



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, MARCH 6, 2012  
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. Consideration of the following bills: General Fund – \$4,908,385.32, Capital Fund - \$24,677.18, Cable TV - \$4,423.20, TID #2 - \$56,801.85, TID #3 - \$492.00, and Solid Waste Enterprise - \$4,074.27 for a grand total of \$4,998,853.82. [roll call]
6. **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 2/21/12 regular Common Council minutes.
    - \* b. Approval of the following minutes:
      - (1) Fire & Police Commission – 2/13/12
      - (2) City Plan Commission – 2/15/12
      - (3) Parking & Traffic Committee – 2/20/12
    - \* c. Place on the file the following reports:
      - (1) Fire Department Annual Report - 2011
    - \* d. Consideration of: Beverage Operator License.
    - \* e. Parking & Traffic Committee recommendation re: Install “No Parking Between Signs” on the north side of Iowa Street from crosswalk at 3<sup>rd</sup> Avenue westerly approximately 250 feet toward 1<sup>st</sup> Avenue.
7. Mayoral appointments.
8. Second reading of ordinance re: Repeal and recreate Section 20.35(3) of the Municipal Code – Zoning Code.
9. Consideration of: Safety concerns at the intersection of North 3<sup>rd</sup> Avenue and Iowa Street, and North 3<sup>rd</sup> Avenue and Florida Street.

10. Finance/Purchasing & Building Committee recommendation re: Accept the proposal from United Development Group, LLC to purchase the land, located at 1423 Egg Harbor Road, parcel #281-62-1100-0105, in the amount of \$240,000.00 and construct the project as per the drawings presented.
11. Public comments on non-agenda items.
12. Mayor's comments.
13. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

3/2/12

Time:

12:00pm

By:

Weyhe

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
FIRE PUMPER UNIT 1				
13170	BOARD OF COMMISSIONERS OF	07 PARTIAL MINI PUMPER	01-000-928-70000	27,521.27
13170		07 PARTIAL MINI PUMPER	01-000-928-70001	1,379.83
13170		2ND INSTALL FIRE VEHICLE	01-000-928-70000	26,266.15
13170		2ND INSTALL FIRE VEHICLE	01-000-928-70001	1,316.91
TOTAL FIRE PUMPER UNIT 1				56,484.16
CASE BACK HOE				
13170	BOARD OF COMMISSIONERS OF	BACK HOE	01-000-929-70000	19,622.66
13170		BACK HOE	01-000-929-70001	983.82
TOTAL CASE BACK HOE				20,606.48
RUBBER TIRED LOADER				
13170	BOARD OF COMMISSIONERS OF	RUBBER TIRE LOADER	01-000-934-70000	29,759.69
13170		RUBBER TIRE LOADER	01-000-934-70001	3,244.91
TOTAL RUBBER TIRED LOADER				33,004.60
REROOF W SIDE FIRE ST				
13170	BOARD OF COMMISSIONERS OF	WEST SIDE FIRE STATION ROOF	01-000-935-70000	4,266.50
13170		WEST SIDE FIRE STATION ROOF	01-000-935-70001	1,807.48
TOTAL REROOF W SIDE FIRE ST				6,073.98
POLICE RECORDS MGMT SYSTEM				
13170	BOARD OF COMMISSIONERS OF	POLICE SPILLMAN	01-000-940-70000	270.12
13170		POLICE SPILLMAN	01-000-940-70001	2,727.74
TOTAL POLICE RECORDS MGMT SYSTEM				2,997.86
BLEACHERS (BOYS LL & WS)				
13170	BOARD OF COMMISSIONERS OF	BOYS LL & WS BLEACHERS	01-000-941-70000	8,892.22
13170		BOYS LL & WS BLEACHERS	01-000-941-70001	969.58
TOTAL BLEACHERS (BOYS LL & WS)				9,861.80
UNIT 5 FD PICK UP				
13170	BOARD OF COMMISSIONERS OF	UNIT #5 REPL 4 DOOR PICK UP	01-000-942-70000	4,713.30
13170		UNIT #5 REPL 4 DOOR PICK UP	01-000-942-70001	513.92
TOTAL UNIT 5 FD PICK UP				5,227.22
TORO LAWN MOWERS (2)				
13170	BOARD OF COMMISSIONERS OF	2 TORO MOWERS	01-000-943-70000	2,570.75
13170		2 TORO MOWERS	01-000-943-70001	280.31
TOTAL TORO LAWN MOWERS (2)				2,851.06
TECHNOLOGY UPGRADES				
13170	BOARD OF COMMISSIONERS OF	TECHNOLOGY UPGRADES	01-000-944-70000	2,807.49
13170		TECHNOLOGY UPGRADES	01-000-944-70001	306.12
TOTAL TECHNOLOGY UPGRADES				3,113.61
SQUAD CARS (2)				

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
SQUAD CARS (2)				
SQUAD CARS (2)				
13170	BOARD OF COMMISSIONERS OF	2 SQUADS	01-000-945-70000	11,547.35
13170		2 SQUADS	01-000-945-70001	1,259.09
TOTAL SQUAD CARS (2)				12,806.44
SQUAD AUDIO / VIDEO SYS				
13170	BOARD OF COMMISSIONERS OF	AUDIO/VISUAL EQUIPMENT SQUADS	01-000-946-70000	2,959.12
13170		AUDIO/VISUAL EQUIPMENT SQUADS	01-000-946-70001	322.65
TOTAL SQUAD AUDIO / VIDEO SYS				3,281.77
SQUAD CAR RADIO UPGRADES				
13170	BOARD OF COMMISSIONERS OF	SQUAD CAR RADIO UPGRADES	01-000-947-70000	3,393.66
13170		SQUAD CAR RADIO UPGRADES	01-000-947-70001	370.03
TOTAL SQUAD CAR RADIO UPGRADES				3,763.69
FD PICK-UP				
13170	BOARD OF COMMISSIONERS OF	FIRE CHEIF PICK UP	01-000-948-70000	6,475.49
13170		FIRE CHEIF PICK UP	01-000-948-70001	706.07
TOTAL FD PICK-UP				7,181.56
OVERHEAD DOOR & P EYES				
13170	BOARD OF COMMISSIONERS OF	FD OVERHEAD PHOTO EYES	01-000-949-70000	1,062.18
13170		FD OVERHEAD PHOTO EYES	01-000-949-70001	115.82
TOTAL OVERHEAD DOOR & P EYES				1,178.00
INSULATE WS FIRE STATION				
13170	BOARD OF COMMISSIONERS OF	FD INSULATION	01-000-950-70000	1,479.56
13170		FD INSULATION	01-000-950-70001	161.33
TOTAL INSULATE WS FIRE STATION				1,640.89
STORM SEWER OUTLAY				
13170	BOARD OF COMMISSIONERS OF	STORM SEWER OUTLAY	01-000-951-70000	19,149.13
13170		STORM SEWER OUTLAY	01-000-951-70001	2,087.96
TOTAL STORM SEWER OUTLAY				21,237.09
REFUSE PACKER OVERHAUL				
13170	BOARD OF COMMISSIONERS OF	REFUSE PACKER OVERHAUL	01-000-952-70000	3,228.25
13170		REFUSE PACKER OVERHAUL	01-000-952-70001	352.00
TOTAL REFUSE PACKER OVERHAUL				3,580.25
TRACKLESS W/BLOWER				
13170	BOARD OF COMMISSIONERS OF	DEW TRACKLESS W/BLOWER	01-000-953-70000	21,390.64
13170		DEW TRACKLESS W/BLOWER	01-000-953-70001	2,006.90
TOTAL TRACKLESS W/BLOWER				23,397.54
REROOF MUNICIPAL SERVICES				
13170	BOARD OF COMMISSIONERS OF	ROOF MUNICIPAL SERVICES	01-000-954-70000	2,660.78
13170		ROOF MUNICIPAL SERVICES	01-000-954-70001	1,058.74

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
REROOF MUNICIPAL SERVICES				
REROOF MUNICIPAL SERVICES				
TOTAL REROOF MUNICIPAL SERVICES				3,719.52
WS R.STATION BATHROOM REM				
13170	BOARD OF COMMISSIONERS OF	FD WEST SIDE BATHROOM REMODLE	01-000-955-70000	3,176.21
13170		FD WEST SIDE BATHROOM REMODLE	01-000-955-70001	226.87
TOTAL WS R.STATION BATHROOM REM				3,403.08
WS F.STATION CARPET				
13170	BOARD OF COMMISSIONERS OF	FD WEST SIDE CARPET	01-000-956-70000	817.92
13170		FD WEST SIDE CARPET	01-000-956-70001	58.42
TOTAL WS F.STATION CARPET				876.34
DEFIBRILLATOR				
13170	BOARD OF COMMISSIONERS OF	FD DEFIBRILLATOR	01-000-957-70000	526.78
13170		FD DEFIBRILLATOR	01-000-957-70001	37.63
TOTAL DEFIBRILLATOR				564.41
RAZE GLESNER BUILDING				
13170	BOARD OF COMMISSIONERS OF	RAZE GLESNER BUILDING	01-000-959-70000	981.20
13170		RAZE GLESNER BUILDING	01-000-959-70001	70.08
TOTAL RAZE GLESNER BUILDING				1,051.28
FD HOSE				
13170	BOARD OF COMMISSIONERS OF	FD HOSE	01-000-960-70000	597.90
13170		FD HOSE	01-000-960-70001	42.71
TOTAL FD HOSE				640.61
REBUILD BALLFIELDS				
13170	BOARD OF COMMISSIONERS OF	REBUILD BALLFIELDS	01-000-961-70000	4,661.53
13170		REBUILD BALLFIELDS	01-000-961-70001	163.60
TOTAL REBUILD BALLFIELDS				4,825.13
SQUADS (2) 2011				
13170	BOARD OF COMMISSIONERS OF	SQUADS 2011	01-000-962-70000	10,314.25
13170		SQUADS 2011	01-000-962-70001	967.70
TOTAL SQUADS (2) 2011				11,281.95
GARAGE DOORS				
13170	BOARD OF COMMISSIONERS OF	DPW GARAGE DOORS	01-000-963-70000	991.76
13170		DPW GARAGE DOORS	01-000-963-70001	93.05
TOTAL GARAGE DOORS				1,084.81
UTILITRUCK				
13170	BOARD OF COMMISSIONERS OF	DPW UTILITRUCK	01-000-964-70000	1,184.16
13170		DPW UTILITRUCK	01-000-964-70001	111.10
TOTAL UTILITRUCK				1,295.26

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
ONE TON DUMP TRUCK				
ONE TON DUMP TRUCK				
13170	BOARD OF COMMISSIONERS OF	DPW ONE TON DUMP TRUCK	01-000-965-70000	4,402.80
13170		DPW ONE TON DUMP TRUCK	01-000-965-70001	413.08
TOTAL ONE TON DUMP TRUCK				4,815.88
PREL. BREATH TESTERS				
13170	BOARD OF COMMISSIONERS OF	PD BREATH TESTER	01-000-967-70000	437.96
13170		PD BREATH TESTER	01-000-967-70001	95.55
TOTAL PREL. BREATH TESTERS				533.51
DEFIBRILLATOR				
13170	BOARD OF COMMISSIONERS OF	FD DEFIBRILLATOR	01-000-968-70000	96.45
13170		FD DEFIBRILLATOR	01-000-968-70001	21.04
TOTAL DEFIBRILLATOR				117.49
RESCUE ROPE				
13170	BOARD OF COMMISSIONERS OF	FD RESCUE ROPE	01-000-969-70000	151.66
13170		FD RESCUE ROPE	01-000-969-70001	33.09
TOTAL RESCUE ROPE				184.75
Y VALVES				
13170	BOARD OF COMMISSIONERS OF	FD Y VALVES	01-000-970-70000	61.51
13170		FD Y VALVES	01-000-970-70001	13.42
TOTAL Y VALVES				74.93
COMMERCIAL WASHER				
13170	BOARD OF COMMISSIONERS OF	FD COMMERCIAL WASHER	01-000-971-70000	727.79
13170		FD COMMERCIAL WASHER	01-000-971-70001	158.79
TOTAL COMMERCIAL WASHER				886.58
LINE PAINT MACHINE				
13170	BOARD OF COMMISSIONERS OF	DPW LINE PAINT MACHINE	01-000-974-70000	1,369.38
13170		DPW LINE PAINT MACHINE	01-000-974-70001	176.95
TOTAL LINE PAINT MACHINE				1,546.33
GARAGE DOORS				
13170	BOARD OF COMMISSIONERS OF	DPW GARAGE DOORS	01-000-978-70000	442.38
13170		DPW GARAGE DOORS	01-000-978-70001	96.52
TOTAL GARAGE DOORS				538.90
UTILITRUCK				
13170	BOARD OF COMMISSIONERS OF	DPW UTILITRUCK	01-000-979-70000	587.55
13170		DPW UTILITRUCK	01-000-979-70001	128.19
TOTAL UTILITRUCK				715.74
TOTAL GENERAL FUND				256,444.50

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY COUNCIL				
THAD	THAD BIRMINGHAM	02/12 REIMB MEALS & MILEAGE	01-105-000-55600	234.41
TOTAL				234.41
TOTAL CITY COUNCIL				234.41
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	GENERAL MATTERS	01-110-000-55010	1,181.00
16555		TRAFFIC MATTERS	01-110-000-55010	1,447.00
TOTAL				2,628.00
TOTAL LAW/LEGAL				2,628.00
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	REIMB MEALS EHLERS CONF	01-115-000-55600	22.70
MCNEIL	STEVE MCNEIL	REIMB MEALS & MILEAGE EHLERS	01-115-000-55600	83.31
TOTAL				106.01
TOTAL CITY CLERK-TREASURER				106.01
COMPUTER				
03101	CDW GOVERNMENT, INC.	STAR TECH PORT	01-125-000-55500	118.42
03101		4 IPAD COVERS	01-125-000-54999	175.20
TOTAL				293.62
ADMIN. COMPUTER				
17700	QUILL CORPORATION	INK CARTS	01-125-201-51950	52.69
TOTAL ADMIN. COMPUTER				52.69
TOTAL COMPUTER				346.31
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	03/06/12 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,245.83
TOTAL CITY ASSESSOR				1,245.83
PUBLIC WORKS ADMINISTRATION				
22800	WALMART COMMUNITY	2 FLASH DRIVES	01-150-000-54999	16.00
TOTAL				16.00

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
TOTAL PUBLIC WORKS ADMINISTRATION				16.00
ELECTIONS DEPARTMENT				
16575	PIP PRINTING	LAM 10 REDISTRICTING MAPS	01-155-000-54999	75.48
16575		DISCOUNT	01-155-000-54999	-3.77
17700	QUILL CORPORATION	POCKET FOLDERS	01-155-000-54999	18.83
17700		POCKET FOLDERS	01-155-000-54999	23.24
17700		RETURN POCKET FOLDERS	01-155-000-54999	-18.83
TOTAL				94.95
TOTAL ELECTIONS DEPARTMENT				94.95
CITY HALL				
05500	ENERGY CONTROL AND DESIGN INC	SERVICE WORK BOILER #1 CH	01-160-000-58999	592.77
23730	WFS	421 MICHIGAN ST	01-160-000-56600	2,324.73
KONE	KONE INC.	HYDRAULIC ELEVATOR TEST #2	01-160-000-58999	455.00
TOTAL				3,372.50
TOTAL CITY HALL				3,372.50
GENERAL EXPENDITURES				
13875	MUNICIPAL CODE CORP	ORDINANCE ON WEBSITE	01-199-000-51100	550.00
16555	PINKERT LAW FIRM, LLP	WALMART	01-199-000-51525	240.00
TOTAL				790.00
TOTAL GENERAL EXPENDITURES				790.00
POLICE DEPARTMENT				
16735	ARLEIGH PORTER	REIMB MEALS CHIEF TRNG PORTER	01-200-000-55600	94.53
20081	TARGET BANK	BATTERIES	01-200-000-51950	14.62
20081		TAPE, PENS, MARKERS, KLEENEX	01-200-000-51950	47.23
22800	WALMART COMMUNITY	2 STAPLERS	01-200-000-51950	21.76
HENRY	CLINT HENRY	REIMB MEALS SWAT CONF	01-200-000-55600	64.54
OLYMPIA	OLYMPIA RESORT &	LODGING HENRY	01-200-000-55600	160.00
TOTAL				402.68
TOTAL POLICE DEPARTMENT				402.68
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	PHYSICAL & HEARING TEST COYHIS	01-215-000-57100	68.00
03075	CARQUEST OF DOOR COUNTY	CLEANING SUPPLIES	01-215-000-58550	25.26

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04696	DOOR COUNTY TREASURER	01/12 FUEL	01-215-000-51650	5,456.39
06650	GALLS, AN ARAMARK COMPANY	CARGO TROUSERS COYHIS	01-215-000-52950	124.97
21516	UWGB	FTO TRAINING TASSOUL	01-215-000-55600	389.00
22800	WALMART COMMUNITY	EAR PLUGS & HAMMER	01-215-000-54999	8.41
22800		9 DOCUMENT FRAMES	01-215-000-54999	27.00
INTOX	INTOXIMETERS	PBT REPAIR	01-215-000-54999	251.90
MEISNER	STEVE MEISNER	REIMB MEALS SWAT CONF	01-215-000-55600	59.68
MEISNER		REIMB TACTICAL UNDERBELT	01-215-000-52900	25.00
MIELKE	CHAD MIELKE	REIMB MEALS SWAT CONF	01-215-000-55600	79.46
OLYMPIA	OLYMPIA RESORT &	LODGING MEISNER & MIELKE	01-215-000-55600	180.00
R0000608	AUTO ZONE, INC	HD WIRE TIES	01-215-000-58600	7.99
R0000608		CREDIT	01-215-000-58600	-1.20
WI DEPT	WI DEPT OF TRANSPORTATION	TRAINING WATERSTREET & HOUGAAR	01-215-000-55600	1,020.00
TOTAL				7,721.86
TOTAL POLICE DEPARTMENT/PATROL				7,721.86
POLICE DEPT. / INVESTIGATIONS				
R0000670	TAHNA EVERS	TRANSUALTION 2/8/12	01-225-000-58999	87.50
TOTAL				87.50
TOTAL POLICE DEPT. / INVESTIGATIONS				87.50
FIRE DEPARTMENT				
01765	ATLAS OUTFITTERS	ANKLE WEIGHTS	01-250-000-51350	32.50
01766	AURORA MEDICAL GROUP	PHYSICAL OLSON	01-250-000-57100	175.00
01766		PHYSICAL R UKUP	01-250-000-57100	462.00
02001	RED THE UNIFORM TAYLOR	UNIFORM PANTS MATT, TIM, MARK	01-250-000-52900	382.63
02001		NAME TAG MARK SMITH	01-250-000-52900	14.42
02001		WORK SHOES CURTIS	01-250-000-52900	50.00
02005	BAY ELECTRONICS, INC.	CHARGER AMP	01-250-000-57550	115.95
02275	BENDLIN FIRE EQUIPMENT	BATTERY	01-250-000-56250	54.00
03075	CARQUEST OF DOOR COUNTY	BULBS & UNDERCOATING	01-250-000-53000	48.26
03075		RETURN UNDERCOATING	01-250-000-53000	-10.14
03075		FUEL SENDING UNIT	01-250-000-53000	360.35
03075		RETURN O-RINGS	01-250-000-53000	-24.03
04696	DOOR COUNTY TREASURER	01/12 FUEL	01-250-000-51650	787.69
06381	LARRY FISH	REIMB PAGER BATTERY	01-250-000-52900	15.83
08260	TIM HERLACHE	REIMB MEALS HOMELAND SEC CONF	01-250-000-55600	37.15
17700	QUILL CORPORATION	PRINT CARTS	01-250-000-51950	220.70
17700		PRINT CARTS	01-250-000-51950	159.78
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	2.70
19880		N 14TH AVE CITY GARAGE	01-250-000-56675	21.30
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	126.60
19880		WEST SIDE FIRE STATION	01-250-000-56675	21.30

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880		WEST SIDE FIRE STATION	01-250-000-58650	94.27
19880		38 S NEENAH PAVILLION	01-250-000-56675	2.70
19880		JC FIELD STAND	01-250-000-56675	9.90
19880		MICH ST JC BALLFIELD SPRINKLER	01-250-000-56675	21.30
19880		WEST SIDE BALL FIELD	01-250-000-56675	2.70
19880		N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.58
19880		1028 N 14TH AVE	01-250-000-56675	2.70
19880		1423 EGG HARBOR RD	01-250-000-56675	2.70
19880		SUNSET PK 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	15.04
21450	THE UNIFORM SHOPPE	SAFETY SHOES FAIRCHILD	01-250-000-52900	99.95
22800	WALMART COMMUNITY	CLEANING SUPPLIES	01-250-000-54999	79.74
22800		SHARPIES & GLUE	01-250-000-51950	18.51
23730	WPS	WEST SIDE FIRE STATION	01-250-000-56600	244.05
BRIDEN	CARL BRIDENHAGEN	REIMB SAFETY SHOES	01-250-000-52900	94.94
DOOR GUA	DOOR GUARD SECURITY SYSTEMS	KEYPAD	01-250-000-51350	575.00
		TOTAL		4,407.11
		TOTAL FIRE DEPARTMENT		4,407.11
STORM SEWERS				
19880	STURGEON BAY UTILITIES	RENTAL JETTER TRUCK	01-300-000-57700	661.75
		TOTAL		661.75
		TOTAL STORM SEWERS		661.75
SOLID WASTE MGMT/SPRING/FALL				
03075	CARQUEST OF DOOR COUNTY	SNAP SWITCH & FREIGHT	01-311-000-53000	20.55
		TOTAL		20.55
		TOTAL SOLID WASTE MGMT/SPRING/FALL		20.55
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	FILTER HSG, H2O FILTER, ORING	01-330-000-51400	269.26
02844		SIDE PLATE	01-330-000-51400	249.14
		TOTAL		518.40
		TOTAL STREET SWEEPING		518.40
WEED ABATEMENT				
08225	HERLACHE SMALL ENGINE	5 BEARING HOLDERS	01-340-000-51400	3.40

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
11800	KRUEGER IMPLEMENT INC	CHAIN SAW CHAIN	01-340-000-51400	15.95
11800		WINTER BAR OIL	01-340-000-51400	14.93
11800		SUMMER BAR OIL	01-340-000-51400	14.93
11800		SHAFT CONNECTOR KIT	01-340-000-51400	26.90
TOTAL				76.11
TOTAL WEED ABATEMENT				76.11
ROADWAYS/STREETS				
01930	LEN'S SHARPENING SERVICE	4 BRUSH BLADES SHARPENED	01-400-000-51400	20.00
11800	KRUEGER IMPLEMENT INC	CHAIN SAW CHAIN	01-400-000-51400	15.95
TOTAL				35.95
TOTAL ROADWAYS/STREETS				35.95
SNOW REMOVAL				
04696	DOOR COUNTY TREASURER	SALT BRINE	01-410-000-52400	217.60
04696		ADMIN FEE	01-410-000-52400	8.70
13655	MONROE TRUCK EQUIPMENT, INC	AUGER CHAIN	01-410-000-51400	722.37
13655		RIGHT SIDE PLOW BLADE	01-410-000-51400	207.00
13655		LEFT SIDE PLOW BLADE	01-410-000-51400	207.00
13655		BOLT KIT	01-410-000-51400	19.76
13825	MORTON SALT	200.47 TONS SALT	01-410-000-52400	11,430.80
TOTAL				12,813.23
TOTAL SNOW REMOVAL				12,813.23
STREET SIGNS AND MARKINGS				
19297	SHORE TO SHORE RENTAL, INC	FLASH BACK SET FOR TORCH	01-420-000-52550	66.95
TOTAL				66.95
TOTAL STREET SIGNS AND MARKINGS				66.95
STREET MACHINERY				
00919	ACCURATE ALIGNMENT & FRAME	TIMBREN AXEL KIT	01-450-000-53000	258.26
02330	JIM OLSON MOTORS	HEATER CONTROL KNOB	01-450-000-53000	23.73
02330		REPLACE BOTH FRONT SENSORS	01-450-000-53000	332.33
03075	CARQUEST OF DOOR COUNTY	AIR FILTER, PURPLE CLEANER	01-450-000-52150	36.70
03075		AIR FILTER	01-450-000-52150	22.39
03075		AUTO DRAIN VALVE	01-450-000-53000	129.61
03075		CITROL, CABLETIES	01-450-000-52150	39.40
03075		MINI BULB	01-450-000-52150	3.88
04696	DOOR COUNTY TREASURER	01/12 FUEL AND DIESEL	01-450-000-51650	8,674.13
06005	FABCO EQUIPMENT INC	2 BEARINGS & 2 SLEEVES	01-450-000-53000	408.13

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
06012	FASTENAL COMPANY	CABLE TIES	01-450-000-53000	46.85
13150	MASTERCRAFT WELDING SYSTEM	SQUARE TUBING, ANGLE, PLATE	01-450-000-53000	530.00
15995	PACKER CITY INTERNATIONAL, INC	ADJUSTMENT OF PLUNGERS	01-450-000-53000	92.44
16300	PARTS ASSOCIATES	TST CLPS, CBL TIES, GRND WHEEL	01-450-000-53000	194.84
20253	TILOT OIL LLC	50 GALLONS GAS OIL	01-450-000-53000	422.50
R0000655	TRANSMOTION, LLC	HYD FITTINGS	01-450-000-53000	66.00
R0000655		FREIGHT	01-450-000-53000	13.96
R0000655		4 HYD FITTINGS	01-450-000-53000	16.44
TOTAL				11,311.59
TOTAL STREET MACHINERY				11,311.59

CITY GARAGE

01469	AIRGAS NORTH CENTRAL	TANK OXYGEN	01-460-000-54999	35.45
01469		2 TANKS ARGON	01-460-000-54999	112.38
01469		HAZ MAT CHARGES	01-460-000-54999	4.40
01766	AURORA MEDICAL GROUP	CONSORTIUM FEE	01-460-000-57100	100.00
01766		DOT DRUG SCREEN ROBILLARD	01-460-000-57100	75.00
01766		DOT DRUG SCREEN WALTER	01-460-000-57100	50.00
12100	LAMPERT YARDS INC	PLYWOOD	01-460-000-54999	58.21
12100		FURRING STRIPS	01-460-000-54999	9.16
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		N 14TH AVE CITY GARAGE	01-460-000-56150	936.60
19880		N 14TH AVE CITY GARAGE	01-460-000-56150	121.00
19959	SUPERIOR CHEMICAL CORP	HAND CLEANER	01-460-000-54999	108.76
23730	WPS	CITY GARAGE	01-460-000-56600	2,085.08
TOTAL				3,704.28
TOTAL CITY GARAGE				3,704.28

HIGHWAYS - GENERAL

19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75
TOTAL				2.75
TOTAL HIGHWAYS - GENERAL				2.75

PARK & RECREATION ADMIN

03405	CLERKS PETTY CASH	PARKING FEE GB GAMBLERS GAME	01-500-000-52250	15.00
22800	WALMART COMMUNITY	BINDERS, CLIPBOARDS, LEGAL PAD	01-500-000-51950	14.02
TOTAL				29.02
TOTAL PARK & RECREATION ADMIN				29.02

PARKS AND PLAYGROUNDS

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03075	CARQUEST OF DOOR COUNTY	AIR TOOL OIL	01-510-000-54999	3.48
04696	DOOR COUNTY TREASURER	01/12 FUEL CHARGES	01-510-000-51650	1,012.99
08225	HERLACHE SMALL ENGINE	EDGER ENGINE SERVICE WORK	01-510-000-54999	18.00
08225		CARBORATOR & CHAIN SAW BAR	01-510-000-53000	113.60
19865	STURGEON BAY SCHOOL DISTRICT	TOP & TRIM CEDARS MEMORIAL FLD	01-510-000-58450	1,000.00
19880	STURGEON BAY UTILITIES	SUNSET CNTR/NEW CONC	01-510-000-56150	161.80
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	48.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	27.50
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	10.51
19880		JC FIELD STAND	01-510-000-56150	8.24
19880		WEST SIDE BALL FIELD	01-510-000-56150	8.24
19880		OTUMBA PARK	01-510-000-56150	249.78
19880		OTUMBA PARK ST LIGHTS	01-510-000-56150	151.26
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	15.72
19880		N 14TH AVE DOG POUND	01-510-000-56150	18.66
19880		CHERRY BLOSSOM PARK	01-510-000-56150	8.24
23730	WPS	MEM FLD	01-510-000-56600	253.82
VIK	VIKING ELECTRIC SUPPLY	LEV CR 20 AMPDUPLEX REC	01-510-000-54999	2.36
WARNER	WARNER-WEXEL WHOLESALE &	17 CASES CAN LINERS	01-510-000-51850	429.25
TOTAL				3,550.09
TOTAL PARKS AND PLAYGROUNDS				3,550.09
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PKNG LOT LIGHT	01-550-000-56150	85.87
19880		38 S NEENAH RESTROOMS	01-550-000-56150	88.61
23730	WPS	36 S NEENAH AVE	01-550-000-56600	6.67
TOTAL				181.15
TOTAL MUNICIPAL DOCKS				181.15
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	38 S NEENAH PAVILLION	01-570-000-58650	18.32
19880		DCMM WALKWAY LIGHTS	01-570-000-56150	40.66
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	221.77
25900	ZOERBS PAINT	SIGN PAINT	01-570-000-52650	22.15
TOTAL				302.90
TOTAL WATERFRONT PARKS & WALKWAYS				302.90
TOTAL GENERAL FUND				311,172.38
CAPITAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	5 IPADS	10-125-000-59040	2,450.00
TOTAL				2,450.00

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
			TOTAL COMPUTER	2,450.00
FIRE DEPARTMENT				
	EXPENSE			
PAULCONW	PAUL CONWAY SHIELDS	HELMET SHIELD	10-250-000-59050	105.91
			TOTAL EXPENSE	105.91
			TOTAL FIRE DEPARTMENT	105.91
STORM SEWERS				
	EXPENSE			
DEATH'S	DEATH'S DOOR MARINE INC.	ANCHOR 2 PILES	10-300-000-59115	2,300.00
			TOTAL EXPENSE	2,300.00
			TOTAL STORM SEWERS	2,300.00
ROADWAYS/STREETS				
	ANNUAL RESURFACING & BASE REP.			
PETERS	PETERS CONCRETE CO	8TH AVE RETAINAGE	10-400-110-59095	9,827.14
PETERS		MICHIGAN ST RETAINAGE	10-400-110-59095	9,994.13
			TOTAL ANNUAL RESURFACING & BASE REP.	19,821.27
			TOTAL ROADWAYS/STREETS	19,821.27
			TOTAL CAPITAL FUND	24,677.18
CABLE TV				
CABLE TV / GENERAL				
	CABLE TV / GENERAL			
03159	CHARTER COMMUNICATIONS	CB MUSIC SERVICE	21-000-000-56700	33.20
MANN	MANN COMMUNICATIONS, LLC	03/06/12 CONTRACT	21-000-000-55015	4,390.00
			TOTAL CABLE TV / GENERAL	4,423.20
			TOTAL CABLE TV / GENERAL	4,423.20
			TOTAL CABLE TV	4,423.20
TID #2 DISTRICT				
TID DISTRICT #2				
	TID #2 AMENDED AREA / FBI			
16555	PINKERT LAW FIRM, LLP	02/12 T2 LEGAL SPLLC SUIT	25-320-200-55010	96.00
			TOTAL TID #2 AMENDED AREA / FBI	96.00
	TID #2 A AREA BONDS - DVL			
13170	BOARD OF COMMISSIONERS OF	TID #2 AMENDED AREA SHIPYARD	25-320-931-70000	17,670.37

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
TID #2 DISTRICT				
TID #2 A AREA BONDS - DVL				
TID #2 A AREA BONDS - DVL				
13170		TID #2 AMENDED AREA SHIPYARD	25-320-931-70001	17,400.49
13170		TID #2 SPLLC	25-320-931-70000	1,323.68
13170		TID #2 SPLLC	25-320-931-70001	1,303.45
13170		TID #2 SPLLC	25-320-931-70000	6,057.14
13170		TID #2 SPLLC	25-320-931-70001	6,568.66
13170		INSTALL INFRASTRUCTURE	25-320-931-70000	3,061.76
13170		INSTALL INFRASTRUCTURE	25-320-931-70001	3,320.30
TOTAL TID #2 A AREA BONDS - DVL				56,705.85
TOTAL TID DISTRICT #2				56,801.85
TOTAL TID #2 DISTRICT				56,801.85
TID #3 DISTRICT				
TID #3 DISTRICT				
16555	PINKERT LAW FIRM, LLP	01/12 T3 LEGAL	27-330-000-55001	492.00
TOTAL				492.00
TOTAL TID #3 DISTRICT				492.00
TOTAL TID #3 DISTRICT				492.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	OIL	60-000-000-52050	222.79
03075		ANITFREEZE	60-000-000-52050	413.39
03075		LAMP LENS	60-000-000-53000	1.15
04696	DOOR COUNTY TREASURER	01/12 630.25 GALLONS DIESEL	60-000-000-51650	2,325.62
13150	MASTERCRAFT WELDING SYSTEM	FLAT BAR	60-000-000-53000	55.00
20253	TILOP OIL LLC	95 GALLONS DIESEL OIL	60-000-000-52050	931.00
LODAL	LODAL , INC	DOOR SEAL	60-000-000-53000	30.64
LODAL		HEATER BLOWER MOTOR	60-000-000-53000	67.62
LODAL		HEATER BLOWER FAN	60-000-000-53000	17.04
LODAL		SHIPPING	60-000-000-53000	10.02
TOTAL SOLID WASTE ENTERPRISE FUND				4,074.27
TOTAL SOLID WASTE ENTERPRISE FUND				4,074.27
TOTAL SOLID WASTE ENTERPRISE				4,074.27
TOTAL ALL FUNDS				401,640.88

**MANUAL CHECKS**

Benefit Advantage 02/10/12 Check #69879 Cobra & caf plan fees 01-600-000-50510	\$ 385.50
BP Amoco 02/15/12 Check #69880 Out of town fuel 01-215-000-51650	\$ 134.81
Door County Treasurer 02/15/12 Check #69881 Tax settlement 01-000-000-24212	\$1,064,552.96
NWTC 02/15/15 Check #69882 Tax settlement 01-000-000-24640	\$ 496,755.06
Sevastopol School District 02/15/12 Check #69883 Tax settlement 01-000-000-24630	\$ 43,425.24
Southern Door School District 02/15/12 Check #69884 Tax settlement 01-000-000-24620	\$ 137,757.68
Sturgeon Bay School District 02/15/12 Check #69885 Tax settlement 01-000-000-24610	\$ 2,842,662.15

Minnesota Life Insurance 02/15/15 Check #69890 Life insurance 01-600-000-50552	\$	1,678.93
NWTC 02/15/15 Check #69891 DNR Pilt 01-000-000-24640	\$	292.65
Sturgeon Bay School District 02/15/12 Check #69892 DNR Pilt 01-000-000-24610	\$	1,828.50
WI DNR 02/15/12 Check #69893 DNR Pilt 01-000-000-24320	\$	30.48
Card Member Services 02/15/12 Check #69894 Misc purchases	\$	2,814.96
HSBC 02/15/12 Check #69895 01-460-000-52700 Needle Scaler	\$	48.40
Pitney Bowes 02/15/12 Check #69896 01-199-000-57250 Postage machine lease	\$	179.86
Door County Treasurer 02/15/12 Check #69897 DNR Pilt 01-000-000-24310	\$	627.12

Door County Treasurer \$ 8.20  
02/20/12  
Check #69898  
DPP reimbursement  
01-00000014310

NWTC \$ 3.87  
02/20/15  
Check #69899  
DPP reimbursement  
01-000-000-14640

Sturgeon Bay School District \$ 26.57  
02/20/12  
Check #69901  
DPP reimbursement  
01-000-000-14610

Pitney Bowes \$ 4,000.00  
02/20/12  
Check #69902  
01-199-000-57250  
Postage

**TOTAL MANUAL CHECKS \$ 4,597,212.94**

INVOICES DUE ON/BEFORE 03/06/2012

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	311,172.38	4,908,385.32
CAPITAL FUND	24,677.18	
CABLE TV	4,423.20	
TID #2 DISTRICT	56,801.85	
TID #3 DISTRICT	492.00	
SOLID WASTE ENTERPRISE	4,074.27	

TOTAL --- ALL FUNDS ~~401,640.88~~ 4,998,853.82

*James O'Leary Jr 2/28/2012*  
*Jenny B. O'Leary 2/28/2012*  
*Patricia O' 2/28/2012*

COMMON COUNCIL  
February 21, 2011

A meeting of the Common Council was called to order at 7:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Vandertie, Lodi, Abeyta, Stutting, and Schlicht were present. Ald. Fett was excused.

Schlicht/Abeyta to adopt the agenda. Carried.

Wiegand/Schlicht to approve bills: General Fund – \$221,316.29, Capital Fund - \$45,269.06, Cable TV - \$39,080.71, Tourism Fund - \$40,824.79, and Solid Waste Enterprise - \$12,173.05 for grand total of \$358,663.90. Roll call: All voted aye. Carried.

Abeyta/Vandertie to approve consent agenda:

- a. Approval of 2/7/12 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Fire & Police Commission – 1/24/12
  - (2) Personnel Committee – 2/1/12
  - (3) Waterfront Design Review Board – 2/7/12
  - (4) Community Protection & Services Committee – 2/9/12
  - (5) Finance/Purchasing & Building Committee – 2/14/12
- c. Place on the file the following reports:
  - (1) Fire Department Report – January 2012
  - (2) Street Department Report – January 2012
- d. Consideration of: Beverage Operator Licenses.

Carried.

There were no Mayoral appointments.

City Engineer Depies reported on Fourth Avenue reconstruction bids, project costs, alternative for corrected quantities, and additional cost for early completion date. Stutting/Abeyta to award the contract for the Fourth Avenue reconstruction with Alternate A61 to include a July 15, 2012 completion date, to Peters Concrete, Inc. in the amount of \$611,463.35. Carried.

Wiegand/Vandertie to approve the request for a one year extension for Phase 1 of the Deer Run Planned Unit Development. Carried.

Wiegand/Lodi to read in title only and adopt ordinance re: Wards Boundaries, Alderperson Districts, and Ward Polling Places – Section 1.02 of the Municipal Code. Carried.

Community Development Director Olejniczak explained history and status of Municipal Code Section 20.35(3) text amendment which would make zoning code notice requirements consistent with Zoning Board of Appeals Rules of Procedure. The Council discussed whether the 300' notice to property owners should be maintained. Stutting/Abeyta to read in title only for the first reading of ordinance to repeal and recreate Section 20.35(3) of the Municipal Code. Roll call: Lodi, Abeyta, Stutting, and Wiegand voted aye. Schlicht, and Vandertie voted no. Carried.

Mayor Birmingham presented and read a resolution Maintaining Lake Michigan's Harbors in support of H.R. 104 which is to realize America's Maritime Promise Act of 2011, and S. 412 which is the Harbor Maintenance Act of 2011 relating to federal government funding of waterways. Schlicht/Vandertie to adopt the resolution. All voted aye. Carried.

Stutting/Abeyta to adopt a resolution re: Special Charge for Installation of Stormwater Management Facilities for properties owned by Randall Vanden Elzen and Andrew and Karen Gundrum. All voted aye. Carried.

No one spoke during public comments.

The Mayor made his comments.

Schlicht/Vandertie to adjourn. Carried. The meeting adjourned at 7:26 p.m.

Respectfully submitted,



Mary Lou Allen  
Assistant City Administrator

## FIRE AND POLICE COMMISSION

February 13, 2012

A meeting of the Fire and Police Commission was called to order at 6:00 p.m. by Commission President, Michael Van Dyke, in the Community Room at the Sturgeon Bay Municipal Building.

**Roll Call:** Commission members Mike VanDyke, Dave Poulton, Charles Brann, Steve VanKirk were present. Commissioner Barb Herdina appeared by Skype. Also present was Fire Chief Herlache, Police Chief Porter, and Police Captain Brinkman.

**Adoption of agenda:** Moved by Commissioner VanKirk and seconded by Commissioner Poulton to accept the agenda as is. All ayes. Motion carries.

**Fire Department Update:** Report provide by Fire Chief Herlache

- The Department hired Richard Soukup; 2/6/12 was his start date.
- The part-time application deadline has closed. There were 15 people who applied. Testing will be held on 2/28/12, with interviews sometime in early April. There is a potential for 3-4 vacancies to be filled.
- There is a push to create a Northern Door fire district that would possibly include Sevastopol. A presentation is being made on 2/21/12 regarding this push. As of right now Sevastopol is almost a \$352,000 revenue source for the City of Sturgeon Bay.

**Police Department Update:** Report provided by Police Chief Porter

- The Department is now at full staff with the hiring of Molly Thornton and Dan Coyhis; both are in field training at this time.
- Monthly reports will be prepared by Capt. Brinkman throughout the year.
- Management (Chief, Captain, Lieutenant, and Sergeants) are taking on more leadership roles and taking on more training towards these roles.
- Chief Porter has offered for patrol to monitor the street lights and whether or not they are necessary in certain places.
- An issue of concern for 2012 is fuel prices.
- Captain Dan Brinkman reported on the training budget.
  - The Department looks for training that is at no cost or can be funded by grants.
  - When sending an officer to training, the Captain makes sure little or no overtime is created in the Department; or grants flex training.
  - There is a State mandated dollar amount given per officer for training; Chief Porter believes this to be \$180.
- Commissioner Brann questioned whether Chief Porter has enrolled in any college credits; not at this time.
  - It has been decided that Chief Porter assume a leadership role; but welcomes a discussion regarding college course work and what the PFC would like to see pursued. *This discussion has been marked as a future agenda topic.*

**Consideration of the Fire and Police Commission Rules and Regulations:** Chief Herlache reported that the City Attorney reviewed the Rules and Regulations, with minimal questions.

**Motion to approve the Rules and Regulations, dated November 30, 2011, was moved by Commissioner Brann and seconded by Commissioner VanKirk. All ayes. Motion carries.**

- After a few grammatical changes a copy shall be given to Mary Lou Allen for the City's files.

**Discussion of the recruiting process for the Assistant Fire Chief position:** Chief Herlache posted the position in January, 2012. There have been five applicants for the position; three lieutenants and two firefighters.

- There will be an exam; no skills test, all have been acting officers and have taken incident command; right into interviews with the Police and Fire Commission.
- Commissioner VanDyke would like applicants prepare a training outline or program to present as part of their interview. A possible “house burn” exercise was suggested.
- The projected start date for the position is July 1, 2012.

**Convene in Closed Session:** Moved by Commissioner Poulton and seconded by Commissioner VanKirk to convene into closed session for the consideration of 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). All ayes. Motion carries. **Roll Call:** Mike VanDyke, Dave Poulton, Charles Brann, Steve VanKirk were present. Commissioner Barb Herdina appeared by Skype. Also present was Fire Chief Herlache, Police Chief Porter, and Police Captain Brinkman.

**Reconvene in Open Session:** Moved by Commissioner Poulton seconded by Commissioner Brann to reconvene into open session to take formal action upon the Firefighter eligibility list. It was decided that no action be taken at this time. All ayes. Motion carries.

**Set Date for Next Meeting:** The next meeting of the Police and Fire Commission will be held on Monday, March 19, 2012 at 6 p.m. in the Community Room of City Hall.

**Adjourn:** Moved by Commissioner Herdina and seconded by Commissioner Poulton to adjourn. All ayes. Motion carries. Time of 7:15 p.m.

Respectfully submitted,  
Sarah Spude-Olson, Police Assistant  
February 21, 2012 at 1:20 p.m.

**CITY PLAN COMMISSION**  
Wednesday, February 15, 2012

A meeting of the City Plan Commission was called to order at 7:00 p.m. by Chairperson Dan Wiegand in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members Dan Wiegand, Steve Parent, John Lodi, Mike Gilson, Dennis Statz, and Laurel Brooks were present. Excused: Member Jeff Norland. Also present were Community Development Director Marty Olejniczak and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Statz, seconded by Ms. Brooks to approve the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from January 18, 2012.
4. Public comment on non-agenda items.
5. Conditional use request to construct a Community Based Residential Facility (CBRF) on property located south of Utah St. and west of Highway 42-57:  
Presentation  
Public hearing  
Consideration of
6. Consideration of: Econo Foods portion of Walmart monument sign under the Walmart Planned Unit Development.
7. Consideration of: Wellhead Protection Ordinance.
8. Design standards for new development on Egg Harbor Rd.
9. Adjourn.

Carried.

**Approval of minutes from January 18, 2011:** Moved by Mr. Gilson, seconded by Ms. Brooks to approve the minutes from January 18, 2011. Carried.

**Public comment on non-agenda items:** No one spoke during public comment.

**Conditional use request to construct a Community Based Residential Facility (CBRF) on property located south of Utah St. and west of Highway 42-57:**

**Presentation:** Mr. Olejniczak stated that a CBRF is a conditional use in residential districts. Several years ago, the Sunrise Meadows Subdivision was approved for this site, but was never developed. Recently, Sturgeon Bay Sunrise LLC purchased the overall 22.5 acre property and plans to construct a 62-unit, 68 resident assisted living facility for the elderly on the largest 17.5 acre parcel. It would be constructed off of a private drive that leads to The Lodge at Leathern Smith. The City's official map includes this as a future city street. If the CBRF is approved, it could be dedicated as a public street.

Mr. Parent stated that his firm (Baudhuin, Inc.) has done a lot of work on this property for previous owners and may be doing future work. He abstained from discussion and voting.

Jim Thyes and Dave O'Brien of Bayland Buildings presented the proposal on behalf of Tammy Begley, owner of the property, as she was out of town. She currently owns another CBRF that has a waiting list. She would like to have this facility completed by fall.

**Public hearing:** Chairperson Dan Wiegand opened the public hearing at 7:11 p.m.

Patrick Wodzinski, 1651 Utah St., questioned whether or not the current 60' wide easement would become a street.

Leona Tachenberg, 809 S. 16<sup>th</sup> Ct., stated she was pleased to have a CBRF, but was concerned about drainage and whether blasting could change the groundwater flow.

Joe Knaapen, 848 S. 16<sup>th</sup> Ct., also had questions about drainage, along with several other issues referred to in a letter that he submitted, such as what type of residents will be housed in the facility? What is the long-range plan for the project? How many jobs will be created?

Patricia Medeiros, 860 S. 16<sup>th</sup> Ct., said drainage was also her concern. She requested a berm be installed, as well as leaving a small green space behind the homes on 16<sup>th</sup> Ct.

Thomas Haack, 1631 Utah St., had concerns not only with drainage, but with a potential driveway next to his home, due to more traffic with food service vehicles, holiday visits, etc.

Richard Medeiros, 860 S. 16<sup>th</sup> Ct., wondered how taxes would be affected.

Bill Kivell, 1660 Utah St. was opposed to the project. He felt it did not meet the goals of the Comprehensive Plan and was too big.

Tom Pinney, 1814 Utah St., wondered how the sewer and water will be serviced and who will pay the costs.

Ms. Nault read two letters in opposition from Thomas & Susan Kurtz and Jean Marsh.

The public hearing was declared closed at 7:40 p.m.

**Consideration of:** Mr. Olejniczak explained that the City has an ordinance that requires a stormwater management plan be developed for this type of project. Water would have to be detained or managed to control the rate of runoff. Previously, when this area was being engineered for a residential subdivision, there were engineered plans for stormwater. The plan that was developed included a detention area in the southwest corner of the property. Engineering drawings have not yet been submitted for this proposal. As far as sewer and water extensions, there are mains on Utah St. that are looped. The developer is proposing to extend the laterals parallel to S. 18<sup>th</sup> Avenue to connect to the building. During the hearing there were comments regarding a 60' wide easement, which is really not an easement, but property owned by the applicant. It is unknown at this time if that area would become a street in the future. It is envisioned for single-family homes in the Comp Plan. The developer would be required to pay for all sewer extensions. The City would receive tax revenue from this project, but will also have to provide services.

The Commission members raised some questions regarding some of the issues brought up, including drainage, blasting, size of project, and broader picture for the overall property.

Ms. Brooks referred to an email from Mike Van Ess, Department of Social Services, who said he had a concern with the sudden blossoming of CBRF beds in the City. He wasn't sure the need of more beds would justify this kind of growth. They currently fund 20% of the available beds in the county. This facility would also provide an adult day service, which has a definite unmet need in the City for that service.

Mr. O'Brien stated that Ms. Begley is unsure what to do with the remaining property and would like to work with the City in regard to it. He said that the property will be made developable. The stormwater will be taken care of for the whole property.

Mr. Thyges added that the HVAC will not be mounted on the roof top or have huge generators visible. Everything will be located in the interior courtyard. There will be a 5'-6' landscape bed around the whole perimeter of the building. Ms. Begley's financing has previously been approved.

Moved by Mr. Wiegand, seconded by Mr. Lodl to postpone consideration until the next meeting when Ms. Begley can be in attendance to answer any questions. Carried, with Mr. Parent abstaining.

**Consideration of: Econo Foods portion of Walmart monument sign under the Walmart Planned Unit Development:** Mike Tadych, owner of Tadych's Econo Foods, stated he is working with Orde and two other sign companies for a 2' high by 20' wide sign to be located on the Walmart monument sign. The current proposal has Tadych's name routed into the sign with script lettering and red LED lights. Econo Foods will have separate white backlit channel lettering. They want to keep the sign consistent with signage on their building, logos, and grocery bags.

Mr. Lodl stated he would not be in favor of the proposed sign and should keep the sign as previously described with the whole sign being backlit channel letters. With this proposal, only the letters will light up and the Tadych name will be set back. Other members expressed that the proposed sign looked fine and would be a good compromise.

Moved by Ms. Brooks, seconded by Mr. Gilson to approve the sign as presented.

Mr. Wiegand expressed concern of the red lighting being more visible than the Walmart portion of the sign. Mr. Tadych said he can do some research in regard to having red lettering during the day with white lettering at night. Ms. Brooks thought the red lighting would call attention to the family-owned business. Mr. Statz did not think color was critical to be part of the motion.

Moved by Ms. Brooks, seconded by Mr. Gilson to amend the motion to add that this sign design is approved if backlit alternative is not an option for reasons of legibility and aesthetics. A vote was taken on the amended motion. All ayes. Carried. A vote was then taken on the original motion as amended. All ayes. Carried.

**Consideration of: Wellhead Protection Ordinance:** Mr. Olejniczak stated that this is a potential new section of the zoning code that would relate to certain protections of our ground water. The Plan Commission had numerous concerns at a previous meeting and

asked staff from Sturgeon Bay Utilities and Mr. Olejniczak to continue to tweak the ordinance and also requested information from the City Attorney. Revisions have now been made. He presented a map showing the wellhead protection areas in the City.

Sturgeon Bay Utilities Operations Manager Cliff White stated that the last time this was discussed was last October. There are 20 businesses that would fall under this ordinance. In summary, this would be a tool for the Commission to use when development and land use is evaluated.

Mr. Olejniczak mentioned that he received comments from the City Attorney regarding the ordinance. The City Attorney made it clear that an applicant would have authority to make appeals to the ZBA. He also suggested that in the enforcement section of the code, the Utilities has the authority to prevent any continuing violation.

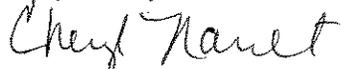
Mr. Olejniczak said so far this has been a Plan Commission study item. A public hearing is needed for it to be enacted, with a recommendation to Council. He offered a couple of options, such as holding a public informational meeting before a public hearing is conducted. Properties within the zone could be notified. Another option is a recommendation could be made to Council for their comments before it goes to public hearing.

Moved by Mr. Wiegand, seconded by Mr. Statz to schedule public input and contact the 20 businesses included and general area. All ayes. Carried.

**Consideration of: Design standards for new development on Egg Harbor Road:** Mr. Olejniczak stated since the last meeting he met with Mr. Norland and Mr. Statz to go over the design criteria and take a better look at the design standards. Some possible changes were made to the design criteria. Because the Commission didn't receive this in advance, it was moved by Mr. Lodi, seconded by Ms. Brooks to postpone discussion until the next meeting after everyone has reviewed the potential changes to the proposed design standards. All ayes. Carried.

**Adjourn:** Moved by Mr. Lodi, seconded by Ms. Brooks to adjourn. All ayes. Carried. Meeting adjourned at 9:00 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

PARKING AND TRAFFIC COMMITTEE  
Monday, February 20, 2012

A meeting of the Parking and Traffic Committee was called to order at 4:00 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Members Schlicht, Vandertie and Fett were present. Also present: City Administrator McNeil, City Engineer Depies, Municipal Services Superintendent Bordeau, Fire Chief Herlache, Community Development Director Olejniczak, Police Chief Porter, Police Captain Brinkman, Mayor Birmingham and Municipal Services Secretary Lenius.

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

1. Roll Call
2. Adoption of agenda
3. Public Comment
4. Consideration of: Two-way Traffic on Kentucky and Louisiana Streets
5. Consideration of: Street Closure Application for Steel Bridge Songfest
6. Consideration of: Closing 3<sup>rd</sup> Avenue from Oregon to Pennsylvania Street and Pennsylvania Street from 3<sup>rd</sup> to 1<sup>st</sup> Avenue During the Harmony by the Bay Concerts
7. Consideration of: "No Parking this Side of Street" on 1<sup>st</sup> Avenue and Iowa Street near the south yard of Bay Ship
8. Discussion of: Report from the Bicycle and Pedestrian Advisory Board
9. Adjourn.

All in favor. Carried

No one spoke during public comment.

**Consideration of: Two-way Traffic on Kentucky and Louisiana Streets:**

Ald. Schlicht read a letter and signed petition from concerned residents asking for the traffic patterns on Kentucky and Louisiana Streets to be converted to two-way prior to the closure of 4<sup>th</sup> Avenue. Mr. Depies explained that it has been the plan to have these two streets converted to two-way prior to the start of the 4<sup>th</sup> Avenue reconstruction project. It can't begin much sooner to allow for the temperature to be warm enough to make the necessary changes to the line markings. Kentucky and Louisiana should be converted to two way traffic around the first week of April.

**Consideration of: Street Closure Application for Steel Bridge Songfest:**

A street closure application was submitted by Citizens for our Bridge to close 1<sup>st</sup> Avenue between Michigan Street and Louisiana Street for the Steel Bridge Song Fest on June 9<sup>th</sup> and 10<sup>th</sup>. Chief Porter stated that he had two concerns regarding the application. First, since 4<sup>th</sup> Avenue will be closed during the event, 1<sup>st</sup> Avenue traffic will need to use 3<sup>rd</sup> Avenue which puts a tremendous amount of traffic on an already congested area and secondly, Stone Harbors concern since they have a large conference that weekend and it will make it difficult for vendors and attendees to access their property.

Mr. Pat MacDonald, 311 Pennsylvania Street, spoke on behalf of the Steel Bridge Songfest. He stated that they feel the best way to have the festival is for it to be in view of the steel bridge and moving the event to Martin, Sunset or Graham Park does not allow for a good view of it.

Mayor Birmingham suggested closing 2<sup>nd</sup> Avenue from Michigan to Louisiana Street and Louisiana Street from 2<sup>nd</sup> to 1<sup>st</sup> Avenue not including the intersections. Since Kentucky and Louisiana Streets will be 2-way, traffic will still be able to flow and will keep the event close to the Michigan Street Bridge. Chief Porter stated he had no safety concerns if this would be the proposed plan.

Ald. Vandertie and Ald. Fett both stated they thought an event like this should be held in the parks. Mr. Pat MacDonald stated they had held a portion of this event at Martin Park last year, but did not have the number of people attend that they would have like to have seen.

Ald. Schlicht asked if Citizens for our Bridge would look at the other options proposed and come back with an application that has an alternate location and it can be considered at that time.

**Consideration of: Closing 3<sup>rd</sup> Avenue from Oregon to Pennsylvania Street and Pennsylvania Street from 3<sup>rd</sup> to 1<sup>st</sup> Avenue During the Harmony by the Bay Concerts:**

Chief Porter stated that he brought this item forward based on observations he has had and discussions he has had with the Fire Chief and Municipal Services Superintendent. There is a tremendous amount of vehicle, pedestrian and bicycle traffic and closing 3<sup>rd</sup> Avenue would allow for pedestrians to safely cross the street. It could be closed prior to the start of the event and reopened after everyone has left the park and the closure would not affect any businesses. Mr. Bordeau stated that 800 – 1,500 people attend the concerts each week and the area on Pennsylvania Street could be closed to through traffic but open for parking. Ald. Vandertie asked if this area could serve as a handicap parking area. Mr. Olejniczak left at 4:40.

Ald. Schlicht asked for staff to bring a recommendation back to the committee on what to do with the blocked off areas such as if it were to be used for vendors, handicap parking.

**Consideration of: "No Parking this Side of Street" on 1<sup>st</sup> Avenue and Iowa Street near the south yard of Bay Ship:**

Chief Porter stated this item was brought to his attention by a resident. Vehicles are parking along the north side of Iowa Street and they are encroaching on the driveways and crosswalk along this area. Mr. Porter stated that there is enough parking available further down along the west side of 1<sup>st</sup> Avenue and also in the parking lot. Ald. Fett stated that the area of concern is only 3 – 4 parking spaces and should not cause an issue for employees parking in this area. Chief Herlache left at 5:00.

Moved by Ald. Schlicht, Seconded by Ald. Vandertie to recommend to council to install "No Parking Between Signs" on the north side of Iowa Street from the crosswalk at 3<sup>rd</sup> Avenue westerly approximately 250 feet toward 1<sup>st</sup> Avenue. All in favor. Carried.

**Discussion of: Report from the Bicycle and Pedestrian Advisory Board:**

Ald. Schlicht gave an update on the progress of the Bicycle and Pedestrian Advisory Board.

Motion by Ald. Vandertie, second by Ald. Fett to adjourn. Meeting adjourned at 5:20 p.m.

Respectfully Submitted,



Jennifer Lenius  
Municipal Services Secretary

**2011**

**City of**

**Sturgeon Bay**

**Annual**

**Fire Report**

# **STURGEON BAY FIRE DEPARTMENT STAFFING**

**FIRE CHIEF**  
TIM HERLACHE

## **2011 CAREER FIREFIGHTER STAFFING**

### **SHIFT ONE**

Lt. Ken Doell  
FF Mike Smith  
FF Kalin Montevideo  
FF Tim Dietman

### **SHIFT TWO**

Lt. Mike Frangipane  
FF John Soukup  
FF Matt Austad  
FF Mark Smith

### **SHIFT THREE**

Lt. Dick Stuewer  
FF Pat May  
FF Mike Witt  
FF Brent Wiegand

## **2011 PART-TIME FIREFIGHTER STAFFING**

### **SHIFT ONE**

Mike Fish\*  
Eric Olson  
Jon Klotz  
Josh Bordeau  
Chris Drover  
Brian Hanson

### **SHIFT TWO**

Joe Conlon\*  
Kerry Fleming  
Carl Bridenhagen Jr  
Eric Fairchild  
Mike Cihlar  
Richard Soukup

### **SHIFT THREE**

Paul Curtis  
Todd Floor  
Richard Remillard\*  
Larry Fish  
Andrew Sternard

\* Town of Sebastopol Resident

# **STURGEON BAY FIRE DEPARTMENT**

## **MISSION STATEMENT**

The Sturgeon Bay Fire Department's mission is to protect life and property from fire, medical and environmental emergencies for our community through public education, code management and incident response.

## **STURGEON BAY FIRE DEPARTMENT EQUIPMENT**

East Side Fire Station - 421 Michigan Street

West Side Fire Station - 656 S. Oxford Avenue

### **EQUIPMENT**

Unit 1	2008 Freightliner, 2000 gallon Pumper/Tanker
Unit 2	1987 Pierce, 105' Aerial Ladder with 1500 GPM Pump
Unit 3	1990 GMC, 1800gallon Tanker with 500 GPM Pump
Unit 4	2000 Spartan, 1500 GPM Pumper with 1000 gallon water tank
Unit 5	2009 Ford 4x4 crew cab with 150 gallon water tank/pump
Unit 6	1998 Spartan, 1500 GPM Pumper with 1000 gallon water tank
Unit 7	1996 Chevrolet, step-van, Decon Equipment/Air cascade vehicle
Unit 8	2006 Ford 4x4 mini-pumper, 500 GPM pump, 250 gal. water tank
Unit 10	2009 Ford, pick-up Truck *Chief's Truck
Car 9	1998 Ford Crown Victoria, personnel carrier
Rescue 1	2006 Marion, Heavy Duty Rescue Truck
Rescue Raft	2003 Quicksilver 12ft Raft
Special Response Trailer	Carries Trench & Collapse Rescue Equipment

## 2011 FIRE REPORT SUMMARY FOR THE CITY OF STURGEON BAY

### Total number of calls received: 1120

Eastside:	<u>706</u> Calls	<u>185</u> Fire Calls	<u>521</u> 1 <sup>st</sup> Responder Calls
Westside:	<u>272</u> Calls	<u>82</u> Fire Calls	<u>190</u> 1 <sup>st</sup> Responder Calls
Town of Sevastopol:	<u>75</u> Calls	<u>71</u> Fire Calls	<u>4</u> 1 <sup>st</sup> Responder Calls
Town of Sturgeon Bay:	<u>47</u> Calls	<u>26</u> Fire Calls	<u>21</u> 1 <sup>st</sup> Responder Calls
Naswaupée:	<u>7</u> Call	<u>7</u> Fire Calls	
Egg Harbor:	<u>2</u> Calls	<u>2</u> Fire Calls	
Gardner:	<u>3</u> Calls	<u>3</u> Fire Calls	
Jacksonport:	<u>1</u> Call	<u>1</u> Fire Calls	
Brussels:	<u>2</u> Calls	<u>2</u> Fire Calls	
Union:	<u>1</u> Call	<u>1</u> Fire Call	
Forestville:	<u>1</u> Call	<u>1</u> Fire Call	
Clay Banks:	<u>1</u> Call	<u>1</u> Fire Call	
Brown County:	<u>1</u> Call	<u>1</u> Fire Call	
Winnebago:	<u>1</u> Call	<u>1</u> Fire Call	

### Average Respons Times:

Eastside calls (emergent):	<u>3.56 minutes</u>
Eastside calls (non-emergent):	<u>4.47 minutes</u>
Westside calls (emergent):	<u>3.40 minutes</u>
Westside calls (non-emergent):	<u>4.31 minutes</u>
Town of Sturgeon Bay (emergent):	<u>7.37 minutes</u>
Town of Sturgeon Bay (non-emergent):	<u>7.56 minutes</u>
Town of Sevastopol (emergent):	<u>9.02 minutes</u>
Town of Sevastopol (non-emergent):	<u>10.52 minutes</u>
Total Staff Hours for all Calls:	<u>2,189.79 hours</u>

### Inspections:

Fire inspections completed in city:	<u>1556 inspections</u>
Violations Found:	<u>570 violations</u>
Staff hours for inspections in city:	<u>908.78 hours</u>
Fire Inspections made outside the city:	<u>184 inspections</u>
Violations:	<u>44 violations</u>
Staff hours for Inspections outside city:	<u>124 hours</u>

### Misc. Staff Hours:

Total Staff Hours for Public Fire Safety Education:	<u>405.26 hours</u>
Total Staff Hours for Member Training:	<u>2,914.06 hours</u>
Total Staff Hours for Station/Equipment Maintenance:	<u>2,094.13 hours</u>

### Revenues:

2% Fire Dues:	<u>\$27,052</u>
Sevastopol Contract:	<u>\$347,035</u>
Sturgeon Bay Contract:	<u>\$93,654</u>

### Budget:

Operating Budget:	<u>\$1,659,610</u>
Capital Improvements:	<u>\$30,625</u>

## 2011 INSPECTION VIOLATIONS – CITY OF STURGEON BAY

Total Number of Violations: 570

<u>Type of Violation</u>	<u>Total</u>
Smoke Detectors	15
Working Clearances	6
Cleanliness	14
Hood System Cleanliness/Inspection	20
Use of Extension Cords	97
Insp/Test/Maint of Fire Alarms	42
Electrical Inspection	4
Clearance for Appliances	7
Missing Outlet Covers/Canopies	35
Corridors/Exits Illuminated	49
Exit Sign Illumination	45
Exit Access	28
Flexible Cords & Cables	18
Fire Extinguisher Mounting	20
Fire Extinguisher Maintenance	65
Fire Extinguisher Required	20
Gas Cylinder not Chained	10
Emergency Illumination	30
Insufficient Building Numbers	3
Flammable/Combustible Liquid Storage	1
Outdoor Cooking Fire	2
Circuit Breakers	1
Insp/Test/Maint of Sprinkler System	18
Storage Under Stairs	2
Access to Sprinkler Equipment	4
Splices	3
Fire Extinguisher Obstruction	3
Vents	3
Carbon Monoxide Detectors	2
Interior Wall/Ceiling Finishes	2
Unsafe Heating Appliances	1

**CITY OF STURGEON BAY INCIDENTS 1/1/11 - 12/31/11**

<u>INCIDENT TYPE</u>	<u># OF CALLS</u>	<u>% OF INCIDENTS</u>
<b><u>FIRE</u></b>		
Structure Fire	15	1.33%
Cooking Fire	13	1.16%
Chimney Fire	2	0.18%
Mobile Property, Vehicle/Equip. Fire	11	0.98%
Grass/Brush/Rubish/Outside Fire	13	1.16%
Smoldering Fire	1	0.08%
<b>Total:</b>	<b>55</b>	
<b><u>RESCUE &amp; EMERGENCY MEDICAL</u></b>		
Medical Assist, Emergency	360	32.16%
Medical Assist, Non-Emergency	376	33.59%
Search for Person	4	0.35%
Vehicle Extrication	1	0.08%
Water/Ice Related Rescue	14	1.25%
<b>Total:</b>	<b>755</b>	
<b><u>HAZARDOUS CONDITIONS, NO FIRE</u></b>		
Comb/Flammable Gas/Liquid Spill	13	1.16%
Carbon Monoxide Incident	52	4.66%
Electrical Problem	7	0.62%
Power Line Down/Fire	12	1.07%
Vehicle Accident	38	3.40%
Overheated Motor	1	0.08%
Water Problem	1	0.08%
Excessive Heat/Scotch Burns	3	0.26%
Gas Leak	16	1.42%
Smoke/Odor Removal	3	0.26%
Boiler Malfunction	2	0.18%
Hazardous Condition	4	0.35%
Severe Weather Incident	1	0.08%
<b>Total:</b>	<b>153</b>	

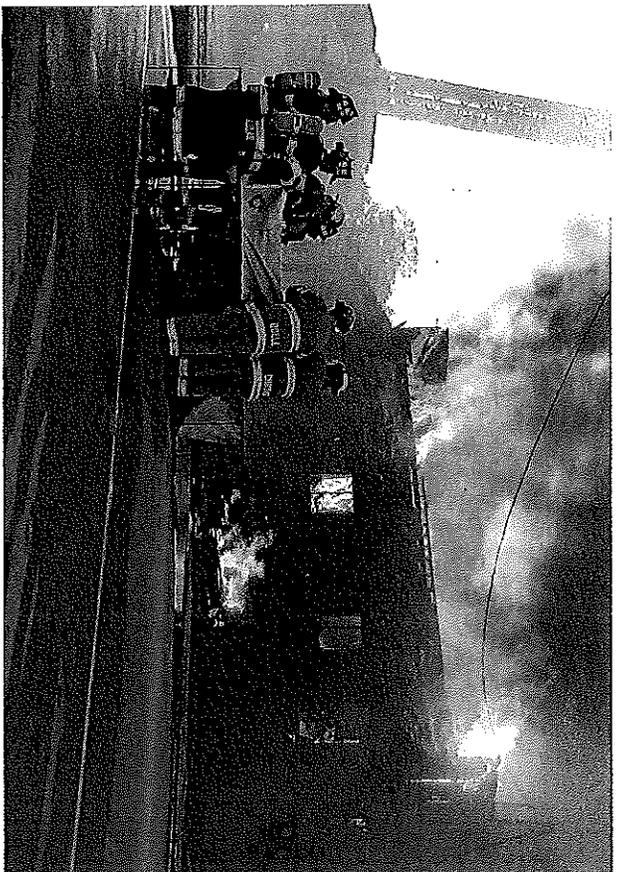
<b><u>SERVICE CALL</u></b>			
Service Call/Public Service		15	1.33%
Lock-Out		3	0.26%
Unauthorized Burning		4	0.35%
Animal Problem		6	0.54%
Assist Police/Agency		11	0.98%
Sprinkler Activation/Malfunction		1	0.08%
<b>Total:</b>		<b>40</b>	
<b><u>GOOD INTENT CALL</u></b>			
Authorized, Controlled Burning		8	0.71%
Dispatched & Cancelled in Route		17	1.55%
Smoke Scare, Odor of Smoke		10	0.89%
<b>Total:</b>		<b>35</b>	
<b><u>FALSE ALARM OR FALSE CALL</u></b>			
False Alarm/False Call		2	0.18%
Alarm System Activation, No Fire		68	6.11%
<b>Total:</b>		<b>70</b>	
<b><u>SPECIAL INCIDENT TYPE</u></b>			
Fire Investigation		6	0.54%
Citizen Complaint		6	0.54%
<b>Total:</b>		<b>12</b>	
<b>TOTAL INCIDENT COUNT:</b>		<b>1120</b>	<b>100.00%</b>

**2011 CITY OF STURGEON BAY**

<u>DAY OF WEEK</u>	<u># OF CALLS</u>	<u>% OF INCIDENTS</u>
SUNDAY	157	14.01%
MONDAY	170	15.17%
TUESDAY	150	13.39%
WEDNESDAY	173	15.44%
THURSDAY	141	12.59%
FRIDAY	152	13.58%
SATURDAY	177	15.82%
<u>ALARM HOUR</u>	<u># OF CALLS</u>	<u>% OF INCIDENTS</u>
0:00	28	2.50%
1:00	23	2.05%
2:00	28	2.50%
3:00	26	2.32%
4:00	28	2.50%
5:00	25	2.23%
6:00	20	1.78%
7:00	50	4.47%
8:00	53	4.73%
9:00	74	6.63%
10:00	53	4.73%
11:00	58	5.17%
12:00 PM	63	5.62%
13:00	54	4.82%
14:00	47	4.19%
15:00	68	6.07%
16:00	70	6.27%
17:00	58	5.17%
18:00	65	5.80%
19:00	64	5.71%
20:00	45	4.01%
21:00	44	3.94%
22:00	50	4.47%
23:00	26	2.32%



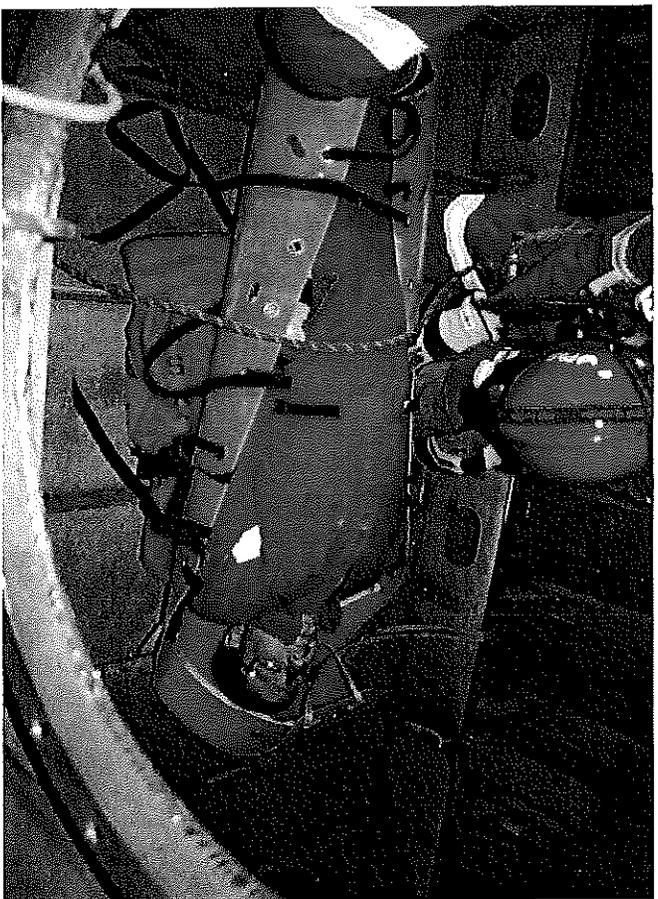
House Fire 77 W. Pine



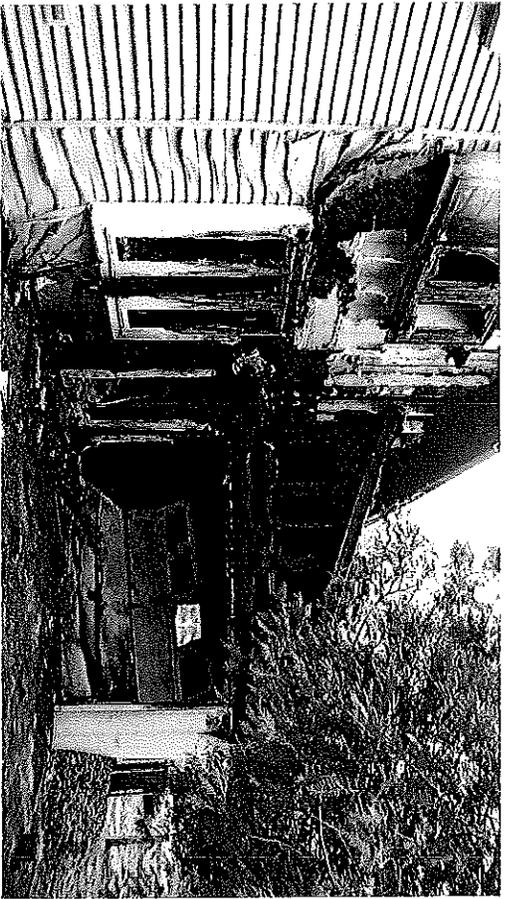
Mutual Aid Carlsville Road House



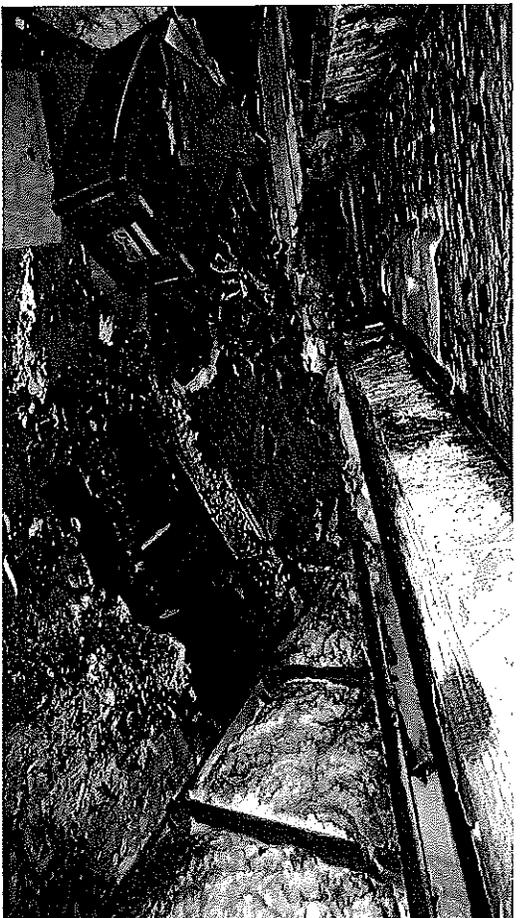
2011 Fire Prevention Bike Winners



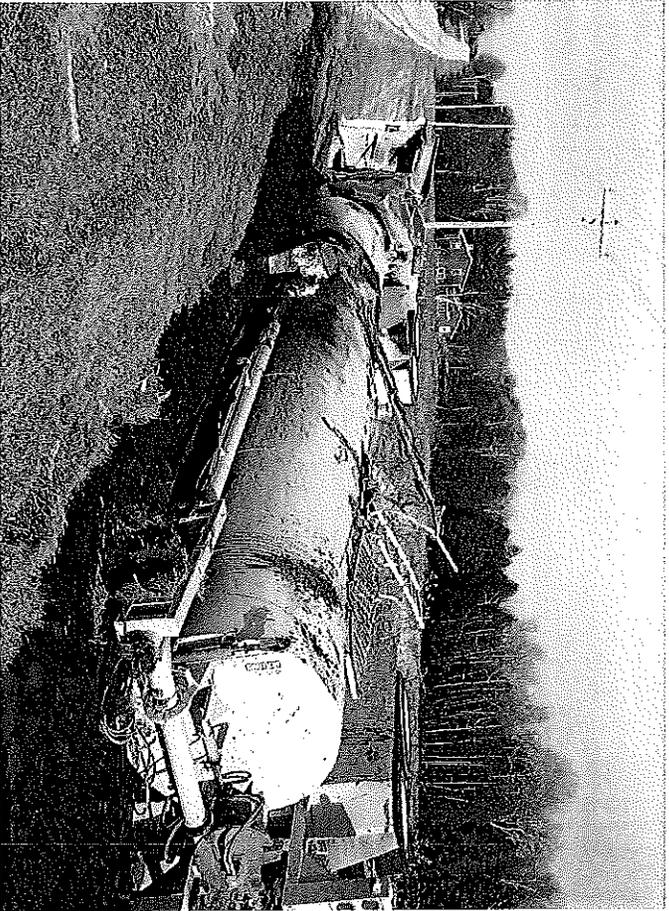
Bayship Confined Space Rescue



House Fire 2429 S. Lake Michigan Drive



Mobile Home Fire



Manure Tanker Rollover



Semi Carrying Blacktop Rollover

6d.

6d.

## BEVERAGE OPERATOR LICENSES

1. Hoegger, Nicholas J.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend to install "No Parking Between Signs" on the north side of Iowa Street from the crosswalk at 3<sup>rd</sup> Avenue westerly approximately 250 feet toward 1<sup>st</sup> Avenue

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

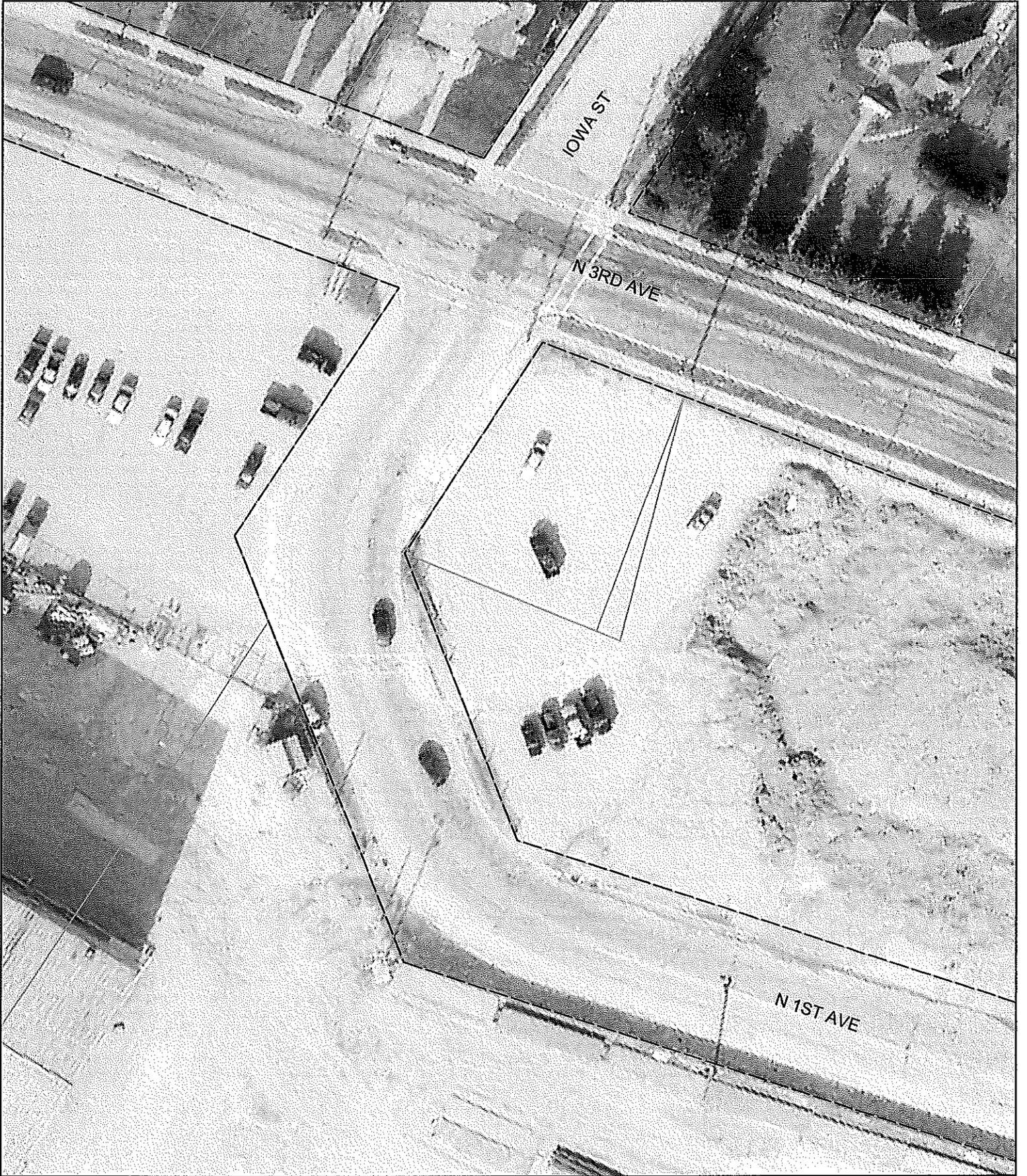
Dated: February 20, 2012

\*\*\*\*\*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.



1st & Iowa Parking



ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 20.35(3) of the Municipal Code (zoning code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(3) Whenever a variance is requested and the required public hearing is scheduled and noticed by city as a class 2 notice, the city shall give notice, by regular mail, of the proposed variance as follows: ~~to all property owners whose property lies within 300 feet measured in a straight line from the exterior boundary of the property subject to the proposed variance.~~

(a) ~~Front yard variances - To all abutting property owners and to the property owners directly across the street.~~

(b) ~~Side yard variances - To all abutting property owners.~~

(c) ~~Rear yard variances - To all abutting property owners.~~

(d) ~~All other variances (lot size, lot width, etc.) - To all abutting property owners within 300' of the applicant's property including property owners on the opposite side of the street if within 300'.~~

Said notice shall be mailed at least ten days prior to the hearing, however failure of a neighboring property owner to receive such mailed notice shall not invalidate a public hearing. If action is delayed more than 120 days from the date of public hearing, a new public hearing shall take place. The board may grant up to a 60-day extension if warranted by extenuating circumstances. In addition to the notification requirements listed above, the applicant shall post signage visible to every facing street at least ten days prior to the hearing. The signage shall identify the property as being the subject of a public hearing and identify the appropriate city office that may be contacted for information.

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

Approved:

\_\_\_\_\_  
Thad Birmingham  
Mayor

Attest:

\_\_\_\_\_  
Stephanie Reinhardt  
City Clerk

## EXECUTIVE SUMMARY

**Title:** Zoning Text Amendment Pertaining to Notice Requirements for Public Hearings for Zoning Yard (Setback) Variances.

**Background:** Under state statutes, publishing a hearing notice in the newspaper is the only public notice that is required for hearings involving the zoning code. Sturgeon Bay, similar to many other communities, goes beyond that by requiring the posting of a public hearing notification sign on the subject property and by mailing copies of the hearing notice to nearby property owners. These notice requirements are contained in the zoning code and also in the Zoning Board of Appeals Rules of Procedure.

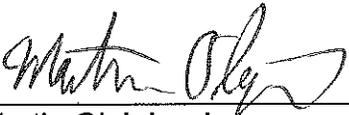
Currently, the Rules of Procedure notice requirements do not match the notice requirements in the zoning code. The discrepancy is for front, side, and rear yard variances. Based upon a recommendation from the Zoning Board of Appeals (ZBA), the Council recently amended the Rules of Procedure for yard variances such that all abutting property owners receive formal notice of the public hearing. But, the zoning code requires notice to all property owners within 300 feet for all variances, including yard variances. Whenever there is an inconsistency between the zoning code and Rules of Procedure, the zoning code controls, so currently all owners within 300 feet are receiving a copy of the public hearing notice for such variances.

The ZBA wants the Rules of Procedure and zoning code to match and requested the text amendment. The Council approved of the idea and forwarded the proposed text amendment to the Plan Commission. The Commission recommended against adopting the amendment. However, the Council rejected that recommendation and is now free to adopt the ordinance.

**Public Hearing:** The public hearing was held on November 16, 2011. No testimony was received.

**Fiscal Impact:** The impact is fairly slight. The City would save about \$50.00 per year in postage and would save about 2 hours of staff time per year as well.

**Recommendation:** Adopt the ordinance.

Prepared by:   
Martin Olejniczak  
Community Development Director

2-16-12  
Date

Reviewed by: \_\_\_\_\_  
Steve McNeil  
City Administrator

\_\_\_\_\_  
Date

## ZBA PUBLIC HEARING NOTICES NUMBER OF MAILINGS

This chart shows the number of mailings to surrounding property owners for the last five public hearings for variances from the required street yard, side yard, or rear yard. This list is believed to be representative.

	<u>Zoning Code - 300 feet</u>	<u>Postage Cost</u>	<u>Current Rules of Procedure</u>	<u>Postage Cost</u>	<u>Proposal by ZBA</u>	<u>Postage Cost</u>
24 S. Baraboo	19	\$8.36	2	\$0.88	2	\$0.88
11 N 17th Dr.	24	\$10.56	3	\$1.32	3	\$1.32
458 N 5th Place	30	\$13.20	1 (corner lot)	\$0.44	5	\$2.20
805 N. 4th Ave.	46	\$20.24	1	\$0.44	3	\$1.32
821 Ebbtide Pl.	30	\$13.20	1	\$0.44	3	\$1.32
Average	30.	\$13.20	2	\$0.88	3	\$1.41

# Current Ordinance

20.35

## STURGEON BAY CODE

shall be removable by the mayor for cause upon written charges and after public hearing. The board of appeals shall make and file in the office of the city clerk its own rules of procedure consistent with the statutes. It shall have the following powers:

- (a) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by the building inspector or plan commission.
- (b) To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this chapter will result in practical difficulty or unnecessary hardship, so that the spirit shall be observed, public safety and welfare secured, and substantial justice done.
- (c) Reserved.
- (d) To permit in appropriate cases, and subject to appropriate conditions and safeguards in harmony with the general purpose and intent of this chapter, a building or premises to be erected or used for such public utility purposes in any location which is reasonably necessary for the public convenience and welfare.

(2) Applications for variances shall be filled out at the zoning department and reviewed by staff. Application shall contain a full legal description, property map, and a map of surrounding zoning. After review by staff, application shall be placed on the appropriate zoning board of appeals agenda for review, and request shall be posted by city on public access television.

\* (3) Whenever a variance is requested and the required public hearing is scheduled and noticed by city as a class 2 notice, the city shall give notice, by regular mail, of the proposed variance to all property owners whose property lies within 300 feet measured in a straight line from the exterior boundary of the property subject to the proposed variance. Said notice shall be mailed at least ten days prior to the hearing, however failure of a neighboring property owner to receive such mailed notice shall not invalidate a public hearing. If action is delayed more than 120 days from the date of public hearing, a new public hearing shall take place. The board may grant up to a 60-day extension if warranted by extenuating circumstances. In addition to the notification requirements listed above, the applicant shall post signage visible to every facing street at least ten days prior to the hearing. The signage shall identify the property as being the subject of a public hearing and identify the appropriate city office that may be contacted for information.

(4) The board may reverse or affirm, wholly or in part, or may modify any order, requirement, decision or determination appealed from and shall make such order, requirement, decision or determination as, in its opinion, ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken. The concurring vote of three members of the board shall be necessary to reverse any order, requirement, decision or determination appealed from or to decide in favor of the applicant on any matter on which it

**EXECUTIVE SUMMARY**

**TITLE:** Safety concern at the intersections of N. 3<sup>rd</sup> Avenue & Iowa Street, and N. 3<sup>rd</sup> Avenue & Florida Street.

**BACKGROUND:** When vehicles are legally parked on the west side of N. 3<sup>rd</sup> Avenue, where they intersect with both Florida & Iowa Streets, vehicle drivers attempting to enter N. 3<sup>rd</sup> Avenue have a vision obstruction as drivers attempt to enter the intersection (see attached photos). As vehicles attempt to safely enter both intersections from Florida and Iowa Streets, the vision triangle is partially obscured.

**FISCAL IMPACT:** City Shop employee labor approximately \$50.00.

**RECOMMENDATION:** Move both existing "NO PARKING HERE TO CORNER" signs, on N. 3<sup>rd</sup> Avenue, further to the north approximately 25 feet.

**PREPARED BY:**

Arleigh R. Porter  
Arleigh R. Porter  
Chief of Police

03-01-12  
Date

**REVIEWED BY:**

Tony Depies  
Tony Depies  
City Engineer

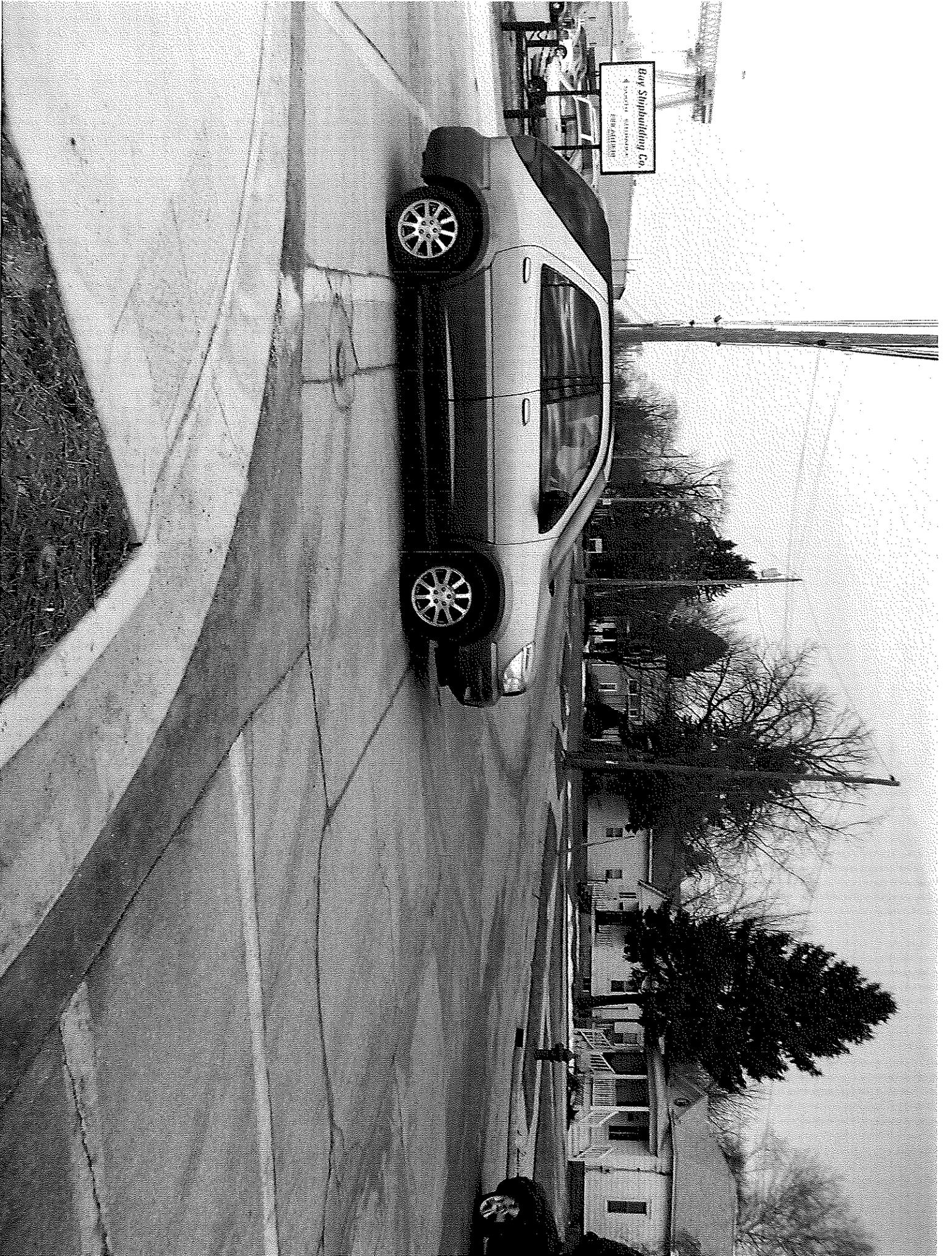
03-01-12  
Date

**REVIEWED BY:**

Mary Lou Allen  
Mary Lou Allen  
Assistant City Administrator

3/1/12  
Date









Bay Shipbuilding Co.  
4 SOUTH KITTAWANCE  
PISCATAWAY

















RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the proposal from United Development Group, LLC to purchase the land, located at 1423 Egg Harbor Road, parcel #281-62-1100-0105, in the amount of \$240,000.00 and construct the project as per the drawings presented.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: James Abeyta, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: February 28, 2012

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**United Development Group, LLC  
Green Bay, WI  
Menomonie, WI**

**Proposal to Purchase and Develop City of  
Sturgeon Bay Property located at 1423 Egg  
Harbor Road**

**January 13, 2012**

# UNITED DEVELOPMENT GROUP LLC

---

500 E. Main Street Suite 310  
Menomonie, WI 54751

3027 Autumn Leaves Circle  
Green Bay, WI 54313

January 4, 2012

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

## **Proposal to Purchase and Develop City of Sturgeon Bay Property located at 1423 Egg Harbor Road**

United Development Group, LLC is a Wisconsin based developer of strictly retail shopping centers. The Company was formed in 2006 by Patrick Flynn and Rick Johnson. They are the sole owners and employees of the Company. Their resumes are enclosed.

United Development Group, LLC is the preferred developer for Maurices in the Midwest. Maurices is a growing retailer of women's fashion.

Quote from their webpage:

What started in 1931 as a small women's fashion shop in Duluth, Minnesota, has grown to over 750 stores in 44 states across the country. maurices is the leading small town specialty store and authority for the savvy, fashion conscious customer with a twenty-something attitude.

maurices is committed to making a difference in the communities that we are a part of.

We are proposing a 5,000 square foot Maurices and a 1,500 square foot to be determined retail shop. Maurices will be a new retailer to Sturgeon Bay. Being familiar with Sturgeon Bay's desire to maintain a green environment for its citizens we have designed our plan to not maximize the building footprint. We have left over fifty percent of the property to be professionally landscaped with a variety of plantings. We believe this will be consistent with the environment the City has and continues to enjoy.

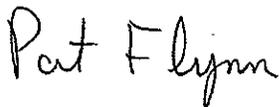
Rick Johnson has spent considerable time in Sturgeon Bay and Door County over the past 20 years. He owned a condominium in Fish Creek for a number of years. He also was part owner of the local accounting firm with Vicki Stangel for approximately 10 years. During his time as a practicing CPA, he enjoyed working with numerous clients in the Door County area.

Pat and Rick are hands-on developers and managers of the Company's portfolio of properties. As they are the only employees of the company, all decisions and actions are handled on a daily basis by these two individuals. On this project, a general contractor will be hired. They will work under the direct supervision of Pat and Rick. All tenant, construction, and municipal issues will be handled by these two individuals.

The site plan is enclosed. There are four pictures of recent Maurices projects. The Sturgeon Bay project will be essentially identical. These pictures are in lieu of elevations.

Our goal is to have these retail locations open in plenty of time for the 2012 Christmas season. We are ready and prepared to make this a successful development for the City and for our tenants.

Thank you for your consideration.



Patrick Flynn



Rick Johnson

# United Development Group, LLC

Proposal to Purchase and Develop City of Sturgeon Bay Property located at 1423 Egg Harbor Road

## Financial Information

Purchase Price of Land	\$240,000
Value of Completed Project	\$1,050,000
Real Estate Closing	April 30, 2012
Construction Commencement	May 1, 2012
Construction Completion	September 1, 2012
Tenant Grand Opening	October 15, 2012

## Employment:

Maurices: 10 to 12 full time equivalents

Retailer: 6 to 10 full time equivalents

# United Development Group, LLC

Proposal to Purchase and Develop City of Sturgeon Bay Property located at 1423 Egg Harbor Road

Listing of Similar Projects Owned and Managed by Developer

<u>LOCATION</u>	<u>Date Opened</u>	<u>Tenant(s)</u>
Rhineland, WI	October, 2007	Maurices, Verizon, H&R, J.P. Nails
Menomonie, WI	September, 2007	Anytime Fitness, Verizon
Mitchell, SD	October, 2007	Whiskey Creek, Anytime Fitness
Cloquet, MN	October, 2007	Maurices, Dollar Tree, Verizon, Papa Murphy's, Great Clips
Minocqua, WI	September, 2007	Maurices
Hayward, WI	April, 2008	Maurices, Rose Nails, Dairy Queen
Winona, MN	November, 2009	Papa Murphy's, Game Stop, Great Clips
Fairmont, MN	October, 2010	Maurices, Great Clips, Verizon
Wahpeton, ND	October, 2010	Maurices
New Richmond, WI	September, 2010	Maurices
Dilworth, MN	September, 2011	Dollar Tree
Le Mars, IA	October, 2011	Maurices
Chadron, NE	October, 2011	Maurices
Tomah, WI	November, 2011	Maurices
Medford, WI	November, 2011	Maurices

# United Development Group, LLC

Proposal to Purchase and Develop City of Sturgeon Bay Property located at 1423 Egg Harbor Road

## Municipal References:

Robert Barbian  
Director of Development  
City of New Richmond  
156 East First Street  
New Richmond, WI 54017  
Phone: 715-243-0407  
email: [BBarbian@newrichmondwi.gov](mailto:BBarbian@newrichmondwi.gov)

Ken Parke  
City Administrator  
City of Dilworth  
2 - 1st Avenue SE  
Dilworth, MN 56529  
Phone: 218-287-2313  
email: [kparke@corpcomm.net](mailto:kparke@corpcomm.net)

Deb Cottier  
Director  
Nebraska Northwest Development Corp  
308-432-4023  
706 W Third Street  
Chadron, NE 69337  
email: [dcottier@gpcom.net](mailto:dcottier@gpcom.net)

Shane Rolff  
Zoning Administrator/Building Inspector  
City Of Tomah  
819 Superior Ave.  
Tomah, WI 54660  
Ph: (608) 374-7429  
Email: [srolff@ci.tomah.wi.us](mailto:srolff@ci.tomah.wi.us)

# maurices

November 8, 2011

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

I am writing to recommend United Development Group, LLC of Green Bay and Menomonie, Wisconsin, Patrick Flynn and Richard Johnson, principals.

United Development is our preferred developer in Wisconsin and the upper Midwest. Over the past four years Maurices has completed fifteen successful stores with Messrs.' Flynn and Johnson. The stores have been both free-standing stores and small strip centers. The stores are aesthetically pleasing and care is taken to allow for green space and landscaping.

In addition to delivering a superior product for us, we have found these gentlemen to adhere to the highest business standards and ethics, and can recommend them unequivocally.

Maurices desires to open a store in Sturgeon Bay across from the Wal-Mart Supercenter, and I believe it would be a very successful store for us. We strongly desire that United Development be the developer of this parcel for our store.

Please contact me if there is any further information I can provide that may be useful. Thank you.

Sincerely,

*Connie Christenson*

Connie Christenson  
Director of Real Estate



217 N. 4th Avenue  
Sturgeon Bay, Wisconsin 54235-2405

Tel: (920) 743-5551

December 30, 2011

Mr. Martin Olejniczak  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235

Re: Reference letter for United Development

Dear Mr. Olejniczak,

I am writing this letter in reference to Richard Johnson and Patrick Flynn of United Development. I have personally and professionally dealt with Mr. Johnson since 2001. Furthermore, I began to bank United Development in the summer of 2008. I have known Mr. Johnson and Mr. Flynn to be excellent real estate advisors and developers. Their projects are of high quality, offer excellent curb appeal, successful tenancy and quickly add value to the municipal's tax base. As a banker, it has been a pleasure to see their successes come in under budget, on time, occupancy as promised and all payments on a timely basis. Their track record, straight shooting approach and professional demeanor is a breath of fresh air in this industry. Without question I recommend Mr. Johnson and Mr. Flynn of United Development to any municipality. If you have any questions I would be happy to talk with you further. I can be reached at (920) 431-3684.

Sincerely,

David Englebert  
Vice President  
Baylake Bank

## **Richard W. Johnson**

3027 Autumn Leaves Circle  
Green Bay, WI 54313

Office Phone 920-431-3750

Cell Phone 920-621-7061

E-mail [rjohnson@baytitle.com](mailto:rjohnson@baytitle.com)

### **Education and certification**

University of Wisconsin-Madison BBA-Accounting and Finance May, 1978

Certified Public Accountant-1981

Certified Management Accountant-1982

### **Work History**

**Schenck Business Solutions (formerly Shinners, Hucovski & Co., SC) 1980-2004**

Partner in large regional public accounting firm specializing in small business consulting, real estate, and family planning.

**Nifong Realty, Inc. 2004-2006**

Treasurer of retail real estate developer. Duties included feasibility analysis, obtaining bank and investor financing, managed monthly and annual accounting systems and preparation of year-end tax returns.

**United Development Group, LLC 2006-Present**

Principal of retail real estate developer. Duties include all financial, legal and accounting aspects of company. Developed 20+ sites throughout the Midwest in excess of 150,000 square feet.

### **Personal**

Married, five children, 30 year resident of Green Bay

## **Patrick H. Flynn**

E5842 803rd Avenue  
Menomonie, WI 54751

Phone 715-235-3552  
E-mail flynnland@yahoo.com

### **Education and certification**

University of Wisconsin-Eau Claire BBA-Finance May, 1981

### **Work History**

#### **Menards, Inc. 1977-2007**

Director of sales and leasing of the property division. Duties included authority over 10 staff members, site selection, property acquisition and disposition and construction oversight. Reported directly to the President of Menards.

#### **Nifong Realty, Inc. 2004-2006**

Vice-president of retail real estate developer. Duties included site selection, tenant acquisition and negotiation, construction management.

#### **United Development Group, LLC 2006-Present**

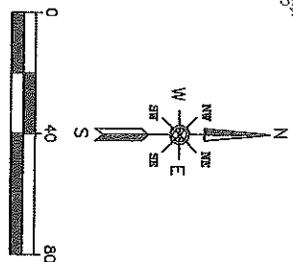
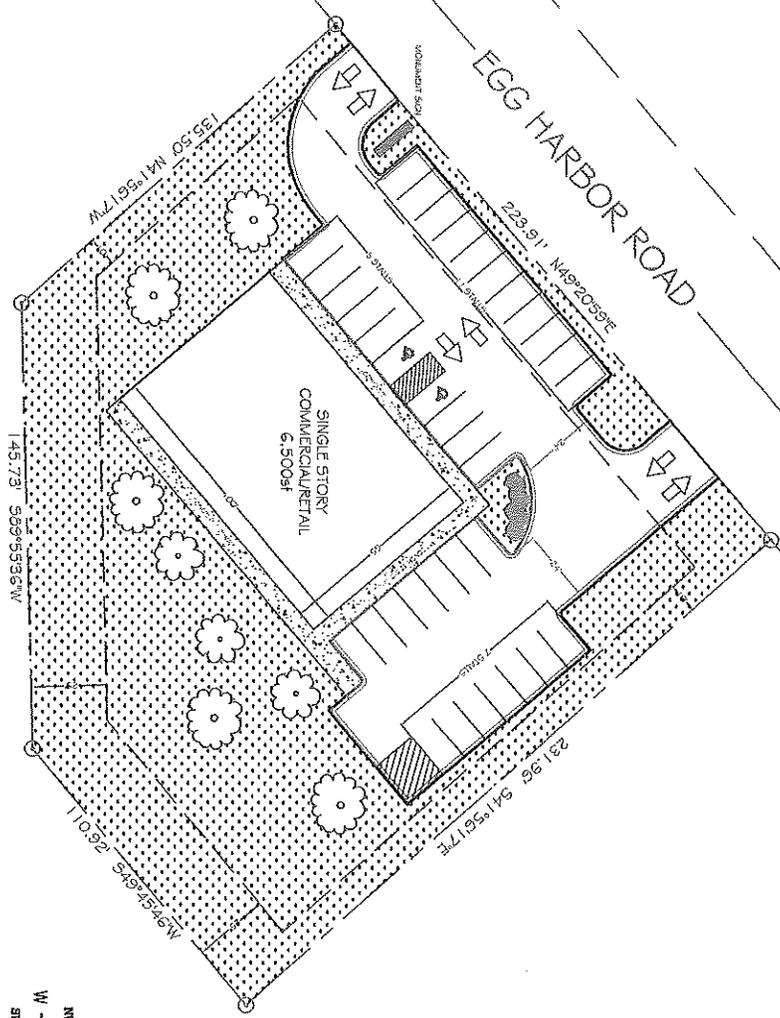
Principal of retail real estate developer. Duties include site selection, feasibility, tenant acquisition and negotiation, construction management and property management. Developed 20+ sites throughout the Midwest in excess of 150,000 square feet.

### **Personal**

Married, four children, life long resident of western Wisconsin

NORTH 14TH AVE.

STURGEON BAY - LOT 2  
 SITE DEVELOPMENT NOTES:  
 TOTAL LOT SIZE: 46,223sf  
 TOTAL IMPERVIOUS: 22,275sf  
 IMPERVIOUS RATIO: 22,275sf/46,223sf = 0.4819 = 48.2%  
 BUILDING FLOOR SPACE = 6,500sf  
 PARKING REQUIREMENTS = 5 STALLS PER 1,000sf BLDG FLOOR SPACE  
 TOTAL STALLS REQUIRED = 33 STALLS  
 TOTAL STALLS PROVIDED = 33 STALLS  
 HANDICAPP STALLS PROVIDED = 2 STALLS



PRELIMINARY SITE LAYOUT  
 LOT#2 - STURGEON BAY, WISCONSIN  
 UNITED DEVELOPMENT, LLC  
 500 EAST MAIN STREET, SUITE 310  
 MENOMONIE, WI 54751

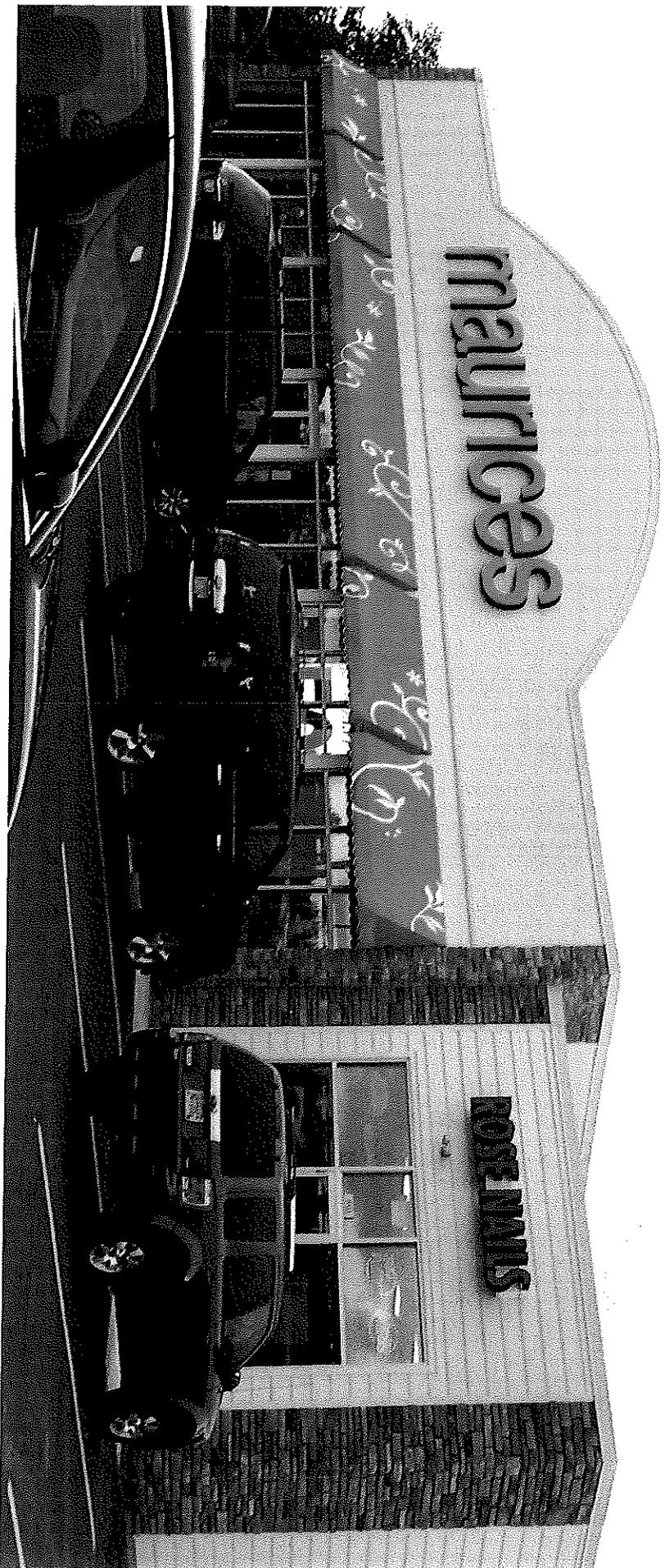
DATE: October, 2011  
 DRAWN: CTC  
 CHECKED:  
 APPROVED: CTC  
 SHEET NUMBER:  
 SITE LAYOUT  
 1189631

**REA** RESOURCE ENGINEERING ASSOCIATES, INC.

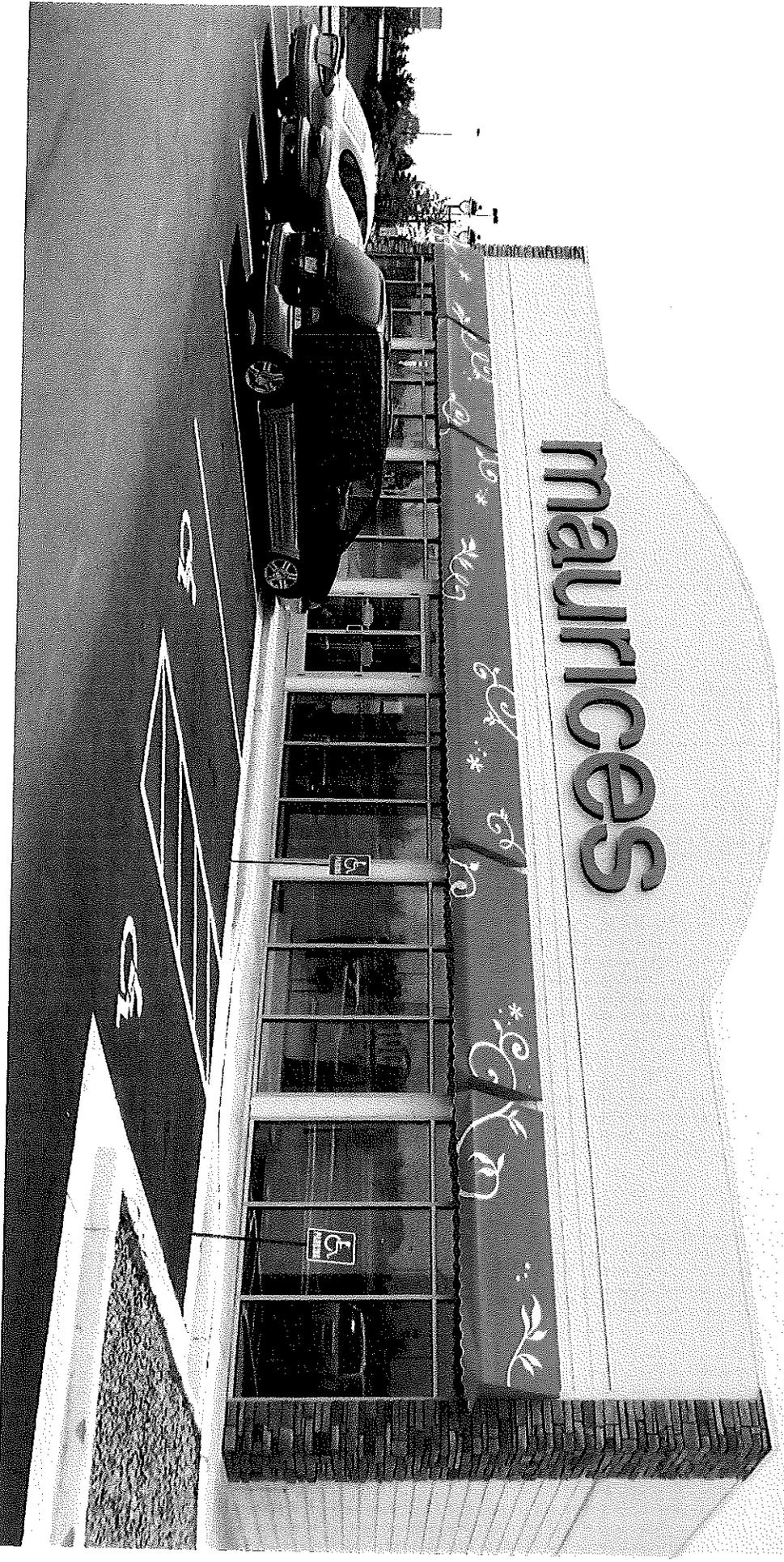
Resource Engineering Associates, Inc.  
 3516 Parmenter St., Suite 100  
 Middleton, Wisconsin 53562-2507  
 Phone: 608-831-5522  
 Fax: 608-831-6564  
 Web: www.reacng.com

REVISIONS:	
DATE	
DATE	
DATE	

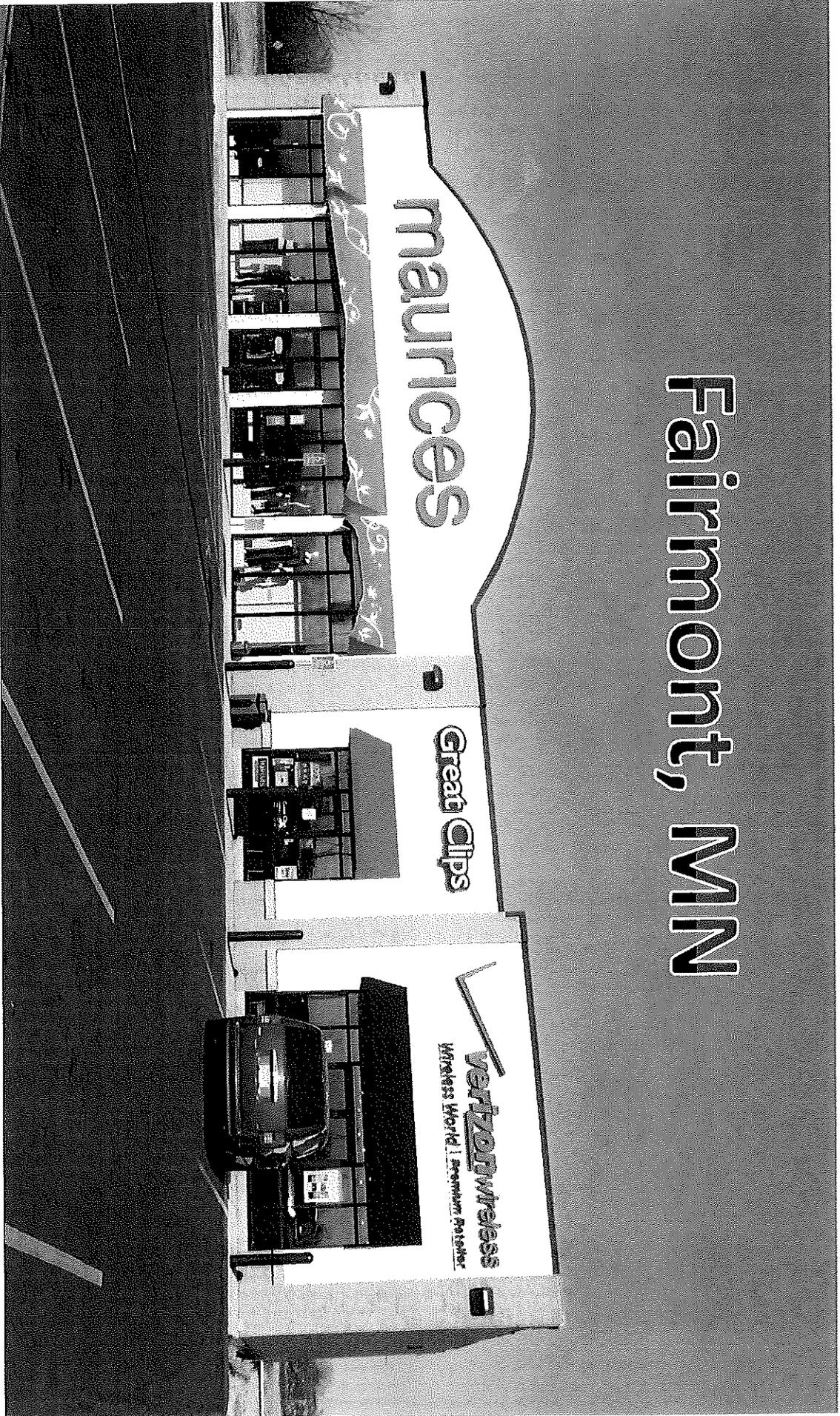
# Hayward, WI



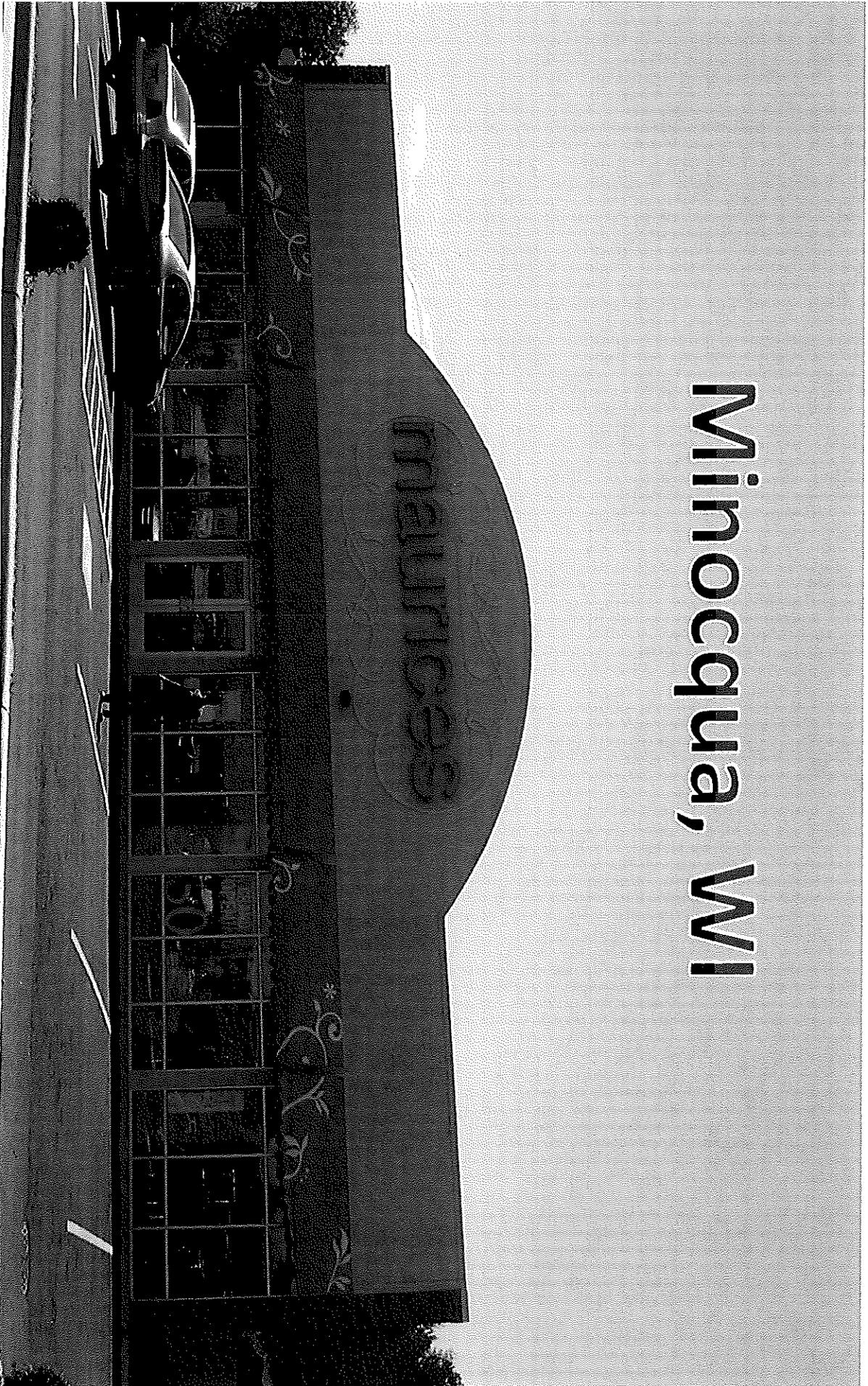
# New Richmond, WI



# Fairmont, MN



# Minocqua, WI



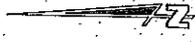
JOB NO.	U4207-PROMO
DATE	1/27/12
DESIGNED BY	D.B.
CHECKED BY	C.S.
DATE	FEB 2012
PROJECT	STURGEON BAY RETAIL STORE
DATE	
PROJECT FILE	
ISSUING FIRM	Cedars Corporation

**Cedars** Corporation  
 1800 W. Main Avenue  
 Kenosha, Wisconsin 53142  
 920-398-1801  
 920-398-1802  
 920-398-1803  
 920-398-1804  
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 920-398-1807  
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 920-398-1817  
 920-398-1818  
 920-398-1819  
 920-398-1820

STURGEON BAY RETAIL STORE  
 EGG HARBOR ROAD  
 STURGEON BAY, WI

SHEET NO.  
**C1.1**

PRELIMINARY SITE PLAN



**REQUIRED PARKING STALLS - WALWART**  
 \* 5 STALL PER 1000 SF OF GROSS FLOOR SPACE  
 \* 8000 SF = 40 REQUIRED PARKING STALLS

① REMOTES PROPOSED PARKING STALLS. TOTAL PROPOSED = 40

**NOTE:**  
 \* ALL LOCATIONS EXISTING AND PROPOSED ARE APPROXIMATE

