

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY, SEPTEMBER 27, 2022
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: Fence Permit Fee (New)
5. Review bills.
6. 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: 09/22/22
Time: 3:15p.m
By: TM

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

EXECUTIVE SUMMARY

DATE: September 22, 2022

TITLE: Fee for Fence Permits

BACKGROUND: Early this year the City adopted a fence ordinance under section 15.094 which regulates the constructions of new fences. Individuals will have to obtain a fence permit through the community development office prior to construction. Since this does require review of plans and site inspections it is appropriate to require a fee for this permit.

We believe that the time spent on each permit is approximately 1 hour to complete the review, conduct a site inspection, and file the approved document. A similar process is utilized for the sign permits which has a permit fee of \$50.00. At this time, we are recommending the fee for the fence permit also be \$50.00.

FISCAL IMPACT: Based on the number of permits processed this year we are expecting to process approximately 15+ permits per year (~\$750.00).

RECOMMENDATION: Adopt a \$50.00 fence permit fee.

SUBMITTED BY: 
Christopher Sullivan-Robinson
Planner / Zoning Administrator

9/22/22
Date

REVIEWED BY: 
Valerie Clarizio
Finance Director

9/22/22
Date

REVIEWED BY: 
Josh VanLieshout
City Administrator

9/22/22
Date

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
GENERAL FUND				
2019 CAPITAL EQUIP & PROJ				
01761	ASSOCIATED TRUST COMPANY	GO PROM NOTE 8.22.19	01-000-906-70002	475.00
			TOTAL 2019 CAPITAL EQUIP & PROJ	475.00
			TOTAL GENERAL FUND	475.00
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	CONFERENCE MILEAGE/CLARIZIO	01-115-000-55600	280.80
			TOTAL	280.80
			TOTAL CITY CLERK-TREASURER	280.80
ADMINISTRATION				
17700	QUILL CORPORATION	IVORY PARCHMENT PAPER	01-120-000-51950	23.29
17700		DRAWER ORGANIZER	01-120-000-51950	5.29
			TOTAL	28.58
			TOTAL ADMINISTRATION	28.58
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	08/22 CHAD CELL SERVICE	01-145-000-58250	181.39
			TOTAL	181.39
			TOTAL MUNICIPAL SERVICES ADMIN.	181.39
CITY HALL				
04575	DOOR COUNTY HARDWARE	PUTTY KNIFE/BATTERIES	01-160-000-51850	27.58
			TOTAL	27.58
			TOTAL CITY HALL	27.58
POLICE DEPARTMENT				
PRIMEMED	PRIME MEDIA	THERMAL CITATION PAPER-SQUADS	01-200-000-51600	154.80
			TOTAL	154.80
			TOTAL POLICE DEPARTMENT	154.80
POLICE DEPARTMENT/PATROL				
04696	DOOR COUNTY TREASURER	08/22 FUEL CHARGES	01-215-000-51650	4,742.96

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
19580	STREICHERS PROF POLICE EQUIP	AMMUNITION	01-215-000-51050	2,973.24
NELSON	NELSON TACTICAL	UNIFORM PANTS/HAACK	01-215-000-52900	206.00
		TOTAL		7,922.20
		TOTAL POLICE DEPARTMENT/PATROL		7,922.20
STORM SEWERS				
10750	PREMIER CONCRETE INC	CONCRETE	01-300-000-51150	607.13
		TOTAL		607.13
		TOTAL STORM SEWERS		607.13
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	TOOLS	01-440-000-54999	44.00
10750		CONCRETE	01-440-000-51200	578.25
		TOTAL		622.25
		TOTAL CURB/GUTTER/SIDEWALK		622.25
STREET MACHINERY				
01720	ARING EQUIPMENT COMPANY INC	ALTERNATOR	01-450-000-53000	598.00
02835	BROOKS TRACTOR, INC	WINDOW	01-450-000-53000	386.75
04545	DOOR COUNTY COOPERATIVE/NAPA	MATERIALS	01-450-000-53000	13.16
04696	DOOR COUNTY TREASURER	08/22 FUEL 525.43 GAL	01-450-000-51650	1,812.73
04696		08/22 DSL FUEL 722.32 GAL	01-450-000-51650	3,276.45
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	OIL	01-450-000-52150	179.34
ENVIROTE	BOGIE ENTERPRISE, INC	JETTER PIPE	01-450-000-53000	254.12
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	FILTER ASSEMBLY	01-450-000-53000	23.50
JIM FORD		FILTER	01-450-000-53000	9.60
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	ROTOR TURNED	01-450-000-53000	50.00
O'REILLY		HYDRAULIC HOSE	01-450-000-53000	136.56
PRECAUTO	PRECISION AUTO GLASS	WINDSHIELD INSTALL	01-450-000-58600	250.00
PRECAUTO		ADHESIVE	01-450-000-58600	25.00
		TOTAL		7,015.21
		TOTAL STREET MACHINERY		7,015.21
CITY GARAGE				
18950	SAFETY-KLEEN SYSTEMS, INC	PARTS CLEANER	01-460-000-58999	276.93
		TOTAL		276.93
		TOTAL CITY GARAGE		276.93

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
HIGHWAYS - GENERAL				
DELFOSE	KYLE DELFOSE	SAFETY BOOT REIMBURSE/DELFOSE	01-499-000-56800	226.83
TOTAL				226.83
TOTAL HIGHWAYS - GENERAL				226.83
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	TONER	01-500-000-51250	103.98
TOTAL				103.98
TOTAL PARK & RECREATION ADMIN				103.98
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	08/22 FUEL 766.11 GAL	01-510-000-51650	2,643.08
04696		08/22 DSL FUEL 164.22 G	01-510-000-51650	744.90
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS	01-510-000-54999	604.94
WARNER	WARNER-WEXEL LLC	CLEANING SUPPLIES	01-510-000-51850	656.13
TOTAL				4,649.05
TOTAL PARKS AND PLAYGROUNDS				4,649.05
MUNICIPAL DOCKS				
19317	STONE HARBOR RESORT &	2022 DOCK WALL	01-550-000-58999	540.00
20070	TAPCO	06/22 HOSTING FEE	01-550-000-58999	50.00
20070		08/22 HOSTING FEE	01-550-000-58999	50.00
TOTAL				640.00
TOTAL MUNICIPAL DOCKS				640.00
EMPLOYEE BENEFITS				
CORAGGIO	ANN LIEBESKIND	2ND QTR WELLNESS	01-600-000-50550	2,250.00
CORAGGIO		3RD QTR WELLNESS	01-600-000-50550	2,250.00
TOTAL				4,500.00
TOTAL EMPLOYEE BENEFITS				4,500.00
TOTAL GENERAL FUND				27,711.73
CAPITAL FUND				
GENERAL EXPENDITURES				
GREAT TV	GREAT LAKES TV SEAL INC.	STORM SEWER INSPECT-MIDWEST	10-199-000-51525	904.95
TOTAL				904.95

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
TOTAL GENERAL EXPENDITURES				904.95
STORM SEWERS				
EXPENSE				
GREAT TV	GREAT LAKES TV SEAL INC.	STORM SEWER INSPECT-CITY PORTN	10-300-000-59115	100.00
TOTAL EXPENSE				100.00
TOTAL STORM SEWERS				100.00
TOTAL CAPITAL FUND				1,004.95
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	10.4.22 CONTRACT	21-000-000-55015	5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV / GENERAL				5,361.25
TOTAL CABLE TV				5,361.25
TID #5 DISTRICT				
TID #5 DISTRICT				
TID #5 DISTRICT				
ROBBROTH	ROBINSON BROTHERS	ASBESTOS ABATEMENT-SUNSET	29-350-000-59143	34,416.00
TOTAL TID #5 DISTRICT				34,416.00
TOTAL TID #5 DISTRICT				34,416.00
TOTAL TID #5 DISTRICT				34,416.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	08/22 DSL FUEL 836.40 GAL	60-000-000-51650	3,916.38
APPLIED	APPLIED INDUSTRIALTECH INC	NITRILE GLOVES	60-000-000-54999	347.88
APPLIED		SHIPPING	60-000-000-54999	54.00
JX ENT	JX ENTERPRISES, INC.	FILTERS	60-000-000-53000	836.92
JX ENT		FILTERS	60-000-000-53000	430.95
TOTAL SOLID WASTE ENTERPRISE FUND				5,586.13
TOTAL SOLID WASTE ENTERPRISE FUND				5,586.13
TOTAL SOLID WASTE ENTERPRISE				5,586.13

DATE: 09/22/1922
TIME: 14:52:07
ID: AP443STO.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
BUCKLIN	BUCKLIN TREE SERVICE, LLC	COMPOST/BRUSH GRINDING	64-000-000-57700	14,203.75
TOTAL COMPOST SITE ENTERPRISE FUND				14,203.75
TOTAL COMPOST SITE ENTERPRISE FUND				14,203.75
TOTAL COMPOST SITE ENTERPRISE FUND				14,203.75
TOTAL ALL FUNDS				88,283.81

MANUAL CHECKS

SPECTRUM	\$176.94
09/14/22	
Check # 90823	
08/22 Cable Statement Charges	
01-160-000-58999	
SECURIAN FINANCIAL GROUP	\$2,681.04
09/14/22	
Check # 90824	
10/22 Life Insurance	
01-600-000-50552	
AT&T FIRST MOBILITY	\$1,592.42
09/14/2022	
Check # 90825	
08/22 Police Cellphone Statement	
01-215-000-58250	
SPECTRUM	\$141.95
09/19/22	
Check # 90826	
08/22 Cable Statement Charges	
01-160-000-58999	
EBC	\$181.00
09/19/22	
Check #90827	
09/22 FSA/PEB/COBRA	
01-600-000-50510	
PITNEY BOWES BANK, INC	\$126.50
09/19/22	
Check # 90828	
Quarterly Postage Meter Rental	
01-199-000-57250	
SUN LIFE FINANCIAL	\$2,224.33
09/19/2022	
Check # 90829	
10/22 Short- & Long-Term Disability	
01-000-000-21545	
SUPERIOR VISION INSURANCE	\$909.49
09/19/2022	
Check # 90830	
10/22 Vision Insurance	
01-000-000-21540	

STURGEON BAY SCHOOL DISTRICT
09/20/22
Check # 90746
7/22 & 8/22 Mobile Home Tax Payment
01-000-000-41300

\$7,796.50

TOTAL MANUAL CHECKS

\$15,830.17

INVOICES DUE ON/BEFORE 10/04/2022

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	27,711.73	43,541.90
CAPITAL FUND	1,004.95	
CABLE TV	5,361.25	
TID #5 DISTRICT	34,416.00	
SOLID WASTE ENTERPRISE	5,586.13	
COMPOST SITE ENTERPRISE FUND	14,203.75	

TOTAL --- ALL FUNDS	88,283.81	104,113.98