

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
Tuesday, October 2, 2018
Council Chambers, City Hall - 421 Michigan Street
6:00pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Discussion of: Fire Department Engine Bids
5. Review bills.
6. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 09/27/18
Time: 3:10pm
By: TM

Finance/Purchasing & Building Committee Members:
David Ward, Chair
Barbara Allmann, Vice Chair
Seth Wiederanders

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CITY of STURGEON BAY FIRE DEPARTMENT

Tim Dietman
Fire Chief

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2405 Office
920-559-7488 Cell
Email: tdietman@sturgeonbaywi.org

September 17, 2018

Finance Meeting 09/25/2018

Discussion of: Fire Department Engine Bids

With Fire Department Engine(s) being replaced in the upcoming budget, we have been working towards a bid packet to put out. The replacement of a fire engine takes a considerable amount of time to spec and build as they are a 100% custom vehicle. Talks have been had with truck manufacturers and they have stated there could be a potential for increased material and labor cost for 2019 due to steel and aluminum tariffs. In preparation, we have put together the complete specs and will be putting it out for bid. The bid process is expected to take about 1 month from the time it is let to bid. By receiving bids this year we will be able to judge of an increase from 2018 to 2019 and potentially save additional money by signing in 2018 after the 2019 budget is signed and approved. There will be no cost to the City for putting the specs out to bid, we also reserve the right to reject any and all bids if we so deem.

A handwritten signature in black ink, appearing to read "Tim Dietman".

Tim Dietman
Sturgeon Bay Fire Chief

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INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
COUNTRY	CVF MAPLE LLC	09.22.18 FOOD SHARE-CVF MAPLE	01-000-000-21595	11.00
R0000985	SULLYS THUMBS UP PRODUCE	9.15.18 MARKET/SULLY	01-000-000-21595	50.00
R0000985		09.22.18 FOOD SHARE-SULLYS	01-000-000-21595	75.00
R0000991	SPERBER FARMS	9.22.18 FOOD SHARE- SPERBER	01-000-000-21595	14.00
R0001001	RENARDS CHEESE	9.15.18 FOOD SHARE/RENARDS	01-000-000-21595	13.00
R0001001		09.22.18 FOOD SHARE--RENARDS	01-000-000-21595	19.00
R0001127	CLARIO FARMS	09.22.18 MARKET-CLARIO FARMS	01-000-000-21595	101.00
R0001128	MALVITZ FARMS	9.15.18 FOOD SHARE/MALVITZ	01-000-000-21595	106.00
R0001485	JOY BORDEAU	9.22.18 FOOD SHARE-BORDEAU	01-000-000-21595	54.00
R0001498	VANG MEE YANG	9.15.18 FOOD SHARE/VANGS	01-000-000-21595	20.00
R0001498		9.22.18 FOOD SHARE-VANG YANGS	01-000-000-21595	33.00
R0001551	DAVID HAYES	LARGE ITEM TAG REFND-D HAYES	01-000-000-48120	32.00
THORP	PAT THORP	09.15.18 FOOD SHARE-PAT PATCH	01-000-000-21595	58.00
TOTAL LIABILITIES				586.00
TOTAL GENERAL FUND				586.00
LAW/LEGAL				
03950	DAVIS KUELTHAU	07/18 GENERAL LEGAL MATTERS	01-110-000-55010	1,593.00
16555	PINKERT LAW FIRM, LLP	07/18 LITIG MTTRS-E GOETTELMAN	01-110-000-55010	45.00
16555		07/18 LITG MTTRS-KOLSKI	01-110-000-55010	112.50
16555		08/18 TRAFFIC MATTERS	01-110-000-55010	7,207.50
TOTAL				8,958.00
TOTAL LAW/LEGAL				8,958.00
CITY CLERK-TREASURER				
23790	WISCONSIN STATE LABORATORY	SUBPOENA FEE TOX ANALYST	01-115-000-56350	143.38
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	LABELS	01-115-000-51950	36.59
R0001550	ANTHONY GATENBY	SUBPOENA FEE-GATENBY	01-115-000-56350	16.80
R0001550		MILEAGE-GATENBY	01-115-000-56350	39.24
TOTAL				236.01
TOTAL CITY CLERK-TREASURER				236.01
CITY ASSESSOR				
01740	ASSESSMENT TECHNOLOGIES	TECH SUPPORT	01-130-000-55550	17.50
ASSO APP	ASSOCIATED APPRAISAL	10.02.18 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,350.83
TOTAL CITY ASSESSOR				1,350.83
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	08/18 CHAD CSLL SVC	01-145-000-58250	50.03

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL	50.03
			TOTAL MUNICIPAL SERVICES ADMIN.	50.03
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	08/18 STEVE CELL SVC	01-150-000-58250	67.82
03133		08/18 MIKE CELL SVC	01-150-000-58250	54.21
03133		08/18 CELL SVC	01-150-000-58250	7.33
			TOTAL	129.36
			TOTAL PUBLIC WORKS ADMINISTRATION	129.36
CITY HALL				
23730	WPS	421 MICHIGAN ST-CITY HALL	01-160-000-56600	426.42
WARNER	WARNER-WEXEL WHOLESALE &	TOILET BOWL CLEANER	01-160-000-51850	34.68
			TOTAL	461.10
			TOTAL CITY HALL	461.10
GENERAL EXPENDITURES				
08167	GANNETT WISCONSIN NEWSPAPERS	CREDIT	01-199-000-57450	-219.81
08167		ORD PUBLICATION 1349-0818	01-199-000-57450	256.62
08167		ORD PUBLICATION 1347-0718	01-199-000-57450	19.67
08167		ORD PUBLICATION 1348-0718	01-199-000-57450	17.26
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	CYAN TONER-E608 COPIER	01-199-000-55650	196.22
STAPLES		YELLOW TONER-E608 COPIER	01-199-000-55650	196.22
STAPLES		MAGENTA TONER-E608 COPIER	01-199-000-55650	196.22
			TOTAL	662.40
			TOTAL GENERAL EXPENDITURES	662.40
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	MAILING RADAR FOR SERVICE	01-200-000-57250	11.77
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	78.66
			TOTAL	90.43
			TOTAL POLICE DEPARTMENT	90.43
PATROL BOAT				
			PATROL BOAT	
02206	BAY MARINE	PATROL BOAT FUEL	01-205-000-51650	336.63
			TOTAL PATROL BOAT	336.63

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PATROL BOAT				
PATROL BOAT				
TOTAL PATROL BOAT				336.63
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	08/18 CELLPHONE SVC	01-215-000-58250	925.54
03133		08/18 MIFI WIRELESS ROUTERS	01-215-000-58250	260.68
04150	DE JARDIN CLEANERS LLC	UNIFORM MAINT/PORTER	01-215-000-56800	15.18
04575	DOOR COUNTY HARDWARE	WASP/HORNET SPRAY	01-215-000-54999	7.98
04696	DOOR COUNTY TREASURER	FUEL	01-215-000-51650	3,660.22
19580	STREICHERS PROF POLICE EQUIP	UNIFORM SHIRT & SGT CHEVRON	01-215-000-52900	44.98
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 60 MAINTENANCE	01-215-000-58600	21.00
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	26.00
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	26.00
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	57.75
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	672.48
JOSE	ERIC JOSE	TRAINING MEAL EXPNSE/JOSE	01-215-000-55600	29.50
MOGEN	SHAWN MOGEN	TRAINING MEAL EXPNSE/MOGEN	01-215-000-55600	35.13
TOTAL				5,782.44
TOTAL POLICE DEPARTMENT/PATROL				5,782.44
POLICE DEPT. / INVESTIGATIONS				
04696	DOOR COUNTY TREASURER	PACKER TRADING CARDS	01-225-000-57950	217.50
TOTAL				217.50
TOTAL POLICE DEPT. / INVESTIGATIONS				217.50
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	AUG FUEL	01-250-000-51650	1,318.70
08225	HERLACHE SMALL ENGINE	SAW BLADES	01-250-000-54999	8.75
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	160.00
18945	S & R TRUCK CENTER, INC	BRAKE REPAIR	01-250-000-53000	495.04
19297	SHORE TO SHORE RENTAL, INC	SAW BLADE	01-250-000-54999	12.95
23730	WPS	656 S OXFORD AVE-WS FIRE	01-250-000-56600	33.02
PAULCONW	PAUL CONWAY SHIELDS	MASK WIPES	01-250-000-54999	101.50
STATEEMP	DEPT OF ADMINISTRATION	PT TESTING	01-250-000-57100	175.00
TOTAL				2,304.96
TOTAL FIRE DEPARTMENT				2,304.96
STORM SEWERS				
FERGUSON	FERGUSON WATERWORKS #1476	STORM SEWER REPAIR PARTS	01-300-000-51150	1,680.00
FERGUSON		STORM SEWER REPAIR PARTS	01-300-000-51150	324.00
TOTAL				2,004.00

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL STORM SEWERS	2,004.00
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	1 FREON UNIT/9 TVS	01-311-000-58400	445.00
		TOTAL		445.00
		TOTAL SOLID WASTE MGMT/SPRING/FALL		445.00
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	SWEEPER BRUSHES	01-330-000-51400	661.45
		TOTAL		661.45
		TOTAL STREET SWEEPING		661.45
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	20G WHITE ROAD PAINT @10.72EA	01-420-000-52100	214.40
		TOTAL		214.40
		TOTAL STREET SIGNS AND MARKINGS		214.40
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	5.25 YRD CONCRETE @ 113	01-440-000-51200	593.25
10750		UNLOADING CHARGE	01-440-000-51200	9.00
		TOTAL		602.25
		TOTAL CURB/GUTTER/SIDEWALK		602.25
STREET MACHINERY				
04696	DOOR COUNTY TREASURER	574.29G AUG FUEL	01-450-000-51650	1,554.60
04696		1623.35G AUG DSL FUEL	01-450-000-51650	4,787.26
18945	S & R TRUCK CENTER, INC	TRUCK REPAIR FORD 550	01-450-000-53000	583.22
18950	SAFETY-KLEEN CORP	PARTS WASHER SOLVENT	01-450-000-52150	256.18
EH WULF	E.H. WOLF & SONS, INC.	SUPREME 10W 30 BULK OIL	01-450-000-52150	884.70
		TOTAL		8,065.96
		TOTAL STREET MACHINERY		8,065.96
CITY GARAGE				

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
22800	WALMART COMMUNITY	BATTERIES SUPPLIES	01-460-000-54999	30.11
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	169.00
		TOTAL		199.11
		TOTAL CITY GARAGE		199.11
HIGHWAYS - GENERAL				
RESLER	TROY RESLER	2018 WORK BOOT REIMB/RESLER	01-499-000-56800	168.80
		TOTAL		168.80
		TOTAL HIGHWAYS - GENERAL		168.80
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	08/18 CELL SVC	01-500-000-58250	21.11
03133		08/18 CELL SVC	01-500-000-58250	7.34
03133		08/18 MIKE CELL SVC	01-500-000-58250	54.21
		TOTAL		82.66
		TOTAL PARK & RECREATION ADMIN		82.66
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	642.42G AUG FUEL	01-510-000-51650	1,739.03
04696		138.47 AUG DSL FUEL	01-510-000-51650	408.35
12100	LAMPERT YARDS INC	LUMBER	01-510-000-51800	331.16
19959	SUPERIOR CHEMICAL CORP	URINE CATCHER	01-510-000-51850	105.00
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	17.58
LONDO	RYAN LONDO	LEATHER WORK GLOVES/LONDO	01-510-000-56800	21.09
VIKING	VIKING ELECTRIC SUPPLY, INC	MATERIALS-LIGHT REPAIR	01-510-000-54999	522.52
VIKING		MATERIALS LIGHT REPAIRS	01-510-000-54999	155.28
VIKING		MATERIALS-LIGHT REPAIRS	01-510-000-54999	781.32
VIKING		MATERIALS-LIGHT REPAIRS	01-510-000-54999	40.08
WARNER	WARNER-WEXEL WHOLESAL &	CAN LINERS	01-510-000-54999	187.44
WARNER		TISSUE	01-510-000-54999	38.69
WARNER		TISSUE/PAPER TOWEL	01-510-000-54999	258.58
		TOTAL		4,606.12
		TOTAL PARKS AND PLAYGROUNDS		4,606.12
BALLFIELDS				
20900	TRU GREEN CHEMLAWN	FERTILIZER-MEM FLD	01-520-000-58999	158.87
		TOTAL		158.87
		TOTAL BALLFIELDS		158.87

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE	01-550-000-56600	25.17
TOTAL				25.17
TOTAL MUNICIPAL DOCKS				25.17
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	LIGHT REPAIR	01-570-000-58999	186.80
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHT REPLACEMENT-STNE HRBR	01-570-000-54999	156.76
TOTAL				343.56
TOTAL WATERFRONT PARKS & WALKWAYS				343.56
EMPLOYEE BENEFITS				
HUMANA	HRI	GO365 ADMIN FEE/REWARDS	01-600-000-50550	1,122.30
TOTAL				1,122.30
TOTAL EMPLOYEE BENEFITS				1,122.30
TOTAL GENERAL FUND				39,865.34
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	SHIELDS & TURNOUT GEAR	10-250-000-59050	147.27
PAULCONW		SHIELDS & TURNOUT GEAR	10-250-000-59050	55.50
PAULCONW		SHIELDS & TURN OUT GEAR	10-250-000-59050	60.50
TOTAL EXPENSE				263.27
TOTAL FIRE DEPARTMENT				263.27
WATER WEED MANAGEMENT				
EXPENSE				
01675	AQUARIUS SYSTEMS	AQUATIC PLANT HARVESTER	10-560-000-59065	155,200.00
01675		HARVESTER TRAILER	10-560-000-59070	17,760.00
TOTAL EXPENSE				172,960.00
TOTAL WATER WEED MANAGEMENT				172,960.00
TOTAL CAPITAL FUND				173,223.27
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	10.02.18 CONTRACT	21-000-000-55015	5,101.67

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV / GENERAL				5,101.67
TOTAL CABLE TV				5,101.67
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	07/18 TID 4 LEGAL MATTERS	28-340-000-55001	1,755.00
03950		07/18 TID 4 LEGAL MATTERS	28-340-000-55001	216.00
STAFFORD	STAFFORD ROSENBAUM LLP	07/18 TID 4 LEGAL MATTERS	28-340-000-55001	1,430.00
TOTAL TID #4 DISTRICT				3,401.00
TOTAL TID #4 DISTRICT				3,401.00
TOTAL TID #4 DISTRICT				3,401.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	250 G USED OIL PICKUP	60-000-000-52050	37.50
ADVANCED	ADVANCED DISPOSAL	243.86 TON GARBAGE	60-000-000-58300	14,904.70
ADVANCED		CREDIT	60-000-000-58300	-50.25
ADVANCED		75.10 TON RECYCLING	60-000-000-58350	1,058.16
EH WULF	E.H. WOLF & SONS, INC.	SUPER PLUS 15W40 OIL	60-000-000-52050	1,383.30
JX EMT	JX ENTERPRISES, INC.	TURN SIGNAL SWITCH	60-000-000-53000	162.99
TOTAL SOLID WASTE ENTERPRISE FUND				17,496.40
TOTAL SOLID WASTE ENTERPRISE FUND				17,496.40
TOTAL SOLID WASTE ENTERPRISE				17,496.40
TOTAL ALL FUNDS				239,087.68

MANUAL CHECKS

SUN LIFE FINANCIAL 09/19/18 Check # 83966 10/18 Short/Long Term Disability 01-000-000-21545	\$1,739.24
SUPERIOR VISION INSURANCE 09/19/18 Check # 83967 10/18 Vision Insurance 01-000-000-21540	\$902.77
TRACTOR SUPPLY 09/19/18 Check # 83968 Statement Charges Various Departmental Accounts	\$342.23
SECURIAN FINANCIAL GROUP 09/20/18 Check # 84033 10/18 Life Insurance 01-600-000-50552	\$2,107.42
SOUTHERN DOOR SCHOOLS 09/20/18 Check #84034 August Mobile Home Tax Payment 01-000-000-41300	\$215.54
STURGEON BAY SCHOOLS 09/20/18 Check #84035 August Mobile Home Tax Payment 01-000-000-41300	\$3,549.52
TOTAL MANUAL CHECKS	\$8,856.72

DATE: 09/27/2018
TIME: 09:23:51
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 10/02/2018

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	39,865.34	48,722.06
CAPITAL FUND	173,223.27	
CABLE TV	5,101.67	
TID #4 DISTRICT	3,401.00	
SOLID WASTE ENTERPRISE	17,496.40	
TOTAL --- ALL FUNDS	239,087.68	247,944.40