

AGENDA

**CITY OF STURGEON BAY
COMMUNITY PROTECTION & SERVICES COMMITTEE
Thursday, April 7, 2022
4:30 p.m.
Council Chambers, City Hall – 421 Michigan Street**

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from February 3, 2022
4. Public Comment on Agenda Items
5. Consideration of: Recognition Statement for Door County Medical Center
6. Consideration of: Request from Andrew Werblow to operate taxicab in the City of Sturgeon Bay, DBA Door County Courier, LLC– Set public hearing date
7. Consideration of: Technology Upgrades for the Community Room
8. Adjourn

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 04/05/22
Time: 3:00 p.m.
By: SSO

Committee: Community Protection & Services
Dan Williams, Chr.
Kirsten Reeths
Seth Wiederanders

COMMUNITY PROTECTION & SERVICES COMMITTEE

February 3, 2022

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Williams in the Council Chambers, City Hall. **Roll Call:** Members Ald. Williams, Ald. Wiederanders and Ald. Reeths were present. Also present from City Departments were Chief Henry and Ms. Clarizio.

Moved by Ald. Wiederanders, seconded by Ald. Williams to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Approval of Minutes from December 2, 2021
4. Public Comment on Agenda Items
5. Consideration of: Review of Ordinances for Possible Revision
 - a. Chapter 3 – Financial Procedure
 - b. Chapter 4 – Emergency Government
 - c. Chapter 10 – Orderly Conduct
6. Adjourn

All Ayes. Carried.

Approval of Meeting Minutes

Moved by Ald. Wiederanders, seconded by Ald. Reeths to approve the December 2, 2021 minutes unless, upon review, changes are needed. Ald. Williams deemed the minutes acceptable. All Ayes. Carried.

Public Comment

None.

Chapter 3 - Financial Procedure

When the ordinances in Chapter 3 of the Municipal Code were created, the City Treasurer and City Clerk positions were combined. The positions have since been separated. Some of the ordinances did not require change, but the ones that did were reviewed and cleaned up by staff. The following sections include: 3.01(1) and (2)-Preparation of Tax Roll and Tax Receipts; 3.035(1) and (2)(a)-Reimbursement of Expenses; 3.085(2)-Access to Public Records; and 3.09(1) and (2)-Disposition of Municipal Property and Remittance of Funds.

3.01(1) and (2)-Preparation of Tax Roll and Tax Receipts

Moved by Ald. Wiederanders, seconded by Ald. Reeths to recommend the Common Council approve the changes to Section 3.01(1) and (2) of the City of Sturgeon Bay Municipal Code – Preparation of Tax Roll and Tax Receipts. All ayes. Carried.

3.035(1) and (2)(a)-Reimbursement of Expenses

Moved by Ald. Reeths, seconded by Ald. Wiederanders to recommend the Common Council approve the changes to Section 3.035(1) and (2)(a) of the City of Sturgeon Bay Municipal Code – Reimbursement of Expenses. All ayes. Carried.

3.085(2)-Access to Public Records

Moved by Ald. Reeths, seconded by Ald. Wiederanders to recommend the Common Council approve the changes to Section 3.085(1) and (2) of the City of Sturgeon Bay Municipal Code – Access to Public Records. All ayes. Carried.

3.09(1) and (2)-Disposition of Municipal Property and Remittance of Funds

Moved by Ald. Wiederanders, seconded by Ald. Reeths to hereby recommend the Common Council approve the changes to Section 3.09(1) and (2) of the City of Sturgeon Bay Municipal Code – Disposition of Municipal Property and Remittance of Funds. All ayes. Carried.

Chapter 4 – Emergency Management

This chapter is in regards to an ordinance of the Door County Board, which provides a county-municipal joint action emergency services plan of organization.

Moved by Ald. Reeths, seconded by Ald. Wiederanders to recommend the Common Council approve the changes to Section 4.02 of the City of Sturgeon Bay Municipal Code – Appointment of Emergency Management Director as presented. All ayes. Carried.

Chapter 10 – Orderly Conduct

Chief Henry discussed additional sections and reworks of some chapters that are needed in order to issue more specific citations for violations. If there is no crime committed, citations for certain offenses are being issued under the blanket of “disorderly conduct.” The police department would like to adopt ordinances in this chapter so that citations can be issued that fit the offense. The following are the proposed sections: 10.013 – Restriction on Facsimile Firearms; 10.014 – Restrictions on Laser Pointer; 10.16 – Obscene Literature; 10.115 – False Complaints of Police Misconduct; 10.22 – Public Assistance Fraud; and 10.066 – Crimes Against Public Peace, Order & Other Interests.

10.013 – Restriction on Facsimile Firearms

Moved by Ald. Wiederanders, seconded by Ald. Reeths to approve Section 10.013 of the City of Sturgeon Bay Municipal Code – Restriction on Facsimile Firearms as presented, and refer it to the City Attorney for review. All ayes. Carried.

10.014 – Restrictions on Laser Pointer

Moved by Ald. Reeths, seconded by Ald. Wiederanders to approve Section 10.014 of the City of Sturgeon Bay Municipal Code – Restriction on Laser Pointers as presented, and refer it to the City Attorney for review. All ayes. Carried.

10.16 – Obscene Literature

This ordinance is currently on the books, but it is unsure if it can be enforced. It will be reviewed and held over for the next meeting.

10.115 – False Complaints of Police Misconduct

Moved by Ald. Reeths, seconded by Ald. Wiederanders to approve Section 10.115 of the City of Sturgeon Bay Municipal Code – False Complaints of Police Misconduct as presented, and refer it to the City Attorney for review. All ayes. Carried.

10.22 – Public Assistance Fraud

Moved by Ald. Wiederanders, seconded by Ald. Reeths to approve Section 10.22 of the City of Sturgeon Bay Municipal Code – Public Assistance Fraud as presented, and refer it to the City Attorney for review. All ayes. Carried.

10.066 – Crimes Against Public Peace, Order & Other Interests

Moved by Ald. Reeths, seconded by Ald. Wiederanders to approve Section 10.066 of the City of Sturgeon Bay Municipal Code – Crimes Against Public Peace, Order & Other Interests as presented, and refer it to the City Attorney for review. All ayes. Carried.

Moved by Ald. Reeths seconded by Ald. Wiederanders, to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Sarah Spude-Olson
Police Department Office Manager



In Recognition of Door County Medical Center

Door County Medical Center is at the heart of Sturgeon Bay and Door County as it continues to accomplish its mission of improving the health and well-being of our community, especially those in need.

During these most challenging past two years, DCMC distinguished itself as one the state's leaders in battling the COVID-19 pandemic – with one of the highest vaccination rates, extensive testing facilities, and highly successful care of those hospitalized.

DCMC also continues its success in fulfilling the many other healthcare needs of our community. DCMC is an award-winning health care facility that has maintained the highest levels in quality, safety, and patient satisfaction:

- ⊕ DCMC is again one of Top 100 Critical Access hospitals in the United States.
- ⊕ Professional Research Consultants, a national healthcare market research company, bestowed DCMC with their highest honor, The Award of Distinction for Total HCAHPS (a measure of patient satisfaction).
- ⊕ The Centers for Medicare & Medicaid awarded DCMC 5 stars out of 5, placing DCMC in the top eight percent of all hospitals in the country.
- ⊕ Becker's Hospital Review ranked DCMC one of the Best Hospitals in the Midwest.

In addition, DCMC continues to support our community in many other ways. DCMC, one of the major employers in Sturgeon Bay and Door County, continues to grow the number individuals employed, supports many of the County's organizations and community events, and is in the process of building a new and expanded clinic in Sister Bay.

And through it all, the people of DCMC, the physicians, nurses, allied health professionals, bedside caregivers, volunteers, and all those performing the many critical functions of a successful hospital and clinic, give of themselves selflessly, tirelessly, and with total dedication and commitment.

The City of Sturgeon recognizes the outstanding performance of the staff of DCMC and thanks the staff and leadership of Door County Medical Center for their values and vision - putting patients first in everything they do and inspiring us to be a healthy community.

EXECUTIVE SUMMARY


TITLE: Request from Door County Delivers LLC (DBA Door County Courier) to operate a taxicab in the City of Sturgeon Bay.


BACKGROUND: Andrew Werblow has submitted his application for a taxicab license to the City Clerk. The application is in order. Typically, this application is handled at the Community Protection & Services Committee where a public hearing is held to deem public necessity.

Section 9.06(3) of the Municipal Code (Taxicabs) states that a public hearing will be held to deem public convenience and necessity of granting such a license. Section 9.06 is attached. After the public hearing, a recommendation to the Common Council is necessary.

FISCAL IMPACT: The fiscal impact includes a revenue source of \$17.00 for the first vehicle and \$11.00 for each additional vehicle for licensing fees.

OPTIONS: Schedule a date for a public hearing, for the Community Protection & Services Committee, to deem public convenience and necessity of granting such a license.

PREPARED BY: 
Stephanie L. Reinhardt, City Clerk/Human Resources Director

REVIEWED BY: 
Clint Henry, Police Chief

DATE: 3/14/22

To whom it concerns,

Door County Delivers LLC DBA Door County Courier would like to apply for a taxicab license in the city of Sturgeon Bay. Our main goal of applying for this license is to increase the availability of shuttle services from various airports to Sturgeon Bay and Door County. Door County is transforming from a regional tourist location to a national and international tourist location and more and more people are flying into Wisconsin and needing transportation to Sturgeon Bay and Door County. This is a service we have seen lacking in our community. Door County Courier would like to help fill this need while also providing the residents of Sturgeon Bay with various taxicab rides throughout the city, county, and region.

We will be conducting business as Door County Courier and will be using the following address:

Door County Courier
359 Louisiana St. #325
Sturgeon Bay, WI 54235

We are currently using one vehicle for taxicab purposes:

2014 Dodge Grand Caravan, Color: Graphite, VIN #: 2C4RDGCG4ER4S1989, Title #: 21228TU42013-8,
Plate #: AMM-6961, Capacity: 6 passengers.

We are in the process of purchasing a second taxicab vehicle and can provide those details and pay the additional fee once available.

Please find attached our insurance documents. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Werblow', with a stylized flourish at the end.

Andrew Werblow, Owner
Door County Delivers LLC DBA Door County Courier
920-559-0339
www.doorcountycourier.com

9.06 Taxicabs.

- (1) *Definition of taxicab.* The term "taxicab" shall include all vehicles transporting passengers for remuneration for which patronage is solicited publicly. This section shall not apply to:
 - (a) Vehicles operating on established routes which are regulated by the Public Service Commission of Wisconsin;
 - (b) Vehicles rented to be driven by the renter or his/her agent, commonly known as rent-a-cars;
 - (c) Vehicles operated solely as funeral cars or ambulances; and
 - (d) Vehicles operated solely for a shuttle service between the city and destination points outside of the city.
- (2) *Taxicab license.* No person shall for remuneration transport passengers in a taxicab within the city without first having obtained a taxicab license.
- (3) *Application for taxicab license.*
 - (a) Application for a taxicab license to operate one or more taxicabs or an application to operate additional taxicabs under an existing license shall be made in writing to the clerk-treasurer giving the address from which the business is conducted and signed by the owner of the business or his/her duly authorized agent. The application must also state for each vehicle to be operated the make, model and year of manufacture, the engine number, serial number, and capacity for passengers, and the Wisconsin state certificate of title number and license number.
 - (b) The application shall be submitted by the clerk-treasurer to the common council, which shall set a date for a public hearing before the council to examine the public convenience and necessity of granting such license. The clerk-treasurer shall notify the applicant of the time and place set for the hearing.
 - (c) No license shall be granted until the city council, by resolution, has determined that the public convenience and necessity will be served by the service proposed in the application for license. The council may hold such further hearings and procure such additional information as it may deem necessary or advisable in making such determination. The council may attach such conditions to the license as it deems appropriate for public convenience and necessity.
 - (d) Vehicles operated solely as limousines serving a particular business establishment or establishments which are not generally available to members of the public at large, and for which patronage is not publicly solicited for purposes not related to the business establishment or establishments served by the limousine service, are exempt from this section.
- (4) *License fee.* The taxicab license fee shall be in an annual amount set by the common council or any fractional part thereof, for the first vehicle operated and in an annual amount set by the common council, or any fractional part thereof, for each additional vehicle operated by the licensee. The license year shall commence July 1 and end June 30. If less than six months remain of the license year, the license fee for the first taxicab shall be reduced one-half.
- (5) *Insurance.*
 - (a) No taxicab license shall be issued until the applicant deposits with the clerk-treasurer a policy of liability insurance covering all vehicles to be included under the license. Such policy shall describe each vehicle by make, model and serial number, number of passengers capable of being accommodated therein at one time, and the number of the state motor vehicle license. Such insurance policy shall be issued by a company licensed to do business in the state and shall insure the licensee against loss from liability to the amount of \$50,000.00 for the injury or death of one person in any one accident, and in

the amount of \$100,000.00 for the injury or death of more than one person in any one accident, and in the amount of \$25,000.00 for damage to property of others for any one accident due to the negligent operation of such vehicle.

- (b) The policy of insurance shall be approved by the city attorney as to legal form before it is filed, and shall contain a provision that the same may not be cancelled before the expiration of its terms except upon ten days' written notice.
 - (c) The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically revoke and terminate all licenses issued for the vehicles covered by such insurance policy, unless another policy shall have been filed and approved pursuant to this section, and shall be in effect at the time of such cancellation or termination.
- (6) *Issuing of taxicab license and license plates.*
- (a) After passage of the resolution of convenience and necessity as provided in subsection (3)(c) and upon filing with the clerk-treasurer a receipt showing payment of the required license fees and the policy of insurance as herein provided, the clerk-treasurer shall issue to the applicant a taxicab license. Each license granted shall be numbered and shall show the owner's name and place of business and the number of vehicles which may be operated thereunder.
- (7) *Taxicabs to be marked.* Every taxicab shall be conspicuously marked on the right and left side with the name of the licensee and the serial number designated in the taxicab license, such letters and numbers not to be less than 1½ inches in height and of a light color on a dark background or dark color on a light background. A card containing the name of the licensee, taxicab license number and rates of fares printed thereon shall be kept in a conspicuous place inside of such vehicle at all times.
- (8) *Transfer of taxicab licenses.* A taxicab license shall be transferable with consent of the city council. Formal application to the city council shall be made, such application to state the names of the persons involved in the transfer and generally to contain all information required by subsection (3) hereof. The city council shall approve or disapprove such transfer, except that no license shall be issued until applicant for transfer shall have complied with all of the provisions of subsection (5) in all respects and shall have in addition thereto paid over to the clerk a transfer fee in an amount set by the common council.
- (9) *Renewal.* Taxicab licenses may be renewed by the clerk-treasurer upon the payment of the fees and filing of policies of insurance as required for the original license.
- (10) *Revocation.* A taxicab license may be revoked at any time by the city council for violation of any provision of this section, or for violation of any provision of chs. 340—348, Wis. Stats., or of any such statutory provision incorporated in a municipal ordinance. Such revocation may be for all vehicles or any vehicle included under a license. When any taxicab license is revoked, it shall be the duty of the clerk-treasurer to immediately notify the licensee to cease immediately to operate the taxicab for which the license has been revoked.
- (11) *Condition of vehicles.* The licensee shall keep each taxicab in a clean and sanitary condition, well painted and equipped and maintained as required by ch. 347, Wis. Stats.
- (12) *Taxi driver's license required; issuance.*
- (a) No person shall operate a taxicab unless he/she shall possess a taxi driver's license. The fee for such license shall be in an amount set by the common council. This provision shall not apply to the operator of a non-motorized vehicle.
 - (b) Each applicant shall submit in writing to the chief of police on forms furnished by the police department a statement of the applicant's full name; present residence; residence for three years past; age; color; height; weight; color of eyes and hair; citizenship; place of last previous employment; marital status; Wisconsin motor vehicle operator's license number; whether he/she has ever been convicted of a felony or a misdemeanor; whether he/she has ever been previously licensed as a driver

or chauffeur and, if so, when and by what authority; whether his/her license has ever been revoked or suspended and, if so, for what cause; and the name of the prospective employer. Applications shall be retained as police department records.

(c) No license shall be granted to any person:

1. Who is under 18 years of age.
2. Who does not possess a valid Wisconsin state motor vehicle operator's license.
3. Who has been convicted of any felony, misdemeanor or any other nontraffic offense the circumstances of which substantially relate to the circumstances of the vocation of a taxi driver.
4. Who has been convicted of a traffic offense or traffic offenses which substantially relate to the circumstances of the vocation of a taxi driver and which indicate, for the preservation of public safety, that the applicant is unfit to drive a taxicab.

(d) A taxi driver's license shall expire one year following its issuance. It may be renewed upon application to the chief of police on a form furnished by him/her entitled, "Application for Renewal of Taxi Driver's License," which shall show the full name and address of the applicant and date upon which his/her original license was granted and the number thereof.

(e) Upon receiving payment of the license fee, the chief of police shall provide to each licensed taxi driver a license of such form and style as the chief of police may prescribe, with the license number thereof, which must, under penalty of revocation of the license, be constantly and conspicuously displayed in the taxicab when he/she is engaged in his/her employment. Each licensee shall affix to the face of the license, in the space provided, a photograph of himself/herself not less than 1½ inches square which shall provide an accurate likeness of his/her face.

(f) The chief of police shall maintain a complete record of each license issued to a driver and of all renewals, suspensions, and revocations thereof, which shall be filed with the original application.

(13) *Revocation of taxi driver's license.*

(a) The chief of police shall revoke or refuse to renew the taxicab driver's license of any licensee:

1. Whose Wisconsin driver's license has been suspended or revoked.
2. Who has been convicted of any felony, misdemeanor or any other nontraffic offense the circumstances of which substantially relate to the circumstances of the vocation of a taxi driver.
3. Who has been convicted of a traffic offense or traffic offenses which substantially relate to the circumstances of the vocation of a taxi driver and which indicate, for the preservation of public safety, that the applicant is unfit to drive a taxicab.

(b) Written notice of such revocation or refusal to renew shall be given the licensee. Any person whose license has been revoked or renewal refused by the chief of police may, within ten days thereof, appeal to the city council for a hearing; and the council may, after the hearing, affirm or reverse the action of the chief of police. If no appeal is taken within ten days, the action of the chief of police shall be final.

(c) The chief of police shall repossess each license which is revoked.

(14) *Transfer of drivers.* A taxi driver may not transfer from one taxicab licensee to another licensee until such transfer has been recorded in writing with the chief of police.

(15) *Rates of fare.*

(a) Every person licensed to operate one or more taxicabs under subsections (2) through (6) shall file with the city clerk a schedule of proposed fees. Within 20 days from such filing, the council shall either approve or disapprove of such rates. If the proposed rates shall be disapproved, the council shall hold a

hearing within ten days from the date of such disapproval. Notice of the time, place and purpose of such hearing shall be given by publication of such notice in any newspaper having a paid circulation published in the city. The city council on such hearing shall hear all interested parties and thereafter fix rates which shall be consistent with public necessity and welfare.

- (b) If the city council neither approves nor disapproves the proposed rates within the time limited, the licensee shall operate under the rates proposed and the council shall not for a period of six months from such filing date change or alter the rates as filed.
- (c) The city council may, except as above provided, inquire into rates and fix and adjust such rates at any time, providing the council shall first hold a hearing and advertise and give notice of the time, place and purpose of such hearing by publication of a notice at least twice.
- (d) The owner or driver of any taxicab shall not charge any passenger a higher or lower rate of fare than that authorized by the council.

(Code 1992, § 9.06; Ord. No. 976-996, § 2, 9-3-96; Ord. No. 978-996, § 1, 9-3-96; Ord. No. 1009-998, §§ 1—3, 9-1-98; Ord. No. 1016-699, § 1, 6-1-99; Ord. No. 1061-0301, § 1, 3-20-01; Ord. No. 1155-1105, § 1, 11-15-05; Ord. No. 1270-0112, § 4, 1-3-12; Ord. No. 1270-0112, § 5, 1-3-12; Ord. No. 1270-0112, § 6, 1-3-12)

State law reference(s)—Authority, § 349.24, Wis. Stats.

EXECUTIVE SUMMARY

TITLE: Technology Upgrades for the Community Room

BACKGROUND: The audio-visual equipment in the community room is outdated and failing as witnessed during our budget workshops. The projector resolution is awful and images appear blurry and illegible. It was functional enough to limp by when COVID hit, but accentuated the need for more reliable remote access. Since that realization, staff has considered not only upgrading the current equipment, but modernizing it as well to add more capabilities to the system such as more enhanced remote training/learning and platform versatility. It is no secret, remote access and training has become the new normal in the business environment. Unfortunately, modernizing does come with a hefty price tag.

Prior to COVID, a number of groups including the YMCA, Door County Home Builders, Boys and Girls Club, and others, made use of this space for their monthly board meetings. It is a well and often used community room.

In order to give elected officials an idea of what modernizing could cost, Jason Mann was directed to reach out to Camera Corner for an estimate. The costs came in at almost \$57,000. As per the City's Purchasing Policy, purchases/projects of this size require a sealed bidding process. However, the Purchasing Policy does offer a sole source purchase option and as the City is tied fairly tightly to Camera Corner when it comes to technology and the most recent technological upgrades, for ease of use and compatibility, the City could consider waiving the bidding requirements and exercise the sole source option for the purchase the proposed upgrades for the community room from Camera Corner. Geographically, Camera Corner is the closest company to the City that does this and the City's experience with Camera Corner's customer service has been good.

This upgrade is a non-budgeted item so a ¾ vote of the Common Council is ultimately needed to move forward with this upgrade in 2022. If preferred, this item could be budgeted and upgraded in 2023. The possible funding source for this upgrade is the Cable TV budget. If the 2022 Cable TV budget holds true, that budget could fund this project while still maintaining the reserve requirement for that fund.

Benefits of the upgrade:

Creates a comprehensive and versatile remote learning room.

- Allows the City to host a remote learning room.
- Allows for larger remote access meetings.
- Allows for interaction among host and clients/guests.
- Allows for multiple conferencing platforms.
- Includes a network computer with guest access or allows guests to plug in their own laptop and take control of the remote access amenities.
- Plug and Play.
- User friendly interface.

FISCAL IMPACT: \$56,852.65

OPTIONS:

- 1) Approve the proposed technology upgrades to the community room for implementation in 2022 using Cable TV funds and sole source

purchasing from Camera Corner.

- 2) Approve the proposed technology upgrades to the community room for implementation in 2022 using Cable TV funds but deny sole source purchasing, and direct staff to go through the bidding process.
- 3) Select option #1 or #2 above but rather than complete the upgrade in 2022, utilize the 2023 budgeting process.
- 4) Deny the proposed upgrade to the technology in the community room.

RECOMMENDATION:

While this isn't an essential or critical need requiring immediate action, improvements would make meetings more effective and enable users of the space to make better use of today's meeting and presentation technology. Consideration by the Finance/Purchasing and Building Committee and Community Protection and Services Committee, with the Committees selecting one of the options detailed above.

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

3/18/22
Date

REVIEWED BY: Jason Mann
Jason Mann
Cable TV

19 March 2022
Date

APPROVED BY: Joshua Van Lieshout
Joshua Van Lieshout
City Administrator

MARCH 18, 2022
Date