

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
***TUESDAY, AUGUST 31, 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: Request for Light up the Park Friends of Sturgeon Bay Skate Park Organization for the City to Accept the Donation of Infrastructure and Provide Ongoing Financial Assistance/Maintenance.
5. Consideration of: Purchase of Two New Automated Side Load Refuse Trucks **Update.**
6. Consideration of: Adjustment of Farmers Market Fees.
7. Consideration of: Increase in Park Shelter Rental Fee.
8. Consideration of: Increase of Fees for Snow Removal with Increases for Subsequent Occurrences.
9. Consideration of: Increase of Lawn Mowing Fee for Non-Compliant Lawns with Increases for Subsequent Occurrences.
10. Consideration of: Request from Wisconsin Humane Society for 2022 Funding.
11. Consideration of: Request from Destination Sturgeon Bay for 2022 Funding.
12. Consideration of: Request for Door County Economic Development for 2022 Funding.
13. Review bills.
14. 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: 08/27/21  
Time: 1:15 p.m.  
By: LS

Finance/Purchasing & Building Committee Members:  
Helen Bacon, Chair  
Seth Wiederanders, Vice Chair  
Dan Williams



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  
Jim Stawicki-SBU  
Mike Barker-Municipal Services

From: Josh Van Lieshout, Administrator

Re: Sturgeon Bay Skate Park Lighting / GASBO

Date: August 26, 2021

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### Item:

**Discussion:** The Sturgeon Bay Skate Park, Inc./GASBO had previously approached the City of Sturgeon Bay about the installation of lights at the skate park to facilitate evening activities. The Common Council expressed a willingness to accept, operate and maintain lights at the Skate Park, if sufficient funds are raised.

The Skate Park group has asked the City / SBU for some assistance in the effort either by in-kind services or as requested direct capital expense. The "gap" the City is being asked to fill is for some directional boring between the existing concession stand and the lighting control box. The estimated value of the work is \$11,000, it could be less if site conditions prove favorable or a combination of drilling and trenching is possible. This would enable construction, and allow the effort to maximize in-kind contributions from their electrical contractor.

Attached are the worksheets supplied by the Skate Park Lighting group / GASBO, a representative will be at the Finance Committee meeting.

**Options:** Recommend approval of a budget amendment transferring funds from Capital Reserves—Parks to the 2021 Capital Budget up to \$15,000 for the directional boring.

Take no action

**Recommendation:** This would seem to be a very good return on investment and supported community project. The Parks Capital Reserves fund has sufficient cash on hand to cover the expense. There is a possibility that there will be excess revenues in the 2021 Capital Budget, to cover this new expense, however that won't be known for certain until after all budgeted capital projects are completed.

## VanLieshout, Josh

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**From:** Matt Young <myoungwi@gmail.com>  
**Sent:** Wednesday, August 25, 2021 9:46 PM  
**To:** VanLieshout, Josh; Clarizio, Valerie J.; SBDistrict7  
**Cc:** Paul Fruzyna; Stawicki, James  
**Subject:** Updated Budget and Donations

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi All -

Please review the attached spreadsheet for the latest donation and cost estimate information. As we tidy up our estimates and continue to aggressively fundraise, we find ourselves much closer to 100% funding to light the skatepark.

Here are a few notes regarding the information we are sharing:

- The Raibrook Foundation has chosen to support our project. As you all are aware they do not disclose the level of their funding. In order to honor that and extend the same courtesy to the rest of our donors, I have removed the dollar detail from the Donor section.
- Fundraising continues - we have plans to reach out to 3 local businesses and continue to communicate with other foundations that had donated to the original build. We also sent out an appeal letter to 100 other previous donors.
- The budget numbers for concrete and drilling remain unclear. PCI has expressed interest in providing the concrete at a discounted price but as yet has not given us any estimate. It may well come before we meet on the 31st, and we will revise it when it comes in. I daresay that it's not going to be significant. As for the costs of drilling, they are dependent on the presence of bedrock and will not be known until the drilling is done.
- The costs for getting power to the skatepark from the concession stand are not included in this estimate because it was understood that the City would perform that part.

I hope this update helps. Please email back if you have any questions.

Matt Young  
Paul Fruzyna

## Friends of Sturgeon Bay Skatepark

### Project: Light the park for night use

#### Project Budget

Labor to install lighting system	\$19,275.00	Eland Labor Bid
3 light poles, bases, control unit	\$39,000.00	Musco Lighting Bid
Contingency	\$2,000.00	Unknown materials and/or labor costs
Concrete - 9 yards	\$1,350.00	\$150/yard - google guess
Drill holes for bases	\$4,500.00	halfway between \$2700 - 6000
Donor Board	\$500.00	
Fundraising Expenses	\$1,420.50	3% of donations run through GBASO or GFM
<b>Total Project Budget:</b>	<b>\$68,045.50</b>	

#### Donors

Alyssum Tomberlin	
Anonymous donation at DCCF	
Anonymous gifts	
Deb and Paul Whitelaw Gorski	
Door County Eye Associates	
Ed Hensley	
Eland Electric	In-Kind Donation
George Draeb	
GoFundMe crowdfunding	
John/Laurel Hauser Family Foundation	
Kendra Vandertie	
Matt and Kirsten Dixner Young	
Paul Fruzyna	
Raibrook Foundation	
Random People at Skatepark	
Stoneman Schopf Agency Inc	
Sturgeon Bay Police Dept	
The Shallows	
Tim Montee	
Wilke Orthodontics	

**Funds Raised To-date:** \$53,075.00

**Balance to Fund:** \$14,970.50



08/23/2021

To the City of Sturgeon Bay Finance Committee,

Skateboard parks build and sustain healthy communities, it provides a gathering place for the young and old to the beginners to the skilled. It provides a space for positive activity and curbs unwanted behaviors. It also has significant physical health benefits. It provides a multi purposes recreational environment for skateboarding, BMX, Scooters, Wheelchairs and inline skating are just some of those.

Lights and evening use extend the facilities hours and help provide a safe haven that can be used year around. Setting skatepark hours as other public park operations within the city. I feel by adding lights to the skatepark and the cost of it through donated services, donations, grants and city's assistance along with the help from Sturgeon Bay Utilities will only benefit our youth and parents of the City of Sturgeon Bay. We need to add more outside recreational things for our youth to do.

Friends of Sturgeon Bay Skatepark Matt Young and Paul Fruzyna along with the assistance of GBASO have been the backbone to help make this happen and fulfill their goal by raising majority of these funds needed.

I ask that the Finance committee approve the "Light Up the Park" and provide infrastructure, maintenance and financial assistance as needed.

Sincerely,

Kirsten Reeths

District 7

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## Executive Summary

**Date:** 19 August 2021

**Title:** Purchase of Two (2) New Automated Side Load Refuse Trucks (**Update**)

**Background:** On March 16<sup>th</sup> the Common Council approved purchasing two (2) new automated side load refuse trucks at a purchase price of \$528,776, a credit of \$42,000 for the trade in of our current automated side load refuse trucks for a total of \$486,779. On 12 August 2021 I received an email showing the increased price for raw steel used for fabricating the box and components for the truck. The bids for the trucks were received in February 2021, the price of steel was \$69.95 per 100lbs, today's pricing is \$150.95 per 100lbs. this is an increase of nearly 50%. I spoke with the President of RNOW further on 16 August concerning the rapid increase in steel prices and asked if the City could help cover the cost by \$6,000 per unit or \$12,000 total. His bid was nearly \$30,000 less than the next bid.

RNOW, Inc		JWR, Inc	
West Allis, WI		Johnson Creek, WI	
2, 2021/22 Peterbuilt 520	\$287,972	2022 Peterbuilt 520	\$292,316
2, 2021 Bridgeport Ranger	\$240,804	Curbtender 27yd HammerPak	\$247,644
Trade Amount	\$42,000	Trade Amount	\$24,000
Total:	\$486,779	Total:	\$515,960
<b>New Total:</b>	<b>\$498,779</b>		

The 2021 capital budget, 60-000-000-59060, included \$600,000 for the purchase of two new automated side load refuse trucks.

I plan to accommodate RNOW's request to add \$12,000 to the total price of trucks. RNOW has provided great pricing and service to the City over the years. I trust that they would not be asking for additional funds unless it was needed.

**Fiscal Impacts:** \$12,000

**Recommendation:** Staff agrees to the increase of \$12,000 to the total price of the new refuse trucks.

**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 19 AUG 2021


**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 8/19/21

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 8/26/21



**R.N.O.W., Inc.**

8636R W. National Avenue West Allis, WI 53227  
(414)-541-5700 · (414)-543-9797 FAX · [www.rnow-inc.com](http://www.rnow-inc.com)

August 17, 2021

Mike Barker  
City of Sturgeon Bay  
835 North 14th Avenue  
Sturgeon Bay, WI 54235

Dear Mr. Barker:

As per our conversation, and as you are aware current supply issues and inflationary pressures are being felt throughout the country. We are being asked to absorb an additional \$6,000.00 per truck steel surcharge as of August 12, 2021. This is a total of \$10,000.00 per truck in steel surcharges that we are facing. R.N.O.W., Inc. did not contact you regarding the \$4,000.00 as we agreed to absorb this cost internally. Truthfully, we were hopeful that by the time the machines were being built steel pricing would have stabilized and come back down. Unfortunately, that has not been the case, in fact the pricing has only worsened, in fact the steel price of A36 is up over \$.81 per pound since March alone.

When we originally bid the project, we were working off early January steel pricing and shortly after the bid was submitted and awarded to us, we were notified that a \$4,000.00 steel surcharge would be added. No one could have predicted the inflationary pricing that has since occurred. As a result, R.N.O.W., Inc. agreed to pay the first \$4,000.00 in steel surcharges. We had hoped that the "experts" were going to be correct and steel pricing would come back down to close to pre-pandemic levels by the time your machines were due to be built. However, with that not being the case, and the current pricing heading in the wrong direction, we have no choice but to humbly request an additional \$6,000.00 per unit or a total of \$12,000.00 to help defer the additional costs involved in building these trucks today.

I realize this is unexpected and this is certainly not a request we enjoy making of a customer. This situation in our country is unprecedented and certainly shocking. We appreciate anything that the City of Sturgeon Bay can do to assist us in this situation.

If you have any questions, please feel free to call me at 800-201-7669 or on my cell phone at 414-688-0701.

Sincerely,

**R.N.O.W., Inc.**

Steve Krall  
President

Providing Exceptional Waste, Recycling, and Municipal Equipment Solutions

▫ Ampliroll ▫ Aquatech ▫ Loadmaster ▫ Lodal ▫ Sewer Pro Shop Nozzles ▫  
▫ E-Z Pack ▫ Bridgeport Manufacturing ▫ Diamondback ▫ Perkins ▫  
Bayne Machine Works ▫ Schwarze ▫ O'Brien Tarps ▫ Super Products ▫ Roll Rite ▫  
▫ ARM Leaf Machines ▫ Insight Vision ▫ Proteus

## Executive Summary

**Date:** 16 August 2021

**Title:** Adjustment of Farmers Market Fees

**Background:** On December 1, 2020 a vote was held during the Common Council meeting regarding the fee increase of the Sturgeon Bay Craft and Farm market. It was initially thought that a 100% increase would have been justified due to the low price of the market. After taking the markets vendor's concerns in to account, the Common Council agreed to a 50% increase beginning in 2021 with possible incremental increases over the years. It was also mentioned that the City would discuss this the following year during the budget planning process. Our current fee for the market space is \$260 (pre-tax) for the season (19 Saturdays in 2021) and \$30 for daily vendors.

<u>City</u>	<u>Annual</u>	<u>Daily</u>
Bailys Harbor	\$325	
Egg Harbor	\$100 / Farmers Free	
Fish Creek		10% of vendor's sales
Jacksonport	\$300	
Green Bay	\$325	\$30
Burlington	\$300	\$25
Plymouth		\$15 (\$285)
Tomah		\$25 (\$475)
Wausau		\$25 (\$475)

With our current seasonal fee we are still a great bargain for our vendors. Our seasonal fee is currently less than the average of \$323.13. The average was taken of all of the markets except Fish Creek since it would be impossible to calculate 10% of vendor sales. For the markets that only charge a daily fee, I multiplied the daily fee by 19 since we have 19 Saturdays this season.

If the Finance Committee would like to raise the fee, I recommend not increasing to above \$300 per seasonal space at the market. This would bring the Sturgeon Bay Market closer to the average cost without being the most expensive. I recommend keeping the daily fee at \$30.

**Fiscal Impacts:** An annual increase of \$2,440 in revenue if prices were increased to \$300 per seasonal space.

**Recommendation:** Staff fully supports increasing the fees to get the City's Farm and Craft Market to \$300 per seasonal space.

**Prepared By:**

  
Mike Barker  
Municipal Services Director

**Date:** 16 AUG 2021

**Reviewed By:**

Valerie Clarizio  
Valerie Clarizio  
Finance Director

**Date:** 8/19/21

**Reviewed By:**

Josh VanLieshout  
Josh VanLieshout  
City Administrator

**Date:** 8/19/21

## Executive Summary

**Date:** August 18, 2021

**Title:** Increase in Park Shelter Rental Fee

**Background:** I am unsure when the park shelter rental fees were increased. I have viewed the Fee Schedules back to 2013 and they have remained unchanged. The current rates for park shelter rentals are:

**Residents**

100 of fewer people	\$55.00
101-200 people	\$83.00
201 or more people	\$165.00

**Non-Residents**

100 of fewer people	\$77.00
101-200 people	\$94.00
201 or more people	\$286.00

There is not a Cleaning Fee and the City does not take a deposit to ensure cleanliness. Even though the users take care of the areas, City employees typically spend two man hours cleaning the shelters, removing trash, and restocking after they have been used. I recommend increasing the fees by \$15.00 across all groups. With a \$15 increase it remains a great bargain for the users.

**Fiscal Impacts:** In increase of \$1,950 based on 130 rentals in 2021.

**Recommendation:** Staff recommends increasing the rental fees for park shelters by \$15.00 per day.

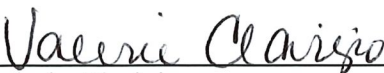
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 18 AUG 2021

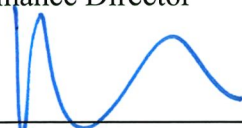
**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 8/18/21

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 8/18/21



## Executive Summary

**Date:** August 19, 2021

**Title:** Increase of Fees for Snow Removal with Increases for Subsequent Occurrences'

**Background:** Currently the City's Street Department removes the snow from uncleared sidewalks if the snow has not been removed within 24 hours after a snowfall. This is typically when City crews are in the middle of cleaning up our own sidewalks and streets. The current fee for the City to remove the snow is \$100. Occasionally the City crews are required to visit the same property two or more times per year.

I recommend increasing the fee to \$125 for the first occurrence, after that I recommend an additional \$25 per occurrence. The last price increase was in January of 2009, at that time the price increased from \$75 to \$100.

**Fiscal Impacts:** An increase of \$1,000+ annually.

**Recommendation:** Staff recommends increasing the fee to \$125 for the first occurrence, and an additional \$25 per occurrence as explained above.

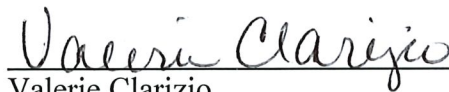
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 19 AUG 2021

**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 8/19/21

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 8/21/21

## Executive Summary

**Date:** August 19, 2021

**Title:** Increase the Lawn Mowing Fee for Non-Compliant Lawns with Increases for Subsequent Occurrences'

**Background:** Currently the City Parks Department cuts the lawns of non-compliant residents to get their lawns into compliance with our ordinance. The City invoices these residents \$100 per occurrence. We typically see the same parcels of land that require our attention year after year and for many we have to mow two or more times in the same year. We mow some people's lawns every three to four weeks to keep them in compliance. This prevents them from having their lawns mowed by a service or doing it themselves. Using the City crew to mow their lawn saves them money. With staffing shortages during the summer, we take personnel away from more important projects when we send out a crew to mow someone's lawn. While we are already stretched thin this gets us further behind on what should be "more important work".

I recommend increasing the fee for mowing non-compliant lawns. I propose a \$250 fee for first time mowing. If we need to mow lawns after the initial time I recommend an additional charge of \$50 per occurrence.

**Fiscal Impacts:** An increase of \$1,500+ annually.

**Recommendation:** Staff recommends increasing the fee to \$250 fee for first time mowing and an additional charge of \$50 per occurrence.

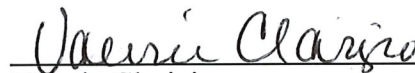
**Prepared By:**



Mike Barker  
Municipal Services Director

**Date:** 19 AUG 2021

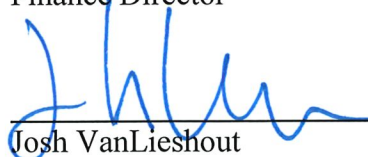
**Reviewed By:**



Valerie Clarizio  
Finance Director

**Date:** 8/19/21

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:** 8/19/21





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

Re: City of Sturgeon Bay 2022 funding request

Dear Stephanie,

The Wisconsin Humane Society Door County Campus would like to thank the City of Sturgeon Bay for their very generous past funding and support it has provided. This impactful funding allows our staff and volunteers to provide care for 750-900 local animals each year at the Door County shelter location.

The Door County Campus (DCC) staff work diligently to provide compassionate and efficient care of stray and surrendered dogs and cats from every municipality in Door County. Every dog and cat that comes into the shelter is provided exemplary care. Each animal is spayed/neutered, provided vaccinations, medications and microchipped. Their cages or kennels are cleaned daily, and they are given food, water, clean bedding, and toys. Special medical care is provided as needed which may include treatment for upper respiratory infections, dental care, ear infections etc.

While the DCC is now part of a larger organization, funding is needed to operate the shelter at that location. Our preliminary 2022 budget specifically for the DCC is \$390,000. This includes staffing of 11-13 full and part-time people at the DCC. Since becoming part of the Wisconsin Humane Society on 1/1/18, the shelter is operating and providing services in the community and for Door County as they have in the past. Local contributions stay in the community to fund the operations of the DCC.

Direct animal care cost is for standard care services and does not include special medical care needed or regular operational costs incurred in operating the facility and providing other services for the Door County community. We are requesting funding from the City of Sturgeon Bay of \$15,000.

We greatly appreciate the support that we receive from the City of Sturgeon Bay. We could not provide the care and support needed for the local animals without your generosity. Thank you very much for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Mike Wamser".

Mike Wamser  
Chief Financial Officer  
Wisconsin Humane Society



DESTINATION  
STURGEON BAY  
DOOR COUNTY

Ensuring a first-class visitor experience, helping local businesses grow, and enhancing Sturgeon Bay's quality of life.

August 24, 2021

City of Sturgeon Bay  
Finance/Purchasing & Building  
421 Michigan Street  
Sturgeon Bay, WI 54235

To Chair Bacon, Vice-Chair Wiederanders, and Council President Williams,

Thank you for the opportunity to present to your committee regarding the work of Destination Sturgeon Bay. I have attached a packet of information that I will review with you at the upcoming Finance meeting on Tuesday, August 31.

There are several items of note:

1. As of this writing, our Federal Tax Return Form 990 for 2020 has not yet been filed as we have been granted an extension through our accountant, Bacon CPA, LLC. I am, however, including Financial Statements with Independent Accountants' Review Report for the year 2020 (completed April 30, 2021). This review was completed by Hawkins Ash CPAs and will give you an overview of the financial health of our organization.
2. I will be reviewing the DSB/City of Sturgeon Bay agreement that outlines our scope of services as well as those provided to DSB by the City of Sturgeon Bay, Parks Department, Sturgeon Bay Utilities, Fire Department, and Police Department.

It's been a rebound year for us with the return of activities and events, and we are so excited to be sharing the growth of Sturgeon Bay and all of its assets with our residents, businesses, and guests.

With gratitude,

Pam Seiler  
Executive Director  
(920) 493-7432

Enclosure: 12-31-20 Financial Statements with Review

Destination Sturgeon Bay  
36 S. 3<sup>rd</sup> Avenue • Sturgeon Bay, WI 54235 • (920) 743-6246  
[vacation@sturgeonbay.net](mailto:vacation@sturgeonbay.net) • [sturgeonbay.net](http://sturgeonbay.net)

**STURGEON BAY VISITOR  
& CONVENTION BUREAU, INC.**

**FINANCIAL STATEMENTS  
WITH INDEPENDENT ACCOUNTANTS'  
REVIEW REPORT**

**DECEMBER 31, 2020**

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**

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6 Statement of Cash Flows

7 - 15 Notes to Financial Statements



**INDEPENDENT ACCOUNTANTS' REPORT**

To the Board of Directors of  
Sturgeon Bay Visitor & Convention Bureau, Inc.  
Sturgeon Bay, Wisconsin

We have reviewed the accompanying financial statements of Sturgeon Bay Visitor & Convention Bureau, Inc. (a nonprofit organization) which comprise the statement of financial position as of December 31, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

***Accountants' Responsibility***

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Sturgeon Bay Visitor & Convention Bureau, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

***Accountants' Conclusion***

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

*Hawkins Ash CPAs, LLP*

Green Bay, Wisconsin  
April 30, 2021

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**

**STATEMENT OF FINANCIAL POSITION**

**DECEMBER 31, 2020**

**(See Independent Accountants' Review Report)**

**ASSETS**

Cash and cash equivalents	\$ 928,640
Accounts receivable	16,230
Prepaid expenses	24,627
Investments	135,949
Property and equipment, net	199,466
Intangible assets, net	<u>3,662</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 1,308,574</u></b>

**LIABILITIES AND NET ASSETS**

**LIABILITIES**

Accounts payable	\$ 185,325
Deferred revenue	257,064
Accrued liabilities	4,826
Long term debt	<u>279,786</u>

<b>TOTAL LIABILITIES</b>	<u>727,001</u>
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**NET ASSETS**

Without donor restrictions	518,830
With donor restrictions	<u>62,743</u>

<b>TOTAL NET ASSETS</b>	<u>581,573</u>
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 1,308,574</u></b>
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The accompanying notes are an integral part of these statements.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**

## STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2020

(See Independent Accountants' Review Report)

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTAL
REVENUE, GAINS AND OTHER SUPPORT			
Contributions	\$ 372,631	\$ 62,743	\$ 435,374
Membership dues	66,116	-	66,116
Advertising revenue	81,582	-	81,582
Tourism funds	127,209	-	127,209
Grant revenue	530,982	-	530,982
Special events	127,227	-	127,227
Gain (loss) on disposal of property and equipment	(2,057)	-	(2,057)
Investment return, net	13,632	-	13,632
Other income	14,391	-	14,391
TOTAL REVENUE, GAINS AND OTHER SUPPORT	<u>1,331,713</u>	<u>62,743</u>	<u>1,394,456</u>
EXPENSES			
Program	1,112,728	-	1,112,728
Management and general	84,782	-	84,782
Fundraising	9,375	-	9,375
TOTAL EXPENSES	<u>1,206,885</u>	<u>-</u>	<u>1,206,885</u>
CHANGE IN NET ASSETS	124,828	62,743	187,571
NET ASSETS AT BEGINNING OF YEAR	<u>394,002</u>	<u>-</u>	<u>394,002</u>
NET ASSETS AT END OF YEAR	<u>\$ 518,830</u>	<u>\$ 62,743</u>	<u>\$ 581,573</u>

The accompanying notes are an integral part of these statements.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

	<u>PROGRAM</u>	<u>MANAGEMENT AND GENERAL</u>	<u>FUNDRAISING</u>	<u>TOTAL</u>
Salaries and wages	\$ 101,576	\$ 55,785	\$ -	\$ 157,361
Payroll taxes	6,936	3,809	-	10,745
Employee benefits	3,479	1,910	-	5,389
Graham Park	371,207	-	-	371,207
Wayfinding program	420,688	-	-	420,688
Professional fees	-	5,703	-	5,703
Equipment rent	5,305	589	-	5,894
Dues and subscriptions	3,218	804	-	4,022
Telephone and internet	4,514	1,024	-	5,538
Postage and supplies	8,924	823	-	9,747
Occupancy	6,557	202	-	6,759
Insurance	7,372	1,843	-	9,215
Repairs and maintenance	17,427	-	-	17,427
Printing and publications	187	-	-	187
Advertising and promotions	4,856	-	-	4,856
Travel	1,142	926	-	2,068
Guidebook	52,606	-	-	52,606
Special events	67,050	-	-	67,050
Cityscaping	4,916	-	-	4,916
Auction expense	-	-	9,375	9,375
Depreciation and amortization	20,190	-	-	20,190
Bank fees	-	1,672	-	1,672
Interest	-	7,750	-	7,750
Miscellaneous	4,578	1,942	-	6,520
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,112,728</u></b>	<b><u>\$ 84,782</u></b>	<b><u>\$ 9,375</u></b>	<b><u>\$ 1,206,885</u></b>

The accompanying notes are an integral part of these statements.



**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 187,571
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities	
Depreciation and amortization	20,190
(Gain) loss on disposal of property and equipment	2,057
Realized (gain) loss on investments	(3,991)
Unrealized (gain) loss on investments	(7,587)
Changes in assets and liabilities:	
(Increase) decrease in current assets	
Accounts receivable	6,131
Prepaid expenses	52,745
Increase (decrease) in current liabilities	
Accounts payable	177,116
Deferred revenue	(199,937)
Accrued liabilities	3,689
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<u>237,984</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of investments	<u>(1,737)</u>
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<u>(1,737)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Proceeds from long-term debt	150,000
Principal payments on long-term debt	<u>(8,115)</u>
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>	<u>141,885</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	378,132
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<u>550,509</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><b>\$ 928,641</b></u>
<b><u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u></b>	
Cash paid during the year for interest	\$ 5,559

The accompanying notes are an integral part of these statements.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 1 - Nature of Organization and Significant Accounting Policies**

**Nature of Organization** - Sturgeon Bay Visitor & Convention Bureau, Inc. (the "Organization") is a professional trade organization dedicated to promoting Sturgeon Bay, Wisconsin to attract visitors to the area for the benefit of its membership and the surrounding community.

In 2020, the Organization did a campaign for the Graham Park project which resulted in a significant amount of contributions. Once the project is complete, it will be turned over to the City of Sturgeon Bay. Also in 2020, the Organization recognized a significant amount of grant revenue for the Wayfinding program which was reimbursement of expenses for signage from the City of Sturgeon Bay.

**Basis of Accounting** - The financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all receivables, payables and other liabilities.

**Basis of Presentation** - The accompanying financial statements are prepared in accordance with the accounting principles generally accepted in the United States of America (U.S. GAAP) as codified by the Financial Accounting Standards Board.

The Organization is required to report information regarding its net assets and its activities based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* - Net assets available for use in general operations and not subject to donor or certain grantor restrictions.

*Net Assets With Donor Restrictions* - Net assets subject to donor or certain grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

**Recent Accounting Pronouncements** - In February 2016, the FASB issued Accounting Standards Update 2016-02, *Leases* (Topic 842) effective for annual reporting periods beginning after December 15, 2019. ASU 2020-05 subsequently deferred the effective date for ASU 2016-02 until annual reporting periods beginning after December 15, 2021. Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than 12 months. Consistent with current GAAP, the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current GAAP, which requires only capital leases to be recognized on the statement of financial position, the new ASU will require both types of leases to be recognized on the statement of financial position. The ASU will also require disclosures to help financial statement users better understand the amount, timing, and uncertainty of cash flows arising from leases. These disclosures include qualitative and quantitative requirements providing additional information about the amounts recorded in the financial statements. The Organization is currently evaluating the impact this guidance will have on the financial statements.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS - Continued**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 1 - Nature of Organization and Significant Accounting Policies - Continued**

In September 2020, the FASB issued Accounting Standards Update 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets* (Topic 958) effective for annual reporting periods beginning after June 15, 2021. Under the new guidance, gifts-in-kind will be required to be presented as a separate line item on the statements of activities and additional disclosures will be required. The Organization is currently evaluating the impact this guidance will have on the financial statements.

**Cash and Cash Equivalents** – The Organization's cash and cash equivalents consists of cash on deposit with banks. For purposes of the statement of cash flows, the Organization considers all unrestricted, highly liquid investments with an initial maturity of three months or less to be cash equivalents. However, the Organization does not consider cash, money market accounts, or certificates of deposits included as investments to be cash equivalents for the statement of cash flows.

**Accounts Receivable** - Receivables are stated at the amount management expects to collect from outstanding balances. Management provides for uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge of the valuation allowance and a credit to accounts receivable. Management believes all receivables are collectible; accordingly, no allowance has been recorded.

**Investments** – Investments are reported at cost, if purchased, or at fair value, if donated. Thereafter, investments are reported at their fair values in the statement of financial position.

The aggregate of (a) the unrealized appreciation (depreciation) in the fair value of investments during the year, (b) the realized gains (losses) on sales of investments during the year, (c) dividend income, (d) interest income, and (e) investment fees are reflected in investment return on the statement of activities.

Purchases and sales of securities are recorded on a trade-date basis. Gains and losses on sales of securities are based on average cost and are recorded in the statements of activities in the period in which the securities are sold. Dividends are recorded on the ex-dividend date.

**Property and Equipment** - All acquisitions of property and equipment in excess of \$2,500 with useful lives greater than one year are capitalized. Purchased property and equipment are carried at cost. Donated property and equipment are carried at the approximate fair value at the date of donation. Depreciation is computed on the straight-line method based on the following estimated useful lives:

<u>Asset</u>	<u>Life</u>
Buildings and improvements	39 years
Furniture, fixtures and equipment	5 - 10 years
Vehicles	5 years

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
NOTES TO FINANCIAL STATEMENTS - Continued  
DECEMBER 31, 2020  
(See Independent Accountants' Review Report)

**NOTE 1 - Nature of Organization and Significant Accounting Policies - Continued**

**Intangible Assets** - Intangible assets include website development costs. Acquired intangible assets are initially recognized at cost. Intangible assets are subsequently carried at cost less accumulated amortization. Amortization begins when the asset is available for use as intended by management. Residual values are assumed to be zero and are reviewed at each financial year end.

Costs associated with maintaining the website are recognized as expenses when incurred.

Intangible assets are amortized on a straight line basis over their estimated useful lives. The useful lives of intangible assets are reviewed annually and are 5 years for website development costs.

**Valuation of Long-lived Assets** - U.S. GAAP requires that long-lived assets and certain identifiable intangible assets be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Management reviews all material assets annually for possible impairment. If such assets are considered to be impaired, the impairment recognized is measured as the amount by which the carrying amount of the assets exceeds the estimated fair value of the assets. No assets are considered to be impaired at December 31, 2020.

**Deferred Revenue** - Payments received during the year for future services and events are deferred and recognized as income when earned.

**Revenue Recognition** - The Organization records the following exchange transaction revenue in its statement of activities and changes in net assets:

*Membership dues:* recognized ratably over the period of membership, which is ordinarily on a fiscal-year basis since this most closely approximates the transfer of such services. Unearned membership revenue is reflected as deferred revenue on the statement of financial position.

*Advertising revenue:* Advertising revenue includes visitor guide revenue and website advertising. Revenue is recognized at a point in time once the visitor guide/website have been published. All performance obligations are satisfied by year end.

*Special event revenue:* Special event revenue includes sponsorships, vendor fees, ticket sales and food, beverage auction sales. These revenue streams are recognized as follows:

*Sponsorships:* Sponsorships include revenue for logo placement on event websites along with verbal recognition and/or signage at events. Sponsors fill out a sponsorship request for and pay the selling price listed on the form for the sponsorship requested. The sponsor receives the benefit during the event they chose to sponsor. The Organization does not have an enforceable right to payment until the event has taken place. Therefore, revenue from sponsorships is recognized at a point in time when the performance obligation has been met. Sponsorships that overlap year end are reflected as deferred revenue on the statement of financial position.

*Vendor fees:* Included in vendor fees are booth fees for vendors at the events. The fees are a stated price for each booth spot. The performance obligation is met when the vendors attend the event. All performance obligations are met in the year the payments are received.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
NOTES TO FINANCIAL STATEMENTS - Continued  
DECEMBER 31, 2020  
(See Independent Accountants' Review Report)

**NOTE 1 - Nature of Organization and Significant Accounting Policies - Continued**

*Ticket sales:* Ticket sales include the cost paid by an individual for admittance to the event. The performance obligation is the delivery of the event. The event fee is set by the Organization.

*Food, beverage and auction sales:* Sales of items at events are exchanged for cash at the price stated. The performance obligations are met when the product is delivered to the customer as that is when control of the product transfers.

**Contribution Recognition** - Contributions are recognized when received or unconditionally pledged. Conditional contributions and promises to give, are recognized as revenue when the barriers to entitlement are overcome and either a right of return of assets transferred or a right of release of a promisor's obligation to transfer assets is removed. Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor restrictions.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**Grant Recognition** - Grants (including room tax revenue) are either recorded as contributions or exchange transactions based on criteria contained in the grant award:

Grant awards that are contributions - Grants awards that are contributions are evaluated for conditions and recognized as revenue when conditions in the award are satisfied. Unconditional awards are recognized as revenue when the award is received. Amounts received in which conditions have not been met are reported as a refundable advance liability.

Grant awards that are exchange transactions - Exchange transactions are those in which the resource provider or grantor receives a commensurate value in exchange for goods or services transferred. Revenue is recognized when control of the promised goods or services is transferred to the customer (grantor) in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Amounts received in excess of recognized revenue are reflected as a contract liability.

**In-Kind Contributions** - The Organization records the value of donated goods when there is an objective basis to measure the value. Donated fundraising items are valued using the final amount received from the sale or raffle of the item.

Donated services are recognized as contributions if the services a) create or enhance nonfinancial assets or b) require specialized skills that are performed by people with those skills and would otherwise be purchased by the Organization. Such amounts, which are based upon information provided by third-party service providers, are recorded at their estimated fair value determined on the date of contribution.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS - Continued**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 1 - Nature of Organization and Significant Accounting Policies - Continued**

A substantial number of volunteers have made significant contributions of their time to the Organization's program and supporting services. The value of this contributed time is not reflected in these financial statements because the criteria for recognition have not been satisfied.

No significant contributions of such goods or services were received during the year ended December 31, 2020.

**Functional Allocation of Expenses** - The costs of providing various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program services and supporting activities benefited. Those expenses include occupancy, certain office expenses, salaries and wages, benefits and payroll taxes, which are allocated based on management's estimates.

**Advertising Costs** - Advertising costs are expensed as incurred.

**Use of Estimates** - Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

**Tax Status** - The Organization is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC). However, income from certain activities not directly related to the Organization's tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2). The Organization is also exempt from State taxation.

**Accounting for Uncertainty in Income Taxes** - U.S. GAAP requires management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by a taxing authority. Management has analyzed the tax positions taken by the Organization and has concluded that as of December 31, 2020, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions, however, there are currently no audits in progress for any tax period. The Organization will recognize future accrued interest and penalties related to unrecognized tax benefits in income tax expense if incurred.

**Subsequent Events** - The Organization evaluated subsequent events through April 30, 2021, the date which the financial statements were available to be issued.

**NOTE 2 - Concentration of Cash and Credit Risk**

The Organization may have deposits with a financial institution at times during the year that exceed the Federal Deposit Insurance Corporation (FDIC) insurance threshold of \$250,000. The amount of the accounting loss that the Organization would have incurred had the financial institution not been able to return monies in excess of \$250,000 amounted to \$681,525 as of December 31, 2020. The Organization does not require collateral or other security to support deposits subject to this credit risk.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS - Continued**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 3 - Liquidity and Availability**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$ 928,640
Accounts receivable	16,230
Investments	<u>135,949</u>
Total financial assets available within one year	1,080,819

Less amounts not available for general expenditure within one year:

Net assets with donor restrictions	<u>62,743</u>
Total financial assets available to management for general expenditure within one year	<u>\$ 1,018,076</u>

*Liquidity Management*

The Organization maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**NOTE 4 - Investments**

The following is a summary of investments at December 31, 2020:

Mutual funds	\$ 135,949
<b>TOTAL INVESTMENTS</b>	<b><u>\$ 135,949</u></b>

**NOTE 5 - Property and Equipment**

A summary of property and equipment is as follows as of December 31, 2020:

Land	\$ 39,101
Buildings and improvements	200,364
Furniture, fixtures, and equipment	30,842
Vehicles	<u>10,427</u>
	280,734
Less: Accumulated depreciation	<u>81,268</u>
<b>NET PROPERTY AND EQUIPMENT</b>	<b><u>\$ 199,466</u></b>

Depreciation expense amounted to \$14,697 for year ended December 31, 2020.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS - Continued**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 6 - Intangible Assets**

At December 31, 2020, intangible assets consist of the following:

Website development	\$ 27,465
Less: accumulated amortization	<u>(23,803)</u>
<b>NET INTANGIBLE ASSETS</b>	<b><u>\$ 3,662</u></b>

Amortization expense amounted to \$5,493 as of December 31, 2020.

**NOTE 7 - Fair Value Measurements**

The Organization has determined the fair value of certain assets and liabilities in accordance with the provision of U.S. GAAP, which provides a framework for measuring fair value under generally accepted accounting principles.

U.S. GAAP defines fair value as the exchange price that would be received for an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. U.S. GAAP requires that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. U.S. GAAP also establishes a fair value hierarchy, which prioritizes the valuation inputs into three broad levels.

Level 1 inputs consist of quoted prices in active markets for identical assets that the reporting organization has the ability to access at the measurement date. Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the related asset. Level 3 inputs are unobservable inputs related to the asset.

The asset's fair value measurement within the fair value hierarchy is based on the lowest of any input that is significant to the fair value measurement. The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2020.

Mutual funds: Valued at net asset value (NAV) of shares held by the Organization at year end.

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value on a recurring basis as of December 31, 2020.

	DECEMBER 31, 2020	QUOTED PRICES IN ACTIVE MARKETS FOR IDENTICAL ASSETS (LEVEL 1)	SIGNIFICANT OTHER OBSERVABLE INPUTS (LEVEL 2)	SIGNIFICANT UNOBSERVABLE INPUTS (LEVEL 3)
Mutual funds	\$ 135,949	\$ 135,949	\$ -	\$ -
<b>TOTALS</b>	<b><u>\$ 135,949</u></b>	<b><u>\$ 135,949</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>



**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
**NOTES TO FINANCIAL STATEMENTS - Continued**  
**DECEMBER 31, 2020**  
(See Independent Accountants' Review Report)

**NOTE 8 - Long-Term Debt**

The Organization's notes payable are as follows at December 31, 2020:

Mortgage payable with monthly installments of \$1,243, interest at 4.45%, due January 2032. The note is collateralized by substantially all assets of the Organization.	\$ 129,786
Promissory note with Small Business Administration, with interest at 2.75%, monthly payments of \$641 beginning July 2021, 12 months after date of note. The note is collateralized by substantially all assets of the Organization. The note is due June 2050.	150,000
	<u>279,786</u>
Less current maturities	9,216
<b>TOTAL</b>	<b><u>\$ 270,570</u></b>

Aggregate maturities of long-term debt for the five years and thereafter following December 31, 2020, calculated at the amended payment amount, are as follows:

2021	\$ 9,216
2022	11,211
2023	13,751
2024	14,310
2025 and thereafter	231,298
<b>TOTAL</b>	<b><u>\$ 279,786</u></b>

**NOTE 9 - Net Assets**

Net assets with donor restrictions are restricted for the following purposes or periods at December 31, 2020:

Subject to expenditure for specified purpose:	
Graham Park	\$ 53,243
2021 Projects	9,500
<b>TOTAL NET ASSETS WITH DONOR RESTRICTIONS</b>	<b><u>\$ 62,743</u></b>

**NOTE 10 - Paycheck Protection Program (PPP) Loan**

The Organization was granted a \$33,000 loan under the PPP administered by a Small Business Administration (SBA) approved partner. The loan is uncollateralized and is fully guaranteed by the Federal government. The Organization initially recorded the loan as a refundable advance and subsequently recognized grant revenue in accordance with guidance for conditional contributions, that is, once the measurable performance or other barrier and right of return of the PPP loan no longer existed. The Organization has recognized \$33,000 as grant revenue for the year ended December 31, 2020.

**STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**  
NOTES TO FINANCIAL STATEMENTS - Continued  
DECEMBER 31, 2020  
(See Independent Accountants' Review Report)

**NOTE 11 - Defined Contribution Pension Plan**

The Organization sponsors a Simple IRA plan covering substantially all employees. The plan allows employees to defer a portion of their salary. The Organization may make a matching contribution to the plan. During 2020, employer contributions were \$4,387.

**NOTE 12 - Risks and Uncertainties**

**Investments** - The Organization's investments are exposed to various risks, such as interest rate, and market and credit risks. Due to the level of risk associated with certain investments and the level of uncertainty related to changes in the values of investments, it is reasonably possible that changes in risks in the near term could materially affect the amounts reported in the statement of financial position and the statement of activities.

**COVID-19 Pandemic** - During 2020, the world-wide Coronavirus Pandemic impacted national and global economies. The Organization is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the current and future full impact to the Organization is not known.



# Finance Committee

August 31st, 2021







THANK YOU

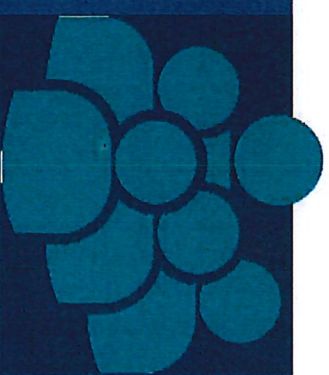




The Door County Economic Development Corporation is a public/private partnership dedicated to improving the economic vitality of the county and its residents.

***"Maximum impact with available resources"***

- Steve Jenkins, Executive Director







# Why we do what we do:

A diverse economy provides **family-**  
**supporting jobs**, employment for **youth**,  
a **healthy economic ecosystem** for  
people to live, and a **positive**  
**environment** for **business creation** and  
**retention**.



# Your DocEdDoc Team

**Courtney Sacotte**



Operations  
Administrator

**Kelsey Fox**



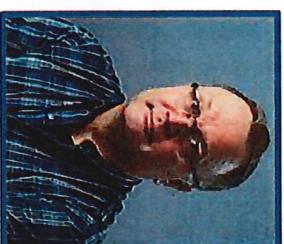
Director of  
Communications &  
Workforce Development

**Julie Schmelzer**



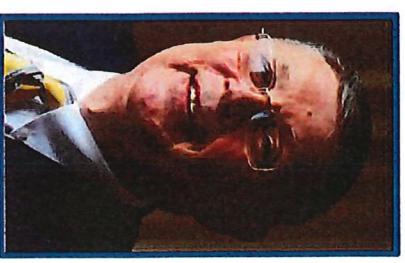
Director of Business  
Development

**Jeff Bremmer**



Physical Plant

**Steve Jenkins**



Executive Director

*Relationships & Collaboration make it* **happen!**





## Our Investors

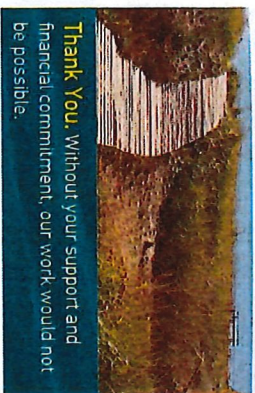
**Economic Champion:**  
\$65,000



**Economic Driver:**  
\$30,000



**Economic Partner:**  
\$10,000 - \$29,999



**Diamond: \$5,000 - \$9,999**

**FINCANTIERI**  
BAY SHIPBUILDING

Town of Liberty  
Grove

**Nicolet**  
NATIONAL BANK



**Platinum: \$2,500 - \$4,999**

Bank of Luxembourg  
Therma-Tron-X, Inc.

NeighborCellcom  
WPS

**Gold: \$1,000 - \$2,499**

Renard's Cheese Store  
Pro Products, Inc.  
DC Broadband, LLC  
Alberts Plastering, Inc.

WireTech Fabricators  
Cadence, Inc.  
Bee Coffee & Vending Service  
N.E.W. Industries, Inc.

Walt Bros.  
Associated Bank  
NWTC  
Village of Egg Harbor

**Silver: \$500 - \$999**

Van's Lumber & Builders  
Keller Inc. - Kary Mangin  
Just In Time Corp.

Roan Salvage Company  
Pinkert Law Firm  
Kerber-Rosa, SC

AT&T WI  
Door County Cooperative

**Bronze: \$250 - \$499**

Washington Island Ferry Line, Inc.  
Tadok's Ecom Foods  
MMS  
Kelstrom-Ray Agency Inc

Eagle Mechanical  
Stoneman-Schoof Insurance  
Heyman Construction Co., Inc.  
Door County Eye Associates

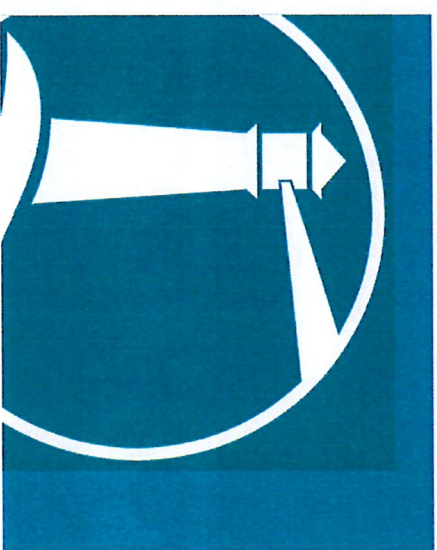
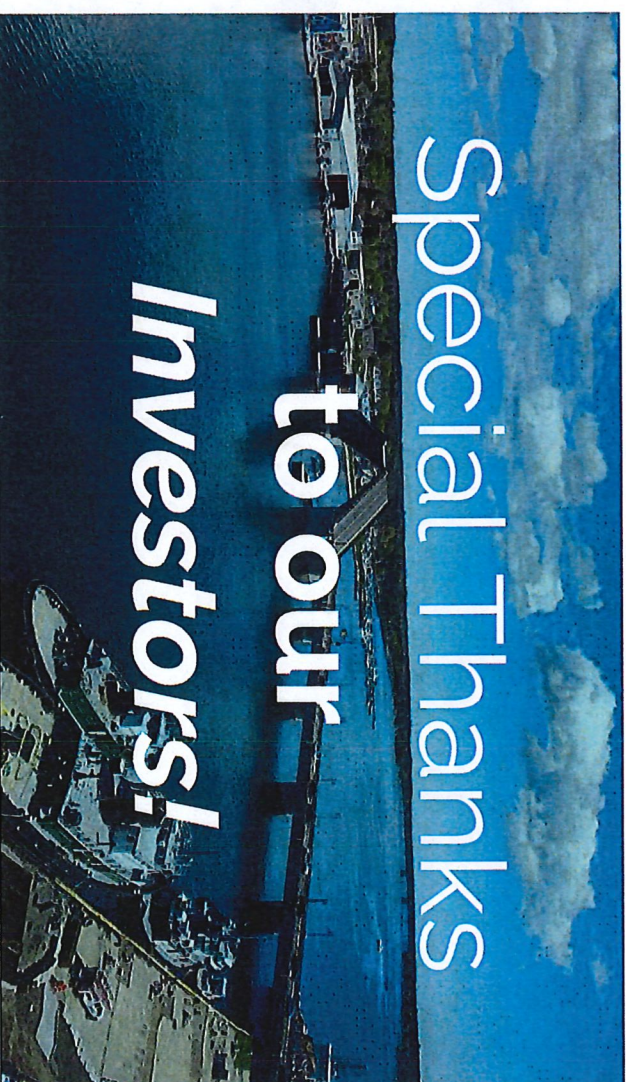
Peninsula Vision Care LLC  
Scaturro's Baking Co & Cafe  
ERA/Starr Realty/Door Landscape & Nursery  
Welcome Home Realty

**Copper: \$249 and Under**

Schnitz Insurance, LLC  
JR Vacation Rentals & Cleaning  
Young Automotive, Inc.

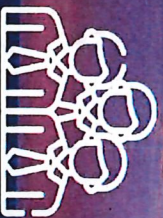
Going Garage & Recycling  
Chapman Technical  
The Cookery

Key Industrial Plastics, Inc.  
North Star Analytics





# Current Focus Areas



WORKFORCE  
DEVELOPMENT



ENTREPRENEURIAL  
DEVELOPMENT



ATTAINABLE HOUSING,  
INTERNET & CHILDCARE



BUSINESS RETENTION &  
EXPANSION (BRE)



NON-TRADITIONAL  
FINANCING





ATTAINABLE HOUSING,  
INTERNET & CHILDCARE

# Accomplishment Highlights

## Attainable Housing:

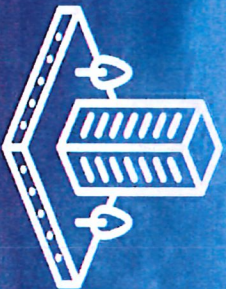
- Applied through WHEDA to be a Rural Workforce Housing Pilot Community
- Selected and began work in December 2020
- Nearing the finalization of two pilots
- Possible modular housing production facility

## ChildCare:

- Exploring a child care provider academy
- Child care business incubator
- Exploring approaches to reducing costs

## Broadband/Internet:

- Issued an RFP for a comprehensive Broadband Infrastructure Engineering Assessment
- Selected Finley/CCG
- Report and recommendations by 10/2/21



## BUSINESS RETENTION & EXPANSION (BRE)

# Accomplishment Highlights

### BRE Program Overview:

- Developed a business list for better communication with businesses. In the Sturgeon Bay zip code we have found (to date) 503 businesses.
- Provide communications & information about available grants such as the Restaurant Revitalization Fund and the Current Bounce Back Grant

### Countywide BRE Outreach Efforts:

- Since early 2021 the Director of Business Development has sent over 74,000 emails to businesses,
  - with 4,000 of those targeted to Sturgeon Bay businesses
- New business contacts, or first-time contacts for existing businesses, are also tracked for the city and show the following (first half of the year only):
  - Existing businesses needing assistance (does not include grant assistance): 23
  - New business or new to the area: 20

### Manufacturing Day 2021:

- The event has been reorganized to get more engagement from more schools, including parochial schools and home school educated children. The new event involves:
  - Open House at NWTC
  - Mobile Career Labs
  - Factory Tours
  - Public Information Cards and Press Release
  - Trading Cards for Elementary Children
  - Creators Clue, a year long game of engagement, for high school students



# Accomplishment Highlights

## Door County Business Development

### Center (Incubator):

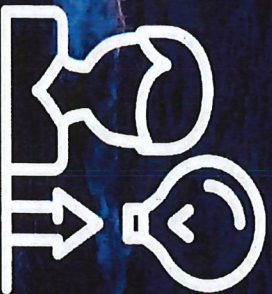
- Comprehensive analysis of the operation
- Revised Policies and Procedures
- Going back to the original intent in 1996-affordable space for startups and emerging businesses
- Our incubator facility provides space for 23 small businesses in Sturgeon Bay

## Annual ETP (Entrepreneurial

### Training Program) in

### Collaboration with UW-GB Small Business Development Center:

- Our 2019-2020 Class had recording breaking attendance of 25+ entrepreneurs
- Our 2021-2022 Class kicks off on September 9th (Still time to register)



**ENTREPRENEURIAL  
DEVELOPMENT**



# Accomplishment Highlights

## Business loan RLF Programs

### Available through DCEDC:

- COVID-19 Recovery Loans
- Combined City/County RLF
- DCEDC RLF

## 3 Approved RLF Loans for Sturgeon Bay Businesses:

- 1 Loan for a New Owner - \$35,000
- 1 Loan for a New Business - \$30,250
- 2 Loans for Existing Businesses - \$100,000

Total Dollars Lent to Sturgeon Bay Businesses  
through RLF programs:

**\$165,250**



**NON-TRADITIONAL  
FINANCING**



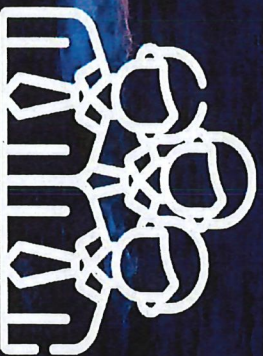
# Accomplishment Highlights

## Door County Regional CNC Program

- DCEDC serving as the fiscal agent to the project on behalf of SSD.
- Act as conduit and connection to area businesses who could benefit from CNC employees through this program
- Seek financial partnerships from interested employees to help fund the program
- Ongoing collaboration with NWTc, Sevastopol Schools & DCEDC to successfully launch the program

## Workforce Activities & YA Program

- Monthly workforce calls with manufacturing employers to understand specific company needs
- Held a drive through job fair during COVID to help continue to promote open positions within our community
- Researching & creating innovative workforce programs with regional partners (UMOS & Commute)
- Hired a Dedicated Door County YA Coordinator & placed over 50 kids in Door County in the YA Program



## WORKFORCE DEVELOPMENT



# 2020-2021

## Key Project Summary

- Broadband Infrastructure Engineering Assessment
- Beacon for Business BRE Program
- WHEDA Rural Affordable Housing Pilot Project
- Child Care (with United Way)
- COVID Recovery RLF Loans
- Door County Youth Apprenticeship Program Expansion with dedicated Staff
- Bludotio CRM Integration & Launch
- JobSEQ Database Acquisition
- Expanded Manufacturing Day Events



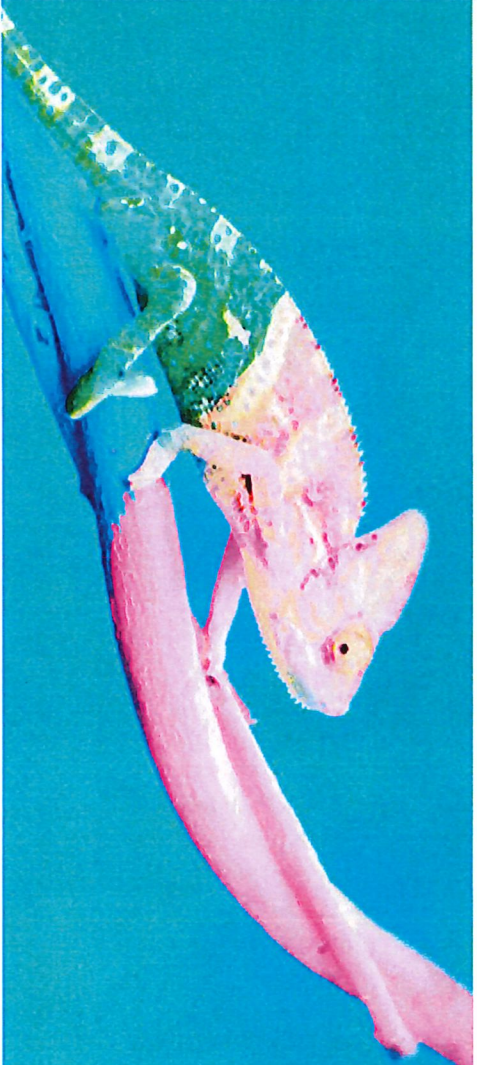


# MOVING BEYOND THE PANDEMIC



*"Different is Still the Norm..."*





# The Importance of Adaptability In Economic Development

## *DCEDC Embarks on Strategic Framework Development:*

Creating a rolling, adaptable and accountable strategy

Ability to pivot based on changing conditions & emerging opportunities

Based on & structured around on the uniqueness of Door County



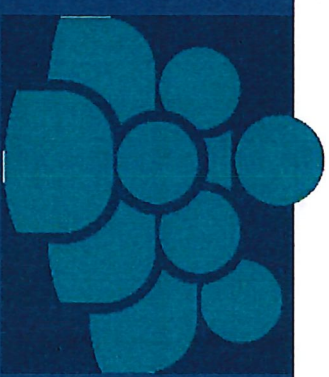
# Now, More Than Ever!





**Our 2022 request:**  
\$31,700 (\$ 3.29 per capita)

***"Maximum impact with available resources"***  
- Steve Jenkins, Executive Director



# Questions?



**Courtney**, Operations Administrator  
**Kelsey Fox**, Director of Communications & Workforce Development  
**Julie Schmelzer**, Director of Business Development  
**Jeff Bremmer**, Physical Plant  
**Steve Jenkins**, Executive Director



920-743-3113

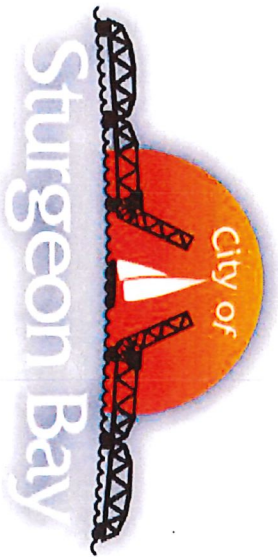


Name@DoorCountyBusiness.com

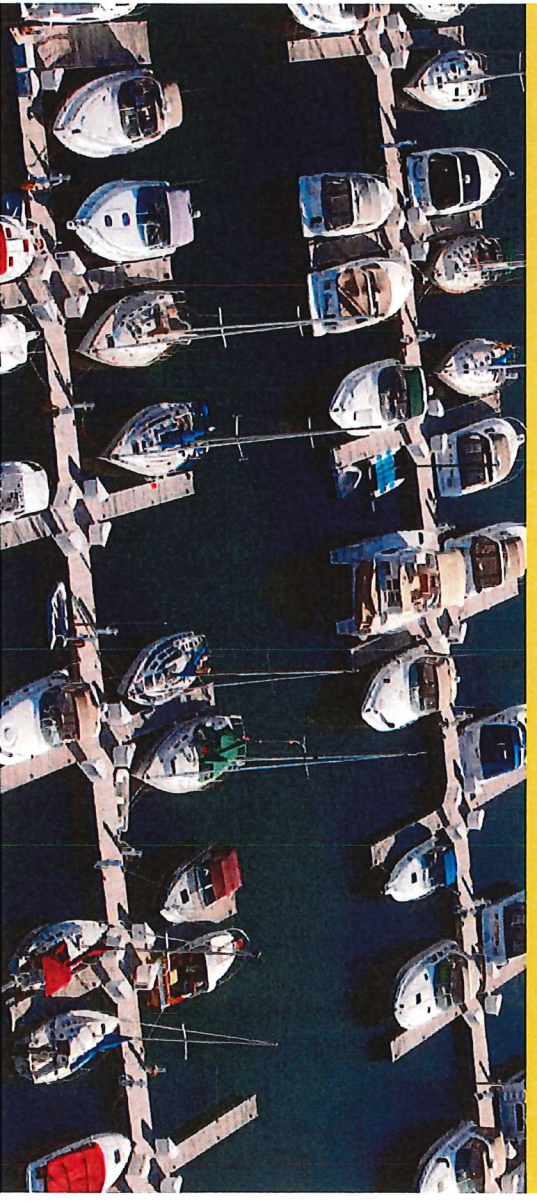


DoorCountyBusiness.com





THANK YOU





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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001710	LUCILLE KIRKEGAARD	HAZARD ITEM TAG REF/KIRKEGAARD	01-000-000-48105	43.50
R0001712	OSCAR LAVINE	PARK SHELTER FEE RFND/O LAVINE	01-000-000-46300	55.00
R0001712		PARK SHELTER FEE RFND/O LAVINE	01-000-000-24214	2.75
R0001712		PARK SHELTER FEE RFND/O LAVINE	01-000-000-24215	0.28
TOTAL REVENUE				101.53
CAPITAL PROJECTS				
01761	ASSOCIATED TRUST COMPANY	PAY AGENT GO RFN BOND 7/5/12	01-000-913-70002	125.73
TOTAL CAPITAL PROJECTS				125.73
TOTAL GENERAL FUND				227.26
LAW/LEGAL				
03950	DAVIS KUELTHAU	07/21 GENERAL LEGAL MATTERS	01-110-000-55010	2,770.00
03950		07/21 LEGAL MATTERS-JEANQUART	01-110-000-55010	1,229.00
16555	PINKERT LAW FIRM, LLP	07/21 GEN LEGAL /JAUREGUI	01-110-000-55010	42.00
16555		07/21 TRAFFIC MATTERS	01-110-000-55010	3,307.50
TOTAL				7,348.50
TOTAL LAW/LEGAL				7,348.50
COMPUTER				
03101	CDW GOVERNMENT, INC.	2 SCAN SNAPS/PD	01-125-000-55550	835.86
TOTAL				835.86
TOTAL COMPUTER				835.86
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISALS	08/21 CONTRACT	01-130-000-55010	4,916.67
TOTAL				4,916.67
TOTAL CITY ASSESSOR				4,916.67
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	07/21 CHAD CELL SVC	01-145-000-58250	56.20
TOTAL				56.20
TOTAL MUNICIPAL SERVICES ADMIN.				56.20
PUBLIC WORKS ADMINISTRATION				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
03133	CELLCOM WISCONSIN RSA 10	07/21 MIKE B CELL SVC	01-150-000-58250	43.87
		TOTAL		43.87
		TOTAL PUBLIC WORKS ADMINISTRATION		43.87
CITY HALL				
03159	SPECTRUM	07/21 FIRE CABLE SVC	01-160-000-58999	142.25
04575	DOOR COUNTY HARDWARE	SIMPLE GREEN CLEANER	01-160-000-55300	11.99
04575		WINDOW CLEANING SUPPLIES	01-160-000-55300	40.97
04575		BARREL BOLT	01-160-000-51850	13.99
04575		HINGE STRAP	01-160-000-51850	17.98
04575		AIR FILTER	01-160-000-51850	4.99
04575		GRASS SHEAR/TUBE SQUARE	01-160-000-51850	47.98
04575		BATTERY	01-160-000-51850	31.98
04575		CREDIT	01-160-000-51850	-2.00
04575		BATTERIES	01-160-000-55300	13.99
04575		FASTENERS	01-160-000-51750	0.86
23730	WPS	421 MICHIGAN ST	01-160-000-56600	812.80
WARNER	WARNER-WEXEL LLC	PAPER PRODUCTS	01-160-000-51850	68.16
		TOTAL		1,205.94
		TOTAL CITY HALL		1,205.94
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	09/21 WORK COMP	01-165-000-58750	9,648.00
MCCLONE		09/21 GEN LIAB	01-165-000-56400	3,253.00
MCCLONE		09/21 POLICE LIAB	01-165-000-57150	1,411.00
MCCLONE		09/21 PUBLIC OFFICIAL LIAB	01-165-000-57400	1,235.00
MCCLONE		09/21 CYBER LIAB	01-165-000-55450	286.00
MCCLONE		09/21 AUTO LIAB	01-165-000-55200	1,999.00
MCCLONE		09/21 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,367.00
		TOTAL		20,199.00
		TOTAL INSURANCE		20,199.00
GENERAL EXPENDITURES				
08167	GANNETT WISCONSIN NEWSPAPERS	JT BOARD REVIEW NOTICE	01-199-000-57450	18.80
08167		05/21 COUNCIL MIN PUBLICATION	01-199-000-57450	109.80
08167		06/21 COUNCIL MIN PUBLICATION	01-199-000-57450	81.45
08167		ORD 1386-0621 PUBLICATION	01-199-000-57450	18.80
08167		PBLC HRING NOTICE/PHILLIPS DEV	01-199-000-57450	31.68
KERBER	KERBERROSE S.C	DC MUSEM CDI REPORT PREP	01-199-000-51525	1,500.00
US BANK	US BANK EQUIPMENT FINANCE	08/21 FIRE COPIER	01-199-000-55650	97.00
US BANK		08/21 COPIER OVERAGE	01-199-000-55650	7.79
		TOTAL		1,865.32
		TOTAL GENERAL EXPENDITURES		1,865.32

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
POLICE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	CORD TIE WRAP	01-200-000-51950	25.98
15890	PACK AND SHIP PLUS	SHIPPING-LOWELL IN	01-200-000-57250	5.13
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	65.40
TOTAL				96.51
TOTAL POLICE DEPARTMENT				96.51
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	07/21 CRADLEPOINT PORT SEC CAM	01-215-000-58999	52.97
04696	DOOR COUNTY TREASURER	07/21 FUEL	01-215-000-51650	4,030.74
AQUA	AQUA CENTER OF GREEN BAY INC	SCUBA DIVE CLSS MATERIAL/HAACK	01-215-000-55600	446.25
HAACK	TREVOR HAACK	WORK BOOT REIMBURSE/HAACK	01-215-000-52900	100.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	INV VEHICLE MAINTENANCE	01-215-000-58600	50.79
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	77.36
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	43.40
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	43.40
TOTAL				4,844.91
TOTAL POLICE DEPARTMENT/PATROL				4,844.91
FIRE DEPARTMENT				
00919	ACCURATE ALIGNMENT & FRAME	E6 BRAKE SHOES	01-250-000-53000	550.32
00919		BRAKE SHOES E4	01-250-000-53000	550.32
03025	CAPTAIN COMMODOES INC	TRAINING SITE-PORT A POTTY	01-250-000-51405	40.00
04575	DOOR COUNTY HARDWARE	SLIVER TARP	01-250-000-54999	49.99
04575		Y BRASS HOSE W/SHUTOFF	01-250-000-54999	15.99
04575		HARD SURFACE CLEANER	01-250-000-54999	9.18
04575		ADJUSTABLE ELBOW	01-250-000-54999	5.99
04575		CHAIN/SLIP HOOK/TRAY LINER	01-250-000-54999	43.93
04575		DRILL BIT/FASTENERS	01-250-000-54999	15.75
04575		LED	01-250-000-54999	5.49
04575		PAINTING SUPPLIES	01-250-000-54999	16.35
04575		WASP/HORNET SPRAY-FASTENERS	01-250-000-54999	19.74
04575		FASTENERS/STRAP/CLIP/CABLE	01-250-000-54999	98.89
04696	DOOR COUNTY TREASURER	07/21 FUEL	01-250-000-51650	2,195.40
19880	STURGEON BAY UTILITIES	CHERRY BLOSSOM	01-250-000-56675	15.54
19880		SUNSET PRK BOAT LAUNCH	01-250-000-56150	13.54
20725	T R COCHART TIRE CENTER	E6 ROTATION REAR TIRES	01-250-000-53000	160.00
20725		E4 REAR TIRES	01-250-000-53000	2,284.20
23730	WPS	656 S OXFORD AVE-WS FIRE	01-250-000-56600	37.71
FIRE SRV	FIRE SERVICE, INC.	E6 CRANKCASE BREATHERR	01-250-000-53000	168.71
FLEETPRI	FLEETPRIDE	E6 BRAKES	01-250-000-53000	873.84
FLEETPRI		E6 BRAKES	01-250-000-53000	10.90
FLEETPRI		BRAKE DRUMS/E4	01-250-000-53000	813.84
PAULCONW	PAUL CONWAY SHIELDS	MASK WIPES	01-250-000-52350	187.49
VANS	VANS FIRE & SAFETY, INC	WATER EXTINGUISHER	01-250-000-52700	224.80
TOTAL				8,407.91
TOTAL FIRE DEPARTMENT				8,407.91

INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	25 PAILS WHITE TRFFC PAINT	01-420-000-52100	1,781.25
04276		25 PAILS WHITE TRFFC PAINT	01-420-000-52100	1,781.25
TOTAL				3,562.50
TOTAL STREET SIGNS AND MARKINGS				3,562.50
CURB/GUTTER/SIDEWALK				
04575	DOOR COUNTY HARDWARE	SAW BLADE/GRND WHEEL/GRNDER	01-440-000-54999	84.57
04575		CONCRETE MIX	01-440-000-51200	15.98
04575		GARDEN SPRAYER	01-440-000-54999	17.99
TOTAL				118.54
TOTAL CURB/GUTTER/SIDEWALK				118.54
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	GAUGE/BELT	01-450-000-53000	57.13
04545		HYDROIL FL	01-450-000-53000	149.28
04545		WIPER	01-450-000-53000	27.46
04545		HOSE CLAMPS	01-450-000-53000	15.38
04575	DOOR COUNTY HARDWARE	STRAP/STEEL CONDUIT HANGER	01-450-000-52150	8.15
04575		SUPPLY EXCHANGE	01-450-000-52150	0.19
04575		DUCT TAPE	01-450-000-52150	9.99
04575		HOSE BARB/POLY TUBE	01-450-000-52150	3.64
04696	DOOR COUNTY TREASURER	07/21 FUEL 506.15 GAL	01-450-000-51650	1,468.34
04696		07/21 DSL FUEL 573.50 GAL	01-450-000-51650	1,685.52
06012	FASTENAL COMPANY	CABLE TIES	01-450-000-53000	16.89
11545	MAPLE STREET SIGN CO.	TRUCK GRAPHICS	01-450-000-53000	255.65
20725	T R COCHART TIRE CENTER	TIRES/MOOUNT/DISPOSAL	01-450-000-53000	280.88
20725		FLAT TIRE REPAIR	01-450-000-53000	20.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	BRAKE CLEANER/LUBE/FUEL	01-450-000-52150	83.10
ADVAUTO		WASHER FLUID	01-450-000-52150	20.20
ADVAUTO		BATTERY	01-450-000-53000	164.80
ADVAUTO		BUTT TERMINAL	01-450-000-53000	17.39
ADVAUTO		SPARK PLUG	01-450-000-52150	8.96
ADVAUTO		FILTER/CLEANERS/OIL	01-450-000-52150	256.24
ADVAUTO		TOW HARNESS	01-450-000-53000	32.29
ENVIROTE	BOGIE ENTERPRISE, INC	MANIFOLD	01-450-000-53000	205.02
ENVIROTE		HOSES	01-450-000-53000	363.30
ENVIROTE		SHIPPING	01-450-000-53000	42.24
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ANTIFREEZE	01-450-000-53000	37.98
O'REILLY		FUEL HOSE	01-450-000-53000	3.54
O'REILLY		RADIATOR CAP/ANTIFREEZE	01-450-000-53000	107.30
O'REILLY		CONNECTOR	01-450-000-53000	12.99
O'REILLY		TAIL LIGHT/TRAILER WIRE	01-450-000-53000	46.58
O'REILLY		HYD OIL	01-450-000-53000	259.99
R0000655	TRANSMOTION, LLC	HYDRAULIC FITTINGS	01-450-000-53000	107.37
R0000655		HOSE	01-450-000-53000	128.64
RIESTER	RIESTERER & SCNELL INC.	SPOOL KIT	01-450-000-53000	644.14
TOTAL				6,540.57

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INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
			TOTAL STREET MACHINERY	6,540.57
CITY GARAGE				
06012	FASTENAL COMPANY	RECIP SAW	01-460-000-52700	156.51
		TOTAL		156.51
		TOTAL CITY GARAGE		156.51
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	07/21 MIKE B CELL SVC	01-500-000-58250	43.87
03133		07/21 STEVE CELL SVC	01-500-000-58250	32.74
03133		07/21 CELL SVC	01-500-000-58250	25.75
23200	WDOR	RADIO ADVERT/FARM MARKET	01-500-000-57450	120.00
23200		RADIO ADVERT/HARMONY	01-500-000-57450	120.00
		TOTAL		342.36
		TOTAL PARK & RECREATION ADMIN		342.36
PARKS AND PLAYGROUNDS				
02435	BISSON ASPHALT LLC	10 TRUCK LOADS SAND	01-510-000-51760	810.00
04545	DOOR COUNTY COOPERATIVE/NAPA	BATTERY	01-510-000-53000	58.49
04575	DOOR COUNTY HARDWARE	PAINT	01-510-000-51850	26.99
04575		HARDWARE/COUPLER/ADAPTER	01-510-000-58600	64.94
04575		PADLOCK	01-510-000-52700	45.98
04575		FLUSH LEVER	01-510-000-51850	8.59
04575		ADAPTER	01-510-000-52700	6.99
04575		LOCKING C CLAMP	01-510-000-52700	51.98
04575		RUBBING ALCOHOL	01-510-000-51850	3.99
04575		BAKING SODA/HYDROGEN PEROXIDE	01-510-000-51850	4.18
04575		LANDSCAPE FABRIC	01-510-000-51750	49.99
04575		LANDSCAPE FABRIC	01-510-000-51750	99.98
04575		DOWNSPOUT/ELBOW	01-510-000-56250	60.98
04696	DOOR COUNTY TREASURER	07/21 FUEL 1022.57 GAL	01-510-000-51650	2,966.48
04696		07/21 DLS FUEL 333.01 GAL	01-510-000-51650	978.72
12100	LAMPERT YARDS INC	LUMBER	01-510-000-51800	89.94
19880	STURGEON BAY UTILITIES	PARK LIGHT REPLACEMENT	01-510-000-58999	873.75
19880		CHERRY BLOSSOM	01-510-000-56150	32.48
19880		CHERRY BLOSSOM	01-510-000-58650	32.60
19880		JAYCEE BALLFLD STAND	01-510-000-56150	8.24
19959	SUPERIOR CHEMICAL CORP	BOWL CLEANER	01-510-000-51850	100.77
19959		URINE CATCHERS	01-510-000-51850	187.50
19959		FREIGHT	01-510-000-51850	55.83
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	28.60
GERBER	GERBER LEISURE PRODUCTS, INC	BENCH-MADDEN DONATION	01-510-000-54999	1,212.00
GERBER		FREIGHT	01-510-000-54999	172.00
GERBER		BENCH DONATION- R NELSON	01-510-000-54999	1,212.00
GERBER		BENCH DONATION-M CONTRATTO	01-510-000-54999	1,212.00

INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GERBER		FREIGHT	01-510-000-54999	216.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	MODULE KIT RETAINER	01-510-000-53000	397.00
TOTAL				11,068.99
TOTAL PARKS AND PLAYGROUNDS				11,068.99
BALLFIELDS				
BALLFIELDS				
04575	DOOR COUNTY HARDWARE	CONNECTOR	01-520-000-54999	4.59
04575		SIGN OSHA NOTICE	01-520-000-52550	32.88
04575		PROPANE FUEL/BROOM/VELCRO	01-520-000-56500	47.33
04575		DEADBOLT	01-520-000-51750	33.99
04575		ASSORTED SUPPLIES	01-520-000-56500	24.95
TOTAL BALLFIELDS				143.74
TOTAL BALLFIELDS				143.74
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	SPONGES	01-550-000-51850	8.26
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	29.29
AUDIO	AUDIO ELECTRONICS	REPLACE GROUND FAULT OUTLET	01-550-000-58999	40.00
TOTAL				77.55
TOTAL MUNICIPAL DOCKS				77.55
WATER WEED MANAGEMENT				
04575	DOOR COUNTY HARDWARE	KEROSENE/DIESEL CANS	01-560-000-52050	62.98
04575		DIGITAL THERMOMETER	01-560-000-51400	18.99
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	TRANS FILTER	01-560-000-51400	8.05
ADVAUTO		TRANS FILTER	01-560-000-51400	16.10
TOTAL				106.12
TOTAL WATER WEED MANAGEMENT				106.12
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	TRASH CANS	01-570-000-54999	43.98
04575		BRUSH/TANK LEVER	01-570-000-54999	18.58
TOTAL				62.56
TOTAL WATERFRONT PARKS & WALKWAYS				62.56
COMMUNITY & ECONOMIC DEVLPMT				

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CITY OF STURGEON BAY  
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INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
19730	STURGEON BAY VISITOR CENTER-	3RD QTR SUPPORT	01-900-000-57800	24,462.29
		TOTAL		24,462.29
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		24,462.29
		TOTAL GENERAL FUND		96,689.68
CAPITAL FUND				
CURB/GUTTER/SIDEWALK				
EXPENSE				
10750	PREMIER CONCRETE INC	CONCRETE 3RD-JEFFRSN/4TH-LOUSI	10-440-000-59102	1,141.60
R0000211	ST PETERS LUTHERAN CHURCH	SIDEWALK REIMBUSE/ST PETERS	10-440-000-59102	1,932.00
		TOTAL EXPENSE		3,073.60
		TOTAL CURB/GUTTER/SIDEWALK		3,073.60
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
VALLSEAL	VALLEYSEAL COAT, INC	POST SLEEVE INSTALLATION	10-510-000-59075	5,000.00
		TOTAL PARKS AND PLAYGROUNDS		5,000.00
		TOTAL PARKS AND PLAYGROUNDS		5,000.00
		TOTAL CAPITAL FUND		8,073.60
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	09.07.21 CONTRACT	21-000-000-55015	5,205.83
		TOTAL CABLE TV / GENERAL		5,205.83
		TOTAL CABLE TV / GENERAL		5,205.83
		TOTAL CABLE TV		5,205.83
TID #2 DISTRICT				
TID DISTRICT #2				
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	PAY AGENT GO RFN BOND 7/5/12	25-320-933-70002	349.27
		TOTAL T2 SERIES 2006A		349.27
		TOTAL TID DISTRICT #2		349.27
		TOTAL TID #2 DISTRICT		349.27
TID #4 DISTRICT				



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INVOICES DUE ON/BEFORE 09/07/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	07/21 TID 4 LEGAL MATTERS	28-340-000-55001	7,031.50
19880	STURGEON BAY UTILITIES	MARITIME TOWER STEPS REPAIR	28-340-000-59082	582.50
BOARD	BOARD OF COMMISSIONERS	LEASE 180 ADMIN FEE	28-340-000-55001	500.00
TOTAL TID #4 DISTRICT				8,114.00
TOTAL TID #4 DISTRICT				8,114.00
TOTAL TID #4 DISTRICT				8,114.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04545	DOOR COUNTY COOPERATIVE/NAPA	HEADLIGHTS	60-000-000-53000	24.98
04696	DOOR COUNTY TREASURER	07/21 DSL FUEL 849.01 GAL	60-000-000-51650	2,495.24
20725	T R COCHART TIRE CENTER	TIRE CHANGES	60-000-000-52850	120.00
20725		4 RECAPS	60-000-000-52850	736.00
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	STROBE MODULE/SHIPPING	60-000-000-53000	278.28
BRIDGEPO	BRIDGEPORT MANUFACTURING, INC	RELAYS	60-000-000-53000	39.36
BRIDGEPO		SEAL KIT	60-000-000-53000	101.23
JX ENT	JX ENTERPRISES, INC.	TUBE INLET	60-000-000-53000	94.78
JX ENT		PARTS/LABOR REPAIRS TRCK 39	60-000-000-53000	1,359.10
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	STEEL TANDEM	60-000-000-53000	110.12
R0000655	TRANSMOTION, LLC	HYDRAULIC FITTINGS	60-000-000-53000	105.32
TOTAL SOLID WASTE ENTERPRISE FUND				5,464.41
TOTAL SOLID WASTE ENTERPRISE FUND				5,464.41
TOTAL SOLID WASTE ENTERPRISE				5,464.41
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
02005	BAY ELECTRONICS, INC.	RADIO	64-000-000-57550	250.00
02005		BRACKET	64-000-000-57550	19.06
02005		CONNECTOR	64-000-000-57550	46.95
02005		SPEAKER	64-000-000-57550	10.00
02005		LABOR	64-000-000-57550	95.00
19880	STURGEON BAY UTILITIES	CHERRY BLOSSOM	64-000-000-58999	2.00
TOTAL COMPOST SITE ENTERPRISE FUND				423.01
TOTAL COMPOST SITE ENTERPRISE FUND				423.01
TOTAL COMPOST SITE ENTERPRISE FUND				423.01
TOTAL ALL FUNDS				124,319.80

**MANUAL CHECKS**

THIRD AVENUE PLAYHOUSE 08/16/2021 Check # 89101 Grant Disbursement 10-199-000-59999	\$ 139,408.50
AT&T MOBILITY 08/16/21 Check # 89102 01-215-000-58250	\$1,491.23
STURGEON BAY SCHOOL DISTRICT 08/20/21 Check # 89169 06/21 & 07/21 Mobile Home Tax Payment 01-000-000-41300	\$ 8,484.47
SUPERIOR VISION 08/2021 Check # 89170 09/21 Vision Insurance 01-000-000-21540	\$892.49
<b>TOTAL MANUAL CHECKS</b>	<b>\$150,276.69</b>

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INVOICES DUE ON/BEFORE 09/07/2021

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

GENERAL FUND	96,689.68	246,966.37
CAPITAL FUND	8,073.60	
CABLE TV	5,205.83	
TID #2 DISTRICT	349.27	
TID #4 DISTRICT	8,114.00	
SOLID WASTE ENTERPRISE	5,464.41	
COMPOST SITE ENTERPRISE FUND	423.01	

TOTAL --- ALL FUNDS

124,319.80 274,596.49