



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JUNE 7, 2011
8:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN STREET
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Consideration of the following bills: General Fund – \$174,100.24, Capital Fund - \$332,055.27, Cable TV - \$5,147.64, TID #2 - \$120.00, and Solid Waste Enterprise - \$12,969.99 for a grand total of \$524,393.14. [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 5/17/11 regular and 5/16/11 special Common Council minutes.

* b. Approval of the following minutes:

- (1) Sturgeon Bay Utility Commission – 4/11/11
- (2) Zoning Board of Appeals – 5/9/11
- (3) Finance/Purchasing & Building Committee – 5/10/11
- (4) Personnel Committee – 5/11/11
- (5) Community Protection & Services Committee – 5/12/11
- (6) Parking & Traffic Committee – 5/16/11
- (7) Historic Preservation Commission – 5/18/11
- (8) City Plan Commission – 5/18/11
- (9) Board of Review – 5/20/11
- (10) Zoning Board of Appeals – 5/23/11
- (11) Park & Recreation Committee/Board – 5/24/11
- (12) Personnel Committee – 5/25/11
- (13) Cable Communication System Advisory Council – 5/26/11

* c. Accept and place on file the following reports:

- (1) Bank Statement – December 2010
- (2) Financial Report – December 2010
- (3) Bank Statement – April 2011
- (4) Financial Report – April 2011
- (5) Fire Department Report – April 2011

* d. Consideration of: Beverage Operator licenses.

- * e. Consideration of: Combination "Class B" Combination licenses, "Class B" Liquor license (wine only), Class "B" Beer licenses, "Class A" Combination licenses, Class "A" Beer licenses, Class "A" Liquor license, "Class C" Wine licenses.
 - * f. Consideration of: Class B Beer License for Howie's Tackle, LLC.
 - * g. Consideration of: Class B Beer license and Class C Wine license for John Martin Restaurant and Mel's Place, LLC.
 - * h. Consideration of: Temporary Class B Beer License for SBVC, Amvets Weber-Tess Post 51, and Door County Maritime Museum.
 - * i. Consideration of: Temporary Class B Beer and Class B Wine license for SBVC and St. Joseph Catholic Church.
 - * j. Disallowance of claim resolution re: Carrie Counihan.
 - * k. Finance/Purchasing & Building Committee recommendation re: Grant easement to ATC to access new substation located between Canal and Dunn Rd. ATC will pay the City a total of \$16,150.00.
 - * l. Finance/Purchasing & Building Committee recommendation re: Allow 810 S. Lansing Avenue to sell Lot/Tract 1-A to Christiaan Jeanquart and transfer the development agreement to Mr. Jeanquart with changes.
 - * m. Community Protection & Services Committee recommendation re: Extend personal services contract with Mann Communication, LLC for operation of PEG channels until December 31, 2011 with modifications.
 - * n. Park & Recreation Committee & Board recommendation re: Approval of request from Badger Bouncers to set up four bounce houses at Sawyer Park on June 18, 2011 and charge a per user fee.
 - * o. Park & Recreation Committee & Board recommendation re: Approval of Westside Field location for Skateboard Park and have Municipal Services Supt. work with Sturgeon Bay Skateboard Initiative Group to develop a Westside location.
7. Mayoral appointments.
 8. Consideration of: Election of citizen member to Utility Commission.
 9. Consideration of: Request from Sturgeon Bay Yacht Club for contribution for fireworks to Evening on the Bay.
 10. Consideration of: Street Vacation – N. Ithaca Place.
 11. Consideration of: Future Street Development for Will Roder Parcels.
 12. Consideration of: Adoption of Ward Lines to Create Aldermanic District Boundaries.
 13. Consideration of: Distressed TID Designation for Tax Increment District #2.
 14. Community Protection & Services Committee recommendation re: Grant Ben Felhofer and Austin DeMeuse permission to operate their hot dog cart on City-owned property, subject to approval of Bob Bordeau, Municipal Services Superintendent.
 15. Personnel Committee recommendation re: Fill Police Lieutenant/Investigator position, subsequent vacant Police Patrol Sergeant position, and subsequent vacant Police Patrol Officer position; and to maintain the sworn officer staffing level at 20.

16. **Personnel Committee recommendation re: Establish the annual salary for the Police Lieutenant Investigator position at \$62,791.55 with standard benefits in accordance with the Administrative Employee Handbook, and that a six month performance evaluation be done.**
17. **Public comment.**
18. **Mayor's comments.**
19. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

6/3/11

12:00 pm

[Signature]

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
02498	BETTY BOWERS	PK SEC DEP REF BOWERS	01-000-000-23162	50.00
19356	ST PETERS LUTHERAN SCHOOL	PK SEC DEP REF ST PETERS	01-000-000-23162	50.00
R0000677	TRINITY WARNER	PK SEC DEP REF WARNER	01-000-000-23162	50.00
R0000866	EDWARD MIKINKA	REF UNUSED HAZ ITEM TAG	01-000-000-48105	32.00
R0000867	SUE STOCKTON	REFUND UNUSED HAZ TAG	01-000-000-48105	32.00
R0000868	DONNA PETERSON	REFUND UNUSED HAZ TAG	01-000-000-48105	32.00
R0000869	KATHY WOLDT	REFUND UNUSED HAZ TAG	01-000-000-48105	32.00
R0000870	JANET PETERSON	REFUND UNUSED HAZ TAG	01-000-000-48105	32.00
R0000871	GINA WARD	REFUND PHN SIGN	01-000-000-23168	50.00
R0000872	KATHY HANSON	UNUSED HAZ TAG REFUND	01-000-000-48105	32.00
TOTAL LIABILITIES				392.00
SHORE IMPROVEMENTS				
02220	BAYLAKE BANK	06/07/11 SHORE SITE	01-000-912-70000	610.59
02220		06/07/11 SHORE SITE	01-000-912-70001	2.54
TOTAL SHORE IMPROVEMENTS				613.13
TOTAL GENERAL FUND				1,005.13
MAYOR				
THAD	THAD BIRMINGHAM	2011 LEG DAY MEALS & MILEAGE	01-100-000-55600	216.47
TOTAL				216.47
TOTAL MAYOR				216.47
CITY COUNCIL				
STUTTING	JOE STUTTING	MILEAGE ELE OFFICIALS WORKSHOP	01-105-000-55600	77.32
TOTAL				77.32
TOTAL CITY COUNCIL				77.32
LAW/LEGAL				
16555	EINKERT LAW FIRM, LLP	GENERAL MATTERS	01-110-000-55010	2,560.00
16555		TRAFFIC MATTERS	01-110-000-55010	1,495.00
16555		SCHOTT LEGAL	01-110-000-55010	48.00
16555		TID #1	01-110-000-55010	84.00
TOTAL				4,207.00
TOTAL LAW/LEGAL				4,207.00
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	GFOA ANNUAL CONF-2011	01-115-000-55600	1,386.33
03330		LEG DAYS MEAL REIMB	01-115-000-55600	11.89

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	CONF LODGING, MLG, MEALS, TAXI	01-115-000-55600	904.90
04696	DOOR COUNTY TREASURER	1ST INSTALLMENT TAX COLLECTION	01-115-000-58100	2,709.75
21520	UW-GREEN BAY	UW ACADEMY CLARIZIO	01-115-000-55600	359.00
		TOTAL		5,371.87
		TOTAL CITY CLERK-TREASURER		5,371.87
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	06/07/11 CONTRACT	01-130-000-55010	937.50
		TOTAL		937.50
		TOTAL CITY ASSESSOR		937.50
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	52.82
03133		CELL SERVICE	01-145-000-58250	19.88
		TOTAL		72.70
		TOTAL MUNICIPAL SERVICES ADMIN.		72.70
PUBLIC WORKS ADMINISTRATION				
02330	JIM OLSON MOTORS	EMBLEM	01-150-000-56250	21.19
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	43.34
03767	STAPLES ADVANTAGE	ENVELOPES, PAPER	01-150-000-52800	27.07
03767		INK CART	01-150-000-51950	59.89
03767		PAPER & TAPE	01-150-000-51950	13.98
13019	JOHN LYNCH	REIMB MEAL TRNG OSHKOSH	01-150-000-55600	15.13
		TOTAL		180.60
		TOTAL PUBLIC WORKS ADMINISTRATION		180.60
CITY HALL				
23730	WPS	421 MICHIGAN ST	01-160-000-56600	1,517.85
MEUW	MUNICIPAL ELECTRIC UTILITIES	QTRLY PMT SAFETY PROGRAM	01-160-000-55605	546.67
WARNER	WARNER-WEXEL WHOLESALE &	2 CASES WHITE ROLL TOWEL	01-160-000-54999	110.06
WARNER		ROLL TOWEL & TOILET TISSUE	01-160-000-51850	110.72
WAU	WAUSAU TILE INC	1 BOLLARD-VETS MEMORIAL	01-160-000-51750	1,087.80
		TOTAL		3,373.10
		TOTAL CITY HALL		3,373.10
GENERAL EXPENDITURES				

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL EXPENDITURES				
19085	SCHENCK BUSINESS SOLUTIONS	INTERMIN BILLING	01-199-000-55150	2,000.00
TOTAL				2,000.00
TOTAL GENERAL EXPENDITURES				2,000.00
POLICE DEPARTMENT				
02790	DAN BRINKMAN	2011 CLOTHING ALLOWANCE	01-200-000-52900	100.93
02790		2011 CLOTHING ALLOWANCE	01-200-000-52900	199.07
04696	DOOR COUNTY TREASURER	04/11 TECH SUPPORT	01-200-000-58999	7,273.08
17700	QUILL CORPORATION	PRINT CART, FOLDERS, PENS	01-200-000-51950	225.36
17700		POST ITS	01-200-000-51950	14.38
20081	TARGET BANK	WET ONES	01-200-000-51950	12.18
MEUW	MUNICIPAL ELECTRIC UTILITIES	QTRLY PMT SAFETY PROGRAM	01-200-000-55605	855.00
TOTAL				8,680.00
TOTAL POLICE DEPARTMENT				8,680.00
PATROL BOAT				
PATROL BOAT				
11545	MAPLE STREET SIGN CO.	GRAPHICS ON RESCUE BOAT	01-205-000-54999	85.00
ITC	INVENTORY TRADING COMPANY	SHIRTS & CAPS	01-205-000-54999	370.00
TOTAL PATROL BOAT				455.00
TOTAL PATROL BOAT				455.00
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	RADIO REPAIR	01-215-000-57550	99.95
02005		RADIO REPAIR	01-215-000-57550	52.50
02005		TWO WAY RADIO REPAIR	01-215-000-57550	85.00
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-215-000-58250	470.44
04696	DOOR COUNTY TREASURER	04/11 FUEL	01-215-000-51650	6,380.68
06012	FASTENAL COMPANY	PAPER TOWEL	01-215-000-58550	81.71
06592	FOX VALLEY TECHNICAL COLLEGE	MIELKE CRISIS NEGOTIATIONS	01-215-000-55600	75.00
06592		MEISNER FTO INSTRUCTOR	01-215-000-55600	415.00
06592		ZAGER SEARCH WARRANTS	01-215-000-55600	145.00
06650	GALLS, AN ARAMARK COMPANY	BALANCE DUE	01-215-000-52850	6.20
06650		ION SMALL LIGHTHEAD 6 DIODE	01-215-000-52850	83.23
14878	NWTC	DEREK & KRAH SRV SUDDEN ASSLT	01-215-000-55600	170.00
14878		PUBLIC SAFETY MEDIA REL MIELKE	01-215-000-55600	120.00
14878		BOATING UNDER THE INFL 2 OFCRS	01-215-000-55600	50.00
19959	SUPERIOR CHEMICAL CORP	HAND SANITIZER	01-215-000-55605	85.78
22800	WALMART COMMUNITY	EAR PLUGS	01-215-000-55600	10.73
22800		CAR WAX, GLASS CLNR, RAINX	01-215-000-58550	18.05
22800		RAINX & PROTECTANT	01-215-000-58550	7.24
23649	WISCONSIN DEPT OF JUSTICE	AG'S SUMMIT ON PUBLIC SAFETY	01-215-000-55600	50.00
ENGEBOSE	KYLE ENGEBOSE	MEAL REIMB HONOR GUARD TRNG	01-215-000-55600	26.52
GMAN	GMAN EMBLEM	PATCHES	01-215-000-52950	209.00
HOUGAARD	CHAD HOUGAARD	NASBLA BOAT OPER TRNG COURSE	01-215-000-55600	34.97

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
MEUW	MUNICIPAL ELECTRIC UTILITIES	QTRLY PMT SAFETY PROGRAM	01-215-000-55605	855.00
OMB	OMB GUNS	HICAP MAGAZINES	01-215-000-54999	230.99
OMB		DUTY BELT	01-215-000-52900	39.99
OMB		USED COLT AR MAG	01-215-000-52900	48.00
R0000608	AUTO ZONE, INC	LONG LIFE BULB	01-215-000-58600	3.99
TSSI	TSSI	UNIFORM PANTS & SHIRTS	01-215-000-52900	230.10
TOTAL				10,085.07
TOTAL POLICE DEPARTMENT/PATROL				10,085.07
POLICE DEPT. / INVESTIGATIONS				
MEUW	MUNICIPAL ELECTRIC UTILITIES	QTRLY PMT SAFETY PROGRAM	01-225-000-55605	493.33
TOTAL				493.33
TOTAL POLICE DEPT. / INVESTIGATIONS				493.33
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	NAME TAGS	01-250-000-52900	15.25
02001		UNIFORM PANTS MAY	01-250-000-52900	44.95
03075	CARQUEST OF DOOR COUNTY	OIL FILTERS	01-250-000-53000	8.40
03075		HEATER HOSE & CABLE TIES	01-250-000-53000	12.35
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	7.19
03133		CELL SERVICE	01-250-000-58250	7.19
03159	CHARTER COMMUNICATIONS	SERVICE	01-250-000-54999	5.53
04300	KEN DOELL	UNIFORM SHIRTS	01-250-000-52900	55.00
04696	DOOR COUNTY TREASURER	04/11 FUEL	01-250-000-51650	1,015.36
06650	GALLS, AN ARAMARK COMPANY	UNIFORM SHOES	01-250-000-52900	110.98
09450	INTERNATIONAL ASSOCIATION OF	IAFC MEMBERSHIP/GREAT LAKE DUE	01-250-000-56000	204.00
11541	KNOX COMPANY, INC	DECODER BOARD/SHIPPING	01-250-000-56250	177.00
13150	MASTERCRAFT WELDING SYSTEM	STEEL	01-250-000-54999	70.00
13364	MEDTRONIC PHYSIO-CONTROL CORP.	DEFIB BATTERY	01-250-000-56250	210.80
16000	PALMER CO INC	DEGREASER	01-250-000-54999	146.02
16570	PIONEER FIRE COMPANY	UNIFORM HATS	01-250-000-52900	91.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	2.70
19880		CITY GARAGE	01-250-000-56675	21.30
19880		DUCK POND	01-250-000-56675	2.70
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	21.30
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	6.70
19880		OTUMBA PARK	01-250-000-56675	2.70
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	2.70
19880		WEST SIDE FIRE STATION	01-250-000-56150	69.33
19880		WEST SIDE FIRE STATION	01-250-000-56675	21.30
19880		WEST SIDE FIRE STATION	01-250-000-58650	70.99
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	2.70
19880		JC FIELD STAND	01-250-000-56675	9.90
19880		MICH ST JC BALLFIELD SPRINKLE	01-250-000-56675	21.30
19880		WEST SIDE BALL FIELD	01-250-000-56675	2.70
19880		N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	13.56
19880		SUNSET PK STAR PLANT	01-250-000-56675	21.30

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
19880		N 14TH AVE DOG POUND	01-250-000-56675	2.70
19880		CHERRY BLOSSOM PARK	01-250-000-56675	6.70
19880		CLAY BANKS SIREN	01-250-000-56150	15.16
23730	WFS	WEST SIDE FIRE STATION	01-250-000-56600	108.87
MEUW	MUNICIPAL ELECTRIC UTILITIES	EXCAVATION TRAINING	01-250-000-55600	279.75
MOORE	MOORE MEDICAL, LLC	DEFIB CABINET	01-250-000-51350	195.00
PAULCONW	PAUL CONWAY SHIELDS	GOGGLES & HELMET PARTS	01-250-000-56250	121.50
TOTAL				3,212.12
TOTAL FIRE DEPARTMENT				3,212.12
SOLID WASTE MGMT/SPRING/FALL				
DC WASTE	DOOR COUNTY WASTE & RECYCLING	17.99 TONS REFUSE	01-311-000-58400	1,006.37
DC WASTE		15 HAZ ITEMS	01-311-000-58400	480.00
TOTAL				1,486.37
TOTAL SOLID WASTE MGMT/SPRING/FALL				1,486.37
COMPOST/SOLID WASTE SITE				
WOF	JAMES SYBURG	19.5 HOURS TUB GRINDING	01-320-000-57700	10,725.00
WOF		MOBILIZING OF EQUIPMENT TO JOB	01-320-000-57700	850.00
TOTAL				11,575.00
TOTAL COMPOST/SOLID WASTE SITE				11,575.00
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	WATER FOR SWEEPER 04/11	01-330-000-53050	12.54
25700	ZARNOOTH BRUSH WORKS INC	MAIN BROOM	01-330-000-51400	448.00
TOTAL				460.54
TOTAL STREET SWEEPING				460.54
ROADWAYS/STREETS				
03075	CARQUEST OF DOOR COUNTY	BATTERY	01-400-000-51400	37.97
03075		BELTS	01-400-000-51400	18.23
03075		FUEL FILTER	01-400-000-51400	9.79
08225	HERLACHE SMALL ENGINE	FUEL FILTER	01-400-000-51400	6.75
12430	LINCOLN CONTRACTORS SUPPLY INC	THROTTLE HEAD	01-400-000-51400	22.15
12430		THROTTLE CABLE	01-400-000-51400	32.65
12430		SHIPPING	01-400-000-51400	9.62
TOTAL				137.16
TOTAL ROADWAYS/STREETS				137.16

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
STREET SIGNS AND MARKINGS				
03075	CARQUEST OF DOOR COUNTY	SPARK PLUG	01-420-000-52100	5.94
SHERWIN	SHERWIN INDUSTRIES, INC	BEAD DISPENSER	01-420-000-52600	732.00
TOTAL				737.94
TOTAL STREET SIGNS AND MARKINGS				737.94
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	ULTRA SEAL	01-450-000-52050	4.29
03075		CLEVIS & DERMALITE	01-450-000-52150	28.39
03075		BLASTER PENET CAT	01-450-000-52050	26.94
03075		WIPER BLADE	01-450-000-51400	38.35
03075		OIL FILTERS, FUSES, EXHAUST	01-450-000-52150	275.80
03075		COUPLER BODY	01-450-000-52700	15.25
03075		AUVEOCPAK & COMBO CHAMBER	01-450-000-52150	51.77
03075		RETURN PIGGYBACK KIT	01-450-000-52150	-50.04
03075		TIRE GUAGE & AIR CHUCK	01-450-000-52700	21.34
03075		AUVEOCPAK	01-450-000-52150	3.49
03075		FILTERS, PURPLE CLEANER, FTNGS	01-450-000-52150	178.36
03085	CATCO PARTS & SERVICE	3 LED LIGHT PIGTAILS	01-450-000-51400	6.87
04696	DOOR COUNTY TREASURER	04/11 FUEL	01-450-000-51650	4,755.77
TOTAL				5,356.58
TOTAL STREET MACHINERY				5,356.58
CITY GARAGE				
01766	AURORA MEDICAL GROUP	DOT CONSORTIUM	01-460-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N ASH	01-460-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N GIESE	01-460-000-57100	100.00
01766		DRUG SCREEN ROBILLARD	01-460-000-57100	50.00
01766		DRUG SCREEN MCALLISTER	01-460-000-57100	75.00
01766		DRUG SCREEN HANISKO	01-460-000-57100	50.00
01766		DRUG SCREEN POLLOCK	01-460-000-57100	50.00
03075	CARQUEST OF DOOR COUNTY	DERMALITE	01-460-000-54999	46.12
03075		GLOVES	01-460-000-54999	66.12
03075		AQUACHEK FILTER KIT	01-460-000-56250	439.05
03075		6 ULTRA GUARDS	01-460-000-54999	23.28
12100	LAMPERT YARDS INC	SHOVEL	01-460-000-52700	14.99
14939	NORTHERN SAFETY CO., INC.	COVERALLS	01-460-000-52350	187.50
14939		GLOVES	01-460-000-52350	6.95
14939		SAFETY VESTS	01-460-000-52350	203.88
14939		RAIN SUITS	01-460-000-52350	36.16
14939		OVERBOOTS	01-460-000-52350	75.92
14939		SHIPPING	01-460-000-52350	48.82
19310	GALETON GLOVES INC	GLOVES	01-460-000-52350	43.45
19310		SHIPPING	01-460-000-52350	10.15
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.15
19880		CITY GARAGE	01-460-000-56150	841.68
19880		CITY GARAGE	01-460-000-58650	171.33
23730	WPS	835 N 14TH AVE	01-460-000-56600	884.32
APPLIED	APPLIED INDUSTRIAL TECH	RAIN SUIT	01-460-000-52350	47.38

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY GARAGE				
APPLIED		SHIPPING	01-460-000-52350	7.25
		TOTAL		3,687.50
		TOTAL CITY GARAGE		3,687.50
CELEBRATION & ENTERTAINMENT				
16353	PENINSULA SYMPHONIC BAND	HARMONY BY THE BAY-6/15/11 PER	01-480-000-58999	500.00
		TOTAL		500.00
		TOTAL CELEBRATION & ENTERTAINMENT		500.00
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75
19880		OLD HWY RD SIGN	01-499-000-58000	26.70
		TOTAL		29.45
		TOTAL HIGHWAYS - GENERAL		29.45
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	8.54
03133		CELL SERVICE	01-500-000-58250	90.77
03133		CELL SERVICE	01-500-000-58250	7.64
03767	STAPLES ADVANTAGE	6 REAMS PAPER	01-500-000-52250	35.94
16575	PIP PRINTING	10,000 CITY GARAGE SALE FLYERS	01-500-000-52250	525.50
		TOTAL		668.39
		TOTAL PARK & RECREATION ADMIN		668.39
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	SNL PRE EMPL DRUG SCR N DEMEUSE	01-510-000-57100	45.00
01766		SNL PRE EMPL DRUG SCR N ISINGS	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N KRAUSE	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N MCCAULL	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N MALLIEN	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N NEBEL	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N OSBORNE	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N ROSENTH	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N RUBENS	01-510-000-57100	45.00
01766		SNL PRE EMPL DRUG SCR N SMITH	01-510-000-57100	100.00
01766		SNL PRE EMPL DRUG SCR N SPETZ	01-510-000-57100	45.00
01766		SNL PRE EMPL DRUG SCR N VANNESS	01-510-000-57100	100.00
03075	CARQUEST OF DOOR COUNTY	BRAKES & ROTORS FOR 08 FORD	01-510-000-51850	217.36
04545	DOOR COUNTY COOPERATIVE	GRASS SEED	01-510-000-51750	215.10
04545		CORNERSTONE PLUS	01-510-000-51750	48.38

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
04545		CHEMICAL SURCHARGE	01-510-000-51750	0.63
04696	DOOR COUNTY TREASURER	04/11 FUEL	01-510-000-51650	1,137.93
10750	PREMIER CONCRETE INC	ROLL OF POLY MARTIN PARK	01-510-000-51750	19.10
10750		6" DRAIN TILE-MI ST BRIDGE RWK	01-510-000-51750	136.35
11800	KRUEGER IMPLEMENT INC	XP MIX OIL	01-510-000-52050	29.90
13049	MAY'S SPORT CANTER	MOWER DECK PARTS	01-510-000-51850	15.99
13049		MOWER DECK PARTS	01-510-000-51850	26.62
19297	SHORE TO SHORE RENTAL, INC	WELDING WIRE	01-510-000-54999	41.95
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	8.59
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	178.64
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	54.28
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	38.23
19880		OTUMBA PARK	01-510-000-56150	19.98
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	26.20
19880		JC FIELD STAND	01-510-000-56150	41.19
19880		JC FIELD STAND	01-510-000-58650	57.00
19880		MICH ST JC BALLFIELD SPRINKLE	01-510-000-58650	23.20
19880		WEST SIDE BALL FIELD	01-510-000-56150	8.00
19880		WEST SIDE BALL FIELD	01-510-000-58650	14.14
19880		OTUMBA PARK	01-510-000-56150	201.10
19880		OTUMBA PARK	01-510-000-56150	117.60
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	14.47
19880		N 14TH AVE DOG POUND	01-510-000-56150	14.06
19880		CHERRY BLOSSOM PARK	01-510-000-56150	19.89
19880		CHERRY BLOSSOM PARK	01-510-000-58650	13.55
20250	TILLMAN LANDSCAPE & NURSERY IN	SOD-MARTIN PARK	01-510-000-51750	318.00
20250		SOD-MARTIN PARK	01-510-000-51750	378.00
22800	WALMART COMMUNITY	VAC BAGS	01-510-000-54999	5.98
23730	WPS	MEMORIAL FIELD	01-510-000-56600	145.65
23830	WOLTER ENGRAVING	MEMORIAL PLATE T ROWE MD	01-510-000-54999	13.50
38290	HI TEC FABRICATION	RECYCLING CANS	01-510-000-54999	282.94
WARNER	WARNER-WEXEL WHOLESAL &	4 CASES HAND TOWELS	01-510-000-51850	111.56
TOTAL				5,030.06
TOTAL PARKS AND PLAYGROUNDS				5,030.06
ICE RINKS				
19880	STURGEON BAY UTILITIES	WATER FOR ICE RINK	01-530-000-54999	63.25
TOTAL				63.25
TOTAL ICE RINKS				63.25
MUNICIPAL DOCKS				
14920	NORTHERN ELECTRIC INC	REMOVE & REPLACE 3 BALLAST	01-550-000-58999	1,510.92
19880	STURGEON BAY UTILITIES	36 S NEENAH PARKING LOT LIGHTS	01-550-000-56150	91.04
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	111.86
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	11.75
19880		38 S NEENAH AVE RESTROOMS	01-550-000-56150	90.89
19880		38 S NEENAH AVE RESTROOMS	01-550-000-58650	37.75
23730	WPS	36 S NEENAH AVE	01-550-000-56600	37.36

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
MUNICIPAL DOCKS				
			TOTAL	1,891.57
			TOTAL MUNICIPAL DOCKS	1,891.57
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DCMM WALKWAY LIGHTS	01-570-000-56150	25.38
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	86.79
			TOTAL	112.17
			TOTAL WATERFRONT PARKS & WALKWAYS	112.17
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2011 1ST QTR LIBRARY CONTRACT	01-700-000-56850	14,973.73
			TOTAL	14,973.73
			TOTAL PUBLIC FACILITIES	14,973.73
COMMUNITY & ECONOMIC DEVLPMT				
13582	WIS COMMERCIAL PORTS ASSOC.	2011 WCPA DUES	01-900-000-56000	100.00
			TOTAL	100.00
			TOTAL COMMUNITY & ECONOMIC DEVLPMT	100.00
			TOTAL GENERAL FUND	87,176.92
CAPITAL FUND				
PATROL				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	10-215-000-59000	307.68
03133		CELL SERVICE	10-215-000-59000	1,128.16
11545	MAPLE STREET SIGN CO.	GRAPHICS FOR CSO VEHICLE	10-215-000-59035	414.85
11545		GRAPHICS FOR RADAR TRAILER BRD	10-215-000-59035	110.50
19580	STREICHERS PROF POLICE EQUIP	12 TACTICAL WEAPON LIGHTS	10-215-000-59999	1,199.88
23828	WITT PENINSULA FORD LINCOLN	2 - 2011 CROWN VICS	10-215-000-59035	43,408.00
23828		2 VEH REGISTRATIONS	10-215-000-59035	141.00
AQUA	AQUA CENTER OF GREEN BAY INC	DIVER DRY SUIT	10-215-000-59999	2,010.00
PORT	PORT SUPPLY	SIDE STAND SONAR	10-215-000-59999	2,641.09
PORT		CREDIT	10-215-000-59999	-50.89
			TOTAL	51,310.27
			TOTAL PATROL	51,310.27
FIRE DEPARTMENT				

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
02275	BENDLIN FIRE EQUIPMENT	TURN-OUT GEAR	10-250-000-59050	8,576.00
TOTAL EXPENSE				8,576.00
TOTAL FIRE DEPARTMENT				8,576.00
ROADWAYS/STREETS				
EXPENSE				
PETERS	PETERS CONCRETE CO	MAY WORK PAY REQ #2	10-400-000-59096	254,834.50
SHERWIN	SHERWIN INDUSTRIES, INC	HD LINE DRWR, PAINT MACH, GRND	10-400-000-59070	12,898.00
TOTAL EXPENSE				267,732.50
TOTAL ROADWAYS/STREETS				267,732.50
CURB/GUTTER/SIDEWALK				
EXPENSE				
LEN VAN	LEN VAN DER WEGEN	SIDEWALK REPAIRS	10-440-000-59102	471.75
TOTAL EXPENSE				471.75
TOTAL CURB/GUTTER/SIDEWALK				471.75
PARKS AND PLAYGROUNDS				
EXPENSE				
08118	HARV'S ELECTRIC	INST PNL, ELE BOX, SWTCH, BRKR	10-510-000-59075	2,521.00
R0000790	SUPERIOR CONCRETE CONST. INC	HANDICAPPED WALKWAY MARTIN PK	10-510-000-59075	1,443.75
TOTAL EXPENSE				3,964.75
TOTAL PARKS AND PLAYGROUNDS				3,964.75
TOTAL CAPITAL FUND				332,055.27
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
13023	MARKERTEK VIDEO SUPPLY	DVD DUPLICATAION W/ENCRYPTION	21-000-000-59070	702.33
13023		CREDIT ON FREIGHT	21-000-000-59070	-53.85
22800	WALMART COMMUNITY	COAX CABLE, SPLITTER, ADATPER	21-000-000-52700	25.84
22800		DVD'S	21-000-000-51950	49.64
22800		BATTERIES	21-000-000-54999	33.68
MANN	MANN COMMUNICATIONS, LLC	06/07/11 CONTRACT	21-000-000-55015	4,390.00
TOTAL CABLE TV / GENERAL				5,147.64
TOTAL CABLE TV / GENERAL				5,147.64
TOTAL CABLE TV				5,147.64

DATE: 05/31/11
TIME: 18:11:51
ID: AP443000.0ST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 06/07/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 AMENDED AREA / FBI				
16555	PINKERT LAW FIRM, LLP	TID #2 SPLLC LEGAL	25-320-200-55010	120.00
TOTAL TID #2 AMENDED AREA / FBI				120.00
TOTAL TID DISTRICT #2				120.00
TOTAL TID #2 DISTRICT				120.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	04/11 DIESEL	60-000-000-51650	2,224.35
19965	SUPERIOR SIGNALS INC	2 STROBE LIGHTS	60-000-000-53000	169.68
DC WASTE	DOOR COUNTY WASTE & RECYCLING	COMINGLED & PAPER	60-000-000-58350	1,275.73
DC WASTE		166.25 TONS REFUSE	60-000-000-58300	9,300.23
TOTAL SOLID WASTE ENTERPRISE FUND				12,969.99
TOTAL SOLID WASTE ENTERPRISE FUND				12,969.99
TOTAL SOLID WASTE ENTERPRISE				12,969.99
TOTAL ALL FUNDS				437,469.82

MANUAL CHECKS

BP Amoco 05/16/11 Check #68060 Out of town fuel 01-215-000-51650	\$ 172.90
Secap Finance 05/16/11 Check #68061 Postage machine fees 01-199-000-57250	\$ 179.86
Minnesota Life Insurance 05/18/11 Check #68062 Life insurance 01-600-000-50552	\$ 1,719.37
Cardmember Services 05/18/11 Check #68063 Lodging, Keys & Brewer tickets 01-600-000-50552 01-215-000-55600 01-250-000-51350 01-500-000-52250	\$ 527.98
WPPI 05/26/11 ACH Health & Dental Insurance Misc accounts	\$ 84,323.21
TOTAL MANUAL CHECKS	\$ 86,923.32

INVOICES DUE ON/BEFORE 06/07/11

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	82,176.92	174,100.24
CAPITAL FUND	332,055.27	
CABLE TV	5,147.64	
TID #2 DISTRICT	120.00	
SOLID WASTE ENTERPRISE	12,969.99	
TOTAL --- ALL FUNDS	437,469.92	524,393.14

James Oleyto Jr. 5/31/2011
Richard Or 5/31/11

COMMON COUNCIL
May 17, 2011

A meeting of the Common Council was called to order at 7:02 p.m. by Council President Vandertie. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Vandertie, Lodi, Stutting, Fett and Schlicht were present.

Fett/Stutting to adopt agenda. Carried.

Wiegand/Schlicht to approve bills: General Fund – \$94,177.19, Capital Fund - \$90,596.65, Cable TV - \$605.96 and Solid Waste Enterprise - \$346.46 for grand total of \$185,726.26. Roll call: All voted aye. Carried.

Schlicht/Fett to approve the consent agenda:

- a. Approval of 5/3/11 regular and 4/26/11 special Common Council minutes.
- b. Approval of the following minutes:
 - (1) Zoning Board of Appeals – 4/25/11
 - (2) Finance/Purchasing & Building Committee – 4/26/11
 - (3) Board of Public Works – 5/3/11
 - (4) Finance/Purchasing & Building Committee – 5/3/11
- c. Accept and place on file the following reports:
 - (1) Inspection Department Report – April 2011
- d. Consideration of: Beverage Operator licenses
- e. Consideration of: Combination Class B Beer and Class B Liquor License for Tim's Chimney Cleaning & Outdoor Services, LLC (d/b/a Nautical Inn.)
- f. Consideration of: Class B Beer License for Holiday Motel Management, LLC.
- g. Consideration of: Temporary Class B Beer and Temporary Class B Wine License for Citizens For Our Bridge, Inc.
- h. Finance/Purchasing & Building Committee recommendation re: Renewal of lease with Bay Marine to operate Stone Harbor Marina for one year period 5/15/11 – 5/14/12. Bay Marine shall pay greater of \$12,500 or 80% of operating revenues from marina. In event dock fees increase during lease period the minimum payment of \$12,500 will be increased proportionately.

Carried.

Wiegand/Lodi to accept the following appointments:

WEED COMMISSIONER

Robert Bordeau, Municipal Services Superintendent

Carried.

Discussion took place regarding the election of a citizen member to Sturgeon Bay Utility Commission. Any persons that are interested in serving on this commission should send a letter of interest to Mayor Birmingham prior to the June 7, 2011 Council meeting.

Wiegand/Lodi to read in title only for the second reading and adopt ordinance rezoning following properties from Central Business District (C-2) to Mixed Commercial-Residential (C-5): Parcel No. 281-64-76000812 - 506 S. Oxford Avenue; Parcel No. 281-64-76000813 - 512 S. Oxford Avenue; Parcel No. 281-64-76000822 - 615 Nautical Drive; Parcel No. 281-64-76000823 - 621 Nautical Drive; Parcel No. 281-64-77000102 - 631 Nautical Drive; Parcel No. 281-64-77000103 - 637 Nautical Drive; Parcel No. 281-64-76000824 - 614 Shorecrest Road; Parcel 281-64-76000825 - 620 Shorecrest Road; Parcel No. 281-64-77000826 - 624 Shorecrest Road; Parcel No. 281-64-77000827 - 636 Shorecrest Road. Carried.

The bid results for 8th Avenue and Egg Harbor Road Intersection were presented. Discussion took place regarding the bid amount, that the project came in \$13,200 higher than expected, and whether to wait for

asphalt prices to decrease. Wiegand/Stutting to approve the contract with Peters Concrete Company for Project #1106 in the amount of \$178,635.31, to be borrowed, and proceed with the planned improvements to the intersection of 8th Avenue and Egg Harbor Road. Roll call: Wiegand, Vandertie, Stutting and Fett voted aye. Lodi and Schlicht voted no. Carried.

No one spoke during public comment.

There were no mayoral comments.

After the Council President announced the statutory basis, Wiegand/Schlicht to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis.Stats. 19.85(1)(e) - Consideration of: Sale of property. Roll call: All voted aye. Carried. The meeting moved to closed session at 7:22 p.m. and reconvened in open session at 7:40 p.m.

Wiegand/Fett to approve the sale of City Property to the Stoltman's on the Counter-Offer dated 5/17/11 and authorize the Council President, in the Mayor's absence, and City Clerk to sign the necessary documents. Carried.

Wiegand/Stutting to adjourn. Carried. The meeting adjourned at 7:43 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

COMMON COUNCIL
MAY 16, 2011

A special meeting of the Common Council was called to order at 6:03 p.m. by Mayor Birmingham. Roll call: Wiegand, Vandertie, Lodl, Abeyta, Stutting, and Schlicht present. Fett was absent.

Abeyta/Schlicht to adopt agenda. All voted aye. Carried.

The Council reviewed the unfinished business.

Mayor Birmingham introduced Dave Konrath and Jim Austad, students in the Masters of Public Administration Program at the University of Wisconsin-Oshkosh. Their program has completed a staffing analysis of the Police Department and the Fire Department and they are here to report on their findings. A 96 page written analysis was provided to all present.

Mr. Konrath reported on the findings on staffing levels for the Police Department and Mr. Austad presented the findings on the Fire Department. They reported that their goal was to determine if a change in the table of organization was needed based on evaluating three alternatives:

Alternative # 1	Status Quo
Alternative #2	Increased Staffing Levels
Alternative #3	Decreased Staffing Levels

Each alternative was evaluated based on the strengths and weaknesses of each alternative and the outcome/impact of each alternative. Mr. Konrath and Mr. Austad spoke in detail on each of the alternatives.

Mr. Konrath and Mr. Austad summarized their analysis and provided the following recommendations:

Police Department:

- Restructure the Table of Organization
- Reduce staffing level by one: Sergeant Investigator position
- Reclassification of day shift Sergeant of Patrol position to a split position between Sergeant Investigator and Patrol Sergeant.
- Improve data collection to determine obligated vs. unobligated time in order to address efficiencies.
- Retain Community Service Officers and ½ time clerical position

Fire Department:

- Maintain current staff
- Add executive officer (Deputy Fire Chief)
- Increase data with response times
- Increase level of EMS
 - EMT-Basic 1st Response
 - Ambulance for back-up calls
 - Feasibility study for ambulance service

A question and answer period followed.

Mayor Birmingham thanked Mr. Konrath and Mr. Austad for their hard work and very comprehensive analysis.

Abeyta/Stutting motion to adjourn. All voted aye. Carried.

Meeting adjourned at 7:20PM.

Respectfully submitted,

Stephen B. McNeil
City Administrator

STURGEON BAY UTILITIES
Regular Meeting
April 11th, 2011

President Stewart Fett called the regular meeting of the Utilities Commission to order at 5:32 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Bernard Ellenbecker, Secretary Stephen Mann, Mayor Thad Birmingham, Commissioners Matt Felhofer, Gary DeNamur and James Abeyta were present. Also present were General Manager James Stawicki and Electric Supervisor Jason Bieri.

President Fett informed the Commission that item 12 on the agenda was to be removed. Mann/Abeyta to adopt the agenda as amended (complete copy on file at the Utility office). Motion carried.

Abeyta/DeNamur to approve the minutes of the regular meeting held on March 7th, 2011. Motion carried.

The Commission proceeded to review the bills for March in the amount of \$1,643,884.68. Fett/Abeyta to approve payment of the bills. Motion carried.

The February 2011 financials were presented. Mann/Ellenbecker to accept the financials subject to audit. Motion carried.

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

Discussion of the 2010 audit report was the next item of business. The Commissioners were provided with a draft of the annual financial report and encouraged to review the document before May's Commission meeting. This was for information only.

The next item of business was the consideration of lease with Bay Shipbuilding/Fincantieri Marine Group. Bay Shipbuilding is requesting extension of their lease for the space adjacent to and above SBU's well house at the corner of 3rd Avenue and Florida Street. Mann/DeNamur to approve the extension of the lease with Bay Shipbuilding in the amount of \$1,265.78 for 2011/2012. Motion carried with President Fett abstaining.

Next was consideration of ATC voluntary capital contribution for 2011. The contribution of \$9,137 is due on April 28th, 2011. Abeyta/Ellenbecker to approve the ATC contribution of \$9,137 on April 28th, 2011. Motion carried.

General Manager Stawicki presented the Commission with information pertaining to payment in lieu of taxes (P.I.L.O.T) and other contributions to the City of Sturgeon Bay. The list of detailed cost of services provided to the City by SBU included refuse billing, audit costs, donated labor and tax equivalent payment. This was for information only.

Consideration of amendment to the Shared Savings tariff was next on the agenda. This modification was requested by WPPI Energy to allow for a member to have the option to reduce the customer repayment period for Shared Savings loans. This will allow members the flexibility to shorten the repayment period from the standard 60 months in order to reduce repayment risk. Abeyta/Mann to approve the amendment to the Shared Savings tariff. Motion carried.

Abeyta/Mann to accept the Operations Report for March. Motion carried.

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

- a. Adjustments for the month
- b. Update on projects
 - 1. Impact of budget repair bill
 - 2. SBU wellness initiative
 - 3. Electric rate filing
 - 4. Legislative Days energy issues
 - 5. Revised start time of SBU Commission meetings
 - May – October meet at 8:00 p.m.
 - November – April meet at 5:30 p.m.

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

Mann/Ellenbecker to adjourn. Motion carried. The meeting adjourned at 7:01 p.m.

Stephen C. Mann
Secretary

Approved for publication:

Stewart Fett
President

James Stawicki
General Manager

Date: _____

Date: _____

ZONING BOARD OF APPEALS

Monday, May 9, 2011

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 7:00 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from April 25, 2011.
4. Public hearing: Rear yard variance for Janyce Caple for property located at 11 N. 17th Dr.
5. Consideration of: Rear yard variance for Janyce Caple for property located at 11 N. 17th Dr.
6. Adjourn.

Carried.

Approval of minutes from April 25, 2011: Moved by Mr. Gigstead, seconded by Mr. Goodwin to approve the minutes from April 25, 2011. Carried.

Public hearing: Rear yard variance for Janyce Caple for property located at 11 N. 17th Dr.: Chairperson William Murrock opened the public hearing at 7:05 p.m.

Janyce Caple explained that the main level of her recently purchased split-level home did not have an outside exit. There is an exit 7 steps down from the main level to the front door and one exit to the garage. She lives on a corner lot and there isn't any outdoor living space in the yard. The 10' x 18' proposed deck would exit off the living room and dining room area. It would be located 20' from the rear lot line instead of the required 25'. She recently broke her leg and the deck would make it much easier for her to let her two golden retrievers out into the fenced-in area. She added that the deck would be built with trex decking, which would never have to be painted and would match the style of the house.

No one spoke during the public hearing. Acting Secretary Goodwin read one letter in favor. There was no other correspondence.

Mr. Olejniczak stated that the parcel is 96' wide x 130' deep. Ms. Caple currently has only 5' of buildable area to the west. She would still be further away from the rear lot line than her neighbor, since it is actually her neighbor's side lot line with a requirement of only 10'.

The house complies with all setbacks.

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

Consideration of: Rear yard variance for Janyce Caple for property located at 11 N. 17th Dr.: Discussion was held and an idea was brought up with the possibility of an L-shaped deck extending 5' with steps coming off the rear of the house and wrapping the deck around to the south facing Michigan Street. A variance would then not be needed.

Mr. Olejniczak reminded the Board of their options. They could grant the request as proposed, grant a modified request, or reject the variance entirely.

Moved by Mr. Starr, seconded by Mr. Chaudoir to grant the request as proposed since the property is a corner lot, with the west lot line being considered a rear lot line and not a side yard as the adjacent property owner enjoys. The approval is for the proposed deck and not for any other enclosed living area or storage area. Roll call vote: All ayes. Carried.

Adjourn: Moved by Mr. Starr, seconded by Mr. Murrock to adjourn. Carried. Meeting adjourned at 7:34 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
May 10, 2011

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:30 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta, Alderperson Wiegand, and Alderperson Schlicht were present. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, members of the general public, and Office/Accounting Assistant II Flinn.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request from Ben Felhofer to waive/reduce transient merchant permit fees.
4. Consideration of: Request of 810 S. Lansing Avenue
RE: Development Agreement.
5. Consideration of: American Transmission Company Easement
RE: Canal to Dunn Rd Project.
6. Review of unfinished business list.
7. Review bills.
8. Adjourn.

Carried.

Request of 810 S. Lansing Avenue RE: Development Agreement was the first item discussed. Alderperson Abeyta went through the changes requested and agreed that they seemed to be reasonable. The only change the Committee did not agree with was extending the agreement to ten years. Moved by Alderperson Abeyta, seconded by Alderperson Wiegand to recommend to Common Council to allow 810 S. Lansing Avenue to sell Lot/Tract 1-A to Christiaan Jeanquart and transfer the development agreement to Mr. Jeanquart with the following changes: rather than construct a commercial building valued at \$700,000.00 they must construct a commercial building valued at \$300,000.00, and to grant a five year extension to the development agreement with an additional five year option. Carried.

The Committee moved on to the rest of the agenda items before addressing item #3 - Request from Ben Felhofer to waive/reduce transient merchant permit fees.

The Committee then considered item #5 American Transmission Company Easement RE: Canal to Dunn Rd. Project. City Administrator McNeil and City Attorney Nesbitt have been communicating with American Transmission Company since last fall when they requested the easement to access the new substation. City Administrator McNeil stated that American Transmission Company is offering \$12,650.00 to obtain the easement, \$3,000 for settlement now and an additional \$500.00 to authorize tree and brush removal in the area of the easement, for a total of \$16,150.00. The Committee briefly discussed the request. Moved by Alderperson Abeyta, seconded by Alderperson

Wiegand recommend to the Common Council to grant the easement to American Transmission Company to access the new substation located between Canal and Dunn Rd. American Transmission Company will pay the City, \$12,650.00 for the easement, \$3,000 if the City will settle now and an additional \$500.00 to authorize tree and brush removal around the easement for a total of \$16,150.00. Carried.

Request from Ben Felhofer to waive/reduce transient merchant permit fees was then discussed. Ben was represented by his father, Matt Felhofer. He stated that Ben and a friend, Austin DeMeuse are both juniors in high school and they would like to start the business of a mobile hotdog and lemonade stand. He continued that the start-up expenses are between \$750.00 and \$800.00 for state permits and the equipment is expensive as well. Mr. Felhofer added that the transient merchant permit fees are \$50.00 per month per person that would be working the cart, which seem to be a bit high. He continued that they plan on donating ten to fifteen percent of the profits to Rotary Interact.

Aldersperson Abeyta commended the young men on their entrepreneurial abilities. However, other merchants have applied for the transient merchant permit and the Committee has never been asked to waive the fees. He feels that the City needs to keep an even playing field for all transient merchants. Mr. Felhofer commented that he spoke with City Clerk Reinhardt and she mentioned that the ordinance was changed some years ago to be more restrictive. Moved by Aldersperson Abeyta, seconded by Aldersperson Wiegand to recommend to the Common Council to deny the request from Ben Felhofer to waive/reduce transient merchant permit fees. Carried.

The Committee reviewed the unfinished business list.

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

Moved by Aldersperson Abeyta, seconded by Aldersperson Schlicht to adjourn. Carried.
The meeting adjourned at 7:00 p.m.

Respectfully submitted,



Dixie Flinn

Office/Accounting Assistant II

PERSONNEL COMMITTEE

May 11, 2011

A meeting of the Personnel Committee was called to order at 5:30 p.m. by Chairperson Vandertie. Roll call: Members Vandertie, Abeyta, and Stutting were present. Also present: Ald. Fett, Ald. Schlicht, Ald. Lodi, City Administrator McNeil, Police Chief Porter, Police Captain Brinkman, Fire Chief Herlache, and Assistant City Administrator Allen. Mayor Birmingham entered at 5:37 p.m. Police Officer South entered at 5:48 p.m.

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

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Police Department staffing.
5. Consideration of: Hiring Freeze.
6. Consideration of: Future meeting times.
7. Adjourn.

Carried.

Chief Porter and Captain Brinkman made a power point presentation on Police Department staffing. He reported the recent retirement of Lieutenant/Investigator Baudhuin along with the promotion of Captain Brinkman from Sergeant Investigator, has resulted in two vacancies in the department and no investigator. He then presented a 10 year of staffing history, and outlined minimum levels necessary to provide adequate police protection for the City. The minimum weekday staffing is two patrol officers between the hours of 3:00 a.m. and 11:00 a.m. and three officers between 11:00 a.m. and 3:00 a.m. Weekend staffing increases to three officers 24 hours a day as there are more calls and higher risk calls for service.

Minimum staffing was three officers on duty 24 hours a day, seven days a week prior to 2004 when two officers were laid off and staffing levels were reduced. To keep overtime costs under control the same reduced minimum staffing levels were maintained even though in 2005 the two officers were reinstated. Patrol staffing is now below the 2001 level even though calls for service have increased over the 10 year period. Mr. Stutting asked if the minimum staffing level is set by policy and the Chief reported it is historically set by the Chief and management team. Mr. Abeyta asked how Sheriff's Dept. assists the Police Department. Captain Brinkman said County officers are on the same radio frequency and depending on nature of call and ability to respond, they will respond if close to the City. Mr. Vandertie asked how strict the policy is for keeping coverage on both sides of the bay, and the Chief said it depends upon nature and location of calls received.

Chief Porter stated he understands the challenges the City is facing, but reducing staffing levels below 20 officers could result in a significant amount of overtime and would also have a long term effect on the Department's ability to effectively maintain an absence of crime and disorder in the City. Mr. Stutting asked whether paperwork impacts patrol time. The Captain explained paperwork is hopefully completed right after a call has ended. Overtime becomes an issue when reports have to be completed after a shift has ended. It's mandatory to complete reports for court appearances the next day.

The Chief next reported on the 10 year staffing history. In January of 2001 under Chief McIntosh there were 16 patrol officers along with the Chief and Captain. The Lieutenant position was created at that time to help with the increased administrative and command staff duties. In October of 2001 two patrol officers were added to reduce overtime costs. At the end of 2001 there were 21 sworn officers with 3 sergeants and 5 patrol officers on each shift. In 2004 two patrol officers were eliminated in the budget, bringing patrol staffing back down to 16 officers. Chief Trelka then reduced the minimum staffing levels. In July 2005 the Council reinstated two officers bringing it back up to 18. Overtime costs went up considerably so minimum staffing was reduced lowering overtime except for coverage for vacant positions, vacation, sick leave, etc. There has been no change in minimum staffing since 2004. In 2007 Chief Trelka received permission to reinstate the Sergeant Investigator position. The position was filled from within but staffing did not increase from 21 sworn officers. The Sergeant Investigator supervised the first shift patrol officers and there were 5 officers on days, 6 on afternoons, and 6 on the evening shift.

Chief Porter said it's essential to fill and retain the Lieutenant/Investigator position to assist in the administrative work load, to conduct investigations, and provide supervision to patrol. He outlined the Department plan to hold open the Sergeant Investigator position for 2011 and 2012, not filling the position until the budget situation stabilizes. This will result in an approximate savings of \$200,000 (\$100,000 per year for wages and benefits), and reduces the number of sworn officers from 21 to 20.

The Chief then explained that overtime expenditures are linked to staffing for shift coverage in the event of sick leave, light duty, FMLA, mandated training (24 hours annually for each officer to maintain certified status), position vacancies, and special events. In response to a question from Mr. Lodi he reported that 70% of overtime is related to shift coverage. Mr. Stutting asked about new employee training and the Chief explained there is a three month training period during which a new employee does not count toward staffing. The report on overtime continued. Overtime is also incurred during major investigations when those officers who have specialized investigative training work on their days off, and also for transports. When asked by Chairperson Vandertie if he would prefer a Lieutenant/Investigator position rather than other staff, Captain Brinkman replied he would prefer to have both.

Mr. Schlicht asked whether overtime costs could be reduced if overtime wasn't based on seniority. The Chief and Officer South said they felt there would not be significant savings as officers cannot work more than three 12 hour shifts in a rotation, usually work out overtime schedules on their own, and most are at top wages. Mr. Stutting asked about the possibility of using retired police officers to fill in and a short discussion took place.

Chief Porter continued the presentation citing some of the factors creating overtime such as court appearances, court cancellation pay, duties taking officers out of the City, filling shifts during staff shortages, and training. Mr. Abeyta asked whether training is required regardless of experience and Chief Porter said it depends upon experience and whether experienced officers apply. He noted that in addition to the two current vacant positions, a patrol officer will be leaving in July and two officers will be on FMLA leave in late summer.

The Chief recapped the proposed plan to maintain the current patrol staffing, to place the Sgt. Investigator position on hold because of the budget situation, to use day shift Sgt. Zager in dual capacity to supervise the other 3 shift officers and assist the Lt. in investigations when call volume allows, to promote Sgt. Henry to Lieutenant/Investigator as approved by the Fire and Police

Commission, to fill the subsequent patrol Sergeant vacancy with Officer Hougaard, and to fill the subsequent Patrol Officer vacancy from the eligibility list. Mr. Stutting asked if additional state reporting mandates increased administrative workloads. Captain Brinkman said requirements by the District Attorney for criminal complaints means reports have to be cleared each day.

Mr. Abeyta asked why the positions haven't been filled. Chief Porter said it was a combination of not knowing when the Lieutenant position would open up, the pending study, and the 2012 budget challenges. Mr. McNeil noted that under the hiring policy in the Human Resources Functions Standardization Policy the Chief could have proceeded but did not because of those reasons. The Assistant City Administrator described the hiring policy which states that positions are deemed authorized by the Council if budgeted and the Council has not enacted a hiring freeze. After notification of a retirement or resignation she notifies Council members in writing of the pending vacancy noting that advertising and recruitment efforts continue to proceed unless the Personnel Committee Chair notifies either her or the City Administrator to delay the process for further consideration of staffing levels. She explained the policy was enacted to fill positions as possible. Mr. Abeyta said he appreciated the Chief waiting to fill the positions. Mr. Lodi said everyone is working together to see where the City is with the budget, but it's no longer business as usual and asked that the process be put off until the full impact is known. Status of maintenance of effort was discussed, and the Mayor said the Oshkosh study addresses both the Police and Fire Department staffing, and he thinks slowing this process will only mean less service. Mr. Abeyta said he feels the presentation and staff reduction for 2011/2012 accomplishes the goal of Police and also Fire organizational needs, and doesn't see any reason for holding the process up any longer. Mr. Stutting said it's about what is the optimal staff size, and also expressed his concern about the potential lag time if waiting too long.

Moved by Mr. Abeyta, seconded by Mr. Stutting to recommend to the Common Council to fill the Police Lieutenant/Investigator position, subsequent vacant Police Patrol Sergeant position, and subsequent vacant Police Patrol Officer position; and to maintain the sworn officer staffing level at 20. Discussion continued during which the Fire Chief stated the importance of an investigator to the Fire Department for fire investigations. It was also brought forward that the position would be a non-union management position. After additional discussion, a vote was taken on the motion. Carried.

Moved by Mr. Abeyta, seconded by Mr. Vandertie to remove item #5: Consideration of: Hiring Freeze from the agenda. Carried.

Moved by Mr. Abeyta, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 7:22 p.m.

Respectfully submitted,



Mary Lou Allen
Assistant City Administrator

COMMUNITY PROTECTION & SERVICES COMMITTEE
May 12, 2011

A meeting of the Community Protection & Services Committee was called to order at 5:36 p.m. by Chairperson Lodl in Council Chambers, City Hall. Roll call: Members Lodl, Stutting and Schlicht were present. Also present: Jason Mann of Mann Communications, City Administrator McNeil, Community Development Director Olejniczak, members of the general public and Office/Accounting Assistant I Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request from Ben Felhofer to operate Hot Dog Cart on City owned property.
4. Consideration of: Personal services contract with Mann Communications, LLC for cable TV services.
5. Consideration of: Regulation of barbed wire and other fences.
6. Consideration of: Sidewalk Plan.
7. Review of Bills.
8. Adjourn.

Carried.

Consideration of: Request from Ben Felhofer to operate Hot Dog Cart on City owned property:
 Matt Felhofer, 940 W Oak Street, spoke in behalf of his son, Ben Felhofer. Mr. Felhofer stated that his son Ben, along with Austin DeMeuse, would like to start a hot dog and lemonade stand. They are working closely with Michelle Gibson, who is in charge of the Future Business Leaders program at Sturgeon Bay High School. Ben and Austin would like to start at 7:00 am at one of the marinas and switch to a different location every half an hour. They would serve coffee and bagels from 7:00 to 9:00 in the morning. Their hours for lunch would be 11:00 am to 2:00 pm, at which time they would serve hot dogs and lemonade. Evening hours would be upon marina's requests. Ben and Austin would like to get into a constant routine so their customers will know what to expect.

Currently, they have received permission from Quarterdeck Marina, Sturgeon Bay Yacht Club and Center Point Marina. With the letter that was submitted to the Community Protection & Services Committee, Ben and Austin are asking permission to operate their hot dog stand on City-owned property. They would like to sell their hot dogs in the grass area at the Farmer's Market on Saturday mornings and be included in other events at the parks, such as the summer concerts and 4th of July celebration.

City Administrator McNeil commented that in order for them to sell at the Farmer's Market, they would have to pay the fee and follow the restrictions of the Farmer's Market. Everything brought to the Farmer's Market must be home made or home grown. As for the events in the parks, Ben and Austin will need to get permission from the entities that are running those events.

Mr. Felhofer further mentioned that Ben and Austin feel strongly about the Door County Rotary Interact Club. They intend to donate 15 percent of their profit to the Door County Rotary Interact Club, in which they will continue next year if their venture is successful.

Moved by Mr. Stutting, seconded by Mr. Schlicht to recommend to Common Council to grant Ben Felhofer and Austin DeMeuse permission to operate their hot dog cart on City-owned property, subject to the approval of Bob Bordeau, Municipal Services Superintendent.

Mr. Lodl would like the motion to be more specific and not as open. Mr. Lodl would like to see the hot dog stand operate at the parks for boaters and swimmers. However, some locations mentioned have limited space. Mr. Felhofer realized that space concerns are an issue, but would like everyone to have an open mind.

Community Development Director Olejniczak commented that there are two issues at hand. First, there may be conflicts with other events. If another entity has reserved one of the parks, the boys would have to ask permission from those entities to set up their hot dog stand. The second issue, if there is a dispute of where they are setting up, they may have to be moved to a more appropriate location.

Mr. Felhofer stated that Ben and Austin will provide a map and a list of events that they want to attend. Mr. McNeil replied that Harmony by the Bay concerts in the park are one of the events, as well as the Sturgeon Bay Bass Tournament, and Fourth of July Firework celebration sponsored by Sturgeon Bay Visitor's Center.

A vote was taken on the motion. Carried, with Mr. Lodl voting no.

Consideration of: Personal services contract with Mann Communications, LLC for cable TV services:

Mr. Lodl introduced this item to the committee members. The personal services contract with Mann Communications, LLC is scheduled to expire on July 31, 2011. The City would like the contract to be on a calendar year and extend the contract to expire December 31, 2011, with the current terms and conditions that are in place. After that, the contract would be yearly.

Moved by Mr. Schlicht, seconded by Mr. Stutting to recommend to Common Council to extend the personal services contract with Mann Communications, LLC for operation of the PEG channels until December 31, 2011, with the following modifications to the contract term:

2. **Contract Term.** The services provided in Section A shall be provided during the term commencing ~~August 1, 2010~~ **August 1, 2011** and ending at 11:59 p.m. on ~~July 31, 2011~~, **December 31, 2011**, unless sooner terminated as provided herein. The City of Sturgeon Bay may, at its option, extend this Contract for one additional term of one year **commencing January 1, 2012** by providing notice thereof at least thirty (30) days prior to the expiration of this Agreement.

Funding for the PEG channels were discussed briefly. Jason Mann of Mann Communications, LLC mentioned that it may be a possibility to charge individuals/businesses for commercial content. However, the current amount of revenue coming in should be sufficient for the amount needed for operations.

A vote was taken on the motion. Carried.

Consideration of: Regulation of barbed wire and other fences:

Community Development Director Olejniczak introduced this item. Currently, the only restriction that the City of Sturgeon Bay has in place for fencing is that it needs to be four feet from a public right-of-way. At times, there are fencing abuses going on in the City. He suggested setting up a

policy or ordinance to regulate fencing in the City. With regulating fencing, it will take staff time to create and control, but this can be compensated with fees.

Mr. McNeil suggested regulation for a fence ordinance to include language for minimum and maximum height and requirement of a survey to find out the owner of the property. This will also result in having someone inspect the fence before and after it is erected.

If fencing regulations become part of the zoning code, Mr. Olejniczak stated that the City of Sturgeon Bay will need to hold a public hearing. If an ordinance is created, the ordinance will need a first and second reading.

Moved by Mr. Schlicht, seconded by Mr. Stutting to instruct Community Development Director Olejniczak to create a policy regulating barbed wire and other dangerous fencing with exceptions in industrial and agricultural areas. Carried.

Consideration of: Sidewalk Plan:

Mr. Lodl explained that when the City of Sturgeon Bay received a grant for Safe Routes to School, Council members discussed at great length where the best areas to install sidewalks would be. In the event that the City receives another grant or funding for sidewalks, a plan will have already been established that may only need slight adjusting.

Mr. Olejniczak mentioned that some areas of sidewalk in the City aren't connected to any others. However, sidewalks can be added to connect to existing areas. There are also areas in the City that sidewalks can be removed.

Since the City of Sturgeon Bay already has information for sidewalks on a Comprehensive Plan, Mr. Lodl suggesting sending this item to Plan Commission. Moved by Mr. Stutting, seconded by Mr. Lodl to send the development of a Sidewalk Plan for the City of Sturgeon Bay to Plan Commission. Carried.

Review of Bills:

Jason Mann of Mann Communications, LLC explained the invoices submitted for payment. Moved by Mr. Stutting, seconded by Mr. Schlicht to approve the invoices submitted for payment as of May 12, 2011 in the amount of \$1,179.44. Carried.

Moved by Mr. Schlicht, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 7:07 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant

*PARKING AND TRAFFIC COMMITTEE
Monday, May 16, 2011*

A meeting of the Parking and Traffic Committee was called to order at 4:15 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: *Member Schlicht was present. Members Vandertie and Fett were absent. Also present: City Administrator McNeil, Community Development Director Olejniczak, Police Captain, Brinkman, and Municipal Services Secretary Lenius.*

No discussion took place since there was not a quorum.

Respectfully Submitted,



*Jennifer M. Lenius
Municipal Services Secretary*

HISTORIC PRESERVATION COMMISSION

Wednesday, May 18, 2011

A meeting of the Historic Preservation Commission was called to order by Chairperson Shelly Kerwin at 12:02 p.m. in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Ron Vandertie, Shelly Kerwin, Eric Paulsen, Nancy Emery, and Dennis Statz were present. Member Elizabeth Bylaska entered the meeting at 12:13 p.m. Also present were Jennifer DuPont, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 1, 2011.
4. Consideration of: "Honorary Only" designations of local historic places.
5. Consideration of: Request for designation of historic structure for dwelling located at 234 Nautical Drive.
6. Consideration of: Plaques for historic buildings.
7. Adjourn.

Carried.

Approval of minutes from February 1, 2011: Moved by Mr. Paulsen, seconded by Mr. Statz to approve the minutes from February 1, 2011. Carried.

Consideration of: "Honorary Only" designations of local historic places: Ms. Kerwin stated this issue has been ongoing for some time and there may be an historic event, site, or property that was significant to Sturgeon Bay, Door County, or the USA that should have some type of honorary designation. If someone wishes for an honorary designation or proclamation, the City should receive a submission in writing.

Mr. Paulsen stated he was unclear what the definition of honorary designation means. The Commission's responsibility is to deal with historic structures.

Mr. Statz stated honorary could mean a plaque or proclamation saying that this is a site or structure of historic significance and list a reason or two. Mr. Paulsen responded this could be used just the opposite and the Commission could decide it was not historical enough to be designated historical, so therefore the property owner could do whatever they want with the building. He said the Commission should think about what their job is. There may be an owner that doesn't care if their property is historical.

Mr. Olejniczak stated that a proclamation could be issued case by case or decide that it is policy and part of the code.

Ms. Kerwin mentioned that maybe a designation or proclamation from the Door County Historical Society would be significant enough verses coming from the HPC. Mr. Paulsen thought that would make more sense. He said the HPC job is more architectural.

Mr. Statz suggested coming up with a certificate for recognition. Mr. Paulsen thought it would be a nice thing to do coming from the Historic Preservation Commission without the property owners seeking it.

Ms. Kerwin asked if the Commission wants to be involved in this level of proclamation. Enough information needs to be provided as to the significance of a property. Mr. Paulsen suggested this be used as a tool for educating the community about historic preservation and refer to the Historical Society for significant historical events that have happened.

Under Mr. Statz's recollection, years ago there were framed certificate commendations that the City had

awarded.

Jennifer DuPont thought some type of plaque recognizing the historical properties would get more people interested and show Sturgeon Bay in a positive light as far as historic preservation without having the restrictions attached to a building.

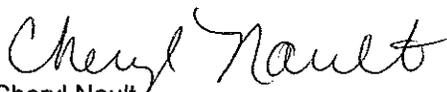
Moved by Mr. Paulsen, seconded by Mr. Statz to create a historic commendation to recognize maintenance and preservation of historic structures as needed. All ayes. Carried.

Consideration of: Request for designation of historic structure for dwelling located at 234 Nautical Drive: After a short discussion it was moved by Mr. Paulsen, seconded by Ms. Emery to commend Jennifer DuPont's property at 234 Nautical Drive as a historical structure. Carried.

Consideration of: Plaques for historic buildings: Mr. Olejniczak explained this item started with the Main Street Program. A committee was formed to do some type of plaque on the downtown buildings in the historic district. A subcommittee was then formed that included Mr. Statz and other members of the Main Street Program. The format was designed, as well as determining that marble would be the material used. Much research was done on the architectural significance, other things about the building, and photos. A picture of the building would be etched in, along with the verbiage. It was difficult finding old photos of all the buildings. The costs would be shared by the participating property owner and money received from other organizations. An engraver in Waupaca completed the first batch of five plaques, including the Masonic Temple, old library (Stangel Accounting), Draeb Jewelers, former Bank of Sturgeon Bay (Harmann Studio), and Hay Hardware (Door County Eye Associates). Unfortunately, the plaques that were mounted on the Harmann building and Door County Eye Associates building had become unglued from the aluminum backing and fell and got broken. The Commission discussed alternative methods of mounting the plaques. Ms. Emery volunteered to try to locate old photos of the buildings we do not have.

Adjourn: Moved by Mr. Paulsen, seconded by Ms. Emery to adjourn. Carried. Meeting adjourned at 12:55 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

CITY PLAN COMMISSION

Wednesday, May 18, 2011

A meeting of the City Plan Commission was called to order at 7:05 p.m. by Chairperson Dan Wiegand in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Dennis Statz, Laurel Brooks, Dan Wiegand, John Lodi, Joe Porten, and Michael Gilson were present. Excused: Member Jeff Norland. Also present were City Engineer Tony Depies, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from April 20, 2011.
4. Public comment.
5. Consideration of: Request from Dick Skare to vacate a portion of N. Ithaca Avenue.
6. Consideration of: Modification of conditional use for Marina View Apartments to relocate recreational area.
7. Consideration of: Conditional use request from Marina View Apartments for construction of three 8-unit multifamily dwellings at 306 Nautical Drive:
8. Consideration of: Sidewalk plan.
9. Adjourn.

Carried.

Approval of minutes from April 20, 2011: Moved by Mr. Gilson, seconded by Mr. Porten to approve the minutes from April 20, 2011.

Public Comment: No one spoke during public comment.

Consideration of: Request from Dick Skare to vacate a portion of N. Ithaca Avenue: Mr. Olejniczak explained that Dick Skare is the owner of a parcel that abuts an old right-of-way that dates back to 1894. It is a gravel path. Mr. Skare is requesting that the portion that he thought was his property be vacated and transferred to him. This was never improved as a street and was no reason to maintain it as a public street. Another option is to narrow the entire right-of-way to a traditional alley. If a street vacation were to proceed, the neighboring properties would receive notification. Old documents were recorded by the predecessors of the parcel that fronts on Joliet Ave. that it abuts and the predecessors of Mr. Skare's lot that if ever vacated it would become the property line.

Mr. Skare stated he owns the property at 403 Ironwood. He had observed that the residents on the east side of Ithaca Avenue use it as a driveway. The residents on the west side use it for brush piles, etc. He currently is limited with what could be done with his property due to the old right-of-way.

Mr. Porten stated he didn't see any properties being compromised by this.

Mr. Gilson saw no problem with the request and thought that the east side should be vacated as well. Moved by Ms. Brooks, seconded by Mr. Gilson to recommend to Council approval to vacate that portion of N. Ithaca Avenue abutting Mr. Skare's property. Roll call vote. Carried, with Mr. Wiegand voting no. It was also suggested that staff pursue the process of surveying the neighbors to see if they would like the improved alley and hammerhead turnaround to be established for their

use and to see if the portion related to the original agreement should be acted on in a way the original agreement described.

Consideration of: Modification of conditional use for Marina View Apartments to relocate recreational area: Mr. Olejniczak stated that when the building at 170 Nautical Dr. was approved, there was a condition that the NE corner of the property was supposed to contain a small play area. Marina View is requesting to relocate that recreational area to the east side of the apartments at 226-228 Nautical Dr.

Ken Lynch, manager of Marina View Apartments, stated that residents were asking why the swingset would be placed between two parking lots and behind the garages, when on the cement slab they will be putting picnic tables and grills. A railing has been ordered for the sharp drop-off area of the foundation. The grass area could contain the playground equipment and the residents at 226-228 can actually watch the children on the playground from the apartments. At 170 Nautical Dr., only one or two apartments can see the play area.

Mr. Gilson stated he liked the idea of moving the recreational area since it would be in a central location.

Ms. Brooks mentioned that since each parcel is treated individually, it is not necessary to move the recreational area to another location. She was concerned that a parcel would be sold off and could lose amenities on the parcel, including access to trash collection. Mr. Wiegand agreed and said it was expressed to the Commission that the parcels are not tied together. That is why the Commission is looking at a recreational area for each parcel.

Mr. Lodi did not see any problem with putting in more than one recreational area with the number of apartments and the development that is occurring. Moved by Mr. Lodi, seconded by Ms. Brooks to deny the request to modify the conditional use for Marina View Apartments to relocate the recreational area. Roll call vote. Carried, with Mr. Gilson voting no.

Consideration of: Conditional use request from Marina View Apartments for construction of three 8-unit multifamily dwellings at 306 Nautical Drive: Mr. Olejniczak stated that the building and garages were modified to conform to all setbacks. A driveway is also proposed to Thorn Street. That site crosses a property boundary leased to Bay Marine. They do have an option to buy that property at any time. The watermain extension was approved by Sturgeon Bay Utilities. He also mentioned that the driveway should be made a condition that it be required prior to occupancy of the second building.

Sherry Coley, Attorney for Marina View Apartments, explained that there were discussions with Jennifer DuPont regarding the no-build easement. What was offered to Ms. DuPont was to move the garages and buildings up to 30' from Nautical Dr. in exchange for the release of the no-build easement. They have not been able to come to an agreement on that. Ms. Coley also stated they will do whatever the City asks for in regard to addressing drainage.

Jennifer DuPont, 234 Nautical Dr., explained the history of her home and property. She was concerned that one of the proposed 8-unit buildings will block her view of the water. She added that the City recently awarded her property a commendation of historic value. She spoke about previous conversations and situations that had occurred with Mr. Schott. She also stated there was no reason for driveway access to the proposed buildings near her property. There should also be a buffer between the playground area and her property.

Discussion took place regarding the existing foundation building. Ms. Coley said there was no intent to build over the top other than installing fencing. A secondary entrance would have to be constructed on the top side. Picnic tables and grills would be available for tenants to use.

Dan Schott stated that Bay Marine will have the opportunity to purchase the property that they lease in 2014. Sturgeon Bay Marinas has the legal right to the property. There have been conversations with Bay Marine in regard to an access point to Thorn Street.

Ms. Brooks referred to the use regulations for the C-2 district. She stated that one needs to remember what it means to be a good neighbor and how this five acres affects the neighborhood.

The stormwater retention area was then discussed. Mr. Olejniczak stated that there is a grass swale between the two apartment buildings that serves two purposes. It filters out the pollutants and slows down the water. Mr. Depies added that the goal is sediment reduction from water. The area has to be a large enough area that is fairly flat in order for the sediment to be removed and that keeps the water running slow.

Mr. Schott stated that the foundation building will only be used for warehousing for Marina View, such as lawn equipment, office equipment, etc., as well as storage for tenants. The one side of the building that is exposed will have a 42" high painted aluminum railing.

Mr. Lodl stated he would like clarification if a permit had been issued for the improvements to the foundation building. He said a permit should be issued before a railing is installed. He added that he thought it was a concern from the beginning with noise and dust from Roen Salvage. Mr. Schott responded he had no concern with Roen Salvage and had a very workable relationship with Bay Marine. His intention is to have the foundation building completed by fall, with the whole project being completed in 2014.

Mr. Olejniczak suggested a new certified survey map be done indicating the lot lines.

Mr. Statz requested that architectural plans, as well as specific language in regard to the use, public storage, what is exposed, face of the building, etc. should be received for the foundation building. Screening should also be placed between the foundation and DuPont's house.

Mr. Schott would like the Commission to place a stipulation that evergreens should be planted along the DuPont property. He also stated that if you want to keep a view, you need to own the land.

Moved by Mr. Wiegand, seconded by Mr. Statz to postpone consideration until the June meeting, with updates and recommendations from staff. Mr. Statz added that he would like to see included the details and restriction for the foundation building.

Mr. Schott said he was told by his architect that the condition of placing stone on the 4-unit building will take away from the building. He is not interested in changing the looks of the building. He added that in regard to the no-build easement, there will be no swap of land. There will be no compromise.

A vote was taken on the motion. Carried, with Mr. Lodl voting no.

Sidewalk plan: Mr. Olejniczak explained that pedestrian improvements are part of the Comprehensive Plan. There is a Safe Routes to School effort that also exists. There are also areas where existing sidewalks aren't connected that either need to be replaced or removed. This item was referred to the Plan Commission by CP&S Committee.

Mr. Lodl stated that this started with a Safe Routes to School grant received and a committee was formed to determine what areas would be considered for sidewalks under this grant. He, Mr. Olejniczak, and Mr. Depies got together and decided it was time to come up with a comprehensive sidewalk plan for the City. A "Complete Streets" policy had been recommended. One of the goals in the plan was to have a walkway extend from bridge to bridge. Different destinations for sidewalks were addressed, such as ballfields, parks, schools, etc.

Discussion continued. Mr. Olejniczak offered different options to consider, such as determine not to create a sidewalk plan, work with staff to map where future sidewalks should be installed and create policies regarding funding and timing, or refer back to CP&S or other committee. Moved by Mr. Porten, seconded by Ms. Brooks to go with the staff recommendation to go forward with the sidewalk plan.

Mr. Statz wondered if there has been an effort to inform or police residents planting trees, etc. in the right-of-way. Mr. Depies responded there are guidelines to follow as far as where the trees are to be planted. Mr. Wiegand requested a copy of the guidelines for tree planting for future use.

A vote was taken on the motion. All ayes. Carried.

Adjourn: Moved by Mr. Statz, seconded by Ms. Brooks to adjourn. All ayes. Carried. Meeting adjourned at 9:39 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

Board of Review
May 20, 2011

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, Welhaven, Bellin and Alternate Allmann were present. Member Loss entered at 9:03 a.m. Also present: City Assessor Ryan Andersen from Associated Appraisals and City Clerk Stephanie Reinhardt.

Moved by Ms. Welhaven, seconded by Mr. Bellin 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 16, 2011 when the assessment roll will be ready for hearing objections.

Carried.

Moved by Mr. Bellin, seconded by Ms. Welhaven to nominate John Hauser as President of the Board of Review. Carried.

Moved by Mr. Bellin, seconded by Mr. Hauser to nominate Myrle Welhaven as Vice-President of the Board of Review. Carried.

Moved by Ms. Welhaven, seconded by Mr. Bellin to adjourn until August 16, 2011 at 9:00 a.m. 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

ZONING BOARD OF APPEALS

Monday, May 23, 2011

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 7:00 p.m. by Chairperson William Murrock in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 9, 2011.
4. Consideration of: Modification of side yard variance for Terry McGuire for property located at 821 Ebbtide Place.
5. ~~Public hearing: Variance for addition to nonconforming structure in floodplain for Dan McCluskey, located at 1312 Memorial Drive.~~
6. ~~Consideration of: Variance for addition to nonconforming structure in floodplain for Dan McCluskey, located at 1312 Memorial Drive.~~
7. Adjourn.

Carried.

Approval of minutes from May 9, 2011: Moved by Mr. Starr, seconded by Mr. Jennings to approve the minutes from May 9, 2011. Carried.

Consideration of: Modification of side yard variance for Terry McGuire for property located at 821 Ebbtide Place: Terry McGuire explained that she had been granted a variance for her proposed 20' wide garage to be 6 feet from the side lot line. A property survey had recently been completed which showed that another 9 inches was needed for the variance in order to fit the proposed garage. She requested a modification of the 4-foot variance to 4.75' to allow the garage to be 5.25' from the lot line.

Mr. Olejniczak said Ms. McGuire is proposing to build what she had submitted, a 20' wide garage addition. He spoke with City Attorney Randy Nesbitt regarding this issue. Mr. Nesbitt stated that usually when you increase the degree of the variance, it should be renoticed, a new public hearing scheduled, and treat it like a new case. In this case, since the hearing notice stated Ms. McGuire is proposing a 20' wide garage, Mr. Nesbitt said the ZBA had the ability to approve the modified variance based on the 20' wide garage or require another hearing to consider a 5.25' side yard instead of 6'.

Mr. Starr stated that he felt if Mr. Nesbitt thought a modification could be approved, he did

not have any problems with it. It is just reaffirming what was previously approved.

Moved by Mr. Gigstead, seconded by Mr. Starr to approve the modification to increase the previously approved variance by 9". Roll call vote. Carried, with Ms. Larson voting no.

Mr. Olejniczak will check into the requirements of an application for a variance, such as requiring a new survey be submitted. He will also check to see what other communities require in regard to variance applications.

Adjourn: Moved by Mr. Murrock, seconded by Ms. Larson to adjourn. Carried. Meeting adjourned at 7:22 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

PARK AND RECREATION COMMITTEE/BOARD MEETING
May 24, 2011

A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:00 p.m. by Chairman Wiegand in Council Chambers, City Hall, 421 Michigan St. Roll Call: Alderpersons Wiegand, Vandertie and Fett. Board members: George Husby, Leif Hagman, Chris Larsen and Bob Bordeau. Members absent: Bill Fuerst and Randy Morrow. Also present: Laurel and Tommy Hauser, Jack Frank, Matt Young, Alderman Schlicht, and Park and Recreation Secretary Kleist.

Motion by Member Vandertie, second by Member Fett to adopt the following agenda:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comment
5. Consideration of: Fitness Classes in City Parks
6. Consideration of: Bounce Houses at Sawyer Park
7. Consideration of: Skateboard Park
8. Discussion of: Naming Creek that Flows thru Woodside Park – near Sawyer School
9. Superintendent's Update
10. Adjourn

Carried.

There was no public comment.

Fitness Classes in City Parks:

Ashley VanDriese from Green Bay requested permission to hold fitness classes at Sunset or Otumba park. Members felt they needed more information concerning insurance and how fees would be paid. Members also felt it would be in conflict with the YMCA and private fitness companies. Motion by Member Hagman to deny the request, second by Member Larsen. Motion carried 7-0.

Bounce Houses at Sawyer Park:

Badger Bouncers, Green Bay, has requested permission to set up four bounce houses at Sawyer Park on Saturday, June 18th. A fee would be charged per participant. Insurance would be provided. They will also rent Sawyer Pavilion. Motion by Member Husby to recommend approval to Common Council for the request from Badger Bouncers to set up four bounces houses at Sawyer Park on June 18th and charge a per user fee and a Certificate of Insurance to be provided to the City of Sturgeon Bay. Second by Member Hagman, motion carried 7-0.

Skateboard Park:

Maps of possible locations for a Skateboard Park, skateboard park information and letters of support from the community were distributed to all Park Board members. The prime location would be by Westside field, and the second possible location would be at N. 14th and Georgia St. Resident Laurel Hauser said the location should be a place

where it is safe, a centrally located visual lot, and easy to get to by kids. Matt Young spoke about the types of skateboard park designs, including concrete. Grants are available. Motion by Member Vandertie to approve the Westside field location for a Skateboard Park and have the Municipal Services Superintendent work with the Sturgeon Bay Skateboard Initiative Group to develop the Westside location. Second by Member Hagman, carried 7-0.

Naming Creek that Flows thru Woodside Park – near Sawyer School:

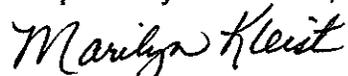
Members felt the naming of the creek should follow the Park Naming guidelines: posting of the information in the official City Newspaper, on the City website, and Government access channel, then after 30 days, the item will be placed on the next Park and Recreation Meeting Agenda, and the recommendation be forwarded onto the Common Council for a majority vote.

Superintendent's Update:

Superintendent Bordeau thanked employees Jen and Marilyn for organizing all the Summer Parks Activities. He then reviewed all the upcoming events: City Wide Garage Sale- June 4th; Kickoff to Summer – June 11th; Saturday Farm/Craft Market- June 4th to Oct. 29th; Tuesday Farm/Craft Market- June 21st thru September 27th; Youth Otumba Park Half Day Camps (in partnership with the YMCA)– June 13th thru August 25th; Youth Sunset Park Tennis Lessons (in partnership with the YMCA)- June 13th thru August 25th; Summer Sunset Park Ceramic Classes – June 14th thru July 7th; Harmony by the Bay Concert Series – Wednesday nights-Martin Park-June 15th thru August 31st; Kids Field Trips – June 28, Bay Beach, July 28, Team Leadership Center and August 17, Lambeau Field; Senior Citizen Field trips – July 16th, AFT Lumberjacks in Love, Sept. 17th, Guys on Ice and December 3rd, A Heritage Hill Christmas and Green Bay Botanical Garden of Lights, and Art on the Wild Side at Sunset Park from July 19th thru Aug. 11th.

Motion by Member Fett, second by Member Husby to adjourn. Meeting adjourned at 7:47 p.m.

Respectfully Submitted,



Marilyn Kleist
Park and Recreation Secretary

A meeting of the Personnel Committee was called to order at 5:30 p.m. by Chairperson Vandertie in the second floor conference room, City Hall. Roll call: Members Vandertie, Abeyta, and Stutting were present. Also present: Mayor Birmingham, Ald. Schlicht, Police Chief Porter, Police Captain Brinkman, and Assistant City Administrator Allen.

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

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Police Lieutenant/Investigator compensation.
5. Adjourn.

Carried.

Chief Porter presented an executive summary requesting Committee review and recommendation to establish an initial salary of \$61,291.15 for the Police Lieutenant position with an increase to \$62,791.55 in six months upon satisfactory evaluation, along with standard benefits in accordance with the Administrative Employee Handbook. He distributed a copy of the current position description. The Chief said his recommendation for a step increase to top pay after six months for Sgt. Henry's promotion to Lieutenant Investigator was based on step increases for recent department management promotions.

He reviewed the 2011 wages for a Sergeant, and work hours for the Sergeant, Sergeant Investigator, and Lieutenant positions. A union Sergeant's 2011 base pay is \$53,377.58 for 1,946.6666 annual work hours. This does not include overtime. The union Sgt. Investigator position, when it was in existence, was based on a 2080 hour work year (not including overtime). The Lieutenant Investigator position, a non-union management position, is based on a 2080 work year. However, it is expected work hours will routinely work be above 40 hours a week which is usual for management positions. Historically it has been a Monday through Friday position from 8:00 to 4:30, but he has had discussions with Sgt. Henry that the hours can be flexed if necessary.

Sgt. Henry's amount of vacation time was clarified, and Chief Porter then answered questions regarding the average number of hours worked by the former Lieutenant Investigator, and the position's role as patrol supervisor.

The Committee discussed and information was provided on the amount of overtime worked by Sgt. Henry and the other Sergeants in 2010. Chief Porter reported on investigative overtime, and Sgt. Henry's qualifications and his extensive investigative and other training.

Discussion continued on the salary recommendation, Sgt. Henry's qualifications and professionalism, what he could make as a Sergeant, and whether to eliminate the six month step and start him at the top amount. Mr. Schlicht expressed his concerns about eliminating the step process. After further consideration, it was then moved by Mr. Abeyta, seconded by Mr. Stutting to recommend to the Common Council to establish the annual salary for the Police Lieutenant Investigator position at \$62,791.55 with standard benefits in accordance with the Administrative Employee Handbook, and to conduct a six month performance evaluation. Roll call: All voted aye. Carried.

Moved by Mr. Stutting, seconded by Mr. Abeyta to adjourn. Carried. The meeting adjourned at 6:04 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Lou Allen". The signature is written in black ink and is positioned above the printed name.

Mary Lou Allen
Administrative Services Director

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL
May 26, 2011

A meeting of the Cable Communication System Advisory Council was called to order at 5:30 p.m. by Chairperson Lodi in Council Chambers, City Hall. Roll call: Members Lodi, Clinkenbeard, Schmeling and Emery were present. Excused: Members Trimberger, Allmann and Stutting. Also present: Jason and Morgan Mann of Mann Communications and Office/Accounting Assistant I Spittlemeister.

Moved by Mr. Schmeling, seconded by Ms. Emery to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Sturgeon Bay Community Access Cable Operations Manual.
4. Adjourn.

Carried.

Jason Mann explained that the Operations Manual for Sturgeon Bay PEG channels have not been updated for a number of years. The manual currently covers the three of the four channels. The channel dedicated for Sturgeon Bay Schools is not yet included. Some of the information outlined in the manual is also covered in the contract for Mann Communications.

Outside of changing the channel numbers, most of the information that is listed for the channels will remain the same. The Facilities & Equipment section of the contract will be changed drastically due to all the new equipment that has been purchased over the past year. The schematics for Council Chambers will not have a lot of changes, but there will be for the video room due to the new equipment that was purchased. Procedures for videotaping meetings in Council Chambers will be updated as well.

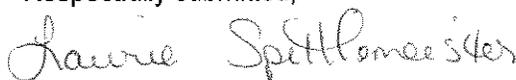
Discussion also led to services that are performed by Mann Communications in the realm of their contract. Committee members will need to figure out what services are in the realm of the contract and what are extra services that can be charged for. Mr. Lodi suggested setting up guidelines and a fee schedule.

Mr. Mann would also like to create an agreement for outside groups so the City can tape the performance/event and play it on one of the PEG channels. An example would be to get a permission form from all the bands playing at Harmony by the Bay this summer. The bands would be taped and played at a later date on the cable channels. If someone would like a copy of a specific band, they would be charged. Mr. Schmeling suggested having the City Attorney and City Administrator at the next meeting to answer some of the concerns that have come up.

Mr. Clinkenbeard explained that the Audio Video Club at Sturgeon Bay School now has procedures on how to handle equipment. These can be included in the operations manual for the City. There are many events that the Audio Video Club tapes, including sporting events. Even with the AV Club taping events, Mann Communications still tape a lot of programs and events to put on the PEG channels.

Moved by Ms. Emery, seconded by Mr. Clinkenbeard to adjourn. Carried. The meeting adjourned at 6:30 p.m.

Respectfully submitted,



Laurie Spittlemeister
 Office/Accounting Assistant I



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MEMO

To: Mayor and Common Council
From:  Valerie J. Clarizio, Finance Director/Treasurer
Subject: 2010 Year-end and 2011 Year-to-date Financial Reports
Date: May 13, 2011

Earlier this month the City received the 2010 "Draft" financial audit from Schenck Government & Not-for-Profit Solutions. As a result, please find the attached December 2010 bank reconciliation and financial report, as well as, the most current bank reconciliation and financial report for the year 2011, dated April 30, 2011. Since the April reports are cumulative, I did not include the January, February and March 2011 financial reports. However, if you would like copies of the financial reports for those months please contact me and I will get them to you.

DECEMBER 2010 BANK RECONCILIATION

CHECKING ACCOUNTS

GENERAL FUND BAYLAKE	WDF BAYLAKE	TIF #3 WIRETECH BAYLAKE
PRIOR G/L BALANCE	2,030,833.91	111,437.70
REVENUE	156,562.28	0.00
DISBURSEMENTS	9,295,833.27	0.00
AMOUNT IN TRANSIT	6,959,904.54	0.00
ADJUSTMENTS	6,588.35	0.00
ENDING BALANCE	38,600.93	0.00
	<u>4,398,805.22</u>	<u>111,437.70</u>

BANK BALANCE	4,476,495.64	111,437.70
LESS OUTS. CHECKS	77,690.42	0.00
	<u>4,398,805.22</u>	<u>111,437.70</u>

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND INVESTMENTS	
	2,922,764.78
	3,878.38
	250,115.86
	0.00
	0.00
	<u>2,676,527.30</u>

	2,676,527.30
	0.00
	<u>2,676,527.30</u>

SAVINGS ACCOUNTS

GENERAL FUND STATE - #2 BAYLAKE BANK - MIMBI	GENERAL FUND STATE - #3 BAYLAKE BANK - MIMBI	TIF #1 DEBT STATE - #11	TOURISM FUND STATE - #12	WDF STATE - #4	CAPITAL - BUILDING DEBT STATE - #9	TIF #3 DEBT STATE - #08	TIF #3 CONSTRUCTION STATE - #14
PRIOR G/L BALANCE	2,023,295.11	519,798.09	12,263.73	3,638.87	5,925.67	64,156.56	190,933.01
REVENUE	2,593,689.57	39,58	2.01	0.60	0.97	59,471.39	30.67
DISBURSEMENTS	341.63	813.09	0.00	0.00	0.00	0.00	4,790.48
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	<u>4,616,643.05</u>	<u>128,407.25</u>	<u>12,265.74</u>	<u>3,639.47</u>	<u>5,926.64</u>	<u>123,627.95</u>	<u>186,173.20</u>
BANK BALANCE	4,616,643.05	128,407.25	12,265.74	3,639.47	5,926.64	123,627.95	186,173.20

TIF #2 BAYLAKE - MIMBA	TIF #2 STATE - #3	TIF #2 DEBT 88A8B STATE - #10	TIF #2 AMENDED AREA CONST. - STATE - #06	TIF #2 AMENDED AREA CAP. INT. - STATE - #7	TIF #2-CAPITAL MAINT. STATE - #15	TIF #2 \$3.15 CONST. STATE - #01	TIF #2 WFRDA DEBT RES. STATE - #13	TIF #2 CITY FUND STATE - #5
PRIOR G/L BALANCE	3,710.39	12,881.50	77,084.34	52,442.98	189,659.47	82,244.56	776,532.35	24,413.43
REVENUE	0.79	202,468.32	12.38	8.58	31.02	129,532.46	127.01	3.61
DISBURSEMENTS	0.00	120,814.77	1,989.00	0.00	0.00	211,769.76	0.00	3,813.65
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	<u>3,711.18</u>	<u>94,535.05</u>	<u>75,107.72</u>	<u>52,451.56</u>	<u>189,690.49</u>	<u>7.26</u>	<u>776,659.36</u>	<u>20,603.39</u>
BANK BALANCE	3,711.18	94,535.05	75,107.72	52,451.56	189,690.49	7.26	776,659.36	20,603.39

CITY OF STURGHON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

DATE: 03/18/2011
TIME: 13:45:43
ID: GL480000.WOW

FOR FUND: GENERAL FUND
FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% ANCE
REVENUES						
GENERAL FUND	794,656.84	875,684.78	10.1	9,535,879.00	8,593,508.92	(9.8)
TOTAL REVENUES	794,656.84	875,684.78	10.1	9,535,879.00	8,593,508.92	(9.8)
EXPENSES						
GENERAL FUND	43,203.28	14,188.35	67.1	518,438.00	501,255.49	3.3
MAYOR	962.12	920.02	4.3	11,545.00	11,867.48	(2.7)
CITY COUNCIL	5,040.43	4,476.07	11.1	60,485.00	56,455.63	6.6
LAW/LEGAL	6,258.35	13,895.00	(122.0)	75,100.00	81,879.50	(9.0)
CITY CLERK-TREASURER	26,505.49	24,538.85	7.4	318,065.00	299,025.49	5.9
ADMINISTRATION	18,004.64	1,022.67	94.3	216,055.00	183,203.66	15.2
COMPUTER	3,983.31	13,792.51	(246.2)	47,800.00	46,175.24	3.3
CITY ASSESSOR	9,057.96	11,792.37	(30.1)	108,695.00	87,298.38	19.6
BOARD OF REVIEW	202.94	0.00	100.0	2,435.00	645.96	73.4
BUILDING/ZONING CODE ENFORCEMENT	5,859.60	7,935.51	(35.4)	70,315.00	49,905.87	29.0
MUNICIPAL SERVICES ADMIN.	16,852.98	(16,469.69)	197.7	202,235.00	155,717.20	23.0
PUBLIC WORKS ADMINISTRATION	17,297.97	18,054.53	(4.3)	207,575.00	195,300.48	5.9
ELECTIONS DEPARTMENT	2,651.30	0.00	100.0	31,815.00	15,094.81	52.5
CITY HALL	14,145.07	22,805.07	(61.2)	169,740.00	128,979.16	24.0
INSURANCE	21,546.70	(3,487.24)	116.1	258,560.00	244,770.16	5.3
GENERAL EXPENDITURES	58,263.38	47,373.92	18.6	699,160.00	167,647.97	76.0
POLICE DEPARTMENT	36,977.97	48,907.93	(32.2)	443,735.00	392,744.69	11.4
PATROL BOAT	863.35	0.00	100.0	10,360.00	4,655.25	55.0
PARKING ENFORCEMENT	536.27	0.00	100.0	6,435.00	2,938.85	54.3
POLICE DEPARTMENT/PATROL	135,507.68	200,704.61	(48.1)	1,626,091.00	1,593,581.65	1.9
POLICE DEPT. / INVESTIGATIONS	18,635.88	18,600.17	0.1	223,630.00	205,888.86	7.9
FIRE DEPARTMENT	136,859.74	201,600.65	(47.3)	1,642,315.00	1,587,345.76	3.3
STORM SEWERS	4,467.53	8,813.77	(97.2)	53,610.00	34,004.31	36.5
SOLID WASTE MGMT/SPRING/FALL	6,685.85	4,617.60	30.9	80,230.00	64,954.91	19.0
COMPOST/SOLID WASTE SITE	2,802.94	1,064.40	62.0	33,635.00	30,919.48	8.0
STREET SWEEPING	2,939.18	40.72	98.6	35,270.00	30,754.93	12.8
WEED ABATEMENT	567.10	419.09	26.0	6,805.00	4,470.77	34.3
ROADWAYS/STREETS	16,940.85	12,120.83	28.4	203,290.00	189,181.93	6.9
SNOW REMOVAL	18,262.52	56,316.23	(208.3)	219,150.00	152,738.56	30.3
STREET SIGNS AND MARKINGS	5,298.77	4,718.85	10.9	63,585.00	52,701.62	17.1
CURB/GUTTER/SIDEWALK	560.86	0.00	100.0	6,730.00	13,930.30	(106.9)
STREET MACHINERY	16,088.37	31,343.27	(94.8)	193,060.00	138,387.12	28.3
CITY GARAGE	6,137.55	5,941.88	3.1	73,650.00	34,167.97	53.6
CELEBRATION & ENTERTAINMENT	1,759.18	2,637.40	(49.9)	21,110.00	20,269.61	3.9
HIGHWAYS - GENERAL	42,098.38	52,748.60	(25.2)	505,180.00	458,179.32	9.3
PARK & RECREATION ADMIN	10,507.58	11,814.73	(12.4)	126,090.00	127,872.96	(1.4)
PARKS AND PLAYGROUNDS	32,603.05	35,571.38	(9.1)	391,235.00	363,755.25	7.0
BALLFIELDS	2,477.52	2,985.90	(20.5)	29,730.00	43,514.53	(46.3)
ICE RINKS	1,034.62	1,600.52	(54.6)	12,415.00	6,957.76	43.9
BEACHES	272.11	0.00	100.0	3,265.00	995.98	69.4

FOR FUND: GENERAL FUND
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES						
MUNICIPAL DOCKS	3,935.06	3,935.75	0.0	47,220.00	55,724.91	(18.0)
WATER WEED MANAGEMENT	8,042.55	6,923.71	13.9	96,510.00	94,485.80	2.0
WATERFRONT PARKS & WALKWAYS	5,866.69	2,232.95	61.9	70,400.00	50,762.11	27.8
EMPLOYEE BENEFITS	2,325.02	45,418.88	(1853.4)	27,900.00	36,417.42	(30.5)
PUBLIC FACILITIES	6,200.00	0.00	100.0	74,400.00	66,246.81	10.9
BOARDS AND COMMISSIONS	183.34	0.00	100.0	2,200.00	592.24	73.0
COMMUNITY & ECONOMIC DEVLPMT	17,385.50	26,022.57	(49.6)	208,625.00	212,545.54	(1.8)
TOTAL EXPENSES	794,658.53	947,940.33	(19.2)	9,535,879.00	8,296,909.68	12.9
TOTAL FUND REVENUES	794,656.84	875,684.78	10.1	9,535,879.00	8,593,508.92	(9.8)
TOTAL FUND EXPENSES	794,658.53	947,940.33	(19.2)	9,535,879.00	8,296,909.68	12.9
SURPLUS (DEFICIT)	(1.69)	(72,255.55)	5376.3	0.00	296,599.24	100.0

FOR FUND: CAPITAL FUND
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARI- ANCE
--- UNDEFINED CODE ---	943,700.54	21,823.52	(97.6)	11,324,406.00	1,525,294.16	(86.5)
TOTAL REVENUES	943,700.54	21,823.52	(97.6)	11,324,406.00	1,525,294.16	(86.5)
EXPENSES						
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0
COMPUTER	958.34	4,549.28	(374.7)	11,500.00	11,503.31	0.0
CITY ASSESSOR	833.34	0.00	100.0	10,000.00	0.00	100.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.0
CITY HALL	0.00	0.00	0.0	0.00	0.00	0.0
GENERAL EXPENDITURES	409,797.51	(43,709.50)	110.6	4,917,570.00	1,829,827.60	62.7
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0
PATROL	77,637.92	9,064.43	88.3	931,655.00	644,736.22	30.7
POLICE DEPT. / INVESTIGATIONS	1,656.75	90.00	94.5	19,881.00	19,971.00	(0.4)
FIRE DEPARTMENT	3,175.02	1,582.26	50.1	38,100.00	34,117.05	10.4
STORM SEWERS	36,666.67	149,496.96	(307.7)	440,000.00	352,975.53	19.7
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	1,250.00	0.00	100.0	15,000.00	8,423.73	43.8
ROADWAYS/STREETS	211,416.68	21,986.13	89.6	2,537,000.00	509,058.84	79.9
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00	0.0
CURB/GUTTER/SIDEWALK	24,957.92	21,213.56	15.0	299,495.00	122,303.13	59.1
CITY GARAGE	1,208.34	0.00	100.0	14,500.00	13,050.00	10.0
PARK & RECREATION ADMIN	0.00	0.00	0.0	0.00	0.00	0.0
PARKS AND PLAYGROUNDS	10,291.68	80,391.80	(681.1)	123,500.00	97,391.03	21.1
BALLFIELDS	4,916.67	26,667.56	(442.3)	59,000.00	51,137.56	13.3
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0
BEACHES	2,583.34	0.00	100.0	31,000.00	41,498.00	(33.8)
MUNICIPAL DOCKS	8,750.00	0.00	100.0	105,000.00	24,674.00	76.5
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0
WATERFRONT PARKS & WALKWAYS	1,541.68	1,996.20	(29.4)	18,500.00	4,970.42	73.1
SANITARY & WATER MAIN	89,583.34	0.00	100.0	1,075,000.00	0.00	100.0
PUBLIC FACILITIES	52,475.42	3,960.00	92.4	629,705.00	29,831.27	95.2
COMMUNITY & ECONOMIC DEVLPMNT	1,666.67	0.00	100.0	20,000.00	1,807.64	90.9
TOTAL EXPENSES	941,367.29	277,288.68	70.5	11,296,406.00	3,797,276.33	66.3
TOTAL FUND REVENUES	943,700.54	21,823.52	(97.6)	11,324,406.00	1,525,294.16	(86.5)
TOTAL FUND EXPENSES	941,367.29	277,288.68	70.5	11,296,406.00	3,797,276.33	66.3
SURPLUS (DEFICIT)	2,333.25	(255,465.16)	(1048.8)	28,000.00	(2,271,982.17)	(8214.2)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
CABLE TV / GENERAL	9,287.92	0.00	100.0	111,455.00	113,414.16	1.7
TOTAL REVENUES	9,287.92	0.00	100.0	111,455.00	113,414.16	1.7
EXPENSES						
CABLE TV / GENERAL	7,361.70	17,402.40	(136.3)	88,340.00	87,028.52	1.4
TOTAL EXPENSES	7,361.70	17,402.40	(136.3)	88,340.00	87,028.52	1.4
TOTAL FUND REVENUES	9,287.92	0.00	100.0	111,455.00	113,414.16	1.7
TOTAL FUND EXPENSES	7,361.70	17,402.40	(136.3)	88,340.00	87,028.52	1.4
SURPLUS (DEFICIT)	1,926.22	(17,402.40)	(1003.4)	23,115.00	26,385.64	14.1

FOR FUND: TOURISM FUND
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
TOURISM COMMITTEE / GENERAL	6,041.67	37,739.80	524.6	72,500.00	112,371.14	54.9
TOTAL REVENUES	6,041.67	37,739.80	524.6	72,500.00	112,371.14	54.9
EXPENSES						
TOURISM COMMITTEE / GENERAL	6,416.67	5,282.11	17.6	77,000.00	87,260.16	(13.3)
	0.00	0.00	0.0	0.00	3,632.43	100.0
TOTAL EXPENSES	6,416.67	5,282.11	17.6	77,000.00	90,892.59	(18.0)
TOTAL FUND REVENUES	6,041.67	37,739.80	524.6	72,500.00	112,371.14	54.9
TOTAL FUND EXPENSES	6,416.67	5,282.11	17.6	77,000.00	90,892.59	(18.0)
SURPLUS (DEFICIT)	(375.00)	32,457.69	(8755.3)	(4,500.00)	21,478.55	(577.3)

FOR FUND: TID #2 DISTRICT
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID DISTRICT #2	171,032.61	335,180.62	95.9	2,052,391.00	2,497,409.98	21.6
TOTAL REVENUES	171,032.61	335,180.62	95.9	2,052,391.00	2,497,409.98	21.6
EXPENSES						
TID DISTRICT #2	213,069.00	54,056.41	74.6	2,556,827.00	2,502,588.26	2.1
TOTAL EXPENSES	213,069.00	54,056.41	74.6	2,556,827.00	2,502,588.26	2.1
TOTAL FUND REVENUES	171,032.61	335,180.62	95.9	2,052,391.00	2,497,409.98	21.6
TOTAL FUND EXPENSES	213,069.00	54,056.41	74.6	2,556,827.00	2,502,588.26	2.1
SURPLUS (DEFICIT)	(42,036.39)	281,124.21	(768.7)	(504,436.00)	(5,178.28)	(98.9)

FOR FUND: TID #1 DISTRICT
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
REVENUES						
TID #1 DISTRICT	33,610.84	39.58	(99.8)	403,330.00	402,793.50	(0.1)
TOTAL REVENUES	33,610.84	39.58	(99.8)	403,330.00	402,793.50	(0.1)
EXPENSES						
TID #1 DISTRICT	51,456.68	391,430.42	(660.6)	617,480.00	617,480.42	0.0
TOTAL EXPENSES	51,456.68	391,430.42	(660.6)	617,480.00	617,480.42	0.0
TOTAL FUND REVENUES	33,610.84	39.58	(99.8)	403,330.00	402,793.50	(0.1)
TOTAL FUND EXPENSES	51,456.68	391,430.42	(660.6)	617,480.00	617,480.42	0.0
SURPLUS (DEFICIT)	(17,845.84)	(391,390.84)	2093.1	(214,150.00)	(214,686.92)	0.2

FOR FUND: TID #3 DISTRICT
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE	%
REVENUES							
TID #3 DISTRICT	8,736.77	59,502.06	581.0	104,841.00	67,898.30	(35.2)	
TOTAL REVENUES	8,736.77	59,502.06	581.0	104,841.00	67,898.30	(35.2)	
EXPENSES							
TID #3 DISTRICT	76,626.63	67,386.58	12.0	919,519.00	725,481.99	21.1	
TOTAL EXPENSES	76,626.63	67,386.58	12.0	919,519.00	725,481.99	21.1	
TOTAL FUND REVENUES	8,736.77	59,502.06	581.0	104,841.00	67,898.30	(35.2)	
TOTAL FUND EXPENSES	76,626.63	67,386.58	12.0	919,519.00	725,481.99	21.1	
SURPLUS (DEFICIT)	(67,889.86)	(7,884.52)	(88.3)	(814,678.00)	(657,583.69)	(19.2)	

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
REVOLVING LOAN FUND (STATE)	1,990.85	247,563.75	2335.0	23,890.00	271,225.92	1035.3
TOTAL REVENUES	1,990.85	247,563.75	2335.0	23,890.00	271,225.92	1035.3
EXPENSES						
REVOLVING LOAN FUND (STATE)	875.01	12,385.43	(1315.4)	10,500.00	477,393.34	(4446.6)
TOTAL EXPENSES	875.01	12,385.43	(1315.4)	10,500.00	477,393.34	(4446.6)
TOTAL FUND REVENUES	1,990.85	247,563.75	2335.0	23,890.00	271,225.92	1035.3
TOTAL FUND EXPENSES	875.01	12,385.43	(1315.4)	10,500.00	477,393.34	(4446.6)
SURPLUS (DEFICIT)	1,115.84	235,178.32	976.3	13,390.00	(206,167.42)	(1639.7)

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	VARI-ANCE
REVENUES						
SOLID WASTE ENTERPRISE FUND	36,362.52	24,359.52	(33.0)	436,350.00	437,059.32	0.1
TOTAL REVENUES	36,362.52	24,359.52	(33.0)	436,350.00	437,059.32	0.1
EXPENSES						
SOLID WASTE ENTERPRISE FUND	30,813.41	104,352.44	(238.6)	369,760.00	390,155.23	(5.5)
TOTAL EXPENSES	30,813.41	104,352.44	(238.6)	369,760.00	390,155.23	(5.5)
TOTAL FUND REVENUES	36,362.52	24,359.52	(33.0)	436,350.00	437,059.32	0.1
TOTAL FUND EXPENSES	30,813.41	104,352.44	(238.6)	369,760.00	390,155.23	(5.5)
SURPLUS (DEFICIT)	5,549.11	(79,992.92)	(1541.5)	66,590.00	46,904.09	(29.5)

MUNICIPAL REPORT TOTALS
 FOR 12 PERIODS ENDING DECEMBER 31, 2010

DEPARTMENT DESCRIPTION	DECEMBER		DECEMBER		FISCAL		FISCAL	
	BUDGET	ACTUAL	ACTUAL	BUDGET	YEAR-TO-DATE	YEAR-TO-DATE	ACTUAL	ACTUAL
TOTAL MUNICIPAL REVENUES	2,005,420.56	1,601,893.63	(20.1)	24,065,042.00	14,020,975.40	(41.7)		
TOTAL MUNICIPAL EXPENSES	2,122,644.92	1,877,524.80	11.5	25,471,711.00	16,985,206.36	33.3		
SURPLUS (DEFICIT)	(117,224.36)	(275,631.17)	135.1	(1,406,669.00)	(2,964,230.96)	110.7		

APRIL 2011 BANK RECONCILIATION

CHECKING ACCOUNTS

GENERAL FUND BAYLAKE	WDF BAYLAKE	TIF #3 WIRETECH BAYLAKE
3,689,807.68	198,968.93	44,051.12
525,137.53	84,512.70	0.00
1,496,417.33	0.00	0.00
14,249.91	0.00	0.00
25,521.16	0.00	0.00
<u>2,729,799.13</u>	<u>283,481.63</u>	<u>44,051.12</u>
<u>2,738,134.85</u>	<u>283,481.63</u>	<u>44,051.12</u>
8,335.72	0.00	0.00
<u>2,729,799.13</u>	<u>283,481.63</u>	<u>44,051.12</u>

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND INVESTMENTS
2,428,831.06
675.05
249,481.40
0.00
0.00
<u>2,180,024.71</u>
<u>2,180,024.71</u>

SAVINGS ACCOUNTS

GENERAL FUND STATE - #2	GENERAL FUND BAYLAKE BANK - MMBA	TIF #1 DEBT STATE - #11	TOURISM FUND STATE - #12	WDF STATE - #4	CAPITAL - BUILDING DEBT STATE - #9	TIF #3 DEBT STATE - #08	TIF #3 CONSTRUCTION STATE - #14
2,317,390.60	20,123.64	382,704.89	44,735.36	3,641.04	5,929.21	98,890.59	154,958.91
250,021.80	3.83	4,432.12	5.36	0.44	0.71	57.26	18.58
19,738.78	2,751.54	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>2,547,673.62</u>	<u>17,375.93</u>	<u>387,137.01</u>	<u>44,740.72</u>	<u>3,641.48</u>	<u>5,929.92</u>	<u>98,947.85</u>	<u>154,977.49</u>
<u>2,547,673.62</u>	<u>17,375.93</u>	<u>387,137.01</u>	<u>44,740.72</u>	<u>3,641.48</u>	<u>5,929.92</u>	<u>98,947.85</u>	<u>154,977.49</u>

TIF #2 BAYLAKE - MMBA	TIF #2 STATE - #3	TIF #2 DEBT 99A&B STATE - #10	TIF #2 AMENDED AREA CONST. - STATE - #06	TIF #2 AMENDED AREA CAP. INT. - STATE - #7	TIF #2-CAPITAL MAINT. STATE - #15	TIF #2 \$3.15 CONST. STATE - #01	TIF #2 WFRDA DEBT RES. STATE - #13	TIF #2 CITY FUND STATE - #5
3,713.47	49,796.49	340,293.36	75,140.29	39,805.01	184,801.16	0.00	826,355.24	16,397.65
0.74	7.94	13,025.80	9.01	2,328.17	22.16	0.00	99.07	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>3,714.21</u>	<u>49,804.43</u>	<u>353,319.16</u>	<u>75,149.30</u>	<u>42,133.18</u>	<u>184,823.32</u>	<u>0.00</u>	<u>826,454.31</u>	<u>16,397.65</u>
<u>3,714.21</u>	<u>49,804.43</u>	<u>353,319.16</u>	<u>75,149.30</u>	<u>42,133.18</u>	<u>184,823.32</u>	<u>0.00</u>	<u>826,454.31</u>	<u>16,397.65</u>

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARI-ANCE
REVENUES						
GENERAL FUND	835,108.33	262,899.37	(68.5)	10,021,304.00	4,014,744.75	(59.9)
TOTAL REVENUES	835,108.33	262,899.37	(68.5)	10,021,304.00	4,014,744.75	(59.9)
EXPENSES						
GENERAL FUND	56,188.12	313.00	99.4	674,260.00	378,329.97	43.8
MAYOR	1,009.56	950.02	5.8	12,115.00	3,711.16	69.3
CITY COUNCIL	5,036.24	4,222.79	16.1	60,435.00	20,422.99	66.2
LAW/LEGAL	6,249.99	3,976.00	36.3	75,000.00	9,220.00	87.7
CITY CLERK-TREASURER	27,006.61	30,900.58	(14.4)	324,080.00	103,833.44	67.9
ADMINISTRATION	18,154.56	20,853.87	(14.8)	217,855.00	71,523.94	67.1
COMPUTER	4,379.13	376.28	91.4	52,550.00	15,524.23	70.4
CITY ASSESSOR	8,050.33	7,223.69	10.2	96,605.00	46,060.21	52.3
BOARD OF REVIEW	205.40	0.00	100.0	2,465.00	0.00	100.0
BUILDING/ZONING CODE ENFORCEMENT	5,753.31	21,282.56	(269.9)	69,040.00	23,876.65	65.4
MUNICIPAL SERVICES ADMIN.	17,097.02	18,995.40	(11.1)	205,165.00	64,517.92	68.5
PUBLIC WORKS ADMINISTRATION	17,676.60	21,646.81	(22.4)	212,120.00	70,380.22	66.8
ELECTIONS DEPARTMENT	1,167.88	5,479.18	(369.1)	14,015.00	9,066.30	35.3
CITY HALL	14,014.51	14,118.65	(0.7)	168,175.00	44,607.26	73.4
INSURANCE	23,204.96	17,157.00	26.0	278,460.00	111,702.80	59.8
GENERAL EXPENDITURES	77,161.13	13,951.82	81.9	925,934.00	25,754.90	97.2
POLICE DEPARTMENT	37,413.27	42,248.62	(12.9)	448,960.00	127,894.32	71.5
PATROL BOAT	892.07	0.00	100.0	10,705.00	0.00	100.0
PARKING ENFORCEMENT	0.00	154.67	100.0	0.00	369.89	100.0
POLICE DEPARTMENT/PATROL	139,637.41	162,339.82	(16.2)	1,675,650.00	509,140.94	69.6
POLICE DEPT. / INVESTIGATIONS	18,939.12	10,749.80	43.2	227,270.00	49,589.09	78.1
FIRE DEPARTMENT	138,300.72	168,344.10	(21.7)	1,659,610.00	518,039.71	68.7
STORM SEWERS	4,192.88	2,317.77	44.7	50,315.00	3,594.37	92.8
SOLID WASTE MGMT/SPRING/FALL	6,324.97	2,688.66	57.4	75,900.00	4,417.69	94.1
COMPOST/SOLID WASTE SITE	2,697.88	190.62	92.9	32,375.00	266.61	99.1
STREET SWEEPING	2,993.31	1,892.37	36.7	35,920.00	3,698.25	89.7
WEED ABATEMENT	568.32	0.00	100.0	6,820.00	0.00	100.0
ROADWAYS/STREETS	17,641.22	24,552.55	(39.1)	211,695.00	82,408.02	61.0
SNOW REMOVAL	17,646.23	18,243.12	(3.3)	211,755.00	125,831.32	40.5
STREET SIGNS AND MARKINGS	4,797.48	66.05	98.6	57,570.00	3,813.68	93.3
CURB/GUTTER/SIDEWALK	1,141.23	0.00	100.0	13,695.00	0.00	100.0
STREET MACHINERY	14,739.96	15,200.94	(3.1)	176,880.00	47,977.90	72.8
CITY GARAGE	5,537.87	5,134.37	7.2	66,455.00	20,351.68	69.3
CELEBRATION & ENTERTAINMENT	3,054.56	8,912.41	(191.7)	36,655.00	20,711.24	43.4
HIGHWAYS - GENERAL	42,451.21	59,586.36	(40.3)	509,415.00	159,957.02	68.5
PARK & RECREATION ADMIN	11,166.17	11,532.97	(3.2)	133,995.00	39,395.82	70.5
PARKS AND PLAYGROUNDS	33,771.99	29,846.33	11.6	405,265.00	96,856.14	76.1
BALLFIELDS	2,509.98	3,132.54	(24.8)	30,120.00	3,720.22	87.6
ICE RINKS	832.88	45.00	94.5	9,995.00	8,160.41	18.3
BEACHES	272.90	0.00	100.0	3,275.00	0.00	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI-ANCE	FISCAL YEAR		% VARI-ANCE
				BUDGET	ACTUAL	
EXPENSES						
MUNICIPAL DOCKS	3,691.59	1,067.76	71.0	44,300.00	2,505.59	94.3
WATER WEED MANAGEMENT	8,093.29	3,489.03	56.8	97,120.00	7,253.55	92.5
WATERFRONT PARKS & WALKWAYS	4,490.39	2,700.99	39.8	53,885.00	8,104.44	84.9
EMPLOYEE BENEFITS	2,041.65	(9,294.88)	555.2	24,500.00	(45,236.95)	284.6
PUBLIC FACILITIES	6,357.50	0.00	100.0	76,290.00	22,251.70	70.8
BOARDS AND COMMISSIONS	156.24	0.00	100.0	1,875.00	0.00	100.0
COMMUNITY & ECONOMIC DEVLPMNT	20,397.01	26,846.43	(31.6)	244,765.00	77,162.36	68.4
TOTAL EXPENSES	835,106.65	773,436.05	7.3	10,021,304.00	2,896,767.00	71.0
TOTAL FUND REVENUES	835,108.33	262,899.37	(68.5)	10,021,304.00	4,014,744.75	(59.9)
TOTAL FUND EXPENSES	835,106.65	773,436.05	7.3	10,021,304.00	2,896,767.00	71.0
SURPLUS (DEFICIT)	1.68	(510,536.68)	(9188.0)	0.00	1,117,977.75	100.0

DEPARTMENT DESCRIPTION	FOR FUND: CAPITAL FUND		APRIL 30, 2011		FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	VARI-ANCE	%
	APRIL BUDGET	APRIL ACTUAL	VARI-ANCE	%				
REVENUES	434,284.11	21,995.98	(94.9)	5,211,410.00	829,875.57	(84.0)		
TOTAL REVENUES	434,284.11	21,995.98	(94.9)	5,211,410.00	829,875.57	(84.0)		
EXPENSES								
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
COMPUTER	1,083.33	243.00	77.5	13,000.00	377.00	97.1	0.0	
CITY ASSESSOR	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
CITY HALL	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
GENERAL EXPENDITURES	55,199.98	528,139.29	(856.7)	662,400.00	628,144.29	5.1	0.0	
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
PATROL	31,882.49	2,871.68	90.9	382,590.00	17,117.12	95.5	0.0	
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
FIRE DEPARTMENT	2,552.06	0.00	100.0	30,625.00	9,748.85	68.1	0.0	
STORM SEWERS	7,500.00	0.00	100.0	90,000.00	952.50	98.9	0.0	
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
SOLID WASTE MGMT/SPRING/FALL	2,916.66	0.00	100.0	35,000.00	0.00	100.0	0.0	
ROADWAYS/STREETS	247,916.63	71.52	99.9	2,975,000.00	5,453.25	99.8	0.0	
SNOW REMOVAL	10,416.66	4,927.35	52.6	125,000.00	112,342.35	10.1	0.0	
CURB/GUTTER/SIDEWALK	25,124.57	0.00	100.0	301,495.00	0.00	100.0	0.0	
CITY GARAGE	833.33	0.00	100.0	10,000.00	0.00	100.0	0.0	
PARKS AND PLAYGROUNDS	6,583.32	(16,090.00)	344.4	79,000.00	9,005.40	88.6	0.0	
BALLFIELDS	1,083.33	490.26	54.7	13,000.00	490.26	96.2	0.0	
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
BEACHES	416.66	0.00	100.0	5,000.00	0.00	100.0	0.0	
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
WATERFRONT PARKS & WALKWAYS	541.66	0.00	100.0	6,500.00	0.00	100.0	0.0	
SANITARY & WATER MAIN	37,499.99	0.00	100.0	450,000.00	0.00	100.0	0.0	
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.0	0.0	
COMMUNITY & ECONOMIC DEVLPMNT	1,250.00	0.00	100.0	15,000.00	0.00	100.0	0.0	
TOTAL EXPENSES	432,800.67	520,653.10	(20.2)	5,193,610.00	783,631.02	84.9		
TOTAL FUND REVENUES	434,284.11	21,995.98	(94.9)	5,211,410.00	829,875.57	(84.0)		
TOTAL FUND EXPENSES	432,800.67	520,653.10	(20.2)	5,193,610.00	783,631.02	84.9		
SURPLUS (DEFICIT)	1,483.44	(498,657.12)	(3714.9)	17,800.00	46,244.55	159.8		

FOR FUND: CABLE TV
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE	%
REVENUES							
CABLE TV / GENERAL	8,937.08	0.00	100.0	107,245.00	29,431.83	(72.5)	
TOTAL REVENUES	8,937.08	0.00	100.0	107,245.00	29,431.83	(72.5)	
EXPENSES							
CABLE TV / GENERAL	20,694.09	9,396.38	54.5	248,330.00	176,388.09	28.9	
TOTAL EXPENSES	20,694.09	9,396.38	54.5	248,330.00	176,388.09	28.9	
TOTAL FUND REVENUES	8,937.08	0.00	100.0	107,245.00	29,431.83	(72.5)	
TOTAL FUND EXPENSES	20,694.09	9,396.38	54.5	248,330.00	176,388.09	28.9	
SURPLUS (DEFICIT)	(11,757.01)	(9,396.38)	(20.0)	(141,085.00)	(146,956.26)	4.1	

FOR FUND: TOURISM FUND
 FOR 4 PERIODS ENDING

DEPARTMENT DESCRIPTION	APRIL 30, 2011		FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARIANCE
	APRIL BUDGET	APRIL ACTUAL			
REVENUES					
TOURISM COMMITTEE / GENERAL	8,634.57	5.36	103,615.00	72,519.30	(30.0)
TOTAL REVENUES	8,634.57	5.36	103,615.00	72,519.30	(30.0)
EXPENSES					
TOURISM COMMITTEE / GENERAL	6,458.32	1,500.00	77,500.00	74,000.00	4.5
	0.00	0.00	0.00	0.00	0.0
TOTAL EXPENSES	6,458.32	1,500.00	77,500.00	74,000.00	4.5
TOTAL FUND REVENUES	8,634.57	5.36	103,615.00	72,519.30	(30.0)
TOTAL FUND EXPENSES	6,458.32	1,500.00	77,500.00	74,000.00	4.5
SURPLUS (DEFICIT)	2,176.25	(1,494.64)	26,115.00	(1,480.70)	(105.6)

FOR FUND: TID #2 DISTRICT
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
TID DISTRICT #2	137,025.57	15,492.89	(88.6)	1,644,307.00	926,712.42	(43.6)
TOTAL REVENUES	137,025.57	15,492.89	(88.6)	1,644,307.00	926,712.42	(43.6)
EXPENSES						
TID DISTRICT #2	228,502.07	8,760.86	96.1	2,742,026.00	503,172.22	81.6
TOTAL EXPENSES	228,502.07	8,760.86	96.1	2,742,026.00	503,172.22	81.6
TOTAL FUND REVENUES	137,025.57	15,492.89	(88.6)	1,644,307.00	926,712.42	(43.6)
TOTAL FUND EXPENSES	228,502.07	8,760.86	96.1	2,742,026.00	503,172.22	81.6
SURPLUS (DEFICIT)	(91,476.50)	6,732.03	(107.3)	(1,097,719.00)	423,540.20	(138.5)

FOR FUND: TID #1 DISTRICT
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
TID #1 DISTRICT	32,781.65	4,432.12	(86.4)	393,380.00	258,729.76	(34.2)
TOTAL REVENUES	32,781.65	4,432.12	(86.4)	393,380.00	258,729.76	(34.2)
EXPENSES						
TID #1 DISTRICT	32,066.66	150.00	99.5	384,800.00	150.00	99.9
TOTAL EXPENSES	32,066.66	150.00	99.5	384,800.00	150.00	99.9
TOTAL FUND REVENUES	32,781.65	4,432.12	(86.4)	393,380.00	258,729.76	(34.2)
TOTAL FUND EXPENSES	32,066.66	150.00	99.5	384,800.00	150.00	99.9
SURPLUS (DEFICIT)	714.99	4,282.12	498.9	8,580.00	258,579.76	2913.7

FOR FUND: TID #3 DISTRICT
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%	VARI- ANCE
REVENUES							
TID #3 DISTRICT	14,939.40	75.84	(99.4)	179,273.00	2,879.74		(98.3)
TOTAL REVENUES	14,939.40	75.84	(99.4)	179,273.00	2,879.74		(98.3)
EXPENSES							
TID #3 DISTRICT	22,480.30	150.00	99.3	269,764.00	58,905.55		78.1
TOTAL EXPENSES	22,480.30	150.00	99.3	269,764.00	58,905.55		78.1
TOTAL FUND REVENUES	14,939.40	75.84	(99.4)	179,273.00	2,879.74		(98.3)
TOTAL FUND EXPENSES	22,480.30	150.00	99.3	269,764.00	58,905.55		78.1
SURPLUS (DEFICIT)	(7,540.90)	(74.16)	(99.0)	(90,491.00)	(56,025.81)		(38.0)

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
REVOLVING LOAN FUND (STATE)	2,692.47	3,090.08	14.7	32,310.00	12,227.65	(62.1)
TOTAL REVENUES	2,692.47	3,090.08	14.7	32,310.00	12,227.65	(62.1)
EXPENSES						
REVOLVING LOAN FUND (STATE)	874.99	0.00	100.0	10,500.00	0.00	100.0
TOTAL EXPENSES	874.99	0.00	100.0	10,500.00	0.00	100.0
TOTAL FUND REVENUES	2,692.47	3,090.08	14.7	32,310.00	12,227.65	(62.1)
TOTAL FUND EXPENSES	874.99	0.00	100.0	10,500.00	0.00	100.0
SURPLUS (DEFICIT)	1,817.48	3,090.08	70.0	21,810.00	12,227.65	(43.9)

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL BUDGET	APRIL ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
SOLID WASTE ENTERPRISE FUND	37,532.48	26,723.08	(28.8)	450,390.00	202,179.63	(55.1)
TOTAL REVENUES	37,532.48	26,723.08	(28.8)	450,390.00	202,179.63	(55.1)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	32,071.57	39,864.12	(24.2)	384,860.00	88,786.28	76.9
TOTAL EXPENSES	32,071.57	39,864.12	(24.2)	384,860.00	88,786.28	76.9
TOTAL FUND REVENUES	37,532.48	26,723.08	(28.8)	450,390.00	202,179.63	(55.1)
TOTAL FUND EXPENSES	32,071.57	39,864.12	(24.2)	384,860.00	88,786.28	76.9
SURPLUS (DEFICIT)	5,460.91	(13,141.04)	(340.6)	65,530.00	113,393.35	73.0

MUNICIPAL REPORT TOTALS
 FOR 4 PERIODS ENDING APRIL 30, 2011

DEPARTMENT DESCRIPTION	APRIL		APRIL 30, 2011		FISCAL YEAR		FISCAL YEAR-TO-DATE	
	BUDGET	ACTUAL	APRIL ACTUAL	APRIL VARI-ANCE	YEAR BUDGET	YEAR ACTUAL	DATE VARI-ANCE	ANCE
TOTAL MUNICIPAL REVENUES	1,511,935.66	334,714.72	334,714.72	(77.8)	18,143,234.00	6,349,300.65	6,349,300.65	(65.0)
TOTAL MUNICIPAL EXPENSES	1,611,055.32	1,353,910.51	1,353,910.51	15.9	19,332,694.00	4,581,800.16	4,581,800.16	76.3
SURPLUS (DEFICIT)	(99,119.66)	(1,019,195.79)	(1,019,195.79)	928.2	(1,189,460.00)	1,767,500.49	1,767,500.49	(248.5)



CITY of STURGEON BAY FIRE DEPARTMENT

**Tim
Herlache
Fire Chief**

421 Michigan St
Sturgeon Bay, WI 54235

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

TO: The Honorable Mayor Thad Birmingham and Common Council
FROM: Fire Chief Tim Herlache *T.H.*
SUBJECT: April 2011 Monthly Fire Report
DATE: May 31, 2011

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of April 2011.

CALLS FIRE DEPARTMENT RECEIVED: 100

<u>CITY CALLS:</u>	<u>90</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>10</u>
East Side Calls:	<u>60</u>	Fire	Town of Sevastopol:	<u>5</u>
West Side Calls:	<u>30</u>	EMS	Town of Sturgeon Bay:	<u>3</u>
			Nasewaupee:	<u>2</u>

CALLS PER DAY:

Monday	17
Tuesday	10
Wednesday	18
Thursday	7
Friday	13
Saturday	24
Sunday	11

INCIDENT TYPE:

69 – First Responder	1 – Service Call
2 – Ice Rescue	4 – Carbon Monoxide Incident
1 – Lock-Out	1 – Outside/Grass Fire
2 – Cooking Fire	1 – Fuel Burner/Boiler Malfunction
1 – Powerline Down	2 – Gas/flammable Liquid Spill
1 – Gas Leak	1 – Unauthorized Burning
3 – Dispatched & Cancelled	1 – Hazardous Condition
1 – Public Assistance	8 – Detector Activation, No Fire
1 – Off-Road Vehicle/Heavy Equip Fire	

INSPECTION REPORT:

Inspections within the city limits:	<u>231</u>
Number of violations:	<u>89</u>
Inspections outside the city limits:	<u>51</u>
Number of violations:	<u>18</u>
Total number of inspection hours:	<u>183.46 hours</u>

INSPECTION VIOLATIONS:

6 – Insp/Test/Maint of Fire Alarms	1 – Hood System Cleanliness	5 – Exit Access
9 – Covers & Canopies	1 – Building Numbers	3 – Smoke Detectors
3 – Compressed Gas Cylinders	1 – Storage/Handling of LPG	1 – Vents
3 – Flexible Cords & Cables	10 – Corridors/Exits Illuminated	21 – Extension Cords
4 – Fire Extinguisher Mounting	1 – Clearances for Appliances	2 – Cleanliness
3 – Fire Extinguisher Required	1 – Hood System Inspection	8 – Emergency Illumination
1 – Carbon Monoxide Detectors	3 – Insp/Test/Maint of Sprinklers	5 – Exit Sign Illumination
15 – Fire Extinguisher Maintenance		

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: April's Fire Practice was held at the Eastside Fire Station. Firefighters reviewed the pumps on the brush trucks and tankers. They also practiced and reviewed grass firefighting procedures and equipment.

PUBLIC SAFETY AND EDUCATION: Firefighter participated in "Careers on Wheels" held at Sawyer Park and assisted with the Leader Dog program at the eastside fire station.

TRUCK/STATION MAINTENANCE: Firefighters continued with changes being made to the Dive/Rescue van; repaired an air leak on unit #1; changed oil in the fire pump on the Police/Fire boat and piped the pump to hook up the hose; repaired a light in the hallway at the eastside station; put a new defib into service; repaired the chimney mirror on unit #4; replaced the air valve for the parking break on unit #4; installed new locks on the Police/Fire boat; filled SCBA tanks at the Justice Center; changed the furnace filter at the Westside Station and repaired a parking light on unit #8.

TRAINING: 507.74 hours of training was conducted in April. Eleven of our firefighters attended a 24-hour Hazardous Materials training course and twenty firefighters attended a two-day vehicle extrication hands-on training held in Sturgeon Bay.

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

BEVERAGE OPERATOR LICENSES

1. Crommel, Rachel
2. Cuculi, Sandra
3. Demmin, Chris
4. Dequaine, Scott
5. Guidinger, Gary
6. Hank, Dianna
7. Hellman, Joseph
8. Holtz, David
9. Jacobe, Todd
10. Kezo, Karol
11. Kohlbeck, Ashley
12. Kring, Patricia
13. Lemke, William
14. Little, Elizabeth
15. Magle, Melanie
16. Moore, John
17. Nessinger, Jessica
18. Paronto, Heather
19. Pfannenstiel, Michelle
20. Santner, Peter
21. Schmidt, Andrea
22. Sorrentino, Patricia
23. Sperber, Nicole
24. Stratton, Phillip
25. Wauter, Mary
26. Wilson, Jessica
27. Wright, Terry
28. Zenefski, Zach

**2011/2012 City of Sturgeon Bay Liquor Licenses
June 7, 2011 Common Council Meeting**

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"Class B" Comb. Licenses

	<u>Agent</u>	<u>Address</u>
Carter Holdings, LLC (Var's Bar and Grill)	Donna K Silkala	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 Nyholm	1009 S Oxford Ave
Kitty O'Reilly's Irish Pub, LLC	Amy Crook	59 E Oak St
Kona Bay, Inc (Leathem Smith Lodge)	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
Pemaquid 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
Kenneth S Schultz (Dutch's)		1207 Rhode Island St
Shipyard Properties, LLC (Center Point Marina)	Ted Balsteri	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
23 West Oak Street, LLC (West Oak Street Pub)	Lester F Berns	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

"Class B" Liquor License (Wine Only)

	<u>Agent</u>	<u>Address</u>
Red Oak Vineyard	Nicholas Wagener	325 N 3rd Ave

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2011/2012 City of Sturgeon Bay Liquor Licenses

Class "B" Beer Licenses

Michael A DaSanto (DaSanto's)
 Family Thyme Restaurant
 Holiday Motel Management, LLC
 Hot Tamales, LLC
 Jacob's Bluefront Café, LLC
 Kimz Galley Café, LLC
 William Arthur Lemke (The Steel Bridge Café)
 PH Green Bay LLC (Pizza Hut)
 Wai Ping Poon (Hong Kong Buffet)
 Red Oak Vineyard
 Laura Silvia Rodriguez (El Sazon, LLC)
 Scaturò's Baking Co
 Sonny's Pizzeria, LLC
 Wang & Lin LLC (Mandarin Garden Restaurant)
 Wisconsin RSA #10, Limited Partnership (GLAS)

Agent

James S Schiffer
 Jillian Nelson
 LeeAnn Krause
 Patrick L Barbercheck
 Kimberly Wishart
 Elizabeth A Ullman
 Nicholas Wagener
 Robert Scaturo
 Laura Estes
 Yu-Lun Wang
 Angela Jonas

Address

147 N 3rd Ave
 136 N 3rd Ave
 30 N 1st Ave
 26 E Oak St
 86 West Maple Street
 229 Louisiana Street
 49 N Madison Ave
 823 Egg Harbor Rd
 1300 Egg Harbor Rd
 325 N 3rd Ave
 1449 Green Bay Rd
 19 Green Bay Rd
 43 S Madison Ave
 512 S Lansing Ave
 67 E Maple Street

"Class A" Comb. Licenses

American Petroleum, LLC
 Cherryland Shell, LLC
 Estes and Estes LLP
 Parvinder S Jandu
 L & P Convenient Store Sturgeon Bay, LLC
 L & P Convenient Store Sturgeon Bay, LLC
 Lavine's Inc
 Marchant's Meats and Sausage, LLC
 McCartney & Company LTD
 PhillMart of Sturgeon Bay, Inc
 Quality State Oil
 Quality State Oil
 Shop-Rite, Inc
 T & C Markets, Inc
 Target Corporation
 Wal-Mart Stores East, LP
 Walgreens, Co

Agent

Himanshu Goel
 Lisa Anschutz
 Kelli Tuttle
 Diane Hank
 Karol Kezo
 Joseph D LaVine
 Mark Marchant
 Diana McCartney
 Brian Lackie
 Penny Starr
 Penny Starr
 David R. Nath
 Eric Landen
 Shelley Ann Marie Anderson
 Debra Van Boxel
 Sarah J Olson

Address

211 Michigan St
 1331 Green Bay Rd
 25 N Madison Ave
 1767 Egg Harbor Rd
 1130 Green Bay Rd
 253 Michigan St
 825 Egg Harbor Rd
 51 Green Bay Rd
 25 S Madison Ave
 1009 Egg Harbor Rd
 1255 Green Bay Rd
 1314 Green Bay Rd
 1847 Egg Harbor Rd
 1250 N 14th Ave
 410 S Ashland Ave
 1536 Egg Harbor Rd
 808 S Duluth Ave

Class "A" Beer Licenses

Agent

Address

2011/2012 City of Sturgeon Bay Liquor Licenses

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

Kevin J Scharfner

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

Class "A" Liquor Licenses

Bridgeport Resort Condo Owners Assoc, Inc.

David Holtz

50 W Larch St

"Class C" Wine License

Michael A DalSanto (DalSanto's)
 Family Thyme Restaurant
 Hot Tamales, LLC
 Jacob's Bluefront Café, LLC
 Kimz Galley Café, LLC
 William Arthur Lemke (The Steel Bridge Café)
 Wai Ping Poon (Hong Kong Buffet)
 Scaturio's Baking Co
 Sonny's Pizzeria, LLC
 Wang & Lin LLC (Mandarin Garden Restaurant)
 Wisconsin RSA #10, Limited Partnership (GLAS)

Agent

James S Schiffer
 LeeAnn Krause
 Patrick L Barbercheck
 Kimberly Wishart

Address

147 N 3rd Ave
 136 N 3rd Ave
 26 E Oak St
 86 W Maple St
 229 Louisiana Street
 49 N Madison Ave
 1300 Egg Harbor Rd
 19 Green Bay Rd
 43 S Madison Ave
 512 S Lansing Ave
 67 E Maple Street

Class B Combo License (300 Seat License)

Agent

Robert Scaturio
 Laura Estes
 Yu-Lun Wang
 Angela Jonas

Address

CLASS B BEER LICENSE

1. Howie's Tackle LLC
 Agent: Michael K. Richard
 1309 Green Bay Road
 Sturgeon Bay, WI 54235
 June 8, 2011 – June 30, 2011

CLASS B BEER LICENSE AND CLASS C WINE LICENSE

1. John Martins Restaurant
Agent: Terry Samonds
50 South Third Avenue
Sturgeon Bay, WI 54235
June 8, 2011 – June 30, 2011

2. Mel's Place, LLC
Agent: Melanie (Peterman) Magle
306 South Third Avenue
Sturgeon Bay, WI 54235
June 8, 2011 – June 30, 2011

TEMPORARY CLASS B BEER

1. **SBVC**
Agent: Todd Trimberger
a) 611 Jefferson Street
b) Third Avenue – Sunset Park
c) 3rd Avenue & Pennsylvania St – Martin Park
Sturgeon Bay, WI 54235
Dates: 7/9/11
7/14/11
6/22/11, 7/6/11, 7/13/11, 7/20/11, 7/27/11, 8/3/11,
8/10/11, 8/24/11, 8/31/11

2. **Amvets Weber-Tess Post 51**
Agent: Joseph Hellman
Door County Fairgrounds – Amvets Stand
Sturgeon Bay, WI 54235
August 3, 2011 – August 7, 2011

3. **Door County Maritime Museum**
Agent: Trudy Herbst
3rd Avenue & Pennsylvania Street – Martin Park
June 15, 2011 – June 15, 2011

TEMPORARY CLASS B BEER AND CLASS B WINE LICENSE

1. **SBVC**
Agent: Todd Trimberger
3rd Avenue from Jefferson Street to Nebraska Street
Harvest Festival & Sturgeon Auction
Sturgeon Bay, WI
September 17, 2011
2. **SBVC**
Agent: Todd Trimberger
611 Jefferson Street – Jazz on Jefferson
Sturgeon Bay, WI 54235
September 10, 2011
3. **St. Joseph Catholic Church**
Agent: Brent Brilla
Sunset Park
Sturgeon Bay, WI 54235
July 9, 2011 – July 10, 2011

DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on December 20, 2010, with an incident date of December 20, 2010, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Carrie Counihan, 829 Ebbtide Street, Sturgeon Bay, WI 54235, sustained damages, and alleges that there was damage to her vehicle caused by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

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

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

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

Motion made by Alderperson _____, seconded by Alderperson _____ to adopt.

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

May 27, 2011

City of Sturgeon Bay
Attn: Stephanie Reinhardt
421 Michigan Street
Sturgeon Bay, WI 54235



1700 Opdyke Court
Auburn Hills, Michigan
48326
(248) 371-3100
(800) 225-6561
(248) 371-3091 fax
www.midwestclaims.com

Re: Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: City of Sturgeon Bay
Date of Loss: 12/20/2010
Our Claim #: WI8 151067
Claimant Representative: Kohn Law Firm S.C.; Jason Hermersmann
312 East Wisconsin Ave, Ste 501; Milwaukee, WI 53202
Your Client: Carrie Counihan - Artisan and Truckers Casualty Company
Your File # T664471

Dear Ms. Reinhardt:

Midwest Claims Service, Inc. is the claims administrator for the League of Wisconsin Municipalities Mutual Insurance who provides the insurance coverage for the City of Sturgeon Bay. We are in receipt of the above-stated claim in which the claimant alleges she sustained damages to her vehicle when after a collision with a City truck. The date of incident was December 20, 2010.

Our investigation has revealed that certain alleged facts regarding duty or causation are in dispute or unproven; therefore, we recommend that the City of Sturgeon Bay deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance of the claim in this manner will allow us to shorten the statute of limitations period to 6 months.

The basis of this denial should be that there is no liability on behalf of the City of Sturgeon Bay. The collision occurred as the claimant attempted to pass the City truck on the right, in the parking lane. Both vehicles intended to make the same right turn onto North Joliet Avenue. The City vehicle had lights activated in addition to his right turn signal, therefore, there was no reason for the claimant to believe the insured truck would continue to travel straight. If there were a finding of negligence on behalf of the City, the standard of review would be that the City would only be liable for this loss if they were more than 50% comparatively negligent. Our investigation has determined that if any degree of negligence was found on behalf of the City, it would be less than 50%.

Please send your denial letter directly to the claimant representative at the above-stated address. Your denial should be sent certified or registered mail (restricted) and must be received by the claimant within 120 days after you received the claim. Please send a copy of your denial to our address as stated above. If you have any further questions, please feel free to call me at 1-800-225-6561 x3099.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Fike', is written over a horizontal line.

Shannon Fike
Claims Adjuster

cc: Burkhart-Heisdorf Insurance Agency

May 27, 2011



1700 Opdyke Court
Auburn Hills, Michigan
48326
(248) 371-3100
(800) 225-6561
(248) 371-3091 fax
www.midwestclaims.com

Kohn Law Firm S.C.
Jason Hermersmann
312 East Wisconsin Ave, Suite 501
Milwaukee, WI 53202-4305

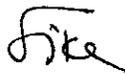
Re: Program: League of Wisconsin Municipalities Mutual Insurance
Our Insured: City of Sturgeon Bay
Date of Loss: 12/20/2010
Our Claim # WI8 151067
Your Client: Carrie Counihan - Artisan and Truckers Casualty Company
Your File # T664471

Dear Mr. Hermersmann,

Midwest Claims Service, Inc. administers the claims for League of Wisconsin Municipalities Mutual Insurance through which the City of Sturgeon Bay is insured. You have alleged that your client sustained damages as a result of a collision with a City vehicle which occurred on December 20, 2010.

Our investigation has revealed that certain alleged facts regarding duty or causation are in dispute or unproven; therefore, we will be recommending that the City of Sturgeon Bay formally disallow this claim. Our investigation did not find any liability on behalf of the City. The collision occurred when your insured made the decision to pass our truck, with lights activated, in the parking lane rather than wait for him to complete his turn. Our investigation has determined that if any degree of negligence was found on behalf of the City, it would be less than 50%.

Sincerely,

 
Shannon Fike
Claims Adjuster

cc: City of Sturgeon Bay
Burkhart-Heisdorf Insurance Agency

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to grant the easement to American Transmission Company to access the new substation located between Canal and Dunn Rd. American Transmission Company will pay the City, \$12,650.00 for the easement, \$3,000 if the City will settle now and an additional \$500.00 to authorize tree and brush removal around the easement for a total of \$16,150.00.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 10, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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



Appraisers

Land
Managers

Foresters



VIA CERTIFIED RETURN RECEIPT

January 10, 2011

City of Sturgeon Bay
Attn: Mr. Steven McNeil
421 Michigan Street
Sturgeon Bay, WI 54235

Re: **American Transmission Company Easement
Canal to Dunn Road Project**

Dear Mr. McNeil:

In the past, you have been advised that American Transmission Company LLC (ATC) proposes to acquire a transmission line easement that affects your property in the Town and City of Sturgeon Bay, Door County, Wisconsin. The easement is for the purpose of constructing, maintaining and operating an overhead transmission line across your property. There are nine proposed poles on your property. For your information we are enclosing a map of the project area and a list of ten landowners being affected.

An appraisal has been made of the easement rights to be acquired which affected your property. A copy of the appraisal is enclosed for you to review and keep. The appraisal has been used in establishing the offering price in the amount of \$12,650.00 for the easement.

You have the right to obtain an additional appraisal, if you desire to do so. You may have the second appraisal prepared by a qualified appraiser and submit the reasonable costs of the appraisal to American Transmission Company for payment. To receive payment for the reasonable cost of your appraisal, your appraisal must be submitted to American Transmission Company c/o Steigerwaldt Land Services, Inc., 856 North Fourth Street, Tomahawk, Wisconsin 54487 within 60 days after the date you receive the enclosed appraisal AND your appraisal must be a **FULL NARRATIVE APPRAISAL**. This means your appraisal must be received by this office or postmarked on or before March 14, 2011.

If you believe that ATC's offering price of \$12,650.00 is fair and reasonable and if you wish to dispense with the requirements for an additional appraisal, then ATC, upon receipt of the enclosed easement executed by you and properly notarized, together with the enclosed waiver and tax certification forms executed by you, will pay to you an additional payment of \$3,000.00.

City of Sturgeon Bay
Mr. Steven McNeil
Page -2-
January 10, 2011

An Agreement for Disposition of Trees and Brush form is also enclosed. ATC is asking for an initial two (2) year application of chemicals related to construction activities. There is \$500.00 compensation offered for this permission.

After you have had a chance to review the appraisal, please contact me at 800-591-1869 or 715-966-0984 to schedule an appointment or if you have any questions or concerns regarding this matter. I am available to meet with you at your convenience to further discuss the project. Thank you.

Sincerely,



Cheri F. Barna
Contract Real Estate Representative
For American Transmission Company LLC
STEIGERWALDT LAND SERVICES, INC.

Encs: Appraisal
Property Owner Appraisal Guidelines
Map of Project
List of Ten Landowners
Easement
Waiver of Second Appraisal
W-9 form
Agricultural Inventory Form
Tree and Brush Disposition Report

Canal to Dunn Rd Project

Transmission Facilities

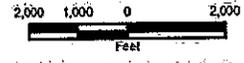
Transmission Sites

▲ Substation

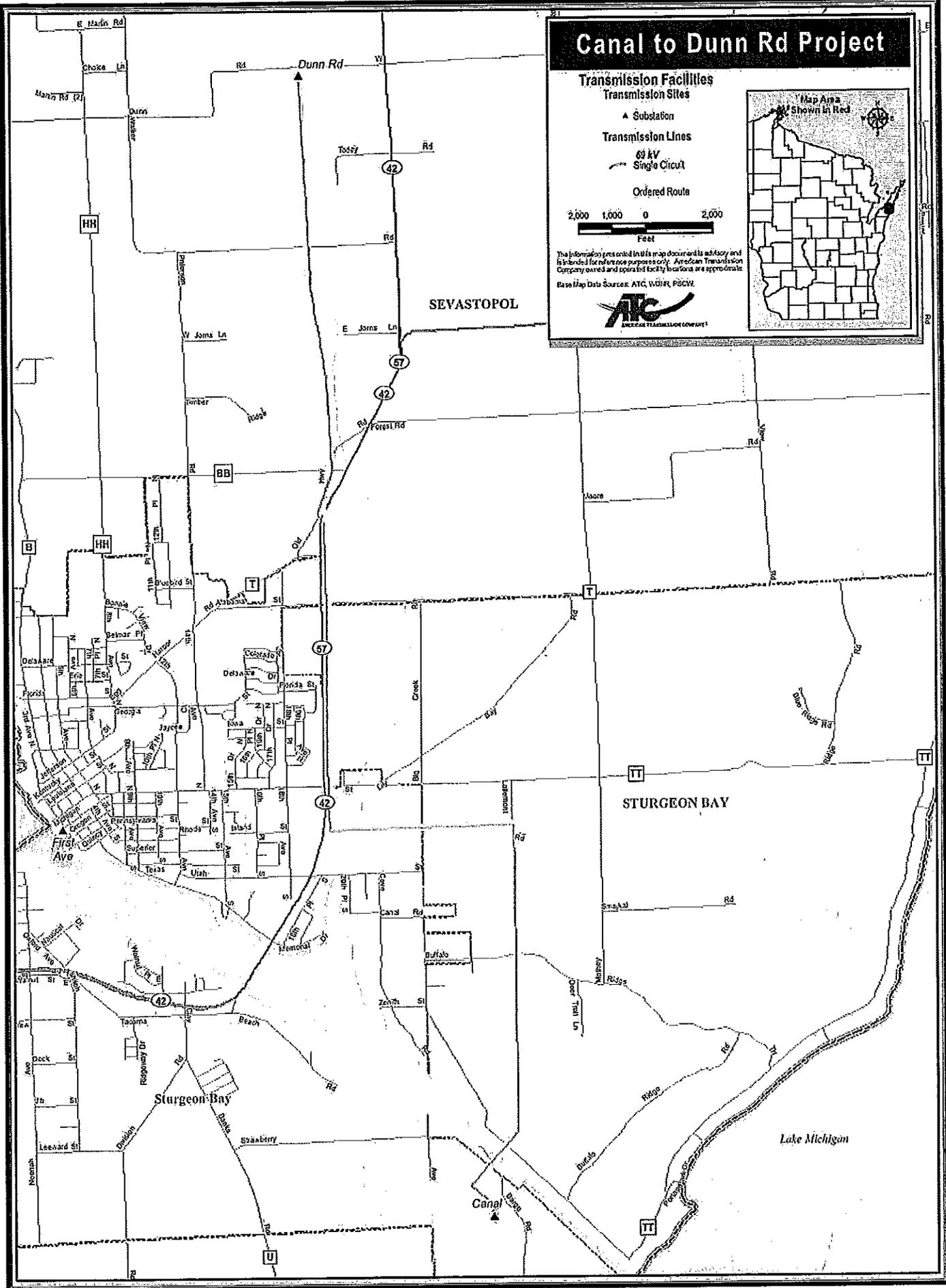
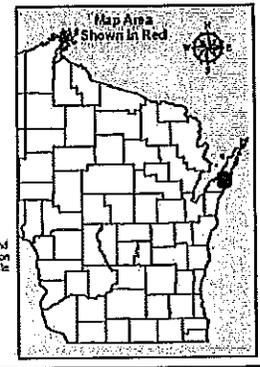
Transmission Lines

69 kV Single Circuit

Ordered Route



The information presented in this map document is advisory and intended for reference purposes only. American Transmission Company owned and operated facilities locations are approximate.
Base Map Data Sources: ATC, WDJR, PSCW.





Canal to Dunn Road Project Landowners

Randall and Mary Arnold
James & Karen Ash and Rodney Ash
Steven and Jennifer Baudhuin
Kenneth Chaudoir
City of Sturgeon Bay
Crossroads at Big Creek, Inc.
DCLH, LLC
Kevin and Carol De Vault
Door County Land Trust, Inc.
Greg and Ruth Drexler
James M. Flanigan and Susan P. Flanigan Rev. Trust
Scott and Lou Geyer
John L. Herlache and Ernella J. Herlache Rev. Trust
Norbert and Sue Jensen
Joel Kitchens and Sherry Billett-Kitchens
David and Kelly Kudlik
Steven Laubenstein
Thomas Lautenbach
Charles and Nancy Lautenbach
Cynthia Lesperance and Tanya Olsen
Roger and Frances Londo
MCL Investments LLC
Alan Melke
Daniel and Susan Meyer, Jr.
Joseph Moore, et al.

Natures Harvest Land Company
Pinewood Company, LLC
George and Julie Pinney
Peter and Valerie Polich
Wallace Rankin
Reginald Renard
John and Lauri Rosenthal
Robert J. and Nancy J. Schrank Rev. Living Trust
Dorothy Schuster
Charles and Marilyn Sorenson
Thomas and Debra Stephenson
The School District of Sturgeon Bay
James A. and Nancy Tong Nusslock Trust
United States of America
Sturgeon Bay Utilities
Paul C. Wickmann Revocable Trust
William and Adelheid Faller Revocable Trust
Jan and Betty Zahn
Zahn Trust

ELECTRIC TRANSMISSION LINE EASEMENT

Wis. Stat. Sec. 182.017(7)

Wis. Stat. Sec. 196.491(3e)

Document Number

The undersigned Grantor, The City of Sturgeon Bay (hereinafter called the "Grantor"), in consideration of the sum of Thirteen Thousand Nine Hundred Dollars and no cents, (\$13,900.00), receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto American Transmission Company LLC, a Wisconsin limited liability company, (hereinafter called the "Grantee"), its successors, assigns, licensees and manager, the perpetual right and easement to construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect and patrol a line of structures, comprised of wood, concrete, steel or of such material as Grantee may select, and wires, including associated appurtenances for the transmission of electric current, communication facilities and signals appurtenant thereto, upon, in, over and across property owned by the Grantor in the City of Sturgeon Bay and the Town of Sturgeon Bay, County of Door, State of Wisconsin, described as follows:

Part of the Northeast Quarter of the Northwest Quarter of Section 9, City of Sturgeon Bay; part of the Southeast Quarter of the Northwest Quarter and part of the Northeast Quarter of the Northwest Quarter of Section 4, Town of Sturgeon Bay; all in T27N-R26E, Door County, Wisconsin.

The description and location of the easement strip is as described and shown on the attached drawing, marked Exhibit "B", and made a part of this document.

The easement has the following specifications:

EASEMENT STRIP:

Length: 2715'

Width: 80'

TRANSMISSION STRUCTURES:

Type: Monopole

Number: 9

Maximum height above existing ground level: 116 feet

TRANSMISSION LINES:

Maximum nominal voltage: 69,000 & 138,000 volts

Number of circuits: 2

Number of conductors: 6

Number of static wires: 2

Minimum height above existing landscape (ground level): 22.5 feet

The Grantee is also granted the associated necessary rights to:

1) Enter upon the easement strip for the purposes of exercising the rights conferred by this easement. 2) Construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect and patrol the above described facilities and other appurtenances that the Grantee deems necessary. 3) Trim, cut down and remove any or all brush, trees and overhanging branches now or hereafter existing on said easement strip. 4) Cut down and remove such trees now or hereafter existing on the property of the Grantor located outside of said easement strip which by falling might interfere with or endanger said line(s), together with the right, permission and authority to enter in a reasonable manner upon the property of the Grantor adjacent to said easement strip for such purpose.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees trimmed or cut down and removed), caused by the construction, maintenance, replacement or removal of said facilities.

Grantor, for itself, its successors and assigns, agrees that it will not locate any dwelling or mobile home intended for residential occupancy within the limits of the easement strip. Grantor, for itself, its successors and assigns, further agrees that within the limits of the easement strip it will not construct, install or erect any structures or fixtures, including but not limited to swimming pools, construct any non-residential type buildings or store any inflammable goods or products, plant trees or shrubs, place water, sewer or drainage facilities, or change the grade more than one (1) foot without first securing the prior written consent of the Grantee.

The parties hereto do hereby agree to the terms and conditions set forth in Exhibit "A" and "B", attached hereto and incorporated herein. The term "utility" on said Exhibit "A" shall mean Grantee.

Grantor warrants and represents that Grantor has clear, merchantable, fee simple title to said property, and that Grantor knows of no claim, pending contract for sale, or negotiation for such contract of sale for any of the lands described herein.

Record this document with the Register of Deeds

Name and Return Address:

Steigerwaldt Land Services, Inc.
856 North Fourth Street
Tomahawk, WI 54487

Parcel Identification Number(s)

281-62-42000101
024-02-04272621D

This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

The Grantor shall not be responsible for, and Grantee shall hold Grantor harmless from and against, any penalties, claims, demands, liabilities, expenses (including, but not limited to, attorney's fees), injury to persons or property caused by the exercise by Grantee of the rights granted to it hereunder.

As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five-day review period, or acknowledges that they have had at least five (5) days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 2010.

By _____ (Seal)
Signature

Printed Name: _____

Title: _____

Grantor

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) ss
COUNTY OF)

Personally came before me this _____ day of _____, 2010, the above named _____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission expires (is) _____

EXHIBIT "A"
[WI Sta. 182.017(7)]

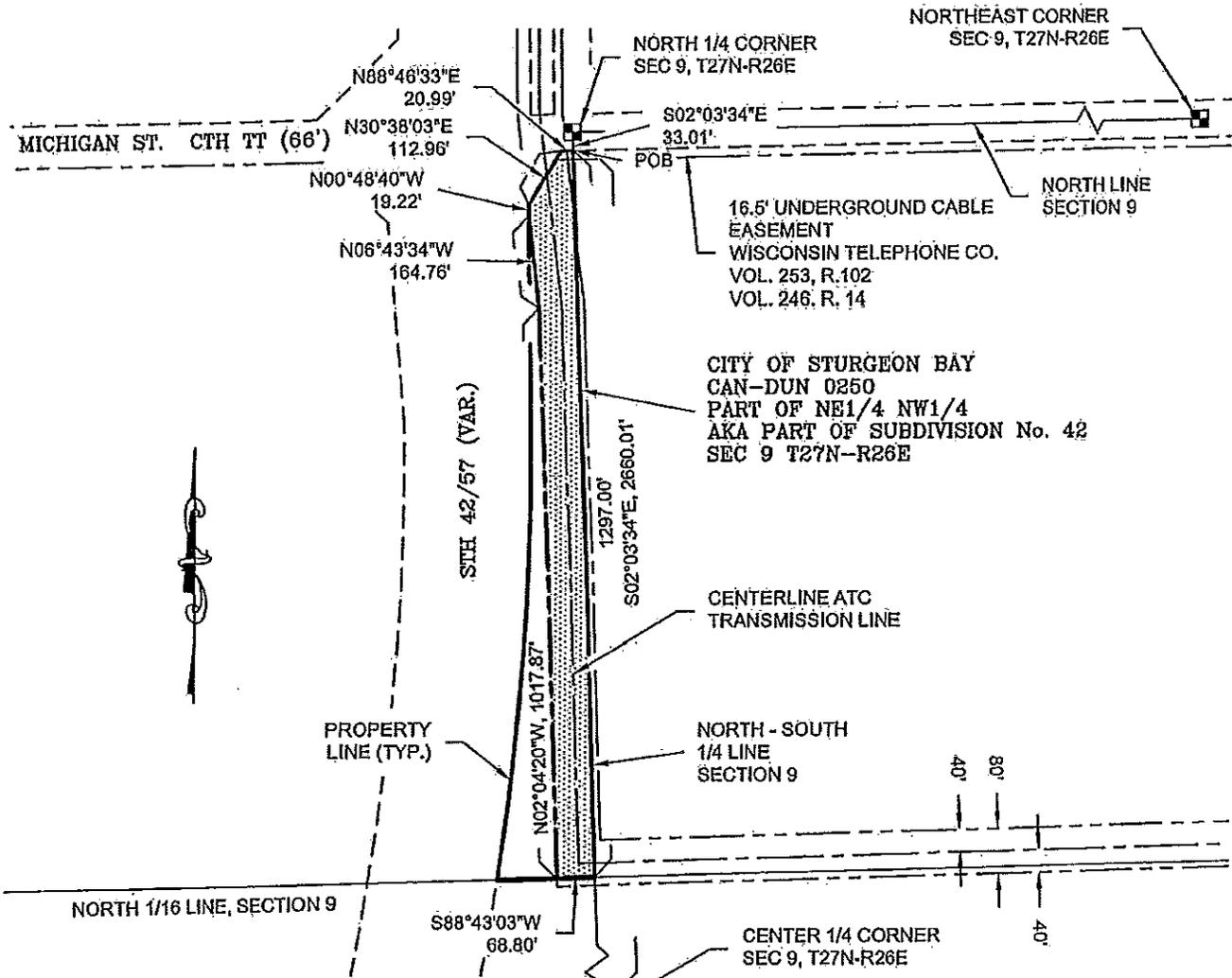
1. In constructing and maintaining high-voltage transmission lines on the property covered by the easement, the utility shall:
 - a) If excavation is necessary, ensure that the topsoil is stripped, piled and replaced upon completion of the operation.
 - b) Restore to its original condition any slope, terrace, or waterway, which is disturbed by the construction or maintenance.
 - c) Insofar as is practicable and when the landowner requests, schedule any construction work in an area used for agricultural production at times when the ground is frozen in order to prevent or reduce soil compaction.
 - d) Clear all debris and remove all stones and rocks resulting from construction activity upon completion of construction.
 - e) Satisfactorily repair to its original condition any fence damaged as a result of construction or maintenance operations. If cutting a fence is necessary, a temporary gate shall be installed. Any such gate shall be left in place at the landowner's request.
 - f) Repair any drainage tile line within the easement damaged by such construction or maintenance.
 - g) Pay for any crop damage caused by such construction or maintenance.
 - h) Supply and install any necessary grounding of a landowner's fences, machinery or buildings.
2. The utility shall control weeds and brush around the transmission line facilities. No herbicidal chemicals may be used for weed and brush control without the express written consent of the landowner. If weed and brush control is undertaken by the landowner under an agreement with the utility, the landowner shall receive from the utility a reasonable amount for such services.
3. The Landowner shall be afforded a reasonable time prior to commencement of construction to harvest any trees located within the easement boundaries, and if the Landowner fails to do so, the Landowner shall nevertheless retain title to all trees cut by the utility.
4. The Landowner shall not be responsible for any injury to persons or property caused by the design, construction or upkeep of the high-voltage transmission lines or towers.
5. The utility shall employ all reasonable measures to ensure that the landowner's television and radio reception is not adversely affected by the high-voltage transmission lines.
6. The utility may not use any lands beyond the boundaries of the easement for any purpose, including ingress to and egress from the right-of-way, without the written consent of the landowner.

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 281-62-42000101

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR
 COUNTY REGISTER OF DEEDS TO BE RELEASED.



- LEGEND**
- TRANSMISSION EASEMENT
 - TRANSMISSION RIGHT OF WAY LINE
 - TRANSMISSION CENTERLINE
 - SECTION LINE
 - PROPERTY LINE
 - ROAD RIGHT OF WAY LINE
 - CAN-DUN 0250 ATC NUMBER

MAP KEY

ATC TRANSMISSION LINE EASEMENT
 = 2.045 ACRES +/-

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/2007, CENTRAL ZONE.



1050 Wilson Street
 Marquette, MI 49855
 906.228.2333
 www.aecom.com



AMERICAN TRANSMISSION COMPANY
 THE ENERGY ACCESS COMPANY

- LEGEND**
- - Found Iron
 - - Set 5/8" Iron W/P.S. Cap #: S-1704
 - - Found Concrete Monument
 - - Set Concrete Monument
 - R - RECORDED
 - M - MEASURED

Drawn:	SDK
Date:	04/28/2010
Scale:	1" = 300'
PROJECT NUMBER	60098501
SHEET NUMBER	1 OF 2

REVISIONS		
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S:\GPS\ATC\60098501\CANAL_DUNN ROAD Exhibit B\T27N-R26E\SECTION 9\CITY OF STURGEON BAY 0250.dwg: 5/3/2010 12:22:44 PM: KOSS, STEVE

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 281-62-42000101

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR
 COUNTY REGISTER OF DEEDS TO BE RELEASED.

A variable width easement which crosses a part of the grantor's premises across part of the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 9, T27N-R26E, City of Sturgeon Bay, Door County, Wisconsin described as:

Commencing at the North 1/4 corner of Section 9; thence S01°05'53"E, 33.01' along the North-South 1/4 line of Section 9 to the North right-of-way line of Michigan Street / County Highway TT and the Point of Beginning being the grantor's North property line; thence continuing S02°03'34"E, 1297.00' along the North-South 1/4 line of Section 9 and grantor's East property line to the North 1/16 line of Section 9 and grantor's South property line; thence S88°43'03"W, 68.80' along the North 1/16 line of Section 9 and grantor's South property line; thence N02°04'20"W, 1017.87'; thence N06°43'34"W, 164.76' to the East right-of-way line of State Highway 42/57 and grantor's West property line; thence N00°48'40"W, 19.22' along the East right-of-way line of State Highway 42/57 and grantor's West property line; thence N30°38'03"E, 112.96' along the East right-of-way line of State Highway 42/57 and grantor's West property line to the South right-of-way line of Michigan St./County Highway TT and grantor's North property line; thence N88°46'33"E, 20.99' along the South right-of-way line of Michigan Street / County Highway TT and the grantor's North property line to the Point of Beginning and more particularly described as shown on sheet 1 containing 2.045 Acres +/- and subject to restrictions, reservations, rights-of-way, and easements of record.

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/2007, CENTRAL ZONE.

S:\GPS\ATC\60098501_CANAL_DUNN_ROAD\Exhibit B\T27N-R26E\SECTION 9\CITY OF STURGEON BAY 0250.dwg: 5/3/2010 12:23:17 PM: KOSS, STEVE

1050 Wilson Street
 Marquette, MI 49855
 906.228.2333
 www.aecom.com
 Copyright © 2010 By: AECOM USA, Inc.

AMERICAN TRANSMISSION COMPANY
 THE ENERGY ACCESS COMPANY

LEGEND
 ● - Found Iron
 ○ - Set 5/8" Iron W.P.S. Cap #: S-1704
 ■ - Found Concrete Monument
 □ - Set Concrete Monument
 R - RECORDED
 M - MEASURED

REVISIONS

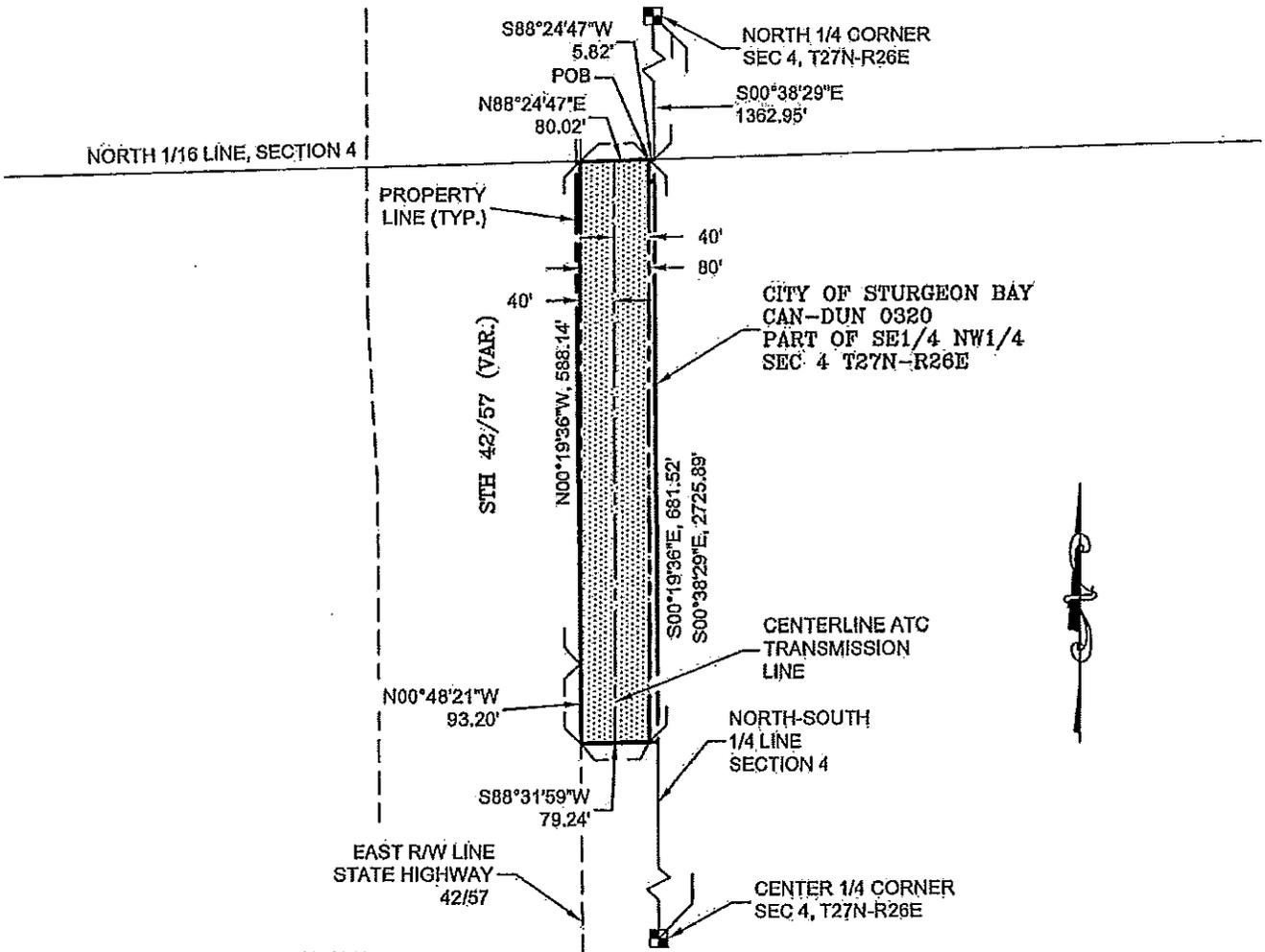
Drawn :	SDK
Date:	04/28/2010
Scale:	N/A
PROJECT NUMBER	60098501
SHEET NUMBER	2 OF 2

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 024-02-04272621D

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR
 COUNTY REGISTER OF DEEDS TO BE RELEASED.



- LEGEND**
- TRANSMISSION EASEMENT
 - TRANSMISSION RIGHT OF WAY LINE
 - TRANSMISSION CENTERLINE
 - SECTION LINE
 - PROPERTY LINE
 - ROAD RIGHT OF WAY LINE
 - (CAN-DUN 0320) ATC NUMBER

MAP KEY

ATC TRANSMISSION LINE EASEMENT = 1.251 ACRES +/-

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/97, CENTRAL ZONE.



1050 Wilson Street
 Marquette, MI 49855
 800.228.2333
 www.aecom.com



- LEGEND**
- - Found Iron
 - - Set 5/8" Iron W/P.S. Cap #: S-1704
 - - Found Concrete Monument
 - - Set Concrete Monument
 - R - RECORDED
 - M - MEASURED

Drawn :	SDK
Date:	05/04/2010
Scale:	1" = 200'
PROJECT NUMBER	60098501
SHEET NUMBER	1 OF 2

REVISIONS		
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S:\GPS\ATC\60098501\CANAL_DUNN\ROAD\Exhibit B\T27N-R26E\SECTION 4\CITY OF STURGEON BAY 0320.dwg: 5/4/2010 1:20:58 PM: KOSS, STEVE

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 024-02-04272621D

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR COUNTY REGISTER OF DEEDS TO BE RELEASED.

A variable width easement which crosses a part of the grantor's premises across part of the Southeast Quarter (SE 1/4) of the Northwest Quarter (NW 1/4) of Section 4, T27N-R26E, Town of Sturgeon Bay, Door County, Wisconsin described as:

Commencing at the North 1/4 corner of Section 4; thence S00°38'29"E, 1362.95' along the North-South 1/4 line of Section 4 to the North 1/16 line of Section 4 and the grantor's Northeast property corner; thence S88°24'47"W, 5.82' along the North 1/16 line and the grantor's North property line to the **Point of Beginning**; thence S00°19'36"E, 681.52' to the grantor's South property line; thence S88°31'59"W, 79.24' along the grantor's South property line to the East right-of-way line of State Highway 42/57 and grantor's West property line; thence N00°48'21"W, 93.20' along the East right-of-way line of State Highway 42/57 and grantor's West property line; thence N00°19'36"W, 588.14' to the North 1/16 line and the grantor's North property line; thence N88°24'47"E, 80.02' along the North 1/16 line and the grantor's North property line to the **Point of Beginning** and more particularly described as shown on sheet 1 containing 1.251 Acres +/- and subject to restrictions, reservations, rights-of-way, and easements of record.

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/97, CENTRAL ZONE.

1050 Wilson Street
 Marquette, MI 49855
 906.228.2333
 www.aecom.com

ATC
 AMERICAN TRANSMISSION COMPANY
 THE ENERGY ACCESS COMPANY

LEGEND

- - Found Iron
- - Set 5/8" Iron W.P.S. Cap #: S-1704
- - Found Concrete Monument
- - Set Concrete Monument
- R - RECORDED
- M - MEASURED

Drawn:	SDK
Date:	05/04/2010
Scale:	N/A
PROJECT NUMBER	60098501
SHEET NUMBER	2 OF 2

REVISIONS

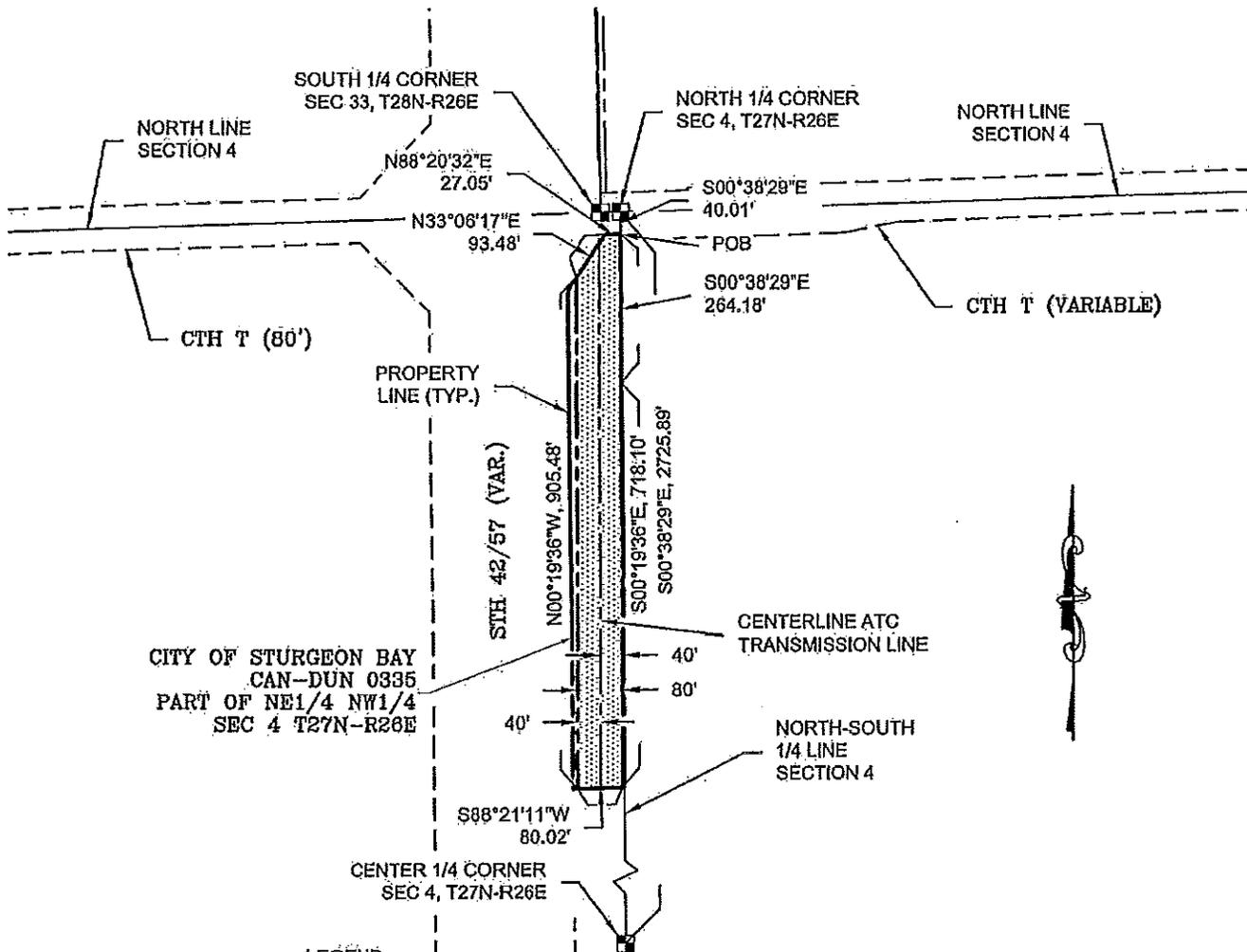
S:\GPS\ATC\60098501\CANAL DUNN ROAD\Exhibit B\T27N--R26E\SECTION 4\CITY OF STURGEON BAY 0320.dwg; 5/4/2010 1:21:38 PM; KOSS, STEVE

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 024-02-04272621D

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR COUNTY REGISTER OF DEEDS TO BE RELEASED.



- LEGEND**
- TRANSMISSION EASEMENT
 - TRANSMISSION RIGHT OF WAY LINE
 - TRANSMISSION CENTERLINE
 - SECTION LINE
 - PROPERTY LINE
 - ROAD RIGHT OF WAY LINE
 - (CAN-DUN 0335) ATC NUMBER

MAP KEY

ATC TRANSMISSION LINE EASEMENT
 = 1.754 ACRES +/-

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/97, CENTRAL ZONE.



1050 Wilson Street
 Marquette, MI 49855
 906.228.2333
 www.aecom.com



- LEGEND**
- - Found Iron
 - - Set 5/8" Iron W/P.S. Cap #: S-1704
 - - Found Concrete Monument
 - - Set Concrete Monument
 - R - RECORDED
 - M - MEASURED

Drawn :	SDK
Date:	05/04/2010
Scale:	1" = 300'
PROJECT NUMBER	60098501
SHEET NUMBER	1 OF 2

REVISIONS	
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S:\GPS\ATC\60098501\CANAL_DUNN ROAD\Exhibit B\T27N-R26E\SECTION 4\CITY OF STURGEON BAY 0335.dwg: 5/4/2010 1:40:29 PM: KOSS, STEVE

EASEMENT DESCRIPTION MAP (EXHIBIT B)

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC
 W234 N2000 RIDGEVIEW PARKWAY COURT
 WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
 A MUNICIPAL CORPORATION
 421 MICHIGAN ST.
 STURGEON BAY, WI 54235
 TAX PARCEL NO. 024-02-04272621D

EXISTING TRANSMISSION LINE EASEMENT RECORDED IN DOCUMENT 610714, DOOR COUNTY REGISTER OF DEEDS TO BE RELEASED.

A variable width easement which crosses a part of the grantor's premises across part of the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 4, T27N-R26E, Town of Sturgeon Bay, Door County, Wisconsin described as:

Commencing at the North 1/4 corner of Section 4; thence S00°38'29"E, 40.01' along the North-South 1/4 line of Section 4 to the South right-of-way line of County Highway T, the grantor's Northeast property corner and the **Point of Beginning**; thence continuing S00°38'29"E, 264.18' along the North-South 1/4 line of Section 4 and grantor's East property line; thence S00°19'36"E, 718.10' to the grantor's South property line; thence S88°21'11"W, 80.02' along the grantor's South property line; thence N00°19'36"W, 905.48' to the East right-of-way line of State Highway 42/57 and grantor's West property line; thence N33°06'17"E, 93.48' along the East right-of-way line of State Highway 42/57 and grantor's West property line to the South right-of-way line of County Highway T and grantor's North property line; thence N88°20'32"E, 27.05' along the South right-of-way line of County Highway T and grantor's North property line to the **Point of Beginning** and more particularly described as shown on sheet 1 containing 1,754 Acres +/- and subject to restrictions, reservations, rights-of-way, and easements of record.

NOTE: BEARINGS BASED UPON THE WISCONSIN STATE PLANE COORDINATE SYSTEM NAD 83/97, CENTRAL ZONE.



1050 Wilson Street
 Marquette, MI 49855
 906.228.2333
 www.aecom.com

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AMERICAN TRANSMISSION COMPANY
 THE ENERGY ACCESS COMPANY

LEGEND

- - Found Iron
- - Set 5/8" Iron W/P.S., Cap #: S-1704
- - Found Concrete Monument
- - Set Concrete Monument
- R - RECORDED
- M - MEASURED

Drawn : SDK

Date: 05/04/2010

Scale: N/A

PROJECT NUMBER 60098501

REVISIONS:

SHEET NUMBER 2 OF 2

S:\GPS\ATC\60098501_CANAL_DUNN_ROAD\Exhibit B\T27N-R26E\SECTION 4\CITY OF STURGEON BAY 0335.dwg: 5/4/2010 1:41:02 PM: KOSS, STEVE

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to allow 810 S. Lansing Avenue to sell Lot/Tract 1-A to Christiaan Jeanquart and transfer the development agreement to Mr. Jeanquart with the following changes: rather than construct a commercial building valued at \$700,000.00 they must construct a commercial building valued at \$300,000.00, and to grant a five year extension to the development agreement with an additional five year option.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 10, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

'810 S Lansing Ave LLC'

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

May 3, 2011

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

Re: Sale of Tract 1-A – Industrial Park

Dear Members:

This letter is in follow-up to the city's decision to deny my request, and Mr. Jeanquart's request, for the removal of prior development restrictions to parcel 1-A.

In follow up negotiations with Mr. Jeanquart, and based on the City's decision as stated above, Mr. Jeanquart is willing to be bound to a \$300,000.00 minimum improvement restriction; as long as the time line for development is extended to ten years with a possible five year renewal, if needed.

Please remember, it is the buyer's overall intention for the purchase of this property to tie it in with the adjacent parcel (which he already owns) giving him greater options for future development. Mr. Jeanquart is also requesting if he develops any of the contiguous property to Tract 1-A, that those taxable improvements be recognized as dollars against the \$300,000.00 minimum improvement base, if the city so allows.

Your consideration of this proposal would be greatly appreciated, so as to permit the possible sale of this property to progress and take place. Thank you.

Sincerely



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

'810 S Lansing Ave LLC'

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

December 17, 2010

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

Re: Request to Sell Parcel

Dear Members:

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

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

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

History:

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

Cost in the improvement of Tract 1-A include:

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

(continued)

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

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

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

Anticipated Sale

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

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

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

Additionally ...

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

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

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

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

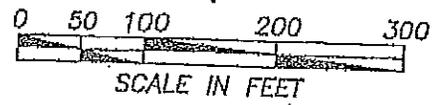
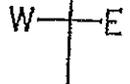
Thank you.



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

LOCATION SKETCH
NO SCALE

NE 1/4, SECTION 18, T. 27 N., R. 26 E.

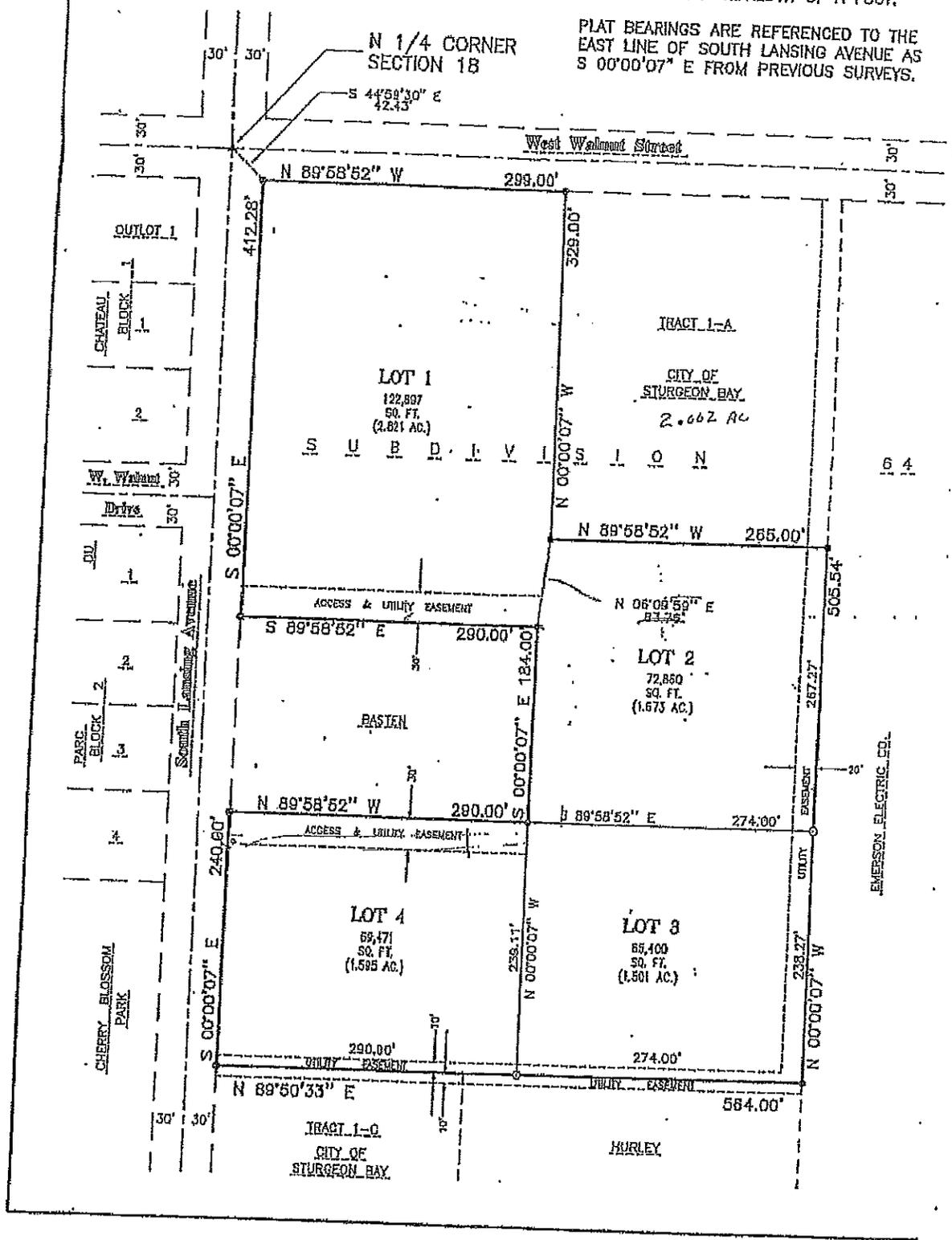


LEGEND

- ▲ = NAIL FOUND
- = 1" IRON PIPE FOUND
- = 1" X 24" IRON PIPE SET WEIGHING 1.13 LBS. PER LINEAL FOOT

ALL MEASUREMENTS HAVE BEEN MADE TO THE NEAREST ONE HUNDREDTH OF A FOOT.

PLAT BEARINGS ARE REFERENCED TO THE EAST LINE OF SOUTH LANSING AVENUE AS S 00°00'07" E FROM PREVIOUS SURVEYS.





ECONOMIC DEVELOPMENT CORPORATION

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

Background

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

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

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

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

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

BUSINESS BY NATURE

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

Request and Recommendation

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

DOC#: 726532



**EXTENSION OF
DEVELOPMENT AGREEMENT
AND OPTION TO REPURCHASE**

Recorded
MAR. 23, 2009 AT 03:02PM

CAREY PETERSILKA
REGISTER OF DEEDS
DOOR COUNTY, WI

Fee Amount Paid: \$15.00

Tract Indexed

Recording Area

Name and Return Address

Atty. Randall J. Nesbitt
Pinkert Law Firm LLP
P. O. Box 89
Sturgeon Bay, WI 54235

281-6464000110
Parcel Identification Number (PIN)

WHEREAS a Development Agreement was entered between the City of Sturgeon Bay (hereinafter known as "City") and Harborside Development, L.L.C. (hereinafter known as "Harborside") on October 20, 2000, (hereinafter known as "Development Agreement");

AND WHEREAS Harborside has since transferred and conveyed such property, with consent of City, and such property is currently owned by 810 S Lansing Ave LLC;

AND WHEREAS a Second Amended Option to Repurchase was entered between City and 810 S Lansing Ave LLC, recorded January 29, 2004 as Document No. 662897 of Door County Records;

AND WHEREAS the City and 810 S Lansing Ave LLC wish to extend the terms of the Development Agreement and Option to Repurchase;

NOW, THEREFORE, IT IS AGREED as follows:

1. The property subject to this Agreement, hereinafter known as the "Property", is legally described as Tract 1-A of Volume 3 of Certified Survey Maps, Page 114, located in the City of Sturgeon Bay, Sturgeon Bay Industrial Park, Door County, Wisconsin, excluding the westerly 21.6 feet thereof.
2. The obligations of the Development Agreement requiring 810 S Lansing Ave LLC, to construct a commercial building upon the property having an improvement value of not less than Seven Hundred Thousand Dollars (\$700,000.00), and a similar requirement in the Development Agreement to construct such improvement shall be extended to December 31, 2011. Under the terms of the Development Agreement as set forth above, the commercial building shall be substantially complete on or before December 31, 2011.
3. This Agreement extends the completion date for the construction of commercial improvements upon the Property, and further extends the Second Amended Option to Repurchase referred to above. Such extension shall not operate as a waiver or release of any other obligations in either the Development Agreement or Second Amended Option to Repurchase.
4. The parties to this Agreement recognize that adequate consideration exists for this Agreement and that this Agreement is consistent with the action approving such extension by the Common Council of the City of Sturgeon Bay in a regular meeting of January 6, 2009.

DOC#: 662897



Recorded
JAN. 29, 2004 AT 04:16PM

MARILYN JADIN
REGISTER OF DEEDS
DOOR COUNTY, WI

Fee Amount Paid: \$15.00

Noted/Advised

**SECOND AMENDED
OPTION TO REPURCHASE**

AGREEMENT made and concluded this 27th day of January, 2004, by and between the City of Sturgeon Bay, a Wisconsin Municipal Corporation, Sturgeon Bay, Door County, Wisconsin, hereafter referred to as CITY, and **810 S Lansing Ave LLC**, a Wisconsin limited liability corporation, hereafter referred to as OPTIONOR, for the purpose of defining the terms of a Repurchase Agreement affecting a parcel of real estate.

RECITALS:

WHEREAS, the CITY is authorizing sale to OPTIONOR of a parcel of real estate presently owned by the Portside Properties, Inc. at a favorable price for the purpose of promoting industrial development in the CITY OF STURGEON BAY and obtaining related economic benefits for the local area including creation of jobs, increasing the tax base of the CITY OF STURGEON BAY, and enlarging the market for other industries and businesses in the area, and

WHEREAS, OPTIONOR is purchasing a parcel of real estate in the City of Sturgeon Bay Industrial Park at a favorable price with the present intention of building a commercial building having an improvement value of not less than Seven Hundred Thousand (\$700,000.00) Dollars, said real estate being described as follows:

Tract 1-A of Volume 3 of Certified Survey Maps, page 114, located in the City of Sturgeon Bay, Sturgeon Bay Industrial Park, Door County, Wisconsin, excluding the Westerly 21.6 feet thereof.

and

WHEREAS, the CITY desires to limit the potential for speculative use of the above-described parcel of real estate, and

WHEREAS, OPTIONOR is willing to provide this OPTION TO REPURCHASE to the CITY for the above-stated reason and in recognition of the CITY's approval of the transfer of this property from Portside Properties, Inc. to 810 S Lansing Ave LLC.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS ACKNOWLEDGED BY BOTH OF THE PARTIES HERETO, IT IS COVENANTED AND AGREED BY AND BETWEEN THE CITY AND OPTIONOR AS FOLLOWS

1. OPTIONOR hereby grants and conveys this OPTION TO REPURCHASE to the CITY OF STURGEON BAY on the following terms and conditions:

Register of Deeds
Name and Return Address:
Atty. Randall J. Nesbitt
Pinkert Law Firm LLP
454 Kentucky Street, PO Box 89
Sturgeon Bay, WI 54235-0089

281-6464000110
Parcel Identification Number (PIN).

a. In the event that OPTIONOR's present intention to build a commercial building with an improvement value of not less than Seven Hundred Thousand (\$700,000.00) Dollars changes and OPTIONOR wishes to dispose of the real estate described herein, OPTIONOR shall notify the CITY in writing by certified mail with return receipt of OPTIONOR's wish to dispose of the above-described real estate. Upon receipt of said notice from OPTIONOR, the CITY shall have thirty (30) consecutive calendar days to exercise the option granted herein to repurchase the above-described parcel of real estate at the price of \$40,000; this option shall be deemed to have been exercised when the CITY responds to OPTIONOR within said 30-day period with a letter declaring the CITY's intent to exercise the option granted herein. Thereafter, the CITY shall tender said purchase price in full within thirty (30) days of the providing of the notice of exercising option and OPTIONOR agrees to provide to the CITY a properly executed Warranty Deed describing the above-described parcel of real estate upon tender of said purchase price. OPTIONOR agrees and represents that said conveyance by OPTIONOR shall be free and clear of all liens and encumbrances and OPTIONOR further agrees and represents to be responsible for delinquent and prorated real estate taxes, and special assessments and other special charges levied and of record against the above-described parcel of real estate at the time of the Warranty Deed conveyance by OPTIONOR. If necessary, the CITY may deduct said real estate taxes, special assessments, and special charges from the purchase price tendered for the Warranty Deed. In the event that the CITY does not respond to OPTIONOR's initial notice of its wish to dispose of the above-described parcel of real estate within thirty (30) consecutive calendar days, or if the CITY does not tender the purchase price within thirty (30) consecutive calendar days after the CITY'S notice of intent to exercise its option rights herein, with appropriate modifications as described above, then this OPTION TO REPURCHASE shall be automatically null, void, and of no further legal effect without further action by either party.

b. In the event that OPTIONOR has not physically commenced construction of a commercial building having an improved value of not less than Seven Hundred Thousand (\$700,000.00) Dollars complete by December 31, 2004, then the CITY may at any time thereafter provide written notice to OPTIONOR by certified mail with return receipt of its intent to exercise the option granted herein to repurchase the above-described parcel of real estate at the price of \$40,000. The CITY shall tender said purchase price, less any adjustments for delinquent and prorated real estate taxes, special assessments, and special charges levied and of record from said purchase price within thirty (30) days and OPTIONOR agrees to provide to the CITY a Warranty Deed for the above-described parcel of real estate. OPTIONOR agrees and represents that said conveyance by OPTIONOR shall be free and clear of all liens and encumbrances at the time of the delivery of said Warranty Deed.

2. In the event that OPTIONOR does not complete construction of a commercial building having an improved value of not less than Seven Hundred Thousand (\$700,000.00) Dollars complete by December 31, 2004, then the CITY may exercise this OPTION TO REPURCHASE in accordance with the terms and procedures described in Paragraph 1b above. For the purposes of this OPTION TO REPURCHASE, completion of construction occurs with the issuance of the occupancy permit by the Building Inspector's Office. In the event that construction is completed as described above, then this OPTION TO REPURCHASE shall be automatically and permanently null, void, and of no further legal effect without further action by either party.

3. OPTIONOR will be responsible for paying to the City of Sturgeon Bay the fair market value for the Westerly 21.6 feet of Tract 1-A if CITY exercises the OPTION TO REPURCHASE.

This modification, together with the change in the entity identified as OPTIONOR, is the purpose for the amendment of this OPTION TO REPURCHASE.

OPTIONOR:
810 S Lansing Ave LLC

CITY:
City of Sturgeon Bay

By: [Signature]
Francis J. Shefchik, Member

By: [Signature]
Colleen Crocker-MacMillin, Mayor

By: [Signature]
Robert H. Stoehr, Member

Attest: [Signature]
John C. Krauss, Clerk-Treasurer

STATE OF WISCONSIN)
)SS
COUNTY OF DOOR)

Personally came before me this 9th day of December, 2003, the above-named Francis J. Shefchik and Robert H. Stoehr, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Seal
Affixed

[Signature]

Notary Public, State of WI
My Commission: 4-08-2007

STATE OF WISCONSIN)
)SS
COUNTY OF DOOR)

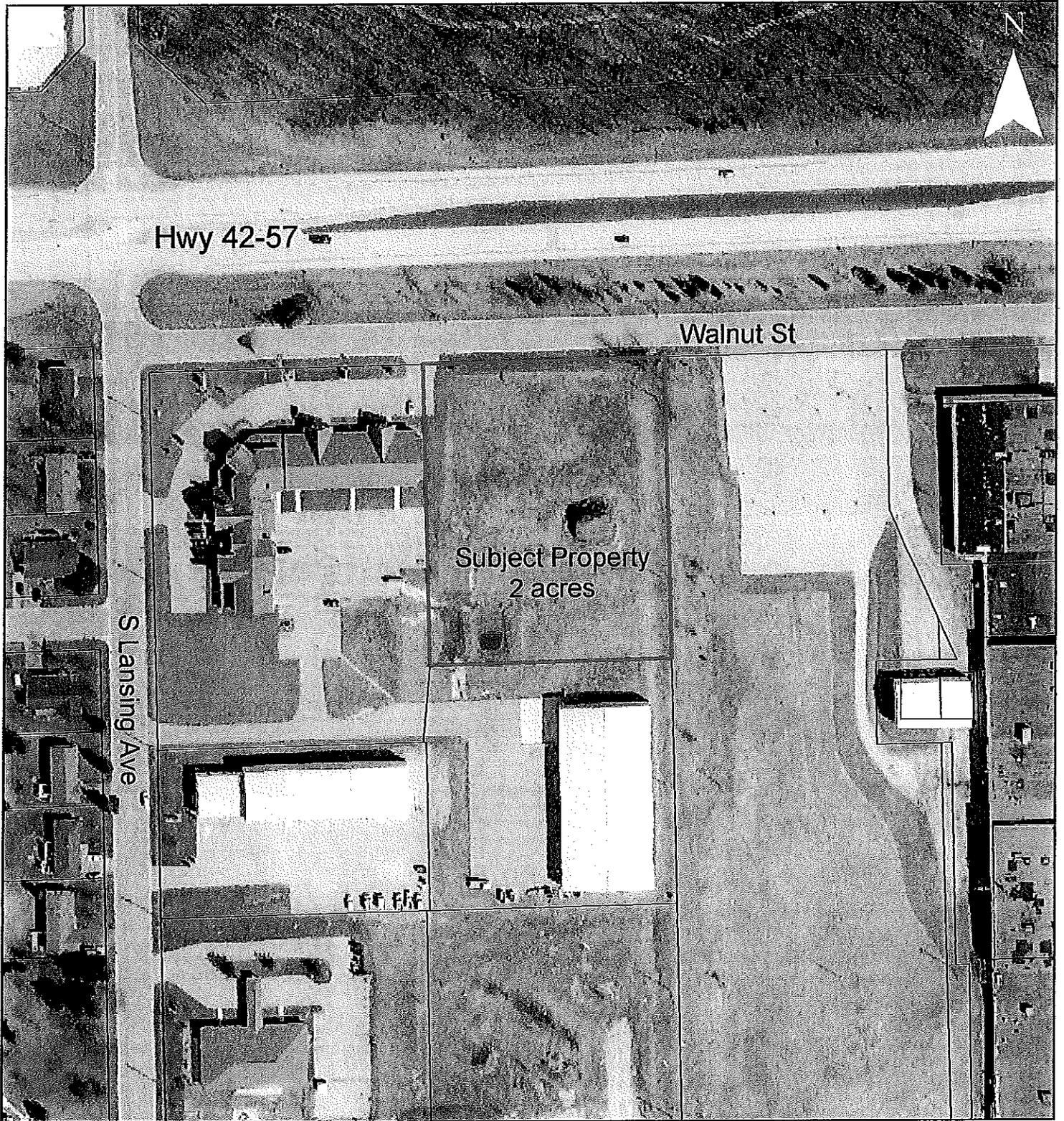
Personally came before me this 20th day of January, 2003, the above-named Colleen Crocker-MacMillin, Mayor, and John C. Krauss, Clerk-Treasurer, of the City of Sturgeon Bay, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Seal
Affixed

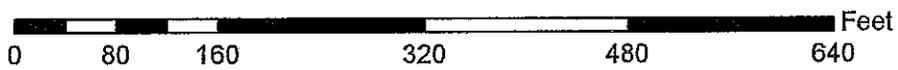
[Signature]
Notary Public, State of WI
My Commission: 8/12/07

This Instrument Drafted By:
Attorney Randall J. Nesbitt
Pinkert Law Firm LLP
454 Kentucky Street, P. O. Box 89
Sturgeon Bay, WI 54235-0089
Telephone No.: (920) 743-6505
Attorneys for the City of Sturgeon Bay
D:\WP51\DOC\RJNCORRE\city.industrial.park\Harborside\portside to 810 s lansing ave llc - 2nd amend option.wpd
December 4, 2003 (8:33AM)

Location Map
Extension of Development Agreement
810 Lansing LLC



May 4, 2011



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to extend the personal services contract with Mann Communications, LLC for operation of the PEG channels until December 31, 2011, with the following modifications to the contract term:

- 2. **Contract Term.** The services provided in Section A shall be provided during the term commencing ~~August 1, 2010~~ **August 1, 2011** and ending at 11:59 p.m. on ~~July 31, 2011,~~ **December 31, 2011**, unless sooner terminated as provided herein. The City of Sturgeon Bay may, at its option, extend this Contract for one additional term of one year **commencing January 1, 2012** by providing notice thereof at least thirty (30) days prior to the expiration of this Agreement.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 12, 2011.

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

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

PERSONAL SERVICES CONTRACT

AGREEMENT made this 10th day of August, 2010, by and between the City of Sturgeon Bay, a Wisconsin municipal corporation, c/o Stephanie Reinhardt, City Clerk, 421 Michigan Street, Sturgeon Bay, Door County, Wisconsin 54235, hereafter referred to as City, and MANN COMMUNICATIONS, LLC, 132 W. MAPLE STREET, STURGEON BAY, DOOR COUNTY, WISCONSIN 54235, hereafter referred to as Contractor.

RECITALS

A. **WHEREAS**, the City is in need of procuring certain personal services for the consolidation and operation of four (4) public, educational, and government (PEG) channels; the promotion, administration, and operation of the PEG channels in accordance with the description of services to be performed as set forth below.

B. **AND WHEREAS**, the Contractor represents that he is ready, willing, and capable of providing said services to the City.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and promises of the parties as hereinafter set forth, the parties agree as follows:

A. Services to be Performed.

The operator shall, during the entire term of this agreement, and any extended term hereafter administer and operate Channel 95, Channel 96, Channel 97 and Channel 98 of the City of Sturgeon Bay cable system, or any of the consolidated public, educational, and governmental channels. The operation and administration of the operator shall include the following:

1. Channel 95:
 - a. Prepare programming for broadcast based upon general guidance from the Community Protection and Services Committee.
 - b. Maintain a text crawl overlaying the video programming highlighting upcoming community events.
2. Channel 96:
 - a. Develop and implement video programming on a weekly schedule. Programming shall consist of a combination of video submitted from within the community, video produced by the operator, and video submitted from outside the community, but with content of local interest.
 - b. Develop and maintain non-video programming in the form of text and graphics consisting of public service announcements, program schedules and other information of local interest.

- c. Monitor all submittals for compliance with city ordinances and policies concerning public access cable.
 - d. Provide video coverage for broadcast of at least 30 community events per year, to include parades, festivals, sports, political forums, visual and performing arts, and other programs of community interest.
 - e. Maintain an inventory of video equipment and make it available to the general public for the taping of local events for broadcast on Channel 96. Coordinate public awareness regarding availability of public access channel.
3. Channel 97:
- a. Videotape and broadcast a minimum of six (6) governmental meetings per month and two City Council preview shows per month. All videotaped city meetings will be broadcast live unless directed otherwise.
 - b. Develop and implement a broadcast schedule for all city and county meetings videotaped.
 - c. Develop and maintain non-video programming in the form of text and graphics consisting of all city meetings agendas, city government announcements, and other city information of public interest.
4. Channel 98:
- a. Videotape and broadcast a minimum of one (1) school district meeting per month and three (3) additional educational programs per month. All videotaped school district meetings will be broadcast live unless directed otherwise.
 - b. Develop and implement a broadcast schedule for all school district meetings videotaped.
 - c. Develop and maintain non-video programming in the form of text and graphics consisting of all school district meetings agendas, school district announcements, and other school district information of public interest.
 - d. All school district meetings/events which are recorded live shall be broadcast within one (1) week of recording.
5. General:
- a. Maintain, on a yearly basis, an operations manual for the Sturgeon Bay Community Access Cable System.
 - b. Attend regular scheduled meetings of Community Protection and Services Committee and the Cable Communications System Advisory Council and report as necessary.
 - c. Maintain videotape archives of all programming.
 - d. Maintain records of all programming and other significant activity.
 - e. Maintain equipment in a serviceable condition, procure repairs as necessary and recommend for liquidation or disposal, items of equipment which is no longer needed. Maintain an up-to-date equipment inventory.

- f. Coordinate public access activities including public awareness campaign, broadcast of tapes provided by the general public, maintaining and lending equipment, and recording significant community events as required.
- g. Work with City and School District staff in preparation and presentation of annual operating expense and capital improvements budgets for Channels 95, 96, 97 and 98.
- h. Maintain the City's plan for operation of PEG channels. Operate the PEG channels pursuant to said plan. Recommend revisions to said plan that will enhance the effectiveness and operation of the PEG channels.

2. Contract Term. The services provided in Section A shall be provided during the term commencing August 1, 2010 and ending at 11:59 p.m. on July 31, 2011, unless sooner terminated as provided herein. The City of Sturgeon Bay may, at its option, extend this Contract for one additional term of one year by providing notice thereof at least thirty (30) days prior to the expiration of this Agreement.

3. Compensation. The City shall compensate Contractor for the above-described services at the annual rate of \$52,680.00 during the initial term of this contract, and at the annual rate of \$52,680.00 for one additional term, if extended, for all activities related to and arising from this Personal Services Contract. Payments shall be made to Contractor once each month in the amount of \$4,390.00 each, beginning thirty (30) days after the commencement of this Agreement, for services rendered for the previous month. Contractor shall also receive a commission of fifteen (15%) percent of the sale price of any equipment sold by Contractor at City's request. The City reserves the right to sell surplus equipment independent of Contractor. Prior to commencement of work, Contractor shall receive approval from either the Community Protection & Services Committee or the City Administrator (for emergency situations) for compensation of any materials or services performed above and beyond the provisions of this contract.

4. Provision of Equipment, Materials, Goods, and Services. The City shall provide the following described materials, goods, or services to Contractor:

- A. Use of all City PEG cable equipment and facilities. Contractor agrees to use such facilities and equipment carefully and prudently and will not be held responsible for damage to or loss of such equipment and facilities unless Contractor is found to be negligent, or unless such damage or loss is the result of an intentional act of Contractor. Contractor shall not be responsible for loss or damage under circumstances over which Contractor has no control.
- B. Regarding any materials, goods, or supplementary services that Contractor may deem necessary in order to provide services to the City under this contract, Contractor may voluntarily, at no cost to the City, provide such materials, goods, or supplementary services or Contractor may specifically request City, in writing, to provide or make available such materials, goods or supplementary services. Video tapes provided by the Contractor for PEG programming upon

taping shall become the property of the City.

- C. The Contractor is not required to provide any materials, goods, or supplemental services. However, Contractor may provide the use of some of his own materials or goods in order to improve the Contractor's services to the City.
- D. Any media, programming, or related media produced in accordance with this contract shall remain the exclusive property of the City of Sturgeon Bay, and the Contractor shall in no way acquire any ownership, copyright, or rights of artistic expression therein.
- E. Any purchases of goods or equipment by Contractor on the City's behalf for the operation of the PEG channels shall follow the purchasing guidelines and policies of the City.

5. Programming Use. Contractor agrees not to use his position as PEG Coordinator or use any equipment owned by the City and furnished for use of PEG programming or use any programs written, developed or produced in connection with PEG programming for Contractor's personal use or for sale or other profit by Contractor. Contractor agrees that all programming and production during the term of the Contract, whether produced by the Contractor or submitted by private parties, shall be the property of the City. Contractor shall have no rights to the use of said programs.

6. Insurance. Contractor shall maintain during the life of this Contract and any extension hereof general liability and property damage insurance as shall protect Contractor and any subcontractor/employee performing work covered by this Contract from any claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from performance of this Contract, whether such operation be by Contractor itself or by any subcontractor or by anyone directly or indirectly employed by either of them. Property damage and liability insurance shall name the City of Sturgeon Bay as an additional insured. The coverages and minimum policy limits of such insurance shall be as follows:

A. Bodily Injury

\$1,000,000	Each Occurrence
\$1,000,000	Annual Aggregate, Products & Completed Operations

B. Property Damage

\$500,000	Each Occurrence
\$1,000,000	Annual Aggregate

- C. Property Damage Liability will provide Explosion, Collapse and Underground coverage where applicable.

D. Personal Injury with employment exclusion deleted

\$1,000,000 Annual Aggregate

E. Comprehensive Automobile Liability

F. Bodily Injury

\$500,000 Each Person
\$500,000 Each Accident

G. Property Damage

\$500,000 Each Occurrence

H. Business Auto Insurance

\$500,000 Single Limit for Bodily Injury and/or Property Damage

7. Worker's Compensation Insurance. Contractor shall maintain during the term of this Contract and any extended term hereafter worker's compensation insurance for all its employees at the site of the project and, in case any work is sublet, shall require any subcontractor to provide worker's compensation insurance covering any employee which is working upon the project which is the subject of this Agreement.

8. Independent Contractor. The parties understand and acknowledge that the relationship herein between the City and Contractor is that of an Independent Contractor relationship and not that of an employer-employee relationship. The parties also understand that the Contractor will be responsible for all income tax and social security tax reporting; the City will furnish a Form 1099 showing the gross payments for the above-described personal services but will not withhold any amounts for income taxes or social security taxes for Contractor.

9. Indemnification. Contractor shall indemnify and hold harmless City, its agents, officers and employees, for any damages to person, property, or otherwise caused by the actions of Contractor.

10. Termination. This Personal Services Contract may be terminated by the City at any time upon prior thirty (30) days written notice delivered to the Contractor from the City, or to the City or sent by certified mail return receipt requested. Either party may terminate this Agreement immediately at any time upon breach by the other party of its obligations and responsibilities under this contract. Upon termination, Contractor shall be paid for all funds due to him through date of termination.

11. Return of Property. Upon termination of this agreement, for any reason, Contractor will return to the City all equipment, books, records, tapes and documents belonging to the City which he has in his possession or control or which he has placed with someone else in the

condition such equipment or property was in when received by Contractor, usual wear and tear excepted.

12. Default/Breach. In event of breach of the contract by Contractor, Contractor will be responsible for the City's cost of enforcement (including costs of obtaining return of any property under paragraph 11. above), including court costs, disbursements and attorneys fees.

13. Assignment. Contractor may not assign his interest in this contract without the prior written consent of the City. He may hire or contract with other persons or entities for the performance of duties under this Agreement without violating this provision.

14. Laws Applicable/Severance. The undersigned parties understand and acknowledge that this personal services contract represents the entire understanding between the parties for the providing of the above described personal services. This personal services contract shall be interpreted in accordance with the laws of the State of Wisconsin. In the event that any of the provisions herein are held to be legally unenforceable, the remaining provisions of this personal services agreement not inconsistent with such legal findings shall remain in full force and effect.

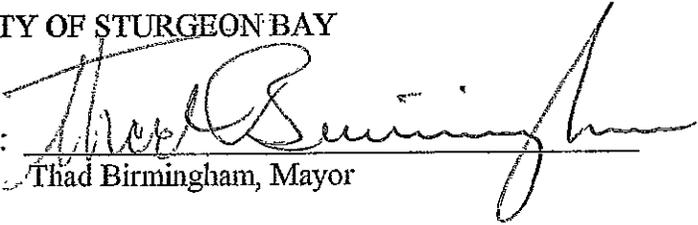
15. Declaration of Novation. This contract represents and constitutes a novation of any and all existing contracts and amendments, including but not limited to the present contract dated February 9, 2007 and that as a novation, this contract supersedes and replaces all such previously existing contracts.

16. The following documents are hereby included as a part of this contract as a method of clarifying the scope of work and services to be provided.

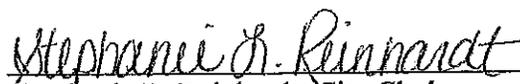
- A. CITY OF STURGEON BAY, WISCONSIN, REQUEST FOR PROPOSALS, OPERATION OF FOUR (4) PUBLIC, EDUCATIONAL. & GOVERNMENT (PEG) CHANNELS
- B. Proposal, Mann Communications, LLC, July 14, 2010

16. This Agreement shall extend to the heirs, successors, personal representatives and assigns of the parties hereto.

CITY OF STURGEON BAY

By: 
Thad Birmingham, Mayor

Attest:

By: 
Stephanie L. Reinhardt, City Clerk

STATE OF WISCONSIN

COUNTY OF DOOR

Personally came before me this 17 day of August, 2010, Thad Birmingham, Mayor, and Stephanie L. Reinhardt, City Clerk of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said municipal corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said municipal corporation by its authority.

Valerie Claxo

Notary Public, State of Wisconsin

My Commission: 3/13/13

CONTRACTOR:

Jason Mann
Jason Mann, Co-Owner

Morgan R Mann
Morgan Mann, Co-Owner

STATE OF WISCONSIN

COUNTY OF DOOR

Personally came before me, this 14th day of August, 2010, the above named Jason Mann to me known to be the person who executed the foregoing instrument and acknowledged that same.

Stephanie D. Reinhardt

Notary Public, State of Wisconsin

My Commission: 7/24/2011

STATE OF WISCONSIN
COUNTY OF DOOR

Personally came before me, this 14th day of August, 2010 the above named Morgan Mann to me known to be the person who executed the foregoing instrument and acknowledged that same.

Stephanie D. Reinhardt

Notary Public, State of Wisconsin

My Commission: 7/24/2011

This instrument drafted by:
Attorney Randall J. Nesbitt
Pinkert Law Firm LLP
454 Kentucky Street, P.O. Box 89
Sturgeon Bay, WI 54235-0089
Telephone No.: (920)743-6505
on behalf of the City of Sturgeon Bay

RECOMMENDATION

We, the Park and Recreation Committee and Board hereby recommend approval of the request from Badger Bouncers to set up four bounce houses at Sawyer Park on June 18th and charge a per user a fee. A Certificate of Insurance to be provided to the City of Sturgeon Bay.

Respectfully Submitted,
PARK AND RECREATION COMMITTEE & BOARD
Danny Wiegand, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: May 25, 2011

* * * * *

Introduced by _____

Moved by Alderperson _____

Second by Alderperson _____ that said recommendation be adopted.

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

Executive Summary

Title: Bounce Houses at Sawyer Park

Background: Badger Bouncers from Green Bay has contacted the Parks Department about the possibility of setting up 4 bounce houses at Sawyer Park on June 18. Badger Bouncers will be renting the shelter at Sawyer the fee paid to rent the shelter is to cover sewer, electricity, and park labor for restroom cleaning after the event. The houses will be set in the grass area between the shelter and Neenah Avenue. Because Badger Bouncers is charging to get into the houses this event need to be approved by Park and Rec. as well as Council.

Fiscal Impacts: None

Options: 1) Approve Badger Bounce event at Sawyer Park
2) Deny Badger Bouncer request.

Prepared By:



Bob Bordeau
Municipal Services Superintendent

Date: 5/12/2011

Reviewed By:



Steven McNeil
City Administrator

Date: 5/12/11

RECOMMENDATION

We, the Park and Recreation Committee and Board hereby recommend approval of the Westside Field location for a Skateboard Park and have the Municipal Services Superintendent work with the Sturgeon Bay Skateboard Initiative Group to develop the Westside location.

Respectfully Submitted,
PARK AND RECREATION COMMITTEE & BOARD
Danny Wiegand, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: May 25, 2011

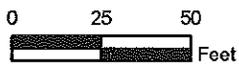
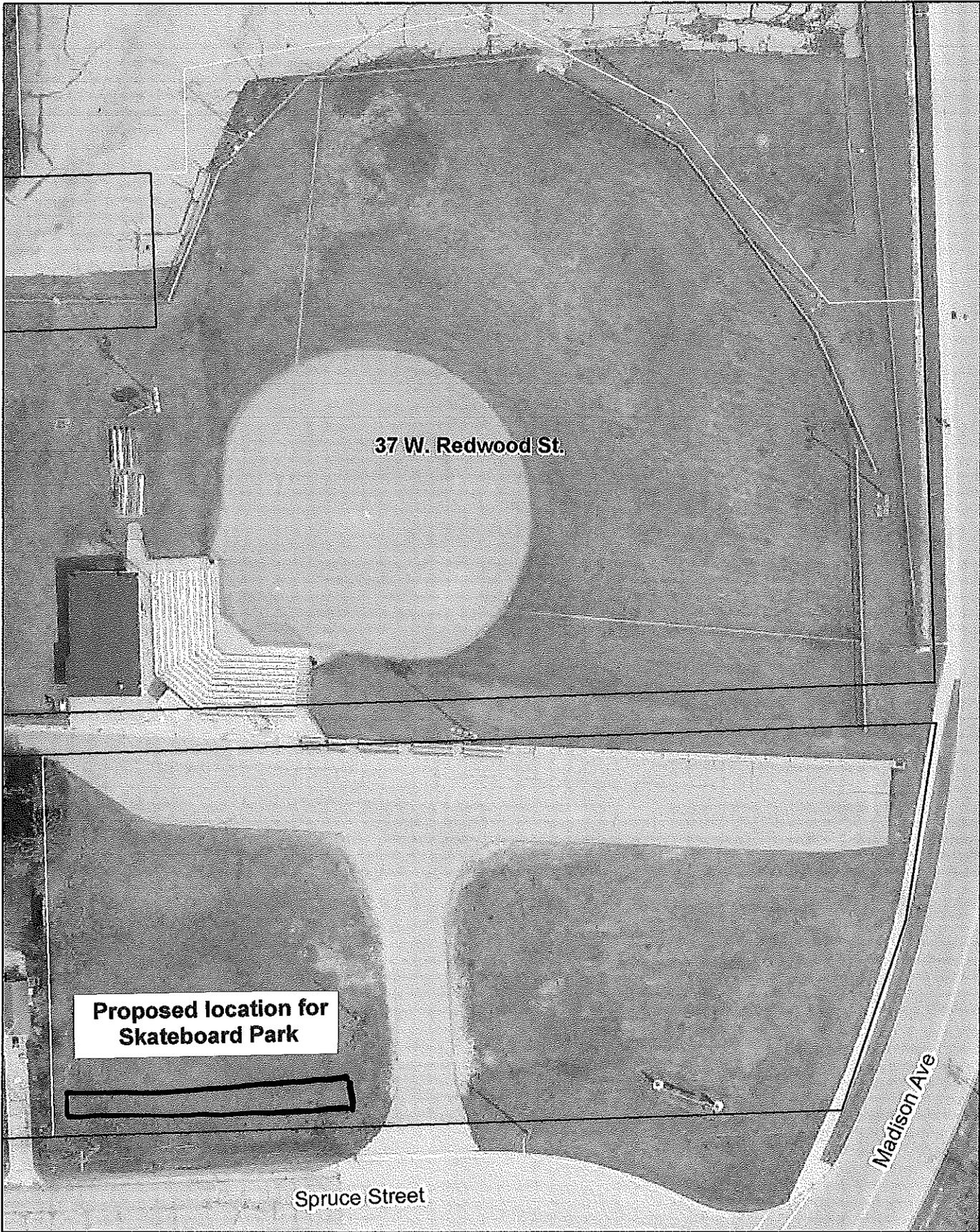
* * * * *

Introduced by _____

Moved by Alderperson _____

Second by Alderperson _____ that said recommendation be adopted.

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



West Side Field





STURGEON BAY YACHT CLUB

600 Nautical Dr., Sturgeon Bay, WI 54235

(920) 743-6934 Fax: (920) 743-0960

E-mail: sbyc@doorpi.net

May 18, 2011

Mayor Birmingham
City of Sturgeon Bay
421 Michigan St
Sturgeon Bay, WI 54235

The Sturgeon Bay Yacht Club traditionally opens its doors to the public on the first Saturday in August to sponsor a recreational Evening on the Bay. This year's event will be the culmination of a new and exciting week long Sturgeon Bay Mariners Festival. It is being supported by the U. S. Coast Guard, the City of Sturgeon Bay, Door County Maritime Museum and the Sturgeon Bay Yacht Club.

This year's Evening on the Bay held August 6th will feature a dinghy poker run, children's games an extended Venetian Boat parade, live music, food and beverage specials and fireworks at dusk. I would like to personally take this opportunity to invite you, friends and family to attend this fun filled event.

Last year you were one of our sponsors and we appreciate your support. Without your support this event would not be the success it has been. Again this year, we will be advertising the Evening on the Bay in the Door County Advocate and in mailings and websites of the Sturgeon Bay Visitors and Convention Center. We will list all of our corporate sponsors in every advertisement and invitation sent to the community as well as at the event. To present this event to the public, we must raise about \$5000 for fireworks.

The sponsorship levels are Platinum, \$1000 or more, Gold, \$500-\$999 and Silver \$100-\$499. At this time, we are asking either for a check or a firm commitment from you. A self addressed, stamped envelope is enclosed for your convenience. A committee member will follow-up with you in a couple of weeks.

If you have any questions, please contact the office at SBYC (743.6934; sbyc@doorpi.net) Thank you for your consideration.

Sincerely,

Al Steiner
Rear Commodore
Sturgeon Bay Yacht Club

We Can Pledge: \$ _____

We Cannot Support this Event this year. _____
Please make checks payable to: SBYC

EXECUTIVE SUMMARY

Title: Street Vacation – N. Ithaca Avenue

Background: The City has received a request from Richard Skare to vacate a portion of N. Ithaca Avenue. Specifically he is seeking the abandonment of the north end of this right-of-way adjoining his parcel at 403 W. Ironwood Street. The map that he submitted shows a 50' x 36.59' area proposed to be vacated and attached to the Skare parcel. However, Mr. Skare's map is based upon an older property map and does not coincide with actual property lines. Based upon current lot lines and upon a previously recorded agreement between property owners, the Skare parcel would only receive the westerly 28.5 feet if vacated. The other portion would go to the parcel at 235 N. Joliet Ave. Mr. Skare is requested the street vacation because it would provide room to erect a detached garage.

The subject right-of-way is 60 feet in width and was created in 1884 by the plat of O.E. Dreutzer's Addition to the Village of Bay View. This street eventually became Ithaca Avenue, but was never installed north of Juniper Street. There is an unpaved path that provides access to the rear of the lots fronting on Joliet Ave. and Hudson Ave. The right-of-way "dead ends" at the Skare parcel. An agreement recorded in 1947 states that if the north end of Ithaca Avenue is vacated, 28.5 feet would go to the parcel on the west and 31.5 feet to the parcel on the east.

Vacating the west side of this end of the street should not cause any access issues for the neighboring properties. Staff supports the request. However, the City could also consider vacating more than just the portion abutting the Skare parcel, such as the entire north end of the right-of-way or a street vacation covering all of Ithaca Avenue north of Juniper St. The City Engineer and Community Development Director have reviewed the matter and concur that this block of Ithaca Avenue is not needed for future street purposes. But, it does provide rear access to some of the abutting properties. Therefore, narrowing the street down to alley width should be considered. This idea would establish the right-of-way at the width it is currently being used. All parcels would continue to have "alley" access, but would gain the excess right-of-way which would be added to their parcels and back on the tax roll.

Letters were sent to abutting property owners seeking their input on potentially vacating a portion of the whole block. As of June 2nd, two property owners responded. Both are in favor of narrowing the street right-of-way or vacating it entirely.

Plan Commission Action: The Plan Commission unanimously recommended vacating the portion of Ithaca Street abutting Richard Skare's property. This is 28.5' x 50' area. The Commission did not act upon or further consider a more extensive street vacation option because the agenda item was limited to Mr. Skare's specific request.

- Options:**
- A. Approve the recommendation and proceed with officially vacating the portion of Ithaca Avenue abutting the Skare parcel.
 - B. Modify the recommendation to include vacating the whole northerly 50 feet of Ithaca Avenue and proceed with officially vacating that portion.
 - C. Modify the recommendation to narrow the right-of-way to 20 feet for the entire length of Ithaca Avenue north of Juniper St. and proceed with officially vacating 20 feet of right-of-way on each side.

D. Reject the Plan Commission recommendation, thereby denying the request to vacate a portion of Ithaca Avenue.

Recommendation: Option C is preferred because it solves the issue of excess right-of-way for the entire block.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

6-2-11
Date

Reviewed by: Anthony Depies
Tony Depies
City Engineer

6-2-11
Date

Reviewed by: Steve McNeil
Steve McNeil
City Administrator

6-2-11
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend vacating that portion of N. Ithaca Avenue abutting the Richard Skare's property, located at 403 W. Ironwood Street.

Respectfully submitted:
CITY PLAN COMMISSION
By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

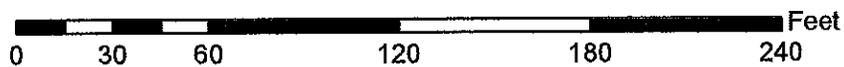
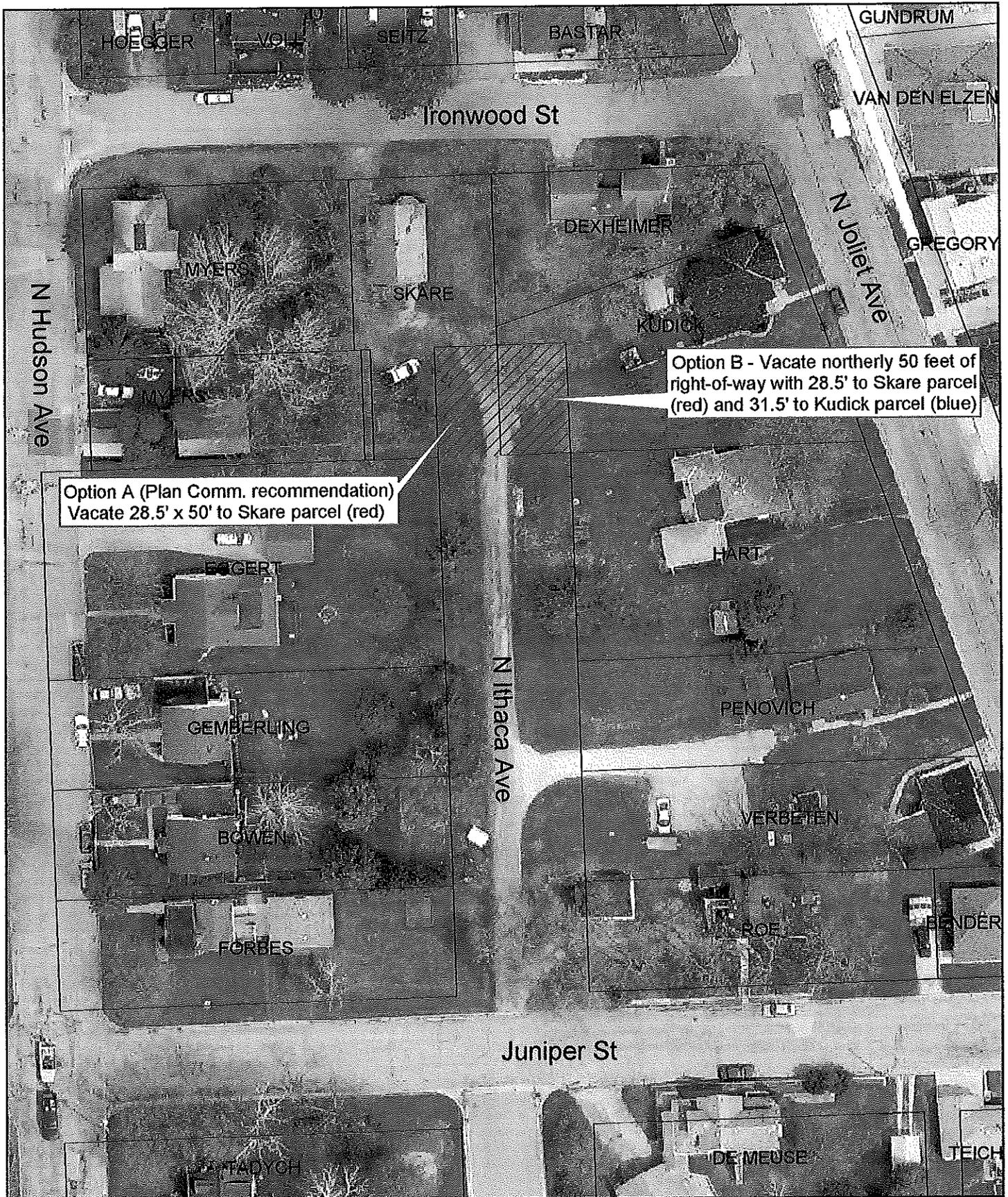
Date: May 18, 2011

Introduced by _____.

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

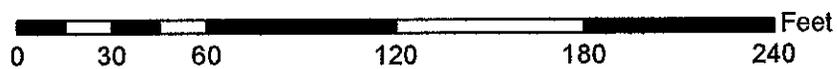
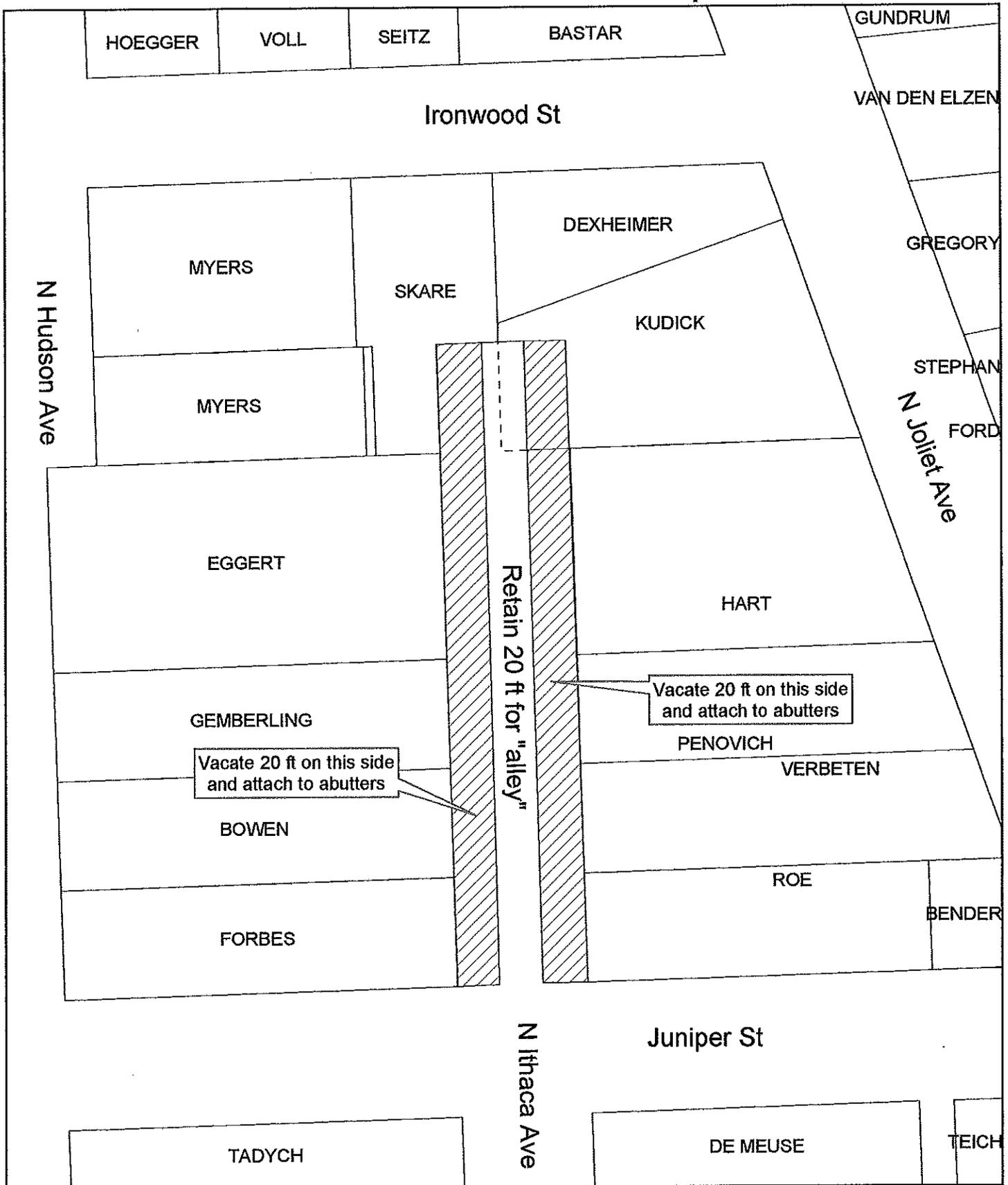
Passed by the Council on the _____ day of _____, 2011.

Ithaca Avenue Vacation - Options A & B



June 1, 2011

Ithaca Avenue Vacation - Option C



June 1, 2011

Dept of Community Development
Sturgeon Bay City Hall
421 Michigan St
Sturgeon Bay, Wi 54235

To whom it may concern,

I am the current owner of property on the Westside, 403 W Ironwood St.

In the process of offering the property for sale my realtor informed me of a discrepancy in the lot lines and my understanding of where they actually are located. A large section of the SE corner of what I believed to be my property is actually a platted road which was never developed. (see enclosed maps) I have been maintaining that part of the parcel as if it were my property since my purchase in 2005.

At this time I request the City of Sturgeon Bay abandon the portion of the platted and undeveloped roadway as indicated on the enclosed map and transfer title to me, returning that property to the tax rolls.

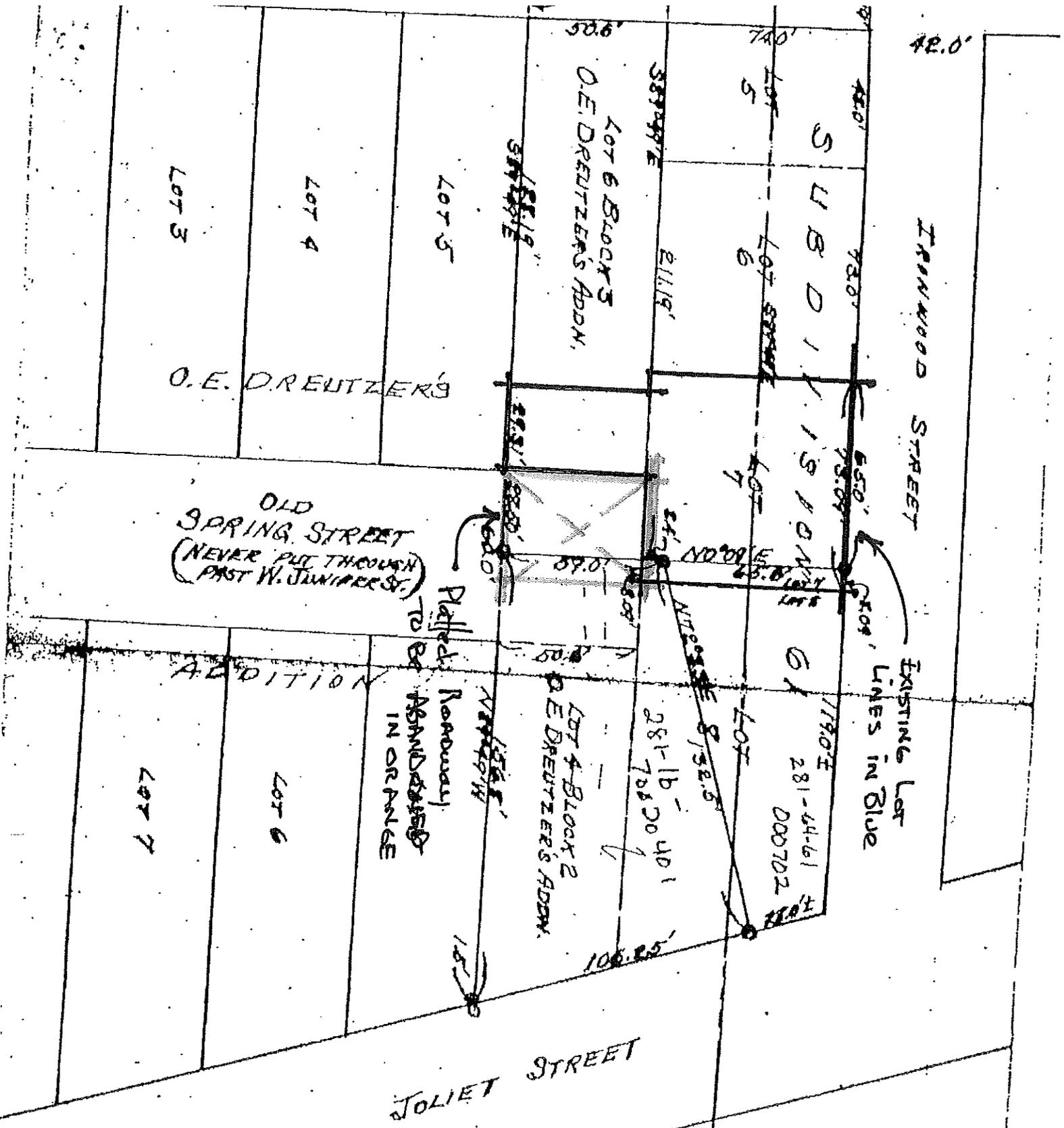
Your prompt attention to this matter will be greatly appreciated. Please contact me with any questions or concerns.

Respectfully,



5/6/2011

Dick Skare
PoBox 376
Fish Creek, Wi 54212
920-868-3316 h
920-559-2912
dickskare@gmail.com



42.0'

INNWOOD STREET

EXISTING LOT LINES IN BLUE

N

JOLIET STREET

OLD SPRING STREET
(NEVER PUT THROUGH
PAST W. JUNIATA ST.)

ADDITION

Platted Roadway
TO BE ABANDONED
IN ORANGE

LOT 6 BLOCK 5
O.E. DREUTZERS ADDN.

LOT 4 BLOCK 2
O.E. DREUTZERS ADDN.

O.E. DREUTZERS

PLAT MAP FOR

J. HOWARD MAH
SHOWING PART
O.E. DREUTZERS
SUBDIVISION EX
ASSESSORS M
CITY OF STURD
DOOR COUNTY,
O. INDIANAS
SEALE, 1/14
AUGUST 1957
Robert [Signature]
CERTIFICATE

EXECUTIVE SUMMARY

Title: Future Street Development for Will Roder Parcels

Background: Black Walnut Subdivision is located along the west side of S. Lansing Ave. to the south of Cherry Blossom Park. It was recorded in 1978, but most of the street and utility improvements were never installed (except for the Lansing Ave. frontage). Will Roder owns several of the undeveloped lots and plans to convert an old barn on one of his parcels into a residence using a private sanitary system. The parcel meets criteria to be developed without hooking up to municipal sanitary sewer service. But, the subject building is accessed by a long existing driveway that follows the right-of-way of the unbuilt streets (see map). It is a unique situation.

City staff did not want to create a situation where the City would be responsible for maintaining the driveway and also wanted Mr. Roder to understand future responsibilities for street improvements and sanitary sewer. Thus, statements of understanding were drafted outlining how various issues would be addressed consistent with City policies. Mr. Roder agrees with the statements of understanding, but asked for one consideration. He wanted the option to construct one more home using the existing private driveway without having to upgrade to a public street.

Staff does not have any major concerns with Mr. Roder's request. The draft of the statements of understanding includes that one additional home may be constructed without upgrading the driveway. It is noted that the City already has the authority to upgrade the street to City standards and then specially assess the abutting property owners. Thus, in the event the shared driveway serving two homes ever becomes a problem, the City could still convert the driveway to a public street at that time. Because the allowance for the second home is without automatically upgrading to a street is beyond staff's authority to approve, the matter was put on the agenda to have the elected body confirm.

Fiscal Impact: None. The statements of understanding do not obligate the City to undertake any improvements.

Recommendation: Approve the statements of understanding for developing the Roder parcel.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

5-20-11
Date

Reviewed by: Tony Depies
Tony Depies
City Engineer

5-20-11
Date

Reviewed by: Steve McNeil
Steve McNeil
City Administrator

5-20-11
Date

Statements of Understanding Regarding Development of William Roder parcel

Subject Parcel: Lot 1 of CSM #2335 recorded in Vol. 14, Page 45, which is a portion of Black Walnut Subdivision.

Background: Black Walnut Subdivision is an old recorded plat in the City of Sturgeon Bay. Street and utilities improvements were never installed for most of this subdivision. Mr. William Roder seeks to remodel an existing barn on the subject parcel into a single-family dwelling. The parcel fronts on S. Kendale Avenue, which is unimproved with no utilities.

The following statements represent agreement regarding future improvements and other development related issues.

1. **Non-Sewered Development:** Black Walnut Subdivision was intended for residential development served by municipal sanitary sewer and water service. However, the subject parcel can be developed for a single-family dwelling without connecting to the municipal sanitary sewer and water facilities because:
 - there currently are no municipal sanitary sewer or water facilities available to the parcel;
 - the building to be renovated already exists;
 - the parcel is large enough for a private on-site wastewater treatment system; and
 - a sanitary permit has been issued by the Door County Sanitarian.
2. **Driveway Access and Maintenance:** There is an existing private driveway leading to Lansing Avenue that provides access. Although this driveway is located within the right-of-way of Compass Street and Kendale Avenue, it does not meet the standards for a city street and is considered a private driveway. The city will not plow or otherwise maintain this driveway until it is upgraded to the city's standards for a public street. Not more than one other lot shall take access via the driveway within the right-of-way of Compass Street, unless the access driveway is upgraded to the city standards for a public street at that time.
3. **Future Street Improvements:** Property owners within Black Walnut Subdivision and/or developer(s) of surrounding property are responsible for the expense of installing the streets in Black Walnut Subdivision to the city's standards. The City of Sturgeon Bay may on its initiative install the public streets and specially assess the abutting property owners.
4. **Future Extension of Public Utilities:** If sanitary sewer and water mains are extended past the subject property, the dwelling is required to be hooked up to these facilities at the expense of the property owner per the Sturgeon Bay Municipal Code. The City of Sturgeon Bay may on its initiative extend public sanitary sewer and water mains and specially assess the abutting property owner.

5. Address of Subject Parcel: Based upon the location of the driveway access serving the proposed dwelling and to ensure the dwelling is easily identified by emergency services, the address shall be 1141 S. Lansing Avenue. At such time that S. Kendale Avenue is upgraded to a public street, the address for the subject parcel shall be changed to 1115 S. Kendale Avenue.

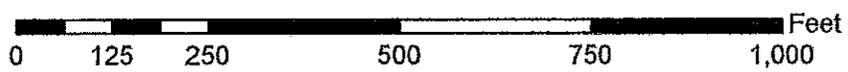
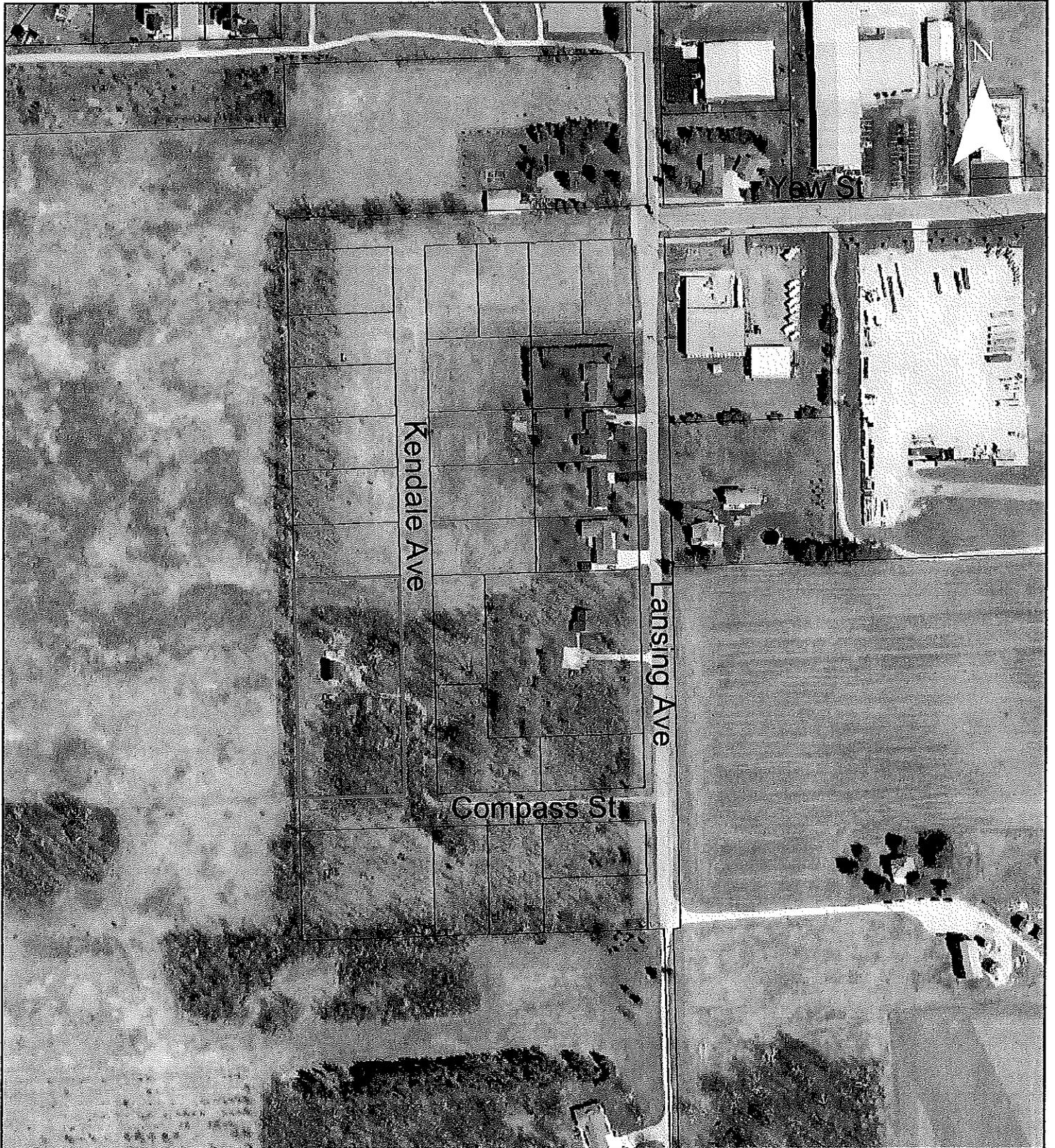
William P. Roder
Property Owner

Date

Martin Olejniczak
Community Development Director

Date

Roder Parcel - Black Walnut Subdivision



April 4, 2011

EXECUTIVE SUMMARY

TITLE: **ADOPTION OF WARD LINES TO CREATE ALDERMANIC DISTRICT BOUNDARIES**

BACKGROUND: Every 10 years, the County and therefore the City goes through a redistricting process to adjust boundaries based on the population counts as determined by the Census. In the past, the City of Sturgeon Bay has adopted the same boundary lines as the County of Door. The County Board of Supervisors adopted the attached Tentative 2012 Supervisory District Plan. This Plan creates wards in the City that make up our seven aldermanic districts.

The map approved by the County Board does make changes to the City of Sturgeon Bay Aldermanic District boundaries. Of note is the change to the Aldermanic District 3 boundaries. These changes are due to the increase in population on the west side and the decrease in population on east side. Additionally, there are certain statutory criteria that must be followed regarding population counts and census block configurations. As a result of the new boundaries, current District 3 Alderperson, John Lodl, will no longer reside in District 3.

Per the attached memo from County Clerk Jill Lau, the City is required to accept or adjust the ward boundaries:

1. If the Council adopts the boundaries as outlined by the County, a motion to do just that is in order.
2. If the Council chooses to adjust the ward boundaries:
 - a. The revisions must be made and returned to the County no later than June 30th.
 - b. Final adoption of the ward boundaries must be made at the July 5th Council meeting.

Should the Council choose option 2. to adjust the ward boundaries there are additional considerations:

1. The redraw of the boundary lines must be completed by the City Engineering Department. All expenses related to this reconfiguration must be borne by the City. Tom Haight, County GIS/LIO Coordinator has agreed to provide assistance.
2. The city will be required to follow the standards specified in Section 5.15 of the statutes regarding wards, populations and census blocks. WIS STATS 5.15 (2) (c) and (g)
3. Aldermanic districts are to be constructed from contiguous whole wards, must be as compact as possible, and must contain, as nearly as practicable, an equal number of inhabitants.

4. Once established, the boundaries of each ward are to remain unchanged until the next decennial census.
5. The city is required to make a "good faith effort" to accommodate the tentative county supervisory district plan by establishing wards which meet the county's needs. WIS STATS 5.15 (2) (d)
6. There will be an increase in the cost of elections due to additional programming of machines and multiple wards/ballots.
7. To reduce confusion on the part of voters and poll workers due to the potential number of wards that create a district:
 - a. Additional training of poll workers will be required
 - b. Multiple ballot styles within a district will be required. Different ballot styles would no longer just be limited to the different school districts in the City.
 - c. Mailing(s) will be required to provide affected residents with proper election information

Attached please find a letter from City Attorney, Randy Nesbitt with additional comment.

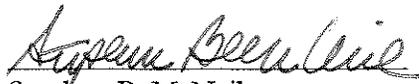
FISCAL IMPACT:

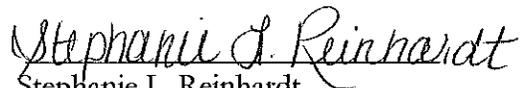
1. The estimated fiscal impact of following the County Proposed Ward Map would be approximately \$500. This estimated cost would be to contact the voters who have had a change in district due to the redistricting process.
2. The fiscal impact of adjusting the ward lines and creating different Aldermanic boundaries that do not match the County Supervisory boundaries is detailed in the attached worksheet. As noted some of these costs will be retentive for each election, some a one time cost.

OPTIONS:

1. Adopt the ward lines as proposed by the County Board.
2. Instruct City's Engineering Department to redraw the ward lines and bring back to the June 21 meeting for presentation. At the June 21 meeting adopt a new Ward/Aldermanic District map.

PREPARED BY:


Stephen B. McNeil,
City Administrator


Stephanie L. Reinhardt,
City Clerk

DATE:

June 1, 2011

**REDISTRICT CITY BOUNDARIES (ESTIMATE) -
THESE COSTS ARE IN ADDITION TO OUR CURRENT ELECTION COSTS.**

1 Engineering - draw new boundaries

	Hrs.	Rate		Total
Brian	25	25.2304		\$ 630.76
Tony	25	39.7386		\$ 993.47
Stephanie	15	26.1687		\$ 392.53
Marty	10	36.2400		\$ 362.40
SVRS	15	26.1687		\$ 392.53
Publication costs				\$ 75.00

* \$ 2,846.69 \$ 2,846.69

2 Public Hearing/Information Meeting (if none held presume same costs for informational mailing)

Advertising costs				\$ 75.00
Copying costs				\$ 150.00
Recording secretary	4	16.11		\$ 64.44

* \$ 289.44 \$ 289.44

3 Election Costs - Depends on where lines are drawn - ** Estimate

			Elec per year	No. of Years	
Programing election machines		\$700	2	10	\$ 14,000.00
Multiple ballot costs		\$300	2	10	\$ 6,000.00

** \$ 20,000.00 \$ 20,000.00

4 Other

			Elec per year	No. of Years	
Notice for Sample Ballot (Every other year)		\$68.25	2	5	\$ 682.50

** \$ 682.50 \$ 682.50

* One Time Costs	\$ 3,136.13
** Annual Costs	\$ 2,136.50
TOTAL FIRST YEAR COSTS	\$ 5,272.63

TOTAL PROJECT COST (10 YEARS) \$ 23,818.63 \$ 23,818.63

** Election Costs are estimated on the redraw assuming a change to 6 different districts and the programming and ballots costs over a 10 year period. The change and the associated estimated cost would affect all local elections for the next ten years due to the aldermanic terms being 2 years. Therefore someone would be running in the affected districts each year. Primary is assumed for estimating.



JAMES R. SMITH
MARK A. JINKINS
RANDALL J. NESBITT*†
RICHARD A. HAUSER
DAVID L. WEBER**†
JON R. PINKERT
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454 KENTUCKY STREET
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WRITER'S E-MAIL rnesbitt@pinkertlawfirm.com

HERMAN J. LEASUM (1910-2006)

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* Court Commissioner
** Also licensed in Iowa
† Certified Civil Trial Specialist by
National Board of Trial Advocacy

June 2, 2011

Mr. Steve McNeil
City Administrator
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Ms. Stephanie Reinhardt
City Clerk
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Re: Redistricting

Dear Stephanie and Steve:

It is my understanding that the county has provided to the city its redistricting plan and that the County Board has adopted their supervisory districts pursuant to that plan. It is also my understanding that the result of this redistricting is that the District 3 alderman is now located in the area comprised of District 2 under the redistricting plan. The question of how to handle this has arisen, and I will offer my suggestions in this letter.

1. County Designation.

I note that Wis. Stats. §5.15 provides that:

Every municipality shall make a good faith effort to accommodate the tentative plan submitted by the county . . . and shall divide itself into wards in such a manner that will permit the creation of county supervisory districts in accordance with the population requirements for the plan . . .

Wis. Stats. §5.15 (2) (d).

Mr. Steve McNeil
Ms. Stephanie Reinhardt
June 2, 2011
Page 2

While the statute indicates that there is some mutual cooperation and suggests that the municipalities within the county have some input into this decision, Wis. Stats. §5.18 makes it clear that is not the case. Section 5.18 provides that if any municipality fails to comply with the redistricting plan of the county after the 60 day notice period, the county may submit the plan to the circuit court for enforcement. Further, cases on the subject have sided with county boards in enforcing their redistricting plans when challenged by cities.

The bottom line is that the Wisconsin Statutes place the obligation upon the county to perform redistricting in a manner which will accomplish the "one man-one vote" requirement of the law. The city has the right to redraw its districts, if it wishes to do so, but must accomplish equality in voters in doing so and must follow statutory requirements.

To the extent that wards are recreated by the city in a manner different from that adopted by the County Board, there will be confusion created as to voting districts. It does not create a violation of the law to have supervisory district boundaries different than ward boundaries, but in doing so, the voting public will be placed in a difficult situation because it creates another level of division when they appear to vote. The election staff would need to be well versed in these additional divisions which differ from county supervisory districts.

The problem also would not be confined to one district. Taking 15 members from one ward would require placing 15 members back into another ward in order to achieve equality. Therefore, there is likely to be some division among two or more supervisory districts, expanding the confusion further.

2. Effect on Current Elected Officials.

Under Wis. Stats. §62.08 (3), "whenever the boundaries of aldermanic districts are altered, or new aldermanic districts created, every aldermanic district or ward officer residing within the territory of a new or altered aldermanic district shall hold the same respective office therein for the remainder of the officer's term . . .".

In other words, no current elected official is removed from office by this redistricting, during their current term. However, as in the case of one aldermanic district where the current elected alderman is not within the boundaries of the new district, he would be ineligible to run for office in that new district. He would continue his present term until the expiration of that term.

In the event the alderman who was placed in a new district chose to run for the seat occupied by the current alderman for that district, he could do so. The League of Municipalities has expressed the opinion in 1981 that the displaced alderman could retain his current seat on the council while running for the aldermanic district in which he was redistricted into. If he lost the election, he would continue to represent his current district. If

Mr. Steve McNeil
Ms. Stephanie Reinhardt
June 2, 2011
Page 3

he won the election, he would vacate his prior office, and take over the newly redistricted aldermanic district, creating a vacancy in the prior district.

This is somewhat of a confusing process, and the City Council has the ultimate determination as to whether it will agree to the county proposed plan or whether it wishes to redistrict on its own. There is a very short window within which to do so, and either the county or any taxpayer of the city can petition the circuit court to approve the county plan.

Sincerely,

PINKERT LAW FIRM LLP

A handwritten signature in black ink, appearing to read "Randall J. Nesbitt", written in a cursive style.

Randall J. Nesbitt

RJN:hb

f:\clients\s\sturgeon bay-city\opinions\redistricting 06-02-11.doc



County of Door
COUNTY CLERK'S OFFICE

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Jill M. Lau
County Clerk
(920) 746-2200
jlau@co.door.wi.us

May 27, 2011

Stephanie Reinhardt, Clerk
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Dear Stephanie and Members of the Council:

Please find enclosed the Door County Tentative Supervisory District Plan related to your municipality adopted at the May 24, 2011 County Board Meeting. Municipalities have a maximum of 60 days to adjust or create ward boundaries to comply with the proposed supervisory district plan following receipt of the tentative plan.

Please review the plan and provide suggestions on your municipality ward boundaries. Wisconsin Statute Section 5.15(2)(b) directs the population range of wards, as presented below:

Population of Municipality	Ward Population Range
1,000 to 9,999	300 to 1,000
999 and under	No division required

Note - Wards may be established below the prescribed population under several specified circumstances. Please refer to the "Guidelines for Adjusting Municipal Wards Following the 2010 Federal Census" information enclosed.

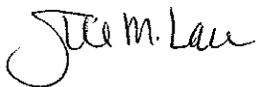
Please review the enclosed map at your June Board Meeting. Please submit ward changes to this office, as soon as possible, following your June meeting. If you do not have changes, simply notify this office of the fact. Once the County receives your information, Tom Haight, LIO/GIS Specialist, will provide ward descriptions to be used to adopt, by resolution or ordinance, your municipal wards. Along with the ward descriptions, you will be provided a sample resolution which you may use.

Please keep in mind, municipalities have a maximum of 60 days to adjust or create ward boundaries. You must have your revisions to the County by the end of June to allow time for Tom to create your ward boundary descriptions to be used in conjunction with the resolution or ordinance you need to adopt at your July Board Meeting. Section 5.15(4)(b) of the Wisconsin Statutes requires municipal clerks to

send to the County Clerk, within five days after adoption of a ward plan, a copy of the resolution or ordinance establishing ward boundaries. You must submit the information no later than August 1, 2011.

If you have questions or need assistance as you develop ward plans, please contact Tom Haight at 920-746-2391 or myself.

Respectfully,

A handwritten signature in cursive script that reads "Jill M. Lau". The signature is written in black ink and is positioned above the printed name.

Jill M. Lau
Door County Clerk

enclosures

Supervisory Districts

Proposed 2012 Door County Plan

Supervisory District Number	April 2010 US Census Population
-----------------------------	---------------------------------

1	1,345
2	1,349
3	1,349
4	1,356
5	1,361
6	1,356
7	1,307
8	1,313
9	1,307
10	1,299
11	1,301
12	1,303
13	1,314
14	1,314
15	1,314
16	1,308
17	1,332
18	1,309
19	1,323
20	1,314
21	1,311

Door County 27,785 Total Residents

Statistics on Proposed Supervisory Plan

Number of Districts: 21
 Mean (average): 1,323
 Min: 1,299
 Max: 1,361
 Range: 62
 Percent Difference: <5%

- Incumbent Supervisors
- Incumbent City Alderperson
- Proposed Municipal Ward & Number
- School District Boundary
- Stream
- Lake
- Community
- City or Village
- Municipal Boundary
- State Highway
- County Highway
- Town Road
- City Street
- Village Street
- Private Road or Street

Door County Municipalities April 2010 Populations

Town of Baileys Harbor	1,022
Town of Brussels	1,136
Town of Clay Banks	382
Town of Egg Harbor	1,342
Town of Forestville	1,096
Town of Gardner	1,194
Town of Gibraltar	1,021
Town of Jacksonport	705
Town of Liberty Grove	1,734
Town of Nasewaupée	2,061
Town of Sevastopol	2,628
Town of Sturgeon Bay	818
Town of Union	999
Town of Washington	708
Village of Egg Harbor	201
Village of Ephraim	288
Village of Forestville	430
Village of Sister Bay	876
City of Sturgeon Bay	9,144
Door County Total	27,785

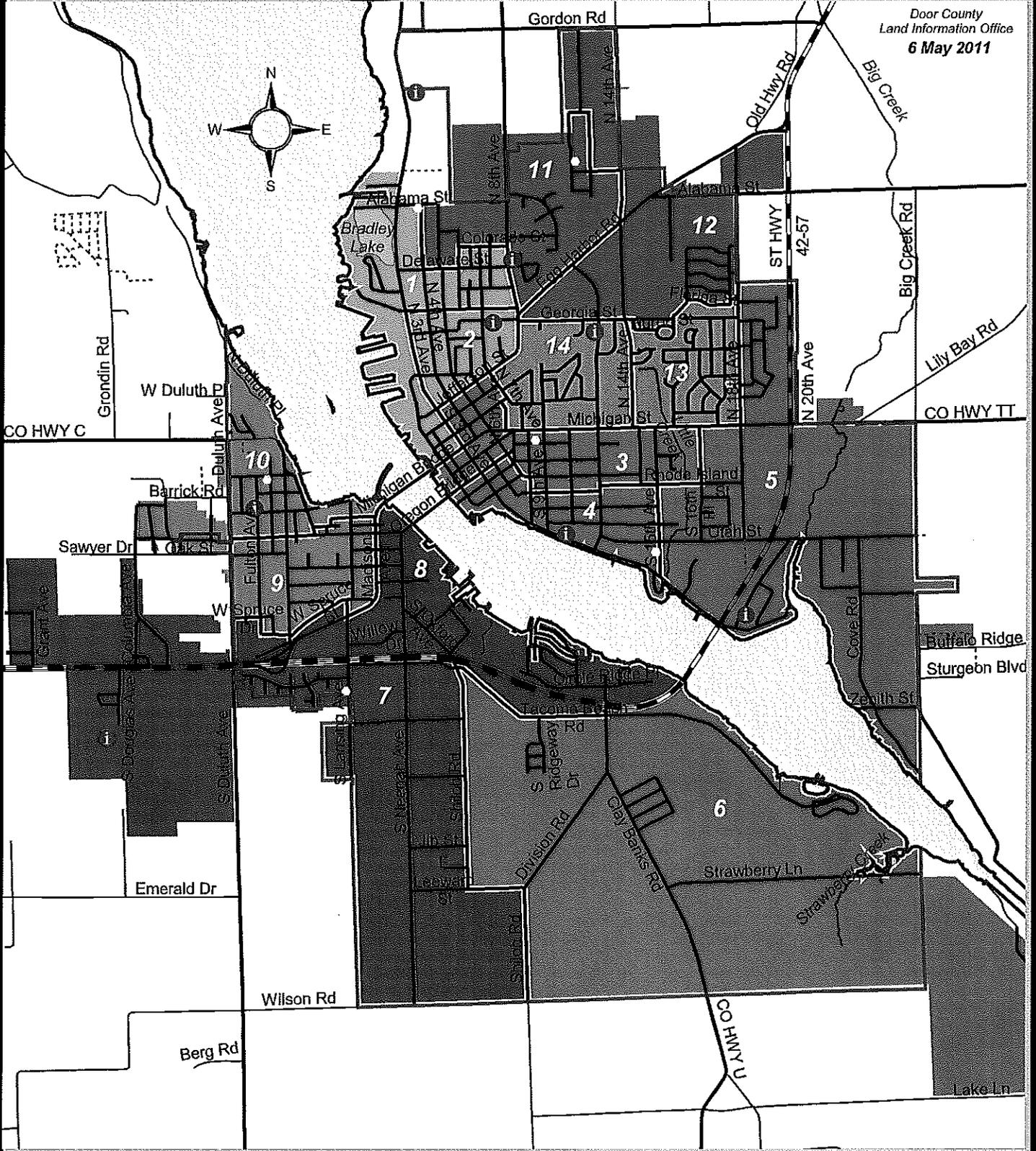
Supervisory District Number	Proposed Municipal Wards	2010 Ward Populations
-----------------------------	--------------------------	-----------------------

1	BRUSSELS - T 1	346
1	UNION - T 1	999
2	BRUSSELS - T 2	790
2	FORESTVILLE - T 1	559
3	CLAY BANKS - T 1	382
3	FORESTVILLE - T 2	537
3	Forestville - V 1	430
4	GARDNER - T 1	714
4	NASEWAUPEE - T 1	642
5	GARDNER - T 2	480
5	NASEWAUPEE - T 2	881
6	NASEWAUPEE - T 3	538
6	STURGEON BAY - T 1	376
6	STURGEON BAY - T 2	442
7	Sturgeon Bay - C 1	652
7	Sturgeon Bay - C 2	655
8	Sturgeon Bay - C 3	695
8	Sturgeon Bay - C 4	618
9	Sturgeon Bay - C 5	877
9	Sturgeon Bay - C 6	430
10	Sturgeon Bay - C 7	646
10	Sturgeon Bay - C 8	653
11	Sturgeon Bay - C 10	666
11	Sturgeon Bay - C 9	635
12	Sturgeon Bay - C 11	660
12	Sturgeon Bay - C 12	643
13	Sturgeon Bay - C 13	716
13	Sturgeon Bay - C 14	598
14	SEVASTOPOL - T 1	627
14	SEVASTOPOL - T 2	687
15	SEVASTOPOL - T 3	658
15	SEVASTOPOL - T 4	656
16	EGG HARBOR - T 1	908
16	JACKSONPORT - T 1	400
17	BAILEYS HARBOR - T 1	392
17	EGG HARBOR - T 2	434
17	JACKSONPORT - T 2	305
17	Egg Harbor - V 1	201
18	GIBRALTAR - T 1	679
18	GIBRALTAR - T 2	342
18	Ephraim - V 1	288
19	BAILEYS HARBOR - T 2	630
19	LIBERTY GROVE - T 1	693
20	LIBERTY GROVE - T 2	438
20	Sister Bay - V 1	876
21	LIBERTY GROVE - T 3	603
21	WASHINGTON - T 1	708

Supervisory Districts - City of Sturgeon Bay Inset

Proposed 2011 Door County Plan

Door County
Land Information Office
6 May 2011



Guidelines for Adjusting Municipal Wards Following the 2010 Federal Census

State of Wisconsin
Legislative Reference Bureau

March 2011

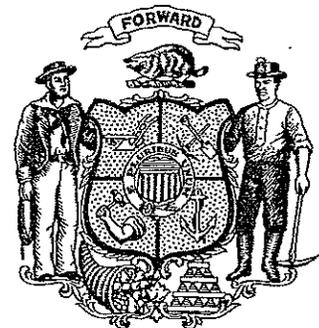


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GUIDELINES FOR ADJUSTING MUNICIPAL WARDS FOLLOWING THE 2010 FEDERAL CENSUS

This bulletin provides information on the ward subdistricting process, the statutory requirements and legal deadlines that must be met, and the relationship among state, county, and local governments in establishing and using municipal wards to form election districts.

For municipal and county clerks, this bulletin supplements the release of detailed population data reflecting the results of the 2010 decennial federal census. It provides guidance to counties and municipalities regarding adjusting ward boundaries so that wards may be combined to form election districts at every level of government.

I. WHAT IS A WARD AND HOW IS IT USED?

Definition

What we in Wisconsin call a "ward" is referred to as a "precinct" in other states or a "voting district" (vtd) by the Census Bureau. Wards do not constitute election districts from which municipal officials are elected, and thus are not subject to the "one person, one vote" requirement which governs the formation of election districts. Instead, wards are intended to serve as administrative subunits that are aggregated into election districts of equal population. Cities, villages, and towns form municipal wards by combining whole census blocks. Municipalities are required to adjust ward boundaries following the decennial federal census to conform to statutorily prescribed population ranges and meet other requirements including compactness, contiguity, and community of interest. Once established, wards serve as the building blocks used by the legislature, counties, and cities in redistricting their respective election districts.

Why Use Wards to Form Election Districts?

The initial rationale for establishing municipal wards was to give local governments the opportunity to influence the delineation of the boundaries of census tracts and enumeration districts and have a useful tool for planning purposes. As the result of enactment of federal legislation in 1975 (P.L. 94-171), municipalities were given the opportunity to receive population data for voting districts as well as census geography. The establishment of wards was made mandatory following the 1980 Census, and the legislature and courts have used those wards to form legislative districts. This is in contrast to previous legislative redistricting that relied on geographic descriptions to define the boundaries of legislative districts.

The use of locally defined wards which take into account growth patterns, communities of interest, and geography rather than the population collection units devised by the Census Bureau, provides a more meaningful building block to form election districts.

In addition, using the same wards to describe the boundaries of aldermanic, supervisory, and legislative districts aids voters and election officials.

Who Is Required to Establish Wards?

Section 5.15, Wisconsin Statutes, requires that all cities, villages, and towns with a population of 1,000 or more establish wards. Municipalities under 1,000 population may establish

wards if they choose to. In addition, a county board may request that a municipality within the county establish a ward or wards if the county board proposes to place the municipality in two or more supervisory districts. The governing body of a municipality – the common council or village or town board – is responsible for establishing ward boundaries. An ordinance or resolution describing the ward boundaries must be adopted by a majority of the members of the governing body.

Requirements for Constructing Wards

In creating wards, municipalities are required to follow the standards specified in Section 5.15 of the statutes. Wards must:

- *Be comprised of whole census blocks*

Wards are constructed by aggregating whole census blocks so that the population of the ward falls within a predetermined range (see: Population Ranges of Wards, p. 3-4). The census block is the smallest unit for which population is tabulated, and is typically bounded by streets or other prominent physical features. Political boundaries (municipal limits and county lines) may also serve as block boundaries. Blocks may be as small as a typical city block bounded by four streets or as large as several square miles in rural areas. They usually contain fewer than 100 people. [5.15 (1)(b)] There are two exceptions to the “whole block” requirement. A municipality may split a census block if its population is too large to permit the establishment of aldermanic districts of equal population. If annexed or detached territory divides a block, the affected municipalities may incorporate only the portion of the block contained within their boundaries. [5.15 (2) (c) and (g)]

Any division of blocks must be based on the best evidence available of where the block’s residents actually live. “Best evidence” includes data such as housing units, utility connections, and vehicle registrations. [5.15 (2) (cm)]

- *Suit the convenience of voters*

Wards should “as far as practicable”, be kept compact and observe the community of interest of existing neighborhoods. [5.15 (1) (b)]

- *Be comprised of contiguous territory*

The only exception is island territory which is defined as territory separated from the major part of the municipality by water or the territory of another municipality. [5.15 (1) (b)]

- *Take into account the county supervisory district plan*

Municipalities must make a “good faith effort” to accommodate the tentative county supervisory district plan by establishing wards which meet the county’s needs. [5.15 (2) (d)]

- *Consider population and racial and ethnic characteristics*

Wards must be constructed in a manner that permits the creation of supervisory and aldermanic districts of substantially equal population. They must also enhance the participation of members of racial or language minority groups in the political process and their ability to elect representatives of choice. [5.15 (2) (bm); 5.15 (1) (a) 2.]

- *Comply with the population ranges specified by law*

See Section on Population Ranges of Wards.

- *Lie entirely within one municipality and one county*

Wards may not cross municipal or county lines. [5.15. (1) (d)]

- *Reflect the municipal boundaries in place on August 1, 2011*

By specifying a uniform “snapshot” date for municipal boundaries, discrepancies are avoided in municipal boundaries, which is especially important for those also forming the boundaries between legislative districts. [5.15 (1) (b)]

Annexations

In general, annexations take effect on the date specified by the annexation ordinance or resolution. For purposes of adjusting ward boundaries, however, territory affected by annexations and detachments occurring up to August 1, 2011, must be incorporated in the ward plan adopted by the municipality. Annexations (or detachments) which occur after August 1, 2011, are not delayed because of redistricting but are not relevant for purposes of municipal subdistricting or legislative redistricting. Thus, municipal wards and legislative districts will reflect the same municipal boundaries in effect on the August 1, 2011, “snapshot” date.

Two additional points relating to annexations bear mentioning. The first is that once the boundaries of legislative districts are established by the legislature, annexations, consolidations, detachments, or any other action by a municipality cannot alter legislative districts. If a city or village annexes territory that is part of an adjacent assembly district, the annexed territory remains, for the rest of the decade, in the assembly district in which it was placed by the legislature. The second point relates to the population of the annexed or detached territory. Because all redistricting must be based on the population as reported by the decennial federal census which enumerates inhabitants according to their residences on April 1, 2010, the population of territory shifted by annexation between April 1, 2010 (the date used by the U.S. Bureau of the Census to determine place of residence), and August 1, 2011 (the date used by the legislature to determine municipal boundaries) must be computed using the location of residents on April 1, 2010. For purposes of redistricting, all population remains in the municipality where it was located on August 1, 2011, and cannot be counted in another municipality because of a subsequent annexation or detachment, although for purposes of elections, municipalities may adjust aldermanic district boundaries to reflect annexations and detachments after they become effective.

Population shifts occurring during the decade are not reflected in supervisory or aldermanic districts recorded until the next decennial census is taken, except that a county may alter the boundaries of its supervisory districts during mid-decade to reflect municipal boundary changes and a city may adjust the number of aldermanic districts in the city not more than once every two years, using the existing wards.

Thus, for purposes of redistricting, municipal boundaries must be shown as of August 1, 2011, and population must be allocated as reported by the Census Bureau based on residence as of April 1, 2010.

Population Ranges of Wards

The population ranges for wards were not arrived at arbitrarily; they were intended to approximately correspond to the population ranges of the geographic reporting units used by the U.S. Bureau of the Census.

Statute Section 5.15 (1) (a) directs that the population of a ward be established at a “convenient point” within the population range set by law with “due consideration for the known trends of population increase or decrease”. Thus, the population of each ward should be set

at a level which is consistent with the prescribed population ranges, and which can accommodate fluctuations in population over a relatively long time.

Section 5.15 (2) (b) establishes specific population ranges, tied to the population of the municipality, that wards must fall within:

Population of Municipality	Ward Population Range
Cities over 150,000	1,000 to 4,000
Cities 39,000 to 149,999	800 to 3,200
Cities, villages, or towns	
10,000 to 38,999	600 to 2,100
1,000 to 9,999	300 to 1,000
Cities, villages, or towns to 999 . .	no division required

Wards may be established below the prescribed population ranges under several specified circumstances. These situations include territory which is located in a county or school district other than the county or school district in which the major part of the municipality is located; island territory containing resident population; territory which becomes part of a municipality after the adoption of a decennial ward plan; territory consisting of a portion of a ward the remainder of which has been detached from a municipality; and wards established to permit the creation of supervisory districts of equal population.

Adjusting Ward Boundaries in 2011

Ward boundaries are intended to be as permanent as possible with changes made only to accommodate changes in population growth patterns, alterations in municipal boundaries, or the mathematical requirements of creating election districts of equal population. Ward boundaries require adjustment under the following circumstances:

- *To reflect changes in population*
Municipalities are required to adjust the boundaries of those wards which, according to the 2010 Census of Population, have either gained or lost population and as a result no longer fit with the statutory population ranges. A ward which exceeds the maximum of the applicable population range is to be divided into two or more wards; a ward which falls below the minimum of the applicable population range is to be combined with an adjacent ward or combined with the adjacent ward and subdivided into two or more wards. [5.15 (1) (a) 3.]
- *To reflect changes in minority population*
Municipalities are also required to consider the racial and ethnic characteristics of the population when adjusting ward boundaries so that members of racial or language minority groups have an opportunity to elect candidates of their choice. Although wards do not directly constitute election districts, they are used to form such districts. Thus, minority population must be distributed within a combination of wards in such a manner as to make it possible to combine those wards to construct an aldermanic or supervisory district in which a racial or language minority has an opportunity to elect a representative of its choice. Court decisions have held that Black and Hispanic populations must be given special attention in redistricting and that election districts must be drawn so that a minority group has a fair chance to elect a candidate of its choice. [5.15 (1) (a) 2.]

- *To reflect changes in municipal boundaries*
Adjustments in ward boundaries must be made to accommodate annexations, detachments, or other changes in municipal boundaries that have occurred since the previous ward plan was adopted. [5.15 (1) (b), (2) (f)]
- *To accommodate the establishment of county supervisory districts*
Wards may also need adjustment to permit the establishment of county supervisory districts of equal population. Municipalities are required to consider the tentative county supervisory district plan in determining whether existing ward boundaries need to be changed. The county's tentative plan must include the number and tentative boundaries of the proposed supervisory districts or a description of boundary requirements. In the event that a municipality needs to be divided into two or more supervisory districts which cannot be accommodated within the existing ward plan, the county board is to submit a written statement to the municipality indicating the approximate location and population of the requested wards. [5.15. (2) (d)]
- *To facilitate the creation of aldermanic districts of equal population*
A municipality may find it necessary to adjust existing ward boundaries if they no longer allow for the creation of aldermanic districts that are as nearly equal in population as practicable. [5.15 (2) (bm)]
- *Mid-decade changes*
Once established, the boundaries of each ward are to remain unchanged until the next decennial census. However, several exceptions are recognized, although no ward line adjustment may cross the boundary of an assembly district. A town board may adjust ward boundaries if a new town is created or if part of the town is annexed to a city or village and realignment of the remaining town wards becomes necessary. [5.15 (7)] A city, village, or town must adjust ward boundaries to reflect a municipal detachment. [5.15 (2) (e)] New territory that becomes part of a municipality during the decade may constitute new ward, even if that ward falls below the prescribed minimum population range. [5.15 (2) (f) 4.] An annexation ordinance may annex territory to an existing ward or may place it in a new ward. [66.0217 (8) (b)] Finally, a ward may be adjusted by the legislature, as a matter of statewide concern, in the enactment of legislative districts. [5.15 (1) (c)]
- *To summarize:*
The only reasons for adjusting ward boundaries are to: 1) comply with the population ranges required by law, 2) reflect changes in municipal boundaries occurring subsequent to the adoption of the previous ward plan, 3) permit the establishment of election districts of substantially equal population, and 4) permit the establishment of aldermanic or supervisory districts which enhance the participation of minorities in the political process and their ability to elect representatives of their choice.

The intent is that wards remain relatively permanent, with changes in ward boundaries made only to accommodate changes in population growth patterns, alterations in municipal boundaries, or the mathematical requirements of creating election districts of equal population.

In addition to the obvious benefit of greatly simplifying the task of reestablishing a ward plan based on the decennial census, municipalities benefit in other ways when ward lines are not disturbed. When wards remain relatively constant, the administration of elections is sim-

plified. Although the combination of wards comprising an election district may change, and aldermanic, supervisory, legislative, and congressional districts must be redrawn to reflect shifts in population, ward boundaries often need not change. Voter identification with the ward develops and is strengthened over time, and election officials have fewer problems in administering elections.

II. USING WARDS TO FORM ELECTION DISTRICTS

3-Step Process

The establishment of municipal wards requires cooperation between the municipality and the county board of each county in which a municipality is located and involves a 3-step process. Each step must be completed within 60 days.

Step 1 requires the county board to submit a tentative county supervisory district plan to each municipal governing body in the county. The county board is required to hold a public hearing on the tentative plan. If a municipality needs to be divided and placed in more than one supervisory district, the board is to indicate the approximate location of the territory from which a ward is sought and the approximate population of the ward.

In step 2, municipalities have a maximum of 60 days to adjust ward boundaries to comply with the proposed supervisory district plan following receipt of the tentative plan.

The third 60-day step requires counties to adopt final supervisory district plans and cities to establish aldermanic district plans.

The governing body of a municipality – the common council or village or town board – is responsible for establishing ward boundaries. An ordinance or resolution describing the ward boundaries must be adopted by a majority of the members of the governing body. Section 5.18 of the Wisconsin Statutes provides that if a municipality fails to adopt a ward plan within the prescribed time period, the county or any elector of the municipality may submit a proposed ward plan to the appropriate circuit court. If the court finds that the existing municipal ward plan fails to comply with statutory requirements, it may promulgate the submitted plan, or any other plan, to serve as a temporary ward plan until superseded by a valid plan enacted by the municipality.

Time Table

The official publication of population data and census maps on March 21, 2011, started the redistricting clock. As noted, counties have up to 60 days to enact a tentative redistricting plan; municipalities are allotted up to the following 60 days to enact an ordinance or resolution establishing municipal wards; and counties and municipalities are given up to 60 days to establish election districts. Each step begins when the previous step is completed and each step must be completed within 60 days. The 3 steps should be completed by October 1, 2011. All local elections beginning January 1, 2012, must be from the newly established districts. The Wisconsin Legislature is given the entire 2011-2012 session to establish legislative district boundaries. As a practical matter – so that the 2012 legislative elections can be based on the new districts – the legislature must complete redistricting by early May 2012 to facilitate publication of the first legal notice in May 2012 for the 2012 fall elections.

Requirement	Date/Completed By
P.L. 94-171 file received	March 10, 2011
Population data posted on the Redistricting Web site	March 21, 2011
Counties adopt tentative supervisory plans	June 2011
Municipalities adopt ward plans	August 2011
Counties establish supervisory districts	October 2011
Cities establish aldermanic districts	October 2011
Legislature establishes legislative and congressional districts	April 2012

Numbering of Wards and Combining Wards for Voting Purposes

Wards are to be designated by consecutive whole numbers beginning with the number "one". Wards may be combined to allow the use of a common polling place as long as the numbering of the combined wards is not changed. [5.15 (4) (a)] Municipalities having a population of 35,000 or more are required to maintain separate returns for all wards. Municipalities under 35,000 population are not required to maintain separate returns for combined wards as long as all voters in the combined wards are eligible to vote for the same offices. A resolution combining wards for voting purposes must be adopted prior to each election, although resolutions adopted by municipalities under 35,000 remain in effect until modified or rescinded. [5.15 (6) (b)]

III. COUNTY SUPERVISORY DISTRICTS

There are 2 steps involved in the establishment of county supervisory districts. The first step requires the county board to adopt a preliminary county supervisory district plan within 60 days after detailed population data and block level maps are made available by the state. The second step begins after municipalities adopt ward plans and requires the county board to enact a final supervisory district plan. A public hearing is required before adoption of both the tentative and final plans.

Step 1 – 59.10 (3) (b) 1.

At the first public hearing, the county board is directed to solicit suggestions from municipalities concerning the proposed tentative plan. The plan may be amended after the public hearing to incorporate suggestions received. A copy of the tentative plan is to be sent to the governing body of each municipality in the county.

County boards are to work cooperatively with municipalities in establishing supervisory districts. Supervisory districts are to be comprised of whole contiguous municipalities, parts of the same municipality, or contiguous parts of adjoining municipalities consisting of whole wards. All districts are to be substantially equal in population. Dual member districts are not permitted. If the tentative plan requires that a municipality be divided between two or more districts, the county board is to provide the municipality with a copy of the plan and a statement specifying the approximate location and population of the territory needed for the wards required to create the districts.

If the county board fails to adopt a tentative plan within 14 days from the expiration of the 60-day period, any municipality or voter within the county may submit a proposed plan to the circuit court. The court may promulgate that plan, or any other plan, as a temporary

supervisory district plan until superseded by a valid plan enacted by the county board. [59.10 (6)]

Step 2 – 59.10 (3) (b) 2.

The second step in the process requires the county board to hold a second public hearing and adopt a final supervisory district plan. This is to occur within 60 days after all the municipalities in the county have adjusted wards. All wards within a supervisory district must be contiguous, except for wards within a municipality that are wholly surrounded by water or another municipality, in which case the noncontiguous ward may be combined with its parent municipality to form a supervisory district. The county board chairperson is to file a copy of the final plan with the Secretary of State.

The complete text of Section 59.10 (3) (b) governing county supervisory districting is printed in the Appendix.

IV. ALDERMANIC DISTRICTS

The common council of a city is required to redistrict aldermanic districts within 60 days of adjusting its ward boundaries. Aldermanic districts are to be constructed from contiguous whole wards (excluding any isolated ward consisting of island territory surrounded by water or another municipality), must be as compact as possible, and must contain, as nearly as practicable, an equal number of inhabitants.

The redistricting ordinance must be adopted by a majority vote of all members of the common council. The common council is authorized to increase or decrease the number of aldermanic districts during the decade. Such action must not occur more frequently than once every two years and requires a two-thirds vote of the members of the common council.

Only towns and villages with a population of 1,000 or more are required to establish wards. However, all municipalities may be required to establish wards when necessary to create supervisory, legislative, or congressional districts of equal population. Town supervisors and village trustees continue to be elected on an at-large basis.

The text of Section 62.08, pertaining to the alteration of aldermanic districts, is printed in the Appendix.

V. REPORTING REQUIREMENTS

In addition to the division ordinance or resolution, municipalities must provide to the county clerk of each county in which the municipality is located, a list of census block numbers contained within each ward. Any split blocks must be identified and the population for each part provided, based on the April 1, 2010, reporting date. A map of the municipality showing the revised ward boundaries is also required. The resolution or ordinance, list of blocks, and map must be sent to the appropriate county clerk or clerks within five days after adoption of the ward plan.

Municipalities over 10,000 population are also required to send an additional copy of the ordinance or resolution, block number list, and map to the Legislative Reference Bureau (P.O. Box 2037, Madison, WI 53701-2037) within five days of the adoption of the ward plan.

Additional instructions will be sent concerning the format for reporting information.

VI. FOR FURTHER INFORMATION

For assistance in ward subdistricting and alteration of election districts, local officials have a number of resources available including regional planning commissions, county extension agents, county land information officers, and local government interest groups. There are also several Internet Web sites that provide useful information. Population data, maps, and other information are available on the Wisconsin Legislature redistricting Web site at: <http://www.legis.state.wi.us/ltsb/redistricting>. The U.S. Census Bureau Web site provides downloadable maps and redistricting population data at: <http://www.census.gov/rdo>. (See Appendix B.)

At the state and regional level, information is available from several sources. These include:

Legislative Reference Bureau

1 East Main Street
P.O. Box 2037
Madison, Wisconsin 53701-2037

Contact: Michael Keane (608) 266-0346; michael.keane@legis.wisconsin.gov

For: General information on redistricting
Format for sending ward plans to the state

Contact: Larry Barish (608) 266-0344; larry.barish@legis.wisconsin.gov

For: General information on redistricting

Contact: Steve Miller (608) 267-2175; steve.miller@legis.wisconsin.gov

For: General information on redistricting

Legislative Technology Services Bureau

Suite 200, 17 West Main Street
Madison, Wisconsin 53703-3305

Contact: Tony Van Der Wielen (608) 283-1817; tony.vanderwielen@legis.wisconsin.gov

For: Information on using WISE-LR software
Electronic data
Copies of maps

Applied Population Laboratory

Department of Community and Environmental Sociology
316 Agriculture Hall, 1450 Linden Drive
Madison, Wisconsin 53706

Contact: Dan Veroff, Extension Demographic Specialist (608) 265-9545;

dveroff@wisc.edu

For: Census data questions

Government Accountability Board
Elections Division
812 East Washington Avenue, 3rd Floor
P.O. Box 7984
Madison, Wisconsin 53707-7984

Contact: Diane Lowe (608) 266-3276; diane.lowe@wi.gov
Steve Pickett (608) 266-3061; steve.pickett@wi.gov

For: Questions on administration of elections

U.S. Census Bureau
Chicago Regional Census Center
500 West Madison Street, Suite 1600
Chicago, Illinois 60661
Contact: Gail Krmeneč, Asst. Regional Census Manager (312) 454-2709;
gail.krmeneč@census.gov
For: Count Question Resolution (CQR) program
Boundary, geocoding, and coverage corrections

VII. APPENDIX

A: *Statutory References*

The following statute sections are reprinted from the 2009-10 Wisconsin Statutes.

Text of Section 5.15

5.15 Division of municipalities into wards. (1) (a) 1. Every city, village, and town in this state shall by its common council or village or town board, respectively, be divided into wards as provided in this section, except as authorized in sub. (2). The boundaries of the wards established under this section, and the number assigned to each ward, are intended to be as permanent as possible, and to this end each ward shall when created contain a population at a convenient point within the applicable population range under sub. (2) (b), with due consideration for the known trends of population increase or decrease within that part of the municipality in which the ward is located.

2. Once established, the boundaries of each ward shall remain unchanged until a further decennial federal census of population indicates that the population of a ward is then above or below the applicable population range or until the ward boundaries are required to be changed to permit creation of supervisory or aldermanic districts of substantially equal population or to enhance the participation of members of a racial or language minority group in the political process and their ability to elect representatives of their choice.

3. If the population of a ward has increased above the maximum of its population range or if the population of a ward must be decreased for a reason specified in subd. 2., the ward shall be divided into 2 or more wards in compliance with sub. (2) (b). If the population of a ward has decreased below the minimum of its population range or if the population of a ward must be increased for a reason specified in subd. 2., the ward shall, if possible, be combined with an

adjoining ward, or the underpopulated ward and one adjoining ward shall be combined and together subdivided into 2 or more wards in compliance with sub. (2).

(b) Except as authorized in sub. (2) (a), within 60 days after the receipt of a tentative supervisory district plan and written statement, if any, from the county board of each county in which a municipality is located, the governing body of the municipality shall adjust its wards according to the schedule shown in sub. (2). All territory contained within the municipality, and only the territory so contained, on August 1 following the year of the federal decennial census shall be contained within a ward. Except as authorized in sub. (2), each ward shall consist of whole blocks. To suit the convenience of the voters residing therein each ward shall, as far as practicable, be kept compact and observe the community of interest of existing neighborhoods and other settlements. All territory within a ward shall be contiguous, except for island territory as defined in sub. (2) (f) 3. Enactment or adoption of a division ordinance or resolution requires the affirmative vote of a majority of the members of the governing body.

(c) The wards established by municipal governing bodies under this section on the basis of the published results of each federal decennial census of population shall govern the adjustment of supervisory districts under s. 59.10 (2) (a) and (3) (b) and of aldermanic districts under s. 62.08 (1) for the purpose of local elections beginning on January 1 of the 2nd year commencing after the year of the census until revised under this section on the basis of the results of the next decen-

nial census of population unless adjusted under sub. (2) (f) 4., (6) (a) or (7), or unless adjusted, as a matter of statewide concern, in the enactment of legislative districts under article IV, section 3, of the constitution on the basis of the most recent decennial census of population.

(d) Every ward shall be wholly contained within a single county.

(2) (a) Except as required by par. (d), no city electing its common council at large in which the total population is less than 1,000, and no village or town in which the total population is less than 1,000 is required to be divided into wards under this section, but any such city, village or town may divide itself into wards if the creation of wards facilitates the administration of elections. No village or town located in a county having only one town is required to be divided into wards under this section.

(b) 1. In any city in which the population is at least 150,000, each ward shall contain not less than 1,000 nor more than 4,000 inhabitants.

2. In any city in which the population is at least 39,000 but less than 150,000, each ward shall contain not less than 800 nor more than 3,200 inhabitants.

3. In any city, village or town in which the population is at least 10,000 but less than 39,000, each ward shall contain not less than 600 nor more than 2,100 inhabitants.

4. In any city, village or town in which the population is less than 10,000, each ward shall contain not less than 300 nor more than 1,000 inhabitants.

(bm) Every city electing the members of its common council from aldermanic districts shall assemble the blocks wholly or partially contained within the city into wards that will enable the creation of aldermanic districts that are substantially equal in population.

(c) If the population of a block exceeds the maximum population for a ward otherwise specified in this subsection, such block shall be constituted a ward by itself, except that if the population of a block substantially exceeds the population of proposed aldermanic districts in a city so that, if the block were to constitute an aldermanic district, the populations of the aldermanic districts in the city would not be substantially equal, the city shall divide the block to permit assembly into wards that will enable creation of aldermanic districts that are substantially equal in population.

(cm) Any division of blocks under this section shall be based on the best evidence available. In this paragraph, "best evidence" includes, but is not limited to, the population of the block and other information received from the U.S. bureau of the census and such data as number of housing units, utility connections and vehicle registrations or a special census conducted locally. For each ward so established, the population estimate shall be correlated with the results of the most recent federal decennial census, so that the total population reported for all wards in the municipality agrees with the census results.

(d) Every municipality shall make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located under s. 59.10 (2) (a) or (3) (b) 1., and shall divide itself into wards in such a manner that will permit the creation of county supervisory districts in accordance with the population requirements for the plan specified in s. 59.10 (2) (a) or (3) (b) 1.

(e) Notwithstanding par. (b), if territory is detached from a city, village or town after adoption of a decennial ward plan, and the remaining portion of the ward to which it was attached falls below the prescribed minimum population for the applicable range, the remaining portion of the population may be constituted a ward by itself.

(f) Notwithstanding par. (b), any city, village or town may establish a ward below the prescribed minimum population for the appli-

cable range whenever the proposed ward is established under par. (a), (d) or (e) or whenever the proposed ward contains solely:

1. That part of a city or village situated in a county other than the county in which the major part of the municipality is located.

2. That part of a city, village or town belonging to a school district other than the school district to which the major part of the municipality belongs.

3. Island territory containing a resident population. In this subdivision, "island territory" means territory surrounded by water, or noncontiguous territory which is separated by the territory of another municipality or by water, or both, from the major part of the municipality to which it belongs.

4. New territory which becomes a part of a city, village or town after the adoption of a decennial ward plan.

(g) If a block is affected by an annexation or detachment which establishes a municipal boundary that subdivides the block, the municipalities in which the block is contained shall incorporate only the portion of the block contained within their boundaries in their ward plans.

(4) (a) The division ordinance or resolution shall number all wards in the municipality in whole numbers in consecutive order, beginning with the number one, shall designate the polling place for each ward, and shall describe the boundaries of each ward consistent with the conventions set forth in s. 4.003. The ordinance or resolution shall be accompanied by a list of the block numbers used by the U.S. bureau of the census that are wholly or partly contained within each ward, with any block numbers partly contained within a ward identified, and a map of the municipality which illustrates the revised ward boundaries.

(b) Within 5 days after adoption or enactment of an ordinance or resolution under this section, the municipal clerk shall transmit one copy of the ordinance or resolution to the county clerk of each county in which the municipality is contained, accompanied by the list and map specified in par. (a). If the population of the municipality exceeds 10,000, the municipal clerk shall furnish one copy to the legislative reference bureau at the same time. Each copy shall identify the name of the municipality and the county or counties in which it is located.

(5) When a town is divided into wards, the annual town meeting shall be held in a location authorized under s. 60.11 (3) (a).

(6) (a) Following any municipality-wide special federal census of population, the governing body of the municipality in which the special census was held may, by ordinance or resolution, adjust the ward boundaries, but no ward line adjustment may cross the boundary of an assembly district. The municipal clerk shall transmit copies of the ordinance or resolution in compliance with sub. (4) (b).

(b) No later than 60 days before each September primary and general election, and no later than 30 days before each other election the governing body of any municipality may by resolution combine 2 or more wards for voting purposes to facilitate using a common polling place. Whenever wards are so combined, the original ward numbers shall continue to be utilized for all official purposes. Except as otherwise authorized under this paragraph, every municipality having a population of 35,000 or more shall maintain separate returns for each ward so combined. In municipalities having a population of less than 35,000, the governing body may provide in the resolution that returns shall be maintained only for each group of combined wards at any election. Whenever a governing body provides for common ballot boxes and ballots or voting machines, separate returns shall be maintained for each separate ballot required under ss. 5.62 and 5.64 at the September primary and general election. The municipal clerk shall transmit a copy of the resolution to the county clerk of each county in which the municipality is contained. In municipalities having a population of less than 35,000, the resolution shall remain in effect for each election until modified or rescinded, or until a new division is made under this section.

(7) If a new town is created or if part of a town is annexed to a city or village during a decennial period after the period for ward adjustments under sub. (1) (b), the town board of any town to which territory is attached or from which territory is detached, without regard to the time provisions of sub. (1) (b), may, by ordinance or resolution, adjust the wards in that town, but no ward line adjustment may cross the boundary of an assembly district. The town clerk shall transmit copies of the ordinance or resolution making the adjustment in compliance with sub. (4) (b).

(8) Until divided, all elections are held in the established wards.

History: 1971 c. 304 ss. 3 to 5, 29 (2); 1977 c. 26, 418, 427, 449; 1979 c. 260; 1981 c. 4 ss. 2 to 10, 18; 1981 c. 314; 1983 a. 29, 192, 442; 1983 a. 484 ss. 8e, 174; 1983 a. 538; 1985 a. 304 ss. 8 to 10, 12; 1987 a. 391; 1991 a. 5, 143, 315; 1993 a. 213; 1995 a. 201; 1999 a. 182; 2005 a. 149, 312.

City and county apportionment is discussed. *City of Janesville v. Rock County*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The court properly voided the city's plan and adopted the county's plan, even though the county did not adopt the plan within 60 days of receiving census data. *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Text of Section 5.18

5.18 Enforcement of division requirement. If any municipality fails to comply with s. 5.15, the county in which the municipality is located or any elector of the municipality may submit to the circuit court for any county in which the municipality is located within 14 days from the expiration of the 60-day period under s. 5.15 (1) (b) a proposed plan for the division of the municipality into wards in compliance with this section. If the circuit court finds that the exist-

ing division of the municipality into wards fails to comply with s. 5.15, it shall review the plan submitted by the petitioner and after reasonable notice to the municipality may promulgate the plan, or any other plan in compliance with s. 5.15, as a temporary ward plan for the municipality to remain in effect until superseded by a ward plan adopted by the governing body in compliance with s. 5.15.

History: 1985 a. 304 ss. 9, 11, 12.

Text of Section 59.10

59.10 Boards: composition; election; terms; compensation; compatibility. The boards of the several counties shall be composed of representatives from within the county who are elected and compensated as provided in this section. Each board shall act under sub. (2), (3) or (5), unless the board enacts an ordinance, by a majority vote of the entire membership, to act under sub. (1). If a board enacts such ordinance, a certified copy shall be filed with the secretary of state.

a number of districts equal to the number of supervisors, with each district substantially equal in population and consisting of contiguous whole wards. Except as otherwise provided in this paragraph, the board shall develop and adopt the tentative plan in accordance with sub. (3) (b) 1. The board shall adopt a final plan by enacting an ordinance in accordance with sub. (3) (b) 2. to 4.

(1) **SELF-ORGANIZED COUNTIES.** (a) *Number of supervisors and apportionment of supervisory districts.* In each county with a population of at least 500,000, sub. (2) (a) and (b) applies. In counties with a population of less than 500,000 and more than one town, sub. (3) (a) to (c) applies. In counties with one town only, sub. (5) applies.

(b) *Election; term.* Supervisors shall be elected for 4-year terms at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms, and shall take office on the 3rd Monday in April following their election.

(b) *Terms.* The term of office of supervisors is 2 years. A board may determine whether the terms shall be concurrent or staggered. Supervisors shall be elected at the election to be held on the first Tuesday in April next preceding the expiration of their respective terms and shall take office on the 3rd Tuesday in April following their election. If the board determines that supervisors shall serve staggered terms, the board shall, by ordinance, provide for a division of supervisors into 2 classes, one class to be elected for one-half of a full term and the other class for a full term and thereafter the supervisors shall be elected for a full term. The board shall publish the ordinance as a class 1 notice, under ch. 985, or as a notice, as described under s. 59.14(1m) (b), before publication of the notice of the election at which supervisors are to be elected.

(c) *Compensation.* Each supervisor shall be paid by the county an annual salary set by the board. The board may provide additional compensation for the chairperson. Section 66.0505 applies to this paragraph.

(c) *Compensation.* The method of compensation for supervisors shall be determined by the board.

(d) *Changes during decade.* 1. 'Number of supervisors; redistricting.' The board may, not more than once prior to November 15, 2010, decrease the number of supervisors after the enactment of a supervisory district plan under par. (a). In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous whole wards in existence at the time at which the redistricting plan is adopted. In the redistricting plan, the board shall adhere to the requirements under sub. (3) (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In redistricting under this subdivision, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. The chairperson of the board shall file a certified copy of any redistricting plan adopted under this subdivision with the secretary of state.

(d) *Vacancies.* A board may determine the procedure for filling a vacancy.

2. 'Election; term.' Any redistricting plan enacted under subd. 1. becomes effective on the first November 15 following its enactment, and first applies to the spring election following the plan's effective date. Any redistricting plan enacted under subd. 1. shall remain in effect until the effective date of a redistricting plan subsequently enacted under par. (a). Supervisors elected from the districts created under subd. 1. shall serve for 4-year terms and shall take office on the 3rd Monday in April following their election.

(2) **MILWAUKEE COUNTY.** In each county with a population of at least 500,000:

(a) *Composition; supervisory districts.* Within 60 days after the population count by block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, the board shall adopt and transmit to the governing body of each city and village wholly or partially contained within the county a tentative county supervisory district plan to be considered by the cities and villages when dividing into wards. The plan shall specify the number of supervisors to be elected and shall divide the county into

(3) **OTHER COUNTIES.** (a) *Classification; maximum number of supervisors.* Counties with a population of less than 500,000 and

more than one town are classified and entitled to a maximum number of supervisors as follows:

1. Counties with a population of less than 500,000 but at least 100,000 shall have no more than 47 supervisors.
2. Counties with a population of less than 100,000 but at least 50,000 shall have no more than 39 supervisors.
3. Counties with a population of less than 50,000 but at least 25,000 shall have no more than 31 supervisors.
4. Counties with a population of less than 25,000 and containing more than one town shall have no more than 21 supervisors.
5. If the population of any county is within 2% of the minimum population for the next most populous grouping under this paragraph, the board thereof, in establishing supervisory districts, may employ the maximum number for such districts set for such next most populous grouping.

(b) *Creation of supervisory districts.* 1. Within 60 days after the population count by block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, but no later than July 1 following the year of each decennial census, each board shall propose a tentative county supervisory district plan setting forth the number of supervisory districts and tentative boundaries or a description of boundary requirements, hold a public hearing on the proposed plan and adopt a tentative plan. The proposed plan may be amended after the public hearing. The board shall solicit suggestions from municipalities concerning the development of an appropriate plan. The board shall transmit to each municipal governing body in the county the tentative plan that is adopted. Each district shall consist of whole wards or municipalities. Each district shall be designated to be represented by one supervisor, and all districts shall be substantially equal in population. In the tentative plan, the board shall, whenever possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. If the division of a municipality is sought by the board, the board shall provide with the plan a written statement to the municipality affected by each proposed division specifying the approximate location of the territory from which a ward is sought to be created for contiguity purposes and the approximate population of the ward proposed to effectuate the division.

2. Within 60 days after every municipality in the county adjusts its wards under s. 5.15, the board shall hold a public hearing and shall then adopt a final supervisory district plan, numbering each district. Wards within each supervisory district created by the plan shall be contiguous, except that one or more wards located within a city or village which is wholly surrounded by another city or water, or both, may be combined with one or more noncontiguous wards, or one or more wards or portions of wards consisting of island territory as defined in s. 5.15 (2) (f) 3. may be combined with one or more noncontiguous wards or portions of wards within the same municipality, to form a supervisory district.

4. The chairperson of the board shall file a certified copy of the final districting plan with the secretary of state.

(c) *Changes during decade; municipal boundary adjustments.* After the enactment of a plan of supervisory districts under par. (b), a municipal incorporation, annexation, detachment or consolidation may serve as a basis for altering between federal decennial censuses the boundaries of supervisory districts, in the discretion of the board. The number of supervisory districts in the county shall not be changed by any action under this paragraph. Any plan of county supervisory districts enacted under par. (b) may be amended under this paragraph but shall remain in effect as amended until superseded by another plan enacted by the board under par. (b) and filed with the secretary of state.

(cm) *Changes during decade; reduction in size.* 1. 'Number of supervisors; redistricting.' Except as provided in subd. 3., following the enactment of a decennial supervisory district plan under par. (b), the board may decrease the number of supervisors. In that case, the board shall redistrict, readjust, and change the boundaries of supervisory districts, so that the number of districts equals the number of supervisors, the districts are substantially equal in population according to the most recent countywide federal census, the districts are in as compact a form as possible, and the districts consist of contiguous whole wards in existence at the time at which the redistricting plan is adopted. In the redistricting plan, the board shall adhere to the requirements under par. (b) 2. with regard to contiguity and shall, to the extent possible, place whole contiguous municipalities or contiguous parts of the same municipality within the same district. In redistricting under this subdivision, the original numbers of the districts in their geographic outlines, to the extent possible, shall be retained. No plan may be enacted under this subdivision during review of the sufficiency of a petition filed under subd. 2. nor after a referendum is scheduled on such a petition. However, if the electors of the county reject a change in the number of supervisory districts under subd. 2., the board may then take action under this subdivision except as provided in subd. 3. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

2. 'Petition and referendum.' Except as provided in subd. 3., the electors of a county may, by petition and referendum, decrease the number of supervisors at any time after the first election is held following enactment of a decennial supervisory district plan under par. (b). A petition for a change in the number of supervisors may be filed with the county clerk. Prior to circulating a petition to decrease the number of supervisors in any county, a petitioner shall register with the county clerk, giving the petitioner's name and address and indicating the petitioner's intent to file such a petition. No signature on a petition is valid unless the signature is obtained within the 60-day period following such registration. The petition shall specify the proposed number of supervisors to be elected. Within 14 days after the last day for filing an original petition, any other petitioner may file an alternative petition with the county clerk proposing a different number of supervisors to be elected, and, if the petition is valid, the alternative proposed in the petition shall be submitted for approval at the same referendum. An alternative petition is subject to the same registration and signature requirements as an original petition. Each petition shall be in the form specified in s. 8.40 and shall contain a number of signatures of electors of the county equal to at least 25 percent of the total votes cast in the county for the office of supervisor at the most recent spring election preceding the date of filing. The county clerk shall promptly determine the sufficiency of a petition filed under this subdivision. Upon determination that a petition is sufficient, or if one or more valid alternative petitions are filed, upon determination that the petitions are sufficient, the county clerk shall call a referendum concurrently with the next spring or general election in the county that is held not earlier than 42 days after the determination is made. The question proposed at the referendum shall be: "Shall the board of supervisors of County be decreased from members to members?". If one or more alternative valid petitions are filed within 14 days after the last day that an original petition may be filed, the question relating to the number of supervisors shall appear separately. The first question shall be: "Shall the size of the county board of supervisors of County be decreased from its current membership of members?". Any subsequent question shall be: "If so, shall the size of the board be decreased to members?". Each elector may vote in the affirmative or negative on the first question and may then vote in the affirmative on one of the remaining questions. If the first question is not approved by a majority of the electors voting on the question, any subsequent question is of no effect. If the question is approved by a majority of the electors voting on the question, or, if more than one question is submitted, if the first

question is approved by a majority of the electors voting on the question, the board shall enact an ordinance prescribing revised boundaries for the supervisory districts in the county. The ordinance shall be enacted in accordance with the approved question or, if more than one question is submitted, in accordance with the choice receiving a plurality of the votes cast. The districts are subject to the same requirements that apply to districts in any plan enacted by the board under subd. 1. If the board has determined under sub. (1) (b) to adopt staggered terms for the office of supervisor, the board may change the expiration date of the term of any supervisor to an earlier date than the date provided under current ordinance if required to implement the redistricting or to maintain classes of members. The county clerk shall file a certified copy of any redistricting plan enacted under this subdivision with the secretary of state.

3. 'Limitation.' If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further action may be taken by the board or by petition under this paragraph in that county until after enactment of the next decennial supervisory district plan by the board under par. (b).

4. 'Election; term.' Any redistricting plan enacted under subd. 1. takes effect on November 15 following its enactment and first applies to the election of supervisors at the next spring election following the effective date that immediately precedes the expiration of the terms of office of supervisors in the county. Any reduction in the number of supervisory districts under subd. 2. that is approved at a spring election shall be enacted in the form of a redistricting plan no later than November 15 following that election and shall first apply to the election of supervisors at the next spring election immediately preceding the expiration of the terms of office of supervisors in the county, and any reduction in the number of supervisory districts under subd. 2. that is approved at a general election shall be enacted in the form of a redistricting plan no later than the 2nd succeeding November 15 following that election and shall first apply to the election of supervisors at the next spring election following that November 15 immediately preceding the expiration of the terms of office of supervisors in the county. Any redistricting plan enacted under subd. 1. or 2. shall remain in effect until the effective date of any subsequent redistricting plan enacted under sub. (3) (c) or until the effective date of a redistricting plan subsequently enacted under par. (b). Supervisors elected from the districts created under subd. 1. or 2. shall serve for 2-year terms and shall take office on the 3rd Tuesday in April following their election.

(d) *Election and term of supervisors.* Supervisors are county officers, shall be elected for 2-year terms at the election to be held on the first Tuesday in April in even-numbered years and shall take office on the 3rd Tuesday in April of that year.

(e) *Vacancies.* If a vacancy occurs on the board, the board chairperson, with the approval of the board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy. The successor shall serve for the unexpired portion of the term to which the person is appointed, unless the board orders a special election to fill the vacancy, in which case the person appointed shall serve until his or her successor is elected and qualified. The board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(f) *Compensation.* Each supervisor shall be paid a per diem by the county for each day that he or she attends a meeting of the board.

Any board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation of the board members to be next elected. Any board may also provide additional compensation for the chairperson.

(g) *Mileage.* Each supervisor shall, for each day that he or she attends a meeting of the board, receive mileage for each mile traveled in going to and returning from the meetings by the most usual traveled route at the rate established by the board under s. 59.22 as the standard mileage allowance for all county employees and officers.

(h) *Limitation on compensation.* Except for services as a member of a committee as provided in s. 59.13 no supervisor shall be paid for more days' attendance on the board in any year than is set out in this schedule: in counties having a population of less than 25,000, 20 days; at least 25,000 but less than 100,000, 25 days; at least 100,000 but less than 500,000, 30 days.

(i) *Alternative compensation.* As an alternative method of compensation, in counties having a population of less than 500,000, including counties containing only one town, the board may at its annual meeting, by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services for the county including all committee services, except the per diem allowance for services in acquiring highway rights-of-way set forth in s. 84.09 (4). The board may, in like manner, allow additional salary for the members of the highway committee and for the chairperson of the board. In addition to the salary, the supervisors shall receive mileage as provided in par. (g) for each day's attendance at board meetings or for attendance at not to exceed 2 committee meetings in any one day.

(j) *Supplementary compensation.* The board, in establishing an annual salary, may enact an ordinance providing for a per diem for all committee meetings attended in excess of 40 committee and board meetings.

(4) **COMPATIBILITY.** No county officer or employee is eligible for election or appointment to the office of supervisor, but a supervisor may also be a member of a committee, board or commission appointed by the county executive or county administrator or appointed or created by the county board, a town board, a mosquito control district, the common council of his or her city, the board of trustees of his or her village or the board of trustees of a county institution appointed under s. 46.18.

(5) **COUNTIES HAVING ONLY ONE TOWN.** In all counties containing one town only, the board shall consist of the members of the town board and one supervisor from every village. A supervisor from a village shall be elected at the time the other village officers are elected. A majority of the members shall constitute a quorum of the county board. Each supervisor shall receive compensation and mileage as provided in sub. (3) (f) and (g). The chairperson of the board elected under s. 59.12 (1) may be, but need not be, the same person who is elected chairperson of the town board under s. 60.21 (3) (a).

(6) **ENFORCEMENT OF DIVISION REQUIREMENT.** If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60-day period under sub. (2) (a) or (3) (b) a proposed tentative or final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, as a temporary supervisory district plan until superseded by a districting plan adopted by the board in compliance with this section.

History: 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973 c. 334 s. 57; 1973 c. 336; 1975 c. 93 s. 113; 1975 c. 116, 200; 1977 c. 427; 1979 c. 34, 89, 122, 260; 1981 c. 4, 390; 1983 a. 29; 1983 a. 192 ss. 115, 303 (1), (2); 1983 a. 484; 1983 a. 532 s. 36; 1985 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490; 1995 a. 16 s. 2; 1995

a. 201 s. 100; Stats. 1995 s. 59.10; 1997 a. 35; 1999 a. 150 s. 672; 2001 a. 107; 2003 a. 32; 2005 a. 100, 235, 248; 2007 a. 72, 97.

Cross-reference: See s. 17.21 (5) for provision as to filling vacancies on county boards in counties over 500,000.

Cross-reference: See s. 59.20 (1) for county supervisor residency requirements.

Cross-reference: See s. 66.0505 for restrictions on changes in compensation of county board members.

City and county apportionment is discussed. *City of Janesville v. Rock County*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The trial court properly voided a city's supervisory district plan and adopted the county's plan even though the county did not adopt the plan within 60 days of receiving census data as required by sub. (3). *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The constitutionality of sub. (3) (a) is discussed. 60 Atty. Gen. 327.

A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An incumbent county supervisor must resign before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 946.13 if he is appointed as counsel for indigent defendants. 62 Atty. Gen. 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been subsequently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.) [now 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now 59.10 (3) (g)]. 68 Atty. Gen. 73.

Text of Section 62.08

62.08 Alteration of aldermanic districts. (1) Within 60 days after the wards have been readjusted under s. 5.15 (1) and (2) the common council of every city, including any city of the first class, shall redistrict the boundaries of its aldermanic districts, by an ordinance introduced at a regular meeting of the council, published as a class 2 notice, under ch. 985, and thereafter adopted by a majority vote of all the members of the council, so that all aldermanic districts are as compact in area as possible and contain, as nearly as practicable by combining contiguous whole wards, an equal number of inhabitants according to the most recent decennial federal census of population.

(2) If territory becomes a part of any city after adoption of the ordinance under sub. (1), the limitations of s. 5.15 relating to population or area do not apply to the creation of new wards in the attached territory, or to the addition of the territory to an existing ward, but no ward line adjustment may cross the boundary of an assembly district.

(3) Whenever the boundaries of aldermanic districts are altered, or new aldermanic districts created, every aldermanic district or ward officer residing within the territory of a new or altered aldermanic district shall hold the same respective office therein for the remainder of the officer's term; and all other vacancies shall be filled as provided by law for the filling of such vacancies.

(4) The common council of any city may, by a two-thirds vote of all its members but not more frequently than once in 2 years, increase or decrease the number of aldermanic districts or the number of members of the city council, and in that case shall redistrict, readjust and change the boundaries of aldermanic districts, so that they are as nearly equal in population according to the most recent city-wide federal census as practicable by combining contiguous whole wards. In redistricting such cities the original numbers of the

aldermanic districts in their geographic outlines shall as far as possible be retained, and the aldermanic districts so created and those the boundaries of which are changed shall be in as compact form as possible. This subsection does not apply to changes in aldermanic districts authorized under sub. (4m).

(4m) If in a city that is solely contained within one county the aldermanic districts are coterminous with the supervisory districts of the county and the county board decreases the number of supervisors in the county after enactment of a redistricting plan under s. 59.10 (3) (cm), the common council of the city may, by a majority vote of the council, no later than November 15 immediately preceding the expiration of the terms of office of members of the council, decrease the number of aldermanic districts and the corresponding number of members of the council in the city to maintain coterminous boundaries between the aldermanic and supervisory districts and may change the expiration date of the term of any council member to an earlier date than the date provided under the current ordinance if required to implement the redistricting or to maintain classes of members.

(5) If a city fails to comply with sub. (1), any elector of the city may submit to the circuit court for any county in which the city is located within 14 days from the expiration of the 60-day period under sub. (1) a proposed plan for creation of aldermanic districts in compliance with this section. If the court finds that the existing division of the city into aldermanic districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the city may promulgate the plan, or any other plan in compliance with this section, as a temporary aldermanic district plan until superseded by a districting plan adopted by the council in compliance with this section.

History: 1971 c. 304, 336; 1973 c. 12; 1979 c. 260; 1981 c. 4; 1985 a. 304; 1991 a. 316; 2005 a. 100.

B: Web Sites

<http://www.legis.wisconsin.gov/ltsb/redistricting>

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Wisconsin Legislative Redistricting

In Wisconsin, responsibility for redrawing legislative and congressional district lines rests with the legislature. The legislature is required to redraw legislative and congressional districts every ten years based upon the results of the decennial federal census.

Despite changes in redistricting technology and uncertainty about judicial standards, the purpose of redistricting and the end result remain unchanged -- that is, the establishment of election districts which provide representational equality for all potential voters.

As the Wisconsin Legislature prepares for redistricting, this site will aim to provide Legislators and other interested persons with information related to redistricting in Wisconsin.

Questions about Redistricting? Email us at qis@legis.wisconsin.gov

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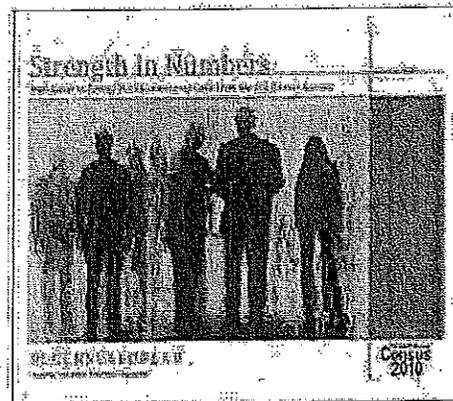
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This booklet provides a historical record of the activities and data involved with the U.S. Census Bureau's Redistricting Data Program for the 2010 Census. In addition to providing a background of the role of the U.S. Census Bureau in redistricting and apportionment, this document goes on to detail specifics about the participation of states and the data products produced specifically for the 2010 Census. This compilation of information in a single source document gives an authoritative source of information about how the 2010 Census Redistricting Data Program was conducted.

For further information or a hard copy of the booklet, please call the Census Redistricting Data Office at (304) 763-4039.



The Census Bureau will make available the 2010 Census Redistricting Data (P.L. 94-171) Summary Files and the geographic support products through links on the "Data" page of this website. Products will be posted on a flow basis by state. To access these links, please select the "Data" tab at the top of this page. Each product type will be listed as a link on the left side of the "Data" page.

Selected Legislative Reference Bureau Publications

These and other LRB publications are available at www.legis.state.wi.us/lrb/pubs

Research Bulletins

- RB-04-1 Wisconsin Legislative District Almanac. April 2004
- RB-06-2 Issues in Administering the Death Penalty. October 2006
- RB-10-1 Summary of the 2009-2010 Wisconsin Legislative Session. July 2010

Informational Bulletins

- IB-08-1 Fair Employment, Antidiscrimination, and Worker Protection Laws in Wisconsin. February 2008
- IB-08-2 Wisconsin's Role in Electing the President. February 2008
- IB-08-4 Ask the LRB. December 2008. Revised November 2010
- IB-09-1 A Study Guide to the 2009-2010 Wisconsin Blue Book. September 2009
- IB-09-2 Inside the 2009-2010 Wisconsin Blue Book. September 2009
- IB-10-1 2011 Legislative Session Fiscal Estimate Manual. November 2010
- IB-11-1 Guidelines for Adjusting Municipal Wards Following the 2010 Federal Census. March 2011

Wisconsin Briefs

- Brief 08-3 Real ID. March 2008
- Brief 08-4 Constitutional Amendment to be Considered by Wisconsin Voters, April 1, 2008. March 2008
- Brief 08-6 Protecting Children from Unsafe Products. May 2008
- Brief 08-8 Great Lakes-St. Lawrence River Basin Water Resources Compact. June 2008
- Brief 08-9 Privacy Laws in Wisconsin. July 2008
- Brief 08-11 Electronics Recycling. September 2008
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- Brief 09-5 Executive Partial Veto of Assembly Bill 75. August 2009
- Brief 09-6 Regional Transit Authorities (RTAs). November 2009
- Brief 10-1 Raw Milk Sales. April 2010
- Brief 10-2 Executive Vetoes of Bills Passed by the 2009 Wisconsin Legislature from January 13, 2009, to May 21, 2010. May 2010
- Brief 10-3 Energy in Wisconsin. June 2010
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- Brief 10-6 Candidates: General Election, November 2, 2010. October 2010
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- Brief 11-2 Profile of the 2011 Wisconsin Legislature, January 3, 2011. January 2011
- Brief 11-3 Wisconsin Women Legislators - A Historical List. January 2011
- Brief 11-4 Constitutional Amendments Given "First Consideration" Approval by the 2009 Wisconsin Legislature. January 2011

Budget Briefs

- Brief 08-1 Warren Knowles-Gaylord Nelson Stewardship 2000 Program. January 2008
- Brief 08-2 No Call List and Cell Phones. July 2008
- Brief 09-1 Early Release and Sentencing Reforms. September 2009
- Brief 09-2 Domestic Partnership. September 2009
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Legislative Briefs

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- Brief 09-1 Indoor Smoking Ban in Wisconsin. May 2009
- Brief 10-1 Human Growth and Development Instruction - 2009 Act 134. March 2010
- Brief 10-2 Increased Penalties and Ignition Interlock Requirements for Drunk Driving Offenses. April 2010
- Brief 10-3 Payday Loans - 2009 Wisconsin Act 405. November 2010

Reference Section (608) 266-0341; Fax (608) 266-5648
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One East Main Street
P.O. Box 2037
Madison, Wisconsin 53701-2037

EXECUTIVE SUMMARY

Title: Distressed TID Designation for Tax Increment District #2

Background: Many tax increment districts throughout Wisconsin are struggling to generate enough tax revenue (increment) to offset the expenditures. The downturn in the economy over the last several years has slowed development and depressed property values. In addition, the state modified its methodology of computing the increment which hurt many TID's including Sturgeon Bay's TID #2 (downtown waterfront). To help municipalities cope with underperforming TID's, the state legislature created new tax increment law known as distressed TID's. If TID #2 is designated as distressed, it is allowed to exist for a longer period to create more revenue rather than being forced to close in the year 2021.

Brian Reuchel from Baird will present information about distressed TID legislation and its applicability to TID #2. There are several procedural steps and amendments that are required to designate a distressed TID. After the presentation, the City needs to determine if it wants to pursue a distressed TID. The deadline to complete the process is September 30, 2011.

Fiscal Impact: Baird will charge the City \$7,000.00 for services relating to creating the distressed TID designation. This is a TID eligible expense that would be covered by TID #2. If the City successfully designates the distressed TID, it would increase the amount of increment available to cover the current debt within the TID.

Options: The City can either work with Baird to proceed with the distressed TID designation or it can decide not to pursue the distressed TID.

Prepared by: Marty Olejniczak 6-2-11
Marty Olejniczak Date
Community Development Director

Reviewed by: Valerie Clarizio 6/2/11
Valerie Clarizio Date
Finance Director

Reviewed by: Steve McNeil 6-2-11
Steve McNeil Date
City Administrator

Distressed TID Legislation

Distressed TID Legislation

- Designating a TID as "distressed" extends the maximum life of the TID by 10 years
- A "severely distressed" TID can be extended up to 20 years with a maximum life of 40 years from the original creation date
- The two year window to designate a TID as distressed will sunset on September 30, 2011.
 - The window began on the statutory effective date of October 1, 2009 and will sunset two years later
- Requires project plan amendment of the TID

Eligibility

- Governing body adopts a resolution finding that the TID project costs incurred exceed the revenues that the TID is expected to generate during its life
- A TID must have been in existence for at least seven years before the governing body adopts the resolution to declare a TID distressed
 - A TID created after September 30, 2004 will be ineligible for the distressed designation
- The project plan for the TID cannot have been amended after October 1, 2009 other than for the designation as a distressed TID
- Additional requirement for "severely distressed":
 - A TID's value increment in any year must have declined at least 25% from the TID's highest value increment as determined by the Department of Revenue

Benefits

- TID revenues can continue to be collected 10 years after the original required closing date (up to 20 years for a TID designated as "severely distressed")
- Distressed TIDs are eligible to become recipient TIDs – sharing revenue from donor district(s):
 - Previously "Industrial TIDs" and "Mixed-uses TIDs" were not eligible to be recipient districts
- The life of donor TIDs can be extended for up to 10 years to support a recipient TID (up to 20 years for a TID designated as "severely distressed") – not to exceed distressed TID's life
 - Requires project plan amendment of the donor TID

Restrictions

- TIDs declared as distressed may not:
 - Make any expenditures after its original expenditure period ends
 - Amend its project plan to add more projects
 - Become part of a TID with overlapping boundaries
 - Expend funds outside of its boundaries
 - Add territory
 - Become a donor TID

May 11, 2011

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

Dear Marty:

Robert W. Baird & Co., is pleased to assist the City of Sturgeon Bay on Tax Increment District (TID) #1 and #2 project plan amendments.

Baird's related services include evaluating the current position of TID #1 and TID #2. Assist City Staff to take the necessary steps to designate TID #2 as distressed and provide for revenue sharing from TID #1 and TID #2. We would create a timeline detailing timing of required Class I and Class II publication notices and timing of required Joint Review Board, Common Council, Plan Commission, Redevelopment Authority, and Waterfront Redevelopment Authority meetings. We will also develop and compile the required project plan amendments. Our work on the project plan amendments would not include any of the mapping requirements involved. The maps would need to be provided by the City.

Baird will charge the City of Sturgeon Bay a fee of \$7,000 for this service. All analytical services, general questions, or traveling to meetings is included in the fee.

I look forward to working with you and the City.

Sincerely,

Brian C. Ruechel

Brian C. Ruechel, Director
Robert W. Baird & Co.
920-469-0332
bruechel@rwbaird.com

City of Sturgeon Bay

SUMMARY TID Amendment Timeline

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

AUGUST 2011						
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21	22	23	24	25	26	27
28	29	30	31			

City Meetings

- June 7
- June 15
- July 20
- August 2

Public Notice to Paper / Overlapping Taxing Districts

- June 29
- July 1
- August 3

JRB Meetings

- Week of July 11
- Week of August 15

WRA Meetings

- Week of June 27

City of Sturgeon Bay

DETAILED TID Amendment Timeline

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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JULY 2011						
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AUGUST 2011						
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28	29	30	31			

Tuesday, June 7, 2011

Redevelopment Authority authorizes City Staff to take the necessary steps to designate TID #2 distressed and provide for revenue sharing from TID #1 to TID #2.

Tuesday, June 7, 2011

Council authorizes City Staff to take the necessary steps to designate TID #2 distressed and provide for revenue sharing from TID #1 to TID #2.

Wednesday, June 15, 2011

City Staff reports to Plan Commission that Council has directed it to take the necessary steps to designate TID #2 distressed and provide for revenue sharing from TID #1 to TID #2.

Week of June 27, 2011

Waterfront Redevelopment Authority (WRA) reviews and approves amended project plans.

Wednesday, June 29, 2011

Class I Notice of Joint Review Board (JRB) Meeting due to newspaper.

Thursday, June 30, 2011

Draft versions of the amended project plans available for public review.

Friday, July 1, 2011

Class II Notice of Public Hearing due to newspaper.

Friday, July 1, 2011

Copy of the Notice of Public Hearing sent via First Class Mail to other taxing entities (must occur prior to publication). Provide Department of Revenue (DOR) with copies of the cover letters that were sent with the notices or a clerk's certification that the letters and notices were distributed on the same date.

City of Sturgeon Bay

DETAILED TID Amendment Timeline

JUNE 2011						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	8	9	10	11	
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JULY 2011						
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AUGUST 2011						
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28	29	30	31			

Saturday, July 2, 2011..... Publication of Class I Notice of JRB meeting (must be published at least 5 days prior to the JRB meeting).

Wednesday, July 6, 2011 First publication of Class II Notice of Public Hearing (1st and 2nd notice must occur in 2 consecutive weeks).

Week of July 11, 2011..... JRB holds its first meeting. Board's chairperson and public member are selected (must be within 14 days after the first hearing notice publication, before public hearing).

Wednesday, July 13, 2011..... Second publication of Class II Notice of Public Hearing (must occur at least 7 days prior to the public hearing). Provide DOR with readable copies of the public hearing notices and an affidavit of publication from the newspaper indicating both dates of publication.

Wednesday, July 20, 2011..... Public Hearing before the Plan Commission.

Wednesday, July 20, 2011..... Plan Commission adopts Amendment Resolutions and submits them to the Common Council for approval.

Tuesday, August 2, 2011..... Common Council considers Plan Commission's recommendations. Amended project plans approved. Common Council adopts Amendment Resolutions. Clerk provides JRB with a copy of the resolutions and financial information.

Wednesday, August 3, 2011..... Class I Notice of JRB meeting due to newspaper.

City of Sturgeon Bay

DETAILED TID Amendment Timeline

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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JULY 2011						
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AUGUST 2011						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Saturday, August 6, 2011 Publication of Class I Notice of JRB meeting (must be published at least 5 days prior to the JRB meeting).

Week of August 15, 2011 JRB adopts Amendment Resolutions (JRB approval must occur within 30 days after receiving the resolution).

To be determined JRB notifies the municipality of its decision (must occur within 7 days of the decision).

To be determined Submit written notice to DOR of amendments (must notify DOR of amendment within 60 days of approval).

October 31, 2011 Submit completed amendment application to DOR.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to grant Ben Felhofer and Austin DeMeuse permission to operate their hot dog cart on City-owned property, subject to the approval of Bob Bordeau, Municipal Services Superintendent.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 12, 2011.

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

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

May 4, 2011

City of Sturgeon Bay
Community Protection and Services Committee
Recording Secretary: Laurie Spittlemeister
Sturgeon Bay, WI 54235

Dear Ms. Spittlemeister,

My name is Ben Felhofer and I am a junior at Sturgeon Bay High School. This summer I plan to start a new mobile hot dog and lemonade stand in Sturgeon Bay with my friend, Austin DeMeuse. A big part of our goal of "Ben & Audie's" hot dog and lemonade stand is to serve boaters and visitors to Sturgeon Bay. We would like to setup our stand in the early morning hours to serve coffee and bagels and then again at lunch to serve hot dogs, brats and lemonade. We will also setup in the evenings and do cookouts and will coordinate special events upon the request of marina owners, or others that may be interested, such as fishing tournaments, parades, etc.

Below is a picture of the type of stand that we intend to use this summer.



It is our intention to have several areas throughout the city that we setup our stand on a regular basis. Following are the primary locations that we would like to use for our business:

Private Properties

1. Quarterdeck Marina – near gazebo along waterfront
2. Sturgeon Bay Yacht Harbor – grass area by restroom/shower building
3. Harbor Club Marina – patio overlooking marina
4. Centerpointe Marina – grass area by showroom building and grass area by marina

Public Areas

1. Sawyer Park – grass area near intersection of Maple and Neenah
2. New Pavilion grass area at intersection of 3rd Avenue and Oregon
3. Maritime Museum – grass area near waterfront

Possible Special Event Locations

1. Sunset Park – when there are special occasions there
2. City Hall – if it is possible to setup during flea markets or other events

3. Econo Foods
4. Pickn'Save

My father has had several conversations with Chief Porter, Ms. Reinhardt, and Mr. Olejniczak about our plans. Ms. Reinhardt has indicated that we need to receive approval from your committee to setup in the public areas that we listed above. I have had conversations with the owners of each marina listed above and they have all agreed to allow us to setup at their locations. They will be sending letters of approval shortly.

Regarding the timing of our operation, we plan to start operations on Memorial Day weekend and end sometime around Labor Day weekend. Therefore, a timely approval from your committee and the City Council would be greatly appreciated. If you have any questions, you can reach me in the evening on my cell phone at 920-559-1070, or you can reach my Dad, Matt Felhofer, on his cell phone at 920-495-7125.

Thank you and I look forward to helping serve visitors to the Sturgeon Bay.

Ben Felhofer

Ben Felhofer

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to fill the Police Lieutenant/Investigator position, subsequent vacant Police Patrol Sergeant position, and subsequent vacant Police Patrol Officer position; and to maintain the sworn officer staffing level at 20.

Respectfully submitted,
PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 11, 2011

* * * * *

Introduced by _____.

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

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

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to establish the annual salary for the Police Lieutenant Investigator position at \$62,791.55 with standard benefits in accordance with the Administrative Employee Handbook, and that a six month performance evaluation be done.

Respectfully submitted,
PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 25, 2011

* * * * *

Introduced by _____.

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

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

EXECUTIVE SUMMARY

TITLE: Police Lieutenant Investigator Compensation Package

BACKGROUND: Because of a very recent retirement, the Lieutenant Investigator position is vacant. On May 11, 2011 the Personnel Committee recommended to fill the position. An eligibility list was previously established to fill this position and current Sergeant of Police, Clint Henry, is eligible for promotion to the vacant Lieutenant Investigator position.

ANALYSIS: With the promotion of Sergeant Henry to Lieutenant Investigator, compensation for the position needs to be established. It is recommended to establish an initial salary of \$61,291.15 for the Lieutenant Investigator position, with an increase to \$62,791.55 in six months upon satisfactory evaluation; along with standard benefits in accordance with the Administrative Employee Handbook.

FISCAL IMPACT: There is no additional fiscal impact. The previously approved 2011 Police Department budget, includes \$62,791.55 for the Lieutenant Investigator position.

OPTIONS: None recommended by the Chief of Police.

RECOMMENDATION: To review and approve the Chief of Police's request and recommend to the Common Council for approval on June 7, 2011, to establish an initial salary of \$61,291.15 for the Police Lieutenant Investigator position, with an increase to \$62,791.55 in six months upon satisfactory evaluation; along with standard benefits in accordance with the Administrative Employee Handbook.

PREPARED BY:

Arleigh R. Porter
Arleigh R. Porter
Chief of Police

May 19, 2011

Date

REVIEWED BY:

Valerie Clarizio
Valerie Clarizio
Finance Director/City Treasurer

May 19, 2011

Date

REVIEWED BY:

Steve McNeil
Steve McNeil
City Administrator

May 19, 2011

Date