

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY MARCH 9, 2021
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Sturgeon Bay Fire Department Floor Refinishing.
5. Consideration of: Write-off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts.
6. Consideration of: Donation of Skate Park Lightning.
7. Consideration of: Sound Farmers Productions, LLC.
8. Consideration of: Selection of Legal Firms for Interviews.
9. Review bills.
10. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the City Committees may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of a Committee, does attend, this may constitute a meeting of the aforementioned Committee and is noticed as such, although no formal action will be taken at this meeting.

Posted:

Date: 03/4/21

Time: 3:30pm

By: TM

Finance/Purchasing & Building Committee Members:

Helen Bacon, Chair

Seth Wiederanders, Vice Chair

Dan Williams

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Executive Summary


TITLE: Sturgeon Bay Fire Department Floor Refinishing.

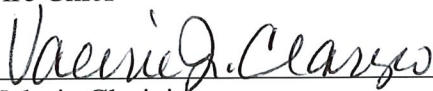
BACKGROUND: The main garage floor and dayroom floor in the Sturgeon Bay Fire Department main station have either an epoxy coating or rubber floor and have deteriorated to a point of failure, and/or have become a hazardous area.


The project was originally scheduled in the 2020 capital budget but was placed on hold due to COVID-19. The 2021 budget has \$45,000 for the floor refinishing in dept.160. This refinishing will grind, blast, and or strip existing floors and then recoat with a product more durable, easier to maintain, and will allow for the existing floor to move and not fail as quickly as the existing floor coatings have. The new coating is a high build, double broadcast system using colored quartz aggregate and sealed with a protective topcoat. All of which withstand the heavy traffic in the garage without deterioration. Advantages are it is VOC-free, Abrasion-resistant, Anti-microbial, Anti-skid/slip, and is a fast setting for a quicker turnaround time.

BIDS:	Wisconsin CTI Inc,	\$44,250.00
	Option 1 Lines	\$2,498.00
	Option 2 2nd color	\$4,000.00
	Option 3 Cove base	\$4,970.00

RECOMMENDATION: Accept the proposal from **WISCONSIN CTI Inc**, in the amount of **\$44,250.00** along with **OPTION 1** for **\$2,498.00** for a total of **\$46,748.00** for the floor refinishing of Sturgeon Bay Fire Department.

PREPARED BY:  _____ 3-2-21
Tim Dietman
Fire Chief
Date

REVIEWED BY:  _____ 3/3/21
Valerie Clarizio
Finance Director/City Treasurer
Date

REVIEWED BY:  _____ 3/2/21
Josh VanLieshout
City Administrator
Date

EXECUTIVE SUMMARY

TITLE: Write-off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts

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 or pursue small claims action. The delinquent personal property tax accounts received several collection notices in 2019.

<u>Write-off List</u>		<u>Proposed</u>
<u>Account #</u>	<u>Name</u>	<u>Write-off Amt</u>
281-0290	Jeffrey Slavik DDC	\$ 116.83
281-1468	NSH Dorchester LLC	\$ 1.24
281-1480	Results Personal Training LLC	\$ 96.51
Total		\$ 214.58

The proposed delinquent personal property tax write-off in the amount of \$214.58 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 \$214.58. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

- OPTIONS:**
- 1) Write-off and/or pursue small claims court collection for 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:

- 1) Recommend to the Common Council to write-off \$214.58 in 2019

delinquent personal property taxes as per the above listing.

PREPARED BY: Valerie J. Clarizio
Valerie J. Clarizio
Finance Director/City Treasurer

3/4/21
Date

REVIEWED BY: _____
Josh VanLieshout
City Administrator

Date

Executive Summary

Date: March 3, 2021

Title: Donation of Skate Park Lighting

Background: In 2019, \$70,000 was budgeted to install lighting at the City's Skate Park. The lighting was never put out for bid due to a proposed housing development project at the West Side Field. \$70,000 was once again placed in the 2020 budget in case the housing development did not happen. With the COVID-19 global pandemic hitting in 2020 it was decided to not complete the work that year. The funds were not able to be budgeted in 2021.

Friends of the Sturgeon Bay Skate Park co-chairs Matt Young and Paul Fruzyna made a proposal to the Parks and Recreation committee to raise the funds for the lighting and gift the lighting to the City. The gift would include 3 light poles, high-efficient LED lighting, and timers. Their expectations from the City would be to provide the power at the skate park, provide the 120v outlets in the observation area, and the City apply for a Raibrook Grant after the fund raising efforts have begun.

While lighting was installed for the West Side Field in 2013, the contractor ran three empty conduits with the expectation of installing lighting at the skate park in the future. With the assistance of SBU the empty conduits were checked. Two of them are either crushed or they had ice in them within 10' of the electrical panel. The other conduit could be taped to about 30'. At this time we cannot determine the condition of them, it is possible that all three of the conduits would need to be replaced. If so the price could be over \$5,000.

Timeline: The Friends will start fundraising immediately after approval of acceptance by the City, they expect to be able to raise the funds in 6-12 months. They ask that the City apply for a Raibrook Grant a couple months after the fundraising has begun.

Fiscal Impacts: The upfront fiscal impacts would be between \$5,000 and \$10,000, it is hard to determine the exact amount without knowing the condition of the conduits. The annual fiscal impacts would be minimal; I would expect it to be less than \$500 per year. There will be a timer installed so that would make sure the lighting is not being used unless someone is actually there and starting the timer. The timer would be programmable and the lighting would not be available after 10:00 PM.

Recommendation: Staff recommends accepting the gift of Skate Park lighting and funding the portion of the project to get power to east side of the parking lot. The funding for this project would be included in the 2022 Capital Budget.

Prepared By:



Mike Barker
Municipal Services Director

Date: 04 MAR 2021

Reviewed By:

Valerie Clarizio
Valerie Clarizio
Finance Director

Date: 3/4/21

Reviewed By:

Josh VanLieshout
City Administrator

Date: _____

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



Joshua J. Van Lieshout
City Administrator

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

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Sound Farmers Productions, LLC service agreement

Date: March 3, 2021

Item: Sound Farmers Productions, LLC service agreement

Discussion: The services agreement for the Harmony By the Bay concert series held at Martin Park was initially set up for a period of one year. Under the terms of the current contract, the contract may be extended if it is agreed upon between the vendor and the City. The vendor has agreed to the same terms and rate with one change to the terms for 2021, removing the requirement for an indoor venue seating 200 people. Such venues and venue owners are difficult to locate because of the flexibility of scheduling space and staff required, and the public health care crisis likely precludes an indoor gathering for 2021. The vendor has agreed to conduct live virtual performances as was done in 2020.

Although not required, I have included changes to the agreement so that it automatically renews and notices and rate changes negotiated be given or completed by August 31 of each year. Thus making administration of the agreement a little simpler.

Recommendation:

Approve amendment to the services agreement and fast track to Common Council.

PERSONAL SERVICES CONTRACT

AGREEMENT made this 7th day of February, 2020, by and between the CITY OF STURGEON BAY, a Wisconsin municipal corporation, 421 Michigan, Sturgeon Bay, Door County, Wisconsin 54235, hereafter referred to as CITY, and Sound Farmers Productions, LLC, a Wisconsin corporation, 953 Tacoma Beach Road, Sturgeon Bay, Door County, Wisconsin 54235, hereafter referred to as CONTRACTOR, for the purpose of defining the terms and conditions of personal services to be rendered for the CITY by the CONTRACTOR.

RECITALS:

WHEREAS, the CITY is in need of procuring certain personal services which are specifically defined as follows:

To provide professional services as event manager to provide and manage the musical talent for the ~~2020~~ Harmony by the Bay Summer Concert Series which will run for eleven weeks with eleven artists/groups being booked by the event manager.

AND WHEREAS, the CONTRACTOR represents that it is ready, willing, and capable of providing said services to the City on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties as hereinafter set forth, the parties agree as follows:

A. SERVICES TO BE PERFORMED. CONTRACTOR shall perform and provide the following:

1. EVENT PRODUCTION. CONTRACTOR shall professionally produce eleven concerts at Martin Park in Sturgeon Bay, Wisconsin on consecutive Wednesday evenings from 7:00 to 9:00 p.m. beginning the third week of June and ending on the last Wednesday in August of 2020.
2. VENUE. CITY has provided a stage sufficient for the needs under this agreement. ~~CONTRACTOR shall secure an alternate venue (capable of handling at least 200 spectators) in case of inclement weather. Venue to be used is the music pavilion at Martin Park, 207 South 3rd Avenue; Sturgeon Bay, Wisconsin.~~
3. TALENT BOOKING. CONTRACTOR shall book artists that represent different genres which shall be family friendly in nature as not to play music that may be perceived as lewd or offensive by anyone. Artists booked shall include: 1 national touring artist, 4 mid-west touring artists, 3 northeast Wisconsin artists, and 3 local artists for the Maritime Museum Events. Artist selections must be reviewed and approved by the Municipal Service Superintendent or designee prior to booking. CONTRACTOR shall have one artist on retainer for the eight concerts in the event that an artist that was booked is unable to perform

Formatted: Superscript

4. SOUND AND LIGHT SERVICES. CONTRACTOR shall secure sound and light services for all eleven concerts, with all sound system equipment and needs to cover 100 decibels throughout venue, including all microphones, stands, cables, monitors, and other equipment as specified by performing artists. CONTRACTOR shall allow adequate time to perform sound checks with the performers prior to each concert.
5. CONTRACTOR or his/her designee must be present at all concerts to assist with artist needs and to promote the series by distributing promotional materials to spectators, announcing the upcoming concerts, etc.
6. COSTS. CONTRACTOR shall be responsible to cover all costs associated with the concert series including the three Maritime Events, including but not limited to:
 - a. Artist and band performance fees
 - b. Sound and light services
 - c. Music performance and licensing fees
 - d. Any costs requested by the artists and bands
 - e. Promotion and marketing
 - f. Lodging and catering
 - g. Miscellaneous expenses
7. EVENT PROMOTION AND MARKETING. CONTRACTOR shall be responsible for promotion and marketing of the concert series including but not limited to:
 - a. Rack cards (minimum 5,000)
 - b. Posters (minimum 200)
 - c. Radio and newspaper advertising
 - d. Press releases for all concerts
 - e. Social media networking
8. No admission, parking or fees of any other kind may be charged to those attending the concert series.
9. CONTRACTOR may be allowed to generate additional revenues to support individual events with methods (i.e. sale of CD's and related artist materials) as approved by the City Administrator or his/her designated staff member.
10. CONTRACTOR shall be responsible for complete tear down and cleanup at the conclusion of each concert.
11. CONTRACTOR agrees to provide said services in a professional and commercially reasonable manner and of professional and commercially

reasonable quality commensurate with other providers of such services in the regional area.

12. CONTRACTOR must ensure compliance with all City of Sturgeon Bay ordinances and regulations.

B. Contract Term. CONTRACTOR shall provide the above-described services to the CITY for the period of time commencing on June 17, ~~2020-2021~~ and ending on August ~~26~~31, 2021~~0~~. ~~If by August 31 of each year neither party has given notice to the other to cancel the services the contract shall self renew. Fees for services for subsequent years shall be negotiated prior to August 31, thus accommodating the budget process and period required for paying for and booking performers for the following year. In the event City desires to extend this contract for successive periods, it is agreed that Contractor shall have the first right to negotiate said new contract with City. "Negotiate" shall mean that Contractor and City shall meet within 60 days after completion of the concert series and shall attempt to discuss the terms of a new contract. After such meeting if no agreement is reached between Contractor and City, City may then solicit or otherwise arrange for provision of said services by another party other than Contractor.~~

C. Compensation. ~~For 2021 the~~The City shall compensate Contractor for the above described services in the amount of Twenty-nine Thousand Dollars (\$29,000.00) for the year payable in three equal installments of Nine Thousand Six Hundred Sixty-Six Dollars and Sixty-Six Cents (\$9,666.66) with the first installment payable by February 28, the second payment by May 15, and the third and final payment payable upon completion of the concert series in the last week of August. Subsequent years fees will be negotiated prior to August 31 of each year.-

D. Insurance. Contractor shall maintain during the life of this Contract and any extension hereof general liability and property damage insurance as shall protect Contractor and any subcontractor/employee performing work covered by this Contract from any claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from performance of this Contract, whether such operation be by Contractor itself or by any subcontractor or by anyone directly or indirectly employed by either of them. Property damage and liability insurance shall name the City of Sturgeon Bay as an additional insured. The coverages and minimum policy limits of such insurance shall be as follows:

1. Bodily Injury
 \$1,000,000 Each Occurrence
 \$1,000,000 Annual Aggregate, Products & Completed Operations
2. Property Damage
 \$500,000 Each Occurrence
 \$1,000,000 Annual Aggregate
3. Property Damage Liability will provide Explosion, Collapse and Underground coverage where applicable.

4. Personal Injury with employment exclusion deleted
\$1,000,000 Annual Aggregate
5. Bodily Injury
\$500,000 Each Person
\$500,000 Each Accident
6. Property Damage
\$500,000 Each Occurrence
7. Professional Liability (Errors & Omissions)
\$1,000,000

- E. Worker's Compensation Insurance. Contractor shall maintain during the term of this Contract and any extended term hereafter worker's compensation insurance for all its employees at the site of the project and, in case any work is sublet, shall require any subcontractor to provide worker's compensation insurance covering any employee which is working upon the project which is the subject of this Agreement.
- F. Independent Contractor. The parties understand and acknowledge that the relationship herein between the City and Contractor is that of an Independent Contractor relationship and not that of an employer-employee relationship. The parties also understand that the Contractor will be responsible for all income tax and social security tax reporting; the City will furnish a Form 1099 showing the gross payments for the above-described personal services but will not withhold any amounts for income taxes or social security taxes for Contractor.
- G. Indemnification. Contractor shall indemnify and hold harmless City, its agents, officers and employees, for any damages to person, property, or otherwise caused by the actions of Contractor.
- H. Default/Breach. In event of breach of the contract by Contractor, Contractor will be responsible for the City's cost of enforcement, including court costs, disbursements and attorney fees.
- I. Assignment. Contractor may not assign his interest in this contract without the prior written consent of the City. He may hire or contract with other persons or entities for the performance of duties under this Agreement without violating this provision.
- J. Laws Applicable/Severance. The undersigned parties understand and acknowledge that this personal services contract represents the entire understanding between the parties for the providing of the above described personal services. This personal services contract shall be interpreted in accordance with the laws of the State of Wisconsin. In the event that any of the provisions herein are held to be legally unenforceable, the remaining provisions of this personal services agreement not inconsistent with such legal findings shall remain in full force and effect.

This Agreement shall extend to the heirs, successors, personal representatives and assigns of the parties hereto.

CITY OF STURGEON BAY

By: _____
David J. Ward, Mayor

By: _____
Stephanie L. Reinhardt, City Clerk

STATE OF WISCONSIN)
) SS
COUNTY OF DOOR)

Personally came before me this _____ day of 2019, David J. Ward, Mayor, and Stephanie L. Reinhardt, City Clerk of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said municipal corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said municipal corporation by its authority.

Notary Public, State of Wisconsin
My Commission: _____

Sound Farmers Productions, LLC

By: _____
Mark Thiede, President

STATE OF WISCONSIN)
) SS
COUNTY OF DOOR)

Personally came before me this _____ day of 2019, Mark Thiede, President, of the above named corporation, to me known to be the person who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation by its authority.

Notary Public, State of Wisconsin
My Commission: _____



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

Joshua J. Van Lieshout
City Administrator

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

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Selection of Legal Firms for Interviews

Date: March 3, 2021

Item: Selection of Legal Firms for Interviews

Discussion: The Common Council previously directed that a request for proposals (RFP) for legal services be published and responses solicited. Staff published the RFP in the League of Wisconsin Municipalities on-line newsletter and sent solicitations directly to firms in eastern Wisconsin with an existing municipal law practice.

Eight firms responded, representing a cross section of firm staff sizes, rates, and proximities to Sturgeon Bay. Experience of principal attorneys varies between firms, ranging from 3 years to more than 30. Rates range from \$150 to \$260 for principals. Rates for partners, associates, travel time, paralegals and research staff vary from response to response. Each of the firms responding claims and demonstrates an established current practice in municipal and related fields. Five of the responding firms the City has either a current, past or associated relationship, those being Pinkert Law Firm, Davis|Kuelthau, Door Kewaunee Municipal Law, Town Counsel Law, and Vande Castle.

Evaluating and selecting which firms to interview:

Committee members will likely place different values on different aspects of the firms and principals. Although cost is a consideration, I would place that towards the bottom of my selection criteria as professional legal counsel is not a commodity. It is a service with many different aspects. Committee members can consider any criteria, but it might be best to start with experience of the principal, associates (if any) and breadth and depth of the firm. Rates and location would be towards the bottom.

Ms. Miller has prepared a spreadsheet, found in the inside pocket your binders, consolidating some basic information from each of the responses. As you review each proposal, use the 'notes' column to help track your thoughts and observations.

Please be prepared to discuss and explain your thoughts and opinions on each selection. Selection of firms to interview will be done in open session, interviews will be conducted in closed session.

For your use and review is the section of the municipal code applicable to the appointment and role of the City Attorney and an article titled "Ten Tips: Using your Municipal Attorney More Effectively" which first appeared in the February 2008 issue of the *Municipality*.

Needed Outcome:

The objective of the step immediately in front of the Committee to select firms to interview. I recommend no more than six be selected for interviews, preferably four. Following the Committee's selections, staff will schedule interviews for the period of March 22-26, 2021.

1.05 - City attorney.

- (1) *Appointment.* The city attorney shall be appointed by the city council, shall take office May 1 and shall thereafter hold office for an indefinite term, subject to § 17.12(1)(c) and (d), Wis. Stats., relating to the removal and suspension of city officers.
- (2) *Duties.* The person so appointed to the office of city attorney shall have the following duties:
 - (a) Conduct all the law business in which the city is interested.
 - (b) When requested by city officers, give written legal opinions, which shall be filed with the clerk-treasurer.
 - (c) Draft all city ordinances, bonds and other legal instruments as may be required by city officers.
 - (d) Examine the tax and assessment rolls and other tax proceedings and advise the proper city officers in regard thereto.
 - (e) When authorized by ordinance or resolution, defend actions brought against any officer or employee of the city or of any board or commission thereof growing out of acts done in the course of his/her employment or out of any alleged breach of his/her duty as such officer or employee, excepting actions brought to determine the right of such officer or employee to hold or retain his/her office or position and excepting also actions brought by the city against any officer or employee thereof.
 - (f) Render legal assistance to the common council, fire and police commission, mayor, city administrator, clerk-treasurer, director of municipal services/city engineer, assessor, chief of police, chief of fire department and alderpersons of the city.
 - (g) Perform such other acts as may be required by statute.

(Code 1992, § 1.05)

State Law reference— City attorney generally, § 62.09(12), Wis. Stats.

Ten Tips for Using Your Municipal Attorney More Effectively

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities



What role does the municipal attorney play in your city or village? Is the attorney contacted on a regular basis and kept apprised of what's going on in the community, or is the municipal attorney only contacted when there's a crisis?

The municipal attorney can play a valuable role in helping a municipality carry out its responsibilities and accomplish its objectives in a lawful manner. This legal comment explains what the municipal attorney does and offers some tips for using the municipal attorney more effectively.

What Does the Municipal Attorney Do?

Wisconsin law does not specify the responsibilities of the municipal attorney in any great detail. In fact, although the attorney is an enumerated officer in the statutory chapter governing cities,¹ the chapter governing villages does not mention an attorney at all. Nonetheless, most villages have a village attorney.

The statute setting forth the responsibilities of the city attorney states that the attorney shall "conduct all the law business in which the city is interested,"² and sets forth a few specific duties.

With so little statutory guidance there are, understandably, wide variations in the way in which communities use their municipal attorney. Although the job of the municipal attorney varies depending on the size of the municipality and the complexity of the issues it faces and the services it provides, here are some things that municipal attorneys or special

counsel (e.g., labor counsel or bond counsel) typically do for municipalities:

- Give legal advice and opinions to the governing body, and other boards, commissions, and departments.
- Draft resolutions, ordinances, deeds, contracts, and other legal documents that the municipality is a party to.
- Represent the municipality's interests in legal proceedings.
- Examine the tax and assessment rolls and other tax proceedings and advise the proper municipal officers in regard thereto.³
- Attend governing body meetings and meetings of other boards and commissions, when requested.
- Review governing body agendas to identify potential legal problems.
- Develop forms, policies, and procedures to standardize government operations and ensure that the municipality is proceeding lawfully.
- Ensure that bodies acting in a quasi-judicial capacity do so in a meaningful way that ensures due process and develops an adequate evidentiary record.
- Represent the municipality in labor negotiations.
- Advise the municipality regarding financial matters.
- Assist in matters relating to land acquisition and development.
- Prosecute cases involving ordinance violations.

- Assist in ordinance codification.

Tips for Using Your Attorney More Effectively

The following list is not intended to be exhaustive but, rather, is a starting point for using your municipal attorney effectively.

1. Remember that you and the municipal attorney are on the same team.

The municipal attorney should not be viewed as an obstructionist. It is the municipal attorney's job to protect the municipality by identifying potential legal problems and to assist the municipality so that it exercises its powers in a lawful manner. Specific goals should be clearly communicated to the attorney. It may be that the goal itself is unlawful. In that case, it is better to know that in advance in order to protect the municipality from liability. Assuming the end goal is legitimate, there may be a variety of ways to achieve the desired result. The means of achieving the goal are less important than reaching the desired result, but using the wrong means can have significant legal consequences. Consult with the municipal attorney and allow the attorney to identify the various legal ways to achieve the desired result and the benefits and pitfalls of taking a particular route. Be open to the attorney's suggestions.

2. Remember who the client is.

The municipal attorney's client is the municipality, acting through its governing body, and not the individual officers or employees. Because the municipality is the client and it is often unclear who can

speak or act on behalf of the municipality, it can be helpful for both the attorney and municipal officials if the governing body develops clear guidelines regarding who can contact the municipal attorney and under what circumstances it is appropriate to do so. Individual officers and employees must understand that they themselves are not the attorney's client and that the municipal attorney may not be able to keep everything told to the attorney confidential. Moreover, officials and employees should not attempt or expect to persuade the municipal attorney to act in a manner that is inconsistent with the attorney's obligation to the client, the municipality.

3. Involve your municipal attorney early.

When a municipality does not have in-house counsel, local officials are sometimes reluctant to call the municipal attorney because it costs money. Although the cost of legal services is a valid concern and it's unnecessary to call the municipal attorney for every little thing, the best advice is don't be penny-wise and pound-foolish. There are many times when an early request for legal assistance can save money and unnecessary headaches down the road.

Consult the municipal attorney whenever the municipality or its officers and employees are the subject of or receive legal documents such as complaints or subpoenas. Legal advice is also warranted whenever municipalities must follow specific statutory procedures in order to exercise certain powers (e.g., annexation of property, creating tax increment finance districts, imposing special assessments and impact fees, razing of

buildings, zoning and platting matters, revocation of licenses). It's also wise to consult the attorney when failure to take adequate steps to protect the municipality can result in significant expense for the municipality. For example, in matters relating to development, failure to secure the necessary protections can leave a municipality responsible for making substantial and expensive improvements, completing unfinished work or redoing shoddy work.

Finally, it's also a good idea to seek legal advice whenever the municipality will be bound by contracts or other negotiations. With regard to significant contracts or negotiations, it's important to involve the attorney early, before all the details have been worked out. Once a deal is ready to be concluded, it gains a momentum of its own and it is very difficult for an attorney who is brought in at the end of a deal to have meaningful input. Furthermore, when an attorney is brought in late and then spots a number of legal issues and potential problems, it can be more expensive to address the problems and remedy them. Moreover, if the potential problems are not addressed and later become actual problems or lead to litigation, legal assistance becomes truly expensive.

4. Prepare before speaking or meeting with your municipal attorney.

Just as a good lawyer should prepare to meet with a client, a client can and should spend time preparing to meet with an attorney. Doing your homework before meeting with the attorney will give the municipality the best value for the money it spends on legal services.

The attorney often comes into a situation knowing very little about it. Take time, before meeting with the attorney, to identify and document the pertinent facts, and to identify what you think the important issues and concerns are. Understand what the municipality's objectives are and be prepared to explain them to the attorney.

5. Be clear regarding expectations.

Have a clear idea regarding the importance of the matter and convey those expectations to the attorney. Think about the role you expect the municipal attorney to play. Should the attorney write a formal opinion letter laying out the relevant facts and explaining the various options? Should the attorney draft certain legal documents? Is the matter a minor one where the attorney is being used primarily as a sounding board? Make sure the attorney understands the priority of the matter – low, intermediate or high – and that you explain what the municipality's time frame is regarding the matter and when the answer or work product is needed.

6. Plan ahead for legal services.

Give the attorney adequate time to research issues and answer questions. Don't demand an immediate response from the municipal attorney at a meeting. Municipal law is not a compact, well-defined body of law. Rather, municipal law includes a vast number of areas such as annexation, contracts, employment law, powers of governmental bodies, platting, zoning, open meeting and public record laws, and public utilities (just to mention a few). Provisions relating to municipal

► p.27

	<ul style="list-style-type: none"> ◆ Executive Search/Selection ◆ Interim Management ◆ Compensation Plans ◆ Fire and Emergency Services Studies ◆ Strategic Planning/Organizational Audits 	<p>public-administration.com paassoc@northnet.net 262-903-9509</p>
	<p>PUBLIC ADMINISTRATION ASSOCIATES, LLC</p> <p>Kevin Brunner David Bretl Christopher Swartz</p>	

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law are complex and are sprinkled throughout the statutes, both federal and state, and in administrative regulations. On top of that, there is often case law where the courts have interpreted these provisions. The municipal attorney should not be expected to have all the various provisions memorized or to shoot from the hip.

7. Provide the attorney with the necessary resources to do the job requested or clearly limit the scope of the job.

Don't ask your attorney to do a quick review of complex documents or just "look things over." If a review is to be meaningful, it is necessary to allow the attorney to take the time and measures necessary to do the job. The municipal attorney can commit malpractice by doing an inadequate job. Therefore, it is only fair to give the attorney some express indication if the attorney's review is intended to be limited in its scope.

8. Be candid with your municipal attorney.

Disclose all the pertinent facts and don't be selective. Although being selective in what you tell the municipal attorney may get you the answer you want, it may have significant consequences for the municipality later. With careful thought and planning, a good attorney can deal with bad facts. However, it is very difficult for an attorney to deal with damaging facts when the attorney is blindsided later in the process. In all likelihood, damaging or unfavorable facts

will eventually be revealed, so be candid with your municipal attorney and make sure the attorney is aware of all relevant facts so he or she can figure out how they weigh in the equation and deal with them accordingly.

9. Understand that your municipal attorney cannot always give a concrete answer.

Contrary to popular opinion, attorneys do not like to waffle. Attorneys like to be able to advise their clients with certainty but quite often the law does not provide a clear-cut answer to a legal question. Although your municipal attorney should be able to analyze the law in a given area and make an educated prediction regarding the likely outcome, there are times when the attorney will not feel comfortable making a prediction because it is too close for the attorney to call. In those situations, it is reasonable for the attorney to explain the relevant law and why the question is too close to call. The attorney should also explain the consequences given several different outcomes.

10. Remember that lawyers are legal advisors, not policy makers.

The municipal attorney is a legal advisor and it is the attorney's job to help the municipality see what the options are and what the benefits and disadvantages might be of proceeding in a given way. The municipal attorney should not be pulled into politics and should be allowed to maintain independence and objectivity so that the attorney can give the correct

legal answer rather than the desired legal answer. Once the legislative body has decided which way to proceed, the municipal attorney can then implement the plan and make sure the municipality carries out its powers lawfully.

Conclusion

The municipal attorney is a valuable part of any municipal team and, when used effectively, can do a lot to help the municipality carry out its responsibilities and lawfully achieve its goals while at the same time protecting the municipality and its officers and employees from significant liability.

Officers 763 R1

About the Author:

Claire Silverman is Legal Counsel for the League of Wisconsin Municipalities. Claire's responsibilities include supervising the legal services provided by the League, answering questions of a general nature for officials and employees of member municipalities, writing legal articles for the League's magazine and amicus briefs in appellate cases involving issues of statewide concern to municipalities, organizing an annual institute for municipal attorneys, and educating local officials on a variety of topics pertaining to their duties. In addition, she coordinates legal material for the League's web page. Claire joined the League staff in 1992. Contact Claire at cms@lwm-info.org

1. Wis. Stat. § 62.09(1).

2. Wis. Stat. § 62.09(12).

3. Wis. Stat. § 62.09(12)(e).

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INVOICES DUE ON/BEFORE 03/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	02/21 INS DREIMBURSE/STUEWER	01-000-000-21530	338.82
R0001679	WEST MARINE PRODUCTS #1230	OVERPAYMENT/2810869	01-000-000-12320	2.09
TOTAL LIABILITIES				340.91
2017 CAPITAL PROJECTS & EQUIP				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 2017 CAPITAL	01-000-901-70001	12,358.13
TOTAL 2017 CAPITAL PROJECTS & EQUIP				12,358.13
2018 CAPITAL PROJ & EQ				
01764	ASSOCIATED WEALTH MANAGEMENT	2018 CAPITAL PROJECTS/EQUIPMNT	01-000-904-70001	18,790.63
TOTAL 2018 CAPITAL PROJ & EQ				18,790.63
2019 CAPITAL EQUIP & PROJ				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 2020 CAPITAL	01-000-906-70001	32,313.75
01764		2019 CAPITAL PROJECTS	01-000-906-70001	23,450.00
TOTAL 2019 CAPITAL EQUIP & PROJ				55,763.75
CAPITAL PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 2 CAPITAL PROJECTS	01-000-913-70001	997.50
TOTAL CAPITAL PROJECTS				997.50
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 REFUND BONDS-FG BUILDING	01-000-920-70001	13,500.00
TOTAL CITY HALL / FIRE & POLICE STN				13,500.00
EGG HARBOR RD IMP/DES				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 EGG HARBOR RD	01-000-976-70001	7,253.75
TOTAL EGG HARBOR RD IMP/DES				7,253.75
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	03/21 ATHLETIC FLD LIGHTING	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				110,370.06
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	02/21 3 ALDER CELLPHONES	01-105-000-58999	118.31
TOTAL				118.31
TOTAL CITY COUNCIL				118.31
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	BANKER BOXES	01-115-000-51950	195.70

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
BUBRICKS		LABELS/LEGAL PADS/POSTITS/PENC	01-115-000-51950	124.81
USBANK	US BANK	GFOA REWAL/CLARIZIO	01-115-000-56000	170.00
USBANK		WGFOA 2021 MEMBERSHP/CLARIZIO	01-115-000-56000	25.00
USBANK		SHRM(GB) MEMBERSHIP/REINHARDT	01-115-000-56000	65.00
USBANK		WMCA MEMBER RENEWAL/REINHARDT	01-115-000-56000	65.00
USBANK		SHRM CLASS REGISTER/REINHARDT	01-115-000-55600	25.00
TOTAL				670.51
TOTAL CITY CLERK-TREASURER				670.51
ADMINISTRATION				
USBANK	US BANK	5 DESKTOP FILE	01-120-000-51950	55.28
USBANK		POST IT DRY ERASE FILM	01-120-000-51950	28.74
USBANK		MAGNETIC WHITE BOARD	01-120-000-51950	62.25
TOTAL				146.27
TOTAL ADMINISTRATION				146.27
COMPUTER				
03101	CDW GOVERNMENT, INC.	3 LOGITECH WEBCAMS	01-125-000-55550	78.15
USBANK	US BANK	MICROSOFT SURFACE PRO	01-125-000-55500	799.99
USBANK		ZOOM	01-125-000-55550	63.99
TOTAL				942.13
TOTAL COMPUTER				942.13
CITY ASSESSOR				
ASSO APP	ASSOCIATES APPRAISAL	03/21 CONTRACT	01-130-000-55010	4,916.67
TOTAL				4,916.67
TOTAL CITY ASSESSOR				4,916.67
BUILDING/ZONING CODE ENFORCEMT				
DCI	DOOR COUNTY INSPECTIONS, LLC	02/21 PERMITS	01-140-000-55010	6,709.71
SAFEBUIL	SAFE BUILT,LLC	PLAN REVIEW/BAYSHIP HTG	01-140-000-55010	127.50
SAFEBUIL		PLAN REVIEW/1019 EGG HRBR RD	01-140-000-55010	510.00
TOTAL				7,347.21
TOTAL BUILDING/ZONING CODE ENFORCEMT				7,347.21
MUNICIPAL SERVICES ADMIN.				

INVOICES DUE ON/BEFORE 03/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
USBANK	US BANK	8 TAPE MEASURES	01-145-000-52700	131.71
USBANK		CONT ED COURSE/SPETZ	01-145-000-55600	60.00
TOTAL				191.71
TOTAL MUNICIPAL SERVICES ADMIN.				191.71
PUBLIC WORKS ADMINISTRATION				
USBANK	US BANK	AMRCAN PUBLIC WORK MMBERSHIP	01-150-000-56000	390.00
TOTAL				390.00
TOTAL PUBLIC WORKS ADMINISTRATION				390.00
ELECTIONS DEPARTMENT				
USBANK	US BANK	POSTAGE ABSENTEE BALLOTS	01-155-000-54999	330.00
TOTAL				330.00
TOTAL ELECTIONS DEPARTMENT				330.00
CITY HALL				
04966	EAGLE MECHANICAL INC	6 TOILET KITS	01-160-000-55300	354.84
04966		6 URINAL KITS	01-160-000-55300	380.28
USBANK	US BANK	LED BULBS	01-160-000-51850	202.06
USBANK		TOILET PARTS	01-160-000-54999	102.90
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS	01-160-000-55300	75.03
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	237.01
WARNER		GLASS CLEANER	01-160-000-51850	46.68
WARNER		GLASS CLEANER	01-160-000-51850	10.08
TOTAL				1,408.88
TOTAL CITY HALL				1,408.88
GENERAL EXPENDITURES				
03101	CDW GOVERNMENT, INC.	HEADSET	01-199-000-58200	183.26
03101		EHS CABLE	01-199-000-58200	49.03
16961	PUBLIC ADMINISTRATION ASSOC.	COMPENSATION PLAN CONSULT/PD	01-199-000-57000	900.00
USBANK	US BANK	GODADDY DOMAIN NAME RENEWAL	01-199-000-51100	63.51
WIPFLI	WIPFLI LLP	PROGRESS BILLING 12.31.20 AUDT	01-199-000-55150	10,000.00
TOTAL				11,195.80
TOTAL GENERAL EXPENDITURES				11,195.80
POLICE DEPARTMENT				

INVOICES DUE ON/BEFORE 03/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04150	DEJARDIN CLEANERS LLC	LAUNDER/HEM PANT/BRINKMAN	01-200-000-56800	39.00
15890	PACK AND SHIP PLUS	SHIP EVIDENCE CRIME LAB	01-200-000-57250	12.59
15890		SHIP EVIDENCE CRIME LAB	01-200-000-57250	12.59
HENRY	CLINT HENRY	ENGLISH COMP II REIMBURSE/HENRY	01-200-000-55600	705.00
USBANK	US BANK	BUS CARDS/GORR, LOVAS, DEIBLE	01-200-000-51600	49.97
USBANK		FBINAA NATL DUES//BRNKMN	01-200-000-56000	95.00
USBANK		WI CHAPTER DUES//BRNKMN	01-200-000-56000	15.00
USBANK		BOOTS/BRINKMAN	01-200-000-52900	89.66
TOTAL				1,018.81
TOTAL POLICE DEPARTMENT				1,018.81
POLICE DEPARTMENT/PATROL				
04150	DEJARDIN CLEANERS LLC	ADD PATCH/ALBERTSON	01-215-000-56800	56.00
14875	NWTC GREEN BAY	COURSE REG/ALBERTSON	01-215-000-55600	80.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 40 MAINTENANCE	01-215-000-58600	63.70
JIM FORD		SQUAD 50 MAINTENANCE	01-215-000-58600	26.00
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	26.00
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	110.53
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	189.90
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	140.46
JIM FORD		INV VEHICLE MAINTENANCE	01-215-000-58600	207.87
USBANK	US BANK	LODGING TRAINING/ENGEBOSE	01-215-000-55600	384.00
USBANK		LODGING TRAINING/BRANDT	01-215-000-55600	384.00
USBANK		LODGING TRAINING/DEIBELE	01-215-000-55600	384.00
USBANK		LODGING TRAINING/BILODEAU	01-215-000-55600	384.00
USBANK		POLICE MEMORIAL STONE	01-215-000-54999	44.31
USBANK		ASSORTED ITEMS/DIVE TRAIN	01-215-000-54999	11.42
USBANK		3 SERGEANT BADGES	01-215-000-52900	464.68
USBANK		3CE CERTIFICATION/MIELKE	01-215-000-55600	50.00
USBANK		COURSE REGISTER C.A.R.T/GANDER	01-215-000-55600	249.00
USBANK		FLOOR LINER/FORD ESCAPE	01-215-000-54999	134.99
USBANK		3CE CERTIFICATION	01-215-000-55600	250.00
USBANK		WEB HOSTING SERVICE	01-215-000-58999	24.00
TOTAL				3,664.86
TOTAL POLICE DEPARTMENT/PATROL				3,664.86
FIRE DEPARTMENT				
02214	FINCANTIERI BAY SHIPBUILDING	WELDING & REPAIR/E4	01-250-000-53000	1,000.00
12100	LAMPERT YARDS INC	BENCH MATERIALS/TRAILER	01-250-000-54999	111.55
16570	PIONEER FIRE COMPANY	DUTY SWEATSHIRTS	01-250-000-52950	824.00
19880	STURGEON BAY UTILITIES	1018 GREEN BAY RD SIREN-FINAL	01-250-000-56150	15.75
23730	WPS	02/21 656 S OXFORD AVE-WS FIRE	01-250-000-56600	277.77
MARION	MARION BODY WORKS, INC.	SHIPPING CONTROL HEAD	01-250-000-54999	15.23
USBANK	US BANK	CREDIT	01-250-000-51350	-1.61
USBANK		CREDIT	01-250-000-51350	-2.67
USBANK		CREDIT	01-250-000-51350	-21.01
USBANK		CREDIT	01-250-000-51350	-50.54
USBANK		BACK ROLLERS	01-250-000-52350	207.00

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GENERAL FUND				
USBANK		SAW BLADES	01-250-000-51350	49.94
USBANK		SAAW	01-250-000-51350	458.00
USBANK		GAS CAN	01-250-000-51350	20.92
USBANK		FIRE TRAINING CLASS	01-250-000-55600	198.00
USBANK		01/21 DATA	01-250-000-58250	497.69
USBANK		TRAILER DOOR HINGE	01-250-000-53000	75.00
USBANK		UNIFORM-DUTY GEAR	01-250-000-52900	367.96
USBANK		WI FIRE CHIEF ASSC DUES/DIETMN	01-250-000-56000	95.00
USBANK		WI FIRE CHIEF ASSC DUES/KALIN	01-250-000-56000	95.00
USBANK		PRIMER	01-250-000-53000	924.95
USBANK		PRIMER	01-250-000-53000	877.95
USBANK		CREDITS	01-250-000-53000	-832.46
USBANK		CREDITS	01-250-000-53000	-790.16
USBANK		PRIMERS E4 & E5	01-250-000-53000	1,845.20
USBANK		MEALS EXPNSE	01-250-000-55600	38.76
USBANK		MEALS EXPNSE	01-250-000-55600	21.84
USBANK		MEALS EXPNSE	01-250-000-55600	24.69
USBANK		FUEL	01-250-000-51650	23.04
USBANK		FUEL	01-250-000-51650	59.99
USBANK		ACCOUNTABILITY TAGS	01-250-000-52350	78.25
USBANK		FOOD REHAB/R BLOUGH FIRE	01-250-000-54999	508.00
USBANK		DRONE CLASS	01-250-000-55600	745.00
USBANK		DRONE LIGHTS & BATTERY	01-250-000-51350	336.00
USBANK		SHOP TOWELS	01-250-000-54999	488.48
USBANK		HELMET PARTS	01-250-000-56250	14.77
USBANK		INSPECTOR RENEWAL	01-250-000-52350	20.00
USBANK		CPR CARD	01-250-000-52350	214.95
USBANK		MACHINE REPAIR PARTS	01-250-000-56250	45.00
USBANK		BATTERIES/TAPE	01-250-000-54999	41.82
USBANK		DECON CLOTHES/R BLOUGH FIRE	01-250-000-54999	275.28
USBANK		FUEL	01-250-000-51650	26.98
WARNER	WARNER-WEXEL WHOLESALE &	TOILET BOWEL CLEANER	01-250-000-54999	76.28
TOTAL				9,297.59
TOTAL FIRE DEPARTMENT				9,297.59
ROADWAYS/STREETS				
12100	LAMPERT YARDS INC	PLYWOOD	01-400-000-54999	65.17
12100		SCREWS	01-400-000-54999	44.95
TOTAL				110.12
TOTAL ROADWAYS/STREETS				110.12
SNOW REMOVAL				
SNOW REMOVAL				
13655	MONROE TRUCK EQUIPMENT, INC	HYDRAULIC MOTOR	01-410-000-51400	265.91
13655		SHIPPING	01-410-000-51400	8.71
19240	SERVICE MOTOR CO	TIE ROD ASSEMBLY	01-410-000-51400	135.64
MACQUEEN	MACQUEEN EQUIPMENT, LLC	SPRINGS	01-410-000-51400	58.00
MACQUEEN		HOOK BOLT	01-410-000-51400	63.92
MACQUEEN		FREIGHT	01-410-000-51400	19.77

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GENERAL FUND				
SNOW REMOVAL				
SNOW REMOVAL				
USBANK	US BANK	TRAILER JACK	01-410-000-51400	64.99
USBANK		TRAILER JACK	01-410-000-51400	64.99
TOTAL SNOW REMOVAL				681.93
TOTAL SNOW REMOVAL				681.93
STREET SIGNS AND MARKINGS				
04696	DOOR COUNTY TREASURER	4 STREET SIGNS	01-420-000-52600	171.85
TOTAL				171.85
TOTAL STREET SIGNS AND MARKINGS				171.85
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	SPLASH GUARDS	01-450-000-53000	29.56
04545		CASE GREASE	01-450-000-52150	39.98
08225	HERLACHE SMALL ENGINE	POLE/SAW PARTS	01-450-000-52700	185.84
19959	SUPERIOR CHEMICAL CORP	BREAK AWAY	01-450-000-54999	69.60
19959		DEGREASER	01-450-000-54999	40.08
19959		NATURAL DEGREASER	01-450-000-54999	40.02
19959		SHIPPING	01-450-000-54999	16.14
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	BATTERY	01-450-000-53000	146.19
R0000655	TRANSMOTION, LLC	BODY PIECES & FREIGHT	01-450-000-53000	513.63
R0000655		ORINGS & FREIGHT	01-450-000-53000	45.72
USBANK	US BANK	SUPPLIES	01-450-000-52150	176.93
USBANK		GLOVES	01-450-000-52150	328.36
TOTAL				1,632.05
TOTAL STREET MACHINERY				1,632.05
CITY GARAGE				
23730	WPS	02/21 835 N 14TH AVE-GARAGE	01-460-000-56600	2,046.35
USBANK	US BANK	24 FURNACE FILTERS	01-460-000-54999	299.76
USBANK		SHIPPING	01-460-000-54999	24.57
USBANK		TRAY ORGANIZERS	01-460-000-54999	52.48
USBANK		CYLINDER RENTAL/AMERICAN WELD	01-460-000-58999	650.72
USBANK		LABEL MAKER	01-460-000-54999	97.36
WARNER	WARNER-WEXEL WHOLESALE &	PAPER TOWELS	01-460-000-55300	49.38
TOTAL				3,220.62
TOTAL CITY GARAGE				3,220.62
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	MASKS/PAPER/MOUSE	01-500-000-51950	73.34
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CLIPBOARDS	01-500-000-51950	24.96

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
BUBRICKS		THERMAL LAMINATING POUCHES	01-500-000-51950	34.44
USBANK	US BANK	CALENDARS	01-500-000-51950	30.78
TOTAL				163.52
TOTAL PARK & RECREATION ADMIN				163.52
PARKS AND PLAYGROUNDS				
23730	WPS	02/21 335 S 14TH AVE-MEM FLD	01-510-000-56600	249.90
LAUSCHER	PETE LAUSCHER	SAFETY BOOT REIMB/LAUSCHER	01-510-000-56800	105.49
MCKAY	MCKAY NURSERY COMPANY	10 AUTUMN BRILLIANCE TREES	01-510-000-58450	531.50
MCKAY		10 LINDEN AMERICAN SENTRY	01-510-000-58450	591.00
MCKAY		10 MAPLE COMMEMORATION SUGAR	01-510-000-58450	578.50
MCKAY		10 SWAMP WHITE OAK	01-510-000-58450	484.50
MCKAY		10 POPLAR TREMULOIDES	01-510-000-58450	428.50
MCKAY		30 AMERICAN HAZELNUT	01-510-000-58450	337.50
TOTAL				3,306.89
TOTAL PARKS AND PLAYGROUNDS				3,306.89
ICE RINKS				
USBANK	US BANK	SHOE DISINFECTANT	01-530-000-52350	49.58
TOTAL				49.58
TOTAL ICE RINKS				49.58
MUNICIPAL DOCKS				
23730	WPS	02/21 36 S NEENAH AVE RESTROOM	01-550-000-56600	16.21
TOTAL				16.21
TOTAL MUNICIPAL DOCKS				16.21
COMMUNITY & ECONOMIC DEVLPMT				
13582	WIS COMMERCIAL PORTS ASSOC.	2021 ASSOCIATION DUES	01-900-000-56000	250.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	FILE FOLDERS	01-900-000-51950	21.19
TOTAL				271.19
TOTAL COMMUNITY & ECONOMIC DEVLPMT				271.19
TOTAL GENERAL FUND				161,632.77

CAPITAL FUND
CITY HALL

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
EXPENSE				
EXPENSE				
02975	CAMERA CORNER	CITY HALL REMODEL PROJECT	10-160-000-59040	1,437.50
USBANK	US BANK	WATER FILLING STATION	10-160-000-59015	1,150.83
USBANK		WATER FILTER	10-160-000-59015	185.55
TOTAL EXPENSE				2,773.88
TOTAL CITY HALL				2,773.88
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	LIGHTS/FBS CLAIM	10-250-000-59050	194.75
PAULCONW		HELMETS	10-250-000-59050	891.35
PAULCONW		GAUNTLET GLOVES	10-250-000-59050	425.00
USBANK	US BANK	FRONT FRONT-HOLDERS	10-250-000-59050	439.35
TOTAL EXPENSE				1,950.45
TOTAL FIRE DEPARTMENT				1,950.45
TOTAL CAPITAL FUND				4,724.33
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
02975	CAMERA CORNER	PROFESSIONAL SERVICES PLAN	21-000-000-58999	995.00
02975		LABOR/PROGRAM NEW A/V SOFTWARE	21-000-000-59070	1,550.00
USBANK	US BANK	HDMI CABLE	21-000-000-52700	61.61
USBANK		MOUNT/LOOM/ARM	21-000-000-52700	124.83
USBANK		CAMERA REPLACEMENT	21-000-000-59070	1,049.73
TOTAL CABLE TV / GENERAL				3,781.17
TOTAL CABLE TV / GENERAL				3,781.17
TOTAL CABLE TV				3,781.17
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 2 CAP PROJ ORG DEBT	25-320-930-70001	155.25
01764		04/21 REFI T2 09.01.11 ISSUE	25-320-930-70001	182.86
TOTAL TID #2 A AREA BONDS - CITY				338.11
TID #2 A AREA BONDS - DVL				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 2 CAP PROJ AMND DEBT	25-320-931-70001	1,966.69
01764		04/21 2005 REF BOND AMEND TID2	25-320-931-70001	4,275.00
01764		04/21 REFI T2 09.01.11 ISSUE	25-320-931-70001	2,316.19
TOTAL TID #2 A AREA BONDS - DVL				8,557.88
T2 ROAD PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 2 CAP PROJ ORG DEBT	25-320-932-70001	3,441.38

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
T2 ROAD PROJECTS				
01764		04/21 2006 REF BOND ORG TID2	25-320-932-70001	4,425.00
01764		04/21 REFI T2 09.01.11 ISSUE	25-320-932-70001	4,053.34
TOTAL T2 ROAD PROJECTS				11,919.72
T2 SERIES 2006A				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 2 CAP PROJ ORG DEBT	25-320-933-70001	20,311.68
01764		T2 OCT 1 2014 LEASE REV BOND	25-320-933-70001	15,787.50
01764		04/21 DEBT RESTRUCT 10.1.15	25-320-933-70001	14,087.50
01764		04/21 GEN OBLIGATE REF BND	25-320-933-70001	63,700.00
01764		04/21 REFI T2 09.01.11 ISSUE	25-320-933-70001	23,923.86
TOTAL T2 SERIES 2006A				137,810.54
TOTAL TID DISTRICT #2				158,626.25
TOTAL TID #2 DISTRICT				158,626.25
TID #3 DISTRICT				
TID #3 DISTRICT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 3	27-330-937-70001	23,118.75
TOTAL \$1.685 NOTES				23,118.75
TOTAL TID #3 DISTRICT				23,118.75
TOTAL TID #3 DISTRICT				23,118.75
TID #4 DISTRICT				
TID #4 DISTRICT				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 4 TAXABLE GO REF BND	28-340-987-70001	8,293.75
TOTAL T4 \$3.12 NOTES				8,293.75
T4 BONDS				
01764	ASSOCIATED WEALTH MANAGEMENT	04/21 TID 4 GO REF BONDS	28-340-988-70001	21,800.00
TOTAL T4 BONDS				21,800.00
TOTAL TID #4 DISTRICT				30,093.75
TOTAL TID #4 DISTRICT				30,093.75
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
R0000655	TRANSMOTION, LLC	HOSE	60-000-000-53000	173.87
R0000655		FITTINGS	60-000-000-53000	271.04
TOTAL SOLID WASTE ENTERPRISE FUND				444.91
TOTAL SOLID WASTE ENTERPRISE FUND				444.91
TOTAL SOLID WASTE ENTERPRISE				444.91
TOTAL ALL FUNDS				382,421.93

MANUAL CHECKS

NORTH SHORE BANK	\$168.18
003/02/2021	
Check # 88364	
James Simonar HRA Enrollment	
01-000-000-21530	

DELTA DENTAL	\$6,156.10
03/02/21	
Check # 88365	
03/21 Dental Insurance	
Various Departmental Accounts	

EFT GROUP INSURANCE	\$135,778.20
03/02/21	
Check # 88365	
03/21 Health Insurance	
Various Departmental Accounts	

TOTAL MANUAL CHECKS	\$ 142,102.48
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
	GENERAL FUND	161,632.77		303,735.25
	CAPITAL FUND	4,724.33		
	CABLE TV	3,781.17		
	TID #2 DISTRICT	158,626.25		
	TID #3 DISTRICT	23,118.75		
	TID #4 DISTRICT	30,093.75		
	SOLID WASTE ENTERPRISE	444.91		

	TOTAL --- ALL FUNDS	382,421.93		524,524.41