



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JANUARY 18, 2011
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN STREET
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Review of unfinished business list.
6. Consideration of the following bills: General Fund – \$196,208.62, Capital Fund - \$107,826.00, Cable TV - \$2,351.22, Tourism Fund - \$1.75, TID #3 - \$95.00 and Solid Waste Enterprise - \$11,379.60 for a grand total of \$317,862.19. [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 11/29/10 special and 1/4/11 regular Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Historic Preservation Commission – 12/15/10
 - (2) Finance/Purchasing & Building Committee – 1/4/11
 - (3) Personnel Committee – 1/5/11
 - * c. Place following reports on file:
 - (1) Street Department Report – December 2010
 - (2) Fire Department Report – December 2010
 - * d. Consideration of: Beverage Operator licenses.
 - * e. Consideration of: Class B Combination License for Reef of Door County, LLC.
8. Mayoral appointments.
9. Personnel Committee recommendation re: Grant City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis, and that unpaid leave documentation be placed in employee personnel files.
10. Public comment.

11. Mayor's comments.

12. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

1/14/11

Time:

12:00pm

By:

D. [Signature]

**CITY OF STURGEON BAY
UNFINISHED BUSINESS
January 4, 2011**

PARK & RECREATION COMMITTEE/BOARD:

1. Study and recommendation re: Sturgeon Bay Bicycle Master Plan. (1/4/11)

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
MAYOR				
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-100-000-56700	2.50
TOTAL				2.50
TOTAL MAYOR				2.50
LAW/LEGAL				
BUELOW	BUELOW, VETTER, BUIKEMA,	PROFESSIONAL SERVICES	01-110-000-57900	2,176.00
TOTAL				2,176.00
TOTAL LAW/LEGAL				2,176.00
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	12/10 FILING FEES	01-115-000-56350	180.00
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-115-000-56700	10.00
19085	SCHENCK BUSINESS SOLUTIONS	PYRL FORUM 2010	01-115-000-55600	100.00
19230	SECRETARY OF STATE	NOTARY SPITTLEMEISTER	01-115-000-56000	20.00
23714	WISCONSIN MUNICIPAL CLERKS	2011 WMCA DUES	01-115-000-56000	45.00
9535	IIMC	2011 CONF REG REINHARDT	01-115-000-55600	560.00
EHLERS	EHLERS & ASSOCIATES, INC.	01/11 REIMB DEP CONF LODGING	01-115-000-55600	110.38
EHLERS		02/11 SMNR CLARIZIO	01-115-000-55600	180.00
EHLERS		02/11 SMNR MCNEIL	01-115-000-55600	180.00
EHLERS		02/11 SMNR BIRMINGHAM	01-115-000-55600	180.00
IGFOA	IGFOA-ATTN: WGOA MBRSHIP DUES	2011 ANNUAL DUES	01-115-000-56000	25.00
R0000852	CARRIE FERNANDEZ	SUBPOENA FEES	01-115-000-56350	16.80
WAM	WI CITY/COUNTY MANAGEMENT	2011 DUES CLARIZIO	01-115-000-56000	30.00
TOTAL				1,637.18
TOTAL CITY CLERK-TREASURER				1,637.18
ADMINISTRATION				
03405	CLERKS PETTY CASH	CONTRACT SIGNING ICE	01-120-000-56650	1.75
03405		CONTRACT SIGNING ICE	01-120-000-56650	3.50
03405		CONTRACT SIGNING COOKIES	01-120-000-56650	35.92
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-120-000-56700	5.00
04975	ECONO FOODS	SODA UNION CONTRACT SIGNING	01-120-000-56650	9.76
11825	KRUKOWSKI AND COSTELLO	2011 EMPLOYEE LAW UPDATE	01-120-000-56000	209.90
WAM	WI CITY/COUNTY MANAGEMENT	2011 DUES ALLEN	01-120-000-56000	30.00
WAM		2011 DUES MCNEIL	01-120-000-56000	144.40
TOTAL				440.23
TOTAL ADMINISTRATION				440.23
COMPUTER				
04696	DOOR COUNTY TREASURER	12/10 TECH SUPPORT	01-125-000-55550	2,500.00

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
COMPUTER				
R0000638	J MAUEL & ASSOCIATES	2011 PET LICENSING SOFTWARE	01-125-000-51100	200.00
SHI	SHI INTERNATIONAL CORP	10 2010 OFFICE PRO LICENSE	01-125-000-55550	3,298.40
		TOTAL		5,998.40
		TOTAL COMPUTER		5,998.40
CITY ASSESSOR				
01650	APEX SOFTWARE	APEX MEDIA SUPPORT	01-130-000-51100	445.00
01740	ASSESSMENT TECHNOLOGIES	SUPPORT	01-130-000-55550	30.00
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-130-000-56700	7.50
ASSO APP	ASSOCIATED APPRAISAL	1/18/11 CONTRACT	01-130-000-55010	937.50
		TOTAL		1,420.00
		TOTAL CITY ASSESSOR		1,420.00
BUILDING/ZONING CODE ENFORCMENT				
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-140-000-56700	2.50
09223	INDEPENDENT INSPECTIONS, LTD	12/10 PERMITS	01-140-000-55010	2,878.29
		TOTAL		2,880.79
		TOTAL BUILDING/ZONING CODE ENFORCMENT		2,880.79
MUNICIPAL SERVICES ADMIN.				
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-145-000-56700	5.00
06570	FORESTRY SUPPLIERS INC	ENGINEERING SCALES & BAG	01-145-000-51300	75.28
DLT	DLT SOLUTIONS INC.	AUTO CAD	01-145-000-55550	802.89
		TOTAL		883.17
		TOTAL MUNICIPAL SERVICES ADMIN.		883.17
PUBLIC WORKS ADMINISTRATION				
03405	CLERKS PETTY CASH	LUNCH SAFETY MEETING	01-150-000-55600	57.34
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-150-000-56700	8.75
08167	GANNETT WISCONSIN NEWSPAPERS	PAPER	01-150-000-52800	6.50
		TOTAL		72.59
		TOTAL PUBLIC WORKS ADMINISTRATION		72.59
CITY HALL				
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-160-000-56700	2.50
05500	ENERGY CONTROL AND DESIGN INC	BOILER REPAIRS	01-160-000-58999	440.34

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY HALL				
08280	HILL BUILDING MAINTENANCE INC	12/10 CH CLEANING	01-160-000-55300	977.21
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,262.56
19880		421 MICHIGAN ST	01-160-000-58650	186.47
KONE	KONE INC.	SERVICE CONTRACT	01-160-000-58999	1,226.74
TOTAL				5,095.82
TOTAL CITY HALL				5,095.82
INSURANCE				
BH	BURKART HEISDORF INSURANCE	01/11 GEN LIABILITY	01-165-000-56400	2,706.00
BH		01/11 POLICE LIABILITY	01-165-000-57150	1,073.00
BH		01/11 PUBLIC OFFICIALS	01-165-000-57400	1,027.00
BH		01/11 AUTO LIABILITY	01-165-000-55200	1,488.00
BH		01/11 AUTO PHYS DAMAGE	01-165-000-55200	1,066.00
BH		01/11 WORKERS COMP	01-165-000-58750	11,457.00
TOTAL				18,817.00
TOTAL INSURANCE				18,817.00
GENERAL EXPENDITURES				
03405	CLERKS PETTY CASH	POSTAGE	01-199-000-57250	6.85
03405		POSTAGE	01-199-000-57250	0.78
04696	DOOR COUNTY TREASURER	12/10 CH PHONE	01-199-000-58200	143.05
04696		12/10 FD PHONE	01-199-000-58200	30.46
04696		12/10 MS PHONE	01-199-000-58200	49.64
04696		12/10 PD PHONE	01-199-000-58200	142.46
08167	GANNETT WISCONSIN NEWSPAPERS	FAIR HOUSING ACT PUBLICATION	01-199-000-57450	20.00
19085	SCHENCK BUSINESS SOLUTIONS	INTERM BILLING 2010 AUDIT	01-199-000-55150	5,100.00
TOTAL				5,493.24
TOTAL GENERAL EXPENDITURES				5,493.24
POLICE DEPARTMENT				
02208	BAYCOM INC.	REPLACE SQUAD PRINTER	01-200-000-58600	235.00
02208		REPLACE SQUAD PRINTER	01-200-000-58600	235.00
02210	BAY PHARMACY	WET ONES	01-200-000-51950	2.97
02210		LATEX GLOVES	01-200-000-51950	16.00
03101	CDW GOVERNMENT, INC.	HP PRINTER	01-200-000-55500	440.00
03405	CLERKS PETTY CASH	POLICE SUPPLIES	01-200-000-51950	18.89
03405		DMV PD	01-200-000-54999	2.00
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW PORTER	01-200-000-56800	35.47
04150		UNIFORM CLNG ALLOW PORTER	01-200-000-56800	47.75
04545	DOOR COUNTY COOPERATIVE	DVI ADAPTER	01-200-000-55500	13.49
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-200-000-56700	35.00
06013	FBI - MILWAUKEE	2011 PORTER DUES	01-200-000-56000	75.00
06013		2011 BRINKMAN DUES	01-200-000-56000	75.00
06013		2011 ZAGER DUES	01-200-000-56000	75.00

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT				
08167	GANNETT WISCONSIN NEWSPAPERS	LAMINATING FILM	01-200-000-51950	53.98
14850	NORTHEAST PHOTOCOPY CO INC	1ST QTR COPY MACH MAINT	01-200-000-55650	604.36
14962	NORTHERN TOOL EQUIPMENT CO	2500W DIGITAL INVERTER	01-200-000-55500	603.33
17700	QUILL CORPORATION	COPY PAPER	01-200-000-51950	185.70
23560	WISCONSIN ASSN OF HOMICIDE INV	2011 MBRSHIP DUES BAUDHUIN	01-200-000-56000	25.00
23578	WISCONSIN CHIEF OF POLICE ASSN	2011 DUES PORTER	01-200-000-56000	100.00
MARIAN	MARIAN UNIVERSITY	SPEC TRNG ZAGER	01-200-000-55600	150.00
MARIAN		SPEC TRNG BRINKMAN	01-200-000-55600	150.00
RU2	RU2 SYSTEMS INC	REPAIR SPEED TRAILER	01-200-000-54999	150.00
TOTAL				3,328.94
TOTAL POLICE DEPARTMENT				3,328.94
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	RADIO REPAIR	01-215-000-57550	47.33
02005		20 BATTERIES	01-215-000-57550	880.00
02329	JOE BILODEAU	MEAL REIMB WHILE TRAINING	01-215-000-55600	28.77
03075	CARQUEST OF DOOR COUNTY	FUEL FILTER	01-215-000-58600	29.24
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW BRINKMAN	01-215-000-56800	35.00
04150		UNIFORM CLNG ALLOW HOUGAARD	01-215-000-56800	5.14
04150		UNIFORM CLNG ALLOW UTECHT	01-215-000-56800	17.86
04150		UNIFORM CLNG ALLOW BRINKMAN	01-215-000-56800	21.25
04575	DOOR COUNTY HARDWARE	SNOW BRUSH	01-215-000-54999	2.99
04575		KEYS	01-215-000-54999	11.98
04575		KEYS	01-215-000-54999	5.98
04575		KEY	01-215-000-54999	1.49
04590	DOOR COUNTY HUMANE SOCIETY	2011 1ST QTR ANIMAL CONTROL	01-215-000-55100	2,500.00
04967	EHS, LLC.	EAR MICS & OPEN EAR RPLCMNTS	01-215-000-54999	325.00
06592	FOX VALLEY TECHNICAL COLLEGE	BAL DUE KRAH TRAINING	01-215-000-55600	30.00
08167	GANNETT WISCONSIN NEWSPAPERS	SEXUAL OFFENDER AD	01-215-000-58999	84.00
20254	TIP TOP CLEANERS	UNIFORM CLNG ALLOW JENNERJOHN	01-215-000-56800	1.50
20254		UNIFORM CLNG ALLOW SOUTH	01-215-000-56800	2.00
20254		UNIFORM CLNG ALLOW TASSOUL	01-215-000-56800	10.35
21450	THE UNIFORM SHOPPE	BADGE MEISNER	01-215-000-52900	58.95
21450		SWEATER WATERSTREET	01-215-000-52900	98.95
21450		UNIFORM SHIRTS SOUTH	01-215-000-52900	132.90
21450		BADGES JENNERJOHN	01-215-000-52900	179.85
23828	WITT PENINSULA FORD LINCOLN	LOF, TIGHTEN BALL JOINT	01-215-000-58600	114.95
23828		LOF	01-215-000-58600	24.95
23828		INSTALL GUN RACK, LOF	01-215-000-58600	188.01
23828		LOF	01-215-000-58600	24.95
23828		REPLACE BATTERY	01-215-000-58600	119.95
23828		LOF, FRT BRKS & ROTORS	01-215-000-58600	568.31
23828		LOF	01-215-000-58600	26.93
FREIER	JASON FREIER	SQUAD WASHING & GARAGE MAINT	01-215-000-58550	150.00
MIDW	MIDWEST PUBLIC SAFETY OUTFTRS	10 WINTER CAPS	01-215-000-56800	76.40
OMB	OMB GUNS	HOLSTER	01-215-000-51050	95.00
OMB		AMMO	01-215-000-51050	157.99
OMB		AMMO	01-215-000-51050	281.98
R0000608	AUTO ZONE, INC	ANTIFREEZE	01-215-000-52850	19.71
R0000608		WIPER BLADES	01-215-000-52850	50.58
R0000608		WIPER BLADES	01-215-000-52850	23.60
R0000608		RETURN WIPER BLADES	01-215-000-52850	-6.74

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
R0000608		WIPER BLADES	01-215-000-52850	21.91
R0000608		RETURN WIPER BLADES	01-215-000-52850	-16.86
TOTAL				6,432.15
TOTAL POLICE DEPARTMENT/PATROL				6,432.15
POLICE DEPT. / INVESTIGATIONS				
02206	BAY MARINE	LAUNCH FEES PATROL BOAT	01-225-000-57950	518.61
11350	KEWAUNEE COUNTY SHERIFF DEPT	2011 DRUG/MEG UNIT DUES	01-225-000-57950	8,000.00
ACCURINT	LEXISNEXIS	ACCESS FEE TO CRMNL DATA BASE	01-225-000-57950	239.75
TOTAL				8,758.36
TOTAL POLICE DEPT. / INVESTIGATIONS				8,758.36
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	PAGER BATTERIES	01-250-000-52900	28.00
02275	BENDLIN FIRE EQUIPMENT	HYDRO AIR BOTTLE	01-250-000-56250	43.00
03075	CARQUEST OF DOOR COUNTY	WIPER BLADES & CHAMOIS	01-250-000-53000	198.49
03075		BELT	01-250-000-53000	29.99
03075		REUTRN WIPER BLADES	01-250-000-53000	-67.92
03075		WIPER BLADES	01-250-000-53000	43.14
03075		ELECTRICAL PARTS	01-250-000-53000	6.37
03159	CHARTER COMMUNICATIONS	WEST SIDE FIRE CABLE TV	01-250-000-54999	10.60
04575	DOOR COUNTY HARDWARE	MURIATIC ACID, KEY RING	01-250-000-54999	21.46
04575		BLADE, WRENCH, GLUE, WORKLIGHT	01-250-000-52700	147.72
04575		NORDIC 24" ALUM WS	01-250-000-51350	23.99
04575		SNAP BOLT	01-250-000-54999	7.58
04575		WIRE BRUSH	01-250-000-51350	7.58
04575		SUPPLIES	01-250-000-53000	204.38
04575		BULB, SPRAYER	01-250-000-54999	17.48
04575		SCREWDRIVER, EXTENSION, SCREWS	01-250-000-51350	35.47
04575		ROLLERS, CLEANER	01-250-000-51350	27.44
04575		FASTNERS	01-250-000-54999	18.11
04575		ROLLER, RSTP VOCOILENM	01-250-000-54999	12.98
04575		GROUT, AMMONIA, PAINT BRUSH	01-250-000-54999	11.86
04575		TAPE, BRUSH, CLAMP, PLIER	01-250-000-51350	72.78
04575		TOOL HOLDER, DRILL PRESS	01-250-000-51350	49.98
04575		ROD, RAKE HANDLE, FASTNERS	01-250-000-54999	13.26
04575		PROPANE CYLINDER, MAGNET	01-250-000-51350	11.48
04575		NIPPLE	01-250-000-54999	1.69
04575		NIPPLE	01-250-000-54999	2.19
04575		DRILL BIT, FASTNERS	01-250-000-54999	7.63
04575		FASTNERS	01-250-000-54999	7.20
04575		CRDLESS BATTERY PASLODE, FSTNR	01-250-000-53000	55.17
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-250-000-56700	12.50
06380	MIKE FISH	UNIFORM SHIRT	01-250-000-52900	12.00
08260	TIM HERLACHE	REIMB FUEL	01-250-000-51650	41.00
11700	KALIN MONTEVIDEO	4 UNIFORM SHIRTS	01-250-000-52900	40.00
17250	QUALITY STATE OIL CO., INC.	OIL	01-250-000-52050	352.85
18287	TIM DIETMAN	REIMB FUEL	01-250-000-51650	10.00

DATE: 01/11/11
TIME: 16:01:42
ID: AP443000.0ST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
FIRE DEPARTMENT				
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-250-000-56675	40.00
19880		TRUCK FILL	01-250-000-56675	36.00
19880		N MADISON AVE SPRINKLER	01-250-000-56675	6.70
19880		PENN ST DOCK	01-250-000-56675	6.70
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.27
19880		EAST SIDE DOCK	01-250-000-56675	2.70
19880		N 1ST AVE MARINA RESTROOM	01-250-000-56675	21.30
19880		N 1ST AVE PARKING RAMP	01-250-000-56675	2.70
19880		48 KENTUCKY ST DOCK	01-250-000-56675	6.70
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	21.30
21450	THE UNIFORM SHOPPE	UNIFORM SHOES L FISH	01-250-000-52900	44.95
CJ	CJ WORKS, LLC	12/10 LAUNDRY	01-250-000-56800	80.00
DC FIRE	DOOR COUNTY FIRE CHIEF'S INC	ANNUAL DUES	01-250-000-56000	100.00
PORT	PORT SUPPLY	PHONE CADDY #1 & #4	01-250-000-53000	18.98
ROCKY	ROCKY OUTDOOR GEAR	UNIFORM SHOES DIETMAN	01-250-000-52900	59.99
SMITH	MARK SMITH	2 UNIFORM SHIRTS	01-250-000-52900	20.00
VIRGIN	MIKE VIRGIN	UNIFORM HAT	01-250-000-52900	13.00
		TOTAL		2,013.74
		TOTAL FIRE DEPARTMENT		2,013.74
STORM SEWERS				
14490	NEENAH FOUNDRY	STORM SEWER & MAN HOLE CASTING	01-300-000-51150	6,595.00
		TOTAL		6,595.00
		TOTAL STORM SEWERS		6,595.00
SOLID WASTE MGMT/SPRING/FALL				
QUALITY	QUALITY TRUCK CARE CENTER INC	EXHAUST PIPE	01-311-000-53000	403.16
QUALITY		SIGNAL SWITCH ASSEMBLY	01-311-000-53000	243.77
SE IRON	STURGEON BAY IRON/SCRAP METAL	HAZ ITEM DISPOSAL	01-311-000-58400	28.00
		TOTAL		674.93
		TOTAL SOLID WASTE MGMT/SPRING/FALL		674.93
COMPOST/SOLID WASTE SITE				
04575	DOOR COUNTY HARDWARE	3 WHEEL BARROWS	01-320-000-51400	255.97
04575		18 RAKES	01-320-000-51400	397.12
		TOTAL		653.09
		TOTAL COMPOST/SOLID WASTE SITE		653.09
ROADWAYS/STREETS				
04696	DOOR COUNTY TREASURER	2.23 TONS HOT MIX	01-400-000-52200	93.66

INVOICES DUE ON/BEFORE 01/19/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ROADWAYS/STREETS				
04696		ADMIN FEE	01-400-000-52200	3.75
10750	PREMIER CONCRETE INC	41 BAGS RECRETE	01-400-000-52200	783.51
SHERWIN	SHERWIN INDUSTRIES, INC	MANHOLE PROTECTION RINGS	01-400-000-52200	817.00
TOTAL				1,697.92
TOTAL ROADWAYS/STREETS				1,697.92
SNOW REMOVAL				
04696	DOOR COUNTY TREASURER	1120 GAL SALT BRINE	01-410-000-52450	156.80
04696		100 CY SAND	01-410-000-52450	638.00
04696		ADMIN FEES	01-410-000-52450	31.79
06012	FASTENAL COMPANY	10 CLEVIS PINS	01-410-000-51400	27.71
13400	MIDSTATES BLADE AND CHAIN INC	4 CURB GUARDS	01-410-000-51400	412.06
TOTAL				1,266.36
TOTAL SNOW REMOVAL				1,266.36
STREET MACHINERY				
02844	BRUCE MUNICIPAL EQUIPMENT INC	HAZARD SWITCH	01-450-000-52150	34.81
03075	CARQUEST OF DOOR COUNTY	POWER BEAD	01-450-000-52150	17.85
03075		LANTURN BATTERY, WIPER BLADES	01-450-000-52150	47.09
03075		LOCK EASE	01-450-000-52150	2.99
03075		OIL FILTER & PURPLE CLEANER	01-450-000-52150	32.16
03075		VOLTAGE REGULATOR & CONDENSER	01-450-000-52150	44.96
03075		2 BATTERIES	01-450-000-52150	198.42
03075		BALL MOUNT & PULL PIN	01-450-000-52150	32.59
03075		DRAIN PLUG	01-450-000-52150	2.95
04575	DOOR COUNTY HARDWARE	BUNGEE CORDS	01-450-000-52150	9.87
04575		SPOTLIGHT	01-450-000-54999	93.98
04575		FASTNERS	01-450-000-52150	7.16
04575		PAINT, TAPE, PAINT BRUSHES	01-450-000-52150	95.08
15890	PACK AND SHIP PLUS	RETURN SHIPPING	01-450-000-54999	10.15
16000	PALMER CO INC	CASE WASH/WAX	01-450-000-54999	204.63
19240	SERVICE MOTOR CO	CAB AIR FILTER	01-450-000-52150	52.15
19297	SHORE TO SHORE RENTAL, INC	20 LB LP TANK	01-450-000-52150	16.00
20725	T R COCHART TIRE CENTER	TIRES	01-450-000-52850	767.00
GREEN BA	GREEN BAY REBUILDERS, LLC	REBUILT ALTERNATOR	01-450-000-52150	98.00
QUALITY	QUALITY TRUCK CARE CENTER INC	BATTERY BOX COVER	01-450-000-52150	164.39
QUALITY		BATTERY BOX COVER	01-450-000-52150	134.64
QUALITY		WINDOW REGULATOR	01-450-000-52150	133.56
QUALITY		MUFFLER CLAMP	01-450-000-52150	22.98
R0000556	D&A MACHINING, LLC	THICK WALL WASHERS	01-450-000-54999	80.00
TOTAL				2,303.41
TOTAL STREET MACHINERY				2,303.41

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY GARAGE				
02005	BAY ELECTRONICS, INC.	3 TRUCK RADIOS	01-460-000-54999	600.00
02005		5 HAND HELD RADIOS	01-460-000-54999	233.10
03075	CARQUEST OF DOOR COUNTY	GREASE GUN	01-460-000-54999	338.38
03075		LIGHT WITH REEL	01-460-000-54999	229.90
03075		FREIGHT	01-460-000-54999	8.65
03075		FUEL TRANSFER PUMP	01-460-000-54999	153.63
03075		FREIGHT	01-460-000-54999	13.95
04575	DOOR COUNTY HARDWARE	DRILL HOUSING	01-460-000-54999	30.00
04575		BULBS	01-460-000-54999	27.98
04575		MISC EXT CORDS	01-460-000-52700	167.93
04575		SANDBELT	01-460-000-54999	23.99
04575		CASTER PLATE, WRENCH SET	01-460-000-54999	82.94
04966	EAGLE MECHANICAL INC	NEW MOTOR FOR BOILER	01-460-000-56250	883.96
04966		LABOR	01-460-000-56250	272.00
06012	FASTENAL COMPANY	NUTS, BOLTS, PINS	01-460-000-54999	10.20
06012		NUTS, BOLTS, PINS	01-460-000-54999	106.36
07785	THE GREAT OUTDOORS	4 GARAGE DOOR REMOTES	01-460-000-54999	110.00
19310	GALETON GLOVES INC	GLOVES	01-460-000-54999	279.65
19310		SHIPPING	01-460-000-54999	29.83
		TOTAL		3,602.45
		TOTAL CITY GARAGE		3,602.45
CELEBRATION & ENTERTAINMENT				
R0000807	MARK THIEDE	2011 HARMONY/BAY SND TECH	01-480-000-58999	750.00
		TOTAL		750.00
		TOTAL CELEBRATION & ENTERTAINMENT		750.00
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	W S TRAFFIC LIGHTS	01-499-000-58000	35.50
19880		ORNAMENTAL ST LIGHTS	01-499-000-58000	5,012.00
19880		OVERHEAD ST LIGHTS	01-499-000-58000	8,436.95
19880		808 S DULUTH AVE SIGN	01-499-000-58000	12.83
19880		WALNUT DE & LANSING SIGN	01-499-000-58000	14.69
19880		EAST SIDE DOCK	01-499-000-58000	83.75
19880		SHIPYARD DEVELOPMENT	01-499-000-58000	396.60
19880		OLD HWY ROAD SIGN	01-499-000-58000	18.72
		TOTAL		14,011.04
		TOTAL HIGHWAYS - GENERAL		14,011.04
PARK & RECREATION ADMIN				
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-500-000-56700	3.75
R0000529	MILWAUKEE BREWERS BASEBALL CLB	DEPOSIT 80 TKTS PRK & REC	01-500-000-52250	600.00
		TOTAL		603.75

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
PARK & RECREATION ADMIN				
TOTAL PARK & RECREATION ADMIN				603.75
PARKS AND PLAYGROUNDS				
01469	AIRGAS NORTH CENTRAL	ARGON TANK LEASE	01-510-000-54999	62.99
02435	BISSEN ASPHALT LLC	2.56 TONS QUARRY WASH	01-510-000-54999	25.60
03075	CARQUEST OF DOOR COUNTY	BARB LEAK	01-510-000-54999	3.59
03075		6 MINI LAMPS	01-510-000-51400	1.80
03405	CLERKS PETTY CASH	10 BALES OF STRAW	01-510-000-54999	20.00
04575	DOOR COUNTY HARDWARE	THERMOMETER	01-510-000-54999	4.79
04575		DRILL BIT	01-510-000-54999	5.49
04575		RIB PLS ANC KIT, THERM GUARD	01-510-000-54999	49.47
04575		HOSE ADPTR	01-510-000-54999	7.49
04575		HOSE CLAMPS	01-510-000-54999	20.70
20725	T R COCHART TIRE CENTER	2 TIRE DISPOSALS	01-510-000-52850	4.00
MACCOUX	PHIL MACCOUX	REIMB WORK SHOES	01-510-000-56800	100.00
TOTAL				305.92
TOTAL PARKS AND PLAYGROUNDS				305.92
ICE RINKS				
04575	DOOR COUNTY HARDWARE	ADAPTR	01-530-000-54999	4.99
TOTAL				4.99
TOTAL ICE RINKS				4.99
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	HOOKS	01-550-000-54999	11.98
DIAMOND	DIAMOND BUSINESS GRAPHICS	1250 DOCK PASSES	01-550-000-51600	427.31
TOTAL				439.29
TOTAL MUNICIPAL DOCKS				439.29
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	W LARCH WALKWAY LIGHTS	01-570-000-56150	140.37
19880		W LARCH PARKING LOT	01-570-000-56150	60.21
19880		48 KENTUCKY ST WTR FRT	01-570-000-56150	314.27
19880		N 1ST AVE MARINA RESTROOM	01-570-000-56150	41.56
19880		N 1ST AVE MARINA RESTROOM	01-570-000-58650	47.23
19880		N 1ST AVE PARKING RAMP	01-570-000-56150	409.01
TOTAL				1,012.65
TOTAL WATERFRONT PARKS & WALKWAYS				1,012.65

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
EMPLOYEE BENEFITS				
02274	BENEFIT ADVANTAGE INC.	COBRA FEES	01-600-000-50510	25.00
03405	CLERKS PETTY CASH	WELLNESS LUNCHEON ICE	01-600-000-50550	1.75
03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
23674	WISCONSIN DEPT OF WORFORCE	12/10 UNEMPLOYMENT	01-600-000-50370	1,379.24
TOTAL				1,556.82
TOTAL EMPLOYEE BENEFITS				1,556.82
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	1ST QTR 2011 CMIMENT	01-900-000-55750	4,392.50
04549		1ST QTR 2011 DEVELOPMNT ZONE	01-900-000-55850	5,000.00
04696	DOOR COUNTY TREASURER	12/10 INTERNET SERVICE	01-900-000-56700	5.00
TOTAL				9,397.50
TOTAL COMMUNITY & ECONOMIC DEVLPMT				9,397.50
TOTAL GENERAL FUND				110,325.23
CAPITAL FUND				
PATROL				
02208	BAYCOM INC.	MNTG EQUIPMENT FOR PARTOL BOAT	10-215-000-59999	411.00
TOTAL				411.00
TOTAL PATROL				411.00
SNOW REMOVAL				
02844	BRUCE MUNICIPAL EQUIPMENT INC	TRACKLESS	10-410-000-59065	111,915.00
02844		1992 TRADE-IN TRACKLESS	10-410-000-59065	-4,500.00
TOTAL				107,415.00
TOTAL SNOW REMOVAL				107,415.00
TOTAL CAPITAL FUND				107,826.00
CABLE TV				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	CB MUSIC SERVICE	21-000-000-56700	33.18
03405	CLERKS PETTY CASH	POSTAGE PUB ACCESS	21-000-000-52700	1.32
04696	DOOR COUNTY TREASURER	12/10 CABLE PHONE	21-000-000-58200	1.43
04696		11/10 INTERNET	21-000-000-56700	100.00
04696		12/10 INTERNET	21-000-000-56700	100.00
13023	MARKERTEK VIDEO SUPPLY	DVD RECORDER	21-000-000-59070	283.34
B&H	B&H PHOTO --VIDEO-PRO AUDIT	ED SFTWRE, KEY BRD, HEADSET	21-000-000-59070	868.95
MANN	MANN COMMUNICATIONS, LLC	R LEVENDUSKY COMM 12/10	21-000-000-58999	50.00

DATE: 01/11/11
 TIME: 16:01:42
 ID: AP443000.0ST

CITY OF STURGEON BAY
 DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 01/18/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

CABLE TV				
CABLE TV / GENERAL				
	CABLE TV / GENERAL			
MANN		DVD DUBS TO LIBRARY	21-000-000-58999	45.00
		TOTAL CABLE TV / GENERAL		1,483.22
BROADCAST PROD. - SCHOOL CH 07				
B&H	B&H PHOTO -VIDEO-PRO AUDIT	EDITING SOFTWARE	21-000-007-59070	868.00
		TOTAL BROADCAST PROD. - SCHOOL CH 07		868.00
		TOTAL CABLE TV / GENERAL		2,351.22
		TOTAL CABLE TV		2,351.22
TOURISM FUND				
TOURISM COMMITTEE / GENERAL				
	TOURISM COMMITTEE / GENERAL			
03405	CLERKS PETTY CASH	TOURISM ZONE MEETING ICE	24-000-000-58999	1.75
		TOTAL TOURISM COMMITTEE / GENERAL		1.75
		TOTAL TOURISM COMMITTEE / GENERAL		1.75
		TOTAL TOURISM FUND		1.75
TID #3 DISTRICT				
TID #3 DISTRICT				
02130	BAUDHUIN INC	SET LOT CORNERS	27-330-000-58999	95.00
		TOTAL		95.00
		TOTAL TID #3 DISTRICT		95.00
		TOTAL TID #3 DISTRICT		95.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
	SOLID WASTE ENTERPRISE FUND			
DC WASTE	DOOR COUNTY WASTE & RECYCLING	TIPPING FEES	60-000-000-58300	9.00
DC WASTE		REFUSE	60-000-000-58300	9,648.02
DC WASTE		COMINGLED	60-000-000-58350	1,116.52
DC WASTE		PAPER	60-000-000-58350	446.68
DC WASTE		REFUSE	60-000-000-58300	159.38
		TOTAL SOLID WASTE ENTERPRISE FUND		11,379.60
		TOTAL SOLID WASTE ENTERPRISE FUND		11,379.60
		TOTAL SOLID WASTE ENTERPRISE		11,379.60
		TOTAL ALL FUNDS		231,978.80

MANUAL CHECKS

WPPI \$ 80,181.15
 01/03/11
 ACH
 Health insurance
 Misc accounts

WPPI \$ 5,408.78
 01/03/11
 ACH
 Dental insurance
 Misc accounts

Wal-Mart \$ 258.80
 01/05/11
 Check # 65251
 Office supplies/supplies
 01-200-000-54999
 01-250-000-52700

Shell Fleet \$ 34.66
 01/05/11
 Check #67252
 Out of town fuel
 01-215-000-51650

TOTAL MANUAL CHECKS \$ 85,883.39

INVOICES DUE ON/BEFORE 01/18/11

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	110,325.23	196,208.62
CAPITAL FUND	107,826.00	
CABLE TV	2,351.22	
TOURISM FUND	1.75	
TID #3 DISTRICT	95.00	
SOLID WASTE ENTERPRISE	11,379.60	

TOTAL --- ALL FUNDS	231,979.80	317,862.19

James Albrecht 1/11/2011
James E. Weyand 1/11/2011
P. Schlichter 1-11-2011

Common Council
November 29, 2010

A special meeting of the Common Council was called order 6:00 p.m. by Mayor Birmingham. Roll call: Wiegand, Vandertie, Lodi, Abeyta, Benzshawel, Mann, and Schlicht were present. Also present: City Administrator McNeil, Municipal Services Superintendent Bordeau, and City Attorney Nesbitt.

Lodi/Schlicht to adopt the agenda. Carried.

After the Mayor announced the statutory basis, Schlicht/Mann to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. 19.85(1)(e) – Consideration of: Purchase of properties for public use. Roll call: All voted aye. Carried. The meeting moved to closed session at 6:04 p.m. The meeting adjourned at 7:00 p.m.

Respectfully submitted,


Stephen B. McNeil
City Administrator

COMMON COUNCIL
January 4, 2011

A regular meeting of the Common Council was called to order at 7:02 p.m. by Mayor Birmingham. Pledge of Allegiance was recited. Roll call: Wiegand, Vandertie, Lodi, Abeyta, Mann, Benzshawel, and Schlicht present.

Abeyta/Vandertie to adopt agenda removing item #8. Carried.

Abeyta/Schlicht to approve following bills: General Fund – \$170,264.27, Capital Fund - \$100,117.30, Cable TV - \$4,390.00, and TID #2 - \$96.00 and TID #3 - \$15,918.00 for grand total of \$290,785.57. Roll call: All voted aye. Carried.

Wiegand/Vandertie to approve consent agenda but to pull off 6f:

- a. Approval of 12/21/10 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Park & Recreation Committee/Board – 11/29/10
 - (2) Finance/Purchasing & Building Committee – 12/14/10
- c. Place the following report on file:
 - (1) Inspection Department Report – November 2010
- d. Consideration of: Beverage Operator licenses.
- e. Park & Recreation Committee & Board recommendation re: Approval of the 2010 Outdoor Recreation Plan.
- f. ~~Park & Recreation Committee & Board recommendation re: Approval of the Sturgeon Bay Bicycle Master Plan. Removed from Consent Agenda.~~
- g. Finance/Purchasing & Building Committee recommendation re: Accept the agreement between the City of Sturgeon Bay and Dragonfly Agency for the nine performances to be held on Wednesday evenings, for the 2011 Harmony By the Bay Summer concert series. Terms of the agreement are January 1, 2011 thru September 30, 2011 in an amount of \$24,000.00.

Roll call: All voted aye. Carried.

RECOMMENDATION

We, the Park & Recreation Committee and Board, hereby recommend approval of the Sturgeon Bay Bicycle Master Plan.

Introduced by Wiegand. Wiegand/Mann to send back to Park & Recreation Committee & Board. Carried.

There were no Mayoral appointments.

No one spoke during public comment.

The Mayor gave his comments.

Abeyta/Benzshawel to adjourn. Carried. The meeting adjourned at 7:10 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

HISTORIC PRESERVATION COMMISSION

Wednesday, December 15, 2010

A meeting of the Historic Preservation Commission was called to order by Chairperson Shelly Kerwin at 12:03 p.m. in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Phil Sanders, Shelly Kerwin, Dennis Statz, Eric Paulsen, Nancy Emery, and Steve Mann were present. Elizabeth Bylaska entered the meeting at 12:05 p.m. Also present were City Engineer Tony Depies, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 23, 2010.
4. Consideration of: Request for designation of historic structure for dwelling, located at 234 Nautical Drive.
5. Consideration of: Request for designation of historical site for Cardy Paleonindian Camp, located at 322 Spruce Street.
6. Consideration of: Marker for Louisiana Street/7th Avenue Historic District.
7. Consideration of: "Honorary Only" designations of local historic places.
8. Adjourn.

Carried.

Approval of minutes from March 23, 2010: Moved by Mr. Sanders, seconded by Ms. Emery to approve the minutes from March 23, 2010. Carried.

Consideration of: Request for designation of historic structure for dwelling, located at 234 Nautical Drive: Jennifer DuPont presented a request for her Belgian brick dwelling to be designated as a local historic structure. The property has been in her immediate family for the past 50 years. She gave a brief history on the 67-acre property that was originally owned by Philip Jacobs. The log cabin home was built in 1853. In 1871, the it was burned to the ground by the Peshtigo Fire. It is figured that the current brick home was approximately built in 1872 -1873. Mr. Jacobs passed away in 1914, but the homestead stayed in the family until 1944.

According to a letter from Naturalist Roy Lukes, the property contains a 164 year-old Northern Red Oak tree, which is the second largest Northern Red Oak tree in Door County.

Ms. Kerwin mentioned that there are guidelines to follow being a local historic structure. Any alterations to the exterior of the home would have to be approved.

Mr. Olejniczak stated that if the Commission agreed it has potential to become a local historic structure, a public hearing would be held before the Historic Preservation Commission, followed by a recommendation to Council. The Council would then determine if it should be designated as a historic structure.

Mr. Sanders asked about interior photos of the dwelling. Ms. DuPont said that most of her pictures were work in progress. She added that the house has original maple floors and pine cabinets.

Mr. Mann asked if there were any restrictions on what the neighbors can do to their land if this would become a local historic structure and if there are any tax benefits. Mr. Olejniczak responded a local designation has no impact on tax credits for renovation.

Mr. Statz would someday like to see the original type of window replaced.

Moved by Mr. Paulsen, seconded by Mr. Statz to proceed with the historic preservation designation process as outlined in the historic preservation code.

Mr. Sanders expressed his concern that this property is considered an island with commercial and marina use surrounding the property. In his career experience he has inspected hundreds of homes of this era and many in less of an updated status. He wondered how this property has been updated. In terms of the interior and structure, he didn't feel he had enough information to warrant the historic significance other than the site and history of the site. Mr. Statz added that on the local level, the interior is not usually considered.

Mr. Mann stated his concern was with tax base and wants more information.

Mr. Paulsen called for the question. Roll call vote: Carried, with Mr. Sanders and Mr. Mann voting no. A public hearing will be scheduled before the Historic Preservation Commission.

Consideration of: Request for designation of historical site for Cardy Paleonindian Camp, located at 322 Spruce Street: Mr. Olejniczak explained that this site is on the State and National Historic Registers because of the archeology that is there and is a vital site containing the remains of an old indian camp. The Cardy family is asking for local designation. The buildings on the site include a home, an old log cabin, and a barn. The cabin was originally built in the Little Sturgeon area and was moved to the site in the 1800's.

After a short discussion, it was moved by Mr. Paulsen, seconded by Mr. Statz to start the process to recognize the Cardy site as a local historic site.

Mr. Mann stated he contacted some residents in the area. The facts behind this are very vague. He would like to spend more time looking at this. There should be a plan to display the artifacts.

A vote was taken on the motion. Carried, with Mr. Mann voting no. A public hearing will be scheduled before the Historic Preservation Commission.

Consideration of: Marker for Louisiana Street/7th Avenue Historic District: Mr. Olejniczak stated that apparently the historical marker for the Louisiana St./7th Avenue historic district has been stolen. This district has been on the State and National Register since the late 1980's. Years ago, the City had erected two historic markers. There is one located by St. Joseph's Church and the one on the corner of 8th Avenue and Louisiana Street, which became missing several years ago. The City had an extra sign that was reinstalled in its place. Now, that became missing again. The question is what should it be replaced with? FLS Banners had constructed the original sign. Bob Bordeau is currently requesting quotes from different sign companies and would like ideas of what it should look like.

Members offered different suggestions. Ms. Emery suggested using concrete. Mr. Statz said the fasteners needed to be changed to make it difficult to remove. The sign should be cleaned up and repainted, with a new piece of lexon. Ms. Bylaska also mentioned doing something like cemetery markers.

Mr. Statz recalled that a third sign was made, but the property owners of the suggested site did not want it installed on their property.

It was the consensus of the Commission to retain the same type of sign, clean it up, give it better support, and continuing discussing this when the quotes have come in.

Mr. Paulsen left the meeting at 1:00 p.m.

Consideration of: "Honorary Only" designations of local historic places: Ms. Kerwin stated she and Mr. Olejniczak met with City Attorney Randy Nesbitt regarding historic preservation designations and continuing having a designation that would have conditions attached to it as we have now or just having

one as honorary only.

Mr. Olejniczak stated that in Mr. Nesbitt's opinion, that the way the ordinance is currently drafted the restrictions apply for exterior changes to locally designated buildings. Certificate of Appropriateness is needed for any type of addition, etc. Right now there is no mechanism to simply say we want to nominate a site as a local historic district or place, and don't care if you make changes with or without our approval. The question is if that option is wanted or not. Mr. Nesbitt was going to look into what changes would be needed and if it needed to be a code, or simply adopt a resolution. Mr. Olejniczak stated that if the Commission was not worried about it, the matter can be dropped.

Mr. Olejniczak will bring back more information to a future meeting.

Adjourn: Moved by Mr. Statz, seconded by Mr. Mann to adjourn. Carried. Meeting adjourned at 1:10 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
January 4, 2011

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:48 p.m. by Chairperson Abeyta in the Council Chambers, City Hall, 421 Michigan Street. Roll call: Alderperson Abeyta, Alderperson Schlicht, and Alderperson Wiegand were present. Also present: City Administrator McNeil, Public Works/Park and Recreation Superintendent Bordeau, and Office/Accounting Assistant II Flinn.

A motion was made by Alderperson Abeyta, seconded by Alderperson Schlicht to adopt the following agenda:

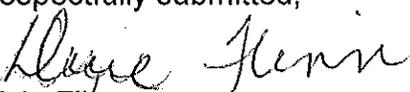
1. Roll call.
2. Adoption of agenda.
3. Review bills.
4. Adjourn.

Carried.

A motion was made by Alderperson Wiegand, seconded by Alderperson Abeyta to accept the bills as presented and forward them to the Common Council for payment. Carried.

A motion was made by Alderperson Wiegand, seconded by Abeyta to adjourn. Carried. The meeting adjourned at 6:58 p.m.

Respectfully submitted,


Dixie Flinn
Office/Accounting Assistant II

PERSONNEL COMMITTEE
January 5, 2011

A meeting of the Personnel Committee was called to order at 5:31 p.m. by Chairperson Benzshawel in the 2nd floor conference room, City Hall. Roll call: Members Benzshawel and Abeyta were present. Member Vandertie was excused. Also present: Ald. Schlicht, City Administrator McNeil, and Assistant City Administrator Allen.

Moved by Mr. Abeyta, seconded by Mr. Benzshawel to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Police Department staffing.
5. Discussion of: University of Wisconsin Oshkosh, MPA Program study of Police and Fire Department Organization structure and staffing levels.
6. Consideration of: Employee requests for unpaid leave.
7. Adjourn.

Carried.

It was agreed to postpone Police Department staffing until the next meeting when the Police Chief can be present.

The City Administrator reported he had applied for, and Sturgeon Bay has been selected by, the University of Wisconsin Oshkosh MPA program to study the City's Police and Fire Department organizational structure and staffing levels, and also garbage/recycling. He said it speaks highly of Sturgeon Bay to be selected not only for one, but for two studies as most are awarded to larger communities. The studies will be conducted by the MPA students at no cost to the City and completed by May 7, 2011. Mr. McNeil answered questions and there was discussion about identifying study criteria. More information will be available after he makes a presentation to the MPA program students in Oshkosh on February 26.

The Committee discussed employee unpaid leave. This matter had been recommended to the Council in December and referred back to the Committee. Mr. Benzshawel stressed the importance of accountability and that the City Administrator would be the proper approval authority. Mr. McNeil reviewed the background on the situations that led up to the original Committee discussion in December. He also noted that employee absence without paid or unpaid leave provided for by contract or policy could result in termination. They then considered what length of time should be authorized for unpaid leave and various circumstances that could occur. It is expected that requests will be infrequent and usually short term, but including approval authority up to 30 days would cover any out of the ordinary situations. Mr. Benzshawel suggested that to provide accountability, documentation be placed in the employee personnel file and a form be prepared. Moved by Mr. Abeyta, seconded by Mr. Benzshawel to recommend to the Common Council to grant the City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis, and that unpaid leave documentation be placed in employee personnel files. Carried.

Moved by Mr. Abeyta, seconded by Mr. Benzshawel to adjourn. Carried. The meeting adjourned at 6:02 p.m.

Respectfully submitted,


Mary Lou Allen
Assistant City Administrator

Bob Bordeau
Municipal Services Superintendent
835 N. 14th Avenue
Sturgeon Bay, WI 54235



Phone: 920-746-2912
Fax: 920-746-2906
bbordeau@sturgeonbaywi.org

STREET DEPARTMENT WORK COMPLETED December 2010

Work Completed

- Put out and filled sand barrels
- Completed leaf collection
- Vacuumed catch basins
- Salted and placed salt brine on City streets
- Swept City streets
- Removed and cleaned salters
- Picked up patching material
- Moved items to cold storage building
- Hauled leaves to the compost site
- Checked over snow plow routes
- Put up and took down flags for Pearl Harbor Day
- Hauled millings
- Salted and swept for water main break on Lansing Avenue
- Fixed manholes at 3rd at Oregon and 5th at Louisiana
- Patched potholes
- Hauled sand
- Plowed and salted city streets
- Hauled snow from the downtown areas, churches and schools
- Maintained snow dump site
- Pulled snow from Michigan Street Bridge to prepare for opening
- Clean catch basin tops
- All department safety meeting

Major Truck Repairs

- Installed new muffler on truck #22
- Repaired wiring on #40 garbage truck

Garbage Weights:

Tons of refuse: 174.05
Tons of commingled: 24.67
Tons of paper: 33.21

Rainfall for December: 1.76 inches
Snowfall for December: 18.0 inches
Average daily high temperature was: 28.3
Average daily low temperature was: 17.2

OT Hours Worked: 431.00 hours

Providing all residents, businesses and visitors a safe and clean community.



CITY of STURGEON BAY FIRE DEPARTMENT

Tim
Herlache
Fire Chief

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916
920-746-2905 FAX
Email: therlache@sturgeonbaywi.org

TO: The Honorable Mayor Thad Birmingham and Common Council
FROM: Fire Chief Tim Herlache *T.H.*
SUBJECT: December 2010 Monthly Fire Report
DATE: January 10, 2011

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of December 2010.

CALLS FIRE DEPARTMENT RECEIVED: 99

<u>CITY CALLS:</u>	<u>95</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>4</u>
East Side Calls:	<u>64</u>	Fire	Town of Sevastopol:	<u>2</u>
West Side Calls:	<u>31</u>	EMS	Town of Sturgeon Bay:	<u>2</u>

CALLS PER DAY:

Monday	14
Tuesday	8
Wednesday	15
Thursday	19
Friday	18
Saturday	9
Sunday	16

INCIDENT TYPE:

69 – First Responder	1 – Electrical/Wiring Problem
3 – Vehicle Accident	3 – Carbon Monoxide Incident
1 – Ice Rescue	2 – Grass/Brush Fire
1 – Cooking Fire	2 – Smoke Scare/Odor of Smoke
2 – Citizen Complaint	2 – Chimney Fire
1 – Gas Leak	1 – Dispatched & Cancelled En Route
1 – Lock-out	3 – Flammable Liquid Spill
7 – Detector Activation, No Fire	

INSPECTION REPORT:

Inspections within the city limits: 19
Number of violations: 2
Inspections outside the city limits: 2
Number of violations: 0
Total number of inspection hours: 20 hours

INSPECTION VIOLATIONS:

2 – Emergency Illumination

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: December's practice was held at the eastside station training room. Firefighters conducted their annual Standard Operation Guidelines (SOGs) review and reviewed the ambulance with the county's paramedics.

PUBLIC SAFETY AND EDUCATION: Firefighters gave a tour to a Boy Scout group and mentored a child from Door county Community Programs.

TRUCK/STATION MAINTENANCE: Firefighters winterized all the pumps on the fire trucks; repaired a light on unit #8; cleaned out and put away equipment from Marine #1; degreased and power washed the underside of unit #2; primed and painted the outriggers and underside of unit #2; repaired several pump sprayers; sealed the grout in the women's bathroom at the Westside station; repaired the fender and back tarp on unit #8; repaired the snow blower and replaced the wipers on most of the fire apparatus.

TRAINING: 146 hours of training was conducted in December. All Firefighters reviewed Standard Operating Guidelines; FF Brent Wiegand completed EMT training; on-duty firefighters trained with repelling equipment, rope rescue procedures and ice rescue equipment.

OTHER: Firefighters participated in: witnessing fire drills; issued eight burning permits; testing emergency weather sirens; attended various committee meetings at the city and county level and conducted multiple station tours.

BEVERAGE OPERATOR LICENSE

1. Carter, Wendi S.
2. Cordero, Paul L.
3. LaCrosse, Aaron M.
4. Ripp, Veronica J.
5. Schreiner, Ashley M.
6. Turner, Lisa F.
7. Wade, Jacquelyn M.

COMBINATION CLASS B BEER AND CLASS B LIQUOR LICENSES

1. Reef of Door County, LLC
Agent: Laura Estes
901 Egg Harbor Road
Sturgeon Bay, WI 54235
February 1, 2011 – June 30, 2011

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to recommend to grant the City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis, and that unpaid leave documentation be placed in employee personnel files.

Respectfully submitted,
PERSONNEL COMMITTEE
By: Thomas R. Benzshawel, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 5, 2011

Introduced by _____.

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

Passed by the Council on the _____ day of _____, 2011.

EMPLOYEE REQUEST FOR UNPAID LEAVE FORM

Employee Name: _____

Department: _____

Date and Time Request Received: _____

Date(s) of Requested Leave: _____

Reason for Leave: _____

Request approved, employee notified.

Request denied, employee notified. Reason for denial: _____

Additional information/comments: _____

By: _____
Stephen B. McNeil, City Administrator

Date: _____

FOR OFFICE USE ONLY:

- Original to Employee File
- Department Head Notified
- Payroll notified

EXECUTIVE SUMMARY

TITLE: Employee leave of absence

BACKGROUND: Current policy requires that an employee may not be absent for any reason other than paid or other leave specifically provided for by contract or policy unless the employee makes a 15 day advance request requiring Personnel Committee review and approval. Absence without paid or approved unpaid leave could result in termination. This process results in a lengthy waiting period for those circumstances requiring only a day or two absence.

ANALYSIS: There are circumstances where it is in the best interests of the City and the employee to expedite requests for short term unpaid leave. This can be accomplished by granting the City Administrator authority to approve short term unpaid leave requests on a case by case basis.

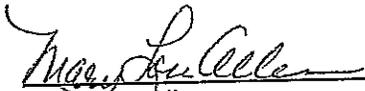
FISCAL IMPACT: There should be no fiscal impact as the City's payroll costs are reduced during unpaid leave. However, these savings could be offset by overtime costs in the event the position would be required to be staffed during leave.

OPTIONS:

1. Recommend to grant the City Administrator authority to approve requests for unpaid leave up to 30 days on a case by case basis.
2. Continue with present policy.

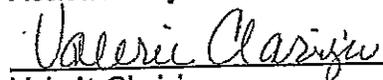
RECOMMENDATION: Personnel Committee review and recommendation to Council.

PREPARED BY:


Mary Lou Allen
Assistant City Administrator

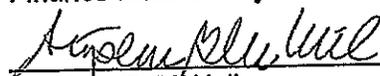
11/24/10
Date

REVIEWED BY:


Valerie Clarizio
Finance Director/City Treasurer

11/24/10
Date

APPROVED BY:


Stephen B. McNeil
City Administrator

11/24/10
Date