



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JUNE 4, 2013
8:00 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. Consideration of the following bills: General Fund – \$62,455.70, Capital Fund - \$4,591.00, Cable TV - \$6,010.70, TID #2 - \$14,666.72, and TID #4 - \$4,965.50 and Solid Waste Enterprise - \$3,561.44 for a grand total of \$96,251.06. [roll call]
6. **CONSENT AGENDA**

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

* a. Approval of 5/21/13 regular Common Council minutes.

* b. Approval of the following minutes:

- (1) Waterfront Design Review Board – 5/13/13
- (2) Harbor Commission – 5/13/13
- (3) Finance/Purchasing & Building Committee – 5/14/13
- (4) City Plan Commission – 5/15/13
- (5) Industrial Park Development Review Team – 5/17/13
- (6) Parking & Traffic Committee – 5/20/13
- (7) Zoning Board of Appeals – 5/20/13
- (8) Joint Park & Recreation Committee/Board – 5/22/13
- (9) Board of Review – 5/28/13
- (10) Waterfront Redevelopment Authority – 5/28/13

* c. Place following report on file:

- (1) Inspection Department – April 2013
- (2) Fire Department – April 2013

* d. Consideration of: Approval of Beverage Operator licenses.

* e. Consideration of: Approval of Temporary Class B Beer licenses.

* f. Consideration of: Approval of Temporary Class B Beer and Class B Wine license.

- * g. Consideration of: Approval of "Class B" Combination licenses, Class "B" Beer licenses, "Class A" Combination licenses, Class "A" Beer licenses, Class "A" Liquor license, and "Class C" Wine licenses.
 - * h. Finance/Purchasing & Building Committee recommendation re: Award herbicide contract to Stantec for spraying of aquatic vegetation in the Bay of Sturgeon Bay in the amount of \$12,972.93.
 - * i. Parking & Traffic Committee recommendation re: Relocate speed limit sign and install a hidden driveway sign a the point between the City limit sign and the property of 1908 Shiloh Rd.
 - * j. Joint Park & Recreation Committee/Board recommendation re: Name/dedicate current practice football field to John "Hoot" Utnehmer.
 - * k. Joint Park & Recreation Committee/Board recommendation re: Place the Half Pipe ramp constructed by Sturgeon Bay Skatepark Initiative at 14th Avenue & Georgia Street.
7. Mayoral appointments.
 8. Resolution re: Zoning letter and Sign Permit Fee.
 9. Waterfront Redevelopment Authority recommendation re: Select Engberg Anderson as the consultant for the structural analysis and architectural analysis of the grain elevator, with the contract amount of \$16,500 to be split between the structural analysis component and the rest of the project.
 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. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 5-31-13

Time: 12:00 pm

By: Lauree S.

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
ANDRSN W	WILLIAM ANDERSON	ANDERSON SIGN DEP REFUND	01-000-000-23168	50.00
TOTAL LIABILITIES				50.00
TOTAL GENERAL FUND				50.00
MAYOR				
23825	WISCONSIN TAXPAYER ALLIANCE	1 SUBSCRIPTION	01-100-000-54999	13.97
FIRST	FIRST NATIONAL BANK OF OMAHA	EHLERS CONF-MAYOR	01-100-000-55600	-22.76
TOTAL				-8.79
TOTAL MAYOR				-8.79
CITY COUNCIL				
03330	VALERIE CLARIZIO	LEGISLATIVE DAYS EXP	01-105-000-55600	19.15
04549	DOOR COUNTY ECONOMIC DEVELOPME	LEGISLATIVE DAY DINNERS	01-105-000-55600	61.66
23473	DAN WIEGAND	LEGISLATIVE DAYS EXP	01-105-000-55600	243.24
23825	WISCONSIN TAXPAYER ALLIANCE	7 SUBSCRIPTIONS	01-105-000-54999	97.79
FIRST	FIRST NATIONAL BANK OF OMAHA	LEGISLATIVE DAY HOTEL	01-105-000-55600	870.33
FIRST		LEGISLATIVE DAY - TRAVEL	01-105-000-55600	36.07
THAD	THAD BIRMINGHAM	LEGISLATIVE DAY EXP	01-105-000-55600	224.81
WSNR R	RICK WIESNER	LEGISLATIVE DAY EXP	01-105-000-55600	205.95
TOTAL				1,759.00
TOTAL CITY COUNCIL				1,759.00
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	GENERAL MATTERS MAR 2013	01-110-000-55010	1,001.00
16555		GENERAL MATTERS APR 2013	01-110-000-55010	2,358.33
16555		APRIL 2013 LEGAL	01-110-000-55010	39.00
16555		04/13 TRAFFIC MATTERS	01-110-000-55010	870.00
16555		APR 2013 T1 LEGAL	01-110-000-55010	806.00
TOTAL				5,074.33
TOTAL LAW/LEGAL				5,074.33
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	ANNUAL CONF-CLERK	01-115-000-55600	295.49
04650	DOOR COUNTY REGISTER OF DEEDS	G. INDEX ANNEXATION	01-115-000-56350	15.00
04650		LAND -REANNEXATIONS	01-115-000-56350	10.00
04650		REDACT ANNEXATION	01-115-000-56350	5.00
23825	WISCONSIN TAXPAYER ALLIANCE	1 SUBSCRIPTION	01-115-000-56000	13.97
ABR	ABR EMPLOYMENT SERVICES	TEMP SVC 05/14/13-05/17/13	01-115-000-58999	496.00
FIRST	FIRST NATIONAL BANK OF OMAHA	ANNUAL CONF REINHARDT	01-115-000-55600	16.00
FIRST		MTAW SPR CONF	01-115-000-55600	19.90

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL	871.36
			TOTAL CITY CLERK-TREASURER	871.36
ADMINISTRATION				
23825	WISCONSIN TAXPAYER ALLIANCE	1 SUBSCRIPTION	01-120-000-56000	13.97
MCNEIL	STEVE MCNEIL		01-120-000-55600	95.00
			TOTAL	108.97
			TOTAL ADMINISTRATION	108.97
COMPUTER				
19880	STURGEON BAY UTILITIES	ELECTRONICS RECYCLING	01-125-000-58999	95.93
FIRST	FIRST NATIONAL BANK OF OMAHA	GOODREADER IRELAND IPAD	01-125-000-58999	5.26
			TOTAL	101.19
			TOTAL COMPUTER	101.19
CITY ASSESSOR				
17700	QUILL CORPORATION	40 JUMP DRIVE	01-130-000-51950	5.49
ASSO APP	ASSOCIATED APPRAISAL	06/04/13 CONTRACT	01-130-000-55010	1,245.83
			TOTAL	1,251.32
			TOTAL CITY ASSESSOR	1,251.32
PUBLIC WORKS ADMINISTRATION				
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-150-000-51950	196.22
			TOTAL	196.22
			TOTAL PUBLIC WORKS ADMINISTRATION	196.22
CITY HALL				
05500	ENERGY CONTROL AND DESIGN INC	ROOM SENSOR	01-160-000-54999	167.92
23730	WPS	06/13 421 MICHIGAN ST	01-160-000-56600	1,196.54
			TOTAL	1,364.46
			TOTAL CITY HALL	1,364.46
GENERAL EXPENDITURES				

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
08167	GANNETT WISCONSIN NEWSPAPERS	BID AD	01-199-000-57450	63.31
08167		AD FOR PARKS EMPL	01-199-000-57450	299.20
16555	PINKERT LAW FIRM, LLP	APR 2013 3RD PTY	01-199-000-51525	130.00
16555		APR 2013 T1 3RD PARTY	01-199-000-51525	39.00
19085	SCHENCK BUSINESS SOLUTIONS	AUDIT 2012	01-199-000-55150	3,075.00
VANDEW	VANDEWALLE & ASSOCIATES, INC	TID 4 DVL REC, PRJ MGMT, PD OP	01-199-000-57000	6,131.25
TOTAL				9,737.76
TOTAL GENERAL EXPENDITURES				9,737.76
POLICE DEPARTMENT				
20081	TARGET BANK	SUPPLIES	01-200-000-51950	66.07
22800	WALMART COMMUNITY	PENS, HIGHLIGHTERS	01-200-000-51950	9.68
22800		LETTER FILE	01-200-000-51950	3.45
22800		LAMINATE SHEETS	01-200-000-51950	29.94
CDE	PAULA REICHEL	PD UNIFORM POLO BRINKMAN	01-200-000-52900	42.89
FIRST	FIRST NATIONAL BANK OF OMAHA	TRAINING - CHIEF	01-200-000-55600	140.00
TOTAL				292.03
TOTAL POLICE DEPARTMENT				292.03
POLICE DEPARTMENT/PATROL				
02210	BAY PHARMACY	VINYL GLOVES	01-215-000-54999	29.96
03075	CARQUEST OF DOOR COUNTY	FUEL FILTER	01-215-000-58600	14.45
06650	GALLS, AN ARAMARK COMPANY	UNIF BOOT/SHOES	01-215-000-52900	10.00
19965	SUPERIOR SIGNALS INC	12V AMBER LIGHT	01-215-000-58600	63.21
22800	WALMART COMMUNITY	CLEANING SUPPLIES	01-215-000-54999	16.62
22800		LEASH	01-215-000-55100	5.88
CDE	PAULA REICHEL	PD UNIFORM POLO CAROW	01-215-000-52900	34.89
FIRST	FIRST NATIONAL BANK OF OMAHA	MIRRORS	01-215-000-54999	18.99
FIRST		TRAINING - WAUSAU	01-215-000-55600	174.04
FIRST		TRAINING - MADISON	01-215-000-55600	140.00
FIRST		TRAINING	01-215-000-55600	-20.00
NWTC-GB	NWTC-GREEN BAY	14 OFFICERS "LEGAL UPDATE"	01-215-000-55600	490.00
TOTAL				978.04
TOTAL POLICE DEPARTMENT/PATROL				978.04
FIRE DEPARTMENT				
03075	CARQUEST OF DOOR COUNTY	OIL FILTERS	01-250-000-53000	239.22
03075		HOOD LATCH	01-250-000-53000	18.04
03075		FUEL FILTER	01-250-000-53000	26.18
03075		SPARK PLUGS & FUEL FILTER	01-250-000-53000	47.83
03075		CR SPARK PLGS & FUEL FILTER	01-250-000-53000	-47.83
03075		ARMORAL & POLISH	01-250-000-53000	26.88
04585	DOOR COUNTY HIGHWAY COMMISSION	APRIL 2013 FUEL	01-250-000-51650	1,034.32
04585		APRIL 2013 FUEL PD	01-250-000-51650	5,735.91

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
17250	QUALITY STATE OIL CO., INC.	OIL	01-250-000-53000	1,255.90
19880	STURGEON BAY UTILITIES	N 14TH AVE SALT SHED	01-250-000-56675	3.56
19880		835 N 14TH CITY GAR	01-250-000-56675	29.00
19880		DUCK POND	01-250-000-56675	3.56
19880		SUNSET CNTR/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 ST	01-250-000-56675	29.00
19880		WEST SIDE FIRE ST	01-250-000-56150	85.85
19880		WEST SIDE FIRE ST	01-250-000-58650	80.91
19880		38 S NEEHAN AVE PAVILLION	01-250-000-56675	3.56
19880		38 S NEEHAH AVE RSTRM/FC	01-250-000-56675	18.00
19880		JAYCEES BALLFLD STAND	01-250-000-56675	9.00
19880		MICH ST J C BALLFLD SPRNK	01-250-000-56675	29.00
19880		WEST SIDE BALL FIELD LITES	01-250-000-56675	3.56
19880		N 14TH WARNING SIREN	01-250-000-56150	8.35
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.99
19880		SUNSET PK STAR PLANT	01-250-000-56675	29.00
19880		835 N 145H AVE SIGN SHED	01-250-000-56675	3.56
19880		CHERRY BLOSSOM PK	01-250-000-56675	9.00
19880		CLAY BANKS SIREN	01-250-000-56150	15.73
20725	T R COCHART TIRE CENTER	REPL FRONT TIRES ON UNIT #8	01-250-000-53000	577.08
22800	WALMART COMMUNITY	CLEANING SUPPLIES	01-250-000-54999	188.26
22800		INK CARTRIDGE	01-250-000-51950	25.97
22800		WASHMITTS	01-250-000-53000	15.88
23730	WPS	06/13 656 S OXFORD	01-250-000-56600	90.95
23828	WITT PENINSULA FORD LINCOLN	ROTOR ASSY UNIT #10	01-250-000-53000	199.94
CDE	PAULA REICHEL	UNIFORM SHIRTS - AST CHIEF	01-250-000-52900	58.88
NWTC-GB	NWTC-GREEN BAY	CONTROLLED BURN INSERVICE	01-250-000-55600	25.00
O'REILLY	O'REILLY AUTO PARTS	SWAY BAR ASSY UNIT#7	01-250-000-53000	179.89
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-250-000-54999	9.60
		TOTAL		10,128.65
		TOTAL FIRE DEPARTMENT		10,128.65
STORM SEWERS				
19880	STURGEON BAY UTILITIES	06/12 JETTER USAGE	01-300-000-57700	794.10
		TOTAL		794.10
		TOTAL STORM SEWERS		794.10
COMPOST/SOLID WASTE SITE				
DROPRITE	DROPRITE TREE & LANDSCAPE SVC	GRINDER RENTAL	01-320-000-57700	8,225.00
		TOTAL		8,225.00
		TOTAL COMPOST/SOLID WASTE SITE		8,225.00

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	04/13 SWEEPER USAGE	01-330-000-53050	16.56
22800	WALMART COMMUNITY	SPEAKERS	01-330-000-51400	28.47
		TOTAL		45.03
		TOTAL STREET SWEEPING		45.03
SNOW REMOVAL				
01763	AT&T	DAMAGE TO PEDESTAL	01-410-000-51400	133.69
		TOTAL		133.69
		TOTAL SNOW REMOVAL		133.69
STREET MACHINERY				
04585	DOOR COUNTY HIGHWAY COMMISSION	APRIL 2013 FUEL	01-450-000-51650	5,372.97
		TOTAL		5,372.97
		TOTAL STREET MACHINERY		5,372.97
CITY GARAGE				
01766	AURORA MEDICAL GROUP	PHYS EMP SCREEN	01-460-000-57100	8.00
01766		PRE EMPL TESTING	01-460-000-57100	85.00
14939	NORTHERN SAFETY CO., INC.	VESTS	01-460-000-52350	233.82
14939		RAIN GEAR	01-460-000-52350	78.00
14939		SHFG	01-460-000-52350	40.26
19880	STURGEON BAY UTILITIES	N 14TH AVE SALT SHED	01-460-000-56150	8.24
19880		835 N 14TH AVE CITY GAR	01-460-000-56150	910.54
19880		835 N 14TH AVE CITY GAR	01-460-000-58650	121.00
23730	WPS	06/13 835 N 14TH AVE GARAGE	01-460-000-56600	757.50
		TOTAL		2,242.36
		TOTAL CITY GARAGE		2,242.36
HIGHWAYS - GENERAL				
06012	FASTENAL COMPANY	SAFETY GLASSES	01-499-000-55605	99.14
19880	STURGEON BAY UTILITIES	N14TH EGG HBR TRAFIC LITE ADD'T	01-499-000-58000	0.15
19880		TRFC WARNING LGT ELM CTY C	01-499-000-58000	2.90
		TOTAL		102.19
		TOTAL HIGHWAYS - GENERAL		102.19
PARK & RECREATION ADMIN				

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
01766	AURORA MEDICAL GROUP	PRE EMPL TESTING	01-500-000-57100	133.00
06460	PLS BANNER LTD	FOOD SHARE RUNNER & FLAG	01-500-000-52250	309.50
16575	PIP PRINTING	GARAGE SALE FLYERS	01-500-000-52250	612.49
R0001057	RANDY PETERSON	PERFORM. FEE/KICK OFF TO SUMME	01-500-000-52250	350.00
TOTAL				1,404.99
TOTAL PARK & RECREATION ADMIN				1,404.99

PARKS AND PLAYGROUNDS

01766	AURORA MEDICAL GROUP	PHYS EMP SCREEN	01-510-000-57100	8.00
04545	DOOR COUNTY COOPERATIVE	5 GAL CORNERSTONE	01-510-000-51750	66.25
04545		3 GAL PRAMITOL	01-510-000-51750	141.60
04585	DOOR COUNTY HIGHWAY COMMISSION	APRIL 2013 FUEL PKS	01-510-000-51650	597.63
08150	HENSCHEL SAMMILL	CEDAR LUMBER FOR HOOT MEM SIGN	01-510-000-51800	68.00
19880	STURGEON BAY UTILITIES	SUNSET CNTR/NEW CONC	01-510-000-56150	184.55
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	48.40
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	39.27
19880		OTUMBA PARK	01-510-000-56150	14.23
19880		OTUMBA PARK	01-510-000-58650	8.93
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	38.20
19880		JAYCEES BALLFLD STAND	01-510-000-56150	9.63
19880		JAYCEES BALLFLD STAND	01-510-000-58650	31.96
19880		OTUMBAR PK WLNWAY LITES	01-510-000-56150	40.23
19880		OTUMBA PK/STREET LGT	01-510-000-56150	147.84
19880		FLORIDA ST/SUNSET PK	01-510-000-56150	14.87
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	17.98
19880		CHERRY BLOSSOM PK	01-510-000-56150	17.13
19880		CHERRY BLOSSOM PK	01-510-000-58650	17.04
22800	WALMART COMMUNITY	LIGHT BULBS	01-510-000-51850	11.82
23730	WPS	335 S 14TH AVE MEM PD	01-510-000-56600	118.47
DC AUTO	DC AUTOMOTIVE	BODY REPAIR P1	01-510-000-58600	2,917.00
L&P	L&P CONVENIENT STORE SBAY LLC	PREM FUEL	01-510-000-51650	38.55
LENIUS	JENNIFER LENIUS	APPLETON MILEAGE	01-510-000-51650	89.77
PATS	DEBBIE DERENNE	RECOVER TRUCK SEAT	01-510-000-58600	437.50
TOTAL				5,124.85
TOTAL PARKS AND PLAYGROUNDS				5,124.85

BALLFIELDS

R0000424	SPRINKLER COMPANY, INC	REPAIR MEM FLD IRRIGATION	01-520-000-54999	156.71
TOTAL				156.71
TOTAL BALLFIELDS				156.71

MUNICIPAL DOCKS

19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	118.78
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	8.56

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-56150	102.20
23730	WPS	06/13 36 S NEENAH	01-550-000-56600	36.23
VIKING	VIKING ELECTRIC SUPPLY, INC	ELECTRICAL SUPPLIES SWY LGTS	01-550-000-54999	98.72
VIKING		ELECT SUPPLIES SWY LGTS	01-550-000-54999	12.26
TOTAL				376.75
TOTAL MUNICIPAL DOCKS				376.75
WATER WEED MANAGEMENT				
19070	SCHARTNER IMPLEMENT INC	HYDRO FITTING FOR WEED CUTTERS	01-560-000-51400	38.92
TOTAL				38.92
TOTAL WATER WEED MANAGEMENT				38.92
WATERFRONT PARKS & WALKWAYS				
04966	EAGLE MECHANICAL INC	MATERIAL FOR SH DOCK WATER SUP	01-570-000-54999	94.08
04966		WATER LINE REPAIR PARTS	01-570-000-54999	28.07
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY LGHTS	01-570-000-56150	31.03
19880		DC MUSEUM PKG LOT LGHTS	01-570-000-56150	171.25
TOTAL				324.43
TOTAL WATERFRONT PARKS & WALKWAYS				324.43
COMMUNITY & ECONOMIC DEVLPMT				
FIRST	FIRST NATIONAL BANK OF OMAHA	ANNUAL CONF OLEJNICZAK	01-900-000-55600	24.00
FIRST		ANNUAL CONF OLEJNICAZK	01-900-000-55600	1,251.18
TOTAL				1,275.18
TOTAL COMMUNITY & ECONOMIC DEVLPMT				1,275.18
TOTAL GENERAL FUND				57,521.71
CAPITAL FUND				
COMPUTER				
FIRST	FIRST NATIONAL BANK OF OMAHA	FD TABLET	10-125-000-59040	279.00
TOTAL				279.00
TOTAL COMPUTER				279.00
ROADWAYS/STREETS				
EXPENSE				
02130	BAUDHUIN INC	EGG HRB RD DESIGN	10-400-000-59096	4,312.00

INVOICES DUE ON/BEFORE 06/04/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
EXPENSE				
EXPENSE				
TOTAL EXPENSE				4,312.00
TOTAL ROADWAYS/STREETS				4,312.00
TOTAL CAPITAL FUND				4,591.00
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
02975	CAMERA CORNER	INSTALL WALL SWITCH	21-000-000-59070	566.00
02975		BACKUP HARD DRIVE SYS	21-000-000-59070	1,021.43
03159	CHARTER COMMUNICATIONS	CB MUSIC SERVICE	21-000-000-56700	33.27
MANN	MANN COMMUNICATIONS, LLC	06/14/13 CONTRACT	21-000-000-55015	4,390.00
TOTAL CABLE TV / GENERAL				6,010.70
TOTAL CABLE TV / GENERAL				6,010.70
TOTAL CABLE TV				6,010.70
TID #2 DISTRICT				
TID DISTRICT #2				
16555	PINKERT LAW FIRM, LLP	APRIL 2013 T2 LEGAL	25-320-000-59900	26.00
AG	AG EXCAVATING	SAWYER PARK WALKWAY PY RQ #1	25-320-000-59105	14,640.72
TOTAL				14,666.72
TOTAL TID DISTRICT #2				14,666.72
TOTAL TID #2 DISTRICT				14,666.72
TID #4 DISTRICT				
TID #4 DISTRICT				
16555	PINKERT LAW FIRM, LLP	T4 APRIL 2013 LEGAL	28-340-000-55001	3,271.75
VANDEW	VANDEWALLE & ASSOCIATES, INC	TID 4 DIST SVC	28-340-000-58999	1,693.75
TOTAL				4,965.50
TOTAL TID #4 DISTRICT				4,965.50
TOTAL TID #4 DISTRICT				4,965.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04585	DOOR COUNTY HIGHWAY COMMISSION	APRIL 2013 FUEL	60-000-000-51650	3,561.44
TOTAL SOLID WASTE ENTERPRISE FUND				3,561.44
TOTAL SOLID WASTE ENTERPRISE FUND				3,561.44
TOTAL SOLID WASTE ENTERPRISE				3,561.44
TOTAL ALL FUNDS				91,317.07

MANUAL CHECKS

BP Amoco 05/23/13 Check #72644 Out of town fuel 01-215-000-51650	\$ 85.75
Cellcom Wisconsin RSA 05/23/13 Check #72645 Cell Service 01-150-000-58250 01-500-000-58250 01-215-000-58250 01-215-000-58999	\$ 1,037.44
Title Services of Door County 05/23/13 Check #72647 CTIC Owners Policy - NAMI 01-199-000-58900	\$ 480.00
Southern Door School District 05/24/13 Check #72648 Mobile Home Taxes 01-000-000-41300	\$ 229.43
Sturgeon Bay School District 05/24/13 Check #72649 Mobile Home Taxes 01-000-000-41300	\$ 3,101.37
TOTAL MANUAL CHECKS	\$ 4,933.99

DATE: 05/28/2013
TIME: 16:21:23
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 06/04/2013

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

GENERAL FUND	57,521.71	62,455.70
CAPITAL FUND	4,591.00	
CABLE TV	6,010.70	
TID #2 DISTRICT	14,666.72	
TID #4 DISTRICT	4,965.50	
SOLID WASTE ENTERPRISE	3,561.44	
TOTAL --- ALL FUNDS	91,317.07	96,251.06

J. K. [Signature] 5-28-13
Behlcht Cr 5/28/13

COMMON COUNCIL
May 21, 2013

A regular 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: Wiegand, Ireland, Wiesner, Stutting, Fett and Schlicht were present. Vandertie excused.

Schlicht/Stutting to adopt agenda, removing Item #8 Consideration of: Safe Routes to School Grant Administration from the agenda. Carried.

Stutting/Schlicht to approve following bills: General Fund - \$188,499.37, Capital Fund - \$14,142.16, Cable TV - \$250.00, and Solid Waste Enterprise Fund - \$12,256.95 for a grand total of \$215,148.48. Roll call: All voted aye. Carried.

Fett/Ireland to approve consent agenda:

- a. Approval of 5/7/13 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Sturgeon Bay Utility Commission – 3/12/13
 - (2) Sturgeon Bay Utility Commission – 4/9/13
 - (3) Finance/Purchasing & Building Committee – 4/30/13
 - (4) Joint Park & recreation Committee/Board – 5/1/13
 - (5) Bicycle and Pedestrian Advisory Board – 5/2/13
 - (6) Board of Public Works – 5/7/13
 - (7) Community Protection & Services Committee – 5/9/13
 - (8) Personnel Committee – 5/14/13
- c. Place following report on file.
 - (1) Sturgeon Bay Police Department – April 2013.
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Temporary Class B Beer and Temporary Class B Wine license.
- f. Finance/Purchasing & Building Committee recommendation re: Approve two easements subject to changes recommended by the City Attorney.
- g. Finance/Purchasing & Building Committee recommendation re: Approve certified survey map, subject to conditions contained in the attached staff CSM review letter dated 4/22/13.
- h. Joint Park & Recreation Committee/Board recommendation re: Transfer \$3,000 from account 01-199-000-58950 to account 01-510-000-58999 to contribute to Maritime Museum Sign.
- i. Community Protection & Services Committee recommendation re: Approve the Door County Emergency Medical Responder Mutual Aid Agreement.
- j. Finance/Purchasing & Building Committee recommendation re: Award the contract for the redesign of the City website to Boettcher Communications, LLC of Sturgeon Bay, WI in the amount of \$6,750.00.

Carried.

There were no mayoral appointments.

RECOMMENDATION

We, the Waterfront Redevelopment Authority, hereby recommend to extend the contract with Vandewalle & Associates per proposal for one year, subject to Vandewalle & Associates not charging travel expenses for meetings that are scheduled to coincide with times when Vandewalle representatives are already in Door County for other reasons.

WATERFRONT REDEVELOPMENT AUTHORITY

By: William Galligan, Vice-Chairperson

Introduced by Stutting. Stutting/Wiesner to adopt. Community Development Director Olejniczak explained the several grant opportunities given to the City with the assistance of Vandewalle & Associates and the creation of TID # 4. Discussion continued with the amount of work that has already been completed with the project. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the funding for the contract extension with Vandewalle & Associates for the West Waterfront Redevelopment activities thru April 30, 2014, in an amount not to exceed \$100,000.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chairperson

Introduced by Stutting. Stutting/Schlicht to adopt. Carried.

RECOMMENDATION

We, the City Plan Commission, hereby recommend approval of the combined preliminary/final PUD for William Anderson, 230 W. Juniper Street, subject to the following requirements and conditions:

Stutting/Schlicht to adopt. Bill Anderson, Evanston, IL purchased the house on Juniper Street with the intention to rent out on a weekly basis. Mr. Anderson was not aware that this could not be done in the City of Sturgeon Bay. Discussion led to the other PUD locations in the City that have similar situations and the possibility of adopting another zoning classification for the City. Roll call: Wiesner, Stutting and Schlicht voted aye. Wiegand, Ireland and Fett voted no. Tie vote. Mayor Birmingham voted no. Motion Failed.

Personnel Committee Chair Stutting, Parking & Traffic Committee Chair Schlicht, Community Protection & Services Committee Chair Fett and Sturgeon Bay Utility Commission Council Rep Fett presented reports for their respective committees/commissions.

No one spoke during public comment.

The Mayor made his comments.

Schlicht/Fett to adjourn. Carried. The meeting adjourned at 7:31 p.m.

Respectfully submitted,



Laurie A. Spittlemeister
Deputy Clerk/Treasurer

WATERFRONT DESIGN REVIEW BOARD

Monday, May 13, 2013

The Waterfront Design Review Board meeting was called to order at 12:03 p.m. by Chairperson William Galligan in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members James Goodwin, William Galligan, Shelly Kerwin, Eric Paulsen, and Dennis Statz 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. Goodwin, seconded by Mr. Statz to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 23, 2012.
4. Consideration of: Proposed 40' x 60' storage building and fencing for the U.S. Coast Guard, located at Sawyer Park.
5. Adjourn.

Carried.

Approval of minutes from October 23, 2012: Moved by Mr. Statz, seconded by Mr. Paulsen to approve the minutes from October 23, 2012. Carried.

Consideration of: Proposed 40' x 60' storage building and fencing for the U.S. Coast Guard, located at Sawyer Park: Mr. McNeil stated that the City is trying to preserve the waterfront. The Coast Guard is an important part of the waterfront and the City wants to keep them in Sturgeon Bay.

The proposed storage building will be an attractive white structure with a red metal roof to resemble the Canal Station. The fence surrounding the building will be a unique aluminum anti-climb curved picket. The proposed waterfront walkway would continue around the building.

Mr. Olejniczak mentioned that the proposed building has been approved by Council, with conditions that there would be no barbed wire and the structure would not look like a "shed". The fence will have two gates, one for vehicles and one for pedestrians.

Mr. McNeil added that construction for the walkway will begin after the Sturgeon Bay Open Bass Tournament has ended.

Members complimented the looks of the building. Moved by Mr. Statz, seconded by Mr. Paulsen to grant a certificate of appropriateness as presented, as well as containing a gate toward the launch area. All ayes. Carried.

Adjourn: Moved by Mr. Goodwin, seconded by Mr. Statz to adjourn. Carried. Meeting adjourned at 12:12 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

**Harbor Commission Meeting
May 13, 2013**

A meeting of the Harbor Commission was called to order by Chairperson Nault at 4:02 p.m. in Council Chambers, City Hall, 421 Michigan Street. Members Gary Nault, Stewart Fett, Robert Spude, Paul Mickelson, Randy Morrow, Matt Felhofer and Steve Propsom were present. Also present were Municipal Services Director Bordeau, City Administrator McNeil, Police Chief Porter and Municipal Services Assistant Lenius.

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

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

Carried.

Nobody spoke during public comment.

Discussion of: Waterweed Cutting Operation with Marinas – Mr. Nault explained that the group took on the project of evaluating the waterweed cutting operation and are asking for input, suggestions and comments from marina owners on the operation.

The following marina owners/managers attended the meeting and offered comments and suggestions on the waterweed cutting operation. Scott Bird, Skipper Buds and Quarterdeck Marina; Mark Ellerbrock, Skipper Buds and Quarterdeck Marina; Jon Kruse, Door County Marine @ Madelyn Marina; Ken Lynch, Marina View Docks; Andrew Scholz, CenterPoint Marina; Chris Jeanquart, Madelyn Marina and Matt Felhofer, Bay Marine. The top four concerns discussed were: collection of the floaters that drift into the marinas, increased assessment amount paid by marina owners, timeliness of the collection and equipment maintenance to prevent down time of the operation.

Mr. Bordeau stated that one piece of equipment and two employees are dedicated solely for waterweed collection in the marinas. Assessing marina owners for the waterweed operation began in 2001 at \$30 per slip and stayed the same until 2012 when the fee was raised to \$48 per slip. The marina owners are responsible for letting the City know how many slips they have and they are charged based on that number. In 2012 marinas paid \$33,000 of an \$88,000 budget or approximately 36% of the weed cutting operation, mooring owners paid approximately 6% and city property owners paid the remaining. Chemical spraying is paid solely by those marinas, home owners association in lagoon areas and boat launch areas. This fee is based the amount of acres sprayed for that specific area and anyone who is in one of the areas that have approval from the DNR for chemical spraying receives a letter annually from the City asking if they want to sprayed and billed for the determined acreage.

Moved by Mr. Mickelson, second by Mr. Morrow to adjourn. All in favor. Meeting adjourned at 4:48 p.m.

Respectfully Submitted,



Jennifer Lenius

Municipal Services Assistant

FINANCE/PURCHASING & BUILDING COMMITTEE
May 14, 2013

A meeting of the Finance/Purchasing & Building Committee was called to order at 1:09 p.m. by Chairperson Stutting in Council Chambers, City Hall. Roll call: Alderperson Stutting, Alderperson Wiegand and Alderperson Schlicht were present. Also present: Alderperson Fett, Dina Boettcher and Mike Jarman of Boettcher Communications, LLC, City Administrator McNeil, Finance Director/City Treasurer Clarizio, City Clerk/Human Resources Director Reinhardt, Municipal Services Superintendent Bordeau, Community Development Director Olejniczak, members of the general public and Deputy Clerk/Treasurer Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Redesign of City of Sturgeon Bay Website.
4. Consideration of: Aquatic Herbicide Application.
5. Consideration of: Changes to City fee schedule.
6. Consideration of: IPAD policy.
7. Review of unfinished business list.
8. Review bills.
9. Adjourn.

Carried.

Consideration of: Redesign of City of Sturgeon Bay Website:

Dina Boettcher, Boettcher Communications, LLC, gave a power point presentation on what their company has to offer the City in website redevelopment. Other services Boettcher Communications has to offer are Ad Design, Branding & Logos, Direct Mailings and Package Design.

City Administrator McNeil explained that a Request for Proposal was sent out to two companies in the area. Additionally, the City received eight proposals from other companies outside of the area. Staff scored all the proposals that were received and interviewed the top three candidates. Staff also spent a lot of time looking at websites produced by the other companies.

Alderperson Wiegand commented that for future agendas he would like to see all of the proposals as part of the agenda in order to compare and make a more qualified decision.

Mike Jarman, web designer for Boettcher Communication, LLC, listed a few items that were included in their proposal including visual brand work, custom web design, three initial design mock-ups, the ability to download PDF forms, video/payment processors, on-site training and website training manual. However, the proposal from Boettcher Communications, LLC does not include website hosting, domain names and 3rd party fees. City departments would also have the ability to update their departmental information and material on the website.

Ms. Boettcher commented that the website for the City of Sturgeon Bay would be up and running about 4 months after acceptance. Moved by Alderperson Schlicht, seconded by

Aldersperson Wiegand to recommend to Common Council to award the contract for the redesign of the City website to Boettcher Communications, LLC of Sturgeon Bay, WI in the amount of \$6,750.00. Carried.

Consideration of: Aquatic Herbicide Application:

Municipal Services Superintendent Bordeau explained that the Aquatic Herbicide application is the annual treatment for the marinas and boat launches in the City of Sturgeon Bay. Most of the cost is reimbursed to the City by property owners. The following two bids were received:

Stantec, Inc	\$ <u>264.97</u> per acre
	\$12,972.93 total

Nature Care Ecological	\$ <u>285.00</u> per acre
	\$13,953.80 total

Moved by Aldersperson Wiegand, seconded by Aldersperson to recommend to Common Council to award the aquatic herbicide contract to Stantec for spraying of aquatic vegetation in the Bay of Sturgeon Bay in the amount of \$12,972.93. Carried.

Consideration of: Changes to City fee schedule:

After a brief discussion, it was moved by Aldersperson Wiegand, seconded by Aldersperson Schlicht to approve fee increases to the zoning verification letter fee from \$20.00 to \$30.00 and the sign permit fee for new signs from \$30.00 to \$50.00 and forward the resolution to the Common Council. Carried.

Consideration of: IPAD policy:

Mr. McNeil explained that the City of Sturgeon Bay currently does not have a policy for IPAD usage. In checking other municipalities, some do nothing while others do everything. Discussion led to what should be included in the policy. Committee members asked staff to come forward with a sample policy that includes conditions pertaining to buyout options for alderspersons when they leave office and action to be taken in the event of breakage or damage.

The unfinished business list was reviewed.

Review bills:

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

Moved by Aldersperson Schlicht, seconded by Aldersperson Stutting to adjourn. Carried. The meeting adjourned at 1:51 p.m.

Respectfully submitted,



Laurie Spittlemeister
Deputy Clerk/Treasurer

CITY PLAN COMMISSION
Wednesday, May 15, 2013

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

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from April 17, 2013.
4. Public comment on non-agenda items.
5. Conditional use request from Wisconsin Public Service to construct a natural gas gate station on a portion of the west side of Neenah Avenue between Jib St. and Leeward St.
Presentation
Public hearing
Consideration of
6. Consideration of: Combined Preliminary/Final Planned Unit Development for William Andersen, 230 W. Juniper St.
7. Adjourn.

Carried.

Approval of minutes from April 17, 2013: Moved by Ms. Brooks, seconded by Mr. Parent to approve the minutes from April 17, 2013. Carried.

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

Conditional use request from Wisconsin Public Service to construct a natural gas gate station on a portion of the west side of Neenah Avenue between Jib St. and Leeward St.:

Presentation: Mr. Olejniczak stated that there is a natural gas station located on Yew St. and S. Neenah Ave. WPS is obligated to do upgrades to its natural gas regulator facility and need to enlarge their current site. At the same time the City was undergoing negotiations with Roger Anderson to purchase his property along Neenah Avenue for future Industrial Park land. That property had the gas pipeline running diagonally through it, which reduced the viability of the land for industrial buildings. The City then reached an agreement with WPS to relocate the gas line in exchange for providing a new site for the natural gas gate station. Mr. Anderson has retained a 10 year easement to continue farming a portion of that property.

WPS has proposed a 20' x 30' building will be located within a fenced in area and 138' from the right-of-way line. A conditional use is needed since the property is zoned Agricultural. According to the Comp Plan, the property is intended for industrial use.

Public hearing: Acting Chairperson Statz opened the public hearing at 7:10 p.m.

Steve Mann, 123 N. Lansing Ave., stated that it was a good plan and to move on with it.

Cheryl Burmeister, 151 Leeward, wondered where exactly the station would be located on the property.

There was no written correspondence. The public hearing was declared closed at 7:13 p.m.

Consideration of: After a short discussion, it was moved by Ms. Brooks, seconded by Mr. Parent to approve the conditional use, subject to installing evergreen trees or similar vegetative screen around those portions of the fence that are not currently screened by existing vegetation. All ayes. Carried.

Consideration of: Combined Preliminary/Final Planned Unit Development for William Anderson, 230 W. Juniper St.: Mr. Olejniczak explained that at the last meeting additional information was requested from the Plan Commission. In regard to maximum occupancy within the dwelling, it is based upon the size of the sleeping rooms. The state license lists the maximum occupancy for a tourist rooming house.

Other than occupancy, there does not appear to be any state rules that impact the PUD zoning. Other state rules relate to health and safety issues, such as fire extinguishers, carbon monoxide detectors, adequate sewer and water facilities, cleanliness of linens, etc.

The beach improvement project is complete at Otumba Park. According to the Parks Director, he does not anticipate any impacts to the park or beach from the proposed PUD.

The City Attorney looked into whether zoning approvals can be issued strictly to the current owner of a parcel. He concluded that the PUD designation is fully transferrable and may not be limited to the current applicant only.

Ms. Nault read four of the same letter, signed by Bernard Ellenbecker, 406 N. Joliet Ave., Helen and Becky Buechner, 32 N. Lansing Ave., Danny Sorenson, Juniper St., and Gary and Elaine May, 133 N. Lansing Ave., stating there are no advantages for the City proceeding with this project. Another four of the same letter was read from Christina Healy, 129 W Juniper St., Stephen Johnson, Stephen Mann, 123 N. Lansing Ave., and Dorteia Mann stating the Commission should think about this for a while before acting on it.

Mr. Olejniczak recommended approval of the proposed PUD, subject to the following parameters:

A. Underlying zoning: The underlying zoning district shall be R-2 Single-Family Residential. The zoning restrictions and requirements of the underlying district shall apply to the subject property, except as indicated under section B – Permitted Uses

B. Permitted Uses: The permitted and conditional uses of the underlying R-2 district shall apply with the following additional permitted use:

1. Lodging House (tourist rooming house) subject to the following conditions:

- a. The lodging house (tourist rooming house) must be licensed by the State of Wisconsin.
- b. Unless the owner/operator resides within Door County, the owner/operator must have a valid management contract with a management company located within Door County. The city shall be notified of the management company.
- c. The home shall not be split into separate rental units and occupancy shall not exceed licensed capacity.
- d. No accessory building shall be used for lodging purposes.
- e. 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.
- f. Any additions to the dwelling that increase the capacity of the lodging house shall require the approval of the plan commission.
- g. At least two off-street parking spaces shall be provided.

Commission members discussed the proposed PUD. Mr. Gilson stated that Mr. Andersen may have friends that would like to rent the home. He didn't feel a management company was necessary.

Ms. Brooks was opposed to the PUD. There had been previous requests that have been denied. She thought that if this was approved, more people will be making requests. Other businesses should not be undercut that are already paying property and room tax.

Mr. Olejniczak stated this is a good test area to see if a tourist rooming house works. If it doesn't work in this location, it probably won't work in other areas of the City.

Mr. Statz and Mr. Parent agreed that the PUD should be approved. This is the ideal situation.

Moved by Mr. Gilson, seconded by Mr. Parent to recommend to Council approval of the proposed PUD, subject to the parameters listed by Mr. Olejniczak, but excluding "b", in regard to requiring a management company.

Ms. Brooks suggested including a time limit and being reviewed if there had been any complaints or issues. However, no one offered an amendment to include a time limit.

A vote was taken on the motion. Carried, with Ms. Brooks voting no.

Presentation of: Zoning map amendment for City-owned property located along the west side of S. Neenah Avenue – Agricultural (A) to Light Industrial (I-1A): Mr. Olejniczak stated this is an initial presentation for a zoning change. The City had recently purchased 24.6 acres from Roger Anderson along S. Neenah Ave. It is currently zoned Agricultural. By changing the zoning classification, it would provide additional sites for industrial use and also allow room for TTX to expand. Mr. Anderson can farm everything north of the proposed WPS natural gas gate station for up to 10 years as part of

negotiations of buying the property. No action was needed. A public hearing will be held in June.

Adjourn: Moved by Mr. Statz, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Cheryl Nault".

Cheryl Nault
Community Development Secretary

Industrial Park Development Review Team

Friday, May 17, 2013

A meeting of the Industrial Park Development Review Team was called to order at 8:30 a.m. by Chairperson Ed Ireland in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Ed Ireland, William Murrock, and Sandy Hurley were present. Also present were Jim Thyges from Bayland Buildings, Architect Dave Lintz, Hatco's Vice-President Steve Christoferson, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of Agenda: Moved by Mr. Murrock, seconded by Mr. Ireland to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from December 11, 2012.
4. Consideration of: Proposed addition and parking area for Hatco, located at 208 E. Deck St.
5. Adjourn.

Carried.

Approval of minutes from December 11, 2012: Moved by Mr. Murrock, seconded by Mr. Ireland to approve the minutes from December 11, 2012. Carried.

Consideration of: Proposed addition and parking area for Hatco, located at 208 E. Deck St.: Mr. Olejniczak stated that Hatco had recently done some improvements and additions on the Neenah Avenue side of the building. They are now proposing a major addition to the east extending approximately 290' toward Shiloh Road. This involves reconfiguration of their parking area, stormwater improvements, and extending the building.

The proposed building complies with all required setbacks. The overall parking is being increased. The proposed parking area is only 7 feet from the right-of-way of Deck Street, while 10 feet is the requirement in the Industrial Park. Hatco would like to allow the parking between Deck St. and the building to be double loaded. A variance has been applied for in regard to the setback.

Landscaping is required for the new parking areas only. There are parking changes to the north side of the building, which work out to be 488.5 sq. ft. of landscaped area required. Hatco is providing a cutout that would cover most of it. On the south side, the proposed parking area would be less than what is there now, so Hatco just needs to maintain at least the same percentage of landscaping as there is now. Currently, with this proposal they are just shy of the required landscaping. Mr. Olejniczak suggested options to comply with minimum landscaping for the parking area.

The Industrial Park requirements state that 10% of the overall lot must be in landscaping. One canopy tree per every 15,000 sq. ft. of lot area, which equates to 47 total trees planted throughout the whole Hatco region. Twelve trees would be necessary in the south parking area along Deck St. and the east side of the building.

Bayland Buildings Architect Dave Lintz stated the approximately 55,000 sq. ft. addition will be adding on to the office space and production space. Hatco brings in representatives from throughout the world 6-8 times a year to "Hatco University" to do training exercises. The major portion of the new offices is the training exercise facility, with additional administrative offices.

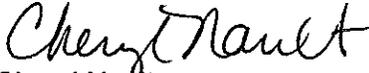
The addition would match the existing building and dressing up the front entry with a new awning and new look. It is a metal panel that matches the existing pre-cast panels and a more energy efficient product.

Mr. Olejniczak clarified that the 7' setback is from the right-of-way line, and is actually 17' from the curb.

After discussion, it was moved by Ms. Hurley, seconded by Mr. Murrock to approve the proposed addition and parking area, subject to variance approval for the parking lot, maintaining current landscape standards of 2.5%, and to submit a landscape plan to be approved by staff. All ayes. Carried.

Adjourn. Moved by Ms. Hurley, seconded Mr. Murrock to adjourn. Carried. Meeting adjourned at 12:20 p.m.

Respectfully submitted,



Cheryl Nault

Community Development Secretary

PARKING & TRAFFIC COMMITTEE

May 20, 2013

A meeting of the Parking & Traffic Committee was called to order at 3:33 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Members Schlicht, Vandertie and Ireland were present. Also present: Police Captain Dan Brinkman, Police Sgt. Chad Hougaard, Public Works Crew Supervisor Chad Shefchik, Municipal Services Assistant Jen Lenius and Municipal Services Secretary Colleen DeGrave.

Moved by Ald. Ireland, second by Ald. Vandertie to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: Signage at 1908 Shiloh Rd.
5. Consideration of: Handicap parking stall for Pinkert Law Firm 454 Kentucky St.
6. Consideration of: Future markings of crosswalks
7. Consideration of: Intersection markings at Maple St. & Madison Ave.
8. Report from Bike & Pedestrian Advisory Board
9. Adjourn.

Carried.

Consideration of: Signage at 1908 Shiloh Road.

Ald. Schlicht mentioned this item was brought forward by concerned property owners Kelley Forrest & Daniel Anschutz, who were concerned with blind spots and speed limits on Shiloh Rd. causing a safety issue, as they enter or leave the driveway of their home. Chief Porter had Sgt. Hougaard meet with the property owners on May 12th. Sgt. Hougaard stated his opinion is that the blind spot is worse from the property owner's driveway. He recommended to them that the trees on the property line be cut down to improve visibility. Capt. Brinkman stated the Police Dept. had placed a speed cart on Shiloh Road. From May 15th until May 20th 1,831 vehicles used Shiloh Road. In that time 85% of vehicles were traveling 40 mph or less, the other 15% were over 40 mph. Capt. Brinkman also stated the trees Sgt. Hougaard recommended to be cut down were on the neighbor's property. Sgt. Hougaard stated since the neighbor has a better view from their driveway, he would recommend a Caution Hidden Driveway sign be installed. Ald. Schlicht stated that he had visited the location as well and thought the 35 mph speed limit sign was hard to see and his recommendation was to move the speed limit sign and Sgt. Hougaard said another option would be to put another speed limit sign further north. Sgt. Hougaard stated there were no known accidents or other complaints from Shiloh Road so far. Ald. Schlicht stated he thought the blind spot and the speed limit are two separate issues.

Steve McNeil entered at 3:45 p.m.

Motion by Ald. Vandertie, seconded by Ald. Ireland, to recommend to council to add another speed limit sign on Shiloh Road with the location to be decided by staff.

Discussion took place regarding whether a caution sign would be more visible than a speed limit sign.

Ald. Vandertie removed the motion.

Motion by Ald. Schlicht, seconded by Ald. Ireland to recommend to council to relocate the speed limit sign and install a hidden driveway sign at a point between the city limit sign and the property of 1908 Shiloh Rd. All in favor. Carried.

Consideration of: Handicap parking stall for Pinkert Law Firm 454 Kentucky St.

Mr. John Smith from Pinkert Law Firm spoke regarding his concern that clients who approach the Pinkert Law building don't have handicap parking access, and presented his photos. Mr. Smith stated he had spoken with Mr. Depies regarding this issue, but was told there would not be enough space to install a ramp. Mr. Smith thought the ramp at the corner was too dangerous with oncoming traffic, and making the handicap access by Kevin's Automotive would be too far of a distance from the Pinkert Law Firm for handicapped or elderly clients. Mr. Smith would like the handicap parking space and ramp in front of the law firm with a handicap parking sign. Discussion took place as to whether a ramp in that location would fit with codes. Mr. Smith asked if he could apply for a variance and would like it to be installed before winter. Ald. Schlicht said he would like to check into it and revisit on the agenda for next month.

No action taken.

Marty Olejniczak and Tony Depies entered at 4:10 p.m.

Consideration of: Future markings of crosswalks.

Discussion took place as to whether crosshatch or ladder style crosswalks were cost effective and necessary. Mr. Depies stated ladder or crosshatch style crosswalks are typically considered for non-controlled intersections or mid-block, and are about five to seven times more expensive. Mr. Depies also said the ladder or crosshatch style can be more slippery, making them more of a liability, and the surface tends to wear off quickly. Mr. Schlicht had asked if Egg Harbor Road was a logical place to have these kinds of crosswalks and Mr. Depies said yes, there are plans for some of those to be placed there. Mr. Schlicht asked Mr. Depies if he could get the criteria to the committee and place on next agenda. Mr. Schlicht said it is not in the budget for 2013, but should be looked at for the 2014 budget.

Consideration of: Intersection markings at Maple St. & Madison Ave.

Mr. Schlicht stated he has had several phone calls regarding this intersection. Mrs. Claire Miller Wood 3596 Grondin Rd. was present. She explained that she had almost been involved in several near traffic accidents at this intersection. Mr. Depies explained the lane markings were put in when the Michigan St. Bridge was being repaired. Removing the lane markings returned it to a standard intersection that allows cars to pass on the right of vehicles making left hand turns. Mr. Depies stated once the parking stalls are painted the intersection wouldn't be as confusing. Mr. Shefchik stated the parking stalls were scheduled to be painted sometime later this week or early the week of May 27.

Report from Bike & Pedestrian Advisory Board.

Ald. Schlicht reported Sturgeon Bay has been awarded the Bronze Award for being a bike friendly community, and a plaque was being sent to City Hall.

Motion by Ald. Ireland, seconded by Ald. Vandertie to adjourn. All in favor. Carried.

Meeting adjourned at 4:45 p.m.

Respectfully Submitted,



Colleen K. DeGrave
Municipal Services Secretary

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 7:05 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members William Murrock, Jack Gigstead, Bill Chaudoir, and Alternate Wayne Spritka were present. Excused: Member Andrew Starr. Absent: Member James Goodwin. Also present were Bayland Building's Architect Dave Lintz, Hatco's Vice-President Steve Christoferson, City Administrator Steve McNeil, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Gigstead, seconded by Mr. Chaudoir to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 11, 2013.
4. Public hearing: Variance request from Hatco Corp., 208 E. Deck St., to create parking within 7 feet of the right of way of Deck Street.
5. Consideration of: Variance request from Hatco Corp., 208 E. Deck St., to create parking within 7 feet of the right of way of Deck Street.
6. Election of Vice-Chair and Secretary.
7. Adjourn.

Carried.

Approval of minutes from February 11, 2013: Moved by Mr. Chaudoir, seconded by Mr. Spritka to approve the minutes from February 11, 2013. Carried.

Public hearing: Variance request from Hatco Corp., 208 E. Deck St., to create parking within 7 feet of the right of way of Deck Street: Chairperson Murrock opened the public hearing at 7:11 p.m. Ms. Nault read the public hearing notice.

Architect Dave Lintz stated that Hatco is proposing a 70,000 sq. ft. addition, including 10,000 sq. ft. of new offices. The majority of the space will be taken up by "Hatco University", where people come from all over the world for training. There currently are single parking stalls and would like a double row of parking. There would still be 15' of green space between the parking and the street. The new addition would match the current building as if it were one new building. Their site engineer is working with City Engineer Tony Depies on stormwater issues. They will be building on top of their existing parking lot. There will be 400' of parking along Deck Street.

Mr. Olejniczak stated that this variance is from the Industrial Park standards. The setback in the Industrial Park is 10 feet from the right-of-way. That allows for a lot of green space and is intended to enhance the Industrial Park. Currently, there is 14 feet of landscape area next to the building, then 5 feet of sidewalk, 51 feet of parking lot, and a 10 foot setback from the right-of-way. The proposal is for 7 feet of landscaping, 5 feet of sidewalk, 60 feet of parking lot, and a 7 foot setback. Twenty-four parking stalls would be added in the parking area. Landscaping would be installed at the base of the building. He mentioned that 15 businesses in the Industrial Park have less than a 10 foot setback, including 11 that have a 0 foot – 5 foot setback. The newer businesses in the Industrial Park have a 10 foot or more setback. If approved, he recommended landscaping across the whole building and parking area, including a low berm, grasses, and street trees, with a 40 foot separation between the trees. Per the IPDRT approval, they are required to submit a landscape plan.

Mr. Chaudoir stated that to compensate for the forgiveness on the setback of the parking lot, trees might help ease and compensate for the loss of grass.

Mr. Olejniczak added that if the Board feels the variance is warranted and votes to approve it, planting of trees may be a condition that can be placed on the approval. Also, there should be some amount of landscaping between the parking area and the street.

Mr. Murrock pointed out the small finger islands in the parking lot along Deck St. If these islands were wider, trees could be planted on them. A total of 47 trees are needed for the whole Hatco parcel. One tree per every 15,000 sq. ft. is required. Mr. Olejniczak added that the stormwater was approved by the City Engineer. City staff had no problems with the proposal.

There was no testimony given during the hearing. There were no letters of correspondence.

The public hearing was declared closed at 7:27 p.m.

Consideration of: Variance request from Hatco Corp., 208 E. Deck St., to create parking within 7 feet of the right of way of Deck Street: Board members discussed the variance request. Mr. Chaudoir explained that he was involved in writing the code for the Industrial Park. The setback is really to beautify the property. In his opinion, he thought that Hatco has one of the most beautiful properties in the Industrial Park. It provides great public interest by preserving space along the building for landscaping to help soften the building. The parking area will keep cars off the street. He would like to see one tree planted every 50 feet. Members agreed with Mr. Chaudoir to keep land landscaping along the building. Mr. Spritka added that it invites more manufacturers in the future.

After further discussion, it was moved by Mr. Chaudoir, seconded by Mr. Spritka to approve variance to allow a 7' setback for the parking area, subject to planting trees in the treelawn area, one per every 50' per the length of the building and parking area. This would include the small islands in the parking lot. The reasons were it allows them to maintain landscaping along the building, which helps comply with the industrial code, keeps cars off the street by allowing more parking area, and will continue the line of the building with the same setback of the building from the road. Mr. Spritka added as long as we have a comprehensive design with environmental factors considered and putting the landscape buffers in place, it will prove good stewardship for expansion of manufacturing in our community. It was also noted that the landscape plan should be submitted as soon as possible.

Roll call vote: All ayes. Carried.

Election of Vice-Chair and Secretary: After a short discussion, it was moved by Mr. Gigstead, seconded by Mr. Chaudoir to nominate Mr. Goodwin as Vice-Chair and Secretary. All ayes. Carried.

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

Respectfully submitted,


Cheryl Nault
Community Development Secretary

JOINT PARK AND RECREATION COMMITTEE/BOARD

Wednesday, May 22, 2013

A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:00 p.m. by Chairperson Wiegand in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Wiegand, Vandertie, Ireland, Husby, Hagman, Larsen, Morrow, Kleist and Bordeau were present. Also present was Municipal Services Assistant Jennifer Lenius.

Adoption of agenda: Moved by Mr. Vandertie, seconded by Mr. Hagman to adopt the following agenda:

1. *Roll Call*
2. *Adoption of Agenda*
3. *Public Comment*
4. *Consideration of: Half Pipe Location for Sturgeon Bay Skatepark Initiative*
5. *Consideration of: Practice Field Dedication*
6. *Adjourn*

All in favor. Carried.

Nobody spoke during public comment.

Consideration of Half Pipe Location for Sturgeon Bay Skatepark Initiative: *Mr. Bordeau stated that he was approached by the group asking if the City would allow for them to place a Half Pipe they had constructed in one of the City parks or on City property. He stated he had given the information to City Clerk Reinhardt, to check with the City's insurance company to see if they would allow it and they said they would as long as it was built according to the specs that were submitted. Mr. Matt Young, 415 W. Maple Street, Co-chair of the SBSI stated he had built it according to the engineered specs and that the Half Pipe stands about 3' high, is 32" long and 16' wide which would accommodate 4 – 5 skaters at a time.*

Mr. Bordeau suggested several possible locations for the Half Pipe which included the new skatepark site, Sunset Park, Woods West and also by 14th Avenue and Georgia Street. Discussion took place regarding the advantages or disadvantages of each of the proposed sites.

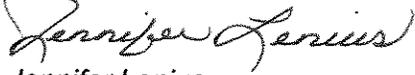
Moved by Mr. Husby, seconded by Mr. Morrow to recommend to council to place the Half Pipe ramp constructed by Sturgeon Bay Skatepark Initiative at 14th Avenue and Georgia Street. All in favor. Carried.

Discussion of: Practice Field Dedication: *Mr. Bordeau stated that Mr. Taylor, Middle School Football Coach, approached him regarding the possibility of dedicating the practice football field to John "Hoot" Utneher in honor of all his years of dedication to youth sports in the community. Mr. Mike Taylor, 1350 Memorial Drive, stated that since Mr. Utneher had been involved with youth football for many years and that the current practice field does not have a name, but is referred to as "The Rock Pile" it would be nice to dedicate the field to him with a sign. Mr. Husby stated he thought it would be nice to name the field after him and that although he is also well known for his involvement with baseball, he has also been very involved with football program. Since all the baseball fields are already named, naming the practice football field would be a better option. Mr. Wiegand stated that if the City moved forward with the Memorial Field Sports Complex in the future, that the sign honoring Mr. Utneher could be moved if the practice field were ever relocated.*

Moved by Mr. Morrow, seconded by Mr. Husby to recommend to council to name/dedicate the current practice football field to John "Hoot" Utnehmer. All in favor. Carried.

Adjourn: Moved by Mr. Hagman, seconded by Ms. Kleist to adjourn. Carried. Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Jennifer Lenius

Municipal Services Assistant

Board of Review
May 28, 2013

A meeting of the Board of Review was called to order at 9:00 a.m. by President Hauser in Council Chambers, City Hall. Roll call: Members Hauser, Wiese, Bellin, Loss, Welhaven and Alternates Allmann and Stutting were present. Also present: City Clerk Stephanie Reinhardt.

Moved by Ms. Wiese, seconded by Ms. Welhaven to adopt the following agenda:

1. Roll call.
2. Adoption of Agenda.
3. Election of President of the Board of Review.
4. Election of Vice-President of the Board of Review.
5. Adjourn until August 1, 2013 when the assessment roll will be ready for hearing objections.

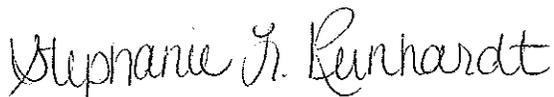
Carried.

Moved by Mr. Loss, seconded by Ms. Welhaven to nominate Cathy Wiese as President of the Board of Review and close nominations. Carried.

Moved by Mr. Loss, seconded by Mr. Bellin to nominate John Hauser as Vice-President of the Board of Review and close nominations. Carried.

Moved by Mr. Loss, seconded by Ms. Wiese to adjourn until August 1, 2013 when the assessment roll will be ready for hearing objections. All voted aye. Carried. The meeting adjourned at 9:05 a.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

WATERFRONT REDEVELOPMENT AUTHORITY

Monday, May 28, 2013

A meeting of the Waterfront Redevelopment Authority was called to order at 2:05 p.m. by Chairperson Tom Herlache in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Tom Herlache, Bill Galligan, John Asher, Thomas Wulf, and Joe Stutting were present. Excused: Member Rick Wiesner. Absent: Member Ross Schmelzer. Also present were: City Administrator Steve McNeil, DCEDC Executive Director Bill Chaudoir, Vandewalle Consultants Jolena Presti and Brian Vandewalle, Alderman Ed Ireland, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Wulf, seconded by Mr. Asher to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 13, 2013.
4. Consideration of: Update regarding West Waterfront Redevelopment activities.
5. Consideration of: Selection of consultant for structural/architectural analysis of grain elevator.
6. Adjourn.

Carried.

Approval of minutes from May 13, 2013: Moved by Mr. Wulf, seconded by Mr. Asher to approve the minutes from May 13, 2013. All ayes. Carried.

Consideration of: Update regarding West Waterfront Redevelopment activities: Mr. Olejniczak stated that Ayres was on the Co-op site last week conducting a hazardous material assessment, as well as soil borings. They have not contacted the City yet in regard to the results. Proposals were received for the structural/architectural analysis of the grain elevator. Sawyer Park improvements have begun. A 40% funded Coastal Management Grant has been received to extend the walkway continuing through Sawyer Park, wrapping around the Coast Guard leased area, and down along and under the bridge. In addition, there will be some parking added along the north end of the current parking area. A great deal of landscaping will be done. They also are raising the grade for drainage. A storm sewer is being installed. There will also be some historical displays such as a buoy, anchor, etc., as well as historical markers along the walkway, similar to the markers on the east side. The Coast Guard storage building has been approved by the Waterfront Design Review Board, with the hope to begin construction this summer.

Ms. Presti reported that they are actively focused on the brewery/restaurant and granary market. The market for a hotel has not been as strong as they had hoped. Mr. Vandewalle added that they are trying to find a local investor that would build out the granary market.

Mr. Chaudoir added that there is currently a 20% federal historic tax credit and 5% state tax credit for qualified expenditures on the historic renovation and reuse of this property. There are strict guidelines to receive this credit. Currently, the property is not on the national historic register.

Mr. Wulf stated that eliminating the blight of the old Co-op buildings and replacing with new buildings will go along with the waterfront walkway, DC Museum Observation Tower, and other improvements. These improvements may attract a hotel developer.

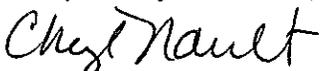
Consideration of: Selection of consultant for structural/architectural analysis of grain elevator: Mr. Olejniczak stated that the City received 5 proposals for the structural engineering analysis to assess the building from a structural standpoint and estimate costs to stabilize the building versus demolishing it. The architectural analysis is looking at future reuse, code review, and what costs are expected to be. The proposals ranged from \$14,000 – \$20,000. Two firms were interviewed and staff felt that Engberg Anderson had the best combination of quality of answers, as well as price and experience. They were willing to split the contract and if it was found that it was not worth doing an architectural review, the contract would end after the structural analysis. He also mentioned the timing. This project is grant eligible, but any money spent before July 1st is not grant reimbursable. It was recommended that the structural analysis be done right away and wait to do the architectural analysis after July 1st. Knowing if the building will be demolished or not is important to potential tenants.

Mr. Galligan and Mr. Wulf believed that the existing building should be demolished, save the existing timbers for possible reuse, and replicate it. Mr. Vandewalle responded that once a historic building is torn down, and just the timbers are being reused, it no longer has a historic value. He also stated that the prospective developers and tenants felt there was value in the granary building. Mr. Stutting thought the structural analysis will be needed even if the City decides it doesn't want the building.

After further discussion, it was moved by Mr. Asher, seconded by Mr. Stutting to recommend to Council selecting Engberg Anderson as the consultant for the structural analysis and architectural analysis of the grain elevator, with the contract amount of \$16,500.00 to be split between the structural analysis component and the rest of the project so that the City can pull out of the project if the structural analysis shows that rehab/reuse of the building is not feasible. The structural analysis component is to proceed as soon as possible, with the rest of the project (if necessary) to occur after July 1st in order to be grant eligible. All eyes. Carried.

Adjourn: Moved by Mr. Galligan, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 2:45 p.m.

Respectfully Submitted,



Cheryl Nault

Community Development Secretary

CITY OF STURGEON BAY
INSPECTION DEPARTMENT
April 30, 2013

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF APRIL 2013.

April-13	YEAR TO DATE		April-13	YEAR TO DATE
2	2	ONE FAMILY DWELLINGS	135,000	135,000
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
0	0	DUPLEX CONVERTED TO TRI-PLEX	-----	-----
0	0	C.B.R.F.	-----	-----
0	2	RESIDENTIAL ADDITIONS	-----	84,000
5	15	RESIDENTIAL ALTERATIONS	27,500	113,600
0	1	RESIDENTIAL GARAGES/CARPORTS	-----	20,000
0	1	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	1,500
1	1	RESIDENTIAL STORAGE BUILDINGS	2,000	2,000
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
1	1	NEW COMMERCIAL BUILDINGS	618,897	618,897
0	0	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-----	-----
0	1	NON-RESIDENTIAL ADDITIONS	-----	763,000
5	11	NON-RESIDENTIAL ALTERATIONS	207,520	669,010
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
14	35	TOTAL ESTIMATED COST OF CONSTRUCTION	\$990,917	\$2,407,007

April-13	YEAR TO DATE	TOTAL PERMITS ISSUED	April-13	YEAR TO DATE
14	36	BUILDING PERMITS	2,143	6,198
19	45	ELECTRICAL PERMITS	1,800	4,568
8	16	PLUMBING PERMITS	929	1,488
10	22	HEATING PERMITS	1,305	2,410
11	73	SIGN PERMITS	330	2,190
2	3	MISCELLANEOUS PERMITS	50	75
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	0	EARLY STARTS	-----	-----
3	5	EROSION CONTROL	325	575
0	0	STATE PLAN APPROVALS	-----	-----
2	2	PARK & PLAYGROUND PAYMENTS	600	600
2	3	WISCONSIN PERMIT SEALS	70	105
0	1	ZONING BOARD OF APPEALS APPLICATIONS	-----	300
0	2	ZONING CHANGES/P.U.D. APPLICATIONS	-----	850
0	0	PLAN COMMISSION - CONDITIONAL USES	-----	-----
0	2	CERTIFIED SURVEY MAP REVIEWS	-----	170
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
2	2	NON-RESIDENTIAL BUILDINGS MOVED	50	50
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	3	COMMERCIAL OCCUPANCY FEES	100	150
0	0	PIER PERMIT	-----	-----
0	1	DEMOLITION	-----	50
0	0	REINSPECTION FEE	-----	-----
0	0	BLASTING	-----	-----
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$7,702.00	\$19,779.00

Cheryl Nault
Cheryl Nault
Building Inspection Dept.

6c2.



CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

6c2.

Tim Dietman
Assistant Fire Chief

920-746-2916 Station 920-746-2405 Office
920-746-2905 FAX
Email: tdietman@sturgeonbaywi.org

TO: The Honorable Mayor Thad Birmingham and the Common Council
FROM: Assistant Fire Chief Tim Dietman
SUBJECT: April 2013 Monthly Fire Report
DATE: May 8, 2013

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of April 2013.

CALLS FIRE DEPARTMENT RECEIVED: 88

<u>CITY CALLS:</u>	<u>83</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>05</u>
East Side Calls:	<u>59</u>	Fire	Town of Sevastopol	<u>03</u>
West Side Calls:	<u>24</u>	EMS	Town of Sturgeon Bay:	<u>01</u>
			Town of St. Bay	<u>01</u>

<u>CALLS PER DAY:</u>	<u>INCIDENT TYPE:</u>	
Monday 12	44 – Medical Non-Emergent	5 – Vehicle Accident
Tuesday 15	22 – Medical Emergent	5 – Carbon Monoxide Incident
Wednesday 10	1 – Gas Leak	1 – Alarm Activation, No Fire
Thursday 07	1 – Electrical Issue	1 – Building Fire
Friday 15	1 – Unsafe Burning	1 -- Smoke Scare/odor of smoke
Saturday 19	2 – Cancelled En Route	1 – Ice rescue
Sunday 10	2 – Assist PD	1 – False Alarm/False Call

INSPECTION REPORT:
Inspections within the city limits: 324
Number of violations: 139
Inspections outside the city limits: 52
Number of violations: 22
Total number of inspection hours: 214.81 hours

INSPECTION VIOLATIONS:

- | | | |
|---|-------------------------------------|--------------------------|
| 17 – Exit sign illumination | 02 -- Exit Access | 07– Covers & Canopies |
| 01 – Working Clearances | 05 – Building Number | 07– Exit Illumination |
| 15 – Flexible cord permitted | 09 – Fire Ext. Mounting | 04 – Extinguisher needed |
| 04 – Cleanliness | 20 – Fire Ext. Maint. | 01 – Self Closing Device |
| 03 – Electrical Inspect/Maint. | 06 – Inspect/Maint Sprinkler System | 01 – Unsafe heating |
| 01 – Hood System Cleanliness | 07 – Compressed gas cylinders | 11 – Emergency Lights |
| 02 - Storage under stair | 02 – Interior Wall & Ceiling Finish | 01 – Luminaire Supports |
| 07 – Smoke Detector | 02 – Overloaded Outlet | 01 – Excessive Storage |
| 02 – Hood System Inspection | 01 – Access to Sprinkler Equip. | 01 – Circuit Breaker |
| 02 – Flammable & Combustible Liquid storage | | 04 – CO Detector |
| 15 – Fire Alarm Code | | |

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: April’s Fire Practice Firefighters toured Door County Medical Center’s new wing and cancer center. Also went through the Decon equipment at DCMC.

TRUCK/STATION MAINTENANCE: Firefighters worked on repairing the floor at the Westside, worked on the scene lights on the rear of Unit 8 and repaired the sink trap at the Westside. Rebuilt the brake air dryer on unit 6, worked on the overhead garage doors and replaced lighting at the eastside station. Firefighters inventoried our loaner CO detectors and got the old riding mower ready for public auction. A heads up display on a scba was repaired and the tool room was completely cleaned out. Marine 1 was taken out of storage, gear put back on and launched.

TRAINING: 174.34 hours of training were conducted in April. Firefighters went through the new Bi Pod set up and use. They practiced repelling from the mezzanine and lifting downed FF with the Bi Pod. Aerial and ground ladder training was done along with going through Marine 1 and electronics. Firefighters attended EMT protocol training and new procedure for back filling paramedic rigs, and 2 firefighters finished their EMR class.

OTHER: Firefighters did a large amount of Fire Inspecting, cleaned stations, and attended multiple meetings.

6d.

6d.

BEVERAGE OPERATOR LICENSE

1. Bush, Nicole L.
2. Cihlar, David C.
3. Cuculi, Sandra L.
4. Demmin, Christian E.
5. Herbst, Bruce R.
6. Moore, John E.
7. Oakley, Kelly K.
8. Pfannenstiei, Michelle J.
9. Stratton, Phillip
10. Warwick, Gary J.

TEMPORARY CLASS B BEER

Door County Maritime Museum
Agent: Bob Desh
Door County Maritime Museum – Classic & Wooden Boat Festival
120 N Madison Avenue
Sturgeon Bay, WI 54235
August 3 & 4, 2013

Door County Maritime Museum
Agent: Bob Desh
Harmony by the Bay – Martin Park
Sturgeon Bay, WI 54235
July 31, 2013

Door County Maritime Museum
Agent: Bob Desh
Harmony by the Bay – Maritime Park
Sturgeon Bay, WI 54235
June 19, 2013

TEMPORARY CLASS B BEER & TEMPORARY CLASS B WINE LICENSE

1. Door County Maritime Museum
Agent: Bob Desh
Harmony by the Bay – Martin Park
Sturgeon Bay, WI 54235
August 21, 2013

2013/2014 City of Sturgeon Bay Liquor Licenses - June 4, 2013 Council Meeting

6g

Class B" Comb. Licenses

	<u>Agent</u>	<u>Address</u>	<u>Delinquent Personal Property</u>
Carter Holdings, LLC (Van's Bar and Grill)	Wendi S Carter	253 N 3rd Ave	
Cherry Lanes Bowling Alley & Sports Bar, LLC	Jeffrey Deer	127 N 4th Ave	
Clarence G Cumber, Jr. (Butch's)		112 S 3rd Ave	
Door County Resorts Mgmt. (Stone Harbor)	Nancy Haffeman-Bertz	107 N 1st Ave	
Gregory M Ebel (Greystone Castle)		8 N Madison Ave	
IMBN, Inc (White Birch Inn)	Craig R. Nyholm	1009 S Oxford Ave	
Kitty O'Reilly's Irish Pub, LLC	Amy Crook	59 E Oak St	
Kona Bay, Inc (Lodge at Leathem Smith)	Paul Meleen	1640 Memorial Dr	
Neighborhood Pub, Inc	Paul Stoltman	1407 Egg Harbor Rd	
Nightingale Supper Club, Inc	David Ripp	1541 Egg Harbor Rd	
P.V.C.N., Inc (Apple Valley Lanes)	Patrick J Cuculi	1217 N 14th Ave	
Permaquid Point Lodging, Inc (Inn at Cedar Crossing)	Stephen Hellmann	336 Louisiana Street	
Poh's Corner Pub, LLC	Kim Poh	164 N 3rd Ave	
Reef of Door County, LLC (The Draft Haus)	Laura Estes	901 Egg Harbor Road	
Shipyard Partners, LLC (Center Point Marina)	Theodore J. Balistrieri	215 Quincy St	
Sturgeon Bay Jaycees	Jay Zahn	340 Jaycee Ct	
Sturgeon Bay Red Room, LLC (Red Room)	Nicholas R Hoffman	66 S 3rd Ave	
Sturgeon Bay Yacht Club	James Andre	600 Nautical Drive	
Tim's Chimney Cleaning & Outdoor Services, LLC (Nautical Inn)	Timothy Clark	234 Kentucky St	
23 West Oak Street, LLC (West Oak Street Pub)	Lester F Berns, Jr.	23 W Oak St	
WHG Development Company, LLC (Applebee's)	Dan Conley	129 N Madison Ave	
Woldt's Corner Pub, Inc	Michael Woldt	911 Green Bay Rd	

2013/2014 City of Sturgeon Bay Liquor Licenses - June 4, 2013 Council Meeting

<u>Class "B" Beer Licenses</u>	<u>Agent</u>	<u>Address</u>	<u>Delinquent Personal Property</u>
Michael A Dalsanto (Dalsanto's)	Sharon Peterson	117 N 3rd Ave	
Gourmet A GoGo, LLC (136)	Melanie Jane	136 N 3rd Ave	
Holiday Motel Management, LLC	Michael K Richard	30 N 1st Ave	
Howie's Tackle, LLC	Patrick L Barbercheck	1309 Green Bay Rd	
Jacob's Bluefront Café, LLC	Lynn M Michelsen	86 West Maple Street	
John Martin's Restaurant, LLC (John Martin's Restaurant)	Kimberly Wishart	50 S 3rd Ave	
Kimz Galley Café, LLC	Elizabeth A Ullman	229 Louisiana Street	
William Arthur Lemke (The Steel Bridge Café)		49 N Madison Ave	
PH Hospitality Group, LLC (Pizza Hut)	Robert Scaturo	823 Egg Harbor Rd	
Wai Ping Poon (Hong Kong Buffet)	Laura Estes	1300 Egg Harbor Rd	
Laura Silvia Rodriguez (El Sazon, LLC)	Susan Londo	1449 Green Bay Rd	
Scaturo's Baking Co	Robert Boles	19 Green Bay Rd	
Sonny's Pizzeria, LLC	Yu-Lun Wang	43 S Madison Ave	
The Twins, LLC (Mel's Place)		306 S 3rd Ave	
Thrid Avenue Playhouse, Inc		239 N 3rd Ave	
Wang & Lin, LLC (Mandarin Garden Restaurant)		512 S Lansing Ave	
<u>"Class A" Comb. Licenses</u>			
American Petroleum, LLC	Himanshu Goel	211 Michigan St	
Cherryland Shell, LLC	Matthew Olson	1331 Green Bay Rd	
Parvinder S Jandu		1767 Egg Harbor Rd	
L & P Convenient Store Sturgeon Bay, LLC	Diane Hank	1130 Green Bay Rd	
L & P Convenient Store Sturgeon Bay, LLC	Karol Kezo	253 Michigan St	
Lavine's Inc (The Wine Cellar)	Joseph D LaVine	825 Egg Harbor Rd	
Marchant's Meats and Sausage, LLC	Mark Marchant	51 Green Bay Rd	
McCartney & Company LTD (Madison Avenue Wine Shop)	Diana McCartney	25 S Madison Ave	
PhillMart of Sturgeon Bay, Inc	Donna S Lackie	1009 Egg Harbor Rd	
Quality State Oil Co., Inc. (Q-Mart)	Penny Starr	1255 Green Bay Rd	
Quality State Oil Co., Inc. (Q-Mart)	Penny Starr	1314 Green Bay Rd	
R S Patel LLP (Hol N' One)	Bhavin Patel	25 N Madison Ave	
Shop-Rite, LLC (Pick n' Save)	David R. Nath	1847 Egg Harbor Rd	
T & C Markets, Inc (Econo Foods)	Jon R Calhoun	1250 N 14th Ave	
Target Corporation	Jenna M Manzeith	410 S Ashland Ave	
Wal-Mart Stores East, LP	Debra Van Boxel	1536 Egg Harbor Rd	
Walgreens, Co	Sarah J Olson	808 S Duluth Ave	

Delinquent

2013/2014 City of Sturgeon Bay Liquor Licenses - June 4, 2013 Council Meeting

Class "A" Beer Licenses

Parvinder S. Jandu
 Parvinder S. Jandu
 The S-Stop, Inc

Agent

Kevin J Schartner

Address

154 N 4th Ave
 222 S Madison Ave
 922 S Duluth Ave

Personal Property

Delinquent

Personal Property

Class "A" Liquor Licenses

Bridgeport Resort Condo Owners Assoc, Inc.

Agent

David Holtz

Address

50 W Larch St

Delinquent

Personal Property

"Class C" Wine License

Michael A Dalsanto (Dalsanto's)
 Gourmet A GoGo, LLC (136)
 Jacob's Bluefront Café, LLC
 John Martin's Restaurant, LLC (John Martin's Restaurant)
 Kimz Galley Café, LLC
 William Arthur Lemke (The Steel Bridge Café)
 Wai Ping Poon (Hong Kong Buffet)
 Scaturro's Baking Co
 Sonny's Pizzeria, LLC
 The Twins, LLC (Mel's Place)
 Wang & Lin LLC (Mandarin Garden Restaurant)

Agent

Sharon Peterson
 Patrick L Barbercheck
 Terry Samonds, Jr.
 Kimberly Wishart

 Robert Scaturro
 Laura Estes
 Susan Londo
 Yu-Lun Wang

Address

117 N 3rd Ave
 136 N 3rd Ave
 86 W Maple St
 50 S 3rd Ave
 229 Louisiana Street
 49 N Madison Ave
 1300 Egg Harbor Rd
 19 Green Bay Rd
 43 S Madison Ave
 306 S 3rd Ave
 512 S Lansing Ave

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to award the aquatic herbicide contract to Stantec for spraying of aquatic vegetation in the Bay of Sturgeon Bay in the amount of \$12,972.93.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE
By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 14, 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: Aquatic Herbicide Application

Background: During the 2013 budget process \$18,000.00 dollars was allocated for the application of aquatic herbicides for the boat launch and marina areas of Sturgeon Bay. The Municipal Services Department prepared an RFP as per city policy and sent it out to 7 vendors to receive a cost for this service. The City had two vendors respond to the RFP: Stantec and Nature Care Ecological with Stantec being low bidder at a cost of \$12,972.93. (See attached bidders list)

Fiscal Impacts: \$12,972.93

Options: 1) Award contract to Stantec
2) Award contract to Nature Care Ecological
3) Don't treat aquatic vegetation with herbicides.

Recommendation: Staff recommends awarding aquatic herbicide contract to Stantec in the amount of \$12,972.93.

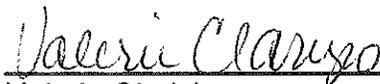
Prepared By:



Bob Bordeau
Municipal Services Superintendent

Date: 4/30/2013

Reviewed By:



Valerie Clarizio
Finance Director/City Treasurer

Date: 4/30/13

Reviewed By:



Steven McNeil
City Administrator

Date: 4/30/13

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend to relocate the speed limit sign and install a hidden driveway sign at a point between the city limit sign and the property of 1908 Shiloh Rd.

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 20, 2013

* * * * *

Introduced by _____

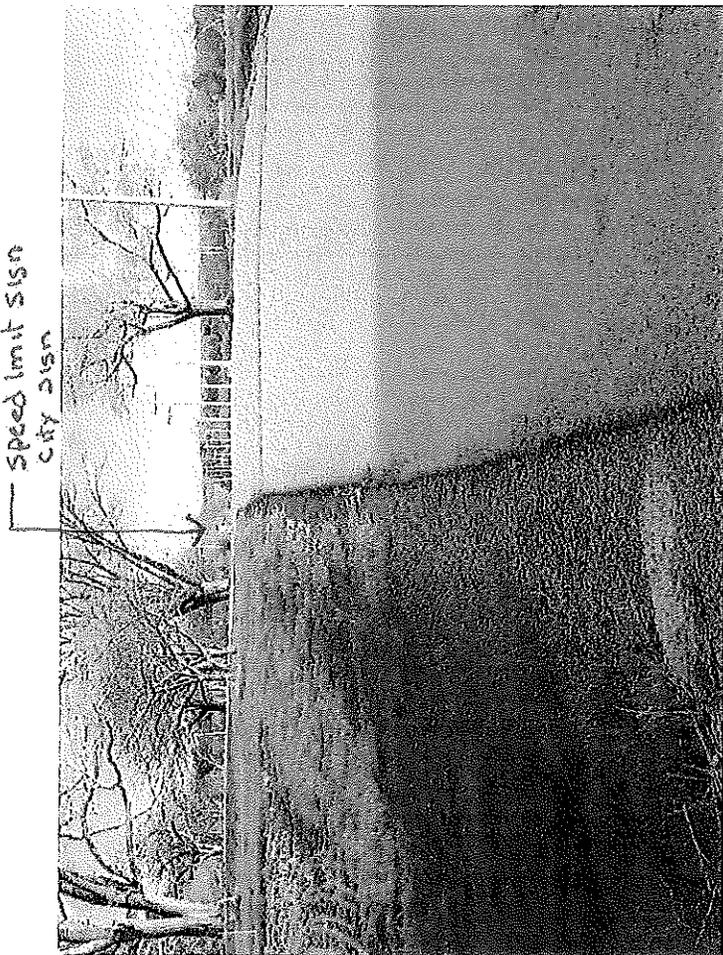
Moved by Alderperson _____, second by Alderperson _____
that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2013.

1908 Shiloh Rd

Kelley Forrest + Dan Anschutz

* the blind spot is worse from their driveway than for northbound vehicles

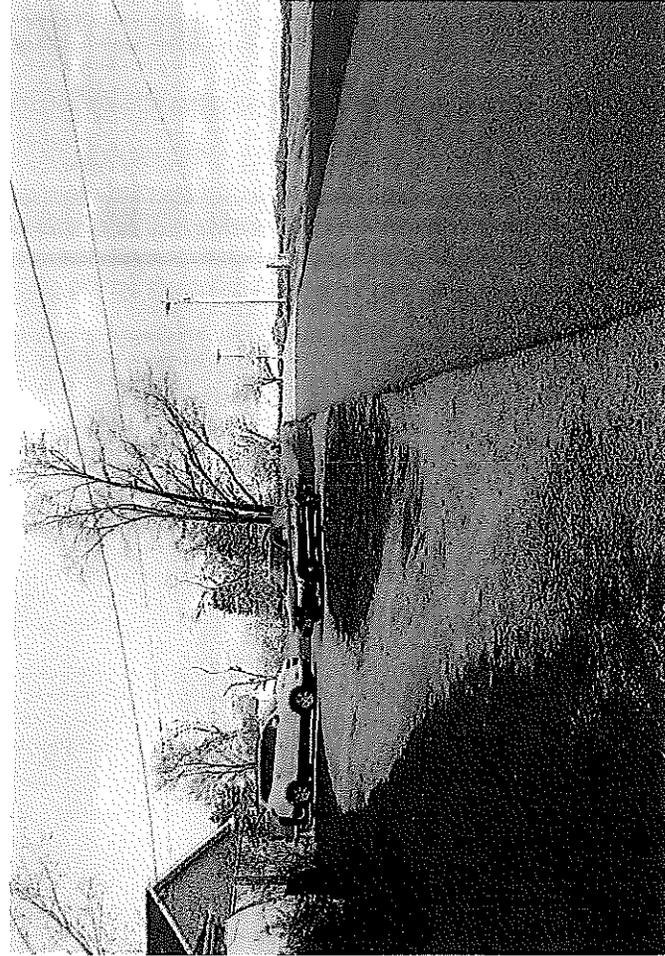


Speed limit sign
city sign

↑ taken from same spot as below, top photo zoomed in

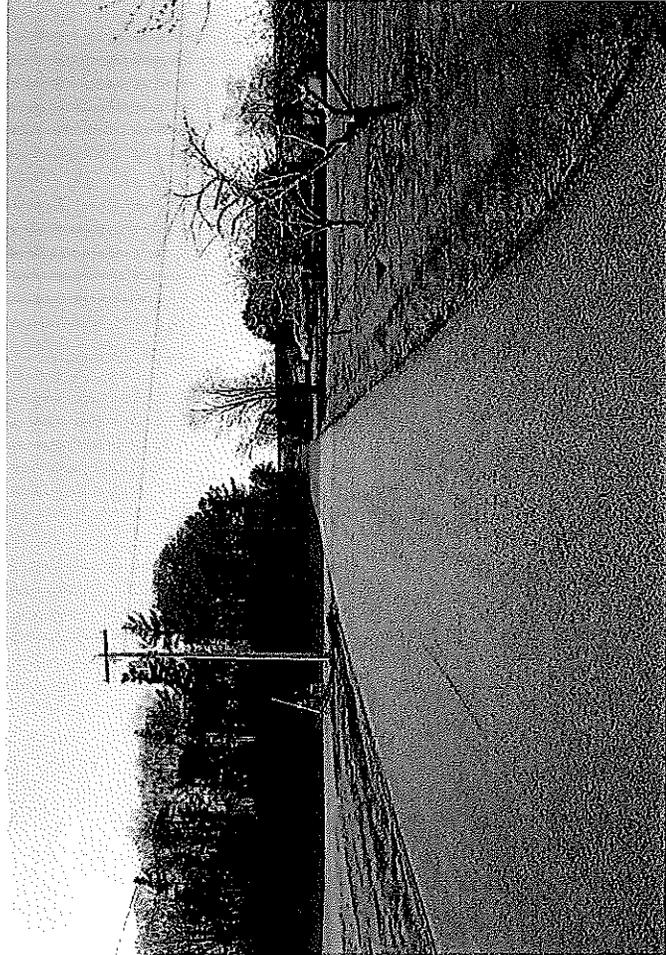


tree on property line, recommended they cut it down to improve their view when they pull out

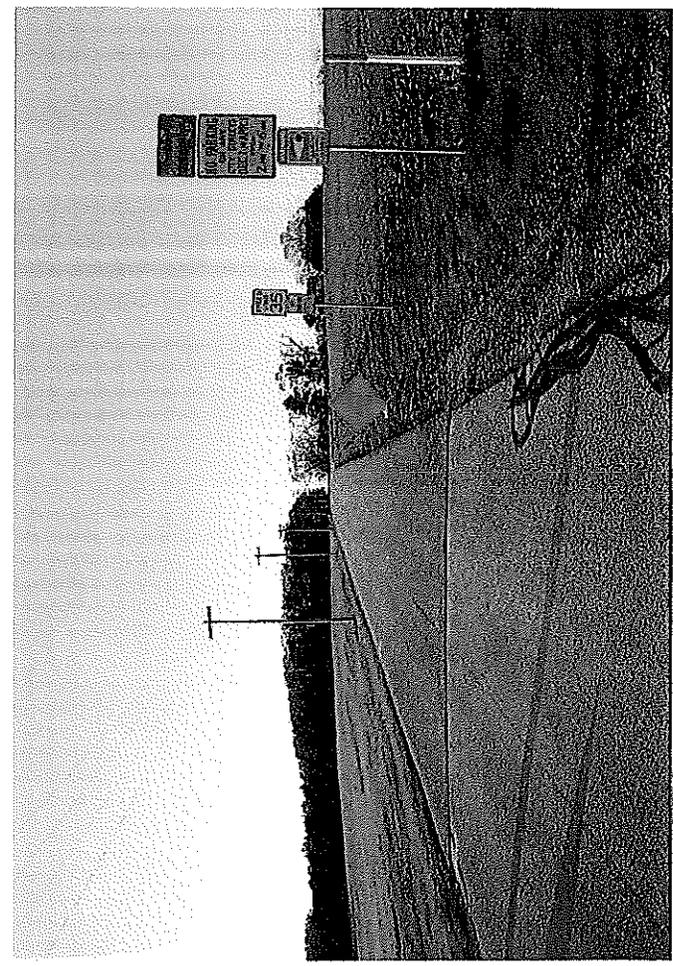
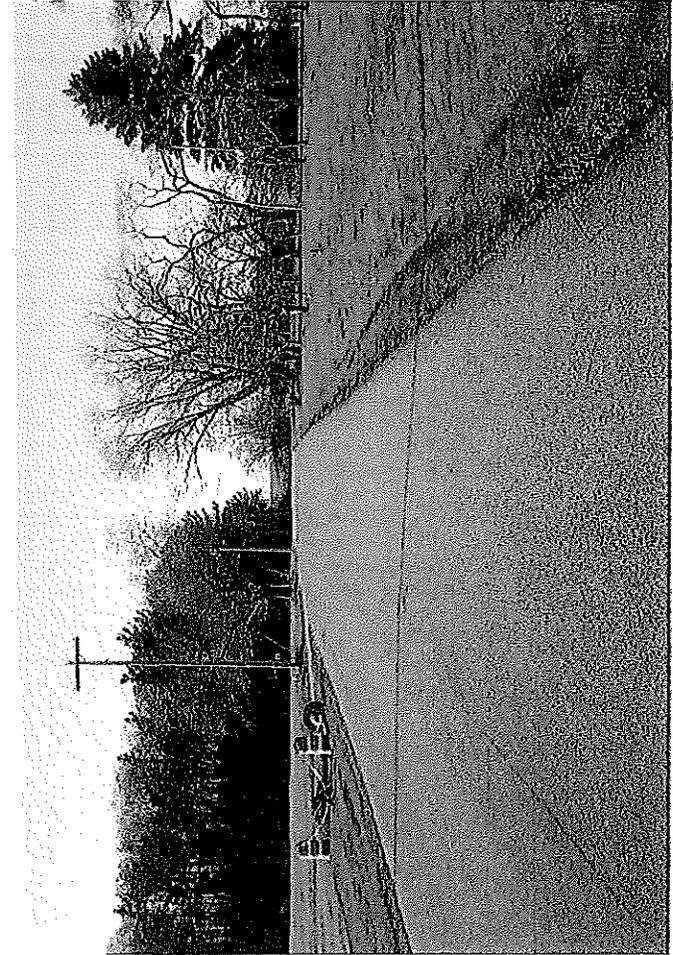


tree on property line, recommended they cut it down to improve their view when they pull out

taken from northern most driveway of 1952 Shiloh Rd



1908 Shiloh Rd



View from city limits



1908 Shiloh Rd

#4

May 7, 2013

To whom it may Concern;

We are writing this letter today requesting a "hidden driveway" sign be placed near our residence located at 1908 Shiloh Road Sturgeon Bay Wisconsin. We purchased this home in October of 2011 but did not reside there until January 2012. Since that time Daniel, myself and visitors to our home have had some very close call accidents trying to leave our driveway.

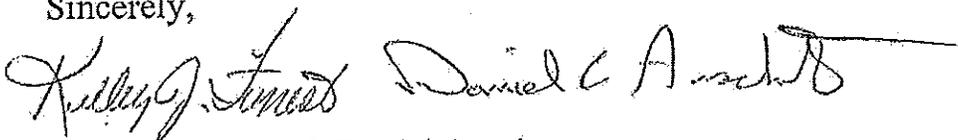
Daniel & I are very concerned for our safety & our visitors safety, we also own a boat which requires us to back into the driveway, thus leaving us exposed to a blind spot in the road way. In addition to the blind spot in the road it seems the traffic coming into the city limits traveling north do not slow down where the speed limit changes from 45mph country to 35mph in the city. This just adds to the increase chance of someone getting severely injured because the crest in the hill which causes the blind spot does not allow for the oncoming traffic to stop or slow down before they get to our driveway. We have seen some vehicle pass our home in excess of 50 miles per hour.

We did add an additional small half circle driveway in our front yard to try to help avoid an accident but because we are so close to the roadway & need to back things in and out of our driveway, it causes us to use part of the road to do this.

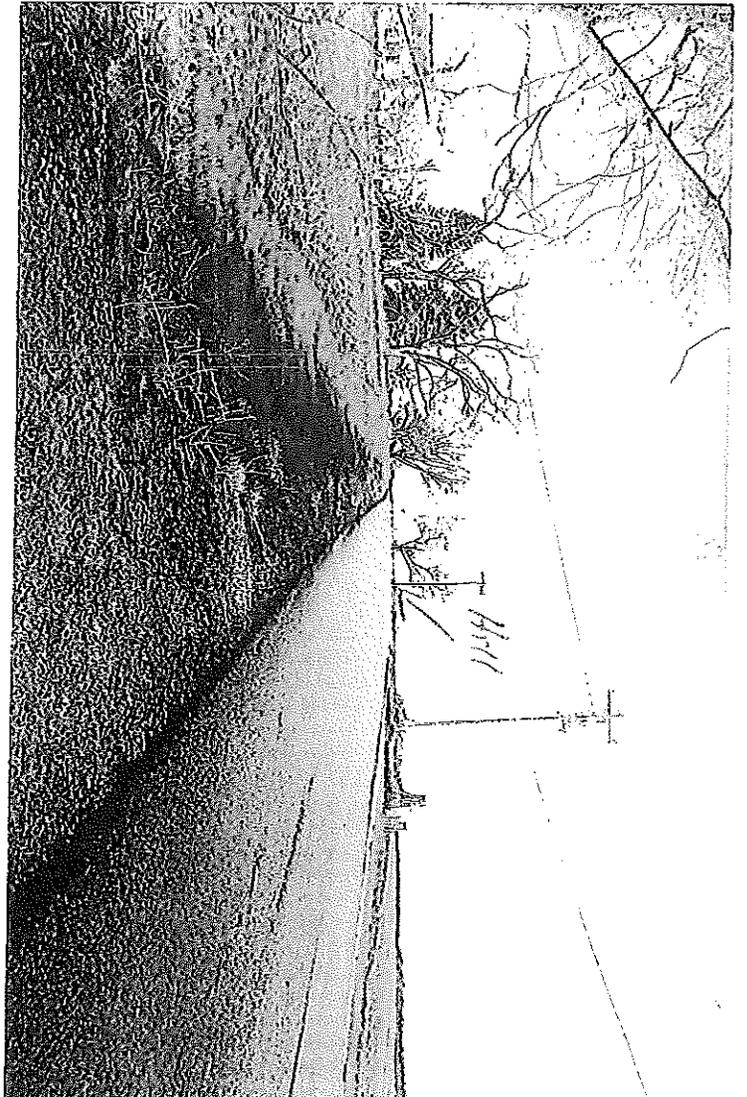
We have also enclosed a few photos to try & help visualize our situation. The pictures really don't do justice to see what we are trying to explain. I would invite anyone to stop by our home to see exactly what we are trying to explain.

For these reasons we are asking for a sign to be put in place south of our home to warn drivers of our hidden drive way. It seems like a small request that could literally save someone's life. We thank you for your time & consideration in this matter.

Sincerely,



Kelley J. Forrest & Daniel Anschutz



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Joint Park and Recreation Committee/Board, hereby recommend to name/dedicate the current practice football field to John "Hoot" Utnehmer

JOINT PARK AND RECREATION COMMITTEE/BOARD

By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 22, 2013

* * * * *

Introduced by _____

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

Passed by the Council on the _____ day of _____, 2013.

Bordeau, Bob

From: Mike Taylor [taylormadeconsul@hotmail.com]
Sent: Thursday, May 16, 2013 11:16 AM
To: Bordeau, Bob
Subject: Dedication of an upgraded youth football field...

Dear Sturgeon Bay Parks and Recreation Director Bob Bordeau and Committee Chair Dan Wiegand

I would like to appear before your committee meeting next week Wednesday evening to discuss the opportunity to recognize a long time youth coach in our community, and possibly dedicate and upgrade in honor of this coach and the youth of our community - a youth football field located adjacent to Memorial Field.

The person I am writing of is John "Hoot" Utnehmer. Many of you know about "Hoot" and what he has contributed to our community as a basketball, football and baseball coach - among many other things. Most of us have either been one of "Hoot's" players, or in my case been mentored by "Hoot" as a coach and overall person since I moved up to Sturgeon Bay approximately twenty years ago.

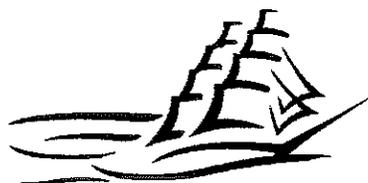
My hope is the committee conceptually considers first the dedication of some kind of onsite sign/plaque - in honor of Hoot's dedication to youth sports in our community. I would appreciate the onsite dedication occurring sometime earlier this summer. The site in question is located at the current youth football practice field - affectionately called the "rock pile." This field is located immediately adjacent to Memorial Field and has been "Hoot's" stomping grounds as a football coach for nearly forty years.

You may know that "Hoot" has recently retired from his days at the Door County Coop - and now almost entirely from youth sports. He plans to move early this summer to a Veteran's retirement facility near Wausau to be closer to family. There is no doubt we will miss him dearly, but if it were possible to erect a sign/plaque as a dedication on the site of the current youth football field, and also upgrade the youth football field - I can think of no other way of paying tribute to "Hoot."

I have spoken several times with Bob Bordeau regarding the possibility of upgrading the youth football field in this area, and it appears there is a chance we can develop this field further into an improved facility that could not only host 5-8 youth football practices, but also games. With this upgrade, pressure (several home football games a week at most) could be relieved from plans for the high school football. My only hope is our youth could periodically (1-2 times a year) have games on Memorial Field.

I realize there are many more details to work out and I pledge to help on this end to make this idea a reality. At this time, I am asking that the committee to recommend to the city council a dedication of this idea to John "Hoot" Utnehmer before he leaves our community.

Thank you for your time and consideration!



Sturgeon Bay High School

1230 Michigan Street
Sturgeon Bay, Wisconsin 54235-1496
Phone: 920.746.2800 • Fax: 920.746.3888

Robert Nickel Gary Grahl Jennifer O'Handley Patrick Blizel

May 22, 2013

To the Park and Recreation Committee:

There is no greater cause than to help children. Mike Taylor's petition to upgrade the youth football field adjacent to Memorial Field deserves your consideration. I apologize for not being here in person to support his effort. Unfortunately I am traveling on business and could not return to Sturgeon Bay in time.

There is a reason for every nickname and the "rock pile", the nickname for our youth practice field, needs no explanation. Our kids will benefit immediately from efforts to improve this field. If the Committee can help by providing funds to make these improvements, our high school football players will contribute their efforts to help in any way they can.

I do not personally know "Hoot" Utnehmer but, again, the nickname may be all I need to know. If the Committee chooses to upgrade the practice field, I can think of no more appropriate person to whom we can dedicate our efforts than someone who has contributed his own efforts to the welfare of our community's children.

Thank you for considering this request.

Best Regards,

Greg Freiherr

Clippers Head football Coach

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Joint Park and Recreation Committee/Board, hereby recommend to place the Half Pipe ramp constructed by Sturgeon Bay Skatepark Initiative at 14th Avenue and Georgia Street

JOINT PARK AND RECREATION COMMITTEE/BOARD

By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 22, 2013

* * * * *

Introduced by _____

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

Passed by the Council on the _____ day of _____, 2013.

4

Executive Summary

Title: SBSI Half Pipe Location

Background: Members of the Sturgeon Bay Skateboard Initiative have built a half pipe skate board ramp and are now looking for a location to house it. Once a location is found the group would like to keep the ramp at that location until the new skate park is built. The group has approached my office for possible locations to place the ramp.

Some possible locations for this ramp could be;

- 1) Location of new skate park site
- 2) Sunset Park along 3rd Avenue
- 3) Woods West Park
- 4) 14th Avenue and Georgia Street

Our city insurance company has been contacted and they stated there would be no problem putting this skateboard ramp in one of the parks as long as the ramp was built according to the engineered specifications. The group did show me the plans and built the ramp according to the specifications on the plan.

Fiscal Impacts: N/A

- Options:**
- 1) Allow the Skate Board Initiative to place at any of the 4 locations listed
 - 2) Do not allow the placement in the city parks

Prepared By:



Bob Bordeaux
Municipal Services Superintendent

Date:

5/17/13

Reviewed By:



Valerie Clarizio
Finance Director/City Treasurer

Date:

5/17/13

Reviewed By:



Stephen McNeil
City Administrator

Date:

5/17/13

RESOLUTION

WHEREAS, the Common Council of the City of Sturgeon Bay has determined that it is in the best interests of the City of Sturgeon Bay to increase the Zoning Letter fee and Sign Permit fee for new permanent signs.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Sturgeon Bay hereby adopts the following fees:

<u>Type</u>	<u>Fee</u>
Zoning Letter fee	\$30
Sign Permit fee for new signs	\$50

* * * * *

Introduced by _____.

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

Passed by the Council on the _____ day of _____, 2013.

EXECUTIVE SUMMARY

TITLE: City fees

BACKGROUND: At the January 10, 2012 meeting of the Finance/Purchasing and Building Committee, it was the consensus of the committee to place the City Fee Schedule on their unfinished business list for review in the spring of 2013. Over the past several months staff has reviewed their departments fee schedule, and as a result, propose the following changes:

Zoning Letter: Increase from \$20 to \$30
Sign Permit Fee: Increase from \$30 to \$50 for new signs
(Note: Temporary or refaced signs would remain at \$30)

FISCAL IMPACT: \$700

OPTIONS:

- 1) Approve the resolution establishing increases to the Zoning Letter fee and Sign Permit fee for new signs and forward to the Common Council.
- 2) Reject staff's proposal to increase the Zoning Letter fee and/or Sign Permit fee for new signs.
- 3) Amend the attached resolution to include any other city fees you wish to increase/decrease, and remove or adjust the Zoning Letter fee and/or Sign Permit fee for new signs, and forward to the Common Council.

RECOMMENDATION:

Approve the resolution establishing increases to the Zoning Letter fee and Sign Permit fee for new signs, and forward to the Common Council.

PREPARED BY:

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

5/9/13
Date

REVIEWED BY:

Marty Olejniczak
Marty Olejniczak
Community Development Director

5/9/13
Date

REVIEWED BY:

Stephen McNeil
Stephen McNeil
City Administrator

5/9/13
Date

City of Sturgeon Bay Fee Schedule				
	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment	Set by Statute
General				
Copies (Public Records Only)	\$0.25			X
Fax Fees (Per Page - Local Call)	\$0.25	\$0.26	Add Tax	X
Fax Fees (Per Page - Long Distance Call)	\$0.50	\$0.53	Add Tax	X
Postage for Materials	Actual Costs			
Research Time (Hourly Wage Plus Benefits 210%)	Actual Costs			
Employee Charge-Out Rate:				
All Staff	Hourly Rate X 210%			
City Hall				
Administrative Ruling Appeal (Appeal of an Administrative Ruling that Requires a Public Hearing)	\$250.00			
Exception to Noise Ordinance	\$22.00			
Meeting Fees				
Amended Agendas	\$100.00			
Calling Special Meetings	\$125.00			
NSF Check Fee	\$25.00			
Parking Fines	\$15.00			
Real Estate Tax Parcel Search (Per Parcel)	\$0.25			
Special Assessment Letters				
One Day Turnaround	\$15.00			
Three Day Turnaround	\$10.00			
Stop Payment Fee (Checks Rec'd But Lost)	\$25.00 Plus Bank Fee			
Permits				
Alcohol Public Consumption Permit	\$28.00			
Blasting Permit	\$65.00			
Direct Seller	\$28.00			
Hunting	\$28.00			
Sidewalk Café				
With Alcohol	\$220.00			
Without Alcohol	\$55.00			
Sprinkler Permit	\$0.01 per sq ft / \$75.00 minimum			
Transient Merchant	\$55.00			
Licenses				
Cigarette	\$100.00			X
Don/Cat/Pot Bellied Pig				
Sexed	\$8.00			X
Unsexed	\$3.00			X
Kennel	\$35.00			X
Late fee (Charged After March 31st)	\$5.00			X
Liquor				
Class "A" Malt / Original Container / Off Premises	\$100.00			X
Class "B" Malt / Original Container / Over the Bar / On or Off Premises	\$100.00			X
Class "A" Intoxicating Liquor / Original Container / Off Premises	\$500.00			X
Class "B" Intoxicating Liquor / Over the Bar / Original Container / On or Off Premises	\$500.00			X
Temporary Class "B" Picnic License / Single Event	\$10.00			X
Fermented Malt Beverage Wholesaler's License - Sale of Malt Beverage / Original Container / to Retailers or Wholesalers / Not Consumed in or About Premises	\$25.00			X
Operator's License - 1 Year	\$15.00			X
Operator's License - 2 Year	\$25.00			X
Provisional License - Issued if Proof of Class Registration is Shown	\$15.00			X
Class "C" Wine / Retail Sale by Glass / On Premises	\$100.00			X
Provision Retail License - Good for 60 Days / Proof of Application for Permanent Retail Alcohol Beverage License	\$15.00			X
Mobile Home License				
Application & Renewal	\$100.00 for 50 Spaces or Prorated			X
Transfer of License	\$10.00			X
Shuttle License				
1st Vehicle (Annual period July 1 - June 30)	\$17.00			
Additional Vehicles (Annual period July 1 - June 30)	\$11.00			
Vehicle License Transfer	\$6.00			
Taxi License				
1st Vehicle (Annual period July 1 - June 30)	\$17.00			
Additional Vehicles (Annual period July 1 - June 30)	\$11.00			
Taxi Driver's License (Anniver)	\$17.00			
Vehicle License Transfer	\$11.00			
Waste Hauler				
1st Vehicle - Under 20,000	\$55.00			
Additional Vehicles - Under 20,000	\$28.00			
1st Vehicle - Over 20,000	\$110.00			
Additional Vehicles - Over 20,000	\$55.00			
Solid Waste Enterprise Fund				
Monthly User Fee for Residential Units or Businesses Generating Residential Equivalents	\$5.78			

City of Sturgeon Bay Fee Schedule				
	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment	Set by Statute
Plan Commission				
Certified Survey Map Application				
Creating No New Lots	\$30.00			
Creating 1-4 Lots	\$110.00			
Applications	\$300.00			
Consultation Fees	N/C			
Petition for Appeal of Decision	\$330.00			
Planned Unit Development Application	\$425.00 Plus \$10.00 per Acre			
Sign Variance Applications	\$300.00			
Subdivision Fees				
Preliminary Plat	\$220.00 Plus \$10.00 Per Lot or Parcel			
Final Plat	\$110.00 Plus \$5.00 Per Lot or Parcel			
Variance to Ordinance	\$220.00			
Variance to Zoning Ordinance	\$300.00			
Zoning Change	\$400.00			
Map Reproductions (Public Records Requests Only)				
18" X 24" (Half Sheet)	\$1.50			
24" X 36" (Full Sheet)	\$3.00			
36" X 36" (Zoning Map)	\$4.50			
Air Photos	\$6.00			
Photo Copies (Public Records Requests Only)				
8 1/2 X 11	\$0.25			X
8 1/2 X 14	\$0.50			
11 X 17	\$0.75			
Building Regulations				
Electrical Code	\$5.00			
Historic Preservation	\$5.00			
Plumbing Code	\$5.00			
Sign Code	\$5.00			
Waterfront Code	\$5.00			
Zoning Code	\$5.00			
Sign Deposit - Public Hearing Notice	\$50.00			
Sign Permit	\$30.00			
Verification Letters	\$20.00			
Electrical Licenses				
Apprentice (initial)	\$11.00			
Renewal	\$11.00			
Electricians Licenses (initial)	\$28.00			
Renewal	\$22.00			
Journeyman's (initial)	\$17.00			
Renewal	\$11.00			
Masters (initial)	\$17.00			
Renewal	\$11.00			

City of Sturgeon Bay Fee Schedule				
	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment	Set by Statute
DPW Department				
Docks				
Daily Launch Passes	\$7.00		Back Tax Out	
Resident Seasonal Launch Pass 1st Boat	\$42.00	\$44.31	Add Tax	
Resident Seasonal Launch Pass 2nd - 5th Boat	\$21.00	\$22.16	Add Tax	
Non-Resident Seasonal Launch Pass - 1st Boat	\$70.00	\$73.85	Add Tax	
Non-Resident Seasonal Launch Pass 2nd - 5th Boat	\$35.00	\$36.93	Add Tax	
Commercial Launch Fee (for 2)	\$50.00	\$52.75	Add Tax	
Commercial Slip - Special Charge	\$48.00			
Pier Permit/Slip Fee	\$55.00 Plus \$11.00 Per Slip			
Pier Permit Variance Fee	\$220.00			
Mooring				
Roadside & Special Anchorage	\$104.00	\$109.72	Add Tax	
Non-Resident Mooring Fee or Spec. Anchorage	\$288.00	\$303.84	Add Tax	
(100% of deposit must be prepaid - Refund of 50% of deposit will be available if cancellation is made within six months or more prior to date of event)				
Marina Fees (25 foot minimum)	\$1.52	\$1.60	Add Tax	
Farm Market				
Daily Vendor Farm Market Fee	\$17.00		Back Tax Out	
Seasonal Vendor Farm Market Fee Per Space	\$121.00	\$127.66	Add Tax	
Seasonal Vendor Farm Market Fee Extended Season	\$165.00	\$174.08	Add Tax	
Special Event Fee	\$25.00	\$26.38	Add Tax	
Special Event Fees				
Vendor Fees - Non-Electrical Spaces	\$20.00			
Vendor Fees - Electrical Spaces	\$30.00			
Shelter				
Private - Residents				
100 People or Less	\$55.00	\$58.03	Add Tax	
101-200 People	\$83.00	\$87.57	Add Tax	
201 People or More	\$165.00	\$174.08	Add Tax	
Private - Non-Residents				
100 People or Less	\$77.00	\$81.24	Add Tax	
101-200 People	\$94.00	\$99.17	Add Tax	
201 People or More	\$286.00	\$301.73	Add Tax	
Security Deposit	\$50.00			
(In case of a cancellation the shelter reservation fees will only be refunded if the shelter is able to be re-rented)				
Players Fees				
Girls & Boys Little League				
Resident	\$11.00	\$11.61	Add Tax	
Non-Resident	\$28.00	\$29.54	Add Tax	
Babe Ruth League				
Resident	\$11.00	\$11.61	Add Tax	
Non-Resident	\$28.00	\$29.54	Add Tax	
Legion League				
Resident	\$11.00	\$11.61	Add Tax	
Non-Resident	\$33.00	\$34.82	Add Tax	
Adult Softball				
Resident Team	\$352.00	\$371.36	Add Tax	
Non-Resident Team	\$385.00	\$406.18	Add Tax	
Ball Tournaments				
One Day User Fee	\$55.00	\$58.03	Add Tax	
Refundable Security Deposit	\$100.00	\$105.50	Add Tax	
Improper Cleanup After Event	\$50.00	\$52.75	Add Tax	
Youth Ice Hockey				
Resident	\$10.00	\$10.55	Add Tax	
Non-Resident	\$25.00	\$26.38	Add Tax	
Adult Ice Hockey				
Resident	\$20.00	\$21.10	Add Tax	
Non-Resident	\$30.00	\$31.65	Add Tax	
Street Opening Permit				
Street Opening Permit	\$55.00			
Street Opening Deposit	Varies			
Tree Planting Deposit (Price Per 50' of Road Frontage)	\$200.00			
Compost Site Fees				
Town of Sturgeon Bay/Sevastopol Residents	\$25.00			
Contractor Permit Fee	\$1,000.00			
Contractor Illegal Dumping Fee (\$500 Plus Permit Fee of \$1,000)	\$1,600.00			
Non-Resident or Non-Resident Illegal Dumping Fees	\$500.00			
Wood Chips for Purchase by Contractor	\$5.00	\$5.28	Add Tax	
Hazardous Waste Pick-up				
	\$32.00			
Large Item Pick-Up				
	\$15.00			
Winter Parking Permit - Monthly (Dec. 1 - Apr. 1)	\$28.00			
Winter Parking Permit - Seasonal (Dec. 1 - Apr. 1)	\$55.00			

City of Sturgeon Bay Fee Schedule				
	Fee Without Sales Tax	Fee With Sales Tax	Tax Adjustment	Set by Statute
Inspection Department				
Residential Building Permits & Other Misc. Fees				
New Construction/Additions	\$.11 sq/ft All Areas/\$75.00 Minimum			
Administrative Fee for Permits up to \$100	\$3.00			
Administrative Fee for Permits over \$100	5% of Total Fee			
Erosion Control				
New Construction	\$75.00			
Additions	\$50.00			
Remodeling and Alterations	\$.11 sq/ft All Areas/\$55.00 Minimum			
Deck	\$.11 sq/ft All Areas/\$55.00 Minimum			
Accessory Structure	\$.07 sq/ft All Areas/\$75.00 Minimum			
Pools	\$40.00			
Early Start	\$50.00 Footings & Foundation			
Temporary Occupancy Permit	\$50.00			
Other	\$40.00 Minimum			
Electrical				
New/Additions	\$35.00 Plus \$.035 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$40.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$40.00 Minimum			
Plumbing				
New/Additions	\$35.00 Plus \$.035 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$40.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$40.00 Minimum			
HVAC				
New/Additions	\$35.00 Plus \$.035 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$40.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$40.00 Minimum			
Commercial Building Fee Schedule				
New Structure & Additions				
Multi-Family (3 Family or More), Motels, CBRF, Daycare	\$.12 sq/ft			
Mercantile, Restaurant, Taverns, Assembly Halls, Churches, Offices	\$.12 sq/ft			
Schools, Institutional, Hospitals	\$.13 sq/ft			
Manufacturing and Industrial	\$.11 sq/ft			
Vehicle & Small Engine Repair, Parking & Storage, Auto Body	\$.13 sq/ft			
Warehouse, Mini Warehouse, Building Shells for Multi-Tenant Buildings	\$.07 sq/ft			
Special Occupancies (Outdoor Pools, Towers, Tents, etc.)	\$.10 sq/ft			
The Above Permits	\$75.00 Minimum			
Erosion Control	\$175.00 1st Acre then \$75.00 Per Acre or Portion Thereof			
Remodel	\$.12 sq/ft / \$75.00 Minimum			
Occupancy, Temporary Occupancy, Change of Use Permit	\$50 Per Unit			
Electrical				
New/Additions	\$45.00 Plus \$.04 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$50.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$50.00 Minimum			
Plumbing				
New/Additions	\$45.00 Plus \$.04 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$50.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$50.00 Minimum			
HVAC				
New/Additions	\$45.00 Plus \$.04 sq/ft All Areas			
Alterations (Based on sq ft of Alteration Area)	\$50.00 Minimum			
Replacement & Misc. Items	\$10.00 Per Thousand of Electrical Project Valuation / \$50.00 Minimum			
Agriculture Buildings (Unheated)				
New/Additions	\$40.00 Plus \$.04 sq/ft All Areas			
Alterations	\$40.00 Plus \$.04 sq/ft All Areas			
Commercial Plan Review-Certified Municipality Per Comm 2.31				
Early Start	\$100.00 Footings & Foundation			
Other	\$75.00 Minimum			
Miscellaneous				
Re-Inspection Fee (each)	\$30.00			
Failure to Call for Inspection (each)	\$30.00			
(Double fees are due in the event work starts before the permits are issued)				
State Seal	\$35.00			

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Waterfront Redevelopment Authority, hereby recommend to select Engberg Anderson as the consultant for the structural analysis and architectural analysis of the grain elevator, with the contract amount of \$16,500.00 to be split between the structural analysis component and the rest of the project so that the City can pull out of the project if the structural analysis shows that rehab/reuse of the building is not feasible. The structural analysis component is to proceed as soon as possible, with the rest of the project (if necessary) to occur after July 1 in order to be grant eligible.

Respectfully submitted:
WATERFRONT REDEVELOPMENT AUTHORITY
By: Thomas Herlache, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: May 28, 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: Consultant for Structural Analysis and Architectural Review of the Granary Elevator Building

Background: This project involves assessing the condition of the grain elevator on the former Door County Cooperative property and providing cost estimates for bringing the building up to code for reuse and also costs for demolition. A Request for Proposals was prepared and five firms submitted proposals. Each firm had a separate engineering firm acting as a sub-consultant for the structural analysis component, except that Till Associates would perform all aspects of the project in house. The estimated cost put forth by the firms were:

- The Kubala Washatko Architects, Inc. (with Boldt) - \$14,000
- Engberg Anderson (with Meyer/Borgman/Johnson) - \$16,500
- Somerville (with Larsen Engineering) - \$18,600
- Isaksen Architects, LLC (with Larsen Engineering) - \$19,200
- Michael J. Till Associates - \$20,000

It is noted that Michael J. Till Associates, based upon their initial look at the building, submitted a report stating that the costs to stabilize and bring the building up to code would be in the \$500,000 plus range. Therefore, that firm recommends not going further with the detailed structural & architectural analysis, but that they could perform it, if still desired by the City.

The proposals were reviewed by City staff and by Vandewalle & Associates. The proposals of Kubala Washatko and Engberg Anderson were rated the strongest based upon price, scope of service, and their special expertise and previous experience with reuse of historic buildings. These two firms were then interviewed via telephone conference to gather more information.

Both firms are well qualified, well-respected, offer quality and creative design services, and are development savvy. Engberg Anderson's cost proposal was higher, but there were certain positive aspects that this firm brings in comparison to the Kubala Washatko proposal. These include:

- A strong firm commitment and interest in the Sturgeon Bay redevelopment project. Both Mark Ernst from Engberg Anderson and Dave Holton from Meyer/Borgman/Johnson (sub-consultant) made actual site visits prior to submitting their proposal.
- The involvement of Mark Ernst, who is a recognized leader in historic preservation and reuse design (president of the Wisconsin Trust for Historic Preservation).
- Thoroughness in their evaluation of structural integrity. Their proposal included sampling the wood beams while the Kubala Washatko proposal did not.
- Portfolio of historic structural and conditions surveys.
- Connections to potential developers of the site (while not a part of the RFP, it could help with the City's developer recruitment efforts).
- Meyer/ Borgman/Johnson's strength as an engineering consultant specializing in historic structures.
 - Depth of historic renovation portfolio (70+ projects)
 - "Preservation engineering group" within the company
 - Preservation engineering specialist is leading the engineering efforts
 - Specialties including "forensic investigations" and the study of, and design utilizing, historic structural methods.

Both firms were also asked if the project could be broken into two parts, with the architectural design and code review occurring only if the City decides that the structural analysis reveals that it is worthwhile to pursue rehabilitation. This question was a result of the Till Associates report. Both firms said they had no problem with that split and that the cost would be reduced considerably if just the structural review was done.

Fiscal Impact: The proposals range from \$14,000 to \$20,000. The City received a grant through the Wisconsin Coastal Management Program that will cover 50% of the cost (starting July 1). The remaining half of the cost is a TIF-eligible expense and is within the TID #4 budget.

If the just the structural analysis is completed and the City elects not to proceed further, the cost is estimated to be between \$4,000 and \$8,000.

Recommendation: Based upon a number of factors including cost, experience, level of analysis as well as intangibles, City development consultant Vandewalle & Associates recommends that the City select Engberg Anderson, with the contract to be split between the structural analysis component and the rest of the project so that the City can pull out of the project if the structural analysis shows that rehab/reuse of the building is not feasible. City staff supports this recommendation. It is further recommended that the structural analysis component proceed as soon as possible, with the rest of the project (if necessary) to occur after July 1 in order to be grant eligible.

Prepared by: Martin Olejniczak 5-23-13
Martin Olejniczak Date
Community Development Director

Reviewed by: Stephen McNeil 5-23-13
Stephen McNeil Date
City Administrator