



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JUNE 21, 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 – \$253,792.71, Capital Fund - \$58,009.62, Cable TV - \$1,431.97, TID #2 - \$7,667.50, TID #3 - \$510.00 and Solid Waste Enterprise - \$15,028.97 for a grand total of \$336,440.77. [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 6/7/11 regular Common Council minutes.

* b. Approval of the following minutes:

- (1) Sturgeon Bay Utility Commission – 5/9/11
- (2) Waterfront Redevelopment Authority – 5/31/11
- (3) Finance/Purchasing & Building Committee – 5/31/11
- (4) Waterfront Redevelopment Authority – 6/7/11
- (5) Community Protection & Services Committee – 6/7/11
- (6) Zoning Board of Appeals – 6/13/11

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

- (1) Fire Department Report – May 2011
- (2) Employee Recognition Report – 1/1/11 – 6/30/11
- (3) Inspection Department Report – May 2011
- (4) Bank Reconciliation – May 2011
- (5) Revenue & Expense Report – May 2011

* d. Consideration of: Beverage Operator licenses.

* e. Consideration of: Combination “Class B” license, Class “B” Beer licenses, and “Class C” Wine licenses.

* f. Consideration of: Temporary Class B Beer Licenses for Door County Maritime Museum.

- * g. Consideration of: Temporary Class B Beer and Temporary Class B Wine license for Door County Maritime Museum.
 - * h. Finance/Purchasing & Building Committee recommendation re: Accept the Schenck Government & Non-For-Profit Solutions 2010 financial audit report for the City of Sturgeon Bay and place it on file.
 - * i. Consideration of: Request for encroachment into Street Right-of-Way at 314 W. Maple Street.
7. Mayoral appointments.
 8. Preliminary resolution declaring intent to levy special assessment under Municipal Police Power Pursuant to Section 66.0703, Wis. Stats – Curb & gutter installation on Michigan Street from 18th Avenue to Hwy 42/57.
 9. Consideration of: Door County Tourism Zone Agreement.
 10. City Plan Commission recommendation re: Approval of Preliminary Planned Unit Development for a community based residential facility (CBRF), located west of Clay Banks Road, proposed by Marsh Manor at Deer Run Village, subject to conditions.
 11. Public comment.
 12. Mayor's comments.
 13. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 6-17-11

Time: 12:00 pm

By: Laure S.

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

5.

5.

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
02002	CUB SCOUT PACK 4124	PARK SEC DEP REF PACK 4124	01-000-000-23162	50.00
19360	ST PETERS LUTHERAN CHURCH	06/11 PARK SEC DEP REFUND	01-000-000-23162	50.00
19729	STURGEON BAY COMMUNITY CHURCH	PK SEC DEP REF SB COMM CHURCH	01-000-000-23162	50.00
MARINA	MARINA VIEW APARTMENTS, LLC	REF DEP MULTI-FAMILY DWLING	01-000-000-23169	25,000.00
R0000413	JACOBS, STEVE	PK SEC DEP REF JACOBE	01-000-000-23162	50.00
R0000735	CHRISTOPHER TANTILLO	PARK SEC DEP REF TANTILLO	01-000-000-23162	50.00
R0000873	STEPHANIE SKIBA	PK SEC DEP REF SKIBA	01-000-000-23162	50.00
R0000877	DAN MCCLISKEY	REF PHN SIGN	01-000-000-23168	50.00
R0000880	TOM BENZSHAWEL	PARK SEC DEP REF BENZSHAWEL	01-000-000-23162	50.00
R0000881	KATY MOORE	PARK SEC DEP REF MOORE	01-000-000-23162	50.00
R0000884	MAGGIE BUSHMAN	REF UNUSED HAZ TAG	01-000-000-48105	32.00
R0000885	CITIZENS FOR OUR BRIDGE	PK SEC DEP REF CITIZEN/BRIDGE	01-000-000-23162	50.00
R0000886	LOU ANN POH	PK SEC DEP REF POH	01-000-000-23162	50.00
TOTAL LIABILITIES				25,582.00
TOTAL GENERAL FUND				25,582.00
MAYOR				
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-100-000-56700	2.50
TOTAL				2.50
TOTAL MAYOR				2.50
LAW/LEGAL				
BUELOW	BUELOW, VETTER, BUIKEMA,	PROFESSIONAL SERVICES	01-110-000-57900	30.00
TOTAL				30.00
TOTAL LAW/LEGAL				30.00
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	05/11 RECORDING FEES	01-115-000-56350	30.00
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-115-000-56700	10.00
17700	QUILL CORPORATION	ENVELOPES	01-115-000-52800	28.79
17700		ADD MACH ROLLS, CORR TAPE	01-115-000-51950	27.87
17700		BATTERIES & PACKING TAPE	01-115-000-54999	27.08
23714	WISCONSIN MUNICIPAL CLERKS	ANNUAL CONFERENCE STEPH	01-115-000-55600	110.00
TOTAL				233.74
TOTAL CITY CLERK-TREASURER				233.74
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-120-000-56700	5.00
TOTAL				5.00

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
ADMINISTRATION				
TOTAL ADMINISTRATION				5.00
COMPUTER				
04696	DOOR COUNTY TREASURER	05/11 TECH SUPPORT	01-125-000-55550	2,500.00
TOTAL				2,500.00
TOTAL COMPUTER				2,500.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-130-000-56700	7.50
ASSC APP	ASSOCIATED APPRAISAL	06/21/11 CONTRACT	01-130-000-55010	937.50
TOTAL				945.00
TOTAL CITY ASSESSOR				945.00
BUILDING/ZONING CODE ENFORCMT				
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-140-000-56700	2.50
09223	INDEPENDENT INSPECTIONS, LTD	05/11 PERMITS	01-140-000-55010	4,099.57
TOTAL				4,102.07
TOTAL BUILDING/ZONING CODE ENFORCMT				4,102.07
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	100.85
03133		CELL SERVICE	01-145-000-58250	41.39
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-145-000-56700	5.00
TOTAL				147.24
TOTAL MUNICIPAL SERVICES ADMIN.				147.24
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	43.34
03767	STAPLES ADVANTAGE	COPY PAPER	01-150-000-52800	73.44
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-150-000-56700	8.75
TOTAL				125.53
TOTAL PUBLIC WORKS ADMINISTRATION				125.53
ELECTIONS DEPARTMENT				

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ELECTIONS DEPARTMENT				
DOMINION	DOMINION VOTING SYSTEMS, INC	3 SOFTWARE LIC	01-155-000-58999	15.66
DOMINION		3 EXTENDED WARRANTY	01-155-000-58999	469.80
TOTAL				485.46
TOTAL ELECTIONS DEPARTMENT				485.46
CITY HALL				
04575	DOOR COUNTY HARDWARE	WEED/FEED	01-160-000-51750	85.98
04575		WEED/FEED	01-160-000-51750	41.99
04575		STICK UPS	01-160-000-54999	2.29
04575		SEED	01-160-000-51750	10.99
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-160-000-56700	2.50
08280	HILL BUILDING MAINTENANCE INC	05/11 CH CLEANING	01-160-000-55300	977.21
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,909.60
19880		421 MICHIGAN ST	01-160-000-58650	253.47
R0000424	SPRINKLER COMPANY, INC	SPRINKLER REPAIR CITY HALL	01-160-000-51750	454.07
TOTAL				4,738.10
TOTAL CITY HALL				4,738.10
INSURANCE				
BH	BURKART HEISDORF INSURANCE	06/11 GENERAL LIABILITY	01-165-000-56400	2,706.00
BH		06/11 POLICE LIABILITY	01-165-000-57150	1,073.00
BH		06/11 PUBLIC OFFICIALS	01-165-000-57400	1,027.00
BH		06/11 AUTO LIABILITY	01-165-000-55200	1,488.00
BH		06/11 AUTO PHYS DAMAGE	01-165-000-55200	1,066.00
BH		06/11 PUBLIC OFFICIALS	01-165-000-57400	75.00
BH		06/11 WORKERS COMP	01-165-000-58750	11,457.00
TOTAL				18,892.00
TOTAL INSURANCE				18,892.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	05/11 CH PHONE	01-199-000-58200	131.97
04696		05/11 FD PHONE	01-199-000-58200	35.96
04696		05/11 MS PHONE	01-199-000-58200	96.69
04696		05/11 PD PHONE	01-199-000-58200	122.82
08167	GANNETT WISCONSIN NEWSPAPERS	ORDINANCE	01-199-000-57450	161.41
08167		PHN MCCLUSKEY	01-199-000-51525	47.92
19085	SCHENCK BUSINESS SOLUTIONS	2011 FINAL AUDIT BILLING	01-199-000-55150	840.00
R0000877	DAN MCCLISKEY	REFUND PUBLICATION FEES	01-199-000-57450	47.92
R0000877		REFUND OF ADMIN FEE	01-199-000-58900	25.00
R0000877		REFUND VARIANCE APP FEE	01-199-000-58900	200.00
TOTAL				1,709.69
TOTAL GENERAL EXPENDITURES				1,709.69

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT				
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW-BRINKMAN	01-200-000-56800	68.75
04150		UNIFORM CLNG ALLOW-BRINKMAN	01-200-000-56800	25.00
04696	DOOR COUNTY TREASURER	TECH SUPPORT-1 MONTH	01-200-000-58999	7,273.08
04696		05/11 INTERNET	01-200-000-56700	35.00
08167	GANNETT WISCONSIN NEWSPAPERS	2 BOXES PENS	01-200-000-51950	47.04
08167		PENS	01-200-000-51950	47.04
08167		REG SEX OFFENDER	01-200-000-58999	84.00
TOTAL				7,579.91
TOTAL POLICE DEPARTMENT				7,579.91

POLICE DEPARTMENT/PATROL

02005	BAY ELECTRONICS, INC.	TWO WAY RADIO REPAIR ON 5	01-215-000-57550	425.00
02790	DAN BRINKMAN	FBI ANNL TRNG-LODGING,MEALS,FE	01-215-000-55600	215.00
02960	C & W AUTO	TOW SQUAD TO WITT	01-215-000-58999	55.00
02960		COOLING FAN ASSMBLY-CR VIC	01-215-000-58600	190.00
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW-BILODEAU	01-215-000-56800	19.97
15890	PACK AND SHIP PLUS	SHIPPING-MON,DATA EQUIP,LAPTOP	01-215-000-58999	24.08
15890		SHIPPING-MON,DATA EQUIP,LAPTOP	01-215-000-58999	265.00
15890		SHIPPING-MON,DATA EQUIP,LAPTOP	01-215-000-58999	14.57
15890		SHIPPING-MONITORS/DATE EQUIP	01-215-000-58999	278.00
15890		SHIPPING-MONITORS/DATE EQUIP	01-215-000-58999	39.10
20254	TIP TOP CLEANERS	UNIFORM CLNG ALLOW-MELKE	01-215-000-56800	18.96
20254		UNIFORM CLNG ALLOW-SOUTH	01-215-000-56800	9.00
21450	THE UNIFORM SHOPPE	SHIRTS-WATERSTRBET	01-215-000-52900	121.90
21450		RET BADGE-T BAUDHUIN	01-215-000-52900	89.95
23828	WITT PENINSULA FORD LINCOLN	CHECK LED LIGHT PROBLEM	01-215-000-58600	55.00
23828		WHL BRNG, LOP, TRANS FLSH	01-215-000-58600	452.52
23828		LOP, REPL BUBL	01-215-000-58600	43.35
23828		LOP, REPL LIGHT	01-215-000-58600	37.55
23828		4 TIRES, BRAKES & ROTORS	01-215-000-58600	849.18
23828		MOUNT & BAL 4 TIRES RELP BTRY	01-215-000-58600	174.95
23828		LOP	01-215-000-58600	33.53
23828		REPL BULBS	01-215-000-58600	29.27
23828		LOP, ROTATE TIRES	01-215-000-58600	34.95
23828		LOP	01-215-000-58600	24.95
ADVANTAG	ADVANTAGE POLICE SUPPLY, INC	FLASH BANGS, LIQ PROJ, CARTS	01-215-000-51050	605.50
ENGEBOSE	KYLE ENGEBOSE	REIMB MEALS FED FIREARM LAWS	01-215-000-55600	18.16
MEISNER	STEVE MEISNER	REIBM MEALS HONOR GRD TRNG	01-215-000-55600	65.56
MEISNER		REIMB MEALS & BINDERS FLD TRNG	01-215-000-55600	124.65
MIELKE	CHAD MIELKE	REIMB MEALS NASBLA BOAT TCTL	01-215-000-55600	41.56
OMB	OMB GUNS	GUN HOLSTER	01-215-000-52900	135.00
R0000133	COMFORT SUITES	FIELD TRAINING MEISNER	01-215-000-55600	280.00
R0000339	DR KEVIN MILLER	PRE-EMPL EVAL SHAWN MOGEN	01-215-000-57100	300.00
R0000760	UNIFORM & ACCS WAREHOUSE	ACCESSORIES FOR CSO'S	01-215-000-52950	117.79
TASSOUL	MARKUS TASSOUL	REIMB MEALS FED FIREARM LAWS	01-215-000-55600	19.10
TOTAL				5,218.10
TOTAL POLICE DEPARTMENT/PATROL				5,218.10

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
POLICE DEPT. / INVESTIGATIONS				
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW-BAUDHUIN	01-225-000-56800	18.76
ACCURINT	LEXISNEXIS	JUN-AUG ACCESS FEE/CRIMINAL IN	01-225-000-57950	240.00
TOTAL				258.76
TOTAL POLICE DEPT. / INVESTIGATIONS				258.76
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	HONOR GUARD BARS	01-250-000-52900	90.69
03075	CARQUEST OF DOOR COUNTY	OIL FILTERS	01-250-000-53000	315.48
03075		FILTER	01-250-000-53000	29.89
03075		OIL & FUEL FILTERS	01-250-000-53000	74.21
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	7.01
03133		CELL SERVICE	01-250-000-58250	7.01
04150	DE JARDIN CLEANERS LLC	REPAIR TURNOUT GEAR	01-250-000-56250	9.00
04545	DOOR COUNTY COOPERATIVE	WEED KILLER	01-250-000-54999	24.95
04575	DOOR COUNTY HARDWARE	TIP LEG RUBBER BLACK	01-250-000-54999	10.47
04575		FASTENERS-DIVE TRUCK	01-250-000-54999	6.70
04575		LIQUID ANT BAIT	01-250-000-54999	7.99
04575		ORANGE SPRAY PAINT	01-250-000-54999	6.49
04575		FASTENERS-DIVE TRUCK	01-250-000-54999	5.44
04575		TUBING, CLIP, HOOK, SOCKETS	01-250-000-52700	72.87
04575		FEMALE ELBOW, NIPPLE	01-250-000-54999	7.58
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-250-000-56700	12.50
04696		05/11 FUEL	01-250-000-51650	1,228.33
08225	HERLACHE SMALL ENGINE	FUEL GROMMET & LINES	01-250-000-54999	4.00
08225		OIL FILTERS	01-250-000-53000	25.92
17250	QUALITY STATE OIL CO., INC.	10 CASES OIL	01-250-000-53000	495.92
19297	SHORE TO SHORE RENTAL, INC	TRAINING GAS	01-250-000-55600	135.36
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-250-000-56675	40.00
19880		TRUCK FILL	01-250-000-56675	66.00
19880		MEM FLD SPRINKLER	01-250-000-56675	21.30
19880		MEM FLD WARMING HOUSE	01-250-000-56675	21.30
19880		N 7TH PL GARLAND PARK	01-250-000-56675	2.70
19880		FIRE PROTECTION	01-250-000-56675	17,441.50
19880		QUINCY/BAY SHIP PIT	01-250-000-56675	21.30
19880		N MADISON AVE SPRINGLER	01-250-000-56675	6.70
19880		PENNSYLVANIA ST DOCK	01-250-000-56675	6.70
19880		1018 GREEN BAY RD SIGN	01-250-000-56150	15.27
19880		N 1ST AVENUE RESTROOMS	01-250-000-56675	21.30
19880		N 1ST AVENUE CITY PARKING	01-250-000-56675	2.70
19880		48 KENTUCKY ST DOCK	01-250-000-56675	6.70
19880		48 KENTUCKY ST MARINA	01-250-000-56675	21.30
20725	T R COCHART TIRE CENTER	4 DISMOUNT/MOUNT TIRES	01-250-000-53000	80.00
21450	THE UNIFORM SHOPPE	UNIFORM SHOES	01-250-000-52900	44.95
CASCADE	CASCADE SUBSCRIPTION SERVICE	FIRE ENGINEERING	01-250-000-56000	76.00
CJ	CJ WORKS, LLC	05/11 LAUNDRY	01-250-000-56800	62.50
WARNER	WARNER-WEXEL WHOLESALE &	TOILET TISSUE	01-250-000-54999	39.37
TOTAL				20,575.40
TOTAL FIRE DEPARTMENT				20,575.40

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
STORM SEWERS				
19880	STURGEON BAY UTILITIES	PVC TO PVC SWR COUPLINGS	01-300-000-54999	11.40
		TOTAL		11.40
		TOTAL STORM SEWERS		11.40
SOLID WASTE MGMT/SPRING/FALL				
DC WASTE	DOOR COUNTY WASTE & RECYCLING	31.18 TONS REFUSE	01-311-000-58400	1,744.21
		TOTAL		1,744.21
		TOTAL SOLID WASTE MGMT/SPRING/FALL		1,744.21
COMPOST/SOLID WASTE SITE				
06570	FORESTRY SUPPLIERS INC	CAPTURE CAMERA	01-320-000-51400	165.00
06570		MEMORY CHIP	01-320-000-51400	22.95
06570		SHIPPING	01-320-000-51400	12.90
		TOTAL		200.85
		TOTAL COMPOST/SOLID WASTE SITE		200.85
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	RUST REMOVER	01-330-000-51400	24.99
		TOTAL		24.99
		TOTAL STREET SWEEPING		24.99
ROADWAYS/STREETS				
08225	HERLACHE SMALL ENGINE	COVER FOR POLE PRUNER	01-400-000-51400	11.20
RASS	RASS EXCAVATING & MATERIAL LLC	850 YDS CRUSHED STONE	01-400-000-55700	5,142.00
ROLAND	ROLAND MACHINERY EXCHANGE	4 SPRAY NOZZLE ASSEMBLY	01-400-000-51400	196.68
ROLAND		4 WTAER SCREENS	01-400-000-51400	48.76
ROLAND		4 WATER SUPPLY WASHERS	01-400-000-51400	35.20
ROLAND		SHIPPING	01-400-000-51400	19.81
VERMEER	VERMEER WISCONSIN, INC	BRAKE BREAKAWAY SWITCH	01-400-000-51400	24.53
		TOTAL		5,478.18
		TOTAL ROADWAYS/STREETS		5,478.18
SNOW REMOVAL				
06012	FASTENAL COMPANY	NUTS & WASHERS	01-410-000-51400	62.87
13655	MONROE TRUCK EQUIPMENT, INC	PLOW STAND SCREW	01-410-000-51400	58.72
		TOTAL		121.59

INVOICES DUE ON/BEFORE 06/21/11

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

GENERAL FUND
 SNOW REMOVAL

TOTAL SNOW REMOVAL 121.59

STREET SIGNS AND MARKINGS

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
04276	DIAMOND VOGEL PAINTS, INC	1,000 LBS GLASS BEEDS	01-420-000-52100	470.00
04575	DOOR COUNTY HARDWARE	FASTNERS	01-420-000-52550	1.38
04575		BOLTS	01-420-000-52550	7.58
19275	SHERWIN WILLIAMS	STRAINERS	01-420-000-52100	31.00
19275		3 PAINT GUN REBIULD KITS	01-420-000-52100	281.25
19275		FILTER	01-420-000-52100	23.90
19275		FILTERS	01-420-000-52100	21.30
19275		80 GALLONS WHITE PAINT	01-420-000-52100	967.20
19275		80 GALLONS YELLOW PAINT	01-420-000-52100	975.20
19275		DISCOUNT	01-420-000-52100	-252.00
19275		LONG POINTER KIT	01-420-000-52100	131.50

TOTAL 2,658.31

TOTAL STREET SIGNS AND MARKINGS 2,658.31

STREET MACHINERY

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
02005	BAY ELECTRONICS, INC.	PA SPEAKER	01-450-000-57550	28.20
03075	CARQUEST OF DOOR COUNTY	UTILITY CABLE	01-450-000-52150	6.40
03075		OIL, AIR & HYD FILTERS	01-450-000-52150	31.37
03075		CLAY PRODUCT	01-450-000-52150	44.94
03075		VALVE	01-450-000-52150	22.69
03075		CARB CLEANER	01-450-000-52150	33.48
03075		OIL & AIR FILTERS	01-450-000-52150	67.67
03085	CATCO PARTS & SERVICE	3 LED LIGHTS	01-450-000-51400	169.35
03085		3 PIGTAILS	01-450-000-51400	6.87
03085		3 GROMETS	01-450-000-51400	5.28
03085		1 LED LIGHT	01-450-000-51400	122.27
03085		2 LENSES	01-450-000-51400	2.14
03085		SHIPPING	01-450-000-51400	24.50
04696	DOOR COUNTY TREASURER	05/11 FUEL CHARGES	01-450-000-51650	7,902.74
06012	FASTENAL COMPANY	SLIP HOOKS & BINDER CHAIN	01-450-000-51400	97.70
11800	KRUEGER IMPLEMENT INC	HYD OIL	01-450-000-52050	32.95
19965	SUPERIOR SIGNALS INC	RETURN FLASHER	01-450-000-51400	-59.60
19965		STROBE LIGHT	01-450-000-51400	88.34
20725	T R COCHART TIRE CENTER	USED TIRES	01-450-000-52850	35.00
20725		REPAIR FLAT	01-450-000-56250	30.00
20725		REPAIR FLAT	01-450-000-52850	30.00
BARNES	BARNES DISTRIBUTION	PIPE SEALANT WITH TEPLON	01-450-000-51400	52.24
QUALITY	QUALITY TRUCK CARE CENTER INC	FRONT FENDER BRACES	01-450-000-51400	122.78
QUALITY		PARKING VALVE BREAK	01-450-000-51400	148.02

TOTAL 9,045.33

TOTAL STREET MACHINERY 9,045.33

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY GARAGE				
04575	DOOR COUNTY HARDWARE	BUSHINGS	01-460-000-55300	29.26
04575		THREADS	01-460-000-55300	2.50
04575		BLACK PIPE & THREADS	01-460-000-55300	5.68
04966	EAGLE MECHANICAL INC	BOILER WORK MUN SVCS	01-460-000-55300	99.00
04966		REPAIR H2O LEAK-INSTALL VALVES	01-460-000-58999	642.40
07765	GRAINGER INC	2 CAST IRON WHEEL CASTERS	01-460-000-56250	79.92
STAUBER	STAUBER ELECTRIC, INC	SERVICE CALL	01-460-000-56250	68.50
TOTAL				927.26
TOTAL CITY GARAGE				927.26
CELEBRATION & ENTERTAINMENT				
16575	PIP PRINTING	5,000 RACK CARDS HARMONY/BAY	01-480-000-58999	543.00
R0000874	JAY WHITNEY	HRMNY BY THE BAY PERFORMANCE	01-480-000-58999	150.00
R0000875	PAT JUDY	HRMNY BY THE BAY PERFORMANCE	01-480-000-58999	150.00
R0000876	PAUL SOWINSKI	HRMNY BY THE BAY PERFORMANCE	01-480-000-58999	150.00
R0000878	WOODY MANKOWSKI	06/29/11 HRMNY BY THE BAY PERF	01-480-000-58999	150.00
TOTAL				1,143.00
TOTAL CELEBRATION & ENTERTAINMENT				1,143.00
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	W S TRAFFIC LIGHTS	01-499-000-58000	35.50
19880		ORNAMENTAL ST LIGHT	01-499-000-58000	5,059.10
19880		OVERHEAD STREET LIGHT	01-499-000-58000	8,414.65
19880		808 S DULUTH AVE SIGN	01-499-000-58000	8.59
19880		WALNUT DR & LANSING SIGN	01-499-000-58000	8.15
19880		EAST SIDE DOCK	01-499-000-58000	42.13
19880		SHIPYARD DEVELOP	01-499-000-58000	296.60
TOTAL				13,864.72
TOTAL HIGHWAYS - GENERAL				13,864.72
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	8.00
03133		CELL SERVICE	01-500-000-58250	92.87
03133		CELL SERVICE	01-500-000-58250	10.97
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-500-000-56700	3.75
06460	FLS BANNER LTD	KICK OFF TO SUMMER T-SHIRTS	01-500-000-52250	587.64
08167	GANNETT WISCONSIN NEWSPAPERS	YELLOW PAPER	01-500-000-52250	6.50
15199	ORIENTAL TRADING COMPANY INC.	6 KITE KITS	01-500-000-52250	60.00
15199		PERM MARKERS	01-500-000-52250	20.00
15199		2 DOZEN DUCKS	01-500-000-52250	10.20
15199		SHIPPING	01-500-000-52250	12.99
AFT	AMERICAN FOLKLORE THEATRE	43 SHOW TICKETS	01-500-000-52250	771.85
ART	ART STUDIO CLAY CO, INC	CERAMIC SUPPLIES	01-500-000-52250	237.98
MUSIC	MUSIC MASTERS ENTERTAINMENT	DJ FOR KICK OFF TO SUMMER EVNT	01-500-000-52250	375.00

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARK & RECREATION ADMIN				
			TOTAL	2,197.75
			TOTAL PARK & RECREATION ADMIN	2,197.75

PARKS AND PLAYGROUNDS

03075	CARQUEST OF DOOR COUNTY	NIPPLES	01-510-000-51400	0.68
03075		INTERIOR DOOR HANDLE	01-510-000-51400	16.83
03075		BELT FOR TRACKLESS	01-510-000-51400	49.08
03075		4 OIL FILTERS	01-510-000-51400	15.48
04575	DOOR COUNTY HARDWARE	HOOKS	01-510-000-54999	2.79
04575		TRASH CAN, REFUSE CAN	01-510-000-54999	26.98
04575		RUSTSTOP SPRAY	01-510-000-52100	4.49
04575		KEY	01-510-000-54999	1.49
04575		18" SHEATH	01-510-000-51750	33.98
04575		BRASS HOSE W/SHUTOFF	01-510-000-51750	10.99
04575		OSC SPRINKLER	01-510-000-51750	26.97
04575		FASTENERS/HOOKS FOR SWINGS	01-510-000-54999	8.24
04575		BRASS HOSE	01-510-000-54999	21.98
04696	DOOR COUNTY TREASURER	05/11 FUEL CHARGES	01-510-000-51650	2,353.47
13049	MAY'S SPORT CANTER	SPINDLE	01-510-000-51400	198.54
13049		BLADE COVER	01-510-000-51400	15.16
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	8.59
19880		MEM FLD SPRINKLER	01-510-000-58650	26.40
19880		MEM FLD WARMING HOUSE	01-510-000-56150	154.17
19880		MEM FLD WARMING HOUSE	01-510-000-58650	135.83
19880		N 7TH PL GARLAND PARK	01-510-000-56150	8.09
19880		N 7TH PL GARLAND PARK	01-510-000-58650	20.00
19880		FLAG LIGHT 5TH & MICHIGAN	01-510-000-56150	29.40
19880		MEM FLD	01-510-000-56150	83.17
19880		MEM FLD PARKING LOT	01-510-000-56150	515.80
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	360.35
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	57.30
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	39.43
19880		MEM FLD BASEBALL PB	01-510-000-56150	8.15
19959	SUPERIOR CHEMICAL CORP	CASE MOLECULE PLUS ODOR NEUT	01-510-000-54999	135.85
20725	T R COCHART TIRE CENTER	TURF TIRE	01-510-000-52850	95.00
EVER	EVERGREEN NURSERY CO., INC.	5 COLORADO BLUE SPRUCE	01-510-000-51750	25.00
LANDSCAP	LANDSCAPER PRO	5 MOWER BLADES/TRACKLESS	01-510-000-51750	143.40
TLB	TLB WOOD PRODUCTS CORP	80 YDS BROWN MULCH	01-510-000-51750	1,719.82

TOTAL 6,352.90

TOTAL PARKS AND PLAYGROUNDS 6,352.90

BALLFIELDS

04575	DOOR COUNTY HARDWARE	FASTENERS-GIRLS PITCHERS	01-520-000-54999	7.14
20900	TRU GREEN CHEMLAWN	EARLY SPRING APPL-WEED/FEED	01-520-000-56500	60.00
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	117.00
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	100.00
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	144.00
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	75.00

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
BALLFIELDS				
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	75.00
20900		EARLY SPRING APPL-WEED/FEED	01-520-000-56500	75.00
20900		EARLY SPRING APP-WEED/FEED	01-520-000-56500	80.00
TOTAL				733.14
TOTAL BALLFIELDS				733.14
MUNICIPAL DOCKS				
03075	CARQUEST OF DOOR COUNTY	MEGA CRIMP FITTING	01-550-000-54999	17.15
04575	DOOR COUNTY HARDWARE	LOOPED MOPHEAD-SAWYER BT LAUNC	01-550-000-54999	10.99
TOTAL				28.14
TOTAL MUNICIPAL DOCKS				28.14
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	PILLOW BLOCK FOR CONVEYOR	01-560-000-51400	30.50
03806	CUMMINS NPOWER, LLC	REPAIRS TO ONAN GAS ENGINE	01-560-000-51400	491.74
19073	SCHAEFFERS MFG CO	50 CUTTER HEAD BOLTS	01-560-000-51400	20.00
19073		4 1/2" HYD HOSE W/FITTINGS	01-560-000-51400	253.04
TOTAL				795.28
TOTAL WATER WEED MANAGEMENT				795.28
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	W LARCH ST WALKWAY LTS	01-570-000-56150	69.18
19880		W LARCH ST PARKING LOT	01-570-000-56150	38.85
19880		PENNSYLVANIA ST DOCK	01-570-000-58650	8.70
19880		48 KENTUCKY ST WATER FRONT	01-570-000-56150	318.30
19880		N 1ST AVENUE RESTROOMS	01-570-000-56150	101.01
19880		N 1ST AVENUE RESTROOMS	01-570-000-58650	48.64
19880		N 1ST AVENUE CITY PARKING	01-570-000-56150	262.19
19880		48 KENTUCKY ST DOCK	01-570-000-58650	25.80
19880		48 KENTUCKY ST MARINA	01-570-000-58650	24.00
YARD	YARD WORKS LANDSCAPING INC	3.5 YDS BROWN MULCH	01-570-000-51750	105.00
TOTAL				1,001.67
TOTAL WATERFRONT PARKS & WALKWAYS				1,001.67
EMPLOYEE BENEFITS				
03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
23674	WISCONSIN DEPT OF WORFORCE	05/11 UNEMPLOYMENT	01-600-000-50370	499.87
TOTAL				650.70
TOTAL EMPLOYEE BENEFITS				650.70

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	05/11 INTERNET	01-900-000-56700	5.00
TOTAL				5.00
TOTAL COMMUNITY & ECONOMIC DEVLPMT				5.00
TOTAL GENERAL FUND				140,114.92
CAPITAL FUND				
COMPUTER				
02208	BAYCOM INC.	SQUAD PRINTER	10-125-000-59040	243.00
TOTAL				243.00
TOTAL COMPUTER				243.00
GENERAL EXPENDITURES				
R0000586	TRACE ANALYTICS, INC	WAL MART INSPECTION	10-199-000-51525	2,724.00
TOTAL				2,724.00
TOTAL GENERAL EXPENDITURES				2,724.00
PATROL				
19580	STREICHERS PROF POLICE EQUIP	TACTICAL LIGHT	10-215-000-59999	280.00
23828	WITT PENINSULA FORD LINCOLN	TRANSFER ELE COMP TO NEW VEH	10-215-000-59035	785.43
23828		INST AXLE BRNG, SEAL & SHAFT	10-215-000-59035	418.06
23828		CK CLUNK, CLNT LEAK, WATER PMP	10-215-000-59035	356.01
TOTAL				1,839.50
TOTAL PATROL				1,839.50
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	RESCUE ROPE	10-250-000-59070	1,541.00
TOTAL EXPENSE				1,541.00
TOTAL FIRE DEPARTMENT				1,541.00
ROADWAYS/STREETS				
EXPENSE				
02130	BAUDHUIIN INC	WAL MART OFF SITE PAY REQ #2	10-400-000-59096	6,200.00
TOTAL EXPENSE				6,200.00
ANNUAL RESURFACING & BASE REP.				

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
04276	DIAMOND VOGEL PAINTS, INC	48 CANS PINK FLOUR MRKING PNT	10-400-110-59095	143.52
R0000639	ANTIGO CONSTRUCTION INC	SPRUCE STREET RUBBLIZING	10-400-110-59095	9,224.60
TOTAL ANNUAL RESURFACING & BASE REP.				9,368.12
TOTAL ROADWAYS/STREETS				15,568.12
CITY GARAGE				
07785	THE GREAT OUTDOORS	INSTALL REAR DOOR	10-460-000-59010	3,830.00
07785		REPL 2 LOWER SECTIONS FRT DOOR	10-460-000-59010	665.00
TOTAL				4,495.00
TOTAL CITY GARAGE				4,495.00
PARKS AND PLAYGROUNDS				
EXPENSE				
VAN'S	VAN'S LUMBER & CUSTOM BLDR INC	FINAL PMT MARTIN PARK	10-510-000-59075	31,599.00
TOTAL EXPENSE				31,599.00
TOTAL PARKS AND PLAYGROUNDS				31,599.00
TOTAL CAPITAL FUND				58,009.62
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	CB MUSIC SERVICE	21-000-000-56700	33.18
04696	DOOR COUNTY TREASURER	05/11 CABLE PHONE	21-000-000-58200	2.56
04696		INTERNET USAGE-CABLE TV	21-000-000-56700	100.00
B&H	B&H PHOTO -VIDEO-PRO AUDIT	DOCKING STATION & EXT HARD DRV	21-000-000-59040	129.73
MANN	MANN COMMUNICATIONS, LLC	COUNCIL PREVIEW ROGER	21-000-000-58999	52.50
MANN		DVD DUBS LIBRARY/AZERBAYAN	21-000-000-58999	195.00
MANN		REC AZERBAYNA CONF	21-000-000-55015	100.00
MANN		PEG MEDIA SHOWS	21-000-000-54999	20.00
TOTAL CABLE TV / GENERAL				632.97
BROADCAST PROD. - SCHOOL CH 07				
B&H	B&H PHOTO -VIDEO-PRO AUDIT	STABILIZERS W/METAL CASE	21-000-007-59070	799.00
TOTAL BROADCAST PROD. - SCHOOL CH 07				799.00
TOTAL CABLE TV / GENERAL				1,431.97
TOTAL CABLE TV				1,431.97

INVOICES DUE ON/BEFORE 06/21/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
TID DISTRICT #2				
VANDEW	VANDEWALLE & ASSOCIATES, INC	PROF SVCS WEST WATERFRONT PLAN	25-320-000-58999	7,667.50
TOTAL				7,667.50
TOTAL TID DISTRICT #2				7,667.50
TOTAL TID #2 DISTRICT				7,667.50
TID #3 DISTRICT				
TID #3 DISTRICT				
13365	MEISSNER LANDSCAPE INC	2 ROLLS EROSION MATS	27-330-000-59095	170.00
13365		4 ROLLS CURLEX	27-330-000-59095	340.00
TOTAL				510.00
TOTAL TID #3 DISTRICT				510.00
TOTAL TID #3 DISTRICT				510.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	HOE	60-000-000-54999	10.99
04696	DOOR COUNTY TREASURER	05/11 DIESEL CHARGES	60-000-000-51650	2,015.11
20725	T R COCHART TIRE CENTER	TIRES, CHANGE & DISPOSAL FEE	60-000-000-52850	893.70
23690	WI DNR ENVIRONMENTAL FEES	GARBAGE & RECYCLING FEES	60-000-000-58999	176.00
DC WASTE	DOOR COUNTY WASTE & RECYCLING	187.89 TONS REFUSE	60-000-000-58300	10,510.62
DC WASTE		COMINGLED & PAPER	60-000-000-58350	1,402.36
DC WASTE		PAPER & COMINGLED	60-000-000-58350	20.19
TOTAL SOLID WASTE ENTERPRISE FUND				15,028.97
TOTAL SOLID WASTE ENTERPRISE FUND				15,028.97
TOTAL SOLID WASTE ENTERPRISE				15,028.97
TOTAL ALL FUNDS				222,762.98

MANUAL CHECKS

WPPI 05/26/11 ACH Health & Dental Insurance Misc accounts	\$ 83,441.09
Benefit Advantage 06/08/11 Check #68257 Cobra & caf plan fees 01-600-000-50510	\$ 185.50
Shell Fleet Plus 06/08/11 Check #68258 Out of town fuel 01-215-000-51650	\$ 51.20
City of Sturgeon Bay 06/08/11 Check #68259 WDC Grant funding 25-320-000-58999	\$30,000.00
TOTAL MANUAL CHECKS	\$ 113,677.79

INVOICES DUE ON/BEFORE 06/21/11

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	140,114.92	253,792.71
CAPITAL FUND	58,009.62	
CABLE TV	1,431.97	
TID #2 DISTRICT	7,667.50	
TID #3 DISTRICT	510.00	
SOLID WASTE ENTERPRISE	15,028.97	
TOTAL --- ALL FUNDS	222,762.98	336,440.77

6/14/2011 James Cleary Jr
6/14/2011 P. Richter
6-14-2011 Camp B. Wood

COMMON COUNCIL
June 7, 2011

A meeting of the Common Council was called to order at 8:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Vandertie, Lodi, Abeyta, Stutting, Fett and Schlicht were present.

Lodi/Abeyta to adopt agenda moving Item #60 to the regular agenda. Carried. Ald. Lodi requested that an Ad Hoc Committee be formed for review of combining the Door County Sheriff's Department and the Sturgeon Bay Police Department.

Abeyta/Schlicht to approve 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 grand total of \$524,393.14. Roll call: All voted aye. Carried.

Abeyta/Fett to approve 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 of 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" 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 Licenses 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 Licenses for SBVC, Armvets 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 Road. 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 Bouncer 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.~~ Moved to regular agenda – Item 7a.

Carried.

Schlicht/Vandertie to accept the following appointments:

HISTORIC PRESERVATION COMMISSION:

Reappointment of J. Eric Paulsen for 3 year term

Reappointment of Shelly Kerwin for 3 year term.

Carried.

RECOMMENDATION

We, the Park & 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.

PARK & RECREATION COMMITTEE & BOARD

By: Danny Wiegand, Chr.

Introduced by Wiegand. Wiegand/Vandertie to adopt. Discussion took place regarding the location and dimensions, the ability to expand, lighting, that there were not any liability issues for the City, and commending the group on their consistent efforts. Carried.

The Mayor gave the names of the three people who expressed interest for the citizen member to the Utility Commission .They were: Richard Jennings, Steve Mann, and David Phillips. Fett/Lodl to nominate Dave Phillips and close nominations. Motion failed. Schlicht/Abeyta to nominate Richard Jennings, Steve Mann, and David Phillips. Ald. Vandertie requested paper ballots. Jennings, Mann, and Phillips addressed the Council. After the ballots were cast there were five votes for Phillips and two votes for Mann. Dave Phillips is the new citizen member of the Sturgeon Bay Utility Commission.

A request from Sturgeon Bay Yacht Club for contribution for fireworks to Evening on the Bay was presented. It was noted that this was not a budgeted item but that the City had donated \$500 in 2009 and 2010. Abeyta/Schlicht to donate \$500.00 to the Sturgeon Bay Yacht Club for the Evening on the Bay event. Roll call: All voted aye. Carried.

Community Development Director Marty Olejniczak summarized the Street Vacation – N. Ithaca Avenue request from Richard Skare. Abeyta/Stuffing to narrow the right-of-way to 20 feet for the entire length of Ithaca Avenue north of Juniper Street and proceed with officially vacating 20 feet of right-of-way on each side. Carried.

Community Development Director Marty Olejniczak summarized the future street development for Will Roder parcels. Schlicht/Vandertie to approve the Statements of Understanding for developing the Roder parcel. Carried.

City Attorney Nesbitt summarized the redistricting process that takes place every 10 years. Nesbitt reviewed the statutes that relate to redistricting, the criteria that come into place when creating different ward lines, the timeline for adopting ward boundaries, and the impact of creating lines that differ from the County Supervisory boundaries. Lodl/Schlicht to instruct City's Engineering Department to redraw the ward lines and bring back to the June 21 meeting for a presentation. At the June 21, 2011 meeting, adopt a new Ward/Aldermanic District map. Discussion took place regarding different ways to draw new ward

boundary lines, the long term costs of changing the ward boundaries, and the impact of voters. Roll call: Vandertie, Lodi and Schlicht voted aye. Wiegand, Abeyta, Stutting, and Fett voted no. Motion failed. Fett/Stutting to adopt the ward lines as proposed by the County Board. Roll call: Wiegand, Abeyta, Stutting and Fett voted aye. Vandertie, Lodi, and Schlicht voted no. Carried.

Brian Reuchel from Baird made a presentation to the Council regarding distressed TID legislation and its applicability to TID #2. It was noted that the deadline to complete the process is September 30, 2011 and there are a number of procedural steps and amendments that are required to designate a TID as distressed. Discussion took place regarding the different TID's in the City, the fee to Baird regarding designating TID #2 as distressed, and the associated legislation. Vandertie/Wiegand that the City work with Baird to proceed with the distressed TID designation for TID #2. Carried with Stutting abstaining.

RECOMMENDATION

We, the Community Protection & 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.

COMMUNITY PROTECTION & SERVICES COMMITTEE

By: John Lodi, Chr.

Introduced by Lodi. Lodi/Stutting to adopt. Discussion took place regarding past action by the Council regarding similar requests. Municipal Services Supt. Bordeau talked about the necessary time it would take to address this request. Vandertie/Fett to amend the motion and refer this item to Park & Recreation Committee/Board for study and recommendation. Roll call vote taken on the amendment: Vandertie & Fett voted aye. Wiegand, Lodi, Abeyta, Stutting and Schlicht voted no. Motion failed. Roll call vote taken on the original motion: Stutting voted aye. Wiegand, Vandertie, Lodi, Abeyta, Fett, and Schlicht voted no. Carried.

RECOMMENDATION

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.

PERSONNEL COMMITTEE

By: Ronald A. Vandertie, Chr.

Introduced by Vandertie. Vandertie/Abeyta to adopt. Discussion took place regarding the wording "maintain sworn officer staffing level at 20" and whether it was necessary to be part of the motion, the budget for the police department, overtime costs, and current staffing levels at the police department. Roll call: Wiegand, Vandertie, Abeyta, Stutting, Fett and Schlicht voted aye. Lodi voted no. Carried.

RECOMMENDATION

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.

PERSONNEL COMMITTEE

By; Ronald A. Vandertie, Chr.

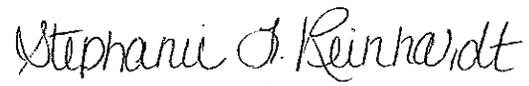
Introduced by Vandertie. Vandertie/Stutting to adopt. Discussion took place regarding the starting salary and whether there should be a step salary. Schlicht/Lodi to amend the motion to change the initial salary to \$61,281.15. Roll call: Lodi and Schlicht voted aye. Vandertie, Abeyta, Stutting, and Fett voted no. Wiegand abstained. Motion failed. Roll call voted on the original motion: Vandertie, Abeyta, Stutting, Fett and Schlicht voted aye. Lodi voted no. Wiegand abstained. Carried.

No one spoke during public comment.

The Mayor made his comments.

Fett/Schlicht to adjourn. Carried. The meeting adjourned at 10:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie L. Reinhardt".

Stephanie L. Reinhardt
City Clerk

STURGEON BAY UTILITIES
Regular Meeting
May 9th, 2011

President Stewart Fett called the regular meeting of the Utilities Commission to order at 7:58 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Bernard Ellenbecker, Mayor Thad Birmingham, Commissioners Gary DeNamur and James Abeyta were present. Commissioner Matt Felhofer was excused. Also present were General Manager James Stawicki, Operations Manager Cliff White and Electric Supervisor Jason Bieri.

Abeyta/Birmingham to adopt the agenda (complete copy on file at the Utility office). Motion carried.

Next was presentation to Steve Mann in appreciation of over 25 years of service and dedication to the SBU Commission and the customers of SBU.

Consideration of resignation of Commission President was next item on the agenda. Due to President Fett's recent appointment as a Council Representative to the SBU Commission, it was advised by the City Attorney that he resign his appointment as citizen representative of the Commission. Birmingham/DeNamur to approve the resignation of Fett's position on the SBU Commission. Motion carried.

The next item of business was election of Commission President. DeNamur/Ellenbecker to nominate Stewart Fett as President and to close nominations and cast a unanimous vote. Motion carried.

DeNamur/Ellenbecker to approve the minutes of the regular meeting held on April 11th, 2011. Motion carried.

The Commission proceeded to review the bills for April in the amount of \$1,797,389.24. Fett/Abeyta to approve payment of the bills. Motion carried.

The March 2011 financials were presented. Birmingham/DeNamur to accept the financials subject to audit. Motion carried.

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

The next item of business was consideration of Audited Financial Statements for 2010. The statements were audited by Schenck Solutions and reflect SBU's activities for the year. Abeyta/Birmingham to approve the Audited Financial Statements for 2010. Motion carried.

Consideration of 60' aerial bucket truck was the next item of business. Electrical Supervisor Bieri researched various designs and manufacturers and determined that SBU is best suited to pursue another aerial with a telescopic design (squirt-boom). This design has been found to be the most useful and versatile for SBU and offers great flexibility in truck set-up, allowing the operators to minimize road obstruction and boom overhang in traffic. The following pricing was received:

Name	Amount
Altec	\$174,641
Dueco	\$187,189
Versalift	\$179,056

Bieri noted that the combination of the presumptive savings in service calls, trips over the life of the vehicle and the 1000# capacity on the jib would offset the increased amount of \$4,415 between Versalift and Altec. It was recommended by staff to purchase the 60' Versalift from Utility Sales and Service of Little Chute in the amount of \$179,056. Abeyta/DeNamur to approve the purchase of the Versalift aerial bucket truck for \$179,056. Motion carried.

Next was consideration of water main extension for Marina View apartments. Mr. Dan Schott has submitted a development plan to the City to construct four buildings near the intersection of Shorecrest Drive and Nautical Drive. SBU has reviewed Mr. Schott's development plan and has confirmed that the six-inch line that is currently servicing the area is not suitable to serve the entire development. Staff recommended an extension of the recently installed eight-inch main on Thorn Street to meet the needs of the development. Ellenbecker/Abeyta to approve the extension of the developer's eight-inch main on Thorn Street. Motion carried.

Consideration of the water main extension by SBU in conjunction with the Marina View apartment project was next on the agenda. SBU staff recommends continuing the installation of 8" water main across Nautical Drive to eventually replace the existing 2" water main north along Shorecrest Drive. This would loop Thorn Street with Shorecrest Drive. Birmingham/Abeyta to approve the water main extension by SBU at SBU's expense in conjunction with the Marina View apartment project. Motion carried.

A memo from Mr. White updated the Commission on SBU's proposed Wellhead Protection ordinance. The Wellhead Protection Plan was developed to protect the groundwater that supplies SBU's municipal wells. In the past, there was discussion regarding standards and procedures for obtaining a permit and/or exemption from the regulations. Mr. White provided the Commission with an updated draft ordinance explaining these standards and procedures. This was for information only.

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

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

- a. Adjustments for the month
- b. Update on projects
 1. Electric rate filing
 2. DCEDC investor's luncheon

Abeyta/Birmingham to adjourn. Motion carried. The meeting adjourned at 9:32 p.m.

Vacant
Secretary

Approved for publication:

Stewart Fett
President

James Stawicki
General Manager

Date: _____

Date: _____

WATERFRONT REDEVELOPMENT AUTHORITY

Tuesday, May 31, 2011

A meeting of the Waterfront Redevelopment Authority was called to order at 3:00 p.m. by Chairperson Thomas Herlache in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Tom Herlache, John Asher, William Galligan, Ross Schmelzer, John Lodl, Thomas Wulf, and Joe Stutting were present. Alderman Robert Schlicht entered the meeting at 3:19 p.m. Also present were Vandewalle Associates Brian Vandewalle, Jolena Presti, and Rob Gottschalk, City Administrator Steve McNeil, Door County Economic Development Director Bill Chaudoir, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Herlache, seconded by Mr. Galligan to adopt the following agenda, but moving item #7 after item #3:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 21, 2011.
4. Consideration of: West Waterfront Redevelopment Plan timeline and process.
5. Consideration of: West Waterfront Area market and opportunities:
 - A. Housing and lodging
 - B. Restaurants
 - C. Regional/local food initiatives
 - D. Museum
 - E. Marine-related docking and services
 - F. Local developers and investors
6. Consideration of: Next steps for West Waterfront Redevelopment Plan.
7. Consideration of: Transfer of ownership of Maritime Museum parcel.
8. Adjourn.

Carried.

Approval of minutes from February 21, 2011: Moved by Mr. Wulf, seconded by Mr. Schmelzer to approve the minutes from February 21, 2011. Carried.

Consideration of: Transfer of ownership of Maritime Museum parcel: Mr. Olejniczak explained that the site that the Maritime Museum is located on is owned by the Waterfront Redevelopment Authority. The Maritime Museum owns the building, but leases the property it sits on. They are proposing some future expansions and would like to own the land. In November, 2010, the Council had approved the sale of Lot 2 of the property to the Maritime Museum. Moved by Mr. Galligan, seconded by Mr. Stutting to take action as indicated and transfer the ownership of the Maritime Museum parcel. Roll call vote: Carried, with Mr. Wulf and Mr. Asher abstaining.

Consideration of: West Waterfront Redevelopment Plan timeline and process: Vandewalle Associate Jolena Presti explained the process of the West Waterfront Redevelopment Plan. They will be conducting interviews to get background information and initial thoughts about what has been going on in the focus area and what is foreseen in the future, as well as doing some market analysis. Draft concepts and site designs should be available for a late June meeting. At that time, the Authority will give their input. After finalizing the plan, there will be a meeting in July for a final presentation.

Consideration of: West Waterfront Area market and opportunities: Ms. Presti stated that they are looking for additional key people to interview to get more information. Members offered suggestions of other key people they thought would be helpful.

Mr. Vandewalle stated that the days for searching for a master developer are over. Development will more likely happen lot by lot in the current market.

Members continued discussion with items such as the impact of the closure of the Michigan Street Bridge, traffic patterns, boat traffic, expansion of the Maritime Museum, marinas, Applebees, brownfield sites, the Chicago Fireboat, Harbor Lady, and extended stay and workforce housing.

Mr. Vandewalle added that a public market could be created in which items that are found in a roadside stand in the summer and fall months could be found during the winter months. Mr. Chaudoir stated that this would be an opportunity for businesses with some of the best products in Door County to be located in one spot.

Mr. Stutting left the meeting at 4:19 p.m.

Mr. Olejniczak also brought up the idea of an industrial arts incubator.

Mr. Schmelzer mentioned that many people leave the County in the off-season to a warmer climate. He said we should also take advantage of the triathlon events. They appear to be getting bigger and bigger.

Mr. Chaudoir stated this is the last significant development opportunity in the City.

Mr. Gottschalk wondered what is missing in the market place relating to youth. Mr. Wulf responded that an expansion with the Maritime Museum's lighthouse would attract kids and women as well.

Mr. Vandewalle said they need to understand what infrastructure the City has to program activities and events.

Mr. Chaudoir added that they are trying to get an Angel Investment Group going in Door County.

Consideration of: Next steps for West Waterfront Redevelopment Plan: The next meeting will be scheduled for the end of June.

Adjourn: Moved by Mr. Galligan, seconded by Mr. Asher to adjourn. Carried. Meeting adjourned at 4:36 p.m.

Respectfully Submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
May 31, 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, Paul Denis of Schenck Government & Non-For-Profit Solutions, and Office/Accounting Assistant II Flinn.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Presentation of 2010 Audit.
4. Review of unfinished business list.
5. Review bills.
6. Adjourn.

Carried.

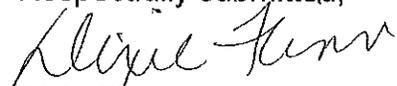
Mr. Paul Denis presented the audit report for the year ending December 31, 2010. He then reviewed the City's financial status and explained the different statements that comprise the audit report. Mr. Denis answered questions brought forward by the Committee. Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to the Common Council to accept the Schenck Government & Non-For-Profit Solutions 2010 financial audit report for the City of Sturgeon Bay and place it on file. Carried.

The Committee reviewed the unfinished business list.

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

Moved by Alderperson Schlicht, seconded by Alderperson Abeyta to adjourn. Carried. The meeting adjourned at 7:36 p.m.

Respectfully submitted,



Dixie Flinn
Office/Accounting Assistant II

WATERFRONT REDEVELOPMENT AUTHORITY

Tuesday, June 7, 2011

A meeting of the Waterfront Redevelopment Authority was called to order at 7:00 p.m. by Chairperson Thomas Herlache in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Tom Herlache, William Galligan, John Lodi, and Joe Stutting were present. Excused: John Asher, Ross Schmelzer, and Thomas Wulf. Also present were Baird Representative Brian Reuchel, Finance Director/City Treasurer Val Clarizio, Community Development Director Marty Olejniczak and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Galligan, seconded by Mr. Stutting to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Distressed TID Designation for Tax Increment District #2.
4. Adjourn.

Carried.

Consideration of: Distressed TID Designation for Tax Increment District #2: Baird representative Brian Reuchel began discussion of amending TIF District #2 and giving it a distressed classification status. He went over the summary timeline, a document explaining Distressed TID legislation, and cash proforma analysis. He also explained some of the reasons that TID #2 is distressed. According to the cash proforma, by the end of the life of TIF #2, it is showing a deficit balance of expenses not covered by revenues of \$8.1 million dollars. In October 2009, the State Legislature created a new tax increment law called Distressed TIF to help municipalities cope with underperforming TIF districts. This is for a two year period, which will sunset on September 30, 2011. It allows the district to be designated as distressed. Currently, TID #2 is scheduled to end in 2021. This legislation would allow the district to be extended an additional 10 years and then the City would realize 10 more years of tax increment to cover the \$8.1 million dollar deficit. The district does not have to be kept open the entire 10 years. The Council must adopt a resolution finding that the district's projects cost occurred have exceeded the generated revenues during the life of the district.

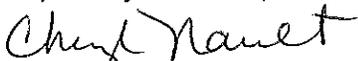
Currently, District #2 is receiving a donorship by an amendment from 2001 that allowed TIF district #1 to donate excess revenues to TIF district #2. That would not be affected by the distressed legislation. TIF district #1 can be extended for 10 years. The negatives include the district would be staying open longer than the original life of the 27 years. The values would not be going back to the individual tax entities.

Mr. Reuchel went over the timeline. Usually the process takes about 60-90 days to designate a district as a Distressed TID and requires multiple meetings, including the WRA, Joint Review Board, Plan Commission, and Council. There are also publication notice requirements for a public hearing.

Moved by Mr. Galligan, seconded by Mr. Lodi to authorize City staff to take the necessary steps to designate TID #2 distressed and provide for revenue sharing from TID #1 to TID #2. Roll call vote. Carried, with Mr. Stutting abstaining.

Adjourn: Moved by Mr. Lodi, seconded by Mr. Galligan to adjourn. Carried. Meeting adjourned at 7:28 p.m.

Respectfully Submitted,


Cheryl Nault
Community Development Secretary

COMMUNITY PROTECTION & SERVICES COMMITTEE
June 7, 2011

A meeting of the Community Protection & Services Committee was called to order at 7:46 p.m. by Chairperson Lodl in Council Chambers, City Hall. Roll call: Members Lodl, Stutting and Schlicht were present. Also present: City Clerk Reinhardt.

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

1. Roll call.
2. Adoption of agenda.
3. Review of Bills.
4. Review of Unfinished Business list.
5. Adjourn.

Review of Bills:

Moved by Mr. Stutting, seconded by Mr. Schlicht to approve the invoices submitted for payment as of June 7, 2011 in the amount of \$1,296.23. Motion carried.

The Committee reviewed the Unfinished Business List.

Moved by Mr. Schlicht, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 7:48 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

ZONING BOARD OF APPEALS

Monday, June 13, 2011

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 7:01 p.m. by Acting Chairperson James Goodwin in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 23, 2011.
4. Public hearing: Variance request from Wayne Denil to exceed maximum length to width ratio for dwelling, located at 839 Circle Ridge Circle.
5. Consideration of: Variance request from Wayne Denil to exceed maximum length to width ratio for dwelling, located at 839 Circle Ridge Circle.
6. Adjourn.

Carried.

Approval of minutes from May 23, 2011: Moved by Ms. Larson, seconded by Mr. Goodwin to approve the minutes from May 23, 2011. Carried.

Public hearing: Variance request from Wayne Denil to exceed maximum length to width ratio for dwelling, located at 839 Circle Ridge Circle: Acting Chairperson Goodwin opened the public hearing at 7:05 p.m.

Wayne Denil presented his plans to use part of an existing deck attached to his dwelling and construct a 12' x 11' three seasons room. It would be enclosed with glass and screens. He felt that this room would offer exposure to their adopted 23 month old child with special needs. He explained that a few years ago he was granted a variance from the west setback line to build their house located by the water.

Mr. Olejniczak gave a history of the property. In 2005, Mr. Denil applied for three variances, including from the south and west setback lines, as well as the length to width ratio. That request was denied. After he revised his plans, in 2006, the only variance that was required was from the west setback line. It was then granted. The footprint is currently at the maximum length to width ratio, not counting the deck.

No one spoke during the hearing. One letter of correspondence was read in opposition.

Consideration of: Variance request from Wayne Denil to exceed maximum length to width ratio for dwelling, located at 839 Circle Ridge Circle: The Board discussed the variance request. Mr. Gigstead stated one cannot claim a self-imposed hardship as being a reason for granting a variance.

Moved by Ms. Larson, seconded by Mr. Gigstead to deny the request since it is a self-imposed hardship, a precedence would be set, and there are other ways this issue could be addressed by the applicant. Roll call vote: All ayes. Carried.

Adjourn: Moved by Ms. Larson, seconded by Mr. Gigstead to adjourn. Carried. Meeting adjourned at 7:34 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary



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: May 2011 Monthly Fire Report
DATE: June 13, 2011

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

CALLS FIRE DEPARTMENT RECEIVED: 108

<u>CITY CALLS:</u>	<u>97</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>11</u>
East Side Calls:	<u>78</u>	Fire	Town of Sevastopol:	<u>8</u>
West Side Calls:	<u>19</u>	EMS	Town of Sturgeon Bay:	<u>3</u>

CALLS PER DAY:

Monday	21
Tuesday	20
Wednesday	17
Thursday	14
Friday	14
Saturday	7
Sunday	15

INCIDENT TYPE:

65 – First Responder	3 – Vehicle Accident
1 – Smoke/Odor Removal	13 – Carbon Monoxide Incident
1 – Citizen Complaint	2 – Outside/Grass Fire
2 – Cooking Fire	1 – Dispatched, No Incident Found
1 – Trash/Rubbish Fire	3 – Gas/flammable Liquid Spill
1 – Gas Leak	1 – Unauthorized Burning
1 – Public Assistance	2 – Authorized/Controlled Burn
1 – Vehicle Fire	7 – Detector Activation, No Fire
1 – Excessive Heat/Scorch, No Fire	
2 – Electrical Wiring/Equip Problem	

INSPECTION REPORT:

Inspections within the city limits: 165
 Number of violations: 78
 Inspections outside the city limits: 21
 Number of violations: 6
 Total number of inspection hours: 108 hours

INSPECTION VIOLATIONS:

6 – Insp/Test/Maint of Fire Alarms	1 – Hood System Cleanliness	1 – Exit Access
2 – Covers & Canopies	2 – Smoke Detectors	9 – Emergency Illumination
2 – Interior Wall Ceiling Finishes	8 – Exit Sign Illumination	2 – Hood System Inspection
1 – Fire Extinguisher Obstruction	13 – Fire Extinguisher Maintenance	12 – Extension Cords
2 – Insp/Test/Maint of Sprinkler System	4 – Fire Extinguisher Required	1 – Clearances for Appliances
1 – Compressed Gas Cylinders	3 – Fire Extinguisher Mounting	3 – Flexible Cords & Cables
11 – Corridors/Exits Illuminated		

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: During May's fire practice firefighters tested large diameter hose (LDH) and practiced pump operations on units #2, #6 and Tanker #1.

PUBLIC SAFETY AND EDUCATION: Firefighter participated in "Sounds of Sirens" radio broadcasts and participated in "Emergency Vehicle Fun Day" held at Cherryland Airport.

TRUCK/STATION MAINTENANCE: Firefighters worked on Marine 1: put the pump into service, installed the sonar unit, loading equipment and getting ready to put it into the water; tested fire hose; changed engine oil in units #5 and #10; tested all the Marina fire protection systems; mounted a drop step on the tail gate of unit #5 and tested fire hose at the US Coast Guard Station.

TRAINING: 221 hours of training was conducted in May. FF Austad and FF Dietman attended a joint Dive training with SB Police and DC Sheriff's Dept; FF Austad and Part-time FF Drover attended an Honor Guard training held in Milwaukee and on-duty firefighter attended a weather planning meeting with county departments.

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

Mary Lou Allen
 Assistant City Administrator
 421 Michigan Street
 Sturgeon Bay, WI 54235



Phone: 920-746-2900
 Fax: 920-746-2905
 E-mail: mlouallen@sturgeonbaywi.org

DATE: June 10, 2011
 TO: Mayor, Common Council, and all Departments
 FROM: Mary Lou Allen, Assistant City Administrator *MLA*
 RE: Semi-annual Employee Service Recognition Report -
 January 1, 2011 through June 30, 2011

The following employees whose anniversary dates fall between January 1, 2011 and June 30, 2011 are recognized and congratulated for years of service ranging from 5 years through 33 years. Employees whose anniversary dates are after July 1 will be recognized at the end of the year.

30 YEARS OR MORE:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Richard Stuewer	Fire Department	35 (20 full-time, 15 part-time)
Tom Mengert	Public Works Department	34
Tim Herlache	Fire Department	32 (30 full-time, 2 part-time)
Arleigh Porter	Police Department	31

20 - 25 YEARS:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Phil Maccoux	Park & Recreation Dept.	24
Jenniece Hoiska	Police Department	22

15 - 20 YEARS:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Peggy Tong	Community Development	18
Shawn Madden	Park & Recreation Dept.	18
Greg Zager	Police Department	17
Larry Jennerjohn	Public Works Department	16
Mike Frangipane	Fire Department	16 (14 full-time, 2 part-time)
Mike Smith	Fire Department	16 (14 full-time, 2 part-time)
Paul Curtis	Part-Time Firefighter	16
Joe Conlon	Part-Time Firefighter	16

10 - 15 YEARS:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Rick Remillard	Part-Time Firefighter	12
Pat May	Fire Department	12 (9 full-time, 3 part-time)
John Soukup	Fire Department	12 (10 full-time, 2 part-time)
Stephanie Reinhardt	Administration	12

5 - 10 YEARS:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Carl Waterstreet	Police Department	11
Rick Yedica	Part-Time Aquatic Plant Management Supervisor	11
Joe Bilodeau	Police Department	10
Tony Depies	Community Development	10
Cheryl Nault	Community Development	9
Marty Olejniczak	Community Development	9
Mark Smith	Fire Department	9 (6 full-time, 3 part-time)
Larry Fish	Part-Time Firefighter	8
Brent Wiegand	Fire Department	8 (6 full-time, 2 part-time)
Steve South	Police Department	8
Clinton Henry	Police Department	6
Darren Hesler	Public Works Department	6
Dale Pollock	Public Works Department	6

6c3.

CITY OF STURGEON BAY
INSPECTION DEPARTMENT
May 31, 2011

6c3.

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF MAY 2011

May-11	YEAR TO DATE		May-11	YEAR TO DATE
2	6	ONE FAMILY DWELLINGS	190,000	1,035,000
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
0	0	DUPLEX CONVERTED TO TRI-PLEX	-----	-----
0	0	C.B.R.F.	-----	-----
0	0	RESIDENTIAL ADDITIONS	-----	-----
20	57	RESIDENTIAL ALTERATIONS	174,255	465,220
2	3	RESIDENTIAL GARAGES/CARPORTS	85,000	103,000
1	2	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	1,850	8,650
1	1	RESIDENTIAL STORAGE BUILDINGS	1,200	1,200
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	1	NEW COMMERCIAL BUILDINGS	-----	6,500,000
0	1	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-----	520,000
0	1	NON-RESIDENTIAL ADDITIONS	-----	205,000
8	23	NON-RESIDENTIAL ALTERATIONS	77,015	415,280
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
34	95			

TOTAL ESTIMATED COST OF CONSTRUCTION

\$529,320

9,253,350

May-11	YEAR TO DATE	TOTAL PERMITS ISSUED	May-11	YEAR TO DATE
34	95	BUILDING PERMITS	2,357	23,331
16	49	ELECTRICAL PERMITS	1,152	10,333
6	28	PLUMBING PERMITS	441	1,822
7	25	HEATING PERMITS	513	2,872
6	81	SIGN PERMITS	180	2,430
0	0	MISCELLANEOUS PERMITS	-----	-----
0	0	SUMP PUMP PERMITS	-----	-----
0	2	ELECTRICIAN LICENSES	-----	40
1	1	EARLY STARTS	275	275
1	1	EROSION CONTROL	50	975
0	0	STATE PLAN APPROVALS	-----	-----
0	2	PARK & PLAYGROUND PAYMENTS	-----	600
2	6	WISCONSIN PERMIT SEALS	70	210
1	3	ZONING BOARD OF APPEALS APPLICATIONS	200	600
1	3	ZONING CHANGES/P.U.D. APPLICATIONS	350	950
0	2	PLAN COMMISSION - CONDITIONAL USES	-----	400
0	1	CERTIFIED SURVEY MAP REVIEWS	-----	25
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
0	6	COMMERCIAL OCCUPANCY FEES	-----	300
0	0	PIER PERMIT	-----	-----
0	1	DEMOLITION	-----	25
0	0	REINSPECTION FEE	-----	-----
0	0	BLASTING	-----	-----
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$5,588	\$45,188.00

Cheryl Nault
Cheryl Nault
Building Inspection Dept.

MAY 2011 BANK RECONCILIATION

6c4.

CHECKING ACCOUNTS

GENERAL FUND	WDF	TIF #3 WIRETECH
BAYLAKE	BAYLAKE	BAYLAKE
PRIOR G/L BALANCE	2,718,507.88	44,051.12
REVENUE	289,657.91	0.00
DISBURSEMENTS	810,317.73	0.00
AMOUNT IN TRANSIT	11,446.64	0.00
ADJUSTMENTS	35,956.01	0.00
ENDING BALANCE	2,222,357.43	44,051.12

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND	
INVESTMENTS	
PRIOR G/L BALANCE	2,180,024.71
REVENUE	814.90
DISBURSEMENTS	932.54
AMOUNT IN TRANSIT	0.00
ADJUSTMENTS	0.00
ENDING BALANCE	2,179,907.07

SAVINGS ACCOUNTS

GENERAL FUND	GENERAL FUND	TIF #1 DEBT	TOURISM FUND	WDF	CAPITAL - BUILDING DEBT	TIF #3 DEBT	TIF #3 CONSTRUCTION
STATE - #2	BAYLAKE BANK - MMBI	STATE - #11	STATE - #12	STATE - #4	STATE - #9	STATE - #08	STATE - #14
PRIOR G/L BALANCE	2,547,673.62	17,375.93	387,137.01	44,740.72	3,641.48	5,929.92	98,947.85
REVENUE	12,265.44	3.47	41.52	4.70	0.39	0.64	10.61
DISBURSEMENTS	0.00	2,651.26	0.00	1,500.00	0.00	0.00	0.00
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	2,559,939.06	14,728.14	387,178.53	43,245.42	3,641.87	5,930.56	98,958.46

GENERAL FUND	GENERAL FUND	TIF #2 DEBT	TIF #2 AMENDED AREA	TIF #2 AMENDED AREA	TIF #2 CAPITAL MAINT.	TIF #23-15 CONST.	TIF #2 WFRDA DEBT RES.	TIF #2 AMENDED CITY
STATE - #2	BAYLAKE - MMBA	STATE - #3	STATE - #10	CONST. - STATE - #06	CAP. INT. - STATE - #7	STATE - #01	STATE - #13	FUND STATE - #5
PRIOR G/L BALANCE	3,714.21	49,804.43	353,319.16	75,149.30	42,133.18	184,823.32	826,454.31	16,397.65
REVENUE	0.81	6.54	37.89	8.01	4.52	19.82	88.63	1.26
DISBURSEMENTS	0.00	1,002.00	0.00	804.00	0.00	0.00	0.00	7,604.13
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	3,715.02	48,808.97	353,357.05	74,353.31	42,137.70	184,843.14	826,542.94	8,794.78

6/6/2011

6c4.

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

6c5.

DEPARTMENT DESCRIPTION	FOR FUND: GENERAL FUND		MAY 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE	
	BUDGET	ACTUAL	VARI-ANCE	%		ACTUAL	VARI-ANCE
REVENUES	835,108.66	88,238.77	(89.4)		10,021,304.00	4,102,983.52	(59.0)
GENERAL FUND	835,108.66	88,238.77	(89.4)		10,021,304.00	4,102,983.52	(59.0)
TOTAL REVENUES	835,108.66	88,238.77	(89.4)		10,021,304.00	4,102,983.52	(59.0)
EXPENSES							
GENERAL FUND	56,188.31	676.00	98.7		674,260.00	379,005.97	43.7
MAYOR	1,009.59	950.02	5.9		12,115.00	4,661.18	61.5
CITY COUNCIL	5,036.25	4,364.22	13.3		60,435.00	24,787.21	58.9
LAW/LEGAL	6,250.00	6,108.98	2.2		75,000.00	15,328.98	79.5
CITY CLERK-TREASURER	27,006.66	25,124.32	6.9		324,080.00	128,957.76	60.2
ADMINISTRATION	18,154.58	17,702.32	2.4		217,855.00	89,226.26	59.0
COMPUTER	4,379.17	5,000.00	(14.1)		52,550.00	20,524.23	60.9
CITY ASSESSOR	8,050.41	5,840.19	27.4		96,605.00	51,900.40	46.2
BOARD OF REVIEW	205.41	0.00	100.0		2,465.00	0.00	100.0
BUILDING/ZONING CODE ENFORCEMENT	5,753.34	12,402.82	(115.5)		69,040.00	36,279.47	47.4
MUNICIPAL SERVICES ADMIN.	17,097.09	14,476.93	15.3		205,165.00	78,994.85	61.4
PUBLIC WORKS ADMINISTRATION	17,676.67	16,059.62	9.1		212,120.00	86,439.84	59.2
ELECTIONS DEPARTMENT	1,167.93	232.31	80.1		14,015.00	9,298.61	33.6
CITY HALL	14,014.57	10,941.20	21.9		168,175.00	55,548.46	66.9
INSURANCE	23,205.00	19,088.00	17.7		278,460.00	130,790.80	53.0
GENERAL EXPENDITURES	77,161.16	3,764.50	95.1		925,934.00	29,519.40	96.8
POLICE DEPARTMENT	37,413.33	34,868.08	6.8		448,960.00	162,762.40	63.7
PATROL BOAT	892.08	468.52	47.4		10,705.00	468.52	95.6
PARKING ENFORCEMENT	0.00	143.47	100.0		0.00	513.36	100.0
POLICE DEPARTMENT/PATROL	139,637.50	125,106.08	10.4		1,675,650.00	634,247.02	62.1
POLICE DEPT. / INVESTIGATIONS	18,939.16	25,950.09	(37.0)		227,270.00	75,539.18	66.7
FIRE DEPARTMENT	138,300.83	127,116.66	8.0		1,659,610.00	645,156.37	61.1
STORM SEWERS	4,192.92	1,649.90	60.6		50,315.00	5,244.27	89.5
SOLID WASTE MGMT/SPRING/FALL	6,325.00	11,000.12	(73.9)		75,900.00	15,417.81	79.6
COMPOST/SOLID WASTE SITE	2,697.93	1,832.28	32.0		32,375.00	2,098.89	93.5
STREET SWEEPING	2,993.34	3,144.16	(5.0)		35,920.00	6,842.41	80.9
WEED ABATEMENT	568.33	0.00	100.0		6,820.00	0.00	100.0
ROADWAYS/STREETS	17,641.24	16,245.57	7.9		211,695.00	98,653.59	53.3
SNOW REMOVAL	17,646.26	2,603.52	85.2		211,755.00	128,434.84	39.3
STREET SIGNS AND MARKINGS	4,797.50	1,946.95	59.4		57,570.00	5,760.63	89.9
CURB/GUTTER/SIDWALK	1,141.26	0.00	100.0		13,695.00	0.00	100.0
STREET MACHINERY	14,740.00	13,180.34	10.5		176,880.00	61,158.24	65.4
CITY GARAGE	5,537.93	3,325.06	39.9		66,455.00	23,676.74	64.3
CELEBRATION & ENTERTAINMENT	3,054.59	8,481.86	(177.6)		36,655.00	29,193.10	20.3
HIGHWAYS - GENERAL	42,451.25	35,136.71	17.2		509,415.00	195,093.73	61.7
PARK & RECREATION ADMIN	11,166.26	11,579.18	(3.6)		133,995.00	50,975.00	61.9
PARKS AND PLAYGROUNDS	33,772.06	25,313.16	25.0		405,265.00	122,169.30	69.8
BALLFIELDS	2,510.00	4,440.75	(76.9)		30,120.00	8,160.97	72.9
ICE RINKS	832.93	0.00	100.0		9,995.00	8,160.41	18.3
BEACHES	272.91	0.00	100.0		3,275.00	0.00	100.0

6c5.

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: GENERAL FUND		MAY 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	BUDGET	ACTUAL	ACTUAL	VARIANCE			
EXPENSES							
MUNICIPAL DOCKS	3,691.68	2,731.29	26.0	44,300.00	5,236.88	88.1	
WATER WEED MANAGEMENT	8,093.32	2,121.84	73.7	97,120.00	9,375.39	90.3	
WATERFRONT PARKS & WALKWAYS	4,490.42	2,760.02	38.5	53,885.00	10,864.46	79.8	
EMPLOYEE BENEFITS	2,041.67	13,002.59	(536.8)	24,500.00	(32,234.36)	231.5	
PUBLIC FACILITIES	6,357.50	0.00	100.0	76,290.00	22,251.70	70.8	
BOARDS AND COMMISSIONS	156.25	0.00	100.0	1,875.00	0.00	100.0	
COMMUNITY & ECONOMIC DEVLPMT	20,397.10	13,658.79	33.0	244,765.00	90,821.15	62.8	
TOTAL EXPENSES	835,108.69	630,538.42	24.4	10,021,304.00	3,527,305.42	64.8	
TOTAL FUND REVENUES	835,108.66	88,238.77	(89.4)	10,021,304.00	4,102,983.52	(59.0)	
TOTAL FUND EXPENSES	835,108.69	630,538.42	24.4	10,021,304.00	3,527,305.42	64.8	
SURPLUS (DEFICIT)	(0.03)	(542,299.65)	5400.0	0.00	575,678.10	100.0	

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: CAPITAL FUND		MAY 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
	MAY BUDGET	MAY ACTUAL	% VARI-ANCE	% VARI-ANCE			
REVENUES	434,284.17	118,060.37	(72.8)	5,211,410.00	947,935.94	(81.8)	
TOTAL REVENUES	434,284.17	118,060.37	(72.8)	5,211,410.00	947,935.94	(81.8)	
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	1,083.33	243.00	77.5	13,000.00	620.00	95.2	
CITY ASSESSOR	0.00	0.00	0.0	0.00	0.00	0.0	
MUNICIPAL SERVICES ADMTN.	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	55,200.00	7,595.00	86.2	662,400.00	635,739.29	4.0	
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0	
PATROL	31,882.50	0.00	100.0	382,590.00	17,117.12	95.5	
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.0	
FIRE DEPARTMENT	2,552.09	1,960.00	23.2	30,625.00	11,708.85	61.7	
STORM SEWERS	7,500.00	0.00	100.0	90,000.00	952.50	98.9	
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0	
SOLID WASTE MGMT/SPRING/FALL	2,916.67	0.00	100.0	35,000.00	0.00	100.0	
ROADWAYS/STREETS	247,916.67	90,596.65	63.4	2,975,000.00	96,049.90	96.7	
SNOW REMOVAL	10,416.67	0.00	100.0	125,000.00	112,342.35	10.1	
CURB/GUTTER/SIDEWALK	25,124.59	0.00	100.0	301,495.00	0.00	100.0	
CITY GARAGE	833.33	0.00	100.0	10,000.00	0.00	100.0	
PARKS AND PLAYGROUNDS	6,583.33	2,600.00	60.5	79,000.00	11,605.40	85.3	
BALDFIELD	1,083.33	4,733.44	(336.9)	13,000.00	5,223.70	59.8	
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0	
BEACHES	416.67	0.00	100.0	5,000.00	0.00	100.0	
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.0	
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0	
WATERFRONT PARKS & WALKWAYS	541.66	0.00	100.0	6,500.00	0.00	100.0	
SANITARY & WATER MAIN	37,500.00	0.00	100.0	450,000.00	0.00	100.0	
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.0	
COMMUNITY & ECONOMIC DEVLPMT	1,250.00	0.00	100.0	15,000.00	0.00	100.0	
TOTAL EXPENSES	432,800.84	107,728.09	75.1	5,193,610.00	891,359.11	82.8	
TOTAL FUND REVENUES	434,284.17	118,060.37	(72.8)	5,211,410.00	947,935.94	(81.8)	
TOTAL FUND EXPENSES	432,800.84	107,728.09	75.1	5,193,610.00	891,359.11	82.8	
SURPLUS (DEFICIT)	1,483.33	10,332.28	596.5	17,800.00	56,576.83	217.8	

CITY OF SPURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: CABLE TV		MAY 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	FOR 5 PERIODS ENDING	BUDGET	ACTUAL	VARI-ANCE			
REVENUES							
CABLE TV / GENERAL	8,937.08	28,184.47	215.3	107,245.00	57,616.30	(46.2)	
TOTAL REVENUES	8,937.08	28,184.47	215.3	107,245.00	57,616.30	(46.2)	
EXPENSES							
CABLE TV / GENERAL	20,694.16	4,999.75	75.8	248,330.00	181,387.84	26.9	
TOTAL EXPENSES	20,694.16	4,999.75	75.8	248,330.00	181,387.84	26.9	
TOTAL FUND REVENUES	8,937.08	28,184.47	215.3	107,245.00	57,616.30	(46.2)	
TOTAL FUND EXPENSES	20,694.16	4,999.75	75.8	248,330.00	181,387.84	26.9	
SURPLUS (DEFICIT)	(11,757.08)	23,184.72	(297.1)	(141,085.00)	(123,771.54)	(12.2)	

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: TOURISM FUND		MAY 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	BUDGET	ACTUAL	VARIANCE	%			
REVENUES							
TOURISM COMMITTEE / GENERAL	8,634.59	4.70	(99.9)		103,615.00	72,524.00	(30.0)
TOTAL REVENUES	8,634.59	4.70	(99.9)		103,615.00	72,524.00	(30.0)
EXPENSES							
TOURISM COMMITTEE / GENERAL	6,458.34	0.00	100.0		77,500.00	74,000.00	4.5
	0.00	0.00	0.0		0.00	0.00	0.0
TOTAL EXPENSES	6,458.34	0.00	100.0		77,500.00	74,000.00	4.5
TOTAL FUND REVENUES	8,634.59	4.70	(99.9)		103,615.00	72,524.00	(30.0)
TOTAL FUND EXPENSES	6,458.34	0.00	100.0		77,500.00	74,000.00	4.5
SURPLUS (DEFICIT)	2,176.25	4.70	(99.7)		26,115.00	(1,476.00)	(105.6)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2011

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID DISTRICT #2	137,025.58	6,511.51	(95.2)	1,644,307.00	933,223.93	(43.2)
TOTAL REVENUES	137,025.58	6,511.51	(95.2)	1,644,307.00	933,223.93	(43.2)
EXPENSES						
TID DISTRICT #2	228,502.20	648.00	99.7	2,742,026.00	503,820.22	81.6
TOTAL EXPENSES	228,502.20	648.00	99.7	2,742,026.00	503,820.22	81.6
TOTAL FUND REVENUES	137,025.58	6,511.51	(95.2)	1,644,307.00	933,223.93	(43.2)
TOTAL FUND EXPENSES	228,502.20	648.00	99.7	2,742,026.00	503,820.22	81.6
SURPLUS (DEFICIT)	(91,476.62)	5,863.51	(106.4)	(1,097,719.00)	429,403.71	(139.1)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2011

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID #1 DISTRICT	32,781.67	41.52	(99.8)	393,380.00	258,771.28	(34.2)
TOTAL REVENUES	32,781.67	41.52	(99.8)	393,380.00	258,771.28	(34.2)
EXPENSES						
TID #1 DISTRICT	32,066.67	(150.00)	100.4	384,800.00	0.00	100.0
TOTAL EXPENSES	32,066.67	(150.00)	100.4	384,800.00	0.00	100.0
TOTAL FUND REVENUES	32,781.67	41.52	(99.8)	393,380.00	258,771.28	(34.2)
TOTAL FUND EXPENSES	32,066.67	(150.00)	100.4	384,800.00	0.00	100.0
SURPLUS (DEFICIT)	715.00	191.52	(73.2)	8,580.00	258,771.28	2915.9

CITY OF SPRINGFIELD
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2011

DEPARTMENT DESCRIPTION	MAY BUDGET		MAY ACTUAL		VARIANCE		FISCAL YEAR BUDGET		FISCAL YEAR-TO-DATE ACTUAL		VARIANCE	
	BUDGET	ACTUAL	ACTUAL	ANCE	BUDGET	ANCE	BUDGET	ACTUAL	ACTUAL	ANCE		
REVENUES												
TID #3 DISTRICT	14,939.42	27.22	27.22	(99.8)	179,273.00		2,906.96		2,906.96	(98.3)		
TOTAL REVENUES	14,939.42	27.22	27.22	(99.8)	179,273.00		2,906.96		2,906.96	(98.3)		
EXPENSES												
TID #3 DISTRICT	22,480.34	0.00	0.00	100.0	269,764.00		58,905.55		58,905.55	78.1		
TOTAL EXPENSES	22,480.34	0.00	0.00	100.0	269,764.00		58,905.55		58,905.55	78.1		
TOTAL FUND REVENUES	14,939.42	27.22	27.22	(99.8)	179,273.00		2,906.96		2,906.96	(98.3)		
TOTAL FUND EXPENSES	22,480.34	0.00	0.00	100.0	269,764.00		58,905.55		58,905.55	78.1		
SURPLUS (DEFICIT)	(7,540.92)	27.22	27.22	(100.3)	(90,491.00)		(55,998.59)		(55,998.59)	(38.1)		

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 5 PERIODS ENDING MAY 31, 2011

DEPARTMENT DESCRIPTION	MAY		MAY		%	FISCAL		FISCAL		%
	BUDGET	ACTUAL	BUDGET	ACTUAL		YEAR-TO-DATE	YEAR-TO-DATE	ANCE	ANCE	
REVENUES										
REVOLVING LOAN FUND (STATE)	2,692.50	1,514.70	(43.7)	32,310.00	13,742.35	(57.4)				
TOTAL REVENUES	2,692.50	1,514.70	(43.7)	32,310.00	13,742.35	(57.4)				
EXPENSES										
REVOLVING LOAN FUND (STATE)	875.00	0.00	100.0	10,500.00	0.00	100.0				
TOTAL EXPENSES	875.00	0.00	100.0	10,500.00	0.00	100.0				
TOTAL FUND REVENUES	2,692.50	1,514.70	(43.7)	32,310.00	13,742.35	(57.4)				
TOTAL FUND EXPENSES	875.00	0.00	100.0	10,500.00	0.00	100.0				
SURPLUS (DEFICIT)	1,817.50	1,514.70	(16.6)	21,810.00	13,742.35	(36.9)				

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 5 PERIODS ENDING MAY 31, 2011

DEPARTMENT DESCRIPTION	MAY		VARI- ANCE	MAY		VARI- ANCE	FISCAL		FISCAL		VARI- ANCE
	BUDGET	ACTUAL		BUDGET	ACTUAL		YEAR BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	
REVENUES											
SOLID WASTE ENTERPRISE FUND	37,532.51	24,375.25	(35.0)	450,390.00	226,554.88	(49.6)					
TOTAL REVENUES	37,532.51	24,375.25	(35.0)	450,390.00	226,554.88	(49.6)					
EXPENSES											
SOLID WASTE ENTERPRISE FUND	32,071.67	14,652.30	54.3	384,860.00	103,438.58	73.1					
TOTAL EXPENSES	32,071.67	14,652.30	54.3	384,860.00	103,438.58	73.1					
TOTAL FUND REVENUES	37,532.51	24,375.25	(35.0)	450,390.00	226,554.88	(49.6)					
TOTAL FUND EXPENSES	32,071.67	14,652.30	54.3	384,860.00	103,438.58	73.1					
SURPLUS (DEFICIT)	5,460.84	9,722.95	78.0	65,530.00	123,116.30	87.8					

DATE: 06/06/2011
 TIME: 12:24:10
 ID: GL480000.WOW

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	MUNICIPAL REPORT TOTALS		2011 %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	FOR 5 PERIODS ENDING MAY BUDGET	MAY 31, ACTUAL				
TOTAL MUNICIPAL REVENUES	1,511,936.18	266,958.51	(82.3)	18,143,234.00	6,616,259.16	(63.5)
TOTAL MUNICIPAL EXPENSES	1,611,057.91	758,416.56	52.9	19,332,694.00	5,340,216.72	72.3
SURPLUS (DEFICIT)	(99,121.73)	(491,458.05)	395.8	(1,189,460.00)	1,276,042.44	(207.2)

BEVERAGE OPERATOR LICENSES

1. Bootz, Beverly
2. Burnett, Suzette
3. Carstens, Peggy
4. Dufek, Andrea
5. Gallenberger, Aimie
6. Hafemen, Tammy
7. Karnz, Rochea
8. Kaye, Laurie
9. Lauder, Kurtis
10. Mailand, David
11. Tess, Stephanie
12. Weber, Pamela
13. Wodack, Lori

2011/2012 City of Sturgeon Bay Liquor Licenses

6e.

"Class B" Comb. Licenses

Tim's Chimney Cleaning & Outdoor Services, LLC (Nautical Inn)

Agent

Timothy Clark

Address

234 Kentucky St

Class "B" Beer Licenses

Mel's Place, LLC
 Howie's Tackle, LLC
 John Martins Restaurant of Door County, LLC (John Martins Restaurant)

Agent

Melanie (Peterman) Magle
 Michael K Richard
 Terry Samonds, Jr.

Address

306 S 3rd Ave
 1309 Green Bay Road
 50 S 3rd Ave

"Class C" Wine License

Mel's Place, LLC
 John Martins Restaurant of Door County, LLC (John Martins Restaurant)

Agent

Melanie (Peterman) Magle
 Terry Samonds, Jr.

Address

306 S 3rd Ave
 50 S 3rd Ave

6e.

6f.

6f.

CLASS B BEER LICENSE

1. Door County Maritime Museum
Agent: Bob Desh
Martin Park – 3rd Avenue & Pennsylvania Street
Sturgeon Bay, WI 54235
 - a. June 29, 2011
 - b. August 17, 2011

CLASS B BEER LICENSE AND CLASS B WINE LICENSE

1. Door County Maritime Museum
Agent: Trudy Herbst & Bob Desh
120 Madison Avenue – Museum Grounds and Building
Sturgeon Bay, WI 54235
July 1, 2011 – July 4, 2011

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 accept the Schenck Government & Non-For-Profit Solutions 2010 financial audit report for the City of Sturgeon Bay and place it on file.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 31, 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: 2010 Audit

BACKGROUND: Schenck Government & Not-For-Profit Solutions has completed the 2010 financial audit for the City of Sturgeon Bay. A clean audit opinion was issued by Schenck. The details of their financial audit can be found in the attached audit report and management letter.

FISCAL IMPACT: The fiscal impact to the City is the contracted amount of \$14,310 for the General Fund and \$1,500 for the Tourism Fund.

OPTIONS: Accept or reject the Schenck Government & Not-For-Profit Solutions 2010 audit report.

RECOMMENDATION:

Recommend to the Common Council to accept the Schenck Government & Not-For-Profit Solutions 2010 financial audit report for the City of Sturgeon Bay and place it on file.

PREPARED BY: Valerie J. Clarizio 5/19/11
Valerie J. Clarizio Date
Finance Director/City Treasurer

REVIEWED BY: Stephen McNeil 5/19/11
Stephen McNeil Date
City Administrator

EXECUTIVE SUMMARY

Title: Request for Encroachment into Street Right-of-Way at 314 W. Maple Street

Background: Paul and Susan Thierfelder request an encroachment into the street right-of-way of N. Joliet Avenue for a fence at their residence located at 314 W. Maple Street. This property is a corner lot. The proposed fence would be approximately 40 feet running along Joliet Avenue and is intended to provide privacy screening for their backyard at this relatively busy intersection. The Thierfelders do not intend to enclose the subject area, just provide some screening.

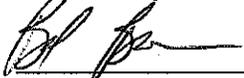
The Public Works Director, City Engineer, and Community Development Director have all reviewed the requested encroachment. The right-of-way for Joliet Avenue is extremely wide at this intersection. It is over 100 feet wide along the Thierfelder's frontage. So, there is an abundance of lawn area in the right-of-way. The fence would still be located further from the curb line of the street than if the right-of-way was the typical 60 feet. In addition, the fence would not be located in the area of the traffic vision corner for the intersection. Thus, erecting fence panels in a portion of the right-of-way does not impact the function of the street.

Fiscal Impact: None.

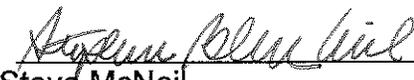
Recommendation: Approve the encroachment for the fence, subject to the following conditions:

1. The fence shall be at least 12 feet from the back of curb.
2. The fence shall not be within the vision triangle.
3. The property owner must remove the fence at the owner's expense if requested by the City in the future.

Prepared by:  6-15-11
 Martin Olejniczak Date
 Community Development Director

Reviewed by:  6/12/2011
 Bob Bordeau Date
 Public Works Director

Reviewed by:  6-15-11
 Tony Depies Date
 City Engineer

Reviewed by:  6-15-11
 Steve McNeil Date
 City Administrator

Thierfelder - 314 W Maple St
Fence Encroachment in R/W

Joliet Ave

Subject Area

Maple St



SCALE



**PRELIMINARY RESOLUTION
DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL
POLICE POWER PURSUANT TO SECTION 66.0703, WIS. STATS.**

RESOLVED, by the Common Council of the City of Sturgeon Bay, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work improvements:

Curb & Gutter Installation for approximately 1,621 feet upon Michigan Street from 18th Avenue to State Highway 42/57.

2. The Property to be assessed lies within the following described assessment district:

Assessment District

Michigan Street - 18th Avenue to State Highway 42/57

3. It is proposed that 100 percent of the cost of the installation of curb and gutter in the project area be assessed against the benefitted properties.
4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
 - a. Preliminary plans and specifications for the improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A schedule of proposed assessments.
6. When the report is completed, the City Engineer shall file a copy of the report with the municipal clerk for public inspection and, if state property is to be assessed, shall mail a copy of the report to the responsible state agency and, for assessments of \$50,000 or more, to the Wisconsin state building commission.
7. Upon receiving the report of the City Engineer, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, (including a small map thereof) the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under ch. 985, Stats, and a copy shall be mailed, at least 10 days before the

hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

8. The hearing shall be held in the Common Council Chambers in City Hall, 421 Michigan Street, on the 19th day of July, 2011 at 8:00 p.m. or shortly thereafter, in accordance with Section 66.0703 (7), Wisconsin Statutes.
9. The assessment against any parcel may be paid in cash, subject to installment payment privileges or subject to deferment. The determination of whether or not an assessment is deferrable will be determined by the Common Council at or after the public hearing to be held in connection with this matter. Six annual installments are hereby authorized except when total assessment on a single parcel exceeds \$6,000 then twelve installments can be applied for.

Introduced by

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

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

Schedule B The estimated cost for improving Spruce Street with curb and gutter to the benefit of the abutting properties, in accordance with the plans and specifications in Schedule A is **\$16,615.25**. This cost has been determined with the following estimate:

Description	Quantity	Unit	Unit price	
Curb and Gutter	1621'	LF	\$10.25	\$16,615.25
Total Construction				\$16,615.25
Assessment rate	1621'		\$10.25	\$16,615.25

Schedule C PROPOSED ASSESSMENTS

The following properties against which the proposed assessments are to be made are benefited by the proposed work because they will now have direct access to municipal water main compliant with current municipal and state supply standards.

Property / Owner	Frontage	Total assessment
Maple Ridge Apartments /Grand Bridge RE Capital 1811 Michigan St / 227 W Trade St. STE 400 281 62 4200 0109/ Charlotte ,NC 28202	216	\$2,214.00
Lake Shore Health Services, Inc 1843 Michigan St. Sturgeon Bay, WI 54235 281 62 4200 0103.	420	\$4305.00
Lake Shore Health Services, Inc 1843 Michigan St. Sturgeon Bay, WI 54235 281 62 4200 0102	175.5'	\$1,798.88
Door County YMCA, Inc 1900 Michigan St, Sturgeon Bay, WI 54235 281 46 6000 1002	377.5'	\$3,869.38
Commercial Condominium (see breakdown below) 30 N. 18 th Avenue, Sturgeon Bay, WI 54235 281 68 0400 1200	432'	\$4,428.00
Total of Assessments		\$ 16,615.26
Administrative fees	0	\$0.00

Property / Owner	Frontage	Total assessment
Commercial Condominium 30 N. 18 th Avenue, Sturgeon Bay, WI 54235 281 68 0400 1200	432'	\$4,428.00
Feit Enterprizes,LLC 30 N. 18 th Avenue, Sturgeon Bay, WI 54235 281 68 0400 1201.	10%	\$442.80
TBH Enterprizes,LLC 30 N. 18 th Avenue Unit 2, Sturgeon Bay, WI 54235 281 68 0400 1202	10%'	\$442.80
Luke E. Staudenmaier 30 N. 18 th Avenue STE 3, Sturgeon Bay, WI 54235 281 68 0400 1203	10%'	\$442.80
Burkart Rentals 30 N. 18 th Avenue, Sturgeon Bay, WI 54235 281 68 0400 1204	10%'	\$442.80
• W. Gerald & Jane A Berg 1767 Memorial Drive, Sturgeon Bay, WI 281 68 0400 1205	10%'	\$442.80
Jeffery L. Schauder 912 Gooseberry Lane, , WI 54210 281 68 0400 1206	10%'	\$442.80
George and Doris E. Bodenner 856 S. 15 th Ave, Sturgeon Bay WI 54235 281 68 0400 1207	10%'	\$442.80
Utnehmer LLC 3030 Park Drive, Sturgeon Bay, WI 281 68 0400 1208	10%'	\$442.80
George and Doris E. Bodenner 856 S. 15 th Ave, Sturgeon Bay WI 54235 281 68 0400 1209	10%	\$442.80
Victor D. & Laurel S Brooks PO Box 587, Sturgeon Bay, WI 54235 281 68 0400 1210	5%	\$221.40
Bay Lake Bank 217 N. 4 th Ave, Sturgeon Bay WI 54235 281 68 0400 1211	5%	\$ 221.40

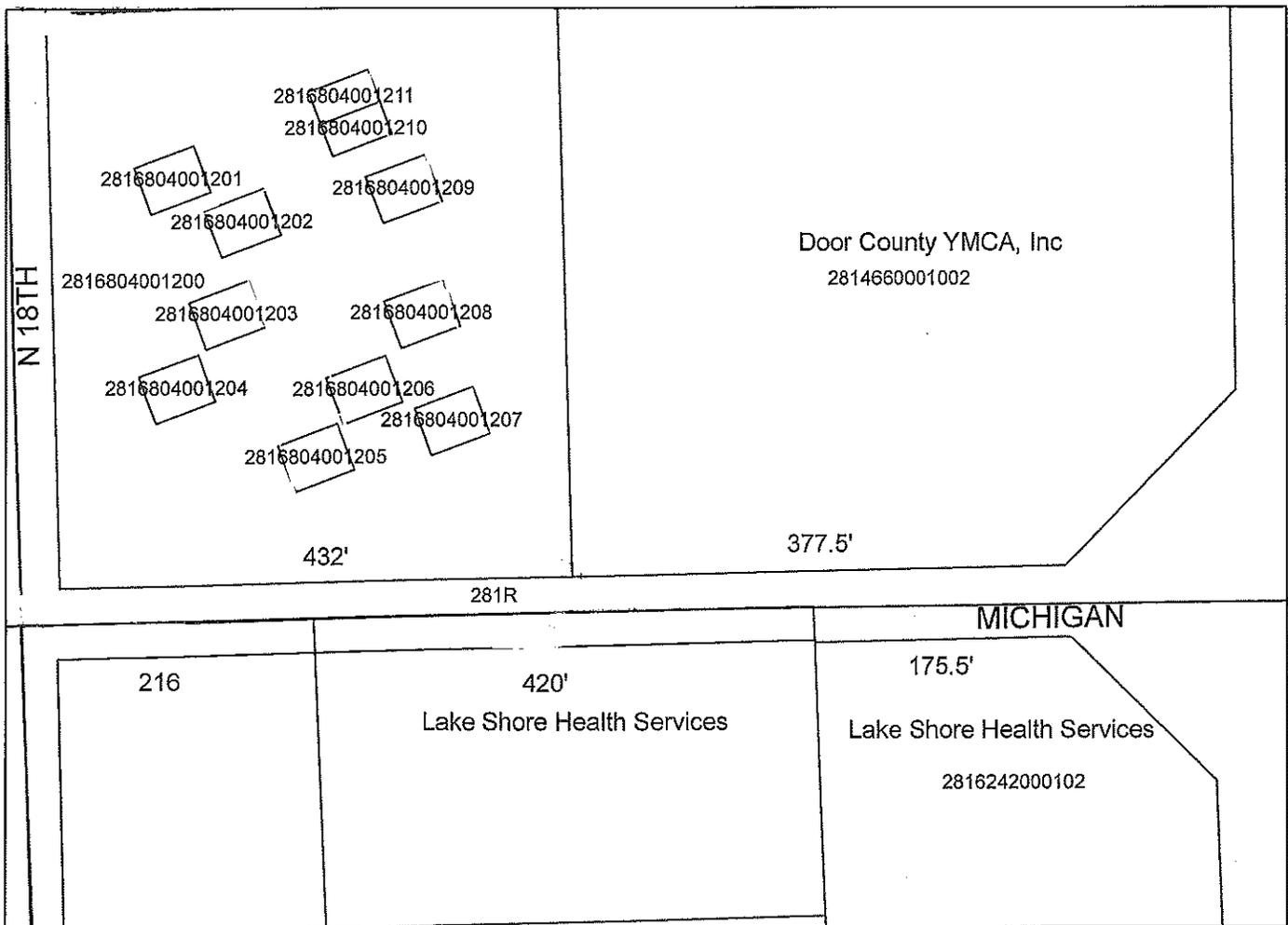
REPORT ON THE PROPOSED SPECIAL ASSESSMENTS FOR THE INSTALLATION OF CURB & GUTTER AGAINST PROPERTIES LOCATED IN STURGEON BAY, WISCONSIN

This report is submitted in accordance with the requirements of ss66.60, Stats., and the preliminary resolution of the City of Sturgeon Bay, Wisconsin, dated June 15th, 2011, determining to levy special assessments on the benefited properties for the public improvements described in Schedule B of this report to be made in the assessment district described in Schedule C of this report.

This report consists of the following schedules:

- Schedule A Preliminary plans
- Schedule B Estimate of the entire cost of the proposed improvements
- Schedule C Schedule of the proposed assessments against each benefiting property

Schedule A Preliminary Plans and final specifications are attached hereto:
Michigan Street



**Door County Tourism Zone Commission Membership
Sturgeon Bay City Council
June 21, 2011**

BACKGROUND

On January 1, 2009 the City of Sturgeon Bay joined the Door County Tourism Zone. The Door County Tourism Zone Commission Agreement which was executed expires on December 31, 2011. Prior to January 1, 2009, the City of Sturgeon Bay collected the Room Taxes. In accordance with state statutes 70% of the taxes collected were used for tourism marketing purposes. Specifically these funds were paid to the Sturgeon Bay Visitors Center as reimbursement for eligible tourism activities. The remaining 30% of the room tax collected was deposited to the City's General Fund and was spent for General Fund activities as directed by the Common Council. Effective January 1, 2009, all room taxes are paid directly to the Tourism Zone. The Tourism Zone Commission then distributes the funds for purposes consistent with State Statutes. Specifically:

- The Tourism Zone Commission is governed by a 24 member Board of Commissioners. The City of Sturgeon Bay is currently represented by Bob Starr (also on the Executive Committee) and Dennis Statz. In addition, Dave Holtz (Bridgeport Resort servers as an "At Large Commissioner"
- The Tourism Zone Commission collects a 5.5% room tax on all lodging for a period of less than 30 consecutive days.
- The Tourism Zone Commission retains 70% of the collected room taxes and distributes the remaining 30% to the member communities for use as each determines. Of the 70% retained, 4% is retained by the Tourism Zone Commission for operating costs such as:
 - Administrative services
 - Room Tax Collection services
 - Delinquent Room Tax collection (to include interest and penalties)
 - Independent Auditing Services
- The Tourism Zone Commission has contracted with the Door County Visitor Bureau (DCVB) to provide marketing services designed to increase tourist lodging in the member communities. The fee for these services is the remaining 66% of the collected room tax.

At the same time that city entered into the agreement with the Tourism Zone Commission, the city and all other member communities entered into a Community Marketing Agreement with the Door County Visitor Bureau. The term of this agreement was the same 3 year term as the Tourism Zone Commission Agreement. Under the terms of this agreement the Door County Visitor Bureau agreed to fund a Community Marketing Fund which is distributed on a pro rata basis to each community's business association (ie SBVC). These Community Marketing Funds are then utilized by each of the community business associations to perform marketing activities consistent with State Statute.

For the past several months discussions have been ongoing between the member communities, the member community marketing groups (i.e. SBVC) and the Door County Visitors Bureau and the Tourism Zone Commission regarding the continuation of membership in the Tourism Zone. To that end, Mayor Birmingham appointed an Ad Hoc Committee to investigate the options available to the city and to make a recommendation to the Common Council. The members of this ad committee are:

Bob Starr	James Abeyta
Ron Vandertie	Terry Ullman
Dennis Statz	Dave Holtz
Jerry Hintz	Steve McNeil

The Ad Hoc Committee met on Wednesday June 15, 2011. At that meeting the following motion was made and unanimously adopted:

The Ad Hoc Committee recommends to the Sturgeon Bay Common Council that the City remain in the Door County Tourism Zone based on the itemization from Door County Visitors Board Chairman Steve Hellman as attached.

Steve H Summary

Sturgeon Bay Visitor Center Funding from Door County Visitor Bureau

The following is a proposal for additional funding for the SBVC that would replace the proposal made by Bob Kuftrin. This has been reviewed with Bob and he agrees with it. In essence this offer is one of holding Sturgeon Bay harmless as a result of SCP.

Recap of Current Numbers

	2011 CMF	2012 SCP	Difference
Sturgeon Bay City	\$42,000	\$33,433	-\$8567
Sturgeon Bay Town	\$1,000	\$1,082	\$82
Sevastopol	\$19,050	\$16,275	-\$2775
Total	\$62,050	\$50,790	-\$11,260

1. For 2012 the DCVB will add \$11,260 to the SBVC SCP funding to ensure that SBVC funding remains whole versus 2011 funding.

2. In the future, the DCVB will add up to \$11,260 in every year of SCP, but the amount would never exceed \$11,260. If room tax collections would decline, basic SCP funding would decline as well, however the \$11,260 would remain the same.

3. If room tax collections of the three communities collectively would increase, the \$11,260 figure would decrease accordingly such that the total funding to the SBVC would remain no higher than \$62,050.

6. Should room tax collections rise so significantly that the basic SCP program funding of the three communities rises above \$62,050 then this extra funding program ends.

5. If any of the three communities above would decrease their allocation of SCP funding to the SBVC, or any of the communities above leave the tourism zone, then the value of this program would be calculated from a new base.

DOOR COUNTY TOURISM ZONE COMMISSION

MISSION STATEMENT

May 15, 2008

The mission of the Door County Tourism Zone Commission is to:

- Collect the room tax on behalf of its member municipalities in a fair and efficient manner.
- Work in partnership with the Door County Visitor Bureau to support its marketing efforts in tourism promotion and development for the Tourism Zone as a single destination for transient tourists which are reasonably likely to generate paid overnight stays.
- Keep all parties and businesses associated with the Tourism Zone and the Room Tax informed on the Commissions activities.

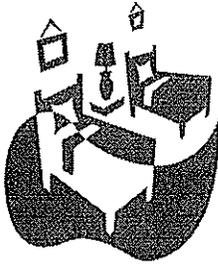
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Printed: 6/5/2008 2:07 PM Created: 6/5/2008 9:43 AM Author: Chuck Tice Revision: 6Last Saved By: robert I. kufrin

DOOR COUNTY TOURISM ZONE COMMISSION

PO Box 55
Sister Bay, WI 54234
920-854-6200

Email: DCTourismZoneCommission@gmail.com
Website: www.doorcountytourismzone.com



January 09

FREQUENTLY ASKED QUESTIONS

1. **Q. What is the room tax and why was it implemented?**

A. In 2006, the Door County Strategic Marketing Coalition commissioned a study to determine alternatives and options to offset the decline in tourism in Door County. The consultant's report recommended a substantial increase in the funding for marketing Door County as a tourism destination. The following municipalities adopted ordinances over the past several months imposing a 5.5% tax on transient lodging. The room tax is authorized to be collected under Section §66.0615 of the Wisconsin State Statutes. The member municipalities as of the date noted above are as follows:

Effective May 1 2007	Town of Baileys Harbor Town of Egg Harbor Village of Egg Harbor Village of Ephraim Town of Gibraltar Town of Jacksonport Town of Liberty Grove Town of Nasewaupée Town of Sevastopol Village of Sister Bay
Effective August 1, 2007	Town of Washington
Effective May 19, 2008	Town of Gardner
Effective October 15, 2008	Town of Brussels
Effective November 19, 2008	Town of Clay Banks
Effective January 1, 2009	Village of Forestville
Effective January 1, 2009	Town of Forestville
Effective January 1, 2009	Town of Sturgeon Bay
Effective January 1, 2009	City of Sturgeon Bay
Effective January 1, 2009	Town of Union

2. **Q. What do I charge room tax on?**

A. Room tax must be collected on the lodging portion of any stay less than 30 consecutive days including all amenities, such as breakfast, that are part of the regular rate.

3. **Q. What is the function of the Tourism Zone Commission?**

A. The Tourism Zone Commission is a government entity created by the intergovernmental agreement (State Statutes Section §66.0615) and must comply with the laws of the State affecting public entities including open meetings and open records. The Commission is responsible for issuing the lodging permits, collecting the room tax, preparing and delivering all the required reports, contracting with a tourism entity (Door County Visitor Bureau) for the purpose of marketing the destination, approving the marketing plan and reviewing the performance measurements. A purpose of the Commission is to insure that the room tax funds collected increase tourism in member municipalities as measured by increased stays in lodging establishments.

4. **Q. Where do my room tax dollars go?**

A. All of the room tax dollars are paid to the Tourism Zone Commission. The intergovernmental agreement that was part of the adoption of the tax split the total tax into 70% and 30% shares. The 30% share

is distributed to the member municipalities. The 70% share is to be spent on marketing the member municipalities as a tourism destination.

5. Q. What will the 70% share be spent on?

A. The Commission has contracted with the Door County Visitor Bureau to develop and undertake a variety of marketing efforts designed to increase the number of overnight stays in lodging establishments in member municipalities. A maximum of 4% of the annual room tax collected in the Tourism Zone may be spent on administrative expenses of the Commission. The 4% comes out of the 70% the Commission retains to market the member municipalities. All the room tax revenue the Commission retains (less up to 4%) will be spent on marketing.

6. Q. What guarantees do I get that my room tax collection data will be confidential?

A. First of all the data we are asking you to provide in terms of occupancy rates and lodging sales is essential to know if the marketing efforts of the Door County Visitor Bureau are working. **We will keep your information confidential.** State Statute Section §66.0615(3) mandates the confidentiality of all room tax information and provides for civil forfeitures if the confidentiality is broken. The Commission Intergovernmental Agreement also provides the following mandates:

All Room Tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the Commission and the municipality are deemed confidential, except the Commission or municipality may divulge their contents to the following, and no others:

- a. The person or his or her legal representative who filed the return.
- b. Officers, employees or agents of the municipal treasurer and the Commission.
- c. Other persons for the use in the discharge of duties imposed by law, or in the discharge of the duties of their office (unless otherwise prohibited by law) or by order of a court.

The Commission will only discuss individual lodging properties by name in Closed Session. Lodging property individual collections and statistics are not included in the Door County Tourism Zone Commission reports. All information is summarized by municipality.

7. Q. When are the taxes due to the Tourism Zone Commission?

A. Room tax is due at the end of the month following the month it was collected.

8. Q. What if the customer is a non-profit entity?

A. The non-profit entity should already be providing you with their tax exempt number to be exempt from sales tax. They would also be exempt from room tax.

9. Q. Do you need to file a monthly report for the months you are closed?

A. On your application you would have indicated the months you are open. These are the only months that you will need to file a report. If you do not have any rentals in a month you indicated you would be open, then a report will be required with zeros.

10. Q. Are we able to file our reports on line?

A. An on line filing system has been developed as of February 2008. The system is accessed through www.doorcountytourismzone.com using your assigned user name and password. If you cannot locate your access information please call or email the Commission. Through this system, your payments can be made by ACH directly from your bank account.

11. Q. What happens if I do not pay it, or do not pay it on time?

A. As with sales tax, there are penalties and interest due if the room tax is not paid in a timely manner, and the Commission will pursue enforcement. Delinquent returns are subject to a \$25 late filing fee, with increasing forfeitures if the tax is not paid within 30 days after the due date. Interest is 1% per month.

12. Q. Do I also have to be a member of the Door County Visitor Bureau?

A. The collection of the room tax is mandatory, but membership in the Door County Visitor Bureau is voluntary.

13. Q. How does this really operate?

A. The Commission has retained the services of the Kerber Rose CPA firm to collect all the permit information, payments and track compliance. The accounting firm will be handling all of the records to assist in maintaining the confidentiality of the reports. The Commission will have the financial transactions audited at the end of each fiscal year. The Commission meets regularly to review general collection information and performance reports from the Door County Visitor Bureau. The Commission will be reporting on its activities annually to its member municipalities and lodging establishments on the activities undertaken, funds expended and the status of its goals.

14. Q. Whom do I contact if I have a question or complaint?

A. You can contact the Commission at P.O.Box. 55, Sister Bay, WI 54234, phone: 920-854-6200 or by e-mail at DCTourismZoneCommission@gmail.com.

15. Q. Where can I find out more information?

A. Go to our website at www.doorcountytourismzone.com or call our offices with any questions.

1 a. The Bureau and Commission acknowledge and agree that the approved annual budget
2 of estimated room tax collections is an estimate and the Commission has no obligation to re-
3 imburse expenses of the bureau beyond the approved budget or the room tax revenue ob-
4 tained and kept by the Commission whichever is less. Excess unbudgeted room tax collec-
5 tions may go towards funding special Bureau marketing promotions or be applied to the next
6 year's Annual Marketing Plan. From time to time, the Commission may suggest special Tour-
7 ism Zone marketing efforts with excess unbudgeted room tax collections.
8

9 b. The Bureau shall submit monthly vouchers with sufficient detail to the Commission for
10 all expenditures made in providing services and materials under this Agreement and the
11 Commission shall approve and reimburse those expenditures that are reasonably related to
12 the Bureau's duties under this Agreement within thirty (30) days of submission.
13

14 c. The Bureau shall assist the Commission in preparing the annual report to each mu-
15 nicipality as required by statute. This report shall be submitted to the Commission no later
16 than June 1st of each year and cover the preceding calendar year's activities. This report by
17 the Bureau shall include where the money received from the Commission was spent and
18 most importantly, the return on investment, what was gained from the room taxes invested,
19 the success in reaching the goals and objectives for the current year and the goals and ob-
20 jectives for the coming year which have been mutually discussed and agreed to by both the
21 Commission and the Bureau. This annual report shall also be distributed to all lodging prop-
22 erties. The Bureau shall also participate in an annual meeting, which shall take place after
23 the annual report is received. Participants in this meeting would include the Commission,
24 the Bureau, all participating municipalities, members of the Bureau and all lodging proper-
25 ties. The purpose of this annual meeting should be to answer any questions, discuss any
26 concerns and further explain all goals and objectives.
27

28 d. The Bureau shall also assist the Commission in preparing the quarterly reports to the
29 participating municipalities. The Bureau shall itemize all expenses that were incurred during
30 the quarter and have been reimbursed or should be reimbursed and the progress made in
31 achieving the goals and objectives outlined in the annual report for the current year. This re-
32 port shall also be available to any lodging property or Bureau member that desires it.
33

34 7. The initial term of this Agreement shall be concurrent with the term of the Tourism Zone
35 Commission Intergovernmental Agreement, effective May 1, 2007, and thereafter renewed on a
36 year-to-year basis unless either party to this Agreement, with at least six (6) months notice, de-
37 clines the renewal provision. Municipalities that join the Tourism Zone Commission Intergovern-
38 mental Agreement in the future shall be subject to the terms of this agreement. The Commission
39 recognizes that the Bureau will enter into contracts for tourism marketing services based upon the
40 on the authority granted the Bureau in this Agreement.
41

42 8. The Commission and Bureau shall provide written notice of a dispute within a reasonable
43 time and after the event giving rise to the dispute. The Commission and Bureau agree to negotiate
44 any dispute between them in good faith for a period of 30 days following such notice. The Com-
45 mission and Bureau may agree to submit any dispute to mediation or binding arbitration, but such
46 mediation or arbitration shall not be required or a prerequisite to initiating a lawsuit to enforce this
47 Agreement.
48

1 9. The various terms, provisions and covenants herein contained shall be deemed to be sepa-
2 rate and severable, and the invalidity or unenforceability of any of them shall not affect or impair
3 the validity or enforceability of the remainder.
4

5 10. This agreement contains the entire understanding between the parties on the subject matter
6 hereof and not representations. Inducements, promises or agreements not embodied herein (unless
7 agreed in writing duly executed) shall not be of any force or effect, and this agreement supersedes
8 any other prior understanding entered into between the parties on the subject matter hereto.
9

10 11. This Agreement, upon execution by both parties hereto, can be amended only by a written
11 instrument signed by both parties.
12

13 12. This Agreement is governed by the law of the State of Wisconsin.
14
15
16

17 Dated this 28th day of June, 2007
18
19
20

21 **DOOR COUNTY TOURISM ZONE COMMISSION**
22

23 By: (Chairperson) s/s Robert L. Kufirin
24 By: (Vice Chairperson) s/s Bruce Hill
25

26 Dated this 28th day of June, 2007
27

28 **DOOR COUNTY VISITOR BUREAU**
29

30 By: (President) s/s John Lowery
31 By: (Secretary) s/s Karen Raymore
32
33
34
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**DOOR COUNTY
TOURISM ZONE COMMISSION AGREEMENT**

Amended 05/28/08

1 Pursuant to Wisconsin Statutes '66.0615 and Wisconsin Statutes '66.0301, the following municipi-
2 palities of Door County, Wisconsin enter into this Agreement for the purpose of promoting and
3 developing tourism:

4
5 Municipalities: Village of Egg Harbor
6 Village of Ephraim
7 Village of Sister Bay
8 Town of Baileys Harbor
9 Town of Egg Harbor
10 Town of Gibraltar
11 Town of Jacksonport
12 Town of Liberty Grove
13 Town of Sevastopol
14 Town of Nasewaupee
15 Town of Washington
16 Town of Gardner
17
18
19

20 1. Single Destination. The contracting municipal parties agree and acknowledge that the travel-
21 ing public generally perceives the area encompassing the municipalities as a single destination.
22

23 2. Commission Created. The contracting municipalities further agree to create a Commission
24 pursuant to the provisions of Wisconsin Statutes 66.0615 for the purpose of monitoring the collec-
25 tion of room taxes, contracting with the Tourism Entity to obtain staff, support service and assis-
26 tance in developing and implementing programs to promote the Tourism Zone to visitors, and to
27 do all things necessary and provided for by the statute.
28

29 3. Room Tax to be Enacted. The participants of this Agreement agree to enact a Room Tax Or-
30 dinance with the effective date of May 1, 2007 or acknowledge that a room tax already exists in
31 their municipality. Any municipality wishing to join the Door county Tourism Zone in the futures
32 will adapt this Agreement, the ORDINANCE FOR THE COLLECTION OF TAX ON OVERNIGHT
33 LODGING and any amendments therewith, (Exhibit A) and accept the bylaws and all agreements,
34 contracts, policies and procedures of the Door County Tourism Zone Commission in effect at the
35 time membership is granted.
36

37 4. 5.5% Tax. Under this Agreement the participating municipalities agree that the Room Tax
38 Rate shall be five and one half percent (5.5%).
39

40 5. Room Tax Imposed. The Room Tax is imposed on transient lodgers by entities furnishing, at
41 retail, rooms or lodging to transients, renting for less than thirty (30) days, by hotelkeepers, motel
42 operators and other persons furnishing accommodations that are available to the public. In addi-
43 tion any Condominium Association in which the Association brokers any form of rental lodging
44 that is subject to Sales or Use Tax shall also be subject to this ordinance. Any Real Estate Agency
45 which also rents lodging that is subject to Sales or Use Tax shall also be subject to this Agreement.
46 The Room Tax is imposed on the gross receipts, the total revenue received from the retail furnish-
47 ing of rooms, lodging and all lodging amenities received for the rates charged by a hotel or motel
48 as defined within this Agreement. Lodging amenities may include breakfast, newspaper, Internet,

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1 telephone, cable TV, swimming pool, whirlpools and other amenities not available without charge
2 to the general public not staying at the lodging establishment. Sales not subject to the Room Tax
3 would be any items sold over the counter, as in a gift shop, separate sales in an adjoining restau-
4 rant, room service, vending machine or bar, the part of a package sale that is separate from lodg-
5 ing. Sales not subject to sales tax would also be exempt from Room Tax. There is also no sales tax
6 on the Room Tax.
7

8 6. Definitions. Hotel or motel means a building, group of buildings or structure in which the
9 public may obtain accommodations for a monetary consideration, including, without limitation,
10 such establishments as inns, motels, hotels, tourist homes, private homes, bed and breakfast estab-
11 lishments, rooming houses, condominiums, summer camps, apartment homes, resort lodges and
12 cabins, commercial indoor lodging facilities, campgrounds with A-frames, cabins or trailers and
13 any other building or group of buildings available to the public.
14

15 7. Transient Lodging Permit. Any person, partnership or corporation furnishing lodging in a
16 participating municipality who or which is a party to this Agreement, shall, before commencing
17 business, file with the clerk of the Tourism Zone Commission, an application and obtain a permit
18 to operate each place of business subject to this Agreement. There shall be no cost for the filing of
19 the application or the permit. Such a permit is not transferable or assignable upon transfer of busi-
20 ness ownership. The application form shall include, at minimum, the following information:
21

- 22 a. The name of the business under which the person, partnership or corporation transacts
23 business or intends to transact business. (This name shall agree with that used for Sales
24 Tax Permits.)
- 25 b. The name of the agent for the business or other person designated as responsible to
26 remit the Room Tax. A means of contacting this person including email address, postal
27 address, telephone number, fax number and cell phone number.
- 28 c. The physical and mailing address of the business.
- 29 d. Number of rental units at the location for each month of the year during which the
30 business is operating.
- 31 e. The signature of the person designated in item b. above.
32

33 The Commission may accept the application, review it for accuracy and issue the permit. The
34 permit shall only be valid for the person named on the application as being responsible to remit
35 the Room Tax. In cases where that person should change or the ownership should change during
36 the life of the permit, the submittal of a new application and the issuance of a new permit shall be
37 necessary. All information on this permit shall be kept current at all times.
38

39 8. Penalty for Non-compliance. Any party in violation of the ORDINANCE FOR THE COLLEC-
40 TION OF TAX ON OVERNIGHT LODGING by failing to obtain and maintain a lodging permit,
41 when such permit is required, shall be subject to a forfeiture of not less than twenty dollars
42 (\$20.00) nor more than one hundred dollars (\$100.00) for each violation. Each room or unit sepa-
43 rately rented or offered for rent and each day of such rental or offer for rental of such unit shall be
44 a separate violation. In addition, injunctive relief is hereby authorized to discontinue violation of
45 the aforementioned Ordinance. Any party deemed to have violated the Ordinance shall be obli-
46 gated to pay the costs of prosecution, in addition to actual attorney fees expended in the enforce-
47 ment of the Ordinance.
48

49 9. Distribution of Tax. Of the Room Tax collected, seventy percent (70%) will be used by the
50 Commission for the promotion of the Tourism Zone to visitors and to encourage overnight stays.
51 An amount equal to four percent (4%) of the total Room Tax collected will be subtracted from this

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1 seventy percent (70%) and used to pay the administration expenses of the Commission including
2 the cost of: issuing permits, monitoring collection of Room Tax, reviewing the progress of the con-
3 tracted Tourism Entity, approving the Tourism Entity's budget, approving the payment of monthly
4 expenses and preparing monthly, quarterly and annual reports to the participating municipalities
5 plus any and all tasks and costs necessary in the operation of the Commission. The remaining
6 sixty-six percent (66%) shall be distributed to a contracted tourism entity in such manner as the
7 Commission so determines to satisfy an agreed-upon budget to promote the Tourism Zone. The
8 percentage available for Administrative expenses may be revised as directed in article 18, Admini-
9 stration. All funds in excess of the approved Tourism Entity budget shall be retained by the Com-
10 mission in a reserve fund. This reserve funds need not be expended in the year they were collected
11 and may be used in the proceeding budget cycle. These excess funds can be used by the Commis-
12 sion to help promote local or special events within the Tourism Zone through the Tourism Entity.
13 The tourism entity may from time to time present special non-budgeted promotions that may re-
14 quire the use of the reserve funds. The expenditure of these excess funds for any reason shall be
15 approved by the Commission by a two thirds (2/3) assenting vote of the commissioners present at a
16 meeting, properly noticed and at which a quorum is present. The remaining thirty percent (30%)
17 shall be distributed to the municipality from which the Room Tax was collected "to use for" such
18 purposes as the respective governing body determines.

19
20 10. Payment. Room Tax should be paid by the lodging property on a monthly basis. It should be
21 paid by the end of the month following the month in which it was collected. While the Room Tax
22 is owed to the local municipality which imposed the tax, for convenience and collection purposes,
23 all room tax returns and payments are to be sent directly to the Commission. The Commission, by
24 the twenty-fourth (24th) of each month, will send to each participating municipality a payment along
25 with the report required in Section 19 of this agreement showing the total room tax collected from
26 all lodging properties in their municipality for the previous month. This payment will equal thirty
27 percent (30%) of all Room Tax collected in their municipality plus or minus any adjustments from
28 the previous months.

29
30 11. Room Tax Returns. The Monthly Room Tax Return filed with the room tax payment by the
31 lodging property shall contain the following information: permit number, name of the business,
32 physical address, postal address, municipality, name of the designated person filling out the return,
33 month and year the return is for, total available rental units during the month (number of rental
34 units in the facility multiplied by the days in the month or days they were open), number of rooms
35 or units rented, total lodging sales for the month, room tax to be paid (which should equal total
36 lodging sales multiplied by the 5.5% Room Tax) and the signature of the person filling out this re-
37 turn, attesting to the accuracy. This information will allow the Commission to judge the accuracy
38 of the return and also, with all returns in total, to judge the effectiveness of the tourism promotion.
39 The Commission shall establish the form of the monthly tax return as either a paper and/or elec-
40 tronic document. An on-line reporting system with an ACH payment option may also be imple-
41 mented.

42
43 12. Exemptions. The member municipalities recognize that additional municipalities may join at
44 a future date. Upon approval of the standard adoption ordinance the Commission will enforce the
45 exemption language below, if exemptions are granted by the new member.

Initial Adoption Year Exemptions.

46
47
48 The following exemptions shall automatically expire on December 31st of the calendar
49 year of adoption. During the period of time from the effective date of the Room Tax ordi-
50 nance until December 31st of that calendar year, there may be exemptions to the collec-
51 tion of the Room Tax subject to audit. Any person or business otherwise required to file a

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1 return and make a payment under this Agreement, will be allowed an exemption from the
2 requirement to collect and pay Room Tax for any signed contract dated prior to the adop-
3 tion of the Agreement in which the contract guarantees the lodging rates and the applica-
4 ble taxes. This also applies to any gift certificate purchase before the adoption of this
5 Agreement, which is not for a fixed dollar amount, but, instead, for the amount paid,
6 guarantees a particular lodging rate and the applicable taxes. This exemption does not ap-
7 ply to reservations made before the adoption of this agreement, which are not binding
8 contracts. The Commission shall establish provisions for the proper reporting of these ex-
9 emptions.

10
11 This section shall only apply to municipalities joining after May 28, 2008.

12
13 13. Enforcement. The Commission shall pursue enforcement of delinquent room tax. Delinquent
14 Room Tax returns shall be subject to a twenty-five dollar (\$25) late filing fee. The tax imposed by
15 this Agreement shall become delinquent if not paid by the due date of the return. A forfeiture of
16 twenty-five percent (25%) of the room tax due or five thousand dollars (\$5,000.00), whichever is
17 less, of the tax imposed is hereby established, due and owing in the event that the room tax is not
18 paid within thirty (30) days after the due date of the return. To prevent payment omissions, within
19 ten (10) days of the failure to receive a Room Tax payment, the Commission shall send a written
20 past due statement, or in the event of electronic filing, an electronic delinquency notice to the des-
21 ignated person or agent at the late paying lodging business. In addition to this forfeiture, all unpaid
22 taxes under this Agreement shall bear interest at the rate of one percent (1%) per month from the
23 due date of the return until received and deposited by the Commission and the payment has
24 cleared through the bank.

25
26 Whenever the Commission has probable cause to believe that the correct amount of room tax has
27 not been assessed or that the tax return is not correct, or that the tax has not been paid, the Com-
28 mission is authorized to examine and inspect the books, records, memoranda and property of any
29 person in order to verify the tax liability of that person or another person. Upon completion of this
30 examination, the Commission shall make an estimate of the amount of tax owed. A penalty of five
31 percent (5%) shall be added to this estimated tax liability. In addition, this estimated tax and pen-
32 alty shall bear interest at the rate of one percent (1%) per month from the due date of the missing
33 or incorrect return until received by the Commission and the payment has cleared through the
34 bank. Unless satisfactory financial arrangements have been made with the Commission's treasurer
35 to satisfy payment of any and all delinquent Room Tax, fees, penalties and interest, the lodging
36 permit shall be suspended or revoked.

37
38 The Commission, through its attorney, may coordinate enforcement efforts with the Department of
39 Revenue for the collection of all delinquent Room Tax and may contract with a collection agency.
40 The Commission shall be responsible for prosecuting fraudulent returns and collecting delinquent
41 tax, penalties and interest. All amounts recovered, whether in the form of tax, penalties, or interest
42 shall be subject to the provisions of paragraph 9 hereof so that seventy percent (70%) of all such
43 amounts recovered shall be retained by the Commission with the remaining thirty percent (30%)
44 paid to the municipality from which the collection was made.

45
46 Authority is hereby delegated to the Door County Tourism Zone Commission to act as agent for all
47 member municipalities in the enforcement of the ORDINANCE FOR THE COLLECTION OF TAX
48 ON OVERNIGHT LODGING. The Door County Tourism Zone Commission shall have and may
49 exercise the full authority which would otherwise be available to the municipalities in the en-
50 forcement of the Ordinance, including the ability to seek enforcement and penalties for the failure
51 to comply with the Ordinance as the requirements in Section 7 of this agreement define, for ob-

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1 taining and maintaining a lodging permit. In addition, injunctive relief is hereby authorized to dis-
2 continue violation of the Ordinance. Any party deemed to have violated the Ordinance shall be
3 obligated to pay the cost of prosecution, in addition to actual attorney fees expended in the en-
4 forcement of the Ordinance.

5
6 14. Confidentiality. All Room Tax returns, schedules, exhibits, writings or audit reports relating
7 to such returns on file with the Commission and the municipality are deemed confidential, except
8 the Commission or municipality may divulge their contents to the following, and no others:

- 9
10 a. The person or his or her legal representative who filed the return;
11 b. Officers, employees or agents of the municipal treasurer and the Commission;
12 c. Other persons for the use in the discharge of duties imposed by law, or in the dis-
13 charge of the duties of their office (unless otherwise prohibited by law), or by order of
14 a court.

15
16 15. Commission Membership. The Commission created by a Tourism Zone Agreement under
17 Wisconsin Statutes '66.0615 shall consist of the following members:

- 18
19 a. Three (3) members from each municipality in which annual tax collections exceed \$1
20 million.
21 b. Two (2) members from each municipality in which annual tax collections exceed
22 \$300,000.
23 c. One (1) member from each municipality in which annual tax collections are \$300,000
24 or less.
25 d. Two additional members (at large members), who represent the Wisconsin hotel and
26 motel industry, shall be appointed to the Commission by a majority vote of members
27 of the Commission, or a duly authorized nominating committee, and these individuals
28 shall serve for a one-year term at the pleasure of the Commission and may be reap-
29 pointed. These members shall not be members of the Board of Directors or employees
30 of the Tourism Entity.

31
32 The Commission shall be subject to the provisions of the Wisconsin Open Meetings law as
33 amended. Members of the Commission shall be appointed by the principal elected official in the
34 municipality and shall be confirmed by a majority vote of the members of the municipality's gov-
35 erning body who are present when the vote is taken. Commissioners shall serve a one-year term,
36 at the pleasure of the appointing official and may be reappointed. Members of the Commission
37 shall receive no pay, but may be compensated for actual expenses and mileage while attending
38 meetings or on official business for the Commission. This compensation may be in the form of
39 prepayment, allowance or actual reimbursement of any expenses incurred. While membership on
40 the Commission is provided for each municipality in the zone agreement, all membership posi-
41 tions need not be filled if a municipality does not see a need. A member community that does not
42 appoint a representative shall not count towards the determination of a quorum. All municipalities
43 will still receive their monthly, quarterly and annual reports from the Commission. If a member of
44 the Commission resigns or is removed for cause, the municipal body that appointed the member
45 may appoint another person to fulfill the unexpired term. If the subject member was appointed by
46 the chairperson they may appoint another person to fill the unexpired term.

47
48 16. Commission Procedures. The Commission shall meet monthly, but may also meet at the call
49 of the chairperson or by petition of any three members. The Commission may by a vote of the
50 membership modify the monthly meeting requirement. Any members or others having direct con-
51 trol of finances of the Commission shall be subject to a bond meeting the requirements of Wis-

DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT

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1 consin Statutes '19.01 in an amount of no less than Fifty thousand dollars (\$50,000.00). The Com-
2 mission shall also maintain errors and omissions coverage and any other insurance deemed neces-
3 sary in the conduct of its business. Expenses of the bond and insurance are paid as administration
4 expenses by the Commission. Any checks or payments issued by the Commission shall bear the
5 signatures of two (2) officers of the Commission (chairperson, vice chairperson, secretary and/or
6 treasurer). The Commission shall submit all financial records to a licensed accounting firm for an
7 annual financial audit and a copy of that audit shall be made a portion of the annual report to par-
8 ticipating municipalities. The accounting firm shall be selected by a majority vote of the Commis-
9 sion. All meeting notices and minutes shall be sent to member municipalities.

10
11 17. Commission Organization. The organization and powers of the Commission shall be as fol-
12 lows:

- 13
14 a. The Commission shall be empowered to act once three (3) municipalities have ap-
15 proved the ORDINANCE FOR THE COLLECTION OF TAX ON OVERNIGHT LODG-
16 ING and the DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT. The
17 selection of officers (chairperson, vice-chairperson, and secretary and/or treasurer)
18 shall be determined by the membership. The Commission is authorized to contract for
19 services with the Tourism Entity. The chairperson of the Commission shall solicit
20 nominations of individuals to serve as the two (2) at large members who shall repre-
21 sent the interest of the transient lodging industry. The chairperson shall preside at all
22 meetings, participate in the appointment of all committees only with ratification by the
23 Commission, prepare the meeting agendas and generally perform the duties of the pre-
24 siding officer. The Commission may vote to establish an executive committee includ-
25 ing at least one at large member. The powers of the executive committee including the
26 ability to approve bills and payments shall be determined by a two thirds (2/3) assent-
27 ing vote of the commissioners present at a meeting, properly noticed and at which a
28 quorum is present.
- 29 b. After six (6) months have elapsed from the first Commission meeting the terms of the
30 initial officers shall expire. The current members shall elect new officers. The at large
31 members representing the transient lodging industry shall retain their membership un-
32 til their terms expire. After this transcending period all officers and at large members'
33 terms will expire in June, 2008. At the Commission regular monthly meeting in June or
34 as soon as possible thereafter new officers shall be elected for a one (1) year term and
35 the at large representatives shall be appointed for a one (1) year term to coincide with
36 the election of officers.
- 37
38 c. The Commission may develop bylaws which are consistent with this Agreement and
39 approved by a two-thirds (2/3) majority of member municipalities.

40
41 18. Administration. Administrative expenses of the Commission, which are all the expenses ex-
42 cept for distribution to the Tourism Entity for tourism promotion, as stated previously in this
43 Agreement cannot exceed four percent (4%) of the gross Room Tax collected and shall come from
44 the seventy percent (70%) that does not go to the municipalities. This four percent (4%) admini-
45 stration fee may be increased upon approval of two-thirds (2/3) of the member municipalities.
46 These expenses can include, but are not limited to the following: compensation to Commissioners
47 for actual expenses and mileage while attending meetings or on official business for the Commis-
48 sion, wages paid to an administrative assistant, mileage paid to the administrative assistant when
49 necessary in his/her work, rental of office space, accounting fees for the annual audit, insurance
50 costs to cover bonding and anything else found necessary, office equipment, office supplies, post-
51 age, telephone, internet, utilities and any legal expenses, including litigation and any other ex-

DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT

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1 penses associated with the collection of unpaid Room Tax. The rate paid for mileage shall be the
2 same as the standard Internal Revenue Service rate for business mileage adjusted periodically.
3

4 19. Reports. The Commission shall submit the following reports to all participating municipali-
5 ties:
6

- 7 a. A monthly report that lists all lodging properties in the municipality, the total amount
8 of Room Tax they collectively paid and any properties that are delinquent. It should
9 also include a payment to the municipality for thirty percent (30%) of the amount col-
10 lected. This report and payment should be sent by the twenty-fourth (24th) of the month
11 for collections received by the Commission in the previous month.
- 12 b. A quarterly report showing detailed expenditures for all administrative expenses of the
13 Commission. Also included shall be a quarterly report for the previous three months
14 from the Tourism Entity. This report should itemize all expenses that were incurred
15 during the quarter and have been paid or should be paid. This report should be avail-
16 able sixty (60) days after the end of the quarter.
- 17 c. An Annual Report should summarize the activity of the past year. It should include the
18 Commission's annual audit, all room taxes collected by the municipalities for each
19 month of the year and a detailed report of all administrative expenses, all payments to
20 the Tourism Entity and an end of year balance sheet. It also should include the annual
21 report from the Tourism Entity. This report shall summarize the activity of the past year
22 but, most importantly; it must show the return on investment, i.e., what was gained
23 from the room taxes invested, how well the goals and objectives established in the last
24 annual report were achieved. It must also show what the goals and objectives for the
25 coming year will be. These goals and objectives should have been set after discussion
26 and mutual agreement between the Tourism Entity and the Commission. This report
27 should be made available to the member municipalities and lodging properties within
28 the Tourism Zone ten (10) days before the Commission's annual meeting. An annual
29 meeting of the Door County Tourism Zone Commission shall be held in the month of
30 May of each year, after the annual report has been received and before the new sum-
31 mer season begins to answer any questions, discuss any concerns and further explain
32 all goals and objectives. All Municipal Boards and permitted lodging properties lo-
33 cated within the Tourism Zone and the Door County Visitor Bureau shall be notified
34 and invited to attend this annual meeting.
35

36 20. Agreement Term/Amendment. The term of this Agreement shall be five (5) years from the ef-
37 fective date of January 1, 2007. After the first five (5) years, any member municipality may with-
38 draw, without penalty, from this Tourism Zone Agreement upon giving the Commission six (6)
39 months notice. However, upon withdrawal, the municipality shall convey to the Commission sev-
40 enty percent (70%) of the room tax generated for the calendar year in which such notice was pro-
41 vided. This conveyance shall be paid under the same terms and conditions specified in the
42 Agreement. At any time, a two-thirds (2/3) majority of the municipal boards participating in this
43 Agreement can amend, in writing, the Door County Tourism Zone Commission Agreement. Fur-
44 ther, this Agreement can be terminated in its entirety by two-thirds (2/3) majority of the municipal
45 boards that are party to this Agreement. It is anticipated that additional municipalities may join this
46 Commission in the future by adopting the ORDINANCE FOR THE COLLECTION OF TAX ON
47 OVERNIGHT LODGING, this DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT,
48 the DOOR COUNTY TOURISM ZONE COMMISSION BYLAWS and any agreements, contracts,
49 policies and procedures in effect at the time membership is granted.
50

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1 21. Authority. In signing this Agreement, representatives of the respective municipalities repre-
2 sent and warrant that this contract has been approved by the legislative body of that municipality
3 and that appropriate authority rest in the signatories on behalf of the respective municipalities.
4

5 22. Severable. Any provision in this Agreement which is deemed unenforceable or unlawful
6 shall be interpreted as having been removed from this Agreement without affecting the remaining
7 provisions in this Agreement. Any such unlawful or ineffective provisions shall be severable from
8 the remainder of the Agreement.
9

10 23. Disputes. This Agreement shall be interpreted under the laws of the State of Wisconsin. Any
11 litigation with respect to this Agreement shall be venued exclusively in the Circuit Court for Door
12 County, Wisconsin.

DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT

05/28/08

- 1 **Municipality – Village of Sister Bay**
- 2 By: President s/s Denise L. Bhirdo, 04/12/07
- 3 Attest: s/s Robert L. Kufirin
- 4
- 5 **Municipality – Village of Ephraim**
- 6 By: President s/s Paul Burton, 04/12/07
- 7 Attest: s/s Diane Kirkland
- 8
- 9 **Municipality – Village of Egg Harbor**
- 10 By: President s/s Bruce K. Hill, 04/12/07
- 11 Attest: s/s Patricia C. Gureski
- 12
- 13 **Municipality – Town of Egg Harbor**
- 14 By: Chairperson s/s Paul Peterson, 04/12/07
- 15 Attest: s/s Patricia C. Gureski
- 16
- 17 **Municipality– Town of Baileys Harbor**
- 18 By: Chairperson s/s James Parent, 04/12/07
- 19 Attest: s/s Patricia C. Gureski
- 20
- 21 **Municipality – Town of Gibraltar**
- 22 By: President s/s Merrell Runquist, 04/12/07
- 23 Attest: s/s Patricia C. Gureski
- 24
- 25 **Municipality – Town of Jacksonport**
- 26 By: Chairperson s/s George Bagnall, 04/12/07
- 27 Attest: s/s Patricia C. Gureski
- 28
- 29 **Municipality – Town of Liberty Grove**
- 30 By: Chairperson s/s William P. Casey, 04/12/07
- 31 Attest: s/s Walter L. Kalms
- 32
- 33 **Municipality – Town of Sevastopol**
- 34 By: Chairperson s/s Charles Tice, 04/12/07
- 35 Attest: s/s Patricia C. Gureski
- 36
- 37 **Municipality – Town of Nasewaupsee**
- 38 By: Chairperson s/s Steve Sullivan, 04/14/07
- 39 Attest: s/s Paul Georgia
- 40
- 41 **Municipality – Town of Washington**
- 42 By: Chairperson s/s Timothy Jessen 07/19/07
- 43 Attest: s/s Valerie Carpenter
- 44
- 45 **Municipality – Town of Gardner**
- 46 By: Chairperson s/s Paul DeWitt 05/05 08
- 47 Attest: s/s Amy Sacotte
- 48

**DOOR COUNTY TOURISM ZONE COMMISSION
INTERGOVERNMENTAL AGREEMENT**

Amended 05/28/08

The Door County Tourism Zone Commission Agreement (Intergovernmental Agreement) as amended this 28th day of May, 2008 is hereby

APPROVED

REJECTED

By the Board of the Village/Town of _____

By President/Chairperson _____

Attested by Secretary/Clerk _____

Date _____

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DOOR COUNTY TOURISM ZONE COMMISSION

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COMMISSION BYLAWS

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ARTICLE I

PURPOSE AND POWER

The **DOOR COUNTY TOURISM ZONE COMMISSION** (the "Commission") is created as a commission under the provisions of Section 66.0615 of the Wisconsin Statutes, pursuant to which the Legislature of the State of Wisconsin has determined that such commission serves a public purpose by coordinating tourism promotion and development that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment owned by different persons within the tourism zone, by using marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motor coach groups, transient tourists informational services and tangible municipal developments, including a convention center within Door County, Wisconsin. The jurisdiction of the Commission shall be the area comprised of the boundaries of those municipalities within Door County, Wisconsin who have, through their governmental bodies, agreed to be a participating member of the Commission (the "Tourism Zone"). The Commission is a local governmental unit, corporate and politic, that is separate, distinct and independent from the State of Wisconsin, Door County and all local units of government with jurisdictional boundaries lying within the Tourism Zone. The Commission shall have all powers, authorities; duties and responsibilities set forth in Section 66.0615 of the Wisconsin Statutes and shall be subject to all provisions thereof applicable to tourism zone commissions as provided therein. As a governmental body, the Commission shall comply with all applicable provisions of the Wisconsin Statutes and regulations promulgated thereunder, including without limitation, the provisions of Chapter 19 of the Wisconsin Statutes, as they may relate to the Commission, its commissioners, officers and employees.

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ARTICLE 2

OFFICES

Section 2.1 Offices. The principal office for the Commission shall be located at such place within the Tourism Zone within Door County, Wisconsin, as shall be determined by the Commission.

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ARTICLE 3

MEMBERSHIP

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Section 3.1 Establishment.

- (a) Any municipality in the County of Door is eligible to become a member of the Commission.
- (b) Membership on the Commission shall be as prescribed and established under the provisions of Sec. 66.0615(1m), of the Wisconsin Statutes.

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1
2 (c) To achieve membership on this Commission the applying municipality must:

- 3
4 1. Adopt and pass the ORDINANCE FOR THE COLLECTION OF TAX ON OVERNIGHT
5 LODGING used by the founding municipalities, including any amendments therewith
6 (Exhibit A).
7
8 2. Adopt the Door County Tourism Zone Commission Agreement, including any amend-
9 ments therewith, in its entirety by signature of the principal elected official in the applying
10 municipality and shall be confirmed by a majority vote of the members of the municipal-
11 ity's governing body who are present when the vote is taken (Exhibit B).
12
13 3. Accept the bylaws and all agreements, contracts, policies and procedures in effect at the
14 time membership is granted.
15

16 **Section 3.2 Members.** The Commission shall constitute the membership.
17

18 ARTICLE 4

20 COMMISSIONERS

21
22 **Section 4.1 General Powers.** The business affairs of the Commission shall be overseen by the commis-
23 sioners.
24

25 **Section 4.2 Number of Commissioners.**

- 26 (a) The number of commissioners comprising the Commission shall be as prescribed under the pro-
27 visions of Section 66.0615(1m) (c) 2, of the Wisconsin Statutes.
28
29 (b) The municipal members of the commission shall be appointed by the principal elected official
30 in the member municipality subject to confirmation by majority vote of the members of that
31 municipality's governing body who are present when such vote is taken.
32
33 (c) Two (2) additional ("At Large") members, who represent the hotel and motel industry, shall be
34 appointed to the commission by the chairperson of the commission and shall be confirmed by a
35 majority vote of the commissioners who are present when the vote is taken.
36
37 (d) While membership on the Commission is provided for each municipality in the zone agree-
38 ment, all membership positions need not be filled if a municipality does not see a need. A
39 member municipality that does not appoint a representative shall not count towards the deter-
40 mination of a quorum.
41
42 (e) The Commission by vote of 2/3 of members present at a duly noticed meeting may establish an
43 executive committee. The membership of the executive committee shall include at least one at
44 large member. The powers of the executive committee shall include the authority to approve
45 payments and to take such other actions as is granted by the Commission.
46

47 **Section 4.3 Terms of Office.**

- 48 (a) The terms of office of the municipal commissioners shall be one (1) year commencing in June of
49 each year. Commissioners shall serve at the pleasure of the appointing official and may be re-
50 appointed for an unlimited number of terms.

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1
2 (b) The terms of office for the two (2) at large commissioners shall be one (1) year commencing in
3 June of each year. The at large commissioners shall serve at the pleasure of the chairperson of
4 the commission and may be reappointed for an unlimited number of terms.
5

6 **Section 4.4 Vacancies.** Vacancies on the Commission shall be filled by the appointing authority who
7 appointed the person whose office is vacant. A person appointed to fill a vacancy shall serve for the
8 remainder of the unexpired term to which they were appointed.
9

10 **Section 4.5 Compensation.** Commissioners shall receive no salaries for their services, but shall be enti-
11 tled to reimbursement for their actual and necessary expenses incurred in the performance of their du-
12 ties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business estab-
13 lished by the Internal Revenue Service.
14

15 **Section 4.6 Confidentiality.**

16 The Commission shall provide by resolution for the confidentiality of information obtained under Sec-
17 tion 66.0615 (2). All Room Tax returns, schedules, exhibits, writings or audit reports relating to such
18 returns, on file with the Commission and the Municipalities are deemed confidential, except the
19 Commission or the Municipalities may divulge their contents to the following, and no others:
20

- 21 (a) The person or his/her legal representative who filed the return;
22
23 (b) Officers, employees or agents of the municipal treasurer and the Commission;
24
25 (c) Other persons for the use in the discharge of duties imposed by law, or in the discharge of the
26 duties of their office (unless otherwise prohibited by law), or by order of a court.
27

28 The Commission may provide for the publishing of statistics classified so as not to disclose the identity
29 of particular returns. The commission shall provide that persons violating the resolution enacted under
30 this subsection may be required to forfeit not less than one hundred dollars (\$100.00) or more than
31 five hundred dollars (\$500.00).
32

33 **ARTICLE 5**

34 **COMMISSION MEETINGS**

35
36
37 **Section 5.1 Meeting Locations.** All meetings of the Commission, annual, regular and special shall be
38 held within the municipalities which comprise the Tourism Zone.
39

40 **Section 5.2 Annual Meeting.** The Annual Meeting of the Commission shall be held on a date during
41 the month of May of each year, at such place and time, as shall be determined by the Chairperson or
42 by resolution of the Commission.
43

44 **Section 5.3 Regular Meetings.** Regular meetings of the Commission shall be held at such dates, times
45 and places as shall be fixed by the Chairperson upon no less than forty eight (48) hours prior notice.
46

47 **Section 5.4 Special Meetings.** Special meetings of the Commission may be called by the Commission
48 Chairperson or by the Vice-Chairperson, in the absence of the Chairperson. Special meetings of the
49 Commission may also be called upon a written request signed by three (3) Commissioners stating the
50 purpose or purposes of such Special Meeting request. The person or persons authorized to call special

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1 meetings of the Commission may fix the date, time and place of such meeting upon no less than 48
2 hours prior notice. If no place of the meeting has been specified the place of the meeting shall be the
3 Commission's principal office in the Tourism Zone.
4

5 **Section 5.5 Electronic Participation in Meetings.** To the extent provided by these Bylaws, the Com-
6 mission, or any committee of the Commission, may, in addition to conducting meetings in which each
7 commissioner participates in person, and notwithstanding any place set forth in the notice of the meet-
8 ing by these Bylaws, conduct any annual, regular or special meeting by the use of any electronic
9 means of communication, provided (1) all participating commissioners may simultaneously hear each
10 other during the meeting, and/or (2) all communication during the meeting is immediately transmitted
11 to each participating commissioner, and each participating commissioner is able to immediately send
12 messages to all other participating commissioners; and (3) all requirements of the Open Meetings Law
13 are met. A commissioner participating in a meeting by any means pursuant to this Section 5.5 shall be
14 deemed to be present in person at the meeting.
15

16 **Section 5.6 Meeting Notice.**

17 (a) Notice of any regular or special meeting shall be given by written notice, delivered personally,
18 by mail, express courier, facsimile transmission or e-mail to each commissioner at his or her
19 business address, facsimile number, e-mail address or at such other address or number as such
20 commissioner shall have designated in writing and filed at the Commission's principal office.
21 Such notice shall normally be given at least three (3) calendar days prior to a regular meeting
22 and, in no case, less than twenty-four (24) hours prior to a meeting. In the case of an emer-
23 gency, notice to commissioners shall be given at least two (2) hours before a meeting.
24

25 (b) Notice of any regular or special meeting shall be given by written notice, delivered personally,
26 by mail, express courier, facsimile transmission or e-mail to each member municipality at its
27 business address, facsimile number, e-mail address or such other address or number as such
28 municipality shall have designated in writing and filed at the Commission's principal office. It
29 shall be the responsibility of said noticed municipality to post the notice as set forth in Chapter
30 19 of the Wisconsin Statutes. Such notice shall normally be given at least three (3) calendar days
31 prior to a regular meeting and, in no case, less than twenty-four (24) hours prior to a meeting. In
32 the case of an emergency, notice to member municipalities shall be given at least two (2) hours
33 before a meeting.
34

35 (c) Public notice of all meetings shall be given if and as required and provided in Chapter 19 of the
36 Wisconsin Statutes. If mailed, such notice shall be deemed to be delivered when deposited in
37 the United States mail so addressed, with postage thereon prepaid. If notice is given by elec-
38 tronic mail, such notice shall be deemed to be delivered when the sender transmits the mes-
39 sage. If notice is given by facsimile transmission, such notice shall be deemed to be delivered
40 when the sender receives in-hand a confirmation sheet indicating that the transmission is com-
41 plete. Whenever any notice is required to be given to any commissioner under the provisions of
42 these Bylaws, or under the provisions of any statute, a waiver thereof, in writing, signed at any
43 time, whether before or after the time of the meeting, by the commissioner entitled to such no-
44 tice, shall be deemed equivalent to the given of such notice. The attendance of a commissioner
45 at a meeting shall constitute a waiver of notice of such meeting, except where a commissioner
46 attends a meeting and objects because the meeting is not lawfully called or convened.
47

48 (d) Consistent with the requirements of Section 19.84 of the Wisconsin Statutes a Commission
49 meeting shall be considered properly noticed, if the notice required above is provided to the
50 Door County Advocate, the Peninsula Pulse and the member municipalities within the required

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1 time periods. The failure of any member municipality to post the meeting notice consistent with
2 its requirements shall not invalidate the Commission's meeting notice and posting.
3

4 **Section 5.7 Agenda Packet.** An agenda and a copy of all materials to be presented or acted upon at a
5 meeting of the commission shall be given in written form, delivered personally, by mail or express
6 courier to each commissioner at his or her business address or at such other address as such commis-
7 sioner shall have designated in writing and filed at the commission's principal office. This agenda
8 packet shall normally be provided at least three (3) calendar days prior to an annual or regular meet-
9 ing; however, supporting documentation of an agenda item that may not have been available at the
10 time the packet was sent out shall be presented at the meeting as if it were included in the packet.
11 Notwithstanding, any other informational material that was not timely received to be included in the
12 agenda packet, which the commissioners have not had ample time to review may be presented at the
13 meeting. This information may be discussed at the meeting at the pleasure of the chairperson but un-
14 der no circumstance shall any action be taken except to table or have it brought forth at a future meet-
15 ing at which time it shall be properly noticed and timely received.
16

17 **Section 5.8 Quorum.** A majority of the number of commissioners then in office shall constitute a quo-
18 rum for the transaction of business at any meeting of the Commission.
19

20 **Section 5.9 Manner of Acting.** Except as otherwise specified by law or these Bylaws, the affirmative
21 vote or approval of a majority of the commissioners present at a meeting at which a quorum is present,
22 shall be the act of the Commission, [or a committee of the Commission in the case of a committee
23 meeting]. The voting on all matters presented for a vote shall be by voice vote, unless a commissioner
24 requests a roll call, or if roll call vote is required by law, in which case the Yeas and Nays shall be en-
25 tered upon the minutes of the meeting. All resolutions or votes of the Commission shall be entered in
26 full in the minutes of the meeting or otherwise reduced to writing.
27

28 **Section 5.10 Presumption of Assent.** A commissioner, who is present at a meeting of the Commission
29 or a committee thereof at which action on any Commission matter is taken, shall be presumed to have
30 assented the action taken unless the commissioner's dissent shall be entered in the minutes of the
31 meeting. The right of dissent or abstention is not available to a commissioner who votes in favor of the
32 action taken.
33

34 **Section 5.11 Conduct of Meetings.** The Chairperson, and in his or her absence the Vice-Chairperson,
35 and in their absence, any commissioner chosen by the commissioners then present, shall call meetings
36 of the Commission to order and shall act as chairperson of the meeting. The Secretary shall act as sec-
37 retary of all meetings of the Commission, but in the absence of the Secretary, the presiding officer may
38 appoint any commissioner or other person to act as secretary of the meeting. Except as otherwise pro-
39 vided or contemplated herein, at the request of the Chairperson, or any two (2) commissioners present,
40 a meeting shall generally be conducted by Robert's Rules of Order as revised from time to time or in
41 an orderly manner as determined by the Chairperson.
42

43 ARTICLE 6

44 REPORTS AND AUDIT

45
46
47 **Section 6.1 Reports.** The Commission shall submit the following reports to all member municipalities:
48 (a) A monthly report that includes:
49

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- 1 1. A list of all lodging properties in the municipality, the total amount of room tax paid and
2 any properties that are delinquent.
- 3 2. A payment to the municipality for thirty percent (30%) of the amount collected.
- 4 3. This report and payment should be sent by the twenty-fourth (24th) of the month following
5 the month in which the tax was collected.
- 6
- 7 (b) A quarterly report that includes:
 - 8
 - 9 1. A detailed report of all administrative expenses of the commission for the past quarter.
 - 10 2. A detailed report from the Tourism Entity itemizing all expenses incurred in the past quar-
11 ter that have been or should have been paid by the Commission.
 - 12 3. This report should be delivered within sixty (60) days after the end of the quarter.
 - 13
- 14 (c) The annual report that includes:
 - 15
 - 16 1. A summary of the activity of the past year.
 - 17 2. A list of all room tax collected by each member municipality in the zone for each month
18 of the year.
 - 19 3. A detailed report of all administrative expenses of the commission for the past year.
 - 20 4. A detailed report from the Tourism Entity itemizing all expenses incurred in the past year
21 that have been or should have been paid by the Commission.
 - 22 5. A balance sheet of the commissions finances.
 - 23 6. An annual report from the Tourism Entity showing:
 - 24 i. A summary of the activity of the past year.
 - 25 ii. A report showing the return on investment, i.e., how well the established goals and
26 objectives for the year have been met.
 - 27 iii. The mutually agreed upon goals and objectives for the new year.
 - 28 7. These reports should be submitted to all member municipalities and all participating lodg-
29 ing properties no less than ten (10) days before the annual meeting of the Commission but
30 no later than the 15th day of May of the year following the year being audited.
 - 31 8. An annual meeting of the Door County Tourism Zone Commission including all member
32 municipalities, all members of the Door County Visitor Bureau which are located in the
33 Tourism Zone and all lodging properties participating in the collection of the room tax
34 should take place each year in the month of May, after the annual report has been re-
35 ceived and before the new summer tourist season begins. At this meeting, questions, con-
36 cerns, future goals and objectives will be addressed.
 - 37

38 **Section 6.2 Annual Audit.** An annual audit of the Door County Tourism Zone Commission's financial
39 records shall be conducted by a licensed accounting firm chosen by a majority vote of the commis-
40 sioners present at the meeting when the vote is taken. This audit shall be conducted as soon as practi-
41 cable after January 1 and shall be completed and received by the commission no later than the 5th
42 day of May the year after the year being audited.

ARTICLE 7

OFFICERS

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48 **Section 7.1 Designation.** The principal officers of the Commission shall be a Chairperson, a Vice-
49 Chairperson, a Secretary and/or a Treasurer. The Commission shall select such officers from its mem-

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1 bers. Such other officers and assistant officers as may be deemed necessary by action of the Commis-
2 sion may be elected or appointed by the Commission.

3
4 **Section 7.2 Terms of Office.** The Chairperson, Vice Chairperson, Secretary and/or Treasurer (the
5 "Elected Officers") shall be elected by the commissioners at the June meeting of the Commission or at
6 such other time as determined by the Commission. If the election of such officers shall not be held at
7 such meeting, such election shall be held as soon thereafter as it may be convenient. Each officer shall
8 hold office for a term of one (1) year, commencing on the day of his or her election, or until his or her
9 successor shall have been duly elected and shall have qualified, or until his or her death or resignation
10 or until he or she shall have been removed from office in the manner hereinafter provided.

11
12 **Section 7.3 Removal.** Any officer or agent elected or appointed by the Commission may be removed
13 by the Commission whenever, in its judgment, the Commission's best interests will be served thereby.

14
15 **Section 7.4 Vacancies.** A vacancy in any principal office because of death, resignation, removal, dis-
16 qualification or otherwise, shall be filled by the Commission for the unexpired portion of the term.

17
18 **Section 7.5 Chairperson.** The Chairperson shall be the Commission's principal executive officer and,
19 subject to the control of the Commission, shall, in general, supervise all of the business and affairs of
20 the Commission. The Chairperson shall, when present, preside at all meetings of the Commission. The
21 Chairperson shall have the authority, either alone, with another officer or through his designee, to
22 sign, execute and acknowledge, on behalf of the Commission, all deeds, mortgages, bonds, contracts
23 and other documents or instruments which are necessary or proper in the regular course of the Com-
24 mission's business or which may be authorized by the Commission, except in cases where the signing
25 and execution thereof shall be expressly delegated by the Commission or by the Bylaws to some other
26 officer or agent of the Commission, or shall be required by law to be otherwise signed or executed.
27 The Chairperson shall in general perform all duties incidental to the office of the Chairperson and such
28 other duties as may be prescribed by the Commission from time to time. The Chairperson shall be an
29 ex-officio member of all of the Commission's committees. In the absence of actual knowledge by third
30 parties to the contrary, the execution of an instrument of the Commission by the Chairperson shall be
31 conclusive evidence, as to such third parties, of his or her authority to execute the instrument on be-
32 half of the Tourism Zone.

33
34 **Section 7.6 Vice-Chairperson.** In the absence of the Chairperson, or in the event of the Chairperson's
35 death or inability or refusal to act as directed by the Commission, the Vice-Chairperson shall perform
36 the duties of the Chairperson; and when so acting, shall have all the powers of and be subject to all
37 the restrictions upon the Chairperson. The Vice-Chairperson may sign, with the Secretary, bonds or
38 notes of the Commission and shall perform all other duties as from time to time may be assigned by
39 the Chairperson and/or the Commission. In the absence of actual knowledge by third parties to the
40 contrary, the execution of any instrument of the Commission by the Vice-Chairperson shall be conclu-
41 sive evidence, as to such third parties, of his or her authority to act in the stead of the Chairperson.

42
43 **Section 7.7 Secretary.** The Secretary shall:

- 44 (a) Keep or appoint someone to keep the minutes of the meetings of the Commission in one or
45 more books provided for that purpose.
46
47 (b) See that all notices are duly given in accordance with the provisions of these Bylaws or as re-
48 quired by law.
49

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- 1 (c) Act as the custodian or designate an individual to act as custodian of the Commission's records
2 and see that books, reports, statements, certificates and all other documents and records re-
3 quired by law are properly kept and filed.
4
- 5 (d) Keep a register of the post office address of each Commissioner and each officer, which shall be
6 furnished to the Secretary by each such person.
7
- 8 (e) Sign with the Chairperson and/or Vice-Chairperson, all bonds, notes, agreements, deeds, in-
9 struments, certificates and other documents of the Commission which shall have been author-
10 ized by resolution of the Commission.
11
- 12 (f) In general perform all duties incidental to the office of the Secretary and such other duties as
13 from time to time may be assigned to him or her by the Chairperson and/or the Commission.
14

Section 7.8 Treasurer. The Treasurer, or his or her designee, shall:

- 15
16 (a) Have charge and custody of and be responsible for all of the Commission's funds and securities.
17
- 18 (b) Receive and give receipts for money due and payable to the Commission from any source what-
19 soever, and deposit all funds of the Commission in such banks, trust companies or other depository-
20 tories as shall be selected in accordance with the provisions of these Bylaws.
21
- 22 (c) In general perform all of the duties incidental to the office of the Treasurer and such other duties
23 as from time to time may be assigned to him or her by the Chairperson and/or the Commission.
24

Section 7.9 Bonds Required. As required by the Door County Tourism Zone Commission Agreement and the Commission, the Officers and Administrative employees shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Commission shall determine.

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29 **Section 7.10 Assistant Secretaries and Assistant Treasurers.** The Commission may authorize one or
30 more Assistant Secretaries and/or Assistant Treasurers from time to time. Any such Assistant Secretary
31 may sign with the Chairperson, or Vice-Chairperson, debt securities of the Tourism Zone, the issuance
32 of which shall have been authorized by a resolution of the Commission. The Assistant Secretaries
33 and/or Treasurers, as required by the Door County Tourism Zone Commission Agreement and the
34 Commission, shall give bonds for the faithful discharge of their duties in such sums and with such
35 sureties as the Commission shall determine. The Assistant Secretaries and Assistant Treasurers, in gen-
36 eral, shall perform such duties as shall be assigned to them by the Secretary or the Treasurer, respec-
37 tively, or by the Chairperson or the Commission.
38

39 **Section 7.11 Other Personnel.** The Commission may, from time to time, appoint, hire and employ
40 such other personnel as it shall deem necessary to exercise and carry out the powers, duties and func-
41 tions of the Commission. The qualifications, duties and numbers of such personnel shall be consistent
42 with the policies determined by the Commission.
43

44 **Section 7.12 Salaries.** Officers shall receive no salaries for their services, but they shall be entitled to
45 reimbursement for their actual and necessary expenses incurred in the performance of their duties. Re-
46 imbursement for mileage shall be at the then current Standard Mileage Rate for Business established
47 by the Internal Revenue Service.

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ARTICLE 8

CONTRACTS AND FINANCIAL TRANSACTIONS

Section 8.1 Contracts. The Commission may authorize any officer or officers and/or employees, to enter into any contract, or to execute and deliver any instrument in the name of and on behalf of the Commission, and such authorization may be general or confined to specific instances. The Chairperson shall have the authority to enter into any contract or to deliver any instrument in the name and on behalf of the Commission with respect to any approved budgetary item or as may be granted by the Commission for other specific items from time to time.

Section 8.2 Deposits. All funds collected or otherwise received by the Commission not otherwise employed shall be deposited from time to time to the credit and under the name of the Commission in such banks, trust companies, or other depositories as may be selected by or under the authority of the Commission.

Section 8.3 Checks. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Commission, shall be signed by such officer or officers, agent or agents, of the Commission, and in such manner as shall, from time to time, be determined by or under the authority of a resolution of the Commission.

Section 8.4 Loans. No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Commission. Such authorization may be general or confined to specific instances.

Section 8.5 Financial Regulations. The Commission shall have the power and authority to enact such rules and regulations, consistent with the provisions of applicable Wisconsin Statutes, as it may deem necessary concerning the issue, transfer, registration and verification of the Commission's financial transactions.

ARTICLE 9

INDEMNIFICATION

Section 9.1 Mandatory Indemnification.

- (a) **Successful on the Merits.** The Commission shall indemnify a commissioner, officer or employee of the Commission to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding, if the commissioner or officer was a party because he or she is or was at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission. A commissioner or officer shall exercise his or her right to indemnification under this Section 9.1 by delivering a written demand for indemnification to the Commission's Treasurer or the Chairperson if the party seeking indemnification is the Treasurer.
- (b) **Good Faith.** In all cases not included in Section 9.1 (a), the Tourism Zone shall indemnify a commissioner or officer against liability incurred by the commissioner or officer in a proceeding to which the commissioner or officer was a party because he or she is or was, at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission; provided that there is a determination that the commissioner or officer acted in good faith and in

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1 a manner he or she reasonably believed to be in or not opposed to the best interests of the
2 Commission, and provided that such act or omission by the commissioner does not constitute a
3 violation of criminal law, unless a commissioner or officer had reasonable cause to believe that
4 his or her conduct was lawful or had no reasonable cause to believe his or her conduct was
5 unlawful. Whether or not a commissioner shall be entitled to indemnification under this Section
6 9.1(b) shall be determined in accordance with the procedures established in Section 9.2.

7

8 (c) No Presumption. The termination of a proceeding by judgment, order, settlement or conviction,
9 or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that
10 indemnification of the commissioner or officer is not required under this subsection.

11

12 **Section 9.2 Determination of Right to Indemnification.** A commissioner or officer seeking indemnifi-
13 cation under Article 9 shall first make a written request to the Commission's Treasurer or the Commis-
14 sion's Chairperson if the person seeking indemnification is the Treasurer, for such indemnification. De-
15 termination of whether indemnification is required shall be made by one of the following means:

16

17 (a) By a majority vote of a quorum of the Commission consisting of commissioners who are not at
18 the time parties to the same or related proceedings with respect to which the indemnification
19 claim has been made. If such quorum of disinterested commissioners cannot be obtained, by a
20 majority vote of a committee duly appointed by the Commission and consisting solely of three
21 (3) or more commissioners who are not at the time parties to the same or related proceedings.
22 Commissioners who are parties to the same or related proceedings may participate in the desig-
23 nation of members of the committee.

24

25 (b) By independent legal counsel selected by a majority vote of a quorum of the Commission or its
26 committee consisting of commissioners who are not at the time parties to the same or related
27 proceedings; or, if such a quorum cannot be obtained, by a majority vote of the full Commis-
28 sion, including commissioners who are parties to the same or related proceedings.

29

30 (c) By a panel of three (3) arbitrators consisting of one (1) arbitrator selected by those commission-
31 ers entitled under subsection (b) above to select independent legal counsel, one (1) arbitrator se-
32 lected by the commissioner or officer seeking indemnification, and one (1) arbitrator selected by
33 the other two (2) arbitrators.

34

35 (d) By a court of competent jurisdiction upon application by the commissioner or officer for an ini-
36 tial determination of entitlement to indemnification or for review by the court of an adverse de-
37 termination. Indemnification shall be ordered if the court determines that the commissioner or
38 officer is entitled to indemnification under Section 9.1 or that the commissioner or officer is
39 fairly and reasonably entitled to indemnification by order of the court, in addition to indemnifi-
40 cation against all other expenses and liability, the commissioner or officer shall be reimbursed
41 for expenses reasonably incurred in pursuing his or her request for indemnification.

42

43 (e) The commissioner or officer of the Commission seeking indemnification shall designate in his or
44 her request for indemnification the method of making the indemnification determination.

45

46 **Section 9.3 Advance of Expenses as Incurred.** The Commission may, upon written request by the
47 commissioner or officer, pay for or reimburse the reasonable expenses incurred by a commissioner or
48 officer who is a party to the proceedings, as those expenses are incurred, if the commissioner or officer
49 furnishes the Commission with a written affirmation.

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1 **Section 9.4 Insurance.** The Commission shall purchase or provide insurance on behalf of its commis-
2 sioners and officers, or to reimburse itself, against liability asserted or incurred and expenses incurred
3 by the commissioner or officer in connection with a proceeding brought against the commissioner or
4 officer in his or her capacity as commissioner or officer or arising from his or her status as a commis-
5 sioner or officer, regardless of whether the Commission is required or authorized to indemnify the in-
6 dividual against the same liability pursuant to the provisions hereof.

7
8 **Section 9.5 Severability.** To the extent any court of competent jurisdiction shall determine that the in-
9 demnification provided under this Article 9 shall be invalid as applied to a particular claim, issue or
10 matter, the provisions hereof shall be deemed amended to allow and require indemnification to the
11 maximum extent permitted by law.

ARTICLE 10

RATIFICATION AND AMENDMENTS

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15
16
17 **Section 10.1 Ratification.** Ratification of these Bylaws and any proposed alterations, amendments or
18 deletions to the provisions thereto shall be by two-thirds (2/3) assenting vote of all member municipali-
19 ties.

20
21 **Section 10.2 Action on Proposed Modifications.** The Commission or any member municipality may,
22 from time to time, propose amendments, alterations or revocation of any and all provisions of these
23 Bylaws. These proposed modifications to the Bylaws shall be presented to the Bylaws Committee for
24 review and recommendation. The Bylaws Committee shall review said proposed modifications and
25 present them to the commission at its next regular or special meeting, as an agenda item, with a rec-
26 ommendation and request for action. In no case will the Bylaws Committee have less than thirty (30)
27 days to review any proposed modifications. The Commission shall debate the modifications and the
28 recommendation and upon a two-thirds (2/3) assenting vote authorize the Commission to proceed to
29 the member municipalities for ratification. Under no circumstance shall any action be taken by the
30 Commission or the Municipalities until the Bylaws Committee has had time to review the proposed
31 modifications and make its recommendation and the Commission has cast an assenting vote to pro-
32 ceed.

33
34 **Section 10.3 Implied Amendments.** Any action taken or authorized by the Commission, which would
35 be inconsistent with the Bylaws then in effect but which is taken or authorized by affirmative vote of
36 not less than the number of commissioners required to amend the Bylaws so that the Bylaws would be
37 consistent with such action, shall be given the same effect as though the Bylaws had been temporarily
38 amended or suspended as far, but only as far, as is necessary to permit the specific action so taken or
39 authorized.

40
41
42
43 File Name: \\sbs01.local.sisterbay.com\users\r\kufrin\files\active\tourism zone commission\active documents\dctzc
44 bylaws 052808 v2.doc
45 Printed: 6/5/2008 1:33 PM Created: 6/5/2008 9:50 AM Author: chuck tice Last Saved By: robert l. kufrin

**DOOR COUNTY TOURISM ZONE COMMISSION
COMMISSION BYLAWS**

The Door County Tourism Zone Commission Bylaws dated this 28th day of May, 2008 are hereby

APPROVED

REJECTED

By the Board of the Village/Town of _____

By President/Chairperson _____

Attested by Secretary/Clerk _____

Date _____

1
2
3
4
5 **DOOR COUNTY VISITOR BUREAU**
6 **2009- 2011 COMMUNITY MARKETING AGREEMENT**
7

8
9 **AN AGREEMENT** entered into between the Door County Visitor Bureau (hereinafter the "Bureau"), the
10 marketing entity hired by the Door County Tourism Zone, and the City of Sturgeon Bay, Wisconsin
11 (hereinafter the "City").

12
13 **This agreement is premised on the following:**

14
15 The tourism industry is a significant part of the economies of the tourism zone created by the municipalities
16 of the Door County Tourism Zone, a Wisconsin tourism zone established under the provisions of Section
17 66.0615 of the Wisconsin Statutes (the "Tourism Zone") and the continued growth of tourism is necessary
18 for the economic well being of the entire county.

19
20 The City of Sturgeon Bay has not, prior to this agreement, been a member of the Door County Tourism
21 Zone.

22
23 The Door County Visitor Bureau is a private, non-governmental and not for profit corporation engaged in
24 the promotion of tourism under contract with the Door County Tourism Zone Commission (the
25 "Commission") as its designated tourism entity consistent with Wisconsin Statutes.

26
27 The City of Sturgeon Bay wishes to join the Tourism Zone but must be able to obtain funding to support and
28 maintain its financial support of Sturgeon Bay Visitor Center (the "SBVC"), which is being adequately
29 provided for under this agreement.

30
31 Unless otherwise specified the terms "municipalities" or "communities" shall refer to the member
32 municipalities of the Door County Tourism Zone unless it specifically refers to the City of Sturgeon Bay.
33 The term "City" shall refer to the City of Sturgeon Bay.

34
35 **THEREFORE**, it is agreed by the parties as follows:

- 36
37 1. The City will join the Door County Tourism Zone by entering into the same Tourism Zone
38 Intergovernmental Agreement (the "Intergovernmental Agreement") as other municipalities, which
39 have joined such Tourism Zone, subject to modifications as presented herein. The effective date of
40 joining the Tourism Zone will be January 1, 2009. Effective that date the Commission will collect
41 100% of a 5.5% room tax from the City's lodging community. Thirty (30%) percent of room tax
42 collected will be returned to the City by the Commission.
- 43
44 2. This Agreement will be in place for a term of three years, from January 1, 2009 through December
45 31, 2011.
- 46
47 3. For each of the three years that this Agreement is in place, 66% of the 100% of room taxes collected
48 by the Commission from the City will be considered extra marketing dollars and will be put into the
49 marketing fund of the Bureau. In 2009, of the 66%, an amount of \$300,000.00 will be separated into a
50 line item delineated as the "Community Marketing Fund" (hereinafter the "CMF") in the annual
51 marketing budget of the Bureau. In 2010, the sum of \$285,000.00 will be dedicated to the CMF and
52 in 2011; the sum of \$256,500 will be dedicated to the CMF. The Bureau will create and establish
53 criteria for all member municipalities to participate in the CMF in an equal manner. If any additional
54 communities join the Tourism Zone after August 14, 2008, their room tax collections will be
55 distributed using the formula established under the Intergovernmental Agreement of 30% to the
56 municipality, 4% to the Commission and 66% to the Bureau. The Commission will approve the CMF
program no later than November 1, 2008.
4. If 66% of the City's room tax collections should fall short of the anticipated \$300,000.00 contribution
in 2009, \$285,000 in 2010, or \$256,500 in 2011, The City will not be held liable for the shortfall.

1 However, a new CMF dollar amount for remaining years of this agreement may be renegotiated by
2 all parties if the annual shortfall exceeds twenty percent of expected amounts.
3

- 4 5. The CMF program will be available for communities that have established by January 1, 2008 local
5 marketing entities whose mission has been established to market local businesses, festivals and
6 events that are intended to increase overnight stays. If a community does not have a local marketing
7 entity that meets these requirements, it can designate in writing another community's local
8 marketing entity to provide marketing services. If a community has more than one local marketing
9 entity it can determine the percentage allocation between them. If a community without a local
10 marketing entity does not designate another marketing entity by February 1, their percentage of
11 funds will revert to the Bureau for external marketing. Once a local marketing entity is designated
12 by a community, the designation will be in effect for the term of this agreement. The CMF program
13 will only be available to communities that have at least one year of room tax collection history. If any
14 community joins the Tourism Zone, after one year of room tax collection history, that community
15 would be eligible to participate in the CMF program effective January 1 the following year.
16
- 17 6. Each community's total 2007 and 2008 room tax collections, divided by the Tourism Zone's total
18 2007 and 2008 room tax collections will establish the percentage of the CMF funds that will be
19 rebated back to the local marketing entity of each community in 2009 (the "CMF ratio"). This CMF
20 ratio once established, will carry over to 2010 and 2011 unless new Tourism Zone members join the
21 CMF program.
22
- 23 7. Based on an average of 2007 actual tax collections plus the combined sum of 2008 actual collections
24 and budgeted collections percentages, the communities' local marketing entities will receive
25 payments based on the average percentage of room tax collections per month. With minimal room
26 tax collections in the first quarter, it will be necessary for the CMF to begin payments to the
27 communities in April and continue for the next eight months, this payment plan will be in effect each
28 year of this agreement. Below is a representation of the average of room tax collections for 2007 and
29 2008. January through April percentages have been added together and appear in the APR column.
30

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2.3%	4.6%	11.8%	24.6%	24.6%	14.3%	14.6%	1.9%	1.3%	100%

31 As an example only, the following will detail what payout would be expected in year one for the City.
32

33
34 The City's contribution to the total room tax collections would be 5.5% of an anticipated \$8,500,000
35 estimated gross taxable income, or \$467,500. The amount of \$467,500 represents 16% of the total
36 Tourism Zone anticipated \$2,992,386 room tax collections for 2009. The SBVC will receive 16% of
37 the \$300,000 CMF or \$48,000. These funds would be disbursed in the following manner.
38

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2.3%	4.6%	11.8%	24.6%	24.6%	14.3%	14.6%	1.9%	1.3%	100%
\$1,104	\$2,208	\$5,664	\$11,808	\$11,808	\$6,864	\$7,008	\$912	\$628	\$48,000

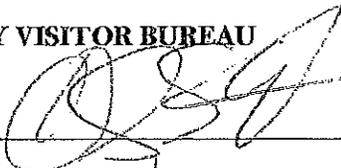
- 39
40 8. The Bureau will always receive their budgeted dollars first in the event there are not enough taxes
41 collected in a given month to cover the Bureau budget and deposits into the CMF. In the event that
42 tax collections are down, all communities will share proportionately in the budget revisions to
43 compensate for the lack of funds.
44
- 45 9. Each of the local marketing entities must submit a budget for approval by the Bureau on or before
46 January 1, 2009 and subsequently on January 1, 2010 and January 1, 2011 outlining their proposed
47 use of CMF funds for marketing or support of marketing expenses. The budget documents must
48 include performance measurements for the spending of the CMF funds where applicable. The
49 budgets of local marketing entities must identify expenses for marketing or support of marketing
50 which meet or exceed the amount of CMF funds sought by that local marketing entity. A written
51 recap of expenses and any return on investment (ROI) by the local marketing entity that was

1 generated will be due in the Bureau offices no later than March 1 of the following year to be included
2 in the Bureau's annual report to the Tourism Zone Commission.

- 3
4 10. This Agreement represents the entire understanding between the parties on the subject matter
5 hereof and not prior or subsequent representations or discussions. Inducements, promises or
6 agreements not embodied herein (unless agreed in writing duly executed) shall not be of any force or
7 effect, and this agreement supersedes any other prior understanding between the parties on the
8 subject matter hereof. This Agreement, upon execution by both parties hereto, can be amended only
9 by a written instrument signed by both parties.
- 10
11 11. This Agreement shall be effective only if the Commission consents to the terms of this Agreement
12 and agrees to authorize the Bureau to fund the CMF in the sum of \$300,000 in 2009, \$285,000 in
13 2010, and \$256,500 in 2011.
- 14
15 12. This Agreement is governed by the laws of the State of Wisconsin.

16
17 **DOOR COUNTY VISITOR BUREAU**

18
19
20 By: (Chairperson) _____

 10/28/08 David Elert

21
22
23 By: (President/CEO) _____



24
25 Dated this 28th day of October 2008

26
27 **THE CITY OF STURGEON BAY, WISCONSIN**

28
29
30 By: (Mayor) _____



31
32
33 By: (City Clerk) _____



34
35 Dated this 22nd day of October 2008

36
37 File Name: \\sbs01.local.sisterbay.com\users\rkufrin\files\active\tourism zone commission\2008\2008_10\community marketing
38 fund agreement v7 as approved tzc.doc

39
40 Printed: 10/21/2008 4:42 PM Created: 10/20/2008 3:17 PM Author: Revision: 2 Last Saved By: robert l. kufrin

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend approval of the Preliminary Planned Unit Development for a community based residential facility (CBRF), located west of Clay Banks Road, proposed by Marsh Manor at Deer Run Village, subject to the following conditions:

1. Design of Clay Banks Road improvements, including sidewalks and turn and bypass lanes at the intersection with future Compass Street based upon cross-section supplied by the City.
2. The water main serving this building shall be extended to connect with the existing water main running along Tacoma Beach Road.
3. A development agreement shall be entered into between the property owner and City, prior to issuance of a building permit, regarding the eventual dedication of Compass Street and the timing of future street improvements designed under condition #1 above.

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

RESOLVED, that the foregoing recommendation be adopted.

Date: June 15, 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

Preliminary PUD – Deer Run Phase 3 – Marsh Manor at Deer Run Village (CBRF)

Petition: Marsh Manor at Deer Run Village, LLC (Bruce Tully, agent) petitions for approval of a preliminary Planned Unit Development (PUD) for the third project of the Deer Run senior housing development. This phase involves a 23-unit community-based residential facility (CBRF) for assisted living. The proposed development is located on a 3.94-acre parcel of land to the west of the Phase 1 apartment building on land being purchased from Roen Salvage Company. Previously, the City approved a combination CBRF/RCAC for Jean Marsh, known as Marsh Manor for a site on Georgia Street. This currently proposed project would replace the Georgia Street project, which would not be constructed.

The preliminary review phase of the PUD process involves a public hearing before the Plan Commission followed by a recommendation to Council. The decision by the Council to either approve or deny the PUD would then follow. If the preliminary PUD is approved, additional engineering and design work must be completed so the proposed PUD can undergo final PUD review.

Existing Conditions: The current site is a vacant field. It slopes gently downward toward the north. There are no waterways or other natural features on the Phase 3 site. The site is mostly surrounded by vacant lands. Immediately to the east is the approved Phase 1 of Deer Run, which is a 63-unit senior apartment building. Construction is expected to start on that building later this summer. To the south is an abandoned farmstead. The nearest occupied home is approximately 450 feet from the subject parcel.

In terms of existing zoning classification, the subject parcel is zoned Two-Family Residential (R-3). Land to the south is zoned Agricultural. All of the other surrounding land is also zoned R-3, with Phase 1 of Deer Run to the east having a PUD overlay.

Comprehensive Plan: The Future Land Use Map of the Sturgeon Bay Comprehensive Plan identifies this subject area for residential use. Other plan recommendations pertaining to this site include the need for a future park somewhere in the general vicinity of Division Rd./Clay Banks Road/Tacoma Beach Rd. Clay Banks Road is planned to be a collector street and is identified as a future bike route. The assisted living facility is a special type of residential use that is not discussed in the Comprehensive Plan. Since CBRF's are allowed in all residential zoning districts under state law (depending upon size) and are typically scattered throughout most communities, the proposal is not in conflict with the Comprehensive Plan.

PUD Zoning Issues: The R-3 district allows the CBRF as a conditional use. The proposed building and parking area meet all of the setbacks and other criteria of the R-3 district, so technically a PUD is not necessary. But, using the PUD ordinance makes sense and is being used because this project is tied to other Deer Run phases functionally via shared access, utilities, building design and layout, landscaping plan, and it is consistent with the overall development concept plan for the overall 35-acre Deer Run site.

The 23 units within the proposed CBRF equates to a net density of 6.8 units per acre.

There is no specific density maximum for CBRF's, but the proposal is less dense than the other two phases of Deer Run and would be one of the least dense CBRF projects in the City. For comparison sake, the density for the Whispering Winds complex is 21.6 units per acre and the density for Pinecrest Village (Phase 1) is about 17.2 units per acre.

Site Plan and Design Considerations: The site design was prepared by Trapezium Consulting Group and the building plans by Isaksen Architects. The following is a summary of the main issues associated with the preliminary design.

Building Design. The final designs for the building are not required until the final PUD stage. The plans submitted by the applicant are for a one-story U-shaped building. The plans are very similar to the previous Marsh Manor project and are consistent with the other Deer Run buildings. There is a central courtyard that provides outdoor leisure space for the residents.

Access. The access to the site is from future Compass Street, which connects to Clay Banks Road. The access road is shown as a private drive on the plans, but it is designed to the standards of a public street. There is a condition of the approval of Deer Run Phase 1 that this access drive will be dedicated as a street when requested by the City. The developer suggests that the transfer from private drive to public street should occur when land to the west is developed and the connection to existing Compass Street is made.

Parking and driveway. The parking is located along the front of the building. Sixteen spaces are proposed. The parking area conforms to all requirements. There also is a covered drop-off lane that provides an amenity and is consistent with the adjoining phase 1 building. The driveway wraps around the building and connects to the driveway in the phase 1 site. This is needed for a fire lane due to the size of the building.

Traffic & Street Improvements. The City has the authority to require a traffic impact analysis (TIA) for the project. The TIA would be used to identify if street and intersection improvements would be needed for proper traffic flow both within the development and off-site. Based on the size and type of use in the Deer Run development there are really only two potential concerns. The first is whether a turn lane and bypass lane is needed at the intersection of the future Compass Street and Clay Banks Road. The second is whether improvements at Clay Banks Road and the highway would be needed as a result of this project. The DOT recently studied the entire highway corridor and took the future senior housing complex into consideration with their traffic modeling. The DOT believes that the intersection of Clay Banks Road and Highway 42/57 will not require any significant upgrades over the next 25 years. The only improvement that is recommended is a separate right-turn lane for northbound traffic, with the City being responsible to complete. This improvement could be installed at any time and would become especially beneficial as future development occurs throughout this region.

Typically a TIA would be considered for residential projects exceeding 100 units. The proposed projects so far are the 63-unit senior apartments, 36-unit memory care CBRF, and 23-unit Marsh Manor CBRF for a total of 122 residential units. But, the senior housing and especially the two CBRF's will not generate as much traffic as regular housing units, so the impact is likely less than 100 standard housing units. Based upon the type of development and that the expected traffic impacts are already known, a

formal TIA should not be required for this phase.

It is noted that under the preliminary PUD approval for Phase 2, the City required the developer to complete the design of the Compass Street intersection and Clay Banks Road improvements with the assumption that a turn lane is needed. This condition should be carried forward to the subject site in lieu of not having the formal TIA. The future improvements (including sidewalk) would be assessable, so an agreement with the developer to cover the cost of future improvements or special assessments should be completed as well.

Utilities. The development will be served by municipal utilities via the extension of sewer and water mains for Phase 1. The developer is responsible for the extension of these mains. The utilities have been approved by the both the City and the State and will be installed as part of phase 1. As part of the preliminary approval of Deer Run Building 2, the water main was required to be looped to connect back to the existing water main at Tacoma Beach Road. This looping requirement should also be required for this proposed Marsh Manor CBRF, so that regardless of whether building 2 or 3 is completed first, the looping will be accomplished.

Stormwater Management. Stormwater generally drains northerly. Senex Victus proposes a retention pond in the northeast corner of the parcel. The conceptual stormwater management plan is approved. Final engineering is not required until final PUD. When the entire Deer Run development is completed, the detention facility could be replaced with a central regional detention pond.

Landscaping. The conceptual landscaping plan looks very nice with a variety of vegetation to enhance the green space and improve the aesthetics of the buildings. There are no concerns with the proposed landscaping.

PUD Review Criteria: In general, the zoning ordinance directs the Plan Commission and Council to consider whether the proposed development is consistent with the spirit and intent of the zoning code, has been prepared with competent professional guidance, and produces benefits to the City compared with conventional developments. In addition, there are nine specific review criteria listed in the PUD section of the code.

Public Comments: The public hearing is scheduled for June 15th. Testimony from the public should be considered and may alter the conclusion of this executive summary.

Fiscal Impact: The final improved value of the project site is unknown. Based upon estimated construction costs of \$2.8 Million, however, the assessed value is expected to be in excess of \$2 Million. At the current tax rate (City portion only), it would generate over \$12,000 in City tax dollars annually. The cost of extending utilities and street construction will be borne by the developer.

Recommendation: The proposed project is consistent with the overall Deer Run proposed development and with the previously approved phases. The CBRF is consistent with the R-2 zoning district. Staff recommends approval of the preliminary PUD based upon the submitted plans, with the following provisions and conditions:

1. Design of Clay Banks Road improvements, including sidewalks and turn and bypass lanes at the intersection with future Compass Street based upon cross-

section supplied by the City.

2. The water main serving this building shall be extended to connect with the existing water main running along Tacoma Beach Road.
3. A development agreement shall be entered into between the property owner and City, prior to issuance of a building permit, regarding the eventual dedication of Compass Street and the timing of future street improvements designed under condition #1 above.

Prepared by: 
Martin Olejniczak
Community Development Director

6-10-11
Date

Reviewed by: _____
Tony Depies
City Engineer

Date

**PUBLIC HEARING
CITY PLAN COMMISSION
WEDNESDAY, JUNE 15, 2011**

Preliminary PUD, proposed by Marsh Manor at Deer Run Village, LLC, for an assisted living facility, located west of Clay Banks Road.

Chairperson Wiegand: I will open up the public hearing for anyone wishing to speak either in favor or against the facility. Please step forward to the podium. Your name and address please. I will give you about three minutes.

Richard Husch: My name is Richard Husch. I live at 1152 S. Ridgeway Drive. My concern is basically the value of our properties at Sand Hill Estates. I believe you have a letter that I put together in your packet. I would like to go over that. My wife and I do have concerns and some of the neighbors have concerns about the rezoning. For example, the multistory building is going to border my backyard. The only plan I have is this one, right here, which shows a parking lot in my back yard. So, I do have concerns about it. I would prefer a more scaled transition to our single-family homes in order to keep our sense of a single-family community. Why not put the cottages directly behind us instead of the multistoried building. Landscaping – I would like the Commission to consider requiring the owners of Marsh Manor at Deer Run to add some landscaping to block our view from their community. I suggest either some large trees, pine or cedar. I would also like a buffer area between their property and ours. Also, the new road between Clay Banks Road and Ridgeway Drive – I think this is going to take a little bit of time for this project to be completed. To me, it would make sense to not complete the road all the way to Ridgeway Dr. in the beginning stages. Just go part of the way. Also, I discussed the parking lot, which will be in my back yard. I suggest they move that parking lot to another portion of the building. In addition, a number of neighbors have approached me and voiced their concerns. I am also concerned with the property value of my home and their homes. Marsh Manor and Deer Run make money and while the homeowners in Sandhill Estates lose money. It is not fair. It is a beautiful area, Sandhill Estates. It is a quiet, tranquil area. I know that these things are going to take place. I am just asking the Commission to consider the value of our properties. I would prefer to see that portion that is close to us as two-family residential instead of being zoned differently. Thank you for your time.

Wiegand: Anyone else wishing to speak, please step forward.

Dave Hoffman: Dave Hoffman at 644 Tacoma Beach Rd. With the Knights of Columbus we do have areas where we do have a little bit of noise and things. It looks like this is at the far end of it. As things move forward toward Tacoma Beach Road, I think the traffic patterns have to be considered and all this that is coming because of the other development that would be coming down the road as to how you are going to handle getting out on the highway or is everyone going to have to go to Neenah or Oxford. I think a planned traffic study should be made. Also, the consideration of the Knights of Columbus has a place where people have weddings and that sort of thing and how that noise might affect what they are trying to do. I do think it is a good project.

Wiegand: Anyone else like to step forward, please do so.

Lee Bailey: Lee Bailey. I live at 509 Compass Place. Again, I don't think anyone is fighting the project itself real hard and because it is something that is needed in the future. I do understand where my neighbors are coming from to want some of these buffers put

up not to ruin the value of their property. I feel strongly that a traffic study is just something that has to be done. There is so much traffic coming down Clay Banks Road and for some reason they want to turn left on the highway. On the weekends from the stoplights to the two-lane bridge there is a drag race to see how fast they can get there. Are you going to have to eliminate left hand turns out onto the highway? Something needs to be done with that highway. You are asking for trouble. Thank you.

Wiegand: Anyone else like to step forward, please do so.

Richard Stuewer: Richard Stuewer. 520 E. Compass St. I think overall the plan is very good. I don't have a problem with it. I agree with the other neighbors that are talking. It doesn't abut to my property, but I think the three-story and Marsh's project should be switched. That way it would give a better transition between the single-family and multi-level. There is nothing worse than looking out your window and seeing a three-story building. Then they talk about trees for a buffer. I am probably one of the third oldest resident up there. I have been there for 20 years and you come by my property the pine trees there are 20 years old. It takes a long time to create a good buffer. I am getting at that age that someday I will be looking at this. It should just have a better buffer between the residential that is there and the project itself by switching the two buildings. Thank you.

Wiegand: Anyone else like to step forward please do so. Once again, anyone else like to step forward please do so at this time. Third and last time. Please step forward. Is there any correspondence?

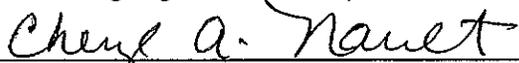
Secretary Nault: Yes, we do. Ms. Nault read one letter of correspondence from Ranel and Beth Plutchak, 1131 Ridgeway Avenue and placed on file.

Wiegand: At this time we will close the public hearing.

The public hearing was declared closed at 7:59 p.m.

STATE OF WISCONSIN))SS
COUNTY OF DOOR)

I, Cheryl A. Nault, do hereby certify that I reported the testimony and proceeding upon the above hearing and that the foregoing is true as compared to notes taken.



Cheryl A. Nault
Community Development Secretary

CITY OF STURGEON BAY PLANNED UNIT DEVELOPMENT APPLICATION

Date Received:	<u>5-16-11</u>
Fee Paid \$	<u>350.00</u>
Received By:	<u>CW</u>

Application For: Conceptual Preliminary Final Combined Preliminary/Final
 Note: There are different requirements for each of the above processes. A separate application is required for each.

NAME OF PROPOSED PLANNED UNIT DEVELOPMENT: MARSH MANOR AT DEER RUN VILLAGE

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	Bruce Tully	
Company	Marsh Manor At Deer Run Village, LLC.	Roen Salvage Company
Street Address	7898 E. Acoma Dr.	180 E. Redwood Street
	Suite 100	
City/State/Zip	Scottsdale, AZ 85260	Sturgeon Bay, WI 54235
Daytime Telephone No.	480-584-4008	
Fax No.		

STREET ADDRESS(es) OF SUBJECT PROPERTY:
 Location if not assigned a common address: SWC of Tacoma Beach Road and Clay Banks Road

TAX PARCEL NUMBER(s): A portion of 2816484000107 & 2816817000302

AREA OF SUBJECT PROPERTY AND NO. OF LOTS: 3.94 acres 1 Lot

CURRENT ZONING CLASSIFICATION: R-3

CURRENT USE AND IMPROVEMENTS: Vacant

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: SFR 4 DU/Acre

WOULD APPROVAL OF THE PROPOSED PLANNED UNIT DEVELOPMENT CONFORM WITH THE COMPREHENSIVE PLAN? Yes No Explain: This property proposes a higher density that will be requested in the PUD Rezoning.

MARSH MANOR AT DEER RUN

EXECUTIVE SUMMARY

March 24, 2011

Developed by:
TRAPEZIUM CONSULTING GROUP, LLC

MARSH MANOR AT DEER RUN VILLAGE

EXECUTIVE SUMMARY

OVERVIEW STATEMENT

The Deer Run Master Plan sets forth a vision for a 35-acre senior living community designed to address the housing and care needs of the aging baby boom population. Marsh Manor at Deer Run Village is proposed as a needed and necessary third leg in a triangle of senior housing and care options to be offered at Deer Run Village, providing full assisted living care services and filling the gap between active senior independent living and memory care. The Lodge at Deer Run is a 63-unit active senior independent living apartment project, which has just completed underwriting approval with Love Funding and has submitted a final application to HUD which is currently under review. The Sanctuary at Deer Run is a 36-unit memory care facility which has received an engagement letter with Love Funding and is currently on hold pending final approval by HUD of the Lodge at Deer Run.

Marsh Manor will be a full assisted living care facility licensed as a Community Based Residential Facility (CBRF). Marsh Manor will provide a continuation of care option for seniors who, formerly active and independent, find themselves more and more in need of regular assisted care on a daily basis. Having progressive care options located together on the Deer Run campus will provide a tremendous sense of security and safety to seniors living at Deer Run allowing residents to stay in the Village should an individual or spouse need full assisted care or memory care.

The entity formed for this assisted living component will be Marsh Manor at Deer Run Village, LLC. The LLC will consist of Bruce A. Tully and Jeanne Tully, and Jean Marsh. The Tullys, who were vetted and received underwriting approval during the review and approval process for the Lodge at Deer Run, will serve as the project manager throughout the organization, development, and construction phases of the project. Jean Marsh will assume the day-to-day operations and care management of the project once constructed.

The project design and construction team will be the same as that for the Lodge at Deer Run. The building will be designed by Isaksen Architects, whose work has recently been submitted, reviewed and approved by Dominion Due Diligence Group for the Lodge. The civil engineering design will be by the Trapezium Consulting Group, whose work was also submitted, reviewed and approved by Dominion Due Diligence Group for the Lodge. The general contractor will be Portside Builders, whose project cost information was submitted, reviewed and approved by Dominion Due Diligence Group for the Lodge.

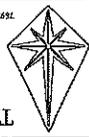
Marsh Manor at Deer Run Village LLC has entered into a Purchase Agreement for the site referenced as Parcel 3, and can show evidence of control of the site.

PROJECT INFORMATION

- Construction of a 25,500 sq. ft. single story facility that will provide 23 units, with occupancy for 27 residents in a state-licensed Community Based Residential Facility.
- Purchase of lot to provide building area.
- The Community Based Residential Facility (CBRF) units will be 400 to 425 square feet each. Each unit has a large handicapped accessible half bath. PTAC units will be used in these units, hidden in a window seat. Our call light system will provide each resident with a pendant, and their bathrooms will be equipped with a fixed call station. We will also utilize fall prevention elements through the call light system, including alerts for residents who have risen at night and don't return to their bed within time parameter, and toilet overflow alerts.
- Additional amenities include a large activity room, media room, common dining room as well as private dining room, beauty salon, 2 sunrooms, several visiting areas and 4 covered porches for residents to enjoy the outdoors. Common showers/baths are utilized in the CBRF for fall prevention and assistance with bathing. A drive up portico will help to protect residents from the elements when going out.

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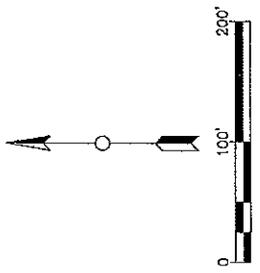
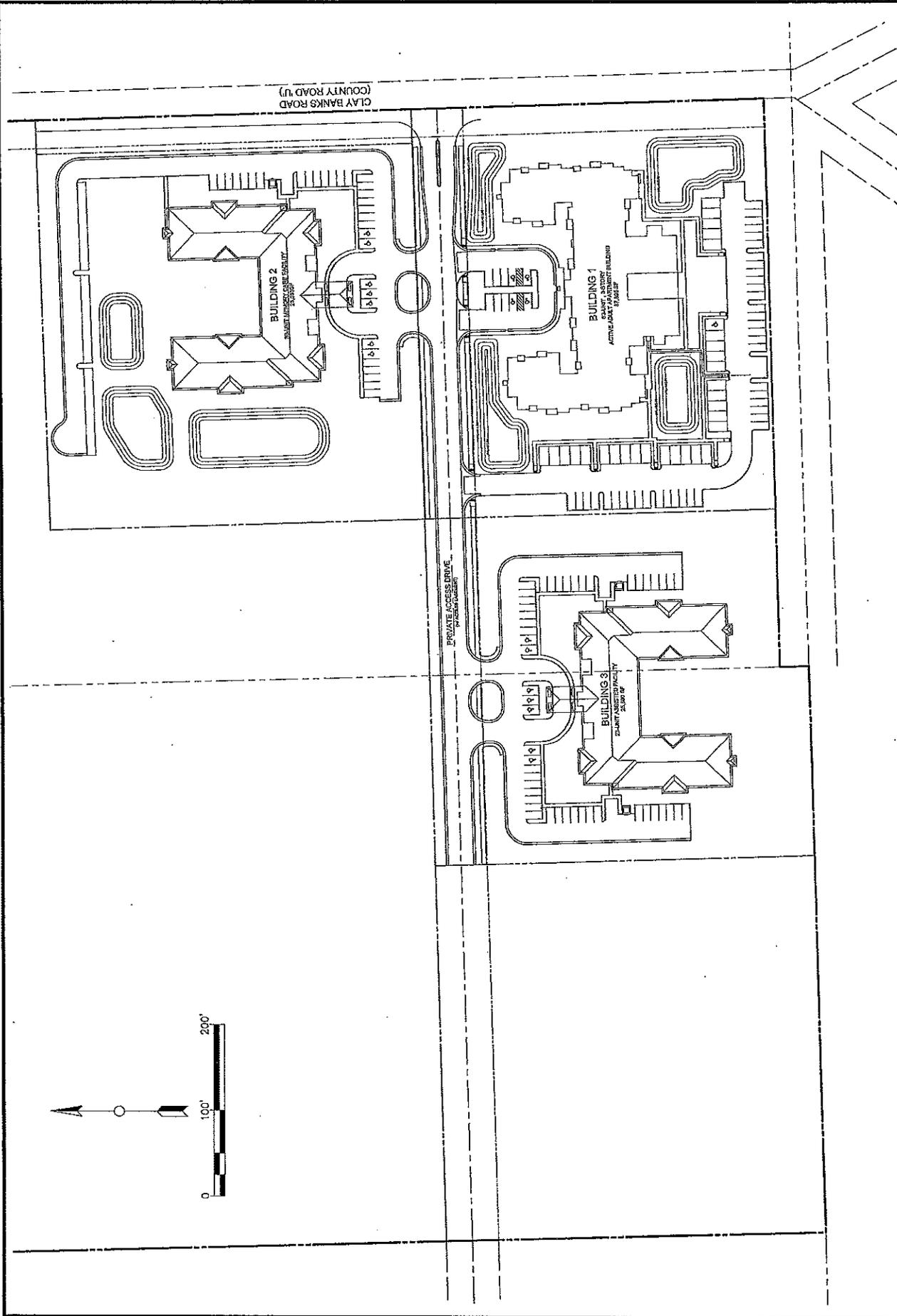
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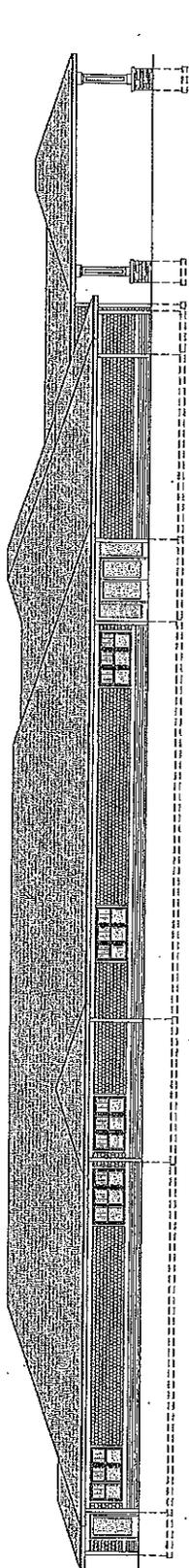


DEER RUN VILLAG
 STURGEON BAY, WISCONSIN
 SITE LAYOUT

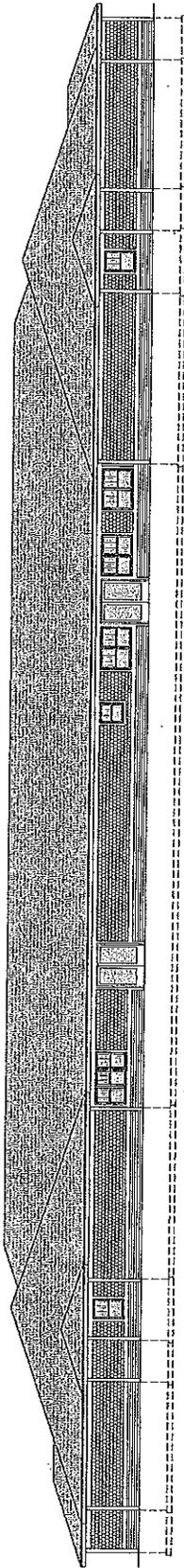
PROJ. NO.: SDM
 PROJ. ARCH: JEM
 DATE: 5-12-11
 SCALE: 1"=100'
 PROJECT #: DRASEW

SHEET
 1 OF 1

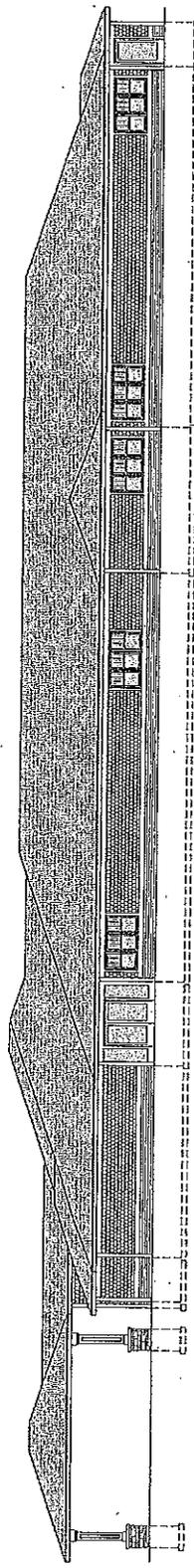




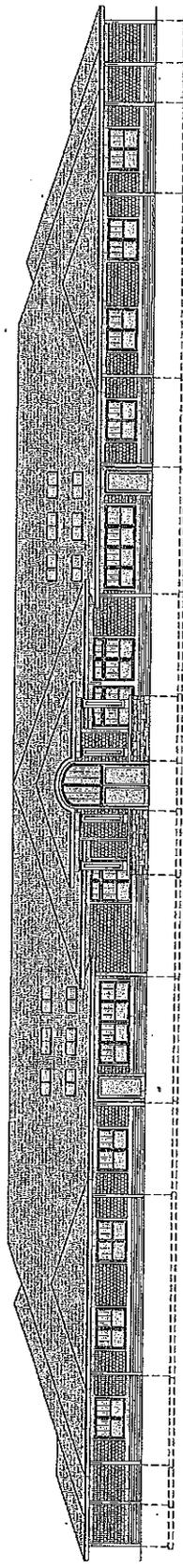
LEFT SIDE ELEVATION
SCALE 1/8"=1'-0"



REAR ELEVATION
SCALE 1/8"=1'-0"

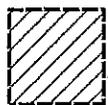
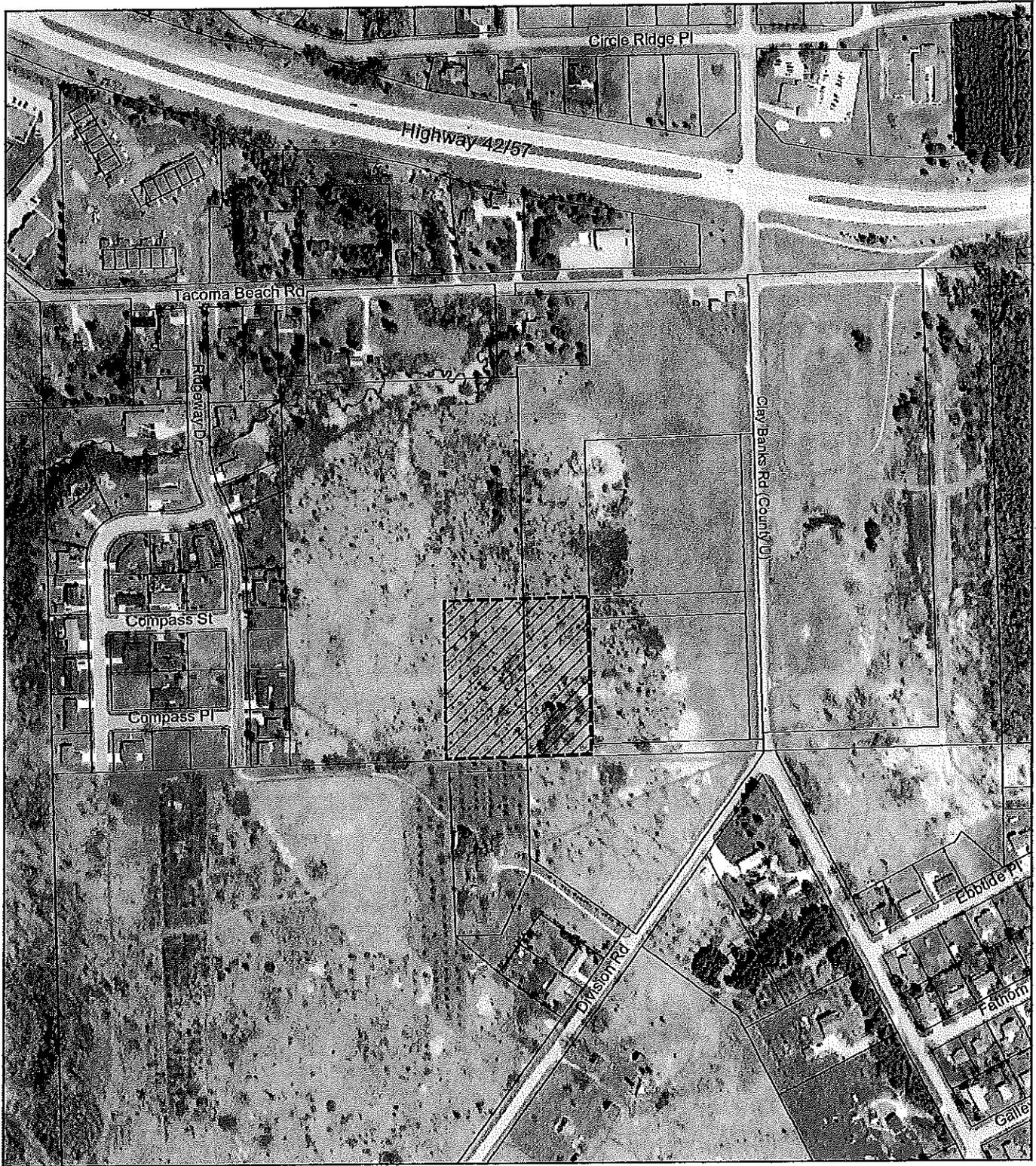


RIGHT SIDE ELEVATION
SCALE 1/8"=1'-0"



ENTRY ELEVATION

Location Map - Preliminary PUD Marsh Manor at Deer Run Village - CBRF



Subject Site (approx)

Note: Air photo is from May 2009.



6/10/2011

To the city of Sturgeon Bay Plan Commission,

My name is Richard Husch and I live at 1152 Ridgeway drive and my property directly borders the land that the proposed planned development by Marsh Manor At Deer Run is going to take place. I live in a single family home and I enjoy the peace and tranquility that it currently offers. As a result, I and my wife Barb have strong concerns regarding the proposed zoning classification changes and for future considerations.

Here are my points of concern:

- **Planned multistoried buildings coming directly to my back yard.** I would prefer a more scaled transition to our single family homes in order to keep our sense of a single family community. Why not put the cottages directly behind me instead of the multistoried building.
- **Landscaping.** I would like the commission to consider requiring the owners of Marsh Manor At Deer Run adding landscaping to block the view from the planned development. I suggest either some large fully grown cedars or (and this is my favorite) some large fully grown evergreens (pine or spruce trees) to act as a barrier. Also, I think they should put in a buffer area with some other type of beautifying landscaping between our properties, bushes flowers etc. I think this would be a fair compromise.
- **New Road between Claybanks and Ridgeway Drive.** Since this planned development is going to be in stages I would hope the planned road would not go all the way through to Ridgeway Drive until it is getting to the completion.
- **Parking lot.** In the plans that I was shown there is a parking lot that is between me and the planned development. I **strongly object** to the placement location of that parking lot as would any of the honorable members of this Sturgeon Bay Plan Commission would object to it also if it was near their property.

In addition to all of that, a number of my neighbors have approached me and voiced the same concerns regarding the planned development. I am also concerned about the drop of value in my property if this rezoning goes through. Will Marsh Manor At Deer Run make money while I lose the value of my property? I don't think that would be fair at all. Also, there is a marsh area on that property that is natural and shouldn't we be trying to protect that? Another thing I was wondering about, with something this extreme I would have thought the homeowners in Sand Hill Estates (our really beautiful and quite community) should have been offered the opportunity to purchase some of the land directly bordering our properties. Last but, not least of course I would strongly prefer to have the property directly behind us kept zoned for Two- family Residential instead of Planned Unit development Units.

I will attend the meeting that is being held on Wednesday, June 15, 2011.

Thank you,

Richard Husch – 1152 S Ridgeway Drive – 920 746-9653

Mr. Martin J. Olejniczak
Community development director
City of Sturgeon Bay
421 Michigan St.
Sturgeon Bay, WI 54235

June 10, 2011

Dear Sir:

I am writing to you in regards to the 'Marsh Manor at Deer Run Village' project that is being considered by your office.

I have several concerns that affect the home owners that live in the Ridgeway Drive and Ridgeway Avenue area. Our homes were purchased with the expectation that the area to the East of our development was zoned R3. This area is now being rezoned to "Planned Unit Development", with commercial style buildings and a much higher population density. We request that several features be included in its permit to shield us from this change in usage.

First; to limit the visual impact, there should be included in the permit some statement similar to the following:

"The developer shall install a green zone barrier along the entire western and northern border of the overall property and it shall be composed of trees that will limit the view into the Planned Development area in both summer and winter. This shall be made up of trees that are known to thrive in this community. This green zone shall be installed before the start of the building construction."

This will provide a visual barrier similar to that on North 12th Ave. near the NWTC property.

Second; the present plans show the extension of Compass St. all the way to Clay Bank Rd. The plan shows this extension to be as straight as a race way. This will encourage drivers to use a high rate of speed when using this street to exit the development into the existing Ridgeway Dr. area, and allow it to be used as a useful shortcut from Clay Bank Rd. to Tacoma Beach Rd.

It is requested that the Compass St. extension be built with several turns in it to limit the speed used on it and, to improve the visual effect to a limited distance. Also the new plan should include an outlet street connected to their access to Tacoma Beach Rd. This will help divert traffic leaving the development away from the Ridgeway Dr. area.

This will be similar to the present situation where N. 16th Dr. could be used as a cut through from the northern part of N. 18th Ave. to Michigan St. near the High School but it is not used because of the many intersections and curves between those two points.

Thank you very much.

Rand Plutchak
1131 RIDGEWAY AVE.

Beth Plutchak
1131 Ridgeway Ave.