

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**Tuesday, November 13, 2018**  
**Council Chambers, City Hall - 421 Michigan Street**  
**4:30pm**

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Request to waive winter parking permit fee for Resident at 421 N. 4<sup>th</sup> Avenue.
5. Consideration of: Replacement/Bids of Sturgeon Bay Fire Department Engine 4 & 6.
6. Review bills.
7. 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: 11/9/18  
Time: 8:30am  
By: TM

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

(4)

Finance Committee

Nov 7, 2018

I would like to ask again  
for a winter parking permit  
for 2018-2019 to park on street  
in front of my house. I've had one  
since 2015 at no cost, also due  
to small driveway.

Fose W. Dab

## **WINTER PARKING PERMITS PROCEDURE**

Done when a resident requests to park on the street during the winter months (December 1 – April 1) due to lack of parking in driveway or garage. Have applicant fill out all information on the Request for On-Street Winter Parking Permit.

Give the application to the Municipal Services Director to visually check the premises. Winter parking permits are approved if there are insufficient or no on-site parking spaces available. Note: if the applicant received a permit the previous year, it can be approved without the director's approval.

After the Municipal Services Director approves the application, fill out the City of Sturgeon Bay Street Alternating Parking Permit:

Check the zoning code for required spaces in case of a business, apartment building or bed and breakfast.

When approved, the resident receives the Parking Permit Card. Make sure you fill in the expiration date on the card (04-01 of the current winter season). Also include the car model and license plate number on the permit. Include a letter telling them where to place the card in their vehicle and an explanation of how the alternate nightly parking works (see sample letter).

Once this procedure is done, the information is entered on a spreadsheet (kept on the computer under the P Drive/CityHall/Winter Parking Permits).

**City of Sturgeon Bay**  
**Request for On-Street Winter Parking Permit**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Year and Make of Vehicle: \_\_\_\_\_

Vehicle License Plate Number: \_\_\_\_\_ Color: \_\_\_\_\_

Number of vehicles at your residence: \_\_\_\_\_ Is this for an apartment? \_\_\_\_\_

What parking is available to you? \_\_\_\_\_

Explanation of Need for Parking Permit:

Have You Received a On-Street Parking Permit Before?: **YES NO** If So, When?: \_\_\_\_\_

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

By signing above, I understand that my vehicle may become plowed in during snowfall cleanup, and that it is my responsibility to cleanup and get my vehicle out.

Department of Public Works

Date

**\$55 for the season (December 1st—April 1st)**

**OR \$28.00 per month**

For Office Only

APPROVED

DENIED

#### 7.09 - Residential parking permit zone.

- (1) *Boundaries.* The following area is declared a residential parking permit zone wherein vehicles that are granted a residential parking permit may exercise the rights of such residential parking permit:

An area bounded by Third Avenue on the West, Florida Street on the North, Iowa Street on the South, and North Seventh Avenue on the East. The area shall include the East side of North Third Avenue between Florida Street and Iowa Street and the East and West sides of North Seventh Avenue from Florida Street to Iowa Street and the North and South sides of Florida and Iowa Streets.

- (2) *Eligibility for residential parking permits.* Residents of streets within the residential parking permit zone who meet the following qualifications may be eligible for a city residential parking permit:

- (a) The applicant shall have no outstanding parking tickets;
- (b) The applicant has a parking time zone established for the side of the street on which he/she resides;
- (c) The applicant provides a valid operator's license, motor vehicle registration and current lease or evidence of occupancy which contains the address for which the permit is requested, within the requested permit block;
- (d) Only one residential parking permit shall be granted for each licensed driver of a dwelling;
- (e) One residential parking permit may be granted for each licensed driver of a multiple dwelling structure;
- (f) The applicant shall complete an application on a form provided by the city and submit such application to the city police department.

- (3) *Review and issuance of permits.* The city police chief or his designee shall review application materials and, if appropriate, issue residential parking permits at a fee established by the common council, to the owner or operator of a motor vehicle who resides in the residential parking permit zone and meets the qualifications of eligibility for such permit. Each permit shall be valid indefinitely unless it becomes void as provided herein. Permits shall automatically be void if the owner or operator of the motor vehicle removes his or her place of residence to an area of the city which is not contained within the designated residential parking permit zone or outside of the city.

- (4) *Valid permit use.* A residential parking permit is valid only when visibly and properly displayed on the left side (driver's side) of the vehicle in the rear most (side window) location. The permit is valid only on the block for which it is issued, and only upon the vehicle for which it was issued. ....

- (5) *Authorized parking under residential parking permit.* The holder of a residential parking permit with the permit properly affixed to a vehicle registered within that residential parking permit zone shall be authorized to park on the street in the residential parking permit zone during the time period when a parking limitation is in effect, typically during the time period from 7:00 a.m. to 6:00 p.m. Other vehicles in that same zone which do not have a residential parking permit must obey the time restrictions of such zone.

The residential parking permit does not guarantee or reserve to the holder a parking space. Once a parking space is occupied by the holder of such permit, the vehicle may remain at that location beyond the posted time limit.

A residential parking permit does not authorize the holder to park a motor vehicle or let it stand in such locations or at such times as when the stopping, standing or parking of a motor vehicle is prohibited in its entirety or when such area is set aside for specified types of vehicles.

A residential parking permit does not replace a winter parking permit, and does not authorize overnight parking.

The holder of a residential parking permit may not store a vehicle upon a city street for more than 48 hours.

(6) *Transfer, violations and revocation of residential parking permits.*

(a) Only the registered vehicle designated on the permit application shall be eligible for exercise of the privileges afforded under a residential parking permit. Any transfer of such permit without the permission of the police chief or his designee to a motor vehicle other than the one described in the permit application shall constitute a violation and render the permit void. Transfers may be approved upon evidence that the vehicle for which the permit was issued has been abandoned, sold or otherwise transferred to a third party or no longer operable.

(b) Revocation. The police department is authorized and directed to revoke the residential parking permit of any permit holder found to be in violation of this section; and upon written notification thereof, the permit holder shall surrender such permit to the police department. Failure, when so requested to surrender a revoked residential parking permit, shall constitute a violation of this section.

(7) *Penalty.* Any person who shall violate any provision of this residential parking permit section shall, upon conviction, be required to pay forfeiture of up to \$500.00.

(Ord. No. 1339-0917, § 3, 9-19-17)

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## EXECUTIVE SUMMARY

**TITLE:** Replacement/Bids of Sturgeon Bay Fire Dept. Engine 4 & 6

**BACKGROUND:** Request for bids to replace Engine 4, a 2001 American LaFrance and Engine 6, a 1997 3D was advertised in accordance with the City of Sturgeon Bay Purchasing Policy. Three (3) bids were sent out with three (3) being returned. The bid specifications included a custom rescue pumper with a 2000gpm pump and a 1000 gallon tank and some of the equipment to make the unit ready for service.

Utilizing a pre-pay option offered by the bidder for 2 engines will create a \$37,084.00 savings on the trucks and receiving a \$6,000 discount for purchasing a second engine at the same time, and accepting reductions and alterations to the original bid will allow us to fall within the 2019 capital budget. Remaining funds can be used to install upgraded equipment on the truck and inspection trips to the factory.

The Fire Department is looking to use the proceeds from the sale of units 4 & 6 to outfit the new units with a radio's, tools, and other required make-ready equipment which will be installed either in house or contracted locally. Funds expended on the truck and equipment will not exceed the net budgeted amount of \$1,010,000.00.

Full bid packets and information can be viewed by contacting Chief Dietman.

**BIDS RECIEVED:**

### **CUSTOM FAB & BODY**

Does not meet primary requirement, bid rejected

**FERRARA FIRE APPARATUS:** **\$1,229,966.00**

### **Meets all specifications**

Accept Option #3 Pre-con trip

Accept Option #4 AMKUS tools

Accept Addendum reductions/changes

**Total options/revisions** **-\$24,028.00**

**Pre-Pay discount** **-\$37,084.00**

**TOTAL w/options/revisions, 2 Engines** **\$1,168,854.00**

PRE-PAY OPTION 01/01/2019 (\$1,000,000.00)

Balance Upon delivery **\$168,854.00**

Bid received meets the specifications and is within budget

**TOTAL BUILD TIME:** 240 calendar days from preconstruction acceptance

PIERCE FIRE APPARATUS: \$1,214,074.00

Does not meet specifications


Total options/revisions/prepay -\$42,264.00

TOTAL w/options/revisions, 2 Engines \$1,171,810.00

FISCAL IMPACT: \$1,150,000.00 has been included in the Fire Department's 2019 Capital Budget for the two (2) engines, as well as \$140,000.00 trade in value for a net budget amount of \$1,010,000.00.


RECOMMENDATION: Accept the Bid from FERRARA FIRE APPARATUS as listed above in the amount of \$1,168,854.00 and declare the 1997 Spartan 3D engine w/1500 gpm pump and the 2001 Spartan ALF engine w/1500 gpm pump surplus both with excess equipment, and allow the use of the sale proceeds to be used to purchase a radio, tools and other required equipment to outfit the new unit in an amount not to exceed the net amount of \$1,010,000.00 as allocated in the 2019 capital budget.

PREPARED BY:

  
\_\_\_\_\_  
Tim Dietman  
Fire Chief

11/08/2018  
\_\_\_\_\_  
Date

REVIEWED BY:

  
\_\_\_\_\_  
Josh VanLieshout  
City Administrator

11/8/18  
\_\_\_\_\_  
Date



DATE: 11/08/2018  
TIME: 11:37:42  
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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 11/20/2018

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0001291	MAI LEE	FOOD SHARE REIM/MAI LEE	01-000-000-21595	5.00
R0001485	JOY BORDEAU	FOOD SHARE TOKEN REIM/BORDEAU	01-000-000-21595	19.00
TOTAL LIABILITIES				24.00
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	11/18 ATHLETIC LIGHT PRJCT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				1,389.39
LAW/LEGAL				
03950	DAVIS KUELTHAU	09/18 GEN LEGAL MATTERS	01-110-000-55010	6,723.00
03950		TRAVEL/POSTAGE/FILING FEES	01-110-000-55010	148.13
03950		09/18 GEN LEGAL MATTERS-K WILZ	01-110-000-55010	396.50
03950		09/18 GEN LEGAL MATTERS	01-110-000-55010	3,752.50
16555	PINKERT LAW FIRM, LLP	09/18 LITIGATION MATTRS-KOLSKI	01-110-000-55010	517.50
TOTAL				11,537.63
TOTAL LAW/LEGAL				11,537.63
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-115-000-51950	27.86
TOTAL				27.86
TOTAL CITY CLERK-TREASURER				27.86
COMPUTER				
04696	DOOR COUNTY TREASURER	10/18 INTERNET	01-125-000-55550	100.00
04696		10/18 TECH SUPPORT	01-125-000-55550	2,575.00
04696		10/18 2G INTERNET	01-125-000-55550	375.00
TOTAL				3,050.00
TOTAL COMPUTER				3,050.00
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	11.20.18 CONTRACT	01-130-000-55010	1,333.33
TOTAL				1,333.33
TOTAL CITY ASSESSOR				1,333.33
BUILDING/ZONING CODE ENFORCEMT				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
SAFEBUILD	SAFE BUILT	10/18 PERMITS	01-140-000-55010	11,670.39
SAFEBUILD		10/18 PLAN REVIEW SVC	01-140-000-55010	1,383.75
SAFEBUILD		OVERCHARGE	01-140-000-55010	-125.00
TOTAL				12,929.14
TOTAL BUILDING/ZONING CODE ENFORCEMENT				12,929.14
PUBLIC WORKS ADMINISTRATION				
15890	PACK AND SHIP PLUS	NEWSLETTER MAILING	01-150-000-54999	62.74
TOTAL				62.74
TOTAL PUBLIC WORKS ADMINISTRATION				62.74
ELECTIONS DEPARTMENT				
04975	ECONO FOODS	SWEET ROLLS-ELECTION WORKERS	01-155-000-54999	43.20
TOTAL				43.20
TOTAL ELECTIONS DEPARTMENT				43.20
CITY HALL				
03159	CHARTER COMMUNICATIONS	10/18 WS FIRE CABLE SVC	01-160-000-58999	101.84
WARNER	WARNER-WEXEL WHOLESALE &	GALLON SEALER	01-160-000-55300	44.64
TOTAL				146.48
TOTAL CITY HALL				146.48
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	12/18 WORK COMP	01-165-000-58750	13,932.00
MCCLONE		12/18 GEN LIAB	01-165-000-56400	3,152.00
MCCLONE		12/18 POLICE LIAB	01-165-000-57150	1,189.00
MCCLONE		12/18 PUBLIC OFFICIAL	01-165-000-57150	1,196.00
MCCLONE		12/18 AUTO LIAB	01-165-000-55200	1,966.00
MCCLONE		12/18 AUTO PHY DAMAGE	01-165-000-55200	1,461.00
TOTAL				22,896.00
TOTAL INSURANCE				22,896.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	10/18 CITY HALL PHONE SVC	01-199-000-58200	101.96
04696		10/18 FIRE PHONE SVC	01-199-000-58200	62.31
04696		10/18 POLICE PHONE SVC	01-199-000-58200	41.52

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
04696		10/18 MUNICIPLA SVC PHONE SVC	01-199-000-58200	36.54
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	COPY PAPER	01-199-000-55650	309.00
TOTAL				551.33
TOTAL GENERAL EXPENDITURES				551.33
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	OVNRNITE DEL SUBPOENA-PIERCE CS	01-200-000-57250	52.65
15890		THANK LETTER MAIL-PIERCE CSE	01-200-000-57250	26.46
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	3798 BLACK COPIES	01-200-000-51600	45.96
STAPLES		961 COLOR COPIES	01-200-000-51600	34.88
TOTAL				159.95
TOTAL POLICE DEPARTMENT				159.95
POLICE DEPARTMENT/PATROL				
02960	C & W AUTO	EXPLRER BUCKET SEAT	01-215-000-58600	225.00
CRABB	ANDREW CRABB	TRAINING MEAL EXPNSE-CRABB	01-215-000-55600	13.56
WIEGANDM	MICHELLE SNOVER	TRAINING MEALS/SNOVER	01-215-000-55600	63.62
TOTAL				302.18
TOTAL POLICE DEPARTMENT/PATROL				302.18
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	10/18 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	FASTENERS	01-250-000-54999	11.12
04575		CABLE TIES,CLAMP,ELECT TAPE	01-250-000-54999	50.52
04575		FASTENERS	01-250-000-54999	2.38
04575		WASHERS	01-250-000-54999	1.58
04575		CORD/SPLICE	01-250-000-54999	21.33
04575		WIRE SJEW BULK	01-250-000-54999	9.54
04575		ASSORTED SUPPLIES	01-250-000-54999	12.89
04575		FOODSVR VAC/ HAND CLEANER	01-250-000-54999	100.99
06650	GALLS, AN ARAMARK COMPANY	UNIFORMS	01-250-000-52900	82.95
12100	LAMPERT YARDS INC	LUMBER TRAILER	01-250-000-54999	4.99
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	85.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	DEF	01-250-000-53000	23.98
O'REILLY		BLUE DEF	01-250-000-53000	29.98
O'REILLY		SILICONE	01-250-000-53000	7.99

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GENERAL FUND				
WARNER	WARNER-WEXEL WHOLESALE &	TOILET PAPER	01-250-000-54999	39.89
		TOTAL		485.13
		TOTAL FIRE DEPARTMENT		485.13
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	4 FEON, 4 TVS, 2.85 TN GRBAGE	01-311-000-58400	484.19
		TOTAL		484.19
		TOTAL SOLID WASTE MGMT/SPRING/FALL		484.19
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	ROTARY SWITCH & FREIGHT	01-330-000-51400	42.06
		TOTAL		42.06
		TOTAL STREET SWEEPING		42.06
ROADWAYS/STREETS				
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	JACK	01-400-000-51400	31.64
		TOTAL		31.64
		TOTAL ROADWAYS/STREETS		31.64
STREET MACHINERY				
19240	SERVICE MOTOR CO	LEAF VAC PULLEY FAN	01-450-000-52150	84.60
BOBCAT	BOB CAT PLUS	HYDRAULIC FLUID /MINI EXCAVATR	01-450-000-52150	93.84
		TOTAL		178.44
		TOTAL STREET MACHINERY		178.44
HIGHWAYS - GENERAL				
BARKER	MIKE BARKER	2018 SAFETY BOOT REIM/M BARKER	01-499-000-56800	163.53
		TOTAL		163.53
		TOTAL HIGHWAYS - GENERAL		163.53
PARK & RECREATION ADMIN				
23200	WDOR	FARM MARKET ADVERTISING	01-500-000-52250	96.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
TOTAL				96.00
TOTAL PARK & RECREATION ADMIN				96.00
PARKS AND PLAYGROUNDS				
04574	DOOR COUNTY GLASS & MIRROR	3 REPLCEMNT WINDWS SUNSET CONS	01-510-000-54999	456.33
04574		1 REPLCEMNT SCREEN/FRAME	01-510-000-54999	48.68
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	TONER	01-510-000-54999	204.46
TRACTOR	TRACTOR SUPPLY CREDIT PLAN	PESTICIDE SPRYR MANFOLD KIT	01-510-000-54999	29.99
TOTAL				739.46
TOTAL PARKS AND PLAYGROUNDS				739.46
EMPLOYEE BENEFITS				
04975	ECONO FOODS	SUPPLIES STAFF HEALTH BEN MTG	01-600-000-50550	30.84
04975		LUNCH/EMPLOY HEALTH BEN MTG	01-600-000-50550	172.94
TOTAL				203.78
TOTAL EMPLOYEE BENEFITS				203.78
COMMUNITY & ECONOMIC DEVLPMT				
01510	AMERICAN PLANNING ASSOC	APA MEMBERSHIP-OLEJNICZAK	01-900-000-56000	320.00
01510		WI CHAPTER -OLEJNICZAK	01-900-000-56000	64.00
01510		AICP MEMBERSHIP-OLEJNICZAK	01-900-000-56000	155.00
04549	DOOR COUNTY ECONOMIC DEVELOPME	2018 4TH QTR ADMIN OF PROG	01-900-000-55850	6,625.00
04549		2018 DCEDC COMMITMENT	01-900-000-55750	5,402.50
TOTAL				12,566.50
TOTAL COMMUNITY & ECONOMIC DEVLPMT				12,566.50
TOTAL GENERAL FUND				69,524.96
CAPITAL FUND				
GENERAL EXPENDITURES				
DEGROOT	DE GROOT, INC	VALVE REPLCEMNET-229 N 14TH AV	10-199-000-51525	4,841.85
SEILERBR	SEILER BROS. CONSTRUCTION, INC	LEAD LAT SIDEWLK REPLCMNET	10-199-000-51525	14,887.68
TOTAL				19,729.53
TOTAL GENERAL EXPENDITURES				19,729.53
TOTAL CAPITAL FUND				19,729.53

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	09/18 TID 4 LEGAL MATTERS	28-340-000-55001	2,025.00
03950		09/18 TID 4 LEGAL MATTERS	28-340-000-55001	3,017.50
TOTAL TID #4 DISTRICT				5,042.50
TOTAL TID #4 DISTRICT				5,042.50
TOTAL TID #4 DISTRICT				5,042.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
ADVANCED	ADVANCED DISPOSAL	254.27 TON GARBAGE	60-000-000-58300	15,541.00
ADVANCED		98.91 TON RECYCLE	60-000-000-58350	1,393.63
JX ENT	JX ENTERPRISES, INC.	AIR VALVE	60-000-000-53000	130.99
TOTAL SOLID WASTE ENTERPRISE FUND				17,065.62
TOTAL SOLID WASTE ENTERPRISE FUND				17,065.62
TOTAL SOLID WASTE ENTERPRISE				17,065.62
TOTAL ALL FUNDS				111,362.61

**MANUAL CHECKS**

DELTA DENTAL \$6,157.27

11/01/18

Check #84182

11/18 Dental Insurance

Various Departmental Accounts

NETWORK HEALTH \$76,415.44

11/01/18

Check #84182

11/18 Health Insurance

Various Departmental Accounts

**TOTAL MANUAL CHECKS \$ 82,572.71**

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

GENERAL FUND  
CAPITAL FUND  
TID #4 DISTRICT  
SOLID WASTE ENTERPRISE

69,524.96  
19,729.53  
5,042.50  
17,065.62

TOTAL --- ALL FUNDS

111,362.61

152,097.67

193,935.32