



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, JULY 2, 2013  
8:00 P.M.  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
  2. Pledge of Allegiance.
  3. Roll call.
  4. Adoption of agenda.
  5. Consideration of the following bills: General Fund – \$65,583.66, Capital Fund - \$6,910.09, Cable TV - \$4,490.00, TID #2 - \$363.00, Solid Waste Enterprise - \$4,374.26 and Revolving Loan Fund - \$40,000.00 for a grand total of \$121,721.01. [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 6/18/13 regular Common Council minutes.
  - \* b. Approval of the following minutes:
    - (1) Bicycle & Pedestrian Advisory Board – 6/6/13
    - (2) Zoning Board of Appeals – 6/10/13
    - (3) Parking & Traffic Committee – 6/17/13
    - (4) Finance/Purchasing & Building Committee – 6/18/13
    - (5) Board of Public Works – 6/18/13
    - (6) City Plan Commission – 6/19/13
    - (7) Aesthetic Design & Site Plan Review Board – 6/24/13
  - \* c. Place following report on file:
    - (1) Bank Reconciliation – May 2013
    - (2) Revenue & Expense Report – May 2013
  - \* d. Consideration of: Approval of Beverage Operator licenses.
  - \* e. Consideration of: Approval of Temporary Class B Beer licenses.
  - \* f. Consideration of: Approval of Temporary Class B Beer and Class B Wine license.
  - \* g. Consideration of: Exception to noise ordinance request from Door County Fair from July 31, 2013 – August 4, 2013.
  - \* h. Consideration of: Exception to noise ordinance request from Kitty O'Reilly's Irish Pub for July 27, 2013.

- \* i. **Parking & Traffic Committee recommendation re: Children At Play Sign be installed on Clay Bank Road at a point near 1956 Clay Banks Road.**
- \* j. **Parking & Traffic Committee recommendation re: Placing a Handicapped Parking stall in front of Pinkert Law Firm at 454 Kentucky Street.**
- 7. **Mayoral appointments.**
- 8. **First reading re: Rezone property owned by the City of Sturgeon Bay, located along the west side of S. Neenah Avenue, from Agricultural (A) to Light Industrial (I-1A.)**
- 9. **Finance/Purchasing & Building Committee recommendation re: Award the contract to Foth Infrastructure and Environmental for engineering services for Bradley Lake in the amount of \$22,900.00.**
- 10. **Committee Chairperson Reports:**
  - a. **City Plan Commission**
  - b. **Finance/Purchasing & Building Committee**
  - c. **Park & Recreation Committee**
- 11. **Public comment on non-agenda items.**
- 12. **Mayor's comments.**
- 13. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 6-28-13

Time: 12:00 pm

By: Jessie S.

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

5.

5.

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04696	DOOR COUNTY TREASURER	ST WI DNR MFL 77.89(2)	01-000-000-24310	2.12
R0000066	CONNIE BORDEAU	REF TU. FM MKT VEND FEE-BORDEA	01-000-000-46400	50.00
R0000066		REF TU. FM MKT VEND FEE-BORDEA	01-000-000-24212	2.50
R0000066		REF TU. FM MKT VEND FEE-BORDEA	01-000-000-24214	0.25
R0000274	THOMAS J TRADER	REF TU. FM MKT VEND FEE-TRADER	01-000-000-46400	50.00
R0000274		REF TU. FM MKT VEND FEE-TRADER	01-000-000-24212	2.50
R0000274		REF TU. FM MKT VEND FEE-TRADER	01-000-000-24214	0.25
R0001059	ERIN FUNNELL	PK SEC DEP REF SP - FUNNELL	01-000-000-23162	50.00
R0001064	RICK DITEWIG	PK SEC DEP REF OP - DITEWIG	01-000-000-23162	50.00
R0001065	SENG LEE	REF TU. FM MKT VEND FEE- LEE	01-000-000-46400	50.00
R0001065		REF TU. FM MKT VEND FEE- LEE	01-000-000-24214	2.50
R0001065		REF TU. FM MKT VEND FEE- LEE	01-000-000-24215	0.25
R0001066	SANDY NIMMO	REF TU. FM MKT VEND FEE- NIMMO	01-000-000-46400	50.00
R0001066		REF TU. FM MKT VEND FEE- LEE	01-000-000-24214	2.50
R0001066		REF TU. FM MKT VEND FEE- LEE	01-000-000-24215	0.25
SOUKUPP	POLLY SOUKUP	PHS REFUND - ZBA - SOUKUP	01-000-000-23168	50.00
TOTAL LIABILITIES				363.12
TOTAL GENERAL FUND				363.12
MAYOR				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-100-000-56700	2.70
TOTAL				2.70
TOTAL MAYOR				2.70
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	MAY 2013 TRAFFIC MATTERS	01-110-000-55010	1,524.00
BUELOW	BUELOW, VETTER, BUIKEMA,	MAY 2013 SPICAL COUNSEL	01-110-000-57900	1,211.00
TOTAL				2,735.00
TOTAL LAW/LEGAL				2,735.00
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	GFOA ANNUAL CONF - CLARIZIO	01-115-000-55600	789.97
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-115-000-56700	10.90
13900	MUNICIPAL TREASURER ASSN	2013 ANNUAL DUES	01-115-000-56000	40.00
17700	QUILL CORPORATION	BINDER CLIPS, RULER, BOXES	01-115-000-51950	23.86
ABR	ABR EMPLOYMENT SERVICES	TEMP SVC 06/03/13-06/07/13	01-115-000-58999	620.00
ABR		TEMP SVC 6/10-6/14	01-115-000-58999	620.00
FIRST	FIRST NATIONAL BANK OF OMAHA	IIMC ANN. CONF. EXP - CLERK	01-115-000-55600	784.36
TOTAL				2,889.09
TOTAL CITY CLERK-TREASURER				2,889.09

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-120-000-56700	2.70
		TOTAL		2.70
		TOTAL ADMINISTRATION		2.70
COMPUTER				
04696	DOOR COUNTY TREASURER	MAY 2013 TECH SUPPORT	01-125-000-55550	2,500.00
		TOTAL		2,500.00
		TOTAL COMPUTER		2,500.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-130-000-56700	5.40
17700	QUILL CORPORATION	COMPRESSED AIR	01-130-000-51950	11.24
ASSO APP	ASSOCIATED APPRAISAL	07/02/13 CONTRACT	01-130-000-55010	1,245.83
		TOTAL		1,262.47
		TOTAL CITY ASSESSOR		1,262.47
BUILDING/ZONING CODE ENFORCEMENT				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-140-000-56700	2.70
		TOTAL		2.70
		TOTAL BUILDING/ZONING CODE ENFORCEMENT		2.70
MUNICIPAL SERVICES ADMIN.				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-145-000-56700	5.40
		TOTAL		5.40
		TOTAL MUNICIPAL SERVICES ADMIN.		5.40
PUBLIC WORKS ADMINISTRATION				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-150-000-56700	6.75
04696		MINE SAFETY TRAINING	01-150-000-55600	318.13
		TOTAL		324.88
		TOTAL PUBLIC WORKS ADMINISTRATION		324.88

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
23730	WPS	07/13 421 MICHIGAN ST	01-160-000-56600	883.77
		TOTAL		883.77
		TOTAL CITY HALL		883.77
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	MAY 2013 PHONE CHGS- CITY HALL	01-199-000-58200	145.16
04696		MAY 2013 PHONE CHGS - SBPD	01-199-000-58200	32.15
04696		MAY 2013 PHONE CHGS - MUN SVC	01-199-000-58200	85.34
04696		MAY 2013 PHONE CHGS - SBPD	01-199-000-58200	90.18
MEDIVAN	MEDIVAN, INC	54 EMP AUDIOMETRIC TESTING	01-199-000-55605	780.04
		TOTAL		1,132.87
		TOTAL GENERAL EXPENDITURES		1,132.87
POLICE DEPARTMENT				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-200-000-56700	37.80
16735	ARLEIGH PORTER	CLOTHING ALLOWANCE	01-200-000-52900	126.10
16735		CLOTHING ALLOWANCE	01-200-000-52900	115.60
HENRY	CLINT HENRY	HENRY - JUNE 13 EXP REP - TRAN	01-200-000-55600	115.43
		TOTAL		394.93
		TOTAL POLICE DEPARTMENT		394.93
PATROL BOAT				
PATROL BOAT				
02206	BAY MARINE	PATROL BOAT FUEL	01-205-000-51650	403.92
		TOTAL PATROL BOAT		403.92
		TOTAL PATROL BOAT		403.92
POLICE DEPARTMENT/PATROL				
02005	BAY ELECTRONICS, INC.	RADIO REPAIR	01-215-000-57550	60.00
04291	DIVE RESCUE INTERNATIONAL, INC	DIVE REFRESHER COURSE -HENRY	01-215-000-55600	15.00
04590	DOOR COUNTY HUMANE SOCIETY	3RD QTR 2013 PYMT	01-215-000-55100	2,117.50
11870	KUSTOM SIGNALS INC	RADAR REMOTE	01-215-000-54999	98.00
14878	NWTC	SFST INSTR. TRAINING - ALBERTS	01-215-000-55600	200.00
16735	ARLEIGH PORTER	FBINA - PORTER TRAINING	01-215-000-55600	113.00
22800	WALMART COMMUNITY	SD CARDS, BATTERIES, CLX WIPES	01-215-000-54999	35.68
FIRST	FIRST NATIONAL BANK OF OMAHA	FBI ACAD. - PORTER	01-215-000-55600	140.00
FIRST		FBI ACAD. EXP - PORTER	01-215-000-55600	267.75
FIRST		TRAINING - KRAH	01-215-000-55600	20.30
FIRST		FBI ACAD. EXP - PORTER	01-215-000-55600	267.75
FIRST		TRAINING EXP CREDIT LODGING	01-215-000-55600	-10.02
FIRST		TRAINING EXP CREDIT LODGING	01-215-000-55600	-10.02

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
R0001067	DEPARTMENT OF JUSTICE	WI COMMAND TRN - HENRY	01-215-000-55600	500.00
		TOTAL		3,814.94
		TOTAL POLICE DEPARTMENT/PATROL		3,814.94
FIRE DEPARTMENT				
01535	AMERICAN TEST CENTER INC.	ANNUAL AERIAL TEST	01-250-000-53000	500.00
01766	AURORA MEDICAL GROUP	REVIEW-MEDICAL RESPIRATORY	01-250-000-57100	8.00
02001	RED THE UNIFORM TAYLOR	MONTIVIEDO - UNIFORM	01-250-000-52900	138.92
02001		WRITT - UNIFORM	01-250-000-52900	163.52
02001		HANSON UNIFORM	01-250-000-52900	50.00
02001		MISC EMP UNIFORM	01-250-000-52900	264.10
02001		UNIFORM SHPG	01-250-000-52900	24.76
02005	BAY ELECTRONICS, INC.	PAGER BATTERY	01-250-000-52900	15.00
04545	DOOR COUNTY COOPERATIVE	2-4-D	01-250-000-54999	25.95
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-250-000-56700	16.20
13842	MOTOROLA	PAGER REPAIR	01-250-000-57550	78.00
19880	STURGEON BAY UTILITIES	N 14TH AVE SALT SHED	01-250-000-56675	3.56
19880		835 N 14TH AVE CITY GAR	01-250-000-56675	29.00
19880		DUCK POND	01-250-000-56675	3.56
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	29.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	9.00
19880		OTUMBA PARK	01-250-000-56675	3.56
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	3.56
19880		WEST SIDE FIRE STATION	01-250-000-56150	40.14
19880		WEST SIDE FIRE STATION	01-250-000-56675	29.00
19880			01-250-000-58650	84.41
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	3.56
19880		38 S NEENAH AVE RSTRM/FC	01-250-000-56675	18.00
19880		JAYCEES BALLFIELD STAND	01-250-000-56675	9.00
19880		NICH ST J C BALLFLD SPRINK	01-250-000-56675	29.00
19880		WEST SIDE BALL FIELD LITES	01-250-000-56675	3.56
19880		N 14TH WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.40
19880		SUNSET PK STAR PLANT	01-250-000-56675	29.00
19880		835 N 14TH AVE SIGN SHED	01-250-000-56675	3.56
19880		CHERRY BLOSSOM PARK	01-250-000-56675	9.00
19880		CLAY BANKS SIREN	01-250-000-56150	15.94
22800	WALMART COMMUNITY	RUBBER GLOVE BANDS & PADS	01-250-000-54999	18.76
22800		VACUUM CLEANER	01-250-000-51350	119.96
22800		CPT CLR, TAPE REFILL, BATR, WL	01-250-000-54999	66.44
23730	WPS	07/13 WEST SIDE FIRE	01-250-000-56600	23.69
FIRST	FIRST NATIONAL BANK OF OMAHA	6/2-6/8 TRN EXP CHGS-SONAR	01-250-000-55600	214.22
FIRST		OUT OF TOWN FUEL	01-250-000-51650	168.78
FIRST		FIRE INVESTIGATION BOOK	01-250-000-56000	81.95
FIRST		6/9-6/15TRN EXP CHGS-ARSON INV	01-250-000-55600	572.04
FIRST		OUT OF TOWN FUEL	01-250-000-51650	70.25
FIRST		6/16-6/22 TRAINING EXP CHGS	01-250-000-55600	49.03
SOUKUP	RICHARD SOUKUP	UNIFORM SHIRTS	01-250-000-52900	26.00
TRUCK	TRUCK EQUIPMENT, INC.	AIR DRYER PARTS	01-250-000-53000	132.50
WARNER	WARNER-WEXEL WHOLESALE &	FLOOR SQUEEGERS	01-250-000-52700	47.67
		TOTAL		3,253.79

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
TOTAL FIRE DEPARTMENT				3,253.79
STORM SEWERS				
19880	STURGEON BAY UTILITIES	MAY JETTER USAGE	01-300-000-57700	132.35
KIMBALL	KIMBALL MIDWEST	GRINDING WHEEL	01-300-000-54999	179.01
KIMBALL		SHPG	01-300-000-54999	15.37
TOTAL				326.73
TOTAL STORM SEWERS				326.73
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	2 DR SPROCKETS	01-330-000-51400	51.00
25700		2 CONVEYOR SPROCKETS	01-330-000-51400	49.00
25700		2 KEYS	01-330-000-51400	7.00
TOTAL				107.00
TOTAL STREET SWEEPING				107.00
WEED ABATEMENT				
08225	HERLACHE SMALL ENGINE	2 POLE PRUNER BARS	01-340-000-51400	43.50
08225		1 IGNITION SWITCH	01-340-000-51400	14.28
22800	WALMART COMMUNITY	WEED CUTTER STRING	01-340-000-51400	47.46
TOTAL				105.24
TOTAL WEED ABATEMENT				105.24
ROADWAYS/STREETS				
11800	KRUEGER IMPLEMENT INC	2.5 GAL TRACTOR OIL	01-400-000-51400	34.95
11800		6 CONN LINKS	01-400-000-51400	7.20
TOTAL				42.15
TOTAL ROADWAYS/STREETS				42.15
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	18 5 GAL STD WH PAINT	01-420-000-52100	1,171.80
04276		12 5 GAL HIGH BUILD WHITE PT	01-420-000-52100	951.00
TOTAL				2,122.80
TOTAL STREET SIGNS AND MARKINGS				2,122.80

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
<b>STREET MACHINERY</b>				
02835	BROOKS TRACTOR	ANTENNA	01-450-000-53000	43.96
03075	CARQUEST OF DOOR COUNTY	LAMP	01-450-000-52150	4.80
04545	DOOR COUNTY COOPERATIVE	RET - LED CLEAR	01-450-000-53000	-99.81
04696	DOOR COUNTY TREASURER	MAY '13 FL-430.36G UNL-870.39D	01-450-000-51650	4,743.89
04696		TRANSPORT EQUIP	01-450-000-53000	211.91
19240	SERVICE MOTOR CO	2 GAL ANTI-FREEZE	01-450-000-53000	21.52
FLEETPRI	FLEETPRIDE	REBUSH WALKING BEAMS	01-450-000-53000	3,450.41
R0000655	TRANSMOTION, LLC	2 HYDR UNIONS	01-450-000-53000	5.70
TOTAL				8,382.38
TOTAL STREET MACHINERY				8,382.38
<b>CITY GARAGE</b>				
06012	FASTENAL COMPANY	50 NYLOCK NUTS & BOLTS	01-460-000-51850	10.00
19880	STURGEON BAY UTILITIES	N 14TH AVE SALT SHED	01-460-000-56150	8.24
19880		835 N 14TH AVE CITY GAR	01-460-000-56150	683.43
19880		835 N 14TH AVE CITY GAR	01-460-000-58650	121.00
23730	WPS	07/13 835 N 14TH AVE	01-460-000-56600	175.25
KIMBALL	KIMBALL MIDWEST	CUT OFF WHEEL	01-460-000-52700	60.17
TOTAL				1,058.09
TOTAL CITY GARAGE				1,058.09
<b>CELEBRATION &amp; ENTERTAINMENT</b>				
SRO	SRO EVENTS, INC	HARMONY INSTALLMENT #3	01-480-000-58999	8,966.66
TOTAL				8,966.66
TOTAL CELEBRATION & ENTERTAINMENT				8,966.66
<b>HIGHWAYS - GENERAL</b>				
19880	STURGEON BAY UTILITIES	TRFC WARNING LGT ELM CTY C	01-499-000-58000	-1.20
19880		TRFC WARNING LGT ELM CTY C	01-499-000-58000	2.75
TOTAL				1.55
TOTAL HIGHWAYS - GENERAL				1.55
<b>PARK &amp; RECREATION ADMIN</b>				
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-500-000-56700	4.05
15199	ORIENTAL TRADING COMPANY INC.	SUPPLIES FOR KICK OFF EVENT	01-500-000-52250	1,189.53
15199		SUPPLIES FOR KICK OFF EVENT	01-500-000-52250	30.00
22800	WALMART COMMUNITY	OFFICE SUPPLIES	01-500-000-51950	20.88
22800		KICK OFF TO SUMMER SUPPLIES	01-500-000-52250	132.29
22800		KICK OFF TO SUMMER SUPPLIES	01-500-000-52250	39.05
TOTAL				1,415.80

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL PARK & RECREATION ADMIN 1,415.80

PARKS AND PLAYGROUNDS

01766	AURORA MEDICAL GROUP	MRO REVIEW	01-510-000-57100	8.00
03075	CARQUEST OF DOOR COUNTY	TRUCK BATTERY	01-510-000-53000	85.49
03075		AIR FILTER TR#9	01-510-000-53000	7.95
03075		TRAILER LIGHT CONNECTOR	01-510-000-53000	11.99
04545	DOOR COUNTY COOPERATIVE	WRENCHES	01-510-000-52700	24.73
04545		3 GAL PROMATOL	01-510-000-51750	142.20
04545		2.5 GAL CORNERSTONE	01-510-000-51750	66.25
04696	DOOR COUNTY TREASURER	MAY 2013 FUEL	01-510-000-51650	2,610.00
13049	MAY'S SPORT CENTER	HYDRO BELT	01-510-000-51900	28.20
19880	STURGEON BAY UTILITIES	DUCK POND	01-510-000-58650	2.50
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	165.93
19880		SUNSET CNTR/NEW COND	01-510-000-58650	69.45
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	89.03
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	79.14
19880		OTUMBA PARK	01-510-000-56150	59.39
19880		OTUMBA PARK	01-510-000-58650	30.33
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	86.90
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	26.34
19880		JAYCEES BALLFIELD STAND	01-510-000-56150	35.31
19880		JAYCEES BALLFIELD STAND	01-510-000-58650	55.32
19880		OTUMBA PARK WALKWAY LITES	01-510-000-56150	33.42
19880		OTUMBA PARK STREET LTG	01-510-000-56150	149.47
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	15.83
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	17.59
19880		835 N 14TH AVE SIGN SHED	01-510-000-58650	9.21
19880		CHERRY BLOSSOM PARK	01-510-000-56150	27.27
19880		CHERRY BLOSSOM PARK	01-510-000-58650	27.01
23730	WPS	07/13 MEMORIAL FIELD	01-510-000-56600	50.03
TLB	TLB WOOD PRODUCTS CORP	80 YDS BR MULCH	01-510-000-51750	1,780.09

TOTAL 5,794.37

TOTAL PARKS AND PLAYGROUNDS 5,794.37

BALLFIELDS

19275	SHERWIN WILLIAMS	10 GAL WHITE FLD PAINT	01-520-000-51750	134.90
20900	TRU GREEN CHEMLAWN	BLFD APPLICATION	01-520-000-56500	303.84
20900		BLFD APP #2	01-520-000-56500	156.14
R0000424	SPRINKLER COMPANY, INC	IRRIGATION REPAIR	01-520-000-51750	402.57

TOTAL 997.45

TOTAL BALLFIELDS 997.45

MUNICIPAL DOCKS

19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	146.17
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INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	89.78
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	35.21
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-56150	218.43
19880		38 S NEENAH AVE RSTRM/FC	01-550-000-58650	306.53
19880		LIGHT REPAIR SAWYER PARK	01-550-000-58999	11.81
23730	WPS	07/13 36 S NEENAH RESTROOM	01-550-000-56600	32.77
		TOTAL		840.70
		TOTAL MUNICIPAL DOCKS		840.70
WATER WEED MANAGEMENT				
03075	CARQUEST OF DOOR COUNTY	ZIPTIES FOR WW CREWS	01-560-000-54999	23.75
03075		WW ELEVATOR BATTERIES	01-560-000-51400	188.22
04545	DOOR COUNTY COOPERATIVE	WW PITCH FORKS (3)	01-560-000-54999	83.93
04545		WW BOUY ROPES	01-560-000-54999	11.69
09250	INLAND LAKE HARVESTERS INC	20 FT THROTTLE CABLE	01-560-000-51400	156.35
22800	WALMART COMMUNITY	GLASSES, EXT CORD	01-560-000-54999	132.69
		TOTAL		596.63
		TOTAL WATER WEED MANAGEMENT		596.63
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY LGTS	01-570-000-56150	28.04
19880		DC MUSEUM PKG LOT LGTS	01-570-000-56150	125.77
22800	WALMART COMMUNITY	BATTERIES	01-570-000-54999	43.88
		TOTAL		197.69
		TOTAL WATERFRONT PARKS & WALKWAYS		197.69
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	3RD QUARTER CITY PROGRAM ADMIN	01-900-000-55850	6,250.00
04549		3RD QTR COMMIT	01-900-000-55750	4,660.00
04696	DOOR COUNTY TREASURER	05/13 INTERNET SVC	01-900-000-56700	5.40
15028	MARTY OLEJNICZAK	2013 PLANNING CONF	01-900-000-55600	246.45
17700	QUILL CORPORATION	CARTRIDGES	01-900-000-51950	75.57
17700		LABELS	01-900-000-51950	23.02
17700		3 CASES COPY PAPER	01-900-000-52800	89.70
		TOTAL		11,350.14
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		11,350.14
		TOTAL GENERAL FUND		62,277.66

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>CAPITAL FUND</b>				
AQUA	AQUA CENTER OF GREEN BAY INC	DIVE EQUIP	10-215-000-59999	837.59
AQUA		DIVE EQUIP	10-215-000-59999	2,592.00
AQUA		DIVE EQUIPMENT	10-215-000-59999	94.00
LILY BAY	LILY BAY SAND & GRAVEL LLC	HIGH LIFT	10-215-000-59999	150.00
TOTAL				3,673.59
TOTAL PATROL				3,673.59
<b>BALLFIELDS</b>				
EXPENSE				
PIEPER	PIEPER POWER, INC	APP #4 BALLFLD LIGHTING	10-520-000-59075	3,236.50
TOTAL EXPENSE				3,236.50
TOTAL BALLFIELDS				3,236.50
TOTAL CAPITAL FUND				6,910.09
<b>CABLE TV</b>				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
04696	DOOR COUNTY TREASURER	MAY 2013 INTERNET	21-000-000-56700	100.00
MANN	MANN COMMUNICATIONS, LLC	07/02/13 CONTRACT	21-000-000-55010	4,390.00
TOTAL CABLE TV / GENERAL				4,490.00
TOTAL CABLE TV / GENERAL				4,490.00
TOTAL CABLE TV				4,490.00
<b>TID #2 DISTRICT</b>				
TID DISTRICT #2				
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES T2	25-320-931-70002	363.00
TOTAL TID #2 A AREA BONDS - DVL				363.00
TOTAL TID DISTRICT #2				363.00
TOTAL TID #2 DISTRICT				363.00
<b>SOLID WASTE ENTERPRISE</b>				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	UNIT 40 SUPPLIES	60-000-000-53000	64.58
04696	DOOR COUNTY TREASURER	MAY '13 FUEL - 955.93 GAL DIES	60-000-000-51650	3,577.09
11545	MAPLE STREET SIGN CO.	DECALS FOR GARB. TRUCKS	60-000-000-54999	37.52
19070	SCHARTNER IMPLEMENT INC	HYD FTNG, HYD HOSE	60-000-000-53000	33.30
20253	TILOT OIL LLC	55 GAL DRUM HYD FLUID	60-000-000-52050	404.25
R0000655	TRANSMOTION, LLC	COUPLERS/NIPPLES	60-000-000-53000	257.52
TOTAL SOLID WASTE ENTERPRISE FUND				4,374.26

DATE: 06/25/2013  
TIME: 12:14:14  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
TOTAL SOLID WASTE ENTERPRISE FUND				4,374.26
TOTAL SOLID WASTE ENTERPRISE				4,374.26
TOTAL ALL FUNDS				78,415.01

**MANUAL CHECKS**

Southern Door School District  
06/14/13  
Check #72727  
Mobile Home Taxes  
01-000-000-41300

\$ 229.43

Sturgeon Bay School District  
06/14/13  
Check #72728  
Mobile Home Taxes  
01-000-000-41300

\$ 3,076.57

DCEDC  
06/25/13  
Check #72836  
Door County Traders, LLC – Revolving Loan  
30-000-000-58960

\$40,000.00

**TOTAL MANUAL CHECKS**

**\$43,306.00**

INVOICES DUE ON/BEFORE 07/02/2013

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	<del>62,277.66</del>	65,583.66
CAPITAL FUND	6,910.09	
CABLE TV	4,490.00	
TID #2 DISTRICT	363.00	
SOLID WASTE ENTERPRISE	4,374.26	
Revolving Loan	<del>40,000</del>	
TOTAL --- ALL FUNDS	<del>78,415.01</del>	121,721.01

*Conny R. Weijer* 6/25/13  
*[Signature]* 6/25/13  
*[Signature]* 6/25/13

## COMMON COUNCIL

June 18, 2013

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

Vandertie/Wiegand to adopt agenda but to move item 6m to the regular agenda. Carried.

Wiegand/Ireland to approve following bills: General Fund - \$179,461.04, Capital Fund - \$331,134.22, Cable TV - \$4,005.73, TID #2 - \$51,475.02, TID #4 - \$22,175.39 and Solid Waste Enterprise Fund - \$17,883.88 for a grand total of \$606,135.28. Roll call: All voted aye. Carried.

Fett/Wiesner to approve consent agenda:

- a. Approval of 6/4/13 regular and 6/7/13 special Common Council minutes.
- b. Approval of the following minutes:
  - (1) Fire & Police Commission – 4/24/13
  - (2) Sturgeon Bay Utility Commission – 5/14/13
  - (3) Finance/Purchasing & Building Committee – 5/28/13
  - (4) Harbor Commission – 5/29/13
- c. Place following reports on file:
  - (1) Bank Statement – December 2012
  - (2) Financial Report – December 2012
  - (3) Bank Statement – April 2013
  - (4) Financial Report – April 2013
  - (5) Inspection Department Report – May 2013
  - (6) Police Department Report – May 2013
  - (7) Fire Department Report – May 2013\
- d. Consideration of: Approval of Beverage Operator licenses.
- e. Consideration of: Approval of Temporary Class B Beer licenses.
- f. Consideration of: Approval of Temporary Class B Beer and Class B Wine licenses.
- g. Consideration of: Approval of Temporary Class B Wine licenses.
- h. Consideration of: Approval of "Class B" Combination license, Class "B" Beer licenses, and "Class C" Wine licenses.
- i. Consideration of: Street Closure Application request from Door County Triathlon.
- j. Resolution re: Authorizing Conveyance of Property re: WPS.
- k. Finance/Purchasing & Building Committee recommendation re: Approve lease agreement between the City of Sturgeon Bay and Legend Cruises, LLC for 75 feet of City owned dock space located adjacent to the Maritime Museum at a rate of \$3,482.32 for the lease year beginning July 1, 2013 and ending June 30, 2014.
- l. Finance/Purchasing & Building Committee recommendation re: Accept the Schenck Government & Not-For-Profit Solutions 2012 financial audit report for the City of Sturgeon Bay and place on file.
- ~~m. Finance/Purchasing & Building Committee recommendation re: Authorize contracting with a professional consulting service for the Safe Routes to School grant administration. Moved to regular agenda~~
- n. Finance/Purchasing & Building Committee recommendation re: Approve easement for Wisconsin Public Service gas line along the City-owned parcel at the corner of Division Road and Shiloh Road.

Carried.

There were no mayoral appointments.

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to authorize contracting with a professional consulting service for the Safe Routes to School grant administration.

### FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chr.

Introduced by Wiegand. Wiegand/Schlicht to adopt. Carried with Vandertie voting no.

The 2013 paving program was presented to the Council. It was noted that Northeast Asphalt submitted a bid and they are the only qualified bidder in the area for the City's asphalt paving program. Wiegand/Fett to authorize the contract with Northeast Asphalt to complete our asphalt paving program for 2013 in the estimated amount of \$135,170. Carried.

## RECOMMENDATION

We, the Parking & Traffic Committee, hereby recommend marking the east and westbound lanes of Maple Street with a straight and left turn arrow, leaving the right lane unmarked, and to also remove the parking stall closest to Madison Avenue on the Northeast corner of Maple Street (adjacent to the Greystone Castle) and to paint the Southeast curb of Maple Street yellow from the No Parking Here To Corner sign, to the corner of Maple & Madison intersection.

### PARKING & TRAFFIC COMMITTEE

By: Bob Schlicht, Chr.

Introduced by Schlicht. Schlicht/Ireland to adopt. Discussion took place regarding the traffic backups, the design of the intersection, signage for drivers, and future fixes for the intersection. Roll call vote: Wiegand, Wiesner and Schlicht voted no. Vandertie, Ireland, and Fett voted aye. Tie vote. Mayor voted no. Motion failed.

Schlicht/Wiegand to make east bound Maple Street right lane a right turn only lane and the left lane a left turn and straight lane. West bound Maple Street right lane a right turn and straight lane and the left lane a left turn lane only. No changes to Madison Avenue. Roll call vote: Wiegand, Wiesner, Fett and Schlicht voted aye. Vandertie and Ireland voted no. Motion carried.

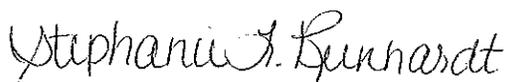
Personnel Committee Vice-Chair Fett, Parking & Traffic Committee Chair Schlicht, Community Protection & Services Committee Chair Fett and Sturgeon Bay Utility Commission member Fett presented reports for their respective committees/commissions.

No one spoke during public comment.

The Mayor made his comments.

Schlicht/Wiegand to adjourn. Carried. The meeting adjourned at 9:27 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

**BICYCLE AND PEDESTRIAN ADVISORY BOARD**

*Thursday, June 6, 2013*

*The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:02 p.m. by Chairperson Bob Schlicht in the 2<sup>nd</sup> floor Conference Room, City Hall, 421 Michigan Street.*

*Roll call: Members Bob Schlicht, Paul Anschutz, Leni Spaude, Rhonda Kolberg and Randy Watermolen were present. Members Laurel Brooks and Tony Depies were excused. Member Nathan Hayes was absent. Also present was Community Development Director Olejniczak, Door County Parks Director Erik Aleson and Municipal Services Assistant Jennifer Lenius.*

*Adoption of agenda: Moved by Mr. Anschutz, seconded by Ms. Spaude to move item 8 to before item 4 and adopt the following agenda:*

1. *Roll call.*
2. *Adoption of agenda.*
3. *Approval of minutes from May 2, 2013.*
8. **Discussion of: Master Planning Process for State Park Bike Trail Use**
4. *Discussion of: Ahnapee Trail Review*
5. *Consideration of: Safe Routes to School Historic Preservation Contract*
6. *Discussion of: Bike Friendly Community Award*
7. *Discussion of: Bike Education / Bike Rodeo Update*
9. *Adjourn*

*All in favor. Carried.*

*Approval of minutes from May 2, 2013: Moved by Mr. Anschutz, seconded by Ms. Spaude to approve the minutes from May 2, 2013. All in favor. Carried.*

**Discussion of: Master Planning Process for State Park Bike Trail Use:** *Mr. Anschutz stated that one of the categories the City was lacking in for the Bike Friendly Community application was off-road bike trails. The WI DNR has been working on developing a new Bike Master Plan for several years since the current one is approximately 30 years old and was hoping the Bike and Pedestrian Committee along with the City Council could help encourage the DNR to proceed with a new Bike Master Plan and to ask if the City could possibly be part of the steering committee. Mr. Schlicht stated that the group could communicate with the DNR and the State to let them know the City is interested in having them move forward with developing a plan and asked if Mr. Olejniczak would draft a letter to the DNR regarding their concern of the delay to the master planning process. Ms. Kolberg suggested inviting someone from the DNR to the next meeting this topic is discussed at.*

**Discussion of: Ahnapee Trail Review:** *The committee reviewed the detailed trail maps from the trail head by Neenah Avenue to the foot of the Bay View Bridge. Mr. Olejniczak stated the committee should find out if it is only DNR money that will be used for the snowmobile trails so that we know if the trail is intended to be a crushed stone trail only. Erik Aleson stated they are still waiting to see if they were awarded grant funding to construct the trail from the trail head to Shiloh Road and also from Clay Banks Road to Tacoma Beach Road and that this funding through the DNR would only be for a crushed limestone trail.*

**Consideration of: Safe Routes to School Historic Preservation Contract:** *Mr. Olejniczak stated the Common Council will be discussing hiring an engineering firm for the Safe Routes to School Plan to include the Historic Preservation Contract.*

**Discussion of: Bike Friendly Community Award:** *Mr. Olejniczak stated the City received two Bike Friendly Community signs and that additional signs cost \$75 each. He suggested placing them at the entrances to the City along the Highway 42/57 Business District. Mr. Anschutz suggested purchasing and placing additional ones along major bike routes and to look for possible donors/sponsors for the additional signs. He also suggested posting the Bike Friendly Community Award on the Website as well as to provide the information to the Sturgeon Bay and Door County Visitor Centers and to have the Mayor present the award at an upcoming Council meeting and to recognize the committee. Mr. Schlicht asked the committee to come up with possible locations to place additional signs. Some suggestions included Michigan Street by the YMCA, School zones and 3<sup>rd</sup> Avenue as it becomes Bay Shore Drive.*

**Discussion of: Bike Education / Bike Rodeo Update:** *Mr. Anschutz stated there were 65 kids for the Bike Rodeo on May 11<sup>th</sup> despite the rain and snow. They will be doing another Bike Rodeo on June 22<sup>nd</sup>. Mr. Watermolen said they had 86 students at the middle school bike to school on Bike to School Day.*

**Adjourn:** *Moved by Ms. Kolberg, seconded by Mr. Anschutz to adjourn. Carried. Meeting adjourned at 5:03 p.m.*

*Respectfully submitted,*

  
Jennifer Lenius  
Municipal Services Assistant

ZONING BOARD OF APPEALS  
Monday, June 10, 2013

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

Roll call: Members William Murrock, Jack Gigstead, Bill Chaudoir, James Goodwin, and Alternate Richard Jennings were present. Excused: Member Andrew Starr. Also present were Daniel Peters, agent for Polly Soukup, Fire Chief Tim Herlache, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 20, 2013.
4. Public hearing: Variance request from Polly Soukup, 1020 N. 7<sup>th</sup> Place, to exceed the maximum square footage for an accessory building.
5. Consideration of: Variance request from Polly Soukup, 1020 N. 7<sup>th</sup> Place, to exceed the maximum square footage for an accessory building.
6. Adjourn.

Carried.

**Approval of minutes from May 20, 2013:** Moved by Mr. Chaudoir, seconded by Mr. Gigstead to approve the minutes from May 20, 2013. Carried.

**Public hearing: Variance request from Polly Soukup, 1020 N. 7<sup>th</sup> Place, to exceed the maximum square footage for an accessory building:** Chairperson Murrock opened the public hearing at 7:05 p.m.

Ms. Soukup's father, Daniel Peters, explained that they would like to construct a 24' x 24' addition to the existing garage. Currently there are two trailers that are being stored outside that contain items that they would like stored inside the garage and then sell the trailers, so it would enhance the appearance of the property. The existing 96 sq. ft. accessory building would be removed. The siding and roofing would match the existing garage.

Tim Herlache, 1220 Superior Street, stated that after Mr. Soukup's death, Ms. Soukup wanted the fence behind the garage removed, which opened it up to the neighbor's back yard. Mr. Soukup had restored an El Camino for their daughter that was stored in one of the trailers and they would like it stored in the garage.

Mr. Olejniczak stated that the 5 ft. sideyard and 6 ft. rearyard setbacks comply with the zoning code, as well as conforming with the height restrictions. The zoning code allows a total of 1000 sq. ft. of floor area for all accessory buildings. The total square footage would equal 1296 sq. ft. with the addition and existing accessory building removed. This area was previously a war housing area with small lots. Since 2002, there have been two other variance requests of the same kind considered. One was approved and the other denied. Previous to 2002 there had been six cases approved and two denied. Each case is different and could have been different situations. The Building Inspector would verify the setbacks.

Mr. Chaudoir asked if a variance was needed if just a third stall was added. Mr. Herlache responded that one stall would only provide room for the El Camino and not for other items, such as the snowmobiles, lawn furniture, etc.

After further discussion, it was moved by Mr. Gigstead, seconded by Mr. Jennings to grant the variance for the following reasons:

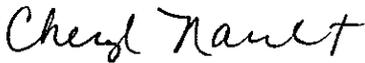
1. The addition will clean up the site.
2. The existing accessory building will be removed.
3. On-site storage will be removed, making the property look neater.
4. The addition conforms with the setbacks.
5. It keeps with the character of the neighborhood of small lots.

One condition for approval includes the City's Building Inspector verifying setbacks before construction begins.

Roll call vote. All ayes. Carried.

**Adjourn:** Moved by Mr. Chaudoir, seconded by Mr. Gigstead to adjourn. Carried. Meeting adjourned at 7:25 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

June 17, 2013

A meeting of the Parking & Traffic Committee was called to order at 3:32 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Members Schlicht, Vandertie and Ireland were present. Also present: City Administrator Steve McNeil, Police Chief Arleigh Porter, Police Sgt. Chad Hougaard, and Municipal Services Secretary Colleen DeGrave.

Moved by Ald. Schlicht, seconded by Ald. Vandertie to move item 7 before item 5 and to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: Signage on Clay Banks Rd.
7. **Consideration of: Intersection markings at Maple St. & Madison Ave.**
5. Consideration of: Handicap parking stall for Pinkert Law Firm 454 Kentucky St.
6. Consideration of: Future markings of crosswalks.
8. Consideration of: Detour backup traffic.
9. Adjourn.

Carried.

**Consideration of: Signage on Clay Banks Road.**

Marty Olejniczak entered at 3:35 p.m. Bob Bordeau entered at 3:41 p.m. Nick and Karen Freimuth of 1956 Clay Banks Road spoke regarding their concern over the speed of the vehicles travelling past their home. The Freimuths requested a Children At Play sign be placed near their home. Chief Porter stated the Police Department had put a speed board at that location, and while most of the vehicles were within the speed limit, it was his recommendation that a Children At Play sign be placed as requested by the Freimuths. Bob Bordeau was in agreement with the sign being placed.

Moved by Ald. Vandertie, seconded by Ald. Ireland to have a Children At Play sign installed at a point near 1956 Clay Banks Road. All in favor. Motion carried.

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

Discussion took place regarding the traffic flow at the intersection of Maple St. & Madison Ave. Ald. Schlicht stated an upgrade of the traffic light signals is not in the budget. Marty Olejniczak discussed the three options recommended by City Engineer Tony Depies, to follow previous recommendations with no lane markings, marking a right turn only lane, or marking the right lane for right & straight turns. Discussion took place that making the right lane a right turn only lane would cause traffic backup. Chief Porter presented a photo of the intersection, showing the lane markings heading north on Madison Ave. He suggested the same lane markings could be used on east Maple St.

4:05 p.m. Marty Olejniczak left.

Moved by Ald. Schlicht, seconded by Ald. Vandertie to recommend marking the east and westbound lanes of Maple Street with a straight and left turn arrow, leaving the right lane unmarked, and to also remove the parking stall closest to Madison Avenue on the Northeast corner of Maple Street (adjacent to the Greystone Castle) and to paint the Southeast curb of Maple Street yellow from the No Parking Here To Corner sign, to the corner of the Maple & Madison intersection. All in favor. Motion carried.

Sergeant Chad Hougaard left at 4:35 p.m.

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

Mr. Smith from Pinkert Law Firm 454 Kentucky Street was present. He requested a handicapped parking stall in front of the Pinkert Law Firm. Mr. Smith stated the corner ramp that is already in place is not safe or convenient for his handicapped customers, he would be okay with not having a curb ramp but requested they be allowed to contract to have the tree lawn removed and that section concreted for easier access.

Moved by Ald. Schlicht, to paint handicapped parking stall and have the tree lawn concreted. Motion was withdrawn.

Moved by Ald. Schlicht, seconded by Ald. Vandertie to place a handicapped parking stall in front of Pinkert Law Firm at 454 Kentucky Street. All in favor. Motion carried.

**Consideration of: Future markings of crosswalks.**

Steve McNeil suggested this discussion not take place at this time but to be placed on the next agenda.

**Consideration of: Detour backup traffic.**

Ald. Schlicht just wanted the committee to be aware that the Police Department has the power to hood the stop signs if backup traffic becomes a bigger problem.

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

Meeting adjourned at 4:47 p.m.

Respectfully Submitted,



Colleen K. DeGrave  
Municipal Services Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**June 18, 2013**

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:15 p.m. by Vice-Chairperson Wiegand in Council Chambers, City Hall. Roll call: Alderperson Wiegand and Alderperson Schlicht were present. Alderperson Stutting was excused. Also present: Alderperson Vandertie, Alderperson Wiesner, Alderperson Fett, City Administrator McNeil, Finance Director/City Treasurer Clarizio, Municipal Services Superintendent Bordeau, members of the general public and Deputy Clerk/Treasurer Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Bids for Engineering Services for Bradley Lake Storm Water.
4. Review bills.
5. Adjourn.

Carried.

Consideration of: Bids for Engineering Services for Bradley Lake Storm Water:

Municipal Services Superintendent Bordeau explained that the City of Sturgeon Bay received grants to do a comprehensive study of Bradley Lake in 2008-2009. After the study was complete, there was not enough funding in the grant to complete the engineering for the project.

Last month, the City of Sturgeon Bay received a grant in the amount of \$23,000.00 from a private donor to cover engineering services. The RFP's were received, even though Foth Infrastructure and Environmental is not the lowest bidder, they provide a high quality of work. Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to Common Council to award the contract to Foth Infrastructure and Environmental for engineering services for Bradley Lake in the amount of \$22,900.00. Carried.

Review bills:

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

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to adjourn. Carried.  
The meeting adjourned at 7:20 p.m.

Respectfully submitted,



Laurie Spittlemeister  
Deputy Clerk/Treasurer

BOARD OF PUBLIC WORKS  
June 18, 2013

A meeting of the Board of Public Works was called to order by Chairperson Schlicht at 7:31 p.m. Roll call: Members Wiegand, Vandertie, Wiesner, Fett, and Schlicht were present. Ireland and Mayor Birmingham entered at 7:49 p.m. Stutting was excused.

Moved by Ald. Fett, seconded by Ald. Vandertie to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Alley Reconstruction & Assessment.
5. Adjourn.

Carried.

Municipal Services Supt. Bordeau briefed the Board on the origin of this item. It was noted that Ald. Vandertie was contacted by some constituents regarding paving alleys. Supt. Bordeau's office then sent out letters to the property owners asking whether or not they would be in favor of or opposed to a special assessment. It was reported that the City staff cannot find that paving of an alley has been special assessed in the past.

Discussion took place regarding other alleys in the City that are currently not paved, the cost estimates for paving the alleys, and the annual maintenance of a gravel alley vs. paving the alley.

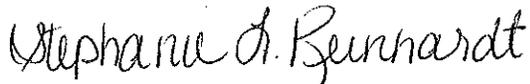
The following residents spoke: William Roberts, 725 S. 15<sup>th</sup> Avenue, Gerald Schmidke, 1226 Superior St., Julie Benson, 621 S. 15<sup>th</sup> Avenue.

Moved by Ald. Vandertie, seconded by Ald. Schlicht to not assess the property owners for the paving of the alleys. Carried.

The Board came to the consensus to direct staff to research and compile data on all unimproved alleys and bring back to the Board of Public Works.

Moved by Ald. Fett, seconded by Ald. Wiesner to adjourn. Carried. The meeting adjourned at 8:13 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

**CITY PLAN COMMISSION**  
 Wednesday, June 19, 2013

A meeting of the City Plan Commission was called to order at 7:02 p.m. by Acting Chairperson Rick Wiesner in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 15, 2013.
4. Public comment on non-agenda items.
5. Zoning map amendment for City-owned property located along the west side of S.Neenah Avenue– Agricultural (A) to Light Industrial (I-1A).  
 Presentation  
 Public hearing  
 Consideration of
6. Presentation of: Zoning Map Amendment proposed by the YMCA for undeveloped lots along N. 19<sup>th</sup> Place – Single-Family Residential (R-1) to Conservancy (CON).
7. Consideration of: Zoning Code Amendment – Setback from Navigable Water.
8. Consideration of: Zoning Code Amendment – Minimum street yard for accessory buildings on waterfront lots.
9. Adjourn.

Carried.

**Approval of minutes from May 15, 2013:** Moved by Mr. Gilson, seconded by Mr. Parent to approve the minutes from May 15, 2013. Carried.

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

**Zoning map amendment for City-owned property located along the west side of S.Neenah Avenue– Agricultural (A) to Light Industrial (I-1A):**

**Presentation:** Mr. Olejniczak stated that this approximate 24 acre parcel was recently purchased by the City from Roger Anderson. The City acquired this property with the intent to sell lots for future expansion of the Industrial Park. One of the lots has already been transferred to WPS for a natural gas gate station. Sewer and water have already been installed and the lots are ready to be developed. An Industrial Park Development Review Team reviews any proposals before development would take place. The Comp Plan recommends Industrial zoning for this area.

**Public hearing:** Acting Chairperson Wiesner opened the public hearing at 7:07 p.m. No one spoke during the hearing. There was no written correspondence. The public hearing was declared closed at 7:08 p.m.

**Consideration of:** Moved by Mr. Gilson, seconded by Ms. Brooks to act on this item at this meeting. Carried.

Mr. Olejniczak stated that Mr. Anderson is allowed to farm the tillable area of the property for up to 10 years.

After a short discussion, it was moved by Ms. Brooks, seconded by Mr. Norland to recommend to Council approval of the zoning map amendment as described. All ayes. Carried.

**Presentation of: Zoning Map Amendment proposed by the YMCA for undeveloped lots along N. 19<sup>th</sup> Place – Single-Family Residential (R-1) to Conservancy (CON):** Mr. Olejniczak explained that a presentation is the first step of this procedure, followed by a public hearing at a future meeting. The zoning map amendment would change the current residential district to Conservancy, which would match the intended use.

Dan Powell, Executive Director of the YMCA, explained that the YMCA has the intent to purchase 21 lots from Spring Oaks Subdivision, which is the property next to the YMCA, in order to create outdoor programming. Acquiring this property falls into their mission. They have an interested donor in purchasing this property. They like the idea of a park setting. Graef, the YMCA's Engineering Firm, assisted them with the design of their plan.

Mr. Powell added that the YMCA is looking at constructing an addition to the building. More parking spaces would be needed. The master plan, which has been approved by the YMCA Board, indicates a sports court where the "gym" can be taken outside and includes a multi-athletic surface. A picnic shelter, sand volleyball court, amphitheater, walking path, and exercise equipment are also in the plan. He envisions casual use of athletic fields and not regulation fields. All of these ideas need funding. The approximate cost is \$850,000 and is subject to the YMCA purchasing the property.

The members discussed the proposal with Mr. Powell, including potential changes to the site plan and consideration of parking off of 19<sup>th</sup> Place. No action was needed at this time.

**Consideration of: Zoning Code Amendment – Setback from Navigable Water:** Mr. Olejniczak stated that most of the County is under shoreland zoning, which requires a 75-foot setback from the ordinary high water mark. The City is not obligated to adopt the shoreland zoning except for newly annexed areas. Therefore, the City just uses the normal building setback from a lot line. The ordinary high water mark has been treated as a lot line. The Comp Plan contains a policy within the goals and objectives to consider adopting a setback from navigable water. One reason would be if there are still some undeveloped areas and worries from an ecological standpoint, to keep buildings further off the water to protect the riparian zone. Another reason is for aesthetics, as well as protecting existing residents where their buildings may be a certain distance from the water, but a new house is constructed next door that would be set closer to the water, thereby impacting views.

Mr. Olejniczak provided some options related to setbacks from navigable water, such as:

1. Adopt the shoreland zoning provision (75 ft., with averaging to reduce to 40 ft.).
2. Adopt the shoreland zoning provision, but allow the averaging provision to reduce the setback to 25 ft.
3. Adopt a 25 ft. setback for all buildings.

4. Adopt setback requirements based on zoning district classification.
5. Adopt setback requirements based upon sanitary sewer service. Use 25 feet for areas served by sanitary sewer and use 75 ft., with averaging to reduce to 25 ft. in non-sewered areas. (Cove Road and Duluth Pl.)
6. Make no changes.

Staff recommends option 3 or option 5. If the Commission decides to continue with this, a public hearing would be held at a future meeting.

Commission members discussed the options. Mr. Olejniczak said there was no urgency in making a decision. Letters could be sent out to waterfront owners asking their feedback and move forward.

Mr. Gilson didn't feel a need to move forward with this, but he said if the other Commission members wanted to proceed, he certainly would encourage no more than a 25' setback.

Mr. Olejniczak gave several suggestions to the Commission, such as to hold off on action at this time, direct staff to proceed with one of the options and come back with formal language, do not make any changes and the matter would be dropped, or refer to Council with a tentative recommendation to see what they think before a public hearing would be held.

No action was taken. By consensus, the members present decided this item will be put on a future agenda when all members are present.

**Consideration of: Zoning Code Amendment – Minimum street yard for accessory buildings on waterfront lots:** Mr. Olejniczak stated that there is a zoning code provision on how close to the street an accessory structure can be. It states that it cannot be any closer than the front edge of the house, unless the house is 60' or more from the street, in which case the accessory structure has to be at least 60 feet. For shore lots, there are situations where the garage may be forced to be on the water side of the house. Many homeowners consider the water side as the front. If the Commission feels this is an important enough issue to amend the code, it can be looked at. One option is to exempt the shore lot from this and keep the setback of 25'. In situations where the detached garage is forced to be built in the floodplain and it has to follow the 60' setback, loosening the rule to be less than 60' could be another option.

It was the consensus of the Commission to pursue ordinance language regarding minimum street yard to accessory buildings on waterfront lots.

**Adjourn:** Moved by Mr. Norland, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 8:09 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

**AESTHETIC DESIGN & SITE PLAN REVIEW BOARD**  
Monday, June 24, 2013

The Aesthetic Design & Site Plan Review Board meeting was called to order at 7:00 p.m. by Community Development Director Marty Olejniczak in Community Room, City Hall, 421 Michigan Street.

**Roll call:** Members Mark Lake, Dennis VanBramer, John Kolodziej, Jon Burk, and Holly Feldman were present. Also present were City Administrator Steve McNeil, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Kolodziej, seconded by Mr. Lake to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Election of officers.
4. Consideration of: Rules of Procedure.
5. Consideration of: Ground sign for YMCA Child Development Center, 1743 Egg Harbor Road.
6. Adjourn.

Carried.

**Election of officers:** Moved by Mr. Kolodziej, seconded by Mr. Burk to nominate Mark Lake as chairperson. All ayes. Carried.

Moved by Mr. Kolodziej, seconded by Mr. VanBramer to nominate Jon Burk as Vice-Chair. All ayes. Carried.

**Consideration of: Rules of Procedure:** Mr. Olejniczak explained that the City requires new projects to go under review. We currently have three review committees, including the Industrial Park Development Review Team, Historic Preservation Commission, and Waterfront Design Review Board. The Council adopted an Aesthetic Design and Site Plan Review Ordinance and Design Criteria, and have now formed a new board to review projects in areas not already covered by other review areas.

Mr. Olejniczak passed around an example of an application for the review process. It was decided that the application should include a signature line and date for an acknowledgement that staff has reviewed the application for any code issues prior to sending the application out to board members.

In many cases, the applicant may need a conditional use or variance for a proposed project. The applicant will need to decide if they want to go before the other committees first or after the Aesthetic Design Review Board. There is no cost for the design approval, whereas the other committees there are. Other approvals may be subject to conditions also.

The Board discussed whether certain minor projects could be exempted. These could just be approved by staff or the Chairperson. Mr. Lake mentioned that as of now he would not be comfortable signing off on any project without Board approval.

Other Board members didn't feel it was necessary to meet for any replacements of signage or other simple changes. Mr. Kolodziej was concerned with duplication of efforts. Delays cost time and

money. Mr. Olejniczak will put together a tentative list of exemptions for the board to review and fine tune the rules of procedure.

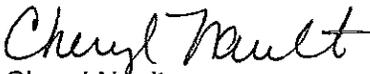
The members then discussed what the meeting time would be. It was decided to schedule meetings on Mondays at 7:00 p.m. unless there are conflicts with other meetings during that time. Meetings would only be held when there was business to conduct.

The Board discussed reasons for abstaining, ex parte contacts, conflicts of interest, and quorums. Mr. McNeil stated that the public has a right to hear everything that is said. Mr. Olejniczak added that members should always use staff as a resource when there are questions about conflicts or procedures.

**Consideration of: Ground sign for YMCA Child Development Center, 1743 Egg Harbor Road:** Mr. Olejniczak stated that the YMCA is replacing an old sign. The new sign would be turned perpendicular to the street. It is well below the maximum size requirements. After a short discussion, it was moved by Mr. VanBramer, seconded by Mr. Burk to approve the sign as presented. Carried, with Mr. Kolodziej abstaining due to conflict of interest.

**Adjourn:** Moved by Ms. Feldman, seconded by Mr. VanBramer to adjourn. Carried. Meeting adjourned at 7:43 p.m.

Respectfully submitted,



Cheryl Nault

Community Development Secretary

MAY 2013 BANK RECONCILIATION

CHECKING ACCOUNTS

GENERAL FUND	WDF	TIF #3 WIRETECH	SNAP	GENERAL/CAPITAL FUND
BAYLAKE	BAYLAKE	BAYLAKE	BAYLAKE	INVESTMENTS
PRIOR G/L BALANCE	1,950,520.23	199,691.84	36,360.48	848,619.23
REVENUE	1,372,990.96	11,390.34	0.00	94.97
DISBURSEMENTS	830,743.00	35,000.00	0.00	248,108.99
AMOUNT IN TRANSIT	1,086.37	0.00	0.00	0.00
ADJUSTMENTS	30,107.18	0.00	0.00	0.00
ENDING BALANCE	2,521,789.00	176,082.18	36,360.48	600,605.21

BANK BALANCE	2,542,419.21	176,082.18	36,360.48	522.00	600,605.21
LESS OUTS. CHECKS	20,630.21	0.00	0.00	0.00	0.00
	2,521,789.00	176,082.18	36,360.48	522.00	600,605.21

SAVINGS ACCOUNTS

GENERAL FUND	GENERAL FUND	TIF #1 DEBT	WDF	CAPITAL - BUILDING DEBT	TIF #3 DEBT	TIF #3 CONSTRUCTION
STATE - #2	BAYLAKE BANK - MMBI	STATE - #11	STATE - #4	STATE - #9	STATE - #08	STATE - #14
PRIOR G/L BALANCE	4,558,128.93	22,717.75	452,964.15	193,014.53	348,741.01	68,740.08
REVENUE	249,065.11	0.74	5,653.34	14.74	0.45	26.63
DISBURSEMENTS	1,020,239.18	1,852.79	0.00	0.00	0.00	150.00
AMOUNT IN TRANSIT	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
ENDING BALANCE	3,786,954.86	20,865.70	458,617.49	193,029.27	348,767.64	68,595.32

BANK BALANCE	3,786,954.86	20,865.70	458,617.49	193,029.27	5,947.49	348,767.64	68,595.32
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CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 5 PERIODS ENDING MAY 31, 2013

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES	872,653.88	174,847.35	(79.9)	10,471,847.00	4,729,911.90	(54.8)
GENERAL FUND	872,653.88	174,847.35	(79.9)	10,471,847.00	4,729,911.90	(54.8)
TOTAL REVENUES	872,653.88	174,847.35	(79.9)	10,471,847.00	4,729,911.90	(54.8)
EXPENSES	45,238.73	0.00	100.0	542,865.00	223,209.53	58.8
GENERAL FUND	45,238.73	0.00	100.0	542,865.00	223,209.53	58.8
MAYOR	1,030.42	947.72	8.0	12,365.00	5,070.48	58.9
CITY COUNCIL	4,788.75	4,113.62	14.0	57,465.00	27,029.95	52.9
LAW/LEGAL	5,833.33	2,011.50	65.5	70,000.00	15,249.50	78.2
CITY CLERK-TREASURER	29,147.91	32,356.95	(11.0)	349,775.00	147,946.70	57.7
ADMINISTRATION	19,935.00	13,093.68	34.3	239,220.00	60,868.42	74.5
COMPUTER	4,262.49	7,073.58	(65.9)	51,150.00	24,757.74	51.5
CITY ASSESSOR	8,172.93	7,448.00	8.8	98,075.00	38,864.17	60.3
BOARD OF REVIEW	151.66	322.98	(112.9)	1,820.00	322.98	82.2
BUILDING/ZONING CODE ENFORCEMENT	5,344.59	12,087.14	(126.1)	64,135.00	19,856.98	69.0
MUNICIPAL SERVICES ADMIN.	17,724.60	18,533.12	(4.5)	212,695.00	83,517.23	60.7
PUBLIC WORKS ADMINISTRATION	17,017.07	17,193.29	(1.0)	204,205.00	60,126.51	70.5
ELECTIONS DEPARTMENT	901.26	1,097.12	(21.7)	10,815.00	9,341.53	13.6
CITY HALL	12,516.26	9,291.67	25.7	150,195.00	40,651.22	72.9
INSURANCE	25,867.24	22,529.00	12.9	310,407.00	158,153.21	49.0
GENERAL EXPENDITURES	126,427.51	30,885.19	75.5	1,517,130.00	65,651.78	95.6
POLICE DEPARTMENT	31,468.74	35,167.36	(11.7)	377,625.00	156,408.67	58.5
PATROL BOAT	1,057.50	0.00	100.0	12,690.00	0.00	100.0
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.0
POLICE DEPARTMENT/PATROL	145,660.01	166,469.67	(14.2)	1,747,920.00	700,352.90	59.9
POLICE DEPT. / INVESTIGATIONS	10,547.08	9,989.35	5.2	126,565.00	59,763.80	52.7
FIRE DEPARTMENT	144,586.63	135,986.18	5.9	1,735,040.00	686,108.07	60.4
STORM SEWERS	4,148.75	876.90	78.8	49,785.00	3,262.78	93.4
SOLID WASTE MGMT/SPRING/FALL	4,552.50	7,390.66	(62.3)	54,630.00	7,602.16	86.0
COMPOST/SOLID WASTE SITE	2,700.83	2,632.79	2.5	32,410.00	2,804.63	91.3
STREET SWEEPING	3,129.18	6,365.48	(103.4)	37,550.00	8,665.14	76.9
WEED ABATEMENT	481.67	0.00	100.0	5,760.00	27.91	99.5
ROADWAYS/STREETS	13,429.16	20,399.38	(51.9)	161,150.00	70,332.45	56.3
SNOW REMOVAL	16,137.07	2,607.39	83.8	193,645.00	160,727.82	16.9
STREET SIGNS AND MARKINGS	4,800.83	2,408.23	49.8	57,610.00	14,784.64	74.3
CURB/GUTTER/SIDEWALK	1,058.35	0.00	100.0	12,700.00	9.59	99.9
STREET MACHINERY	16,128.33	17,728.38	(9.9)	193,540.00	64,241.35	66.8
CITY GARAGE	4,819.57	5,181.11	(7.5)	57,835.00	28,971.00	49.9
CELEBRATION & ENTERTAINMENT	3,201.67	9,334.62	(191.5)	38,420.00	21,469.86	44.1
HIGHWAYS - GENERAL	44,506.66	38,448.81	13.6	534,080.00	209,663.71	60.7
PARK & RECREATION ADMIN	12,053.33	7,869.20	34.7	144,640.00	28,648.53	80.1
PARKS AND PLAYGROUNDS	30,234.54	28,766.00	4.8	362,815.00	120,049.90	66.9
BALDIELDS	2,432.92	3,886.89	(59.7)	29,195.00	4,699.22	83.9
ICE RINKS	717.92	0.00	100.0	8,615.00	2,508.93	70.8
BEACHES	215.83	0.00	100.0	2,590.00	0.00	100.0

6c2.

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 5 PERIODS ENDING

MAY 31, 2013

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

VARI-ANCE

EXPENSES  
 MUNICIPAL DOCKS  
 WATER WEED MANAGEMENT  
 WATERFRONT PARKS & WALKWAYS  
 EMPLOYEE BENEFITS  
 PUBLIC FACILITIES  
 BOARDS AND COMMISSIONS  
 COMMUNITY & ECONOMIC DEVLPMT

TOTAL EXPENSES

872,653.81

725,954.05

16.8

10,471,847.00

3,547,144.36

66.1

TOTAL FUND REVENUES  
 TOTAL FUND EXPENSES  
 SURPLUS (DEFICIT)

872,653.88  
 872,653.81  
 0.07

174,847.35  
 725,954.05  
 (551,106.70)

(79.9)  
 16.8  
 (5385.7)

10,471,847.00  
 10,471,847.00  
 0.00

4,729,911.90  
 3,547,144.36  
 1,182,767.54

(54.8)  
 66.1  
 100.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
 FOR 5 PERIODS ENDING MAY 31, 2013

DEPARTMENT DESCRIPTION	MAY BUDGET		MAY ACTUAL		VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
	BUDGET	ACTUAL	BUDGET	ACTUAL				
REVENUES	107,123.43	15,112.42	(85.8)	1,285,481.00	509,017.63	(60.4)		
TOTAL REVENUES	107,123.43	15,112.42	(85.8)	1,285,481.00	509,017.63	(60.4)		
EXPENSES								
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
COMPUTER	833.33	66.71	91.9	10,000.00	66.71	99.3	66.71	0.0
CITY ASSESSOR	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
CITY HALL	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
GENERAL EXPENDITURES	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
PATROL	6,097.91	3,694.95	39.4	73,174.95	24,825.58	66.0	24,825.58	0.0
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
FIRE DEPARTMENT	1,383.33	0.00	100.0	16,600.00	1,011.00	93.9	1,011.00	0.0
STORM SEWERS	6,666.67	0.00	100.0	80,000.00	0.00	100.0	0.00	0.0
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
ROADWAYS/STREETS	49,458.33	3,272.50	93.3	593,500.00	15,898.50	97.3	15,898.50	0.0
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
CURB/GUTTER/SIDEWALK	23,041.25	0.00	100.0	276,495.00	0.00	100.0	0.00	0.0
CITY GARAGE	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
PARKS AND PLAYGROUNDS	2,358.75	0.00	100.0	28,305.05	24,744.00	12.5	24,744.00	0.0
BALDFIELDS	12,688.00	7,108.00	43.9	152,256.00	77,384.00	49.1	77,384.00	0.0
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
BEACHES	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
WATERFRONT PARKS & WALKWAYS	541.66	850.00	(56.9)	6,500.00	850.00	86.9	850.00	0.0
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
PUBLIC FACILITIES	2,245.83	0.00	100.0	26,950.00	0.00	100.0	0.00	0.0
COMMUNITY & ECONOMIC DEVLPMT	0.00	0.00	0.0	0.00	0.00	0.0	0.00	0.0
TOTAL EXPENSES	105,315.06	14,992.16	85.7	1,263,781.00	160,079.80	87.3		
TOTAL FUND REVENUES	107,123.43	15,112.42	(85.8)	1,285,481.00	509,017.63	(60.4)		
TOTAL FUND EXPENSES	105,315.06	14,992.16	85.7	1,263,781.00	160,079.80	87.3		
SURPLUS (DEFICIT)	1,808.37	120.26	(93.3)	21,700.00	348,937.83	1508.0		

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
 FOR 5 PERIODS ENDING

MAY 31, 2013

FISCAL YEAR

FISCAL YEAR-TO-DATE

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

VARI-ANCE %

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

VARI-ANCE %

REVENUES  
 CABLE TV / GENERAL

9,607.08

30,545.36

217.9

115,285.00

61,525.12

(46.6)

TOTAL REVENUES

9,607.08

30,545.36

217.9

115,285.00

61,525.12

(46.6)

EXPENSES  
 CABLE TV / GENERAL

8,631.25

4,695.04

45.6

103,575.00

23,061.44

77.7

TOTAL EXPENSES

8,631.25

4,695.04

45.6

103,575.00

23,061.44

77.7

TOTAL FUND REVENUES  
 TOTAL FUND EXPENSES  
 SURPLUS (DEFICIT)

9,607.08  
 8,631.25  
 975.83

30,545.36  
 4,695.04  
 25,850.32

217.9  
 45.6  
 2549.0

115,285.00  
 103,575.00  
 11,710.00

61,525.12  
 23,061.44  
 38,463.68

(46.6)  
 77.7  
 228.4

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 5 PERIODS ENDING

MAY 31, 2013

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

% VARI-  
ANCE

FISCAL  
YEAR  
BUDGET

FISCAL  
YEAR-TO-DATE  
ACTUAL

% VARI-  
ANCE

REVENUES

TOURISM COMMITTEE / GENERAL

TOTAL REVENUES

0.00 0.00 0.0 0.00 0.00 0.0 0.00 0.00 0.0

EXPENSES

TOURISM COMMITTEE / GENERAL

TOTAL EXPENSES

0.00 0.00 0.0 0.00 0.00 0.0 0.00 0.00 0.0

TOTAL FUND REVENUES

TOTAL FUND EXPENSES

0.00 0.00 0.0 0.00 0.00 0.0 0.00 0.00 0.0

SURPLUS (DEFICIT)

0.00 0.00 0.0 0.00 0.00 0.0 0.00 0.00 0.0

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
 FOR 5 PERIODS ENDING

MAY 31, 2013

8

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

VARI-ANCE

REVENUES

TID DISTRICT #2

137,342.08

261.77

(99.8)

1,648,105.00

837,962.46

(49.1)

TOTAL REVENUES

137,342.08

261.77

(99.8)

1,648,105.00

837,962.46

(49.1)

EXPENSES

TID DISTRICT #2

253,445.08

354.45

99.8

3,041,341.00

498,436.17

83.6

TOTAL EXPENSES

253,445.08

354.45

99.8

3,041,341.00

498,436.17

83.6

TOTAL FUND REVENUES  
 TOTAL FUND EXPENSES  
 SURPLUS (DEFICIT)

137,342.08  
 253,445.08  
 (116,103.00)

261.77  
 354.45  
 (92.68)

(99.8)  
 99.8  
 (99.9)

1,648,105.00  
 3,041,341.00  
 (1,393,236.00)

837,962.46  
 498,436.17  
 339,526.29

(49.1)  
 83.6  
 (124.3)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT  
 FOR 5 PERIODS ENDING MAY 31, 2013

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
	BUDGET	ACTUAL			
REVENUES					
TID #1 DISTRICT	38,833.92	34.94	466,007.00	312,615.29	(32.9)
TOTAL REVENUES	38,833.92	34.94	466,007.00	312,615.29	(32.9)
EXPENSES					
TID #1 DISTRICT	38,146.00	0.00	457,752.00	0.00	100.0
TOTAL EXPENSES	38,146.00	0.00	457,752.00	0.00	100.0
TOTAL FUND REVENUES	38,833.92	34.94	466,007.00	312,615.29	(32.9)
TOTAL FUND EXPENSES	38,146.00	0.00	457,752.00	0.00	100.0
SURPLUS (DEFICIT)	687.92	34.94	8,255.00	312,615.29	3686.9

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT  
 FOR 5 PERIODS ENDING

MAY 31, 2013

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

% VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

% VARI-ANCE

REVENUES  
 TID #3 DISTRICT

TOTAL REVENUES

19,163.34 20,031.87 4.5 229,960.00 37,454.79 (83.7)

EXPENSES  
 TID #3 DISTRICT

TOTAL EXPENSES

11,627.49 5,000.00 56.9 139,530.00 32,612.50 76.6

TOTAL FUND REVENUES  
 TOTAL FUND EXPENSES  
 SURPLUS (DEFICIT)

19,163.34 20,031.87 4.5 229,960.00 37,454.79 (83.7)  
 11,627.49 5,000.00 56.9 139,530.00 32,612.50 76.6  
 7,535.85 15,031.87 99.4 90,430.00 4,842.29 (94.6)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT  
 FOR 5 PERIODS ENDING

MAY 31, 2013

DEPARTMENT DESCRIPTION

REVENUES  
 TID #4 DISTRICT

TOTAL REVENUES

EXPENSES  
 TID #4 DISTRICT

TOTAL EXPENSES

TOTAL FUND REVENUES  
 TOTAL FUND EXPENSES  
 SURPLUS (DEFICIT)

BUDGET MAY ACTUAL VARI- FISCAL YEAR BUDGET FISCAL YEAR-TO-DATE ACTUAL VARI-  
 ANCE ANCE ANCE

0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.0
0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.0
0.00	17,981.25	17,981.25	100.0	0.00	0.00	24,167.50	100.0	
0.00	17,981.25	17,981.25	100.0	0.00	0.00	24,167.50	100.0	
0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0	
0.00	17,981.25	17,981.25	100.0	0.00	0.00	24,167.50	100.0	
0.00	17,981.25	17,981.25	100.0	0.00	0.00	24,167.50	100.0	

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 5 PERIODS ENDING MAY 31, 2013

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE	
	BUDGET	ACTUAL		BUDGET	ACTUAL
REVENUES					
REVOLVING LOAN FUND (STATE)	988.34	1,517.26	11,860.00	6,068.45	(48.8)
TOTAL REVENUES	988.34	1,517.26	11,860.00	6,068.45	(48.8)
EXPENSES					
REVOLVING LOAN FUND (STATE)	950.00	0.00	11,400.00	35,000.00	(207.0)
TOTAL EXPENSES	950.00	0.00	11,400.00	35,000.00	(207.0)
TOTAL FUND REVENUES	988.34	1,517.26	11,860.00	6,068.45	(48.8)
TOTAL FUND EXPENSES	950.00	0.00	11,400.00	35,000.00	(207.0)
SURPLUS (DEFICIT)	38.34	1,517.26	460.00	(28,931.55)	(6389.4)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 5 PERIODS ENDING MAY 31, 2013

DEPARTMENT DESCRIPTION	MAY		VARI- ANCE	FISCAL		VARI- ANCE
	BUDGET	ACTUAL		YEAR BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES						
SOLID WASTE ENTERPRISE FUND	30,609.99	29,373.45	(4.0)	367,320.00	128,896.43	(64.9)
TOTAL REVENUES	30,609.99	29,373.45	(4.0)	367,320.00	128,896.43	(64.9)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	30,609.99	30,114.29	1.6	367,320.00	116,730.63	68.2
TOTAL EXPENSES	30,609.99	30,114.29	1.6	367,320.00	116,730.63	68.2
TOTAL FUND REVENUES	30,609.99	29,373.45	(4.0)	367,320.00	128,896.43	(64.9)
TOTAL FUND EXPENSES	30,609.99	30,114.29	1.6	367,320.00	116,730.63	68.2
SRPLUS (DEFICIT)	0.00	(740.84)	100.0	0.00	12,165.80	100.0

DATE: 06/18/2013  
 TIME: 15:37:08  
 ID: GL480000.WOW

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	MUNICIPAL REPORT TOTALS		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	FOR 5 PERIODS ENDING	MAY 31, 2013			
	BUDGET	ACTUAL			VARI-ANCE
TOTAL MUNICIPAL REVENUES	1,216,322.06	271,724.42	14,595,865.00	6,623,452.07	(54.6)
TOTAL MUNICIPAL EXPENSES	1,321,378.68	799,091.24	15,856,546.00	4,437,232.40	72.0
SURPLUS (DEFICIT)	(105,056.62)	(527,366.82)	(1,260,681.00)	2,186,219.67	(273.4)

**BEVERAGE OPERATOR LICENSES**

1. Antholt, Kristalyn C.
2. Baldwin, Christina L.
3. Baxter, Steven C.
4. Bennett, Matthew J.
5. Beuzou, Adam W.
6. Burnett, Suzette M.
7. Dugan, Rachel M.
8. Greenwood, Diane M.
9. Hafeman, Tammy A.
10. Jerovitz, Ashley M.
11. Kaye, Laurie E.
12. Kezo, Karol L.
13. LaLuzerne, Lori J.
14. Leonardson, Susan D.
15. Londo, Jennifer H.
16. Malack, Clara L.
17. Mikels, Heather A.
18. Ostrand, Marnie LK.
19. Phillipson, Justine E.
20. Reignier, Peggy S.
21. Skippon, Melissa A.
22. Tess, Stephanie L.
23. Weber, Pamela A.
24. Wrobel, Margaret M.

**TEMPORARY CLASS B BEER LICENSES**

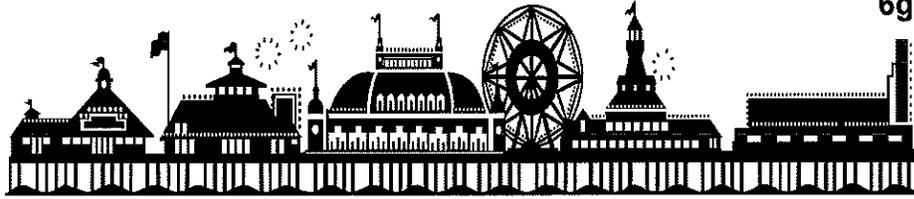
Sturgeon Bay Visitor Center  
Agent: Todd Trimberger  
36 South Third Avenue  
Sturgeon Bay, WI 54235  
Sunset Park  
Rain Date: July 5, 2013

Sturgeon Bay Visitor Center  
Agent: Amy Demeter  
36 South Third Avenue  
Sturgeon Bay, WI 54235  
Martin Park – Harmony By the Bay  
July 3, 2013  
July 10, 2013  
July 17, 2013  
July 24, 2013  
August 7, 2013  
August 14, 2013  
August 28, 2013

Door County Farm Bureau  
Agent: Steven Baxter  
Door County Fair Park  
Sturgeon Bay, WI 54235  
July 31, 2013 – August 4, 2013

**TEMPORARY CLASS B BEER AND TEMPORARY CLASS B WINE LICENSE**

Weber-Tess Amvets Post 51  
Agent: Bob Gamble  
Door County Fair Park – Amvets Stand  
Sturgeon Bay, WI 54235  
July 30, 2013 – August 6, 2013



# DOOR COUNTY FAIR

July 31, 2013

*Door County Fair Association - Sponsors of the Door County Fair*

THAD ASH, President    TIM ASH, VP/Sponsorships  
 STEVE JENNERJOHN, Treasurer    DONNA HENDERSON, Secretary  
 JOHN WHITE, Grounds    TOM ASH, Track Manager  
 DAWN KUELZ, Educ. Liaison  
 421 Nebraska St., Sturgeon Bay, WI 54235  
 920-746-2260 (Sept.-June) / 920-743-7972 (July-Aug.)  
*website: <http://www.doorcountyfair.com>*

June 19, 2013

TO:     Thad Birmingham, Mayor  
          City of Sturgeon Bay

FROM: Thad Ash, President, Door County Fair Association

RE:     2013 Door County Fair – July 31-August 4, 2013

This letter is our request for an exception to the noise ordinance for the days that the County Fair is being set up, held, and taken down -- namely Monday, July 22<sup>nd</sup> through Wednesday, August 7<sup>th</sup>.

A check for the \$22.00 fee is attached. We have also attached a copy of the events being held at this year's Fair.

Please let me know if I need to appear to present this request. If I do not have to appear, could someone please notify Donna Henderson, Fair Secretary (746-2260), regarding the decision on this request.

Thank you.

*\*\*Our above request is to cover any noise that MAY BE generated by workers out at the "Fair" park in preparation of the 2013 Door County Fair – July 31-August 4. – **Our MINIMUM time request would be July 29<sup>th</sup> - August 7<sup>th</sup>** – when the Fair is involved in setting up, operating, taking down equipment and running grandstand events. The July 22<sup>nd</sup> – August 7<sup>th</sup> time frame is in case anything generates noise that would be considered a nuisance by adjoining property owners.*

*If you need any additional information, please contact Donna Henderson, Fair Secretary at 746-2261 (8-4:30 – M-F)*

6h.

6h.

pd.  
6/14/2013

TO: Thad Birmingham, Mayor, City of Sturgeon Bay

FROM: Kitty O'Reillys Irish Pub, Buster and Amy Crook

RE: Aloha Softball Tournament West Side Saturday July 27<sup>th</sup>, 2013

This letter is our request for an exception to the noise ordinance for Saturday July 27<sup>th</sup>, 2013 for the Aloha Softball Tournament

A check for the \$22 Fee is attached.

Please let us know if we need to appear to present this request. If I do not have to appear, could you please notify, Buster Crook 262-510-4610, regarding the decision of request.

We would like to extend the time till Midnight on the outside patio for a band in celebration for the Aloha Tournament.

Sincerely,

Buster and Amy Crook

RECOMMENDATION

We, the Parking and Traffic Committee hereby recommend a Children At Play Sign be installed on Clay Banks Road at a point near 1956 Clay Banks Rd.

Respectfully Submitted,  
PARKING AND TRAFFIC COMMITTEE  
Bob Schlicht, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: June 17, 2013

\* \* \* \* \*

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

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

Second by Alderperson \_\_\_\_\_ that said recommendation be Adopted.

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

Cc: SBDistrict6 <sbdistrict6@sturgeonbaywi.org>

Subject: Please help us :)

Hello Alderman Schlicht!

My name is Karen Freimuth. My husband Nick and I live out on Clay Banks Road (Tom & Linda Bauduin's old house) with our (almost) two-year-old daughter Avery. While we love living in Sturgeon Bay and believe it's a great place to raise children, there is something that concerns us about the actual location of our home. Since the speed limit is 45 m.p.h. in front of our house, vehicles of all sorts are zooming by, usually exceeding that limit. A number of highway trucks use Clay Banks Road and it seems as though motorcycles are always speeding past our house at, what seems like dangerous speeds as well. I am not asking that the speed limit be changed or that police enforce the area more (unless you want to bust those speedy motorcyclists once and for all). Instead, I am asking that sort some of "Caution Children At Play" sign be installed on our road. Although I do not know their ages, I know there are other children living on our road who would also benefit from a sign like this. My husband and I do our best to keep a CLOSE eye on Avery while she's playing out front, but those little buggers are quick...even at the age of two. As a parent, I always ask myself if I am doing all I can to protect her. Aside from sticking close to her side while she's out playing, the only other thing I can think of is to let vehicles driving by know that there are children in the area. Please help me do all I can to watch out for this little cutie, she's our everything ~



Thank you so much for your time and consideration!

Sincerely,

Nick, Karyn & Avery Freimuth

**Place Currently Not Set  
Traffic Survey Summary**

Location: clay banks rd  
Start Date: 06-06-13  
End Date: 06-17-13

Zone: Residential  
Start Time: 19:32:24  
End Time: 10:32:32  
Travel Direction: SW

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	1598	176	94	100	111	151	201	313	427	509	622	3085
% of Total	21.63%	2.38%	1.27%	1.35%	1.5%	2.04%	2.72%	4.23%	5.78%	6.89%	8.42%	41.76%
										Total Vehicles: 7387		

Speed Statistics		10 MPH Pace		Number Exceeding Limit				
Posted	45	Pace Speed	37 to 46	Speed	45+	55+	65+	Total
#At/Under Limit	6166	# in Pace	3012	Number	1180	37	4	1221
# Over Limit	1221	% in Pace	40.77%	Percent	15.97%	0.5%	0.05%	16.52%
Average Speed	33.22	85% Percentile	46					

RECOMMENDATION

We, the Parking and Traffic Committee hereby recommend placing a Handicapped Parking stall in front of Pinkert Law Firm at 454 Kentucky St.

Respectfully Submitted,  
PARKING AND TRAFFIC COMMITTEE  
Bob Schlicht, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: June 17, 2013

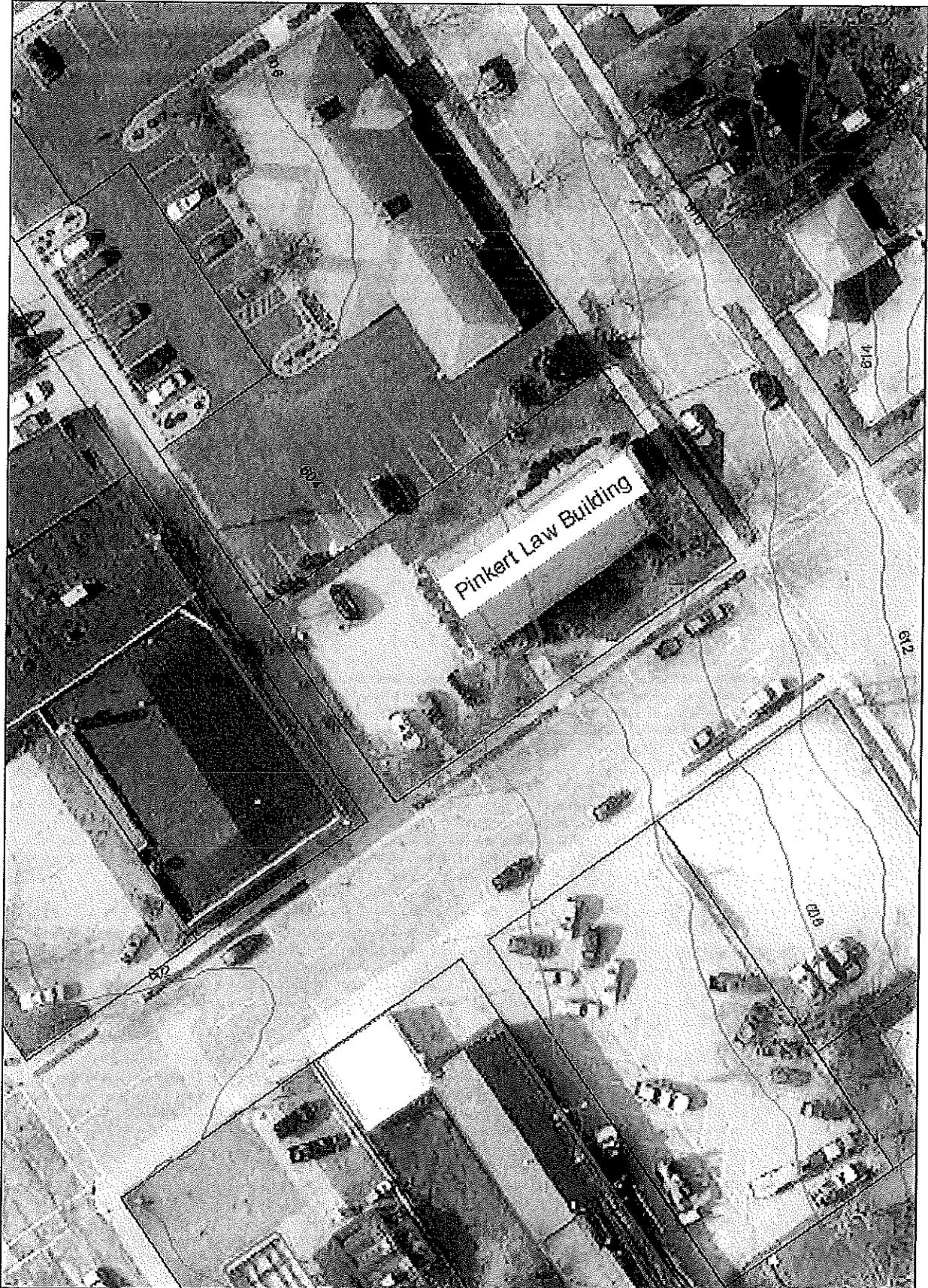
\* \* \* \* \*

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

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

Second by Alderperson \_\_\_\_\_ that said recommendation be Adopted.

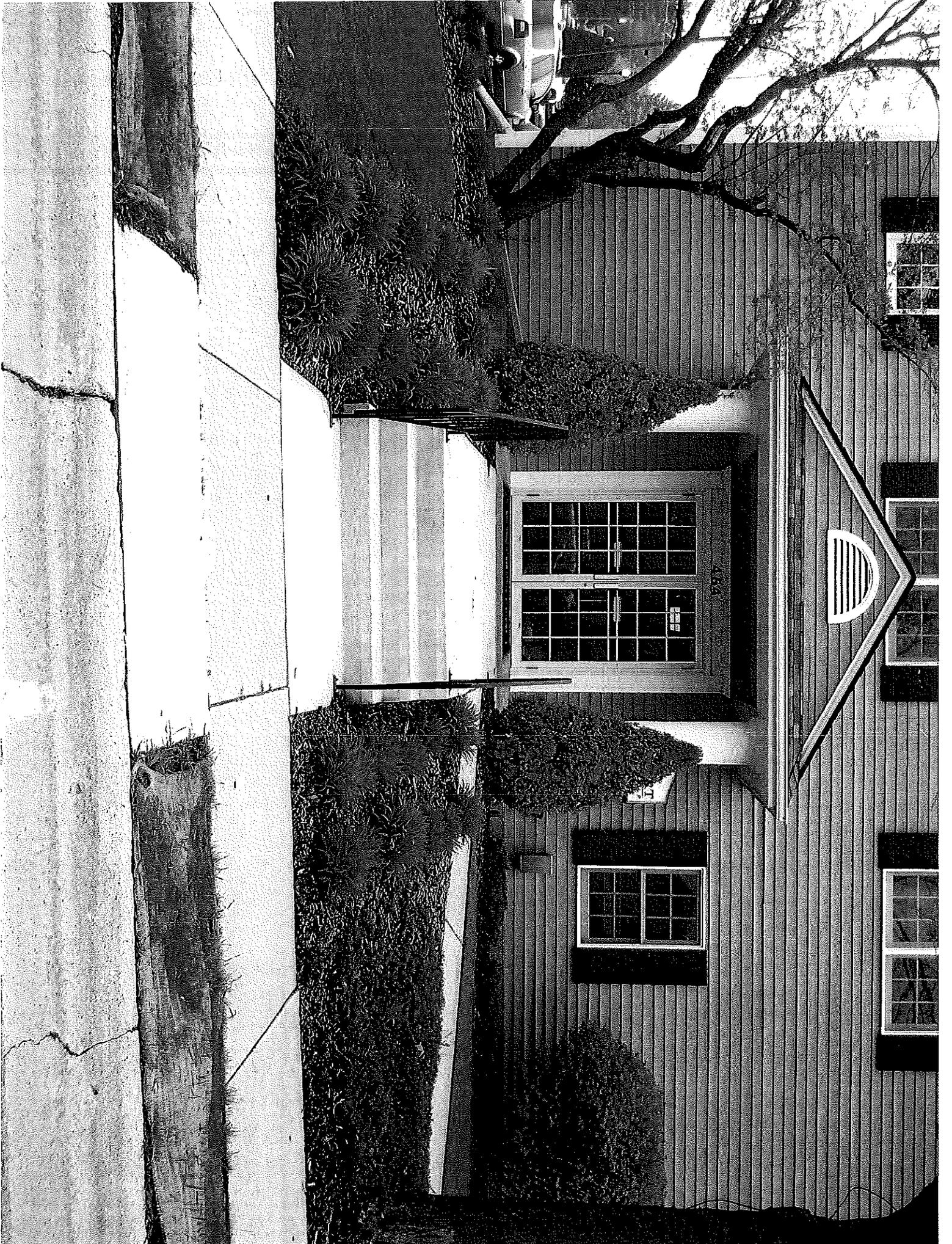
Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.











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

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

SECTION 1: The following described property is hereby rezoned from Agricultural (A) to Light Industrial (I-1A):

Lots 1, 2 and 3 of Certified Survey Map No. 2769, recorded in Volume 16 of Certified Survey Maps, Page 333, located in the W 1/2 of the SE 1/4 of Section 18 (Subdivision 67), Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin.

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

Approved:

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

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk

Executive Summary

**Title:** Zoning Map Amendment from A to I-1A for City of Sturgeon Bay – S. Neenah Ave.

**Background:** The City of Sturgeon Bay petitions to rezone an approximately 24.5 acres parcel from Agricultural (A) to Light Industrial (Industrial Park) (I-1A). The subject property is a strip of land 425 feet deep along the west side of S. Neenah Avenue running from the Therma-Tron-X property southerly to Leeward Street (extended). The parcel is currently vacant and was recently purchased from Roger Anderson. The City intends to use the property for an expansion of the Sturgeon Bay Industrial Park.

The subject site is currently farmland or woods. A conditional use was recently granted for a relocated natural gas regulator station for Wisconsin Public Service Corp on a portion of the site. The City is in the process of transferring ownership of that one-acre site to WPS. Their facility is a permitted use in the I-1A district.

The surrounding zoning is I-1A to the north and east, with Agricultural to the south and west. The adjoining land uses include a mixture of industrial uses, farmland, and woods. There are a few scattered homes in the general vicinity.

**Comprehensive Plan:** The Future Land Use Plan of the Sturgeon Bay Comprehensive Plan designates the subject parcel within the Industrial classification. This is defined as areas intended for manufacturing, assembly, production, storage, distribution, and construction contracting along with uses that service such businesses. The proposed rezoning is consistent with the Comprehensive Plan.

**Fiscal Impact:** The proposed rezoning would allow industrial development along the frontage of S. Neenah Avenue. This area is already served by utilities and the street and other improvements are already installed (much of it grant funded). Thus, if the future industrial development occurs, the fiscal impact of the proposed rezoning should be positive.

**Public Hearing:** The public hearing was held June 19<sup>th</sup>. There was no testimony presented.

**Plan Commission Action:** The Plan Commission voted 4-0 to recommend approval of the zoning map amendment.

**Recommendation:** Staff recommends approval of the zoning map amendment from A to I-1A.

Prepared by:  6-27-13  
Martin Olejniczak Date  
Community Development Director

Reviewed by:  6-27-13  
Steve McNeil Date  
City Administrator

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to rezone the property owned by the City of Sturgeon Bay, located along the west side of S. Neenah Avenue, from Agricultural (A) to Light Industrial (I-1A).

Respectfully submitted:  
City Plan Commission  
By: Rick Wiesner, Acting Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: June 19, 2013

\*\*\*\*\*

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

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

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

Date Received: 5-10-13  
 Fee Paid: \$ \_\_\_\_\_  
 Received By: \_\_\_\_\_

## CITY OF STURGEON BAY ZONING/REZONING APPLICATION

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	<u>City of Sturgeon Bay</u>	<u>Same</u>
Company		
Street Address	<u>421 Michigan St</u>	↓
City/State/Zip	<u>Sturgeon Bay WI 54235</u>	
Daytime Telephone No.	<u>746-2906</u>	
Fax No.		

STREET ADDRESS OF SUBJECT PROPERTY: West side of Neenah Ave - 24.6 acres  
 Location if not assigned a common address: 428' x 2500'

TAX PARCEL NUMBER: 281-64-66000101

CURRENT ZONING CLASSIFICATION: A

CURRENT USE AND IMPROVEMENTS:  
~~Other~~ Farmland and Woods

ZONING DISTRICT REQUESTED: I-1A

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: Industrial

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:

North: Industrial  
 South: Agricultural  
 East: Industrial  
 West: Industrial

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:

North: I-1A; ThermoTronics - manufacturing  
South: A; vacant woods  
East: I-1R; mix of vacant land and Industrial  
West: A; mix of farm land and woods

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? No IF YES, EXPLAIN:

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses.

Property Owner (Print Name)

Signature

Date

Martin Olejczak  
Applicant/Agent (Print Name)

Martin Olejczak  
Signature  
Community Dev. Director

5-9-13

Date

I, \_\_\_\_\_, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

N/A

Date of review meeting

Applicant Signature

Staff Signature

Attachments:

Procedure & Check List

Agreement For Reimbursement of Expenses

STAFF USE ONLY

Application conditions of approval or denial:

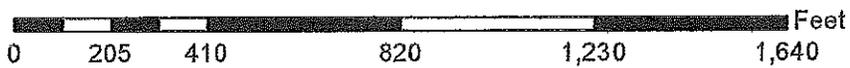
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

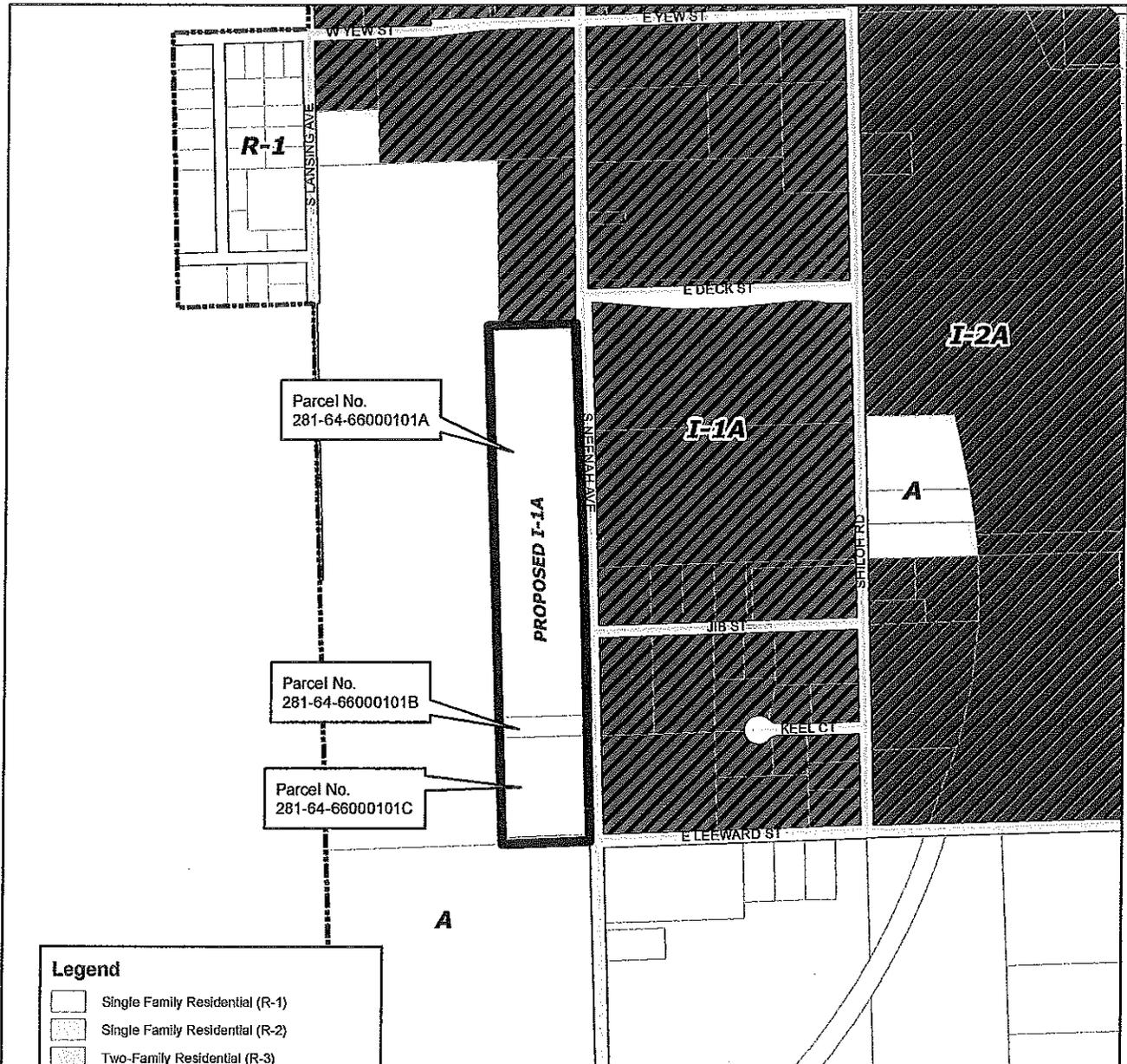
Community Development Director

# Location Map

## Zoning Map Amendment - A to I-1A



Map Date: May 9, 2013  
Air Photo Date: May 2011



Parcel No.  
281-64-66000101A

Parcel No.  
281-64-66000101B

Parcel No.  
281-64-66000101C

Legend	
	Single Family Residential (R-1)
	Single Family Residential (R-2)
	Two-Family Residential (R-3)
	Multiple-Family Residential (R-4)
	Manufactured Home Court Residential (R-M)
	General Commercial (C-1)
	Central Business District (C-2)
	Commercial / Light Manufacturing (C-3)
	Office / Business District (C-4)
	Mixed Residential-Commercial (C-5)
	Light Industrial (I-1)
	Light Industrial (Industrial Park) (I-1A)
	Heavy Industrial (I-2)
	Heavy Industrial (Industrial Park) (I-2A)
	Agricultural (A)
	Conservancy (CON)
	Planned Unit Development (PUD)

June 26, 2013



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to award the contract to Foth Infrastructure and Environmental for engineering services for Bradley Lake in the amount of \$22,900.00.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Danny Wiegand, Vice-Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 18, 2013

\*\*\*\*\*

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

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

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

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

**Executive Summary**

**Title:** *Engineering Services for Bradley Lake Storm Water*

**Background:** *In 2008-2009 the City of Sturgeon Bay received grants from the Wisconsin Department of Natural Resource for two Lake Planning Grants for Bradley Lake. The City hired Greg Kleinheitz from the University of Oshkosh to do a comprehensive study of the lake, prepare conceptual plans, and set up an action plan for the lake. The conceptual plan that was developed has a fore bay water system filtration system built into the existing lake, which has not, nor will be approved by the Wisconsin Department of Natural Resources. With this in mind the Municipal Services Department applied for a grant to engineer a different type of filtration system for Bradley Lake.*

*We were notified last month that we received a zero match grant not to exceed \$23,000.00. Anything over \$23,000.00 would need to be covered by the city at 100%. After notification, the Municipal Services Department prepared an RFP and sent it to engineering firms as per our city policy. Six bids were received (see attached bidders list). The price range was between \$21,000.00 and \$30,000 plus additional add on costs.*

**Fiscal Impacts:** *Zero impact to the City budget*

- Options:**
- 1) Award Miller Engineer and Scientists the engineering contract*
  - 2) Award Foth Infrastructure and Environmental the engineering contract*
  - 3) Award no contracts for engineering services*

**Recommendation:** *Staff recommends awarding the contract to Foth Infrastructure and Environmental for engineering service for Bradley Lake.*

**Prepared By:** *Bob Bordeau*  
 Bob Bordeau  
 Municipal Services Superintendent

**Date:** *6/6/2013*

**Reviewed By:** *Valerie Clarizio*  
 Valerie Clarizio  
 Finance Director/City Treasurer

**Date:** *6/12/13*

**Reviewed By:** *Steven McNeil*  
 Steven McNeil  
 City Administrator

**Date:** *6/6/2013*

# 2013 Little Lake Storm Water BID LIST

COMPANY NAME	ADDRESS	PHONE NUMBER	Bid Amount
Baudhuin Incorporated	Attn: Pete Hurth 55 S. 5th Avenue Sturgeon Bay, WI 54235		Base bid \$30,000
Miller Engineers & Scientists	Attn: Peter Pittner 5308 S. 12th Street Sheboygan WI 53081		Base Fee \$21,000 Add ins \$3250
Foth Infrastructure & Environment	Attn: Brian Hinrichs 1402 Pankratz Street, Suite 300 Madison, WI 53704		\$22,900
Mach IV Engineering Services			\$24,465
Memahan Engineering Services			\$23,254

## CITY OF STURGEON BAY

### Request for Proposals for Professional Services Bradley Lake Storm Water Quality Improvement Project

#### General:

*Bradley (Little) Lake is a 20 acre lake located on the north end of Sunset Park, one of Sturgeon Bay's most prestigious parks. The lake is a popular spot for bird watching, picture taking, winter activities, to take children fishing, and relaxation. Little Lake is eutrophic, with excessive aquatic vegetation in the summer. Shallow water depth, high nutrient loading, low dissolved oxygen and invasive vegetation impair the aquatic ecosystem of the lake. Historical data shows that the lake is severely affected by storm water runoff from a high density urban setting.*

*The City is pursuing funding to restore Little Lake, and to incorporate Little Lake into a more useable park. A critical first step in the lake restoration efforts is to address the runoff entering the lake from the surrounding area.*

#### Scope of Work:

*Consultant shall provide necessary labor, materials and equipment to analyze the drainage basin tributary to Bradley Lake, evaluate pollutant removal strategies, prepare designs and specifications for storm sewer and water quality improvements, secure WDNR permitting and assist the City in preparation for the public bidding process.*

#### General Scope of Work

- *Attend project scoping and scheduling meeting with City staff to review project principals, goals and objectives and verify responsibilities*
- *Meet with City staff on a frequent and ongoing basis to discuss the project and possible solutions. Assume informal meeting twice a month*
- *Review existing planning documents and data for incorporation into conceptual design development*
- *Provide detailed topographic survey of project location area*
- *Coordinate as a sub-consultant and geotechnical engineering firm to perform field services and provide a report and recommendations for selected water quality improvement best management practice*
- *Perform all necessary and required WDNR modeling for selected water quality improvement best management practice*
- *Prepare WDNR Chapter 30 permit application and correspondence for City signatures. Include all work needed to secure final permit approvals*
- *Submit plans and specifications at 30%, 60% and 90% completion for review by City staff*
- *Meet with City to go over review comments and revise plans accordingly*
- *Prepare contract documents conforming to City standards and suitable for public bidding*
- *Prepare construction cost estimates*

- Prepare a WDNR Urban Nonpoint Source & Storm Water Construction Grant application
- Prepare WDNR Lake Protection Grant application

**Owner Responsibilities:**

*City of Sturgeon Bay is responsible for the following:*

- The City will provide a single point of communication
- The City shall provide the following information, if available, for use by the Consultant on the project:
  - Existing surveys and deeds of the property
  - Geotechnical reports of the property and adjoining properties
  - Previous waterfront planning documents
  - Known existing utilities and / or easement on the site

**Form of Proposal:**

*All proposals must include:*

1. Cover Letter clearly describing the entity submitting the proposal.
2. Detailed Financial Proposal to include the total compensation to provide the consultant for the above services.
3. A description of the consultant's background and history, to include the number of years in business and qualifications to perform the work described.
4. Three references from clients for which the consultant has provided similar services within the past two (2) years. References must include the name, title, address and business phone number of the contact person.

*Proposals will be received at the office of the City Clerk, 421 Michigan Street, Sturgeon Bay, WI 54235 until 2:30 p.m. local time on Wednesday, May 29, 2013. All Proposals must be clearly marked:*

**Proposal for Professional Services – Bradley Lake Storm Water Quality Improvement Project**

*All Proposals received will be reviewed by City Staff. Proposals will then be forwarded to the Common Council for selection of the consultant. As part of the selection process the City may request that a presentation be made.*

*The City of Sturgeon Bay reserves the right to reject any or all Proposals and to waive any technicality, informality or irregularity in the Proposals which are received. The City further reserves the right to award the Contract to the most responsible party whose offer is deemed in the best interest of the City.*

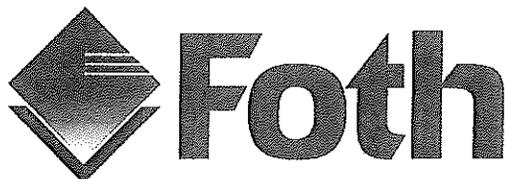
**Proposal**

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**Bradley Lake Storm Water Quality  
Improvement Project**

**City of Sturgeon Bay, Wisconsin**

**May 2013**





May 29, 2013

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

Dear Ms. Reinhardt,

RE: Proposal for Professional Services  
Bradley Lake Storm Water Quality Improvement Project

Thank you for the opportunity to present our proposal for engineering services for the above mentioned project. We believe we have a firm grasp of the City's goals and objectives for this important project and that we have the tools necessary to meet your specified deadlines.

We have enclosed a copy of our engineering proposal for the Bradley Lake Storm Water Quality Improvement Project. We are confident you will find this proposal provides you a better understanding of our firm, our proposed staff for your project, and our ability to provide outstanding service to Sturgeon Bay.

- ◆ *Depth* – Our Foth team has the depth to prioritize work for Sturgeon Bay and provide a high level of service in a timely manner. We stand ready to begin your tasks upon the Notice to Proceed.
- ◆ *Experience* – Our similar project experience is recent and fresh. This experience integrates storm water design and agency coordination, both essential to a successful project.
- ◆ *Communication* – Our focus on early communication with the stakeholders in a project leads to successful project completion.
- ◆ *Availability* – Though currently working on projects in similar scope to the Bradley Lake Storm Water Quality Improvement Project, your Foth team currently has availability to complete your project successfully, on-time and on-budget.

We look forward to further discussing your needs on this project, as well as our ability to serve the City of Sturgeon Bay in a professional, courteous and expedient manner.

Sincerely,

Foth Infrastructure & Environment, LLC

A handwritten signature in cursive script that reads "Michael P. Steiner".

Mike Steiner, P.E.  
*Project Manager*

# Table of Contents

- ◆ SECTION 1 - Qualifications ..... 1-1
- ◆ SECTION 2 - Project Team ..... 2-1
- ◆ SECTION 3 - Project Approach ..... 3-1
- ◆ SECTION 4 - Similar Projects..... 4-1
- ◆ SECTION 5: Professional Fees ..... 5-1



Foth Infrastructure & Environment (Foth) is excited about the opportunity to provide professional engineering consulting services for the City of Sturgeon Bay. We have extensive experience in stormwater modeling and, more importantly, navigating through the regulatory and approval process needed to demonstrate compliance with NR 151.

Foth's approach toward providing cost effective engineering consulting services to communities is simple and straight forward. We become an extension of the City's staff through a member of our firm who serves as the single-source of responsibility. This person has the sole responsibility for meeting the needs of the client. For the City of Sturgeon Bay, this person will be Mike Steiner, P.E.

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*Proactive communication with city staff is one of the key components in attaining successful projects and a trusting working relationship.*

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Mike's initial focus will be to understand the short and long term needs of the City and to tailor an engineering service delivery system that meets your expectations. Proactive communication with city staff is one of the key components in attaining successful projects and a trusting working relationship. Our technical expertise is second to none when it comes to stormwater modeling. Foth has local knowledge of the watershed, the local regulatory officials administering the permit conditions, and the latest developments in water quality modeling techniques. We combine this expertise with our promise to you to listen to your needs and communicate throughout the engineering and planning process.

Foth is also aware of and is very responsive to the timely supply of services and the need to commit to schedules. Responsiveness to urgent requests is assured at Foth due to our ability to shift resources between projects to best meet client needs.

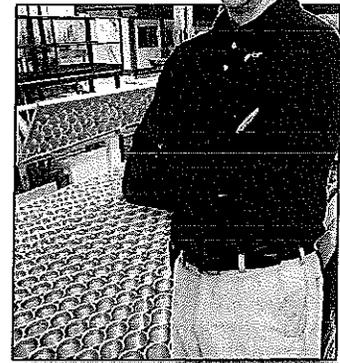
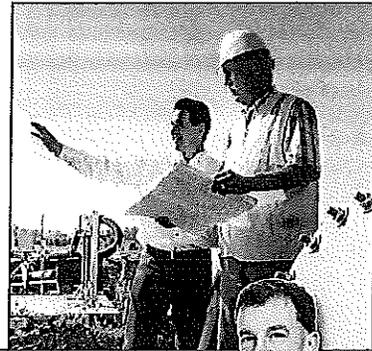
## Primary Contact Information

Primary Contact:  
Mike Steiner, P.E. – Project Manager  
Lincoln Center II  
West Allis, WI 53227  
Phone: (414) 336-7940  
Fax: (414) 336-7901  
Cell: (414) 750-1994

Secondary Contact:  
Colin Meisel, P.E.  
Green Bay, WI 54307  
Phone: (920) 496-6827  
Fax: (920) 497-8516  
Cell: (920) 810-5647

# The best partnerships become relationships.

They last well beyond any project deadline; they thrive on trust. And **your** trust is exactly what **Foth** works so hard to earn.



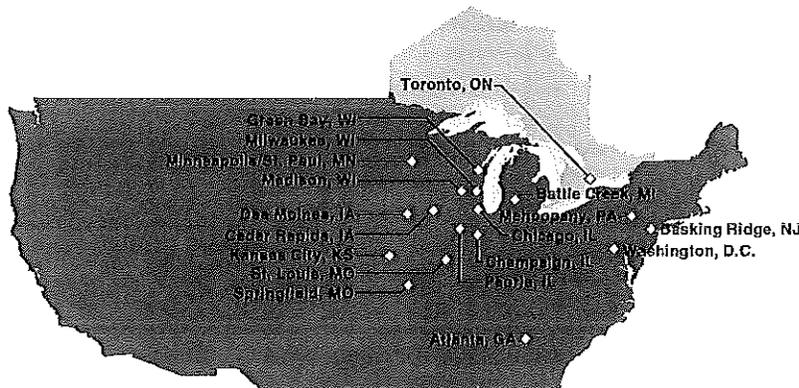
Today and every day, Foth is delivering personalized, client-centered service that keeps your goals within sight and your interests at heart. Our consulting engineering, science and construction services firm provides technical solutions for public and private clients around the corner and around the globe. We delve deeply into all aspects of your project so that we can ask the right questions and find the right answers. We readily expand

our capabilities to keep pace with your needs. And the dedication, care and hard work we put into our projects, we also invest in our relationships. In Foth, you'll find a devoted "one-stop" engineering, science, and consulting partner whom you know you can trust.

Foth was founded in 1938 and quickly became a success. But the engineering and environmental consulting firm we know today

truly began one weekend in 1992. It started with a simple question: what kind of company do we want to be? It ended with an "all-in" refocus on the one principle that has guided our firm from the very first: putting our clients' success ahead of our own.

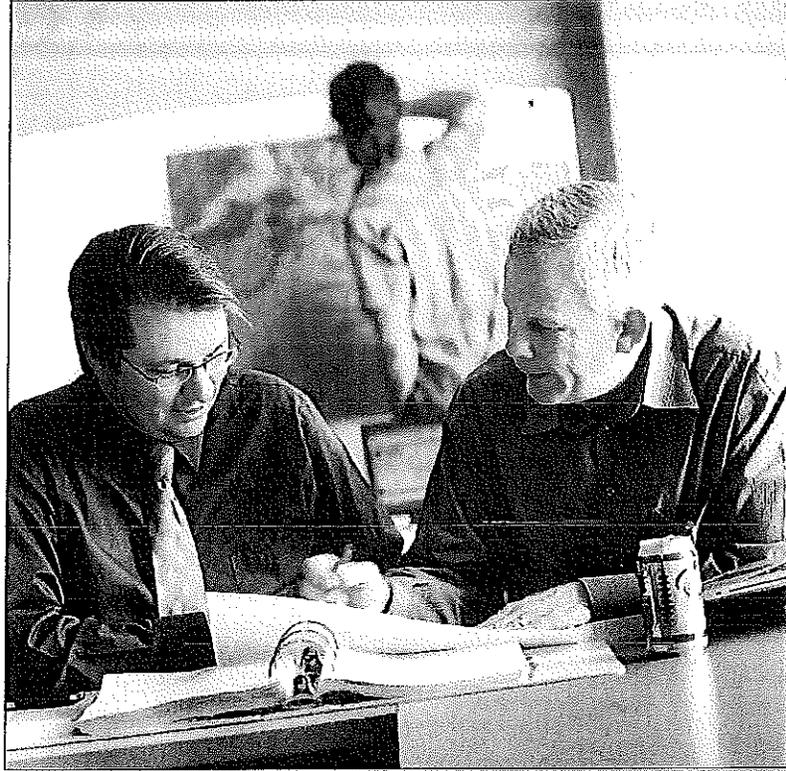
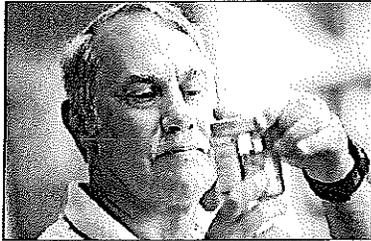
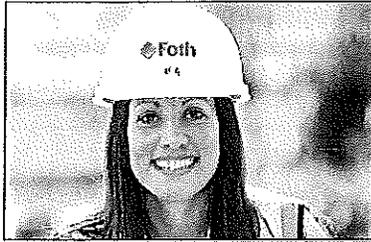
That Monday, old business cards were tossed out—and a reinvigorated Foth looked to the future with our clients' needs placed firmly at the center of our purpose.



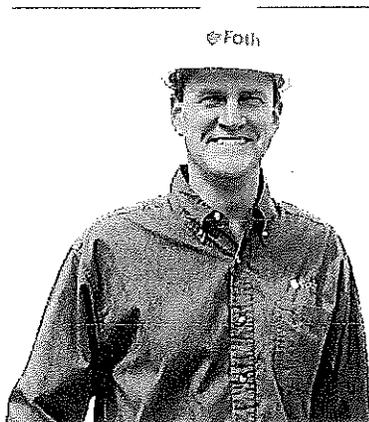
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*...the dedication, care and  
hard work we put into our  
projects, we also invest  
in our relationships.*

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*...you can always expect:  
a personalized approach;  
a consistent single point of  
contact...and responsive  
service that acts on your  
priorities, urgency and needs.*



Today, Foth is thriving because we are dedicated to growing our clients and people with care. At least 85 percent of our business comes from repeat clients each year. Our financial strength, a client retention rate of 99.4 percent and an employee retention rate of 95 percent are all testaments to our client-first commitment. But the two assets that matter most—our clients and our people—never appear on our balance sheet.

Foth's more than 650 employees, or members, deliver services in three main areas: **Environmental, Infrastructure, and Production Solutions.** And no matter which skilled, experienced Foth member you work with, you can always expect: a personalized approach; a consistent single point of contact supported by a team that serves as a seamless extension of your staff; and responsive service that acts on your priorities, urgency and needs.

Professional publications consistently rank Foth among the nation's top professional services consulting firms. More importantly, our clients rank Foth highly, too.

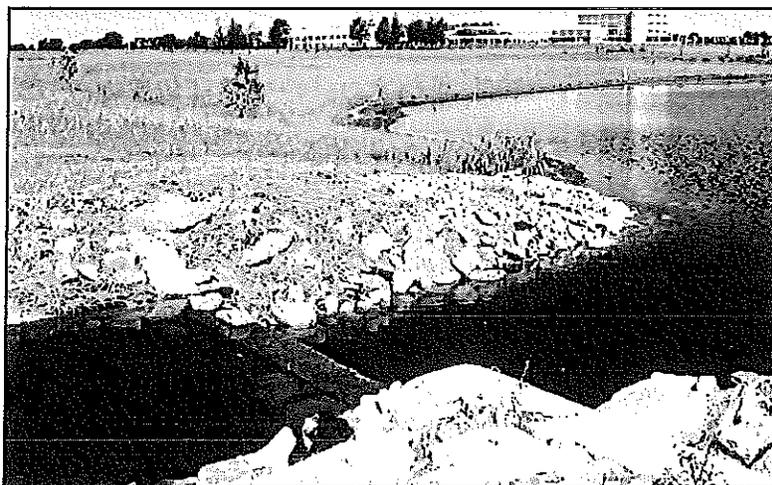
Please visit [www.foth.com](http://www.foth.com) for additional information.

## Municipal Stormwater Management Permitting

The Environmental Protection Agency (EPA), as mandated by Congress under the Clean Water Act, developed a program to address urban sources of stormwater pollution. Passed down to each state to enforce, the Wisconsin Department of Natural Resources (WDNR) enacted a program called the Wisconsin Pollutant Discharge Elimination System (WPDES). Under the WPDES program, large communities are required to obtain a stormwater discharge permit since stormwater runoff ultimately is discharged into waters of the state from the municipal separate storm sewer system (MS4), via ditches and storm sewer outfalls.

Foth has helped many of these regulated communities develop stormwater management plans that address permit requirements, as follows:

- ◆ **Public Education and Outreach.** Actively promote increasing awareness of stormwater impacts on streams and wetlands.
- ◆ **Public Involvement and Participation.** Encourage input and participation from the public on stormwater management issues.
- ◆ **Illicit Discharge Detection and Elimination.** The discharge of pollutants (sanitary waste, spills, etc.) into the stormwater drainage system is undesirable and illegal. Illicit discharge detection and elimination efforts must continue to take place and be properly documented.



- ◆ **Construction Site Pollution Control.** Efforts are required for regulating construction site pollution control, including adoption and implementation of an Erosion Control Ordinance.
- ◆ **Post-Construction Site Stormwater Management.** Proper stormwater management must continue after land development, including adoption and implementation of a Post-Construction Stormwater Management ordinance, which requires on-going stormwater treatment.
- ◆ **Pollution Prevention.** Proper operation and maintenance of municipally owned facilities must be documented and continued.
- ◆ **Stormwater Quality Management.** Wisconsin Administrative Code NR 151.13(2) and NR216 requires a 20% and 40% reduction in total suspended solids in runoff that enter waters of the state by 2008 and 2013, respectively. Modeling the municipal stormwater management features to determine what performance now exists, and what additional facilities must be constructed to meet these requirements must be completed and documented.
- ◆ **Storm Sewer System Map.** The storm drainage system, storm sewers and major ditches and culverts must be totally mapped and inventoried. Drainage basins associated with each storm drainage system must be delineated and referenced to each system's outfall.
- ◆ **Annual Report.** An annual report must be developed to report to WDNR the status of the permitted responsibilities being taken on by these regulated communities.

## Urban Stormwater Modeling

Leveraging the proper tools is key to realizing cost-efficient solutions to urban flooding issues. Foth complements stormwater design expertise with complex drainage system modeling. We use the latest hydrologic/hydraulic modeling software to provide our clients the information needed for smart stormwater strategies.

Our staff includes recognized experts in urban drainage modeling who routinely present and teach urban modeling techniques at regional and national conferences. Foth staff uses the following models to analyze urban drainage:

- ◆ EPA SWMM
- ◆ XP-SWMM
- ◆ HEC-RAS
- ◆ HEC-HMS
- ◆ SewerGEMS (Bentley)
- ◆ PondPack (Bentley)
- ◆ HydroCAD

Foth's expertise in stormwater quality modeling is an important asset in Low Impact Development (LID) design and meeting current and future stormwater regulatory standards.

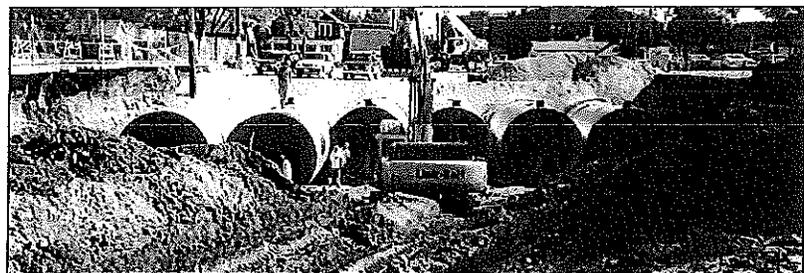
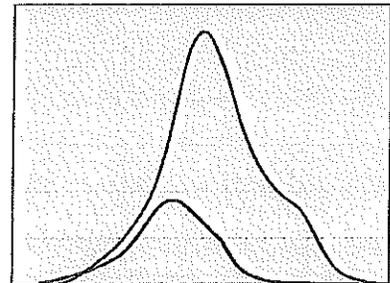
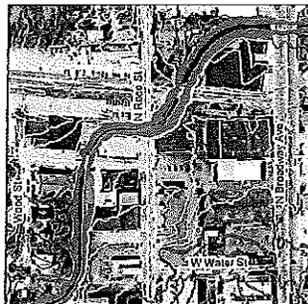
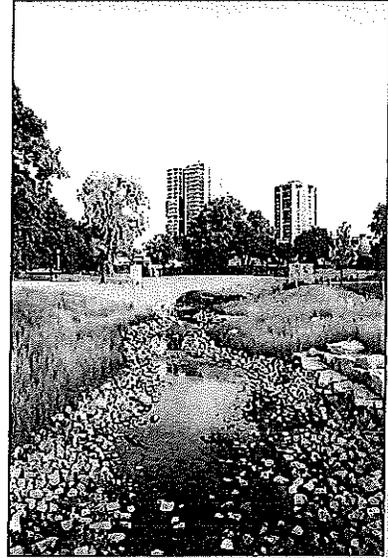
### Solving Flood Problems

Most urban drainage problems result from a complex mix of surface and subsurface drainage components working together. Modeling the interaction between

surface flooding, flood routing and pipe hydraulics is a key step in identifying the true flooding sources. Effective modeling helps in understanding problem causes, and is a useful tool to communicate the "how's" and "why's" of flooding to local stakeholders and the general public.

### Value Engineering

Drainage projects are often the most expensive capital improvements a municipality will face. Smart modeling allows for efficient analysis of multiple design options, thereby finding solutions that meet local flood control needs while making the project affordable. Foth's modeling team approaches each project with the following key objective: *minimize future flood risk for the lowest potential cost.*



## Stormwater Services

### Investigations/ Studies

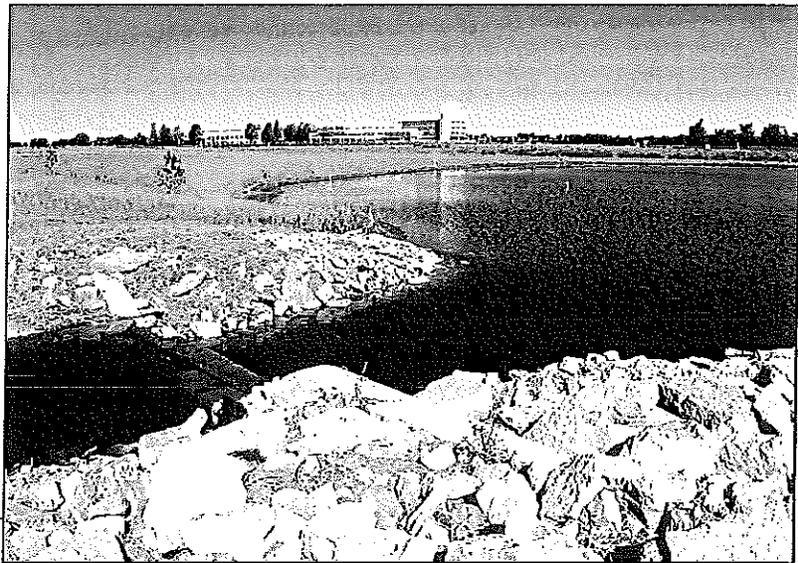
- ◆ Best Management Practices Development
- ◆ Flood Studies
- ◆ Hydrologic/Hydraulic Systems
- ◆ Local and State Agency Coordination
- ◆ Nonpoint Source Pollutant Studies
- ◆ Shoreline Planning and Protection
- ◆ Stream/Floodplain Modifications
- ◆ Urban Runoff and Stormwater Drainage Impact Analyses
- ◆ Stormwater Pollution Prevention Plans
- ◆ Wetland Creation/Mitigation
- ◆ MS4 Compliance

### Design

- ◆ Combined Sewer Overflow
- ◆ Low Impact Development
- ◆ Flood Proofing
- ◆ Hydraulic Control Structures
- ◆ Retention/Detention Basins
- ◆ Sedimentation Ponds
- ◆ Storm Sewers
- ◆ Site Drainage
- ◆ Stormwater BMPs

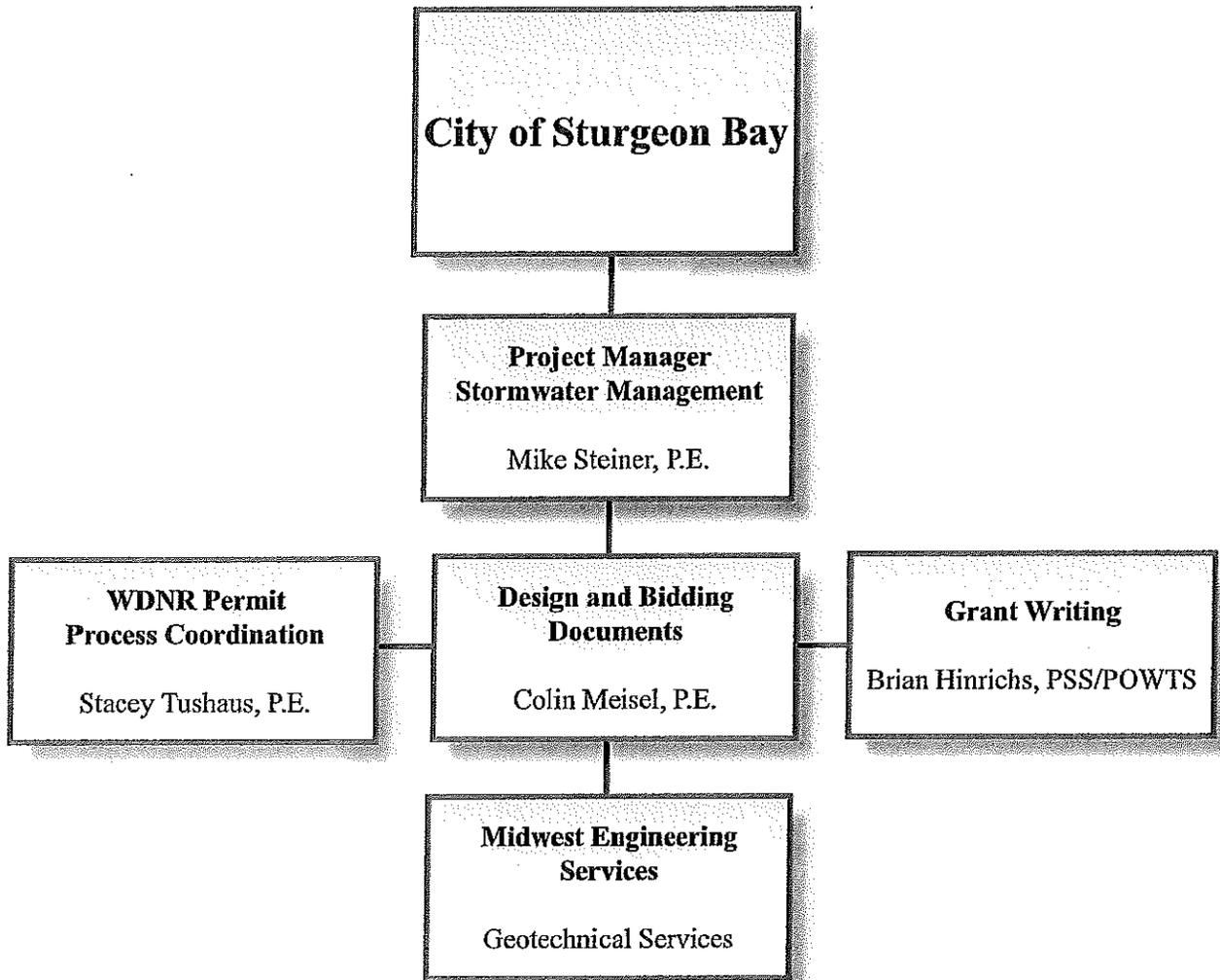
### Construction

- ◆ Bidding/Contract Administration
- ◆ Cost Estimating
- ◆ Construction Planning
- ◆ Observation/Documentation/Verification
- ◆ Surveying



## 2 Project Team

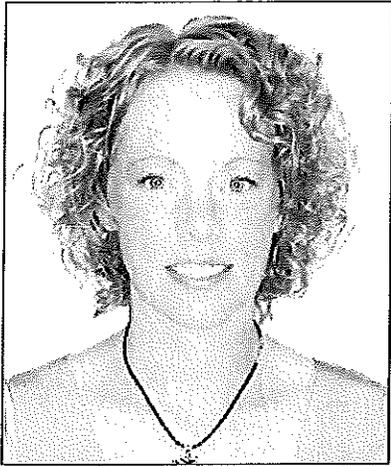
Foth's approach to providing quality engineering services to the City of Sturgeon Bay is focused on the knowledge and experience of the project team. We propose to serve the City with engineering services using the team members identified below. Resumes of key team members are included in this section.



- ◆ **Stormwater Utility Creation, Village of Greendale, Town of Lisbon, Town of Vernon, Wisconsin.** Project Engineer for creating the framework by which the communities could collect charges from all users of the stormwater collection systems. The proceeds of the charges would be used to fund the management of the stormwater systems and would include the reinvestment in, and the maintenance and improvement of, existing infrastructure. In addition, the funds would also be earmarked for other improvements to the systems that would reduce urban non-point source pollution in stormwater runoff consistent with federal and state regulations.
- ◆ **Stormwater Management Plan, Village of Greendale, Wisconsin.** Project Engineer in charge of preparing the comprehensive stormwater management plan for the village. Work included data collection, hydraulic modeling analysis of the existing storm sewer system and providing recommendations for improvement.
- ◆ **NP1 Feasibility Study, City of New Berlin, Wisconsin.** Performed HEC-1 and HEC-RAS computer modeling analysis and prepared a report of an existing channel and wetland area to determine feasibility of multiple stormwater detention pond options to reduce local flooding, improve water quality and lower floodplain elevations.
- ◆ **Stormwater Management Plan, City of Glendale, Wisconsin.** As part of project team, performed XP SWMM computer modeling analysis of hydrologic conditions and analyzed the hydraulic capacities of the existing storm sewer components for each subwatershed. Provided recommendations for existing undersized pipe segments in final report.
- ◆ **Ulao Creek Stormwater Management Plan, Town of Grafton, Wisconsin.** Performed HEC-1 computer modeling analysis of hydrology issues and provided recommendations in the management plan of a 6,400-acre study area incorporating 58 sub watersheds.
- ◆ **Northeast Drainage Study, Village of Grafton, Wisconsin.** Served as project engineer in this plan of 560 areas experiencing rapid urbanization. Analyzed and performed computer models to catalog the existing and proposed water quantity and water quality effects to the watershed area.
- ◆ **Floodplain Modeling, Village of Grafton, Wisconsin.** Completed HEC-RAS computer modeling for 6000 feet of the Ulao Creek running parallel to the Village limits. Submitted and obtained WDNR approval of model and results.
- ◆ **Stormwater Management Plan, Village of Bayside, Wisconsin.** As part of project team, performed computer modeling analysis of water quality. Used the WDNR accepted water quality model for the

existing conditions and compared results to levels found after recommendations were instituted.

- ◆ **West Drexel Avenue Improvement, City of Oak Creek, Wisconsin.** Project Manger on 1-mile reconstruction and conversion of West Drexel Avenue from a two-lane rural undivided roadway to a four-lane urban divided roadway. Major design features include wetland/floodplain mitigation and permitting; coordination with Milwaukee County associated with adjacent parklands; and coordination with WisDOT associated with signalized intersection at S. 27th Street and a new interchange with I-94. Also included are right-of-way acquisition, storm sewer, concrete box culvert, street lighting, and environmental coordination associated with the presence of the Butler's garter snake.



## Stacey Tushaus, P.E.

*Project Engineer*

### Introduction

Stacey is a civil and environmental engineer with more than 19 years of diverse engineering and management experience. Stacey has served as a project engineer for stormwater, sanitary sewer, water main, and landfill projects. Her stormwater management experience includes site drainage, erosion control, floodplain studies, MS4 permitting (including public education and outreach) and grants for Phase II communities, and stormwater utilities. Stacey brings excellent communication skills to all projects she undertakes, and she enjoys helping build strong relationships between communities and local and state regulators.

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### Stormwater Engineering

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### Education

B.S., Civil and Environmental  
Engineering, University of  
Wisconsin-Madison, 1991

### Professional Registration

Professional Engineer,  
Wisconsin, 1992

### Memberships

American Society of Civil  
Engineering (ASCE)

### Relevant Experience

- ◆ **North 107th Street (CTH F) Reconstruction, Milwaukee County, Wisconsin.** Coordinated with WDNR, ACOE and County representatives to obtain necessary stormwater (NR 216), construction (WRAPP), wetland (WWQC) and navigable waterway (TRANS 207) permitting for roadway reconstruction project.
- ◆ **MS4 Workplan, Waukesha County, Wisconsin.** Assisted Waukesha County in the establishment of their annual MS4 Workplan since 2009 to help ensure their communities' compliance with Phase II MS4 permit requirements involving Public Education and Outreach and Public Involvement and Participation.
- ◆ **Project Quest Development, City of De Pere, Wisconsin.** Coordinated with WDNR, USACE and County representatives to obtain necessary stormwater (NR 216), construction (Chapter 30 & WRAPP) and wetland (WWQC) permits for commercial development.
- ◆ **Cat Island Chain – 2012 Wave Barrier Construction, Brown County Port & Solid Waste Department, City of Green Bay, Wisconsin.** Coordinated with WDNR to obtain necessary stormwater (NR 216) and construction (Chapter 30 & WRAPP) permits for this unique project led by the USACE to restore these eroding islands.
- ◆ **Red Cedar Canyon Subdivision Expansion, City of Hudson, Wisconsin.** Navigated through a hybrid stormwater permitting process with WDNR and County for a pre-NR 216 site.
- ◆ **Olsen Fabricating Stormwater Pollution Prevention Plan (SWPPP), City of Green Bay, Wisconsin.** Compiled a SWPPP and obtained a WDNR General Permit for this Tier 2 industrial facility.

- ◆ **Asset Analysis Project, Village of Caledonia Utility District, Wisconsin.** Conducted a study of the Utilities entire sewer and water system, involving over 45,000 infrastructure (in-the-ground) components. For each component, installation dates were researched, service lives determined, and replacement dates and costs estimated. The end result was a 20-year repair/replacement cost estimate allowing establishment of a Capital Improvement Plan to address aging infrastructure repair needs.
- ◆ **Pond Inspections, Waukesha County, Wisconsin.** Assisted Home Owner Associations with required stormwater detention pond inspections, including education of proper maintenance techniques and individual lot-owner contributions to common pond operational and aesthetics issues.
- ◆ **Oshkosh Southwest Industrial Park, City of Oshkosh, Wisconsin.** Coordinated with WDNR and ACOE representatives to facilitate area wetland protection while meeting City's development goals and stormwater management needs.
- ◆ **Hoods Creek Sewage Attenuation Basin, Village of Caledonia Utility District, Wisconsin.** Since the existing Hoods Creek sewage lift station system was unable to safely convey the sewage demand during wet weather events (increased stormwater runoff), an attenuation basin was designed. Necessary stormwater (NR 216), construction (WRAPP), and wetland (WWQC) permitting was coordinated with WDNR and USACE representatives to facilitate area wetland protection while meeting the Utility's construction goals and stormwater management needs.
- ◆ **Business Park Expansion Planning, Village of Caledonia, Wisconsin.** Determined stormwater management and WDNR permitting needs for expansion of 200-acre industrial business park.
- ◆ **Various Municipal Engineering Services, Town of Vernon, Wisconsin.** Involved with the preparation of stormwater management plan and WDNR planning grants. Established inter-governmental agreements for county assistance to Town on MS4 permit requirements. Responsible for public education/involvement activities per MS4 permit requirements and MS4 annual report submittals, and coordinates extensively with WDNR and Waukesha County to ensure permit and grant compliance. Familiar with establishing and maintaining Stormwater Utilities (ERU Method).
- ◆ **Stormwater Management Facilities, Village of Bellevue, Wisconsin.** Assisted with numerous detention pond and bioinfiltration trench designs to ensure Village compliance with NR 216 requirements of MS4 permit, completed the required Facility Plans, and obtained necessary WDNR permits.



## Colin Meisel, P.E.

*Project Civil Engineer*

### Introduction

Mr. Meisel is a project engineer with more than 6 years of experience in the development of plans and specifications for the Wisconsin Department of Transportation (WisDOT) for road improvement projects of various sizes and complexities. He specializes in design and construction of WisDOT urban and rural roadway projects. His WisDOT experience includes rural, urban, and bridge projects. He also has experience designing local urban and rural roadway projects involving water main, sanitary sewer, and storm sewer, as well as hydraulic analysis. He also performs construction observation services for streets, roads, and bridge projects, including several WisDOT projects.

### Design

### Education

B.S. – Civil Engineering,  
Michigan Technological  
University, 2006

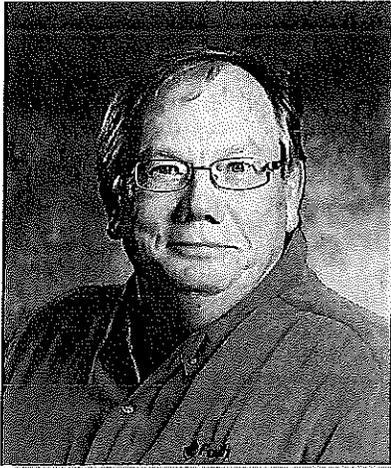
### Professional Registration

Professional Engineer #41512-  
006, Wisconsin, 2011

### Relevant Experience

- ◆ **Manitowoc Road (Eaton Road to Allouez Avenue), Brown County, Wisconsin.** Design engineer on this STP-Urban funded project that consisted of 0.6 miles of roadway that included some spot curb and gutter replacements in conjunction with replacing the entire pavement. New sidewalk on both sides of Manitowoc Road within the existing right-of-way was also constructed. In a few areas of the new sidewalk construction, retaining walls were used to stay within the right-of-way and avoid construction near the adjacent waterways. The project followed the WisDOT design process as outlined in the Facilities Development Manual (FDM).
- ◆ **Verlin Road Sidewalk Construction, Village of Bellevue, Wisconsin.** Design engineer on this project, which consisted of adding both bike and pedestrian improvements along 1.8-miles of an urban collector street. Design services were completed in less than five months for this project as part of the ARRA funding “Stimulus” program. New sidewalks along both sides of the roadway were added. The roadway also had one creek and two stream crossings that required special design considerations on because of the time constraint. On account of these crossings, bike lanes were provided by incorporating unique pavement widths designs at those crossings and adding pavement striping. The project followed the WisDOT design process as outlined in the Facilities Development Manual (FDM).
- ◆ **Michigan Street Utility Construction, City of Sturgeon Bay, Wisconsin.** Design engineer for the reconstruction of utilities along Michigan Street in downtown Sturgeon Bay. Construction consisted of replacing existing sanitary sewer by open cut method or slip lining and water main replacement. This project was coordinated with the federally (ARRA) funded Michigan Street reconstruction project.

- ◆ **Michigan Street Reconstruction, City of Sturgeon Bay, Wisconsin.** Design engineer for the federally funded (ARRA) reconstruction of 1,300 ft. of urban roadway to WisDOT specifications. The project consisted of new concrete pavement with curb and gutter, sidewalk, and storm sewer replacement. Special features included colored concrete crosswalks and a proprietary LED lighting system. Sidewalks along the project were improved to meet ADA requirements.
- ◆ **Michigan Street and Maple Street - Oregon Street Bridge Approaches, City of Sturgeon Bay, Wisconsin.** Performed construction observation on the approaches to a new bridge connecting Maple and Oregon Street in Sturgeon Bay. Approach work included piling, concrete piers and footings, and structural slabs. Street work included concrete paving, curb and gutter, storm sewer and installation of two Vortechnic units. This project was awarded the 2007 Concrete Design Award by Wisconsin Ready Mixed Concrete Association in the Municipal Infrastructure category and the 2008 Top Projects by the Daily Reporter and Wisconsin Builder.
- ◆ **Main Ditch Drainage Study, City of Watseka, Illinois.** Performed hydraulic analysis for the primary drainage ditch for the City that outfalls at the Iroquois River. Flood routing analysis was completed using HEC-RAS to determine the existing flood elevations for various storm frequencies to serve as a baseline comparison to proposed improvements. Several alternatives were determined to improve flooding in the City, which included increases culvert sizes, channel modifications, and channel lining.



Grant Writing

## Brian Hinrichs, PSS/POWTS

Lead Environmental Scientist

### Introduction

Mr. Hinrichs is a lead environmental scientist at Foth Infrastructure & Environment, LLC. He has managed numerous watershed projects that include dredging, water quality, sediment survey, and site restoration as key project components. Mr. Hinrichs specializes in working closely with all stakeholders on projects to ensure successful completion of the project.

### Relevant Experience

- ◆ **Delavan Lake Dredging Projects.** Manage Delavan Lake dredging projects at the Mounds Road detention pond sites and the Browns Channel inlet site (Walworth County, WI). The total project scopes include removal of over 30 thousand cubic yards of nutrient rich sediment and restoration of more than 20 acres of wetland at a cost of over 1.1 million dollars. Work closely with stakeholders including: Town of Delavan Lake Committee, WDNR, Geneva Lake Conservancy, and Walworth County.
- ◆ **Aquatic Resources Access Lake Como.** Manage and obtain funding for aquatic resource access projects on Lake Como (Town of Geneva, WI). Design, permit, and provide construction management services for two state of the art boat launch facilities on the north and south shores of Lake Como. Responsible for obtaining WDNR Waterways Commission funding for both projects and representing client throughout selection process. Work closely with stakeholders including: Town of Geneva Lake Committee, Como Beach Property Owners Association, South Shore Property Owners Association, WDNR Geneva Lake Conservancy and Walworth County.
- ◆ **Multiple Surface Water Quality Projects Grant Funding.** Develop, manage and obtain WDNR grant funding (over \$850,000) for multiple surface water quality projects within the Lake Como Watershed (Town of Geneva, WI) including: storm water management studies, storm water corrective action plans and implementations, sanitary surveys and facility plans, aquatic plant management plans, soil and groundwater investigations and corrective actions at brownfield sites within the watershed. Works closely with stakeholders including: Town of Geneva Lake Committee, Como Beach Property Owners Association, South Shore Property Owners Association, WDNR, Geneva Lake Conservancy, and Walworth County.
- ◆ **Lawrence Lake Watershed Multiple Surface Water Quality Projects.** Develop, manage and obtain WDNR grant funding for multiple surface water quality projects within the Lawrence Lake

### Education

B.S., Soil Science (Natural Resources), University of Wisconsin-Madison

### Professional Registration

Licensed Professional Soil Scientist – Wisconsin

Licensed Private On-Site Waste Water Inspector, State of Wisconsin

Watershed (Town of Westfield, WI) including: sediment survey, pre-dredge project analysis, water quality survey, water clarity survey, watershed management study, sanitary survey, and aquatic plant management plan. Work closely with stakeholders including: Town of Westfield, WDNR, Lawrence Lake District, and Marquette County.

- ◆ **Lake Namekagon Watershed.** Develop, manage and obtain WDNR grant funding for multiple, surface water quality projects within the Lake Namekagon Watershed (Cable, WI) including: water quality survey, water clarity survey, watershed management study, sanitary survey, invasive species study and response plan, and aquatic plant management plan. Work closely with stakeholders including: Town of Namekagon, Town of Grand Chute, Namekagon Property Owners Association, and Ashland County.
- ◆ **Waterville Lake Watershed.** Develop and manage surface water quality projects within the Waterville Lake Watershed (Oconomowoc, WI) including: water quality survey, water clarity survey, watershed management study, sanitary survey, invasive species study/response plan, and aquatic plant management plan. Work closely with stakeholders including: Waterville Lake Property Owners Association and WDNR.
- ◆ **Lake Geneva Watershed.** Develop, manage and obtain WDNR grant funding for multiple, surface water quality projects within the Lake Geneva Watershed (Fontana, WI) including: watershed management study, storm water study, storm water corrective action implementation, soil and groundwater studies and corrective actions at brownfield sites within the watershed. Work closely with stakeholders including: Village of Fontana, Geneva Lake Environmental, Geneva Lake Conservancy, and Walworth County.
- ◆ Obtained lake managements/storm water grant funding, provided technical assistance, and implemented resource related projects for multiple storm water, sanitary survey, aquatic plant management planning, and shoreline stabilization projects on numerous Wisconsin Lakes, Rivers, Watersheds and the Great Lakes (Mirror Lake, Lake Winnebago, Pleasant Lake, Pine River, Lake Shangri-La, Harrisville Lake, Dells of the Wisconsin River, and Lake Michigan). Developed stakeholder education materials and facilitated public information meetings to disseminate study findings, recommendations and promote stakeholder cooperation for implementation of findings.

The City is pursuing lake restoration efforts to address the runoff entering the lake from the surrounding watershed. In particular, the project will focus on designing a biofiltration facility to capture and treat the runoff discharging to the lake from the storm sewer system on 3rd Avenue. The treatment facility is planned to be placed in the park near the southeast corner of the lake.

## Scope of Services

### Task 1 - Site Assessment and Data Collection

Foth will complete a topographical field survey of the project area. Survey to include storm sewer out-fall locations, existing park improvement in the project area, edge of lake location, and all ground elevations, vegetation, and marked underground utilities in the project area.

### Task 2 - Geotechnical Services

Foth will coordinate with Midwest Engineering Services (MES) as a sub-consultant to perform field geotechnical services. MES will provide a report and recommendations for selected water quality improvement best management practices based on area soil conditions to assist in our design process.

### Task 3 - Preliminary Design

Foth will prepare a preliminary site design based on review of the City's existing planning documents and data, incorporation of the topographic survey information, recommendations from the geotechnical analysis for best management practices, and results of water quality modeling.

### Task 4 - WDNR Chapter 30 Individual Permit

Foth will prepare a WDNR Chapter 30 Individual Permit for the project and lead the City through the permitting process in a timely fashion.

### Task 5 - Final Design and Bidding Documents

Foth will prepare final construction plans based on the comments from the plan review process at a 30%, 60%, and 90%

Plans will include:

- ◆ Site plan
- ◆ Grading and Storm Sewer plans
- ◆ Biofiltration Basin plan
- ◆ Erosion control and restoration plan
- ◆ Construction details

We will prepare project specific technical specifications for installation of the improvements and related construction cost estimates.

### **Task 6 - WDNR Grant Applications**

Foth will prepare the following grant applications for the work and lead the City through the grant application process:

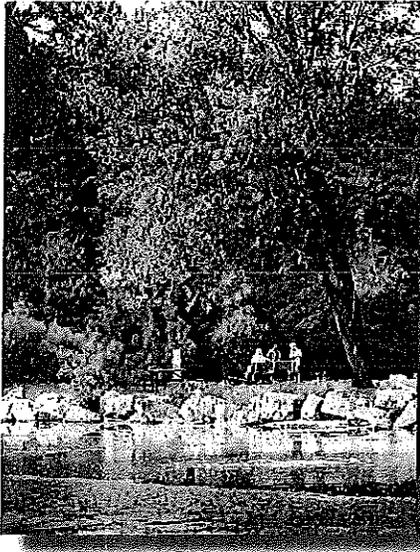
- 1) WDNR Urban Nonpoint Source & Storm Water Construction Grant
- 2) WDNR Lake Protection Grant

### **Schedule**

Foth proposes to complete the project according to the following schedule, unless circumstances beyond our control require modification of the schedule.

<b>Task</b>	<b>Estimated Completion Date</b>
Contract Executed	June 17, 2013
Task 1 – Site Assessment and Data Collection	July 5, 2013
Task 2 – Geotechnical Services	July 5, 2013
Task 3 – Preliminary Design	July 26, 2013
Task 4 – WDNR Chapter 30 Permit Submittal	August 23, 2013
Task 5 – Final Design Plans and Specifications	August 23, 2013
Task 6 – WDNR Grant Applications	August 15, 2013

### **Wildlife Sanctuary Water Restoration, Bay Beach Wildlife Sanctuary**



The Bay Beach Wildlife Sanctuary began operating in the mid-1930s as a public wildlife refuge for the city of Green Bay. It is among the largest wildlife rehabilitation sites in Wisconsin and serves as a public environmental education and recreational facility. Gradually, surface waters there had lost the ability to provide a strong quality of life and were no longer an example of environmental stewardship.

The sanctuary teamed with Foth Infrastructure & Environment, LLC to identify the root causes for the degradation and developed a multidiscipline solution that was completed in stages over several years. Innovative environmental and civil engineering concepts and designs were applied to save costs and provide long-term solutions. Foth's team created an overall master plan and designed the dredging sediments in the lagoons, shoreline stabilization, landfill cover rehabilitation and the creation of a continuous flow in the lagoon.

It was determined that using the sediments from the lagoon on the adjacent closed landfill cover would save money and allow for a healthy growth environment needed to support vegetation and an upland wildlife ecosystem. The sediments that once created an environmental problem in the lagoons now add value to the environment in the form of soil nutrients that help the ecosystem flourish once again.

The ecological and social impacts are great. Habitats have been improved and visitors can enjoy the sanctuary free of charge. The project can serve as an engineering roadmap of a sustainable restoration project for years to come.

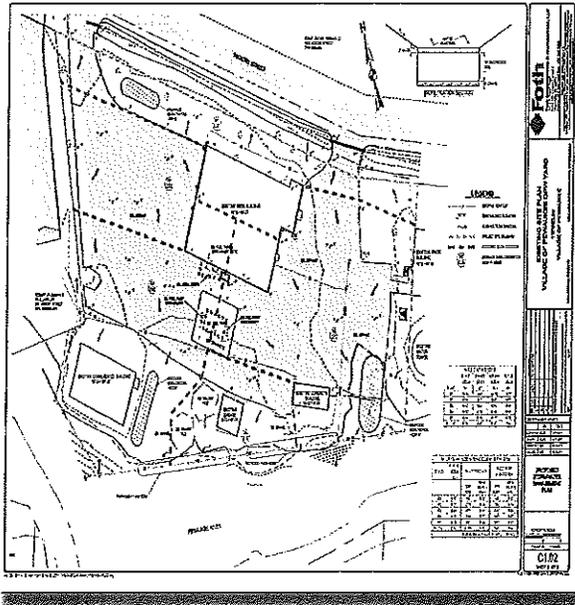
**Project members:** Brian Hinrichs

**Client Contact:** Mike Reed, Director  
(920) 391-3675

### **Village of Pewaukee, Waukesha County**

The Village of Pewaukee was required to provide 40% TSS removal for the urbanized area by 2013 to meet the requirements of the MS4 permit. As part of the Pollution Prevention Plan for the Village, the MS4 permit specifically addressed the Village's Department of Public Works facility as it can be a contributor to stormwater pollution from routine maintenance and operation procedures. In this case, the Village's DPW site is particularly important since it is located along the Pewaukee River which eventually drains to the Upper Fox River (Illinois), a 303(d) Impaired Waters listed stream with a high NPS ranking for both TSS and Total Phosphorus. An added benefit of targeting the Village's DPW site was that the Village then acted as a

model for both commercial and private residents in proper stormwater management, as well as for other communities seeking guidance for their DPW sites.



The project involved removing the existing asphalt and re-grading to ensure runoff from the site is directed toward one of the three bioretention areas. The bioretention areas will have the ability to treat almost 80% of the impervious surface on the property. The proposed management techniques are very suitable for this site because the site is a small drainage area where increased urban storm water pollutant loadings and thermal impacts are a major concern. The bioretention areas will filter pollutants while reducing the thermal impacts of runoff from the surrounding asphalt tributary areas prior to entering the river.

The proposed management practice will follow the Wisconsin Department of Natural Resources Conservation Practice Standard 1005, Bioretention for Infiltration. The proposed BMP has been modeled in the approved SLAMM model and shows a net 61% reduction of both total suspended solids and phosphorus from the site after installation. The locations of the site BMPs are very practical since they are located where existing drainage leaves the site.

**Project members:** Mike Steiner

**Client Contact:** David White, P.E., Director of Public Works  
(262) 691-5694

### Village of Bellevue, Brown County

Foth has been assisting the Village of Bellevue with their stormwater management needs for over 20 years. A comprehensive Stormwater Management Plan (SWMP) was completed in 1996, long before it was even required by NR 216. This comprehensive plan required extensive modeling, and identified and provided alternatives for drainage system deficiencies. A **40% Removal Study was then completed to detail stormwater projects necessary from 2010 – 2013 to achieve the 40% TSS removal target.**

To assist in funding growing stormwater management-related operating costs to the Village, Foth worked hand-in-hand with the Village to develop the ERU costs, credit allocations, and charter details instrumental in developing the utility. Since proper guidance in the regulatory arena is crucial when creating a stormwater utility, Foth authored the



Village's new Stormwater Management Ordinance, creating procedures and policies necessary to implement and enforce this new ordinance. Foth also successfully navigated WDNR's new Urban Nonpoint Source & Storm Water (UNPS&SW) Construction Grant Program to obtain funding for the 2011 construction of two detention ponds and one bio-filtration trench.

In addition to assisting the Village in meeting their MS4 permit requirements, Foth has addressed ongoing construction needs due to continued area development. The main focus for 2010 was a joint project with Brown County, the reconstruction of South Huron Road (proposed CTH EA). To achieve required stormwater treatment standards, Foth designed three detention ponds along the 1.3 mile project. Since the project involved wetlands, structures and floodplain issues, extensive coordination with the Army Corp of Engineers and FEMA was required. Numerous regulatory permits were necessary and successfully obtained by Foth (NOI, Chapter 30, and Wetlands Alternatives Analysis with WDNR and Army Corp of Engineers. CLOMR with FEMA).

**Project members:** Stacey Tushaus

**Client Contact:** Bill Balke, Director of Public Works  
(414) 468-5225

### **Town of Vernon, Waukesha County**

For years, Foth has been assisting the Town of Vernon with their stormwater management needs. As part of these efforts, a comprehensive Stormwater Management Plan (SWMP) was completed, providing a "road map" for all future development, meeting NR 216 requirements and ensuring future permit compliance. This comprehensive plan required extensive modeling, **focusing on existing roadside drainage swales**, and identified and provided alternatives for drainage system deficiencies. Ordinance and policy improvements were addressed, and cost recovery was aided by a WDNR planning grant, and implementing and administering a stormwater utility. Efforts were rewarded as WDNR acknowledged Vernon as the first community in Wisconsin to receive full approval of their SWMP, far surpassing the 40% TSS removal deadline of 2013.



**Project members:** Stacey Tushaus  
Tom Ludwig

**Client Contact:** Doug Salentine, Director of Public Works  
(262) 662-2039

## 5 | Professional Fees

Foth proposes to complete the work described in our scope of services for a Lump Sum fee of \$ 22,900. A general breakdown of the tasks is summarized below.

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Task 1 – Site Assessment and Data Collection	\$3,200
Task 2 – Geotechnical Services	\$3,800
Task 3 – Preliminary Design	\$3,500
Task 4 – WDNR Chapter 30 Permit Submittal	\$3,700
Task 5 – Final Design Plans and Specifications	\$4,200
Task 6 – WDNR Grant Applications	\$4,500
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	\$22,900