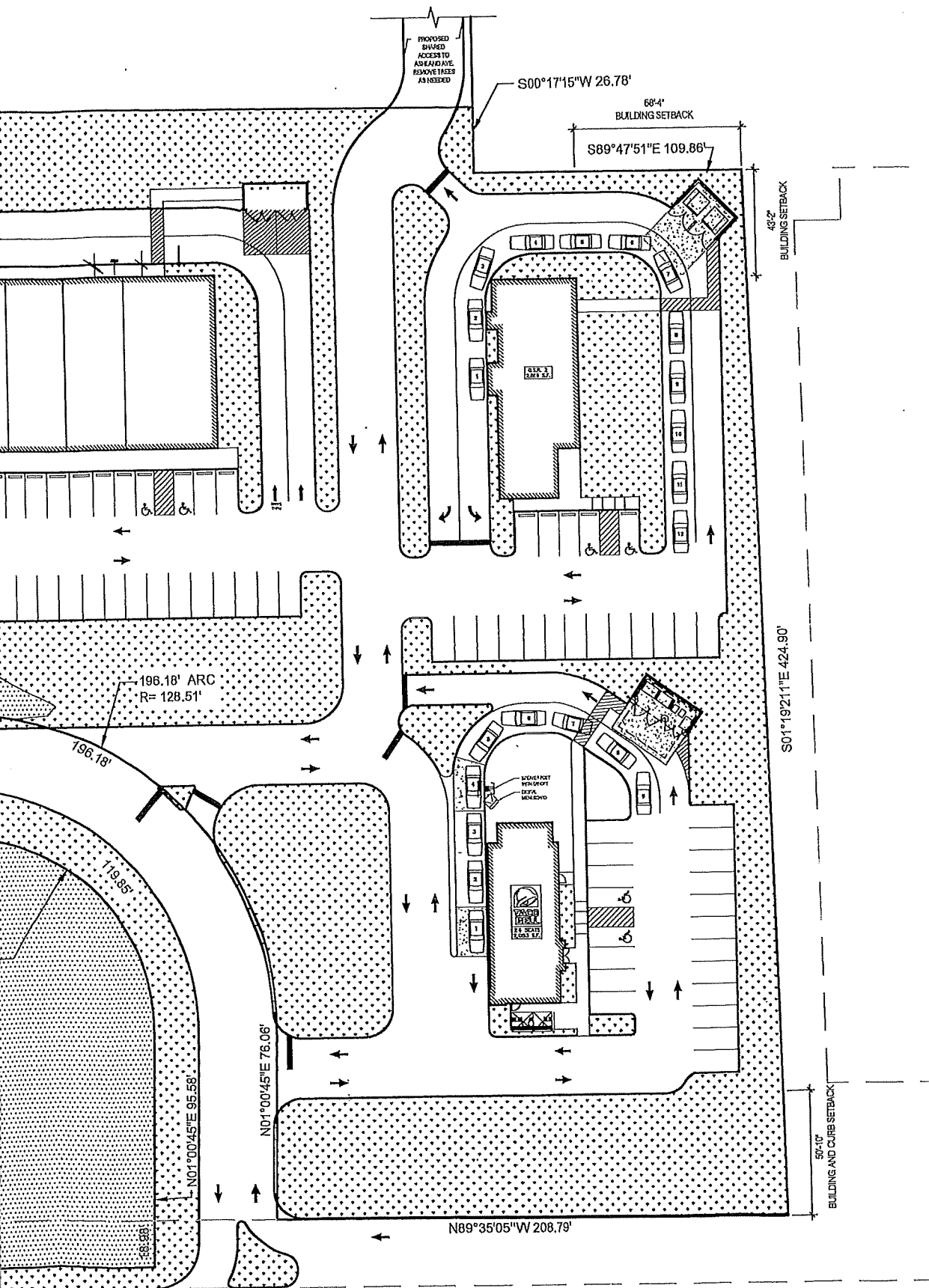
Agreement for Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

Date

Community Development Director



MRV

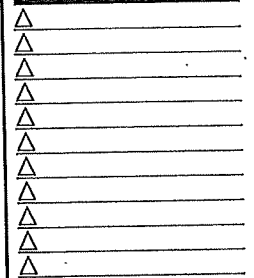
ARCHITECTS, INC.



5105 TOLLVIEW DR., SUITE 201
ROLLING MEADOWS, IL 60008
TEL: 724-318-2140

MRV ARCHITECTS, INC. 2024

ALL DRAWINGS, SPECIFICATIONS, PLANS AND CONCEPTS ARE INSTRUMENTS OF SERVICE AND THEREFORE ARE PROPERTY OF MRV ARCHITECTS, INC. THEY MAY NOT BE REUSED, COPIED OR REPRODUCED WITHOUT PERMISSION AND EXPRESS WRITTEN CONSENT FROM MRV ARCHITECTS, INC.



CONTRACT DATE:

BUILDING TYPE:

PLAN VERSION:

SITE NUMBER:

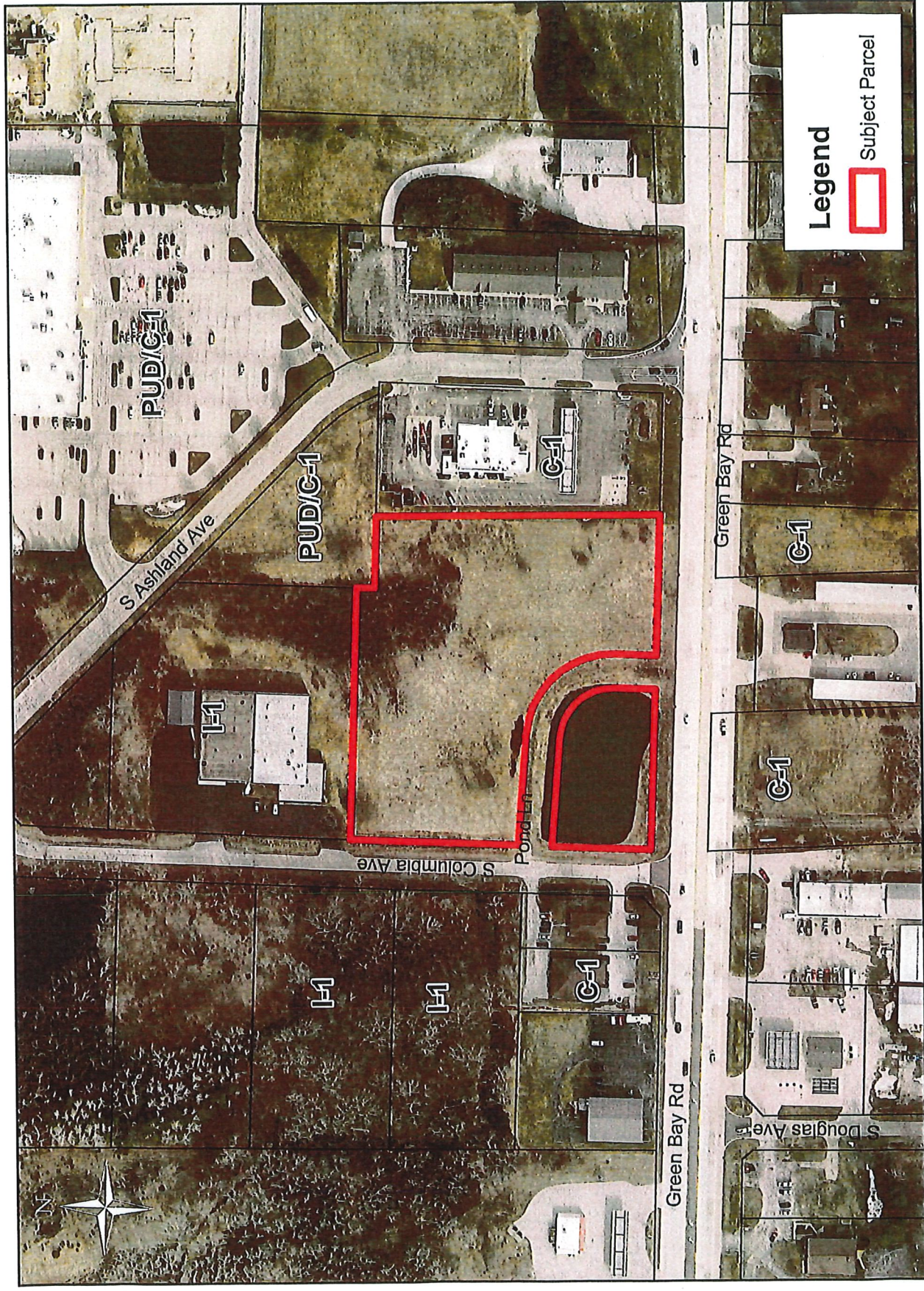
STORE NUMBER:

TACO BELL

GREEN BAY RD & S COLUMBIA AVE
STURGEON BAY, WI



Subejct Property
S Columbia Ave and Green Bay Road



Parcel #281-66-12001511B and 281-66-12001508C

NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Plan Commission will hold a public hearing in the Council Chambers at City Hall, 421 Michigan Street, Sturgeon Bay, Wisconsin on Wednesday, March 20, 2024, at 6:00 p.m. or shortly thereafter, in regard to a proposed zoning map amendment to change the zoning classification of an approximately 3.69-acre parcel and an approximately .93-acre parcel from Light Industrial (I-1) to General Commercial (C-1). The subject properties are parcel nos. #281-66-12001511B and #281-66-12001508C owned by Carmen Rofalikos Trust/Gregory W Conrad Trust and are located on the east side of S. Columbia Avenue and north side of Green Bay Rd (Highway 42-57). The prospective property owner, Neil Borkan has an option to purchase the properties. The proposed zoning map amendment materials are on file with the Community Development Department and can be viewed at City Hall weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony in regard to the rezoning request either in person at the hearing or in writing.

By order of:
City of Sturgeon Bay Plan Commission

MAYORAL APPOINTMENTS**4/2/2024****ZONING BOARD OF APPEALS**

Robyn Bartel – Alternate (Term expires 5/1/25)

My name is Robyn Bartel. A little more than five years ago, my husband Jason and I moved to Sturgeon Bay from Green Bay. My mother-in-law grew up in Sturgeon Bay and many of my husbands extended family still live in the county. I'm interested in becoming a member of the Zoning Board of Appeals to contribute to and become more involved in the community. I'm interested in learning more about the city we chose to make our home. I work part-time at Door County Ace Hardware and I care for my two grandchildren after school. My son has also recently moved his family to Sturgeon Bay. I'm looking forward to being a part of the Zoning Board.

ORDINANCE NO. _____

An Ordinance to Repeal and Recreate section 8.06(2) "Streets and Sidewalks-Obstructions and encroachments" of the Municipal Code as follows.

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

SECTION 1: Section 8.06(2) of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby amended to read as follows:

- (2) *Exceptions.* The prohibition of subsection (1) shall not apply to the following:
- (a) Clocks attached to buildings which project not more than six feet from the face of such building and which do not extend below any point ten feet above the sidewalk, street or alley.
 - (b) Awnings which do not extend below any point seven feet above the sidewalk, street or alley.
 - (c) Public utility encroachments duly authorized by state law or the city council.
 - (d) Outdoor seating, outdoor display of merchandise, outdoor plant displays, or fixtures, only when permission is expressly given by the city council by application therefor.
 - (e) When permission is expressly given by the city council upon application therefor. Projecting signs are subject to the provisions of section 27.11(4) of this Municipal Code.
 - (f) Sidewalk cafes. Restaurants creating an outdoor seating area in the public right-of-way immediately adjacent to the restaurant may, upon approval by the city council following application to the city clerk, occupy and use a portion of the city right-of-way as approved by the city council and subject to the sidewalk cafe policy and procedures adopted by the City of Sturgeon Bay. The application fee for a sidewalk cafe shall be identified in the sidewalk cafe policy and procedures as adopted by the City of Sturgeon Bay. Any restaurant which obtains approval from the city council to serve alcohol upon the public right-of-way shall, in addition to receiving authorization under this section, obtain an amendment to its alcohol beverage license permitting service and consumption of alcohol upon the public right-of-way.
 - (g) Requirements for permitted encroachments. Encroachments into public rights-of-way listed under par. (a) through (f) above shall be subject to the following:
 - 1. The minimum cleared sidewalk width shall at all times be six feet.
 - 2. The owner of the building housing the business encroaching into the right-of-way shall sign and file a "Hold Harmless and Indemnification

Agreement" relieving the city of any legal liability related to the encroachment.

3. Restaurants adding outdoor seating shall be reviewed by the department of agriculture, trade, and consumer protection.
4. If portions of this section conflict with provisions in other sections of this Municipal Code, such as regulations that would prohibit proposed encroachments or be more restrictive regarding regulation of proposed encroachments, the more restrictive provision(s) shall govern.
6. Sidewalk Café encroachments under this subsection, shall require an annual permit to be issued by the office of the city clerk upon payment of a fee in an amount set by the common council.

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

Approved:

David Ward
Mayor

Attest:

Stephanie Reinhardt
City Clerk

ORDINANCE NO. _____

An Ordinance to Rezone Parcel #281-66-12001511B and #281-66-12001508C located on the northeast corner of S. Columbia Avenue and Highway 42-57.

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

SECTION 1: The following described property is hereby rezoned from Light Industrial (I-1) to General Commercial (C-1):

Lot 2 of Certified Survey Map No. 2239 Recorded in Volume 13, Page 232 as Document No. 699057

And

Tract F-3 of Certified Survey Map No. 108 Recorded in Volume 1, Page 214 as Document No. 353150.

Said parcels contain a total of 4.62-acres.

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

Approved:

David Ward
Mayor

Attest:

Stephanie Reinhardt
City Clerk

ORDINANCE NO. _____

An Ordinance to Rezone Parcel #281-62-51000102C1 located at 814 Cove Road

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

SECTION 1: The following described property is hereby rezoned from Agricultural (A) to
Single-Family Residential (R-1):

Lot 1 of Certified Survey Map Recorded in Volume 15, Page 256 as
Document No. 743387.

Said parcel contains 3.43-acres.

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

Approved:

David Ward
Mayor

Attest:

Stephanie Reinhardt
City Clerk

EXECUTIVE SUMMARY

Title: Urban Area Boundary Resolution

Background: The Wisconsin Department of Transportation (WisDOT) is currently in the process of adjusting the Urban Area Boundaries for all Urban Areas within the State based on the 2020 decennial census data provided by the U.S. Census Bureau. For transportation planning purposes, WisDOT adjusts the census-defined urban boundaries to better serve transportation needs. This process ultimately determines the type of federal and state transportation funding a community receives, as urban areas use a different source of funds than rural areas.

WisDOT provided its draft map and it was reviewed by city staff comprised of the city engineer, public works director, community development director, and city administrator. Adjustments were then made and approved by WisDOT. The most notable change is the inclusion of the area to the southwest of the city down to Emerald Drive. This area was included because of the existing and proposed commercial development along Highway 42-57 in this region, and the City's proposed new street connecting Emerald Drive to Leeward Street at the south end of the industrial park. This proposed street has no timetable for completion, but possibly could be construction during this 10-year planning period. Given that the route would be used by trucks to enter the industrial park while avoiding the highway route through town, as well as employees and others trying to reach the industrial park, justice center, and other destinations, it is reasonable to include the road within the urban area boundary.

The adjusted urban area boundary needs to be adopted by resolution of the Common Council.

Fiscal Impact: There is no cost to approved the adjusted UAB. Adoption keeps the region eligible for federal funding.

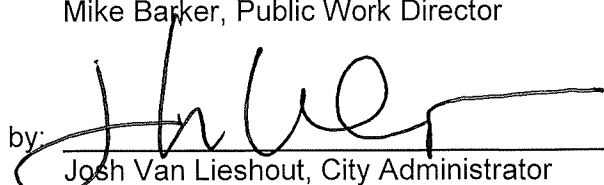
Recommendation: Approve the resolution to adopt the adjusted urban area boundary.

Prepared by: 
Martin Olejniczak, Community Devel. Director

3-26-2024
Date

Reviewed by: 
Mike Barker, Public Work Director

3-27-2024
Date

Reviewed by: 
Josh Van Lieshout, City Administrator

3/26/24
Date

City of Sturgeon Bay

Resolution

Approving the City of Sturgeon Bay Adjusted Urban Area Boundary

WHEREAS every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register; and

WHEREAS the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes; and

WHEREAS the Wisconsin Department of Transportation, following the release of decennial census data, leads a process to adjust Census-defined Urban Area Boundaries (UABs) within the state, in conjunction with the respective state office of the Federal Highway Administration; and

WHEREAS after review by local officials, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified; and

WHEREAS the Wisconsin Department of Transportation will, after local approval of the boundary, submit the proposed adjusted urban area boundary to the respective FHWA division office;

NOW, THEREFORE, BE IT RESOLVED that the City of Sturgeon Bay informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as reflected in the attached map is hereby approved and adopted.

Adopted this 2nd day of April, 2024.

APPROVED:

ATTEST:

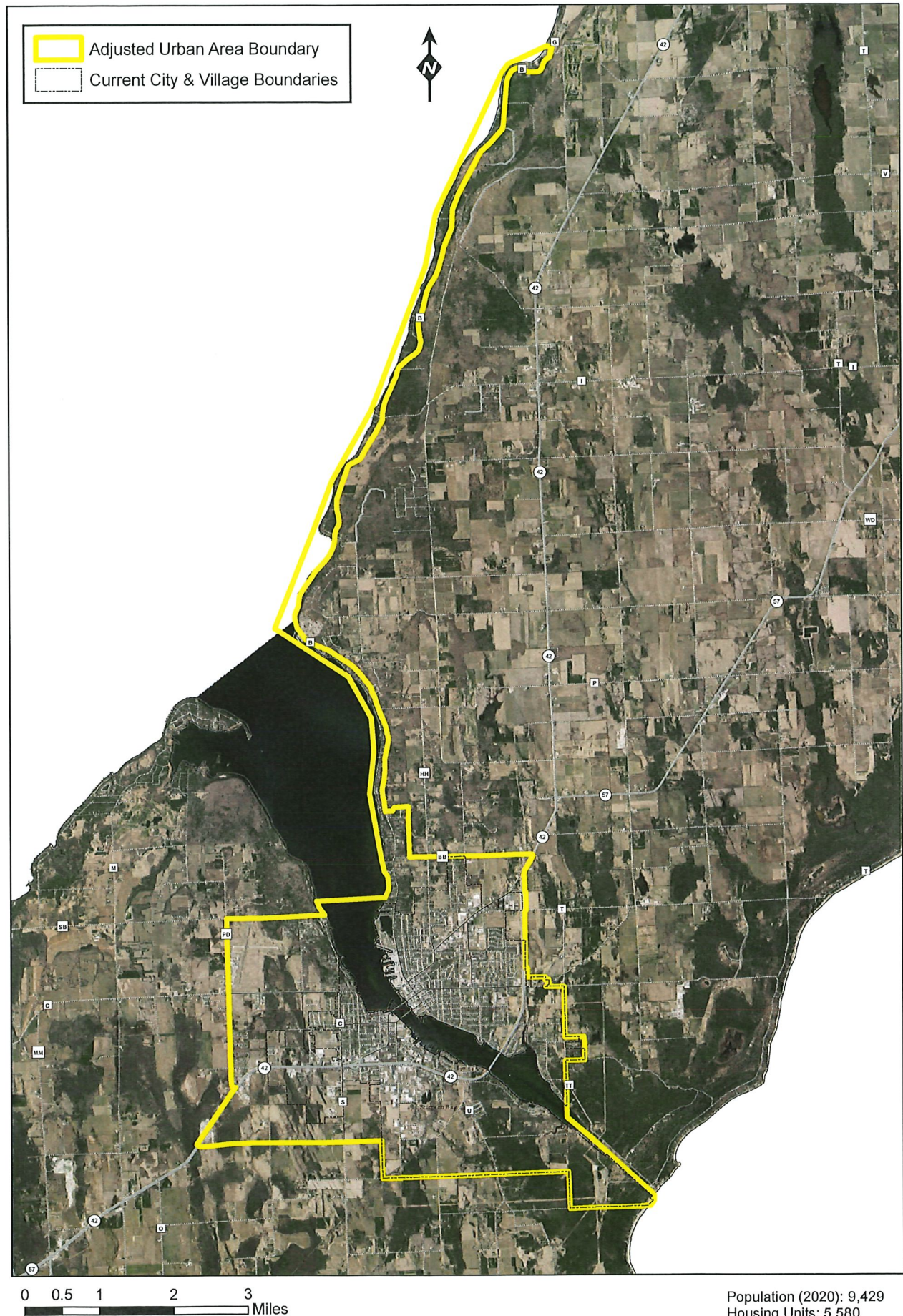
David J. Ward, Ph.D., Mayor
City of Sturgeon Bay

Stephanie Reinhardt, Clerk
City of Sturgeon Bay

Sturgeon Bay Urban Area

(Adjusted Urban Area Boundary)

DRAFT





GUIDANCE DOCUMENT

Information for Local Communities on Urban Area Boundary Adjustment

What is an Urban Area?

An Urban Area is defined by the US Census Bureau as a city or village that has at 5,000 or more residents. Urban Areas can also consist of two or more smaller municipalities nearby one another that, together, have a population of 5,000 or more. An Urban Area encompasses the traditional downtown area as well as outer residential neighborhoods, shopping areas, industrial parks, commercial sites, and recreational facilities.

Definitions

Urban Areas are *not the same* as the area defined by the **city** or **village** corporate boundaries, the familiar "city limits". Urban Areas typically include the area within the corporate boundary and can also include portions of the **rural area**, or **town**, surrounding the city or village.

- **Rural Areas** are defined as all areas *not within* an Urban Area Boundary (UAB). Therefore, small villages and long-established communities with residential or commercial areas are designated as Rural if they have fewer than 5,000 residents, unless they are close enough to be included with a neighboring community as part of an Urban Area.
- **Towns** are the municipal unit for all areas *not within* the corporate limits of a city or village. Many towns are rural places, but larger towns usually have some urban characteristics which might include stores, offices, schools, clinics, municipal buildings, etc. It is possible that a developed portion of a town near a city or village could be included as part of a designated Urban Area during the urban boundary review and update process.
- **Counties** are the governmental unit that reviews and approves funding for roads outside a designated Urban Area. This includes highway projects on county highways and town roads.

Adjustments to Census-Defined Urban Area Boundaries

For transportation planning purposes, the Wisconsin Department of Transportation (WisDOT) adjusts the Census-defined urban boundaries to better serve transportation needs. (Census boundary lines can cut across buildings, roadways, parking lots, parks, etc.)



GUIDANCE DOCUMENT

Why is this important?

The Urban Area Boundaries determine the type of federal and state transportation funding a community can receive. Urban Areas have different sources of transportation funding than Rural Areas have.

Example: A county or town road may run along—but just outside the Census-defined urban boundary; that road will use *STP-Rural* funding. If the Census boundary is adjusted outward to include that road, it will be within the new Urban Area Boundary and use *STP-Urban* funding, even though it remains a county or town road. Likewise, a municipal road or street that runs *outside* the Urban Area Boundary will be designated as rural—and subject to funding criteria and decisions made by the county—unless the boundary is adjusted outward to include it.

The Urban Area Boundary (UAB) is key factor for federal Surface Transportation Block Grant (STBG) funding eligibility. WisDOT's funding program for federal STBG funding is the State Transportation Program (STP). It divides STBG funds into **STP-Urban** and **STP-Rural**. WisDOT also administers the **STP-Local** program which provides funds for certain local roads.

For more information on STP program funding, see the Wisconsin DOT [Local Programs Webpage](#).

How is my city or village involved?

WisDOT planning staff create a map showing both the *current* Urban Area Boundary (created after the 2010 census) and the 2020 *Census-defined urban boundary* to show the changes from 2010 to 2020. This map will also show the *new* adjusted urban boundary for your community, with modifications to better fit the locations of existing roads and land uses necessary for transportation planning.

WisDOT typically contacts a local official—City Planner, City Engineer, Public Works Director, etc.—to provide written **notice** of the Urban Area Boundary adjustment process and opportunity to provide input. The notice includes this guidance document and the draft Urban Area Boundary map.

When will this happen?

This statewide effort will begin in Spring 2023 and continue through Fall 2024. During this time WisDOT will update the Urban Area Boundaries for all urban areas in Wisconsin. It is expected to take only a few days to review and update the UAB for any given Urban Area.



BUREAU of PLANNING and ECONOMIC DEVELOPMENT

GUIDANCE DOCUMENT

Approval of the adjusted Urban Area Boundary

Your city or village board must approve the adjusted Urban Area Boundary via a meeting and submit that documentation. While a resolution approving the adjusted Urban Area Boundary is preferred, a passed motion to approve the adjusted UAB is acceptable. If multiple municipalities are included within the Census-defined urban area, each municipality should approve the adjusted boundary.

The timeframe for completing the map review, and approval of the Urban Area Boundary is 90 days from the date of the notice.

Where are these Urban Area Boundary maps kept?

After approval by your local board, WisDOT, and the Federal Highway Administration (FHWA), the new final Urban Area Boundary map will be posted on WisDOT's website.

Who do I contact with questions?

WisDOT's regional office is your primary contact for information about this effort.

WisDOT NE Region Urban & Regional Planner

Nick Weber

Email: nicholas.weber@dot.wi.gov

Phone: 920-492-7712

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to abolish the residency requirements for law enforcement in the Sturgeon Bay Police Department.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 25, 2024

* * * * *

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

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

EXECUTIVE SUMMARY

TITLE: Residency Requirement

BACKGROUND: The city of Sturgeon Bay has a residency requirement for law enforcement as a condition of employment of 15 miles from any city limit within 6 months after hire. This was put into effect as a result of Act 10 in 2011. Prior to this, residency in the city of Sturgeon Bay was required as a condition of employment.

When the current Collective Bargaining Agreement was signed in July, 2022, Lateral Transfer language was included. This was done as a result of fewer and fewer people applying for open positions in the police department and to attract veteran law enforcement officers from other jurisdictions to apply for vacant positions. The Lateral Transfer language has had little effect in attracting experienced officers from other areas because of the residency requirement currently in place.

To illustrate this, the last two hiring processes conducted by the police department, generated eight interested parties for three vacancies. Of those interested, three thus far, have inquired about the current residency requirement and if something could be done about it.


City Administer VanLieshout asked to include residency language from the greater Brown County area as this is most likely, but not always, the area where interest is drawn from. Residency language from Brown County Sheriff's Department, De Pere Police Department, and Green Bay Police Department, as well as Door County Sheriff's Department is included with this Executive Summary. Ashwaubenon Public Safety was not included as their police officers are also fire fighters.

Judging by a majority of responses from the above jurisdictions, our current residency requirement is antiquated and is severely limiting what otherwise would be quality candidates from applying.


FISCAL IMPACT: None

RECOMMENDATION: To abolish the current residency requirement

PREPARED BY:


Daniel Brinkman, Assistant Chief of Police

REVIEWED BY:


Clinton Henry, Chief of Police

REVIEWED BY:


Stephanie Reinhardt, City Clerk / Human Resources Director

APPROVED BY:

 7/14/24
Josh VanLieshout, City Administrator

DATE:

March 13, 2024

appointment, and during which time there shall be no responsibility on the part of the City for a permanent appointment. Termination of employment during this probationary period shall not be subject to challenge by the employee. When the probationary period is completed and a permanent appointment received, the appropriate provisions of this agreement shall date back to the date of hire. Employees on probation may, in the last six months of the probationary period, utilize sick leave accrued under Article 24, Sick Leave, subject to the conditions of that Article and at the discretion of the Chief or the Chief's designee. If employment is terminated prior to completion of the probationary period, such sick leave shall be payable by the employee to the City and may be deducted from the employee's wages. Employees may, in the last six (6) months of the probationary period, utilize vacation accrued under Article 22, Vacations, subject to the conditions of that Article.

ARTICLE 6 Residency

It is recognized by the parties that employees should be given the broadest possible discretion in determining their personal affairs consistent with the duties imposed by employment with the City of De Pere. It is further recognized that public sector employment has a certain uniqueness, which may require employees to be available for duty during hours other than their regularly assigned shift and upon short notice. In order that these concepts may be reconciled in the best interests of both employer and employees, employees shall, within twelve (12) months of the date of employment, establish and maintain a bona fide residency within a 30-mile radius from the center of the Claude Allouez Bridge as shown on the map attached hereto as Exhibit A.

Bona fide residency shall, for purposes of this provision, be defined as the actual living quarters of the employee and his/her family, if any, and this requirement shall not be met by maintenance of an address, room or rooms by an employee solely for purposes of giving the appearance of compliance herewith, when the actual facts demonstrate employee's intent to reside outside the geographic area permitted hereby.

ARTICLE 7 Promotion

The Chief shall set the procedure to be followed in the promotion of personnel in the department. No person shall be eligible for promotion unless such person shall have served at least three (3) years on the department or at least five (5) years as a full-time sworn Patrol Officer provided the department's probationary period is successfully completed.

When a qualified individual accepts a promotion hereunder, upon assignment of such employee to the duties of the new position, the employee shall be paid at a rate equal to the level in the new range (excluding the minimum range), which results in an increase in the hourly rate of pay for such employee. The employee will remain in such pay level for a period of 12 months and will then step to the next level until the maximum within the pay range is obtained.

Exhibit A

Note: Detailed maps for the Counties dissected by the 30-mile radius (Counties of Calumet, Door, Kewaunee, Manitowoc, Oconto, Outagamie, Shawano, Winnebago) that will guide the determination of compliance with the residency requirement are maintained in the office of the City of De Pere's Human Resources Department.

21. Residency

- a. There is no residency requirement for employment by the Brown County Sheriff's Office.**
- b. The Sheriff may require residency for specific positions or assigned duties.**

Brinkman, Dan

From: Hougaard, Chad
Sent: Wednesday, March 6, 2024 2:39 PM
To: Brinkman, Dan
Cc: Henry, Clint
Subject: FW: Residency language

Here is what GB says.

Capt. Chad Hougaard

From: Chris Davis <Chris.Davis@greenbaywi.gov>
Sent: Wednesday, March 6, 2024 1:56 PM
To: Hougaard, Chad <chougaard@sturgeonbaywi.gov>
Subject: RE: Residency language

You don't often get email from chris.davis@greenbaywi.gov. [Learn why this is important](#)

Chad:

Here's what our contract says:

ARTICLE 34

RESIDENCY

34.1 Bona fide and continued residency within 35-miles of the jurisdictional border of the City of Green Bay shall be required for eligibility for the following positions or calls:

- K-9
- SWAT
- Eligibility for immediate need safety staffing shortage call-ins

"Immediate need" shall be defined as a demonstrable need at the time of the call. The burden shall be on the City to show such reasonable need.

Response time compensation for all officers living outside of the 35-mile jurisdictional border shall not exceed ½-hour.

The City doesn't have a residency policy that applies to the PD. We really don't have a requirement for anyone other than people with take home cars.

Hope this helps!



Chris Davis

Chief of Police

Green Bay Police Department

920.448.3234 | chris.davis@greenbaywi.gov



DOOR COUNTY

| ROLL CALL Board Members | Aye | Nay | Exc. |
|----------------------------|-----|-----|------|
| AUSTAD | X | | |
| BRANN | | | X |
| BUR | X | | |
| ENGLEBERT | X | | |
| ENIGL | X | | |
| FISHER | X | | |
| GUNNLAUGSSON | X | | |
| HAINES | X | | |
| HALSTEAD | X | | |
| KOCH | X | | |
| KOHOUT | X | | |
| LIENAU | | | X |
| MEYER | X | | |
| MOELLER | X | | |
| NEINAS | X | | |
| O'CONNOR | X | | |
| RUNQUIST | X | | |
| SCHULTZ | X | | |
| SITTE | X | | |
| VIRLEE | X | | |
| ZIPPERER | X | | |
| | 19 | 0 | 2 |

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted ☒
 1st Virlee Defeated ☐
 2nd Englebert
 Yes: 19 No: 0 Exc: 2

Reviewed by:

[Signature], Corp. Counsel

Reviewed by:

_____, Administrator

FISCAL IMPACT: There is no direct fiscal implication with the adoption of this resolution. sms

Certification:

I, Jill M. Lau, Clerk of Door County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the 16th day of December, 2014 by the Door County Board of Supervisors.

Jill M. Lau
Jill M. Lau
County Clerk, Door County

Resolution No. 2014-97

EMPLOYEE RESIDENCY REQUIREMENT

TO THE DOOR COUNTY BOARD OF SUPERVISORS:

WHEREAS, The State of Wisconsin recently limited local governmental units' (i.e., city, county, school district, town or village) ability to impose residency requirements as a condition of employment (2013 Act 20, §1270); and

WHEREAS, §66.0502 Wis. Stats. generally prohibits a local governmental unit from imposing a residency requirement as a condition of employment; and

WHEREAS, A County "... may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the local government unit ..." pursuant to §66.0502(4)(b) Wis. Stats.; and

WHEREAS, It is deemed appropriate for Door County to impose a residency requirement as allowed by §66.0502(4)(b) Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED, That the Door County Board of Supervisors does hereby impose a residency requirement pursuant to §66.0502(4)(b) Wis. Stats. Specifically that any County employee employed in a position classified as a protective occupation participant under §40.02(48)(am) Wis. Stats., or otherwise, or as an emergency medical service provider, must reside within 15 miles of the jurisdictional boundaries of the city, village, or town to which the personnel are assigned.

BE IT FURTHER RESOLVED, That the residency requirement does not apply to any volunteer law enforcement, fire, or emergency personnel who are otherwise employees of the County.

BE IT FURTHER RESOLVED, That the residency requirement may be waived by the Sheriff or Emergency Services Director, with the concurrence of the Human Resources Director.

BE IT FURTHER RESOLVED, That this resolution does not impact County's ability to impose response time requirements on employees.

BE IT FURTHER RESOLVED, That the Employee Handbook and Administrative Manual be amended to reflect this residency requirement.

BE IT FURTHER RESOLVED, That this resolution is intended to amend but not supplant Resolution No. 2013-83.

SUBMITTED BY: Administrative Committee

Dan Austad
Dan Austad, Chairman

David Lienau
David Lienau

Roy Englebert
Roy Englebert

John Neinas
John Neinas

Richard Virlee
Richard Virlee

Kenneth Fisher
Kenneth Fisher

Richard Virlee
Richard Virlee

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

We, the Personnel Committee, hereby recommend to adopt the part-time Police Officer position for the Sturgeon Bay Police Department.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 25, 2024

* * * * *

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

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

EXECUTIVE SUMMARY

TITLE: Creation of Part-time Officer Position

BACKGROUND: On March 27, 2024, the Sturgeon Bay Police Department patrol division will be down four officers. To ensure adequate staffing to meet community needs, several shifts will need to be filled until new officers are hired and trained for solo patrol. Currently, we fill the vacant shifts with full-time officers working beyond their normal shifts. As a result, officers are often forced to work more hours, and this leads to officer fatigue.

Sturgeon Bay Police Administration and the Sturgeon Bay Police Union have agreed to pursue several different options to help reduce the strain of working overtime for full-time officers. Once such option is to develop a part-time officer position to help fill vacant shifts.

This new position will allow Sturgeon Bay Police Department to employ part-time patrol officers to supplement the patrol schedule for vacancies resulting from temporary assignments, leaves, and other staffing priorities of the full-time patrol staff. Part-time officers have the same power of arrest, authority, and responsibility as a full-time officer; and are subject to the same rules, regulations, policies, and procedures. Additionally, each part-time officer executes an Oath of Office upon appointment and prior to exercising law enforcement authority.

Part-time officers provide the same level of police service required of a full-time officer; that is, the day-to-day delivery of police services including emergency and non-emergency situations. To the extent possible, part-time officers are not to be required to complete on-going and follow-up investigations.

Part-time officers shall be considered probationary for all hours worked in such a situation and as such may be dropped from the work schedule without recourse. Part-time officers will be supervised by a ranking officer while working. Part-time officers are required to complete a recruit training academy or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to any routine assignment in any capacity which allows carrying a weapon or in a position to make an arrest.

The City of Sturgeon Bay Police and Fire Commission establish the criteria for the selection of a patrol officer and the same selection process shall equally apply to part-time officers.

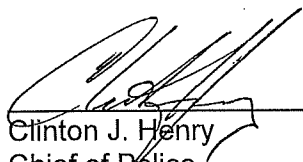
FISCAL IMPACT: Fiscal impact is difficult to calculate as a part-time officer will be working in lieu of a full-time officer working overtime at a rate of time and one-half. The part-time officer will work the hours at straight time which would lessen the financial burden. Part-time officers working in lieu of full-time officers working overtime would also lessen officer fatigue and allow officer to take earned time off. In the case where the part-time officer was a former full-time employee, they would be eligible for the Wisconsin Retirement System.

This would add an additional expense of approximately 21.24% of their wage. Part-time officer hourly wage will depend on the experience of the candidate applied to the current collective bargaining agreement. Police Department Administration believes the benefits far outweigh the financial impact on our budget. Police Department Administration recommends approving the part-time officer position.

OPTIONS: Approve all or none of the proposed part-time officer positions.

RECOMMENDATIONS: Recommend the Personnel Committee adopt the part-time officer position for the Sturgeon Bay Police Department.

PREPARED BY:


Clinton J. Henry
Chief of Police

3-14-24
Date

REVIEWED BY:


Val Clarizio
Finance Director/City Treasurer

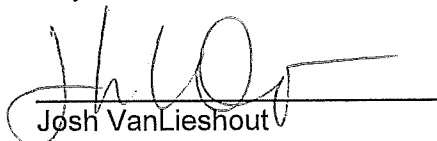
3/14/24
Date

REVIEWED BY:


Stephanie Reinhardt
City Clerk/Human Resources Director

3/14/24
Date

APPROVED BY:


Josh VanLieshout
City Administrator

3/14/24
Date

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

We, the Personnel Committee, hereby recommend to approve the updated position description for the Fire Chief position in the City of Sturgeon Bay.

Respectfully submitted,

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 25, 2024

* * * * *

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

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

POSITION TITLE: Fire Chief

GENERAL DESCRIPTION:

Under the general direction of the Mayor, and reporting to the City Administrator, the Fire Chief exercises considerable judgment in meeting department objectives. The chief plans, directs, coordinates, and administers all activities of the Sturgeon Bay Fire Department to assure the efficiency and effectiveness of the department and provision of fire protection to all areas served by the department. This position is expected to respond to emergency calls when necessary and is available to respond and carry out subordinate duties when necessary at emergency scenes. Other duties may be assigned as the needs of the City dictate.

APPOINTMENT/SELECTION:

The Fire Chief shall be appointed by the Police and Fire Commission pursuant to statute. Selection shall be based upon merit and qualifications.

STATUS: Salary, Exempt

EXPECTED WORK SCHEDULE: Monday through Friday, 8:00 a.m. to 4:30 p.m. additional hours may be necessary as demand dictates.

SUPERVISES: This position directly supervises the Assistant Chief and assists with the supervision of other department personnel.

TYPICAL DUTIES:

General:

- Promotes, develops and maintains positive departmental public relations with other City department staff, commercial and industrial customers, and residents of the City.
- Serve as a representative of the City of Sturgeon Bay, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees, elected officials and the public.
- Attends meetings of the Common Council, Community Protection and Safety Committee, Police and Fire Commission or other committees as required or directed.
- Works closely with City Administration and in collaboration with other Officers and department personnel to recommend the purchase of fire suppression and rescue apparatus.
- With the Assistant Chief, department staff and City Administration prepares the annual operating and capital budget for the Fire Department and City of Sturgeon Bay with department line staff.
- Develops and maintains rules, regulations, policies and standard operating guidelines governing both emergency and non-emergency operations of the Department.
- Develops long range plans for the training, operations, staffing and equipment requirements of the Department.

- Prepares and maintains reports to the Common Council on department activities.

Safety, Training, and Fire Prevention:

- Supervises fire prevention education activities of the department, including appropriate public awareness and media relations programs.
- Supervises the fire prevention inspection program for public buildings and places of employment. Ensures proper record keeping of all inspections and reporting as required by law.
- Conducts studies and analysis and provides recommendation regarding policies, laws or other applicable measures to enhance fire protection within the City.
- Establishes minimum standards of training and technical competence for all Fire Department personnel.
- With assistance from the Assistant Chief, officers and department members, assesses and coordinates the resources and personnel to facilitate and maintain a safe work environment including the establishment of applicable policies and work rules. and adherence to said policies by department members.
- Supervises review of building and site plans prior to construction to assess fire code and sprinkler code compliance. Supervises inspection during construction and buildout.
- Encourages department staff to pursue training opportunities that enhance the efficacy, efficiency, and quality of the department.
- Encourages all staff to find training that improves management skills, technical proficiency, professional, and personal development.

Personnel:

- Provides support to the Police and Fire Commission regarding, appointments, promotions, suspensions, and terminations.
- Coordinates evaluations of employee performance of all subordinates within prescribed periods and makes recommendations for additional actions when warranted including: pay step adjustments for non-union, additional training or retraining, and discipline as may be appropriate.
- With assistance as may be necessary from the Assistant Chief or other Administration staff administers the collective bargaining agreement and serves as management representative on negotiating team when directed.
- Supervises the operation, maintenance and repair, of all apparatus, appliances and property belonging to the department.
- Ensures that all department personnel maintain all licenses, certifications or any other training standard requirements for the various required functions in providing fire responses, suppression and medical response.

Inter / Intra-governmental:

- Coordinates mutual aid pact, participates in MABAS, authorizes response to calls for mutual aid, and requests for mutual aid.
- Works cooperatively with other City departments and surrounding public safety entities as necessary to ensure fire protection to the City and municipalities that contract with the City for services.
- Works with the County of Door Emergency Services, Wisconsin Department of Natural Resources, United States Coast Guard and other governmental and non-governmental entities as may be necessary to ensure adequate fire protection to the City and municipalities that contract with the City for fire protection.
- Participates in emergency management planning and related activities as necessary.
- Coordinates mutual aid pact, authorizes response to calls for mutual aid, and requests for mutual aid.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES AT TIME OF APPOINTMENT:

- Be a citizen of the United States
- Have a valid Wisconsin driver's license.
- Knowledge of building codes, fire prevention laws and regulations.
- Thorough knowledge of the safety standards used in firefighting.
- Knowledge of current trends regarding the administration and management of firefighting and fire prevention.
- Demonstrated ability to provide leadership, delegate authority and serve as an effective spokesperson.
- Demonstrated ability to cooperate and communicate constructively with subordinate staff and other City staff.
- Demonstrated ability to develop and maintain respectful and effective working relationships.
- Associates degree in fire science, bachelor of science in Fire Technology or equivalent other combination of education and experience.
- Three to five years of officer experience at the Command level of a combination (career and part-time) or career fire department.
- Ability to pass all pre-employment physical, screening and drug testing.
- Certified in Wisconsin for Emergency Medical Responder or greater.
- State of Wisconsin certification as Firefighter I and Firefighter II and completion of Wisconsin Officer I course.
- State of Wisconsin Certified Fire Inspector I.
- National Incident Management System ICS-100, ICS-200, ICS- 300, ICS-400, ICS-700, and IS-800.

RECOMMENDED QUALIFICATIONS WITHIN TWO YEARS OF APPOINTMENT:

- Bachelor's degree fire technology, management sciences, similar degree or equivalent as may be approved by the City.

RESIDENCY:

Residency within 15 miles of the corporate limits of the City of Sturgeon Bay.

WORKING CONDITIONS:

- The office environment is moderately quiet.
- Exposure to extreme cold and heat and extreme temperature changes.
- Contact with water, other liquids, and gasses.
- Exposure to loud noises and vibrations from tools, equipment and machinery.
- Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury and fast moving vehicles.
- Exposure to atmospheric conditions such as fumes, gasses, noxious odors, dust and poor ventilation.

PHYSICAL DEMANDS:

Ability to speak, hear, sit, stand, walk, stoop, crouch, reach, crawl, bend, climb, balance, grip, grasp, and manipulate all joints. Must be able to communicate in writing and verbally using the English language.

JOB LOCATION AND HOURS:

The Office of the Chief of Fire is located at City Hall / East Side Fire Station. The Fire Chief position is expected to respond to emergency calls and be available to respond and carry out subordinate duties at emergency scenes when necessary. Periodic travel outside the city to attend seminars or other training functions may be required. However, due to the unknown nature of emergency calls and time of day and the amount of time that any single emergency situation could last, a balance between regular schedules for time leveling is providing.

WAGES, FRINGE BENEFITS, TERMS OF EMPLOYMENT:

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