

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY MAY 30, 2023
Council Chambers, City Hall - 421 Michigan Street
4:30pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Tug Purves lease renewal
5. Consideration of: Consulting Services for Creation of TID #9.
6. Consideration of: Engineering Services for Industrial Flex Building in Sturgeon Bay Industrial Park.
7. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

a. Consideration of: Development Agreement for Duquaine Development– Phase II

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.
8. Review bills.
9. 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: 5/26/23
Time: 2:15 pm
By: LS

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

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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: Common Council and Finance Committee

From: Josh Van Lieshout, Administrator

Re: Tug Purves, Door County Maritime Museum Lease

Date: May 24, 2023

Item: Tug Purves, Door County Maritime Museum Lease

Discussion: The Waterfront Redevelopment Authority of the City of Sturgeon Bay and Door County Maritime Museum entered into a lease for the moorage of the museum vessel John Purves. In the regular course of business, review of the current lease shows that it is overdue for renewal and reconsideration. Further, as the Waterfront Redevelopment Authority winds down, a new lease, between the City and Museum will be necessary.

The Purves requires 170 feet of waterfront dock space, the lease rate has been \$1.00 since the initial term. There is a variability in commercial lease rates around the waterfront. Certainly there is significant public and historic interest in the tug boat that would need to be considered in the evaluation an appropriate rate. Other terms of the lease remain the same, the City did review the required insurance coverage with the City's insurance, the required coverage is adequate.

The City is proposing to renew the lease for a period of two years at the current rate so that a reasonable and appropriate lease rate can be developed.

Recommendation: Approve the lease as drafted.

Options:

- Approve as drafted
- Modify some or all terms
- Direct staff to take other action

LEASE

LEASE made by and between the City of Sturgeon Bay, Wisconsin, a municipal corporation in Door County, Wisconsin, ~~and the City of Sturgeon Bay Waterfront Redevelopment Authority~~, hereinafter jointly referred to as "Lessor" and Door County Maritime Museum & Lighthouse Preservation Society, Inc. a Wisconsin non-profit corporation, hereinafter referred to as Purves Museum "Lessee".

RECITALS:

The parties recite and declare that:

1. Lessor is the owner of a developed municipal property which it desires to lease for a public purpose.
2. Lessee desires to lease certain properties from Lessor for the purpose of having dockage space for the vessel *Purves* owned by Lessee, Lessee's principal office being located in Sturgeon Bay, Door County, Wisconsin, for the purpose of permanently mooring the vessel *Purves*.
3. Lessor considers Lessee's purpose in leasing the property a purpose which has a public benefit and finds such purpose to be in the best interests of Lessor.
4. The parties desire to enter into an agreement to establish terms of such lease of such property.

AGREEMENT:

For the rent and mutual covenants and promises of the parties as hereinafter set forth, and other good and valuable consideration, the parties agree as follows:

- A. Description. The parties agree hereto that the property to be leased herein is

described as follows:

The 170' of steel sheet piling waterfront dock space adjacent to the following described line: Commencing at the intersection point of the south line of Madison Avenue and a meander line as described in the Job No. 14524, plat of survey, prepared by Stephen P. Meneau, dated October 27, 1994, thence along said meander line S34°03'11"E, 158.84 feet; N45°01'12"E, 20 feet; thence N45°01'12"E 99.64 feet to a point, said point being the northerly most intersection of two steel sheet pile walls creating the "West Side Dock" and the point of beginning; thence S 44°E more or less along the steel sheet wall, 170' to the point of termination.

Lessor shall make a reasonable effort to allow for access by fuel trucks and emergency vehicles to the premises.

Lessee acknowledges specific knowledge as to the condition of the premises and takes said premises "as is".

B. Term^{[MS2][MS3]}. The ~~original~~ term of the lease shall be ~~one~~ one year beginning on June 15, 2023~~18~~ and ending on June 14, 2024~~19~~. This lease agreement may be ~~extended~~^[MS4] upon the mutual agreement of the parties.

C. Consideration^[MS5]. The consideration for said lease is the sum of ~~One~~ One Dollar (\$14.00) payable in ~~annual~~ one installments in advance, the first payment being due and payable on or before ~~occupancy of the leased premises~~ June 15, 2023.

D. Use. The leased premises shall be used as docking space for the vessel *Purves*. It is understood that from time to time Lessee's personnel will conduct public tours of the vessel. The premises shall not be used for any other purpose without the prior written consent of Lessor.

E. Utilities. During the term hereof, Lessee will pay all utilities, including, but not limited to, fuel, electricity, telephone, water and sewerage, gas, etc., used on the premises, including the cost of installation of such utilities and the removal of such utilities. All such utilities shall be in the name of Lessee during this lease.

F. Insurance. Lessee shall, at its expense, maintain in effect throughout the term of this lease and any extension thereof, general^[MS6] liability insurance, personal and bodily injury liability insurance, and property damage insurance. The limits of said coverage shall be One Million Dollars (\$1,000,000.00) per occurrence. The policies for the above referenced coverages shall name Lessor as additional insured for use of the leased premises. In addition, the liability policy provided shall include fire legal liability limits of not less than One Hundred Thousand Dollars (\$100,000.00). The Lessee shall provide the Lessor with a certificate of insurance annually verifying said coverages naming the Lessor as additional insured. Lessor may review and modify liability insurance limits not more than once per year during the term of this lease, and shall provide written notice to Lessee of any such changes. The lease may terminate any time at the option of the Lessor upon the lapse or failure of the Lessee to present a copy of such policy or Certificate of Insurance showing such coverage.

G. Hold Harmless/Indemnity.

1. Lessee hereby holds the Lessor harmless and will indemnify Lessor, its council members, officers, employees, and agents from any and all claims, damages, demands, lawsuits, judgments and liability that may arise out of, or be made, brought or filed against Lessor, its council members, officers, employees and agents as a result of any death, injury to person or property occurring upon the leased premises.

2. In addition, Lessee shall defend Lessor, its council members, officers, employees and agents, against any such claims, damages, demands, lawsuits, judgments and liability made, brought or filed against Lessor in connection with, any

death, injury to person or property occurring upon the leased premises, including payment of court costs and disbursements and reasonable attorney fees.

H. Assignment and Sublease. Lessee shall not assign its rights and duties under this lease or sublease the premises or any part thereof, without the prior written consent of Lessor. The approval of any sublease by Lessor shall not relieve Lessee of liability for the performance of all of the terms and conditions of this lease.

I. Alterations and Modifications. Lessee shall obtain the written approval of Lessor, through Lessor's Common Council, prior to making any alterations or modifications to the premises leased. All approved and completed alterations or modifications shall become part of the leased premises and title thereto shall vest in Lessor. The alterations or modifications undertaken by Lessee shall be performed and completed in a workmanlike manner and in a timely manner. At the option of Lessor, upon lease termination, Lessee shall remove improvements and modifications and the subject property shall be restored to the condition it was in at the commencement of this lease.

J. Repair of Damages. Lessee shall repair damage done by it, its officers, agents, employees, or workmen, to the adjacent dock surface beyond normal wear and tear. "Normal" does not contemplate the use of heavy equipment on said dock surface; in the event heavy equipment is used on said dock surface, then any damage done thereby shall be repaired immediately at the expense of Lessee. Lessee shall not be responsible for damage done by ice, wind or acts of God, except as to such damage done by Lessee's failure to properly anchor, tie or otherwise secure its vessel to the dock. Lessee shall maintain the premises and keep the same in a clean and orderly condition, and maintain the same in its present condition, normal wear and tear excepted.

K. Lessee shall be responsible, at Lessee's sole expense for any environmental damage to the property caused by the use of the property by Lessee, its officers, directors, employees or agents.

L. Default or Breach.

1. Each of the following events shall constitute a default or breach of this lease by Lessee.

- (a) If Lessee fails to pay to Lessor any rent or other payments due within ten (10) days after they become due.
- (b) If Lessee vacates or abandons the leased premises.
- (c) If Lessee fails to perform or comply with other term or condition of this lease, and such non-performance shall continue for a period of fourteen (14) days after written notice by Lessor to Lessee to perform or comply.
- (d) If Lessee shall violate any laws, ordinances or codes of any governmental authority pertaining to the operation or the leased premises.

2. In the event of any default or breach hereunder by Lessee, Lessor, at its option shall have the right to re-enter and relet the leased premises for the benefit of Lessor without terminating this lease or declare a forfeiture of the lease in its entirety and demand return of the premises and proceed with an action at law for collection of all rents, monies and damages due to Lessor.

3. Lessee shall be responsible for payment of all of Lessor's costs of enforcement of this lease, including, but not limited to, payment of court costs,

disbursements and reasonable attorneys' fees.

M. Modification. No modification of this lease shall be made except in writing by the parties hereto.

N. Inspection. Lessor shall have the right to inspect the leased premises at all reasonable times.

O. Successors and Assigns. This lease shall extend to the successors and assigns of the parties hereto.

P. Trash and Recycling. Lessee shall be responsible for and pay any and all costs of trash collection and removal and recycling of refuse generated within the leased premises, and other related cleaning and maintenance adjacent to the property.

Q. Possession and Abandonment. Lessor shall deliver possession of the premises to Lessee on the date stated for commencement of this lease agreement unless Lessor is unable to do so for reasons beyond Lessor's control. Lessee shall vacate the premises and return all of Lessor's property promptly upon the expiration of this lease or any extended term, or upon termination of this lease.

WHEREFORE, the parties hereto set their hands on the dates below written.

Dated: _____
By: _____

Dan Williams, Chairman

STATE OF WISCONSIN)
_____) SS
COUNTY OF DOOR _____)

Personally came before me this _____ day of _____, 2023, the above named Dan Williams, Chairman, and Martin Olejniczak, Secretary, of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said municipal corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said municipal corporation by its authority.

Public, State of Wisconsin

Commission: _____

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EXECUTIVE SUMMARY

Title: General Consulting Services Agreement – Baird – Assistance with TID #9 Creation

Background: The City of Sturgeon Bay has been working with Howard Immel Inc. on an industrial flex building proposed to be built on a portion of the former Zak property that has been acquired by the City of Sturgeon Bay. An MOU was approved and Immel has made progress on the design of the building and securing a developer. The project is expected to involve the City helping with infrastructure and construction costs.

Most of the existing industrial park was assisted by Tax Increment District #1, which was recently closed. Establishing a new tax increment district (TID) for the former Zak parcel is a good option to finance improvements and additional business development. Industrial development is one of the allowed uses of tax increment financing. If created, this district would be TID #9.

The creation of a TID involves many steps and there are numerous technical requirements to follow. A detailed project plan that includes financial projections is required. Sturgeon Bay has traditionally relied upon R. W. Baird, its financial consultant, to draft the project plan and lead the city through the adoption process. Baird will prepare the project plan and proformas and lead the process for \$7,000. It is noted that the cost of creating the plan is reimbursable from the TID proceeds.

The City is also considering spending money for engineering services. It is noted that any funds expended for engineering prior to the adoption date of the TID are not reimbursable. The only expenses incurred prior to the adoption date that are reimbursable are those directly relating to the creation of the TID.

Options:

1. Hire R. W. Baird to assist with the creation of TID #9.
2. Seek other proposals to perform the service.
3. Direct staff to create the project plan and implement the TID using in house personnel (Note: Assistance with the financial proformas is still required under this option).
4. Decide not to pursue the creation of a TID.

Fiscal impact: Baird will charge the City \$7,000. If the TID is successfully implemented, that fee will be collected from future tax increments, meaning there is no fiscal impact on the City. If the TID is ultimately not implemented, then the funds would come from the general funds.

Recommendation: Hire R. W. Baird for consulting services for the creation of TID #9.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

5/25/23
Date

Reviewed by: Val Clarizio
Val Clarizio
Finance Director

5/25/23
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

5/25/23
Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**HOWARD IMMEL INC.
AND
CITY OF STURGEON BAY**

This Memorandum of Understanding (MOU) is made and entered into by and between Howard Immel Inc., a general contractor, hereinafter referred to as "Immel", and the City of Sturgeon Bay, a municipality in the state of Wisconsin, hereinafter referred to as "the City".

1. Purpose and Mutual Interest

The City is interested in facilitating the construction of a flex industrial building in which existing businesses can expand, and new businesses to the area can locate to the City. The market for flex industrial space in Door County is very limited. The city owns the parcel identified in Appendix A in the Sturgeon Bay Industrial Park. The City would like to pursue opportunities to enter into a future development agreement with Immel to construct a facility that meets market demands to house businesses in the Sturgeon Bay Industrial Park.

Immel is interested in constructing a facility to meet the City's needs for a flex industrial building on the parcel identified in Appendix A in the Sturgeon Bay Industrial Park. Immel has successfully constructed similar buildings in the Sturgeon Bay Industrial Park to meet the City's needs for business development. Immel has shown interest in the identified parcel by working on a preliminary basis regarding concepts for a potential facility, as well as identifying potential tenants for the proposed building.

2. Obligations

Immel shall:

- A. Pursue plans to construct a flex industrial facility of at least 40,000 square feet, to meet the City's needs for flex space on the parcel identified in Appendix A in the Sturgeon Bay Industrial Park, including the following commitments:
 - a. Develop building plans for the facility on the identified parcel to be reviewed by City staff.
 - b. Work with the Door County Economic Development Corporation (DCEDC) and City staff to identify potential anchor tenant(s) for the facility within the timeframe of this agreement.
- B. Provide the City with an estimate of the assessed value of the specified facility.
- C. Communicate regularly with the City and DCEDC with regard to progress in pursuing anchor tenant(s), specifying type and potential use of facility.

The City shall:


- A. Refrain from entering into any agreements with other parties conflicting with plans for Immel to construct the specified facility on the parcel identified in Appendix A during the timeframe of this agreement.
- B. Perform a land survey and create a separate parcel of appropriately 10 acres within the parcel identified in Appendix A via certified survey map (CSM).
- C. Pursue a development agreement with Immel for the construction of the specified facility, including city-based financial incentives based on estimated assessed value and community benefit of specified facility.
- D. Communicate regularly with Immel with regard to progress in pursuing anchor tenant(s), specifying type of tenant and potential use of facility.

3. Terms of Agreement

- A. This agreement shall be in effect beginning the 8th day of February, 2023 and will terminate the 31st day of December, 2023. It may be renewed by mutual written agreement.
- B. Any endeavor involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures.
- C. This instrument in no way restricts the cooperators from participating in similar activities with other public or private agencies, organizations, and individuals on parcels other than that described in Appendix A.
- D. This instrument is executed as of the last date shown below and will be subject to periodic review, renewal, or expiration. During any negotiation or review and/or renewal effort, this agreement will continue to be in effect unless terminated by either party under paragraph D.
- E. Immel and the City agree to hold each other harmless and indemnify each other from and against all loss, claim, liability, demand, expense (including actual attorneys' fees) or tax or assessment of any nature or kind that may be asserted either party by any person, firm, corporation, governmental agency that may arise at any time in connection with this MOU.

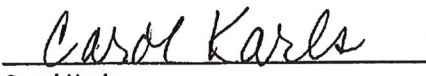
4. Contacts

The principal contacts for this instrument are:


Josh Van Lieshout
City Administrator
City of Sturgeon Bay, Wisconsin

Date:

2/9/23

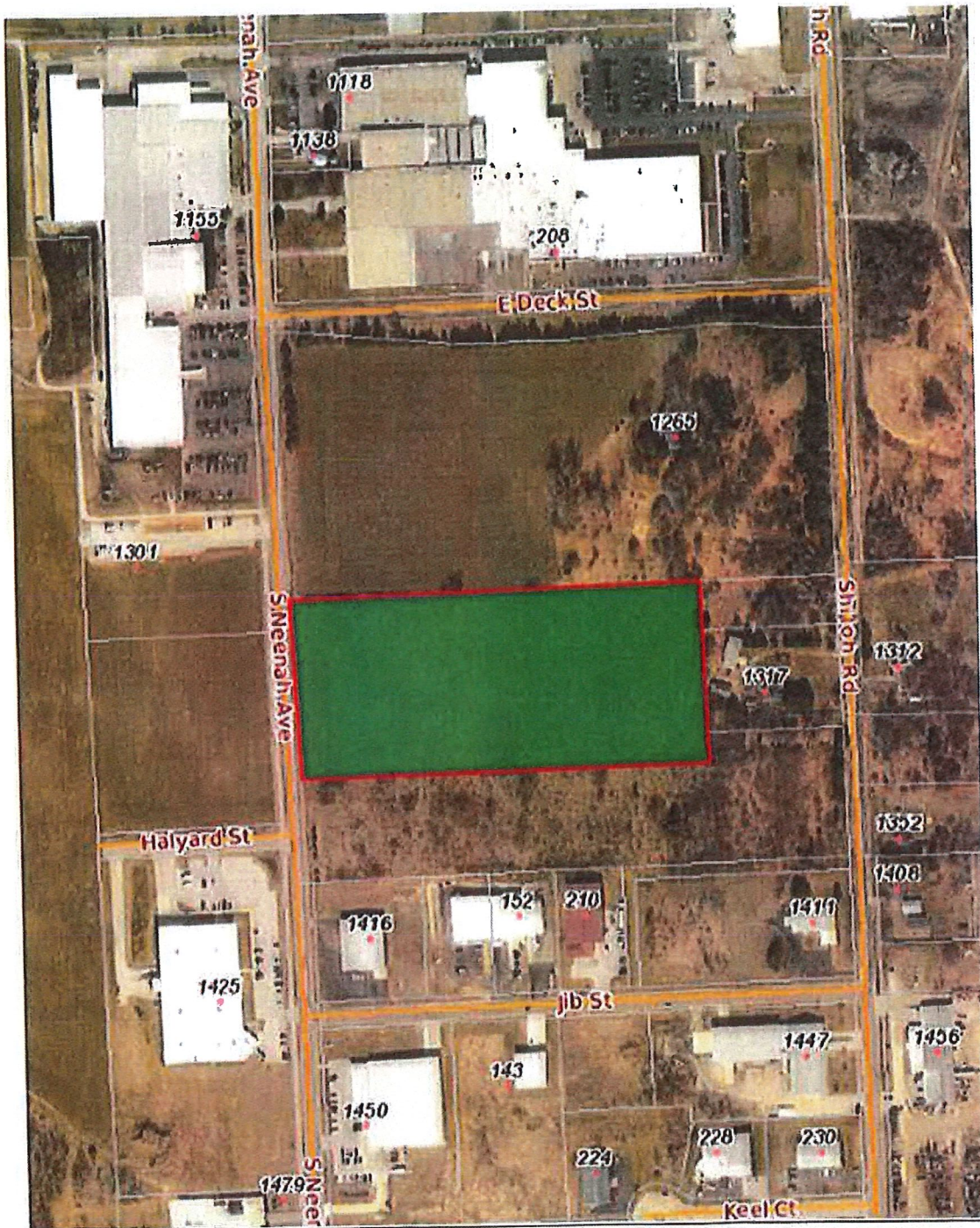

Carol Karls

Director of Preconstruction and Client Services
Howard Immel Inc.

Date:

2-10-23

Site location:



EXECUTIVE SUMMARY

Title: Engineering Services for Industrial Flex Building in Sturgeon Bay Industrial Park

Background: The City entered into a memorandum of understanding with Howard Immel Inc. (Immel) regarding the development of a multi-tenant industrial building on a portion of the former Zak property now owned by the City. The MOU allowed the parties to continue their due diligence for constructing the proposed flex building. The building is estimated to contain about 50,000 square feet and have space for up to about 5 tenants. It would be designed to be flexible such that any number of tenants could use it based upon their individual needs.

The project continues to progress. Immel is working on securing a developer/owner of the building and potential tenants. The City is considering overall development of the Zak property, including stormwater management and concepts for dividing the property. Civil engineering services are now needed. Immel and City staff jointly requested proposals from various firms to perform the needed services. By coordinating and using the same engineering firm, the project will go smoother and potentially result in lower costs. The contract, if awarded, would be split into City required services and Immel required services.

Two proposals were received from Cedar Corp and Stantec. The City has worked extensively with both firms and is comfortable with either. The Cedar proposal has a cost of \$21,500 for the City services and \$15,500 for the Immel services, plus a range of \$3,200 - \$4,500 for stormwater management design (likely split between City/Immel). The total is \$40,200-\$41,500. Cedar also provided a detailed timeline that meets the needs of Immel and the City.

The Stantec proposal had a total cost of \$42,500, with the City services being \$16,000 and Immel services being \$26,500. But staff believe some of the services shown for Immel would actually be City services so the actual City cost of the Stantec proposal is probably about \$21,000. Stantec did not provide a specific timetable but would take 2-3 months to complete and would work with Immel/City on the actual schedule.

The implementation of the industrial flex building is expected to involve City participation through tax increment financing or other means. Proceeding with the actual development will require additional information and negotiation with the developer and/or Immel. The fact that Immel is willing to spend resources is encouraging. It is also noted that the services to be performed for the City are items that would be needed to plan for the future development of the former Zak property and divide it into building sites. This is regardless of whether the industrial flex building is approved and built.

Fiscal Impact: About \$20,000 to \$25,000.

Recommendation: Proceeding with engineering services makes sense and both proposals are reasonable. After discussions amongst staff and with Immel, the recommendation is to hire Cedar Corp for the work.

Prepared by: Martin Olejniczak
Martin Olejniczak, Community Development Director

5-25-2023
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout, City Administrator

5/25/2023
Date

REQUEST FOR PROPOSAL

May 10, 2023

To Whom It May Concern:

Immel Construction and the City of Sturgeon Bay would like a proposal from your office for civil engineering design services for the **Sturgeon Bay Business Center** in Sturgeon Bay, WI. We have attached preliminary plans and description of the project for your reference. The overall property from which the new development will be created is 17.8 acres located between S. Neenah Ave and Shiloh Road – parcel **#2816473000102**. The following is a summary of the scope of services that shall be included with your proposal.

Contract A – Services for City of Sturgeon Bay

1. Locate right-of-way of municipal roads to establish setbacks.
2. Locate existing utilities (all overhead and underground, public and private utilities) and any manmade objects near proposed building.
3. Indicate any zoning, deed or right-of-way restrictions available on record.
4. Create a concept plan for subdividing the overall 17.8-acre parcel.
5. Create certified survey map of lot to be used for Sturgeon Bay Business Center.
6. Locate any trees above 4" caliper within 25' of the proposed building location. Indicate size and species.
7. Identify 1' topography within 25' of the proposed building location.
8. Provide .dwg file of new surveys/drawings.
9. Locate all wetlands and flood plain on the property.
10. Create a concept plan for stormwater management for the overall property including regional detention pond. The City will consider a pond location on the adjoining property to the north if deemed more appropriate from a design/cost perspective.
11. Geotechnical Report
 - Take 8 borings based on the proposed concept plan across the 17.8 acre site for road, utility work, for future development.
 - Concurrently, take borings at all 4 building corners of the attached building plan and provide analysis and testing to determine soil conditions including subsurface soil profile, bearing pressure, soil sub-grade modulus, active/passive soil pressure coefficient, seismic soil class, ground water information.
 - Provide exploration logs and laboratory/ test results.
 - Provide summary of soils with a recommendation for structural foundation.

Contract B – Services for Immel Construction

1. Preparation of plans, specifications and estimates of costs for construction of the proposed building.
 - Elevation, grading and drainage plan.
 - Wet/dry site utilities and piping plans.
 - Civil details including curbs, gutters, sidewalks, paving, trash enclosures, catch basins, manholes, fencing, etc.
 - Landscape and irrigation plans.
2. The consultant shall also secure all necessary permits from all approving agencies including, but not limited to the City of Sturgeon Bay and the Wisconsin Department of Natural Resources.

Provide a cost breakdown of services for each separate contract above and include all fees associated with the work. Include billing rates for additional services and authorized reimbursable expenses. **Proposals are due by noon on Monday, May 22nd.**

Time is of the essence for this project. Please provide your earliest start and completion date for this work. The anticipated construction start for this project is Fall 2023.

Should you have questions or require any additional information regarding the services we are requesting please feel free to call as follows:

For questions regarding work associated with the City of Sturgeon Bay:

Marty Olejniczak
Community Development Director, City of Sturgeon Bay
molejniczak@sturgeonbaywi.org
920-746-6908

For questions regarding work associated with Immel Construction:

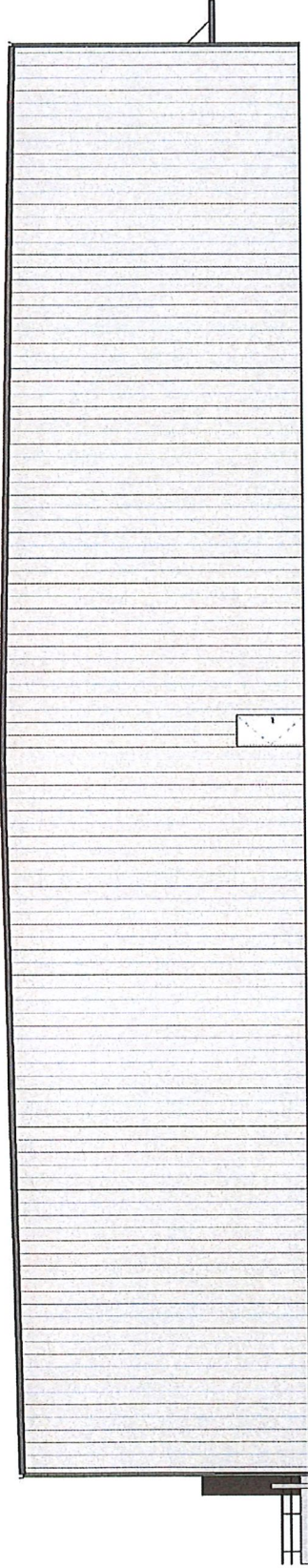
Carol Karls
Director of Preconstruction & Client Services
carolka@immelconstruction.com
920-406-0159

STURGEON BAY BUSINESS CENTER
NORTHWEST CORNER



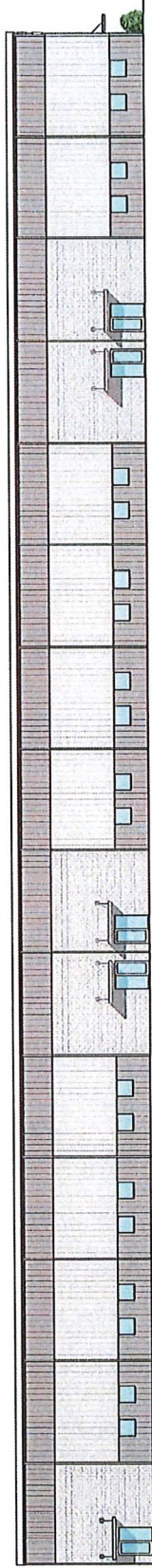


STURGEON BAY BUSINESS CENTER
EAST ELEVATION



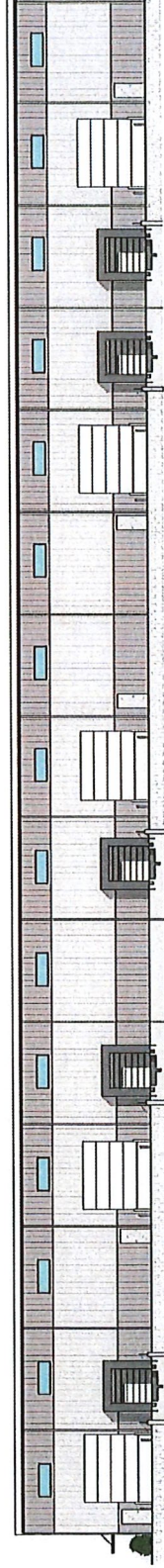


STURGEON BAY BUSINESS CENTER
NORTH ELEVATION



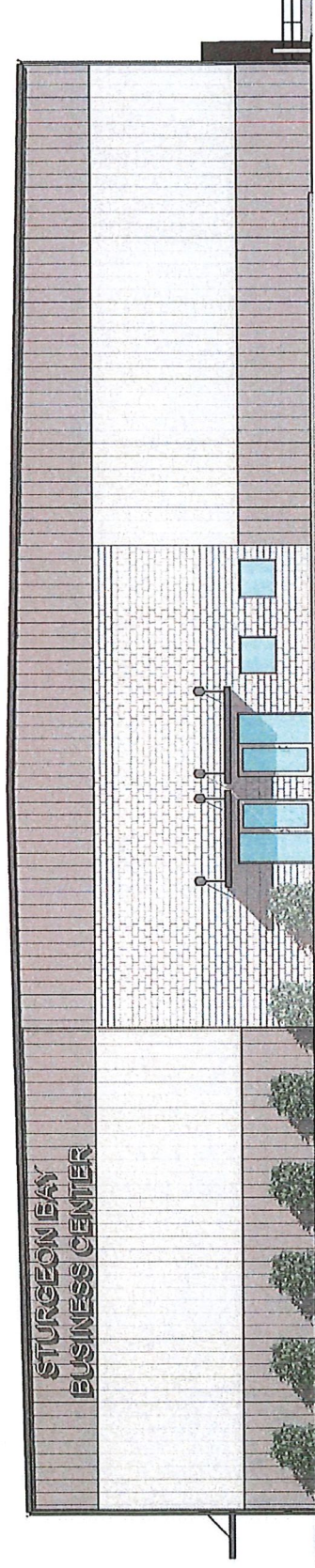


STURGEON BAY BUSINESS CENTER
SOUTH ELEVATION



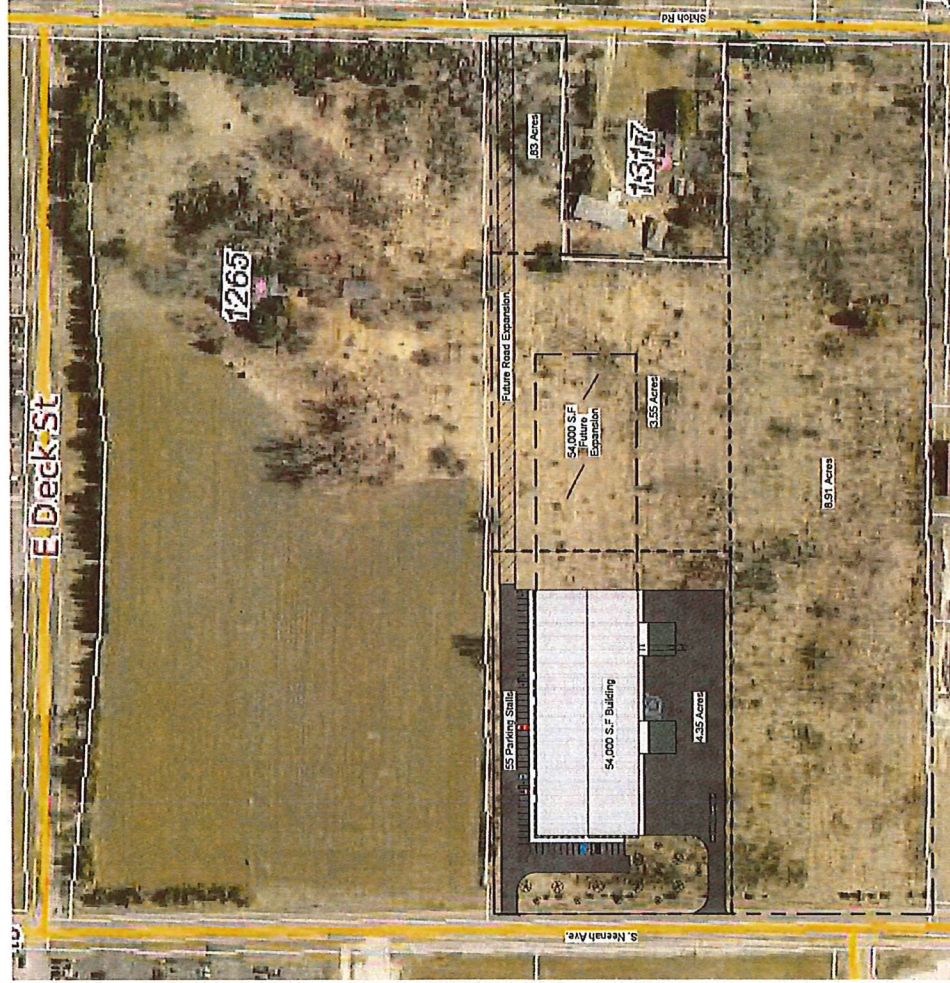


STURGEON BAY BUSINESS CENTER
WEST ELEVATION





STURGEON BAY BUSINESS CENTER
SITE PLAN



| | |
|---------|--|
| Date | May 22, 2023 |
| To | Marty Olejniczak, Community Development Director, City of Sturgeon Bay Carol Karls, Director of Preconstruction & Client Services, Howard Immel, Inc. |
| From | Thad Majkowski, P.E. Mike Kaster, P.E. |
| Subject | Sturgeon Bay Business Center - Proposal |

Per our discussion regarding the proposed Business Center Development and review of the Request for Proposals dated May 10, 2023, we have an excellent understanding of the needs of the City of Sturgeon Bay (City) and Howard Immel, Inc. (Immel) to provide a services to meet the requirements of Contract "A" – Services for the City of Sturgeon Bay and Contract "B" – Services for Immel Construction in order to secure competitive bids for a 2023 letting with construction to begin in the Fall 2023 Construction Season.

The Project Services to be completed are as follows per each Contract:

Contract "A" – Services for City of Sturgeon Bay

- Locate the right of way of municipal roads to establish setbacks.
- Locate existing utilities (all overhead and underground, public and private utilities) and objects near the proposed building.
- Indicate any zoning, deed or right of way restrictions available on record at the City Hall.
- Create one (1) concept plan for subdividing the overall 17.8 acre parcel.
- Create a certified survey map of the lot to be used for the Sturgeon Bay Business Center. Boundaries to be defined by the City and Immel.
- Locate any trees above 4" caliper within 25 feet of the proposed entire site. Indicate size and species.
- Identify 1 foot topography with 25 feet of the proposed entire site.
- Provide .dwg file of new surveys/drawings.
- Locate all Wetlands (provide a Delineation) and flood plain according to the FEMA Records on the property.
- Create a concept plan (one) for Storm Water Management for the overall property including a regional detention pond. The City will consider a pond location on the adjoining property to the north if deemed more feasible from a design/cost perspective. Depending on the soil type, the BMP could be a Pond or Infiltration Type Facility.
- Geotechnical Report
 - Take a total of twelve (12) borings across the property. Four (4) of those borings will be located at the building corners of the proposed building and eight (8) across the site of which two (2) of them will be in the vicinity of the proposed Pond for WDNR Permitting purposes.
 - The Geotechnical Engineer will provide analysis and testing to determine soil conditions including subsurface soil profile, bearing pressure, soil sub-grade modulus, active/passive soil pressure coefficient, seismic soil class, ground water information and WDNR technical standards for the two borings in the pond location.
 - Provide exploration logs and laboratory/test results.
 - Provide summary of soils with a recommendation for structural foundation for the proposed building.

Contract “B” – Services for Immel Construction

- Preparation of plans, specifications and estimates for costs for construction of the proposed Site. No cost estimates will be provided for the proposed building.
 - Elevation, grading and drainage plan.
 - Wet/Dry site utilities – water service and sanitary services to the existing main utilities in the right of way. There will be no extensions of the main City utilities to this site.
 - Provide the engineering data for the State Plan submittal which will be completed and submitted with the Architectural Plans to the State.
 - Storm water services will be determined based on the storm water management preliminary design.
 - Civil details/sections including curb and gutter, sidewalks, pavement, catch basins, manholes, etc.
 - Plans/Details for the Trash Enclosures are to be designed by the Engineer in coordination with the building architect.
 - Landscape Plan per City ordinances.
 - Coordinate and provide a Budget Allowance for an Irrigations Plan/Installation.

These services do not include the design, plans and specifications for the Storm Water Management Facility which is being “conceptually designed” in Contract “A”. Once Conceptual Design is approved or any other options reviewed and selected, Cedar has provided a cost to design/permit the Storm Water Management Facility and include in the construction plans, see below.

Optional Services (not included)

- Storm Water Management for the parcel to the north and the drainage basin along Shiloh Road to be included in the Regional Facility design.
- Storm Water Management Design Services based on the selected option for treatment.
- Storm Water Capacity Study for the downstream existing storm sewer, if required.
- Construction Staking, Observation and Administration, if requested.

City and Immel Responsibilities:

- Cost of the title search for the parcel.
- Provide a representative to attend meetings when reviewing the Plan and permitting needs.
- Permit Fees for the City, State and WDNR NOI Permit, if necessary.
- Construction Services of the Construction Contract, unless requested for Cedar to complete.

This Project Construction is proposed to be started in the 2023 fall construction season and completion in 2024 based on the construction schedule. The proposed schedule for the Project is as follows:

| | |
|---------------------------------------|--|
| Design Phase Contract “A” | June – September 2023 |
| Design Phase Contract “B” | June – August 2023 |
| Design Phase – Storm Water Final Plan | July – August 2023 if option selected by July 15 th |
| Permitting Phase | July – September 2023 |
| Bidding Phase – Conceptual Plans | August - September 2023 |
| Construction Phase | September 2023 – 2024 completion to be determined based on Immel |

We propose to complete these Engineering Services to meet the proposed schedule as indicated above based on the authorization to proceed approved by June 1st. 2023. We propose to complete these Engineering Services as noted for a lump sum cost as follows:

| | |
|-------------------------------------|---|
| Contract "A" | \$27,400 Lump Sum |
| Contract "B" | \$15,500 Lump Sum |
| Storm Water Management Design Phase | Range from \$3,200 to \$4,500 Lump Sum based on basin |
| Construction Phase | To be Determined |

* Optional Services estimated cost will be provided upon request as needed.

Please review these services, when approved, let us know and we will prepare an agreement for execution but get started due to the accelerated schedule. If you have any questions, please call to discuss.

We are very excited for the opportunity to complete the Project for the City and Immel. If you have any questions, please feel free to call me at 920-785-7302 or Mike Kaster, P.E. at 920-785-7301.

Olejniczak, Marty

From: Thad Majkowski <thad.majkowski@cedarcorp.com>
Sent: Thursday, May 25, 2023 7:19 AM
To: Carol Karls; Olejniczak, Marty
Cc: Shefchik, Chad; Mike Kaster
Subject: RE: Sturgeon Bay - Business Center Proposal

Marty,

Per our telephone discussion yesterday. We reviewed our proposal and have the following comments:

Wetland Delineation/Flood Plain Location – Cedar included \$2,600 for it in our proposal. It can be reduced by that amount. Keep in mind, if the regional pond is an option, most likely it will require a determination or delineation to secure the WDNR Storm Water Permit. It will be required at that time. Also, for your information, the delineations can be completed up to the end of the growing season which is approximately mid-October.

Topographic field work is to be reduced to the 5 acres plus/minus site for the Building only which will include the trees within 25 ft of the building. The scope of work reduction will result in a \$3,300 savings. The remaining site will be completed at a future date when necessary for design purposes. Costs will be determined at that time. For the Preliminary Planning/Engineering outside the Building footprint, Cedar will utilize the LIDAR 1 ft contours. Keep in mind, for any mass grading any variance in the contours can affect the earthwork quantities/cost. For now, the LIDAR should be adequate.

Based on these reductions, the proposed costs will be as follows:

Contract "A" – Services for the City of Sturgeon Bay

| | |
|--------------------------------|---------------------------|
| Original | \$27,400 lump sum |
| Reduction Wetlands/Flood Plain | (\$2,600) lump sum |
| Reduction Topo Services | <u>(\$3,300) lump sum</u> |
| Revised Total | \$21,500 lump sum |

Contract "B" – Services for Immel Construction

| | |
|----------|-------------------|
| Original | \$15,500 lump sum |
|----------|-------------------|

If you have any other questions, please call.

Please review and we can revise the Proposal as necessary and prepare the agreement based on these changes. We look forward to continuing working with the City and Immel Construction.

Thanks

Thad M. Majkowski, P.E.

Director
Cedar Corporation
1695 Bellevue Street | Green Bay | WI | 54311
Office: 920-491-9081 | TF: 800-472-7372
Direct: 920-785-7302 | Mobile: 920-655-7929
thad.majkowski@cedarcorp.com



Stantec Consulting Services Inc.
312 N. 5th Avenue
Sturgeon Bay, WI 54235

May 22, 2023

Project/File: Immel Construction – Industrial Park parcel

Marty Olejniczak
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235
920-746-2900
molejniczak@sturgeonbaywi.org

Marty,

Reference: Proposal for Engineering/Surveying

Stantec has prepared the following proposal based on the sketch plan reflecting a proposed 54,000 square foot building with a future expansion to 108,000 square feet. Development estimated to occupy approximately 8.81 acres of the existing 17.79-acre parcel (see Exhibit A). Our proposal is intended to meet the outline of services presented in Immel's May 10, 2023, RFP. Stantec proposes the following scope of services:

Scope of Work:

Stantec shall provide Civil Engineering and Land Surveying professional services for the Project. Stantec will self-perform all Tasks except the geotechnical work which would be completed by a sub consultant under our contract. We have organized the project tasks into the following categories:

Contract A – Services for the City of Sturgeon Bay

1. Survey
2. Concept Planning
3. Geotechnical Report

Contract B – Services for Immel Construction

1. Final Civil Plans
2. Stormwater Management Design
3. DNR/City Approvals and Permits
4. Specifications and Cost Estimate

These tasks are described in further detail below.

Contract A – Services for the City of Sturgeon Bay

TASK A1 – SURVEY SERVICES

Stantec will prepare an existing condition of the subject property. The exterior of the parcel will be as per Plat of Survey prepared by McNulty Surveying dated 6/29/2021. Easements and restrictions of record will be depicted as per information provided by the client. The survey will also depict site topographic information as applicable and as collected by field survey. It will include the following:

- One-foot interval contours
- Existing site improvements including buildings, parking areas, drives, pavement and other improvements.
- Public roadway pavement and improvements from parcel to centerline
- Berms, swales and drainage features
- Utility structures to include storm sewer, watermain and sanitary sewer including inverts and pipe sizes.
- Buried utility lines as marked by Digger's Hotline
- Trees with greater than 4-inch diameter within 25 feet of the proposed building location.

Stantec will prepare a certified survey map splitting the existing parcel into two lots. This will include local approval and piping the lot corners.

Deliverables:

- Existing conditions survey with topographic and utility verification
- CSM suitable for recording

TASK A2 – CONCEPT PLANS

Stantec will prepare a conceptual site, grading, and stormwater plan. This will include:

- Recommended options for stormwater management BMPs. The area of deeper soils to the east may be best suited. If no logical location on-site is feasible, a regional off-site pond will be contemplated. This will include placeholder areas for stormwater, but not include final hydrology calculations.
- Recommended building placement adjustments based on collected topography, drainage, loading dock and access.

Deliverables:

- Concept site, drainage and stormwater plans.

TASK A3 – GEOTECHNICAL REPORT

Stantec will subcontract with a geotechnical firm to perform an estimated 12 borings for the site improvements and building design. An additional 3 borings will be completed in potential stormwater management areas.

Deliverables:

- Geotechnical report with recommended building foundation and pavement design.

Contract B – Services for Immel Construction

TASK B1 – CIVIL PLAN SET

Stantec will provide construction ready plans for the proposed development including sewer, water, and storm sewer associated with development. A master grading plan will also be prepared establishing proposed building grades, driveway grades, and drainage patterns. This proposal includes one round of revisions based on City Engineer and Sturgeon Bay Utilities review comments.

Deliverables:

- Construction plan packet.
 - Sewer and water lateral design and plans.
 - Storm sewer design and plans.
 - Building and loading dock heights and grades, semi turn radius review.
 - Master grading plan for entire development.
 - Basic landscape plan indicating landscape beds surrounding building with planting list/quantities.
 - Erosion control plan.

TASK B2 – STORMWATER MANAGEMENT DESIGN

Stantec will prepare the necessary DNR and City of Sturgeon Bay stormwater design based on land disturbance in excess of one acre. This effort will include:

- Hydrology analysis and stormwater pond design.
- DNR application for land disturbance permit due to overall land disturbance exceeding one acre, including stormwater pond design showing DNR/City peak flow and quality goals are met.
- Erosion control plan.
- CAD files supplied to Immel.

Deliverables:

- Stormwater management design packet meeting City and DNR design requirements.

TASK B3 – PERMITS

Stantec will prepare permit applications for the following:

- DNR land disturbance permit.
- City Engineer approval of Civil Plans.
- Sturgeon Bay Utilities approval of lateral connect plans.

Deliverables:

- Permit applications

TASK B4 – SPECIFICATIONS AND COST ESTIMATE

Stantec will prepare specifications and the necessary short form bid package for Immel to distribute to bidders. Plans with quantities listed will be provided. Actual bidding, advertising and bid review by Immel directly.

Deliverables:

- Bid package
- Responses to requests for information (RFIs)
- Plan clarifications
- Cost estimate for site work (not including the building)

EXCLUSIONS:

Not included (separate proposal if needed):

- Electric service design (assumed to be completed directly by SBU). Application efforts by City/Immel directly.
- Gas service design (assumed to be completed directly by WPS). Application efforts by City/Immel directly.
- Permit application fees.
- Site Lighting and Photometric Plan.
- Construction bidding.
- Irrigation design.
- Construction Inspection.
- Fees charged by review agencies.
- Meetings/testimony at the City Plan Commission/Council
- Wetland or environmental services.

SCHEDULE:

Stantec will work with you to come up with a mutually agreeable schedule for entitlements, approvals, permitting and bidding of the projects. It is anticipated that completing the design, gaining approvals, and permits may take anywhere from 2 to 3 months to complete.

Project delays could be incurred due to factors outside our control such as slow response from regulators. That said, Stantec will work closely with the Client to meet schedule expectations and develop a mutual agreement of when the final deliverables will be completed.

FEES:

Professional services as identified in the above scope of work will be completed on a Fixed Fee basis. Invoices will be sent monthly for services rendered based on the percentage of each task that has been completed to date. Fees are identified below.

Contract A – Services for the City of Sturgeon Bay

| | |
|------------------------|---------|
| 1. Survey | \$4,000 |
| 2. Concept Planning | \$4,000 |
| 3. Geotechnical Report | \$8,000 |

City Subtotal: \$16,000

Contract B – Services for Immel Construction

| | |
|-------------------------------------|----------|
| 1. Final Civil Plans | \$15,000 |
| 2. Stormwater Management Design | \$5,500 |
| 3. DNR/City Approvals and Permits | \$3,500 |
| 4. Specifications and Cost Estimate | \$2,500 |

Immel Subtotal: \$26,500

TOTAL (City plus Immel) \$42,500

Additional Meetings at standard billing rates

Stantec will not exceed the Fixed Fee budget as defined above without written approval of a change order from the Client. Additional requests from the Client or others will be considered additional services and additional budget will then need to be authorized by the Client prior to the work being completed.

* Usual and customary expenses such as, review fees, municipal fees, postage, delivery, title reports and documents purchased are not included and will be invoiced at cost.

ASSUMPTIONS AND CONDITIONS:

- A. Permit review fees are not included.
- B. Stantec reserves the right to reallocate budget between tasks but will not exceed the total contract without approval.
- C. Preliminary research indicates there are no wetlands or floodplain on this site. Costs for wetlands or floodplains have not been included in this proposal.
- D. Where not stated as being included in the fees, project specific subconsultant, contractor, lab and other similar third-party charges will be charged as invoiced to Stantec with a 10 percent markup.
- E. Client and regulatory correspondence and meetings not specified herein will be provided as supplemental services, if desired.
- F. Revisions after final design would warrant a new task budget be presented to the Client for approval.
- G. Stantec will not enter any form of litigation regarding the services performed in the tasks defined by this proposal.
- H. Stantec shall not be responsible for any costs incurred due to schedule delays beyond our control (e.g. weather, client-induced delays, non-performance of other contractors, etc.)
- I. Future proposals can be provided for field staking and construction administration.

ADDITIONAL SERVICES:

No additional services other than those specifically identified in the body of this proposal are included in the Scope of Work. If items outside the above-mentioned Scope of Work are found to be required, Stantec can provide you with additional professional services as an amendment to the base contract.

CONTRACTING

Stantec will provide these services on a Fixed Fee basis by task unless noted otherwise. Stantec will invoice monthly, for each task listed above in proportion to the amount of work complete for each individual task. Payment terms will be 30 days upon receipt. Any applicable state and local taxes are not included.

By signing this proposal, the Client authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the below date:

Per City of Sturgeon Bay

Date

Print Name & Title

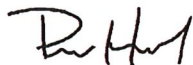
Signature

CLOSING:

Thank you for the opportunity to provide you with our Proposal. We trust this proposal meets your approval and has addressed the project goals we have discussed. If you have any questions, or require any additional information, please call me at (920)-298-1759. We look forward to working with you on this project.

Regards,

STANTEC CONSULTING SERVICES INC.

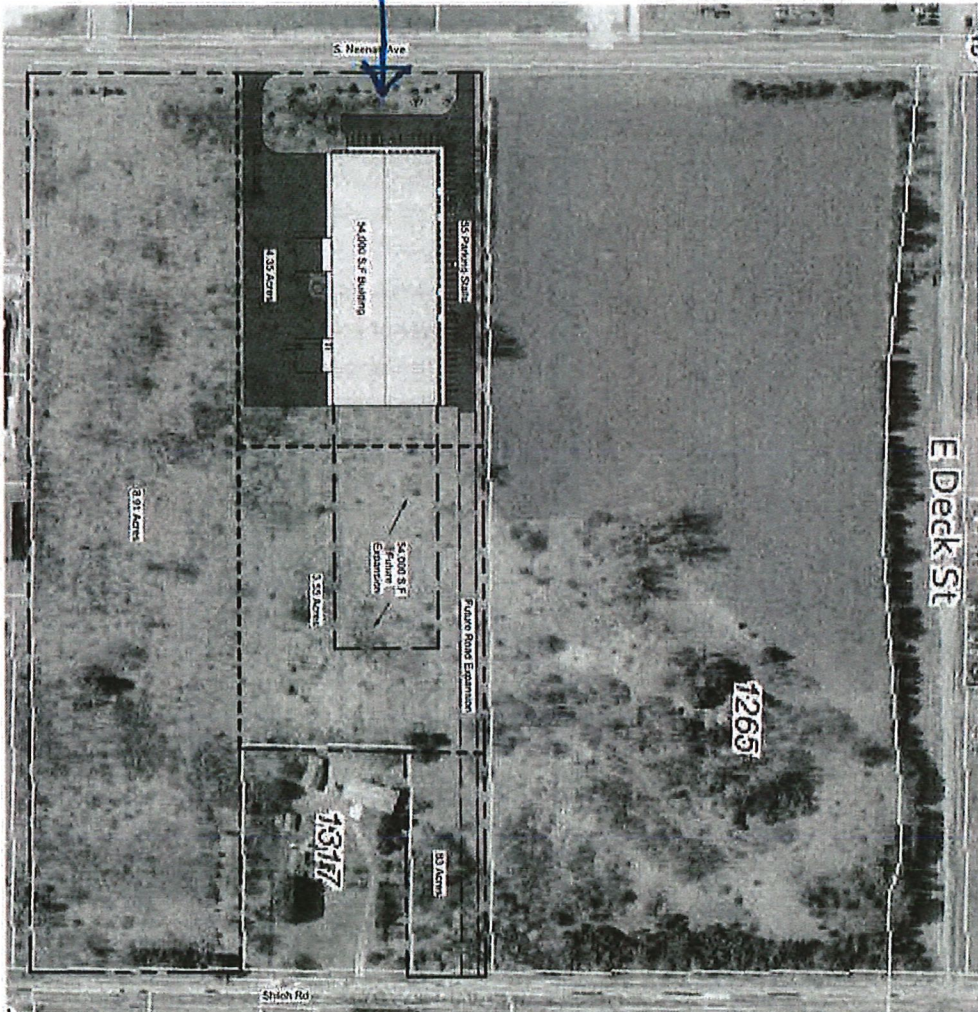


Peter Hurth, P.E.
peter.hurth@stantec.com

Attachment: [Exhibit A]

**STURGEON BAY BUSINESS CENTER
SITE PLAN**

EXHIBIT 'A'
PROJECT LOCATION



DATE: 05/24/2023
TIME: 15:46:23
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|--------------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| GENERAL FUND | | | | |
| REVENUE | | | | |
| R0001778 | A BOAT TIME | SIDEWALK CAFE RFND/ABOAT TIME | 01-000-000-44140 | 220.00 |
| TOTAL REVENUE | | | | 220.00 |
| TOTAL GENERAL FUND | | | | 220.00 |
| LAW/LEGAL | | | | |
| 16555 | PINKERT LAW FIRM, LLP | 04/23 TRAFFIC MATTERS | 01-110-000-55010 | 5,300.00 |
| 16555 | | 04/23 ROSE KOLSKI | 01-110-000-55010 | 475.00 |
| AMUNDSEN | AMUNDSEN DAVIS, LLC | 04/23 GENERAL LEGAL MATTERS | 01-110-000-55010 | 598.00 |
| AMUNDSEN | | 04/23 RIGHT OF WAY-RUENGER | 01-110-000-55010 | 520.00 |
| TOTAL | | | | 6,893.00 |
| TOTAL LAW/LEGAL | | | | 6,893.00 |
| ADMINISTRATION | | | | |
| 17700 | QUILL CORPORATION | 4 CERTIFICATE FRAMES | 01-120-000-51950 | 78.36 |
| TOTAL | | | | 78.36 |
| TOTAL ADMINISTRATION | | | | 78.36 |
| COMPUTER | | | | |
| 02975 | CAMERA CORNER | READER REPLACEMENT | 01-125-000-55550 | 415.00 |
| HARRIS | HARRIS COMPUTER SYSTEMS | ANNUAL HOSTING FEE | 01-125-000-55550 | 2,250.00 |
| HARRIS | | HOSTING USER PROFILE ANNL FEE | 01-125-000-55550 | 1,500.00 |
| HARRIS | | HOSTING SERVER INSTALL/SET UP | 01-125-000-55550 | 1,000.00 |
| HARRIS | | USER PROFILE INSTALL | 01-125-000-55550 | 500.00 |
| HEARTBUS | HEARTLAND BUSINESS SYSTEMS,LLC | HBS FLEX SERVICES | 01-125-000-55550 | 15,000.00 |
| TOTAL | | | | 20,665.00 |
| TOTAL COMPUTER | | | | 20,665.00 |
| CITY HALL | | | | |
| 08280 | HILL BUILDING MAINTENANCE INC | WINDOW CLEANING | 01-160-000-58999 | 283.25 |
| 19880 | STURGEON BAY UTILITIES | 421 MICHIGAN STREET | 01-160-000-56150 | 2,338.83 |
| 19880 | | 421 MICHIGAN STREET | 01-160-000-58650 | 196.22 |
| WARNER | WARNER-WEXEL LLC | CLEANING SUPPLIES | 01-160-000-51850 | 75.77 |
| TOTAL | | | | 2,894.07 |
| TOTAL CITY HALL | | | | 2,894.07 |
| POLICE DEPARTMENT | | | | |
| 15890 | PACK AND SHIP PLUS | CRIME LAB SHIPPING | 01-200-000-57250 | 14.62 |
| SIRSPED | SIR SPEEDY | QUARANTINE ORDER FORMS | 01-200-000-51600 | 258.49 |
| TOTAL | | | | 273.11 |
| TOTAL POLICE DEPARTMENT | | | | 273.11 |
| POLICE DEPARTMENT/PATROL | | | | |
| 03133 | CELLCOM WISCONSIN RSA 10 | 04/23 CRADELPOINT PORT SEC CAM | 01-215-000-58999 | 53.67 |
| 04696 | DOOR COUNTY TREASURER | 04/23 FUEL | 01-215-000-51650 | 3,786.92 |
| 19880 | STURGEON BAY UTILITIES | SUNSET PRK BT LAUNCH | 01-215-000-56150 | 19.25 |

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|--------------------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| POLICE DEPARTMENT/PATROL | | | | |
| 19880 | | 110 S NEENAH AVE CAMERA | 01-215-000-56150 | 16.73 |
| 19880 | | SHORECREST RD CAMERA | 01-215-000-56150 | 15.12 |
| GANDER | LOUIS GANDER | TRAINING MEAL EXPENSE/GANDER | 01-215-000-55600 | 13.00 |
| GANDER | | TRAINING MEAL EXPENSE/GANDER | 01-215-000-55600 | 9.91 |
| HAJNY | JOHN HAJNY | CONF MEAL EXPENSE/HAJNY | 01-215-000-55600 | 41.29 |
| NELSON | NELSON & ASSOCIATES LLC | UNDERVEST/DADAM | 01-215-000-52900 | 123.00 |
| NELSON | | ASSORTED OFFICER ITEMS | 01-215-000-52900 | 1,292.05 |
| NELSON | | MOUNT/POUCHES-LOVAS | 01-215-000-52900 | 173.41 |
| SWIT | SWITS | INTERPRETATION | 01-215-000-58999 | 259.00 |
| TOTAL | | | | 5,803.35 |
| TOTAL POLICE DEPARTMENT/PATROL | | | | 5,803.35 |
| FIRE DEPARTMENT | | | | |
| FIRE DEPARTMENT | | | | |
| 04575 | DOOR COUNTY HARDWARE | 3 WAY | 01-250-000-54999 | 2.59 |
| 04575 | | PAINT SUPPLIES/CAULKGUN/GLUE | 01-250-000-54999 | 33.16 |
| 04575 | | WIRE | 01-250-000-54999 | 39.98 |
| 04575 | | CABLETIE/ELECTRICAL TAPE | 01-250-000-54999 | 25.97 |
| 04696 | DOOR COUNTY TREASURER | 04/23 FUEL CHARGES | 01-250-000-51650 | 755.60 |
| 19880 | STURGEON BAY UTILITIES | MARTIN PARK RESTROOM | 01-250-000-56675 | 6.22 |
| 19880 | | 421 MICHIGAN STREET | 01-250-000-56675 | 133.25 |
| 19880 | | TRUCK FILL | 01-250-000-56675 | 41.99 |
| 19880 | | MEM FLD WARMING HOUSE | 01-250-000-56675 | 49.73 |
| 19880 | | 835 N 14TH AVE | 01-250-000-56675 | 49.73 |
| 19880 | | GARLAND PARK | 01-250-000-56675 | 6.22 |
| 19880 | | SUNSET CONSN CNTR | 01-250-000-56675 | 49.73 |
| 19880 | | FRANK GRASSE MEM SHELTER | 01-250-000-56675 | 15.54 |
| 19880 | | OTUMBA PARK | 01-250-000-56675 | 6.22 |
| 19880 | | WEST SIDE WARMING HOUSE | 01-250-000-56675 | 6.22 |
| 19880 | | WEST SIDE FIRE STATION | 01-250-000-56675 | 49.73 |
| 19880 | | WEST SIDE FIRE STATION | 01-250-000-56150 | 93.70 |
| 19880 | | WEST SIDE FIRE STATION | 01-250-000-58650 | 93.63 |
| 19880 | | 38 S NEENAH AVE PAVILLION | 01-250-000-56675 | 6.22 |
| 19880 | | 38 S NEENAH AVE RESTROOM | 01-250-000-56675 | 31.08 |
| 19880 | | WEST SIDE BALLFLD LTS | 01-250-000-56675 | 31.08 |
| 19880 | | GIRLS LITTLE LEAGUE | 01-250-000-56675 | 49.73 |
| 19880 | | FIRE TRAINING SITE | 01-250-000-56150 | 14.10 |
| 19880 | | FIRE TRAINING SITE | 01-250-000-56675 | 6.22 |
| 19880 | | QUINCY ST BALLFLD | 01-250-000-56675 | 49.73 |
| 19880 | | PENNSYLVANIA ST DOCK | 01-250-000-56675 | 15.54 |
| 19880 | | 92 E MAPLE STREET | 01-250-000-56675 | 6.22 |
| 19880 | | 1ST AVE MARINA/RESTROOM | 01-250-000-56675 | 49.73 |
| 19880 | | KENTUCKY ST CITY PKG RAMP | 01-250-000-56675 | 6.22 |
| 19880 | | KENTUCKY ST CITY MARINA | 01-250-000-56675 | 49.73 |
| 19880 | | SIGN SHED | 01-250-000-56675 | 6.22 |
| 19880 | | CHERRY BLOSSOM PARK | 01-250-000-56675 | 15.54 |
| 20725 | T R COCHART TIRE CENTER | VEHICLE WINCH REPAIR | 01-250-000-53000 | 215.00 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | WIPER BLADE/CAPSULE | 01-250-000-53000 | 204.42 |
| O'REILLY | | MUD FLAP | 01-250-000-53000 | 12.75 |
| O'REILLY | | DISCONNECT/WIRE TIE | 01-250-000-53000 | 20.18 |
| WARNER | WARNER-WEXEL LLC | 2 FOAM DISPENSERS | 01-250-000-54999 | 10.58 |
| WARNER | | 1 FOAM HANDSOAP | 01-250-000-54999 | 75.74 |
| WARNER | | CAN LINERS | 01-250-000-54999 | 49.33 |
| TOTAL FIRE DEPARTMENT | | | | 2,384.57 |
| TOTAL FIRE DEPARTMENT | | | | 2,384.57 |
| STREET SWEEPING | | | | |
| 13330 | MELVILLE RADIATOR AND REPAIR | STREET SWEEPR A/C TROUBLESHOOT | 01-330-000-51400 | 107.50 |
| R0000655 | TRANSMOTION, LLC | HOSE | 01-330-000-51400 | 330.51 |
| R0000655 | | FITTING | 01-330-000-51400 | 178.94 |
| TOTAL | | | | 616.95 |

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|----------------------------|--------------------------------|-------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| STREET SWEEPING | | | | |
| TOTAL STREET SWEEPING | | | | 616.95 |
| ROADWAYS/STREETS | | | | |
| 14826 | NORTHEAST ASPHALT, INC. | 10.31 T COLD MIX | 01-400-000-52200 | 1,489.80 |
| TOTAL | | | | 1,489.80 |
| TOTAL ROADWAYS/STREETS | | | | 1,489.80 |
| CURB/GUTTER/SIDEWALK | | | | |
| 10750 | PREMIER CONCRETE INC | CONCRETE | 01-440-000-51200 | 76.00 |
| TOTAL | | | | 76.00 |
| TOTAL CURB/GUTTER/SIDEWALK | | | | 76.00 |
| STREET MACHINERY | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | TAIL LIGHT | 01-450-000-53000 | 9.24 |
| 04545 | | CLEVIS ASSEMBLY | 01-450-000-52150 | 37.09 |
| 04696 | DOOR COUNTY TREASURER | 04/23 486.69 G FUEL | 01-450-000-51650 | 1,553.03 |
| 04696 | | 04/23 555.88 G DSL FUEL | 01-450-000-51650 | 1,979.49 |
| O'REILLY | O'REILLY AUTO PARTS-FIRST CALL | BRAKE PARTS | 01-450-000-53000 | 39.18 |
| O'REILLY | | BRAKE PARTS | 01-450-000-53000 | 541.67 |
| O'REILLY | | CREDIT | 01-450-000-53000 | -80.00 |
| QUALITY | QUALITY TRUCK CARE CENTER INC | MUFFLER | 01-450-000-53000 | 357.40 |
| TOTAL | | | | 4,437.10 |
| TOTAL STREET MACHINERY | | | | 4,437.10 |
| CITY GARAGE | | | | |
| 19880 | STURGEON BAY UTILITIES | SALT SHED | 01-460-000-56150 | 13.39 |
| 19880 | | 835 N 14TH AVE | 01-460-000-56150 | 697.16 |
| 19880 | | 835 N 14TH AVE | 01-460-000-58650 | 81.64 |
| VIKING | VIKING ELECTRIC SUPPLY, INC | SMOKE TEST TESTER | 01-460-000-54999 | 87.48 |
| TOTAL | | | | 879.67 |
| TOTAL CITY GARAGE | | | | 879.67 |
| HIGHWAYS - GENERAL | | | | |
| 19880 | STURGEON BAY UTILITIES | 808 S DULUTH AVE | 01-499-000-58000 | 15.92 |
| 19880 | | 1536 EGG HARBR RD TRFFC LIGHT | 01-499-000-58000 | 26.54 |
| 19880 | | N 14TH & EGG HRBR TRFFC LITE | 01-499-000-58000 | 32.11 |
| 19880 | | 2 TRFFC WARNING LIGHTS | 01-499-000-58000 | 8.25 |
| 19880 | | MADISON AVE WS TRFFC LITES | 01-499-000-58000 | 123.71 |
| 19880 | | 342 ORNAMENTAL ST LIGHTS | 01-499-000-58000 | 4,945.89 |
| 19880 | | 593 OVERHEAD ST LIGHTS | 01-499-000-58000 | 6,488.95 |
| 19880 | | S LANNSING & W WALNUT SIGN | 01-499-000-58000 | 8.84 |
| 19880 | | 1ST AVE EAST SIDE DOCK | 01-499-000-58000 | 27.97 |
| 19880 | | OLD HWY RD SIGN | 01-499-000-58000 | 16.33 |
| TOTAL | | | | 11,694.51 |
| TOTAL HIGHWAYS - GENERAL | | | | 11,694.51 |
| PARK & RECREATION ADMIN | | | | |

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-------------------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| PARK & RECREATION ADMIN | | | | |
| 17700 | QUILL CORPORATION | OFFICE SUPPLIES | 01-500-000-51950 | 63.24 |
| 17700 | | OFFICE SUPPLIES | 01-500-000-51950 | 43.80 |
| TOTAL | | | | 107.04 |
| TOTAL PARK & RECREATION ADMIN | | | | 107.04 |
| PARKS AND PLAYGROUNDS | | | | |
| 01675 | AQUARIUS SYSTEMS | SAFETY BOOT REIMBUSE/WILZ | 01-510-000-56800 | 62.50 |
| 04696 | DOOR COUNTY TREASURER | 04/23 281.28 G FUEL | 01-510-000-51650 | 897.56 |
| 04696 | | 04/23 35.2 G DSL FUEL | 01-510-000-51650 | 125.35 |
| 06012 | FASTENAL COMPANY | HARDWARE | 01-510-000-54999 | 23.67 |
| 06012 | | ROUND STOCK | 01-510-000-54999 | 14.93 |
| 12100 | LAMPERT YARDS INC | LUMBER/SEALANT | 01-510-000-51800 | 24.55 |
| 19880 | STURGEON BAY UTILITIES | 349 MICHIGAN ST CHARGING STATN | 01-510-000-56150 | 81.39 |
| 19880 | | MARTIN PARK PAVILLION | 01-510-000-56150 | 15.11 |
| 19880 | | MARTIN PARK RESTROOM | 01-510-000-58650 | 18.52 |
| 19880 | | MEM FLD WARMING HOUSE | 01-510-000-56150 | 90.32 |
| 19880 | | MEM FLD WARMING HOUSE | 01-510-000-58650 | 65.76 |
| 19880 | | GARLAND PARK | 01-510-000-56150 | 13.39 |
| 19880 | | GARLAND PARK | 01-510-000-58650 | 17.76 |
| 19880 | | SUNSET CONSN CNTR | 01-510-000-56150 | 159.45 |
| 19880 | | SUNSET CONSN CNTR | 01-510-000-58650 | 52.16 |
| 19880 | | FRANK GRASSE MEM SHELTER | 01-510-000-56150 | 44.65 |
| 19880 | | FRANK GRASSE MEM SHELTER | 01-510-000-58650 | 30.33 |
| 19880 | | OTUMBA PARK | 01-510-000-56150 | 20.67 |
| 19880 | | OTUMBA PARK | 01-510-000-58650 | 41.20 |
| 19880 | | WEST SIDE WARMING HOUSE | 01-510-000-56150 | 124.08 |
| 19880 | | WEST SIDE WARMING HOUSE | 01-510-000-58650 | 18.52 |
| 19880 | | MADISON AVE CHARGING STATION | 01-510-000-56150 | 13.39 |
| 19880 | | JAYCEES BALLFLD STND | 01-510-000-56150 | 13.39 |
| 19880 | | 3RD AVE POWER PANEL | 01-510-000-56150 | 13.39 |
| 19880 | | 421 MICHIGAN FLAG LIGHT | 01-510-000-56150 | 29.44 |
| 19880 | | MEM FLD PKG LOT | 01-510-000-56150 | 13.39 |
| 19880 | | WEST SIDE BALLFLD LTS | 01-510-000-58650 | 18.00 |
| 19880 | | MEM FLD COMPLEX | 01-510-000-56150 | 928.24 |
| 19880 | | GIRLS LITTLE LEAGUE | 01-510-000-58650 | 56.69 |
| 19880 | | OTUMBA PRK WALKWAY | 01-510-000-56150 | 16.12 |
| 19880 | | QUINCY ST BALLFLD | 01-510-000-58650 | 27.00 |
| 19880 | | 1ST AVE CHARGING STATION | 01-510-000-56150 | 68.51 |
| 19880 | | SIGN SHED | 01-510-000-56150 | 36.95 |
| 19880 | | SIGN SHED | 01-510-000-58650 | 17.76 |
| 19880 | | CHERRY BLOSSOM PARK | 01-510-000-56150 | 19.86 |
| 19880 | | CHERRY BLOSSOM PARK | 01-510-000-58650 | 25.79 |
| ACDC | AC/DC METAL SOLUTIONS | EXPANDED METAL | 01-510-000-53000 | 398.00 |
| ADVAUTO | GENERAL PARTS DISTRIBTION LLC | TRAILER PARTS | 01-510-000-53000 | 191.28 |
| R0001539 | JACKSON LINDEMANN | WORK BOOT/J LINDEMANN | 01-510-000-56800 | 62.50 |
| SALZ | SALZSIEDER LANDSCAPE & NURSERY | STUMP GRINDING-707 GEORGIA | 01-510-000-58450 | 75.00 |
| SALZ | | STUMP GRINDING-OTUMBA | 01-510-000-58450 | 100.00 |
| VIKING | VIKING ELECTRIC SUPPLY, INC | LIGHTS | 01-510-000-54999 | 151.02 |
| TOTAL | | | | 4,217.59 |
| TOTAL PARKS AND PLAYGROUNDS | | | | 4,217.59 |
| BALLFIELDS | | | | |
| BALLFIELDS | | | | |
| HORST | HORST DISTRIBUTING | PRO MOUND | 01-520-000-54999 | 49.70 |
| HORST | | MOUND CLAY | 01-520-000-54999 | 37.80 |
| HORST | | PC RED | 01-520-000-54999 | 157.50 |
| HORST | | CHALK | 01-520-000-54999 | 71.70 |
| TOTAL BALLFIELDS | | | | 316.70 |
| TOTAL BALLFIELDS | | | | 316.70 |

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|-------------------------------|------------------------------|------------------|------------|
| GENERAL FUND | | | | |
| MUNICIPAL DOCKS | | | | |
| 19880 | STURGEON BAY UTILITIES | 36 S NEENAH PKG LOT LITES | 01-550-000-56150 | 134.95 |
| 19880 | | 38 S NEENAH AVE PAVILLION | 01-550-000-56150 | 98.18 |
| 19880 | | 38 S NEENAH AVE PAVILLION | 01-550-000-58650 | 18.52 |
| 19880 | | 38 S NEENAH AVE RESTROOM | 01-550-000-56150 | 124.15 |
| 19880 | | 38 S NEENAH AVE RESTROOM | 01-550-000-58650 | 100.41 |
| TOTAL | | | | 476.21 |
| TOTAL MUNICIPAL DOCKS | | | | 476.21 |
| WATER WEED MANAGEMENT | | | | |
| 01675 | AQUARIUS SYSTEMS | FUEL TANK | 01-560-000-56250 | 1,617.00 |
| 01675 | | SHIPPING | 01-560-000-56250 | 23.25 |
| 01675 | | KNIFE BLADES | 01-560-000-51400 | 107.50 |
| KEY | KEY INDUSTRIAL PLASTICS, INC. | WEAR STRIPS | 01-560-000-51400 | 904.68 |
| TOTAL | | | | 2,652.43 |
| TOTAL WATER WEED MANAGEMENT | | | | 2,652.43 |
| WATERFRONT PARKS & WALKWAYS | | | | |
| 19880 | STURGEON BAY UTILITIES | 92 E MAPLE STREET | 01-570-000-56150 | 21.63 |
| 19880 | | DC MUSEUM WALKWAY | 01-570-000-56150 | 38.05 |
| 19880 | | DC MUSEUM PKG LOT | 01-570-000-56150 | 64.12 |
| 19880 | | JUNIPER ST WALKWAY LITES | 01-570-000-56150 | 25.27 |
| 19880 | | W JUNIPER ST DOCK | 01-570-000-56150 | 21.66 |
| 19880 | | PENNSYLVANIA ST DOCK | 01-570-000-58650 | 11.40 |
| 19880 | | 48 KENTUCKY ST WTRFRONT | 01-570-000-56150 | 56.62 |
| 19880 | | 92 E MAPLE STREET | 01-570-000-58650 | 12.29 |
| 19880 | | 1ST AVE MARINA/RESTROOM | 01-570-000-56150 | 385.75 |
| 19880 | | 1ST AVE MARINA/RESTROOM | 01-570-000-58650 | 52.91 |
| 19880 | | KENTUCKY ST CITY PKG RAMP | 01-570-000-56150 | 67.01 |
| 19880 | | KENTUCKY ST CITY MARINA | 01-570-000-58650 | 27.66 |
| R0000985 | SULLYS THUMBS UP PRODUCE | WATERFRONT FLOWERS | 01-570-000-51750 | 266.00 |
| TOTAL | | | | 1,050.37 |
| TOTAL WATERFRONT PARKS & WALKWAYS | | | | 1,050.37 |
| TOTAL GENERAL FUND | | | | 67,225.83 |
| CAPITAL FUND | | | | |
| PATROL | | | | |
| PATROL | | | | |
| AMPLITEL | AMPLITEL TECHNOLOGIES, LLC | PORT SECURITY CAMERAS | 10-215-000-59000 | 3,792.74 |
| DIVE | DIVE RIGHT IN SCUBA, INC | MISC DIVE TEAM ITEMS | 10-215-000-59999 | 424.75 |
| TOTAL PATROL | | | | 4,217.49 |
| TOTAL PATROL | | | | 4,217.49 |
| FIRE DEPARTMENT | | | | |
| EXPENSE | | | | |
| PATS | DEBBIE DERENNE | 2 WINCH COVERS-BRUSH TRK | 10-250-000-59060 | 470.00 |
| TOTAL EXPENSE | | | | 470.00 |
| TOTAL FIRE DEPARTMENT | | | | 470.00 |
| ROADWAYS/STREETS | | | | |
| ROADWAYS/STREETS | | | | |
| 10750 | PREMIER CONCRETE INC | OAK ST PRK LOT APRON/SIDEWLK | 10-400-000-59100 | 1,620.00 |

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|-----------------------------------|------------------------------|--------------------------------|------------------|------------|
| CAPITAL FUND | | | | |
| ROADWAYS/STREETS | | | | |
| ROADWAYS/STREETS | | | | |
| TOTAL ROADWAYS/STREETS | | | | 1,620.00 |
| TOTAL ROADWAYS/STREETS | | | | 1,620.00 |
| PARKS AND PLAYGROUNDS | | | | |
| PARKS AND PLAYGROUNDS | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | 100# GRASS SEED | 10-510-000-59075 | 299.00 |
| 04545 | | SEEDING MULCH | 10-510-000-59075 | 92.94 |
| 04545 | | 100# GRASS SEED | 10-510-000-59075 | 299.00 |
| 10750 | PREMIER CONCRETE INC | OTUMBA SIDEWALKS | 10-510-000-59075 | 1,092.40 |
| FORTRESS | FORTRESS FENCE | OTUMBA PLYGRND TEMP FENCE | 10-510-000-59075 | 6,280.00 |
| FRANDA | FRANDA BUILDERS LLC | SOFFITT/FASCIA REPLACE MEM FLD | 10-510-000-59015 | 12,946.36 |
| FRANDA | | GUTTERS/DRAINSPOUTS | 10-510-000-59015 | 1,460.00 |
| TOTAL PARKS AND PLAYGROUNDS | | | | 22,469.70 |
| TOTAL PARKS AND PLAYGROUNDS | | | | 22,469.70 |
| TOTAL CAPITAL FUND | | | | 28,777.19 |
| CABLE TV | | | | |
| CABLE TV / GENERAL | | | | |
| CABLE TV / GENERAL | | | | |
| MANN | MANN COMMUNICATIONS, LLC | 06.06.23 CONTRACT | 21-000-000-55015 | 5,442.42 |
| TOTAL CABLE TV / GENERAL | | | | 5,442.42 |
| TOTAL CABLE TV / GENERAL | | | | 5,442.42 |
| TOTAL CABLE TV | | | | 5,442.42 |
| TID #4 DISTRICT | | | | |
| TID #4 DISTRICT | | | | |
| TID #4 DISTRICT | | | | |
| AMUNDSEN | AMUNDSEN DAVIS, LLC | 04/23 GRANARY MATTERS | 28-340-000-55001 | 650.00 |
| TOTAL TID #4 DISTRICT | | | | 650.00 |
| TOTAL TID #4 DISTRICT | | | | 650.00 |
| TOTAL TID #4 DISTRICT | | | | 650.00 |
| SOLID WASTE ENTERPRISE | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| SOLID WASTE ENTERPRISE FUND | | | | |
| 04545 | DOOR COUNTY COOPERATIVE/NAPA | AXLE FLANGE | 60-000-000-53000 | 11.97 |
| 04696 | DOOR COUNTY TREASURER | 04/23 580.61 G DSL FUEL | 60-000-000-51650 | 2,067.55 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 2,079.52 |
| TOTAL SOLID WASTE ENTERPRISE FUND | | | | 2,079.52 |
| TOTAL SOLID WASTE ENTERPRISE | | | | 2,079.52 |
| COMPOST SITE ENTERPRISE FUND | | | | |
| COMPOST SITE ENTERPRISE FUND | | | | |
| COMPOST SITE ENTERPRISE FUND | | | | |
| 19880 | STURGEON BAY UTILITIES | MARTIN PARK RESTROOM | 64-000-000-58999 | 2.00 |
| 19880 | | 421 MICHIGAN STREET | 64-000-000-58999 | 10.00 |
| 19880 | | MEM FLD WARMING HOUSE | 64-000-000-58999 | 6.00 |
| 19880 | | 835 N 14TH AVE | 64-000-000-58999 | 6.00 |
| 19880 | | GARLAND PARK | 64-000-000-58999 | 2.00 |

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------------------|------|---------------------------|------------------|------------|
| ----- | | | | |
| COMPOST SITE ENTERPRISE FUND | | | | |
| COMPOST SITE ENTERPRISE FUND | | | | |
| COMPOST SITE ENTERPRISE FUND | | | | |
| 19880 | | SUNSET CONSN CNTR | 64-000-000-58999 | 6.00 |
| 19880 | | FRANK GRASSE MEM SHELTER | 64-000-000-58999 | 2.00 |
| 19880 | | OTUMBA PARK | 64-000-000-58999 | 2.00 |
| 19880 | | WEST SIDE WARMING HOUSE | 64-000-000-58999 | 2.00 |
| 19880 | | WEST SIDE FIRE STATION | 64-000-000-58999 | 6.00 |
| 19880 | | 38 S NEENAH AVE PAVILLION | 64-000-000-58999 | 2.00 |
| 19880 | | 38 S NEENAH AVE RESTROOM | 64-000-000-58999 | 4.00 |
| 19880 | | WEST SIDE BALLFLD LTS | 64-000-000-58999 | 4.00 |
| 19880 | | GIRLS LITTLE LEAGUE | 64-000-000-58999 | 6.00 |
| 19880 | | COMPOST SITE | 64-000-000-56150 | 14.40 |
| 19880 | | FIRE TRAINING SITE | 64-000-000-58999 | 2.00 |
| 19880 | | QUINCY ST BALLFLD | 64-000-000-58999 | 6.00 |
| 19880 | | PENNSYLVANIA ST DOCK | 64-000-000-58999 | 2.00 |
| 19880 | | 92 E MAPLE STREET | 64-000-000-58999 | 2.00 |
| 19880 | | 1ST AVE MARINA/RESTROOM | 64-000-000-58999 | 6.00 |
| 19880 | | KENTUCKY ST CITY PKG RAMP | 64-000-000-58999 | 2.00 |
| 19880 | | KENTUCKY ST CITY MARINA | 64-000-000-58999 | 6.00 |
| 19880 | | SIGN SHED | 64-000-000-58999 | 2.00 |
| 19880 | | CHERRY BLOSSOM PARK | 64-000-000-58999 | 2.00 |
| TOTAL COMPOST SITE ENTERPRISE FUND | | | | 104.40 |
| TOTAL COMPOST SITE ENTERPRISE FUND | | | | 104.40 |
| TOTAL COMPOST SITE ENTERPRISE FUND | | | | 104.40 |
| TOTAL ALL FUNDS | | | | 104,279.36 |

MANUAL CHECKS

| | |
|------------------------------------|-----------------|
| SPECTRUM | \$181.98 |
| 05/15/23 | |
| Check # 91879 | |
| 04/23 Cable Statement Charges | |
| 01-160-000-58999 & 21-00-000-58999 | |
| AT&T FIRST MOBILITY | \$1,528.13 |
| 05/15/23 | |
| Check # 91880 | |
| 04/23 Police Cellphone Statement | |
| 01-215-000-58250 | |
| SPECTRUM | \$147.00 |
| 05/22/23 | |
| Check # 91962 | |
| 04/23 Cable Statement Charges | |
| 01-160-000-58999 | |
| SOUTHERN DOOR SCHOOL DISTRICT | \$195.07 |
| 05/22/23 | |
| Check # 91963 | |
| 04/23 Mobile Home Tax Payment | |
| 01-000-000-41300 | |
| STURGEON BAY SCHOOL DISTRICT | \$3,845.45 |
| 05/22/23 | |
| Check # 91964 | |
| 04/23 Mobile Home Tax Payment | |
| 01-000-000-41300 | |
| SUPERIOR VISION INSURANCE | \$889.90 |
| 05/22/23 | |
| Check # 91965 | |
| 06/23 Vision Insurance | |
| 01-000-000-21540 | |
| SECURIAN FINANCIAL GROUP | \$ 2,663.91 |
| 05/24/23 | |
| Check # 91967 | |
| 06/23 Life Insurance | |
| 01-600-000-50552 | |
| EMPLOYEE BENEFITS CORP. | \$180.50 |
| 05/24/23 | |
| Check # 91968 | |
| FSA/COBRA/PEB | |
| 01-600-000-50510 | |

| | |
|------------------------------------|------------|
| SUN LIFE | \$2,360.17 |
| 05/24/23 | |
| Check # 91969 | |
| 6/23 Short- & Long-Term Disability | |
| 01-1000-000-21545 | |

| | |
|---------------------------|----------|
| US BANK EQUIPMENT FINANCE | \$589.32 |
| 05/24/23 | |
| Check # 91670 | |
| 05/23 Statement Charges | |
| 01-200-000-55650/ | |
| 01-199-000-55650 | |

| | |
|----------------------------|--------------------|
| TOTAL MANUAL CHECKS | \$12,581.43 |
|----------------------------|--------------------|

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/06/2023

| VENDOR # | NAME | ITEM DESCRIPTION | ACCOUNT # | AMOUNT DUE |
|------------------------------|------|------------------|-----------|------------|
| ----- | | | | |
| SUMMARY OF FUNDS: | | | | |
| GENERAL FUND | | 67,225.83 | | 79,807.26 |
| CAPITAL FUND | | 28,777.19 | | |
| CABLE TV | | 5,442.42 | | |
| TID #4 DISTRICT | | 650.00 | | |
| SOLID WASTE ENTERPRISE | | 2,079.52 | | |
| COMPOST SITE ENTERPRISE FUND | | 104.40 | | |
| | | ----- | | |
| TOTAL --- ALL FUNDS | | 104,279.36 | | 116,840.79 |