



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, MAY 7, 2013  
IMMEDIATELY FOLLOWING BOARD OF PUBLIC WORKS  
WHICH BEGINS AT 6:50 P.M.  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Proclamation re: May 2013 Bike Month.
6. Consideration of the following bills: General Fund – \$138,235.82, Capital Fund - \$850.00, Cable TV - \$4,445.04, TID #2 - \$354.45, TID #4 - \$17,981.25, and Solid Waste Enterprise - \$3,966.07 for a grand total of \$165,832.63. [roll call]

**7. CONSENT AGENDA**

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

\* a. Approval of 4/16/13 regular Common Council minutes.

\* b. Approval of the following minutes:

- (1) Bicycle and Pedestrian Advisory Board – 4/4/13
- (2) Board of Canvassers – 4/5/13
- (3) Finance/Purchasing & Building – 4/9/13
- (4) Harbor Commission – 4/15/13
- (5) Fire & Police Commission – 4/17/13
- (6) City Plan Commission – 4/17/13
- (7) Loan Review Committee – 4/19/13
- (8) Personnel Committee – 4/22/13
- (9) Joint Park & Recreation Committee/Board – 4/24/13
- (10) Park & Recreation Committee – 4/30/13

\* c. Consideration of: Approval of Beverage Operator licenses.

\* d. Consideration of: Approval of Class B Beer licenses (six month.)

\* e. Consideration of: Approval of Sidewalk Café Permit application for 136 Restaurant & Wine Bar.

\* f. Disallowance of Claim Resolution re: Claim filed by Valerie Wheeler.

- \* g. Finance/Purchasing & Building Committee recommendation re: Write-off the delinquent personal property tax account bills in the amount of \$1,185.42 and authorize the City Attorney to pursue small claims court action for personal property tax account #281-0435, New Century Service, and publish the delinquent personal property tax accounts in the Door County Advocate.
- \* h. Sturgeon Bay Revolving Loan Fund Committee recommendation re: Loan be approved for Door County Traders, LLC subject to conditions.

8. Mayoral appointments.

9. Consideration of: Request from Door County Candy for Sidewalk Café Permit exceptions.

10. Committee Chairperson Reports:

- a. City Plan Commission
- b. Finance/Purchasing & Building Committee
- c. Park & Recreation Committee

11. Public comment on non-agenda items.

12. Mayor's comments.

13. Convene in closed session in accordance with the following exemption:

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g)

Consideration of: Waterfront Docking Facility

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Council may adjourn in closed session.

14. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

5/3/13

Time:

12:00pm

By:

Deje



## *Proclamation*

**WHEREAS**, for more than a century, the bicycle has been an important part of the lives of most Americans; and

**WHEREAS**, today millions of Americans engage in bicycling because it is a viable and environmentally-sound form of transportation; and

**WHEREAS**, bicycling is an excellent form of fitness and provides quality family recreation; and

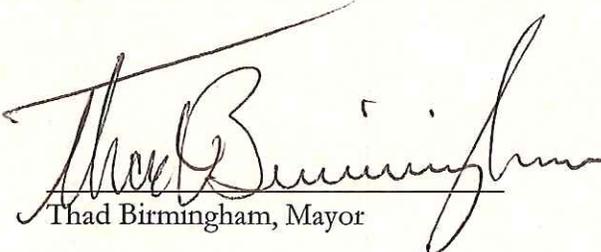
**WHEREAS**, Door County Silent Sports Alliance, Sturgeon Bay Police Dept. and the Wisconsin DOT, together are promoting greater public awareness of bicycle operation and safety education to reduce accidents, injuries and fatalities through sponsoring bike rodeos for the youth of our community; and

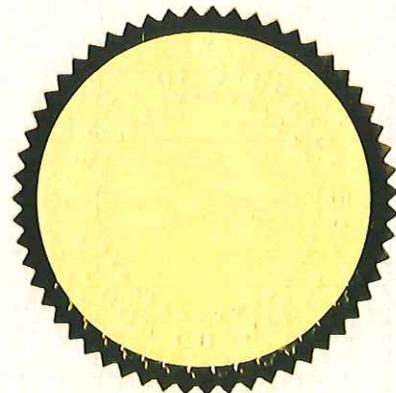
**WHEREAS**, the League of American Bicyclists and independent cyclists throughout the State of Wisconsin are prompting greater public awareness of bicycle operation and safety education in an effort to reduce accidents, injuries and fatalities for all.

**Now Therefore**, I Thad Birmingham, Mayor of the City of Sturgeon Bay, Wisconsin do hereby proclaim **May 2013** as

## **BIKE MONTH**

In the City of Sturgeon Bay and encourage all citizens to recognize the importance of bicycle safety and be more aware of cyclists on our streets and highways.

  
Thad Birmingham, Mayor



CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                   | NAME                           | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|----------------------------|--------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND               |                                |                                |                  |            |
| GENERAL FUND               |                                |                                |                  |            |
| REVENUE                    |                                |                                |                  |            |
| R0001050                   | STUART KEYS                    | REFUND SEASONAL SLIP FEE       | 01-000-000-46240 | 2,637.50   |
| R0001051                   | JENNY TESS                     | 2013 REFUND WINTER PARKING FEE | 01-000-000-44165 | 55.00      |
| R0001052                   | PETE STEVENSON                 | 2013 REF MONTHLY WNTR PK FEE   | 01-000-000-44165 | 28.00      |
| R0001052                   |                                | 2013 REFUND WINTER PARKING FEE | 01-000-000-44165 | 55.00      |
| TOTAL REVENUE              |                                |                                |                  | 2,775.50   |
| TOTAL GENERAL FUND         |                                |                                |                  | 2,775.50   |
| MAYOR                      |                                |                                |                  |            |
| 04549                      | DOOR COUNTY ECONOMIC DEVELOPME | THAD ANNUAL LUNCHEON           | 01-100-000-55600 | 30.00      |
| TOTAL                      |                                |                                |                  | 30.00      |
| TOTAL MAYOR                |                                |                                |                  | 30.00      |
| CITY COUNCIL               |                                |                                |                  |            |
| 23830                      | WOLTER ENGRAVING               | DESK SIGN                      | 01-105-000-54999 | 14.45      |
| TOTAL                      |                                |                                |                  | 14.45      |
| TOTAL CITY COUNCIL         |                                |                                |                  | 14.45      |
| LAW/LEGAL                  |                                |                                |                  |            |
| 16555                      | PINKERT LAW FIRM, LLP          | TRAFFIC MATTERS                | 01-110-000-55010 | 1,365.00   |
| 16555                      |                                | TID 4                          | 01-110-000-55010 | 507.00     |
| TOTAL                      |                                |                                |                  | 1,872.00   |
| TOTAL LAW/LEGAL            |                                |                                |                  | 1,872.00   |
| CITY CLERK-TREASURER       |                                |                                |                  |            |
| 03330                      | VALERIE CLARIZIO               | MEAL & FUEL MTAW CONF WI DELLS | 01-115-000-55600 | 43.64      |
| 03940                      | STEPHANIE REINHARDT            | REIMB MLG/MEAL LMMI CONF MILW  | 01-115-000-55600 | 220.55     |
| 04549                      | DOOR COUNTY ECONOMIC DEVELOPME | VAL & STEPH ANNUAL LUNCHEON    | 01-115-000-55600 | 60.00      |
| 17700                      | QUILL CORPORATION              | POST ITS, CALC RIBBON, CLIP    | 01-115-000-51950 | 9.54       |
| 23830                      | WOLTER ENGRAVING               | 2 DESK SIGNS                   | 01-115-000-54999 | 28.92      |
| TOTAL                      |                                |                                |                  | 362.65     |
| TOTAL CITY CLERK-TREASURER |                                |                                |                  | 362.65     |
| ADMINISTRATION             |                                |                                |                  |            |
| 04549                      | DOOR COUNTY ECONOMIC DEVELOPME | STEVE ANNUAL LUNCHEON          | 01-120-000-55600 | 30.00      |
| TOTAL                      |                                |                                |                  | 30.00      |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                               | NAME                           | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|--|--------------------------------|--------------------------------|------------------|------------|
| -----                                  |                                |                                |                  |            |
| GENERAL FUND                           |                                |                                |                  |            |
| TOTAL ADMINISTRATION                   |                                |                                |                  | 30.00      |
| COMPUTER                               |                                |                                |                  |            |
| 03101                                  | CDW GOVERNMENT, INC.           | 3 DVD WRITERS PD               | 01-125-000-55500 | 82.95      |
| 04696                                  | DOOR COUNTY TREASURER          | DESKTOP AUTHORITY-SCRIPTLOGIC  | 01-125-000-55550 | 487.50     |
| 04696                                  |                                | SARGENT LABS ARISTOTLE         | 01-125-000-55550 | 330.11     |
| 04696                                  |                                | MCAFFEE VIRUS PROTECTION       | 01-125-000-55550 | 299.00     |
| 04696                                  |                                | WEBSense EMAIL SPAM-WEB FILTER | 01-125-000-55550 | 1,652.00   |
| 04696                                  |                                | CGS MAIL ARCHIVE ENGINE        | 01-125-000-55550 | 145.39     |
| 04696                                  |                                | ZIX SECURE OR ENCRYPTED EMAIL  | 01-125-000-55550 | 951.11     |
| 04696                                  |                                | TSM BACKUP SOFTWARE            | 01-125-000-55550 | 213.02     |
| 04696                                  |                                | SBPD                           | 01-125-000-55550 | 412.50     |
| TOTAL                                  |                                |                                |                  | 4,573.58   |
| TOTAL COMPUTER                         |                                |                                |                  | 4,573.58   |
| CITY ASSESSOR                          |                                |                                |                  |            |
| 17700                                  | QUILL CORPORATION              | CREDIT                         | 01-130-000-51950 | -32.38     |
| 17700                                  |                                | OFFICE SUPPLIES                | 01-130-000-51950 | 40.99      |
| ASSO APP                               | ASSOCIATED APPRAISAL           | 05/07/13 CONTRACT              | 01-130-000-55010 | 1,245.83   |
| TOTAL                                  |                                |                                |                  | 1,254.44   |
| TOTAL CITY ASSESSOR                    |                                |                                |                  | 1,254.44   |
| BUILDING/ZONING CODE ENFORCEMENT       |                                |                                |                  |            |
| 23760                                  | WISCONSIN DEPT OF ADMINISTRATI | 10 STATE SEALS                 | 01-140-000-52750 | 303.00     |
| TOTAL                                  |                                |                                |                  | 303.00     |
| TOTAL BUILDING/ZONING CODE ENFORCEMENT |                                |                                |                  | 303.00     |
| MUNICIPAL SERVICES ADMIN.              |                                |                                |                  |            |
| 04549                                  | DOOR COUNTY ECONOMIC DEVELOPME | TONY ANNUAL LUNCHEON           | 01-145-000-55600 | 20.00      |
| TOTAL                                  |                                |                                |                  | 20.00      |
| TOTAL MUNICIPAL SERVICES ADMIN.        |                                |                                |                  | 20.00      |
| PUBLIC WORKS ADMINISTRATION            |                                |                                |                  |            |
| 03133                                  | CELLCOM WISCONSIN RSA 10       | 03/13 CELL SERVICE             | 01-150-000-58250 | 7.16       |
| 22800                                  | WALMART COMMUNITY              | ENVELOPE & NOTE PADS           | 01-150-000-51950 | 7.20       |
| 23830                                  | WOLTER ENGRAVING               | 3 DESK SIGNS                   | 01-150-000-51950 | 43.38      |
| TOTAL                                  |                                |                                |                  | 57.74      |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                          | NAME                           | ITEM DESCRIPTION             | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|--------------------------------|------------------------------|------------------|------------|
| -----                             |                                |                              |                  |            |
| GENERAL FUND                      |                                |                              |                  |            |
| TOTAL PUBLIC WORKS ADMINISTRATION |                                |                              |                  | 57.74      |
| ELECTIONS DEPARTMENT              |                                |                              |                  |            |
| 04575                             | DOOR COUNTY HARDWARE           | GALV BRAD                    | 01-155-000-54999 | 1.89       |
| 22800                             | WALMART COMMUNITY              | CUPS, NAPKINS & HIGHLIGHTERS | 01-155-000-54999 | 7.39       |
| FIRST                             | FIRST NATIONAL BANK OF OMAHA   | MARKER                       | 01-155-000-54999 | 2.85       |
| TOTAL                             |                                |                              |                  | 12.13      |
| TOTAL ELECTIONS DEPARTMENT        |                                |                              |                  | 12.13      |
| CITY HALL                         |                                |                              |                  |            |
| 04575                             | DOOR COUNTY HARDWARE           | BLADE                        | 01-160-000-54999 | 9.99       |
| 23730                             | WPS                            | 421 MICHIGAN ST              | 01-160-000-56600 | 1,913.20   |
| VIK                               | VIKING ELECTRIC SUPPLY         | CASE BULBS                   | 01-160-000-54999 | 135.00     |
| VIK                               |                                | BALLAST                      | 01-160-000-54999 | 20.30      |
| WARNER                            | WARNER-WEXEL WHOLESALE &       | PAPER SUPPLIES CH            | 01-160-000-51850 | 12.90      |
| WARNER                            |                                | PAPER PRODUCTS CH            | 01-160-000-51850 | 92.71      |
| TOTAL                             |                                |                              |                  | 2,184.10   |
| TOTAL CITY HALL                   |                                |                              |                  | 2,184.10   |
| GENERAL EXPENDITURES              |                                |                              |                  |            |
| 08167                             | GANNETT WISCONSIN NEWSPAPERS   | AD PT SECRETARY              | 01-199-000-57450 | 112.20     |
| 08167                             |                                | AD CREW SUPERVISOR           | 01-199-000-57450 | 149.60     |
| STAPLES                           | WISCONSIN DOCUMENT IMAGING LLC | CH MAINT CONTRACT            | 01-199-000-55650 | 1,897.50   |
| STAPLES                           |                                | 2ND FLOOR CH MAINT CONTRACT  | 01-199-000-55650 | 809.28     |
| VANDEW                            | VANDEWALLE & ASSOCIATES, INC   | 2/13 PROF CONTRACT SVC       | 01-199-000-57000 | 10,393.97  |
| VANDEW                            |                                | 3/13 PROF CONTRACT SVC       | 01-199-000-57000 | 2,806.93   |
| TOTAL                             |                                |                              |                  | 16,169.48  |
| TOTAL GENERAL EXPENDITURES        |                                |                              |                  | 16,169.48  |
| POLICE DEPARTMENT                 |                                |                              |                  |            |
| 02790                             | DAN BRINKMAN                   | MEAL REIMB                   | 01-200-000-55600 | 75.89      |
| 22800                             | WALMART COMMUNITY              | 8 GB USB                     | 01-200-000-51950 | 9.97       |
| 22800                             |                                | 8 GB USB 2 PAK               | 01-200-000-51950 | 15.79      |
| HENRY                             | CLINT HENRY                    | MEAL REIMB                   | 01-200-000-55600 | 133.23     |
| STAPLES                           | WISCONSIN DOCUMENT IMAGING LLC | 4507 BLACK COPIES            | 01-200-000-55650 | 36.06      |
| STAPLES                           |                                | 820 COLOR COPIES             | 01-200-000-55650 | 24.60      |
| TOTAL                             |                                |                              |                  | 295.54     |
| TOTAL POLICE DEPARTMENT           |                                |                              |                  | 295.54     |

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| VENDOR #                       | NAME                         | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|--------------------------------|------------------------------|--------------------------------|------------------|------------|
| -----                          |                              |                                |                  |            |
| GENERAL FUND                   |                              |                                |                  |            |
| POLICE DEPARTMENT/PATROL       |                              |                                |                  |            |
| 03133                          | CELLCOM WISCONSIN RSA 10     | SQUAD PRINTERS                 | 01-215-000-58250 | 542.93     |
| 03133                          |                              | CELL SERVICE                   | 01-215-000-58999 | 315.24     |
| 04696                          | DOOR COUNTY TREASURER        | 03/13 FUEL                     | 01-215-000-51650 | 5,275.87   |
| 06592                          | FOX VALLEY TECHNICAL COLLEGE | SEARCH WARRANTS DIGITAL AGE    | 01-215-000-55600 | 100.00     |
| 06592                          |                              | SRCH WRNT AFIDAV, DEV PRB CAUS | 01-215-000-55600 | 175.00     |
| 06650                          | GALLS, AN ARAMARK COMPANY    | BAL DUE ON BOOTS JENNERJOHN    | 01-215-000-52900 | 28.48      |
| 14878                          | NWTC                         | 5 OFCRS TACTICAL GROUND CMBTVS | 01-215-000-55600 | 425.00     |
| 19959                          | SUPERIOR CHEMICAL CORP       | 2 CASES SOAPY HAND WIPES       | 01-215-000-54999 | 165.70     |
| 22800                          | WALMART COMMUNITY            | CAR FLOOR MATS                 | 01-215-000-58600 | 42.69      |
| 22800                          |                              | DVD'S & SLEEVES                | 01-215-000-54999 | 122.28     |
| 22800                          |                              | BATTERIES                      | 01-215-000-54999 | 39.48      |
| 22800                          |                              | BATTERIES FOR THERMAL CAMERAS  | 01-215-000-54999 | 27.88      |
| 22800                          |                              | PAINT BALLS                    | 01-215-000-54999 | 21.06      |
| 23140                          | CARL WATERSTREET             | MEAL REIMB                     | 01-215-000-55600 | 54.84      |
| 23640                          | WISCONSIN DEPT OF JUSTICE    | 4/1-6/30/13 TIME SYST ACS/SPRT | 01-215-000-58999 | 360.00     |
| 25650                          | GREG ZAGER                   | MEAL REIMB                     | 01-215-000-55600 | 51.19      |
| ADVANTAG                       | ADVANTAGE POLICE SUPPLY, INC | PEPPER SPRAY                   | 01-215-000-54999 | 202.50     |
| ADVANTAG                       |                              | SHIPPING                       | 01-215-000-54999 | 15.00      |
| ALBERTSO                       | JASON ALBERTSON              | MEAL REIMB                     | 01-215-000-55600 | 39.19      |
| FIRST                          | FIRST NATIONAL BANK OF OMAHA | HONOR GUARD GLOVES 10 PAK      | 01-215-000-52900 | 72.50      |
| FIRST                          |                              | FOOD SOUKUP FUNERAL HONOR GRD  | 01-215-000-54999 | 115.00     |
| FIRST                          |                              | MPD TRAINING                   | 01-215-000-55600 | 149.25     |
| FIRST                          |                              | MPD TRAINING                   | 01-215-000-55600 | 149.25     |
| HOUGAARD                       | CHAD HOUGAARD                | REIMB MEALS TRNG GB            | 01-215-000-55600 | 33.68      |
| MIELKE                         | CHAD MIELKE                  | MEAL REIMB                     | 01-215-000-55600 | 12.79      |
| MIELKE                         |                              | REIMB MEALS INSTRUCTOR DEV TRN | 01-215-000-55600 | 25.49      |
| TASSOUL                        | MARKUS TASSOUL               | MEAL REIMB                     | 01-215-000-55600 | 52.13      |
| TOTAL                          |                              |                                |                  | 8,614.42   |
| TOTAL POLICE DEPARTMENT/PATROL |                              |                                |                  | 8,614.42   |
|                                |                              |                                |                  |            |
| FIRE DEPARTMENT                |                              |                                |                  |            |
| 02001                          | RED THE UNIFORM TAYLOR       | UNIFORM PANTS DIETMAN          | 01-250-000-52900 | 202.33     |
| 03075                          | CARQUEST OF DOOR COUNTY      | CLAY BAR POLISH SYSTEM         | 01-250-000-53000 | 19.99      |
| 03075                          |                              | SPARK PLUG                     | 01-250-000-53000 | 1.99       |
| 03159                          | CHARTER COMMUNICATIONS       | WEST SIDE CABLE                | 01-250-000-54999 | 6.99       |
| 04966                          | EAGLE MECHANICAL INC         | FAUCET CARTRIDGE               | 01-250-000-56250 | 36.00      |
| 06650                          | GALLS, AN ARAMARK COMPANY    | BAL DUE                        | 01-250-000-52900 | 0.01       |
| 06650                          |                              | MARK SMITH SAFETY SHOES        | 01-250-000-52900 | 72.64      |
| 08225                          | HERLACHE SMALL ENGINE        | VENT SAW OIL                   | 01-250-000-53000 | 18.00      |
| 08225                          |                              | OIL FILTER & OIL PUMP MOTOR    | 01-250-000-53000 | 47.80      |
| 13842                          | MOTOROLA                     | PAGER REPAIR                   | 01-250-000-57550 | 78.00      |
| 14878                          | NWTC                         | FIRE FIGHTER INSERVICE 6 FF    | 01-250-000-55600 | 150.00     |
| 19880                          | STURGEON BAY UTILITIES       | SALT SHED                      | 01-250-000-56675 | 3.56       |
| 19880                          |                              | 835 N 14TH AVE                 | 01-250-000-56675 | 29.00      |
| 19880                          |                              | DUCK POND                      | 01-250-000-56675 | 3.56       |
| 19880                          |                              | SUNSET CNTE/NEW CONC           | 01-250-000-56675 | 29.00      |
| 19880                          |                              | FRANK GRASSE MEM SHELTER       | 01-250-000-56675 | 9.00       |
| 19880                          |                              | OTUMBA PARK                    | 01-250-000-56675 | 3.56       |
| 19880                          |                              | WEST SIDE WARMING HOUSE        | 01-250-000-56675 | 3.56       |
| 19880                          |                              | WEST SIDE FIRE STATION         | 01-250-000-56150 | 97.92      |
| 19880                          |                              | WEST SIDE FIRE STATION         | 01-250-000-56675 | 29.00      |
| 19880                          |                              | WEST SIDE FIRE STATION         | 01-250-000-58650 | 76.12      |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #         | NAME                          | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|------------------|-------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND     |                               |                                |                  |            |
| 19880            |                               | 38 S NEENAH AVE PAVILLION      | 01-250-000-56675 | 3.56       |
| 19880            |                               | 38 S NEENAH AVE RESTROOMS      | 01-250-000-56675 | 18.00      |
| 19880            |                               | JC BALLFIELD STAND             | 01-250-000-56675 | 9.00       |
| 19880            |                               | MICH ST JC BALLFIELD SPRINKLER | 01-250-000-56675 | 29.00      |
| 19880            |                               | WEST SIDE BALLFILED LITES      | 01-250-000-56675 | 3.56       |
| 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            |                               | SUNSET PK STAR PLANT           | 01-250-000-56675 | 29.00      |
| 19880            |                               | SIGN SHED                      | 01-250-000-56675 | 3.56       |
| 19880            |                               | CHERRY BLOSSOM PARK            | 01-250-000-56675 | 9.00       |
| 19880            |                               | CLAY BANKS SIREN               | 01-250-000-56150 | 16.16      |
| 21450            | THE UNIFORM SHOPPE            | UNIFORM SHOES                  | 01-250-000-52900 | 52.45      |
| 21450            |                               | UNIFORM SHOES HERLACHE         | 01-250-000-52900 | 86.95      |
| 21450            |                               | BELT HERLACHE                  | 01-250-000-52900 | 19.95      |
| 21450            |                               | RETURN SHOES                   | 01-250-000-52900 | -44.95     |
| 22800            | WALMART COMMUNITY             | BATTERIES, TRASH BAGS, USB     | 01-250-000-54999 | 65.20      |
| 23730            | WPS                           | WEST SIDE FIRE STATION         | 01-250-000-56600 | 228.52     |
| CJ               | CJ WORKS, LLC                 | 03/13 LAUNDRY                  | 01-250-000-56800 | 69.00      |
| FIRST            | FIRST NATIONAL BANK OF OMAHA  | FLOOR EPOXY                    | 01-250-000-54999 | 103.92     |
| FIRST            |                               | MEDIC BATTERIES                | 01-250-000-56250 | 112.55     |
| FIRST            |                               | 2 DEFIB BATTERIES              | 01-250-000-51350 | 300.95     |
| LION             | LION APPAREL, INC             | CLN, DECNTMATE, INSP HELMET    | 01-250-000-56250 | 27.75      |
| PAULCONW         | PAUL CONWAY SHIELDS           | HELMET PARTS                   | 01-250-000-56250 | 77.02      |
|                  |                               | TOTAL                          |                  | 2,161.00   |
|                  |                               | TOTAL FIRE DEPARTMENT          |                  | 2,161.00   |
| ROADWAYS/STREETS |                               |                                |                  |            |
| 04575            | DOOR COUNTY HARDWARE          | WALL ROLLER                    | 01-400-000-51400 | 10.00      |
|                  |                               | TOTAL                          |                  | 10.00      |
|                  |                               | TOTAL ROADWAYS/STREETS         |                  | 10.00      |
| SNOW REMOVAL     |                               |                                |                  |            |
| 02844            | BRUCE MUNICIPAL EQUIPMENT INC | 78 BALL BEARINGS               | 01-410-000-51400 | 48.36      |
| 02844            |                               | CHUTE SPROCKET                 | 01-410-000-51400 | 120.13     |
| 02844            |                               | SHIPPING                       | 01-410-000-51400 | 14.53      |
| 04575            | DOOR COUNTY HARDWARE          | WIRE ROPE                      | 01-410-000-51400 | 5.96       |
| 04696            | DOOR COUNTY TREASURER         | SALT BRINE                     | 01-410-000-52400 | 69.49      |
| 06012            | FASTENAL COMPANY              | HCS 3/8-16 X 4 Z5              | 01-410-000-51400 | 4.64       |
| 06012            |                               | 10 3/4-10 A1942H               | 01-410-000-51400 | 5.04       |
| 06012            |                               | SUPPLIES                       | 01-410-000-51400 | 49.65      |
| 06012            |                               | 3/8X4 COTRPN PLAIN             | 01-410-000-51400 | 1.15       |
| 12100            | LAMPERT YARDS INC             | MAIL BOX POST                  | 01-410-000-51400 | 53.98      |
| 12100            |                               | TREATED WOOD                   | 01-410-000-51400 | 9.59       |
| 12100            |                               | MAILBOX POST & RACK            | 01-410-000-51400 | 69.99      |
| 13655            | MONROE TRUCK EQUIPMENT, INC   | SHIPPING                       | 01-410-000-51400 | 26.04      |
|                  |                               | TOTAL                          |                  | 478.55     |
|                  |                               | TOTAL SNOW REMOVAL             |                  | 478.55     |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                        | NAME                          | ITEM DESCRIPTION              | ACCOUNT #        | AMOUNT DUE |
|---------------------------------|-------------------------------|-------------------------------|------------------|------------|
| GENERAL FUND                    |                               |                               |                  |            |
| STREET SIGNS AND MARKINGS       |                               |                               |                  |            |
| 04575                           | DOOR COUNTY HARDWARE          | FASTENERS                     | 01-420-000-52550 | 17.99      |
| 20070                           | TAPCO                         | STOP SIGN PADDLES             | 01-420-000-52600 | 37.50      |
| 20070                           |                               | FREIGHT                       | 01-420-000-52600 | 15.08      |
| TOTAL                           |                               |                               |                  | 70.57      |
| TOTAL STREET SIGNS AND MARKINGS |                               |                               |                  | 70.57      |
| STREET MACHINERY                |                               |                               |                  |            |
| 02330                           | JIM OLSON MOTORS              | FRONT END ALIGNMENT           | 01-450-000-53000 | 79.95      |
| 03075                           | CARQUEST OF DOOR COUNTY       | CLAMP                         | 01-450-000-52150 | 7.69       |
| 03075                           |                               | ACCUSEAL CLAMP                | 01-450-000-52150 | 4.47       |
| 03075                           |                               | OIL/FUEL FILTERS & BLUE CORAL | 01-450-000-52150 | 31.71      |
| 04575                           | DOOR COUNTY HARDWARE          | KRAZY GLUE                    | 01-450-000-53000 | 3.99       |
| 04696                           | DOOR COUNTY TREASURER         | 03/13 FUEL                    | 01-450-000-51650 | 8,512.58   |
| 06012                           | FASTENAL COMPANY              | ADHISIVE                      | 01-450-000-53000 | 21.95      |
| 08700                           | HYDRAULIC SERVICE INC         | REPAIR HYD CYLINDER           | 01-450-000-53000 | 119.00     |
| 16600                           | POLK DIESEL AND MACHINE, INC. | 8 GALLONS TRANS--SYND TRANS   | 01-450-000-53000 | 389.92     |
| 19959                           | SUPERIOR CHEMICAL CORP        | CASE ARMOUR PLATE             | 01-450-000-53000 | 130.43     |
| 19959                           |                               | SHIPPING                      | 01-450-000-53000 | 11.68      |
| 19965                           | SUPERIOR SIGNALS INC          | STROBE LIGHT                  | 01-450-000-53000 | 79.98      |
| 19965                           |                               | 3 FLUSH MOUNT LED LIGHTS      | 01-450-000-53000 | 189.63     |
| 19965                           |                               | SHIPPING                      | 01-450-000-53000 | 17.00      |
| 23828                           | WITT PENINSULA FORD LINCOLN   | BODY CLIP KIT                 | 01-450-000-53000 | 22.00      |
| QUALITY                         | QUALITY TRUCK CARE CENTER INC | WINDSHIELD WIPER MOTOR        | 01-450-000-53000 | 115.84     |
| VIK                             | VIKING ELECTRIC SUPPLY        | 30' 16 GUAGE 3 WIRE CORD      | 01-450-000-53000 | 18.53      |
| TOTAL                           |                               |                               |                  | 9,756.35   |
| TOTAL STREET MACHINERY          |                               |                               |                  | 9,756.35   |
| CITY GARAGE                     |                               |                               |                  |            |
| 01766                           | AURORA MEDICAL GROUP          | DOT RANDOM TESTING CHUCK & DJ | 01-460-000-57100 | 100.00     |
| 01766                           |                               | PRE EMPL PHYS/SCREEN SHIFCHIK | 01-460-000-57100 | 48.00      |
| 01766                           |                               | MRO REVIEW                    | 01-460-000-57100 | 8.00       |
| 04575                           | DOOR COUNTY HARDWARE          | BULBS                         | 01-460-000-56250 | 15.98      |
| 04575                           |                               | WALL PLATE, HOUSEHOLD GLOVE   | 01-460-000-55300 | 8.84       |
| 04575                           |                               | SQUEEGE                       | 01-460-000-55300 | 6.99       |
| 04575                           |                               | GLAZIER PUSH POINTS           | 01-460-000-55300 | 3.49       |
| 19310                           | GALETON GLOVES INC            | GLOVES                        | 01-460-000-52350 | 93.90      |
| 19310                           |                               | SHIPPING                      | 01-460-000-52350 | 12.42      |
| 19880                           | STURGEON BAY UTILITIES        | SALT SHED                     | 01-460-000-56150 | 8.24       |
| 19880                           |                               | 835 N 14TH AVE                | 01-460-000-56150 | 918.18     |
| 19880                           |                               | 835 N 14TH AVE                | 01-460-000-58650 | 121.00     |
| 19959                           | SUPERIOR CHEMICAL CORP        | CASE URINAL CAKES             | 01-460-000-55300 | 53.98      |
| 23730                           | WPS                           | 835 N 14TH AVE                | 01-460-000-56600 | 1,813.10   |
| APPL                            | APPLIANCES PLUS               | SHOP VAC FILTER               | 01-460-000-54999 | 19.49      |
| INTERSTA                        | INTERSTATE BATTERIES          | JUMP PACK BATTERY             | 01-460-000-52700 | 49.00      |
| WARNER                          | WARNER-WEXEL WHOLESALE &      | CASE TOWELING                 | 01-460-000-54999 | 23.49      |
| WISCO                           | WISCOLIFT, INC                | HOIST INSPECTION              | 01-460-000-54999 | 399.00     |
| TOTAL                           |                               |                               |                  | 3,703.10   |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                    | NAME                     | ITEM DESCRIPTION               | ACCOUNT #                         | AMOUNT DUE |
|-----------------------------|--------------------------|--------------------------------|-----------------------------------|------------|
| GENERAL FUND                |                          |                                |                                   |            |
|                             |                          |                                | TOTAL CITY GARAGE                 | 3,703.10   |
| CELEBRATION & ENTERTAINMENT |                          |                                |                                   |            |
| SRO                         | SRO EVENTS, INC          | HARMONY INSTALLMENT #2         | 01-480-000-58999                  | 8,966.67   |
|                             |                          |                                | TOTAL                             | 8,966.67   |
|                             |                          |                                | TOTAL CELEBRATION & ENTERTAINMENT | 8,966.67   |
| HIGHWAYS - GENERAL          |                          |                                |                                   |            |
| 19880                       | STURGEON BAY UTILITIES   | TRFC WARNING LIGHT ELM/CTY C   | 01-499-000-58000                  | 2.90       |
|                             |                          |                                | TOTAL                             | 2.90       |
|                             |                          |                                | TOTAL HIGHWAYS - GENERAL          | 2.90       |
| PARK & RECREATION ADMIN     |                          |                                |                                   |            |
| 03133                       | CELLCOM WISCONSIN RSA 10 | 03/13 CELL SERVICE             | 01-500-000-58250                  | 7.66       |
| 03133                       |                          | 03/13 CELL SERVICE             | 01-500-000-58250                  | 107.73     |
| 03133                       |                          | 03/13 CELL SERVICE             | 01-500-000-58250                  | 7.66       |
| 03133                       |                          | 03/13 CELL SERVICE             | 01-500-000-58250                  | 13.08      |
| 03767                       | STAPLES ADVANTAGE        | ENVELOPES & LABELS             | 01-500-000-51950                  | 77.81      |
| R0000807                    | MARK THIEDE              | DEPOSIT FOR MOVIE SOUND & PROJ | 01-500-000-52250                  | 600.00     |
|                             |                          |                                | TOTAL                             | 813.94     |
|                             |                          |                                | TOTAL PARK & RECREATION ADMIN     | 813.94     |
| PARKS AND PLAYGROUNDS       |                          |                                |                                   |            |
| 01766                       | AURORA MEDICAL GROUP     | PRE EMPL DRUG SCREEN A BOSMAN  | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN BRINKMAN  | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN A DEMEUSE | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN ENGLEBERT | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN GLASHEEN  | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN F HELDMAN | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN Z OSBORNE | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN S POTIER  | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN ROSENTHAL | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN ROSENTHAL | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN VANDRISSE | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL DRUG SCREEN A SMITH   | 01-510-000-57100                  | 92.00      |
| 01766                       |                          | PRE EMPL SCREEN D ABEYTA       | 01-510-000-57100                  | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN C NEBEL        | 01-510-000-57100                  | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN M KRAUSE       | 01-510-000-57100                  | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN C GIESSEMAN    | 01-510-000-57100                  | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN A ENGLEBERT    | 01-510-000-57100                  | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN K GLASHEEN     | 01-510-000-57100                  | 8.00       |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                    | NAME                     | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|-----------------------------|--------------------------|--------------------------------|------------------|------------|
| GENERAL FUND                |                          |                                |                  |            |
| 01766                       |                          | PRE EMPL SCREEN F HELDMAN      | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN T BRINKMAN     | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN A BOSMAN       | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN S POTIER       | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN C ROSENTHAL    | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN Z OSBORNE      | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN A DEMEUSE      | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN C ROSENTHAL    | 01-510-000-57100 | 8.00       |
| 01766                       |                          | PRE EMPL SCREEN A SMITH        | 01-510-000-57100 | 8.00       |
| 03075                       | CARQUEST OF DOOR COUNTY  | FLOW SPRING & MIRROR           | 01-510-000-54999 | 27.83      |
| 03075                       |                          | GREASE GUN COUPLER             | 01-510-000-54999 | 3.51       |
| 04575                       | DOOR COUNTY HARDWARE     | SCREWDRIVER & BITS             | 01-510-000-54999 | 26.26      |
| 04575                       |                          | SPACKLE                        | 01-510-000-52100 | 4.49       |
| 04575                       |                          | PAINT & BRUSH                  | 01-510-000-52100 | 35.48      |
| 04696                       | DOOR COUNTY TREASURER    | 03/13 FUEL                     | 01-510-000-51650 | 488.92     |
| 08225                       | HERLACHE SMALL ENGINE    | INTAKE GASKET                  | 01-510-000-54999 | 2.14       |
| 08225                       |                          | CARBURATOR ASSEMBLY            | 01-510-000-54999 | 24.40      |
| 19070                       | SCHARTNER IMPLEMENT INC  | HYDRO FILTER                   | 01-510-000-53000 | 20.06      |
| 19880                       | STURGEON BAY UTILITIES   | SUNSET CNTE/NEW CONC           | 01-510-000-56150 | 99.02      |
| 19880                       |                          | SUNSET CNTE/NEW CONC           | 01-510-000-58650 | 48.40      |
| 19880                       |                          | FRANK GRASSE MEM SHELTER       | 01-510-000-56150 | 42.20      |
| 19880                       |                          | OTUMBA PARK                    | 01-510-000-56150 | 8.24       |
| 19880                       |                          | WEST SIDE WARMING HOUSE        | 01-510-000-56150 | 12.77      |
| 19880                       |                          | JC BALLFIELD STAND             | 01-510-000-56150 | 8.21       |
| 19880                       |                          | OTUMBA PARK WALKWAY LIGHTS     | 01-510-000-56150 | 39.14      |
| 19880                       |                          | OTUMBA PK/ST LIGHTS            | 01-510-000-56150 | 151.20     |
| 19880                       |                          | FLORIDA ST/SUNSET PARK         | 01-510-000-56150 | 16.05      |
| 19880                       |                          | SIGN SHED                      | 01-510-000-56150 | 17.42      |
| 19880                       |                          | CHERRY BLOSSOM PARK            | 01-510-000-56150 | 8.24       |
| 23730                       | WPS                      | MEMORIAL FIELD                 | 01-510-000-56600 | 217.71     |
| AHERN                       | JF AHERN CO.             | ANNUAL FIRE EXT INSP           | 01-510-000-54999 | 304.55     |
| WARNER                      | WARNER-WEXEL WHOLESALE & | PARK CLEANING SUPPLIES         | 01-510-000-51850 | 400.00     |
| TOTAL                       |                          |                                |                  | 3,230.24   |
| TOTAL PARKS AND PLAYGROUNDS |                          |                                |                  | 3,230.24   |
| MUNICIPAL DOCKS             |                          |                                |                  |            |
| 16725                       | ESP PRODUCTS, INC        | LOWER & INSTALL SAWYER DOCKS   | 01-550-000-55900 | 1,213.25   |
| 19880                       | STURGEON BAY UTILITIES   | 36 S NEENAH AVE PKNG LOT LIGHT | 01-550-000-56150 | 103.96     |
| 19880                       |                          | 38 S NEENAH AVE PAVILLION      | 01-550-000-56150 | 8.24       |
| 19880                       |                          | 38 S NEENAH AVE RESTROOMS      | 01-550-000-56150 | 92.72      |
| 23730                       | WPS                      | 36 S NEENAH AVE RESTROOMS      | 01-550-000-56600 | 6.90       |
| WARNER                      | WARNER-WEXEL WHOLESALE & | PARK CLEANING SUPPLIES         | 01-550-000-51850 | 142.23     |
| TOTAL                       |                          |                                |                  | 1,567.30   |
| TOTAL MUNICIPAL DOCKS       |                          |                                |                  | 1,567.30   |
| WATERFRONT PARKS & WALKWAYS |                          |                                |                  |            |
| 06012                       | FASTENAL COMPANY         | 100 ORANGE FLAGS               | 01-570-000-54999 | 10.99      |
| 12100                       | LAMPERT YARDS INC        | ROOF CEMENT                    | 01-570-000-54999 | 7.90       |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                           | NAME                           | ITEM DESCRIPTION         | ACCOUNT #        | AMOUNT DUE |
|------------------------------------|--------------------------------|--------------------------|------------------|------------|
| GENERAL FUND                       |                                |                          |                  |            |
| 12100                              |                                | TUBE HYDRAULIC CEMENT    | 01-570-000-54999 | 10.99      |
| 19880                              | STURGEON BAY UTILITIES         | DCMM WALKWAY LIGHTS      | 01-570-000-56150 | 33.49      |
| 19880                              |                                | DCMM PARKING LOT LIGHTS  | 01-570-000-56150 | 192.55     |
| TOTAL                              |                                |                          |                  | 255.92     |
| TOTAL WATERFRONT PARKS & WALKWAYS  |                                |                          |                  | 255.92     |
| PUBLIC FACILITIES                  |                                |                          |                  |            |
| 04696                              | DOOR COUNTY TREASURER          | 1ST QTR LIBRARY CONTRACT | 01-700-000-56850 | 15,463.04  |
| TOTAL                              |                                |                          |                  | 15,463.04  |
| TOTAL PUBLIC FACILITIES            |                                |                          |                  | 15,463.04  |
| COMMUNITY & ECONOMIC DEVLPMT       |                                |                          |                  |            |
| 04549                              | DOOR COUNTY ECONOMIC DEVELOPME | TONY ANNUAL LUNCHEON     | 01-900-000-56650 | 10.00      |
| 15028                              | MARTY OLEJNICZAK               | REIMB MEALS CONF CHICAGO | 01-900-000-55600 | 84.99      |
| FIRST                              | FIRST NATIONAL BANK OF OMAHA   | AMTRAK MILW TO CHICAGO   | 01-900-000-55600 | 24.00      |
| FIRST                              |                                | MEALS CONF CHICAGO       | 01-900-000-55600 | 51.90      |
| TOTAL                              |                                |                          |                  | 170.89     |
| TOTAL COMMUNITY & ECONOMIC DEVLPMT |                                |                          |                  | 170.89     |
| TOTAL GENERAL FUND                 |                                |                          |                  | 85,219.50  |
| CAPITAL FUND                       |                                |                          |                  |            |
| WATERFRONT PARKS & WALKWAYS        |                                |                          |                  |            |
| LILY BAY                           | LILY BAY SAND & GRAVEL LLC     | SAWYER PARK DOCK WORK    | 10-570-000-59075 | 850.00     |
| TOTAL                              |                                |                          |                  | 850.00     |
| TOTAL WATERFRONT PARKS & WALKWAYS  |                                |                          |                  | 850.00     |
| TOTAL CAPITAL FUND                 |                                |                          |                  | 850.00     |
| CABLE TV                           |                                |                          |                  |            |
| CABLE TV / GENERAL                 |                                |                          |                  |            |
| CABLE TV / GENERAL                 |                                |                          |                  |            |
| 03159                              | CHARTER COMMUNICATIONS         | CB MUSIC SERVICE         | 21-000-000-56700 | 33.27      |
| 04545                              | DOOR COUNTY COOPERATIVE        | AV CONVERTER             | 21-000-000-52700 | 8.49       |
| 04545                              |                                | AV CONVERTER & BATTERIES | 21-000-000-52700 | 13.28      |
| MANN                               | MANN COMMUNICATIONS, LLC       | 05/07/13 CONTRACT        | 21-000-000-55015 | 4,390.00   |
| TOTAL CABLE TV / GENERAL           |                                |                          |                  | 4,445.04   |
| TOTAL CABLE TV / GENERAL           |                                |                          |                  | 4,445.04   |
| TOTAL CABLE TV                     |                                |                          |                  | 4,445.04   |

INVOICES DUE ON/BEFORE 05/07/2013

| VENDOR #                          | NAME                         | ITEM DESCRIPTION       | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|------------------------------|------------------------|------------------|------------|
| <b>TID #2 DISTRICT</b>            |                              |                        |                  |            |
| TID DISTRICT #2                   |                              |                        |                  |            |
| 06012                             | FASTENAL COMPANY             | BOLTS SAWYER WALKWAY   | 25-320-000-59105 | 29.45      |
| 16555                             | PINKERT LAW FIRM, LLP        | T2                     | 25-320-000-59900 | 325.00     |
| TOTAL                             |                              |                        |                  | 354.45     |
| TOTAL TID DISTRICT #2             |                              |                        |                  | 354.45     |
| TOTAL TID #2 DISTRICT             |                              |                        |                  | 354.45     |
| <b>TID #4 DISTRICT</b>            |                              |                        |                  |            |
| TID #4 DISTRICT                   |                              |                        |                  |            |
| 16555                             | PINKERT LAW FIRM, LLP        | TID 4 CREATION         | 28-340-000-55001 | 533.00     |
| 16555                             |                              | TID 4                  | 28-340-000-55001 | 1,287.00   |
| VANDEW                            | VANDEWALLE & ASSOCIATES, INC | 02/13 TIF DISTRICT INV | 28-340-000-58999 | 8,053.75   |
| VANDEW                            |                              | 03/13 TIF DISTRICT INV | 28-340-000-58999 | 8,107.50   |
| TOTAL                             |                              |                        |                  | 17,981.25  |
| TOTAL TID #4 DISTRICT             |                              |                        |                  | 17,981.25  |
| TOTAL TID #4 DISTRICT             |                              |                        |                  | 17,981.25  |
| <b>SOLID WASTE ENTERPRISE</b>     |                              |                        |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                              |                        |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                              |                        |                  |            |
| 03806                             | CUMMINS NPOWER, LLC          | 2 OIL FILTERS          | 60-000-000-53000 | 80.32      |
| 04575                             | DOOR COUNTY HARDWARE         | CAULK                  | 60-000-000-53000 | 4.99       |
| 04575                             |                              | BOLT EYES W/NUT        | 60-000-000-53000 | 5.98       |
| 04603                             | HALRON LUBRICANTS INC        | 55 GALLON DRUM DEF     | 60-000-000-51650 | 120.12     |
| 04603                             |                              | DRUM DEPOIST           | 60-000-000-51650 | 20.00      |
| 04603                             |                              | DRUM CREDIT            | 60-000-000-51650 | -20.00     |
| 04696                             | DOOR COUNTY TREASURER        | 03/13 DIESEL           | 60-000-000-51650 | 2,854.66   |
| ENVIRO                            | ENVIROTECH EQUIPMENT CO, LLC | USED HYD CART TIPPER   | 60-000-000-53000 | 900.00     |
| TOTAL SOLID WASTE ENTERPRISE FUND |                              |                        |                  | 3,966.07   |
| TOTAL SOLID WASTE ENTERPRISE FUND |                              |                        |                  | 3,966.07   |
| TOTAL SOLID WASTE ENTERPRISE      |                              |                        |                  | 3,966.07   |
| TOTAL ALL FUNDS                   |                              |                        |                  | 112,816.31 |

**MANUAL CHECKS**

|   |              |
|---|--------------|
| Benefit Advantage<br>4/5/13<br>Caf & HRA plan fees<br>Check #72388<br>01-600-000-50510                  | \$ 128.00    |
| Minnesota Life Insurance<br>4/5/13<br>Life insurance<br>Check #72389<br>01-600-000-50552                | \$ 1,422.42  |
| US Bank Equipment Finance<br>4/5/13<br>Copy machine lease<br>Check #72390<br>01-200-000-55650           | \$ 181.00    |
| BP Amoco<br>4/12/13<br>Out of town fuel<br>Check #72401<br>01-215-000-51650                             | \$ 191.61    |
| Benefit Advantage<br>4/15/13<br>Cobra fees<br>Check #72402<br>01-600-000-50510                          | \$ 25.00     |
| DCEDC<br>4/19/13<br>Scaturo's loan<br>Check #72471<br>30-000-000-58960                                  | \$ 35,000.00 |
| Southern Door School District<br>4/19/13<br>Check #72472<br>Lottery & Gaming credit<br>01-000-000-41300 | \$ 758.43    |

Sturgeon Bay School District  
4/19/13  
Check #72472  
Lottery & Gaming credit  
01-000-000-41300

\$ 15,309.86

**TOTAL MANUAL CHECKS**

**\$ 53,016.32**

INVOICES DUE ON/BEFORE 05/07/2013

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

|                        |                       |            |
|------------------------|-----------------------|------------|
| GENERAL FUND           | <del>85,219.50</del>  | 138,235.82 |
| CAPITAL FUND           | 850.00                |            |
| CABLE TV               | 4,445.04              |            |
| TID #2 DISTRICT        | 354.45                |            |
| TID #4 DISTRICT        | 17,981.25             |            |
| SOLID WASTE ENTERPRISE | 3,966.07              |            |
|                        | -----                 |            |
| TOTAL --- ALL FUNDS    | <del>112,816.31</del> | 165,832.63 |

*Lenny B. Weper* 4-30-13  
*John H* 4-30-13  
*Publicator* 4/30/13

COMMON COUNCIL  
April 16, 2013

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, Lodl, Wiesner, Stutting, Fett, and Schlicht present.

A certificate of appreciation was presented to John Lodl, Alderperson District 3, for service as alderperson.

Newly elected District 3 alderperson, Edward Ireland, was seated.

Roll call: Wiegand, Vandertie, Ireland, Wiesner, Stutting, Fett and Schlicht present.

Fett/Schlicht to adopt the agenda. Carried.

Todd Trimberger and Cindy Weber from Sturgeon Bay Visitor Center made a presentation to the Council on the organizations accomplishments and future funding mechanisms.

Stutting/Schlicht to approve bills: General Fund – \$177,335.93, Capital Fund - \$19,282.00, Cable TV - \$283.27, and Solid Waste Enterprise - \$9,770.51 for grand total of \$206,671.71. Roll call: All voted aye. Carried.

Schlicht/Fett to approve consent agenda:

- a. Approval of 4/2/13 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Personnel Committee – 2/7/13
  - (2) Personnel Committee – 2/12/13
  - (3) Personnel Committee – 2/18/13
  - (4) Bicycle and Pedestrian Advisory Board – 3/7/13
  - (5) Joint Review Board – 4/2/13
  - (6) Personnel Committee – 4/2/13
  - (7) Finance/Purchasing & Building Committee – 4/2/13
- c. Place the following reports of file:
  - (1) Inspection Department Report – March 2013
  - (2) Fire Department Report – March 2013
  - (3) Police Department Report – March 2013
  - (4) Annual Fire Report – 2012
- d. Consideration of: Temporary Class B Beer license.
- e. Consideration of: Temporary Class B Beer and Temporary Class B Wine licenses.
- f. Resolution re: Designating official newspaper.
- g. Resolution re: Designating Public Depositories.
- h. Disallowance of Claim Resolution re: Claim filed by Mark & Nicole Isaksen.
- i. Disallowance of Claim Resolution re: Claim filed by Harry Zak.
- j. Consideration of: Street Closure Application for Sustain Door Inc./Lakeshore Natural Resources Partnership.
- k. Finance/Purchasing & Building Committee recommendation re: Approve request from Jon Hanson to reflect his business name, Snug Harbor Inn, Inc., rather than Jon E. Hanson in the lease he holds with the City for the 85 foot concrete pier at the west side dock.

Carried.

Wiegand/Wiesner to confirm the following appointments:

**FINANCE/PURCHASING & BUILDING COMMITTEE**

Stutting, Chr.

Wiegand, Vice-Chr.

Schlicht

**PERSONNEL COMMITTEE**

Stutting, Chr.  
Fett, Vice-Chr.  
Vandertie

**PARKING & TRAFFIC COMMITTEE**

Schlicht, Chr.  
Vandertie, Vice-Chr.  
Ireland

**COMMUNITY PROTECTION & SERVICES COMMITTEE**

Fett, Chr.  
Wiesner, Vice-Chr.  
Ireland

**BOARD OF PARKS & RECREATION**

Wiegand, Chr.  
Vandertie, Vice-Chr.  
Ireland

**CITY PLAN COMMISSION**

Wiegand, Chair  
Wiesner, Vice-Chr.

**HISTORIC PRESERVATION COMMISSION**

Vandertie

**LIBRARY BOARD**

Schlicht  
Ireland

**LOCAL ARTS BOARD**

Vandertie (Parks & Recreation Board Representative)

**DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION**

Birmingham

**LOAN REVIEW COMMITTEE/REVOLVING LOAN COMMITTEE**

Wiegand  
Birmingham

**BOARD OF PUBLIC WORKS**

Wiegand  
Vandertie  
Ireland  
Wiesner  
Stutting  
Fett  
Schlicht  
Birmingham

**HARBOR COMMISSION**

Fett

**WATERFRONT REDEVELOPMENT AUTHORITY**

Stutting  
Wiesner

**BOARD OF ELECTRICAL EXAMINERS**

Fett

**CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL**

Fett, Chr.

**INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM**

Ireland

**BICYCLE AND PEDESTRIAN ADVISORY BOARD**

Schlicht, Chr.

Carried.

Fett/Wiegand to nominate Ron Vandertie for Council President. Schlicht/Stutting to close nominations and cast a unanimous ballot. Carried.

Contracting with a consultant for the environmental work for West Waterfront Redevelopment Project was presented. Stutting/Ireland to enter into the contract with Ayres Associates for the environmental consulting work subject to review by the City Attorney. Carried.

Wiegand/Schlicht to award the construction contract for Sawyer Park improvements and walkway extension to AG Excavating Inc for a unit price contract of \$145,455.90. Carried.

Wiegand/Fett to read in title only and adopt the second reading of the ordinance re: Amend Section 12.015 and 12.016 of the Municipal Code – Garbage and Refuse Collection. Carried.

**RECOMMENDATION**

We, the Personnel Committee, hereby recommend that the City adopt the Reorganization of the Administration, Finance, and Municipal Services Department as described in the attached summary.

**PERSONNEL COMMITTEE**

By: Ronald A. Vandertie, Chr.

Introduced by Vandertie. Vandertie/Stutting to adopt. City Administrator McNeil, Municipal Services Director Bordeau and City Clerk Reinhardt explained the reorganization and how it affected each department. Carried.

Personnel Committee Chair Vandertie, Parking & Traffic Committee Chair Schlicht, Community Protection & Services Committee Chair Fett, and Sturgeon Bay Utility Commission member Fett gave committee reports.

Kathy McCabe, Jean Miller, Patrick Barbercheck, Erika Nelson, Terry Ullmann, Steve Kastner, and Jim McGowan spoke during public comment.

The Mayor made his comments.

Fett/Wiesner to adjourn. Carried. The meeting adjourned at 8:10 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk

## BICYCLE AND PEDESTRIAN ADVISORY BOARD

*Thursday, April 4, 2013*

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:01 p.m. by Chairperson Robert Schlicht in the 2<sup>nd</sup> floor Conference Room, City Hall, 421 Michigan Street.

**Roll call:** Members Bob Schlicht, Nathan Hayes, Laurel Brooks, Paul Anschutz, Leni Spaude, Rhonda Kolberg, Randy Watermolen and Tony Depies were present. Also present was Municipal Services Secretary Jennifer Lenius.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 7, 2013.
4. Discussion of: Bike to work week update
5. Discussion of: Bike to school day update
6. Discussion of: Safe routes to school historic preservation contract
7. Discussion of: Ahnapee Trail / Bay View Bridge path with Door County Parks Director
8. Consideration of: Safe Routes to school recommendations
9. Discussion of: Bike Friendly Community application
10. Adjourn

All in favor. Carried.

**Approval of minutes from March 7, 2013:** Moved by Ms. Kolberg, seconded by Ms. Brooks to amend and approve the minutes to correct misspelled / incorrect names in the minutes from March 7, 2013. All in favor. Carried.

Police Captain Dan Brinkman entered at 4:05 p.m.

**Discussion of: Bike to work week update:** Mr. Anschutz updated the board on the progress of Bike to Work Week preparations. Mr. Depies suggested having a public notice in the paper asking businesses interested in participating contact someone from the Door County Silent Sports Alliance. Alderman Schlicht suggested that everyone on the board notify people of this event through their email contacts or social media. Ms. Kolberg asked if Mr. Anschutz would provide her the necessary info, she would work on developing a flyer that could be distributed.

**Discussion of: Bike to school day update:** Mr. Anschutz updated the board on the progress of Bike to School Day. He stated the Bike Rodeo has been rescheduled for May 11<sup>th</sup> from 8 a.m. until 1:00 p.m. with 1 ½ hour time slots for each session. Volunteers and Community Service Officers will be able to take up to 40 kids in each session. The rodeo is geared to children in grades 4-8 but children of all ages will be accepted. Since the new bike rodeo date coordinates with bike to work week, Alderman Schlicht suggested offering a prize to the school with the largest percentage of kids who ride their bike to school with a trophy awarded to the school and possible ribbons to the students. Ms. Spaude suggested narrowing the contest allowing the same age students to participate in the contest so a school with Kindergarten through 8<sup>th</sup> grade students wasn't competing against a middle school where a higher percentage of the students could bike to school. Mr. Watermolen stated he could help get the information for the bike rodeo to the public school students, Ms.

*Spaude volunteered to get the information to students at St. John Bosco and Alderman Schlicht would provide the information to St. Peters School.*

**Discussion of: Safe routes to school historic preservation contract:** *Mr. Depies stated he had received two proposals from engineering firms at \$3,300 and \$3,500 to complete the historic survey that needs to be done in order to move forward with the safe routes to school project. After that, if we receive state approval, he said it could still take five to seven months and approximately \$45,000 - \$50,000 in engineering costs. He explained that this dollar amount is for engineering costs only; it does not include the cost of installing the concrete. After the historic survey is completed, proposals will need to be sent out and the project will need to go through the bidding process and then have to receive the approval of common council.*

**Discussion of: Ahnapee Trail / Bay View Bridge path with Door County Parks Director:** *The board explained the history of the Ahnapee Trail to Door County Parks Director Erik Aleson and the concern that some areas are gravel while other sections of the trail are paved and the hopes to make the trail more aesthetically appealing to cyclists, runners and walkers. Mr. Depies explained that the portions of the trail that are gravel, south of the Bay View Bridge were funded through a Wisconsin DNR grant for snowmobile trails and the area that is paved, north of the Bay View Bridge was funded through a grant from the Wisconsin DOT who funds paved projects. Mr. Hayes asked if the portion of the trail that goes through the industrial park could be moved to make it more pleasing since it is not technically part of the Ahnapee Trail. Mr. Aleson stated it is a difficult situation since parts of the trail are in Kewaunee County, Door County and the City of Sturgeon Bay. Mr. Watermolen asked if a map of the trail could be provided the next time this topic is discussed.*

**Discussion of: Safe routes to school recommendations:** *Mr. Anschutz asked if another student tally could be done before the end of the school year to see if more students are biking and/or walking to school to better determine what recommendations in the Safe Routes to School Plan the board should focus on. Mr. Watermolen said he would have a tally done at T.J. Walker Middle School and Sunrise Schools and stated that it would not be necessary to do a tally at Sawyer and Sunset School since those schools are all grades 2 and younger and very few of the students at these schools would walk or ride their bike to school. Ms. Spaude said she would do a tally at St. John Bosco School and Alderman Schlicht said he would provide the tally question list to St. Peter's School.*

**Consideration of: Bike Friendly Community application:** *Mr. Depies notified the board the City has received notice that the Bike Friendly Community application was received and results will occur in May, 2013.*

**Adjourn:** *Moved by Mr. Depies, seconded by Mr. Hayes to adjourn. Carried. Meeting adjourned at 5:55 p.m.*

*Respectfully submitted,*



*Jennifer Lenius*

*Municipal Services Secretary*

**BOARD OF CANVASSERS**  
**April 5, 2013**

A meeting of the Board of Canvassers was called to order at 4:06 p.m. by Member Clarizio in Council Chambers, City Hall. Roll call: Members Clarizio and Allen were present.

A motion was made by Allen/Clarizio to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Canvass the results of the April 2, 2013 Spring Election and for the purpose of counting any outstanding absentees from April 2, 2013 Election.
4. Adjourn.

Carried.

The members of the Board of Canvassers reviewed the election results from Districts 1, 3, 5, and 7 in the City of Sturgeon Bay from the April 2, 2013 election.

A motion was made Allen/Clarizio to accept the results from the April 2, 2013 Spring Election. Carried.

It was noted that there were outstanding absentees that were returned by the deadline of 4 p.m. on the Friday following the election with a postmark by Election Day. The one outstanding absentee was processed and tallied.

A motion was made by Allen/Clarizio to adjourn. Carried. The meeting adjourned at 4:16 p.m.

Respectfully submitted,



Valerie J. Clarizio  
Finance Director/City Treasurer

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**April 9, 2013**

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:00 p.m. by Chairperson Stutting in Council Chambers, City Hall. Roll call: Alderperson Stutting, Alderperson Wiegand, and Alderperson Schlicht were present. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, and Office/Accounting Assistant II Flinn.

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht, to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Surplus property.
4. Consideration of: Write-off or pursue small claims action of 2012 delinquent personal property tax accounts.
5. Review of unfinished business list.
6. Review bills.
7. Adjourn.

Carried.

The Committee briefly discussed the Surplus property. Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to declare the following items as surplus and sell or dispose of them as determined by the City Administrator.

| <u>Item</u>                | <u>General Condition</u> | <u>Yr. acquired</u> | <u>Original cost</u> |
|----------------------------|--------------------------|---------------------|----------------------|
| DIAZIT – Blueprint Printer | Fair                     | 1995                | \$3,757.00           |
| Myriad Computer            | Doesn't work             | 2005                | \$1,303.00           |
| Cannon Laser Printer       | Doesn't work             | 1994                | \$2,700.00           |
| Computer Monitor           | Doesn't work             | 2002                | \$ 699.00            |
| John Deere Lawn Mower      | Works/too small          | 1998                | \$3,519.00           |
| Overhead Projector         | Outdated                 |                     |                      |
| MITA – Copy Machine        | Poor                     | 1998                | \$6,932.00           |

Carried.

The next item discussed was Write-off or pursue small claims action of 2012 delinquent personal property tax accounts. Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to recommend to the Common Council to write-off the following delinquent personal property tax account bills in the amount of \$1,185.42 and to authorize the City Attorney to pursue small claims court action for personal property tax account #281-0435, New Century Service, and to publish the listed delinquent personal property tax accounts once in the Door County Advocate.

**Write-off list**

| <b>Tax</b>              |   | <b>Proposed</b>            |
|-------------------------|---|----------------------------|
| <b><u>Account #</u></b> | <b><u>Name</u></b>                                      | <b><u>Write-off Am</u></b> |
| 281-0462                | Sneakers & Boots Inc., Lou Ann Papke                    | \$ 152.13                  |
| 281-0570                | Copies Plus More, Inc., David Salo                      | \$ 357.45                  |
| 281-0601                | Primo Refill, LLC                                       | \$ .11                     |
| 281-0658                | Beacon Wireless, John Mendonca                          | \$ 118.86                  |
| 281-0847                | JM Construction, John Marquardt                         | \$ 27.42                   |
| 281-0923                | H&R Block, John Schneider                               | \$ 62.34                   |
| 281-0957                | Barbicon Condo #4, Robert Kells                         | \$ 60.69                   |
| 281-0984                | Sneakers Too, Inc., Lou Ann Papke                       | \$ 292.44                  |
| 281-1085                | Bay Counseling Clinic, LLP, Amy Jahnke<br>& Jenna Grawl | \$ .17                     |
| 281-1102                | Floormart of Door County Inc., Paul Forsch              | \$ 113.28                  |
| 281-9556                | Englebert/Larsen Plumbing LLC, Robert Larsen            | \$ .53                     |
|                         | <b>Total</b>  | <b>\$1,185.42</b>          |

**Small Claims list**

| <b>Tax</b>              |                                 | <b>Total</b>                   |
|-------------------------|---------------------------------|--------------------------------|
| <b><u>Account #</u></b> | <b><u>Name</u></b>              | <b><u>Delinquent Taxes</u></b> |
| 281-0435                | New Century Service, Bob Parins | \$ 312.05                      |

Carried.

The Committee reviewed the unfinished business list.

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

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to adjourn. Carried. The meeting adjourned at 7:11p.m.

Respectfully submitted,

Dixie Flinn  
Office/Accounting Assistant II

**Harbor Commission Meeting**  
**April 15, 2013**

A meeting of the Harbor Commission was called to order by Chairperson Nault at 5:30 p.m. in Council Chambers, City Hall, 421 Michigan Street. Members Gary Nault, Stewart Fett, Robert Spude, Paul Mickelson, Randy Morrow and Steve Propsom were present; Member Matt Felhofer entered at 5:35. Also present were Municipal Services Superintendent Bordeau, City Administrator McNeil, Police Chief Porter and Municipal Services Secretary Lenius.

Moved by Mr. Fett, second by Mr. Mickelson to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Public Comment
4. Discussion of: Waterweed Cutting Operation with Wisconsin DNR
5. Adjourn

Carried.

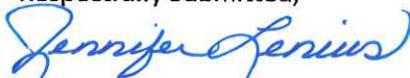
Nobody spoke during public comment.

**Discussion of: Waterweed Cutting Operation with Wisconsin DNR** – Mr. Nault stated having the DNR speak to the group on the regulations in place for the weed harvesting and spraying operation is the first step in understanding the process. It will allow the group to proceed with studying the operation to see if there are possible areas to improve the process and to help educate marina owners and the public on the operation and the regulations involved as well as to get their input of the program.

Mary Gansberg, Water Resources Management Specialist for the Wisconsin DNR spoke to the group about the regulations in place pertaining to both spraying and harvesting aquatic plants in the bay. She stated the City applies annually for a permit to chemically spray specific areas of the bay including around marinas, lagoons and boat launch areas. The City also applies for a 5 year permit to harvest and mechanically control aquatic plants in the bay. The City developed an Aquatic Plant Management Plan (APM) in 2002 and has received approval for harvesting for the years 2003-2007, 2008-2012 and the City has submitted the permit for the years 2013-2017. Mary Gansberg did highly recommend that before the City applies for a harvesting permit next time that an extensive study be done to update the APM and that there are grants available to help offset these costs. She said the goal of spraying and harvesting aquatic plants is to provide nuisance relief and promote recreation while sustaining the ecosystem to protect the fisheries in the bay.

Moved by Mr. Mickelson, second by Mr. Felhofer to adjourn. All in favor. Meeting adjourned at 6:26 p.m.

Respectfully Submitted,



Jennifer Lenius

Municipal Services Secretary

## FIRE AND POLICE COMMISSION

April 17, 2013

A meeting of the Fire and Police Commission was called to order at 4:00 p.m. by Commissioner Michael VanDyke, in the Community Room at the Sturgeon Bay Municipal Building.

**Roll Call:** Commission members Michael VanDyke, Charles Brann, Dave Poulton and Barbara Herdina were present. Also present was Fire Chief Herlache, Assistant Fire Chief Dietman, Police Chief Porter and Police Captain Brinkman. Commissioner Sandy Hurley was excused.

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

**Introduction of New Commission Member:** The Commission will wait until the next meeting to introduce Sandy Hurley.

**Election of Commission President:** Commissioner Brann made a motion that the Commission name Michael VanDyke as Commission President, seconded by Commissioner Herdina. Commissioner Poulton moved to close the nominations, seconded by Commission Brann. A vote to elect Michael VanDyke as Commission President was conducted. All ayes. Motion carries.

**Election of Commission Secretary:** Commissioner Poulton made a motion that the Commission name Barbara Herdina as Commission Secretary, seconded by Commissioner Brann. Commissioner Brann moved to close the nominations, seconded by Commission VanDyke. All ayes. Motion carries. A vote to elect Barbara Herdina as Commission Secretary was conducted. All ayes. Motion carries.

**Fire Department Update:** Fire Chief Herlache gave an update to the Commission.

- The Fire Department has hired four new part-time firefighters since last meeting.
- A reduction in the budget was the reason for three part-time firefighter positions to be laid off. December 1, 2012 notices were sent. Seniority was not a factor; however, work history and ethic played a role. Currently, the Department has 15 part-time firefighters.
- A new contract with the Town of Sevastopol has been negotiated; good for the next seven years. Still looking at adding a satellite station.
- With the passing of John Soukup, the Department is down one full-time position.
- Assistant Chief Dietman has been doing an outstanding job; Fire Chief Herlache thanked the Commission for choosing him.

**Police Department Update:** Captain Brinkman gave an update to the Commission.

- As of July 2012 the Police Department is reporting at full staff. The Department is anticipating this to change with the possible hiring of one officer to another department; also, Officer Osborne is scheduled to be out for two months with surgery.
- The Department is looking to put out its Annual Report in the near future. Captain Brinkman, along with intern Aaron Ash, has compiled the information and is putting the finishing touches on it.
- The Department is starting to gear up for its busy season. With the bridge detour, and click-it-or-ticket program underway, the officers are busy tasking these projects.
- There has been a reduction in overtime spending; changing minimum staffing requirements, and specialty team training during shift hours has contributed to this.

Chief Porter also gave an update to the Commission.

- The Department has found alternative funding sources for officer training; examples given were with port securities grant, click-it-or ticket grant, and a grant from the DOT for staffing the bridge detour.
- The CSO program has turned into a 'feeder' program for not only our Department, but for others in the area. This summer the CSO program will be staffing five paid positions.
- The security camera system is in its final stages to having cameras placed throughout the City.

**Consideration of: Hiring Full-time Firefighter Position:** No action necessary. Fire Chief Herlache explained the Department is looking to fill the full-time position available with the one remaining name on the eligibility list. The Department has talked to Brian Hanson, and has offered to him this position; starting in July 2013.

**Consideration of: Part-time Firefighter Eligibility List:** Commissioner Brann made a motion to approve the start of the eligibility list process for part-time firefighter, seconded by Commissioner Poulton. All ayes. Motion carries.

- The current list expires April 24, 2013 with one person remaining. A vacancy will be made when the full-time position gets filled.

**Consideration of: Police Officer Eligibility List:** Commissioner Herdina made a motion to approve the start of the eligibility list process for police officer, seconded by Commissioner VanDyke. All ayes. Motion carries.

- The current list has expired.
- Discussion on whether candidates can be chosen strictly from our Community Service Officers; excluding outside interest. Language in the Rules and Regulations does not allow for this. The Commission has set a special meeting to discuss the police officer hiring requirements for Wednesday, April 24, 2013.
- The Chief will propose a draft for the modified language in the manual.

**Set Date for Next Meeting:** The next meeting of the Police and Fire Commission will be Wednesday, April 24, 2013 at 4:00 p.m.

**Adjourn:** Moved by Commissioner Poulton and seconded by Commissioner VanDyke to adjourn. All ayes. Motion carries. Time of 5:30 p.m.

Respectfully submitted,  
Sarah Spude-Olson, Police Assistant  
April 19, 2012 at 12:10 p.m.

**CITY PLAN COMMISSION**

Wednesday, April 17, 2013

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 Jeff Norland, Steve Parent, Rick Wiesner, Dan Wiegand, Laurel Brooks, Dennis Statz, and Mike Gilson were present. Also present were City Administrator Steve McNeil, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from March 20, 2013.
4. Public comment on non-agenda items.
5. Combined Preliminary/Final Planned Unit Development for William Anderson, 230 W. Juniper St.:
  - Presentation
  - Public hearing
  - Consideration of
6. Adjourn.

Carried.

**Approval of minutes from March 20, 2013:** Moved by Mr. Wiesner, seconded by Mr. Statz to approve the minutes from March 20, 2013. Carried.

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

**Combined Preliminary/Final Planned Unit Development for William Anderson, 230 W. Juniper St.:**

**Presentation:** William Andersen, Evanston, IL, is the owner of the property at 230 W. Juniper St. He stated that he bought this property to spend time in Sturgeon Bay and also use as a rental property, as it is in a great location near restaurants, stores, etc. He plans on hiring a management company to take care of the rentals. He also owns a rental unit in Baileys Harbor.

**Public hearing:** Chairperson Wiegand opened the public hearing at 7:05 p.m. Jerry Stults, 240 Juniper St., stated he owns the property adjacent to Mr. Andersen. He felt that it would be positive to rent out the property on a weekly basis. Don Gregory, 236 Joliet Ave., stated his concern that he wanted to make sure the zoning change was only for the Andersen property and didn't affect the other properties.

Ms. Nault read one letter in opposition from James and Christina Wangerin, 141 W. Juniper St.

Mr. Wiegand closed the public hearing at 7:08 p.m.

**Consideration of:** Mr. Olejniczak explained that tourist rooming houses are only permitted in the R-4 and Commercial zoning districts. Occasionally, the City receives requests from residents that would like to rent out their home for short term rentals, which is what Mr. Andersen is asking to do. This PUD would add lodging house as a permitted use.

Mr. Olejniczak explained some of the pros and cons for lodging houses in the residential districts.

Mr. Olejniczak said he has generally been supportive of the lodging house/tourist rooming house use and recommended approval of the PUD, subject to the following conditions:

1. The lodging house (tourist rooming house) must be licensed by the State of Wisconsin.
2. The owner/operator must have a valid management contract with a management company located within Door County.
3. The home shall not be rented to more than one family at a time and occupancy shall not exceed licensed capacity.
4. No accessory building shall be used for lodging purposes.
5. There shall be no signage relating to the lodging house (tourist rooming house) except for one identification sign/name plate not to exceed 2 square feet in area.
6. Any additions to the dwelling that increase the capacity of the lodging house shall require the approval of the Plan Commission.
7. At least two off-street parking spaces shall be provided.

Mr. Gilson thought that a management company may not be needed. The same people may rent the house every year. Management company should be changed to management plan. He also felt that in regard to #3, there could be a group of men or women wishing to rent the property that are unrelated. It could be restricted to a number of people, but not necessarily one family.

Mr. Olejniczak stated that a family is defined as blood relatives, or up to four unrelated people could rent the property at one time.

Commission members discussed previous attempts to amend the zoning code regarding tourist rooming houses and whether it was better to consider proposals site by site vs. taking a comprehensive view of the matter.

A unanimous consent was needed to act on this request at this meeting. Moved by Mr. Gilson, seconded by Mr. Parent to act on this item at this meeting. Roll call vote: Norland, Parent, Wiesner, Statz and Gilson voted aye. Wiegand and Brooks voted no. Motion failed due to lack of unanimous consent.

Discussion continued regarding the issues that needed further information. Mr. Andersen mentioned there are three bedrooms and would have one queen size bed in two of the bedrooms and bunk beds in the third bedroom.

Mr. Olejniczak was asked to provide information for the next meeting regarding state licensing requirements for maximum occupancy, as well as health and safety requirements; if the beach work was completed; how this would affect the adjacent property owned by the City; and if there would be requirements to have a management company if the owner of the property lives outside of Door County.

Mr. Olejniczak mentioned that if Mr. Andersen would sell the property the PUD stays with the property and not the owner.

Mr. Wiesner wondered if you can tag the PUD to the owner and not the property. Mr. Olejniczak will consult with the City Attorney.

This item will be brought back to the May meeting.

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

Respectfully submitted,



Cheryl Nault

Community Development Secretary

**MINUTES OF MEETING  
CITY OF STURGEON BAY LOAN REVIEW COMMITTEE  
April 19, 2013, 10:00 a.m.  
Door County Business Development Center  
185 E. Walnut Street, Sturgeon Bay, WI**

**1. Call to Order**

Chairman Mike Gilson called the meeting to order at 10:04 a.m. at the Door County Business Development Center.

**2. Roll Call**

Members present included Mike Gilson, Joe Stutting, Greg Stephan, and Thad Birmingham. Also present were Sam Perlman and Paula Sullivan - Door County Economic Development Corporation and Steve McNeil, City of Sturgeon Bay Administrator.

**3. Adoption of Agenda**

**Motion by Greg Stephan, seconded by Thad Birmingham, to adopt the agenda as presented. Motion carried.**

**4. Approval of Minutes – March 19, 2013**

**Motion by Joe Stutting, seconded by Greg Stephan, to approve the minutes of the March 19, 2013 City of Sturgeon Bay Loan Review Committee Meeting. Motion carried.**

**5. Status of Loans**

Sam Perlman summarized the status of the City of Sturgeon Bay RLF Program and the program fund balance. Cash balance as of March 31, 2013 is \$382,392.38; outstanding principal balance is \$478,976.41 for total assets of \$861,368.79. All loans are current. Sturgeon Bay Cold Storage will be submitting an application for renewal of their balloon payment. Loan approved at the last meeting for Scaturio's closed on April 17 and will show on April's report.

**Motion by Greg Stephan to approve the Status of Loans as presented. Seconded by Thad Birmingham. Motion carried.**

**6. Convene in closed session** for the purpose of "...deliberating or negotiating the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session..." and/or "...for consideration of financial data of specific person which, if discussed in public, would be likely to have an adverse effect upon the reputation of any person referred to in such data..." per Sec.'s 19.85 (1) (e) and (f) Wis. Stats. Specifically, consideration of financial information.

Mike Gilson read the statutory exemption stated above authorizing the closed session.

**Motion by Greg Stephan, seconded by Joe Stutting to meet in closed session. Roll call vote: Mike Gilson – aye, Thad Birmingham – aye, Greg Stephan – aye, and Joe Stutting – aye. Motion carried. The closed session convened at 10:06 a.m.**

Meeting went into closed session for the consideration of financial information presented by Door County Traders, LLC in conjunction with their loan application.

a. Committee reviewed the loan application and accompanying financial information from Door County Traders, LLC. Diane Overland-Rockwell joined the meeting at 10:10 a.m. to discuss the application for working capital and equipment. DC Traders is an antique and consignment mall on Third Ave. in Sturgeon Bay, they have just moved a few doors down to a bigger space. This will allow them the opportunity to rent space (booths) to antique dealers and have more room for their consignment items. Diane departed a 10:26 a.m. Discussion followed.

**7. Reconvene in Open Session.**

**Motion made by Joe Stutting, seconded by Greg Stephan to reconvene in open session. Roll Call vote: Mike Gilson – aye, Thad Birmingham – aye, Joe Stutting – aye, and Greg Stephan – aye. Motion carried. Reconvene in open session at 10:36 a.m.**

**8. Recommendation regarding loan to Door County Traders, LLC.**

**Joe Stutting made a motion, seconded by Greg Stephan to recommend to the Common Council that the Door County Traders, LLC application for a \$40,000 loan from the City of Sturgeon Bay Revolving Loan Fund be approved subject to the following terms and conditions:**

- A. Interest Rate: 1.0%**
- B. Term of Loan: 5 Years with a 5 -Year Amortization Period.**
- C. Interest only payments will be due for four months, followed by payments of principal and interest for 56 months until the loan is paid in full. These payments will be made to the City of Sturgeon Bay.**
- D. The collateral for the loan will be a first lien purchase money security interest in business equipment purchased with loan proceeds. An itemized list of equipment will be provided by the borrower.**
- E. Door County Traders, LLC will enter into a General Business Security Agreement, subordinate to Baylake Bank.**
- F. The loan shall be personally guaranteed by Diane Overland-Rockwell.**
- G. Door County Traders, LLC shall secure other private financing in the**

**amount of \$158,500 and contribute equity in the amount of \$25,000.**

- H. The borrower shall obtain and keep insurance on all equipment and the real estate, with the City of Sturgeon Bay listed as loss payee.**
- I. Door County Traders, LLC will create 1 and retain 1 FTE (full-time equivalency) jobs within three years of loan closing of which at least 51% shall be held or made available to persons of low to moderate income.**
- J. Door County Traders, LLC shall provide the City's Loan Administrator with annual business income tax returns and financial statements by April 15<sup>th</sup> of each year.**
- K. Door County Traders, LLC will pay all out-of-pocket loan-processing costs at closing including attorney fees for loan documentation.**
- L. Door County Traders, LLC shall submit a complete application package, to the satisfaction of William Chaudoir, Executive Director, DCEDC.**
- M. The loan recipient's business location must remain in the City of Sturgeon Bay or the loan immediately becomes due and payable.**
- N. This commitment is valid for a 60-day period at which time the loan shall be closed or this commitment is null and void.**

**Motion Carried.**

**9. Adjourn**

**Motion by Thad Birmingham, seconded by Joe Stutting to adjourn meeting.  
Motion carried. Loan Committee Chairman Mike Gilson closed the meeting at  
10:40 a.m.**

Respectfully submitted,

Paula Sullivan  
Recording Secretary

## PERSONNEL COMMITTEE

April 22, 2013

A meeting of the Personnel Committee was called to order at 4:01 p.m. by Chairperson Stutting in the second floor conference room, City Hall. Roll call: Members Stutting, Fett and Vandertie were present. Also present: City Administrator McNeil, City Clerk/Human Resources Director Reinhardt, and Community Development Director Olejniczak,

Fett/Vandertie adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Convene in closed session in accordance with the following exemption:

Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Wis. Stats. 19.85(1)(f)

Consideration of: Extension of Alternative Productive Work Policy for medical reasons.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

4. Adjourn.

Carried.

After the Chairperson announced the statutory basis, it was moved by Mr. Stutting, seconded by Mr. Fett to convene in closed session. Roll call: All voted aye. Carried. The meeting moved to closed session at 4:02 p.m. The meeting adjourned at 4:09 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

JOINT PARK AND RECREATION COMMITTEE/BOARD MEETING  
Wednesday, April 24, 2013

No meeting was held due to lack of a quorum.

Respectfully Submitted,



Jennifer Lenius  
Municipal Services Assistant

## Park and Recreation Committee

April 30, 2013

A meeting of the Park and Recreation Committee was called to order by Chairperson Wiegand at 6:00 p.m. in the council chambers. Members Wiegand and Ireland were present, member Vandertie was absent. Also present were Municipal Services Director Bordeau, City Administrator McNeil, City Attorney Nesbitt and Municipal Services Assistant Lenius.

Moved by Mr. Ireland, seconded by Mr. Wiegand to adopt the following agenda:

1. Roll Call
2. Adoption of Agenda
3. Convene in closed session in accordance with the following exemptions:

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g)

Consideration of: Waterfront Docking Facility

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The committee may adjourn in closed session.

4. Adjourn

All in favor. Carried.

Moved by Mr. Ireland, seconded by Mr. Wiegand to convene in closed session to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g). Waterfront Docking Facility

All in favor. Carried.

Meeting convened in closed session at 6:03.

Respectfully submitted,



Jennifer Lenius

Municipal Services Assistant

**BEVERAGE OPERATOR LICENSE**

1. Arbter, Alex Z.
2. Bowen, Dawn M.
3. Brunswick, Candace M.
4. Jane, Melanie
5. MacDonald, Justin
6. Michelsen, Lynn M.
7. Moriarity, Alecia A.
8. Mueller, Thomas E.
9. Poh, George W.
10. Poh, Jeff G.
11. Tucholski, Karen M.
12. Utzinger, Thomas E.

**SIX MONTH CLASS B BEER LICENSE**

Aloha Classic Inc.  
Agent: John McCormick  
West Side Ballfield  
May 8, 2013 – November 8, 2013

Killer B, LLC  
Agent: Bryan Wodack  
North 14<sup>th</sup> Avenue  
May 8, 2013 – November 8, 2013

### SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**  
**Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.**

Name of applicant: Sharon K. Peterson

Establishment Name: 136 Restaurant + Wine Bar

Address: 136 N. 3rd Avenue, Sturgeon Bay

Phone/Email: 920-746-1100

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Written Request Submitted | <input checked="" type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input checked="" type="checkbox"/> Scaled Diagram submitted  | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted              |
| <input checked="" type="checkbox"/> Fee Paid <u>220.00</u>    |  |

Date Completed Application Submitted: 4-11-13, C130411 # 7

Community Development Approval: Mark Oley 5-1-13

Department of Public Works Approval: Bob Bowler 4/17/2013

Date of Common Council Approval: \_\_\_\_\_

- Copy of Sidewalk Café Policy/Procedures provided to applicant.
- Copy of Sidewalk Café Ordinance provided to applicant.

\*See back for "Alcohol Being Served Application Submission Information."

**CITY OF STURGEON BAY  
SIDEWALK CAFÉ POLICY/PROCEDURES**

Sidewalk café shall mean the expansion of an establishment creating an outdoor seating area in the public right of way that immediately adjoins the licensed premises for the purpose of consuming food or beverages.

**APPLICATION SUBMISSION:**

The following shall be submitted to the City Clerk's Office.

1. A permit application, which shall consist of a written request along with a scaled diagram, to operate a sidewalk café. (This permit application shall be reviewed by the Community Development Office and Street Department prior to submission to the Common Council for final approval.)
  - A. A diagram (scale 1":1') detailing the frontage of the applicant's café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc), newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
2. Copy of current Certificate of Insurance with the City named as an additional insured.
3. Completed Hold Harmless Certificate.
4. A non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.  
A non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

**SIDEWALK CAFÉ STANDARDS:**

The following standards, criteria, conditions, and restrictions shall apply to all sidewalk cafés, however, additional restrictions to protect and promote public safety, health, or welfare may be imposed.

1. Sidewalk cafés are restricted to the public right of way immediately adjacent to the applicants premise.
2. Tables, chairs, or other fixtures in the sidewalk café:
  - a. Shall not block designated ingress, egress, or fire exits from or to the establishment or any other structure.
  - b. Shall be readily removable and shall not be physically attached, chained, or in any manner affixed to any structure, tree, post, sign or other fixture.
  - c. Shall be removed when the sidewalk café is not in operation.
  - d. Shall be maintained in a clean, sanitary and safe manner.
  - e. Must remain within designated boundaries when seating is filled to capacity.
  - f. All staff responsible for set up of the sidewalk café must know how to arrange it according to original application and do so consistently.
  - g. Must be removed from the sidewalk between the hours of 10:00 p.m. and 6:00 a.m.
3. Sidewalk cafes shall be located in such a manner that a distance of not less than six feet is maintained at all times as a clear and unobstructed pedestrian path. For the purpose of minimum clear path, trees, plantings, sculptures, benches, newspaper dispensers or any of the like shall be considered obstructions.

ORDINANCE NO. 1147-0705

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

SECTION 1: Section 8.06 (2) (f) of the Municipal Code of the City of Sturgeon Bay is hereby rescinded and recreated as follows:

- (f) Sidewalk Cafés. Restaurants creating an outdoor seating area in the public right-of-way immediately adjacent to the restaurant may, upon approval by the City Council following application to the City Clerk, occupy and use a portion of the City right-of-way as approved by the City Council and subject to the sidewalk café policy and procedures adopted by the City of Sturgeon Bay. The application fee for a sidewalk café shall be identified in the sidewalk café policy and procedures as adopted by the City of Sturgeon Bay. Any restaurant which obtains approval from the City Council to serve alcohol upon the public right-of-way shall, in addition to receiving authorization under this section, obtain an amendment to its alcohol beverage license permitting service and consumption of alcohol upon the public right-of-way.

SECTION 2: Section 8.06 (2) (g) of the Municipal Code of the City of Sturgeon Bay is hereby created as follows:

- (g) Encroachments. Encroachments into public rights-of-way for such proposed use including but not limited to outdoor seating, outdoor display of merchandise, and outdoor plant displays located in the Waterfront Redevelopment Area subject to the following:
1. The minimum cleared sidewalk width shall at all times be six feet.
  2. The owner of the building housing the business encroaching into the right-of-way shall sign and file a "Hold Harmless and Indemnification Agreement" relieving the City of any legal liability related to the encroachment.
  3. Restaurants adding outdoor seating shall be reviewed by the Department of Health and Human Services.
  4. If portions of this section conflict with provisions in other sections of the Municipal Code, such as regulations that would prohibit proposed encroachments or be more restrictive regarding regulation of proposed encroachments, the more restrictive provision(s) shall govern.
  5. Encroachments under this subsection located in the Waterfront Redevelopment Area must be approved by the Common Council.
  6. Encroachments under this subsection, excepting those for sidewalk cafes, shall require an annual permit to be issued by the office of the City Clerk upon payment of a \$25.00 fee.

SECTION 3: This ordinance shall take effect on the day after its publication.

Approved: Dennis McIntosh, Mayor

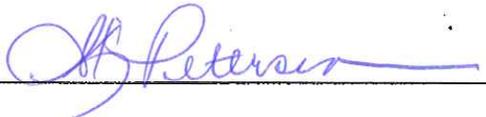
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned certifies that he or she is a duly authorized agent of Gourmet abobo / 136, and is duly empowered and authorized to execute this hold harmless and indemnification agreement on behalf of the above referenced party.

The undersigned in consideration of being allowed to use City property to serve wine, beer & prepared food which shall encroach in the public right-of-way adjacent to property located at 136 N. 3rd Avenue; do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said sidewalk dining an encroachment in the public right-of-way.

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

Dated this 10 day of April, 2013 ~~2007~~.

By: 

By: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: 10

DATE (MM/DD/YYYY)  
04/11/2013

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

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

|   |  |  |   |                      |
|---|--|--|---|----------------------|
| <b>PRODUCER</b><br>Stoneman-Schopf Agency Inc<br>PO Box 470<br>Sturgeon Bay, WI 54235-0470<br>PAUL R STONEMAN |  | Phone: 920-743-6565<br>Fax: 920-743-1696     | <b>CONTACT NAME:</b><br>PHONE (A/C No, Ext):<br>E-MAIL ADDRESS:<br><b>PRODUCER CUSTOMER ID #:</b> GOURM-1 | <b>FAX (A/C No):</b> |
| <b>INSURED</b><br>Gourmet A Go Go LLC<br>Sharon Peterson<br>136 N Third ave<br>Sturgeon Bay, WI 54235         |  | <b>INSURER(S) AFFORDING COVERAGE</b>         |   | <b>NAIC #</b>        |
|   |  | <b>INSURER A:</b> GENERAL CASUALTY COMPANIES |   | 24449                |
|   |  | <b>INSURER B:</b>                            |   |                      |
|   |  | <b>INSURER C:</b>                            |   |                      |
|   |  | <b>INSURER D:</b>                            |   |                      |
|   |  | <b>INSURER E:</b>                            |   |                      |
|   |  | <b>INSURER F:</b>                            |   |                      |

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE  | ADDITIONAL INSURANCE                 | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                       |
|----------|--|--------------------------------------|---------------|-------------------------|-------------------------|--|
| A        | GENERAL LIABILITY  |                                      | CFB1118727    | 01/28/2013              | 01/28/2014              | EACH OCCURRENCE \$ 2,000,000                 |
|          | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                               |                                      |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                 |                                      |               |                         |                         | MED EXP (Any one person) \$                  |
|          |  |                                      |               |                         |                         | PERSONAL & ADV INJURY \$ 2,000,000           |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |                                      |               |                         |                         | GENERAL AGGREGATE \$ 4,000,000               |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-TEST <input type="checkbox"/> LOG |                                      |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 4,000,000          |
|          | AUTOMOBILE LIABILITY   |                                      |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$       |
|          | <input type="checkbox"/> ANY AUTO  |                                      |               |                         |                         | BODILY INJURY (Per person) \$                |
|          | <input type="checkbox"/> ALL OWNED AUTOS   |                                      |               |                         |                         | BODILY INJURY (Per accident) \$              |
|          | <input type="checkbox"/> SCHEDULED AUTOS   |                                      |               |                         |                         | PROPERTY DAMAGE (Per accident) \$            |
|          | <input type="checkbox"/> HIRED AUTOS   |                                      |               |                         |                         | \$   |
|          | <input type="checkbox"/> NON-OWNED AUTOS   |                                      |               |                         |                         | \$   |
|          | UMBRELLA LIAB  | <input type="checkbox"/> OCCUR       |               |                         |                         | EACH OCCURRENCE \$                           |
|          | <input type="checkbox"/> EXCESS LIAB   | <input type="checkbox"/> CLAIMS-MADE |               |                         |                         | AGGREGATE \$                                 |
|          | DEDUCTIBLE   |                                      |               |                         |                         | \$   |
|          | RETENTION \$   |                                      |               |                         |                         | \$   |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |                                      |               |                         |                         | WC STATUTORY LIMITS OTH-ER                   |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                    | <input type="checkbox"/> Y/N         | N/A           |                         |                         | E.L. EACH ACCIDENT \$                        |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below   |                                      |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                |
|          |  |                                      |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$               |

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

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>CITY0-1<br><br>CITY OF STURGEON BAY<br>421 MICHIGAN STREET<br>STURGEON BAY, WI 54235 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br>PAUL R STONEMAN |
|---|---|

To: City of Sturgeon Bay

Date: April 11, 2013

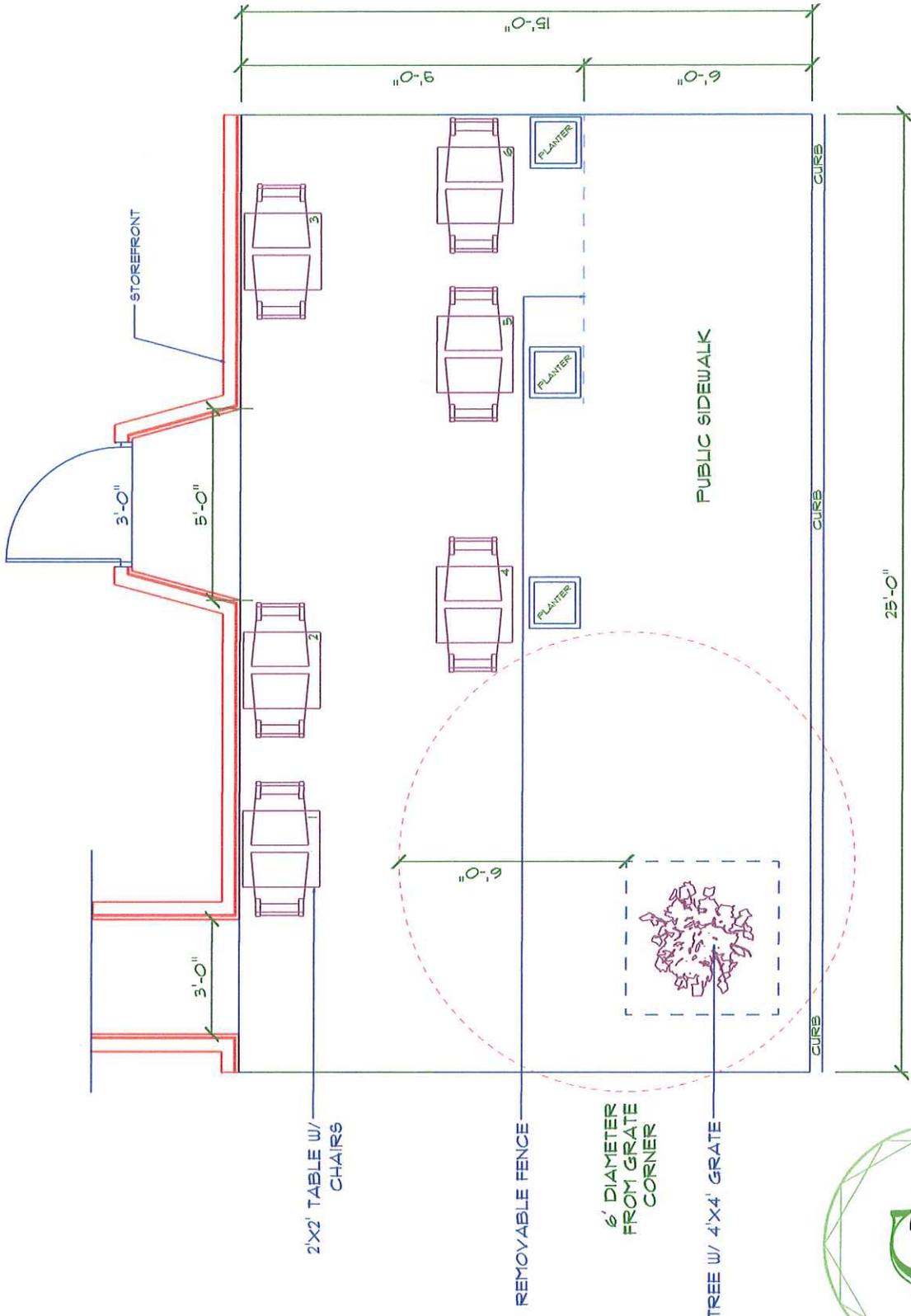
From: 136 Restaurant and Wine Bar

Subject: Sidewalk dining

This letter indicates that Gourmet A Go-Go LLC DBA 136 Restaurant and Wine Bar, requests a Sidewalk Café Permit. 136 will have 4 tables for a total seating capacity of 8 people located in front of the building. The tables and chairs will not block the exit and will be removable. The area will be maintained in a clean and safe fashion and will remain in the proposed boundaries. The seating will be open from 11am through 9pm Monday through Saturday and is closed on Sunday. 136 Restaurant and Wine Bar will provide table service to patrons on the sidewalk dining area and will be done in a responsible and legal manner. 136 will take reasonable steps to ensure that alcoholic beverages are only consumed by patrons and who are of legal drinking age.

136 Restaurant and Wine Bar submits the following:

- A Scaled diagram
- A certificate of insurance
- \$220 application fee.



**SEATING PLAN - RESTAURANT 136 - SURGEON BAY**

SCALE: 1/4" = 1'-0"



ANY? Call Tom 920-193-4155

DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on April 3, 2013, with an incident date of March 11, 2013, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Valerie Wheeler, 632 Lower LaSalle Road, Sturgeon Bay, WI 54235, sustained damages, and alleges that there was damage to her vehicle caused by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

WHEREAS, review of this matter by the City's Insurance Carrier recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the claim submitted by Valerie Wheeler be and the same is hereby denied, and no action on this claim may be brought against the City of Sturgeon Bay or any of its officers, officials, agents or employees after six months from the date of service of this notice, pursuant to Wisconsin Statute 893.80.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as a notice of disallowance.

\* \* \* \* \*

Motion made by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_ to adopt.

Passed by the Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2013..

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

April 18, 2013

Valarie Wheeler  
632 Lower Salle Road  
Sturgeon Bay, WI. 54235

Our Insured: City of Sturgeon Bay  
Date of Loss: 3/11/2013  
Claim #: WM000152810121

Dear Ms. Wheeler,

Statewide Service Inc. administers the liability claims for the League of Wisconsin Municipalities Mutual Insurance who insures the City of Sturgeon Bay. We are in receipt of the above mentioned claim.

We have recommended that the City of Sturgeon Bay deny your claim. The basis of the denial is that our investigation has found no negligence on the City of Sturgeon Bay. The City had no knowledge of the pothole and repairs were completed as soon as they became aware of the incident. Therefore, the municipality should be granted immunity from liability for your damage.

Sincerely,  
Lois Reynolds  
Statewide Services Inc  
Claims Adjuster  
PO Box 5555  
Madison, WI. 53507

CC: City of Sturgeon Bay

***Statewide Services, Inc.***

**Claim Division**

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

April 18, 2013

City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI. 54235  
Attention: Stephanie Reinhardt-Clerk

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Sturgeon Bay  
Date of loss: 3/11/2013  
Our Claim # WM000152810121  
Claimant: Valerie Wheeler  
632 Lower Salle Road  
Sturgeon Bay, WI. 54235

Dear Ms. Reinhardt,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance and through the City of Sturgeon Bay is insured. We are in receipt of the claim submitted by Ms. Wheeler for damage to her vehicle.

We have reviewed the matter and recommend that the City of Sturgeon Bay deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the investigation that revealed no reported calls to the City of Sturgeon Bay that the pot hole was causing damage, and it was immediately repaired upon notice. Therefore, discretionary immunity would apply and the City of Sturgeon Bay should not be found negligent for this incident.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims.

Sincerely,

Lois Reynolds  
PO Box 5555  
Madison, WI. 53705-0555  
855-828-5514  
[lreynolds@statewidesvcs.com](mailto:lreynolds@statewidesvcs.com)

CC: Phil Burkhart

## RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to write-off the following delinquent personal property tax account bills in the amount of \$1,185.42 and to authorize the City Attorney to pursue small claims court action for personal property tax account #281-0435, New Century Service, and to publish the listed delinquent personal property tax accounts in the Door County Advocate.

**Write-off list**

| <b>Tax</b>              |   | <b>Proposed</b>            |
|-------------------------|---|----------------------------|
| <b><u>Account #</u></b> | <b><u>Name</u></b>                                      | <b><u>Write-off Am</u></b> |
| 281-0462                | Sneakers & Boots Inc., Lou Ann Papke                    | \$ 152.13                  |
| 281-0570                | Copies Plus More, Inc., David Salo                      | \$ 357.45                  |
| 281-0601                | Primo Refill, LLC                                       | \$ .11                     |
| 281-0658                | Beacon Wireless, John Mendonca                          | \$ 118.86                  |
| 281-0847                | JM Construction, John Marquardt                         | \$ 27.42                   |
| 281-0923                | H&R Block, John Schneider                               | \$ 62.34                   |
| 281-0957                | Barbicon Condo #4, Robert Kells                         | \$ 60.69                   |
| 281-0984                | Sneakers Too, Inc., Lou Ann Papke                       | \$ 292.44                  |
| 281-1085                | Bay Counseling Clinic, LLP, Amy Jahnke<br>& Jenna Grawl | \$ .17                     |
| 281-1102                | Floormart of Door County Inc., Paul Forsch              | \$ 113.28                  |
| 281-9556                | Englebert/Larsen Plumbing LLC, Robert Larsen            | \$ .53                     |
|                         | <b>Total</b>  | <b>\$1,185.42</b>          |

**Small Claims list**

| <b>Tax</b>              |                                 | <b>Total</b>             |
|-------------------------|---------------------------------|--------------------------|
| <b><u>Account #</u></b> | <b><u>Name</u></b>              | <b><u>Delinquent</u></b> |
| <b><u>Taxes</u></b>     |                                 |                          |
| 281-0435                | New Century Service, Bob Parins | \$ 312.05                |

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: April 9, 2013

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

EXECUTIVE SUMMARY

TITLE: 2011 Delinquent Personal Property taxes.

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

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

There are two accounts listed below, Copies Plus More Inc. and Sneakers Too Inc, which would fall under the criteria noted above for pursuit in Small Claims Court; however, due to their status I am proposing they be written-off instead. Both of the aforementioned businesses have ceased operations.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or forward to the City Attorney for small claims processing. The delinquent personal property tax accounts received several collection notices in 2012.

**Write-off list**

| <u>Tax</u>       |  | <u>Proposed</u>     |
|------------------|--|---------------------|
| <u>Account #</u> | <u>Name</u>  | <u>Write-off Am</u> |
| 281-0462         | Sneakers & Boots Inc., Lou Ann Papke                 | \$ 152.13           |
| 281-0570         | Copies Plus More, Inc., David Salo                   | \$ 357.45           |
| 281-0601         | Primo Refill, LLC                                    | \$ .11              |
| 281-0658         | Beacon Wireless, John Mendonca                       | \$ 118.86           |
| 281-0847         | JM Construction, John Marquardt                      | \$ 27.42            |
| 281-0923         | H&R Block, John Schneider                            | \$ 62.34            |
| 281-0957         | Barbicon Condo #4, Robert Kells                      | \$ 60.69            |
| 281-0984         | Sneakers Too, Inc., Lou Ann Papke                    | \$ 292.44           |
| 281-1085         | Bay Counseling Clinic, LLP, Amy Jahnke & Jenna Grawl | \$ .17              |
| 281-1102         | Floormart of Door County Inc., Paul Forsch           | \$ 113.28           |
| 281-9556         | Englebert/Larsen Plumbing LLC, Robert Larsen         | <u>\$ .53</u>       |
|                  | <b>Total</b>   | <b>\$1,185.42</b>   |

**Small Claims list**

| <u>Tax</u>       |                                 | <u>Total</u>            |
|------------------|---------------------------------|-------------------------|
| <u>Account #</u> | <u>Name</u>                     | <u>Delinquent Taxes</u> |
| 281-0435         | New Century Service, Bob Parins | \$ 312.05               |

The proposed delinquent personal property tax write-off in the amount of \$1,185.42 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (state, county, school, technical college). Additionally, it has been the practice of the City to publish the delinquent account list, less those accounts in bankruptcy, in the Door County Advocate.

FISCAL IMPACT: The fiscal impact to the City for writing off the above listed delinquent personal property tax accounts is \$1,185.42. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

- OPTIONS:
- 1) Write-off the above listed delinquent personal property tax accounts, and pursue small claims court collection for account 281-0435. New Century Service.
  - 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

- RECOMMENDATION:
- 1) Recommend to the Common Council to write-off \$1,185.42 in 2011 delinquent personal property taxes as per the above listing.
  - 2) Authorize the City Attorney to pursue small claims court action for personal property tax account #281-0435, New Century Service.

PREPARED BY: Valerie Clarizio                      3/22/13  
Valerie J. Clarizio                                      Date  
Finance Director/City Treasurer

REVIEWED BY: Stephen McNeil                      3/22/13  
Stephen McNeil    Date  
City Administrator

| Personal Property Chargebacks for 2012 - Taxes Uncollectible in 2012 |                                    |                               |                           |                                 |   |                                       |  |                      |                        |                   |  |                                       |              |                                      |
|--|------------------------------------|-------------------------------|---------------------------|---------------------------------|---|---------------------------------------|--|----------------------|------------------------|-------------------|--|---------------------------------------|--------------|--------------------------------------|
| PP Acct #  | Name                               | Chargeback State of Wisconsin | Chargeback County of Door | Chargeback City of Sturgeon Bay | Chargeback Sturgeon Bay School District | Chargeback Sevastopol School District | Chargeback Southern Door School District | Chargebacks from WTC | Chargebacks from Other | Total Chargebacks | Closed Operations (CO) Bankruptcy (B) Removal from Assets (R) (RT) | Action                                | Payment Date | Reimbursed (0) Pending (1) Other (2) |
| 281-0455   | New Century Service                | 2.29                          | 43.20                     | 12.38                           | 128.02                                  |                                       |  | 20.16                | 312.05                 |                   |  | Small Claims - Chargeback & Write-off |              |                                      |
| 281-0462   | Sneakers & Boots Inc               | 2.87                          | 54.15                     | 162.13                          | 156.71                                  |                                       |  | 25.27                | 381.13                 | CO                |  | Chargeback & Write-off                |              |                                      |
| 281-0570   | Copies Plus More Inc               | 6.75                          | 127.24                    | 357.45                          | 366.22                                  |                                       |  | 59.38                | 919.04                 | R                 |  | Chargeback & Write-off                |              |                                      |
| 281-0601   | Primo Refill LLC                   | 0.00                          | 0.02                      | 0.04                            | 0.04                                    |                                       |  | 0.01                 | 0.11                   |                   |  | Write-off                             |              |                                      |
| 281-0838   | Beacon Wireless                    | 2.25                          | 42.32                     | 118.86                          | 122.45                                  |                                       |  | 19.75                | 305.63                 | R                 |  | Chargeback & Write-off                |              |                                      |
| 281-0847   | JMI Construction                   | 0.52                          | 9.76                      | 27.42                           | 28.26                                   |                                       |  | 4.56                 | 70.52                  | R                 |  | Chargeback & Write-off                |              |                                      |
| 281-0923   | H&R Block                          | 1.18                          | 22.19                     | 62.34                           | 64.22                                   |                                       |  | 10.36                | 160.29                 | R                 |  | Chargeback & Write-off                |              |                                      |
| 281-0957   | Robert Kells, Barbison Condo #4    | 1.15                          | 21.60                     | 60.69                           | 62.51                                   |                                       |  | 10.08                | 156.03                 | B                 |  | Chargeback & Write-off                |              |                                      |
| 281-0984   | Sneakers, Tee Inc                  | 6.50                          | 133.72                    | 292.44                          | 0.00                                    | 186.38                                |  | 62.40                | 681.44                 | R                 |  | Chargeback & Write-off                |              |                                      |
| 281-1085   | Bay Counseling Clinic LLP          | 0.00                          | 0.02                      | 0.07                            | 0.07                                    |                                       |  | 0.01                 | 0.17                   |                   |  | Write-off                             |              |                                      |
| 281-1102   | Floormart of Door County Inc       | 0.83                          | 15.68                     | 44.06                           | 45.39                                   |                                       |  | 7.32                 | 113.28                 |                   |  | Write-off                             |              |                                      |
| 281-8556   | Engelbert/Larson Plumbing, LLC     | 0.00                          | 0.07                      | 0.21                            | 0.22                                    |                                       |  | 0.03                 | 0.53                   |                   |  | Write-off                             |              |                                      |
|  | Total Delinquent amounts           | 24.34                         | 469.97                    | 1,237.09                        | 973.11                                  | 186.38                                | 0.00                                     | 219.33               | 3,110.22               |                   |  |                                       |              |                                      |
|  | Accounts that don't qualify for CB | 3.12                          | 58.99                     | 165.76                          | 170.74                                  | 0.00                                  | 0.00                                     | 27.53                | 426.14                 |                   |  |                                       |              |                                      |
|  | Total Chargebacks                  | 21.22                         | 410.98                    | 1,071.33                        | 802.37                                  | 186.38                                | 0.00                                     | 191.80               | 2,684.08               |                   |  |                                       |              | 3,110.22                             |

**RECOMMENDATION**

TO THE HONORABLE MAYOR AND COMMON COUNCIL

We, the Sturgeon Bay Revolving Loan Fund Committee, hereby recommend that a loan of \$40,000 be approved for Door County Traders, LLC to be used for working capital and equipment purchases, and that the loan be approved subject to the following conditions:

- A. Interest Rate: 1.0%**
- B. Term of Loan: 5 Years with a 5 -Year Amortization Period.**
- C. Interest only payments will be due for four months, followed by payments of principal and interest for 56 months until the loan is paid in full. These payments will be made to the City of Sturgeon Bay.**
- D. The collateral for the loan will be a first lien purchase money security interest in business equipment purchased with loan proceeds. An itemized list of equipment will be provided by the borrower.**
- E. Door County Traders, LLC will enter into a General Business Security Agreement, subordinate to Baylake Bank.**
- F. The loan shall be personally guaranteed by Diane Overland-Rockwell.**
- G. Door County Traders, LLC shall secure other private financing in the amount of \$158,500 and contribute equity in the amount of \$25,000.**
- H. The borrower shall obtain and keep insurance on all equipment and the real estate, with the City of Sturgeon Bay listed as loss payee.**
- I. Door County Traders, LLC will create 1 and retain 1 FTE (full-time equivalency) jobs within three years of loan closing of which at least 51% shall be held or made available to persons of low to moderate income.**
- J. Door County Traders, LLC shall provide the City's Loan Administrator with annual business income tax returns and financial statements by April 15<sup>th</sup> of each year.**
- K. Door County Traders, LLC will pay all out-of-pocket loan-processing costs at closing including attorney fees for loan documentation.**
- L. Door County Traders, LLC shall submit a complete application**

**package, to the satisfaction of William Chaudoir, Executive Director, DCEDC.**

- M. The loan recipient's business location must remain in the City of Sturgeon Bay or the loan immediately becomes due and payable.**
- N. This commitment is valid for a 60-day period at which time the loan shall be closed or this commitment is null and void.**

We further recommend that the City Attorney be authorized to prepare the loan agreement, promissory note, security instrument and other necessary legal documents and that the Mayor and City Clerk be authorized to sign the necessary documents to implement this action.

Respectfully submitted,  
Sturgeon Bay Revolving Loan Fund Committee  
By: Mike Gilson, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Dated: \_\_\_\_\_

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

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

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

Passed by the Council on the \_\_\_\_\_.

**CITY OF STURGEON BAY  
Citizen Appointments**

7-May-13

|                 | Current             | Expiration | Proposed            |
|-----------------|---------------------|------------|---------------------|
| Plan Commission | Mike Gilson (Mayor) | 5/1/2013   | Mike Gilson (Mayor) |
| 3 year term     | Laurel Brooks       | 5/1/2013   | Laurel Brooks       |
|                 | Jeff Norland        | 5/1/2013   | Jeff Norland        |

|                     |              |          |              |
|---------------------|--------------|----------|--------------|
| Fire & Police Comm. | Sandy Hurley | 5/1/2013 | Sandy Hurley |
| 5 year term         |              |          |              |

|                   |               |           |               |
|-------------------|---------------|-----------|---------------|
| Harbor Commission | Matt Felhofer | 6/15/2013 | Matt Felhofer |
| 3 year term       | Steve Propsom | 6/15/2013 | Steve Propsom |

|                                  |              |          |              |
|----------------------------------|--------------|----------|--------------|
| Historic Preservation Commission | Dennis Statz | 5/1/2013 | Dennis Statz |
| 3 year term                      | Nancy Emery  | 5/1/2013 | Nancy Emery  |

|                         |                           |          |                          |
|-------------------------|---------------------------|----------|--------------------------|
| Zoning Board of Appeals | Andrew Starr              | 5/1/2013 | Andrew Starr             |
| 3 year term             | Sandy Larson (resigned)   | 5/1/2014 | William Chaudoit         |
|                         | William Chaudoit (alt. 1) | 5/1/2013 | Wayne Spritka (alt. 1)   |
|                         | Richard Jenning (alt. 2)  | 5/1/2013 | Richard Jenning (alt. 2) |

|                               |              |          |              |
|-------------------------------|--------------|----------|--------------|
| Board of Electrical Examiners | Stewart Fett | 5/1/2013 | Stewart Fett |
| 2 years                       |              |          |              |

|                 |                        |          |                        |
|-----------------|------------------------|----------|------------------------|
| Board of Review | Myrle Welhaven         | 5/1/2013 | Myrle Welhaven         |
| 5 year term     | Joseph Stutting (alt.) | 5/1/2013 | Joseph Stutting (alt.) |
|                 | Richard Allman (alt.)  | 5/1/2013 | Richard Allman (alt.)  |

|   |                             |           |                             |
|---|-----------------------------|-----------|-----------------------------|
| Cable Communication System Advisory Council | Joseph Stutting (Education) | 5/18/2013 | Joseph Stutting (Education) |
| 2 year term                                 | Cindy Weber (Gov't)         | 5/18/2013 | Cindy Weber (Gov't)         |

|                   |                |          |                |
|-------------------|----------------|----------|----------------|
| Weed Commissioner | Robert Bordeau | 5/1/2013 | Robert Bordeau |
| 1 year term       |                |          |                |

**CITY OF STURGEON BAY  
Citizen Appointments**

7-May-13

|   | Current | Expiration | Proposed          |
|---|---------|------------|-------------------|
| Aesthetic Design & Site Plan Review Board             |         | 5/1/2014   | Holly Feldman     |
| 3 year terms (New Board - all terms are initial term) |         | 5/1/2015   | Jon Burk          |
|   |         | 5/1/2015   | Dennis Van Bremer |
|   |         | 5/1/2016   | John Kolodzie     |
|   |         | 5/1/2016   | Mark Lake         |

### EXECUTIVE SUMMARY

- TITLE:** Request from Door County Candy for Sidewalk Café Permit **exceptions.**
- BACKGROUND:** Section 8.06(2)(f) of the Municipal Code allows for a sidewalk café permit to be issued by the Common Council.
- Door County Candy is requesting a variance to allow the tables and chairs for the sidewalk café to be left out overnight. The policy states that they must be removed from the sidewalk between the hours of 10 pm and 6 am and when the corresponding business is not in operation. (See attached letter.)
- The remainder of the application has been completed and associated fee paid.
- The City Clerk, Community Development Director, and DPW Supt have reviewed application for basic requirements.
- The Common Council approved the variance request in 2012 which allowed the tables and chairs for the sidewalk café to be left out overnight.
- FISCAL IMPACT:** There is a \$55.00 fee associated with this permit
- ACTION:**
- (1) Approve sidewalk café without the variance that Door County Candy is requesting.
  - (2) Approve the sidewalk café with the variance that Door County Candy is requesting.
  - (3) Deny the sidewalk café application.
- PREPARED BY:** Stephanie L. Reinhardt  
Stephanie L. Reinhardt, City Clerk
- APPROVED BY:** Steve McNeil  
Steve McNeil, City Administrator
- DATE:** May 2, 2013

## SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**  
**Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.**

Name of applicant: TERRY Ullman 559-0616

Establishment Name: Door County Candy LLC

Address: 12 N. 3rd Ave

Phone/Email: 746-0929 Doorcountycandy@i7ol.com

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Written Request Submitted                 | <input checked="" type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input type="checkbox"/> Scaled Diagram submitted<br><i>same as last year</i> | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted              |
| <input checked="" type="checkbox"/> Fee Paid <u>\$55<sup>00</sup></u>         |  |

Date Completed Application Submitted: 4/5/2013

Community Development Approval: *Martin Skyr*

Department of Public Works Approval: *Paul Bernd*

Date of Common Council Approval: \_\_\_\_\_

- Copy of Sidewalk Café Policy/Procedures provided to applicant.
- Copy of Sidewalk Café Ordinance provided to applicant.

\*See back for "Alcohol Being Served Application Submission Information."

*note: Must comply with city standards unless variance is approved by council.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/05/2013

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

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

|  |  |                                    |
|--|--|------------------------------------|
| <b>PRODUCER</b><br>JILOT INSURANCE AGENCY, INC.<br>1150 N. 14TH AVE<br>P.O. BOX 610<br>STURGEON BAY, WI 54235    | <b>CONTACT NAME:</b> JILOT, BRIAN P<br><b>PHONE (A/C, No., Ext):</b> 920-743-7924<br><b>E-MAIL ADDRESS:</b> info@jiloteinsurance.com         | <b>FAX (A/C, No):</b> 920-743-1506 |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>   |                                    |
| <b>INSURED</b> 920-746-0924<br>DOOR COUNTY CANDY<br>TERRY J ULLMAN DBA<br>12 N 3RD AVE<br>STURGEON BAY, WI 54235 | <b>INSURER A:</b> SOCIETY INSURANCE<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> | <b>NAIC #</b><br>15261             |

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--------------------|---------------|-------------------------|-------------------------|--|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GENL AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                    | BOF 556831    | 09/04/2012              | 09/04/2013              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$ |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS   |                    |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$   |                    |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$   |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N                | WC 556830     | 09/04/2012              | 09/04/2013              | WC STATUTORY LIMITS    OTH-ER<br>E.L. EACH ACCIDENT \$ 100,000<br>E.L. DISEASE - EA EMPLOYEE \$ 100,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000  |

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

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>CITY OF STURGEON BAY<br>INSPECTION DEPARTMENT<br>421 MICHIGAN STREET<br>STURGEON BAY, WI 54235<br>920-746-2905 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE   |

**CITY OF STURGEON BAY  
SIDEWALK CAFÉ POLICY/PROCEDURES**

Sidewalk café shall mean the expansion of an establishment creating an outdoor seating area in the public right of way that immediately adjoins the licensed premises for the purpose of consuming food or beverages.

**APPLICATION SUBMISSION:**

The following shall be submitted to the City Clerk's Office.

1. A permit application, which shall consist of a written request along with a scaled diagram, to operate a sidewalk café. (This permit application shall be reviewed by the Community Development Office and Street Department prior to submission to the Common Council for final approval.)
  - A. A diagram (scale 1":1') detailing the frontage of the applicant's café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc), newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
2. Copy of current Certificate of Insurance with the City named as an additional insured.
3. Completed Hold Harmless Certificate.
4. A non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.  
A non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

**SIDEWALK CAFÉ STANDARDS:**

The following standards, criteria, conditions, and restrictions shall apply to all sidewalk cafés, however, additional restrictions to protect and promote public safety, health, or welfare may be imposed.

1. Sidewalk cafés are restricted to the public right of way immediately adjacent to the applicants premise.
2. Tables, chairs, or other fixtures in the sidewalk café:
  - a. Shall not block designated ingress, egress, or fire exits from or to the establishment or any other structure.
  - b. Shall be readily removable and shall not be physically attached, chained, or in any manner affixed to any structure, tree, post, sign or other fixture.
  - c. Shall be removed when the sidewalk café is not in operation.
  - d. Shall be maintained in a clean, sanitary and safe manner.
  - e. Must remain within designated boundaries when seating is filled to capacity.
  - f. All staff responsible for set up of the sidewalk café must know how to arrange it according to original application and do so consistently.
  - g. Must be removed from the sidewalk between the hours of 10:00 p.m. and 6:00 a.m.
3. Sidewalk cafes shall be located in such a manner that a distance of not less than six feet is maintained at all times as a clear and unobstructed pedestrian path. For the purpose of minimum clear path, trees, plantings, sculptures, benches, newspaper dispensers or any of the like shall be considered obstructions.

4. The sidewalk café, and area immediately adjacent, shall be maintained in an orderly and neat manner at all times. Debris shall be removed as required during the day.
5. No food preparation, food storage, refrigeration apparatus, or equipment shall be allowed in the sidewalk café.
6. A copy of the approved site plan shall be maintained on the applicant's premises and shall be available for inspection at all times.
7. The use of the public right of way as a sidewalk café shall not be an exclusive use. All public improvements, including but not limited to trees, light poles, traffic signs, maintenance procedures, shall take precedence over said use of public right of way at all times. The Chief of Police or designee may temporarily order the removal of the sidewalk café for special events.
8. The City, its officers and employees, shall not be responsible for sidewalk café fixtures that are relocated or damaged.
9. The approval of a sidewalk café permit is conditional at all times. A sidewalk café permit may be revoked or suspended by the Chief of Police or his designee where necessary to protect the public health, safety, or welfare, to prevent a nuisance from developing or continuing, in emergency situations, or due to noncompliance with the conditions of the permit.

**SIDEWALK CAFÉ STANDARDS WITH ALCOHOL BEVERAGES BEING SERVED:**

All procedures set forth for a standard Sidewalk Café Permit apply in addition to the following:

1. Service of alcohol beverages shall only be permitted to those full service restaurants whose food sales are greater than 50 percent of its gross receipts. Applicant must provide written certification that food sales are greater than 50 percent of its gross receipts.
2. The service and consumption of alcohol shall be limited to the hours set forth in the sidewalk café permit.
3. Alcohol beverages shall only be served to patrons of the establishment by a server in the sidewalk café. There shall be no carry-out or carry-in of alcohol beverages by the patron to and from the sidewalk café.
4. Patrons of the establishment in the sidewalk café shall remain seated at the table when consuming alcohol.
5. Alcohol beverage shall only be served to patrons of the establishment that are receiving food service in the sidewalk café.

**RESPONSIBILITY OF LICENSEE:**

The license holder must amend the "Premise" portion of the alcohol license issued by the City of Sturgeon Bay. The license holder shall, in addition to all other requirements of the law and the City liquor license, take reasonable steps to ensure that alcohol beverages are consumed only by patrons of the establishment who are of legal drinking age, and not by passersby or persons who are not of age or who are obviously intoxicated. Failure to take reasonable steps and use them at all times in the sidewalk café is grounds for suspension or revocation of the sidewalk café permit.

**RESPONSIBILITY OF PATRONS:**

No person shall leave the sidewalk café area listed in the permit with an alcohol beverage. Any person doing so shall be in violation of City ordinance section prohibiting the consumption of alcohol or possession of open containers on streets.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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

The undersigned in consideration of being allowed to use City property to place tables & chairs, which shall encroach in the public right-of-way adjacent to property located at 12 N. 3rd Ave; do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said tables & chairs as an encroachment in the public right-of-way.

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

Dated this 14 day of March 2013, 2007.

By: Terry Villman

By: \_\_\_\_\_