



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, MAY 5, 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 – \$64,204.98, Capital Fund - \$9,188.26, Cable TV - \$5,799.88, TID #4 - \$14,475.00, and Solid Waste Enterprise Fund - \$1,874.07 for a grand total of \$95,542.19. 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 4/21/20 regular Common Council minutes.
  - \* b. Place the following minutes on file:
    - (1) Sturgeon Bay Utility Commission – 3/10/20
    - (2) Finance/Purchasing & Building Committee – 4/21/20
  - \* c. Place the following reports on file:
    - (1) Police Department Report – February 2020
    - (2) Fire Department Report – February 2020
    - (3) Police Department Report – March 2020
    - (4) Fire Department Report – March 2020
    - (5) Inspection Department Report – March 2020
    - (6) Bank Reconciliation – March 2020
    - (7) Revenue & Expense Report – March 2020
  - \* d. Consideration of: Approval Class B Beer license for Aloha Classic, Inc.
  - \* e. Finance/Purchasing & Building Committee recommendation re: Write off 2018 delinquent personal property tax bills in the amount of \$1,940.52 and authorize City Attorney to pursue small claims court action against personal property tax account Stellar Fitness, DBA Anytime Fitness.
8. Mayoral appointments.

9. Consideration of: Seasonal Temporary Pier Application for Memorial Drive Lot.
10. Ratification of Resolution Waiving Sidewalk Café Permit Fee for 2020.
11. Ratification of Resolution Delaying Payment of License Fee for Combination Class B Beer and Liquor licenses for 2020-2021.
12. Consideration of: 2019 Audit.
13. Consideration of: Financial Management Plan re: COVID-19 impacts.
14. Discussion of: Emergency Declaration.
15. City Administrator report.
16. Mayor's report
17. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

5-1-20

Time:

12:00pm

By:

VM

**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. Request to comment forms can be turned in from 8:00 am to 6:50 pm the day of the Common Council meeting.
- 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

ADOPTED: 05/21/19

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001597	RICHARD ANDERSON	OTUMBA FEE REFND/R ANDERSON	01-000-000-46300	55.00
R0001597		OTUMBA FEE REFND/R ANDERSON	01-000-000-24214	2.75
R0001597		OTUMBA FEE REFND/R ANDERSON	01-000-000-24215	0.28
R0001598	SCOTT MCFARLANE	LARGE ITEM FEE REFND/MCFARLANE	01-000-000-48120	25.00
R0001599	KATHY LEFEBVRE	OTUMBA PK FEE RFND/LEFEBVRE	01-000-000-46310	77.00
R0001599		OTUMBA PK FEE RFND/LEFEBVRE	01-000-000-24214	3.85
R0001599		OTUMBA PK FEE RFND/LEFEBVRE	01-000-000-24215	0.39
TOTAL REVENUE				164.27
TOTAL GENERAL FUND				164.27
MAYOR				
USBANK	US BANK	REGISTRATION DCEDC ANNL MTG	01-100-000-55600	45.00
TOTAL				45.00
TOTAL MAYOR				45.00
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	03/20 TRAFFIC MATTERS	01-110-000-55010	1,642.50
TOTAL				1,642.50
TOTAL LAW/LEGAL				1,642.50
CITY CLERK-TREASURER				
USBANK	US BANK	REGISTRATION DCEDC ANNL MTG	01-115-000-55600	90.00
USBANK		CONF CANCELLATION CREDIT	01-115-000-55600	-92.25
USBANK		SHRM MEMBERSHP RENEW/REINHARDT	01-115-000-56000	65.00
TOTAL				62.75
TOTAL CITY CLERK-TREASURER				62.75
ADMINISTRATION				
USBANK	US BANK	FUEL	01-120-000-55600	34.85
USBANK		LODGING/VANLIESHOUT	01-120-000-55600	238.00
USBANK		REGISTRATION DCEDC ANNL MTG	01-120-000-55600	315.00
USBANK		MEALS	01-120-000-55600	66.73
USBANK		MEALS	01-120-000-55600	74.50
USBANK		MEALS	01-120-000-55600	107.06
TOTAL				836.14
TOTAL ADMINISTRATION				836.14

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	KEYBOARDS/ SBD 1 & 4	01-125-000-55550	106.66
TOTAL				106.66
COVID-19				
USBANK	US BANK	MONTHLY ZOOM ACCESS	01-125-401-55550	67.51
VIKING	VIKING ELECTRIC SUPPLY, INC	PVC JUNCTION BOX	01-125-401-54999	94.50
TOTAL COVID-19				162.01
TOTAL COMPUTER				268.67
CITY ASSESSOR				
04650	DOOR COUNTY REGISTER OF DEEDS	DOCUMENTS	01-130-000-58999	44.50
ASSO APP	ASSOCIATES APPRAISAL	05.05.20 CONTRACT	01-130-000-55010	2,555.56
TOTAL				2,600.06
TOTAL CITY ASSESSOR				2,600.06
BUILDING/ZONING CODE ENFORCMENT				
USBANK	US BANK	MAILING TO SAFE BUILT	01-140-000-58999	10.55
TOTAL				10.55
TOTAL BUILDING/ZONING CODE ENFORCMENT				10.55
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	03/20 CHAD CELL SVC	01-145-000-58250	24.67
USBANK	US BANK	PDH ENGINEERING CLASS/SHEFCHIK	01-145-000-55600	50.92
TOTAL				75.59
TOTAL MUNICIPAL SERVICES ADMIN.				75.59
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	03/20 STEVE CELL SVC	01-150-000-58250	31.66
03133		03/20 MIKE B CELL SVC	01-150-000-58250	43.76
03133		03/20 CELL SVC	01-150-000-58250	7.52
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	CONTRACT INVOICE	01-150-000-56250	725.00
TOTAL				807.94
TOTAL PUBLIC WORKS ADMINISTRATION				807.94
ELECTIONS DEPARTMENT				

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK	US BANK	ELECTRONIC SCREEN WIPES	01-155-000-54999	47.37
USBANK		ABSENTEE BALLOT POSTAGE	01-155-000-54999	110.00
TOTAL				157.37
COVID-19				
USBANK	US BANK	ABSENTEE BALLOT POSTAGE	01-155-401-54999	165.00
USBANK		PENS/TAPE DISPENSER/FOOD	01-155-401-54999	45.53
USBANK		BINS	01-155-401-54999	10.55
USBANK		ABSENTEE BALLOT POSTAGE	01-155-401-54999	220.00
USBANK		ABSENTEE BALLOT POSTAGE	01-155-401-54999	220.00
USBANK		ABSENTEE BALLOT POSTAGE	01-155-401-54999	220.00
USBANK		ABSENTEE BALLOT POSTAGE	01-155-401-54999	220.00
TOTAL COVID-19				1,101.08
TOTAL ELECTIONS DEPARTMENT				1,258.45
CITY HALL				
03159	SPECTRUM	03/20 FIRE CABLE SVC	01-160-000-58999	139.77
23730	WPS	421 MICHIGAN ST-CITY HALL	01-160-000-55600	1,137.53
USBANK	US BANK	COMMERCIAL COFFEE MAKER	01-160-000-54999	263.74
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-51850	101.00
TOTAL				1,642.04
TOTAL CITY HALL				1,642.04
POLICE DEPARTMENT				
06013	FBINAA WISCONSIN CHAPTER	ANNL TRAINING REGISTER/BRNKMN	01-200-000-55600	110.00
USBANK	US BANK	CONF MEAL BRINKMAN	01-200-000-55600	14.73
USBANK		LODGING BRINKMAN	01-200-000-55600	79.85
USBANK		FIRST AID KIT SUPPLIES	01-200-000-51950	15.51
USBANK		CONFERENCE MEAL/PORTER	01-200-000-55600	41.25
USBANK		32GB & 64GB MEMORY	01-200-000-55500	427.25
USBANK		HARD DRIVES/FORENSICS LAB	01-200-000-55500	195.06
TOTAL				883.65
TOTAL POLICE DEPARTMENT				883.65
POLICE DEPARTMENT/PATROL				
03101	CDW GOVERNMENT, INC.	7 GPS PUCKS POLICE SQUADS	01-215-000-54999	593.11
04575	DOOR COUNTY HARDWARE	TIE ROLL	01-215-000-54999	12.99
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 20 MAINTENANCE	01-215-000-58600	51.34
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	76.64
USBANK	US BANK	AUTO RENEWAL OF WEBSITE DOMAIN	01-215-000-58999	24.00
USBANK		FORD TRK REGISTRATION ADH5286	01-215-000-58600	5.10
USBANK		ICLOUD STORAGE	01-215-000-58250	0.99
USBANK		2013 FORD EXPLR REGISTRATION	01-215-000-58600	173.91

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK		2020 SWAT CONF/ENGEBASE	01-215-000-55600	240.00
USBANK		EAR PIECES/OFFCRS PRBLE RADIO	01-215-000-57550	126.82
USBANK		SWAT GEAR/SHIRTS-PANTS	01-215-000-52900	131.71
USBANK		SWAT GEAR/SHIRTS-PANTS	01-215-000-52900	24.12
USBANK		CPR POCKET MASKS	01-215-000-54999	69.69
USBANK		TRAINING MEALS/HENRY	01-215-000-55600	17.33
USBANK		FUEL	01-215-000-51650	31.07
USBANK		TRAINING MEALS/HENRY	01-215-000-55600	14.92
USBANK		TRAINING MEALS/HENRY	01-215-000-55600	11.80
USBANK		CPR COURSE MATERIALS	01-215-000-55600	147.87
USBANK		COURSE CANCELLATION CREDIT	01-215-000-55600	-150.00
USBANK		SANITIZER DISPENSERS	01-215-000-54999	65.95
USBANK		ARCHIVES SUBSCRIPTION	01-215-000-54999	9.99
USBANK		LODGING/ENGEBASE	01-215-000-55600	270.00
USBANK		LODGING/COYHIS	01-215-000-55600	270.00
USBANK		FUEL	01-215-000-51650	29.76
USBANK		PARKING SVC	01-215-000-55600	84.00
USBANK		FUEL	01-215-000-51650	9.60
USBANK		CSO UNIFORM	01-215-000-52900	34.01
USBANK		CSO UNIFORM	01-215-000-52900	23.37
USBANK		TRAINING/TASSOUL	01-215-000-55600	695.00
USBANK		CONF CANCELLATION CREDIT	01-215-000-55600	-225.00
USBANK		CSO PATROL BIKE PARTS	01-215-000-54999	57.81
USBANK		12 SPIT HOODS	01-215-000-54999	71.88
TOTAL				2,999.78
COVID-19				
PUBLIC	PUBLIC SAFETY CENTER, INC	N95 MASKS	01-215-401-54999	135.00
TOTAL COVID-19				135.00
TOTAL POLICE DEPARTMENT/PATROL				3,134.78
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	FASTENERS	01-250-000-54999	1.18
04575		BATTERY	01-250-000-54999	3.59
04575		TIE DOWN	01-250-000-54999	17.99
04575		SPRAYER/VALVE W/GASKET	01-250-000-54999	25.57
04575		FASTENERS/CLOSET ROD	01-250-000-54999	26.59
16570	PIONEER FIRE COMPANY	UNIFORMS	01-250-000-52900	421.20
23730	WPS	656 S OXFORD AVE- WS FIRE	01-250-000-56600	153.49
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BATTERY CHARGER	01-250-000-53000	49.99
O'REILLY		WIRE LOOM	01-250-000-53000	21.50
O'REILLY		DEF	01-250-000-53000	21.98
O'REILLY		DEF	01-250-000-53000	21.98
USBANK	US BANK	RADIO HOLSTER/UNIFORM	01-250-000-52900	61.85
USBANK		FLASH DRIVES/FIRE REPT STRGE	01-250-000-52250	223.40
USBANK		PHONE CASES & CHARGING	01-250-000-56250	56.07
USBANK		PHONE CASES & CHARGING	01-250-000-56250	21.08
USBANK		MONTHLY DATA	01-250-000-58250	626.86
USBANK		RADIO INTERFACE	01-250-000-57550	2,765.00
USBANK		GEAR & TRUCK SOAP	01-250-000-54999	276.50
USBANK		SQ1 PUMP/MOTOR	01-250-000-53000	41.96

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
USBANK		OFFICE SUPPLIES	01-250-000-51950	21.59
USBANK		ANNUAL CALIBRATION	01-250-000-56250	1,039.75
USBANK		CREDIT	01-250-000-56250	-267.75
USBANK		TRAINING MEALS FF2	01-250-000-55600	92.72
TOTAL				5,724.09
COVID-19				
USBANK	US BANK	CLEANING & OFFICE SUPPLIES	01-250-401-54999	58.69
USBANK		BLEACH WIPES	01-250-401-54999	26.12
USBANK		WEB CAMERAS	01-250-401-51350	251.98
USBANK		CLEANING SUPPLIES	01-250-401-52350	276.95
USBANK		DECON ENCLOSURES	01-250-401-52350	201.99
USBANK		HEALTH MONITOR THERMOMETER	01-250-401-52350	30.98
USBANK		THERMOMETERS & MASKS	01-250-401-52350	307.93
USBANK		SANITIZER CONTAINERS	01-250-401-54999	10.41
USBANK		LAUNDRY SOAP	01-250-401-52350	25.92
USBANK		SHOWER CURTAINS/RINGS	01-250-401-52350	18.84
USBANK		HAND SOAP DISPNSRA/SPRY BOTTLE	01-250-401-52350	10.55
TOTAL COVID-19				1,220.36
TOTAL FIRE DEPARTMENT				6,944.45
STORM SEWERS				
04545	DOOR COUNTY COOPERATIVE/NAPA	CONCRETE COVER	01-300-000-51150	202.00
TOTAL				202.00
TOTAL STORM SEWERS				202.00
ROADWAYS/STREETS				
WARNER	WARNER-WEXEL WHOLESALE &	GRASS SEED	01-400-000-52500	119.50
TOTAL				119.50
TOTAL ROADWAYS/STREETS				119.50
SNOW REMOVAL				
04696	DOOR COUNTY TREASURER	SALT BRINE	01-410-000-52400	161.23
TOTAL SNOW REMOVAL				161.23
TOTAL SNOW REMOVAL				161.23
STREET SIGNS AND MARKINGS				
04696	DOOR COUNTY TREASURER	SIGN FABRICATION	01-420-000-52600	184.95
TOTAL				184.95



DATE: 04/28/1920  
TIME: 13:52:51  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL STREET SIGNS AND MARKINGS				184.95
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	LOADER PARTS	01-450-000-53000	80.96
04545		AIR FLOW SENSOR	01-450-000-53000	7.41
04545		GRASS SEED	01-450-000-52150	119.50
04696	DOOR COUNTY TREASURER	03/20 497.25 G FUEL	01-450-000-51650	724.29
04696		03/20 758.60G DSL FUEL	01-450-000-51650	1,515.46
06012	FASTENAL COMPANY	STEEL MARKING CRAYON	01-450-000-53000	7.11
06012		1.5" BOLTS	01-450-000-53000	94.32
06012		BATTERY/HOLD DOWNS/HARDWARE	01-450-000-53000	51.32
08225	HERLACHE SMALL ENGINE	CHAIN SAW CHAIN	01-450-000-52150	24.95
19070	SCHARTNER IMPLEMENT INC	LATCH	01-450-000-52150	8.70
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	ELEMENT ASSEMBLY	01-450-000-53000	13.88
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	AIR GAUGE	01-450-000-52150	19.54
SWIDERSK	SWIDERSKI EQUIPMENT, INC	KNOB	01-450-000-53000	8.63
SWIDERSK		SHIPPING	01-450-000-53000	11.23
VERMEER	VERMEER WISCONSIN, INC	STUMP GRINDER TEETH LEFT	01-450-000-52150	97.02
VERMEER		STUMP GRINDER TEETH RIGHT	01-450-000-52150	97.02
VERMEER		STUMP GRINDER TEETH STRAIGHT	01-450-000-52150	25.40
VERMEER		SHIPPING	01-450-000-52150	23.50
TOTAL				2,930.24
TOTAL STREET MACHINERY				2,930.24
CITY GARAGE				
USBANK	US BANK	EAR PLUGS	01-460-000-52350	16.78
TOTAL				16.78
TOTAL CITY GARAGE				16.78
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	03/20 CELL SVC	01-500-000-58250	24.67
03133		03/20 MIKE B CELL SVC	01-500-000-58250	43.77
03133		03/20 CELL SVC	01-500-000-58250	7.53
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ENVELOPES	01-500-000-51950	136.98
TOTAL				212.95
TOTAL PARK & RECREATION ADMIN				212.95
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	SEASONAL EMPLOY DRUG SCREENS	01-510-000-57100	182.00
04545	DOOR COUNTY COOPERATIVE/NAPA	BRAKE PARTS	01-510-000-53000	82.86
04575	DOOR COUNTY HARDWARE	FELT PAPER/FASTENERS	01-510-000-54999	82.55

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04696	DOOR COUNTY TREASURER	03/20 228.89G FUEL	01-510-000-51650	333.40
04696		03/20 5.25G DLS FUEL	01-510-000-51650	10.49
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	136.27
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL FILTER	01-510-000-53000	7.44
USBANK	US BANK	SPOOL LAWN TRIMMER LINE	01-510-000-54999	45.30
WARNER	WARNER-WEXEL WHOLESALE &	DISPENSER/TOILET PAPER	01-510-000-51850	127.26
WARNER		BOWL CLEANER/PAPER TOWELS	01-510-000-51850	70.36
TOTAL				1,077.93
TOTAL PARKS AND PLAYGROUNDS				1,077.93
BALLFIELDS				
20900	TRUGREEN LIMITED PARTNERSHIP	MEM FLD FERTILIZING	01-520-000-58999	171.81
TOTAL BALLFIELDS				171.81
TOTAL BALLFIELDS				171.81
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	14.90
TOTAL				14.90
--- UNDEFINED CODE ---				
11545	MAPLE STREET SIGN CO.	3 4'X4' BOAT RAMP SIGNS	01-550-401-54999	570.00
TOTAL --- UNDEFINED CODE ---				570.00
TOTAL MUNICIPAL DOCKS				584.90
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2020 1ST QTR MAINTENANCE COSTS	01-700-000-56850	24,198.93
TOTAL				24,198.93
TOTAL PUBLIC FACILITIES				24,198.93
COMMUNITY & ECONOMIC DEVLPMT				
17700	QUILL CORPORATION	STORAGE BOXES	01-900-000-51950	59.99
17700		#10 ENVELOPES	01-900-000-51950	20.49
TOTAL				80.48
TOTAL COMMUNITY & ECONOMIC DEVLPMT				80.48
TOTAL GENERAL FUND				50,318.54

DATE: 04/28/1920  
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ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	PRJT 1902 MANHLE LIDS/CASTINGS	10-199-000-51525	4,889.65
TOTAL				4,889.65
TOTAL GENERAL EXPENDITURES				4,889.65
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
NEWMAN	NEWMAN SIGNS, INC	20 ROAD CLOSED SIGNS	10-400-110-59095	1,007.95
TOTAL ANNUAL RESURFACING & BASE REP.				1,007.95
TOTAL ROADWAYS/STREETS				1,007.95
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
04575	DOOR COUNTY HARDWARE	ELECTRICAL SUPPLIES	10-510-000-59015	15.96
TOTAL PARKS AND PLAYGROUNDS				15.96
TOTAL PARKS AND PLAYGROUNDS				15.96
WATERFRONT PARKS & WALKWAYS				
13360	MENARDS-GREEN BAY EAST	WALL BLOCKS	10-570-000-59075	2,474.70
13360		ADHESIVE	10-570-000-59075	472.00
13360		DELIVERY 2 @ 164	10-570-000-59075	328.00
TOTAL				3,274.70
TOTAL WATERFRONT PARKS & WALKWAYS				3,274.70
TOTAL CAPITAL FUND				9,188.26
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	05.05.20 CONTRACT	21-000-000-55015	5,205.84
TOTAL CABLE TV / GENERAL				5,205.84
COVID19				
02975	CAMERA CORNER	ZOOM EQUIP/SET UP CHAMBERS	21-000-401-59070	189.00
02975		ZOOM EQUIP/SET UP CHAMBERS	21-000-401-59070	328.00
22800	WALMART COMMUNITY	HEADPHONES-ZOOM COUNCIL	21-000-401-52700	77.04
TOTAL COVID19				594.04
TOTAL CABLE TV / GENERAL				5,799.88
TOTAL CABLE TV				5,799.88

DATE: 04/28/1920  
TIME: 13:52:51  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/05/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #4 DISTRICT				
TID #4 DISTRICT				
T4 \$3.12 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	TAX NOTE ANTICPTE NOTE 3.30.17	28-340-987-70002	475.00
13750	MOODY'S INVESTORS SERVICE	GO REFND BOND TID 4	28-340-987-70002	5,040.00
TOTAL T4 \$3.12 NOTES				5,515.00
T4 BONDS				
13750	MOODY'S INVESTORS SERVICE	TAXABLE GO REFND BOND TID 4	28-340-988-70002	8,960.00
TOTAL T4 BONDS				8,960.00
TOTAL TID #4 DISTRICT				14,475.00
TOTAL TID #4 DISTRICT				14,475.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04545	DOOR COUNTY COOPERATIVE/NAPA	OIL DRY	60-000-000-52050	159.60
04696	DOOR COUNTY TREASURER	03/20 772.04G DSL FUEL	60-000-000-51650	1,542.30
JX ENT	JX ENTERPRISES, INC.	FLANGE NUTS 2 @ 3.34	60-000-000-53000	6.68
JX ENT		WHEEL STUDS 2@ 9.82	60-000-000-53000	19.64
JX ENT		AIR ROCKER VALVE	60-000-000-53000	145.85
TOTAL SOLID WASTE ENTERPRISE FUND				1,874.07
TOTAL SOLID WASTE ENTERPRISE FUND				1,874.07
TOTAL SOLID WASTE ENTERPRISE				1,874.07
TOTAL ALL FUNDS				81,655.75

**MANUAL CHECKS**

SOUTHERN DOOR SCHOOL 04/20/20 Check #86828 03/20 Mobile Home Tax Payment & Lottery Credit 01-000-000-41300	\$1,579.16
STURGEON BAY SCHOOL DISTRICT 04/20/20 Check # 86829 03/20 Mobile Home Tax Payment & Lottery Credit 01-000-000-41300	\$9,336.72
PITNEY BOWES 04/24/20 Check # 86952 04/20 Quarterly Postage Meter Rental 01-199-000-57250	\$117.00
EMPLOYEE BENEFITS CORPORATION 04/24/20 Check # 86953 04/20 HAS &FAS 01-600-000-50510	\$242.50
SUN LIFE INSURANCE 04/24/20 Check # 86954 05/20 Short/Long Term Disability 01-000-000-21545	\$1,766.47
SUPERIOR VISION INSURANCE 04/24/20 Check # 86954 05/20 Vision Insurance 01-000-000-21540	\$844.59
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 13,886.44</b>

DATE: 04/28/1920  
TIME: 13:52:51  
ID: AP443ST0.WOW

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/05/2020

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

GENERAL FUND	50,318.54	64,204.98
CAPITAL FUND	9,188.26	
CABLE TV	5,799.88	
TID #4 DISTRICT	14,475.00	
SOLID WASTE ENTERPRISE	1,874.07	
	-----	
TOTAL --- ALL FUNDS	81,655.75	95,542.19

*Jan Wilk. 4/28/2020*

COMMON COUNCIL  
April 21, 2020

A meeting of the Common Council was called to order at 7:02 pm by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Hayes, Williams, Avenson, Nault, Wiederanders and Reeths were present. Ald. Williams and Mayor Ward appeared in person. Aids. Bacon, Hayes, Avenson, Nault, Wiederanders, and Reeths appeared virtually via Zoom.

Mayor Ward presented Kelly Avenson, outgoing alderperson for District 4, with a Certificate of Appreciation.

The newly elected officials were seated.

Roll call: Bacon, Hayes, Williams, Gustafson, Nault, Wiederanders, and Reeths were present. Aids. Williams and Gustafson and Mayor Ward appeared in person. Aids. Bacon, Hayes, Nault, Wiederanders, and Reeths appeared virtually via Zoom.

Williams/Gustafson to adopt agenda. Carried.

Scott Moore, 947 Pennsylvania Street spoke during public comment.

Bacon/Reeths to approve following bills: General Fund - \$272,010.71, Capital Fund - \$21,456.96, Cable TV - \$36.95, TID #4 - \$58,238.77, and Solid Waste Enterprise Fund - \$17,051.03 for a grand total of \$368,794.42. Roll call: All voted aye. Carried.

Bacon/Nault to approve consent agenda:

- a. Approval of 3/17/20 regular, 3/19/20 special, and 4/9/19 regular Common Council minutes.
- b. Place the following minutes on file:
  1. Personnel Committee – 3/12/20
  2. Board of Canvassers – 3/13/20
- c. Consideration of: Approval of Beverage Operator licenses.
- d. ~~Personnel Committee recommendation re: Approve increasing the starting wage for seasonal employees.~~ Moved to regular agenda.

Carried.

The Mayor presented the following appointments for approval:

Nault/Hayes to approve:  
FINANCE/PURCHASING & BUILDING COMMITTEE  
Helen Bacon, Chr.  
Seth Wiederanders, Vice-Chr.  
Dan Williams

Carried.

Wiederanders/Nault to approve:  
PERSONNEL COMMITTEE  
Dan Williams, Chr.  
Helen Bacon, Vice-Chr.  
Spencer Gustafson

Carried

Williams/Bacon to approve:  
PARKING & TRAFFIC COMMITTEE  
Kirsten Reeths, Chr.

Gary Nault, Vice-Chr.  
Spencer Gustafson

Carried.

Gustafson/Bacon to approve:  
COMMUNITY PROTECTION & SERVICES COMMITTEE  
Dan Williams, Chr.  
Kirsten Reeths, Vice-Chr.  
Seth Wiederanders

Carried.

Wiederanders/Gustafson to approve:  
PARKS & RECREATION COMMITTEE  
David Hayes, Chr.  
Gary Nault, Vice-Chr.  
Helen Bacon

Carried.

Bacon/Gustafson to approve:  
CITY PLAN COMMISSION  
David Ward, Chr.  
David Hayes  
Kirsten Reeths

Carried.

Reeths/Williams to approve:  
LOCAL ARTS BOARD  
Helen Bacon

Carried.

Reeths Nault to approve:  
BOARD OF PUBLIC WORKS  
David Ward  
Helen Bacon  
David Hayes  
Dan Williams  
Spencer Gustafson  
Gary Nault  
Seth Wiederanders  
Kirsten Reeths

Carried.

Gustafson/Williams to approve:  
LIBRARY BOARD  
Helen Bacon, Council Rep  
David Hayes, Council Rep

Carried.

Wiederanders/Bacon to approve:  
INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM  
David Hayes, Council Rep



Carried.

Williams/Reeths to approve:

STURGEON BAY VISITOR CENTER

Spencer Gustafson, Council Rep

Carried.

Gustafson/Bacon to approve:

STURGEON BAY UTILITY COMMISSION

David Ward, Mayor

Dan Williams, Council Rep

Gary Nault, Council Rep

Seth Wiederanders, Council Rep

Nault/Bacon to approve:

POLICE & FIRE COMMISSION

Dave Poulton

Carried.

Williams/Gustafson to approve:

HISTORIC PRESERVATION COMMISSION

J. Eric Paulsen

Dave Augustson

David Hayes, Council Rep

Chad Shefchik

Carried.

Gustafson/Reeths to approve:

BOARD OF PARKS & RECREATION

David Hayes, Chr. Parks & Rec Comm

Gary Nault, Vice-Chair Parks & Rec Comm

Helen Bacon, Parks & Rec Comm member

Mike Barker, Municipal Services Director

Randy Morrow

Carried.

Bacon/Wiederanders to approve:

BOARD OF REVIEW

Danny Wiegand

Carried.

Bacon/Wiederanders to approve:

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL

Dan Williams, Chr. CPS

Spencer Gustafson, Government

Dan Tjernagel, Education

Cindy Weber

Carried.

Hayes/Bacon to approve:

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Mark Struck

Carried.

Williams/Gustafson to approve:

WEED COMMISSIONER

Mike Barker, Municipal Services Director

Carried.

Bacon/Reeths to nominate Dan Williams as Council President. There were no other nominations.

Carried.

Reeths/Gustafson to hold Council meetings on the first and third Tuesday of each month at 7 pm.

Carried.

Bacon/Williams to adopt the resolution designating public depositories. Carried.

Williams/Reeths to adopt the resolution designating the official newspaper. Carried.

Mayor Ward and City Administrator VanLieshout updated the Council on the Emergency Management Team activity. The number of meetings, the tracking of COVID-19 cases and data, reports from protective services and financial recovery, disruption to the economy, future planning to minimize impacts, communication, and operational processes are some of the items that the team has been discussing. Discussion took place whether the EMT should be extended along with a new Emergency Orders Resolution.

Hayes/Gustafson to ratify the resolution adjusting poll worker pay for the April 7, 2020 election. Carried.

City Administrator VanLieshout updated the Council on the 30% status of the west waterfront promenade plans. He noted that the plans presented are a reflection of the comments at the open house and from elected officials.

City Administrator VanLieshout gave his report.

Mayor Ward gave his report.

Gustafson/Williams to adjourn. Roll call: All voted aye. Carried.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

STURGEON BAY UTILITIES  
Regular Meeting  
March 10<sup>th</sup>, 2020

Secretary Steve Christoferson called the regular meeting of the Utilities Commission to order at 12:00 p.m. at the Sturgeon Bay Utilities office. Roll call: Secretary Steve Christoferson, Mayor David Ward, Gary Nault, Dan Williams and Seth Wiederanders were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri, recording secretary Laurie Bauldry and Karrie Anthony, Customer Service Representative.

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

Wiederanders/Williams to approve the minutes of the regular meeting held on February 11<sup>th</sup>, 2020. Motion carried.

The Commission proceeded to review the bills for February in the amount of \$1,553,144.95. Christoferson/Ward to approve payment of the bills. Motion carried.

The January 2020 financials were presented. Williams/Nault to accept the financials. Motion carried.

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

Next was consideration of the 2020 write-offs. Williams/Wiederanders to approve the 2020 write-offs in the amount of \$11,197.60. Motion carried

The operations report was presented by Operations Manager White. Ward/Wiederanders to accept the Operations Report for February. Motion carried.

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

- a) Adjustments
- b) Focus on Energy update

Stawicki reported 2020 year-to-date incentives from Focus on Energy for energy efficiency and conservation is \$ 9,374.97.

Nault/Wiederanders to adjourn. Motion carried. The meeting adjourned at 12:44 p.m.

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Steve Christoferson  
Secretary

Approved for publication:

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Stewart Fett  
President

Date: \_\_\_\_\_

---

James Stawicki  
General Manager

Date: \_\_\_\_\_

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**April 21, 2020**

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Alders Bacon and Wiederanders appeared by Zoom and Ald. Williams appeared in person. Also present: Mayor Ward, City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, and Receptionist Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders 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: Request from Door Tran to waive park shelter reservation fee.
5. Consideration of: Fiscal Management Policy Update-Reserve Policy.
6. Consideration of: Write-off and/or pursue small claims action of 2018 Delinquent Personal Property tax accounts.
7. Review bills.
8. Adjourn.

Carried.

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

Consideration of: Request from Door Tran to waive park shelter reservation fee:

Committee discussion took place regarding the continual waiving of fees and if there is a need for a more specific or different type of policy in place.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to table until the next meeting.  
Carried.

Consideration of: Fiscal Management Policy Update-Reserve Policy:

City Treasurer/Finance Director Clarizio outlined three new reserve funds and two reserve funds currently in practice that need to be formalized into the reserve policy section of the Fiscal Management policy. The Industrial Park Land Fund, established by recommendation, started in 2002 and the Revaluation Fund, established in 2001 during the budgetary process, are both in practice but have not been formalized in the policy. She continued, presenting three new reserve funds to be added to the policy. With City buildings aging and requiring maintenance and upkeep the Building Maintenance Fund was created. She stated that unspent budgetary building maintenance dollars would be deposited annually into this fund to build up for future maintenance costs. The second fund created is the Fiber Infrastructure Fund which she explained is similar in concept to the building maintenance fund but would apply towards fiber infrastructure maintenance or repairs. The budget has a \$12,000 fiber line item that any unspent budgetary dollar would be deposited into this fund annually. The last fund presented was the Post Employment Benefit Fund. Ms. Clarizio explained that when employees retire they are paid for post-employment benefits. If the retirement is known it can be figured into the budget, sometimes it's unknown therefore unbudgeted. She stated the funding source of this reserve fund, with a target balance of \$150,000, could be any general fund unallocated fund balance above the required 25% of the general operating budget until the target fund balance is reached. The Committee continued discussions requesting target fund balances be considered and presented at the next meeting.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to table until the next meeting. Carried.

Consideration of: Write off and/or pursue small claims action of 2017 Delinquent Personal Property tax accounts.

City Administrator Van Lieshout presented the list of delinquent personal property tax accounts for 2018 due in 2019. Per state statute the accounts qualify for chargeback to the relevant taxing jurisdictions. Only the City portion in the amount \$ 1,940.52 is proposed for write-off and one account 281-1118 is proposed for small claims action.

Moved by Alderperson Williams, seconded by Alderperson Bacon to recommend to Common Council to write off the following 2018 delinquent personal property tax account bills in the amount of \$1,940.52 and to authorize the City Attorney to pursue small claims court action against personal property tax account # 281-1118, Stellar Fitness DBA Anytime Fitness.

**Write-off list**

<u><b>Tax Account #</b></u>	<u><b>Name</b></u>	<u><b>Proposed Write-off Amount</b></u>
281-0290	Jeffrey Slavik, DDS	\$ 113.44
281-0924	Bon-Ton Younkers	\$ 1,732.20
281-1285	Lepack Jostsons, Inc DBA Dynamic Family	\$ 217.09
281-1483	Door County Social LLC	\$ .99
281-1499	Olfactorius of Door County, LLC	\$ 9.87
	<b>Total</b>	<b>\$ 1,940.52</b>

**Small Claims list**

<u><b>Tax Account #</b></u>	<u><b>Name</b></u>	<u><b>Delinquent Taxes</b></u>
281-1118	Stellar Fitness DBA Anytime Fitness	\$ 280.05
		<b>\$ 280.05</b>

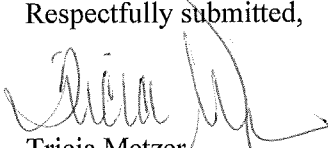
Carried.

**Review bills**

Moved by Alderperson Wiederanders, 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 Wiederanders to adjourn. Carried. The meeting 6:27 pm.

Respectfully submitted,

  
Tricia Metzger



# STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect,  
and work in partnership with the community to ensure a safe, nurturing environment.*

To: The Honorable Mayor  
Members of the Common Council  
Members of the Police and Fire Commission  
City Administrator Josh VanLieshout  
Officers of the Sturgeon Bay Police Department  
Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for February, 2020

Date: March 23, 2020

The following is a summary of the Police Department's activities for the month of February that includes crimes investigated, traffic accidents investigated, training completed, and public education provided by department members.

## Crimes Investigated

The Department, during the month, investigated a total of 45 crimes.

These crimes can be broken down and classified as follows.

Battery.....	01
Child Abuse/Neglect.....	01
Bail Jump.....	03
Disorderly Conduct.....	02
Possess Controlled Substance.....	04
Fraud / Forgery.....	09
Domestic Abuse.....	02
Theft.....	06
Criminal Damage to Property.....	04
Threats to Injure.....	02
ICAC.....	04
Death Investigation.....	01
Violate Court Order.....	05
Stolen Vehicle From Other Jurisdiction.....	01
<b>TOTAL 45</b>	

The above crimes resulted in the loss of \$231 to the community, of which \$16 has been recovered.

## Arrests

The Department completed a total of 114 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

<b>A. Felony Crime Arrest</b>	
Bail Jumping.....	03
Aggravated Assault.....	01
Possess Controlled Substance.....	01
Weapon Offense.....	01
Throw Bodily Fluids at Officer.....	01
Vehicle Theft.....	01
	<b>TOTAL 08</b>
<b>B. Misdemeanor Crime Arrests</b>	
Disorderly Conduct.....	04
Violate Court Order.....	01
Bail Jump.....	07
Battery.....	01
Fraud.....	01
Criminal Trespass .....	01
Theft.....	02
Obstruct Officer.....	01
Possess Controlled Substance.....	02
	<b>TOTAL 20</b>
<b>Wisconsin Probation &amp; Parole Arrests / Warrant Arrests.....</b>	<b>06</b>
	<b>TOTAL 06</b>
<b>C. Ordinance Violation Arrests</b>	
Possess Marijuana .....	01
Retail Theft.....	01
Trespass to Land.....	01
Disorderly Conduct .....	01
Resist/Obstruct Officer .....	01
Possess Drug Paraphernalia.....	03
	<b>TOTAL 08</b>
<b>D. Traffic Crime Arrests</b>	
Operate while Intoxicated 2 <sup>nd</sup> or More .....	03
Operate Motor Vehicle while Revoked .....	02
Fail to Install Ignition Interlock Device.....	01
Operate w/o Valid License 2 <sup>nd</sup> or More.....	06
	<b>TOTAL 12</b>
<b>E. Traffic Violation Arrests</b>	
Operate Motor Vehicle while Intoxicated.....	05
Speeding.....	14
Operate Motor Vehicle w/o Insurance.....	08
Operate Motor Vehicle while Suspended/Revoked.....	08
Operate w/o Valid License... ..	05
Seatbelt Violations.....	01
Miscellaneous Violations.....	19
	<b>TOTAL 60</b>



In addition to the preceding arrests, the Department conducted a total of 189 traffic stops during the month and logged 62 violations for various motor vehicle defects and local ordinances and issued 50 written warnings for those violations. A total of 26 parking tickets were issued for parking violations throughout the city.

#### **Traffic Accidents**

The Department during the month investigated a total of 15 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities .....	00
B.	Motor Vehicle Accidents Involving Injuries.....	01
C.	Motor Vehicle Accidents Involving Property Damage .....	13
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	01
	(less than \$1,000.00)	<b>TOTAL 15</b>

#### **Police Service Calls**

Department members handled 371 service calls during the month. These calls consist of both citizen requests for police service as described below (305), crimes investigated (45), traffic accidents investigated (15), and Wisconsin Probation and Parole Assists (06).

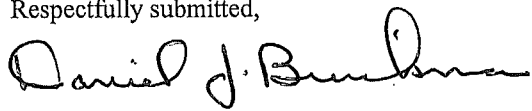
A.	Traffic and Road Incidents.....	76
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints.....	01
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons.....	08
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms.....	18
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	11
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	01
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	

G. Escorts.....	02
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist .....	55
This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies.....	10
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance .....	17
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Self-Initiated Field Activity.....	03
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
L. Juvenile Problems .....	09
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
M. Miscellaneous Incidents .....	80
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
N. Welfare Checks .....	14
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	
<b>TOTAL 305</b>	

#### Department Training

The joint dive team and SWAT conducted their monthly training session. Two officers completed 16 hours of Advanced Roadside Impaired Driving Enforcement. Five officers completed an 8-hour block of End Elder Abuse training. Three officers attended a two-day conference on Active Threat Integrated Response and one Sergeant attended a supervisor seminar.

Respectfully submitted,



Captain Daniel J. Brinkman



## CITY of STURGEON BAY FIRE DEPARTMENT

**Kalin Montevideo**  
**Assistant Fire Chief**

421 Michigan St  
Sturgeon Bay, WI 54235

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

### STURGEON BAY FIRE DEPARTMENT FEBRUARY 2020 FIRE REPORT

**FEBRUARY INCIDENTS:** 130  
**2020 TOTAL INCIDENTS:** 252

#### INCIDENTS BY JURISTITION:

#### AVERAGE RESPONSE TIME:

<b>CITY - East Side:</b>	<u>90</u> Year to Date: <u>178</u>	EMERGENT: <u>4.15 Minutes</u>	NON-EMERGENT: <u>4.29 Minutes</u>
77 – Medical Incident	01 – Structure Fire	06 – Alarm/Detector Activation, No Fire	
01 – Carbon Monoxide Incident	02 – Vehicle Accident	01 – Excessive Heat, Scorch Burn, No Fire	
01 – Public Service	01 – Gas/Flammable Liquid Spill		
<b>CITY - West Side:</b>	<u>27</u> Year to Date: <u>50</u>	EMERGENT: <u>4.12 Minutes</u>	NON-EMERGENT: <u>4.45 Minutes</u>
23 – Medical Incident	01 – Gas Leak	01 – Carbon Monoxide Incident	
01 – Public Service	01 – Alarm/Detector Activation, No Fire		
<b>Town of Sevastopol:</b>	<u>05</u> Year to Date: <u>10</u>	EMERGENT: <u>10.26 Minutes</u>	NON-EMERGENT: <u>7.54 Minutes</u>
01 – Medical Incident	02 – Vehicle Accident	01 – Carbon Monoxide Incident	
01 – Citizen Complaint			
<b>Town of Sturgeon Bay:</b>	<u>06</u> Year to Date: <u>10</u>	EMERGENT: <u>10.19 Minutes</u>	NON-EMERGENT: <u>N/A</u>
03 – Medical Incident	01 – Smoke/Odor Removal	01 – Alarm/Detector Activation, No Fire	
01 – Vehicle Accident			

#### MUTUAL AID/MABAS INCIDENTS

<b>Gibraltar:</b>	<u>0</u> Year to Date: <u>01</u>
<b>Southern Door:</b>	<u>02</u> Year to Date: <u>03</u>
01 – Medical Incident	01 – Assist Law Enforcement/Gmt Agency

#### INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>150</u>	<u>09</u>	<u>01</u>	<u>166.49</u>
Inspections – Town of Sevastopol:	<u>30</u>	<u>03</u>	<u>0</u>	<u>38.35</u>
Inspections – Town of Sturgeon Bay:	<u>05</u>	<u>01</u>	<u>0</u>	<u>4.25</u>
Inspections – Town of Jacksonport:	<u>17</u>	<u>0</u>	<u>0</u>	<u>17.43</u>

## **SPECIAL REPORTS, TRAINING AND MAINTENANCE**

### **MAINTENANCE:**

Firefighters installed a computer docking station in Engine 4, 6 & Utility 15; replaced the battery maintainer on Brush 5; wired a power supply in Squad 1; flow tested forty (40) SCBA; installed an inverter on Engines 4 & 6; installed mud flaps on Chief 11; wired and mounted a multi-gas meter on Squad 1; changed oil/filter in Brush 5, Utility 15 and Engine 4; cleaned out HVAC room in basement; reassembled and installed lower units on Marine 1; repaired the heat pan and front suction on old Engine 4 and replaced all batteries in heads up display (HUD) on SCBA.

### **TRAINING:**

534.2 hours of training was conducted in February. Firefighters trained with pump operations; eleven firefighters began Firefighter 2 State Certification; all members attended a 3 hour fire investigation training held at our station; FF Frangipane & FF Gulley completed EMT Refresher training in Brussels and Chief Dietman, AC Montevideo, Lt Austad, Lt Smith & Lt Wiegand attended a two-day Public Information Officer (PIO) training at the Justice Center through Wisconsin Emergency Management.

### **OTHER:**

Fire Chief and AC attended City and other Town meetings and installed three (3) car seats. We conducted physical agility testing and interviews for two part-time firefighter positions.



# STURGEON BAY POLICE DEPARTMENT



*The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.*

To: The Honorable Mayor  
 Members of the Common Council  
 Members of the Police and Fire Commission  
 City Administrator Josh VanLieshout  
 Officers of the Sturgeon Bay Police Department  
 Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for March, 2020

Date: April 7, 2020

The following is a summary of the Police Department's activities for the month of March that includes crimes investigated, traffic accidents investigated, training completed, and public education provided by department members.

## Crimes Investigated

The Department, during the month, investigated a total of 66 crimes.

These crimes can be broken down and classified as follows.

Battery.....	03
Child Abuse/Neglect.....	01
Bail Jump.....	02
Disorderly Conduct.....	08
Possess Controlled Substance.....	05
Fraud / Forgery.....	04
Domestic Abuse.....	07
Theft.....	15
Criminal Damage to Property.....	08
Threats to Injure.....	03
ICAC.....	03
Identity Theft.....	01
Death Investigation.....	03
Violate Court Order.....	02
Vehicle Theft .....	01

**TOTAL 66**

The above crimes resulted in the loss of \$4,137 to the community, of which \$2,135 has been recovered.

## Arrests

The Department completed a total of 129 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

### A. Felony Crime Arrest

Bail Jumping.....	05
Aggravated Assault.....	03
Possess Controlled Substance.....	01
Possess Drug Paraphernalia.....	01
Theft from Financial Institution.....	01
Vehicle Theft.....	01
ICAC Investigation.....	03
Strangulation/Suffocation.....	01
Fraud.....	01
False Imprisonment.....	01
<b>TOTAL</b>	<b>18</b>

### B. Misdemeanor Crime Arrests

Disorderly Conduct.....	08
Violate Court Order.....	02
Bail Jump.....	06
Battery.....	02
Possess Drug Paraphernalia.....	01
Criminal Damage to Property .....	02
Theft.....	01
Obstruct Officer.....	03
Possess Controlled Substance.....	02
<b>TOTAL</b>	<b>27</b>

Wisconsin Probation & Parole Arrests / Warrant Arrests .....	08
<b>TOTAL</b>	<b>08</b>

### C. Ordinance Violation Arrests

Consume Alcohol Underage.....	02
Retail Theft.....	07
Trespass to Land.....	01
Disorderly Conduct .....	05
Meddle/Destruction of Property .....	02
Possess Drug Paraphernalia.....	02
Possess Tobacco/Vapor Products Underage .....	01
Habitually Truant Student .....	03
<b>TOTAL</b>	<b>23</b>

### D. Traffic Crime Arrests

Operate while Intoxicated 2 <sup>nd</sup> or More .....	03
Operate Motor Vehicle while Revoked .....	02
Fail to Install Ignition Interlock Device.....	02
Operate w/o Valid License 2 <sup>nd</sup> or More.....	01
Reckless Endanger Safety.....	01
<b>TOTAL</b>	<b>09</b>

### E. Traffic Violation Arrests

Operate Motor Vehicle while Intoxicated.....	04
--	----

Speeding.....	08
Operate Motor Vehicle w/o Insurance.....	04
Operate Motor Vehicle while Suspended/Revoked.....	06
Operate w/o Valid License... ..	04
Seatbelt Violations.....	01
Miscellaneous Violations.....	21
<b>TOTAL</b>	<b>44</b>

In addition to the preceding arrests, the Department conducted a total of 129 traffic stops during the month and logged 35 violations for various motor vehicle defects and local ordinances and issued 31 written warnings for those violations. A total of 02 parking ticket were issued for parking violations throughout the city.

#### **Traffic Accidents**

The Department during the month investigated a total of 15 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities .....	00
B.	Motor Vehicle Accidents Involving Injuries.....	01
C.	Motor Vehicle Accidents Involving Property Damage .....	06
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	01
	(less than \$1,000.00)	
	<b>TOTAL</b>	<b>08</b>

#### **Police Service Calls**

Department members handled 373 service calls during the month. These calls consist of both citizen requests for police service as described below (291), crimes investigated (66), traffic accidents investigated (08), and Wisconsin Probation and Parole Assists (08).

A.	Traffic and Road Incidents.....	42
----	---------------------------------	----

This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.

B.	Noise Complaints .....	03
----	------------------------	----

These complaints involve private parties, licensed liquor establishments, and parties in public places.

C.	Sick and Injured Persons.....	10
----	-------------------------------	----

Assistance rendered to the Ambulance Service and sick or injured persons.

D.	Alarms.....	19
----	-------------	----

Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.

E. Complaints Involving Animals.....	12
Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F. Civil Disputes.....	01
Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G. Escorts.....	03
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist .....	32
This category is broad and involves such services as assistance in gas drive-off, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies.....	12
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance .....	27
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Self-Initiated Field Activity.....	04
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
L. Juvenile Problems .....	04
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
M. Miscellaneous Incidents .....	101
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
N. Welfare Checks .....	21
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	
<b>TOTAL 305</b>	

#### **Department Training**

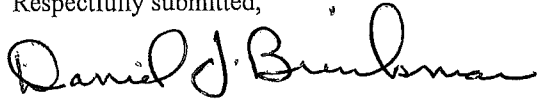
The joint dive team and SWAT conducted their monthly training session. Two officers attended the annual SWAT Conference, five officers attended a course on Investigating Reports of Elder Abuse and one officer obtained his Portable Breath Test (PBT) certification.



**\*NOTE\***

March 17<sup>th</sup> ended with sweeping changes statewide due to COVID 19. Many hours of department training had to be canceled. COVID 19 also brought about changes in how officers conducted their daily patrols, how they handled calls for service, and how they interacted with the public. These changes remain in effect as this report is submitted.

Respectfully submitted,

A handwritten signature in black ink, reading "Daniel J. Brinkman". The signature is written in a cursive style with a large, looped initial "D".

Captain Daniel J. Brinkman



# CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St  
Sturgeon Bay, WI 54235

**Kalin Montevideo**  
**Assistant Fire Chief**

920-746-2916 Station 920-746-2448 Office  
Email: [kmontevideo@sturgeonbaywi.org](mailto:kmontevideo@sturgeonbaywi.org)

## STURGEON BAY FIRE DEPARTMENT MARCH 2020 FIRE REPORT

**MARCH INCIDENTS:** 113  
**2020 TOTAL INCIDENTS:** 365

### INCIDENTS BY JURISDICTION:

**CITY - East Side:** 81 Year to Date: 259  
64 – Medical Incident  
03 – Carbon Monoxide Incident  
01 – Public Service  
01 – Smoke Scare/Odor of Smoke

01 – Fire Investigation  
03 – Vehicle Accident  
01 – HazMat Investigation

### AVERAGE RESPONSE TIME:

EMERGENT: 3.59 Minutes NON-EMERGENT: 4.24 Minutes

05 – Alarm/Detector Activation, No Fire  
01 – High Angle Rescue  
01 – Arcing/Shorted Electrical Equipment

**CITY - West Side:** 24 Year to Date: 74  
22 – Medical Incident

EMERGENT: 3.39 Minutes NON-EMERGENT: 4.43 Minutes  
01 – Search for Person on Land 01 – Alarm/Detector Activation, No Fire

**Town of Sevastopol:** 03 Year to Date: 13  
01 – Medical Incident

EMERGENT: 6.56 Minutes NON-EMERGENT: N/A  
01 – Carbon Monoxide Incident 01 – Unauthorized Burning

**Town of Sturgeon Bay:** 02 Year to Date: 12  
01 – Medical Incident

EMERGENT: 9.22 Minutes NON-EMERGENT: 9.27 Minutes  
01 – Carbon Monoxide Incident

### MUTUAL AID/MABAS INCIDENTS

**Gibraltar:** 0 Year to Date: 01

**Southern Door:** 01 Year to Date: 04  
01 – Medical Incident

**Egg Harbor:** 01 Year to Date: 01  
01 – Ice Rescue

**Brussels, Union, Gardner:** 01 Year to Date: 01  
01 – Ice Rescue

### INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>96</u>	<u>12</u>	<u>02</u>	<u>119.83</u>
Inspections – Town of Sevastopol:	<u>0</u>	<u>06</u>	<u>0</u>	<u>1.35</u>
Inspections – Town of Sturgeon Bay:	<u>0</u>	<u>01</u>	<u>0</u>	<u>0.25</u>
Inspections – Town of Jacksonport:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

## **SPECIAL REPORTS, TRAINING AND MAINTENANCE**

### **MAINTENANCE:**

Firefighters installed a radio in SBPD Captain vehicle; a new City fob key pad was installed at the Westside Station; repaired a hand wheel on an SCBA cylinder; completed annual gear inspections; installed a clock switch in Chief 11; put new foam eductors into service; repaired a hole in wall at Westside Station; began annual fire hose testing and repacking hose onto apparatus; repainted the work bench area at Westside Station; repaired a failed hose and re-tested and constructed changing areas for firefighters in apparatus bays to limit contamination in Stations.

### **TRAINING:**

351.3 hours of training was conducted in March. Firefighters trained with fire ground operations; firefighters completed Firefighter 2 State Certification; members of our Honor Guard had their monthly training; and firefighters trained with ice rescue equipment and scenarios in the water off of Sunset Park.

### **OTHER:**

Fire Chief and AC attended City and other Town meetings and installed three (3) car seats; witnessed one school fire drill; gave a fire safety presentation to driver's education students at SB High School and we assisted the Girl Scout program with their cookie distribution.

### **COVID-19 Update:**

In an effort to protect our firefighters, beginning early/mid-March the Sturgeon Bay Fire Department took measures to limit the amount of interactions with the public and limited people in and out of our stations. We have only allowed on-duty firefighters in their respective stations; this means that firefighters assigned to duty at the eastside, remained at the eastside and the westside remained at the westside. We have implemented additional cleaning processes including wiping down of surfaces in the station and apparatus at the beginning of each duty shift. Firefighters are required to change in and out of duty gear 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. On-duty firefighters have constructed changing areas in our apparatus bay as well as in Police Dept. areas. We have also limited our use of part-time firefighters, by using our full-time staff to cover any night shift duty and call in for additional help.

We continue to respond to incidents and calls for service, but have discontinued fire inspecting and public education at this time.

CITY OF STURGEON BAY  
INSPECTION DEPARTMENT

March 31, 2020

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF MARCH 2020

March-20	YEAR TO DATE		March-20	YEAR TO DATE
0	0	ONE FAMILY DWELLINGS	-----	-----
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
0	2	MANUFACTURED HOME	-----	113,000
0	0	C.B.R.F.	-----	-----
0	0	RESIDENTIAL ADDITIONS	-----	-----
5	10	RESIDENTIAL ALTERATIONS	95,200	155,395
1	1	RESIDENTIAL GARAGES/CARPORTS	20,000	20,000
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	-----
0	1	RESIDENTIAL STORAGE BUILDINGS	-----	3,600
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NEW COMMERCIAL BUILDINGS	-----	-----
0	1	NON-RESIDENTIAL ADDITIONS	-----	4,040,000
5	16	NON-RESIDENTIAL ALTERATIONS	211,542	481,332
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
11	31	<b>TOTAL ESTIMATED COST OF CONSTRUCTION</b>	<b>\$326,742</b>	<b>\$4,813,327</b>
March-20	YEAR TO DATE	TOTAL PERMITS ISSUED	March-20	YEAR TO DATE
11	31	BUILDING PERMITS	1,990	5,993
14	37	ELECTRICAL PERMITS	1,509	2,938
5	22	PLUMBING PERMITS	609	1,888
5	15	HEATING PERMITS	1,214	2,084
6	76	SIGN PERMITS	200	2,350
0	0	MISCELLANEOUS PERMITS	-----	-----
0	0	SUMP PUMP PERMITS	-----	-----
1	1	REINSPECTION FEE	40	40
0	0	EARLY STARTS	-----	-----
0	1	EROSION CONTROL	-----	75
0	0	STATE PLAN APPROVALS	-----	-----
0	0	PARK & PLAYGROUND PAYMENTS	-----	-----
0	2	WISCONSIN PERMIT SEALS	-----	70
0	1	ZONING BOARD OF APPEALS APPLICATIONS	-----	300
0	0	ZONING CHANGES/P.U.D. APPLICATIONS	-----	-----
0	1	PLAN COMMISSION - CONDITIONAL USES	-----	300
0	1	CERTIFIED SURVEY MAP REVIEWS	-----	30
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	6	COMMERCIAL OCCUPANCY FEES	100	350
0	0	PIER PERMIT	-----	-----
0	0	DEMOLITION	-----	-----
4	8	PLAN REVIEW FEE	1,400	2,440
		ADMIN FEE	299	711
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			<b>\$7,361.00</b>	<b>\$19,569.00</b>

Cheryl Nault  
Building Inspection Dept.

**MARCH 2020 BANK RECONCILIATION**

**CHECKING ACCOUNTS**

GENERAL FUND		WDF		SNAP	
NICOLET		NICOLET		NICOLET	
PRIOR G/L BALANCE	5,112,317.72	30,312.16	8,883.46		
REVENUE	5,303,008.92	2,280.76	0.00		
DISBURSEMENTS	7,965,707.82	32,592.92	0.00		
AMOUNT IN TRANSIT	2,675.66	0.00	0.00		
ADJUSTMENTS	29,232.97	0.00	0.00		
ENDING BALANCE	2,476,176.13	0.00	8,883.46		
BANK BALANCE	2,664,053.53	0.00	8,883.46		
LESS OUTS, CHECKS	187,877.40	0.00	0.00		
	2,476,176.13	0.00	8,883.46		

**INVESTMENT ACCOUNTS**

GENERAL/CAPITAL FUND	
INVESTMENTS	
	1,496,126.79
	2,581.94
	2,851.47
	0.00
	0.00
	1,495,857.26

**SAVINGS ACCOUNTS**

GENERAL FUND		GENERAL FUND		WDF		CAPITAL - BUILDING DEBT		CAPITAL PROJECTS		TIF #3 DEBT		TIF #3 CONSTRUCTION	
STATE - #2		NICOLET BANK - MMBI		STATE - #4		STATE - #9		STATE - #13		STATE - #08		STATE - #14	
PRIOR G/L BALANCE	4,227,035.17	20,131.66	469,699.08	6,308.60	489,772.02	927,403.36	23,187.80						
REVENUE	999,461.49	0.18	238.17	6.08	358.32	889.59	22.34						
DISBURSEMENTS	2,017,529.24	0.00	459,699.08	0.00	165,947.52	23,906.25	0.00						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	3,208,967.42	20,131.86	10,238.17	6,314.68	324,182.82	904,386.70	23,210.14						
BANK BALANCE	3,208,967.42	20,131.86	10,238.17	6,314.68	324,182.82	904,386.70	23,210.14						

TIF #1 DEBT		TIF #2		TIF #2 DEBT 98A&B		TIF #2 AMENDED AREA		TIF #2 AMENDED AREA		TIF #4 DEBT SVC		TIF #4 CONSTRUCTION	
STATE - #11		STATE - #3		STATE - #10		CONST. - STATE - #06		CAP. INT. - STATE - #7		STATE - #12		STATE - #01	
PRIOR G/L BALANCE	906,273.75	15,611.15	2,988,689.43	56,561.55	346,930.66	130,423.68	954,247.59						
REVENUE	872.95	15.04	294,035.55	54.48	221.88	155,205.25	915.51						
DISBURSEMENTS	0.00	0.00	154,423.81	0.00	339,843.08	99,386.86	23,488.70						
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
ENDING BALANCE	907,146.70	15,626.19	3,128,301.17	56,616.03	7,309.46	186,242.07	931,674.40						
BANK BALANCE	907,146.70	15,626.19	3,128,301.17	56,616.03	7,309.46	186,242.07	931,674.40						

4/16/2020

DATE 7/2020  
 TIME 0-11  
 ID: 0000.WOW

7c7.

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 1  
 F-YR: 20

FOR FUND: GENERAL FUND  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES	12,387,430.00	145,649.17	(98.8)	12,387,430.00	12,387,430.00	5,421,044.62	(56.2)
GENERAL FUND	12,387,430.00	145,649.17	(98.8)	12,387,430.00	12,387,430.00	5,421,044.62	(56.2)
TOTAL REVENUES	12,387,430.00	145,649.17	(98.8)	12,387,430.00	12,387,430.00	5,421,044.62	(56.2)
EXPENSES							
GENERAL FUND	1,453,455.00	92,247.48	93.6	1,453,455.00	1,453,455.00	602,117.36	58.5
MAYOR	12,885.00	457.51	96.4	12,885.00	12,885.00	2,287.55	82.2
CITY COUNCIL	62,160.00	9,157.97	85.2	62,160.00	62,160.00	21,502.33	65.4
LAW/LEGAL	86,000.00	3,104.50	96.3	86,000.00	86,000.00	3,104.50	96.3
CITY CLERK-TREASURER	473,290.00	37,134.58	92.1	473,290.00	473,290.00	103,880.50	78.0
ADMINISTRATION	188,675.00	11,643.48	93.8	188,675.00	188,675.00	33,512.14	82.2
COMPUTER	111,750.00	15,752.97	85.9	111,750.00	111,750.00	30,410.74	72.7
CITY ASSESSOR	107,480.00	9,520.42	91.1	107,480.00	107,480.00	107,240.62	0.2
BOARD OF REVIEW	1,520.00	0.00	100.0	1,520.00	1,520.00	0.00	100.0
BUILDING/ZONING CODE ENFORCEM	101,565.00	4,682.29	95.3	101,565.00	101,565.00	8,663.10	91.4
MUNICIPAL SERVICES ADMIN.	242,170.00	17,425.44	92.8	242,170.00	242,170.00	52,253.63	78.4
PUBLIC WORKS ADMINISTRATION	243,230.00	17,257.64	92.9	243,230.00	243,230.00	51,439.25	78.8
ELECTIONS DEPARTMENT	27,505.00	195.51	99.2	27,505.00	27,505.00	2,692.90	90.2
CITY HALL	153,670.00	10,478.50	93.1	153,670.00	153,670.00	23,288.31	84.8
INSURANCE	261,705.00	22,945.00	91.2	261,705.00	261,705.00	107,885.88	58.7
GENERAL EXPENDITURES	840,050.00	2,698.06	99.6	840,050.00	840,050.00	10,878.57	98.7
POLICE DEPARTMENT	508,815.00	35,054.40	93.1	508,815.00	508,815.00	101,657.96	80.0
PATROL BOAT	15,315.00	0.00	100.0	15,315.00	15,315.00	673.21	95.6
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	2,198,620.00	149,511.50	93.1	2,198,620.00	2,198,620.00	444,312.62	79.7
POLICE DEPT. / INVESTIGATIONS	311,405.00	20,609.27	93.3	311,405.00	311,405.00	68,456.70	78.0
FIRE DEPARTMENT	2,097,945.00	160,580.18	92.3	2,097,945.00	2,097,945.00	511,205.47	75.6
STORM SEWERS	33,600.00	1,369.97	95.9	33,600.00	33,600.00	2,193.93	93.4
SOLID WASTE MGMT/SPRING/FALL	53,820.00	40.00	99.9	53,820.00	53,820.00	40.00	99.9
COMPOST/SOLID WASTE SITE	52,110.00	24.86	99.9	52,110.00	52,110.00	3,683.38	92.9
STREET SWEEPING	36,350.00	1,369.63	96.2	36,350.00	36,350.00	1,369.63	96.2
WEED ABATEMENT	4,005.00	0.00	100.0	4,005.00	4,005.00	0.00	100.0
ROADWAYS/STREETS	191,515.00	22,562.56	88.2	191,515.00	191,515.00	49,260.33	74.2
SNOW REMOVAL	223,500.00	26,204.49	88.2	223,500.00	223,500.00	98,885.73	55.7
STREET SIGNS AND MARKINGS	64,850.00	6,447.56	90.0	64,850.00	64,850.00	11,634.91	82.0
CORB/GUTTER/SIDEWALK	19,950.00	126.10	99.3	19,950.00	19,950.00	126.10	99.3
STREET MACHINERY	199,640.00	13,904.67	93.0	199,640.00	199,640.00	36,116.37	81.9
CITY GARAGE	58,935.00	5,211.95	91.1	58,935.00	58,935.00	9,650.69	83.6
CELEBRATION & ENTERTAINMENT	55,780.00	126.38	99.7	55,780.00	55,780.00	11,930.55	78.6
HIGHWAYS - GENERAL	506,805.00	43,858.11	91.3	506,805.00	506,805.00	99,232.53	80.4
PARK & RECREATION ADMIN	108,375.00	5,785.46	94.6	108,375.00	108,375.00	21,216.15	80.4
PARKS AND PLAYGROUNDS	509,615.00	27,693.16	94.5	509,615.00	509,615.00	73,485.65	85.5
BALLFIELDS	28,715.00	0.00	100.0	28,715.00	28,715.00	131.95	99.5

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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH		%	FISCAL		ANNUAL	FISCAL		%
	BUDGET	ACTUAL		YEAR-TO-DATE	BUDGET		YEAR-TO-DATE	ACTUAL	
EXPENSES									
ICE RINKS	12,130.00	0.00	100.0	12,130.00	12,130.00	66.84	99.4		
BEACHES	3,825.00	0.00	100.0	3,825.00	3,825.00	0.00	100.0		
MUNICIPAL DOCKS	47,270.00	2,206.97	95.3	47,270.00	47,270.00	4,605.31	90.2		
WATER WEED MANAGEMENT	87,240.00	2,540.97	97.0	87,240.00	87,240.00	2,619.63	96.9		
WATERFRONT PARKS & WALKWAYS	71,380.00	6,373.99	91.0	71,380.00	71,380.00	7,852.53	88.9		
EMPLOYEE BENEFITS	43,450.00	1,153.74	97.3	43,450.00	43,450.00	8,281.05	80.9		
PUBLIC FACILITIES	83,375.00	0.00	100.0	83,375.00	83,375.00	24,973.32	70.0		
BOARDS AND COMMISSIONS	970.00	53.85	94.4	970.00	970.00	53.85	94.4		
COMMUNITY & ECONOMIC DEVLPMNT	391,015.00	22,267.25	94.3	391,015.00	391,015.00	83,442.26	78.6		
TOTAL EXPENSES	12,387,430.00	809,778.37	93.4	12,387,430.00	12,387,430.00	2,838,316.03	77.0		
TOTAL FUND REVENUES	12,387,430.00	145,649.17	(98.8)	12,387,430.00	12,387,430.00	5,421,044.62	(56.2)		
TOTAL FUND EXPENSES	12,387,430.00	809,778.37	93.4	12,387,430.00	12,387,430.00	2,838,316.03	77.0		
SURPLUS (DEFICIT)	0.00	(664,129.20)	100.0	0.00	0.00	2,582,728.59	100.0		

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES	5,335,615.00	614.40	(99.9)	5,335,615.00	5,335,615.00	539,376.98	(89.8)
PATROL	5,335,615.00	614.40	(99.9)	5,335,615.00	5,335,615.00	539,376.98	(89.8)
TOTAL REVENUES	5,335,615.00	614.40	(99.9)	5,335,615.00	5,335,615.00	539,376.98	(89.8)
EXPENSES							
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMPUTER	26,300.00	900.00	96.5	26,300.00	26,300.00	900.00	96.5
CITY ASSESSOR	10,000.00	0.00	100.0	10,000.00	10,000.00	0.00	100.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
CITY HALL	719,497.00	2,190.92	99.6	719,497.00	719,497.00	2,190.92	99.6
GENERAL EXPENDITURES	15,000.00	0.00	100.0	15,000.00	15,000.00	0.00	100.0
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PATROL BOAT	1,033.33	0.00	100.0	3,099.99	12,400.00	0.00	100.0
POLICE DEPT. / INVESTIGATIONS	133,640.00	14,999.98	88.7	133,640.00	133,640.00	14,999.98	88.7
FIRE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
STORM SEWERS	102,775.00	5,410.36	94.7	102,775.00	102,775.00	81,672.33	20.5
SOLID WASTE MGMT/REFUSE/RECYC	135,000.00	292.50	99.7	135,000.00	135,000.00	292.50	99.7
ROADWAYS/STREETS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SNOW REMOVAL	2,168,503.00	0.00	100.0	2,168,503.00	2,168,503.00	0.00	100.0
CURB/GUTTER/SIDEWALK	145,000.00	0.00	100.0	145,000.00	145,000.00	0.00	100.0
CITY GARAGE	200,000.00	0.00	100.0	200,000.00	200,000.00	0.00	100.0
PARKS AND PLAYGROUNDS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
BALEFIELDS	1,161,000.00	4,571.40	99.6	1,161,000.00	1,161,000.00	4,571.40	99.6
ICE RINKS	310,500.00	0.00	100.0	310,500.00	310,500.00	0.00	100.0
BEACHES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
WATER WEED MANAGEMENT	18,000.00	0.00	100.0	18,000.00	18,000.00	0.00	100.0
WATERFRONT PARKS & WALKWAYS	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SANITARY & WATER MAIN	105,000.00	639.00	99.3	105,000.00	105,000.00	639.00	99.3
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMMUNITY & ECONOMIC DEVELOPM	31,500.00	0.00	100.0	31,500.00	31,500.00	0.00	100.0
TOTAL EXPENSES	26,000.00	14,968.60	42.4	26,000.00	26,000.00	19,968.70	23.1
TOTAL EXPENSES	5,308,748.33	43,972.76	99.1	5,310,814.99	5,320,115.00	451,920.83	91.5
TOTAL FUND REVENUES	5,335,615.00	614.40	(99.9)	5,335,615.00	5,335,615.00	539,376.98	(89.8)
TOTAL FUND EXPENSES	5,308,748.33	43,972.76	99.1	5,310,814.99	5,320,115.00	451,920.83	91.5
SURPLUS (DEFICIT)	26,866.67	(43,358.36)	(261.3)	24,800.01	15,500.00	87,456.15	464.2



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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: CABLE TV  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
CABLE TV / GENERAL	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
TOTAL REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
EXPENSES							
CABLE TV / GENERAL	109,725.00	5,252.84	95.2	109,725.00	109,725.00	15,732.21	85.6
TOTAL EXPENSES	109,725.00	5,252.84	95.2	109,725.00	109,725.00	15,732.21	85.6
TOTAL FUND REVENUES	153,000.00	0.00	100.0	153,000.00	153,000.00	38,930.71	(74.5)
TOTAL FUND EXPENSES	109,725.00	5,252.84	95.2	109,725.00	109,725.00	15,732.21	85.6
SURPLUS (DEFICIT)	43,275.00	(5,252.84)	(112.1)	43,275.00	43,275.00	23,198.50	(46.3)

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	%	FISCAL	ANNUAL	FISCAL	%
REVENUES							
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID DISTRICT #2	2,246,450.09	3,250.92	(99.8)	2,246,450.09	2,246,450.09	931,949.20	(58.5)
TOTAL REVENUES	2,246,450.09	3,250.92	(99.8)	2,246,450.09	2,246,450.09	931,949.20	(58.5)
EXPENSES							
TID DISTRICT #2	1,508,190.30	220,547.10	85.3	1,508,190.30	1,508,190.30	220,870.10	85.3
TOTAL EXPENSES	1,508,190.30	220,547.10	85.3	1,508,190.30	1,508,190.30	220,870.10	85.3
TOTAL FUND REVENUES	2,246,450.09	3,250.92	(99.8)	2,246,450.09	2,246,450.09	931,949.20	(58.5)
TOTAL FUND EXPENSES	1,508,190.30	220,547.10	85.3	1,508,190.30	1,508,190.30	220,870.10	85.3
SURPLUS (DEFICIT)	738,259.79	(217,296.18)	(129.4)	738,259.79	738,259.79	711,079.10	(3.6)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #1 DISTRICT	880,103.28	872.95	(99.9)	880,103.28	880,103.28	555,454.58	(36.8)
TOTAL REVENUES	880,103.28	872.95	(99.9)	880,103.28	880,103.28	555,454.58	(36.8)
EXPENSES							
TID #1 DISTRICT	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
TOTAL EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
TOTAL FUND REVENUES	880,103.28	872.95	(99.9)	880,103.28	880,103.28	555,454.58	(36.8)
TOTAL FUND EXPENSES	816,778.28	0.00	100.0	816,778.28	816,778.28	0.00	100.0
SURPLUS (DEFICIT)	63,325.00	872.95	(98.6)	63,325.00	63,325.00	555,454.58	777.1

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TTD #3 DISTRICT  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	%	FISCAL YEAR-TO-DATE BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES						
TTD #3 DISTRICT	70,299.22	911.93	(98.7)	70,299.22	70,299.22	(48.6)
TOTAL REVENUES	70,299.22	911.93	(98.7)	70,299.22	70,299.22	(48.6)
EXPENSES						
TTD #3 DISTRICT	130,172.87	24,056.25	81.5	130,172.87	130,172.87	81.5
TOTAL EXPENSES	130,172.87	24,056.25	81.5	130,172.87	130,172.87	81.5
TOTAL FUND REVENUES	70,299.22	911.93	(98.7)	70,299.22	70,299.22	(48.6)
TOTAL FUND EXPENSES	130,172.87	24,056.25	81.5	130,172.87	130,172.87	81.5
SURPLUS (DEFICIT)	(59,873.65)	(23,144.32)	(61.3)	(59,873.65)	(59,873.65)	(120.0)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: TID #4 DISTRICT  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
TID #4 DISTRICT	3,812,507.04	3,470,166.96	(8.9)	3,812,507.04	3,812,507.04	3,561,281.35	(6.5)
TOTAL REVENUES	3,812,507.04	3,470,166.96	(8.9)	3,812,507.04	3,812,507.04	3,561,281.35	(6.5)
EXPENSES							
TID #4 DISTRICT	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TID #4 DISTRICT	6,035,578.23	3,402,900.08	43.6	6,035,578.23	6,035,578.23	3,504,671.76	41.9
TOTAL EXPENSES	6,035,578.23	3,402,900.08	43.6	6,035,578.23	6,035,578.23	3,504,671.76	41.9
TOTAL FUND REVENUES	3,812,507.04	3,470,166.96	(8.9)	3,812,507.04	3,812,507.04	3,561,281.35	(6.5)
TOTAL FUND EXPENSES	6,035,578.23	3,402,900.08	43.6	6,035,578.23	6,035,578.23	3,504,671.76	41.9
SURPLUS (DEFICIT)	(2,223,071.19)	67,266.88	(103.0)	(2,223,071.19)	(2,223,071.19)	56,609.59	(102.5)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
REVOLVING LOAN FUND (STATE)	14,785.00	2,518.93	(82.9)	14,785.00	14,785.00	6,913.20	(53.2)
TOTAL REVENUES	14,785.00	2,518.93	(82.9)	14,785.00	14,785.00	6,913.20	(53.2)
EXPENSES							
REVOLVING LOAN FUND (STATE)	11,300.00	492,292.00	(4256.5)	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL EXPENSES	11,300.00	492,292.00	(4256.5)	11,300.00	11,300.00	492,292.00	(4256.5)
TOTAL FUND REVENUES	14,785.00	2,518.93	(82.9)	14,785.00	14,785.00	6,913.20	(53.2)
TOTAL FUND EXPENSES	11,300.00	492,292.00	(4256.5)	11,300.00	11,300.00	492,292.00	(4256.5)
SURPLUS (DEFICIT)	3,485.00	(489,773.07)	(4153.7)	3,485.00	3,485.00	(485,378.80)	(4027.6)

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CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

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FOR FUND: SOLID WASTE ENTERPRISE  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
SOLID WASTE ENTERPRISE FUND	541,705.00	4,568.81	(99.1)	541,705.00	541,705.00	90,532.51	(83.2)
TOTAL REVENUES	541,705.00	4,568.81	(99.1)	541,705.00	541,705.00	90,532.51	(83.2)
EXPENSES							
SOLID WASTE ENTERPRISE FUND	500,560.00	42,991.77	91.4	500,560.00	500,560.00	74,436.92	85.1
TOTAL EXPENSES	500,560.00	42,991.77	91.4	500,560.00	500,560.00	74,436.92	85.1
TOTAL FUND REVENUES	541,705.00	4,568.81	(99.1)	541,705.00	541,705.00	90,532.51	(83.2)
TOTAL FUND EXPENSES	500,560.00	42,991.77	91.4	500,560.00	500,560.00	74,436.92	85.1
SURPLUS (DEFICIT)	41,145.00	(38,422.96)	(193.3)	41,145.00	41,145.00	16,095.59	(60.8)



CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: COMPOST SITE ENTERPRISE FUND  
 FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
COMPOST SITE ENTERPRISE FUND	0.00	504.31	100.0	0.00	0.00	1,414.69	100.0
TOTAL REVENUES	0.00	504.31	100.0	0.00	0.00	1,414.69	100.0
EXPENSES							
COMPOST SITE ENTERPRISE FUND	0.00	1,776.80	100.0	0.00	0.00	5,367.36	100.0
TOTAL EXPENSES	0.00	1,776.80	100.0	0.00	0.00	5,367.36	100.0
TOTAL FUND REVENUES	0.00	504.31	100.0	0.00	0.00	1,414.69	100.0
TOTAL FUND EXPENSES	0.00	1,776.80	100.0	0.00	0.00	5,367.36	100.0
SURPLUS (DEFICIT)	0.00	(1,272.49)	100.0	0.00	0.00	(3,952.67)	100.0

CITY OF STURGEON BAY  
SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS  
FOR 3 PERIODS ENDING MARCH 31, 2020

DEPARTMENT DESCRIPTION	MARCH BUDGET	MARCH ACTUAL	VARI- ANCE	FISCAL		FISCAL	
				YEAR-TO-DATE BUDGET	ANNUAL BUDGET	YEAR-TO-DATE ACTUAL	VARI- ANCE
TOTAL MUNICIPAL REVENUES	25,441,894.63	3,629,058.38	(85.7)	25,441,894.63	25,441,894.63	11,182,978.78	(56.0)
TOTAL MUNICIPAL EXPENSES	26,808,483.01	5,043,567.97	81.1	26,810,549.67	26,819,849.68	7,627,663.46	71.5
SURPLUS (DEFICIT)	(1,366,588.38)	(1,414,509.59)	3.5	(1,368,655.04)	(1,377,955.05)	3,555,315.32	(358.0)

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**CLASS B BEER**

Aloha Classic, Inc.  
1028 West Maple Street  
Sturgeon Bay, WI 54235  
Date: May 15, 2020 – October 31, 2020  
Agent: Carl Bridenhagen  
Location: Westside Field – 37 West Redwood

# RECOMMENDATION

## TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to write off the following 2018 delinquent personal property tax account bills in the amount of \$1,940.52 and to authorize the City Attorney to pursue small claims court action against personal property tax account # 281-1118, Stellar Fitness DBA Anytime Fitness.

### Write-off list

<u>Tax Account #</u>	<u>Name</u>	<u>Proposed</u>	<u>Write-off</u>
<u>Amount</u>			
281-0290	Jeffrey Slavik, DDS	\$	113.44
281-0924	Bon-Ton Younkers	\$	1,732.20
281-1285	Lepack Jostsons, Inc DBA Dynamic Family	\$	217.09
281-1483	Door County Social LLC	\$	.99
281-1499	Olfactorius of Door County, LLC	\$	9.87
	<b>Total</b>	<b>\$</b>	<b>1,940.52</b>

### Small Claims list

<u>Tax Account #</u>	<u>Name</u>	<u>Delinquent Taxes</u>
281-1118	Stellar Fitness DBA Anytime Fitness	\$ 280.05
		<b>\$ 280.05</b>

Respectfully submitted,

FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: April 21, 2020

\*\*\*\*\*

Introduced by \_\_\_\_\_.

Moved by Alderperson \_\_\_\_\_ seconded by

Alderperson \_\_\_\_\_ that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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## EXECUTIVE SUMMARY

**TITLE:** Write-off and/or pursue small claims action of 2018 Delinquent Personal Property tax accounts

**BACKGROUND:** In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or forward to the City Attorney for small claims processing. The delinquent personal property tax accounts received several collection notices in 2019.

**Write-off list**

<b><u>Tax</u></b>		<b><u>Proposed</u></b>
<b><u>Account #</u></b>	<b><u>Name</u></b>	<b><u>Write-off Amt</u></b>
281-0290	Jeffrey Slavik DDC	\$ 113.44
281-0924	Bon-Ton Younkers	\$1,732.20
281-1285	Lepack-Johnson DBA Dynamic Family	\$ 84.02
281-1483	Door County Social LLC	\$ .99
281-1499	Oldfactorious of Door County LLC	\$ 9.87
	<b>Total</b>	<b>\$1,940.52</b>

**Small Claims list**

<b><u>Tax</u></b>		<b><u>Proposed</u></b>
<b><u>Account #</u></b>	<b><u>Name</u></b>	<b><u>Small Claims Amt</u></b>
281-1118	Stellar Fitness DBA Anytime Fitness	\$280.05
	<b>Total</b>	<b>\$280.05</b>

The proposed delinquent personal property tax write-off in the amount of \$1,940.52 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (county, school, technical college).

**FISCAL IMPACT:** The fiscal impact to the City for writing off the above listed delinquent personal property tax accounts is \$1,940.52. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

- OPTIONS:
- 1) Write-off and/or pursue small claims court collection for the delinquent personal property accounts as detailed above.
  - 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

RECOMMENDATION:

- 1) Recommend to the Common Council to write-off \$1,940.52 in 2018 delinquent personal property taxes as per the above listing.
- 2) Authorize the City Attorney to pursue small claims court action against personal property tax account #281-1118 – Stellar Fitness DBA Anytime Fitness.

PREPARED BY:

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

3/23/20  
Date

REVIEWED BY:

Josh VanLieshout  
Josh VanLieshout  
City Administrator

4/15/20  
Date

03/23/20

### **Personal Property Chargebacks for 2018 Taxes Uncollectible in 2019**

[illegible]

March 19, 2020

Mr. Mike Barker  
Director of Municipal Services  
City of Sturgeon Bay

RE: Seasonal temporary Pier Application for my Memorial Drive Lot

Dear Mr. Barker,

I received your email with the Pier Application form and instructions. I have filled out the application and attached a drawing and other pertinent information for you to look over.

The Pier itself, will be put in and taken out every year and will meet the City Codes as far as size, shape and materials.

Also, I have a question regarding a letter and or permit from the DNR and Army Corp of Engineers. Do I need either for this type of Pier and if so do you have a web site or phone number for each so I can contact them and work with them on this?

Please let me know if you need any additional information or if you would like me to come in and discuss it.

Thank you very much!

Dick Bosman



**CITY OF STURGEON BAY  
CONSTRUCTION OF PIER APPLICATION**

I hereby make application for a pier construction permit, as required under Chapter 14 of the Municipal Code of the City of Sturgeon Bay, as specified below.

Date of Application: 3-19-2020

Owner of Premises: Dick Bosman

Address or Legal Description: 281 6231 000 229 R.

Prior to issuance, approvals shall be obtained from:

WI Dept. of Natural Resources Permit # NOT REQUIRED

Army Corps. Of Engineers Permit # NOT REQUIRED

Sturgeon Bay Utilities Approved by: James Stawicki, Gen. Mgr.

City Engineer Approved by: CM M

City Council Approval date: \_\_\_\_\_

**CERTIFICATE OF APPLICANT**

I hereby certify that I am familiar with, and will conform to all the requirements of the State and Federal codes, and the City of Sturgeon Bay codes covering the work for which this permit is requested, and that I will notify the proper departments to request the required inspections by said codes.

Signed   
Person Making Application

Permit No. \_\_\_\_\_ is hereby issued for the above described work, and is to be Completed in accordance with State, Federal and City Codes.

Date Permit Issued      /      /     

Date Permit Expires      /      /     

Signed \_\_\_\_\_  
Issued By

**FOR OFFICE USE ONLY**

Work Completed      /      /     

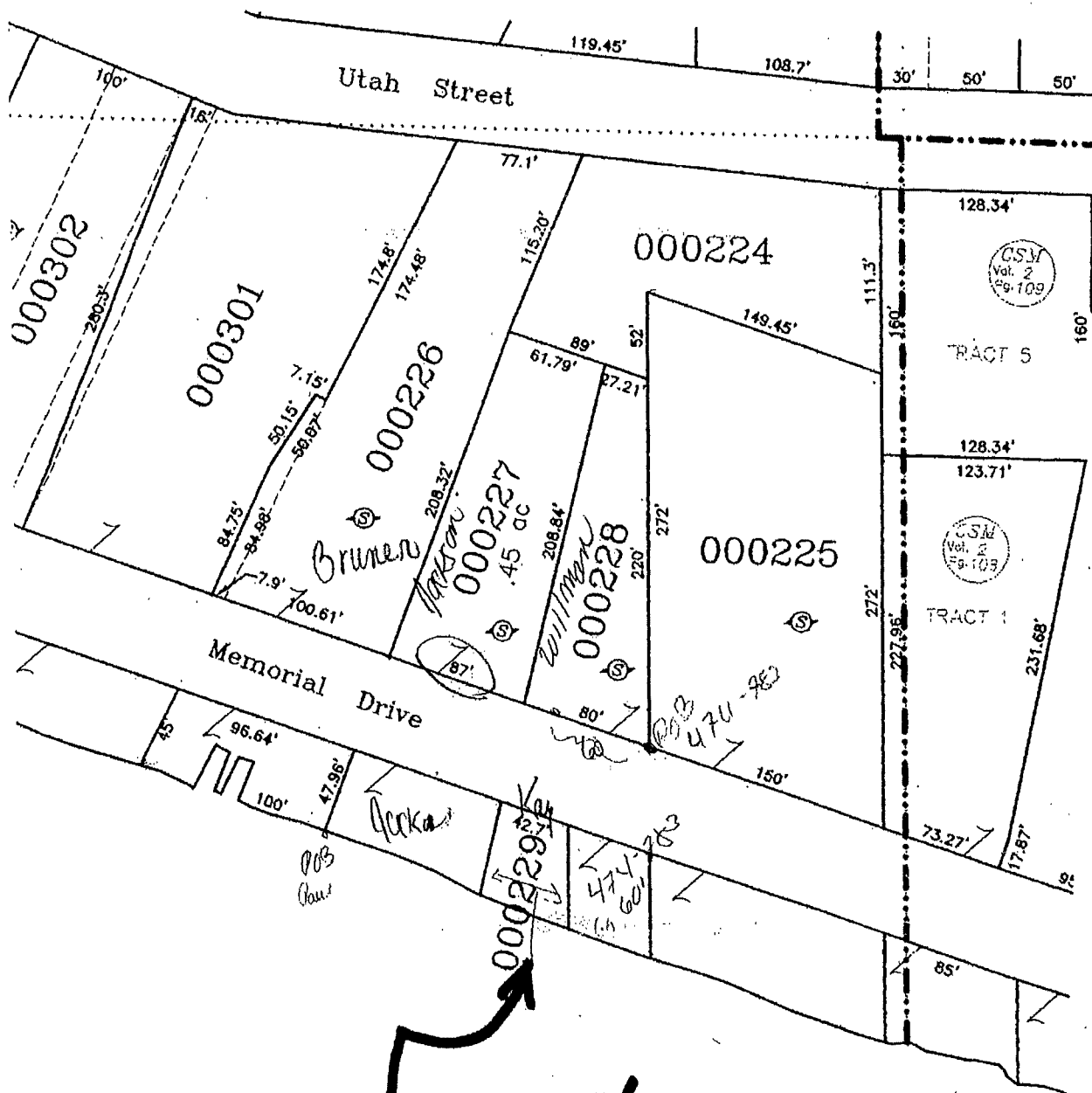
Inspected      /      /     

Signed \_\_\_\_\_

n Bay  
onsin

281-62-31000229

Se



PARCEL

B A Y

226 670/819  
254/76

p 0841

## DOOR COUNTY TREASURER

1:

## 2018 TAX BILL

281 6231000229 R

Bill#: 4202 Desc: COM N LN MEM DR& E  
31 NWLY ALG DR 210'  
Acres: S LN DR&BG N71DW42.  
Sch#: 5642 TO SHR SLY ALG SHR  
Voc#: 1300 OF BEG N TO BG SUBD

CRST  
1 ST  
BAY WI 54235

Doc# 799954; 762720

sc.	Land	Improvements	E.F.M
SIDENTIAL	15000	0	1550

RE Tax: 350.06 RE Tax Paid:  
Lottery: Lottery Used:

Half: 175.03 TOTAL TAX: 350.06 TOTAL PAID:  
Half: 175.03 BALANCE DUE:

## =====

## DELINQUENT TAX AMOUNTS BY YEAR

## PRIOR YEARS TOTAL DUE AS OF 11/06/2019

YEAR	TAX DUE	INT/PEN DUE	TOTAL DUE
------	---------	-------------	-----------

**\*\* NO DELINQUENT TAXES DUE \*\***CLOSE WINDOW

BAY

PROPOSED

← Dock

PARCEL #

281 6231000229 R

MEMORIAL DRIVE

**RESOLUTION****RESOLUTION WAIVING SIDEWALK CAFÉ PERMIT FEE FOR 2020**

**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

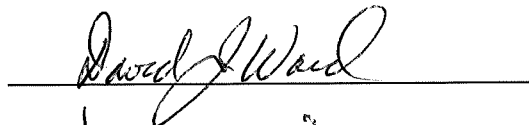
**WHEREAS**, that during the period of emergency, the Mayor with the advice and concurrency of the Council President may order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the City; and

**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.

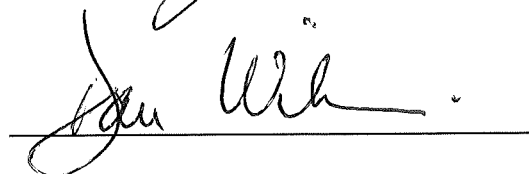
**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council President of the City of Sturgeon Bay; that the City of Sturgeon Bay will waive the Sidewalk Café Permit Fee for the 2020 calendar year although businesses will still be required to apply for the Sidewalk Café permit.

Approved this 30<sup>th</sup> day of April, 20.20

David J. Ward, Mayor



Dan Williams, Council President



**RESOLUTION****RESOLUTION DELAYING PAYMENT OF FEE FOR  
COMBINATION CLASS B BEER AND CLASS B LIQUOR LICENSE**

**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.

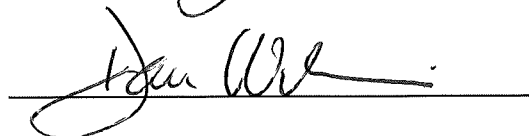
**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council President of the City of Sturgeon Bay; that the City of Sturgeon Bay will delay the payment of the fee for Combination Class B Beer and Liquor licenses for the 2020-2021 license year. Payment will be due in three equal installments in June, August, and October.

Approved this 30<sup>th</sup> day of April, 20.20

David J. Ward, Mayor



Dan Williams, Council President



## EXECUTIVE SUMMARY

TITLE: 2019 Audit

BACKGROUND: WIPFLi CPAs and Consultants has completed the 2019 financial audit for the City of Sturgeon Bay. A clean audit opinion was issued by WIPFLi. The details of their financial audit can be found in the attached audit report and management letter.

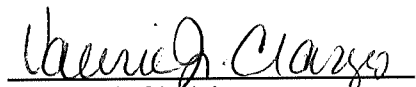
FISCAL IMPACT: The fiscal impact to the City is the contracted amount of \$17,850.00.

OPTIONS: Accept or reject the WIPFLi CPAs and Consultants 2019 audit report.

RECOMMENDATION:

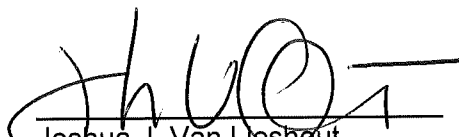
Accept the WIPFLi CPAs and Consultants 2019 financial audit report for the City of Sturgeon Bay and place it on file.

PREPARED BY:

  
Valerie J. Clarizio  
Finance Director/City Treasurer

4/14/20  
Date

REVIEWED BY:

  
Joshua J. Van Lieshout  
City Administrator

4/14/20  
Date



Wipfli LLP  
2501 West Beltline Highway,  
Suite 401  
Madison, WI 53713  
PO Box 8700  
Madison, WI 53708-8700  
608.274.1980  
fax 608.274.8085  
[www.wipfli.com](http://www.wipfli.com)

March 30, 2020

City Council  
City of Sturgeon Bay  
Sturgeon Bay, WI

Dear City Council:

We have audited the financial statements of City of Sturgeon Bay (the "City") for the year ended December 31, 2019, and have issued our report thereon dated March 30, 2020. Professional standards require that we provide you with the following information related to our audit:

#### **Our Responsibility Under Auditing Standards Generally Accepted in the United States**

As stated in our engagement letter dated December 18, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

#### **Required Supplementary Information Accompanying Audited Financial Statements**

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison schedule, the schedule of changes in the City's total OPEB liability and related ratios and the schedule of proportionate share of the net pension liability (asset) and contributions – Wisconsin Retirement System, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.



## **Supplementary Information Accompanying Audited Financial Statements**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to your representative, Valerie Clarizio, in our meeting about planning matters on February 25, 2020, in addition to our engagement letter dated December 18, 2019, accepted by Josh VanLieshout.

### **Significant Audit Findings**

#### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. There were no significant transactions that have been recognized in the financial statements in a different period than when the transactions occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are the significant useful lives in calculating accumulated depreciation, the allowance for doubtful accounts receivable, the OPEB liability and the net pension liability.

The disclosures in the financial statements are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

We encountered no difficulties in dealing with management in performing and completing our audit.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Copies of the adjustments are available from management. We proposed no audit adjustments that could, in our judgment, either individually or in the aggregate, have a significant effect on the Company's financial reporting process.

### **Disagreements With Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated March 30, 2020, a copy of which accompanies this letter.

### **Management Consultations With Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, management has not obtained any opinions from other independent accountants on the application of accounting principles generally accepted in the United States which would affect the City's financial statements or on the type of opinion which may be rendered on the financial statements.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors for the preceding year. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our retention.

## **Internal Control Matters**

In planning and performing our audit of the financial statements of the City as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States, we considered the City's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

We consider the following deficiencies in internal control to be significant deficiencies:

### Financial Accounting and Reporting

Criteria – The inability to report financial data reliably in accordance with accounting principles generally accepted in the United States (GAAP) is considered an internal control deficiency.

Condition – The City's internal control over financial reporting does not end at the general ledger, but extends to the GASB financial statements and notes. The City does not have an internal control system designed to provide for the preparation of the GASB financial statements being audited. As auditors, we were requested to draft the GASB financial statements and accompanying notes to the GASB financial statements. This circumstance is not unusual in an organization of your size. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost or other considerations. Because the City relies on Wipfli to provide the necessary understanding of current accounting and disclosure principles and draft the GASB financial statements and accompanying notes, a significant deficiency exists in the City's internal controls. However, the Finance Director/City Treasurer does review the financial statements compared to their general ledger records and takes responsibility for all of the information presented so that the finding is not considered a material weakness.

Effect – The completeness of the GASB financial statement disclosures and the accuracy of the GASB financial statement presentation is negatively impacted as outside auditors do not have the same comprehensive understanding of the City as its own management.

Cause – Management and those charged with governance have accepted the degree of risk associated with this condition because of cost.

Recommendation – We recommend that management and those charged with governance continue to evaluate whether to accept the degree of risk associated with this condition because of cost or other considerations.

#### **Other Matters**

##### *Pending Accounting Pronouncements*

GASB Statement No. 87, *Leases*, requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period* requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

Management has not completed its assessment of these pending standards as to the effect, if any, they may have on the financial statements.

We appreciate the opportunity to be of service to City of Sturgeon Bay.

This letter is intended solely for the information and use of management, the City Council, others within the City, and State of Wisconsin and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

A handwritten signature in black ink that reads "Wipfli LLP". The signature is written in a cursive, flowing style.

Wipfli LLP  
Enc.

GOVERNMENTAL AUDIT REPRESENTATION LETTER

March 30, 2020

Wipfli LLP  
2501 West Beltline Highway, Suite 401  
Madison, WI 53713

This representation letter is provided in connection with your audit of the financial statements of the City of Sturgeon Bay, Wisconsin which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated, December 18, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in accordance with GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or

18. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GAAP.
19. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.
20. We have made available to you all financial records and related data.
21. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
24. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
25. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
27. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determinations of financial statement amounts or other financial data significant to the audit objectives.
28. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
29. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting noncompliance.
30. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged as collateral.
31. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
34. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial users.
35. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
36. Investments are properly valued.
37. Provisions for uncollectible receivables have been properly identified and recorded.
38. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
39. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
40. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
41. Deposits and investment securities are properly classified as to risk, and investments are properly valued and disclosed.
42. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
43. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
44. The City has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
45. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the City vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
46. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you

any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

47. We acknowledge our responsibility for presenting the Combining Financial Statements – Nonmajor Governmental Funds in accordance with GAAP, and we believe the Combining Financial Statements – Nonmajor Governmental Funds, including its form and content, are fairly presented in accordance with GAAP. The methods of measurement and presentation of the Combining Financial Statements – Nonmajor Governmental Funds have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the Combining Financial Statements – Nonmajor Governmental Funds are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Sincerely,

City of Sturgeon Bay, Wisconsin



Josh VanLieshout, City Administrator



Valerie Clarizio, Finance Director/Treasurer





# **City of Sturgeon Bay, Wisconsin**

Sturgeon Bay, Wisconsin

## **Financial Statements and Supplementary Information**

Year Ended December 31, 2019

**City of Sturgeon Bay, Wisconsin**  
**Financial Statements and Supplementary Information**  
Year Ended December 31, 2019

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## **Independent Auditor's Report**

City Council  
City of Sturgeon Bay  
Sturgeon Bay, Wisconsin

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sturgeon Bay, Wisconsin (the "City"), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

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

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

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Sturgeon Bay, Wisconsin, as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in accordance with accounting principles generally accepted in the United States.

**Change in Accounting Principle**

As discussed in Note 1 to the financial statements, the City adopted new accounting guidance Governmental Accounting Standards Board (GASB) Statement No. 84, *Fiduciary Activities*. Our opinions are not modified with respect to this matter.

**Other Matters****Required Supplementary Information**

Accounting principles generally accepted in the United States require that the management's discussion and analysis, the statement of revenues, expenditures, and change in fund balance - budget and actual - general fund, the schedules of the employer's proportionate share of the net pension liability (asset) and employer contributions - Wisconsin Retirement System, the schedules of the employer's proportionate share of the net OPEB liability (asset) and employer contributions - LRLIF, and the schedule of changes in the City's total OPEB liability and related ratios, on pages 65 - 72 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements as a whole. The combining financial statements - nonmajor governmental funds are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.



#### **Prior-Year Comparative Information**

We have previously audited the City's 2018 financial statements, and we expressed an unmodified opinion on those respective financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information in our report dated June 10, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in cursive script that reads "Wipfli LLP".

Wipfli LLP  
March 30, 2020  
Madison, Wisconsin

## **Required Supplementary Information**

## CITY of STURGEON BAY



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### Management's Discussion and Analysis December 31, 2019

As management of the City of Sturgeon Bay, we offer readers of the City's basic financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2019.

#### Financial Highlights

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources as of December 31, 2019 by \$97,730,091 (*net position*). Of this amount, \$17,214,871 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.
- The largest portion of the City's net position (76%) reflects its investment in capital assets (e.g. land, buildings, machinery and equipment, infrastructure, etc.) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens. Consequently, these assets are *not* available for future spending.
  - The unrestricted net position for the Governmental Activities of the City is \$6,372,291
  - The unrestricted net position of the Solid Waste fund is \$167,900
  - The unrestricted net position of the Sturgeon Bay Utilities is \$10,674,680
- The City's total net position increased by \$657,566. Several factors contributed to the overall increase as follows:
  - The City's Governmental activities' total net position decreased by \$755,851.
  - The City's Business-type activities' (*Solid Waste Fund*) total net position increased by \$47,675.
  - The City's total net position of Sturgeon Bay Utilities increased by \$1,365,742.
- The City's general fund increased by \$640,716. This increase is shown without applying any prior year operating surplus. Overall, the 2019 general fund revenues were in excess of the 2019 budgeted revenues (exclusive of the budgeted tax allocation to the Capital fund included in the General fund budgeted revenues), and 2019 general fund expenditures were less than the 2019 budgeted expenditures. Excess income and savings were realized primarily due to increases in state aid for personal property aid, a WI Department of Justice special enforcement grant, increases in investment income, permit, and fee income, along with allocation of staff time to other funds, a decrease in workers compensation insurance premiums, minimal appropriations out of contingency, and conservative spending in several other expense line items.
- The assessed property tax rate, without TID, increased from \$7.86 to \$7.91 per \$1,000 of property value for the year ended December 31, 2019.
- As of December 31, 2019, the City's governmental funds reported combined ending fund balances of \$14,308,554, an increase of \$731,090 in comparison with the prior year. Approximately 47% of this total amount, \$6,702,954 is available for spending at the City's discretion (*unassigned fund balance*).



- As of December 31, 2019, unassigned fund balance for the general fund was \$6,702,954 approximately 61% of the total general fund expenditures budgeted for 2020.
- The City's total general-obligation debt, consisting of notes and bonds as listed in the Notes to the Basic Financial Statements, Note 7: Long-Term Obligations, increased by \$202,812 (.74%) during 2019. The key factor in this increase was primarily due to a new debt issue used to fund the majority of the 2019 CIP, offset by the retirement of a portion of the TID #2 bonds and prior general fund/capital fund debt.

### **Overview of the Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, liabilities and deferred outflows/inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

- *Deferred inflows* of resources represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time (example: property taxes levied for the subsequent year).
- *Deferred outflows* of resources represents an expense for a future period and so will not be recognized as an outflow of resources (expense) until that time (example: WRS pension expenses).

The *statement of activities* presents information showing how the City's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave.)

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, sanitation, health and human services, culture and recreation, development and debt service. The business-type activities of the City include the Solid Waste Fund and Sturgeon Bay Utility activities including water, wastewater and electric operations.

The government-wide financial statements include only the City itself (known as the *primary government*).

The government-wide financial statements can be found on pages 15 - 17 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

It is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains eight individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, Capital Improvements Fund, and TID No. 2 Fund all of which are considered to be major funds. Data from the other five governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

#### **Fund Balances**

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources:

*Nonspendable fund balance:* Includes amounts that cannot be spent because they are either (a) not a spendable form – prepaid items or inventories or (b) legally or contractually required to be maintained intact.

*Spendable fund balance:* Comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

*Restricted fund balance:* This classification reflects the constraints imposed on resources either (a) externally by creditors, grantor, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed fund balance:* These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions of the City Council – the City's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the City Council removes the specified use by taking the same type of action that imposed the original commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned fund balance:* This classification reflects the amounts constrained by the City's "intent" to be used for specific purposes, but are neither restricted nor committed. The City's Common Council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned fund balance:* This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds. When both restricted and unrestricted resources are available for use, it is the City's policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

The City adopts an annual appropriated budget for all its governmental funds. As part of the basic governmental fund financial statements, budgetary comparison statements have been provided for the general fund to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 18 - 21 of this report.

***Proprietary funds.*** The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its Solid Waste Fund and Utility. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City does not use internal service funds at this time.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

The proprietary fund financial statements provide separate information for the Utility, which is considered to be a major fund of the City, and the Solid Waste Fund which is considered to be a nonmajor fund of the City.

The basic proprietary fund financial statements can be found on pages 22 - 26 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's programs and services. The fiduciary fund maintained by the City is the Tax Collection Fund which records the tax roll and tax collections for other taxing jurisdictions within the City. The basic fiduciary fund financial statements can be found on pages 27 - 28 of this report.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 29 - 63 of this report.

**Other information.** Required supplementary information relating to other post-employment and pension benefits and budgetary comparison information for the general fund in addition to other supplementary financial information related to the combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the notes to the basic financial statements on pages 65 - 75.

### Government-wide Financial Analysis

**Net Position.** As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$97,730,091 at the close of 2019.

City of Sturgeon Bay's Net Position						
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
		Restated		Restated		Restated
Current and other assets	\$ 25,098,673	\$ 25,374,776	\$ 13,217,946	\$ 13,380,901	\$ 38,316,619	\$ 38,755,677
Capital assets	51,973,183	51,758,584	49,128,651	47,745,440	101,101,834	99,504,024
Total assets	\$ 77,071,856	\$ 77,133,360	\$ 62,346,597	\$ 61,126,341	\$ 139,418,453	\$ 138,259,701
Deferred outflows of resources	\$ 4,172,129	\$ 2,486,287	\$ 1,007,370	\$ 554,750	\$ 5,179,499	\$ 3,041,037
Long-term liabilities outstanding	31,679,825	29,039,829	824,437	435,857	32,504,262	29,475,686
Other liabilities	882,588	1,152,005	1,537,663	1,577,817	2,420,251	2,729,822
Total liabilities	\$ 32,562,413	\$ 30,191,834	\$ 2,362,100	\$ 2,013,674	\$ 34,924,513	\$ 32,205,508
Deferred inflows of resources	\$ 11,430,109	\$ 11,420,499	\$ 513,239	\$ 602,206	\$ 11,943,348	\$ 12,022,705
Net position:						
Net Investment in Capital Assets of related debt	\$ 25,243,451	\$ 25,220,528	\$ 49,097,930	\$ 47,706,527	\$ 74,341,381	\$ 72,927,055
Restricted	3,139,097	5,046,423	538,118	525,126	3,677,215	5,571,549
Unrestricted	8,868,915	7,740,363	10,842,580	10,833,558	19,711,495	18,573,921
Total net position	\$ 37,251,463	\$ 38,007,314	\$ 60,478,628	\$ 59,065,211	\$ 97,730,091	\$ 97,072,525

By far the largest portion of the City's net position (76%) reflects its investment in capital assets (e.g. land, buildings, machinery and equipment, infrastructure, etc.) less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens. Consequently, these assets are *not* available for future spending. Although, the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (6%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$17,214,871) may be used to meet the City's ongoing obligations to citizens and creditors.

- o The unrestricted net position for the Governmental Activities of the City is \$6,372,291
- o The unrestricted net position of the Solid Waste fund is \$167,900
- o The unrestricted net position of the Sturgeon Bay Utilities is \$10,674,680

**Change in net position.** Governmental activities decreased the City's net position by \$755,851. Key elements of this decrease are as follows:

City of Sturgeon Bay's Change in Net Position						
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues:						
Program revenues						
Charges for services	\$ 957,128	\$ 974,928	\$ 19,884,129	\$ 20,265,855	\$ 20,841,257	\$ 21,240,783
Operating grants and contributions	699,887	681,766	-	-	699,887	681,766
Capital grants and contributions	12,774	263,903	44,978	347,278	57,752	611,181
General revenues:						
Property taxes	9,090,114	8,933,497	-	-	9,090,114	8,933,497
Other taxes	304,824	290,365	-	-	304,824	290,365
Grants and contributions not restricted to specific programs	1,086,227	1,077,560	-	-	1,086,227	1,077,560
Other revenues and transfers	1,483,523	1,451,579	(307,329)	(498,086)	1,176,194	953,493
Total revenues	\$ 13,634,477	\$ 13,673,598	\$ 19,621,778	\$ 20,115,047	\$ 33,256,255	\$ 33,788,645
Expenses:						
General government	\$ 1,266,881	\$ 1,824,937	\$ -	\$ -	\$ 1,266,881	\$ 1,824,937
Public safety	6,227,812	4,588,895	-	-	6,227,812	4,588,895
Public works	4,432,707	4,677,636	-	-	4,432,707	4,677,636
Culture and recreation	773,986	916,308	-	-	773,986	916,308
Conservation and development	969,781	1,146,034	-	-	969,781	1,146,034
Interest on long-term debt	719,161	753,796	-	-	719,161	753,796
Water	-	-	1,745,070	1,848,814	1,745,070	1,848,814
Wastewater	-	-	1,792,560	1,767,949	1,792,560	1,767,949
Electric	-	-	14,183,491	14,060,558	14,183,491	14,060,558
Solid waste	-	-	487,240	465,330	487,240	465,330
Total expenses	\$ 14,390,328	\$ 13,907,606	\$ 18,208,361	\$ 18,142,651	\$ 32,598,689	\$ 32,050,257
Increase (Decrease) in net position	(755,851)	(234,008)	1,413,417	1,972,396	657,566	1,738,388
Net position - January 1	38,007,314	38,241,322	59,065,211	57,092,815	97,072,525	95,334,137
Net position - December 31	\$ 37,251,463	\$ 38,007,314	\$ 60,478,628	\$ 59,065,211	\$ 97,730,091	\$ 97,072,525

The property tax levy increased by \$58,280 (.86%), without TID, for the 2019 collection year. This increase was directed toward the following areas:

**Property Taxes**

\$ 53,852 for the General Fund Operations and Debt  
\$ 4,428 for Capital Improvements

Investment earnings increased/(decreased) in the following funds:

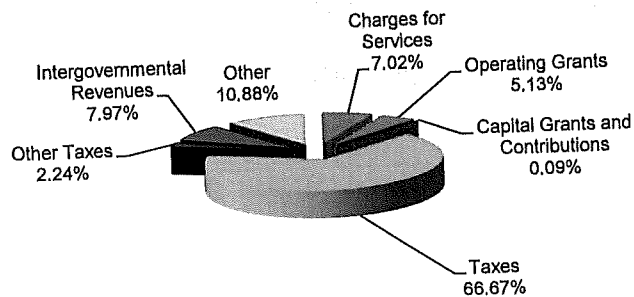
**Investment Earnings**

\$ 29,306 General  
\$ 24,804 Capital Fund  
\$ 13,224 Tax Increment District #2  
\$ 1,984 Tax Increment District #1  
\$ 4,610 Tax Increment District #3  
\$ (2,519) Tax Increment District #4  
\$ 2,314 Revolving Loan Fund

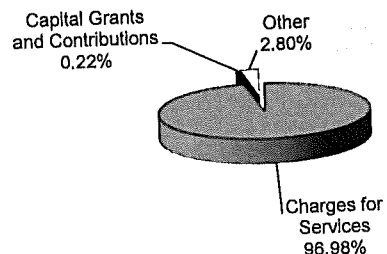
**Funding Sources for the governmental activities and business-type activities for the City of Sturgeon Bay and Sturgeon Bay Utilities**

The Chart on the right illustrates how governmental activities are funded. Property taxes and other taxes account for 68.91% of the total revenue needed to fund governmental activities. Intergovernmental revenues and grants comprise another 13.19%, while charges for services and all other sources are equal to 17.90% of revenues.

**2019 Governmental Activities**



**2019 Business-Type Activities**



Business-Type activities depend on charges for services as their primary revenue sources, as shown on the graph to the left. Charges for services account for 96.98% of the revenues needed to support the City's business activities.

## **Financial Analysis of the City's Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year.

As of December 31, 2019, the City's governmental funds reported combined ending fund balances of \$14,308,554, an increase of \$731,090 in comparison with the prior year. Approximately 47% of this amount (\$6,702,954) constitutes *unassigned fund balance*, which is available for spending at the City's discretion. The remainder of fund balance is nonspendable *restricted or assigned* to indicate that it is not available for new spending because it has already been restricted or assigned for the following:

\$ 104,299	Prepaid Items
5,252,911	Restricted for other Governmental Funds
2,248,390	Assigned for Governmental Funds
<u>\$ 7,605,600</u>	Total

The general fund is the chief operating fund of the City. At the end of the current year, unassigned fund balance of the general fund was \$6,702,954. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned general fund balance represents 61% of total 2020 budgeted General Fund expenditures, and the total general fund balance also represents 62% of that same amount.

The fund balance of the City's general fund increased by \$640,716 during the current year. This increase is shown without applying the prior year operating surplus. Overall, the 2019 general fund revenues were in excess of the 2019 budgeted revenues (exclusive of the budgeted tax allocation to the Capital fund included in the General fund budgeted revenues), and 2019 general fund expenditures were less than the 2019 budgeted expenditures. Savings were realized in the following areas:

- Increased state aids – personal property
- Receipt of a WI Department of Justice special enforcement grant
- Increased investment income
- Increased building and associated permit revenue
- Reallocation of staff time to special funds
- Decreased workers compensation insurance premiums

The Capital Improvements Fund has a total fund balance of \$2,071,736. The entire amount is assigned. Assigned fund balance represents 39% of total 2020 budgeted Capital Fund expenditures. The TID District fund balances are restricted to carry out the project plan of the Districts.

**Proprietary funds.** The City's proprietary funds provide the same type of information found in the City's government-wide financial statements, but in more detail.

Unrestricted net position of the Utility fund at the end of the year amounted to \$10,674,680. The total increase in net position was \$1,365,742.

Unrestricted net position of the Solid Waste fund at the end of the year amounted to \$167,900. The total increase in net position was \$47,675.

Other factors concerning the finances of this fund have already been addressed in the discussion of the City's business-type activities.

### **Budgetary Highlights**

Generally, the original budget is rarely modified. In most instances, when the budget is modified, the line item adjustments are made within the department or within the budgetary categories. Following is a list of budget adjustments that were made in 2019 where the adjustments were made between different departments or budgetary categories:

- There were no budget adjustments made between departments or budgetary categories in 2019

During the year, actual general fund revenues were more than budgeted revenues (exclusive of the budgeted tax allocation to the Capital fund included in the General fund budgeted revenues) and appropriated balances by \$201,591 prior to applying budgeted appropriated balances and reserves. The 2019 budget contained \$1,397,825 in appropriated balances and reserves.

Actual expenditures were less than budgeted expenditures by \$1,861,054 in the general fund primarily due to lack of appropriations from the ERP contingency, allocation of staff time to other funds, and conservative spending in several other expense line items.

### **Capital Asset and Debt Administration**

**Capital assets.** The City's investment in capital assets for its governmental and business-type activities as of December 31, 2019 amounts to \$101,101,834 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, vehicles, public domain infrastructure (highways and bridges), and construction in progress. The total increase in the City's investment in capital assets for the current year was \$1,597,810 or roughly 1.6% compared to last year.

Major capital assets acquired or constructed during the year include:

- Security system upgrades – City Hall
- Squad cars (2)
- Fire trucks/engine (2)
- One ton dump truck
- ½ ton pickup truck
- Heavy duty truck
- Tandem axle dump truck
- Mowing tractor
- Way finding signage
- Library chiller
- Purchased the home at 212 Locust St (Adjacent to Otumba Park)
- Annual storm sewer outlay
- Annual road resurfacing and repair
- Annual alley/parking lot repair
- Annual curbing & sidewalk repair
- Ultraviolet disinfection system at Well #6
- 1,525' of water main
- Water service vehicle
- Piping and master meters at mobile home parks
- 900' of sewer main
- Influent screw pump at treatment plant (one of three)
- Three-sided storage building in pole yard
- 150 utility pole replacements
- 31,000' of underground conductor
- 60' squirt boom bucket truck
- Refurbished dump truck

City of Sturgeon Bay's Capital Assets (Governmental Activities are net of accumulated depreciation)						
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
Land	\$ 5,306,856	\$ 5,284,856	\$ 276,084	\$ 276,084	\$ 5,582,940	\$ 5,560,940
Land improvements	919,555	1,113,809	-	-	919,555	1,113,809
Buildings	5,437,536	5,558,131	7,717,169	7,434,140	13,154,705	12,992,271
Machinery and equipment and vehicles	4,355,831	2,972,159	13,457,263	12,420,946	17,813,094	15,393,105
Infrastructure	35,753,405	36,829,629	64,922,969	64,260,148	100,676,374	101,089,777
Less: Utility and solid waste fund depreciation	-	-	(37,691,972)	(36,928,056)	(37,691,972)	(36,928,056)
Construction in progress	200,000	-	447,138	282,178	647,138	282,178
Total	\$ 51,973,183	\$ 51,758,584	\$ 49,128,651	\$ 47,745,440	\$101,101,834	\$ 99,504,024

**Long-term debt.** At the end of the current fiscal year, the City had total debt outstanding of \$26,518,820. Of this amount, \$23,203,820 comprises debt backed by the full faith and credit of the government. An additional \$3,315,000 consists of taxable note anticipation notes.

City of Sturgeon Bay's Outstanding Debt General Obligation Debt and Revenue Bonds						
	Governmental Activities		Business-type Activities		Total	
	2019	2018	2019	2018	2019	2018
General obligation debt:						
Bonds	\$ 22,255,000	\$ 21,710,000	\$ -	\$ -	\$ 22,255,000	\$ 21,710,000
Notes	918,099	1,260,287	30,721	38,913	948,820	1,299,200
Total general obligation debt	\$ 23,173,099	\$ 22,970,287	\$ 30,721	\$ 38,913	\$ 23,203,820	\$ 23,009,200
Lease revenue bonds	-	-	-	-	-	-
Note anticipation note	3,315,000	3,315,000	-	-	3,315,000	3,315,000
Total	\$ 26,488,099	\$ 26,285,287	\$ 30,721	\$ 38,913	\$ 26,518,820	\$ 26,324,200

The City's total debt increased by \$194,620 during the current fiscal year. The key factor in this increase was primarily due to a new debt issue used to fund the majority of the 2019 CIP, offset by the retirement of a portion of the TID #2 bonds and prior general fund/capital fund debt.

The only outstanding debt of the Sturgeon Bay Utilities as of December 31, 2019 is the athletic field lighting loan that is shared with the City. The year-end balance is approximately \$31,000 for each party.

The City maintains an Aa3 rating from Moody's Investors Service for its general obligation debt. Moody's Investors Service, in their most recent rating for the City, commented that the Aa3 rating reflects the City's healthy financial position supported by conservative budgeting practices. The report also referenced the City's manageable exposure to post-retirement liabilities and above average debt burden, though a large portion of the debt is supported by the City's tax increment districts.

State statutes limit the amount of general obligation debt the City may issue to 5% of its total equalized valuation. The current debt limitation for the City is \$43,307,045, which is significantly in excess of the City's \$23,203,820, in outstanding general obligation debt.

#### **Economic Factors and Next Year's Budgets and Rates**

- The economic condition and outlook of the City has remained fairly stable based on a relatively healthy mix of residential, manufacturing, tourism, service industry and retail activities which support our tax base.
- Inflationary trends in our region compare favorably to national indices.
- During the current year, unassigned fund balance in the general fund increased to \$6,702,954. The City has assigned fund balance in the amount of \$2,248,390 for spending in the 2020 fiscal year budget.

#### **Contacting the City's Financial Management**

This financial report is designed to provide a general overview of the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Finance Director/City Treasurer, City of Sturgeon Bay, 421 Michigan St, Sturgeon Bay, WI 54235.



## **Basic Financial Statements**

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# City of Sturgeon Bay, Wisconsin

## Statement of Net Position

December 31, 2019

With Summarized Financial Information as of December 31, 2018

	Governmental Activities	Business-type Activities	Totals	
			2019	2018 Restated
<b>Assets:</b>				
Cash	\$ 2,647,522	\$ 1,354,192	\$ 4,001,714	\$ 6,877,572
Investments	13,256,018	6,613,686	19,869,704	16,381,497
Receivables				
Taxes	7,434,628	-	7,434,628	7,521,557
Delinquent taxes	314,722	-	314,722	390,312
Accounts	80,352	2,088,100	2,168,452	2,065,842
Special Assessments				
Loans	382,810	-	382,810	146,124
Other	-	224,427	224,427	301,228
Internal balances	878,322	(878,322)	-	-
Inventories and prepaid items	104,299	717,916	822,215	662,758
Investment in American Transmission Company	-	2,517,829	2,517,829	2,350,846
Net pension asset	-	-	-	1,490,815
Land held for resale	-	42,000	42,000	42,000
Restricted assets:				
Investments	-	538,118	538,118	525,126
Capital assets, nondepreciable	5,506,856	723,222	6,230,078	5,843,118
Capital assets, depreciable, net	46,466,327	48,405,429	94,871,756	93,660,906
Total assets	<u>77,071,856</u>	<u>62,346,597</u>	<u>139,418,453</u>	<u>138,259,701</u>
<b>Deferred outflows of resources:</b>				
Loss on advance refunding	199,419	-	199,419	283,483
Deferred outflows related to pensions/OPEB	3,972,710	1,007,370	4,980,080	2,757,554
Total deferred outflows of resources	<u>4,172,129</u>	<u>1,007,370</u>	<u>5,179,499</u>	<u>3,041,037</u>
<b>Liabilities:</b>				
Accounts payable	439,803	1,381,198	1,821,001	2,137,561
Other accrued liabilities	296,430	4,034	300,464	274,177
Due to other governments	98	-	98	(1,241)
Accrued interest payable	146,257	-	146,257	149,846
Special deposits	-	152,431	152,431	169,479
Long-term obligations				
Due within one year	5,503,557	8,192	5,511,749	2,213,806
Due in more than one year	26,176,268	816,245	26,992,513	27,261,880
Total liabilities	<u>32,562,413</u>	<u>2,362,100</u>	<u>34,924,513</u>	<u>32,205,508</u>
<b>Deferred inflows of resources:</b>				
Property taxes	9,356,256	-	9,356,256	9,072,701
Deferred inflows related to pensions/OPEB	2,073,853	513,239	2,587,092	2,950,004
Total deferred inflows of resources	<u>11,430,109</u>	<u>513,239</u>	<u>11,943,348</u>	<u>12,022,705</u>
<b>Net position:</b>				
Net investment in capital assets	25,243,451	49,097,930	74,341,381	72,927,055
Restricted	5,635,721	538,118	6,173,839	5,571,549
Unrestricted	6,372,291	10,842,580	17,214,871	18,573,921
Total net position	<u>\$ 37,251,463</u>	<u>\$ 60,478,628</u>	<u>\$ 97,730,091</u>	<u>\$ 97,072,525</u>

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Activities

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities:				
General government	\$ 1,266,881	\$ 257,107	\$ -	\$ -
Public safety	6,227,812	504,632	142,386	-
Public works	4,432,707	18,897	512,068	2,974
Culture, recreation and education	773,986	176,492	45,433	9,800
Conservation and development	969,781	-	-	-
Interest and fiscal charges	719,161	-	-	-
Total governmental activities	14,390,328	957,128	699,887	12,774
Business-type activities:				
Sewer utility	1,745,070	2,156,283	-	-
Water utility	1,792,560	2,486,639	-	-
Electric utility	14,183,491	14,756,875	-	44,978
Solid waste utility	487,240	484,332	-	-
Total business-type activities	18,208,361	19,884,129	-	44,978
Total	\$ 32,598,689	\$ 20,841,257	\$ 699,887	\$ 57,752

### General revenues:

#### Taxes:

Property taxes, levied for general purposes

Tax increments

Other taxes

Federal and state grants and other contributions not restricted to specific functions

Investment income

Miscellaneous

#### Transfers

Total general revenues and transfers

Change in net position

Net position - beginning

Net position - ending

# City of Sturgeon Bay, Wisconsin

## Statement of Activities - Continued

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

		Net (Expense) Revenue and Changes in Net Position	
Governmental Activities	Business-type Activities	Totals	
		2019	2018
\$ (1,009,774)	\$ -	\$ (1,009,774)	\$ (1,601,758)
(5,580,794)	-	(5,580,794)	(4,032,924)
(3,898,768)	-	(3,898,768)	(3,861,084)
(542,261)	-	(542,261)	(524,426)
(969,781)	-	(969,781)	(1,146,034)
(719,161)	-	(719,161)	(753,796)
(12,720,539)	-	(12,720,539)	(11,920,022)
-	411,213	411,213	384,049
-	694,079	694,079	608,280
-	618,362	618,362	1,492,012
-	(2,908)	(2,908)	(13,859)
-	1,720,746	1,720,746	2,470,482
(12,720,539)	1,720,746	(10,999,793)	(9,449,540)
6,380,919	-	6,380,919	6,326,750
2,709,195	-	2,709,195	2,606,747
304,824	-	304,824	290,365
1,086,227	-	1,086,227	1,010,573
369,198	477,473	846,671	631,727
233,603	95,920	329,523	321,766
880,722	(880,722)	-	-
11,964,688	(307,329)	11,657,359	11,187,928
(755,851)	1,413,417	657,566	1,738,388
38,007,314	59,065,211	97,072,525	95,334,137
\$ 37,251,463	\$ 60,478,628	\$ 97,730,091	\$ 97,072,525

# City of Sturgeon Bay, Wisconsin

## Balance Sheet

### Governmental Funds

December 31, 2019

With Summarized Financial Information as of December 31, 2018

	General	Capital Improvements	TID No. 2	Nonmajor Governmental Funds	Totals	
					2019	2018 Restated
<b>Assets:</b>						
Cash	\$ 892,314	\$ 1,551,369	\$ -	\$ 203,839	\$ 2,647,522	\$ 5,199,317
Investments	7,488,877	494,769	2,497,480	2,774,892	13,256,018	9,961,334
Receivables						
Taxes	4,421,281	706,620	1,321,145	985,582	7,434,628	7,521,557
Delinquent taxes	314,722	-	-	-	314,722	390,312
Accounts	47,054	33,298	-	-	80,352	82,361
Special assessments	-	-	-	-	-	-
Loans	-	-	-	382,810	382,810	146,124
Due from other funds	924,968	-	-	-	924,968	2,517,495
Inventories and prepaid items	104,299	-	-	-	104,299	3,338
<b>Total assets</b>	<b>\$ 14,193,515</b>	<b>\$ 2,786,056</b>	<b>\$ 3,818,625</b>	<b>\$ 4,347,123</b>	<b>\$ 25,145,319</b>	<b>\$ 25,821,838</b>
<b>Liabilities, Deferred Inflows of Resources and Fund Balances:</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 432,103	\$ 7,700	\$ -	\$ -	\$ 439,803	\$ 724,882
Other accrued liabilities	296,430	-	-	-	296,430	270,518
Due to other funds	-	-	856	45,790	46,646	1,633,078
Due to other governments	98	-	-	-	98	(1,241)
Special deposits	-	-	-	-	-	8,000
<b>Total liabilities</b>	<b>728,631</b>	<b>7,700</b>	<b>856</b>	<b>45,790</b>	<b>782,977</b>	<b>2,635,237</b>
<b>Deferred inflows of resources:</b>						
Property taxes	6,342,909	706,620	1,321,145	985,582	9,356,256	9,072,701
Loans receivable	-	-	-	382,810	382,810	146,124
Special assessments	314,722	-	-	-	314,722	390,312
<b>Total deferred inflows of resources</b>	<b>6,657,631</b>	<b>706,620</b>	<b>1,321,145</b>	<b>1,368,392</b>	<b>10,053,788</b>	<b>9,609,137</b>
<b>Fund balances:</b>						
Nonspendable	104,299	-	-	-	104,299	3,338
Restricted	-	-	2,496,624	2,756,287	5,252,911	7,557,572
Assigned	-	2,071,736	-	176,654	2,248,390	134,168
Unassigned	6,702,954	-	-	-	6,702,954	5,882,386
<b>Total fund balances</b>	<b>6,807,253</b>	<b>2,071,736</b>	<b>2,496,624</b>	<b>2,932,941</b>	<b>14,308,554</b>	<b>13,577,464</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 14,193,515</b>	<b>\$ 2,786,056</b>	<b>\$ 3,818,625</b>	<b>\$ 4,347,123</b>	<b>\$ 25,145,319</b>	<b>\$ 25,821,838</b>

# City of Sturgeon Bay, Wisconsin

## Reconciliation of the Balance Sheet - Governmental Funds - to the Statement of Net Position

December 31, 2019

With Summarized Financial Information as of December 31, 2018

	2019	2018
Total fund balance - governmental funds	\$ 14,308,554	\$ 13,577,464
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund statements	51,973,183	51,758,584
The net pension asset is not an available resource and therefore is not reported in the fund statements	-	1,186,016
Other long-term assets are not available to pay current expenditures and therefore are deferred in the funds	697,532	536,436
Some deferred outflows and inflows of resources reflect changes in long-term liabilities and are not reported in the fund statements:		
Loss on advance refunding	199,419	283,483
Deferred outflows of resources	3,972,710	2,202,804
Deferred inflows of resources	(2,073,853)	(2,347,798)
Some liabilities are not due and payable in the current period and, therefore are not reported in the funds:		
Bonds and notes payable	(26,492,950)	(26,285,287)
Debt premium	(236,782)	(252,769)
Compensated absences	(868,095)	(785,735)
Net pension liability	(1,445,011)	-
Post-employment health benefits payable	(2,636,987)	(1,716,038)
Accrued interest on long-term obligations	(146,257)	(149,846)
Total net position of governmental activities	<u>\$ 37,251,463</u>	<u>\$ 38,007,314</u>

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Revenues, Expenditures and Changes in Fund Balances

### Governmental Funds

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	General	Capital Improvements	TID No. 2	Nonmajor Governmental Funds	Totals	
					2019	2018
<b>Revenues:</b>						
Taxes	\$ 6,671,838	\$ 457,395	\$ 1,301,544	\$ 950,256	\$ 9,381,033	\$ 9,209,871
Special assessments	-	78,564	-	-	78,564	68,025
Intergovernmental	1,587,679	60,793	26,653	40,918	1,716,043	1,855,972
Licenses and permits	214,904	-	-	151,478	366,382	335,878
Fines and forfeits	36,234	5,969	-	-	42,203	35,279
Public charges for services	202,941	19,050	-	-	221,991	294,121
Intergovernmental charges	514,392	-	-	-	514,392	466,893
Miscellaneous	340,915	35,452	53,070	92,614	522,051	593,031
<b>Total revenues</b>	<b>9,568,903</b>	<b>657,223</b>	<b>1,381,267</b>	<b>1,235,266</b>	<b>12,842,659</b>	<b>12,859,070</b>
<b>Expenditures:</b>						
<b>Current:</b>						
General government	1,316,940	-	-	250,005	1,566,945	1,358,239
Public safety	4,481,598	-	-	-	4,481,598	4,335,866
Public works	1,419,604	-	-	-	1,419,604	1,353,683
Culture and recreation	723,768	-	-	-	723,768	738,516
Conservation and development	640,813	-	1,006	312,439	954,258	1,140,468
<b>Debt service:</b>						
Principal	1,019,631	-	1,069,659	60,000	2,149,290	2,328,958
Interest and fiscal charges	211,549	-	367,279	116,638	695,466	697,471
Capital outlay	-	3,553,703	-	33,035	3,586,738	3,542,783
<b>Total expenditures</b>	<b>9,813,903</b>	<b>3,553,703</b>	<b>1,437,944</b>	<b>772,117</b>	<b>15,577,667</b>	<b>15,495,984</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(245,000)</b>	<b>(2,896,480)</b>	<b>(56,677)</b>	<b>463,149</b>	<b>(2,735,008)</b>	<b>(2,636,914)</b>
<b>Other Financing Sources (Uses)</b>						
Long-term debt issued	-	2,345,000	-	-	2,345,000	1,480,000
Premium on debt issued	-	52,746	-	-	52,746	42,580
Sales of capital assets	-	182,630	-	5,000	187,630	147,860
Transfers in	897,096	11,380	1,364,704	213,106	2,486,286	1,380,294
Transfers out	(11,380)	-	-	(1,594,184)	(1,605,564)	(493,477)
<b>Total other financing sources (uses)</b>	<b>885,716</b>	<b>2,591,756</b>	<b>1,364,704</b>	<b>(1,376,078)</b>	<b>3,466,098</b>	<b>2,557,257</b>
<b>Net Change in Fund Balances</b>	<b>640,716</b>	<b>(304,724)</b>	<b>1,308,027</b>	<b>(912,929)</b>	<b>731,090</b>	<b>(79,657)</b>
<b>Fund Balances - Beginning</b>	<b>6,166,537</b>	<b>2,376,460</b>	<b>1,188,597</b>	<b>3,845,870</b>	<b>13,577,464</b>	<b>13,657,121</b>
<b>Fund Balances - Ending</b>	<b>\$ 6,807,253</b>	<b>\$ 2,071,736</b>	<b>\$ 2,496,624</b>	<b>\$ 2,932,941</b>	<b>\$ 14,308,554</b>	<b>\$ 13,577,464</b>

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to the Statement of Activities

December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	2019	2018
Net change in fund balance - governmental funds	\$ 731,090	\$ (79,657)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital expenditures reported in governmental fund statements	3,006,108	1,781,690
Depreciation expense reported in the statement of activities	(2,790,009)	(2,211,398)
Net book value of disposals	(1,500)	(376,982)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	161,096	(72,289)
Certain expenses are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year. This year the accrual of these benefits increased by:		
Amortization of premiums, discounts and loss on advance refunding	(20,182)	(17,294)
Compensated absences	(82,360)	20,618
Pension amounts	(523,635)	(16,892)
Other postemployment benefits	(984,490)	(79,424)
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position.	(2,397,746)	(1,522,580)
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities. The amount of long-term debt principal payments in the current year is:	2,142,188	2,322,666
Interest payments on outstanding debt are reported in the governmental funds as an expenditure when paid; in the statement of activities interest is reported as it accrues.	3,589	17,534
Change in net position - governmental activities	\$ (755,851)	\$ (234,008)

See accompanying notes to the financial statements.



# City of Sturgeon Bay, Wisconsin

## Statement of Net Position

### Proprietary Funds

December 31, 2019

With Summarized Financial Information as of December 31, 2018

	Sewer Utility	Water Utility	Electric Utility	Nonmajor Fund Solid Waste	Totals	
					2019	2018
<b>Assets:</b>						
Current assets:						
Cash	\$ -	\$ -	\$ 1,195,689	\$ 158,503	\$ 1,354,192	\$ 1,678,255
Investments	3,103,180	965,233	2,545,273	-	6,613,686	6,420,163
Receivables						
Accounts	193,037	269,565	1,625,498	-	2,088,100	1,983,481
Other	40,433	99,901	82,587	1,506	224,427	301,228
Due from other funds	613,908	290,275	30,853	-	935,036	416,435
Inventory	7,857	106,618	566,500	-	680,975	638,214
Prepaid items	-	-	33,806	3,135	36,941	21,206
Total current assets	3,958,415	1,731,592	6,080,206	163,144	11,933,357	11,458,982
Noncurrent assets:						
Restricted assets:						
Investments	538,118	-	-	-	538,118	525,126
Investment in American Transmission Company	-	-	2,517,829	-	2,517,829	2,350,846
Net pension asset	-	-	-	-	-	304,799
Land held for resale	-	42,000	-	-	42,000	42,000
Capital assets, nondepreciable	388,827	197,872	136,523	-	723,222	558,262
Capital assets, depreciable	9,784,884	13,920,380	24,569,215	130,950	48,405,429	47,187,178
Total capital assets, net of accumulated depreciation	10,173,711	14,118,252	24,705,738	130,950	49,128,651	47,745,440
Total noncurrent assets	10,711,829	14,160,252	27,223,567	130,950	52,226,598	50,968,211
Total assets	14,670,244	15,891,844	33,303,773	294,094	64,159,955	62,427,193
Deferred outflows of resources:						
Deferred outflows related to pensions	86,422	86,812	762,009	72,127	1,007,370	554,750
Total assets and deferred outflows of resources						
	\$ 14,756,666	\$ 15,978,656	\$ 34,065,782	\$ 366,221	\$ 65,167,325	\$ 62,981,943

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Net Position - Continued

### Proprietary Funds

December 31, 2019

With Summarized Financial Information as of December 31, 2018

	Sewer Utility	Water Utility	Electric Utility	Nonmajor Fund Solid Waste	Totals	
					2019	2018
Liabilities:						
Current liabilities:						
Accounts payable	\$ 153,348	\$ 23,954	\$ 1,203,896	\$ -	\$ 1,381,198	\$ 1,412,679
Other accrued liabilities	-	-	-	4,034	4,034	3,659
Due to other funds	290,275	393,705	1,129,378	-	1,813,358	1,300,852
Customer deposits	-	-	152,431	-	152,431	161,479
Current portion of long-term debt	-	-	8,192	-	8,192	8,192
Total current liabilities	443,623	417,659	2,493,897	4,034	3,359,213	2,886,861
Noncurrent liabilities:						
General obligation debt	-	-	22,529	-	22,529	30,721
Compensated absences	48,813	52,087	321,457	-	422,357	396,944
Net pension liability	31,859	32,003	280,908	26,589	371,359	-
Total noncurrent liabilities	80,672	84,090	624,894	26,589	816,245	427,665
Total liabilities	524,295	501,749	3,118,791	30,623	4,175,458	3,314,526
Deferred inflows of resources:						
Related to pensions	44,031	44,229	388,231	36,748	513,239	602,206
Total liabilities and deferred inflows of resources	568,326	545,978	3,507,022	67,371	4,688,697	3,916,732
Net position:						
Net investment in capital assets	10,173,711	14,118,252	24,675,017	130,950	49,097,930	47,706,527
Restricted	538,118	-	-	-	538,118	525,126
Unrestricted	3,476,511	1,314,426	5,883,743	167,900	10,842,580	10,833,558
Total net position	14,188,340	15,432,678	30,558,760	298,850	60,478,628	59,065,211
Total liabilities, deferred inflows of resources and net position	\$ 14,756,666	\$ 15,978,656	\$ 34,065,782	\$ 366,221	\$ 65,167,325	\$ 62,981,943

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Revenues, Expenses and Changes in Net Position

### Proprietary Funds

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Sewer Utility	Water Utility	Electric Utility	Nonmajor Fund Solid Waste	Totals	
					2019	2018
Operating revenues:						
Charges for services	\$ 2,134,860	\$ 2,185,087	\$ 14,406,591	\$ 484,332	\$ 19,210,870	\$ 19,763,953
Other operating revenues	21,423	301,552	350,284	-	673,259	501,902
Total operating revenues	2,156,283	2,486,639	14,756,875	484,332	19,884,129	20,265,855
Operating expenses:						
Operation and maintenance	1,393,958	1,223,854	12,618,330	439,850	15,675,992	15,642,903
Depreciation	351,112	568,706	1,561,190	47,390	2,528,398	2,497,372
Total operating expenses	1,745,070	1,792,560	14,179,520	487,240	18,204,390	18,140,275
Operating income	411,213	694,079	577,355	(2,908)	1,679,739	2,125,580
Nonoperating revenues (expenses):						
Interest income	126,976	29,098	321,399	-	477,473	292,590
Interest expense	-	-	(3,971)	-	(3,971)	(2,376)
Other	90	489	42,358	52,983	95,920	96,141
Total nonoperating revenues (expenses)	127,066	29,587	359,786	52,983	569,422	386,355
Net income before transfers	538,279	723,666	937,141	50,075	2,249,161	2,511,935
Capital contributions	-	-	44,978	-	44,978	347,278
Transfers out	-	(362,852)	(515,470)	(2,400)	(880,722)	(886,817)
Change in net position	538,279	360,814	466,649	47,675	1,413,417	1,972,396
Net position - beginning, as restated	13,650,061	15,071,864	30,092,111	251,175	59,065,211	57,092,815
Net position - ending	\$ 14,188,340	\$ 15,432,678	\$ 30,558,760	\$ 298,850	\$ 60,478,628	\$ 59,065,211

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Cash Flows

### Proprietary Funds

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Sewer Utility	Water Utility	Electric Utility	Nonmajor Fund Solid Waste	Totals	
					2019	2018
Cash flows from operating activities:						
Cash received from customers	\$ 2,167,838	\$ 2,375,505	\$ 14,819,928	\$ 483,992	\$ 19,847,263	\$ 19,831,735
Cash payments to suppliers	(1,134,382)	(1,010,560)	(11,799,176)	(240,426)	(14,184,544)	(14,462,824)
Cash payments to employees	(229,257)	(226,318)	(772,942)	(192,549)	(1,421,066)	(1,234,056)
Net cash provided (used) by operating activities	804,199	1,138,627	2,247,810	51,017	4,241,653	4,134,855
Cash flows from noncapital financing activities:						
Other nonoperating revenue	90	489	42,358	52,983	95,920	96,141
Due to/from other funds	(337,308)	62,099	269,114	-	(6,095)	(1,038)
Transfer out	-	(362,852)	(515,470)	(2,400)	(880,722)	(886,817)
Net cash provided (used) by noncapital financing activities	(337,218)	(300,264)	(203,998)	50,583	(790,897)	(791,714)
Cash flows from capital and related financing activities:						
Acquisition of capital assets	(499,480)	(845,805)	(2,566,324)	-	(3,911,609)	(3,882,957)
Capital contributions	-	-	44,978	-	44,978	347,278
Principal payments on long-term debt	-	-	(8,192)	-	(8,192)	(88,907)
Interest payments on long-term debt	-	-	(3,971)	-	(3,971)	(2,376)
Net cash provided (used) by capital and related financing activities	(499,480)	(845,805)	(2,533,509)	-	(3,878,794)	(3,626,962)
Cash flows from investing activities:						
Purchase of investments	(94,477)	(21,656)	(257,365)	-	(373,498)	(172,170)
Interest income received	126,976	29,098	321,399	-	477,473	292,590
Net cash provided (used) by investing activities	32,499	7,442	64,034	-	103,975	120,420
Change in cash and cash equivalents	-	-	(425,663)	101,600	(324,063)	(163,401)
Cash and cash equivalents - beginning	-	-	1,621,352	56,903	1,678,255	1,841,656
Cash and cash equivalents - ending	\$ -	\$ -	\$ 1,195,689	\$ 158,503	\$ 1,354,192	\$ 1,678,255

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Cash Flows - Continued

### Proprietary Funds

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Sewer Utility	Water Utility	Electric Utility	Nonmajor Fund Solid Waste	Totals	
					2019	2018
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:						
Operating income	\$ 411,213	\$ 694,079	\$ 577,355	\$ (2,908)	\$ 1,679,739	\$ 2,125,580
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:						
Depreciation	351,112	568,706	1,561,190	47,390	2,528,398	2,497,372
Change in pension related assets, deferred outflows, liabilities and deferred inflows	11,546	11,598	101,792	9,635	134,571	34,099
Changes in assets and liabilities						
Receivables	11,555	(111,134)	72,101	(340)	(27,818)	(453,944)
Inventory	582	2,284	(45,627)	-	(42,761)	11,434
Prepaid items	-	-	(12,600)	(3,135)	(15,735)	(10)
Accounts payable	21,914	(27,716)	(25,679)	-	(31,481)	(128,969)
Accrued and other current liabilities	-	-	-	375	375	(490)
Customer deposits	-	-	(9,048)	-	(9,048)	19,824
Compensated absences	(3,723)	810	28,326	-	25,413	29,959
Net cash provided (used) by operating activities	\$ 804,199	\$ 1,138,627	\$ 2,247,810	\$ 51,017	\$ 4,241,653	\$ 4,134,855

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Fiduciary Net Position - Fiduciary Funds December 31, 2019

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	<u>Custodial Funds</u>
Assets:	
Cash	\$ 2,649,752
Receivables	
Taxes	<u>10,019,097</u>
Total assets	<u>\$12,668,849</u>
Liabilities:	
Due to other governments	<u>\$12,668,849</u>

See accompanying notes to the financial statements.

# City of Sturgeon Bay, Wisconsin

## Statement of Changes in Fiduciary Net Position - Fiduciary Funds December 31, 2019

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	<u>Custodial Funds</u>
Additions:	
Property tax collections for other governments	<u>\$12,373,758</u>
Deductions:	
Payments of property taxes to other governments	<u>12,373,758</u>
Net increase in fiduciary net position	-
Net position - beginning of year	<u>-</u>
Net position - end of year	<u><u>\$ -</u></u>

See accompanying notes to the financial statements.

# **City of Sturgeon Bay, Wisconsin**

## **Notes to Basic Financial Statements**

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### **Note 1: Summary of Significant Accounting Policies**

#### **Introduction**

The City of Sturgeon Bay, Wisconsin (the "City") is located in Door County, Wisconsin, and was incorporated under the provisions of the constitution and general statutes of the state of Wisconsin. The City operates under a mayor-council form of government and provides a full range of services including public safety, roads, sanitation, culture and recreation, planning, and general administrative services. The accompanying financial statements conform to accounting principles generally accepted in the United States as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of the more significant accounting policies of the City.

#### **The Financial Reporting Entity**

This report includes all of the funds of the City of Sturgeon Bay, Wisconsin. The reporting entity for the City consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. A legally separate organization should be reported as a component unit if the elected officials of the primary government are financially accountable to the organization. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

A legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization; (3) the economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government. According to this criteria, the City has not identified any component units that are required to be included in the basic financial statements.

#### **New Accounting Pronouncement**

Management adopted new accounting guidance GASB Statement No.84, *Fiduciary Activities* that establishes standards of accounting and financial reporting for fiduciary activities. There was no restatement of beginning net position required.



# **City of Sturgeon Bay, Wisconsin**

## **Notes to Basic Financial Statements**

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Jointly Governed Organizations**

##### *Door County Library*

The City is a participant with Door County, Wisconsin in a joint venture to operate the Door County Library. The Door County Library is governed by a seven member board composed of two members of the City Council and five members appointed by Door County. The City and County are obligated by agreement to fund one-half of the utilities, janitorial service, insurance, maintenance and repair and related supplies for grounds, building, its contents and equipment located at the library. During the current year, the City remitted an appropriation of \$75,054 to Door County for the library. The library building is owned by the City and is included in the capital assets of the governmental activities. Complete financial statements for the Door County Library can be obtained from Door County at 421 Nebraska St. Sturgeon Bay, Wisconsin 54235.

##### *Door County Tourism Zone*

The City is a participant with all other Door County municipalities in a joint venture to create the Door County Tourism Zone as prescribed under Wisconsin Statute 66.0615. The Tourism Zone is responsible for collecting a 5.5% room tax on the gross receipts from retail furnishing of rooms or lodgings over all of the member municipalities. The Tourism Zone pays 66% of the collections to the Door County Visitor Bureau, 30% to the member municipalities and retains 4% for its operations. During the current year, the City received \$200,494 of room tax from the Tourism Zone. Complete financial information for the Door County Tourism Zone Commission can be obtained from its office in Sister Bay, Wisconsin. Revenue received is recorded in the general fund of the City.

#### **Basis of Presentation**

##### *Government-Wide Financial Statements*

The statement of net position and statement of activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The City does not allocate indirect expenses to functions in the statement of activities. Program revenues include (a) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Basis of Presentation (Continued)**

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the City's water, waste water, storm water, solid waste, and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and service, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed.

#### *Fund Financial Statements*

Fund financial statements of the reporting entity are organized into individual funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures/expenses.

Funds are organized as major funds or nonmajor funds within the governmental and proprietary statements. Fiduciary funds are organized by fund type. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental fund or enterprise fund are at least 10% of the corresponding total for all funds of that category or type.
- Total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5% of the corresponding total for all governmental and enterprise funds combined.
- In addition, any other governmental or proprietary fund that the City believes is particularly important to financial statement users may be reported as a major fund.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 1: Summary of Significant Accounting Policies (Continued)

#### Basis of Presentation (Continued)

##### *Major Funds*

The City reports the following major governmental funds:

General Fund – This is the City's primary operating fund. It accounts for all the financial activity that is not accounted for and reported in another fund.

Capital Improvements Fund – This fund accounts for the acquisition or construction of major capital facilities other than those financed by proprietary fund types.

Tax Incremental District No. 2 – This fund is used to account for the project plan costs of the City's Tax Incremental District No. 2.

The City reports the following major proprietary funds:

Sewer Utility – The Sewer Utility accounts for the operations of the City's sanitary sewer system.

Water Utility – The Water Utility accounts for the operations of the City's water system.

Electric Utility – The Electric Utility accounts for the operations of the City's electric utility system.

#### Measurement Focus and Basis of Accounting

The government-wide, proprietary fund, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available (susceptible to accrual). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues reported in the governmental funds to be available if the revenues are collected within 60 days after the end of the current fiscal year. Expenditures are recognized when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as fund liabilities when expected to be paid with expendable available financial resources.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Measurement Focus and Basis of Accounting (Continued)**

The City's share of property taxes is recorded in the year levied as a receivable and a deferred inflow of resources. Property taxes are recognized as revenues in the succeeding year when services financed by the levy are being provided. In addition to property taxes for the City, taxes are collected for and remitted to the state and county governments as well as the local school districts and technical college district. Taxes for all state and local governmental units (other than the City) billed in the current year for the succeeding year are reflected as due to other taxing units in the accompanying statement of net position and balance sheet.

Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met and the amount is received during the period or within the availability period for this revenue source (within 60 days of year-end).

In the government-wide financial statements, special assessments are recognized as revenues when levied against the benefiting properties. In governmental fund financial statements, special assessments are recorded as revenues when they become measurable and available as current assets. Annual installments due in future years are reflected as receivables and unavailable revenues. Delinquent special assessments being held for collection by the county are reported as receivables and unavailable revenues in the General Fund.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, public charges for services, and interest.

Other general revenues such as fines and forfeitures, inspection fees, recreation fees, and miscellaneous revenues are recognized when received in cash or when measurable and available under the criteria described above.

Proprietary funds are accounted for on the accrual basis. Revenues such as user fees are recognized in the accounting period in which they are earned; expenses are recognized in the period incurred. Water service charges to consumers are billed at rates established by the Wisconsin Public Service Commission. Waste water, storm water, and solid waste service charges to consumers are billed at rates established by the City's common council. All classes of utility consumers are billed on a quarterly basis, except parking utility for which revenue is generated from meters and parking lot permit fees.

#### **Cash and Investments**

For purposes of the statement of cash flows, the City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Investments of individual funds are pooled unless maintained in segregated accounts and are carried at fair value.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Receivables and Revenue Recognition**

Under Wisconsin law, personal property taxes and the first installment of real estate taxes are due January 31 and are collected by city, village, and town treasurers or clerks, who then make settlements with school districts and with county treasurers for certain purposes. By contractual agreement, the County Treasurer collects the taxes through January on behalf of the City. These transactions are accounted for in the General Fund. The second installment of real estate taxes (due July 31) and delinquent taxes are collected and settled by the county treasurer.

The 2018 tax levy is budgeted as property tax revenue for the year 2019 and is recognized as revenue in 2019 to the extent available. Real property tax assessments for the 2018 tax levy were based on assessed valuations as of January 1, 2018. The City levied property taxes pursuant to law in December 2018, at which time an enforceable legal claim is attached to properties. Door County obtains liens on property for which taxes are delinquent on the third Tuesday in October each year. The County pays the City in full for real estate taxes by August 31 each year.

The property taxes are recorded as a receivable in the General Fund, with corresponding amounts due other governments and governmental fund types. Since the property taxes are levied for the subsequent year, the property taxes due governmental funds for City purposes are recorded as a deferred inflow of resources in the governmental funds. This amount is recognized as revenue in the following year. Property taxes due to other governments are recorded as liabilities.

In determining when to recognize intergovernmental revenues (grants, subsidies, and shared revenues), the legal and contractual requirements of the individual programs are used as guidance. There are, however, essentially two bases for this revenue recognition. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and nearly irrevocable, i.e., revocable only for failure to comply with prescribed compliance requirements, e.g., equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the criterion of availability. Unearned revenue is recorded for grant funds received but not earned. A receivable is recorded for grant funds earned but not received.

Income from investments is recognized when earned.

Special assessments receivable are recorded as levied. Current revenues represent the amounts considered available as explained above.

Loans receivables - The City has received federal and state grant funds for economic development and housing rehabilitation loan programs and has passed the funds to various businesses and individuals in the form of loans. The City records a loan receivable and expenditure when the loan has been made and the funds disbursed. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements. In the governmental Funds, the City records a deferred inflow of resources for the net amount of the receivable. As the loans are repaid, revenue is recognized. Any unspent loan proceeds are presented as restricted fund balance in the fund financial statements.

# **City of Sturgeon Bay, Wisconsin**

## **Notes to Basic Financial Statements**

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Inventories and Prepaid Items**

Proprietary fund inventories are generally used for construction and for operation and maintenance work. They are not for resale. Inventory items are expensed in the period used. Any materials and supplies on hand at year-end are valued at the lower of cost, determined on the first-in, first out (FIFO) method, or market. Governmental fund inventory items are charged to expenditure accounts when purchased. Year-end inventory was not significant.

Payments made to vendors for services that will benefit periods beyond December 31, 2019, are recorded as prepayments. The cost of these services is recorded as expense when consumed rather than when purchased.

#### **Capital Assets**

Capital assets are recorded at historical cost or estimated historical cost for assets where actual historical cost is not available. Donated assets are recorded as capital assets at their estimated acquisition value at the date of donation. The City maintains a threshold level of \$5,000 or more for capitalizing assets.

Capital assets are recorded in the government-wide financial statements but are not reported in the governmental funds financial statements. Capital assets are depreciated using the straight-line method over their estimated useful lives. Since surplus assets are sold for an immaterial amount when declared as no longer needed by the City, no salvage value is taken into consideration for depreciation purposes. Useful lives vary from 15 to 100 years for infrastructure, site improvements, and buildings and 5 to 10 years for equipment.

The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is not capitalized.

Capital assets not being depreciated include land and construction in progress.

#### **Restricted Cash and Investments**

Assets whose use is restricted by bond agreements, regulatory agencies, or enabling legislation are reported as restricted.

#### **Interfund Transactions**

Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 1: Summary of Significant Accounting Policies (Continued)

#### Interfund Transactions (Continued)

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Internal balances between funds of the governmental activities or funds of the business-type activities are eliminated in the government-wide financial statements.

#### Investment in American Transmission Company (ATC)

The City is a member of ATC. ATC was formed by approximately 25 utilities to plan, construct, maintain, monitor and own electric transmission facilities in Wisconsin. The City owns less than 1 percent of ATC.

The investment earns dividends quarterly, some of which are paid in cash and some of which are required to be reinvested. From time to time, the City has the option to contribute additional funds to maintain its proportionate share of ownership. The investment in American Transmission Company LLC is recorded at cost since it is privately held and has no readily available fair market value. The City's ownership share is valued at \$2,517,829 as of December 31, 2019, and is reported on the Statement of Net Position as an asset.

#### Customer Deposits

The balance represents amounts collected from customers which may be refundable based on rules filed with the Public Service Commission of Wisconsin (PSCW) or statutory requirements.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The City has two types of items that qualify for reporting in this category. They are the deferred amount on refunding and the deferred outflows related to pensions and OPEB. A deferred amount on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The deferred outflows of resources related to pensions represent the City's proportionate share of collective deferred outflows of resources related to pensions and City's contributions to pension and OPEB plans subsequent to the measurement date of the collective net pension/OPEB liability (asset) for the WRS and LRLIF plans.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 1: Summary of Significant Accounting Policies (Continued)

#### Deferred Outflows/Inflows of Resources (Continued)

In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will *not* be recognized as an inflow of resources (revenue) until that time. The City has three types of items that qualify for reporting in this category. The first is property taxes levied for the subsequent year. These amounts are deferred and recognized as an inflow of resources in the following year as the amounts become available. The second is deferred inflows of resources related to pensions for its proportionate share of the collective deferred inflows of resources related to pensions for the WRS plan and OPEB for the LRLIF plan. The third is unavailable revenue, which is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: special assessments and loans. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

#### Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with bargaining unit agreements or employee benefit policy. Employees may accumulate sick leave up to 100 days pay. Upon retirement, police department employees may take 50 days of unused sick leave in cash or apply up to 100 days of unused sick pay towards health insurance premiums. Fire department employees are only allowed to apply up to 100 days of unused sick leave pay towards health insurance premiums. Upon retirement, all other employees will be paid for all unused sick leave days. If an employee leaves for reasons other than retirement, all unused sick leave is forfeited. Sturgeon Bay Utilities' employees are allowed to accumulate earned but unused vacation and sick leave benefits in accordance with employee benefit policy. Employees are allowed to accumulate up to 125 days of sick leave. Upon retirement, disability or death, unused sick leave credits shall be paid out to the employee. Qualified retirement means the employee is entitled to retirement benefits from the Wisconsin Retirement System. The above credit would be reduced by the percentage reduction in retirement benefits if employee elects early retirement. Vacation and sick leave is accrued when incurred in the governmentwide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

#### Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.



# **City of Sturgeon Bay, Wisconsin**

## **Notes to Basic Financial Statements**

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### **Note 1: Summary of Significant Accounting Policies (Continued)**

#### **Pension Plan**

For purposes of measuring the net pension liability (asset), deferred outflows of resources related to pensions, deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position, have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### **Other Post-Employment Benefits**

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to other post-employment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIFs fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

#### **Net Position**

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources in the government-wide and proprietary fund financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance (adjusted for unspent proceeds) of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the government-wide and proprietary fund financial statements when there are limitations imposed on its use through external restrictions imposed by creditors, grantors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

When both restricted and unrestricted resources are available for use, it is the City's policy to use externally restricted resources first.

#### **Fund Balances**

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not a spendable form – prepaid items or inventories or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned, and unassigned.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 1: Summary of Significant Accounting Policies (Continued)

#### Fund Balances (Continued)

*Restricted fund balance:* This classification reflects the constraints imposed on resources either (a) externally by creditors, grantor, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed fund balance:* These amounts can only be used for specific purposes pursuant to constraints imposed by formal ordinances of the City Council – the City’s highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the City Council removes the specified use by taking the same type of action that imposed the original commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

*Assigned fund balance:* This classification reflects the amounts constrained by the City’s “intent” to be used for specific purposes, but are neither restricted nor committed. The City’s common council has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned fund balance:* This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the City’s policy to use externally restricted resources first, then unrestricted resources – committed, assigned, and unassigned – in order as needed.

#### Prior Year Information

Comparative amounts for the prior year have been presented in the basic financial statements to provide an understanding of changes in the City’s financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the City’s financial statements for the year ended December 31, 2018, from which the summarized information was derived.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 2: Excess of Expenditures over Budget Appropriations

For the year ended December 31, 2019, the following departments had actual expenditures in excess of budget appropriations:

Department	Budget	Actual
Clerk-treasurer	\$ 405,450	\$ 405,804
Assessment of property	90,915	100,931
Legal/Special counsel	66,000	88,723
Fire department	1,736,110	1,745,024
Building/zoning	86,700	141,856
Storm sewer	32,375	35,098
Curb and gutter	15,950	24,720
Snow and ice removal	225,710	241,237
Principal retirement	1,018,500	1,019,631
Interest and fiscal charges	154,152	211,549

### Note 3: Cash and Investments

#### Deposits

Deposits at each bank in the state of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for the combined amount of all time and savings accounts (including NOW accounts) and \$250,000 for all demand deposit accounts (interest-bearing and non-interest-bearing). Accounts at each institution outside the state of Wisconsin are insured by the FDIC up to \$250,000 for the combined total of all deposit accounts. In addition, the State of Wisconsin Public Depository Guarantee Fund guarantees the City's deposits up to \$400,000 per public depository. However, due to the relatively small size of the Guarantee Fund in relation to the total coverage, total recovery of losses may not be available.

**Custodial Credit Risk:** Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. The City does have a deposit policy for custodial credit risk. Funds may be only invested up to \$500,000 at any financial institution unless the excess is collateralized.

As of December 31, 2019, none of the City's bank balance of \$6,701,399 was exposed to custodial credit risk.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 3: Cash and Investments (Continued)

#### Investments

Investment in Wisconsin Local Government Investment Pool: The City has investments in the Wisconsin local government investment pool (LGIP) of \$14,648,762 at year-end. The LGIP is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2019, the fair value of the City's share of the LGIP's assets was substantially equal to the carrying value. The LGIP operates and reports to participants on the amortized cost basis. LGIP pool shares are bought and redeemed at \$1 based on the amortized cost of the investments in the LGIP. The investment in LGIP is not subject to the fair value hierarchy disclosures.

Fair Value Measurements: The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The City has the following fair value measurements as of December 31, 2019:

Investment Type	Total	Level 1	Level 2	Level 3
Corporate bonds	\$ 942,578	\$ -	\$ 942,578	\$ -
Fannie Mae	113,110	-	113,110	-
Federal Farm Credit Banks Debenture	40,486	-	40,486	-
Federal Home Loans Banks Debenture	233,896	-	233,896	-
Federal Home Loan Mortgage	328,336	-	328,336	-
Federal National Mortgage Association	151,304	-	151,304	-
Freddie Mac	28,353	-	28,353	-
Government National Mortgage Association	52,428	-	52,428	-
Negotiable Certificates of Deposit	2,981,051	-	2,981,051	-
Private Export Funding Corp	102,827	-	102,827	-
US Treasury Notes	784,691	-	784,691	-
<b>Total</b>	<b>\$ 5,759,060</b>	<b>\$ -</b>	<b>\$ 5,759,060</b>	<b>\$ -</b>

Interest Rate Risk: Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City does have a deposit policy for custodial credit risk. No more than 50% of the total investments should extend beyond 5 years and in no circumstance should extend beyond 10 years with the exception of the City's investment in American Transmission Company. Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 3: Cash and Investments (Continued)

Investment Type	Total	12 Months or Less	13 to 24 Months	25 to 60 Months	More than 60 Months
Corporate bonds	\$ 942,578	\$ -	\$ 499,692	\$ 403,057	\$ 39,829
Fannie Mae	113,110	-	37,758	55,954	19,398
Federal Farm Credit Banks Debenture	40,486	-	40,486	-	-
Federal Home Loans Banks Debenture	233,896	-	233,896	-	-
Federal Home Loan Mortgage	328,336	97,708	140,105	21,710	68,813
Federal National Mortgage Association	151,304	6,043	60,700	-	84,561
Freddie Mac	28,353	-	-	28,353	-
Government National Mortgage Association	52,428	-	-	-	52,428
Negotiable Certificates of Deposit	2,981,051	988,665	1,992,386	-	-
Private Export Funding Corp	102,827	-	102,827	-	-
US Treasury Notes	784,691	32,074	536,383	88,581	127,653
Wisconsin local government investment pool	14,648,762	14,648,762	-	-	-
<b>Total</b>	<b>\$ 20,407,822</b>	<b>\$ 15,773,252</b>	<b>\$ 3,644,233</b>	<b>\$ 597,655</b>	<b>\$ 392,682</b>

Credit Risk: Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investment in securities to the top two ratings assigned by nationally recognized statistical rating organizations. Presented below is the actual rating as of the year-end for each investment type.

Investment Type	Total	Unrated	AAA	AA+	AA-	AA	A-	A
Corporate bonds	\$ 942,578	\$ 39,829	\$ 635,494	\$ 96,738	\$ 67,879	\$ 32,813	\$ 36,358	\$ 33,467
Fannie Mae	113,110	113,110	-	-	-	-	-	-
Federal Farm Credit Banks Debenture	40,486	-	-	40,486	-	-	-	-
Federal Home Loans Banks Debenture	233,896	-	-	233,896	-	-	-	-
Federal Home Loan Mortgage	328,336	228,488	-	99,848	-	-	-	-
Federal National Mortgage Association	151,304	90,604	-	60,700	-	-	-	-
Freddie Mac	28,353	28,353	-	-	-	-	-	-
Government National Mortgage Association	52,428	52,428	-	-	-	-	-	-
Negotiable Certificates of Deposit	2,981,051	2,981,051	-	-	-	-	-	-
Private Export Funding Corp	102,827	102,827	-	-	-	-	-	-
US Treasury Notes	784,691	120,806	663,885	-	-	-	-	-
Wisconsin local government investment pool	14,648,762	14,648,762	-	-	-	-	-	-
<b>Total</b>	<b>\$ 20,407,822</b>	<b>\$ 18,406,258</b>	<b>\$ 1,299,379</b>	<b>\$ 531,668</b>	<b>\$ 67,879</b>	<b>\$ 32,813</b>	<b>\$ 36,358</b>	<b>\$ 33,467</b>

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 4: Restricted Investments

Mandatory segregations of assets are presented on the statement of net position as restricted cash and investments. Such segregations are required by bond agreements, regulatory agencies, or enabling legislation.

Restricted investments at December 31, 2019 totaled \$538,118 held for the replacement of wastewater treatment mechanical equipment as required by the Wisconsin Department of Natural Resources.

### Note 5: Interfund Receivables/Payables

The following is a schedule of interfund receivables and payables in the fund financial statements:

Receivable Fund	Payable Fund	Amount
Governmental Funds:		
General Fund	Revolving Loan	\$ 11,874
General Fund	TID No. 2	856
General Fund	TID No. 3	1,263
General Fund	TID No. 4	32,653
General Fund	Water Utility	362,852
General Fund	Electric Utility	515,470
Sewer Utility	Electric Utility	613,908
Water Utility	Sewer Utility	290,275
Electric Utility	Water Utility	30,853
		<u>\$ 1,860,004</u>

The interfund balances from the Water Utility and Electric Utility to to the General Fund was related to tax equivalents to be paid in the subsequent year. The remaining amounts are to cover overdrafts of pooled cash accounts or budgeted transfers not made at year end. All amounts are expected to be repaid within the next fiscal year.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 6: Capital Assets

Capital asset balances and activity for the year ended December 31, 2019, were as follows:

<b>Governmental activities:</b>	<b>Balance 12/31/18</b>	<b>Increases</b>	<b>Decreases</b>	<b>Balance 12/31/19</b>
Capital assets, not being depreciated:				
Land	\$ 5,284,856	\$ 23,500	\$ 1,500	\$ 5,306,856
Construction in progress	-	200,000	-	200,000
<b>Total capital assets, not being depreciated</b>	<b>5,284,856</b>	<b>223,500</b>	<b>1,500</b>	<b>5,506,856</b>
Capital assets, being depreciated:				
Land improvements	5,345,366	-	-	5,345,366
Buildings and improvements	10,061,771	102,500	15,000	10,149,271
Machinery and equipment	9,128,839	1,938,436	649,092	10,418,183
Infrastructure	58,544,256	741,672	1,634,535	57,651,393
<b>Total capital assets, being depreciated</b>	<b>83,080,232</b>	<b>2,782,608</b>	<b>2,298,627</b>	<b>83,564,213</b>
Accumulated depreciation:				
Land improvements	4,231,557	194,254	-	4,425,811
Buildings and improvements	4,503,640	223,095	15,000	4,711,735
Machinery and equipment	6,156,680	554,764	649,092	6,062,352
Infrastructure	21,714,627	1,817,896	1,634,535	21,897,988
<b>Total accumulated depreciation</b>	<b>36,606,504</b>	<b>2,790,009</b>	<b>2,298,627</b>	<b>37,097,886</b>
<b>Total capital assets, being depreciated, net</b>	<b>46,473,728</b>	<b>(7,401)</b>	<b>-</b>	<b>46,466,327</b>
<b>Governmental activities capital assets, net</b>	<b>\$ 51,758,584</b>	<b>\$ 216,099</b>	<b>\$ 1,500</b>	<b>\$ 51,973,183</b>

Depreciation expense was charged to the governmental functions as follows:

General government	\$ 40,766
Public safety	320,671
Public works	2,403,050
Culture, recreation, and education	25,522
<b>Total depreciation expense, governmental activities</b>	<b>\$ 2,790,009</b>

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 6: Capital Assets (Continued)

Business-type activities:	Balance 12/31/18	Increases	Decreases	Balance 12/31/19
Capital assets, not being depreciated:				
Land	\$ 276,084	\$ -	\$ -	\$ 276,084
Construction in progress	282,178	447,138	282,178	447,138
Total capital assets, not being depreciated	558,262	447,138	282,178	723,222
Capital assets, being depreciated:				
Buildings and improvements	7,434,140	283,029	-	7,717,169
Machinery and equipment	12,827,683	1,154,706	525,126	13,457,263
Infrastructure	63,853,411	2,308,914	1,239,356	64,922,969
Total capital assets, being depreciated	84,115,234	3,746,649	1,764,482	86,097,401
Accumulated depreciation:				
Buildings and improvements	4,504,740	134,772	-	4,639,512
Machinery and equipment	7,586,838	694,743	525,125	7,756,456
Infrastructure	24,836,478	1,698,883	1,239,357	25,296,004
Total accumulated depreciation	36,928,056	2,528,398	1,764,482	37,691,972
Total capital assets, being depreciated, net	47,187,178	1,218,251	-	48,405,429
Governmental activities capital assets, net	\$ 47,745,440	\$ 1,665,389	\$ 282,178	\$ 49,128,651

Depreciation was charged to business-type activities as follows:

Sewer utility	\$ 351,112
Water utility	568,706
Electric utility	1,561,190
Solid waste	47,390
Total depreciation expense, business-type activities	\$ 2,528,398



# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 7: Long-Term Obligations

The following is a summary of changes in long-term obligations of the City for the year ended December 31, 2019:

<i>Year Ended December 31, 2019</i>	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
<b>Governmental activities:</b>					
General obligation debt					
Bonds	\$ 21,710,000	\$ 2,345,000	\$ 1,800,000	\$ 22,255,000	\$ 1,810,000
Notes	1,260,287	-	342,188	918,099	310,280
Total general obligation debt	22,970,287	2,345,000	2,142,188	23,173,099	2,120,280
Bond anticipation notes	3,315,000	-	-	3,315,000	3,315,000
Debt premium	252,769	52,746	63,882	241,633	68,277
Net pension liability	-	1,445,011	-	1,445,011	-
Net OPEB liability - LRLIF	320,970	-	33,998	286,972	-
Total OPEB liability - Other	1,395,068	954,947	-	2,350,015	-
Compensated absences	785,735	82,360	-	868,095	-
Governmental activities Long-Term obligations	29,039,829	4,880,064	2,240,068	31,679,825	5,503,557
<b>Business-type activities:</b>					
General obligation debt					
Notes	38,913	-	8,192	30,721	8,192
Net pension liability	-	371,359	-	371,359	-
Compensated absences	396,944	25,413	-	422,357	-
Business-type activities Long-term obligations	\$ 435,857	\$ 396,772	\$ 8,192	\$ 824,437	\$ 8,192

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 7: Long-Term Obligations (Continued)

General obligation debt currently outstanding is detailed as follows:

<i>Year Ended December 31, 2019</i>	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/19
General obligation notes	11/14/05	11/14/25	5.00%	\$ 417,132	\$ 177,978
General obligation notes	5/11/06	5/11/26	5.00%	158,476	73,044
General obligation notes	9/21/06	9/21/26	5.00%	75,383	36,922
General obligation bonds	9/1/11	10/1/22	2.35-2.55%	1,985,000	1,985,000
General obligation notes	11/2/11	11/2/21	3.60%	19,000	3,800
General obligation notes	11/2/11	11/2/21	3.60%	26,820	5,364
General obligation notes	11/2/11	11/2/21	3.60%	164,213	32,843
General obligation notes	11/2/11	11/2/21	3.60%	75,000	15,000
General obligation notes	11/2/11	11/2/21	3.60%	162,000	32,400
General obligation bonds	7/5/12	10/1/23	0.70- 2.50%	2,815,000	2,255,000
General obligation notes - split 50/50 between Governmental- Type and Business-Type Activities	9/30/13	9/28/23	0.00%	163,847	61,443
General obligation bonds	10/1/13	10/1/33	2.625-4.625%	1,755,000	1,195,000
General obligation bonds	12/30/13	10/1/21	2.00-3.00%	1,620,000	570,000
General obligation bonds	12/30/13	10/1/25	2.00-3.00%	1,735,000	1,065,000
General obligation bonds	12/30/13	10/1/21	2.00-3.00%	1,480,000	580,000
General obligation bonds	9/9/14	10/1/25	2.375-2.50%	1,295,000	1,295,000
General obligation bonds	9/22/15	10/1/25	2.35-2.65%	1,100,000	1,100,000
General obligation bonds	9/22/15	10/1/25	1.00-2.65%	985,000	730,000
General obligation notes	1/31/16	1/31/26	5.00%	31,563	13,332
General obligation notes	8/8/16	3/12/21	2.50%	258,499	106,193
General obligation bonds	9/7/16	10/1/31	2.00%	7,325,000	6,850,000
General obligation notes	10/4/16	3/15/21	2.50%	191,596	99,222
General obligation notes	12/6/16	3/15/26	3.00%	100,605	81,136
General obligation notes	12/20/16	3/15/21	2.50%	407,856	210,143
General obligation bonds	11/14/17	10/1/37	3.00-3.15%	1,225,000	1,040,000
General obligation bonds	11/6/18	10/1/28	2.50-4.00%	1,480,000	1,245,000
General obligation notes	8/22/19	10/1/28	2.00%	2,345,000	2,345,000
Total				\$ 23,203,820	

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 7: Long-Term Obligations (Continued)

Annual principal and interest maturities of the outstanding general obligation debt

Year Ended December 31,	Governmental-Type Long-Term Debt		Business-Type Long-Term Debt		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 2,120,280	\$ 616,210	\$ 8,192	\$ -	\$ 2,128,472	\$ 616,210
2021	3,093,838	555,740	8,192	-	3,102,030	555,740
2022	3,339,427	439,587	8,192	-	3,347,619	439,587
2023	2,232,716	342,867	6,145	-	2,238,861	342,867
2024	2,161,916	298,787	-	-	2,161,916	298,787
2025 - 2029	7,949,922	795,387	-	-	7,949,922	795,387
2030 - 2034	2,085,000	147,325	-	-	2,085,000	147,325
2035 - 2037	190,000	12,128	-	-	190,000	12,128
Total	\$ 23,173,099	\$ 3,208,031	\$ 30,721	\$ -	\$ 23,203,820	\$ 3,208,031

For governmental activities, the other long-term liabilities are generally funded by the general fund.

**Long-Term Debt Margin:** Pursuant to Section 67.03 of the Wisconsin Statutes, the total indebtedness of the City for general purposes may not exceed 5% of the value of the taxable property.

	Amount
Equalized value at December 31, 2019	\$ 866,140,900
Legal debt margin percentage	5 %
General obligation debt limitation, per section 67.03 of the Wisconsin Statutes	43,307,045
Outstanding general obligation debt subject to debt limit	\$ 23,203,820
	<u>23,203,820</u>
Legal debt margin	<u>\$ 20,103,225</u>

Taxable note anticipation notes outstanding on December 31, 2019 was comprised of the following issues:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/19
Bond anticipation notes	3/30/17	10/1/20	2.00%	\$ 3,315,000	\$ 3,315,000

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 7: Long-Term Obligations (Continued)

Annual principal and interest maturities of the outstanding anticipation note debt of \$3,315,000 on December 31, 2019 are detailed below:

<i>Year Ended December 31,</i>	Principal	Interest	Total
2020	\$ 3,315,000	\$ 33,150	\$ 3,348,150

### Note 8: Interfund Transfers

The following is a schedule of interfund transfers in the fund financial statements:

<b>Fund Transferred To</b>	<b>Fund Transferred From</b>	<b>Amount</b>	<b>Purpose</b>
General Fund	Water Utility	\$ 362,852	Tax equivalent payment
General Fund	Electric Utility	515,470	Tax equivalent payment
General Fund	Solid Waste	2,400	Rent
General Fund	Revolving Loan	11,874	Reimbursement of costs
General Fund	Cable TV	4,500	Rent
Capital Improvements	General Fund	11,380	Pay for capital expenditures
TID #2	TID #1	1,364,704	Transfer TID amounts
TID #3	TID #1	213,106	Transfer TID amounts
		<u>\$ 2,486,286</u>	

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 9: Net Position

Net position reported on the government-wide statement of net position at December 31, 2019, includes the following:

#### Governmental Activities:

Net investment in capital assets:	
Land	\$ 5,306,856
Construction in progress	200,000
Other capital assets, net of accumulated depreciation	46,466,327
Less: Related long-term debt outstanding (net of unspent proceeds of debt)	<u>(26,729,732)</u>
Total net investment in capital assets	25,243,451
Restricted for:	
Loan programs	878,427
Capital Improvements	<u>4,757,294</u>
Total restricted	5,635,721
Unrestricted	<u>6,372,291</u>
Total net position	<u><u>\$ 37,251,463</u></u>

#### Business-Type Activities:

Net investment in capital assets:	
Land	\$ 276,084
Construction in progress	447,138
Other capital assets, net of accumulated depreciation	48,405,429
Less: Related long-term debt outstanding (net of unspent proceeds of debt)	<u>(30,721)</u>
Total net investment in capital assets	49,097,930
Restricted for:	
Plant replacement	538,118
Unrestricted	<u>10,842,580</u>
Total net position	<u><u>\$ 60,478,628</u></u>

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 10: Governmental Fund Balances

Governmental fund balances on the fund financial statements at December 31, 2019, include the following:

#### Nonspendable

General Fund	
Inventories and prepaid items	\$ 104,299

#### Restricted

Special Revenue Funds	
Loan programs	\$ 495,617
Capital Projects Funds	
Tax Incremental District No. 1	351,692
Tax Incremental District No. 2	2,496,624
Tax Incremental District No. 3	915,422
Tax Incremental District No. 4	993,556
	<u>5,252,911</u>
Total Restricted Fund Balance	\$ 5,252,911

#### Assigned

Capital Projects Funds	
Capital Improvements	\$ 2,071,736
Special Revenue Funds	
Cable TV	176,654
	<u>2,248,390</u>
Total Assigned	\$ 2,248,390

#### Minimum General Fund Balance Policy

The City has also adopted a minimum fund balance policy of 25% of subsequent year budgeted expenditures for the general fund. The minimum fund balance is maintained for cash flow and working capital purposes. The minimum fund balance amount is calculated as follows:

Calendar 2020 operating budget	\$ 12,433,930
Minimum Fund Balance %	(x) 25%
	<u>3,108,483</u>
Total	\$ 3,108,483

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 11: Tax Incremental District Funds

As provided by Statute Number 66.1105, the City of Sturgeon Bay has established tax incremental districts for the development of areas in the City. All expenditures by the City for these areas are expected to be repaid through the increase in taxes resulting from the development of these areas. The increase in taxes will be deposited in the Tax Incremental District Funds as provided by Statute 66.1105(6)(b) and will be used to repay loans and make other expenditures of the districts.

### Note 12: Employee Retirement Plans - Wisconsin Retirement System

**Plan Description:** The Wisconsin Retirement System (WRS) is a cost-sharing, multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government, and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from the employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found online at <http://etf.wi.gov/publications/cafr.htm>.

**Vesting:** For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

**Benefits Provided:** Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest years' annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 12: Employee Retirement Plans - Wisconsin Retirement System (Continued)

**Post-Retirement Adjustments:** The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2009	(2.1)%	(42.0)%
2010	(1.3)	22.0
2011	(1.2)	11.0
2012	(7.0)	(7.0)
2013	(9.6)	9.0
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0

**Contributions:** Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee-required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and executives and elected officials. Starting on January 1, 2006, the executives and elected officials category was merged into the general employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period ended December 31, 2019, the WRS recognized \$550,067 in contributions from the employer.

Contribution rates as of December 31, 2019, are:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.55 %	6.55 %
Protective with social security	6.55	10.55
Protective without social security	6.55	14.95



# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 12: Employee Retirement Plans - Wisconsin Retirement System (Continued)

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:** At December 31, 2019, the City reported a liability of \$1,816,370 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017, rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2018, the City's proportion was 0.05105483%, which was an increase of 0.00084411% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the City recognized pension expense of \$1,208,273.

At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,414,677	\$ (2,500,641)
Change in assumptions	306,173	-
Net differences between projected and actual earnings on pension plan investments	2,652,685	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	3,590	(9,691)
Employer contributions subsequent to the measurement date	550,067	-
<b>Total</b>	<b>\$ 4,927,192</b>	<b>\$ (2,510,332)</b>

The amount of \$550,067 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2020	\$ 677,210
2021	167,540
2022	295,734
2023	726,309

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 12: Employee Retirement Plans - Wisconsin Retirement System (Continued)

**Actuarial Assumptions:** The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	December 31, 2017
Measurement date of net pension liability (asset)	December 31, 2018
Actuarial cost method	Entry Age
Asset valuation method	Fair market value
Long-term expected rate of return	7.0%
Discount rate	7.0%
Salary increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	Wisconsin 2018 Mortality Table
Post-retirement adjustments*	1.9%

*\*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality and separation rates. The total pension liability for December 31, 2018, is based on a roll-forward of the liability calculated from the December 31, 2017, actuarial valuation.

**Long-Term Expected Return on Plan Assets:** The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 12: Employee Retirement Plans - Wisconsin Retirement System (Continued)

#### Asset Allocation Targets and Expected Returns

As of December 31, 2018

	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %
<u>Core Fund Asset Class</u>			
Global equities	49.0 %	8.1 %	5.5 %
Fixed income	24.5 %	4.0 %	1.5 %
Inflation sensitive assets	15.5 %	3.8 %	1.3 %
Real estate	9.0 %	6.5 %	3.9 %
Private equity/debt	8.0 %	9.4 %	6.7 %
Multi-asset	4.0 %	6.7 %	4.1 %
Total core fund	110.0 %	7.3 %	4.7 %
<u>Variable Fund Asset Class</u>			
U.S. equities	70.0 %	7.6 %	5.0 %
International equities	30.0 %	8.5 %	5.9 %
Total variable fund	100.0 %	8.0 %	5.4 %

*New England Consultants Long-Term US CPI (Inflation) Forecast: 2.5%*

*Asset allocations are managed within established ranges; target percentages may differ from actual monthly allocations.*

**Single Discount Rate:** A single discount rate of 7.00% was used to measure the total pension liability, as opposed to a discount rate of 7.20% for the prior year. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.71%. Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 12: Employee Retirement Plans - Wisconsin Retirement System (Continued)

**Sensitivity of the City's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate:** The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.00 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.00 percent) or 1 percentage point higher (8.00 percent) than the current rate:

	1% Decrease to Discount Rate (6.00%)	Current Discount Rate (7.00%)	1% Increase to Discount Rate (8.00%)
WRS employer's proportionate share of the net pension liability (asset)	\$ 7,218,447	\$ 1,816,370	\$ (2,200,492)

**Pension Plan Fiduciary Net Position:** Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

**Payables to the Pension Plan:** At December 31, 2019, the City reported a payable of \$69,987 for the outstanding amount of contributions to the pension plan required for the year ended December 31, 2019.

### Note 13: Other Postemployment Benefits

The City administers a single-employer defined benefit health care plan. The plan provides medical insurance benefits to eligible retirees and their spouses through the City's group medical insurance plan, which covers both active and retired members. Benefit provisions are established through collective bargaining agreements and individual employment contracts. The eligibility requirements are based on the retiree's position, years of service, and age at retirement. If eligible, the retiree may receive medical insurance benefits until they are eligible for Medicare. The plan does not issue a standalone report.

Membership of the plan consisted of one retiree receiving benefits and 23 active plan members at December 31, 2019.

The City's total OPEB liability at December 31, 2019 was \$2,350,015. The total OPEB liability was measured as of December 31, 2019, and was determined by an actuarial valuation as of that date. The total OPEB liability was determined using the following assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	4.1%
Salary increases	3.0%
Healthcare cost	4.6% increasing by 0.1% up to 4.8%, then decreasing by 0.1% per year down to 4.7% and level thereafter
Discount rate	2.56%
Mortality	RP2000 Mortality Table

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 13: Other Postemployment Benefits (Continued)

The 2.56 percent discount rate used to measure the total OPEB liability was determined by the actuary at Bond Buyer Go for a 20-year AA municipal bond as of December 31, 2019.

Changes in the total OPEB liability for the year ended December 31, 2019, are as follows:

Balance at December 31, 2018	\$ 1,395,068
Changes for the year:	
Service cost	76,399
Interest	60,183
Effect of economic/demographic gains or losses	367,682
Effect of assumption changes or inputs	450,683
Net changes	954,947
Balance at December 31, 2019	\$ 2,350,015

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (3.1%) or 1 percentage point higher (5.1%) than the current rate:

	1% Decrease to Discount Rate (1.56%)	Current Discount Rate (2.56%)	1% Increase to Discount Rate (3.56%)
City's total OPEB liability	\$ 2,720,288	\$ 2,350,015	\$ 2,041,836

The following represents the City's total OPEB liability calculated using the healthcare cost trend rate of 4.6% increasing by 0.1% per year up to 4.8%, then decreasing by 0.1% per year down to 4.7% and level thereafter, as well as what the City's total OPEB liability would be if it were calculated using the healthcare cost trend rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	1% Decrease	Current Rate	1% Increase
City's total OPEB liability	\$ 1,979,659	\$ 2,350,015	\$ 2,801,472

LRLIF Plan description - The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible employees.

OPEB Plan Fiduciary Net Position - ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 13: Other Postemployment Benefits (Continued)

Benefits provided - The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions - The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2019 are:

Coverage Type	Employer Contribution
25% Post Retirement Coverage	20% of employee contribution

Employee contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2017 are as listed below:

Life Insurance Employee Contribution Rates For the year ended December 31, 2018			
Attained Age	Basic	Supplemental	
Under 30	\$ 0.05	\$ 0.05	
30-34	0.06	0.06	
35-39	0.07	0.07	
40-44	0.08	0.08	
45-49	0.12	0.12	
50-54	0.22	0.22	
55-59	0.39	0.39	
60-64	0.49	0.49	
65-69	0.57	0.57	

During the reporting period, the LRLIF recognized \$2,142 in contributions from the employer.

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 13: Other Postemployment Benefits (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs - At December 31, 2019, the City reported a liability of \$286,972 for its proportionate share of the net OPEB liability. The net OPEB liability was measured as of December 31, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net OPEB liability was based on the City's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2018, the City's proportion was .11121500%, which was an increase of .00453000% from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the City recognized OPEB expense of \$29,543.

At December 31, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (14,557)
Change in assumptions	27,382	(62,203)
Net differences between projected and actual earnings on plan investments	6,859	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	18,647	-
<b>Total</b>	<b>\$ 52,888</b>	<b>\$ (76,760)</b>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2020	\$ (2,468)
2021	(2,468)
2022	(2,468)
2023	(3,431)
2024	(4,424)
Thereafter	(8,613)

# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

### Note 13: Other Postemployment Benefits (Continued)

Actuarial assumptions - The total OPEB liability in the January 1, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial valuation date	January 1, 2018
Measurement date of net OPEB liability (asset)	December 31, 2018
Actuarial cost method	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield	4.10%
Long-term expected rate of return	5.00%
Discount rate	4.22%
Salary increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality	Wisconsin 2018 Mortality Table

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the Total OPEB Liability changed from prior year, including the discount rate, wage inflation rate, mortality and separation rates. The Total OPEB Liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

Long-term expected Return on Plan Assets - The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A-Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

#### Local OPEB Life Insurance

##### Asset Allocation Targets and Expected Returns

As of December 31, 2018

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
US Government Bonds	Barclays Government	1 %	1.44 %
US Credit Bonds	Barclays Credit	40 %	2.69 %
US Long Credit Bonds	Barclays Long Credit	4 %	3.01 %
US Mortgages	Barclays Long Credit	54 %	2.25 %
US Municipal Bonds	Bloomberg Barclays Muni	1 %	1.68 %
Inflation			2.30 %
Long-Term Expected Rate of Return			5.00 %



# City of Sturgeon Bay, Wisconsin

## Notes to Basic Financial Statements

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### Note 13: Other Postemployment Benefits (Continued)

Single Discount rate - A single discount rate of 4.22% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 3.63% for the prior year. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the Total OPEB Liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

Sensitivity of the City's proportionate share of the net OPEB liability to changes in the discount rate - The following presents the City's proportionate share of the net OPEB liability calculated using the discount rate of 4.22 percent, as well as what the City's proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.22 percent) or 1-percentage-point higher (5.22 percent) than the current rate:

	1% Decrease	Current Rate	1% Increase
LRLIF Employer's proportionate share of the net OPEB (asset) liability	\$ 408,237	\$ 286,972	\$ 193,444

OPEB plan fiduciary net position - Detailed information about the OPEB plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

### Note 14: Risk Management

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For all risks of loss other than for employee health and dental care, the City's policy is to purchase commercial insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

### Note 15: Contingent Liabilities

From time to time, the City is party to other pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and the City's legal counsel that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the City's financial position or results of operations.

# **City of Sturgeon Bay, Wisconsin**

## **Notes to Basic Financial Statements**

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### **Note 16: WPPI Energy**

Sturgeon Bay Utilities (the "Utilities") purchases all of its electric requirements from WPPI Energy. WPPI is a municipal electric company and political subdivision of the State of Wisconsin created by contract by its members on September 5, 1980 pursuant to the Municipal Electric Company Act Sec. 66.073 of the Wisconsin Statutes. WPPI's purposes include providing an adequate, economical and reliable supply of electric energy to its members.

Members of WPPI are located throughout the State of Wisconsin, Michigan and Iowa. On December 1, 1989, each of WPPI's members, including the Utilities commenced purchasing electric service from WPPI under a Long-term Power Supply Contract for Participating Members (the Long-term Contract) under which WPPI has agreed to sell and deliver to each member, and each member has agreed to take and pay for, the electric power and energy requirements of the members for an initial thirty-five (35) year term. In 2015, most WPPI members ratified an extension to their contracts. The current contract expires on December 31, 2055.

Under the Long-term Contract, the Utilities and the other members of WPPI are required to pay for all power and energy requirements supplied or made available by WPPI at rates sufficient to cover all of WPPI's revenue requirements which includes power supply costs, administrative expenses and debt service on outstanding bonds. WPPI's subsequent year's rates and operating budget are approved annually by its Board of Directors, which consists of representatives from each member municipality. The Utilities have agreed to charge rates to the retail ratepayers sufficient to meet its obligations to WPPI. The Long-term Contract provides that all payments to WPPI under the Contract constitute operating expenses of the Utilities payable from any operating and maintenance fund established by the Utilities for that system.

### **Note 17: Subsequent Event**

At the City Council meeting on February 4, 2020, the Council approved to refinance the \$3,315,000 in Taxable Anticipation Notes that are due on April 1, 2020 with \$2,140,000 in General Obligation Refunding Bonds and \$1,240,000 in Taxable General Obligation Refunding Bonds.

## **Required Supplementary Information**

# City of Sturgeon Bay, Wisconsin

Statement of Revenues, Expenditures and Changes in Fund Balances -

Budget and Actual - General Fund

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Budgeted Amounts Original and Final	Actual Amounts	Variance with Final Budget Positive (Negative)	2018 Actual
Revenues:				
Taxes				
General property	\$ 6,837,997	\$ 6,380,919	\$ (457,078)	\$ 6,326,750
Mobile home	85,700	88,151	2,451	82,841
Payment in lieu of taxes	1,800	1,608	(192)	1,805
Room tax	185,000	200,494	15,494	191,160
Retained sales tax	120	123	3	111
Interest and taxes	420	543	123	457
Total taxes	7,111,037	6,671,838	(439,199)	6,603,124
Special assessments	-	-	-	1,038
Intergovernmental				
State				
State shared taxes	954,540	954,815	275	954,281
Transportation	517,090	479,254	(37,836)	517,089
DNR - marine patrol	5,380	-	(5,380)	4,626
Other state shared taxes	23,890	61,991	38,101	23,888
DNR - in lieu of taxes	200	199	(1)	199
Municipal services	5,795	5,401	(394)	5,792
Law enforcement	3,360	39,633	36,273	-
Fire insurance dues	34,000	43,352	9,352	34,711
Other state payments	-	1,184	1,184	4,825
Other local grants	-	1,850	1,850	-
Total intergovernmental	1,544,255	1,587,679	43,424	1,545,411
Licenses and permits				
Licenses				
Liquor and malt beverage	29,000	30,763	1,763	30,652
Operators	3,000	3,289	289	3,960
Animal licenses	300	2,448	2,148	2,542
Other licenses	3,600	10,715	7,115	8,218
Permits				
Building	43,000	75,875	32,875	68,295
Plumbing and electrical	43,400	71,880	28,480	54,245
Miscellaneous	27,720	14,984	(12,736)	15,758
Signs	5,600	4,950	(650)	4,230
Total licenses and permits	155,620	214,904	59,284	187,900

See Accompanying Notes to Required Supplementary Information

# City of Sturgeon Bay, Wisconsin

## Statement of Revenues, Expenditures and Changes in Fund Balances -

### Budget and Actual - General Fund

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Budgeted Amounts		Variance with Final Budget	
	Original and Final	Actual Amounts	Positive (Negative)	2018 Actual
Fines and forfeits				
Court fines and penalties	\$ 34,000	\$ 36,234	\$ 2,234	\$ 33,089
Public charges for services				
Special assessment letter fee	2,000	7,010	5,010	6,635
Payment in lieu of taxes	14,450	14,448	(2)	14,448
Street department	1,200	4,391	3,191	27,182
Recreation	113,650	151,646	37,996	183,175
Mooring fees	12,000	10,216	(1,784)	12,280
Weights and measures	6,000	5,981	(19)	6,003
Aquatic plant services	12,000	8,649	(3,351)	13,348
Weed control	600	600	-	1,300
Total public charges for services	161,900	202,941	41,041	264,371
Intergovernmental charges for services				
Fire and EMS services	519,395	514,392	(5,003)	466,893
Miscellaneous				
Rent from commercial property	47,700	44,240	(3,460)	47,537
Interest on investments	150,000	185,506	35,506	156,201
Interest on special assessments	-	2,278	2,278	1,654
Insurance recoveries and dividends	-	-	-	42,602
Donations	10,000	9,800	(200)	10,600
Other	90,555	99,091	8,536	83,539
Total miscellaneous	298,255	340,915	42,660	342,133
Total revenues	9,824,462	9,568,903	(255,559)	9,443,959

See Accompanying Notes to Required Supplementary Information

# City of Sturgeon Bay, Wisconsin

## Statement of Revenues, Expenditures and Changes in Fund Balances -

### Budget and Actual - General Fund

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Budgeted Amounts		Variance with Final Budget	
	Original and Final	Actual Amounts	Positive (Negative)	2018 Actual
Expenditures:				
General government				
City council	\$ 63,910	\$ 62,539	\$ (1,371)	\$ 57,537
Mayor	12,885	11,107	(1,778)	12,018
Board of review	1,520	-	(1,520)	431
Clerk-treasurer	405,450	405,804	354	363,034
Municipal services administration	81,680	43,690	(37,990)	34,326
Elections	14,370	9,153	(5,217)	28,648
Assessment of property	90,915	100,931	10,016	88,234
Legal/Special counsel	66,000	88,723	22,723	109,931
City hall	143,650	138,241	(5,409)	121,864
Property and liability insurance	368,355	215,126	(153,229)	288,264
Computer	108,375	97,543	(10,832)	110,793
Contingency	1,397,825	-	(1,397,825)	-
Employee benefits	43,000	38,720	(4,280)	31,355
Miscellaneous	124,490	105,363	(19,127)	111,804
Total general government	2,922,425	1,316,940	(1,605,485)	1,358,239
Public safety				
Police department	2,648,345	2,594,718	(53,627)	2,465,559
Fire department	1,736,110	1,745,024	8,914	1,759,501
Building/zoning	86,700	141,856	55,156	110,806
Total public safety	4,471,155	4,481,598	10,443	4,335,866
Public works				
Transportation				
Public works administration	140,105	138,008	(2,097)	139,718
Street machinery	170,910	167,016	(3,894)	178,191
Garage	64,625	45,796	(18,829)	51,588
Storm sewer	32,375	35,098	2,723	27,943
Curb and gutter	15,950	24,720	8,770	17,375
Roadway of streets	199,215	173,730	(25,485)	181,095
Street sweeping	40,360	39,566	(794)	32,337
Snow and ice removal	225,710	241,237	15,527	171,194
Street lighting	188,825	142,812	(46,013)	142,696
Streets signs and marketing	55,080	45,798	(9,282)	59,539
Highways	298,300	296,089	(2,211)	246,979
Sanitation				
Garbage and refuse collection	52,150	35,742	(16,408)	57,128
Solid waste site	50,155	33,782	(16,373)	47,646
Weed control	9,505	210	(9,295)	254
Total public works	1,543,265	1,419,604	(123,661)	1,353,683

See Accompanying Notes to Required Supplementary Information

# City of Sturgeon Bay, Wisconsin

## Statement of Revenues, Expenditures and Changes in Fund Balances -

### Budget and Actual - General Fund

For the Year Ended December 31, 2019

With Summarized Financial Information for the Year Ended December 31, 2018

	Budgeted Amounts		Variance with Final Budget	
	Original and Final	Actual Amounts	Positive (Negative)	2018 Actual
Culture and recreation				
Library	\$ 80,725	\$ 75,054	\$ (5,671)	\$ 76,238
Celebration and entertainment	56,685	37,331	(19,354)	37,647
Recreation	106,910	92,461	(14,449)	87,173
Municipal dock	41,095	35,322	(5,773)	18,966
Parks and playground	481,425	398,213	(83,212)	436,739
Ball fields	28,045	15,094	(12,951)	17,729
Ice rinks	11,010	5,249	(5,761)	9,589
Water weed cutting	85,175	65,044	(20,131)	54,435
Total culture and recreation	891,070	723,768	(167,302)	738,516
Conservation and development				
Economic development	364,525	355,631	(8,894)	347,609
Waterfront parks and walkways	79,760	65,934	(13,826)	72,836
Engineering	230,105	219,248	(10,857)	217,503
Total conservation and development	674,390	640,813	(33,577)	637,948
Debt service				
Principal retirement	1,018,500	1,019,631	1,131	1,141,187
Interest and fiscal charges	154,152	211,549	57,397	187,394
Total debt service	1,172,652	1,231,180	58,528	1,328,581
Total expenditures	11,674,957	9,813,903	(1,861,054)	9,752,833
Excess (deficiency) of revenues over expenditures	(1,850,495)	(245,000)	1,605,495	(308,874)
Other Financing Sources (Uses):				
Transfers in	900,055	897,096	(2,959)	1,203,179
Transfers out	-	(11,380)	(11,380)	(27,679)
Total other financing sources (uses)	900,055	885,716	(14,339)	1,175,500
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	(950,440)	640,716	1,591,156	866,626
Fund balance - beginning	6,166,537	6,166,537	-	5,299,911
Fund balance - ending	\$ 5,216,097	\$ 6,807,253	\$ 1,591,156	\$ 6,166,537

See Accompanying Notes to Required Supplementary Information

# City of Sturgeon Bay, Wisconsin

## Schedules of Employer's Proportionate Share of the Net Pension Liability (Asset) and Employer Contributions - Wisconsin Retirement System

Year Ended December 31, 2019 (And Prior Four Fiscal Years)

### SCHEDULE OF THE EMPLOYER'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) WISCONSIN RETIREMENT SYSTEM (WRS)

	2015	2016	2017	2018	2019
Measurement date	12/31/14	12/31/15	12/31/16	12/31/17	12/31/18
City's proportion of the net pension liability (asset)	0.04903842%	0.04892422%	0.04935327%	0.05021072%	0.05105483%
City's proportionate share of the net pension liability (asset)	\$ (1,204,517)	\$ 795,009	\$ 406,778	\$ (1,490,815)	\$ 1,816,370
City's covered payroll during the measurement period	\$ 5,350,151	\$ 5,537,617	\$ 5,596,736	\$ 5,675,256	\$ 5,851,569
City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	(22.51)%	14.36%	7.27%	(26.27)%	31.04 %
Plan fiduciary net position as a percentage of the total pension liability	102.74%	98.20%	99.12%	102.74%	96.45%

### SCHEDULE OF EMPLOYER CONTRIBUTIONS WISCONSIN RETIREMENT SYSTEM (WRS)

	2015	2016	2017	2018	2019
Contractually required contribution for the fiscal period	\$ 477,298	\$ 473,957	\$ 519,913	\$ 514,968	\$ 550,067
Contributions in relation to the contractually required contribution	(477,298)	(473,957)	(519,913)	(514,968)	(550,067)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered payroll for the fiscal period	\$ 5,537,617	\$ 5,596,736	\$ 5,675,256	\$ 5,851,569	\$ 6,076,141
Contributions as a percentage of covered payroll	8.62%	8.47%	9.16%	9.14%	9.05%

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

#### Notes to the Schedules:

*Changes of benefit terms:* There were no changes of benefit terms for any participating employer in WRS.

*Changes of assumptions:* There were no changes in the assumptions.

See Independent Auditor's Report.



# City of Sturgeon Bay, Wisconsin

## Schedules of Employer's Proportionate Share of the Net OPEB Liability (Asset) and Employer Contributions - LRLIF

Year Ended December 31, 2019 (And Prior Fiscal Year)

### SCHEDULE OF THE EMPLOYER'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)

	2018	2019
Measurement date	12/31/17	12/31/18
City's proportion of the net OPEB liability (asset)	0.106685%	0.04892422%
City's proportionate share of the net OPEB liability (asset)	\$ 320,970	\$ 286,972
City's covered payroll during the measurement period	\$ 4,486,409	\$ 5,537,617
City's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	7.15%	5.18%
Plan fiduciary net position as a percentage of the total OPEB liability	44.81%	98.20%

### SCHEDULE OF EMPLOYER CONTRIBUTIONS

	2018	2019
Contractually required contribution for the fiscal period	\$ 2,142	\$ 2,224
Contributions in relation to the contractually required contribution	(2,142)	(2,224)
Contribution deficiency (excess)	\$ -	\$ -
City's covered payroll for the fiscal period	\$ 5,537,617	\$ 5,750,151
Contributions as a percentage of covered payroll	0.04%	0.04%

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

#### Notes to the Schedules:

*Changes of benefit terms:* There were no changes of benefit terms for any participating employer in LRLIF.

*Changes of assumptions:* There were no changes in the assumptions.

See Independent Auditor's Report.

# City of Sturgeon Bay, Wisconsin

## Schedule of Changes in the City's Total OPEB Liability and Related Ratios

Year Ended December 31, 2019 (And Prior Fiscal Year)

	2018	2019
Measurement date	12/31/2018	12/31/2019
Total OPEB Liability		
Service cost	\$ 98,373	\$ 76,399
Interest	63,855	60,183
Effect of economic/demographic gains or losses	(272,728)	367,682
Effect of assumptions changes or inputs	(41,807)	450,683
Net change in total OPEB liability	(152,307)	954,947
Total OPEB liability - Beginning	1,547,375	1,395,068
Total OPEB liability - Ending	\$ 1,395,068	2,350,015
Covered-employee payroll	\$ 2,061,618	2,164,677
Total OPEB liability as a percentage of covered-employee payroll	67.67 %	108.56 %

This schedule is intended to show information for ten years. Additional years will be displayed as they become available.

**Notes to Schedule:**

*Benefit changes:* There were no changes of benefit terms.

*Changes of assumptions:* There were no changes in assumptions.

See Independent Auditor's Report.

**City of Sturgeon Bay, Wisconsin**  
**Notes to Required Supplementary Information**  
Year Ended December 31, 2019

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**Note 1: Budgetary Information**

The City's budget is adopted in accordance with state law. Budget amounts in the budgetary comparison schedule include appropriations authorized in the original budget resolution and subsequent revisions authorized by the City. Budgets are formally adopted for all funds. Reported budget amounts represent the originally adopted budget as amended. Amendments to the originally adopted budget require a two-thirds vote by the City Council.

Unexpended budgeted amounts lapse at the end of the year. Spending control for the General Fund is established by the amount of expenditures budgeted for major departments within the funds, but management control is exercised at budgetary line item levels.

## **Supplementary Financial Information**

# City of Sturgeon Bay, Wisconsin

Combining Balance Sheet  
Nonmajor Governmental Funds  
December 31, 2019

	Revolving Loan	Cable TV	TID No. 1	TID No. 3	TID No. 4	Total Nonmajor Governmental Funds
<b>Assets:</b>						
Cash	\$ 27,185	\$176,654	\$ -	\$ -	\$ -	\$ 203,839
Investments	480,306	-	351,692	916,685	1,026,209	2,774,892
Receivables						
Taxes	-	-	808,637	47,818	129,127	985,582
Loans	382,810	-	-	-	-	382,810
Due from other funds	-	-	-	-	-	-
Total assets	<u>\$890,301</u>	<u>\$176,654</u>	<u>\$1,160,329</u>	<u>\$964,503</u>	<u>\$1,155,336</u>	<u>\$ 4,347,123</u>
<b>Liabilities:</b>						
Due to other funds	\$ 11,874	\$ -	\$ -	\$ 1,263	\$ 32,653	\$ 45,790
Total liabilities	<u>11,874</u>	<u>-</u>	<u>-</u>	<u>1,263</u>	<u>32,653</u>	<u>45,790</u>
<b>Deferred inflows of resources:</b>						
Property taxes	-	-	808,637	47,818	129,127	985,582
Loans receivable	382,810	-	-	-	-	382,810
Total deferred inflows of resources	<u>382,810</u>	<u>-</u>	<u>808,637</u>	<u>47,818</u>	<u>129,127</u>	<u>1,368,392</u>
<b>Fund balances:</b>						
Restricted	495,617	-	351,692	915,422	993,556	2,756,287
Assigned	-	176,654	-	-	-	176,654
Total fund balances	<u>495,617</u>	<u>176,654</u>	<u>351,692</u>	<u>915,422</u>	<u>993,556</u>	<u>2,932,941</u>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<u>\$890,301</u>	<u>\$176,654</u>	<u>\$1,160,329</u>	<u>\$964,503</u>	<u>\$1,155,336</u>	<u>\$ 4,347,123</u>

# City of Sturgeon Bay, Wisconsin

## Combining Statement of Revenues, Expenditures and Changes in Fund Balances

### Nonmajor Governmental Funds

For the Year Ended December 31, 2019

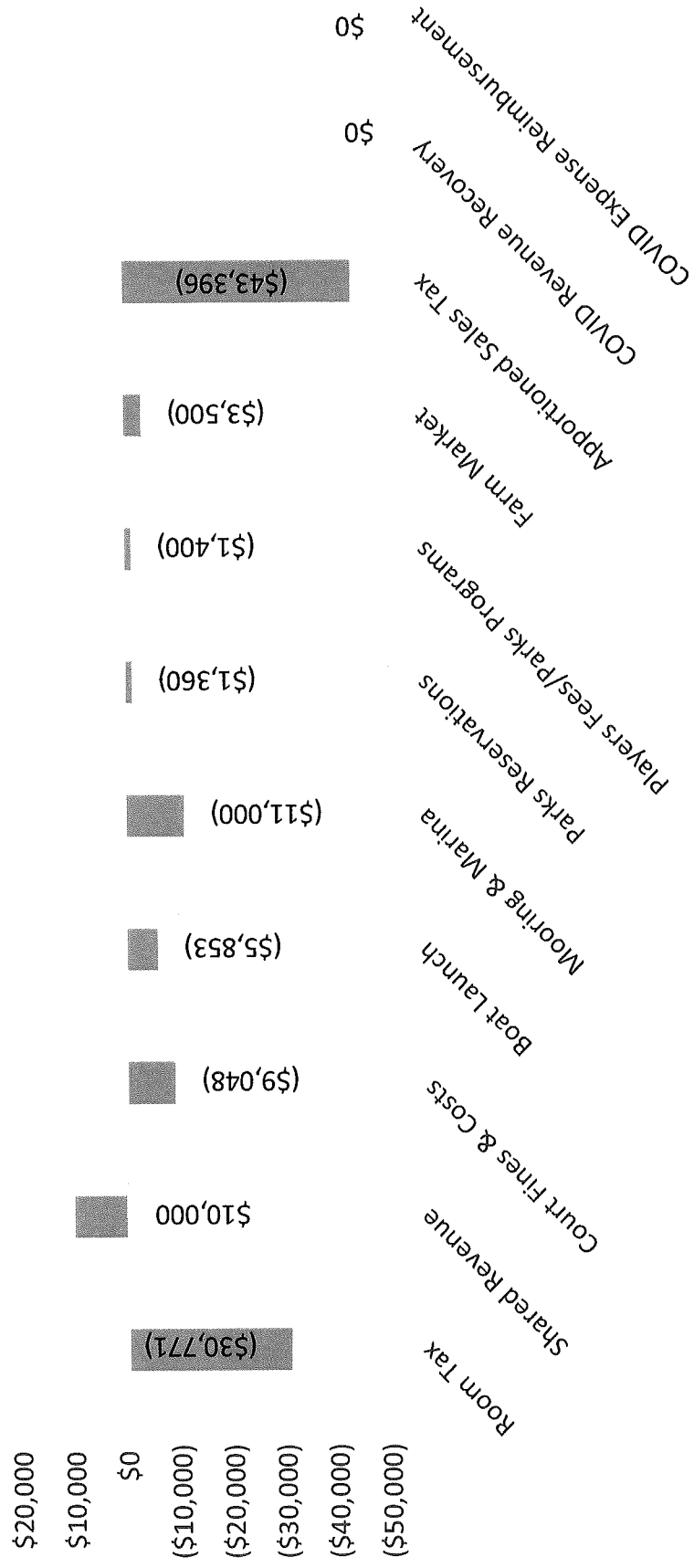
	Revolving Loan	Cable TV	TID No. 1	TID No. 3	TID No. 4	Total Nonmajor Governmental Funds
Revenues:						
Taxes	\$ -	\$ -	\$ 799,214	\$ 45,199	\$ 105,843	\$ 950,256
Intergovernmental	-	-	40,285	325	308	40,918
Licenses and permits	-	151,478	-	-	-	151,478
Miscellaneous	28,123	40	16,635	20,492	27,324	92,614
Total revenues	28,123	151,518	856,134	66,016	133,475	1,235,266
Expenditures:						
Current:						
General government	250,005	-	-	-	-	250,005
Conservation and development	-	72,872	-	1,469	238,098	312,439
Debt service:						
Principal	-	-	-	60,000	-	60,000
Interest	-	-	-	49,863	66,775	116,638
Capital outlay	-	31,660	-	1,375	-	33,035
Total expenditures	250,005	104,532	-	112,707	304,873	772,117
Excess of revenues over (under) expenditures	(221,882)	46,986	856,134	(46,691)	(171,398)	463,149
Other Financing Uses						
Sale of capital assets	-	-	-	5,000	-	5,000
Transfers in	-	-	-	213,106	-	213,106
Transfers out	(11,874)	(4,500)	(1,577,810)	-	-	(1,594,184)
Total other financing uses	(11,874)	(4,500)	(1,577,810)	218,106	-	(1,376,078)
Net Change in Fund Balances	(233,756)	42,486	(721,676)	171,415	(171,398)	(912,929)
Fund Balances - Beginning	729,373	134,168	1,073,368	744,007	1,164,954	3,845,870
Fund Balances - Ending	\$495,617	\$176,654	\$ 351,692	\$915,422	\$ 993,556	\$ 2,932,941



<b>General Fund - COVID19 Impacts</b>	
<b>Revenues</b>	<b>Surplus / Deficit</b>
Room Tax	(30,770.74)
Shared Revenue	10,000.00
Court Fines & Costs	(9,048.40)
Boat Launch	(5,853.00)
Mooring & Marina	(11,000.00)
Parks Reservations	(1,360.00)
Players Fees/Parks Programs	(1,400.00)
Farm Market	(3,500.00)
Apportioned Sales Tax	(43,395.50)
COVID Revenue Recovery	0.00
COVID Expense Reimbursement	0.00
<b>Total Renvue Surplus/Deficit</b>	<b>(96,327.64)</b>
<b>Expenditures</b>	
Election Supplies	(5,000.00)
Election Wages:	
Clerk/Treas Hourly Staff Wages	(6,176.20)
City Hall Hourly Staff Wages	(1,306.29)
CDVL Hourly Staff Wages	(1,520.65)
CSO Wages	(172.87)
Empl Election Wages - Salaried Staff	(6,310.12)
Additional Poll Worker Wages	(2,166.00)
Delay Hire - Admin. Asst. Position	25,279.84
Delay Hire - Park & Rec PT Secretary	20,636.49
City Hall Expenses	(125.97)
Police Dept Expenses	(434.62)
Fire Dept Expenses	(5,000.00)
CSO Budget Savings	2,725.88
Police OT	(335.21)
Fire Dept OT Expended	(7,325.96)
Fire Dept OT Projection thru 5/26/20	(7,325.96)
Fire Inspector Budget Savings	6,480.24
Annual Debt Payment - Saved	27,606.00
Annual Debt Payment - Delayed	83,068.00
<b>Total Expense Savings</b>	<b>122,596.60</b>
<b>Total Expense Surplus/Deficit</b>	<b>26,268.96</b>



# Revenues Impacted by COVID19



Account	2020	2021
Clerk/Treas Hourly Staff Wages	\$5,000.00	
Election Wages:		
City Hall Hourly Staff Wages		
CDVL Hourly Staff Wages		
Empl Election Wages - Salaried Staff		
Additional Poll Worker Wages		
Delay Hire - Admin. Asst. Position		
Delay Hire - Park & Rec PT Secretary		
City Hall Expenses		
Police Dept Expenses		
Fire Dept Expenses		
CSO Wages		
CSO Wages - Salaried Staff		
(\$1,520.65)		
(\$172.87)		
(\$6,310.12)		
(\$2,166.00)		
\$25,279.84		
\$20,636.49		
(\$125.97)		
(\$434.62)		
(\$5,000.00)		
\$2,725.88		
(\$335.21)		
(\$7,325.96)		
(\$7,325.96)		
\$6,480.24		
\$27,606.00		
\$83,068.00		

Capital Budget Potential Savings List		
Item	Available Funds	Status
Misc. Technology	4,454.01	Available
Eastside Fire Station Floor Refinish	40,000.00	Delay
Municipal Service Building Siding	(4,497.00)	Available
Safety & Service Building Improvements	100,000.00	Delay
Public Safety Training Facility	350,000.00	Delay
Misc Capital/Maintenance	72,809.08	Available
Misc. Contingency	15,000.00	Available
Dive Equipment	60,001.00	Delay
Asst. Fire Chief Vehicle	(3,433.65)	Available
Fire Equipment - Nozzle Replacement	2,893.00	Delay
Single Axle Dump Truck	8,377.00	Available
Tandem Axle Dump Truck	18,000.00	Available
Street Supervisor Truck	18,912.00	Available
Crack Filling	40,000.00	Available
Alleys	18,700.00	Available
Maple/Oregon Bridge	170,000.00	Available
Trackless	(2,774.00)	Available
Little Lake	1,000,000.00	Delay
Shore Improvements (Incl. Otumba)	(650,000.00)	Available
Parking Lots	10,000.00	Delay
Skate Park Lighting	70,000.00	Delay
Pickleball Court Conversion	40,000.00	Delay
Install Shade Struct. At Bark Park	8,000.00	Available
Fence Material	5,000.00	Delay
Construct Adult Ballfield	275,000.00	Delay
Timber Bumpers at Stone Harbor Wall	18,000.00	Delay
Sidewalk Removal & Install & Landscaping at Stone Harbor	10,000.00	Delay
<b>Total</b>	<b>1,694,441.44</b>	

Financing Source Summary	
Levy/Revenue	165,963.09
Reserves	68,000.00
Grant	60,001.00
Debt	1,050,477.35
Third Party Revenue	350,000.00
<b>Total</b>	<b>1,694,441.44</b>