



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, AUGUST 4, 2020
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$42,263.57 Capital Fund - \$1,101,587.16, Cable TV - \$5,267.91, TID #4 - \$1,456.00, and Solid Waste Enterprise Fund - \$23,643.84 for a grand total of \$1,174,218.48. [roll call]

7. **CONSENT AGENDA**

* All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

* a. Approval of 7/21/20 regular Common Council minutes.

* b. Place the following minutes on file:

- (1) Sturgeon Bay Utility Commission – 6/9/20
- (2) Zoning Board of Appeals – 7/14/20
- (3) Finance/Purchasing & Building Committee – 7/14/20
- (4) Personnel Committee – 7/15/20
- (5) City Plan Commission – 7/15/20
- (6) Police & Fire Commission – 7/21/20
- (7) Historic Preservation Commission – 7/24/20
- (8) Aesthetic Design & Site Plan Review Board – 7/27/20

* c. Place the following reports on file:

- (1) Fire Department Report – June 2020

* d. Consideration of: Approval of Beverage Operator licenses.

* e. Consideration of: Temporary Class B Beer and Temporary Class B Wine license.

* f. Consideration of: Approval of Street Closure Application from SB Life is Good.

* g. Zoning Board of Appeals recommendation re: Amendments to ZBA Rule of Procedure.

- * h. Historic Preservation Commission recommendation re: Amendments to Historic Preservation Code.
- 8. Mayoral appointments.
- 9. Update re: Under the Stars Night Market (Destination Sturgeon Bay)
- 10. Consideration of: Increase in Election Worker Wages for August & November 2020 Elections.
- 11. First reading of ordinance re: Historic Preservation Commission Code Amendments.
- 12. Resolution Providing for the Sale of Approximately \$4,370,000 General Obligation Promissory Notes.
- 13. Resolution Supporting Wisconsin Harbor Assistance Program Grant Application.
- 14. Finance/Purchasing & Building Committee recommendation r: Approve the proposed 2021-2023 Fire Protection Service Agreement with Town of Sevastopol.
- 15. Consideration of: Endorsement of Door County Public Health Emergency Advisory Requiring Face Coverings.
- 16. Discussion re: Face Covering Ordinance.
- 17. City Administrator report.
- 18. Mayor's report
- 19. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 7.31.2020
Time: 12:00pm
By: JM

NOTE: COUNCIL CHAMBERS WILL BE OPEN TO THE PUBLIC TO OBSERVE AND RENDER PUBLIC COMMENT ON AGENDA ITEMS ONLY. THE MEETING WILL BE LIVESTREAMED AT <https://sbtv.viebit.com/> AND CABLE ACCESS CHANNEL 988.

CITY OF STURGEON BAY
GENERAL PROCEDURES FOR PUBLIC COMMENT AT COMMON COUNCIL MEETINGS

Any citizen requesting to address the Council during the public comment portion of the meeting:

- Must fill out a "Request to Comment" form and turn it in to the City Clerk or Mayor PRIOR to the start of the meeting. Name and address must be filled in. Indicate the agenda item number that you are planning to provide public comment on. Public Comment will be restricted to Agenda Items only.
- Individuals will have a maximum of three (3) minutes to address the Council. A total of 30 minutes will be allotted to Public Comment per meeting, unless the Council body agrees to extend the time. The extensions will be 15 minute additional increments.
- Priority will be given to City residents.
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

IF EVERYONE ABIDES BY THESE GUIDELINES, OUR MEETINGS WILL MOVE ALONG SMOOTHLY AND BUSINESS WILL BE CONDUCTED IN AN EFFICIENT AND TIMELY MANNER. YOUR COOPERATION WILL BE APPRECIATED BY ALL PRESENT AT THE MEETING.

PLEASE NOTE THAT LETTERS WILL NOT BE READ INTO THE RECORD AS PUBLIC COMMENT. ONLY LETTERS RECEIVED FOR A PUBLIC HEARING WILL BE READ INTO THE RECORD.

NOTE: IF TOPICS THAT WILL GENERATE SIGNIFICANT POTENTIAL FOR PUBLIC COMMENT APPEAR ON THE COUNCIL AGENDA, A PUBLIC HEARING WILL TAKE PLACE PRIOR TO THE COUNCIL MEETING.

RESPECTFULLY,
MAYOR DAVID J. WARD

REVISED: 6/2/20

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19610	RICHARD STUEWER	06/20 INS REIMBURSE/STUEWER	01-000-000-21530	324.66
R0000101	CATHY WANKE	SHELTER RESERVE RFND/C WANKE	01-000-000-46300	55.00
R0000101		SHELTER RESERVE RFND/C WANKE	01-000-000-24214	2.75
R0000101		SHELTER RESERVE RFND/C WANKE	01-000-000-24215	0.28
R0000101		SHELTER RESERVE RFND/C WANKE	01-000-000-46300	55.00
R0000101		SHELTER RESERVE RFND/C WANKE	01-000-000-24214	2.75
R0000101		SHELTER RESERVE RFND/C WANKE	01-000-000-24215	0.28
R0001647	DONNA ALTEPETER	SHELTER FEE REFND/ALTEPETER	01-000-000-46300	55.00
R0001647		SHELTER FEE REFND/ALTEPETER	01-000-000-24214	2.75
R0001647		SHELTER FEE REFND/ALTEPETER	01-000-000-24215	0.28
TOTAL LIABILITIES				498.75
TOTAL GENERAL FUND				498.75
LAW/LEGAL				
03950	DAVIS KUELTHAU	06/20 WATERFNT DEV MATTERS	01-110-000-55010	494.00
03950		06/20 SARTER LEASE	01-110-000-55010	702.00
03950		06/20 WEESE YOUNG MATTERS	01-110-000-55010	476.60
03950		06/20 GENERAL MATTERS	01-110-000-55010	421.65
03950		06/20 SARTER LEASE	01-110-000-55010	140.00
16555	PINKERT LAW FIRM, LLP	05/30 LITIGATION MATTERS-HORNER	01-110-000-55010	337.50
16555		05/30 LITIGATION MATTERS-KOLSKI	01-110-000-55010	22.50
16555		05/30 LITIGATION MATTERS-WILBUR	01-110-000-55010	22.50
16555		05/30 NUISANCE PROP-E HORNER	01-110-000-55010	146.25
16555		05/30 NUISANCE PROP-R WILBUR	01-110-000-55010	326.25
TOTAL				3,089.25
TOTAL LAW/LEGAL				3,089.25
CITY CLERK-TREASURER				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	CREDIT RETURN	01-115-000-51950	-72.08
BUBRICKS		ENEVELOPES/PENS/FOLDERS	01-115-000-51950	119.77
TOTAL				47.69
TOTAL CITY CLERK-TREASURER				47.69
ADMINISTRATION				
19841	ROTARY CLUB OF STURGEON BAY	3RD QTR DUES/VANLIESHOUT	01-120-000-56000	200.00
TOTAL				200.00
TOTAL ADMINISTRATION				200.00
CITY HALL				
23730	WPS	421 MICHIGAN STREET	01-160-000-56600	506.40

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CITY OF STURGEON BAY
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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
VIKING	VIKING ELECTRIC SUPPLY, INC	4 BULBS	01-160-000-55300	42.40
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-51850	24.30
TOTAL				573.10
TOTAL CITY HALL				573.10
GENERAL EXPENDITURES				
08167	GANNETT WISCONSIN NEWSPAPERS	PUBLIC HRING NOTICE	01-199-000-57450	20.10
TOTAL				20.10
TOTAL GENERAL EXPENDITURES				20.10
POLICE DEPARTMENT				
02790	DAN BRINKMAN	CLOTHING REIMBURSE/BRINKMAN	01-200-000-52900	215.65
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ASSORTED OFFICE SUPPLIES	01-200-000-51950	52.17
BUBRICKS		BATTERIES	01-200-000-51950	28.70
TOTAL				296.52
TOTAL POLICE DEPARTMENT				296.52
POLICE DEPARTMENT/PATROL				
04575	DOOR COUNTY HARDWARE	FAN	01-215-000-54999	239.99
04696	DOOR COUNTY TREASURER	06/20 FUEL BILLING	01-215-000-51650	2,805.00
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGE	01-215-000-58999	150.00
23640		22 OFFICER SUPPORT CHARGE	01-215-000-58999	264.00
GLOBALRE	GLOBAL RECOGNITION, INC	PLAQUE/R KINGLSEY	01-215-000-54999	53.10
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD MAINTENACE/SGT-INV	01-215-000-58600	1,024.84
NELSON	NELSON TACTICAL	UNIFORM PANTS/JENNERJOHN	01-215-000-52900	237.34
ZACH	JAKE ZACH	UNIFORM BOOT REIMB/ZACH	01-215-000-52900	100.00
TOTAL				4,874.27
TOTAL POLICE DEPARTMENT/PATROL				4,874.27
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	RADIO/PAGER REPAIR	01-250-000-57550	24.18
02005		RADIO BATTERIES	01-250-000-57550	1,500.00
02005		RADIO SPEAKER/MIC	01-250-000-57550	3,480.00
02005		RADIO COVER & SCREW	01-250-000-57550	19.72
04575	DOOR COUNTY HARDWARE	POWER STRIP	01-250-000-54999	7.99
04575		HARDWARE/CLAMPS	01-250-000-54999	5.50
04575		HARDWARE	01-250-000-54999	5.94
04575		HOLE DOZER	01-250-000-54999	9.99
04575		HOLE SAW	01-250-000-54999	15.99
04575		SEALANT/FASTENERS	01-250-000-54999	30.29

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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575		PAINT BRUSH SET/KEYS	01-250-000-54999	15.57
04575		FASTENERS/SEALANTS	01-250-000-54999	25.28
04575		CAULK	01-250-000-54999	13.98
04575		ANGLE BRUSH	01-250-000-54999	9.99
04575		ANT KILLERS	01-250-000-54999	20.98
04575		SHELVES/BACKET/BROOM/BATTRY	01-250-000-54999	69.92
04696	DOOR COUNTY TREASURER	06/20 FUEL CHARGES	01-250-000-51650	1,632.60
06012	FASTENAL COMPANY	SCREWS	01-250-000-54999	9.90
06650	GALLS, AN ARAMARK COMPANY	UNIFORM	01-250-000-52900	84.90
11700	KALIN MONTEVIDEO	EDUCATION REIMBURSE/MONTEVIDEO	01-250-000-55600	1,310.00
12100	LAMPERT YARDS INC	CREDIT RETURN	01-250-000-54999	-6.99
12100		LUMBER/DRYWALL	01-250-000-54999	34.71
14875	NWTC GREEN BAY	FF 2 STATE EXAM/PAYE	01-250-000-55600	80.00
16352	PENFLEX, INC	BENEFIT PAYMENT FEE	01-250-000-50377	80.00
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	263.00
23730	WPS	656 S OXFORD AVE	01-250-000-56600	36.92
AMERWELD	AMERICAN WELDING & GAS, INC	WELDING GAS	01-250-000-54999	39.17
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BLUE DEF	01-250-000-53000	27.98
O'REILLY		HOSE/PLUG/CRIMP	01-250-000-53000	77.55
O'REILLY		FILTER	01-250-000-53000	57.99
O'REILLY		DEF	01-250-000-53000	43.96
O'REILLY		DEF	01-250-000-53000	10.99
TOTAL				9,038.00
TOTAL FIRE DEPARTMENT				9,038.00
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	3 FREON/9 TVS/MSW 6.32TN	01-311-000-58400	929.29
TOTAL				929.29
TOTAL SOLID WASTE MGMT/SPRING/FALL				929.29
STREET SWEEPING				
04545	DOOR COUNTY COOPERATIVE/NAPA	HYDO OIL	01-330-000-51400	214.60
19880	STURGEON BAY UTILITIES	WATER USAGE FOR SWEEPER-MARCH	01-330-000-53050	2.61
19880		WATER USAGE FOR SWEEPER-APRIL	01-330-000-53050	2.61
19880		WATER USAGE FOR SWEEPER-MAY	01-330-000-53050	2.48
19880		WATER USAGE FOR SWEEPER-JUNE	01-330-000-53050	12.10
25700	ZARNOTH BRUSH WORKS INC	3 GUTTER BROOMS @ 134.50	01-330-000-51400	403.50
TOTAL				637.90
TOTAL STREET SWEEPING				637.90
ROADWAYS/STREETS				
04545	DOOR COUNTY COOPERATIVE/NAPA	OIL DRY	01-400-000-54999	349.30
TOTAL				349.30

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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL ROADWAYS/STREETS				349.30
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	250 GAL WHITE PAINT @ 11.64	01-420-000-52100	2,910.00
04276		CREDIT INCORRECTLY BILLED	01-420-000-52100	-849.00
TOTAL				2,061.00
TOTAL STREET SIGNS AND MARKINGS				2,061.00
CURB/GUTTER/SIDEWALK				
04575	DOOR COUNTY HARDWARE	CONCRETE MIX	01-440-000-51200	75.90
TOTAL				75.90
TOTAL CURB/GUTTER/SIDEWALK				75.90
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	DRIP PAN	01-450-000-52150	47.98
04575	DOOR COUNTY HARDWARE	WOOD SLEDGE HANDLE	01-450-000-52700	13.99
04575		SUPER GLUE	01-450-000-52150	7.98
04696	DOOR COUNTY TREASURER	06/20 FUEL 580.58 G	01-450-000-51650	1,352.17
04696		06/20 DSL FUEL 767.35 G	01-450-000-51650	1,949.07
06012	FASTENAL COMPANY	HARDWARE	01-450-000-52150	54.07
06012		TARP	01-450-000-53000	176.03
06012		BOLTS	01-450-000-53000	10.77
QUALITY	QUALITY TRUCK CARE CENTER INC	RETRACTOR ASSEMBLY	01-450-000-53000	236.56
TOTAL				3,848.62
TOTAL STREET MACHINERY				3,848.62
CITY GARAGE				
06012	FASTENAL COMPANY	COVERALLS	01-460-000-54999	134.23
22800	WALMART COMMUNITY	BATTERIES/BANDAIDS	01-460-000-54999	41.16
TOTAL				175.39
TOTAL CITY GARAGE				175.39
HIGHWAYS - GENERAL				
DAVIS	DAVID DAVIS	SAFETY CLOTHING REIMB/DAVIS	01-499-000-56800	59.00
DELFOSSE	KYLE DELFOSSE	SAFETY BOOTS /DELFOSSE	01-499-000-56800	216.28
DELFOSSE		SAFETY CLOTHING /DELFOSSE	01-499-000-56800	33.72
TOTAL				308.00

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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL HIGHWAYS - GENERAL				308.00
PARK & RECREATION ADMIN				
04575	DOOR COUNTY HARDWARE	FLAT BAR	01-500-000-51950	38.97
04575		CHAIN/HOOK/DRILL BIT	01-500-000-51950	18.91
08167	GANNETT WISCONSIN NEWSPAPERS	CHEMICAL WEED SPRAY	01-500-000-57450	35.63
08167		PUBLIC HRING NOTICE/JENNRJOHN	01-500-000-57450	39.21
08167		212 LOCUST ST RFP	01-500-000-57450	94.14
08167		MEETING PUBLICATION	01-500-000-57450	13.67
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-500-000-51950	10.92
23200	WDOR	JUNE FARM MARKET ADVERTISING	01-500-000-57450	96.00
TOTAL				347.45
TOTAL PARK & RECREATION ADMIN				347.45
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	DOT DRUG SCREEN/D HESLER	01-510-000-57100	50.00
04545	DOOR COUNTY COOPERATIVE/NAPA	SPARK PLUG	01-510-000-51900	4.44
04545		LED LT KIT	01-510-000-53000	55.00
04696	DOOR COUNTY TREASURER	06/20 FUEL 937.9 G	01-510-000-51650	2,184.37
04696		06/20 DSL FUEL 88.85 G	01-510-000-51650	225.68
06012	FASTENAL COMPANY	SCREWS/WASHERS	01-510-000-56250	59.57
06012		WASHERS	01-510-000-56250	1.84
08225	HERLACHE SMALL ENGINE	EDGER BLADE	01-510-000-52700	5.00
08225		EDGER BLADE	01-510-000-52700	5.00
08225		FUEL/OIL	01-510-000-51900	50.00
12100	LAMPERT YARDS INC	SIDING	01-510-000-51800	260.64
12100		LUMBER	01-510-000-51800	78.14
13360	MENARDS-GREEN BAY EAST	HARDWARE/LUMBER	01-510-000-54999	631.99
13655	MONROE TRUCK EQUIPMENT, INC	LIGHTS/DODGE	01-510-000-53000	358.03
19240	SERVICE MOTOR CO	CASE TRACTOR REPAIR-PARTS	01-510-000-58600	456.07
19240		CASE TRACTOR REPAIR-LABOR	01-510-000-58600	775.20
23730	WPS	335 S 14TH AVE	01-510-000-56600	32.55
BLAKECIH	BLAKE CIHLAR	SAFETY CLOTHING/B CIHLAR	01-510-000-56800	103.36
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR FILTER	01-510-000-51900	32.96
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-510-000-51850	35.88
WARNER		TOWELS/BLEACH/SOAP/CLEANER	01-510-000-51850	179.76
WILLEMS	WILLEMS LANDSCAPE SERVICE	20YRDS PLAYGROUND MULCH	01-510-000-51760	700.00
WILLEMS		DELIVERY	01-510-000-51760	100.00
TOTAL				6,385.48
TOTAL PARKS AND PLAYGROUNDS				6,385.48
BALLFIELDS				
BALLFIELDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	WEED CONTROL	01-520-000-56500	398.25
TOTAL BALLFIELDS				398.25

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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
BALLFIELDS				
BALLFIELDS				
TOTAL BALLFIELDS				398.25
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE	01-550-000-56600	27.37
TOTAL				27.37
TOTAL MUNICIPAL DOCKS				27.37
WATER WEED MANAGEMENT				
04545	DOOR COUNTY COOPERATIVE/NAPA	WEED HARVESTER BATTERY	01-560-000-51400	99.99
04545		CIRCUIT BREAKER	01-560-000-51400	4.29
PORT	WEST MARINE PRO	BATTERY SWITCH	01-560-000-51400	31.98
R0000655	TRANSMOTION, LLC	HYDRAULIC FITTINGS & HOSE	01-560-000-51400	80.13
TOTAL				216.39
TOTAL WATER WEED MANAGEMENT				216.39
WATERFRONT PARKS & WALKWAYS				
12790	MAAS FLORAL AND GREENHOUSE	18 PETUNIA @ 5.99	01-570-000-54999	107.82
12790		6 PLANT GRASSES @ 9.99	01-570-000-54999	59.94
TOTAL				167.76
TOTAL WATERFRONT PARKS & WALKWAYS				167.76
TOTAL GENERAL FUND				34,565.78
CAPITAL FUND				
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	ADDL MANHOLE LIDS	10-199-000-51525	872.13
14826	NORTHEAST ASPHALT, INC.	NPL CONST PORTION PRJCT 2002B	10-199-000-51525	421.50
14826		SBU PORTION PRJCT 2002B	10-199-000-51525	13,165.00
14826		BEHLING PORTION PRJCT 2002B	10-199-000-51525	220.50
14826		NASEWAUPEE PORTION PRJCT 2002B	10-199-000-51525	80,653.32
TOTAL				95,332.45
TOTAL GENERAL EXPENDITURES				95,332.45
ROADWAYS/STREETS				
ROADWAYS/STREETS				
13655	MONROE TRUCK EQUIPMENT, INC	PROTECTOR/CAB	10-400-000-59060	199.00
13655		INSTALLATION HARDWARE	10-400-000-59060	96.00
13655		MOUNT	10-400-000-59060	38.00

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INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ROADWAYS/STREETS				
ROADWAYS/STREETS				
13655		FREIGHT	10-400-000-59060	50.00
19730	STURGEON BAY VISITOR CENTER	2ND INSTALL WAYFINDING PROJECT	10-400-000-59999	200,000.00
EWALD	EWALD CHEVROLET BUICK	2020 DODGE RAM 1500	10-400-000-59060	26,088.00
EWALD		REGISTRATION & TITLE	10-400-000-59060	169.50
R0000421	WI DEPT OF TRANSPORTATION	MAPLE/OREGON ST BRIDGE	10-400-000-59200	2,496.71
R0000421		MAPLE/OREGON STREET BRIDGE	10-400-000-59200	60,517.39
TOTAL ROADWAYS/STREETS				289,654.60
ANNUAL RESURFACING & BASE REP.				
14826	NORTHEAST ASPHALT, INC.	CITY PORTIN PAY #1 PRJCT 2002B	10-400-110-59095	707,664.15
TOTAL ANNUAL RESURFACING & BASE REP.				707,664.15
TOTAL ROADWAYS/STREETS				997,318.75
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
PICKEBAL	PICKELBALL CENTRAL	PICKLEBALL POSTS	10-510-000-59075	2,459.94
PICKEBAL		PICKLEBALL NETS	10-510-000-59075	959.94
PICKEBAL		POST SLEEVES	10-510-000-59075	149.94
TOTAL PARKS AND PLAYGROUNDS				3,569.82
TOTAL PARKS AND PLAYGROUNDS				3,569.82
BALLFIELDS				
BALLFIELDS				
BAYLAND	BAYLAND BUILDERS, INC	HANDRL FABRICATE, PAINT, INSTLL	10-520-000-59105	4,900.00
TOTAL BALLFIELDS				4,900.00
TOTAL BALLFIELDS				4,900.00
WATERFRONT PARKS & WALKWAYS				
02480	BONNIE BROOKE GARDENS LLC	54 PLANTS	10-570-000-59075	355.14
20250	TILLMAN LANDSCAPE & NURSRY INC	20 CREEPING PHLOX @ 5.55	10-570-000-59075	111.00
TOTAL				466.14
TOTAL WATERFRONT PARKS & WALKWAYS				466.14
TOTAL CAPITAL FUND				1,101,587.16
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
22800	WALMART COMMUNITY	HDMI CABLES/ADAPTERS	21-000-000-52700	62.07
MANN	MANN COMMUNICATIONS, LLC	08.04.20 CONTRACT	21-000-000-55015	5,205.84
TOTAL CABLE TV / GENERAL				5,267.91

DATE: 07/28/1920
TIME: 13:45:38
ID: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 08/04/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
TOTAL CABLE TV / GENERAL				5,267.91
TOTAL CABLE TV				5,267.91
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
03950	DAVIS KUELTHAU	06/20 GRANARY MATTERS	28-340-000-55001	1,456.00
TOTAL TID #4 DISTRICT				1,456.00
TOTAL TID #4 DISTRICT				1,456.00
TOTAL TID #4 DISTRICT				1,456.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04545	DOOR COUNTY COOPERATIVE/NAPA	CASE GREASE	60-000-000-52050	38.79
04603	HALRON LUBRICANTS INC	USED OIL PICKUP 300 G	60-000-000-52050	45.00
04696	DOOR COUNTY TREASURER	06/20 DSL FUEL 874.23 G	60-000-000-51650	2,220.54
ADVANCED	ADVANCED DISPOSAL	281.10 TON GARBAGE	60-000-000-58300	17,979.16
ADVANCED		78.45 TON RECYCLING	60-000-000-58350	1,157.93
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	GREASE	60-000-000-52050	85.98
ASTRO	ASTRO HYDRAULICS, INC	REPAIR/TEST HYDRAULIC CYLINDER	60-000-000-53000	1,428.80
JX ENT	JX ENTERPRISES, INC.	FILTER	60-000-000-53000	53.99
JX ENT		OIL PAN GASKET	60-000-000-53000	172.73
JX ENT		OIL PAN	60-000-000-53000	365.17
JX ENT		OIL PAN GASKET	60-000-000-53000	42.95
JX ENT		SCREWS	60-000-000-53000	52.80
TOTAL SOLID WASTE ENTERPRISE FUND				23,643.84
TOTAL SOLID WASTE ENTERPRISE FUND				23,643.84
TOTAL SOLID WASTE ENTERPRISE				23,643.84
TOTAL ALL FUNDS				1,166,520.69

MANUAL CHECKS

SECURIAN FINANCIAL GROUP, INC. 07/16/20 Check # 87293 08/20 Life Insurance 01-000-000-21545	\$2,319.39
EBC CORP 07/16/20 Check # 87294 06/20 FSA,HRA,PEB,COBRA FEES 01-000-000-21540	\$242.50
SUPERIOR VISION INSURANCE 07/16/20 Check # 87296 08/20 Vision Insurance 01-000-000-21540	\$834.29
SOUTHERN DOOR SCHOOL DISTRICT 07/20/20 Check # 87297 04/20; 05/20; 06/20 Mobile Home Tax Payment 01-000-000-41300	\$623.01
STURGEON BAY SCHOOL DISTRICT 07/20/20 Check # 87298 06/20 Mobile Home Tax Payment 01-000-000-41300	\$3,678.60
TOTAL MANUAL CHECKS	\$ 7,697.79

DATE: 07/28/1920
TIME: 13:45:38
ID: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 08/04/2020

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

GENERAL FUND
CAPITAL FUND
CABLE TV
TID #4 DISTRICT
SOLID WASTE ENTERPRISE

~~34,565.78~~
1,101,587.16
5,267.91
1,456.00
23,643.84

42,1263.57

TOTAL --- ALL FUNDS

~~1,166,520.69~~

1,174,218.48

Helen Bacon 7/28/2020
Jan Wille 7/28/2020

COMMON COUNCIL

July 21, 2020

A meeting of the Common Council was called to order at 7:00 pm by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Hayes, Williams, Gustafson, Nault, Wiederanders and Reeths were present. Ald. Bacon, Hayes, Williams, Gustafson, Nault, and Reeths and Mayor Ward appeared in person. Ald. Wiederanders appeared virtually via Zoom.

Williams/Nault to adopt agenda. Carried.

The following people spoke during public comment: Sean Ryan, 1971 Prescott Place, DePere.

Bacon/Wiederanders to approve following bills: General Fund - \$234,822.51, Capital Fund - \$14,407.72, Cable TV - \$36.95, TID #4 - \$30,661.25, and Solid Waste Enterprise Fund - \$1,958.41 for a grand total of \$281,886.84. Roll call: All voted aye. Carried.

Gustafson/Reeths to approve consent agenda:

- a. Approval of 7/7/20 regular and 7/7/20 closed session Common Council minutes.
- b. Place the following minutes on file:
 - (1) Joint Review Board - 6/24/20
 - (2) Parking & Traffic Committee - 6/29/20
 - (3) Finance/Purchasing & Building Committee - 6/30/20
 - (4) Cable Communication System Advisory Council - 7/2/20
 - (5) Industrial Park Development Review Team - 7/8/20
- c. Place the following reports on file:
 - (1) Police Department Report - June 2020
 - (2) Inspection Department Report - June 2020
 - (3) Bank Reconciliation - June 2020
 - (4) Revenue & Expense Report - June 2020
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Temporary Class B Beer license.
- f. Consideration of: Approval of Street Closure Applications from Destination Sturgeon Bay.
- g. Parking & Traffic Committee recommendation re: Set the price per parking space at \$100, for a total of \$300, for Jeff Jahnke, Cherryland Properties, Inc. as payment in lieu of providing three parking spaces at 145 S. Neenah Avenue.
- h. Community Protection & Services Committee recommendation re: Approve the Personal Services Contract with Mann Communications, LLC for Cable TV services for the term commencing on January 1, 2021 as presented.

Carried.

Bacon/Gustafson to approve the street closure application from Fall 50. Discussion took place regarding safety precautions, the reason the event was relocated due to flooding at Sunset Park, the route, and bridge closure. Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend the Common Council approve the resolution to conditionally suspend ordinance 10.175 of the Municipal Code - Drinking on Public Property Regulated as presented, along with the map as drawn indicating the defined zone, to be reviewed again after a four-week trial period.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: Dan Williams, Chr.

Introduced by Williams. Williams/Gustafson to approve. Discussion took place regarding the creation of the district, the financial conditions of local businesses due to COVID-19, the alcohol public consumption area, promoting/creating a walkable Sturgeon Bay, reviewing after a four-

week trial period, that the temporary suspension was for the hours between 9 am – 10 pm through December 31, 2020, that all alcohol taken for consumption would be in non-resealable and non-breakable containers such as metal, paper or plastic. Carried with Hayes voting no.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from Payne & Dolan, Inc. in an amount not to exceed \$200,930 for the restoration of Sunset Park shoreline.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Helen Bacon, Chr.

Introduced by VanLieshout. Bacon/Gustafson to adopt. Discussion took place regarding the difference in bid amounts and the difference in the bids. Carried.

Community Development Director Olejniczak gave a status update on the comprehensive plan and process. Community input from Vandewalle include a stakeholder meeting, survey using POLCO, visioning meeting, and Plan Commission meetings. The contractor came up with a Plan and it was unveiled to the Plan Commission on June 15. Vandewalle continues to make some changes based on feedback from the Plan Commission and now the open house process begins which means the community gets to comment on the Plan. This is being done virtually due to the pandemic. The presentation by Vandewalle will be done virtually and will be available for viewing from about July 30 until August 18. The comments gathered from the open house will be sent back to the Plan Commission for review and a full public hearing will be scheduled.

There were no mayoral appointments.

The City Administrator gave his report.

The Mayor gave his report.

Bacon/Nault to adjourn. Roll call: All voted aye. Carried. The meeting adjourned at 8:04 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

STURGEON BAY UTILITIES
Regular Meeting
June 9th, 2020

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. via video conference. Roll call: President Stewart Fett, Mayor David Ward, Commissioner Steve Christoferson, Cindy Weber, and Seth Wiederanders were present. Also present were General Manager James Stawicki, Operations Manager Cliff White. Electric Supervisor Jason Bieri and recording secretary Laurie Bauldry.

Ward/Weber to adopt the agenda as amended (complete copy on file at the Utility office). Motion carried.

Wiederanders/Christoferson to approve the minutes of the regular meeting held on May 12th, 2020. Motion carried.

Commissioner Williams joined the meeting at 12:05.

The Commission proceeded to review the bills for May in the amount of \$1,541,844.03. Fett/Ward to approve payment of the bills. Motion carried.

The April 2020 financials were presented. Ward/Williams to accept the financials. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. No formal action was taken.

Next, General Manager Stawicki presented a modified recommendation for re-opening to the public. After some discussion, Stawicki was given permission to move forward with staff's proposal as presented.

Next was consideration of the Compliance Maintenance Annual Report (C.M.A.R.) relating to 2019 operations of the wastewater utility. This report reflected favorable results for SBU. Fett/Wiederanders to accept the C.M.A.R. for submission to the DNR. Motion carried

The operations report was presented by Operations Manager White. Fett/Christoferson to accept the Operations Report for May. Motion carried.

The next item of business was the General Manager's report:

- a) Adjustments
- b) Focus on Energy update
- c) Covid-19 action and impacts

Stawicki reported 2020 year-to-date incentives from Focus on Energy for energy efficiency and conservation is \$ 26,026.69

Ward/Christoferson to adjourn. Motion carried. The meeting adjourned at 1:05 p.m.

Steve Christoferson
Secretary

Approved for publication:

Stewart Fett
President

Date: _____

James Stawicki
General Manager

Date: _____

ZONING BOARD OF APPEALS
Tuesday, July 14, 2020

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:00 Noon by Chairperson William Murrock in the Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Wayne Spritka, William Murrock, Nancy Schopf, Dave Augustson, and Bill Chaudoir were present. Mr. Chaudoir appeared virtually via Zoom. Also present were Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Augustson, seconded by Ms. Schopf to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 26, 2020.
4. Public hearing: Petition from Brian Hesprich to modify the northerly lot line creating a lot width of 66 feet measured at the front yard setback line, located at 526 N. Hudson Avenue.
5. Consideration of: Petition from Brian Hesprich to modify the northerly lot line creating a lot width of 66 feet measured at the front yard setback line, located at 526 N. Hudson Avenue.
6. Consideration of: Rules of Procedure.
7. Adjourn.

Carried.

Approval of minutes from May 26, 2020: Moved by Ms. Schopf, seconded by Mr. Augustson to approve the minutes from May 26, 2020. All ayes. Carried.

Public hearing: Petition from Brian Hesprich to modify the northerly lot line creating a lot width of 66 feet measured at the front yard setback line, located at 526 N. Hudson Avenue: Chairperson Murrock opened the public hearing at 12:03 p.m.

Mr. Sullivan-Robinson stated that Mr. Hesprich is seeking a variance from the minimum 70-foot lot width requirement. The certified survey map indicates a land swap which will alter the lot width equating to 66 feet at the front yard setback line. Staff is in favor of the land swap even with not meeting the width standard. The lot is not uniform and the CSM eliminates a remnant piece of land between two parcels. In addition, increasing the width more would encroach the neighboring driveway. They want to be able to maintain the driveway accessibility. He added that most of the lots on that side of the street are non-conforming lots.

Brian Hesprich, owner of the property at 526 N. Hudson Avenue, knew when he purchased it that there was a discrepancy on the piece of property on the bayside. Dufek's, the owners of the neighboring property, have been trying to resolve this for quite some time. The upper portion is the cut-out for them to access their driveway. With a land swap, it would make the property clean and neat. Mr. Hesprich would also end up gaining more shore frontage.

Jeanette Dufek, 536 N Hudson Avenue, spoke in favor of the request. She and her husband are the abutting property owners. They wanted to clean this up for a long time. They are unable to get to the shore frontage anyway.

There were no letters of correspondence in favor.

No one spoke in opposition of the variance and there was no correspondence in opposition.

Chairperson Murrock closed the public hearing at 12:11 p.m.

Consideration of: Petition from Brian Hesprich to modify the northerly lot line creating a lot width of 66 feet measured at the front yard setback line, located at 526 N. Hudson Avenue: The Board discussed the variance request. Moved by Ms. Schopf, seconded by Mr. Spritka to approve the variance request. The neighboring property owner is in favor of the variance and allows access to their driveway. The property line will be cleaned up. Granting the variance will resolve the existing lot discrepancy. Roll call vote: All ayes. Carried.

Consideration of: Rules of Procedure: Mr. Sullivan-Robinson stated that at the last meeting it was discussed that the secretary be removed from the list of officers and sections of the Rules of Procedure, since most items were handled by City staff.

Mr. Chaudoir questioned Section 2, regarding one of the duties of the chair is to supervise the work of the Zoning Administrator. Mr. Olejniczak responded that in relation to the Board of Appeals tasks, there could be complicated cases, such as an appeal, where staff confers with the chair. There could be a case that the chair would review, approve, and sign off on.

Mr. Olejniczak added that years ago there used to be a secretary of the Board that did mailings, letters, etc., and now staff does the clerical duties.

After further discussion, it was moved by Mr. Chaudoir, seconded by Mr. Augustson to recommend to Council the amendments to the Rules of Procedure as proposed. Roll call vote. All ayes. Carried.

Adjourn: Moved by Mr. Augustson, seconded by Mr. Murrock to adjourn. Carried. Meeting adjourned at 12:21 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
July 14, 2020

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon and Williams were present. Alder. Wiederanders was excused. Also present: Alderperson Gustafson, City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker, Intern Behme and Receptionist Metzger.

A motion was made by Alderperson Bacon, seconded by Alderperson Williams to adopt the following agenda.

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Sunset Park Shoreline Protection.
5. Review bills.
6. Adjourn.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Sunset Park Shoreline Protection:

Municipal Services Director Barker presented the following 6 bids received for the shoreline protection project at Sunset Park.

Payne & Dolan Inc
 Waukesha, WI
 \$200,930

Rass Excavating & Material
 Sturgeon Bay, WI
 \$339,450

Lilly Bay Sand & Gravel LLC
 Sturgeon Bay, WI
 \$362,950

Highway Landscapers Inc.
 Little Chute, WI
 \$364,950

Vinton Construction Co.
 Two Rivers, WI
 \$393,792


Deaths Door Marine Inc.
 Ellison Bay, WI
 \$452,280

Moved by Alderperson Williams, seconded by Alderperson Bacon to recommend to Common Council to accept the bid from Payne & Dolan, Inc in an amount not to exceed \$200,930 for the restoration of Sunset Park shoreline. Carried.

Review bills

Moved by Alderperson Bacon, seconded by Alderperson Williams to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Williams, seconded by Alderperson Bacon to adjourn. Carried. The meeting 4:10pm.

Respectfully submitted,

 Tricia Metzger

PERSONNEL COMMITTEE

July 16, 2020

A meeting of the Personnel Committee was called to order by Chair Williams at 3:30 p.m. in the Second Floor Conference Room. Roll call: Members Williams and Bacon were present. Gustafson was excused.

Williams/Bacon to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Convene in closed session in accordance with the following exemption:
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 19.85 (1)(c)
Consideration of: City Administrator Performance Evaluation.
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.
4. Adjourn.

Carried.

After the Chair announced the statutory basis, Williams/Bacon to convene in closed session in accordance with the following exemption: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 19.85 (1)(c) Consideration of: City Administrator Performance Evaluation. 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. All voted aye. Carried.

The Committee adjourned in closed session at 3:31 p.m. The meeting adjourned at 3:53 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

CITY PLAN COMMISSION

Wednesday July 15, 2020

A meeting of the City Plan Commission was called to order at 6:00 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members David Hayes, Debbie Kiedrowski, Jeff Norland, David Ward, Kirsten Reeths, and Mark Holey were present. Mr. Holey appeared virtually via Zoom. Mr. Statz entered the meeting at 6:03 p.m. Also present were Alderpersons Helen Bacon and Spencer Gustafson, City Administrator Josh Van Lieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault. Also present via Zoom were Vandewalle & Associates consultants Meredith Perks and Jeff Maloney.

Adoption of agenda: Moved by Mayor Ward, seconded by Mr. Norland to adopt the following agenda by moving item #5 to item #3:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 18, 2020.
4. Consideration of: Comprehensive Plan Update.
5. Public comment on non-agenda Plan Commission related items.
6. Adjourn.

All ayes. Carried.

Public comment on non-agenda Plan Commission related items: Kevin Quinn, 114 S Ithaca, spoke about the Ice Age Trail. It is becoming very popular. He offered to provide language that could be used for the Comp Plan update regarding the Ice Age Trail.

Consideration of: Comprehensive Plan Update: Ms. Perks went through the chapters of the draft plan identifying recommendations. All the input that they received was shared in the draft.

Mr. Maloney went through the target planning areas. Highlighted were the commercial, downtown, and waterfront areas.

The next step would be to share the draft with the public through a virtual open house between now and August 19th. Materials can be posted online and a recorded presentation can be incorporated. A public hearing would then be held during the first Council meeting in October that would be a joint meeting with the Plan Commission.

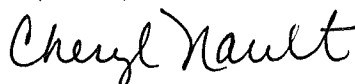
Plan Commission members and staff gave their comments on each chapter. Vandewalle and Associates will incorporate these comments in the update.

Mr. Statz left the meeting at 7:47 p.m.

Approval of minutes from March 18, 2020: Moved by Mr. Hayes, seconded by Ms. Reeths to approve the minutes from March 18, 2020. All ayes. Carried.

Adjourn: Moved by Ms. Reeths, seconded by Mr. Norland to adjourn. All ayes. Carried. Meeting adjourned at 8:17 p.m.

Respectfully Submitted,



Cheryl Nault
Community Development Secretary

POLICE AND FIRE COMMISSION

July 21, 2020

A meeting of the Police and Fire Commission was called to order at 2:00 p.m. by Commission President Dave Poulton in the Community Room at the Sturgeon Bay Municipal Building. **Roll Call:** Commissioner Poulton, Commissioner VanDyke, Commissioner Hurley, Commissioner Herdina and Commissioner Spritka were present. Also present from City Hall was Mayor Ward, Chief Porter and City Administrator VanLieshout.

Moved by Commissioner Herdina, seconded by Commissioner VanDyke to adopt the following agenda:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from February 28, 2020
5. Consideration of: Process to fill Police Chief Position
6. Adjourn

All ayes. Carried.

Approval of Minutes:

Moved by Commissioner Hurley, seconded by Commissioner Herdina to approve the minutes from February 28, 2020 meeting. All ayes. Carried.

Process to fill Police Chief Position:

Chief Porter, Mayor Ward and City Administrator VanLieshout each made remarks in regards to the Police Department having qualified candidates in-house to fill the Chief's position. They all offered support to the process, if desired by the Committee.

Mr. VanLieshout confirmed that per the Police & Fire Rules and Regulations handbook, hiring from within the Department is permissible. Mayor Ward is fine if a gap in time occurs between Chief's Porter's retirement on October 2, 2020 and the placement of the new Chief; making sure the process is done right without rush. Mr. VanLieshout did request the Committee include Department Heads in the process of evaluation of the candidates.

Commissioner VanDyke remarked that he would like to have the City Administrator back next meeting, along with Chief Porter.

Discussion of the job posting and edits that need to be made; it will be updated and sent to Commission members prior to the next meeting, and put on the agenda for discussion of.

Moved by Commissioner Spritka, seconded by Commissioner VanDyke, recruit the position of Chief of Police from within the Department. All ayes. Carried.

Commission members are to bring ideas for interview questions to the next meeting for discussion.

Next Meeting: Tuesday, July 28, 2020 at 2:00 p.m. in the Community Room.

Adjourn: *Moved by Commissioner Spritka, seconded by Commissioner Hurley to adjourn. All ayes. Motion carried. Time of 2:51p.m.*

Respectfully submitted,

A handwritten signature in black ink that reads "Sarah Spude-Olson". The signature is written in a cursive, flowing style.

Sarah Spude-Olson
SBPD Office Manager

HISTORIC PRESERVATION COMMISSION
Friday, July 24, 2020

A meeting of the Historic Preservation Commission was called to order at 12:06 p.m. by Chairman Dave Augustson in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Dave Augustson, Chad Shefchik, Eric Paulsen, and Alderman David Hayes were present. Excused: Members Trudy Herbst and Barry Mellen. Mr. Schuster entered the meeting at 12:10 p.m. Also present were The Marketplace by Bliss owner Todd Trimberger, Mayor David Ward, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Christopher Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Paulsen, seconded by Mr. Shefchik to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Facade changes to The Marketplace by Bliss, located at 58 N 3rd Ave.
4. Historic Preservation Code amendments.
5. Adjourn.

Carried.

Consideration of: Facade changes to The Marketplace by Bliss, located at 58 N 3rd Avenue: Mr. Sullivan-Robinson stated that Mr. Trimberger was asked at the previous meeting to come back with a revised window plan, as well as a signage plan.

Mr. Trimberger explained that they took out one window section on each side of the main entrance. They were able to increase the window size for an additional price of about \$8,000.00. The previously proposed window sizes were 61" and 67" across and the newly proposed windows are 84" and 86" across. As a retailer, he wants as much window visibility as possible.

Mr. Shefchik stated he likes the look of it. He thought that it had a good spatial relationship in regard to the elevation. He questioned if the upper side windows had a transom previously and now have a full window pane. Mr. Trimberger responded that he was unsure according to the historic plans that they have.

Mr. Trimberger added that at the last meeting it was discussed that the lower section of the building would be replaced with black polished granite or a natural stone product. He brought samples of a white marble that will be used in 24" tiles.

Mr. Augustson questioned the railing indicated on the roof, assuming that it is for the mechanicals, and said he would like it painted to match the building instead of stainless steel. Mr. Trimberger agreed.


Discussion continued. Moved by Mr. Paulsen, seconded by Mr. Schefchik to approve as presented. All ayes. Carried.

Historic Preservation Code amendments: Mr. Sullivan-Robinson stated at the last meeting he was directed to bring back proposed changes to the Historic Preservation Code that would eliminate nominating a secretary to the Commission, since staff does all the secretarial duties. After reviewing the code, he noted that it only references election of secretary, It does not list any duties of the secretary. He proposed removing the word secretary from the code.

After a short discussion, it was moved by Mr. Shefchik, seconded by Mr. Hayes to recommend to Council the code revision as presented. All ayes. Carried.

Adjourn: Moved by Mr. Hayes, seconded by Mr. Schuster to adjourn. All ayes. Carried. Meeting adjourned at 12:15 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

AESTHETIC DESIGN AND SITE PLAN REVIEW BOARD
Monday, July 27, 2020

The Aesthetic Design and Site Plan Review Board meeting was called to order at 6:00 p.m. by Chairperson Mark Lake in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Mark Lake, Dennis Statz, Dave Augustson, Cindy Weber, and Jon Burk were present. Excused: Member Mark Struck. Absent: Member Cheryl Frank. Also present were Tim Bagley, owner of Anna's Healthcare, Contractor Rick Walschinski, Planner/Zoning Administrator Christopher Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of Agenda: Moved by Ms. Weber, seconded by Mr. Augustson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from June 8, 2020.
4. Consideration of: Construction of a 30' x 24' garage for Anna's Healthcare, 839 S 18th Avenue.
5. Adjourn.

All ayes. Carried.

Approval of minutes from June 8, 2020: Moved by Mr. Statz, seconded by Mr. Burk to approve the minutes from June 8, 2020. All ayes. Carried.

Consideration of: Construction of a 30' x 24' garage for Anna's Healthcare, 839 S 18th Avenue: Mr. Sullivan-Robinson stated that the proposal is for an accessory building to be used for site maintenance. It is to be located on the northwest side of Anna's Healthcare by the garbage enclosure. After conferring with the City Engineer, he had no problems with stormwater management.

Mr. Bagley and Mr. Walschinski stated that the siding and colors of the building will match the color of Anna's. The garage door will be white or match the soffit color. The building will have no windows. There will be one service door. They do plan on paving the driveway.

The Board members discussed the proposal. Moved by Ms. Weber, seconded by Mr. Burk to issue a certificate of appropriateness as presented. All ayes. Carried.

Adjourn: Moved by Mr. Statz, seconded by Mr. Augustson to adjourn. All ayes. Carried. The meeting adjourned at 6:05 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary



Kalin Montevideo
Assistant Fire Chief

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office
Email: kmontevideo@sturgeonbaywi.org

STURGEON BAY FIRE DEPARTMENT JUNE 2020 FIRE REPORT

JUNE INCIDENTS: 129
2020 TOTAL INCIDENTS: 681

INCIDENTS BY JURISDICTION:

CITY - East Side: 81 Year to Date: 454
61 – Medical Incident
03 – Citizen Complaint
02 – Gas Leak

AVERAGE RESPONSE TIME:

EMERGENT: 4.15 Minutes NON-EMERGENT: 4.35 Minutes

03 – Vehicle Accident
01 – Carbon Monoxide Incident
01 – Explosion, No Fire
08 – Alarm/Detector Activation, No Fire
01 – Extrication from Vehicle
01 – Grass Fire

CITY - West Side: 37 Year to Date: 155
29 – Medical Incident
01 – Vehicle Accident
01 – Arcing/Shorted Electrical Equipment

EMERGENT: 3.56 Minutes NON-EMERGENT: 4.36 Minutes

01 – Cooking Fire
01 – Vehicle Fire
02 – Flammable/Combustible Liquid Spill
01 – Sprinkler Activation, No Fire
01 – Alarm/Detector Activation, No Fire

Town of Sevastopol: 06 Year to Date: 35
01 – Vehicle Accident
01 – Dumpster Fire

EMERGENT: 12.0 Minutes NON-EMERGENT: N/A

01 – Medical Incident
01 – Water Rescue
02 – Alarm/Detector Activation, No Fire

Town of Sturgeon Bay: 04 Year to Date: 26
02 – Medical Incident

EMERGENT: 9.02 Minutes NON-EMERGENT: N/A

02 – Brush/Grass/Outside Fire

MUTUAL AID/MABAS INCIDENTS

Gibraltar: 0 Year to Date: 01
Southern Door: 0 Year to Date: 05
Egg Harbor: 0 Year to Date: 01
Brussels, Union, Gardner: 0 Year to Date: 01
Jacksonport: 0 Year to Date: 01
Sister Bay: 0 Year to Date: 01
Washington Island: 01 Year to Date: 01
01 – Water Rescue

INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>322</u>	<u>26</u>	<u>01</u>	<u>282.11</u>
Inspections – Town of Sevastopol:	<u>07</u>	<u>02</u>	<u>0</u>	<u>4.28</u>
Inspections – Town of Sturgeon Bay:	<u>04</u>	<u>01</u>	<u>0</u>	<u>1.15</u>
Inspections – Town of Jacksonport:	<u>16</u>	<u>0</u>	<u>0</u>	<u>7.92</u>

Sevastopol Burn Permit:

Permits Issued for Month: 18

Year to Date Permits Issued: 64

SPECIAL REPORTS, TRAINING AND MAINTENANCE

MAINTENANCE:

Firefighters cleaned and lubricated the ladder on Truck 2; completed painting the boxes at Training Facility and did fence maintenance; completed the SCBA confidence course at Training Facility; repaired air compressor lines at Westside Station; replaced batteries in SCBA HUD units; completed oil analysis on fire apparatus and began construction on a set of stairs at the Training Facility.

TRAINING:

132 hours of training was conducted in June. Firefighters trained with truck pump operations, educator operations; Marine 1 electronics; ropes and confined space equipment; air bag and auto extrication tools; FF Paye completed Firefighter II practical certification at NWTC in Green Bay and AC Montevideo, Lt Austad, Lt Wiegand, FF Wautier & FF Weber completed EMT Refresher training through NWTC.

COVID-19 Update:

In June, we began slowly opening up our Stations. Additional cleaning processes are ongoing including wiping down of surfaces in the station and apparatus at the beginning of each duty shift and following interactions during calls. Firefighters continue to change in and out of duty gear in their station at the beginning of their shift and following the completion of their shift; all on duty uniforms are laundered at the station and left here for their next shift. These processes are to ensure we are decontaminating our gear, clothing and apparatus as much as possible and not taking any contaminants to our homes. We continued using our full-time staff to cover any night shift duty and call in for additional help. Our full time Firefighters began fire inspections within the City. We continue to respond to all incidents and calls for service.

BEVERAGE OPERATOR LICENSE:

1. **Bennett, Landon T.**
2. **Billings, Janice F.**
3. **DeJardine, Paul R.**
4. **Funkhouser, Paige L.**

TEMPORARY CLASS B BEER AND CLASS B WINE LICENSE

Fall 50 LLC

1971 Prescott Place

Agent: Sean Ryan

DePere, WI 54115

Date: October 24, 2020

Event/Location: Fall 50/Bayview Park, 129 Madison Avenue

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of Applicant: SB LIFE IS GOOD
 Name of Event: CONSTRUCTION OF THE MARKET PLACE
 Contact Phone #: 920-655-6722 TODD BY BLISS
 Date(s) of Event: AUG 5 TO NOV 15 Time: 24 HRS A DAY
 Estimated # of Attendees: 1
 Specific Location: ALLEY BEHIND 58 N. THIRD AVE.
BETWEEN BOTH BUILDINGS.

- ☒ Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.
- ☐ Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - As required by the State of Wisconsin.
- ☐ Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- ☐ Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.
- ☐ Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.
- ☐ If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

What arrangements are made for clean up? PUT BACK TO ORIGINAL STATE.
 Other comments or explanation: SKYWALK REMOVED, TUNNEL FILLED.
 Signature of Responsible Party: Dave Phillips
 Address: 3323 BAY RIDGE COURT
ONEIDA, WI. 54155

Date Submitted: 7-28-20
 (Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)

Approval:	Fire Chief:	<u>[Signature]</u>	Date:	<u>7-29-20</u>
	Police Chief:	<u>[Signature]</u>	Date:	<u>7-28-2020</u>
	Comm. Dev:	<u>[Signature]</u>	Date:	<u>7-28-2020</u>
	Streets/Parks:	<u>[Signature]</u>	Date:	<u>7-28-2020</u>
	City Clerk:	<u>[Signature]</u>	Date:	<u>7/29/20</u>
	Finance Dir:	<u>[Signature]</u>	Date:	<u>7/29/20</u>
	City Engineer:	<u>[Signature]</u>	Date:	<u>7-28-20</u>
	City Admin:	<u>[Signature]</u>	Date:	<u> </u>

Common Council Approval Date:

- ☐ Copy of Approved Street Closure Application sent to EMS Director.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of BAYLAND BUILDING, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to PERFORM REMODELING, which shall encroach in the public right-of-way adjacent to property located at ALLEY BEHIND 58 N. BED AVE, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said REMODELING as an encroachment in the public right-of-way.

The undersigned agrees that as a condition of the City approving the use as an encroachment in the public right-of-way, it will maintain usage, and continue to provide a minimum of six foot unobstructed area for public use and passage in said public right-of-way.

Dated this 28 day of JULY, 2020.

By: Dave Phillips

By: _____

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk - Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk - Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: JULY 28, 2020

Dave Phillips

Dated: _____

Company Name (if applicable): BAYLAND BUILDINGS

Billing Address: P.O. BOX 13571

GREEN BAY WI. 54307

Telephone: 920-498-9300

3.035 - Reimbursement of expenses.

- (1) *[Authorization to charge for reimbursement.]* The city clerk-treasurer is authorized to charge for reimbursement of expenses incurred on behalf of and for the benefit of third parties for services rendered by the city. These reimbursable expenses include, but are not limited to:
- (a) *Legal, consulting, and incidental expenses.* Any expenses associated with service demands related to legal, consulting, and incidental services. These expenses include but are not limited to:
1. Mortgages and related documentation prepared by the city attorney for property transactions.
 2. Drafting and recording of documents for street vacation not initiated by the city.
 3. Drafting of ordinances related to zoning.
 4. Costs associated with annexations.
 5. Recording fees for planned unit developments and related zoning and subdivision actions.
 6. Legal publication, hearing notices, and postage.
 7. Engineering, planning, financial, and related consultants' reviews, studies, and inspections.
 8. Any other fees associated with service demands by third parties not specifically related to general governmental services.
- (b) *Special events expenses.* Any expenses associated with service demands related to special events. These expenses include but are not limited to:
1. Labor, equipment, and materials used before, during and after special events.
 2. Garbage/refuse and recycling pickup and disposal.
 3. Legal services related to event.
 4. Drafting of documents related to event.
 5. Administrative costs associated with service demands related to special events.
 6. Any other fees associated with service demands related to special events.
- (2) *Fees/deposit.*
- (a) *Fees.* Fees can only be charged upon prior notice to the petitioner who must sign an agreement to reimburse prior to initiating action. Prior to initiating any action, the department where petition is initiated shall secure the signed reimbursement agreement from petitioner and forward it to city clerk-treasurer.
- (b) *Deposit.* If reimbursement costs are estimated to be over \$250.00, a deposit in the estimated amount may be required by the city prior to initiating action. Petitioner shall pay for all costs that exceed deposit amount, and petitioner shall be reimbursed if deposit amount exceeds costs.
- (3) *Failure to pay fees.* If the fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction

thereof until paid. To the extent permitted by law, if the petitioner is the owner of the real estate for which the services are incurred, any delinquent fees shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.

(Ord. No. 1040-0500, § 1, 5-16-00; Ord. No. 1088-0303, § 1, 3-4-03)



BAYLA-1

OP ID: WF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

920-336-1312

PRODUCER
Dickenshied Cravillon
Insurance Services, Inc.
PO Box 5550
De Pere, WI 54115-5550
Patrick J. Dickenshied

CONTACT NAME: Patrick J. Dickenshied

PHONE (A/C, No, Ext): 920-336-1312

FAX (A/C, No): 920-339-2422

E-MAIL

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Acuity Insurance Co

14184

INSURER B: Auto Owners Insurance Co.

18988

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Bayland Buildings Inc
PO Box 13571
Green Bay, WI 54307

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			X12786	04/01/2020	04/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			X12786	04/01/2020	04/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			X12786	04/01/2020	04/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	X12786	04/01/2020	04/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Builders Risk			61163388	09/12/2019	09/12/2020	Limit 50,000,000
A	Crime			X12786	04/01/2020	04/01/2021	Ded. 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

MARKE-1

The Marketplace by Bliss
58 N 3rd Ave
Sturgeon Bay, WI 54235

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Patrick J. Dickenshied

Shefchik, Chad

From: Shefchik, Chad
Sent: Thursday, July 23, 2020 10:58 AM
To: 'David Phillips'
Cc: VanLieshout, Josh; Olejniczak, Marty
Subject: RE: Bliss/Youunkers
Attachments: Street Closure Application.pdf; Street Closure Map.pdf

Attached is the street closure application we discussed yesterday along with an areal map showing the requested area to be closed. I understand that the requested closure will need to occur in order to abandon the underground tunnel and skywalk, which could take several weeks. However, as you described below, I understand why you would like to make the closure for the duration of the project. At yesterday's staff meeting nobody had any strong objections to the closure but the following will be conditions for approval (Note: these conditions will be required regardless of whether the closure is several weeks or throughout the duration of the project):

1. You will be required to notify all of the affected property owners and businesses of the closure prior to the closure taking place (locations also shown on the attached map).
2. The closure will not be able to take place until the USPS has moved their mailboxes out of the alley and onto N 4th Ave. I discussed this with the postmaster and he will be scheduling this to take place the week of August 3rd. They will be moving the mailboxes onto N 4th Ave between their parking lot entrance and Michigan Street. DPW will modify a few signs to omit parking in order to create a new temporary mail drop location.
3. DPW will need to purchase a new custom sign to create the new temporary mail drop location. The cost for this sign will need to be reimbursed to the City by Bayland Builders.

Please complete the attached application and get it back to me by the end of business on July 27th. You can email me all of the required information and I will pass it around for signatures and get it onto the August 4th Council Agenda. Feel free to include this information along with your application so that the Council will clearly be able to see and understand the coordination with the affected property owners, businesses, and USPS.

Let me know if you have any questions.

Thanks,

Chad Shefchik
City Engineer

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

Phone: 920-746-2913
Email: cshefchik@sturgeonbaywi.org

From: David Phillips <DPhillips@baylandbuildings.com>
Sent: Friday, July 17, 2020 8:25 AM
To: Shefchik, Chad <cshefchik@sturgeonbaywi.org>
Cc: Paul Werth <PWerth@baylandbuildings.com>; Dave Kosky <DKosky@baylandbuildings.com>
Subject: Bliss/Youunkers

Hi Chad,

Two things:

can the 2 hour parking on Louisiana st, not be enforced for the duration of the Bliss remodel?

Are we able to close off the alley directly between

the two Younkers buildings for the full duration of the Bliss remodel?

This would allow dumpster and lifts not to be left on street also giving us a lay down area. That area was needed to be closed for the skywalk and tunnel work. Please let us know

David Phillips | Project Executive
Bayland Buildings, Inc.

P.O. Box 13571 | Green Bay, WI 54307-3571

Work 920.498.9300 | **Mobile** 262.308.2580 | **Fax** 920.498.3033

Email dphillips@baylandbuildings.com | **Web** baylandbuildings.com

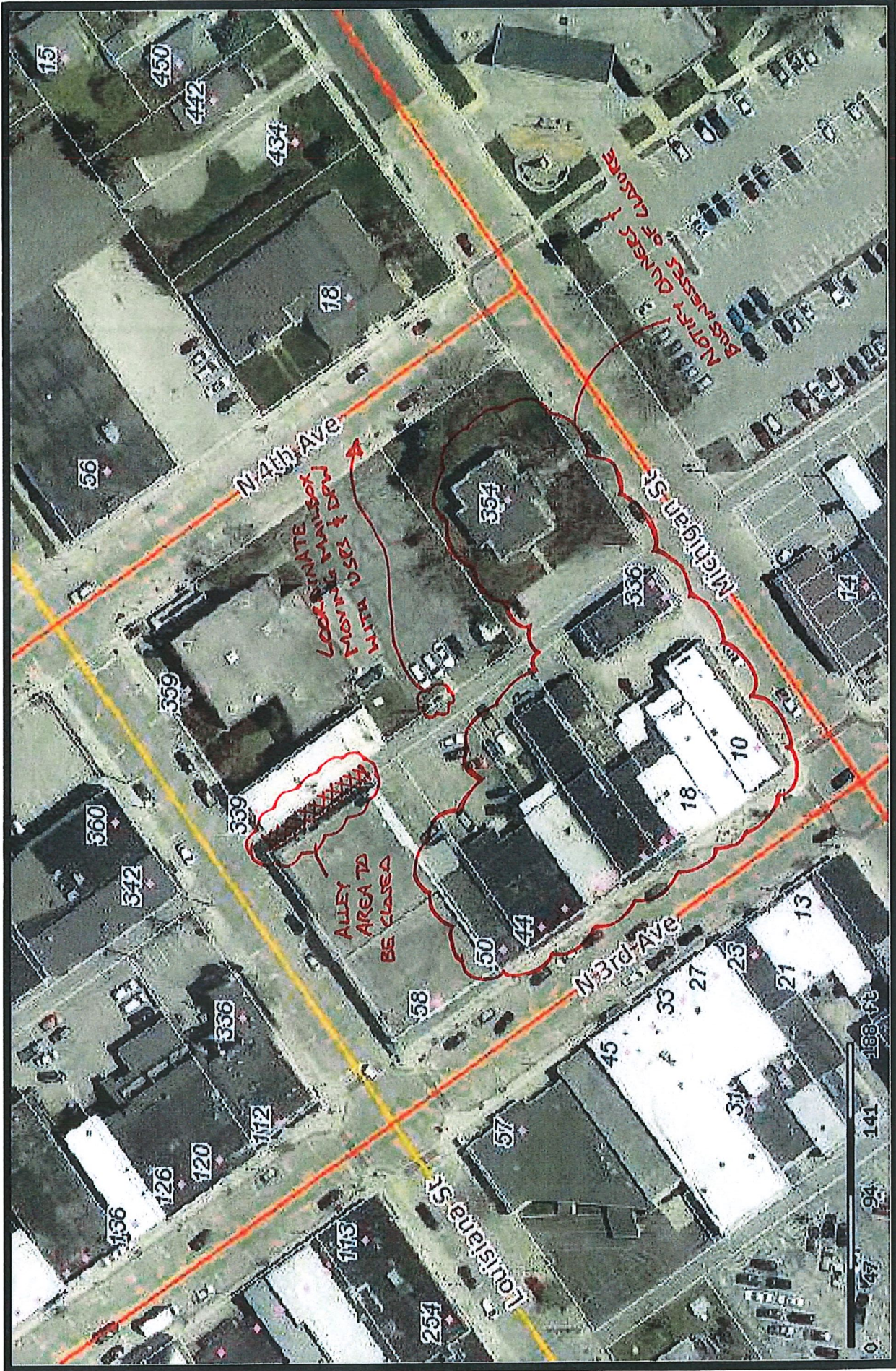
Map

Printed 07/22/2020 courtesy of Door County Land Information Office

... from the Web Map of ...
(/www.co.door.wi.gov)



Door County, Wisconsin
... for all seasons!



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Zoning Board of Appeals, hereby recommend the attached amendments to the Zoning Board of Appeals Rules of Procedure.

Respectfully submitted,
Zoning Board of Appeals
By: William Murrock, Chair

RESOLVED, that the foregoing recommendation be adopted.

Date: July 14, 2020

Introduced by _____;

Moved by Alderperson _____, seconded by
Alderperson _____ that said recommendation be
adopted.

Passed by the Council on the _____ day of _____, 2020.


EXECUTIVE SUMMARY

Title: ZBA Rules of Procedure Revisions

Background: At a previous Zoning Board of Appeals meeting, it was decided that the committee no longer needs to have a secretary position on the board. Historically, the secretary was responsible for clerical duties for the Board. This included reading public hearing notices and other testimony, recording votes, taking minutes, and administering committee correspondence. Today, these duties are the responsibility of City Staff and the committees staff representative. As such, the Zoning Board of Appeals is recommending to amend their Rules of Procedure removing the secretary position.

This is not a code revision, so this only requires the approval of the recommendation. The Council can approve, deny, or send the recommendation back to committee for other considerations.

Recommendation: Staff recommends approving the recommendation as proposed.

Prepared by: 
Christopher Sullivan-Robinson
Planner / Zoning Administrator

Date: 7.29.20

Reviewed by: 
Marty Olejniczak
Community Development Director

Date: 7/29/2020

Reviewed by: 
Josh Van Lieshout
City Administrator

Date: 7/31/20

RULES OF PROCEDURE
62.23(7)(e)(3)
BOARD OF ZONING APPEALS
CITY OF STURGEON BAY, WISCONSIN

SECTION 1. GENERAL GOVERNING RULES.

The Board of Zoning Appeals of the City of Sturgeon Bay, Wisconsin, shall be governed by the zoning law as contained in s. 62.23 of the Wisconsin Statutes and the zoning ordinances of the City of Sturgeon Bay, as amended, and by the rules of procedure hereinafter set forth. Whenever any conflict shall exist between these rules and the laws of the state or ordinances of the City, the state laws and local ordinances shall prevail.

SECTION 2. OFFICERS AND DUTIES.

- A. Selection of Officers. The Chair of the Board shall be appointed by the mayor. At the first meeting of the Board after May 1, the Board shall elect one of its members as Vice-Chair and another as Secretary.
- B. Duties of the Chair. The duties of the Chair shall be:
- (1) To preside at all meetings of the Board;
 - (2) To decide all points of procedure, unless otherwise directed by a majority vote of the board; and
 - (3) To supervise the work of the ~~Secretary~~ Zoning Administrator.
- C. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair whenever the Chair is absent from a meeting or has relinquished the Chair due to a conflict of interest.
- D. Duties of the ~~Secretary~~ Zoning Administrator. The ~~Secretary~~ Zoning Administrator shall, in conjunction with other City staff, coordinate the clerical work of the Board; shall read into the record all public hearing notices and written testimony; record the votes of all members; and shall review minutes prior to final acceptance.

SECTION 3. Meetings.

- A. Open to the Public. All meetings and hearings of the Board shall be open to the public, except as otherwise authorized under State law.
- B. Regular Meetings. Regular meetings will be held on the 2nd and 4th Monday of each month when there is business to conduct. Each member shall be provided with an agenda at least four days prior to each regular meeting.
- C. Special Meetings. Special meetings may be called by the Chair or by the ~~Secretary~~ at the request of 2 members. Notice of a special meeting must be mailed to each member at least 48 hours prior to the time set for the meeting, or announcement of the meeting must be made at any meeting at which all members are present.

- D. Hearings. Hearings shall generally be held during regular meetings, but may be held at any special meeting at any time set by the Chair.
- E. Quorum. A quorum for any meeting or hearing shall consist of 3 members.
- F. Order of Business. The order of business at regular and special meetings shall be substantially as follows:
- (1) Roll call
 - (2) Process Explanation
 - (3) Hearing of cases
 - (4) Unfinished business
 - (5) New business
 - (6) Communications and miscellaneous business
- G. Voting.
- (1) Personal Interest. No Board member shall participate in the decision of, or vote upon any case in which he/she shall be financially interested, directly or indirectly, but the Chair shall direct the alternate member to act in his/her stead. Disqualification of a member for interest shall not decrease the number of votes required for action upon any matter, but such member may be counted in determining whether a quorum is present for the transaction of business.
 - (2) Record of vote. The vote of each member on every question, or if the member is absent or fails to vote, shall be indicated in the minutes of the proceedings.

SECTION 4. APPEALS AND APPLICATIONS.

- A. Time of Appeal. Appeals must be filed within 30 days after the date of the decision or order of the officer from whom the appeal is taken. Saturdays, Sundays and Holidays shall be counted, except that if the last day falls on a Saturday, Sunday or legal Holiday, the time for filing shall be extended to the next business day. Applications for exceptions or public utility variances may be made directly to the Board.
- B. Who May Appeal. Appeals to the Board may be made by:
- (1) Any person aggrieved by any decision of the administrative officer.
 - (2) Any officer, department, Board or bureau of the City affected by a decision of the administrative official other than such officer himself/herself.
 - (3) The Board upon its own motion supported by the affirmative vote of at least 4

members may review any action of the Zoning Administrator or administrative official.

- C. Forms. Every appeal or application shall be made upon forms furnished by the ~~Secretary or City staff~~ Zoning Administrator, which have been approved by the Board. A scale drawing shall accompany each form showing the location and size of the property, existing improvements, all abutting properties and improvements thereon and change or addition requested. The applicant or appellant shall provide all information requested on the form and any additional information requested in writing by the Chair or ~~Secretary~~ which is necessary to inform the Board of the facts of the appeal. Failure to supply such information shall be grounds for dismissal of the appeal or application.
- D. Filing Appeal or Application. The appellant or applicant must file the required application or appeal form with the ~~Secretary of the Board or~~ with the Zoning Administrator and with the officer from whom the appeal is taken. Upon receipt of an appeal form, the officer from whom the appeal is taken shall transmit to the ~~Secretary~~ Zoning Administrator of the Board all papers constituting the record upon which the action appealed from was taken.
- E. Fee. All appeals and applications shall be accompanied by a receipt from the City Treasurer showing payment of such fee as required by the Common Council.
- F. Insufficient Notice. No appeal or application shall be considered by the Board unless it is made on the required form. Upon receipt of any communication purporting to be an appeal, ~~the Secretary or~~ the Zoning Administrator shall supply the appellant with the proper forms which must be filed within 10 days in addition to the 30 days specified in rule 4A, in order to be considered by the board.

SECTION 5. HEARINGS.

- A. Notice of Hearing. Notice of the time, date and place of the hearing of an appeal or application shall be given in the following manner:
- (1) To the appellant or applicant in writing by first class mail or by personal service and to the Zoning Administrator or officer appealed from, not less than 10 days prior to the date of the hearing.
 - (2) Except as otherwise requested under the Municipal Code or State Statutes, in every case involving a variance, the City shall mail a copy of the hearing notice to the fee owners of record as follows:
 - (a) Front yard variances - To all abutting property owners and to the property owners directly across the street.
 - (b) Side yard variances - To all abutting property owners.
 - (c) Rear yard variances - To all abutting property owners.
 - (d) All other variances - (lot size, lot width, etc.) - To all abutting property owners within 300' of the applicant's property including property owners on the opposite

side of the street if within 300'.

- (3) Notices required under this Section shall be mailed by first class mail not less than 10 days prior to the day of the hearing. Failure of an abutting or adjacent property owner to receive notice shall not invalidate a hearing.
 - (4) A notice of the hearing shall be published in the official newspaper not less than 6 days prior thereto, unless a class II notice is required by State Statutes or the Municipal Code.
 - (5) Notice of an application for construction of a building in the bed of a future street, highway or parkway shall be published in the official newspaper not less than 15 days prior to the hearing.
- B. Docketing. Each appeal or application properly filed shall be numbered serially, docketed in a special book provided therefore and placed upon the calendar by the Zoning Administrator Secretary.
- C. Appearances. The appellant or applicant may appear in person or by his/her agent or attorney. In the absence of an appearance for or against an application, the Board may dismiss the appeal or may dispose of the matter on the records before it.
- D. Oath. All witnesses to an appeal shall be sworn before testifying by the Chair or Vice-Chair.
- E. Compelling Attendance of Witnesses. The Chair may compel the attendance of witnesses by subpoena. Written request for subpoenas must be filed with the Zoning Administrator Secretary not less than 2 days prior to the hearing except by special permission of the Chair.
- F. Order of Hearings. Appeals and applications shall be heard in numerical order except by order of the Board on good cause shown.
- G. Order of Business. At the hearing the order of business shall be as follows:
- (1) Statement of the case by the Chair ~~or Secretary~~
 - (2) Appellant's side of the case
 - (3) Administrative officer's side of the case
 - (4) Testimony of interested property owners
 - (5) Appellant's rebuttal (if necessary)
 - (6) Rebuttal by opposition
- H. Adjournments. When all appeals and applications cannot be disposed of on the day set, the Board may adjourn from day to day or to a day certain, as it may order, and such adjourned day shall be construed as a continuance of the hearing. Notice of such adjournment shall be given to the absent members of the Board.

- I. Withdrawal. An appellant may withdraw his/her appeal at any time prior to decision thereon, but if a motion is pending to grant or deny the appeal, such motion shall have precedence. Withdrawal of the appeal shall not entitle the appellant to remission of the filing fee.

SECTION 6. DECISION AND DISPOSITION OF CASES.

- A. Time of Decision. The Board shall render its decision either at the close of the hearing or thereafter. Unless special circumstances apply, it is anticipated that decisions will be rendered within 35 days after termination of the hearing.
- B. Form of Decision. The final disposition of an appeal or application shall be in the form of a motion or order. Such motion shall show the reasons for the Board's determination and its findings of fact and shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution or grant the application. The Secretary or city staff shall notify the appellant or applicant of the Board's decision by first class mail within 3 working days of the date of the decision.
- C. Vote Required.
 - (1) Variances. All orders or decisions of the Board granting a variance shall require the affirmative vote of 4 members. Whenever only 4 members of the Board are present and the vote stands 3 to 1 in favor of the applicant, the matter shall be laid over for consideration and final determination at a special meeting called for that purpose.
 - (2) Appeals. All orders or decisions of the Board reversing any action or order of the Zoning Administrator or Administrative Officer shall require the affirmative vote of 3 members. Whenever only 3 members of the Board are present and the vote stands 2 to 1 in favor of the appellant, the matter shall be laid over for consideration and final determination at a special meeting called for that purpose.
- D. Conditions. Conditions imposed with respect to any variance shall be stated in the resolution or order embodying the Board's decision and shall also be set forth in the Building Permit issued pursuant thereto by the Building Inspector.
- E. Filing of Decision. Every order, requirement, decision or determination of the Board shall be immediately filed in the office of the Community Development Department and shall be a public record.
- F. Granted Appeals - Time Use Limitation. Any application granted by the Board shall be actually used (i.e. building permits obtained, construction started, etc.) within 12 months of the date of decision by the Board unless expressly stated otherwise in the granting motion. Where practical difficulties occur after the granting of an application in actually commencing the activity contemplated by the application, within the 12 months herein stated, the appellant may request an extension of this time limitation to the Board. Upon the Board finding that there is good and sufficient reason for this requested extension, the Board may grant such extension as it deems appropriate.

SECTION 7. RECONSIDERATION.

- A. Resubmission. No appeal or application which has been dismissed or denied shall be considered again within one year of the Board's decision, except by motion to reconsider made by a member voting with the majority, or as provided in subsection B. of this section.
- B. Rehearing. No rehearing shall be held except by the affirmative vote of 4 or more members of the Board upon finding that substantial new evidence is submitted which could not reasonably have been presented at the previous hearing. Requests for rehearing shall be in writing, duly verified and shall recite the reasons for the request and be accompanied by necessary data and diagrams. Rehearings shall be subject to the same requirements as to notice as original hearings.

SECTION 8. AMENDMENTS.

These rules may be amended or revoked by a majority vote of the Board at any meeting, provided written notice of the proposed amendment or change is given to each member at least 10 days before such meeting. Suspension of the rules may be ordered at any meeting by a vote of not less than 4 members.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Historic Preservation Commission, hereby recommend the attached amendments to the Historic Preservation Code.

Respectfully submitted,
Historic Preservation Commission
By: Dave Augustson, Chair

RESOLVED, that the foregoing recommendation be adopted.

Date: July 21, 2020

Introduced by _____;

Moved by Alderperson _____, seconded by
Alderperson _____ that said recommendation be
adopted.

Passed by the Council on the _____ day of _____, 2020.


EXECUTIVE SUMMARY

Title: Amendment to Section 28.04

Background: At a previous Historic Preservation meeting, it was decided that the committee no longer needs to have a secretary position on the board. Historically, the secretary was responsible for clerical duties for the Committee. This Historic Preservation Chapter has a secretary position, but the position has no duties. Today, these duties are the responsibility of City Staff and the committees staff representative. As such, the Historic Preservation Commission is recommending to amend section 28.04 to removing the secretary position.

This is a code amendment, so this only requires two readings of the ordinance. The Council can approve, deny, or send the recommendation back to committee for other considerations.

Recommendation: Staff recommends approving the recommendation as proposed.

Prepared by: 
Christopher Sullivan-Robinson
Planner / Zoning Administrator

Date: 7.29.20

Reviewed by: 
Marty Olejniczak
Community Development Director

Date: 7-29-2020

Reviewed by: 
Josh Van Lieshout
City Administrator

Date: 7/30/20

28.04 - Historic preservation commission created; membership; meetings.

- (1) An historic preservation commission is hereby created, initially to consist of seven members, all of whom shall be residents of the city.
- (2) The mayor shall appoint all members of the commission, subject to confirmation by the city council. The commission shall include one member of the city council and six citizen members, with one being an employee of the Door County Historical Museum. If available, the following individuals shall be considered: a registered architect, an historian or architectural historian, a licensed real estate agent and an archeologist.
- (3) Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years and three shall serve a term of three years. Thereafter, the term for each member shall be three years.
- (4) One additional member representing each historic preservation district shall be appointed to the commission by the mayor, subject to confirmation by the city council, for a term of three years as such districts are designated by the city council. This representative shall be a city resident and shall reside and/or own property within the geographic boundary of the district.
- (5) All members of the commission shall be eligible for reappointment by the mayor, subject to confirmation by the city council.
- (6) The clerk-treasurer shall give each member written notice of their appointment and shall administer the official oath to citizen members required by § 19.01, Wis. Stats. The commission shall elect a chairman, ~~and~~ a vice-chairman ~~and a secretary~~. The commission shall make and file in the office of the clerk-treasurer its own rules of procedure consistent with this chapter and the Wisconsin Statutes and subject to approval by the city council.
- (7) In accordance with applicable state and local law, all meetings of the commission shall be open to the public and any person shall be entitled to appear and be heard on any matter before the commission before it reaches its decisions. The commission shall keep a record of its resolutions, proceedings and actions and a copy shall be filed with the city clerk-treasurer

EXECUTIVE SUMMARY

TITLE: Consideration of: Increase in Election Worker Wages for August and November 2020 Elections.

BACKGROUND: The Emergency Management Team made the decision and Council ratified that decision/resolution for an increase to Election Worker wages for the April 2020 Election from \$9.00 an hour to \$15.00 an hour. The resolution was only in effect for April 2020.

The August and November 2020 elections have the same struggles as the April election due to COVID-19.

The 2021 budget will address an increase for election workers for future years.

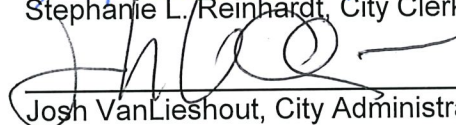
FISCAL IMPACT: Approximately \$4,200 of which we can apply for reimbursement from the WEC CARES Subgrant.

RECOMMENDATION: Approve increase in hourly wages for the Election Workers for the August 2020 and November 2020 Election from \$9.00 to \$15.00.

PREPARED BY:


Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY:


Josh VanLieshout, City Administrator

DATE:

7/28/2020

RESOLUTION

RESOLUTION ADJUSTING POLL WORKER PAY FOR APRIL 7, 2020 ELECTION

WHEREAS, On January 31, 2020 the United States Department of Health and Human Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin declared a Health Emergency in the State pursuant to Wisconsin statute section 323.02(16); and

WHEREAS, on March 19, 2020 the City of Sturgeon Bay Common Council approved a resolution declaring an emergency as a demonstration to the public of the seriousness of the COVID-19 outbreak; and

WHEREAS, the period of emergency shall continue for sixty (60) days from March 19, 2020; and

WHEREAS, that during the period of emergency, the Mayor with the advice and concurrency of the Council President may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the City; and

WHEREAS, the Common Council rules including, but not limited to XI, XII, XIII, XV, XVI concerning budgeted and unbudgeted appropriations, expenditures, and rule making are suspended insofar as they may impede the effective execution of the provision and response to this public health emergency.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council President of the City of Sturgeon Bay; that the City of Sturgeon Bay has adjusted the poll worker pay for the April 7, 2020 Election from \$9.00 to \$15.00. This adjustment is effective for the April 7, 2020 Election only.

Approved this _____ day of _____, 20.

David J. Ward, Mayor _____

Dan Williams, Council President _____

ORDINANCE NO. _____

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO ORDAIN AS FOLLOWS:

SECTION 1: Section 28.04 of the Municipal Code (Historic Preservation Code) is hereby repealed and recreated as follows:

28.04 - Historic preservation commission created; membership; meetings.

- (1) An historic preservation commission is hereby created, initially to consist of seven members, all of whom shall be residents of the city.
- (2) The mayor shall appoint all members of the commission, subject to confirmation by the city council. The commission shall include one member of the city council and six citizen members, with one being an employee of the Door County Historical Museum. If available, the following individuals shall be considered: a registered architect, an historian or architectural historian, a licensed real estate agent and an archeologist.
- (3) Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years and three shall serve a term of three years. Thereafter, the term for each member shall be three years.
- (4) One additional member representing each historic preservation district shall be appointed to the commission by the mayor, subject to confirmation by the city council, for a term of three years as such districts are designated by the city council. This representative shall be a city resident and shall reside and/or own property within the geographic boundary of the district.
- (5) All members of the commission shall be eligible for reappointment by the mayor, subject to confirmation by the city council.
- (6) The clerk-treasurer shall give each member written notice of their appointment and shall administer the official oath to citizen members required by § 19.01, Wis. Stats. The commission shall elect a chairman, ~~and~~ a vice-chairman ~~and a secretary~~. The commission shall make and file in the office of the clerk-treasurer its own rules of procedure consistent with this chapter and the Wisconsin Statutes and subject to approval by the city council.
- (7) In accordance with applicable state and local law, all meetings of the commission shall be open to the public and any person shall be entitled to appear and be heard on any matter before the commission before it reaches its decisions. The commission shall keep a record of its resolutions, proceedings and actions and a copy shall be filed with the city clerk-treasurer.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

Attest:

David Ward
Mayor

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

TITLE: Resolution Providing for the Sale of Approximately \$4,370,000 General Obligation Promissory Notes.

Debt Issuance of general obligation promissory notes for Capital Projects and Purchases Including street and bridge improvement projects, improvements to public buildings and facilities, park and shore improvement projects, the acquisition of vehicles and equipment, and refunding obligations of the City, specifically, the General Obligation Refunding Bonds, dated September 1, 2011 (TID #2).

BACKGROUND: The proposed \$4,370,000 general obligation promissory notes will be issued to provide financing for the following capital items as detailed in the 2020 budget and to refinance the September 1, 2011 TID #2 bonds:

- Computer hardware for cameras and fob system
- Municipal Services building siding
- Remodel/Security upgrades for City Hall and Municipal Services
- Downtown restrooms
- Patrol boat electronics
- Police Dept Spillman software
- Squad car
- Assistant Fire Chief vehicle
- Fire Dept vehicle laptops and mounts
- Extrication jaws
- Road improvements
- Maple/Oregon Street bridge road improvements
- One-ton dump truck
- Tandem axle dump truck with plow and wing
- Street Dept supervisor vehicle
- Wayfinding signage
- Trackless with blower
- Otumba Park shelter siding
- Shore improvements
- Memorial field house sidewalk
- Memorial field parking lot
- Library boiler

FISCAL IMPACT: See attached financing plan for the estimated debt payment schedule.

RECOMMENDATION:

Approve the Resolution Providing for the Sale of Approximately \$4,370,000 General Obligation Promissory Notes and forward to the Common Council for approval.

PREPARED BY:

Valerie J. Clarizio
Valerie J. Clarizio
Finance Director/City Treasurer

7/24/20
Date

APPROVED BY:

Joshua VanLieshout
Joshua VanLieshout
City Administrator

7/24/20
Date

Resolution No. _____

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$4,370,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, the City of Sturgeon Bay, Door County, Wisconsin (the "City") is presently in need of approximately \$4,370,000 for public purposes, including paying the cost of street and bridge improvement projects, improvements to public buildings and facilities, park and shore improvement projects, the acquisition of vehicles and equipment, and refunding obligations of the City, specifically, the General Obligation Refunding Bonds, dated September 1, 2011; and

WHEREAS, it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. The Notes. The City shall issue its General Obligation Promissory Notes (the "Notes") in an amount of approximately \$4,370,000 for the purposes above specified.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs the officers of the City to take all actions necessary to negotiate the sale of the Notes with Robert W. Baird & Co. Incorporated ("Baird"). At a subsequent meeting, the Common Council shall take further action to approve the details of the Notes and authorize the sale of the Notes.

Section 3. Official Statement. The City Clerk (in consultation with Baird) shall cause an Official Statement concerning this issue to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 4. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded August 4, 2020.

David J. Ward
Mayor

ATTEST:

Stephanie L. Reinhardt
City Clerk

(SEAL)

BAIRD

City of Sturgeon Bay

Finance Committee Meeting

July 28, 2020

Bradley D. Viegut, Managing Director

bviegut@rwbaire.com

777 East Wisconsin Avenue

Milwaukee, WI 53202

Phone 414.765.3827

Fax 414.298.7354

City of Sturgeon Bay

Finance Committee Meeting

July 28, 2020

Timeline

- Finance Committee considers plan of finance July 28, 2020
- Common Council considers Set Sale Resolution for General Obligation Promissory Notes (the "Notes") August 4, 2020
 - Preparations are made for issuance of the Notes
 - ✓ Official Statement
 - ✓ Note Rating
 - ✓ Marketing
- Common Council considers Award Resolution for the Notes (finalizes terms and interest rates) September 1, 2020
- Note Closing (funds available to pay project costs and refinance 2011 Bonds) September 22, 2020

BAIRD

City of Sturgeon Bay

Finance Committee Meeting

July 28, 2020

BAIRD

Borrowing Amount / Structure / Purpose

Amount:	\$4,370,000		
Issue:	General Obligation Promissory Notes		
Dated/Settlement Date:	September 22, 2020		
Maturity Dates:	October 1, 2021-2029		
First Interest:	April 1, 2021		
Callable:	2028 & 2029 callable on 10/1/27 or any date thereafter		
Purpose - Refunding:	Refinancing of General Obligation Refunding Bonds, Dated September 1, 2011 (maturities 10/1/2021-10/1/2022)		
Purpose/Repayment Period - CIP:	CIP - 10 Years Municipal Service Siding City Hall & Mun Svc Remodel/ Security Upgrades Downtown Restrooms Roads Maple/Oregon Bridge Otumba Park Shelter Siding Shore Improvements Bark Park Shade Structure Memorial Field House Sidewalk Memorial Field Parking Lot Library Boiler	CIP - 5 Years Assistant Fire Chief Vehicle One Ton Dump Truck Tandem Axle Dump Truck w/Plow & Wing Street Dept Supervisor Truck Way Finding Signage Trackless w/Blower Waterfront Parks Erosion Control	CIP - 3 Years Computer Hardware for Camera & Fob System Patrol Boat Electronics Upgrade Spillman (Mobile Arrest Form, Vehicle Locator & Mapping-Incident Base Rpt) Squad Car Laptop & Mounts (4) - Split for 2021 Draw
Estimated Interest Rate:	1.32%		
Purchaser:	Baird		

BAIRD

July 28, 2020

AFTER REFINANCING

TID #2 Supported

CALLABLE MATURITIES

REFINANCED WITH 2020 ISSUE.

ROUNDING AMOUNT:

ROUNDING AMOUNT.....	\$490
POTENTIAL GROSS SAVINGS.....	\$24,287

(2) POTENTIAL PRESENT VALUE SAVINGS \$.....	\$23,777
POTENTIAL PRESENT VALUE SAVINGS %.....	1.198%

(2) Present value calculated using the All Inclusive Cost (AIC) of 1.63% as the discount rate. Inclusive of estimated investment earnings calculated using an estimated investment rate of 0.10%.

Interest Rate Sensitivity			
Change in Rates	Est. PV % Savings	Est. PV \$ Savings	
-0.30%	1.600%	\$32,942	
-0.20%	1.505%	\$29,874	
-0.10%	1.351%	\$26,822	
+0.10%	1.044%	\$20,729	
+0.20%	0.892%	\$17,697	
+0.30%	0.739%	\$14,672	

City of Sturgeon Bay

Finance Committee Meeting

July 28, 2020

CIP – Financing Plan

BAIRD

Levy Supported									
\$2,395,000									
G.O. PROMISSORY NOTES									
Dated September 22, 2020									
(First Interest 4/1/2021)									
YEAR DUE	EXISTING DEBT SERVICE (A) (B)	EXISTING DEBT SERVICE	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1) TIC= 1.32%	LESS: HYPOTHETICAL BID PREMIUM	TOTAL	COMBINED DEBT SERVICE	Levy Supported	
2020	\$2,461,171	\$889,009					\$889,009		2020
2021	\$3,379,551	\$1,149,632	\$150,000	\$50,430	(\$50,430)	\$150,000	\$1,299,632		2021
2022	\$4,028,873	\$1,370,465	\$95,000	\$46,200	(\$11,950)	\$129,250	\$1,499,715		2022
2023	\$2,845,497	\$1,066,444	\$385,000	\$44,300		\$429,300	\$1,495,744		2023
2024	\$2,714,622	\$929,074	\$510,000	\$36,600		\$546,600	\$1,475,674		2024
2025	\$2,418,117	\$632,668	\$240,000	\$26,400		\$266,400	\$899,068		2025
2026	\$2,094,196	\$307,066	\$245,000	\$21,600		\$266,600	\$573,666		2026
2027	\$2,106,464	\$310,366	\$250,000	\$16,700		\$266,700	\$577,066		2027
2028	\$2,115,905	\$313,310	\$255,000	\$11,700		\$266,700	\$580,010		2028
2029	\$1,113,835	\$65,885	\$265,000	\$5,963		\$270,963	\$336,848		2029
2030	\$1,116,398	\$69,385					\$69,385		2030
2031	\$1,118,298	\$67,735					\$67,735		2031
2032	\$409,191	\$66,085					\$66,085		2032
2033	\$408,654	\$64,435					\$64,435		2033
2034	\$292,785	\$67,785					\$67,785		2034
2035	\$286,985	\$65,985					\$65,985		2035
2036	\$291,095	\$69,095					\$69,095		2036
2037	\$289,948	\$67,048					\$67,048		2037
2038	\$223,700								2038
2039	\$224,400								2039
	\$29,939,683	\$7,571,471	\$2,395,000	\$259,893	(\$62,380)	\$2,592,513	\$10,163,984		

(A) Net of bid premium from 2019 Notes.

City of Sturgeon Bay

Finance Committee Meeting

July 28, 2020

CIP – Financing Plan – Breakdown

Municipal Service Siding
City Hall & Mun Svc Remodel/Security Upgrades

Downtown Restrooms
Roads

Maple/Oregon Bridge
Otumba Park Shelter Siding
Shore Improvements
Bark Park Shade Structure
Memorial Field House Sidewalk
Memorial Field Parking Lot
Library Boiler

Assistant Fire Chief Vehicle
One Ton Dump Truck
Tandem Axle Dump Truck w/Plow & Wing
Street Dept Supervisor Truck
Way Finding Signage
Trackless w/Blower
Waterfront Parks Erosion Control

Computer Hardware for Camera & Fob System
Patrol Boat Electronics Upgrade
Spillman (Mobile Arrest Form, Vehicle Locator & Mapping-Incident Squad Car
Laptop & Mounts (4) - Split for 2021 Draw

YEAR DUE	10 Year Allocation				5 Year Allocation				3 Year Allocation				YEAR DUE
	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	LESS: HYPOTHETICAL TIC= BID PREMIUM 1.37%	TOTAL	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	LESS: HYPOTHETICAL TIC= BID PREMIUM 1.08%	TOTAL	PRINCIPAL (10/1)	INTEREST (4/1 & 10/1)	LESS: HYPOTHETICAL TIC= BID PREMIUM 1.32%	TOTAL	
2020		\$34,235	(\$34,235)	\$0									2020
2021		\$33,400	(\$11,950)	\$21,450									2021
2022		\$33,400		\$148,400									2022
2023		\$31,100		\$266,100									2023
2024		\$26,400		\$266,400									2024
2025	\$115,000	\$240,000		\$266,600	\$110,000	\$14,555	(\$14,555)	\$110,000	\$40,000	\$1,640	(\$1,640)	\$40,000	2025
2026	\$235,000	\$245,000		\$266,700	\$55,000	\$12,000		\$67,000	\$40,000	\$800		\$40,800	2026
2027	\$240,000	\$21,600		\$266,700	\$270,000	\$10,900		\$280,900					2027
2028	\$250,000	\$16,700		\$266,700	\$275,000	\$5,500		\$280,500					2028
2029	\$255,000	\$11,700		\$266,700									2029
2030	\$265,000	\$5,963		\$270,963									2030
2031													2031
2032													2032
2033													2033
2034													2034
2035													2035
2036													2036
2037													2037
2038													2038
2039													2039
	\$1,605,000	\$214,498	(\$46,185)	\$1,773,313	\$710,000	\$42,955	(\$14,555)	\$738,400	\$80,000	\$2,440	(\$1,640)	\$80,800	

BAIRD

RESOLUTION**SUPPORTING WISCONSIN HARBOR ASSISTANCE PROGRAM GRANT APPLICATION**

WHEREAS, The Wisconsin Harbor Assistance Program (HAP) provides grants to assist eligible entities with improvements to harbor facilities that benefit commercial water transportation; and

WHEREAS, The City of Sturgeon Bay has submitted its three year harbor development statement of intentions and is, therefore, eligible to apply for a HAP grant; and

WHEREAS, A HAP grant will cover up 80% of the project costs; and

WHEREAS, The City of Sturgeon Bay desires to implement the Sturgeon Bay Municipal Dock Improvements (West Waterfront) project.

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Sturgeon Bay hereby requests a grant of \$280,000 from the Wisconsin Harbor Assistance Program for the project identified as Sturgeon Bay Municipal Dock Improvements (West Waterfront); and
2. Martin Olejniczak is the representative of the City of Sturgeon Bay authorized to sign agreements, forms, claims and other required documents binding upon the City of Sturgeon Bay in connection with the application for Wisconsin Harbor Assistance Program funds; and
3. The City of Sturgeon Bay hereby accepts all responsibilities for the operation and maintenance of the Sturgeon Bay Municipal Dock Improvements (West Waterfront) upon completion of the work funded under a Harbor Assistance Program grant; and
4. The City of Sturgeon Bay hereby assures that the Sturgeon Bay Municipal Dock Improvements project is consistent with the harbor development plan or comprehensive plan for the City of Sturgeon Bay harbor titled Sturgeon Bay Harbor Improvement Plan dated March 2, 2020; and
5. The City of Sturgeon Bay hereby assures that the proposed project is consistent with the three year harbor development statement of intentions submitted to WisDOT under the requirements of s.85.095(3), Wis. Stats.; and
6. The City of Sturgeon Bay hereby agrees to provide to the department, in a timely manner, additional analysis or documentation in support of the application, if necessary for the review process.
7. The City of Sturgeon Bay hereby warrants that it will provide such amounts of matching funds as may be required up to a maximum amount of \$70,000 upon the signing of a grant agreement and at a time and manner specified by WisDOT.

Passed by the Common Council on this 4th day of August, 2020.

ATTEST: _____

Stephanie Reinhardt, Clerk

RECOMMENDATION**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the proposed 2021-2023 Fire Protection Service Agreement with the Town of Sevastopol.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 28, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.



421 Michigan Street ▪ Sturgeon Bay, WI 54235

Phone: 920-746-2900 ▪ Fax: 920-746-2905

jvanlieshout@sturgeonbaywi.org ▪ www.sturgeonbaywi.org

Memorandum

To: Common Council

Drafted By: Josh Van Lieshout

Date: July 31, 2020

Re: Town of Sevastopol Fire Services Contract

Background:

The City of Sturgeon Bay provides firefighting and fire prevention services to the towns of Sturgeon Bay and Sevastopol. The services have been provided by the City for over 20 years and likely much longer than that. In 2012, for the period of 2013 through 2017 the City and Town of Sevastopol negotiated a fixed price contract.

The fixed price contract negotiated at the time held charges to the Town's cost to \$347,035 for a period of five years, then minimal increases after based upon department budget changes but was capped at two percent. During the period 2013 to 2017 fire department operating budget increased a total of 10% or \$164,085. Between 2018 and 2020, the fire department budget grew by the following increments:

2017-2018	0.34%
2018-2019	-4.05
2019-2020	14.74%

Structuring the contract in this way substantially benefited the Town, which at the time was a purposeful decision of the City, based on economic conditions. Former and current fire department leaders have opined that the operating cost of the department is independent of the added area of the towns.

Analysis:

The Town of Sevastopol proposed extending the current service contract at a rate of three percent per year for a period of three years. This is substantially better than the previous fire services contract. Over the life of the contract Sevastopol will pay an additional \$33,015.40.

	Year	Fee	Increase	Rate %
Current	2020	356,020.80		
Proposed	2021	366,701.42	10,680.62	3
Proposed	2022	377,702.46	11,001.04	3
Proposed	2023	389,033.53	11,331.07	3
	Contract Term Price Change	33,012.73		
	Contract Percent Price Change	9%		

This proposal performs substantially better than the previous agreement and doesn't favor one party or the other. The three percent per annum price change is reflective of the City's settled labor contract for the same period of time, however this is coincidence. Likely operating and amortized capital costs will continue to rise at a rate greater than three percent per annum.

Recommendation:

The relatively short nature of the agreement, the value of the change in price versus prior contracts and the high fixed cost nature of fire services in Sturgeon Bay are solid reasons to accept the proposal from the Town.

Approval of the proposed 2021-2023 Fire Protection Service Agreement with the Town of Sevastopol is recommended.

2021-2023 Fire Protection Service Agreement
City of Sturgeon Bay and Town of Sevastopol

THIS AGREEMENT made and entered into in the year 2020 by and between the City of Sturgeon Bay, Door County Wisconsin, hereinafter known as "City", and the Town of Sevastopol, Door County, Wisconsin, hereinafter known as "Town", both political subdivisions in the State of Wisconsin and County of Door.

WHEREAS the City of Sturgeon Bay, a Wisconsin municipality, located in Door County, Wisconsin has in the past rendered the fire protection service to and in the Town of Sevastopol, a township located in Door County, Wisconsin;

AND WHEREAS the City and Town desire to continue an arrangement for the provision of fire protection services by the City of Sturgeon Bay Fire Department to the Town of Sevastopol;

NOW, THEREFORE, based upon the mutual promises and covenants contained herein,
IT IS HEREBY AGREED between the City of Sturgeon Bay and the Town of Sevastopol as follows:

1. Term. During the three year term of this agreement, January 1, 2021, through December 31, 2023, the City of Sturgeon Bay shall provide fire protection services necessary for and to all properties located in the Town of Sevastopol. This agreement may be renewed for successive terms of one year upon agreement of both parties.
2. Service. The necessity for fire protection services provided hereunder shall be determined by the Sturgeon Bay Fire Chief or the person in charge of the Sturgeon Bay Fire Department at the time of a fire emergency, under the circumstances then and there existing as determined and appraised by him or her, so that all territory being serviced by the Sturgeon Bay Fire Department shall have proper and sufficient service.
3. Fee. The fee to be paid by the Town of Sevastopol for fire protection services for the year 2021 through 2023 will be as follows:

2021	\$366,701.42
2022	\$377,702.46
2023	\$389,033.53
4. Insurance. The City of Sturgeon Bay shall be responsible for obtaining and maintaining sufficient liability insurance on its fire equipment and on the personnel operating such equipment, thereby protecting the City of Sturgeon Bay and the Town of Sevastopol, for any and all liability that may result to said political subdivisions as a result of the performance of fire protection services. This provision is not intended to and does not provide a waiver of any lawful immunity or limitation of damages as provided by Wisconsin Statutes.
5. Application of Equipment and Personnel. In the event of an emergency being serviced by the City of Sturgeon Bay Fire Department, the Sturgeon Bay Fire Chief or their designee at the time of such emergency, shall determine what equipment and manpower is to be utilized at such emergency and shall attempt, to the best of their ability, to give protection to all territory being serviced by the Sturgeon Bay Fire Department under the circumstances

then and there existing as determined and appraised by him or her, so that all of the territory being serviced by the Sturgeon Bay Fire Department shall have proper and sufficient service. It is specifically understood by the parties hereto that the City of Sturgeon Bay has similar fire protection services agreements with other political subdivision in the vicinity of the City of Sturgeon Bay.

6. Other terms. If during the term of this agreement a substantial development or building is constructed or service is implemented that materially affects the cost or ability to provide fire protection is approved in the town, then the City and Town agree to reevaluate and negotiate the fee for services in the remaining years of the agreement.

This Agreement is entered as an intergovernmental agreement pursuant to 66.0301, Wis. Stats.

IN WITNESS WHEREOF the City of Sturgeon Bay and the Town of Sevastopol, by the authorized representatives, have caused this Agreement to be signed and sealed by their respective officers.

City of Sturgeon Bay

Dated: _____

By: _____

Dated: _____

By: _____

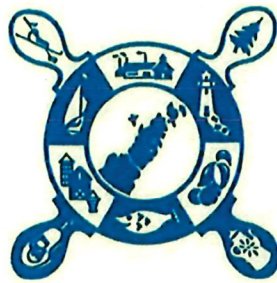
Town of Sevastopol

Dated: _____

By: _____

Dated: _____

By: _____



FOR IMMEDIATE RELEASE
July 23, 2020

CONTACT: Susan Powers, RN, BSN, Health Officer/Public Health Manager,
Email: publichealth@co.door.wi.us Telephone: 920-746-2234

DOOR COUNTY PUBLIC HEALTH EMERGENCY ADVISORY REQUIRING FACE COVERINGS

Effective Friday, July 24, 2020 at 8:00 AM Door County Public Health is issuing an Emergency Advisory which stipulates that everyone 5 years and older wear a face covering or mask when in public.

The following precautions are advised to help prevent the spread of COVID-19 in Door County:

1. **Per this advisory, people should properly wear a face covering that covers their nose and mouth at all times when in any public spaces**, which includes businesses of any kind (retail, grocery, restaurants, bars, gas stations, etc.) health care settings, and public transportation. Individuals are also advised to wear face coverings when in someone else's home when you are not of the same household. Children ages 2 through 4 are highly encouraged to wear masks in public, children 5 and older are advised to wear masks.
2. **Maintain physical distancing of at least 6 feet between yourself and other people who are not members of your household unit.** Respiratory droplets are in the air when other people cough, sneeze, talk and breathe. Staying 6 feet from others will lower the chances of you coming in contact with the virus from those droplets.
3. **In-person events and gatherings are considered high risk and should be avoided.** The more people an individual interacts with at a gathering, and the longer that interaction lasts, the higher the risk of becoming infected and spreading COVID-19. Highest risk are gatherings where it is difficult to remain spaced 6 feet apart, and attendees travel from outside the local area.
4. **Wash your hands frequently with soap and water for 20 seconds or use hand sanitizer.**

- 5. Stay home if you are sick, even with mild symptoms. If you have symptoms, get tested.** Watch for symptoms like fever, cough, shortness of breath, fatigue, body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If you have these symptoms, call your primary care physician or the Door County Medical Center COVID-19 Testing Hotline at 920-746-3700 to be tested.

We do not take this advisory lightly. Scientific evidence shows that masks play an important role in reducing the spread of COVID-19. This is a critical time for Door County with a marked increase in COVID-19 activity over the past few weeks. Door County now ranks as having a high activity level of COVID-19. The increasing numbers of confirmed cases in Door County and across the State of Wisconsin, as well as the multitude of visitors coming to our area, make it imperative that we all wear a face covering in public.

People can cover their faces a variety of ways to comply with this advisory. Simply wear a bandana, scarf, or neck gator around your nose and mouth. Or you may create a cloth face covering by either sewing one or using a no-sew method on the [CDC website](#). Medical-grade surgical masks or N95 respirators are not required or necessary for general public use. Exceptions may be made for certain activities such as eating at a restaurant, but during those activities, ensuring six feet distancing of individuals not from the same household should be followed at all times.

Some people may be exempted if they have physical, mental, or developmental conditions that prevent them from wearing a face covering. If someone is unable to wear a mask or face covering in a business due to a condition or disability, people should ask that business for reasonable accommodation, like a curbside pickup or delivery option. If your child is not able to wear a mask, only bring them to places where it is necessary, so that your child does not get or spread COVID-19 to others.

This advisory should not be used as justification to harass or harm another person who is either wearing or not wearing a face covering.

With the COVID-19 virus being a significant threat, it is on every person in our community to follow these precautions to limit the spread of COVID-19.

Thank you for your commitment to keeping our community safe as we navigate these coming months.

This advisory will remain in effect until further notice.

Dated this 23 day of July, 2020.



Susan Powers, RN, BSN, Door County Health Officer

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