



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, FEBRUARY 1, 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 – \$3,938,867.93, Capital Fund - \$3,953.34, Cable TV - \$4,390.00, TID #2 - \$948.00 Revolving Loan Fund - \$162.00 and Solid Waste Enterprise - \$1,915.81 for a grand total of \$3,950,237.08. [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 1/18/11 regular Common Council minutes.

\* b. Approval of the following minutes:

- (1) Sturgeon Bay Utilities – 12/13/10
- (2) Sturgeon Bay Utilities Closed Session – 12/13/10
- (3) Zoning Board of Appeals – 1/10/11
- (4) Finance/Purchasing & Building Committee – 1/11/11
- (5) Community Protection & Services Committee – 1/13/11
- (6) Parking & Traffic Committee – 1/17/11

\* c. Consideration of: Beverage Operator licenses.

\* d. Finance/Purchasing & Building Committee recommendation re: Proceed with the property swap between and the City of Sturgeon Bay and Corner Depot, LLC with parameters.

\* e. Finance/Purchasing & Building Committee recommendation re: Allow 810 S. Lansing Avenue, LLC to sell parcel number 281-64-6400-0110 to proposed purchaser with conditions.

\* f. Community Protection & Services Committee recommendation re: Renew agreement between the City of Sturgeon Bay and Town of Sturgeon Bay for use of the City's compost site, located on Division Road, for a one year term with conditions.

8. Mayoral appointments.
9. Consideration of: Budget Services Ad Hoc Committee Final Report. (Ald. Mann)
10. Parking & Traffic Committee recommendation re: Designating a No Parking Zone on the west side of South 1<sup>st</sup> Avenue between Michigan and Nebraska Street with the sign to be mounted on the adjacent building.
11. Parking & Traffic Committee recommendation re: Installing a stop sign on Nebraska Street at 1<sup>st</sup> Avenue.
12. Parking & Traffic Committee recommendation re: Designating a bus loading zone on the west side of 1<sup>st</sup> Avenue across from Kentucky Street per the attached drawing.
13. Public comment.
14. Mayor's comments.
15. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

1/28/11

Time:

2:00pm

By:

[Signature]

CITY OF STURGEON BAY  
UNFINISHED BUSINESS  
January 18, 2011

PARK & RECREATION COMMITTEE/BOARD:

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

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
GENERAL FUND				
LIABILITIES				
08060	HARBOR CONSTRUCTION OF DC INC.	OVER PMT INV 2010211 & 2010209	01-000-000-23169	331.76
			TOTAL LIABILITIES	331.76
SHORE IMPROVEMENTS				
02220	BAYLAKE BANK	02/15/11 SHORE SITE	01-000-912-70000	305.34
02220		02/15/11 SHORE SITE	01-000-912-70001	7.66
			TOTAL SHORE IMPROVEMENTS	313.00
			TOTAL GENERAL FUND	644.76
<b>LAW/LEGAL</b>				
16555	PINKERT LAW FIRM, LLP	TRAFFIC MATTERS	01-110-000-55010	2,140.00
16555		GENERAL MATTERS	01-110-000-55010	3,415.00
			TOTAL	5,555.00
			TOTAL LAW/LEGAL	5,555.00
<b>CITY CLERK-TREASURER</b>				
03940	STEPHANIE REINHARDT	11 IIMC CONF AIRFARE NASHVILLE	01-115-000-55600	315.30
17700	QUILL CORPORATION	CALCULATOR, LABELS, EXP FILE	01-115-000-51950	109.21
23580	WISCONSIN CITY COUNTY MGMT ASN	2011 MEMBERSHIP DUES	01-115-000-56000	30.00
FSS	FSS BUSINESS SYSTEMS, INC	FOLDERS & 2011 LABELS	01-115-000-51950	197.64
			TOTAL	652.15
			TOTAL CITY CLERK-TREASURER	652.15
<b>ADMINISTRATION</b>				
01471	MARY LOU ALLEN	MILEAGE & 3 MEALS WCMA MEETING	01-120-000-55600	72.13
11825	KRUKOWSKI AND COSTELLO	2011 FMLA MANUAL UPDATE	01-120-000-56000	139.95
19842	ROTARY CLUB	01/11 QTRLY DUES	01-120-000-56000	136.50
			TOTAL	348.58
			TOTAL ADMINISTRATION	348.58
<b>COMPUTER</b>				
04696	DOOR COUNTY TREASURER	SOFTWARE UPGRADES	01-125-000-55550	2,477.65
			TOTAL	2,477.65
			TOTAL COMPUTER	2,477.65
<b>CITY ASSESSOR</b>				

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
CITY ASSESSOR				
03101	CDW GOVERNMENT, INC.	TRANSFER ROLLER	01-130-000-51950	50.84
ASSO APP	ASSOCIATED APPRAISAL	02/01/11 CONTRACT	01-130-000-55010	937.50
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	1/2 COPIER MAINT	01-130-000-55650	537.00
TOTAL				1,525.34
TOTAL CITY ASSESSOR				1,525.34
<b>BUILDING/ZONING CODE ENFORCMENT</b>				
09223	INDEPENDENT INSPECTIONS, LTD	11/10 PERMITS	01-140-000-55010	2,528.38
TOTAL				2,528.38
TOTAL BUILDING/ZONING CODE ENFORCMENT				2,528.38
<b>MUNICIPAL SERVICES ADMIN.</b>				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	25.00
03133		CELL SERVICE	01-145-000-58250	16.72
TOTAL				41.72
TOTAL MUNICIPAL SERVICES ADMIN.				41.72
<b>PUBLIC WORKS ADMINISTRATION</b>				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	68.73
22800	WALMART COMMUNITY	BINDERS	01-150-000-54999	16.44
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER MAINT	01-150-000-56250	708.50
TOTAL				793.67
TOTAL PUBLIC WORKS ADMINISTRATION				793.67
<b>CITY HALL</b>				
23730	WPS	421 MICHIGAN ST	01-160-000-56600	2,785.50
WARNER	WARNER-WEXEL WHOLESALE &	CITY HALL CLEANING SUPPLIES	01-160-000-51850	154.90
TOTAL				2,940.40
TOTAL CITY HALL				2,940.40
<b>GENERAL EXPENDITURES</b>				
16555	PINKERT LAW FIRM, LLP	WALMART A/R	01-199-000-51525	36.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER MAINT CONTRACT 4540	01-199-000-55650	2,475.00
TOTAL				2,511.00
TOTAL GENERAL EXPENDITURES				2,511.00

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT				
04696	DOOR COUNTY TREASURER	OFFICE SUPPLIES	01-200-000-51950	9.31
20081	TARGET BANK	DOG TREATS	01-200-000-51950	5.56
WAHI	WAHI	CONF REG BAUDHUIN	01-200-000-55600	225.00
TOTAL				239.87
TOTAL POLICE DEPARTMENT				239.87
POLICE DEPARTMENT/PATROL				
03075	CARQUEST OF DOOR COUNTY	FUEL FILTER	01-215-000-58600	29.74
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-215-000-58999	521.96
04696	DOOR COUNTY TREASURER	FUEL	01-215-000-51650	4,482.36
06650	GALLS, AN ARAMARK COMPANY	DUTY BELT	01-215-000-52900	73.01
06650		NAME PLATE	01-215-000-52900	18.91
06650		CREDIT	01-215-000-52900	-73.01
14878	NWTC	TRNG BILODEAU	01-215-000-55600	85.00
23645	WISCONSIN DEPT JUSTICE TIME	TIME SYST ACCESS & OFFICER SPR	01-215-000-58999	360.00
AMER O D	AMERICAN OVERHEAD DOOR	REPAIR GARAGE DOOR	01-215-000-58999	1,152.09
R0000853	WAUKESHA COUNTY SHERIFFS OFIC	2011 ASP CONF REG 3 ATTENDING	01-215-000-55600	675.00
TOTAL				7,325.06
TOTAL POLICE DEPARTMENT/PATROL				7,325.06
POLICE DEPT. / INVESTIGATIONS				
02790	DAN BRINKMAN	MEALS & LODGING TRNG	01-225-000-57950	237.78
13395	MID-STATES ORGANIZED CRIME	2011 ANNUAL MEMBERSHIP	01-225-000-57950	150.00
25650	GREG ZAGER	REIMB MEALS TRNG	01-225-000-57950	30.44
WTCSE	WI TECH COLLEGE FOUNDATION	2011 1033 PROGRAM REG FEE	01-225-000-57950	500.00
TOTAL				918.22
TOTAL POLICE DEPT. / INVESTIGATIONS				918.22
FIRE DEPARTMENT				
01766	AURORA MEDICAL GROUP	OLSON PHYSICAL	01-250-000-57100	118.00
02275	BENDLIN FIRE EQUIPMENT	STREAM LINE BATTERIES	01-250-000-56250	48.00
03075	CARQUEST OF DOOR COUNTY	BRG GREASE & KIT	01-250-000-53000	32.29
03075		MARINE STABIL	01-250-000-53000	20.71
03075		FUEL ADDITIVE	01-250-000-53000	23.98
03075		BULBS	01-250-000-53000	3.22
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	7.00
03133		CELL SERVICE	01-250-000-58250	7.27
04545	DOOR COUNTY COOPERATIVE	BULBS	01-250-000-53000	7.74
04696	DOOR COUNTY TREASURER	12/10 FUEL	01-250-000-51650	598.59
12100	LAMPERT YARDS INC	TOUCH UP STICK	01-250-000-54999	2.49
12100		FURRING STRIPS	01-250-000-54999	21.93
13050	PATRICK MAY	UNIFORM SHIRTS	01-250-000-52900	39.00
13360	MENARDS-GREEN BAY EAST	MATERIAL FOR MEZZANINE	01-250-000-54999	466.39
13360		TRAINING MATERIAL	01-250-000-55600	116.14

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
FIRE DEPARTMENT				
16575	PIP PRINTING	INSPECTION REPORTS	01-250-000-56250	451.97
19275	SHERWIN WILLIAMS	PRIMER & PAINT	01-250-000-56250	292.61
19275		OIL PRIMER	01-250-000-54999	133.45
19275		ROLLER COVERS	01-250-000-54999	7.98
19880	STURGEON BAY UTILITIES	MEM FLD SPRINKLER	01-250-000-56675	21.30
19880		MEM FLD WARMING HOUSE	01-250-000-56675	21.30
19880		SALT SHED	01-250-000-56675	2.70
19880		CITY GARAGE	01-250-000-56675	21.30
19880		N 7TH AVE GARLAND PARK	01-250-000-56675	2.70
19880		DUCK POND	01-250-000-56675	2.70
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	21.30
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	6.70
19880		OTUMBA PARK	01-250-000-56675	2.70
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	2.70
19880		WEST SIDE FIRE STATION	01-250-000-56150	163.22
19880		WEST SIDE FIRE STATION	01-250-000-56675	21.30
19880		WEST SIDE FIRE STATION	01-250-000-58650	90.13
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	2.70
19880		JC FIELD STAND	01-250-000-56675	9.90
19880		MICH ST JC BALFLD SPRINKLER	01-250-000-56675	21.30
19880		WEST SIDE BALLFIELD	01-250-000-56675	2.70
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	21.30
19880		FIRE PROTECTION	01-250-000-56675	17,441.50
19880		N 14TH WARNING SIGN	01-250-000-56150	8.15
19880		QUINCY ST/BAY SHIP PIT	01-250-000-56675	21.30
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.19
19880		SUNSET PARK STAR PLANT	01-250-000-56675	21.30
19880		N 14TH AVE DOG POUND	01-250-000-56675	2.70
19880		CHERRY BLOSSOM PARK	01-250-000-56675	6.70
19880		CLAY BANKS SIREN	01-250-000-56150	15.19
20081	TARGET BANK	SCBA BATTERIES	01-250-000-51350	132.89
20725	T R COCHART TIRE CENTER	TIRES & MOUNTING	01-250-000-53000	848.00
21450	THE UNIFORM SHOPPE	UNIFORM SHOES FRANGE	01-250-000-52900	51.95
22300	ACS GOVERNMENT SYSTEMS, INC.	FIREHOUSE SUPPORT	01-250-000-56250	845.00
23730	WPS	WEST SIDE FIRE STATION	01-250-000-56600	356.12
PAULCONW	PAUL CONWAY SHIELDS	HELMET PARTS	01-250-000-56250	15.25
PORT	PORT SUPPLY	RETURN SOFTWARE	01-250-000-55600	-28.49
PORT		MAP SOFTWARE	01-250-000-55600	38.44
R0000854	BADGER UNIFORMS	NAME PLATE	01-250-000-52900	24.90
VIK	VIKING ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	01-250-000-54999	7.80
VIK		ELECTRICAL SUPPLIES	01-250-000-54999	27.23
YACHT	YACHT BRITE & AUTO BRITE	STEAM CLEAN & OZONE CAR #9	01-250-000-53000	84.40
		TOTAL		22,771.23
		TOTAL FIRE DEPARTMENT		22,771.23
STORM SEWERS				
19880	STURGEON BAY UTILITIES	JETTER RENTAL	01-300-000-57700	132.35
		TOTAL		132.35
		TOTAL STORM SEWERS		132.35

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ROADWAYS/STREETS				
GERSEK	ED GERSEK, INC.	CUSTOM CRUSHING	01-400-000-55700	19,035.90
TOTAL				19,035.90
TOTAL ROADWAYS/STREETS				19,035.90
SNOW REMOVAL				
03075	CARQUEST OF DOOR COUNTY	BLADE GUIDE & GUIDE STIK	01-410-000-51400	104.46
04545	DOOR COUNTY COOPERATIVE	FASTNERS	01-410-000-51400	3.49
06012	FASTENAL COMPANY	HCS	01-410-000-51400	57.42
06012		HT CHAINS, SPAS	01-410-000-51400	168.66
06012		5/8" FHNZ5	01-410-000-51400	12.83
06012		11 HCS 3/8 Z5	01-410-000-51400	9.61
13400	MIDSTATES BLADE AND CHAIN INC	3 LOADER BLADES	01-410-000-51400	342.60
13400		3 SETS GRADER BLADES	01-410-000-51400	787.50
13400		4 TRUCK BLADES	01-410-000-51400	1,370.40
13400		SHIPPING	01-410-000-51400	155.00
13655	MONROE TRUCK EQUIPMENT, INC	PLOW SHOE SCREW	01-410-000-51400	32.94
19965	SUPERIOR SIGNALS INC	5 LED LIGHTS	01-410-000-51400	305.25
R0000655	TRANSMOTION, LLC	2 HYD CYLINDERS	01-410-000-51400	230.15
R0000655		HYD PLUG CAPS	01-410-000-51400	7.76
R0000655		HYD DUST PLUGS	01-410-000-51400	19.90
R0000655		20 HYD FTG CAPS	01-410-000-51400	38.80
R0000655		10 HYD FTG PLUGS	01-410-000-51400	19.90
R0000655		SHIPPING	01-410-000-51400	12.06
TOTAL				3,678.73
TOTAL SNOW REMOVAL				3,678.73
STREET SIGNS AND MARKINGS				
03075	CARQUEST OF DOOR COUNTY	CHIP GUARD	01-420-000-52100	37.66
TOTAL				37.66
TOTAL STREET SIGNS AND MARKINGS				37.66
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	BATTERY	01-450-000-52150	232.66
03075		SWITCH, BLASTER PENET CAT	01-450-000-52150	28.53
03075		FUEL FILTER	01-450-000-52150	29.18
03075		OIL FILTERS	01-450-000-52150	95.76
03075		BATTERY	01-450-000-52150	95.06
03075		RETURN BATTERY	01-450-000-52150	-323.66
03075		DIESEL FUEL SUP	01-450-000-52050	71.88
03075		CRIMP FITTING & MEGA FLEX	01-450-000-52150	59.22
03075		HYD OIL	01-450-000-52050	163.92
03075		SOCKET	01-450-000-52700	13.99
03075		BATTERY	01-450-000-51400	101.33
03075		STARTER SOL	01-450-000-51400	21.64

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
03075		DRAIN PLUG	01-450-000-52150	7.49
03075		CLAY PRODUCT	01-450-000-52050	42.48
03075		JUNCTION BOX	01-450-000-51400	10.99
03075		HOSE CLMPS, OIL FLTRS, DEICER	01-450-000-52150	84.92
03075		AIR BRAKE TUBING	01-450-000-52150	2.00
04545	DOOR COUNTY COOPERATIVE	WIPERS & RAGS	01-450-000-52150	27.34
04545		FUEL TREATMENT	01-450-000-52050	143.76
04696	DOOR COUNTY TREASURER	12/10 FUEL CHARGES	01-450-000-51650	10,760.71
06005	FABCO EQUIPMENT INC	2 SETS V-BELTS	01-450-000-51400	148.10
19240	SERVICE MOTOR CO	SHOCK ABSORBER	01-450-000-51400	40.62
19240		4 RING CLIPS	01-450-000-51400	13.60
19240		SPRING	01-450-000-51400	78.00
19240		DAMPER	01-450-000-51400	79.54
19240		SHIPPING	01-450-000-51400	4.50
19959	SUPERIOR CHEMICAL CORP	CASE SPRAY WAX	01-450-000-54999	124.17
19965	SUPERIOR SIGNALS INC	CAB MOUNT STROBE LIGHT	01-450-000-51400	116.00
20253	TILOT OIL LLC	121 GALLONS DIESEL ENGINE OIL	01-450-000-52050	1,064.80
QUALITY	QUALITY TRUCK CARE CENTER INC	WINDOW CHANNEL	01-450-000-51400	88.27
QUALITY		2 FUEL TANK STRAPS	01-450-000-51400	74.42
QUALITY		2 LINERS	01-450-000-51400	23.34
YALE	YALE MATERIALS HANDLING	SERVICE SCISSOR LIFT	01-450-000-51400	315.57
TOTAL				13,840.13
TOTAL STREET MACHINERY				13,840.13

CITY GARAGE

01766	AURORA MEDICAL GROUP	DOT DRUG ALCOHOL TEST RESLER	01-460-000-57100	73.00
01766		2 SEASONAL DRUG ALCOHOL TESTS	01-460-000-57100	296.00
03075	CARQUEST OF DOOR COUNTY	ULTRA GUARD 100 WATT	01-460-000-54999	23.28
03075		AQUACHECK FILTER	01-460-000-56250	28.99
03075		CLAY PRODUCT	01-460-000-55300	42.48
04545	DOOR COUNTY COOPERATIVE	3 PC SET BALL HONES	01-460-000-52700	43.44
04545		PLIERS	01-460-000-52700	3.93
07765	GRAINGER INC	STORAGE CABINET	01-460-000-54999	175.05
14939	NORTHERN SAFETY CO., INC.	EAR PLUGS	01-460-000-52350	28.08
14939		COVERALLS	01-460-000-52350	82.50
14939		SAFETY VESTS	01-460-000-52350	150.00
14939		SHIPPING	01-460-000-52350	24.69
18950	SAFETY-KLEEN CORP	SERVICE PARTS WASHER	01-460-000-58999	184.41
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.15
19880		CITY GARAGE	01-460-000-56150	1,046.43
19880		CITY GARAGE	01-460-000-58650	157.93
23730	WPS	835 N 14TH AVE	01-460-000-56600	2,738.29
HOTSY	HOTSY CLEANING SYSTEMS, INC	SERVICE PRESSURE WASHER	01-460-000-56250	293.07
TOTAL				5,399.72
TOTAL CITY GARAGE				5,399.72

HIGHWAYS - GENERAL

19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75
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INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
HIGHWAYS - GENERAL				
			TOTAL	2.75
			TOTAL HIGHWAYS - GENERAL	2.75
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	8.08
03133		CELL SERVICE	01-500-000-58250	91.91
03133		CELL SERVICE	01-500-000-58250	7.00
03767	STAPLES ADVANTAGE	REG TAPE, PENS, ENVLPS, LBLs	01-500-000-51950	76.12
			TOTAL	183.11
			TOTAL PARK & RECREATION ADMIN	183.11
PARKS AND PLAYGROUNDS				
03075	CARQUEST OF DOOR COUNTY	TRANS FILTER & HYDRO FLUID	01-510-000-54999	61.90
03075		GREEN LUBE	01-510-000-52050	12.99
03075		WORK LAMP FOR TRACKLESS	01-510-000-54999	23.23
03075		2 LIGHT FIXTURES	01-510-000-51400	13.08
03075		AIR FILTER	01-510-000-51400	22.64
03075		2 BEARINGS	01-510-000-51400	23.98
04696	DOOR COUNTY TREASURER	12/10 FUEL CHARGES	01-510-000-51650	932.66
08225	HERLACHE SMALL ENGINE	2 AIR FILTERS & SPARK PLUG	01-510-000-54999	12.20
11800	KRUEGER IMPLEMENT INC	CONN LINK	01-510-000-51400	38.00
19880	STURGEON BAY UTILITIES	MEM FLD WARMING HOUSE	01-510-000-56150	88.71
19880		MEM FLD WARMING HOUSE	01-510-000-58650	45.52
19880		N 7TH AVE GARLAND PARK	01-510-000-56150	8.00
19880		N 7TH AVE GARLAND PARK	01-510-000-58650	9.29
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	74.61
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	47.23
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	23.26
19880		OTUMBA PARK	01-510-000-56150	14.40
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	8.15
19880		JC FIELD STAND	01-510-000-56150	8.89
19880		FLAG LIGHT 5TH & MICHIGAN	01-510-000-56150	29.40
19880		MEM FLD	01-510-000-56150	8.00
19880		MEM FLD PARKING LOT	01-510-000-56150	151.80
19880		WEST SIDE BALLFIELD	01-510-000-56150	8.00
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	360.35
19880		MEM FLD PB	01-510-000-56150	8.15
19880		OTUMBA PARK	01-510-000-56150	201.10
19880		OTUMBA PARK STREET LIGHT	01-510-000-56150	117.60
19880		FLORIDA ST SUNSET PARK	01-510-000-56150	15.19
19880		N 14TH AVE DOG POUND	01-510-000-56150	17.60
19880		CHERRY BLOSSOM PARK	01-510-000-56150	11.58
23730	WPS	MEMORIAL FIELD	01-510-000-56600	383.98
VIK	VIKING ELECTRIC SUPPLY	BULB	01-510-000-54999	19.63
			TOTAL	2,801.12
			TOTAL PARKS AND PLAYGROUNDS	2,801.12

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
<b>ICE RINKS</b>				
16000	PALMER CO INC	CASE SANITIZER SPRAY	01-530-000-52350	118.38
16000		SHIPPING	01-530-000-52350	16.44
TOTAL				134.82
TOTAL ICE RINKS				134.82
<b>MUNICIPAL DOCKS</b>				
19880	STURGEON BAY UTILITIES	36 S NEENAH PARKING LOT LIGHTS	01-550-000-56150	186.62
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	101.04
19880		38 S NEENAH AVE RESTROOM	01-550-000-56150	102.47
23730	WPS	36 S NEENAH AVE	01-550-000-56600	6.90
R0000497	STS CONSTRUCTION	REMOVE & REPLACE RIDGE VENT	01-550-000-58999	250.00
TOTAL				647.03
TOTAL MUNICIPAL DOCKS				647.03
<b>WATER WEED MANAGEMENT</b>				
19070	SCHARTNER IMPLEMENT INC	PLOW BOLT	01-560-000-58999	1.75
19070		REPAIRS FOR MC BLOWER	01-560-000-58999	2,463.83
TOTAL				2,465.58
TOTAL WATER WEED MANAGEMENT				2,465.58
<b>WATERFRONT PARKS &amp; WALKWAYS</b>				
19880	STURGEON BAY UTILITIES	DCMM WALKWAY LIGHTS	01-570-000-56150	33.90
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	142.52
TOTAL				176.42
TOTAL WATERFRONT PARKS & WALKWAYS				176.42
<b>COMMUNITY &amp; ECONOMIC DEVLPMT</b>				
15028	MARTY OLEJNICZAK	2011 NAT PLANNING CONF REG	01-900-000-55600	645.00
15028		2011 NAT PLNG CONF AIR BOSTON	01-900-000-55600	220.80
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	1/2 COPIER MAINT	01-900-000-55650	537.00
TOTAL				1,402.80
TOTAL COMMUNITY & ECONOMIC DEVLPMT				1,402.80
TOTAL GENERAL FUND				101,211.15

CAPITAL FUND  
 PATROL

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	10-215-000-59000	307.68
03133		CELL SERVICE	10-215-000-59000	1,128.16
TOTAL				1,435.84
TOTAL PATROL				1,435.84
ROADWAYS/STREETS				
EXPENSE				
BRIAN	BRIAN FRISQUE SURVEYS INC	CSM EHR/8TH AVE	10-400-000-59096	600.00
TOTAL EXPENSE				600.00
TOTAL ROADWAYS/STREETS				600.00
PARKS AND PLAYGROUNDS				
EXPENSE				
MARC	MARC ISAKSEN DESIGN LLC	STRUCTURE DESIGN MARTIN PARK	10-510-000-59075	1,917.50
TOTAL EXPENSE				1,917.50
TOTAL PARKS AND PLAYGROUNDS				1,917.50
TOTAL CAPITAL FUND				3,953.34
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	02/01/11 CONTRACT	21-000-000-55015	4,390.00
TOTAL CABLE TV / GENERAL				4,390.00
TOTAL CABLE TV / GENERAL				4,390.00
TOTAL CABLE TV				4,390.00
TID #2 DISTRICT				
TID DISTRICT #2				
16555	PINKERT LAW FIRM, LLP	WFRT - T2 LEGAL	25-320-000-59900	180.00
16555		T2 12/10 LEGAL FEES ORIG AREA	25-320-000-59900	732.00
TOTAL				912.00
TID #2 AMENDED AREA / FBI				
16555	PINKERT LAW FIRM, LLP	T2 12/10 LEGAL FEES SPLLC	25-320-200-55010	36.00
TOTAL TID #2 AMENDED AREA / FBI				36.00
TOTAL TID DISTRICT #2				948.00
TOTAL TID #2 DISTRICT				948.00

INVOICES DUE ON/BEFORE 02/01/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
REVOLVING LOAN FUND (STATE)				
REVOLVING LOAN FUND (STATE)				
16555	PINKERT LAW FIRM, LLP	PROFESSIONAL SERVICES	30-000-000-59900	162.00
			TOTAL	162.00
			TOTAL REVOLVING LOAN FUND (STATE)	162.00
			TOTAL REVOLVING LOAN FUND (STATE)	162.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	WIPER BLADES	60-000-000-53000	35.96
03085	CATCO PARTS & SERVICE	LEAF SPRING	60-000-000-53000	128.36
04696	DOOR COUNTY TREASURER	12/10 DIESEL	60-000-000-51650	1,688.78
06005	FABCO EQUIPMENT INC	OIL FILLER CAP	60-000-000-53000	15.07
06012	FASTENAL COMPANY	GR8 PLAIN HGH NUTS	60-000-000-53000	10.40
LODAL	LODAL , INC	2 V-BELTS & NUTS	60-000-000-53000	37.24
			TOTAL SOLID WASTE ENTERPRISE FUND	1,915.81
			TOTAL SOLID WASTE ENTERPRISE FUND	1,915.81
			TOTAL SOLID WASTE ENTERPRISE	1,915.81
			TOTAL ALL FUNDS	112,580.30

**MANUAL CHECKS**

BP Amoco 01/12/11 Check #67257 Out of town fuel 01-215-000-51650	\$ 36.50
Door County Treasurer 01/12/11 Check #67258 01/11 Tax Settlement 01-000-000-24212	\$ 910,084.91
NWTC 01/12/11 Check #67589 01/11 Tax Settlement 01-000-000-24640	\$ 406,328.08
Sevastopol School District 01/12/11 Check #67560 01/11 Tax Settlement 01-000-000-24630	\$ 37,577.17
Southern Door School District 01/12/11 Check #67261 01/11 Tax Settlement 01-000-000-24620	\$ 119,013.41
Sturgeon Bay School District 01/12/11 Check #67262 01/11 Tax Settlement 01-000-000-24610	\$ 2,362,808.18
Minnesota Life Insurance 01/14/11 Check #67269 Life Insurance 01-600-000-50552	\$ 1,692.53

Benefit Advantage \$ 116.00  
01/17/11  
Cobra fees & participant renewal  
Check #67270  
01-600-000-50510

**TOTAL MANUAL CHECKS \$3,837,656.78**

DATE: 01/25/11  
TIME: 15:57:24  
ID: AP443000.0ST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 02/01/11

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

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SUMMARY OF FUNDS:

GENERAL FUND	<del>101,211.15</del>	3,938,867.93
CAPITAL FUND	3,953.34	
CABLE TV	4,390.00	
TID #2 DISTRICT	948.00	
REVOLVING LOAN FUND (STATE)	162.00	
SOLID WASTE ENTERPRISE	1,915.81	
	-----	
TOTAL --- ALL FUNDS	<del>112,580.30</del>	3,950,237.08

*James Albert Jr 1/25/11*  
*James B. Albert 1-25-11*  
*Public Works 1-25-11*

COMMON COUNCIL  
January 18, 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/Benzshawel to adopt agenda. Carried.

The Council reviewed the unfinished business list.

Abeyta/Schlicht to approve 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 Fund - \$11,379.60 for grand total of \$317,862.19. Roll call: All voted aye. Carried.

Benzshawel/Abeyta to approve 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 the 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.

Roll call: All voted aye. Carried.

There were no mayoral appointments.

RECOMMENDATION

We, Personnel Committee, hereby 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.

PERSONNEL COMMITTEE

By: Thomas R. Benzshawel, Chr.

Introduced by Benzshawel. Benzshawel/Abeyta to adopt. Discussion took place regarding adding language that would tighten up the policy and eliminating the discretion of a case by case situation. Abeyta/Vandertie to call for the question. Carried. Vote taken on the original motion. Carried.

No one spoke during public comment.

The Mayor gave his comments.

Schlicht/Mann to adjourn. Carried. The meeting adjourned at 7:23 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk

STURGEON BAY UTILITIES  
Regular Meeting  
December 13<sup>th</sup>, 2010

President Stewart Fett called the regular meeting of the Utilities Commission to order at 7:03 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Bernard Ellenbecker, Secretary Stephen Mann, Mayor Thad Birmingham and Commissioners Matt Felhofer and Gary DeNamur were present. Commissioner James Abeyta entered later as indicated. Also present were General Manager James Stawicki, Operations Manager Cliff White and Electric Supervisor Jason Bieri.

General Manager Stawicki requested changing item 11 to item 13(a). Fett/Mann to adopt the agenda as amended (complete copy on file at the Utility office). Motion carried.

DeNamur/Ellenbecker to approve the minutes of the regular and closed meeting held on November 8<sup>th</sup>, 2010. Motion carried.

Commissioner Abeyta entered at 7:08 p.m.

The Commission proceeded to review the bills for November in the amount of \$1,700,328.66. Fett/Mann to approve payment of the bills. Motion carried.

The October 2010 financials were presented. Abeyta/Birmingham to accept the financials subject to audit. Motion carried.

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

The next item of business was consideration of easement request from Door County for the Ahnapee Trail extension. At the October meeting, George Pinney of the DC Parks Department presented the Commission with information regarding extension of the Ahnapee Trail along the highway from Utah Street, north to Michigan Street. The City of Sturgeon Bay approved an easement for extending the trail across the parcel of property they own. Staff recommended following the City's direction and approve a similar easement which was requested by the County at SBU's last Commission meeting. Abeyta/Ellenbecker to approve the drafting of the easement by the DNR, which is to include the signature of SBU's President and Secretary. Motion carried.

A memo from Electrical Supervisor Bieri regarding consideration of vacuum excavator purchase was discussed. After the November meeting, staff contacted several people regarding the Vermeer unit manufactured by Vac-Tron. After receiving positive comments regarding the unit, staff felt confident in their recommendation to the Commission to purchase Vac-Tron unit for \$54,790. Birmingham/Abeyta to approve the purchase of the Vermeer unit manufactured by Vac-Tron for \$54,790. Motion carried.

Next item was consideration of utility tractor purchase. Staff received bids on both Kubota and John Deere tractors. Staff asked Service Motor for a reduction in their price of \$20,875 (1 year warranty), but were declined. May's Sport Center came back with a price of \$21,497, which includes a three year warranty and free pick-up in the event there is a warranty issue on the John Deere unit. The extra two years warranty and the desire to buy local makes the John Deere unit the recommended purchase. Felhofer/Abeyta to approve the purchase of the John Deere utility tractor from May's Sport Center. Motion carried.

A memo from Electrical Supervisor Bieri regarding surplus equipment was discussed. Bids were received on the Ford Taurus and the Dodge Truck 2500:

Name	Ford Taurus	Dodge Truck 2500
<b>William Bley</b>	<b>\$2005.00</b>	<b>\$2005.00</b>
<b>Richard McCormick</b>	\$1100.00	
<b>Dan Peterson</b>	\$910.00	
<b>John Webber</b>	\$750.00	\$700.00
<b>Terry Simon</b>	\$735.00	
<b>Mike Smith</b>	\$537.00	
<b>Kevin DeVault</b>	\$402.00	\$502.00

Staff recommended awarding the Ford Taurus and Dodge Truck 2500 to William Bley for \$2005.00/each. Ellenbecker/Mann to accept the bids for the surplus equipment. Motion carried.

Abeyta/DeNamur to accept the Operations Report for November. Motion carried.

General Manager Stawicki presented the 2011 Budget. Felhofer/Abeyta to approve the 2011 Budget as presented. Motion carried.

Next was consideration of bids for WWTP back-up generation system. Bids were received and opened on November 11<sup>th</sup>, 2010 with the following results:

Bidder	Base Bid	Alternate #1	Alternate #2	Total Bid
<b>Faith Technologies Inc</b>	\$167,700.00	\$101,200.00	\$3,645.00	\$272,545.00
<b>Northern Electric Inc</b>	\$123,300.00	\$6,300.00	\$920.00	\$130,520.00
<b>Ace Electrical Contractors</b>	\$82,500.00	\$46,000.00	\$1,500.00	\$130,000.00
<b>Elmstar Electric Corp</b>	\$101,876.00	\$23870.00	\$4,100.00	\$129,486.00

Staff recommended awarding the bid to Elmstar Electric Corporation in the amount of \$129,486.00. Birmingham/Ellenbecker to accept the bid by Elmstar Electric Corporation in the amount of \$129,486.00. Motion carried.

Operations Manager White seeking authorization to upgrade the water system Supervisory Control and Data Acquisition (SCADA) communication system. The SCADA systems primary functions are to maintain the water tower levels within preset limits by controlling well and booster pump operations via radio communications. The existing radio system is over 20 years old and has become problematic. McMahon has reviewed the proposal from Bay Electronics, who will provide and install new radios and accessories to replace existing equipment at a cost of \$54,856.50. Birmingham/Abeyta to approve water system SCADA communication system upgrades for \$54,856.50. All voted aye except for Ellenbecker, Felhofer and Mann, who voted nay. Motion carried.

Next was discussion of rate design related to 2011 electric rate filing with the Public Service Commission (PSC). As discussed at the November meeting, WPPI was asked to develop a modified rate design for SBU's proposed 2011 electric rate filing. Staff will continue to move forward with the rate filing and contact WPPI and the PSC with their intent. Item was for information only.

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

- a. Adjustments for the month
- b. Update on projects
  - 1. Efrim Energy
  - 2. Alternate dates for January Commission meeting – rescheduled to January 17<sup>th</sup>, 2011

Unfinished business list was updated and reviewed. No formal action was taken.

Fett/Abeyta to convene in closed session in accordance with the following exemption:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis Stats. 19.85(1)(c).

- a. Discussion of 2011 wage rates

Upon roll call vote, all voted aye. Motion carried. The meeting convened to closed session at 8:45 p.m. and reconvened at 8:52 p.m.

Felhofer/Abeyta to adjourn. Motion carried. The meeting adjourned at 8:53 p.m.

\_\_\_\_\_  
Stephen C. Mann  
Secretary

Approved for publication:

\_\_\_\_\_  
Stewart Fett  
President

\_\_\_\_\_  
James Stawicki  
General Manager

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

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

CLOSED SESSION  
Sturgeon Bay Utilities  
December 13<sup>th</sup>, 2010

President Fett called the closed session to order at 8:45 p.m. with himself, Vice-President Bernard Ellenbecker, Secretary Stephen Mann, Mayor Thad Birmingham and Commissioners James Abeyta, Matt Felhofer, Gary DeNamur present. Also present was General Manager James Stawicki.

A general discussion regarding 2011 wages were discussed.

Fett/Ellenbecker to adjourn. Upon roll call vote, all voted aye. Motion carried. The meeting adjourned at 8:52 p.m.

\_\_\_\_\_  
Stephen C. Mann  
Secretary

Approved for publication:

\_\_\_\_\_  
Stewart Fett  
President

\_\_\_\_\_  
James Stawicki  
General Manager

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

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

## ZONING BOARD OF APPEALS

Monday, January 10, 2011

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 7:02 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members William Murrock, Sandi Larson, Andrew Starr, and Jack Gigstead were present. Absent: James Goodwin. Also present were Community Development Director Marty Olejniczak and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Ms. Larson, seconded by Mr. Starr to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Recognition of William "Buck" Buechner for service on the Zoning Board of Appeals.
4. Approval of minutes from September 27, 2010.
5. Public hearing: Variance from the high water mark of Green Bay for Robert and Teresa Zimmerman, 1335 N. 3<sup>rd</sup> Avenue.
6. Consideration of: Variance from the high water mark of Green Bay for Robert and Teresa Zimmerman, 1335 N. 3<sup>rd</sup> Avenue.
7. Adjourn.

Carried.

**Recognition of William "Buck" Buechner for service on the Zoning Board of Appeals:** Board members and staff recognized and shared their thoughts and memories of Buck Buechner. He was a member of the Board from 1998 to 2007 and 2008 until his death in December, 2010. He had served as Chair for several terms. Everyone will miss his sincere dedication to the ZBA.

**Approval of minutes from September 27, 2010:** Moved by Mr. Starr, seconded by Mr. Murrock to approve the minutes from September 27, 2010. Carried.

**Public hearing: Variance from the high water mark of Green Bay for Robert and Teresa Zimmerman, 1335 N. 3<sup>rd</sup> Avenue:** Chairperson William Murrock opened the public hearing at 7:10 p.m.

Tim Denissen of De Leers Construction presented the plans for a new 8' 6" x 14' 2<sup>nd</sup> story deck to replace an existing failing deck. It would extend 8' out from the building, which is 5' further out than the current deck.

Mr. Olejniczak stated this was a unique situation as this property was annexed into the City from the Town of Sevastopol in the early 1990's. The property still has to follow provisions for the County, which includes the shoreland provisions that are mandated by the State. The County ordinance has a standard 75' setback from the ordinary high water mark, but

there is also an averaging provision. By averaging the properties on either side of the subject property, it brought the required setback down to 60' from the ordinary high water mark. The proposed deck is approximately 45' from the high water mark. The City code requires a 25' setback.

Clyde Smith, 3743 Bay Shore Drive, spoke in favor of the variance.

The public hearing was declared closed at 7:30 p.m.

**Consideration of: Variance from the high water mark of Green Bay for Robert and Teresa Zimmerman, 1335 N. 3<sup>rd</sup> Avenue:** The Board members discussed the variance and proposed project.

Mr. Gigstead said they were not asking for a lot. He was concerned if the existing deck on the north side had been granted a permit.

Ms. Larson stated it is located on the 2<sup>nd</sup> story so it is not obtrusive for the neighbors.

Mr. Starr added that it is a unique piece of property where the shoreline runs and the annexation into the City caused a situation where they still need to follow County provisions. It is a change of 5' from what is currently there and is actually smaller in square footage.

Mr. Murrock stated the proposed deck can be considered a safety enhancement as it can be used as a fire escape with means of getting out of the second story for emergencies.

Discussion continued. Moved by Mr. Starr, seconded by Ms. Larson to approve the variance as detailed in the site plan, with the hardship being that the property was annexed from the County to the City and must meet the County code even with it being in the City limits.

Roll call: All ayes. Carried.

**Adjourn:** Moved by Ms. Larson, seconded by Mr. Gigstead to adjourn. Carried. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

  
Cheryl Nault  
Community Development Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 11, 2011**

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:34 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta, Alderperson Schlicht, and Alderperson Wiegand were present. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, City Engineer Depies, Community Development Director Olejniczak, members of the general public, and Office/Accounting Assistant II Flinn.

Moved by Alderperson Abeyta, seconded by Alderperson Wiegand to adopt the following agenda by moving item #4 to item #3:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Potential Property swap with Corner Depot LLC.
4. Consideration of: Request of 810 S. Lansing Ave, LLC
5. Review of unfinished business list.
6. Review bills.
7. Adjourn.

Carried.

Request of 810 S. Lansing Ave, LLC to sell parcel number 281-64-6400-0110 was the first item discussed. Fran Shefchik, CEO of Portside Properties stated that they have a buyer for a two acre parcel. Tom Alberts of Creative Business Brokers stated that he has a verbal agreement from Christian Jeanquart who is interested in purchasing the property. He does not have any immediate plans for the property. Mr. Jeanquart also owns the property to the east of the mentioned parcel. Moved by Alderperson Schlicht, seconded by Alderperson Abeyta to recommend to the Common Council to allow 810 S. Lansing Avenue, LLC to sell parcel number 281-64-6400-0110 to the proposed purchaser with the following conditions: Disclosure of the identity of the proposed purchaser, presentation of a plan acceptable to the City regarding the purchaser's intentions for the use of the property to include marketing and development plans, and a term not to exceed six (6) years. Carried.

Community Development Director Olejniczak led the discussion on the Potential Property swap with Corner Depot, LLC. He stated that the City has been working on engineering plans for changing the intersection at Eighth Avenue and Egg Harbor Road, which affects the Corner Depot, LLC property, particularly the parking lot and access to the parking lot. Mr. Olejniczak added that as part of the realignment project, the existing stormwater issues will also be addressed. The City would agree to initiate a street vacation for approximately 4,570 square feet of Eighth Avenue right-of-way to be attached to the Corner Depot, LLC parcel. Corner Depot, LLC would dedicate fifteen feet of the new right-of-way along

Florida Street for a total of 2,245 square feet. The portion of Eighth Avenue to be vacated would be retained by the City for easement of the new storm sewer, as well as for existing utilities. The property along Florida Street would not be buildable, but it would be used by Corner Depot, LLC for parking.

Moved by Alderperson Wiegand, seconded by Alderperson Abeyta to recommend to the Common Council to proceed with the property swap between the City of Sturgeon Bay and Corner Depot, LLC upon the following parameters:

1. The city will initiate a street vacation for approximately 4,570 square feet of excess 8<sup>th</sup> Avenue right-of-way to be attached to the Corner Depot parcel consistent with the attached plan.
2. Corner Depot will dedicate 15 feet of new right-of-way along Florida Street for a total of 2,245 square feet.
3. The City will reconfigure the parking area and remove excess pavement as part of the overall intersection project per the attached plan. The City retains at its discretion whether curb and gutter is used for the parking area.
4. Corner Depot agrees to the elimination of the existing driveway to 8<sup>th</sup> Avenue and agrees there will be no driveway access from 8<sup>th</sup> Avenue/Egg Harbor Rd.
5. Easements for the proposed storm sewer and existing utilities in the portion of 8<sup>th</sup> Ave to be vacated shall be retained by the City. The vacated right-of-way shall not be used for buildings. Parking, business signs and landscaping are permitted subject to city ordinances.
6. The City will retain the right-of-way to the south of the parking area for potential use as an Egg Harbor Road business district sign or kiosk. However, the City is not obligated to erect a sign or kiosk and agrees to work with Corner Depot regarding such future signage so as to minimize impact to views to the Corner Depot businesses.
7. The City is responsible for the relocation of the sidewalk as part of the intersection improvements, but Corner Depot shall be responsible for maintenance of the landscaping (i.e. mowing) and snow removal from the sidewalk for the abutting right-of-way. However, if the City erects business district signage or kiosk, the City shall be responsible for maintaining such signage and any associated landscaping.
8. Costs of surveying and legal descriptions will be divided evenly between the City and the property owner.

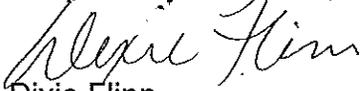
Carried.

The Committee reviewed the unfinished business list.

Moved by Alderperson Abeyta, seconded by Alderperson Wiegand to accept the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Abeyta, seconded by Alderperson Schlicht to adjourn. Carried. The meeting adjourned at 6:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dixie Flinn".

Dixie Flinn  
Office/Accounting Assistant II

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**January 13, 2011**

A meeting of the Community Protection & Services Committee was called to order at 5:34 p.m. by Chairperson Lodl in Council Chambers, City Hall. Roll call: Members Lodl, Mann and Schlicht were present. Also present: Jason Mann of Mann Communications, City Administrator McNeil, Public Works/Park & Recreation Superintendent Bordeau, members of the general public and Office/Accounting Assistant I Spittlemeister.

Moved by Mr. Schlicht, seconded by Mr. Mann to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Alternative Energy Sources (Solar Panels and Windmills).
4. Consideration of: Use of Compost Site and fees.
5. Consideration of: Request from Town of Sturgeon Bay to use City's compost site update and renewal.
6. Review of Bills.
7. Adjourn.

Carried.

Consideration of: Alternative Energy Sources (Solar Panels and Windmills):

City Administrator McNeil explained that the wind siting rules were created by the Public Service Commission. Local municipalities can regulate wind-energy systems, but need to make sure that their local ordinances aren't more restrictive than state ruling.

John Hippensteel, 1015 County Road U, stated that Wisconsin State legislation adopted the wind siting rules created by the Public Service Commission in December of 2010. However, with a change in leadership, there may be modifications in the future to the wind siting rules. With the state ordinance in place, it is not necessary for the City to create their own at a local level.

An e-mail from Sturgeon Bay Utilities General Manager Jim Stawicki, suggested that since the City of Sturgeon Bay is covered under the Public Service Commission rulings, no further action is necessary. No action was taken by committee members.

Consideration of: Use of Compost Site and fees:

Public Works/Park & Recreation Superintendent Bordeau explained that contractors are not allowed to use the City of Sturgeon Bay compost site on Division Road. However, they are willing to pay a yearly fee for that privilege. Information from different municipalities in Wisconsin suggested that none of the municipalities allow contractors to use their compost sites. The City is currently licensed by the Wisconsin Department of Natural Resources to hold up to 20,000 cubic yards of material at any point. Last year, the average was 12,000 cubic yards.

Moved by Mr. Schlicht, seconded by Mr. Mann to recommend to Common Council to accept a one year trial period for contractors to utilize the City of Sturgeon Bay compost site on Division Road, follow the outlined recommendations set by staff as follows, and forward to Finance/Purchasing and Building Committee to approve contractor permit fee, contractor illegal dumping fee and establish an illegal dumping fee for any non-resident or non-permit holder.

- 1) Contractor permit fee shall be \$1,000.00 paid before use of site and is good for one calendar year (January 1 – December 31).
- 2) Contractor shall dump only yard waste and brush collected from City of Sturgeon Bay, Town of Sturgeon Bay and Town of Sevastopol.
- 3) Contractors using the site without permit shall be required to pay the permit fee and will be charged a \$500.00 illegal dumping fee.

- 4) Contractors dumping materials collected from municipalities other than City of Sturgeon Bay, Town of Sevastopol and Town of Sturgeon Bay will have their permit revoked and will be charged a \$500.00 illegal dumping fee.
- 5) Any non-resident or non-permit holder will be charged a \$500.00 illegal dumping fee.
- 6) Contractors are able to purchase wood chips and compost at a cost of \$5.00 per cubic yard. (Date and equipment used for loading must be approved by Department of Public Works.)
- 7) All other policies that are currently in effect will remain in effect.

Carried.

Consideration of: Request from Town of Sturgeon Bay to use City's compost site update and renewal:  
Daniel Cihlar, Chairman for Town of Sturgeon Bay, stated that residents from the Town of Sturgeon Bay are requesting permission to use the City's compost site for 2011. A short discussion was held on pricing.

Moved by Mr. Mann, seconded by Mr. Schlicht to recommend to Common Council to renew the agreement between the City of Sturgeon Bay and the Town of Sturgeon Bay for the use of the City's compost site, located on Division Road, for a one year term under the following terms and conditions:

#### COMPOST SITE RULES AND REGULATIONS

Hours of Operation: Open 7 days a week, 24 hours a day.

Town of Sturgeon Bay and Town of Sevastopol have permission to use compost site with permit.

Permit will be issued at Municipal Services, 835 N 14<sup>th</sup> Ave, Monday thru Friday, 7:00 a.m. to 3:30 p.m. Cost of permit is \$25.00.

Permit must be purchased before use of compost site.

No commercial dumping allowed.

Removal of material compost or wood chips is allowed at a cost of \$15.00 per pick-up truck load. Material must be paid for before removal.

No use of heavy equipment for loading except with prior approval by Municipal Services (loader, tractor, backhoe, skid steer, etc.).

Failure to adhere to these rules will result in loss of permit.

Failure to purchase permit or pay for material in advance of use will result in a trespassing violation.

Carried.

#### Review of Bills:

Jason Mann of Mann Communications, explained the invoices submitted for payment. Moved by Mr. Schlicht, seconded by Mr. Mann to approve the invoices submitted for payment as of January 13, 2011 in the amount of \$2,315.29. Carried.

Moved by Mr. Schlicht, seconded by Mr. Mann to adjourn. Carried. The meeting adjourned at 6:16 p.m.

Respectfully submitted,

  
Laurie Spittlemeister  
Office/Accounting Assistant

**PARKING AND TRAFFIC COMMITTEE**  
Monday, January 17, 2011

A meeting of the Parking and Traffic Committee was called to order at 4:04 p.m. by Chairperson Mann in Council Chambers, City Hall, 421 Michigan Street.

**Roll Call:** Members Mann and Vandertie were present. Member Benzshawel was absent. Also present: Municipal Services Superintendent Bordeau, City Administrator McNeil, City Engineer Depies, Police Captain Brinkman and Municipal Services Secretary Lenius.

**Adoption of Agenda:** Moved by Mr. Vandertie, second by Mr. Mann to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: Parking for the Harbor Lady Bus
5. Consideration of: Installing a Stop Sign on Nebraska Street at 1<sup>st</sup> Avenue
6. Consideration of: Designating a No Parking Zone on the West Side of S. 1<sup>st</sup> Avenue between Michigan and Nebraska Streets

7. Adjourn.

All in favor. Carried

**Public Comments:**

Nobody spoke during public comment.

**Consideration of: Parking for the Harbor Lady Bus:** Captain Dave Graves, owner of the Harbor Lady, spoke. He stated he acquired a 25 passenger bus to run the Harbor Lady Connection – a daily shuttle service, during the summer months, from Sturgeon Bay to Fish Creek with stops in Carlsville and Egg Harbor. He requested permission to load and offload passengers on 1<sup>st</sup> Avenue adjacent to the public walkway that accesses the waterfront next to Stone Harbor. He also asked permission to park the bus overnight on Kentucky Street next to the parking structure.

Mr. Mann brought up his concern that if the committee granted the parking request, would other transportation services request a parking area. Mr. Depies explained there are public lots that would allow the parking of a bus this size during the overnight hours. Mr. McNeil stated the biggest concern is to designate the loading zone for the safety of the people getting off and on the bus. Additionally, the bus can park in any space that is available and is allowed to take up 2 parking stalls. Designating a parking space will only ensure the bus is not parked somewhere else.

Moved by Mr. Vandertie, seconded by Mr. Mann to recommend to council to designate a bus loading zone on the west side of 1<sup>st</sup> Avenue across from Kentucky Street per the attached drawing. All in favor. Carried.

**Consideration of: Installing a Stop Sign on Nebraska Street at 1<sup>st</sup> Avenue:** Mr. McNeil stated this request was brought to his attention by Great Lakes Yacht Service because they feel the intersection is unsafe. When people are leaving the lot at GLYS, they don't know what direction the traffic from Nebraska are going to go when they get to 1<sup>st</sup> Avenue.

Moved by Mr. Vandertie, seconded by Mr. Mann to install a yield sign on Nebraska Street at 1<sup>st</sup> Avenue.

Moved by Mr. Mann, seconded by Mr. Vandertie to amend the motion to recommend to council to install a stop sign on Nebraska Street at 1<sup>st</sup> Avenue. All in favor. Carried.

**Consideration of: Designating a No Parking Zone on the West Side of S. 1<sup>st</sup> Avenue between Michigan and Nebraska Streets:** Mr. Depies stated that Great Lakes Yacht Service requested this item

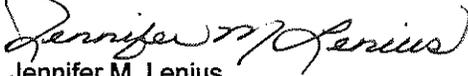
for the safety of their customers. Because the sidewalk is narrow the sign could be mounted on their building instead of a pole.

Moved by Mr. Vandertie, seconded by Mr. Mann to recommend to council to designate a No Parking Zone on the West side of S. 1<sup>st</sup> Avenue between Michigan and Nebraska Street with the sign to be mounted on the adjacent building. All in favor. Carried

Moved by Mr. Vandertie, seconded by Mr. Mann to adjourn. All in favor. Carried.

The meeting adjourned at 4:47 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jennifer M. Lenius".

Jennifer M. Lenius  
Municipal Services Secretary

**BEVERAGE OPERATOR LICENSE**

1. Fairchild, Jennifer L.
2. Henry, Julie A.
3. Woodgate, Amie N.

R E C O M M E N D A T I O N  
TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to proceed with the property swap between the City of Sturgeon Bay and Corner Depot, LLC upon the following parameters:

1. The city will initiate a street vacation for approximately 4,570 square feet of excess 8<sup>th</sup> Avenue right-of-way to be attached to the Corner Depot parcel consistent with the attached plan.
2. Corner Depot will dedicate 15 feet of new right-of-way along Florida Street for a total of 2,245 square feet.
3. The City will reconfigure the parking area and remove excess pavement as part of the overall intersection project per the attached plan. The City retains at its discretion whether curb and gutter is used for the parking area.
4. Corner Depot agrees to the elimination of the existing driveway to 8<sup>th</sup> Avenue and agrees there will be no driveway access from 8<sup>th</sup> Avenue/Egg Harbor Rd.
5. Easements for the proposed storm sewer and existing utilities in the portion of 8<sup>th</sup> Ave to be vacated shall be retained by the City. The vacated right-of-way shall not be used for buildings. Parking, business signs and landscaping are permitted subject to city ordinances.
6. The City will retain the right-of-way to the south of the parking area for potential use as an Egg Harbor Road business district sign or kiosk. However, the City is not obligated to erect a sign or kiosk and agrees to work with Corner Depot regarding such future signage so as to minimize impact to views to the Corner Depot businesses.
7. The City is responsible for the relocation of the sidewalk as part of the intersection improvements, but Corner Depot shall be responsible for maintenance of the landscaping (i.e. mowing) and snow removal from the sidewalk for the abutting right-of-way. However, if the City erects business district signage or kiosk, the City shall be responsible for maintaining such signage and any associated landscaping.
8. Costs of surveying and legal descriptions will be divided evenly between the City and the property owner.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING COMMITTEE  
By: James Abeyta, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 11, 2011

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

## Property Swap – City and Corner Depot LLC

**Background:** The City is redesigning and will be reconstructing the intersection of 8<sup>th</sup> Avenue and Egg Harbor Road. To allow this to happen the Glesner parcel was purchased for the necessary right-of-way. A portion of the existing right-of-way for 8<sup>th</sup> Avenue will no longer be needed for street purposes.

As part of the realignment project, existing stormwater issues will also be addressed. Storm sewer will be routed northerly on 8<sup>th</sup> Avenue and down Florida Street. This solves the problem of excess water at the Georgia St/8<sup>th</sup> Avenue intersection and improves overall drainage. It also allows the City to potentially route stormwater into the City property along Florida Street, if a detention facility is ever needed or desired. Since Florida Street only has 30 feet of right-of-way, acquiring additional right-of-way for the storm sewer and street purposes will assist this project.

The intersection changes have serious impacts on the Corner Depot parcel, particularly in regard to parking and access. City staff discussed this project with the Corner Depot LLC (Pete Hurth). Hurth is interested in improving the parking situation for this business complex. He is willing to trade land along Florida Street in exchange for the City vacating some of the 8<sup>th</sup> Avenue right-of-way that would become excess right-of-way. Thus, in order to satisfy the needs and desires of both the City and Corner Depot LLC, it is proposed that a property swap occur.

**Proposed Swap:** The proposed swap is depicted on the attached drawing. The City would agree to initiate a street vacation for approximately 4,570 square feet of 8<sup>th</sup> Avenue right-of-way to be attached to the Corner Depot parcel. Corner Depot would dedicate 15 feet of new right-of-way along Florida Street for a total of 2,245 square feet. The 15-foot right-of-way dedication would provide a full 30 feet of width from the centerline of Florida St. For the portion of 8<sup>th</sup> Avenue to be vacated, the City would retain easements for the new storm sewer as well as for existing utilities. This land would not be buildable due to these easements, but would be used by Corner Depot for parking. This new parking area would replace on-street parking and other parking that would be lost due to the 8<sup>th</sup> Avenue realignment.

The other parameters of the swap would include the following:

- The City will reconfigure the parking area and remove excess pavement as part of the overall intersection project per the attached plan. The City retains at its discretion whether curb and gutter is used for the parking area.
- The City will retain at least 40 feet of right-of-way on the westerly side of Egg Harbor Rd/8<sup>th</sup> Ave. The City will keep the triangular piece of right-of-way at the intersection of relocated 8<sup>th</sup> Avenue and Egg Harbor Rd. to maintain a vision corner. The City will retain the right-of-way to the south of the parking area for potential use as an Egg Harbor Road business district sign or kiosk. However, the City is not obligated to erect a sign or kiosk and agrees to work with Corner Depot regarding such future signage so as to minimize impact to views to the Corner Depot businesses.

Corner Depot agrees to the elimination of the existing driveway to 8<sup>th</sup> Avenue and agrees there will be no driveway access from 8<sup>th</sup> Avenue/Egg Harbor Rd.

Easements for the proposed storm sewer and existing utilities shall be retained by the City. The vacated right-of-way shall not be used for buildings. Parking, business signs and landscaping are permitted subject to city ordinances.

The City is responsible for the relocation of the sidewalk as part of the intersection improvements, but Corner Depot shall be responsible for maintenance of the landscaping (i.e. mowing) and snow removal from the sidewalk for the abutting right-of-way. However, if the City erects business district signage or kiosk, the City shall be responsible for maintaining such signage and any associated landscaping.

**Additional considerations:**

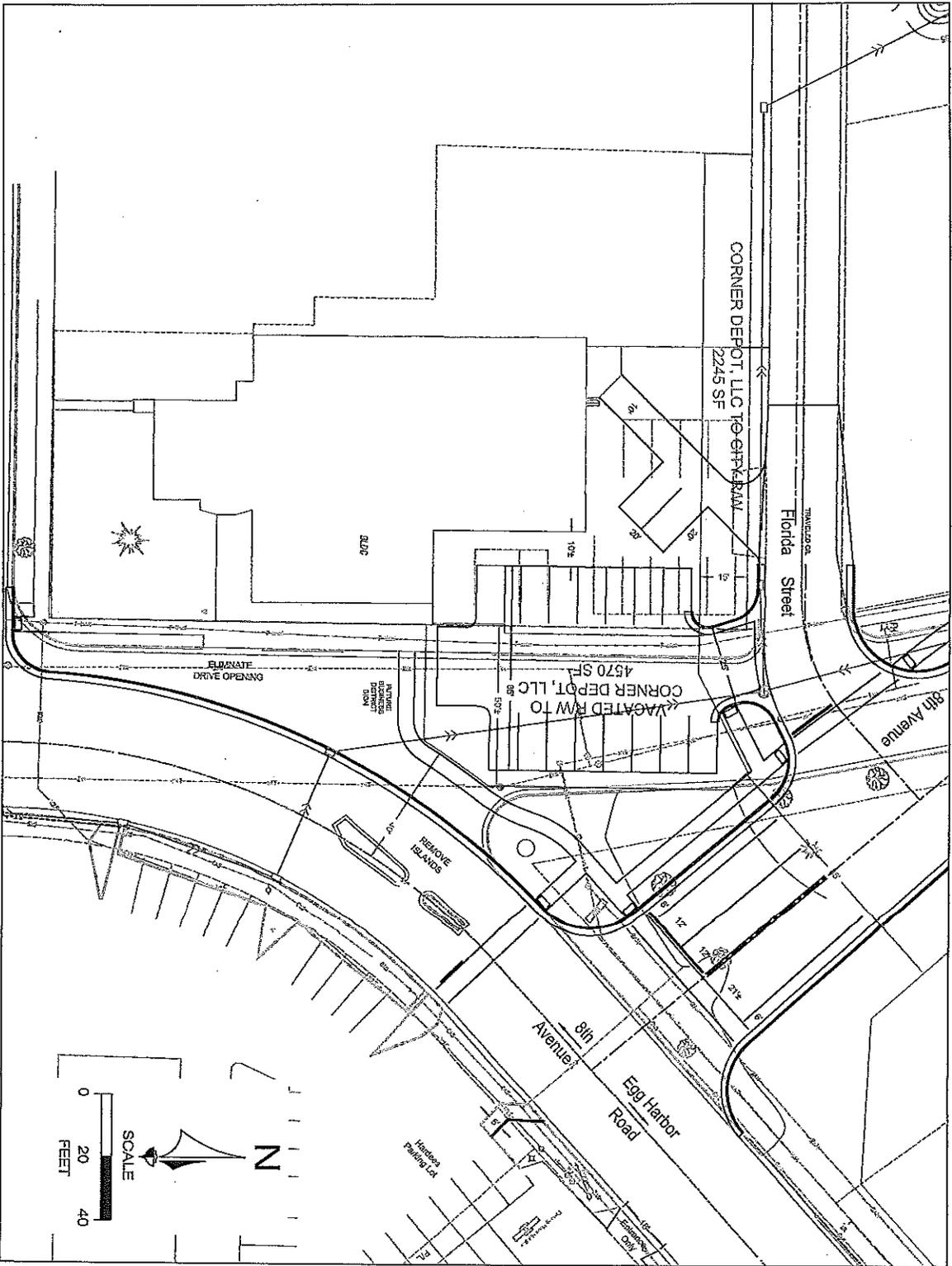
- The proposed swap will put excess right-of-way back on the tax roll while still maintaining right-of-way for future projects such as the aforementioned business district sign. It will improve parking for an existing business and will not negatively impact utilities.
- The City will be responsible for the removal of the current pavement and re-grading of the land involved in the swap and sidewalk relocation even if the swap does not occur. Therefore, creating the new parking area for Corner Depot does not appreciably increase costs for the project.
- The restriction of access except to Florida Street will benefit the traffic flow and minimize conflicts near the new intersection.
- Costs of surveying and legal descriptions will be divided evenly between the City and the property owner (same as the NAMI "JAKS Place" property swap).

**Recommendation:** Proceed with the property swap based upon the above parameters. This would include drafting a more formal property transaction agreement and completing the survey and formal legal descriptions. It is noted that the vacation of the excess right-of-way cannot be finalized until the street work is completed.

Prepared by: Martin Olejniczak 1-5-11  
Martin Olejniczak Date  
Community Development Director

Reviewed by: Tony Depies 1-06-2011  
Tony Depies Date  
City Engineer

Reviewed by: Stephen McNeil 1-5-11  
Stephen McNeil Date  
City Administrator



8th Ave & Egg Harbor Rd Intersection  
 Conceptual Layout and Potential Property Swap - Corner Depot LLC  
 Jan 5, 2011

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to allow 810 S. Lansing Avenue, LLC to sell parcel number 281-64-6400-0110 to the proposed purchaser with the following conditions: Disclosure of the identity of the proposed purchaser, presentation of a plan acceptable to the City regarding the purchaser's intentions for the use of the property to include marketing and development plans, and a term not to exceed six (6) years.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING COMMITTEE  
By: James Abeyta, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 11, 2011

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

## EXECUTIVE SUMMARY

**TITLE:** Request of 810 S. Lansing Ave. LLC

**BACKGROUND:** In the fall of 2000, the City of Sturgeon Bay sold a 2.002 acre parcel in the Sturgeon Bay Industrial Park to Harborside Development LLC. Title to this parcel has been transferred to Portside Builders, Inc. (2001) and 810 S. Lansing Ave. LLC (2003). Terms of this sale included:

1. Compensation for the site was an agreement by the purchaser to perform and fund substantial site improvements to prepare the site for sale.
2. The Developer agreed to construct on the subject property a commercial building valued at a minimum of \$700,00 by December 31, 2004.
3. The City has previously granted three (3) extensions of the construction requirement. The extension currently in effect expires December 31, 2011.
4. Subsequent to the purchase the purchaser has invested \$69,731 in improvements to the site
5. Since owning the property the purchaser has paid \$17,425 in property taxes on the property.

**PROPOSAL:** 810 S. Lansing Ave. LLC requests:

1. Permission to sell the property to an interested developer.
2. That the City grant a six (6) year extension to the new owner on the development requirement noted in Item 2. above.

### RECOMMENDATION:

Considering the current economic conditions, particularly as regards Commercial Real Estate, the proposal to convey the property to a developer is reasonable. Approval of the request is recommended subject to:

1. Disclosure of the identity of the proposed purchaser.
2. Presentation of a plan acceptable to the city regarding the purchaser's intentions for the use of the property to include marketing and development plans.
3. A term not to exceed five (5) years.

Easements for the proposed storm sewer and existing utilities shall be retained by the City. The vacated right-of-way shall not be used for buildings. Parking, business signs and landscaping are permitted subject to city ordinances.

The City is responsible for the relocation of the sidewalk as part of the intersection improvements, but Corner Depot shall be responsible for maintenance of the landscaping (i.e. mowing) and snow removal from the sidewalk for the abutting right-of-way. However, if the City erects business district signage or kiosk, the City shall be responsible for maintaining such signage and any associated landscaping.

**Additional considerations:**

- The proposed swap will put excess right-of-way back on the tax roll while still maintaining right-of-way for future projects such as the aforementioned business district sign. It will improve parking for an existing business and will not negatively impact utilities.
- The City will be responsible for the removal of the current pavement and re-grading of the land involved in the swap and sidewalk relocation even if the swap does not occur. Therefore, creating the new parking area for Corner Depot does not appreciably increase costs for the project.
- The restriction of access except to Florida Street will benefit the traffic flow and minimize conflicts near the new intersection.
- Costs of surveying and legal descriptions will be divided evenly between the City and the property owner (same as the NAMI "JAKS Place" property swap).

**Recommendation:** Proceed with the property swap based upon the above parameters. This would include drafting a more formal property transaction agreement and completing the survey and formal legal descriptions. It is noted that the vacation of the excess right-of-way cannot be finalized until the street work is completed.

Prepared by: Martin Olejniczak 1-5-11  
Martin Olejniczak Date  
Community Development Director

Reviewed by: Tony Depies 1-06-2011  
Tony Depies Date  
City Engineer

Reviewed by: Stephen McNeil 1-5-11  
Stephen McNeil Date  
City Administrator

PREPARED BY:

  
Stephen McNeil, City Administrator

REVIEWED BY:

  
Martin Olejniczak, Community Development Director

**ATTACHMENTS**

1. Request, 810 S. Lansing Ave., LLC, December 17, 2010
2. Memorandum, Bill Chaudoir, Executive Director, Door County Economic Development Corp., December 22, 2010

# '810 S Lansing Ave LLC'

810 S. Lansing Avenue  
Sturgeon Bay, Wisconsin 54235  
Phone (920) 746-1096

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December 17, 2010

City of Sturgeon Bay  
Finance Committee  
421 Michigan Street  
Sturgeon Bay, Wisconsin 54235

Re: Request to Sell Parcel

Dear Members:

This letter is to explain "810" S. Lansing Avenue, LLC's current position and desire to sell Lot / Tract 1-A in the Industrial Park.

Due to the economic condition of the construction industry and the entire country in general, PortSide/"810" will find it near impossible to develop Tract 1-A with a like-kind related type business as we had previously desired. Over the past 9 -10 years, we have spent time working with many different prospects, drafting proposals and doing plan design, none of which have come to fruition.

I currently have an interested buyer for Tract 1-A, and am requesting permission to sell the tract for \$90,000 less approximately 9% closing costs.

#### History:

The terms of the original transaction for the purchases of Lot/Tract 1-A included no financial consideration to the City, in exchange for "filling & preparing" the site for use. (As it was, Tract 1-A was an un-developable lot until improved) This was done at a substantial cost to us including the grading and drainage of the entire PortSide planned development.

#### Cost in the improvement of Tract 1-A include:

Removing old barn foundation, tree grubbing, stripping site, stripping top soil and cutting PortSide Lot #1 site below grade (to have soil available for fill to fill-in compression), hauling fill and compaction of soil to Tract 1-A.	\$ 55,790.00
Engineering design fees and the total construction of the detention pond serving all three parcels at a total costs of \$ 41,825.00. (\$41,825.00 / 3 Lots = Improvement Cost per Lot)	\$ 13,941.00

(continued)

City of Sturgeon Bay  
Finance Committee  
December 17, 2010  
Page 2

Also attributable to Tract 1-A is the cost of annual real property tax.  
Total property taxes paid from 2001 through 2010 equal \$ 17,425.00  
Total Development and Holding Costs ..... \$ 87,156.00

The above number does not take into account any of the marketing, planning, and design costs that were incurred and paid over the past 9 – 10 years.

Anticipated Sale

Sale of Tract 1-A for .....\$ 90,000.00  
Less: Approx. Closing Fees / Commission ..... - 8,100.00  
Approx. Net ..... \$ 81,900.00

Development / Other Costs into Tract 1-A ..... - 87,156.00

As you can see, "810" will not be profiting in anyway should the City allow this sale transaction to take place.

Additionally ...

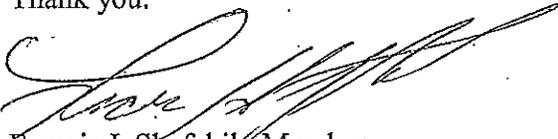
The initial proposal with the City, for the purchase of ALL three lots, was that Harborside/PortSide develop properties to generate a tax base of:

Lot 1 & 2 @ .....\$ 1,800,000.00  
Tract 1-A @ ..... 700,000.00  
For a total of .....\$ 2,500,000.00

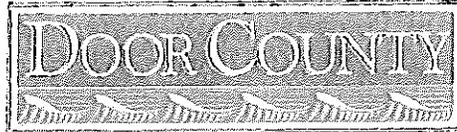
Actual development on Lots 1 & 2 has alone established an assessed tax base of \$ 2,535,000. Additionally, since 2004, Tract 1-A has been assessed at \$ 104,500.00. "810" strongly feels that the tax base required in the original terms of the agreement have been met through the assessed values of Lots 1 & 2.

In conclusion, I respectfully request the City allow "810" to sell Tract 1-A to the interested buyer and also ask that they grant the new buyer a six year extension on any development requirements imposed by the City

Thank you.



Francis J. Shefchik, Member  
"810" S. Lansing Avenue, LLC



ECONOMIC DEVELOPMENT CORPORATION

**Date:** December 22, 2010  
**To:** City of Sturgeon Bay Finance Committee  
**From:** Bill Chaudoir, Executive Director  
**Re:** Request from owner of 810 S. Lansing Avenue, LLC

### **Background**

On October 9, 2000 the City closed on the sale of a 2.002-acre parcel in the Sturgeon Bay Industrial Park to Harborside Development, LLC. Since purchase of the parcel the ownership entity for the parcel has changed hands twice. In February 2001 Portside Builders, Inc took title and in the summer of 2003 the ownership switched to 810 S. Lansing Avenue, LLC. This parcel is identified as Tract 1-A on the attached map and is located on Walnut Street between the current Portside Builders office building and the former Emerson Motor plant. Significant terms of this transaction include the following:

1. No financial consideration was paid to the City for this parcel in exchange for the developer taking on the responsibility of "filling and preparing the site for use."
2. Developer agrees to construct on the subject property a commercial building valued at a minimum of \$700,000 by December 31, 2004.
3. The Developer requested and the City approved 3 extensions of the deadline to construct improvements on the subject property. The current deadline is December 31, 2011

The owner has completed the site prep of the parcel. This involved removing an old stone barn foundation and filling and compacting a very large depression on the property. This was accomplished at substantial cost to the owner and was done as part of the grading and drainage plan for the entire Portside Builders development on the adjacent parcels. The subject parcel is currently assessed at \$104,500, which can primarily be attributed to the developer's efforts in creating a developable parcel where one did not exist before the grading work.

During the course of negotiations for this transaction, it was understood by all parties that the owner's intentions for this property were not to use the property for their own active business use but rather to create a useable lot to accommodate a commercial business use(s) that would complement the attractive Portside Builders structure located on the adjacent property. Unfortunately, not withstanding extensive efforts by the owner, a commercial business buyer or tenant for this parcel has not been secured.

I have personal knowledge that the owner did engage in extensive marketing efforts over the last few years to secure a business use. I have referred business prospects to the owner and have met with several interested parties that were considering the property. The owner reports that they have engaged in negotiations with at least twenty business prospects since taking title to the property. It is my opinion that the owner has made a

BUSINESS BY NATURE<sup>®</sup>

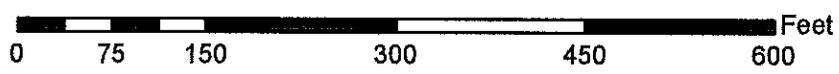
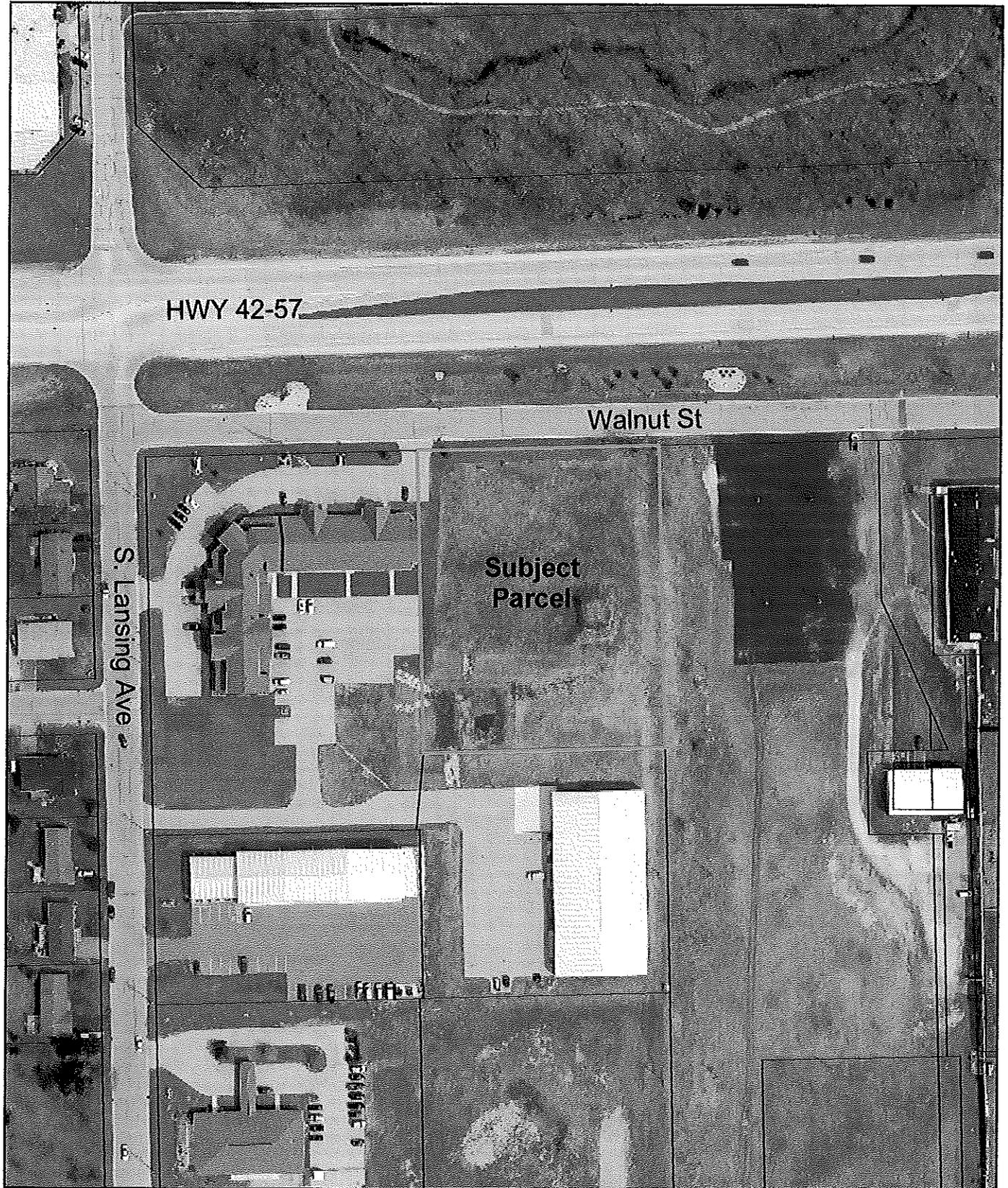
reasonable effort to fulfill the terms of their Development Agreement with the City by actively and aggressively marketing the parcel for a commercial business.

**Request and Recommendation**

The owner is requesting that the City approve the sale of the parcel to another party and to extend the deadline to construct the required improvements on the parcel. Given the current distressed market for commercial real estate I believe the request is reasonable and in the best interest of the City. I recommend your approval of the request.

# Location Map

## 810 S. Lansing LLC Parcel



Jan 12, 2011

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to renew the agreement between the City of Sturgeon Bay and the Town of Sturgeon Bay for the use of the City's compost site, located on Division Road, for a one year term under the following terms and conditions:

COMPOST SITE RULES AND REGULATIONS

Hours of Operation: Open 7 days a week, 24 hours a day.

Town of Sturgeon Bay and Town of Sevastopol have permission to use compost site with permit.

Permit will be issued at Municipal Services, 835 N 14<sup>th</sup> Ave, Monday thru Friday, 7:00 a.m. to 3:30 p.m. Cost of permit is \$25.00.

Permit must be purchased before use of compost site.

No commercial dumping allowed.

Removal of material compost or wood chips is allowed at a cost of \$15.00 per pick-up truck load. Material must be paid for before removal.

No use of heavy equipment for loading except with prior approval by Municipal Services (loader, tractor, backhoe, skid steer, etc.).

Failure to adhere to these rules will result in loss of permit.

Failure to purchase permit or pay for material in advance of use will result in a trespassing violation.

Respectfully submitted,  
COMMUNITY PROTECTION AND SERVICES COMMITTEE  
By: John Lodi, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 13, 2011.

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

***TOWN OF STURGEON BAY***  
***County of Door***  
***Sturgeon Bay, Wisconsin 54235***

December 27, 2010

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

Attention: Community Protection &  
Services Committee

Subject: Compost Permits

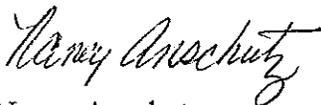
Dear Committee Members:

The Town of Sturgeon Bay is again requesting permission to use the City's compost and brush site, located on Division Road in 2011.

Please advise if this will be permitted again. Thank you for this consideration.

Sincerely,

TOWN OF STURGEON BAY



Nancy Anschutz  
Town Clerk  
2445 Sand Lane  
Sturgeon Bay, WI 54235

/na

## REQUEST FOR PLACEMENT OF AGENDA ITEM

DATE OF REQUEST: January 27, 2011  
FROM: Alderperson Stephen Mann  
FOR: Common Council Meeting Dated: February 1, 2011

Please place the following item on the agenda:

Consideration of: Budget Services Ad Hoc Committee Final Report.

Background Information:

In October 2006, the Budget Services Ad Hoc Committee, appointed by Mayor McIntosh, submitted a final report to the Common Council. The final report is attached.

Desired Action:

To be referred to Finance/Purchasing & Building Committee for further review and potential implementation of items, if necessary.

**FINAL REPORT**  
**SUBMITTED BY THE BUDGET SERVICES AD HOC COMMITTEE**  
**AS AMENDED OCTOBER 3, 2006**

The committee was created by Mayor McIntosh in 2006 to review, research, and explore all City budgets of Sturgeon Bay and try to determine, they can be reduced or made more efficient, and/or determine what services should be provided and at what level.

The committee commenced meeting in February with a wrap-up meeting in June, 2006. The committee was strongly impressed by the current and efficient operations of the City by its staff. There are no glaring opportunities for significant cost savings. There may be some savings which can be pursued in the future. The single greatest cost item is the area of health benefits. It must be understood that there are severe limitations on how the City can unilaterally deal with this situation. Health benefits are subject to the collective bargaining process (exclusive of the non-represented personnel) and governed by state law. More flexibility should be provided to the local government to effectively seek ways to control this cost. Since 2001 the cost to the city in providing health insurance has risen 127.5%

The City portion is approximately 30% of the property tax bill and the tax payers receive a good value for taxes paid.

**GENERAL CONCLUSIONS**

All departments appear to operate quite efficiently with rather tight budget restraints.

The cost of health benefits continue to soar. In recognition that a large number of the work force is covered by collective bargaining agreements the City should encourage modifications in the collective bargaining statutes that would allow local units of government the same authority as state government-specifically the elimination of binding arbitration.

With new City Hall consider contracting out for additional janitorial/maintenance that will be required.

Explore alternatives for additional clerical multi-departmental support (contract or part-time).

Explore more alternatives for the general public to obtain data without requiring staff time or assistance.

Continue to explore methods to promote the City as a place for business recruitment.

Have the City Administrator work with administrative staff on a possible "flex-time" schedule.

Have the City Administrator explore greater use of interns, part time personnel, out sourcing of services as appropriate.

#### **POLICE**

Continue to explore with County government a greater equity for taxes paid by City taxpayers for County services especially in the law enforcement area.

Work with school district officials on security related issues in a cost effective approach

#### **PARKS/REC**

Review the park and recreation fee structure as it pertains to resident v. non-resident.

Explore partnerships with the YMCA on future recreational programs offered.

Have the City Administrator work with staff on possible 4-10 hour day work week with Streets and Park and Rec Departments.

#### **FIRE**

Explore providing with the neighboring towns in cost effective approaches to maximize efficiencies in the fire service.

#### **PUBLIC WORKS**

Recognize the staffing needs of the Street Department are driven principally through the creation of snow routes. Desire to maintain high quality.

Have the City Administrator work with the Street Superintendent on revamping Spring clean with understanding it shall be maintained not eliminated.

Have the City Administrator further review the position of Director of Public Works to determine need.

Have the City Administrator work with Street Superintendent for allowing street crews to eat at work site rather than return to Municipal Services Facility.

Explore with a 4- 10 hour day schedule.

#### **COMMUNITY DEVELOPMENT**

Review fee structure within the Community Development Department for possible increases.

In conclusion, the committee found staff had cooperated and was very professional during the course of the committee's work. The committee was impressed with quality, dedication and professionalism of the staff in accomplishing their service to the City. The presentations made by staff to the committee were informative and professional. The Committee is confident staff will continue to explore cost effective approaches to providing service in subsequent years. Future City officials will constantly be faced with the delicate balancing of providing high quality services and yet keeping the cost to provide those services at a level that is reasonable under increasing greater challenges imposed at the State and Federal levels of government. The City must continue to be proactive in educating the public on how efficient its services are provided and to seek input on where services should be eliminated or adjusted.

Respectfully submitted,

Budget Services Research Ad Hoc Committee

Alderman Steve Mann, Chair

Alderman Ken Glasheen

Alderman Ron Vandertie

Citizen Mike Felhofer

Citizen David Neuville

Citizen Jennifer Moeller

Citizen Jon Hanson

## APPENDIX

### Minutes of the Budget Service Research Ad Hoc Committee

February 2, 2006  
February 27, 2006  
March 13, 2006  
March 27, 2006  
April 10, 2006  
April 23, 2006  
May 22, 2006  
June 12, 2006  
October 3, 2006

February 3, 2006 City budget worksheet

August 6, 2002 City Services survey

February 23, 2006 Memo from City Treasurer re: Budget background data

2005 Annual Fire Dept. Report

2001-2005 Property Tax Analysis Indexed for CPI for Cities w/o TID

FY06 City Departmental Budgets

Building Inspection Revenue/Expenditure Analysis 2000-2005

Cable TV contract with Tom Soik

UW Madison report by Steve Dellner/Craig Maher changes in Public Sector Employment with a Focus on Wisconsin 1993-2004

Fire Dept. Projected Cost Savings Closing Westside Station

NFPA Standards

Door County Consolidated Library System Agreement

State Statutes re: Library Systems

City of Sturgeon Bay Fee schedule

Community Development Dept. Report to the Ad Hoc Budget Committee

Independent Services Contract with the City of Sturgeon Bay

March 14, 2006 memo by Chief of Police Dan Trelka re: Area Law Enforcement Operational Efficiency

2003 Senate Bill 286

DCEDC contract/2005 work plan

DCEDC report on City Industrial Park

DCEDC report on Revolving Loan Fund Program

DCEDC report on Development Zone Program

DCEDC report on Technology Zone Program

City Assessor job descriptions

March, 2006 Proposal for Inspection/Appraisal fee by Assessor's Office

Street Dept. Report to budget committee

April 10, 2006 memo from City Engineer re: Budget Control for Public Works

May 14, 2006 editorial Milwaukee Journal/Sentinel

Dept. of Parks/Recreation report to budget committee

June 12, 2006 Initial Final Draft Report of Committee

September 14, 2006 Second Final Draft Report of Committee

City of Sturgeon Bay Organizational Informational Binder.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend designating a No Parking Zone on the west side of S. 1<sup>st</sup> Avenue between Michigan and Nebraska Street with the sign to be mounted on the adjacent building.

PARKING & TRAFFIC COMMITTEE

By: Stephen C. Mann, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 17, 2011

\*\*\*\*\*

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

Moved by Alderperson \_\_\_\_\_, second by Alderperson \_\_\_\_\_  
that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

EXECUTIVE SUMMARY

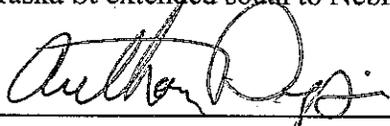
**DATE:** January 10, 2011

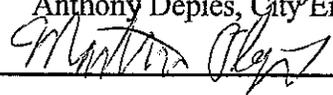
**TITLE:** Consideration of a No Parking Zone on the west side of S. 1<sup>st</sup> Ave. between Michigan and Nebraska Streets.

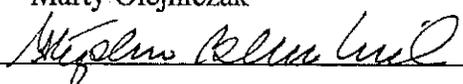
**BACKGROUND:** Nebraska St forms a Tee intersection with S. 1<sup>st</sup> Avenue. The owners of GLYS have requested the removal of the parking from the west side of 1<sup>st</sup> Ave for a distance of 50' north of their main driveway to allow safer existing from their business

**FISCAL IMPACT:** The cost of a sign, post and the labor to install them, but money is available in the sign budget.

**RECOMMENDATION:** Limit parking as requested and described as: from a point 50' north of the north line of Nebraska St extended south to Nebraska St.

**SUBMITTED BY:**   
Anthony Depies, City Engineer

**REVIEWED BY:**   
Marty Olejniczak

**REVIEWED BY:**   
Steve McNeil, City Administrator

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend installing a stop sign on Nebraska Street at 1<sup>st</sup> Avenue.

PARKING & TRAFFIC COMMITTEE

By: Stephen C. Mann, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 17, 2011

\*\*\*\*\*

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

Moved by Alderperson \_\_\_\_\_, second by Alderperson \_\_\_\_\_  
that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

EXECUTIVE SUMMARY

**DATE:** January 10, 2011

**TITLE:** Consideration of Installing a Stop Sign on Nebraska Street at 1<sup>st</sup> Avenue.

**BACKGROUND:** Nebraska St forms a Tee intersection with S. 1<sup>st</sup> Avenue. The manual of Uniform Traffic Control Devices uses the following to identify when a stop sign is needed at this type of intersection.

**CHAPTER 5B. REGULATORY SIGNS**

**Section 5B.01 Introduction**

Support:

01 The purpose of a regulatory sign is to inform highway users of traffic laws or regulations, and to indicate the applicability of legal requirements that would not otherwise be apparent.

02 The provisions for regulatory signs are contained in Chapter 2B and in other Sections of this Manual. Provisions for regulatory signs that are specific to low-volume roads are contained in this Chapter.

**Section 5B.02 STOP and YIELD Signs (R1-1 and R1-2)**

Guidance:

01 *STOP (R1-1) and YIELD (R1-2) signs (see Figure 5B-1) should be considered for use on low-volume roads where engineering judgment or study, consistent with the provisions of Sections 2B.04 to 2B.10, indicates that either of the following conditions applies:*

*A. An intersection of a less-important road with a main road where application of the normal right-of-way rule might not be readily apparent.*

*B. An intersection that has restricted sight distance for the prevailing vehicle speeds.*

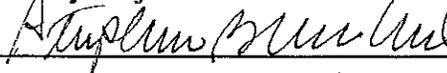
The manual also states that signs can be placed, in their normal location even when not warranted, when at the discretion of the municipality if it is desired.

**FISCAL IMPACT:** The cost of a sign, post and the labor to install them, but money is available in the sign budget.

**RECOMMENDATION:** Because there has been a request for this sign staff recommends the installation to limit any liability.

**SUBMITTED BY:**   
Anthony Depies, City Engineer

**REVIEWED BY:**   
Marty Olejniczak

**REVIEWED BY:**   
Steve McNeil, City Administrator

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend designating a bus loading zone on the west side of 1<sup>st</sup> Avenue across from Kentucky Street per the attached drawing.

PARKING & TRAFFIC COMMITTEE

By: Stephen C. Mann, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: January 17, 2011

\*\*\*\*\*

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

Moved by Alderperson \_\_\_\_\_, second by Alderperson \_\_\_\_\_  
that said recommendation be adopted.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

## EXECUTIVE SUMMARY

### HARBOR LADY CRUISES

Dave Graves of Harbor Lady Cruises has purchased a City of Naples transit bus (24 passenger with Handicap Lift). This purchase is in response to many requests that he has received from residents and visitors from outside the city for transportation so that they could enjoy the cruise and not have to drive after the cruise. In addition, they have been working with various resorts around the county to bring small groups of 30 and under to the Harbor Lady for a cruise. To satisfy these demands they have/will:

- Purchased a bus (photo attached). Dimensions of the bus are 7 feet wide 25 feet long and 10 feet high. It will be "wrapped" like the Harbor Lady. It will also be used in parades and to promote community events.
- Run the "Connection" between Sturgeon Bay and Fish Creek with stops in Carlsville and Egg Harbor on a daily basis in the months of June, July, and August. The trips will center around Harbor Lady cruise times.
- Provide the service at NO cost to people riding the Harbor Lady...if the passenger wants to "Connect" between these cities there will be a fee of \$5.00 per person for a day pass.
- Sell sponsorship on the "connection" to cover the operating cost.
- Allow non profits such as SBVC to use the "connection" at little to no cost for community events.

### REQUEST

Harbor Lady Cruises requests:

1. A reserved parking space that is large enough to park the "Connection". They would like the spot close to the side walk that we drop off people to get on the cruise.
2. That the bus be allowed to park overnight at this spot.

### ANALYSIS

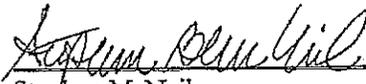
The City has not previously granted "reserved" parking spaces for commercial motor vehicles. However, the city does not prohibit parking of commercial vehicles on city streets and in city parking areas. (The City has allowed DC Carriage Company LLC to park his Horse and Carriage on Louisiana Street.)

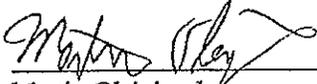
### OPTIONS

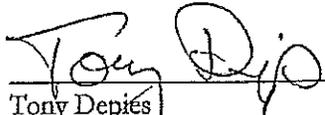
1. The Parking & Traffic Committee can recommend to council that a designated parking spot be provided as requested. If the committee chooses to do so, the Police Department recommends that the space be located on Kentucky Street per the attached aerial.

or

2. The Parking and Traffic Committee can recommend that no designated parking space be provided.
3. Regardless of the option chosen, staff recommends a 15 minute passenger loading and discharge location on 1<sup>st</sup> Avenue per the attached aerial.
4. Staff further recommends that any signage required be provided and installed by the operator and in accordance with all city ordinances.

PREPARED BY:  1-13-11  
Stephen McNeil Date  
City Administrator

REVIEWED BY:  1-13-11  
Martin Olejniczak Date  
Community Development Director

REVIEWED BY:  1-13-11  
Tony Depies Date  
City Engineer

File Name: Harbor Lady

Date: 1.4.11

Salesperson: Doug

Designer: Becky

Production Process: solvent

Additional Items:

Substrate: wrap

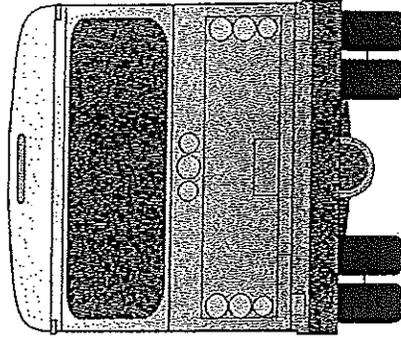
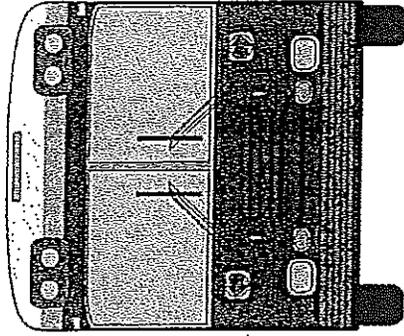
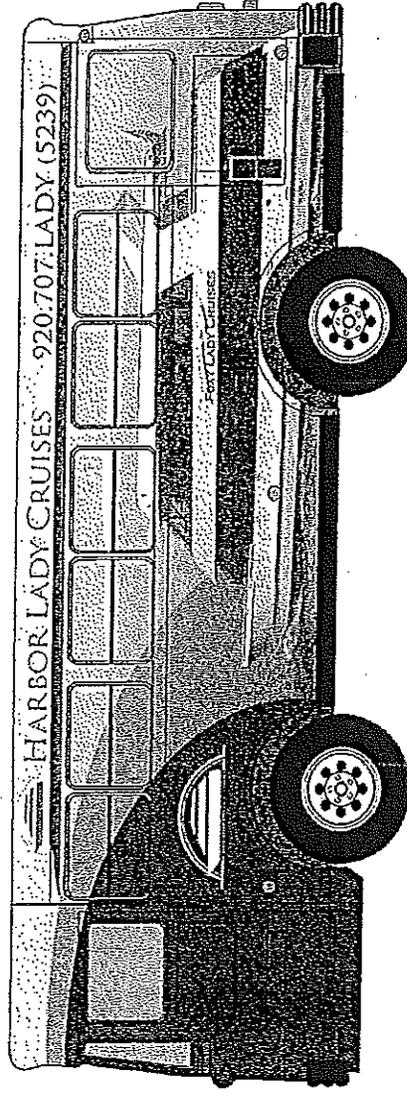
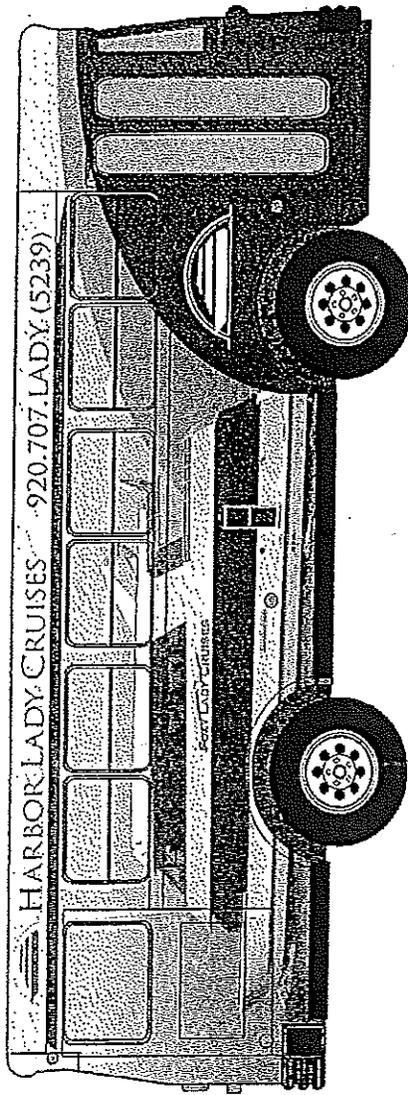
Premium

Standard

Reflective

• 3M Control-Tac Window Perf

Additional Info:



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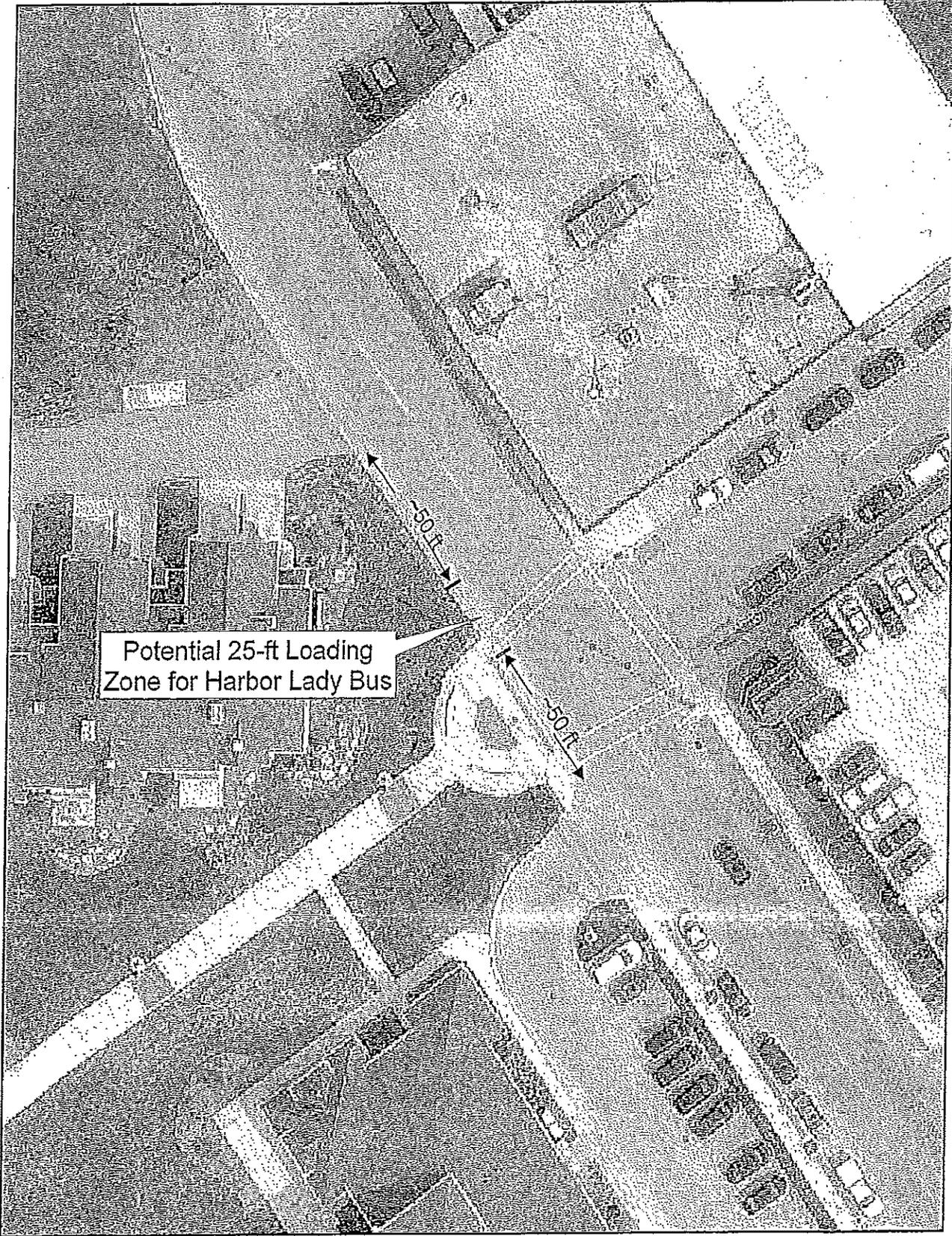


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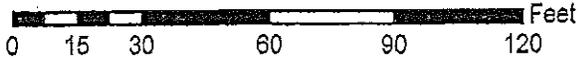
Date:

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# Harbor Lady - Request for Parking Bus Space



Potential 25-ft Loading Zone for Harbor Lady Bus



Jan 10, 2011

HA9802 LA04 825 PAKISOG

NA

