



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, AUGUST 2, 2011
8:00 P.M. OR IMMEDIATELY FOLLOWING
BOARD OF PUBLIC WORKS WHICH BEGINS AT 7:45 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN STREET
THAD G. BIRMINGHAM, MAYOR**

1. **Call to order.**
 2. **Pledge of Allegiance.**
 3. **Roll call.**
 4. **Adoption of agenda.**
 5. **Consideration of the following bills: General Fund – \$157,760.65, Capital Fund - \$188,762.96, Cable TV - \$4,565.10, TID #3 - \$5,000.00 and Solid Waste Enterprise - \$8,573.89 for a grand total of \$364,663.60. [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 7/19/11 regular Common Council minutes.**
 - * b. Approval of the following minutes:**
 - (1) Finance/Purchasing & Building Committee – 7/7/11**
 - (2) Finance/Purchasing & Building Committee – 7/12/11**
 - (3) Community Protection & Services Committee – 7/14/11**
 - (4) Parking & Traffic Committee – 7/18/11**
 - (5) Finance/Purchasing & Building Committee – 7/20/11**
 - (6) City Plan Commission – 7/20/11**
 - * c. Consideration of: Beverage Operator licenses.**
 - * d. Consideration of: Change of Agent for Holiday Music Hotel.**
 - * e. Consideration of: Temporary Class B Wine license.**
 - * f. Consideration of: Temporary Class B Beer license.**
 - * g. Consideration of: Street Closure Application for Pioneer Fire Co.**
 - * h. Finance/Purchasing & Building Committee recommendation re: Accept bid from RNOW for the purchase of a 2011 Leaf Vac in the amount of \$33,070 less trade in of \$6,250 for a total of \$26,820.**
 - * i. Finance/Purchasing & Building Committee recommendation re: Approve the City of Sturgeon Bay Fiscal Management Policy.**

- * j. **Parking & Traffic Committee recommendation re: Adding a parking stall to the south side of Kentucky Street east of 3rd Avenue as shown on drawing.**
 - * k. **Parking & Traffic Committee recommendation re: Relocating the handicapped parking stall from the north side of Kentucky Street east of 3rd Avenue to the south side of Kentucky Street west of 3rd Avenue.**
 - * l. **Parking & Traffic Committee recommendation re: Approving the request from Friends Community Church to remove the No Parking Signs in front of 204 W. Maple Street.**
 - * m. **Community Protection & Services Committee recommendation re: Create Section 15.095 of Municipal Code – Barbed Wire Fences.**
 - * n. **Finance/Purchasing & Building Committee recommendation re: City proceed to work with Robert W. Baird to restructure the 2011 TID #2 debt and borrow for the October 1, 2011 debt payments.**
 - * o. **Board of Public Works recommendation re: Special assessment for curb and gutter installation on Michigan Street. (from BPW 8/2/11)**
7. **Mayoral appointments.**
 8. **Consideration of: Accept bids and award contracts to Peters Concrete for Michigan Street from 18th Avenue to STH 42/57.**
 9. **Resolution Adopting the Amended Project Plan for TID #2 re: Distressed TID.**
 10. **Resolution Adopting the Amended Project Plan for TID #1 re: Donor District.**
 11. **Resolution re: Acceptance of Proposed Wards.**
 12. **Finance/Purchasing & Building Committee recommendation re: Accept bid from Independent Inspections, Ltd. to continue to do building inspections for the City of Sturgeon Bay per the RFP as presented. The new contract will be for a three year term.**
 13. **Finance/Purchasing & Building Committee recommendation re: Eliminate the State inspection services for new commercial inspections for the City.**
 14. **Parking & Traffic Committee recommendation re: Not place any traffic controls on Egg Harbor Road at the 8th Avenue and Georgia Street intersections and to bring the item back to the Parking & Traffic Committee to review within one year.**
 15. **Finance/Purchasing & Building Committee recommendation re: Deny request of the Jana Nyberg Group at Martin Park on August 11, 2011 as a government approved event and require the vendors to go through the direct sellers permitting process.**
 16. **Public comment.**
 17. **Mayor's comments.**
 18. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 7/29/11

Time: 12:00 pm

By: L. Lopez

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

5.

5.

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19842	ROTARY CLUB	PK SEC DEP REF ROTARY	01-000-000-23162	50.00
19915	SUNSHINE HOUSE	PK SEC DEP REF SUNSHINE	01-000-000-23162	50.00
R0000021	AMY MITOK	PK SEC DEP REF MITOK	01-000-000-23162	50.00
R0000306	NAMI-DC	PK SEC DEP REF NAMI	01-000-000-23162	50.00
R0000537	LINDA BURNS	PK SEC DEP REF BURNS	01-000-000-23162	50.00
R0000561	NEIGHBOR TO NEIGHBOR	PK SEC DEP REF NEIGHBOR	01-000-000-23162	50.00
R0000906	AMY DICKSON	PK SEC DEP REF DICKSON	01-000-000-23162	50.00
R0000907	BETH GUNDERSON	PK SEC DEP REF GUNDERSON	01-000-000-23162	50.00
R0000908	TRISH SCHAEFER	PK SEC DEP REF SCHAEFER	01-000-000-23162	50.00
R0000909	WAYNE DENIL	PHN SIGN REFUND	01-000-000-23168	50.00
TOTAL LIABILITIES				500.00
TOTAL GENERAL FUND				500.00
CITY CLERK-TREASURER				
08463	CNA SURETY	WI NOTARY STEPHANIE	01-115-000-56000	20.00
08463		ERRORS & OMISSIONS REINHARDT	01-115-000-56000	65.00
9535	IIMC	11/12 ANNUAL MEMBERSHIP	01-115-000-56000	135.00
LAURIE	LAURIE SPITTLEMEISTER	MILEAGE CLERKS INSTITUTE	01-115-000-55600	68.20
R0000905	TIMOTHY SPUDE	SUBPOENA FEES	01-115-000-56350	16.80
TOTAL				305.00
TOTAL CITY CLERK-TREASURER				305.00
COMPUTER				
17700	QUILL CORPORATION	3 TONERS	01-125-000-51950	308.52
17700		INK CART	01-125-000-51950	30.59
TOTAL				339.11
TOTAL COMPUTER				339.11
CITY ASSESSOR				
17700	QUILL CORPORATION	WHITE OUT & TAPE	01-130-000-51950	12.59
22740	WAAO	WAAO MEMBERSHIP TONG	01-130-000-56000	50.00
ASSO APP	ASSOCIATED APPRAISAL	08/02/11 CONTRACT	01-130-000-55010	937.50
TOTAL				1,000.09
TOTAL CITY ASSESSOR				1,000.09
BUILDING/ZONING CODE ENFORCEMENT				
23760	WISCONSIN DEPT OF ADMINISTRATI	5 STATE SEALS	01-140-000-52750	153.00
TOTAL				153.00
TOTAL BUILDING/ZONING CODE ENFORCEMENT				153.00

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PUBLIC WORKS ADMINISTRATION				
17700	QUILL CORPORATION	11X17 PAPER	01-150-000-51950	18.44
22800	WALMART COMMUNITY	CLPS, PAPER, RBR BNDS, MRY CRD	01-150-000-54999	42.51
TOTAL				60.95
TOTAL PUBLIC WORKS ADMINISTRATION				60.95
CITY HALL				
23730	WPS	421 MICHIGAN ST	01-160-000-56600	834.41
AMER O D	AMERICAN OVERHEAD DOOR	FIRE DEPT GARAGE DOOR REPLMNT	01-160-000-58999	1,598.00
TOTAL				2,432.41
TOTAL CITY HALL				2,432.41
GENERAL EXPENDITURES				
03940	STEPHANIE REINHARDT	MILEAGE WPPI MEETING KAUKAUNA	01-199-000-55600	72.42
04696	DOOR COUNTY TREASURER	04/11 CH PHONE	01-199-000-58200	157.48
TOTAL				229.90
TOTAL GENERAL EXPENDITURES				229.90
POLICE DEPARTMENT				
02208	BAYCOM INC.	THERMAL PAPER	01-200-000-51600	215.00
17700	QUILL CORPORATION	COPY PAPER	01-200-000-51950	79.80
17700		LAM POUCHES	01-200-000-51950	17.09
20081	TARGET BANK	BIKE LIGHTS	01-200-000-54999	22.15
22800	WALMART COMMUNITY	BOOKENDS & BINDERS	01-200-000-51950	37.70
GOTPRINT	GOTPRINT.COM	HOUGAARD BUSINESS CARDS	01-200-000-51600	18.25
MIELKE	CHAD MIELKE	8 PWR CRDS, 2 BTRY CVRS, BTRY	01-200-000-55500	188.50
VANS	VANS FIRE & SAFETY, INC	SERVICE FIRE EXTINGUISHERS	01-200-000-58999	108.30
TOTAL				686.79
TOTAL POLICE DEPARTMENT				686.79
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	NEW OFFICER SCREENING MOGAN	01-215-000-57100	113.00
02005	BAY ELECTRONICS, INC.	TWO WAY RADIO REPAIR	01-215-000-57550	78.38
02005		TWO WAY RADIO REPAIR	01-215-000-57550	42.50
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-215-000-58250	503.70
04696	DOOR COUNTY TREASURER	06/11 FUEL CHARGES	01-215-000-51650	5,563.46
06592	FOX VALLEY TECHNICAL COLLEGE	ETHICAL LDRSHIP BRINKMAN	01-215-000-55600	250.00
17299	QUARTERMASTER INC.	BIKE HELMET DECAL	01-215-000-52900	9.98
20081	TARGET BANK	ADULT BIKE HELMET	01-215-000-52900	21.18
23640	WISCONSIN DEPT OF JUSTICE	ACCESS & OFFICER SUPPORT	01-215-000-58999	360.00
HENRY	CLINT HENRY	2011 CLOTHING ALLOWANCE	01-215-000-52900	216.10

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
			TOTAL	7,158.30
			TOTAL POLICE DEPARTMENT/PATROL	7,158.30
POLICE DEPT. / INVESTIGATIONS				
22800	WALMART COMMUNITY	PHOTOS	01-225-000-51500	14.00
			TOTAL	14.00
			TOTAL POLICE DEPT. / INVESTIGATIONS	14.00
FIRE DEPARTMENT				
04545	DOOR COUNTY COOPERATIVE	NUTS, BOLTS & NIPPLE	01-250-000-54999	4.93
04545		SCOOP	01-250-000-54999	4.99
04696	DOOR COUNTY TREASURER	06/11 FUEL	01-250-000-51650	1,030.40
04975	ECONO FOODS	HAND TOWELING & TP	01-250-000-54999	113.60
06380	MIKE FISH	REIMB PAGER BATTERY	01-250-000-52900	14.77
08260	TIM HERLACHE	FUEL MEDIC-FUEL ADDITIVE	01-250-000-53000	173.88
08260		REIMB O2 HOSE BARBS	01-250-000-56250	9.37
12100	LAMPERT YARDS INC	LUMBER	01-250-000-51350	49.26
19880	STURGEON BAY UTILITIES	MEM FLD SPRINKLER	01-250-000-56675	21.30
19880		MEM FLD WARMING HOUSE	01-250-000-56675	21.30
19880		SALT SHED	01-250-000-56675	2.70
19880		N 14 TH AVE CITY GARAGE	01-250-000-56675	21.30
19880		N 7TH AVE GARLAND PARK	01-250-000-56675	2.70
19880		DUCK POND	01-250-000-56675	2.70
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	21.30
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	6.70
19880		OTUMBA PARK	01-250-000-56675	2.70
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	2.70
19880		WEST SIDE FIRE STATION	01-250-000-56150	78.86
19880		WEST SIDE FIRE STATION	01-250-000-56675	21.30
19880		WEST SIDE FIRE STATION	01-250-000-58650	73.13
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	2.70
19880		JC FLD STAND	01-250-000-56675	9.90
19880		MICH ST JC SPRINKLER	01-250-000-56675	21.30
19880		FIRE PROTECTION	01-250-000-56675	17,441.50
19880		WEST SIDE BALL FIELD	01-250-000-56675	2.70
19880		GILRS LITTLE LEAGUE	01-250-000-56675	21.30
19880		N 14 AVE WARNING SIREN	01-250-000-56150	8.35
19880		QUINCY ST/BAY SHIP PIT	01-250-000-56675	21.30
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.67
19880		SUNSET PK STAR PLANT	01-250-000-56675	21.30
19880		N 14 AVE DOG POUND	01-250-000-56675	2.70
19880		CHERRY BLOSSOM PARK	01-250-000-56675	6.70
19880		CLAY BANKS SIREN	01-250-000-56150	16.00
19880		RURAL WATER	01-250-000-58650	138.81
19959	SUPERIOR CHEMICAL CORP	HAND CLEANER	01-250-000-54999	114.67
22800	WALMART COMMUNITY	CAMERA	01-250-000-51350	79.00
22800		VEHICLE CLEANING PRODUCTS	01-250-000-53000	31.52
22800		CLEANING SUPPLIES	01-250-000-54999	115.80

DATE: 07/26/11
TIME: 17:02:56
ID: AP443000.0ST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
22800		SCBA BATTERIES	01-250-000-56250	71.06
22800		OFFICE SUPPLIES	01-250-000-51950	44.11
23730	WPS	WEST SIDE FIRE STATION	01-250-000-56600	26.46
BRIDEN	CARL BRIDENHAGEN	DUTY SHIRT	01-250-000-52900	11.00
VIK	VIKING ELECTRIC SUPPLY	75' OF ELE CORD	01-250-000-51350	98.86
		TOTAL		20,001.60
		TOTAL FIRE DEPARTMENT		20,001.60
COMPOST/SOLID WASTE SITE				
06570	FORESTRY SUPPLIERS INC	CAPTURE CAMERA COMPOST SITE	01-320-000-51400	177.90
		TOTAL		177.90
		TOTAL COMPOST/SOLID WASTE SITE		177.90
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	9850 GALLONS WATER FOR SWEEPER	01-330-000-53050	22.66
25700	ZARNOTH BRUSH WORKS INC	4 SETS GUTTER BROOMS	01-330-000-51400	520.00
25700		4 FRONT DIRT SHOES	01-330-000-51400	65.00
25700		4 REAR DIRT SHOES	01-330-000-51400	97.00
		TOTAL		704.66
		TOTAL STREET SWEEPING		704.66
ROADWAYS/STREETS				
03075	CARQUEST OF DOOR COUNTY	SPARK PLUG	01-400-000-51400	7.40
03075		AIR FILTER	01-400-000-51400	30.89
03075		MICRO V-BELT	01-400-000-51400	27.48
04545	DOOR COUNTY COOPERATIVE	GRASS SEED	01-400-000-51400	215.10
04545		CREDIT ON GRASS SEED	01-400-000-51400	-40.10
04545		GRASS SEED	01-400-000-51400	87.50
06012	FASTENAL COMPANY	1-14" DIAMOND BLADE	01-400-000-51400	119.99
08225	HERLACHE SMALL ENGINE	IGNITION COIL WIRE	01-400-000-51400	5.00
12430	LINCOLN CONTRACTORS SUPPLY INC	FREIGHT CHARGES FOR RETURN	01-400-000-51400	12.54
19070	SCHARTNER IMPLEMENT INC	ALTERNATOR	01-400-000-51400	179.01
		TOTAL		644.81
		TOTAL ROADWAYS/STREETS		644.81
SNOW REMOVAL				
12900	MACHINE SERVICE INC	REBUILD PTO SHAFT	01-410-000-51400	143.91
		TOTAL		143.91
		TOTAL SNOW REMOVAL		143.91

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
STREET SIGNS AND MARKINGS				
03075	CARQUEST OF DOOR COUNTY	BL UV CABLETIE	01-420-000-52550	22.97
19275	SHERWIN WILLIAMS	35 GALLONS YELLOW PAINT	01-420-000-52100	372.05
19275		PAINT GUN GUARD	01-420-000-52100	19.89
19275		30 GALLONS WHITE PAINT	01-420-000-52100	315.00
19275		30 GALLONS YELLOW PAINT	01-420-000-52100	318.90
			TOTAL	1,048.81
			TOTAL STREET SIGNS AND MARKINGS	1,048.81
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	RETURN ANTENNA	01-450-000-51400	-11.10
03075		FUEL FILTER	01-450-000-52150	5.17
03075		OIL & FUEL FILTERS, PRPL CLNR	01-450-000-52150	36.33
03075		O-RINGS	01-450-000-52150	11.50
03075		OIL/AIR FILTERS, PRPL CLNR	01-450-000-52150	97.65
03075		SWITCH	01-450-000-52150	17.77
04696	DOOR COUNTY TREASURER	06/11 GAS & DIESEL CHARGES	01-450-000-51650	6,594.16
06005	FABCO EQUIPMENT INC	REPL #1 INJECTOR	01-450-000-51400	941.88
19959	SUPERIOR CHEMICAL CORP	CASE GLASS CLEANER	01-450-000-52150	126.85
19959		CASE ARMOR PLATE	01-450-000-52150	124.20
19959		SHIPPING	01-450-000-52150	23.62
QUALITY	QUALITY TRUCK CARE CENTER INC	EXHAUST PIPE & CLAMP	01-450-000-51400	207.97
			TOTAL	8,176.00
			TOTAL STREET MACHINERY	8,176.00
CITY GARAGE				
06012	FASTENAL COMPANY	12 SAFETY GLASSES	01-460-000-52350	48.29
19310	GALETON GLOVES INC	2 DOZEN GLOVES	01-460-000-52350	41.90
19310		SHIPPING	01-460-000-52350	10.54
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		N 14 TH AVE CITY GARAGE	01-460-000-56150	800.33
19880		N 14 TH AVE CITY GARAGE	01-460-000-58650	184.73
23730	WPS	835 N 14TH AVE	01-460-000-56600	31.00
			TOTAL	1,125.03
			TOTAL CITY GARAGE	1,125.03
CELEBRATION & ENTERTAINMENT				
THE WORK	THE WORKS & FRIENDS	08/17/11 PERFORMANCE	01-480-000-58999	500.00
			TOTAL	500.00
			TOTAL CELEBRATION & ENTERTAINMENT	500.00
HIGHWAYS - GENERAL				

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75
		TOTAL		2.75
		TOTAL HIGHWAYS - GENERAL		2.75
PARK & RECREATION ADMIN				
03767	STAPLES ADVANTAGE	COLOR INK CARTS	01-500-000-51950	69.99
03767		BLACK INK CART	01-500-000-51950	119.78
03767		RUBBER BANDS	01-500-000-51950	3.79
14399	MARILYN KLEIST	SUMMER KIDS GAME SUPPLIES	01-500-000-52250	42.19
16575	PIP PRINTING	2 FARM MARKET SIGNS	01-500-000-52250	225.68
23715	WISCONSIN PARK & REC ASSN	ANNUAL MEMBERSHIP	01-500-000-56000	150.00
LAMBEAU	LAMBUEA FIELD ATRIUM	LAMBEAU & HALL OF FAME TICKETS	01-500-000-52250	454.80
WENDLAND	PAULA WENDLAND	2011 CERAMICS CLASS TEACHER	01-500-000-52250	345.00
		TOTAL		1,411.23
		TOTAL PARK & RECREATION ADMIN		1,411.23
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	PRE-EMPL SCREEN GIESSEMAN	01-510-000-57100	45.00
02005	BAY ELECTRONICS, INC.	RADIO REPAIR P-4	01-510-000-52300	70.00
03075	CARQUEST OF DOOR COUNTY	CASE RED GREASE	01-510-000-52050	38.30
03075		OIL FILTER	01-510-000-52050	3.00
04545	DOOR COUNTY COOPERATIVE	2.5 GALLONS CORNERSTONE PLUS	01-510-000-51750	48.38
08225	HERLACHE SMALL ENGINE	STRING TRIMMER PARTS	01-510-000-54999	40.49
11800	KRUEGER IMPLEMENT INC	OIL	01-510-000-52050	29.90
12100	LAMPERT YARDS INC	PLYWOOD & PINE	01-510-000-51800	32.38
12100		4 PLASTIC TRIM PIECES	01-510-000-54999	19.16
13365	MEISSNER LANDSCAPE INC	BOX OF BIODEGRADABLE STAKES	01-510-000-51750	90.00
14939	NORTHERN SAFETY CO., INC.	6 PR SAFETY GLASSES	01-510-000-52350	21.54
14939		2 BOXES XL GLOVES	01-510-000-52350	15.98
14939		1 BOX L GLOVES	01-510-000-52350	7.99
14939		SHIPPING	01-510-000-52350	13.40
16000	PALMER CO INC	2 CASES HAND SOAP	01-510-000-54999	156.39
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	15.77
19880		MEM FLD SPRINKLER	01-510-000-58650	24.00
19880		MEM FLD WARMING HOUSE	01-510-000-56150	186.38
19880		MEM FLD WARMING HOUSE	01-510-000-58650	182.05
19880		N 7TH AVE GARLAND PARK	01-510-000-56150	8.21
19880		N 7TH AVE GARLAND PARK	01-510-000-58650	17.50
19880		DUCK POND	01-510-000-58650	7.50
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	261.78
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	68.38
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	100.38
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	101.30
19880		OTUMBA PARK	01-510-000-56150	67.75
19880		OTUMBA PARK	01-510-000-58650	47.11
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	92.85
19880		JC FLD STAND	01-510-000-56150	55.34
19880		JC FLD STAND	01-510-000-58650	307.63

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
19880		MICH ST JC SPRINKLER	01-510-000-58650	24.00
19880		FLAG LIGHT 5TH & MICHIGAN	01-510-000-56150	37.47
19880		MEMORIAL FIELD	01-510-000-56150	394.65
19880		WEST SIDE BALL FIELD	01-510-000-56150	147.73
19880		WEST SIDE BALL FIELD	01-510-000-58650	22.43
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	77.08
19880		GILRS LITTLE LEAGUE	01-510-000-58650	137.83
19880		MEM FLD BALLFIELD PB	01-510-000-56150	8.23
19880		OTUMBA PARK	01-510-000-56150	247.84
19880		OTUMBA PK/STREET LIGHT	01-510-000-56150	149.92
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	15.88
19880		N 14 AVE DOG POUND	01-510-000-56150	14.34
19880		N 14 AVE DOG POUND	01-510-000-58650	16.96
19880		CHERRY BLOSSOM PARK	01-510-000-56150	33.51
19880		CHERRY BLOSSOM PARK	01-510-000-58650	37.57
19959	SUPERIOR CHEMICAL CORP	ODOR COUNTERACTANT	01-510-000-54999	66.85
19959		CLEAN AIRE CABINET MOTORS	01-510-000-54999	19.71
20725	T R COCHART TIRE CENTER	2 MOWER TIRES	01-510-000-52850	194.00
20725		FLAT REPAIR	01-510-000-52850	10.00
23730	WPS	MEMORIAL FIELD	01-510-000-56600	21.99
TLB	TLB WOOD PRODUCTS CORP	100 YDS PLAYGROUND MATERIAL	01-510-000-51760	1,957.95
WARNER	WARNER-WEXEL WHOLESALE &	PARK RESTROOM SUPPLIES	01-510-000-54999	58.70
TOTAL				5,870.48
TOTAL PARKS AND PLAYGROUNDS				5,870.48
BALLFIELDS				
20900	TRU GREEN CHEMLAWN	MEM FLD WEED & FEED	01-520-000-56500	144.00
VIK	VIKING ELECTRIC SUPPLY	TRAILER ELE CONNECTORS	01-520-000-54999	28.50
VIK		30 RUBBER STRIPS	01-520-000-54999	54.30
TOTAL				226.80
TOTAL BALLFIELDS				226.80
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PK LOT LIGHTS	01-550-000-56150	226.06
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	129.44
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	17.50
19880		38 S NEENAH AVE RESTROOMS	01-550-000-56150	143.22
19880		38 S NEENAH AVE RESTROOMS	01-550-000-58650	218.18
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	35.41
TOTAL				769.81
TOTAL MUNICIPAL DOCKS				769.81
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	DITMAN ROD	01-560-000-51400	52.18

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATER WEED MANAGEMENT				
01675		CUTTING HEAD ASSEMBLY	01-560-000-51400	517.72
01675		1 ROD END BEARINGS	01-560-000-51400	39.00
01675		10 HORIZ SHEER FINGERS	01-560-000-51400	283.40
01675		8 HOLD DOWN CLIPS	01-560-000-51400	152.16
01675		3 SEAL KITS	01-560-000-51400	119.94
01675		8 WEAR BARS	01-560-000-51400	8.00
01675		SHIPPING	01-560-000-51400	18.84
03075	CARQUEST OF DOOR COUNTY	GASKET DRESSING	01-560-000-51400	10.79
03075		BATTERY HARVESTER	01-560-000-51400	77.91
03075		MUD FLAPS P-15	01-560-000-54999	30.28
03075		40# KITTY LITTER	01-560-000-54999	7.49
03075		TOW STRAP	01-560-000-54999	56.04
03075		BATTERY P-10	01-560-000-51400	87.27
03075		CORE RETURN	01-560-000-51400	-10.00
03405	CLERKS PETTY CASH	WATER & ICE	01-560-000-54999	7.78
03660	CONNEY SAFETY PRODUCTS	OIL ABSORBING KITS	01-560-000-52350	250.00
03660		OIL ABSORB PADS, GLOVES	01-560-000-54999	356.50
04696	DOOR COUNTY TREASURER	06/11 FUEL CHARGES	01-560-000-51650	3,663.76
19070	SCHARTNER IMPLEMENT INC	HYD HOSE WITH FITTINGS	01-560-000-51400	43.05
19297	SHORE TO SHORE RENTAL, INC	FLUX WIRE	01-560-000-54999	23.95
22800	WALMART COMMUNITY	6 POLARIZED SUNGLASSES	01-560-000-52350	82.76
25540	RICHARD YEDICA	DECKFILL & SS DIESEL	01-560-000-51400	33.75
BONEST	BONESTROO	1ST EMY AQUATIC SPRAYING	01-560-000-55010	10,358.59
DC WASTE	DOOR COUNTY WASTE & RECYCLING	DUMPING FEE	01-560-000-54999	9.00
R0000655	TRANSMOTION, LLC	CHARLYNN MOTOR REPAIR	01-560-000-51400	371.43
R0000655		INSTALL NEW SEALS & TEST MOTOR	01-560-000-51400	571.42
TOTAL				17,223.01
TOTAL WATER WEED MANAGEMENT				17,223.01
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DCMM WALKWAY LIGHTS	01-570-000-56150	26.31
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	118.14
JOHN DEE	JOHN DEERE LANDSCAPES, INC	3 VALVE BOXES	01-570-000-51750	34.50
JOHN DEE		COVER	01-570-000-51750	4.80
JOHN DEE		DELIVERY	01-570-000-51750	10.75
TOTAL				194.50
TOTAL WATERFRONT PARKS & WALKWAYS				194.50
COMMUNITY & ECONOMIC DEVLPMT				
17700	QUILL CORPORATION	RETURN HP920XI	01-900-000-51950	-12.74
17700		RETURN CORRECTION TAPE	01-900-000-51950	-3.20
17700		3 INK CARTR	01-900-000-51950	62.73
17700		FILE POCKETS	01-900-000-51950	21.72
17700		LABELS	01-900-000-51950	10.29
17700		TAPE	01-900-000-51950	4.16
17700		CDRW'S	01-900-000-51950	17.69
17700		ENVELOPES	01-900-000-51950	11.18
17700		CORRECTION TAPE	01-900-000-51950	11.63

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
17700		ENVELOPES	01-900-000-51950	7.07
17700		PENS	01-900-000-51950	9.65
TOTAL				140.18
TOTAL COMMUNITY & ECONOMIC DEVLPMT				140.18
TOTAL GENERAL FUND				71,241.03
CAPITAL FUND				
GENERAL EXPENDITURES				
14825	NORTHEAST ASPHALT INC	SPRUCE ST RECONSTRUCTION	10-199-000-51525	11,279.00
R0000606	TRAFFIC ANALYSIS & DESIGN, INC	FINAL DESIGN SIGNAL PLAN REVIE	10-199-000-51525	1,476.00
TOTAL				12,755.00
TOTAL GENERAL EXPENDITURES				12,755.00
PATROL				
03133	CELLCOM WISCONSIN RSA 10	SQUAD ROUTERS	10-215-000-59000	307.68
03133		SQUAD ROUTERS	10-215-000-59000	1,128.16
TOTAL				1,435.84
TOTAL PATROL				1,435.84
ROADWAYS/STREETS				
EXPENSE				
02130	BAUDHUIN INC	TID #3 WTR MN, STRM SWR, CRB	10-400-000-59096	2,560.00
ROBERT E	ROBERT E LEE & ASSOCIATES, INC	PHASEL & SOIL BORING GILL PROP	10-400-000-59096	5,500.00
TOTAL EXPENSE				8,060.00
ANNUAL RESURFACING & BASE REP.				
14825	NORTHEAST ASPHALT INC	SPRUCE ST RECONSTRUCTION	10-400-110-59095	153,755.72
TOTAL ANNUAL RESURFACING & BASE REP.				153,755.72
TOTAL ROADWAYS/STREETS				161,815.72
CURB/GUTTER/SIDEWALK				
EXPENSE				
13050	PATRICK MAY	CURB REPLACEMENT	10-440-000-59102	300.00
14825	NORTHEAST ASPHALT INC	SPRUCE ST RECONSTRUCTION	10-440-000-59110	12,456.40
TOTAL EXPENSE				12,756.40
TOTAL CURB/GUTTER/SIDEWALK				12,756.40
TOTAL CAPITAL FUND				188,762.96

DATE: 07/26/11
TIME: 17:02:56
ID: AP443000.0ST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 08/02/11

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	08/06/11 CONTRACT	21-000-000-55015	4,390.00
MANN		ROGER COUNCIL PREVIEWS	21-000-000-58999	105.00
MANN		DVD'S TO LIBRARY	21-000-000-58999	45.00
MANN		SCREWS, LOCK KNOB	21-000-000-56250	25.10
		TOTAL CABLE TV / GENERAL		4,565.10
		TOTAL CABLE TV / GENERAL		4,565.10
		TOTAL CABLE TV		4,565.10
TID #3 DISTRICT				
TID #3 DISTRICT				
08060	HARBOR CONSTRUCTION OF DC INC.	TIF #3 RELEASE OF RETAINAGE	27-330-000-59095	5,000.00
		TOTAL		5,000.00
		TOTAL TID #3 DISTRICT		5,000.00
		TOTAL TID #3 DISTRICT		5,000.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	STAT GASKET	60-000-000-53000	0.44
04696	DOOR COUNTY TREASURER	06/11 DIESEL CHARGES	60-000-000-51650	2,586.88
06005	FABCO EQUIPMENT INC	WATER PUMP & CORE CHARGE	60-000-000-53000	535.84
06005		CORE CREDIT	60-000-000-53000	-238.79
38290	HI TEC FABRICATION	19 RECYCLING CANS	60-000-000-58300	5,375.86
LODAL	LODAL , INC	MICRO SWITCH, THROTTLE, LEVERS	60-000-000-53000	313.66
		TOTAL SOLID WASTE ENTERPRISE FUND		8,573.89
		TOTAL SOLID WASTE ENTERPRISE FUND		8,573.89
		TOTAL SOLID WASTE ENTERPRISE		8,573.89
		TOTAL ALL FUNDS		278,142.98

MANUAL CHECKS

Shell Credit Card 07/12/11 Out of town fuel Check # 68481 Account #01-215-000-51650	\$ 30.56
Benefit Advantage 07/13/11 Caf plan & cobra fees Check #68482 Account #01-600-000-50510	\$ 185.50
WPPI 07/01/11 Health insurance ACH Misc accounts	\$ 78,131.03
WPPI 07/11/11 Dental insurance ACH Misc accounts	\$ 5,310.06
BP Amoco 07/18/11 Out of town fuel Check #68483 01-21-000-51650	\$ 15.00
WI Dept of Workforce 07/18/11 Unemployment Check #68484 01-600-000-50370	\$ 226.30
Cardmember Services 07/18/11 Credit card Check #68485	\$ 833.21

Account #'s
01-125-000-55500
01-500-000-52250
01-480-000-51550

Minnesota Life Insurance \$ 1,788.96
07/21/11
Life Insurance
Check #68575
Account #01-600-000-50552

TOTAL MANUAL CHECKS \$ 86,520.62

INVOICES DUE ON/BEFORE 08/02/11

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

GENERAL FUND	71,241.03	157,760.65
CAPITAL FUND	188,762.96	
CABLE TV	4,565.10	
TID #3 DISTRICT	5,000.00	
SOLID WASTE ENTERPRISE	8,573.89	
TOTAL --- ALL FUNDS	270,142.98	364,663.60

James Cheyfe Jr 7/26/2011
James B. Wilson 7/26/2011

COMMON COUNCIL
July 19, 2011

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

The Mayor presented Alex Bosman, Eagle Scout, with a proclamation from the City.

The Mayor presented Christopher Sullivan-Robinson, Eagle Scout, with a proclamation from the City.

Schlicht/Fett to adopt agenda removing item no. 16 from the agenda. Carried.

Abeyta/Schlicht to approve bills: General Fund – \$108,672.60, Capital Fund - \$16,166.55, Cable TV - \$137.06, TID #2 - \$18,091.01 and Solid Waste Enterprise - \$15,378.98 for grand total of \$158,446.20. Roll call: All voted aye. Carried.

Abeyta/Lodi to approve the consent agenda:

- a. Approval of 7/5/11 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Sturgeon Bay Utility Commission – 6/13/11
 - (2) Waterfront Redevelopment Authority – 6/28/11
 - (3) Finance/Purchasing & Building Committee – 6/28/11
 - (4) Board of Public Works – 7/5/11
 - (5) Industrial Park Development Review Team – 7/6/11
 - (6) Joint Review Board – 7/7/11
- c. Accept and place on file the following reports:
 - (1) Street Department Report – June 2011
 - (2) Fire Department Report – June 2011
 - (3) Inspection Report – June 2011
 - (4) Bank Reconciliation – June 2011
 - (5) Revenue & Expense Report – June 2011
- d. Consideration of: Beverage Operator licenses.
- e. Consideration of: Temporary Class B Beer licenses.
- f. Consideration of: Temporary Class B Wine Licenses.
- g. Consideration of: Temporary Class B Beer and Class B Wine license.

Carried.

There were no mayoral appointments.

At 8:12 p.m., the Mayor opened the public hearing regarding levying special assessment for curb and gutter installation on Michigan Street from 18th Avenue to State Highway 42-57. The public hearing was declared closed at 8:13 p.m.

Final Resolution authorizing improvements and levying special assessments against benefitted property for the installation of curb and gutter on Spruce Street from Green Bay Rd to Redwood Place was presented. Abeyta/Stutting to adopt final resolution. Carried.

Resolution in support of the Peninsular Agricultural Research Station was presented. Abeyta/Schliht to adopt. Carried.

A second reading of the ordinance re: rezoning parcel recently annexed by Sturgeon Bay Utilities to (A) Agricultural was presented. Lodi/Abeyta to adopt Carried.

A request for exception to noise ordinance from Door County Fair from July 25, 2011 through August 10, 2011 was presented. Vandertie/Lodl to grant exception to noise ordinance for Door County Fair 2011. Carried.

RECOMMENDATION

We, the Board of Public Works, hereby recommend to approve the construction of all the sidewalks identified in Tax Increment District #3 as potential sidewalk; which include North 6th Avenue, North 7th Avenue, North 7th Place and Erie Street.

BOARD OF PUBLIC WORKS

By: Ald. Vandertie

Introduced by Vandertie. Vandertie/Fett to adopt. Carried.

No one spoke during public comment.

The Mayor made his comments.

Schlicht/Abeyta to adjourn. Carried. The meeting adjourned at 8:21 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

FINANCE/PURCHASING & BUILDING COMMITTEE
July 7, 2011

A meeting of the Finance/Purchasing & Building Committee was called to order at 5:02 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta and Alderperson Schlicht were present. Alderperson Wiegand was excused. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, Fire Chief Herlache, Community Development Director Olejniczak, State of Wisconsin Building Inspector G. Jane Drager, members of the general public, and Office/Accounting Assistant II Flinn.

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

1. Roll call.
2. Adoption of agenda.
3. Discussion of: Building Inspections with Ms. Jane Drager, State of Wisconsin Commercial Building Inspector.
4. Adjourn.

Carried.

Alderperson Schlicht led the discussion on the first item. He informed the Committee that he had done some research to find alternative inspection services for the City of Sturgeon Bay. In doing so he was directed to State of Wisconsin Building Inspector, G. Jane Drager.

Ms. Drager works for the State of Wisconsin Department of Commerce, Division of Safety and Buildings Bureau of Integrated Services. Ms. Drager presented to the Committee the options available through the State for conducting commercial inspections for the City.

Moved by Alderperson Abeyta, seconded by Alderperson Schlicht to adjourn. Carried. The meeting adjourned at 5:50 p.m.

Respectfully submitted,



Dixie Flinn
Office/Accounting Assistant II

FINANCE/PURCHASING & BUILDING COMMITTEE
July 12, 2011

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

Moved by Alderperson Abeyta seconded by Alderperson Schlicht to adopt the following agenda by moving item #4 after item #6a:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Leaf Vac bids.
4. Consideration of: Revision to the City of Sturgeon Bay Fiscal Management Policy.
5. Consideration of: Contract for Building Inspection Services.
6. Consideration of: Convene in closed session in accordance with the following exemptions:

a. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis.Stats. 19.85(1)(e)

Consideration of: Building Inspector Proposals.

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

7. Review of unfinished business list.
8. Review bills.
9. Adjourn.

Carried.

Public Works/Park and Recreation Superintendent Bordeau presented the following Leaf Vac bids:

<u>Company</u>	<u>Bid</u>	<u>Trade-in</u>	<u>Final Cost</u>
Bruce Municipal Equipment	\$36,092.00	\$10,000.00	\$26,092.00

ODB Company	\$36,400.00	\$7,950.00	\$28,450.00
RNOW	\$33,070.00	\$6,250.00	\$26,820.00

Mr. Bordeau stated that RNOW is not the lowest bidder, but they met all the specs. Moved by Alderperson Wiegand, seconded by Alderperson Abeyta to recommend to the Common Council to accept the bid from RNOW for the purchase of a 2011 Leaf Vac in the amount of \$33,070.00 less the trade-in of \$6,250.00 for a total of \$26,820.00. Carried.

After Alderperson Abeyta announced the statutory basis, it was moved by Alderperson Abeyta, seconded by Alderperson Wiegand to convene in closed session. Roll call: All voted aye. Carried. The meeting moved to closed session at 6:36 p.m. The meeting reconvened in open session at 8:20 p.m.

A motion was made by Alderperson Abeyta, seconded by Alderperson Wiegand to recommend to the Common Council to eliminate the State inspection services for new commercial inspections for the City. Carried, with Alderson Schlicht voting no.

A motion was then made by Alderperson Wiegand, seconded by Alderperson Abeyta to recommend to the Common Council to accept the bid from Independent Inspections, Ltd. to continue to do building inspections for the City of Sturgeon Bay per the RFP as presented. The new contract will be for a three year term. Carried, with Alderperson Schlicht voting no.

The Committee began to discuss the Revision to the City of Sturgeon Bay Fiscal Management Policy.

The Committee reviewed the unfinished business list.

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

The Committee continued the discussion on the Revision to the City of Sturgeon Bay Fiscal Management Policy. Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to approve and forward to Common Council the revised City of Sturgeon Bay Fiscal Management Policy as presented. Carried.

Moved by Alderperson Schlicht, seconded by Alderperson Abeyta to adjourn. Carried. The meeting adjourned at 8:45 p.m.

Respectfully submitted,



Dixie Flinn
Office/Accounting Assistant II

COMMUNITY PROTECTION & SERVICES COMMITTEE
July 14, 2011

A meeting of the Community Protection & Services Committee was called to order at 6:01 p.m. by Chairperson Lodl in Council Chambers, City Hall. Roll call: Members Lodl, Stutting and Schlicht were present. Also present: Jason Mann of Mann Communications, City Administrator McNeil, Community Development Director Olejniczak and Office/Accounting Assistant I Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Regulation of barbed wire and other fences.
4. Review of Bills.
5. Adjourn.

Carried.

Consideration of: Regulation of barbed wire and other fences:

Community Development Director Olejniczak stated the Community Protection & Services Committee requested a policy or ordinance regulating barbed wire fences within city limits. Mr. McNeil commented that other communities have fencing ordinances, which regulate the height, type, and requirement of a survey to distinguish the property line. Discussion continued with aesthetics and height of other fencing in the city.

Moved by Mr. Schlicht, seconded by Mr. Stutting to recommend to Common Council to create Section 15.095 of the City of Sturgeon Bay municipal code to read as follows:

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

SECTION 1: Section 15.095 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby created to read as follows:

15.095 Barbed Wire Fences.

(1) *When permitted.* Barbed wire fencing shall not be erected on property within the city except for the following:

(a) The keeping of animals around nonresidential properties.

(b) Security reasons for transformer stations, microwave stations, construction sites or other similar publicly necessary or dangerous sites.

(2) *Exceptions.* The common council, upon recommendation of the community protection & services committee, may grant permission for other barbed wire fences, provided the requested fence is not in any residential zoning district and is not on or near the property line of a lot which is occupied as a place of residence.

(3) *Fences near streets and sidewalks.* Barbed wire fences near public streets, alleys, and walkways are subject to the provisions of s. 8.08 of the municipal code.

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

Approved:

Thad Birmingham, Mayor

Attest:

Stephanie L. Reinhardt, City Clerk

Carried.

Review of Bills:

Jason Mann of Mann Communications, LLC explained the invoices submitted for payment. Moved by Mr. Schlicht, seconded by Mr. Stutting to approve the invoices submitted for payment as of July 14, 2011 in the amount of \$256.02. Carried.

Moved by Mr. Stutting, seconded by Mr. Schlicht to adjourn. Carried. The meeting adjourned at 6:21 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant

PARKING AND TRAFFIC COMMITTEE

Monday, July 18, 2011

A meeting of the Parking and Traffic Committee was called to order at 4:01 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Members Schlicht, Vandertie and Fett were present. Also present: Municipal Services Superintendent Bordeau, City Administrator McNeil, City Engineer Depies, Police Chief Porter, Community Development Director Olejniczak, Alderman Lodl and Municipal Services Secretary Lenius.

Adoption of Agenda: Moved by Mr. Fett, second by Mr. Vandertie to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Remove from table: Parking stalls on Kentucky Street between 3rd and 4th Avenues
5. Consideration of: Parking stalls on Kentucky Street between 3rd and 4th Avenues
6. Consideration of: Relocating the handicapped parking stall from Kentucky Street to 3rd Avenue
7. Consideration of: Removing the "No Parking" signs in front of Friends Community Church, 204 W. Maple Street
8. Consideration of: Intersection controls on Egg Harbor Road at "Hardees Intersection"
9. Adjourn

All in favor. Carried

Public Comments:

Nobody spoke during public comment.

Moved by Mr. Fett, seconded by Mr. Vandertie to remove from the table: Consideration of Parking Stalls on Kentucky Street between 3rd and 4th Avenues. All in favor. Carried.

Consideration of: Parking stalls on Kentucky Street between 3rd and 4th Avenues: Mr. Bordeau explained since there is enough room, staff is recommending to add a parking stall on the south side of Kentucky Street adjacent to Poh's Corner Pub to allow for additional parking.

Moved by Mr. Vandertie, seconded by Mr. Fett to recommend to council to add a parking stall to the south side of Kentucky Street east of 3rd Avenue as shown on the proposed drawing. All in favor. Carried.

Consideration of: Relocating the Handicapped Parking Stall from Kentucky Street to 3rd Avenue: It was explained that Mr. Poh had requested to have the handicapped parking stall moved since he felt it would be better used in a location closer to Door County Eye Associates.

Moved by Mr. Fett, seconded by Mr. Vandertie to recommend to council to relocate the handicapped parking stall from the north side of Kentucky Street east of 3rd Avenue to the south side of Kentucky Street west of 3rd Avenue. All in favor. Carried.

Consideration of: Removing the "No Parking" signs in front of Friends Community Church, 204 W. Maple Street: It was asked when the no parking stalls had been installed and what the reason for it was. Staff suggested they had been put in place to allow tour busses to stop there to see the old rugged cross. Mr. Vandertie suggested not removing the posts, in case it was requested to put the no parking signs in place at a later date.

Moved by Mr. Fett, seconded by Mr. Schlicht to recommend to council to approve the request from Friends Community Church to remove the No Parking Signs in front of 204 W. Maple Street. All in favor. Carried.

Consideration of: Intersection controls on Egg Harbor Road at "Hardees Intersection": The following people spoke: Dan LaVine, 825 Egg Harbor Road and Tim Dietman 605 Delaware Street. Alderman Schlicht read a letter that was received from Tim Randall of Pizza Hut.

Mr. Depies showed the changes to the current 5-way stop intersection that would create 2 separate intersections. The plan follows the criteria set forth by the Manual for Uniform Traffic Control Devices for controlled intersections.

Alderman Schlicht stated that he had received several calls from constituents on the difficulty of turning onto Egg Harbor Road if there are not stop signs in place. Alderman Fett stated that he is not a big advocate of putting up stop signs however, 8th Avenue is a main thoroughfare for that area and there is not a better alternate route. His constituents would like to see a stop sign placed on Egg Harbor Road at 8th Avenue.

Chief Porter stated the goal is to keep traffic moving safely through these intersections. There are several factors that are not in play currently including school bus traffic. Mr. Depies explained that traffic counts are expected to increase once the new Wal-Mart is open, and the school bus traffic is simplified since busses will be making right hand turns to get from Georgia Street to 8th Avenue, and vice versa, from 8th Avenue to Georgia Street.

Moved by Mr. Vandertie, seconded by Mr. Fett to recommend to council to not place any traffic controls on Egg Harbor Road at the 8th Avenue and Georgia Street intersections and to bring the item back to the parking and traffic committee to review within 1 year. Members Vandertie and Fett in favor, Member Schlicht opposed. Carried.

Moved by Mr. Vandertie, seconded by Mr. Fett to adjourn. All in favor. Carried.

The meeting adjourned at 4:50 p.m.

Respectfully Submitted,



Jennifer M. Lenius
Municipal Services Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
July 20, 2011

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:01 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta, Alderperson Wiegand, and Alderperson Schlicht were present. Also present: Brad Viegut, Director from Robert W. Baird, City Administrator McNeil, Finance Director/City Treasurer Clarizio and Office/Accounting Assistant I Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: TID #2 (Waterfront District) Debt Restructuring and Borrowing for October 1, 2011 Payments.
4. Adjourn.

Carried.

Finance Director/City Treasurer Clarizio explained that TID #2 in the Waterfront District is lagging in development due to the downturn in the economy over the past several years. As a result, the tax increment that was collected isn't enough to cover costs of the loan payment due October 1, 2011.

Brad Viegut, City's financial consultant from Robert W. Baird, explained that the City of Sturgeon Bay does not have funds on hand to make the October 1, 2011 payment. Restructuring the TID #2 debt and borrowing for the October 1, 2011 bond payments would satisfy the General Obligation Refunding Bonds and RDA Lease Revenue Refunding Bonds payment requirements.

If the Common Council approves the refinancing at the August 2, 2011 meeting, interest rates on the debt issuance will be finalized for the August 16, 2011 Common Council meeting. The new bond issue will be paid off by 2022 or sooner if growth generates additional tax increments. Thus, funds will not come from the General Fund.

A brief discussion was held in regard to the potential impacts to the TID #2 debt restructuring and borrowing in the event Council amends the TID #2 project plan by declaring it as distressed and amends TID #1 project plan to extend its donorship relationship to TID #2.

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to recommend to Common Council that the City proceed to work with Robert W. Baird to restructure the 2011 TID #2 debt and borrow for the October 1, 2011 debt payments. Additional discussion took place on refinancing. A vote was taken on the motion. Carried.

Moved by Alderperson Schlicht, seconded by Alderperson Abeyta to adjourn. Carried. The meeting adjourned at 6:30 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant I

CITY PLAN COMMISSION

Wednesday, July 20, 2011

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

Roll call: Members Jeff Norland, John Lodl, Joe Porten, Dan Wiegand, Dennis Statz, and Michael Gilson were present. Excused: Member Laurel Brooks. Also present were City Attorney Randy Nesbitt, City Administrator Steve McNeil, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Lodl, seconded by Mr. Norland to approve the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from June 15, 2011.
4. Public comment regarding non-agenda items.
5. Public hearing: Amended Project Plans for TID #1 and TID #2.
6. Consideration of: Resolution approving Amended Project Plan for TID #2 re: Distressed TID.
7. Consideration of: Resolution approving Amended Project Plan for TID #1 re: Donor District.
8. Consideration of: Conditional use request from Marina View Apartments for construction of three 8-unit multifamily dwellings at 306 Nautical Drive.
9. Adjourn.

Carried.

Approval of minutes from June 15, 2011: Moved by Mr. Statz, seconded by Mr. Gilson to approve the minutes from June 15, 2011. Carried.

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

Public hearing: Amended Project Plans for TID #1 and TID #2: Mr. Olejniczak stated that after the public hearing there will be consideration of two resolutions. The resolutions are needed to move forward to amend the project plan for TID #2 (Downtown Waterfront District) to make it a distressed TID under State legislation. The TID would be allowed to remain open for a maximum of 10 additional years. If it recovers all of its expenditures sooner than that, it can close earlier. The other resolution amends the project plan for TID #1 (Industrial Park) that will allow it to continue to act as a donor district to help out TID #2. The City is going through four steps for approval of the amendments. The first step included the Waterfront Redevelopment Authority meeting and approving the project plans. The second step is the public hearing and resolutions before Plan Commission. The third step is before Council, with the fourth step being final approval from the Joint Review Board.

Baird representative Brad Viegut explained that distressed TID legislation was put in place in 2009. The State recognized that there were some problems with TIDs throughout the State. The actions were driven by the economic environment. The legislation sunsets on September 30, 2011. He went over the requirements for a distressed TID. Once declared distressed there can be no other expenditures made after its original expenditure period ends. He then explained the Proforma Analysis, including TID Status. The extension of life and additional donation of funds from TID #1 to TID #2 is what is driving the projection to become positive, and the TID could close by 2025. The TID could remain open until 2031 if the resolution is passed.

Mr. Viegut explained that the TID #1 project plan amendment is to share surplus revenues with TID #2. It is a requirement that the current project costs for TID #1 have to be met, which they are. The donation period can extend 10 years beyond the current closing of TID #1, but has to stop as soon as TID #2 closes. The maximum TID #1 can be extended is 10 years to 2028. He explained that if TID #1 did not extend, it would remain open until 2018, which is the current maximum life of that district.

Chairperson Wiegand opened the public hearing at 7:21 p.m. No testimony was given. There was no written correspondence. The public hearing was declared closed at 7:22 p.m.

Consideration of: Resolution approving Amended Project Plan for TID #2 re: Distressed TID: Moved by Mr. Wiegand, seconded by Mr. Statz to approve the resolution amending the project plan for TID #2 regarding a distressed TID. Carried.

Consideration of: Resolution approving Amended Project Plan for TID #1 re: Donor District: Moved by Mr. Gilson, seconded by Mr. Norland to approve the resolution amending the project plan for TID #1 regarding a donor district. Carried.

Consideration of: Conditional use request from Marina View Apartments for construction of three 8-unit multifamily dwellings at 306 Nautical Drive: Mr. Olejniczak stated that additional information was received regarding the foundation building that is being proposed for storage. He had also updated the location map with the 2011 air photos.

Jim McGowen, 506 S. Oxford Avenue, stated his concerns regarding Thorn Street. He was worried that the Marina View Apartments construction and traffic would require upgrades to Thorn Street and did not want to have any special assessments. He requested having the main traffic flow for the Marina View Apartments be maintained on Nautical Drive.

Mr. Olejniczak stated that Marina View revised their site plan to include an access to Thorn St. As far as he knows, there are no plans to actually do any improvements on Thorn St. other than the driveway connection. Mr. Wiegand added that improvements on Thorn St. were not in the 5 year plan.

After discussion, it was moved by Mr. Wiegand, seconded by Mr. Porten to approve the conditional use permit subject to the staff's following conditions:

1. A certified survey map (CSM) shall be recorded to create the lot for the subject development site. The CSM shall be consistent with the approved site plan for the proposed development.
2. The multiple-family dwelling in the southeast portion of the subject property (closest to Nautical Drive) shall be reduced to a six-unit dwelling. The minimum setback from Nautical Drive shall be 47 feet for this dwelling.
3. The existing concrete building, known as the foundation building, may not be expanded either outward or upward, except for a stairway enclosure to allow safe egress. However, nonpermanent recreational structures such as picnic tables, grills, etc. may be placed on the foundation building.
4. The existing concrete building, known as the foundation building, may be used for storage and other accessory uses associated with the tenants of Marina View Apartments. It shall not be used nor advertised for commercial storage.
5. A safety railing complying with the commercial building code shall be installed along the exposed side (north side) of the existing concrete building known as the foundation building.

6. A second access to the subject property shall be provided via Thorn Street. An access easement of at least 24 feet in width shall be recorded prior to commencing construction of any of the proposed buildings. The driveway to Thorn Street shall be graded prior to occupancy of the second building to be constructed and shall be paved prior to occupancy of the third building.
7. The garbage receptacle area shall be enclosed by solid fencing, consistent with the dumpster enclosure at 170 Nautical Drive.
8. The existing cedar trees between the driveway to Nautical Drive and the property at 234 Nautical Drive shall be removed.
9. Any trees planted along the Nautical Drive or within 47 feet of Nautical Drive shall be a dwarf species.
10. An agreement between the property owner and the City shall be signed indicating that a minimum 12-foot wide pedestrian easement will be granted along or near the east line of the subject property, with the exact location to be mutually agreed upon between the property owner and City. The agreement shall state that this easement shall be granted at the time the City is able to procure easements and/or right-of-way for the remainder of the proposed waterfront walkway from Sawyer Park through the Quarterdeck Marina property.
11. A performance bond in the amount of \$25,000 shall be submitted prior to a building permit being issued in order to ensure compliance with the approved plans and conditions. This financial assurance can be returned after construction is completed and all required improvements accomplished.

Commission members offered their thoughts regarding the project and the conditions, including the setback from Nautical Drive, building size, cedar trees, and foundation building.

Moved by Mr. Gilson, seconded by Mr. Norland to amend the motion and eliminate condition #2 and require a 25' setback and allow an 8-unit building. Also, in regard to condition #8, the City Forester should give his recommendation for the cedar trees. Mr. Wiegand thought that winter salt would damage the roots of the cedars. There are no other rows of cedar trees planted anywhere else on the property.

Mr. Lodi commented that the Plan Commission has handled each conditional use permit for the different entities of this property and the biggest resistance is not knowing down the road where everything is going to fall in this development. Without knowing further things that may or may not happen at Marina View, the layout with these three different units is unacceptable. The concerns of the neighbors in this area need to be recognized. He can support development on this property, but not in this form.

Mr. Nesbitt wanted to make it clear that under the motion the developer would have to follow the recommendation of the City Forester in regard to the cedar trees.

A roll call vote was taken on the amended motion. Motion failed, with Mr. Norland and Mr. Gilson voting aye.

Moved by Mr. Statz, seconded by Mr. Lodi to amend the original motion to change Item #2 to an 8-unit dwelling or less and the minimum setback should be 35'. Item #9 should also be changed to 35'. Item #4 should state that the foundation building may be used for storage and other accessory uses associated with tenants of Marina View Apartments approved as of this date.

A roll call vote was taken on the amended motion. Motion carried, with Mr. Lodi voting no.

A roll call vote was taken on the original motion as amended. Motion carried, with Mr. Lodi voting no.

Adjourn: Moved by Mr. Statz, seconded by Mr. Norland to adjourn. All ayes. Carried. Meeting adjourned at 8:10 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

BEVERAGE OPERATOR LICENSES

1. Ceranski, Casey
2. Ceranski, Jane
3. Condra, Benjimin
4. DeVito, Janet
5. Hoffman, Joseph
6. Jane, Melanie
7. LaLuzerne, Melissa
8. Tremble, Courtney
9. Willming, Marianne

6d.

6d.

CHANGE OF AGENT

For Holiday Music Hotel to:

Melanie Jane, 311 Pennsylvania Street, Sturgeon Bay, WI 54235

6e.

6e.

TEMPORARY CLASS B WINE LICENSES:

Volunteer Center of Door County
Agent: Pam Seiler
Martin Park – Harmony by the Bay
Sturgeon Bay, WI 54235
August 31, 2011

TEMPORARY CLASS B BEER LICENSES:

Volunteer Center of Door County
Agent: Pam Seiler
Martin Park
Sturgeon Bay, WI 54235
August 11, 2011

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of Applicant: Tim Dietman / Pioneer Fire Co.
 Name of Event: 9-11 10th Anniv. Run/Walk + Memorial
 Contact Phone Number: 920-559-7110
 Date(s) of Event: 9-11-2011 Time: 7am - 8am - Noon
 Estimated # of Attendees: 300-400
 Specific Location: Market Square + Michigan St.

- Attach map of requested street closure area including barricade location, tent/booth location, or any street obstruction. This map must be in final form.
- Attach Certificate of Insurance with the City listed as additional insured. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - as required by the State of Wisconsin.
- Temporary Beer/Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (if applicable.)
- Hold Harmless Agreement has been signed by Officer(s) of Event/Organization.
- Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.

What arrangements have been made for cleanup? Event Staff

Other explanations: SK/10K/2.5K Run + Walk w/memorial
Using Michigan St for Start-Finish

Signature of Responsible Party: [Signature]
 Address: 605 Delaware St.
 Date Submitted: 07-19-2011

Approval:

Fire Chief	By: <u>[Signature]</u>	Date: <u>7/20/11</u>
Police Chief	By: <u>[Signature]</u>	Date: <u>7/20/11</u>
Comm. Development	By: <u>[Signature]</u>	Date: <u>7/22/11</u>
Streets/Parks	By: <u>[Signature]</u>	Date: <u>7/26/2011</u>
City Clerk	By: <u>[Signature]</u>	Date: <u>7/28/2011</u>
Finance Director	By: <u>[Signature]</u>	Date: <u>7/29/2011</u>
City Engineer	By: <u>[Signature]</u>	Date: <u>7-25-2011</u>
City Administrator	By: <u>[Signature]</u>	Date: <u>7-26-2011</u>

Common Council: Date of Meeting: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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

The undersigned in consideration of being allowed to use City property to Pioneer Fire, which shall encroach in the public right-of-way adjacent to property located at 421 Michigan St, do hereby release, acquit, and forever discharge the City of Sturgeon Bay, its officers, agents, and employees (hereinafter known as City), from any and all actions, causes of action, claims, demands, costs, expenses and compensation related to property damages, personal injury or death arising out of any accident or occurrence while maintaining said encroachment in the public right-of-way. The undersigned further agrees to hold harmless and defend the City from any claims or actions arising from said 9-11 Run + Memorial as an encroachment in the public right-of-way.

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

Dated this 19 day of July, 2011

By: [Signature]

By: [Signature]

**CITY OF STURGEON BAY
AGREEMENT FOR REIMBURSEMENT OF EXPENSES**

WHEREAS the City of Sturgeon Bay has created Section 3.035 of the Municipal Code authorizing the City Clerk - Treasurer to charge for reimbursement of legal, consulting, incidental, and special events expenses incurred on behalf of and/or for the benefit of third parties for services rendered by the City of Sturgeon Bay;

AND WHEREAS the undersigned has requested services and/or authorizations of the City of Sturgeon Bay which will result in the necessity to incur legal, consulting, incidental, or special event expenses on behalf of the undersigned or in consideration of the request submitted by the undersigned;

NOW, THEREFORE, IT IS AGREED that the undersigned will reimburse the City of Sturgeon Bay by providing payment to the City Clerk - Treasurer within fourteen (14) days of receiving an invoice, for all legal, consulting, incidental, and special event expenses incurred by the City of Sturgeon Bay for the benefit of the undersigned or for the consideration of the request submitted by the undersigned. These expenses are likely to include the following: Planning and engineering review, legal review and document preparation, recording, publication, special events, and miscellaneous expenses.

This Agreement must be signed prior to the initiation of any action by the City of Sturgeon Bay.

Dated: 07-19-2011



Dated: 7-20-11



Company Name (if applicable): _____

Billing Address: 421 Michigan St.

St. Bay WI

Telephone: 559-7110

3.035 Reimbursement of expenses.

- (1) *[Authorization to charge for reimbursement.]* The city clerk-treasurer is authorized to charge for reimbursement of expenses incurred on behalf of and for the benefit of third parties for services rendered by the city. These reimbursable expenses include, but are not limited to:
- (a) *Legal, consulting, and incidental expenses.* Any expenses associated with service demands related to legal, consulting, and incidental services. These expenses include but are not limited to:
 - 1. Mortgages and related documentation prepared by the city attorney for property transactions.
 - 2. Drafting and recording of documents for street vacation not initiated by the city.
 - 3. Drafting of ordinances related to zoning.
 - 4. Costs associated with annexations.
 - 5. Recording fees for planned unit developments and related zoning and subdivision actions.
 - 6. Legal publication, hearing notices, and postage.
 - 7. Engineering, planning, financial, and related consultants' reviews, studies, and inspections.
 - 8. Any other fees associated with service demands by third parties not specifically related to general governmental services.
 - (b) *Special events expenses.* Any expenses associated with service demands related to special events. These expenses include but are not limited to:
 - 1. Labor, equipment, and materials used before, during and after special events.
 - 2. Garbage/refuse and recycling pickup and disposal.
 - 3. Legal services related to event.
 - 4. Drafting of documents related to event.
 - 5. Administrative costs associated with service demands related to special events.
 - 6. Any other fees associated with service demands related to special events.
- (2) *Fees/deposit.*
- (a) *Fees.* Fees can only be charged upon prior notice to the petitioner who must sign an agreement to reimburse prior to initiating action. Prior to initiating any action, the department where petition is initiated shall secure the signed reimbursement agreement from petitioner and forward it to city clerk-treasurer.
 - (b) *Deposit.* If reimbursement costs are estimated to be over \$250.00, a deposit in the estimated amount may be required by the city prior to initiating action. Petitioner shall pay for all costs that exceed deposit amount, and petitioner shall be reimbursed if deposit amount exceeds costs.
- (3) *Failure to pay fees.* If the fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total fee shall be added to the amount due, plus interest shall accrue thereon at the rate of 1.5 percent per month or fraction hereof until paid. To the extent permitted by law, if the petitioner is the owner of the real estate for which the services are incurred, any delinquent fees shall be extended upon the current or the next tax roll as a special charge against the real estate premises for current services.
(Ord. No. 1040-0500, § 1, 5-16-00; Ord. No. 1088-0303, § 1, 3-4-03)

bing Maps

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Bird's eye view maps can't be printed, so another map view has been substituted.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from RNOW for the purchase of a 2011 Leaf Vac in the amount of \$33,070.00 less the trade-in of \$6,250.00 for a total of \$26,820.00.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 12, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

Executive Summary

Title: Leaf Vac Purchase

Background: During the 2011 budget process there was \$35,000.00 allocated for the purchase of a leaf vac for the Sturgeon Bay Street Department and a trade in allowance of \$4,000.00 for a total capital outlay of \$31,000.00. The Street Department prepared an RFP for this purchase and sent it out to prospective bidders. Three companies submitted bids for our consideration they are as follows; Bruce Municipal Equipment \$26,092.00, RNOW \$26,820.00 and ODB \$28,450.00. RNOW was the only company that met all machine specifications.

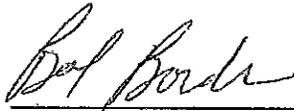
Fiscal Impacts: \$26,820.00

Options:

- 1) Award bid to RNOW
- 2) Award bid to Bruce Municipal Equipment
- 3) Award bid to ODB Company
- 4) Continue operating as is and bid machine next year

Recommendation: Staff recommends awarding bid for the purchase of a 2011 Leaf Vac to RNOW at a cost of \$26,820.00.

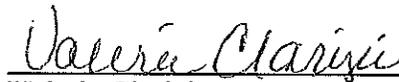
Prepared By:



Bob Bordeau
Municipal Services Superintendent

Date: 6/29/2011

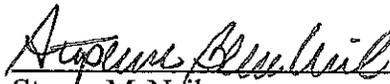
Reviewed By:



Valerie Clarizio
Finance Director/City Treasurer

Date: 6/29/11

Reviewed By:



Steven McNeil
City Administrator

Date: 6/29/11

2011 LEAF LOADER

COMPANY NAME	ADDRESS	PHONE NUMBER	BID AMOUNT
Bruce Municipal Equipment Attn: John Sosnowski	N60 W15835 Kohler Lane Menomonee Falls, WI 53051	262-252-4744	36,092.00
ODB Company Attn: Douglas Trent	5118 Glen Alden Drive Richmond, VA 23231	800-446-9823	36,400.00
RNOW Attn: Gary Bogenschutz	8696R West National Ave West Allis, WI 53227	800-201-7669	33,070.00
Serwe Implement Company Attn: Steve Noel	N1311 Drumlin Drive Campbellsport, WI 53010	800-537-3793	No bid

Trade Ins

10,000.00 = 26,092.00

7,950.00 = 28,450.00

6,250.00 = 26,820.00

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the City of Sturgeon Bay Fiscal Management Policy as presented.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 12, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Revisions to the City of Sturgeon Bay Fiscal Management Policy

BACKGROUND: The City's Fiscal Management Policy was last updated in 2008. Since then certain practices have become outdated and new policies and procedures have surfaced, both driving the need to update the City's Fiscal Management Policy.

The Fiscal Management Policy includes policies relating to revenue, budgeting, accounting, billing and accounts receivable collection, debt, reserves, and investments.

Please refer to the attached document showing the proposed changes to the City's Fiscal Management Policy.

FISCAL IMPACT: None.

OPTIONS:

- 1) Approve all, none, or a portion the proposed revisions to the City of Sturgeon Bay Fiscal Management Policy (attached).

RECOMMENDATIONS:

- 1) Recommend to the Common Council to adopt the revised City of Sturgeon Bay Fiscal Management Policy as attached.

PREPARED BY:

Valerie J. Clarizio

Valerie J. Clarizio
Finance Director/City Treasurer

7/6/11
Date

APPROVED BY:

Stephen McNeil

Stephen McNeil
City Administrator

7/6/11
Date

CITY OF STURGEON BAY
FISCAL MANAGEMENT POLICY

A. REVENUE POLICY

1. As provided, estimated revenue for the property tax levy will be budgeted as follows:
 - a. Assessed valuation shall be estimated based on historical trends and growth patterns ~~in a conservative manner.~~
 - b. ~~The estimated rate of collection of the levy shall not exceed the rate of the preceding fiscal year.~~
 - c. The tax levy shall be set each year based on the cost of providing general government services including debt service and capital outlay. Rates shall be adjusted, but shall not, without the approval of the Common Council, result in a levy exceeding the maximum allowed annual growth percentage under the State of Wisconsin Expenditure Restraint Program, excluding growth in valuation or debt service requirements.
 - d. Exceptions exceeding the limitation in paragraph c. may be allowed to offset reductions in state shared revenue, highway aid, or other intergovernmental operating revenue sources. Upon making said exception the latest year's levy and tax rate shall become the base year for the following year.
2. The city sets fees that will maximize user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service:
 - a. Recreational programs will be funded from user charges for all programs for which it is practical to charge. ~~User charges should represent at least 10 percent of the total recreational budget.~~
 - b. Building and code enforcement activities will be funded through user charges in the form of building permits, inspections, and plan review fees. These fees should represent 100 percent of operating costs.
 - c. To the extent practical, any general city service which is of a higher level to or benefits specific recipients shall be supported by user fees designed to recover costs from such recipients.
 - d. Where user fees are based on cost recovery, said costs shall be reviewed annually and fees adjusted as practicable.
3. The city will project revenues for five years and will update the projections annually.

B. BUDGET POLICY

It shall be the policy of the Common Council of the City of Sturgeon Bay that the budget policy articulates its priorities and goals and provides an overview outlining the issues to be addressed that fall under the jurisdiction of the City of Sturgeon Bay.

1. BUDGET COMPLIANCE: The budget is estimated in accordance with municipal code and all applicable state laws. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Project Funds, Enterprise Fund, and Trust Funds.
2. BUDGET DEVELOPMENT AND COMPONENTS: The annual operating budget shall be developed and contain departmental revenues and expenditures from the preceding fiscal year and the current fiscal year. The operating budget shall also contain estimated revenues and expenses for the ensuing year and an estimated tax rate required to fund the proposed budget. The budget shall contain a five-year capital improvement plan. ~~Departments, through the City Administrator's office, shall make appropriate budget submittals in the format outlined by the Government Finance Officer's Association to enable the City to be eligible to receive the distinguished presentation award. Goals and objectives along with activity measures shall be included in every departmental budget summarizing its activities for the year. Said goals and objectives will be evaluated annually and used to establish benchmarks. The budget shall reflect the priorities determined by the common council at their strategic planning sessions.~~
3. BUDGET COMPONENTS: ~~The budget shall contain four distinct elements dealing with goals and objectives that are measurable by each Department, an overall cohesive policy, operational items and a communication section, making the document readable and understandable to the citizenry of the City of Sturgeon Bay. The budget shall contain a five-year capital improvement plan for all city facilities. Department Heads shall prepare supporting documentation detailing the operational costs associated with the particular capital projects as needed. The budget shall reflect the priorities determined by the common council at their strategic planning sessions.~~
4. PUBLIC HEARINGS ON THE PROPOSED BUDGET: The Common Council shall hold a public hearing on the proposed budget pursuant to State law and the Municipal Code. Prior to the public hearing the Committee of the Whole shall hold budget workshop(s) to consider the proposed budget, and on or before October 28th each year prepare and submit to the Common Council a proposed budget for their consideration. At the conclusion of the public hearing the Common Council shall act on the proposed budget.
5. EXPANDED SERVICE ITEMS: Expanded service request items will be considered, however, it shall be noted separately in the confines of each departmental budget along with justification for said service. Priority will be given for expanded service request items that place a minimum reliance upon the property tax to fund these endeavors. Expanded service requests

should be presented through the committee review system prior to the start of the budget process.

6. NON-PROPERTY TAX REVENUE SOURCES: ~~The Common Council shall continue with the concept that User fees and other non-property tax revenues shall be utilized to help offset the property tax and to the fullest extent possible, be devised to recoup the costs of supplying a particular service. However, the Common Council realizes there is a social commitment in providing a quality of life, and therefore, user fees and other non-property tax revenues shall not unilaterally be developed to be at 100% of the associated costs therein.~~

7. FISCAL MANAGEMENT:

- Current operating revenues must be sufficient to support current operating expenditures.
- The city will prepare a five-year operating budget projection which will include projections of annual growth plus allowances for operating costs of new capital facilities.
- Ensure debt management does not require the elimination of essential City services.
- ~~Allow no less than the current fiscal year tax levy to be levied in the ensuing year for CIP operations.~~
- Establish undesignated fund balance at a minimum of 25% of the general operating budget.
- The city will maintain capital reserve funds to provide for upgrading the city's buildings and facilities, street, sidewalk, storm drainage systems, parking lots, parks and playgrounds, and other related projects/acquisitions or infrastructure contained in the capital improvement program.
- It is the city's policy not to fund requests from outside organizations which provide social services or services which are county-wide in scope, or programs oriented toward special interest groups capable of generating revenue through membership or user fees.
- The capital improvements plan should be tied to the city's comprehensive plan and park improvement plans to ensure that the capital items requested meet the future planned and anticipated growth needs for the city.
- City Administrator is authorized to submit an annual budget in compliance with all State mandated restrictions relating to levy or tax rate limits and should encourage shared services with other service providers.
- Authorize no new program without an identified financing source to pay for said program.
- Total debt service on tax-supported debt, excluding tax increment finance debt, of the City will not exceed 15 percent of total general government operating revenue.
- General Obligation debt ratio not to exceed 50% of statutory limit (5% of equalized valuation).
- Allow no borrowing to fund operational programs.
- Substantial capital improvements or acquisitions with a life greater than 5 years may be funded through the issuance of long term debt.

- Financing for capital improvements or acquisitions shall be determined based upon financial market conditions, cash flow considerations, and projected impact of debt on future years' tax rates. The Committee of the Whole and City Council shall approve financing mechanisms in conjunction with the annual budget.
 - Allow no additional full time staff personnel beyond current levels.
 - The City Administrator is directed to review annually the methods of operation, program service delivery and expenditure of resources inclusive of manpower allocation to ensure maximum efficiency of the City. Modifications to methods of operation shall be reviewed through the committee system.
8. CAPITAL IMPROVEMENT PLAN: A five year capital improvement plan shall encompass any capital project with an overall expenditure of \$500 \$1,000 or a life expectancy in excess of 1 year. The city will update and re-adopt annually a five year capital improvement program which details each capital project, the estimated costs, description and funding source. The Capital Plan shall detail the use of any applied reserves, and the amount of applied reserves shall not exceed 50% of the current amount.
 9. TAX LEVY: The City Administrator is directed to present a budget with an increase that complies with limitations imposed by the State regarding levy or tax rates.
 10. SALARIES/BENEFITS: Salaries shall be set in the ensuing budget pursuant to the City's final offers to its collective bargaining units and/or those already approved via a negotiated settlement and for non-represented personnel as authorized by the Common Council.
 11. PAYMENT IN LIEU OF TAXES: The City shall continue to receive payment in lieu of taxes from the Sturgeon Bay Utilities, ~~and shall review rates to keep the Solid Waste fund primarily self-supporting, minimizing the need for a property tax transfer.~~
 12. DEVELOPMENT OF STRATEGIC BUDGET DOCUMENT:
 - a. The City of Sturgeon Bay budget is a goal oriented resource allocation plan which addresses the four major functions of a municipal budget:
 1. The budget is a POLICY DOCUMENT which proposes, identifies, and clarifies policies.
 2. The budget is a FINANCIAL PLAN which promotes the efficient use of municipal assets and resources.
 3. The budget is an OPERATIONS GUIDE which establishes the framework for the execution of policy decisions.
 4. The budget is a COMMUNICATIONS DEVICE which serves as a focal point for processes.

- b. The strategic budget views one budget document from these four perspectives, as outlined below.

13. DEVELOPMENT OF THE POLICY DOCUMENT:

- a. ~~Define Council~~ Identify and include funding to support long-term organization-wide goals and policies ~~within an executive summary section of the budget document.~~
 - 1. ~~Develop City Government Mission Statement.~~
 - 2. Identify multi-year capital objectives sought by local government, and present separately within the budget document.
 - i. The focus of Council budgetary deliberations should be the matching of appropriate expenditure levels to revenue sources based upon established levels of service.
 - ii. Preparation of the budget document will focus on the development of the tax levy required which meets the requirements of the state budget, based upon service levels mandated by the Common Council.
- b. ~~Define~~ Identify short-term policies guiding budget development ~~within a sub-section of the Executive Summary section of the budget document.~~
 - 1. Identify the short-term choices selected for the budget year.
 - i. The City Administrator will present a budget that complies with the State of Wisconsin Expenditure Restraint Program (ERP) in order to obtain ERP funding.
 - ii. An annual review of non-property tax revenue sources will be required. This activity supports the general view of budget development as a "revenue driven" process. Results of this review will support any recommended changes in fees and rates.
- c. Present a formal budget message ~~within the executive summary section of the budget document.~~
 - 1. This message from the City Administrator should include any significant changes from the current year, and an explanation of the factors that led to those changes.
- d. ~~Define the Goals and Objectives of each Department/Fund.~~

- ~~1. Each objective should be broadly traceable to the short-term and long-term goals and policies stated above.~~
- ~~2. Each goal and objective should be placed within the 2008 budget document alongside the financial presentation for the department/fund.~~

14. DEVELOPMENT OF THE FINANCIAL DOCUMENT:

- a. All funds, including those of component units, must be budgeted.
 1. WISSTAT 65.90 requires all funds be budgeted.
 2. The basis for inclusion within the financial plan should be the "department", with departments organized by "funds" and/or fund types.
 3. Expenditures should be budgeted by fund and/or department within the budget document.
 - i. Expenditure objects should be summarized as personnel, commodities, contractual, debt service, capital outlays, and capital.
 4. Revenues should be budgeted by fund and/or department within the budget document.
 - i. Revenue objects should be summarized by source as General Property Tax Levy, Other Tax Revenues, Special Assessments, Intergovernmental Revenues, Licensed and Permits, Fines/Forfeitures/Penalties, Public Charges for Services, Miscellaneous Revenues, Transfers from Other Funds, or Surplus Applied.
 5. ~~Object codes and summaries should be consistent across all organizational units, including component units.~~
 6. ~~Object codes and summaries should be traceable to financial statement results.~~
 7. The budget document should include financial results for the prior fiscal year, the current fiscal year, and the proposed budget.
 8. The official budget document should present the ensuing years proposed budget, an estimate of results anticipated through the current fiscal year, and the current fiscal years budget.

- i. The official (published and legally binding) budget must be presented (at a minimum) by fund, with expenditures portrayed by fund, and revenues by source. The General Fund should, however, be presented by department (or, at a minimum, by State category).
 - ~~ii. The official budget must include percentage changes for each General Fund State defined expenditure category (General Government, Public Safety, Public Works, Health Services, Recreation, Debt Service, Conservation and Development, and Miscellaneous).~~
 - ~~iii. The official budget should identify the percentage change in the General Fund revenue budget as a whole.~~
 - iv. The official budget must include, at a minimum, the total revenues and total expenditures for each fund, identifying any excess and any local property tax required. This information should present results for the periods identified above.
 - v. The official budget must include a prediction of the change in each fund balance at year-end.
 - vi. The official budget must include a summary of the current year and ensuing year's property taxes by fund, and a statement of outstanding general obligation debt anticipated at year-end.
- b. Sources and uses of Funds should be separately summarized for the organization.
1. A summary of expenditures for the General Fund and a summary of revenues for the General Fund, presented in the same format as individual departmental budgets, should be found within the General Fund section of the budget document.
- c. Major revenue sources should be separately portrayed.
1. A summary of major revenue sources for the periods identified earlier should be presented for: property taxes, payments in lieu of taxes, State shared revenues, economic restraint program aids, highway aids, user fees, and investment earnings.
- d. The budget document should project changes in fund balances and retained earnings for all funds, including all unreserved and undesignated amounts.

1. ~~The budget document should include historic trends in fund balance and retained earnings, including graphic portrayals.~~
- e. The budget document should identify and summarize the capital improvement amounts and items budgeted and the capital outlay amounts and items budgeted, as well as their impact on tax levies and future operating budgets.
 1. ~~Capital improvements are defined as improvements with useful lives in excess of 1 year and involving the initial commitment of at least \$500.~~
- f. The budget document should identify all current debt obligations.
 1. Each debt issue should be summarized, including date of issue, face amount, amount outstanding, ensuing year principal and interest payments, and revenue sources.
 2. The position, over time, of the City relative to legal debt margin should be portrayed.
 3. The impact of current debt issues upon subsequent budgets should be identified.
- g. ~~The basis of all budgeting should be explained, and should relate to the annual financial statements.~~

15. DEVELOPMENT OF THE OPERATIONAL DOCUMENT:

- a. ~~The City's mission statement and narrative should precede the presentation of each departmental budget.~~
 1. Identify the assigned services, functions, and activities of the department/fund.
 2. ~~Identify the general mission of the department/fund.~~
- b. ~~Provide objective benchmarks for the measurement of departmental results.~~
 1. Data should be provided for at least the preceding, current, and ensuing years.
 2. ~~Performance measurements and productivity indicators for each program should be initially developed.~~
- c. ~~A table of organization (or series of tables) should be included in the budget document.~~

~~d. A schedule of personnel or position counts for the preceding, current, and ensuing years should be included.~~

~~1. Explanations should be included where any significant changes in staffing or reorganizations are included.~~

~~2. Presentation should be made on a FTE basis.~~

16. DEVELOPMENT OF THE COMMUNICATIONS DOCUMENT:

a. ~~The Executive Summary Budget Message section of the budget document should explain the implications of any other long-term planning (e.g. defining service areas, land use plans, etc).~~

b. The budget document should include a table of contents, useful section dividers, and attractive formats.

~~c. A glossary should be included, including definitions of professional terminologies, acronyms, and abbreviations.~~

d. ~~Demographic information should be included.~~

~~e. Emphasis should be placed on graphical presentations.~~

f. ~~The budget document should be submitted for the GFOA's Distinguished Budget Presentation Award if staff workload allows for submittal.~~

C. ACCOUNTING POLICY

1. The city will establish and maintain the accounting systems according to GAAP and the State of Wisconsin Uniform Chart of Accounts.

2. An annual audit will be performed by an independent public accounting firm which will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement.

3. Full disclosure will be provided in the financial statements and bond representations.

4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis.

~~5. All revenue collections will be consolidated under the City Clerk-Treasurer and be audited at least annually.~~

D. BILLING/ACCOUNTS RECEIVABLE COLLECTION POLICY

1. The City shall not sell municipal materials (goods or supplies) to third parties unless authorized by the City Administrator.

2. The City may sell goods and supplies to third parties who are engaged in contracts to provide services to other governmental entities subject to City Administrator authorization. The buyer of goods and supplies in each transaction shall sign a purchase agreement to pay an administrative fee of \$25 and attorney fees and costs incurred in the event of delinquency and/or necessity to pursue collection in court.
3. Goods and supplies sold to third parties will be marked up 50% plus any handling and labor costs.
4. The City reserves the right to require a cash payment prior to the sale of any goods or services.
5. No goods or supplies will be removed from City property unless directly supervised by City staff with the exception of the compost operation.
6. Each department shall be in charge of billing for their own department's goods or services using the City's official software.
 - a. Departments may bill out for goods and services as often as daily but not less than on a monthly basis. All goods or services will be billed within 30 days. Appropriate supporting documentation shall be attached to each invoice.
7. Upon issuing invoices the following accounts receivable collection/write off procedures will be followed by City staff for all City invoices/bills except for personal property bills which are heavily directed by statute, and for parking tickets which are handled administratively by the Police Department as they have specific recourse for handling unpaid tickets:
 - a. Due diligence will be conducted by City staff for the collection of receivables.
 - i. Accounts will be considered delinquent upon reaching 30 days beyond the date of the invoice or upon the first day after the due date as per the invoice.
 - ii. All delinquent accounts will be notified by mail giving them 10 days in which to submit payment. The notice will also include a warning that if the delinquent amount is not remitted within the 10 day time frame an administrative fee of \$25.00 will be added to the amount due.
 - iii. If payment is not received after the first written notice a second notice will be sent to the delinquent account via certified mail. The amount due will include the \$25.00 administrative fee, and the notice will indicate that the delinquent account will be forwarded to the City Attorney for processing which may include pursuit in small claims court. The notice will also indicate that all attorney fees incurred in

processing the delinquent account will be the responsibility of the delinquent party.

- iv. Invoices that become a year overdue and are determined to be uncollectible by the City Treasurer will be presented to the Finance/Purchasing and Building Committee for authorization to write-off as per the terms and conditions set forth under Section 7.b. of this policy.
- b. Accounts considered for writing-off are those that cannot be collected under any of the following circumstances:
- i. The party owing the City money cannot be located.
 - ii. The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the City in cases of bankruptcy).
 - iii. The expense of collecting the delinquent funds owed to the City exceed the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.
- c. Any delinquent accounts in which the statutes allow for placing on the tax roll will not be considered for writing-off.
- d. Any delinquent accounts which qualify for the State of Wisconsin, Department of Revenue Refund Interception Program will be pursued through the program prior to being considered for writing-off.
- e. Interest charges authorized by the State for small claims balances due will be utilized.
- f. Delinquent personal property tax bills that become a year overdue and are determined to be uncollectible by the City Treasurer will be presented to the Finance/Purchasing and Building Committee for authorization to write-off as per the terms and conditions set forth under Section 7.b. of this policy. Delinquent personal property is exempt from any administrative fees or interest charges included in this policy for accounts receivables, as the interest and penalties associated with delinquent personal property taxes are set forth in the statutes.

(Miscellaneous comment: Per the City Attorney, the City does not have to notice the delinquent accounts of pursuit of small claims in advance.)

E. DEBT POLICY

1. General Debt Policy Guidelines.

- a. The issuance of debt shall be reviewed in conjunction with the Capital Improvements budget and operating budget in accordance with annual appropriations.
- b. The City shall assess the fiscal impact of the debt prior to issuance.
- c. Tax supported general obligation debt of the City will not exceed 50 percent of the statutory debt limit of the equalized assessed valuation of the taxable property of the City. Total general obligation debt for the City shall not exceed 75 percent of the statutory debt limit of the equalized assessed valuation of the taxable property in the City.
- d. Total debt service on tax-supported debt, excluding tax increment finance debt, of the City will not exceed 15 percent of total general government operating revenue.
- e. The City's debt policy will be comprehensive and the City will not knowingly enter into any contracts creating significant unfunded liabilities.
- f. The City shall monitor its debt portfolio periodically for refunding opportunities and only consider refunding outstanding debt when legally permissible and financially advantageous. The Treasurer shall determine the cost effectiveness of refunding/refinancing based upon a comparison of interest savings versus cost associated with refunding/refinancing.

2. Needs Assessment and Funding Alternatives.

- a. Identifying useful life of project.

Capital projects and equipment financed through the issuance of debt shall be financed for a period not to exceed their expected useful lives. Generally, capital expenditures are purchases of equipment or real property that have a useful life of two or more years, and a cost of \$5001,000 or more with the exception of installed equipment such as furnaces or equipment that lose identity upon application to another real property.
- b. Review of financing alternatives.
 - i. The City will consider using non-general obligation debt to finance activities that are funded from sources other than general property taxes.
 - ii. The City will consider all debt alternatives prior to issuance and will issue debt in the most cost effective manner and at the lowest net rate.
 - iii. The City will seek grants to finance capital improvements, implement impact fees, and negotiate developer contributions

whenever possible to ensure that new development pays its fair share of the increased costs created by the new development.

- iv. As the budget is prepared, the City will determine, based upon the financial interests of the City, whether to pay up front for capital projects or purchases (pay as you go philosophy) or issue debt for capital projects or purchases (pay as you use philosophy).
- v. Under no circumstances shall the City install public improvements or development without fully securing its financial interests.

3. Issuance of Obligations.

a. Legal and Regulatory Requirements.

The City Administrator and City Treasurer, along with the City Attorney and City Financial Advisor will coordinate their activities to ensure that all securities are issued within the legal guidelines set forth by the State of Wisconsin and that the securities are issued in the most cost-effective manner. In addition, they will select the bond counsel, subject to Finance/Purchasing & Building Committee and Common Council approval, for the bond issues and it will be the responsibility of the bond counsel to review all documents for the issuance of securities by the jurisdiction.

b. Selecting service providers.

- i. Whenever feasible and advantageous to the City, service providers will be selected competitively (request for proposals).

c. Choosing a method of sale.

The City and its Financial Advisor will analyze each issue on an individual basis as to whether or not the securities will be offered as a competitive or negotiated sale.

- i. The City will permit discount bids when it retains sufficient flexibility to compensate for the discount by increasing the par amount of the bond issue or appropriating cash reserves. The City Financial Advisor will determine the best bid in a competitive sale by calculating the true interest cost of each bid. True interest cost calculates the rate that will produce a present value equal to the amount of money received by the issuer when it is used to discount all future debt service payments.

- ii. When using negotiated sales the City or its Financial Consultant shall negotiate the best possible interest rates for the City.
- d. Rating Agency Applications.
 - i. The City will seek a rating on all new issues which are being sold in the public market.
 - ii. The City will endeavor to maintain its financial condition so as to maintain the highest achievable bond rating. ~~a minimum bond rating of A2~~
 - iii. The City will provide the rating agencies who maintain a rating of the City securities with all material that has a pertinent bearing on City finances, as necessary.
- e. Preparation of disclosure documents.
 - i. The City will provide a copy of its Financial Reports upon request and disburse other information that it deems pertinent to the market in a timely manner.
 - ii. The City acknowledges the responsibilities of the underwriting community and will make every reasonable effort to assist them in compliance with SEC rule 15c2-12. (The rule improves the quality and consistency of disclosure in the municipal bond market. The rule requires an underwriter to obtain a copy of the official statement that is "deemed final" by an issuer prior to bidding on or purchasing the new issue of securities)
- f. Selecting a bond type structure.
 - i. Where possible and when financially prudent, the City will favor special assessment bonds or voucher, revenue bonds, alternative revenue bonds, or any other self-supporting bonds, instead of general obligation bonds.
 - ii. The City will utilize revenue bonds to finance capital projects where the project or acquisition is intended to benefit specific or identifiable users or beneficiaries, and where the activity or enterprise generates user fee revenue which may be applied toward debt service.
 - iii. Lease financing will be considered by the City when the costs are equal or less than that of financing through debt, when the timing needs for the acquisition of the equipment cannot be met through debt issuance, or when the statutory debt limit has been met.

- iv. The City will monitor interest rate markets and may use variable rate debt for long-term capital improvements if conditions warrant. Periodically, the Treasurer will analyze each outstanding variable rate debt to determine if the issue should be converted to fixed rate debt. Generally, this will be in periods of high interest rates or where the City expects to refinance the debt within the established time frame.
- v. The City will obtain a clear opinion that it will not be liable for the payment of principal or interest in the event of a default by a conduit borrower, for the sake of Industrial Development Revenue Bonds, or any other obligation created on behalf of a third party borrower. If no such opinion can be obtained, the conduit borrower will purchase insurance or a letter of credit in the City's name to protect taxpayers in the event of default.
- g. The City Treasurer will review bond documents with the assistance of the City Bond Counsel and Financial Advisor.

4. Administration of obligations.

- a. Investment of proceeds.
 - i. The Treasurer shall invest the borrowed monies subject to the City's Investment Policy.
 - ii. The Treasurer will develop detailed schedules for each project or item to be funded with borrowed monies and will invest the proceeds of all borrowings in a manner that will ensure the availability of the funds as described in the schedules.
- b. Arbitrage compliance.

The City will recognize and review arbitrage rebate requirements of the federal tax code and Internal Revenue Service regulations.
- c. Derivatives.

The City will not use derivative products including swap contracts.
- d. Investor relations.

The City will endeavor to maintain a positive relationship with the investment community. The City will follow a practice of full disclosure of financial information or borrowing plans to interested parties upon request.
- e. Citizen relations.

The City will endeavor to maintain a positive relationship with the community regarding disclosure of financial information or borrowing plans.

f. Internet capabilities.

The City will consider using internet capability alternatives for distribution of financial information as the alternatives are made available to the City and as the City realizes the advantages of doing so.

F. RESERVE POLICY

1. The city will maintain an unallocated fund balance to be used for unanticipated emergencies of at least 25% of the general operating budget (excluding capital outlay). These funds will be used to avoid cash flow interruptions, generate interest income, eliminate need for short-term borrowing, and assist in maintaining an investment-grade bond rating.
2. ~~The city will establish a budgeted contingency reserve to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. This reserve will be budgeted at 1.5 percent of the general fund revenue estimated for that fiscal year.~~
3. ~~The city will maintain a capital equipment reserve fund to replace capital outlay items with a life more than one year and value of \$5,000 or more. Revenue equivalent to .75 percent of the tax levy will be appropriated annually to this fund.~~
4. The following capital reserve accounts are to be established to be used for the purposes identified, and contain the associated dedicated revenue sources indicated:

PUBLIC BUILDING & FACILITY FUND

Public land acquisition & building development excluding park land.

EQUIPMENT REPLACEMENT FUND

Significant capital equipment replacement & acquisition not to include items funded on an operating basis.

STREET OUTLAY FUND

Construction and installation of streets. Not intended to be a maintenance account. Dedicated revenue source to be special assessment process and impact fees for projects originally funded through street outlay fund reserves and for which no long term debt is incurred.

DOCKS & HARBOR OUTLAY FUND

Construction & improvement to municipal docks, harbor and related infrastructure of both a recreational and commercial nature. Dedicated revenue source to be 100% of dock pass revenue.

PARK & PLAYGROUND OUTLAY FUND

Acquisition and/or development of public park or recreational facilities identified in the 5 year Park & Recreation plan. Dedicated revenue source to be park and playground impact fees.

SANITARY SEWER & WATER OUTLAY FUND

Construction & installation of sanitary sewer and watermains and related appurtenances. Dedicated revenue source to be proceeds from special assessments for which no long term debt is incurred.

STORM WATER MANAGEMENT FUND

Construction & installation of storm water management infrastructure including storm sewers and detention/retention areas. Dedicated revenue sources to be connection fees, impact fees and special assessment proceeds for which no long term debt is incurred.

PARKING LOT OUTLAY FUND

Acquisition, construction and maintenance of off-street parking areas. Dedicated revenue source to be revenue from parking penalties, impact fees and payment in lieu of parking fees.

SAFETY PROGRAM FUND

Purchase and acquisition of safety related equipment and related loss prevention training not of a general operating basis. Dedicated revenue source to be safety loss control grants and Workers Compensation dividends. This fund shall provide for approved expenditures as authorized by the Safety Committee within general purchasing guidelines.

SIDEWALK, CURB & GUTTER FUND

Construction & installation of sidewalk, curb & gutter. Not intended to be a maintenance account. Dedicated revenue source to be special assessment process for projects funded within the annual budget for which no long term debt is incurred.

EMERGENCY MANAGEMENT FUND

Acquisition & replacement of emergency management infrastructure.

5. ~~Upon completion of the fiscal year 1998 audit and every year thereafter, all general fund balances in excess of 25% of the City's operating budget shall be assigned to said accounts under the direction of the Finance/Purchasing & Building Committee.~~
6. No appropriations or expenditures may be made from said accounts without City Council authorization.
7. Nothing contained in this resolution shall restrict the Council's ability to make appropriations from said accounts, transfer funds within accounts, or apply funds to ensure the City has adequate general fund operating reserves.

G. INVESTMENT POLICY

1. Policy. It is the policy of the city of Sturgeon Bay to preserve capital in the overall portfolio and to protect investment principal. In doing so, it is also the policy of the City of Sturgeon Bay to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all City ordinances and state statutes governing the investment of public funds.
2. Scope. This investment policy applies to all financial assets of the City under the fiduciary control of the City Treasurer. Funds are accounted for in the City's Annual Financial Report and may include the following:
 - a. Funds
 - i. General Fund
 - ii. Capital Projects Fund
 - iii. Debt Service Fund
 - iv. Trust and Agency Funds
 - v. Special Revenue Funds
 - vi. Internal Service Funds
 - vii. Enterprise Funds
3. Prudence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
 - a. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Treasurer, in accordance with Chapter 34 of Wisconsin State Statutes and City procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported immediately to the Finance Committee and appropriate action is taken to control adverse developments.
4. Objective. The primary objective, in priority order, of the City's investment activities shall be:
 - a. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

- b. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.
 - c. Return on Investment: The City's investment portfolio shall be designed with the objective of investing through financial institutions offering the highest yielding rates, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.
5. Delegation of Authority. Authority to manage the City's investment program is derived from the following: City Ordinance and Wisconsin State Statutes. Management responsibility for the investment program is hereby delegated to the City Treasurer or designee, who shall have the authority to transfer funds between accounts established for investments as prescribed in the investment procedures and who shall establish written procedures for the operation of the investment program consistent with this investment policy. The established written procedures may include reference to: safekeeping, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer.

In accordance with a formal competitive request for proposal process, as prescribed in the investment procedures, the City may contract with one or more investment managers or advisors with authority to make investment commitments consistent with this policy.

6. Ethics and Conflicts of Interests. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Finance Committee any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio.
7. Authorized Financial Dealers and Institutions. The City Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list may also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Wisconsin. These may include "primary" dealers or regional dealers that qualify under the Securities & Exchange Commission. No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions acting as a depository for the City must enter into a "Depository Agreement" requiring the depository to pledge collateral to secure amounts over and above guaranteed amounts. Also, all financial institutions and broker/dealers who

desire to become qualified bidders for investment transactions must supply the Treasurer with the following: (e.g. audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, certification of having read entity's investment policy and depository contracts). Depository agreements may not be required for an institution designated as the City's official depository, or any other institution as authorized by the Finance Committee.

A current audited financial statement may be required to be on file for each financial institution and broker/dealer in which the City invests.

8. Authorized & Suitable Investments. The City is empowered by State Statute to invest in the following types of securities.
 - a. U.S. Treasury Obligations and Government Agency Securities. Obligations of the United States of America. Its agencies and instrumentalities, provide that the payment of the principal and interest fully guaranteed by the issuer.
 - b. Certificates of Deposits. Certificates of Deposit and other evidences of deposits from credit unions, banks, savings banks, trust companies or savings and loan associations which are authorized to transact business in the state, which time deposits mature in not more than three years. Any certificate of Deposit invested over the Federal Deposit Insurance Corporation and State Deposit Guaranteed Fund insured amounts of \$500,000.00-650,000, are to be fully collateralized under the specific requirements of Section 10.
 - c. Trusts & Pools. State of Wisconsin Investment Board's Local Government Investment Pool, or Wisconsin Investment Trust Fund.
 - d. Repurchase Agreements. Investment agreements pursuant to which a federal or state credit union, federal or state savings and loan association, state bank, savings and trust company, mutual savings bank, or national bank in the State of Wisconsin agrees to repay funds advanced to it by the issuer plus interest. Repurchase Agreements are to be secured by investment securities fully guaranteed by the U.S. Government. A Master Repurchase Agreement must be signed with the bank or dealer.
 - e. Operating Bank Account. Deposits shall be limited to the lesser of \$500,000.00 \$650,000 or amounts guaranteed by Federal Deposit Insurance Corporation and the State deposit Guarantee Fund unless overnight funds in excess are fully collateralized under the specific requirements Section 10. Deposits by the City with institutions outside of the State of Wisconsin are prohibited.
9. Government sponsored Pools or Funds. The Treasurer must conduct a thorough investigation of the pool/fund prior to investing, and on a continual basis. The Treasurer shall obtain the following information from the pool/fund:

- a. A description of eligible investment securities and a written statement of investment policy and objectives.
 - b. A description of interest calculations and how it is distributed and how gains and losses are treated.
 - c. A description of how the securities are safeguarded.
 - d. A description of who may invest in the program, how often, and what size deposits and withdrawals are allowed.
 - e. A schedule for receiving statements and portfolio listings.
 - f. Are reserves, retained earnings, etc. utilized?
 - g. A fee schedule along with how and when they are assessed.
10. Collateralization. Amounts in excess of Federal Deposit Insurance Corporation and State Deposit Guaranteed amounts must be fully collateralized and held by a third party or fully insured. Collateral will always be held by a third party with whom the entity has a current custodial agreement. All securities serving as collateral shall be specifically pledged to the City (not as part of a pooled fund) and placed in a custodial account at a Federal Reserve Bank, a trust department of a commercial bank, or through another financial institution. The custodian shall send statements of pledged collateral to the Treasurer's Office on a monthly basis. The custodian may not be owned or controlled by the depository institution or its holding company unless it is a separately operated trust institution. The Treasurer shall ensure amounts on deposit do not exceed collateralized amounts guaranteed by the financial institution, consistent with this written policy.
11. Safekeeping & Custody. All security transactions where applicable, including collateral, will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to the release of funds. And where applicable, securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.
142. Diversification. The City will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pool, no more than 50% of the entity's total investment portfolio will be invested in a single security or with a single security or with a single financial institution.
123. Maximum Maturities. To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than three years from the date of purchase.

Reserve funds may be invested in securities exceeding one year if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds.

13. Internal Control. The Treasurer shall establish a system of internal controls which shall be reviewed by the City's internal auditor or the independent auditor on an annual basis. This review will provide internal control by assuring compliance with policies and procedures. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation by another party or imprudent actions by an employee or employees for the City.
4415. Performance Standards. The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs.
- a. Market Yield (Benchmark): The City's investment strategy is passive. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be the L.G.I.P. and the average Fed Funds rate.
16. Reporting. The Treasurer shall provide the Common Council with monthly statements which provide a clear picture of the value of the investment portfolio. The supporting schedules shall include a listing of individual securities held at the end of the reporting period, term and maturity dates for all investments listed, and coupon, discount or earnings rates earned on the investments.
- ~~The Treasurer shall provide the Finance Committee with copies of a portfolio performance report and the City's current investment plan at least annually.~~
167. Investment Policy Adoption. The City's investment policy shall be adopted by resolution of the City of Sturgeon Bay Common Council. The policy shall be reviewed on an annual basis by the Finance Committee and any modifications made thereto must be approved by the Common Council.

GLOSSARY

ACCOUNTS RECEIVABLE: Amount owed to the City for goods, services, taxes or other miscellaneous items.

ADMINISTRATIVE FEE: Fee charged on invoices to cover the costs of collecting the receivable.

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

AGENCY FUND: A fund used to account for assets held by a government as an agent for individuals, private organizations, other governments or other funds.

AGENT: An agent is a broker who executes orders for others and may charge a fee or commission.

BANKERS' ACCEPTANCE (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BANKRUPT: Declared in law as unable to pay one's debt.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A negotiable or non-negotiable receipt for monies deposited in a bank or other financial institution for a specified period for a specified rate of interest. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual report for the City of Sturgeon Bay. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buy and selling for his own account.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DELINQUENT RECEIVABLE: Amount owed to the City on an account that becomes overdue.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

ENTERPRISE FUND: A type of fund established to account for the total costs of those government facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$400,000 250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

FUND: An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

GENERAL FUND: The fund supported by taxes, fees and other revenues that may be used for any lawful purpose.

INTERNAL SERVICE FUNDS: A fund type that accounts for revenues received and expenses incurred for services or commodities provided by that fund to user departments such as duplicating and data processing.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase-reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NEGOTIABLE: A term used to designate a security the title to which is transferable by delivery.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OVERDUE: Failure to complete an action in the required time frame.

PAY AS YOU GO: Paying up front for capital projects or purchases, therefore, only assessing current taxpayers even though the projects or purchases will benefit both the current taxpayers and future taxpayers.

PAY AS YOU USE: Incurring debt for capital projects or purchases, therefore, assessing current and future taxpayers for the benefit of the project or purchase.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRINCIPAL: The face or par value of an instrument, exclusive of accrued interest.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if

it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

RESERVE: An account used to earmark a portion of the balance as legally segregated for a specific use.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SMALL CLAIMS COURT: Legal avenue in which to pursue collection of delinquent receivables.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources that are legally restricted to specified purposes.

STATE OF WISCONSIN, DEPARTMENT OF REVENUE REFUND INTERCEPTION PROGRAM: State of WI Program in which to pursue collection of delinquent receivables via interception of taxpayer refunds.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

TRUST FUND: Fund used to account for assets held by a government in a trustee capacity for individuals, private organizations, and/or other funds.

UNCOLLECTIBLE: Inability to obtain.

WRITE-OFF: Function used to remove the uncollectible receivable (asset) from the City's books.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ADOPTED: May 21, 2002, Revised 05/06/03, Revised 12/16/03, Revised 11/16/04 & Reissued 12/20/04, Revised 09/25/07, Revised 07/01/08

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend adding a parking stall to the south side of Kentucky Street east of 3rd Avenue as shown on the proposed drawing.

PARKING & TRAFFIC COMMITTEE
By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.
Dated: July 18, 2011

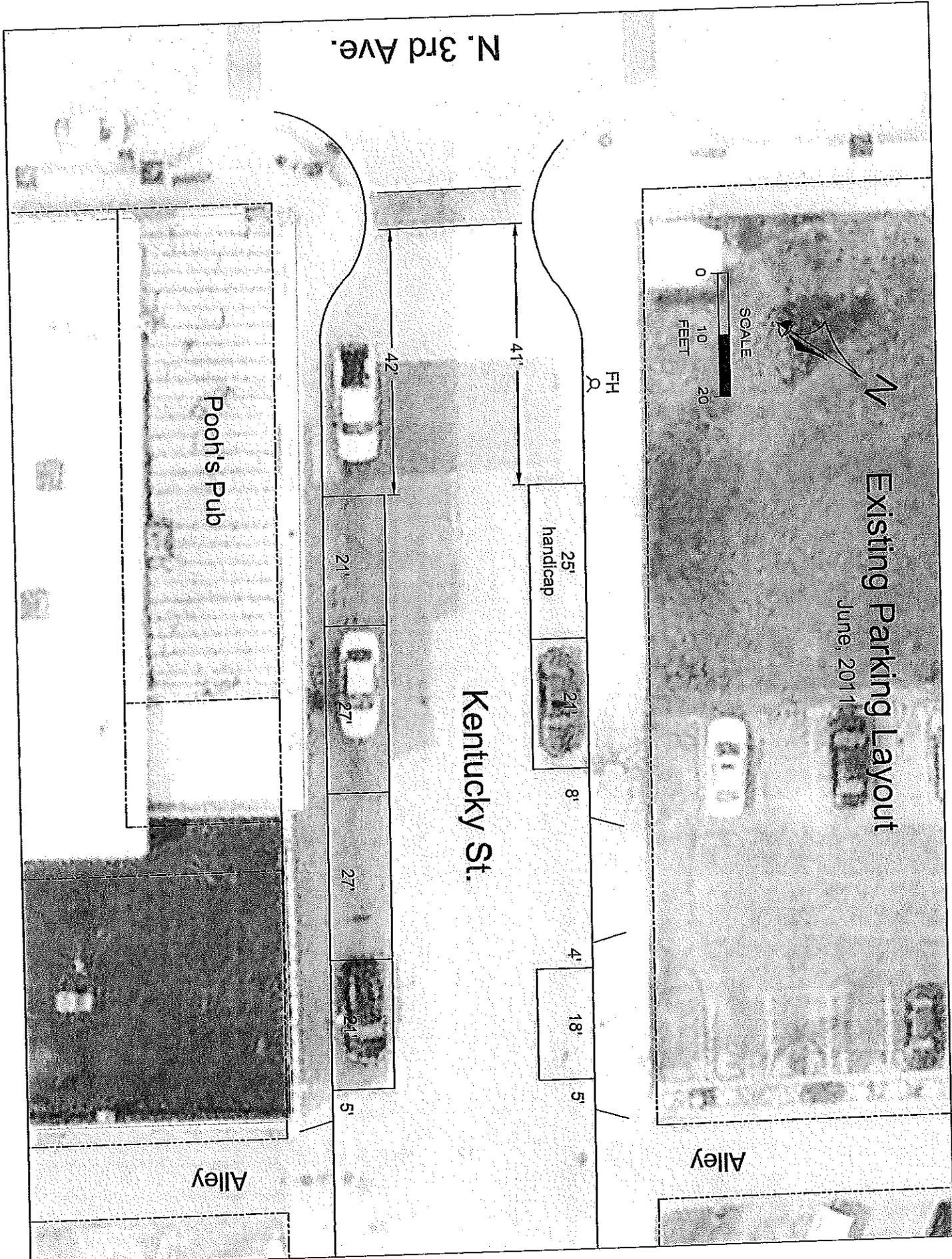
Introduced by _____

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

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

Existing Parking Layout

June, 2011



N. 3rd Ave.

Pooh's Pub

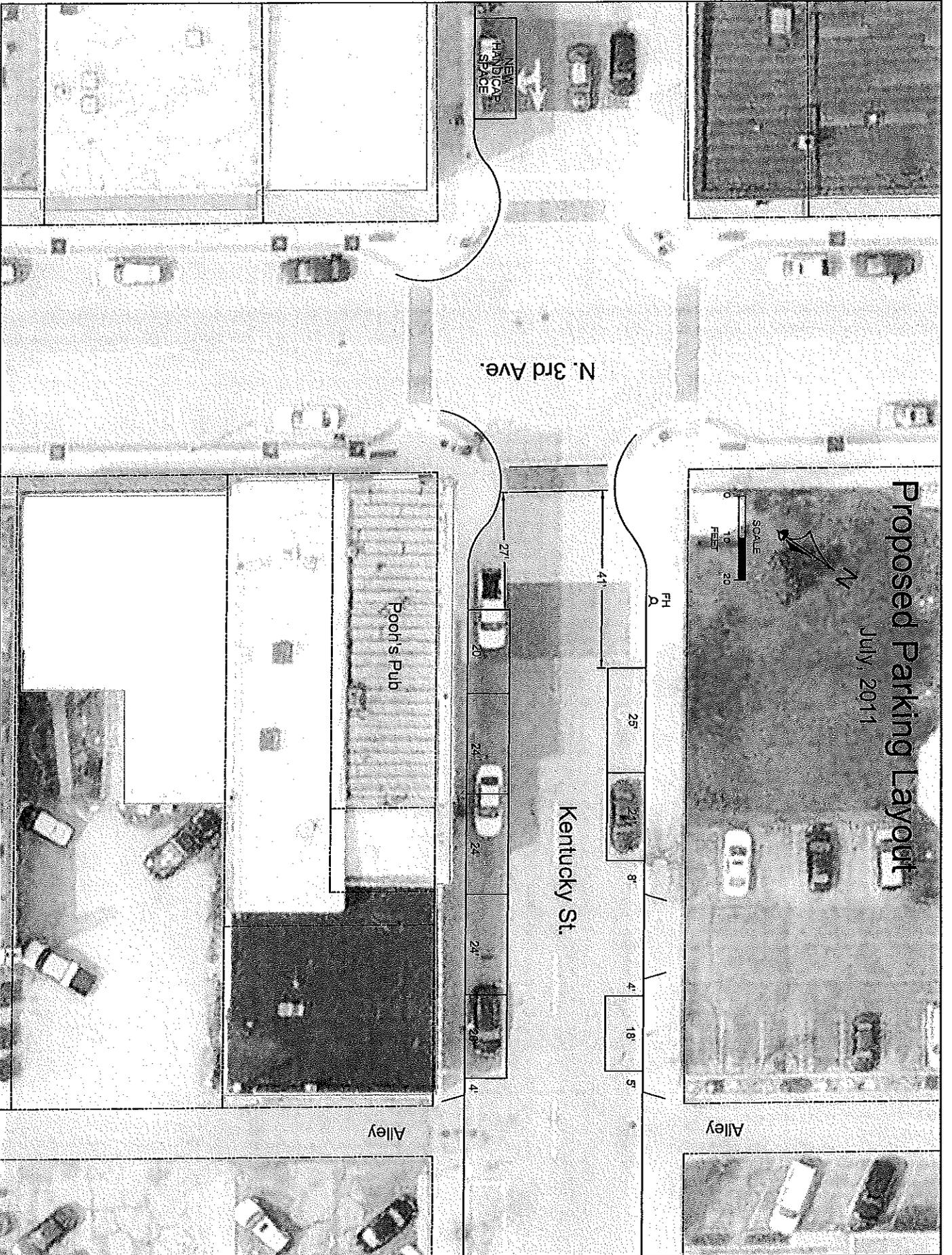
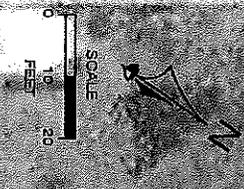
Kentucky St.

Alley

Alley

Proposed Parking Layout

July, 2011



6k.

RECOMMENDATION

6k.

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend relocating the handicapped parking stall from the north side of Kentucky Street east of 3rd Avenue to the south side of Kentucky Street west of 3rd Avenue.

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 18, 2011

* * * * *

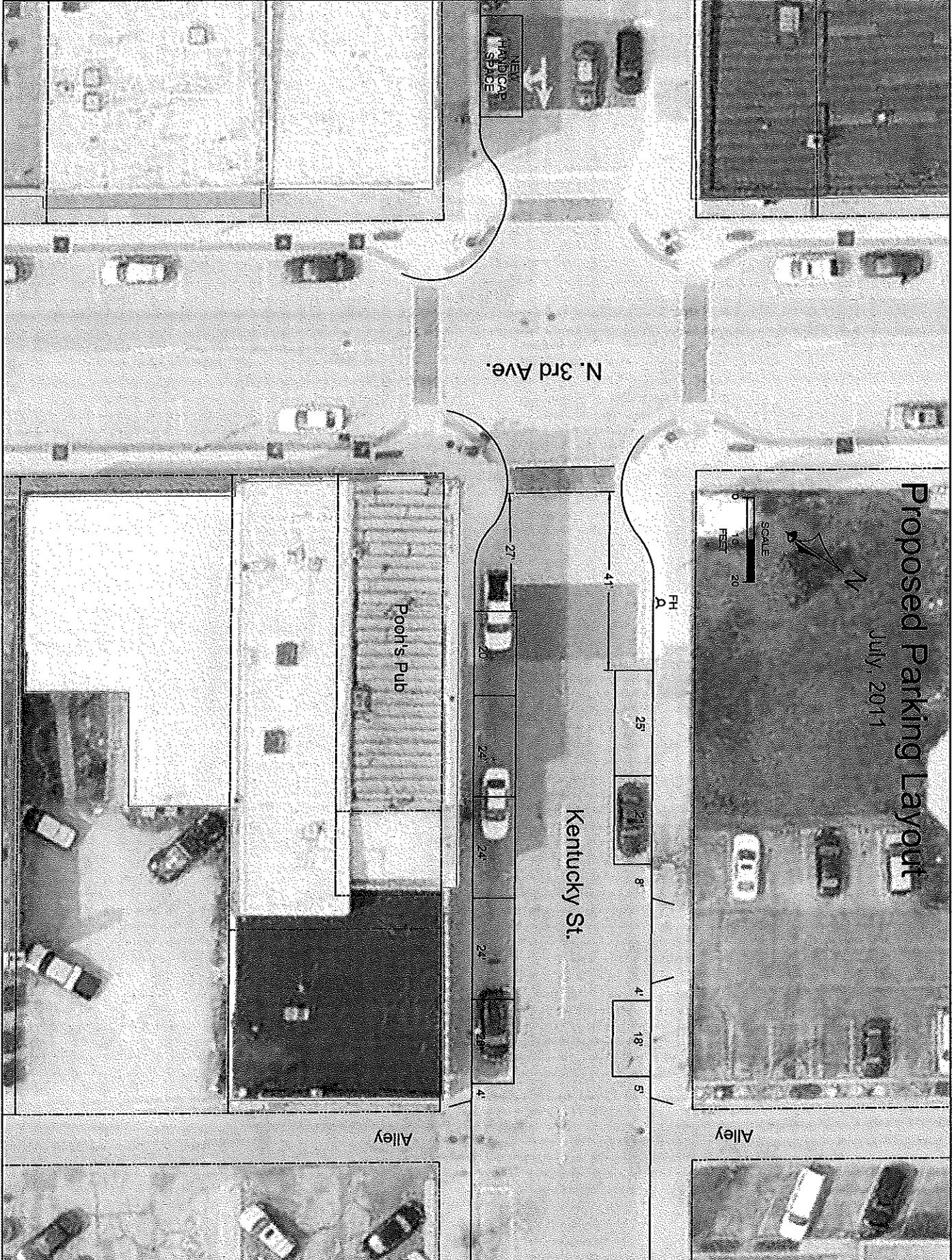
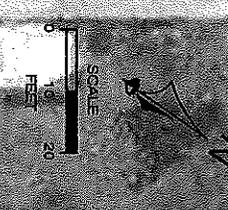
Introduced by _____

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

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

Proposed Parking Layout

July, 2011



N. 3rd Ave.

Pooh's Pub

Kentucky St.

Alley

Alley

NEW
HANDICAP
ACCESSIBLE

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend approving the request from Friends Community Church to remove the No Parking Signs in front of 204 W. Maple street

PARKING & TRAFFIC COMMITTEE
By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.
Dated: July 18, 2011

Introduced by _____

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

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

*Friends Community Church
204 W. Maple Street
Sturgeon Bay, WI 54235
(920)743-2714*

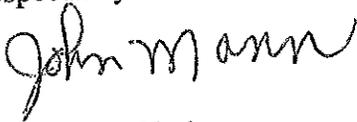
Parking and Traffic Committee
835 N. 14th Ave
Sturgeon Bay, WI 54235

Wednesday, July 13, 2011

Chairperson: Robert Schlicht

We would like to request that the two "no parking signs" on Maple Street in front of the Friends Community Church, be removed. The reason being that we need extra parking space, especially for the elderly in our congregation. Thank you for your consideration in this matter.

Respectfully submitted,



John Mann, Clerk
For Friends Community Church



Door County, Wisconsin
... for all seasons!

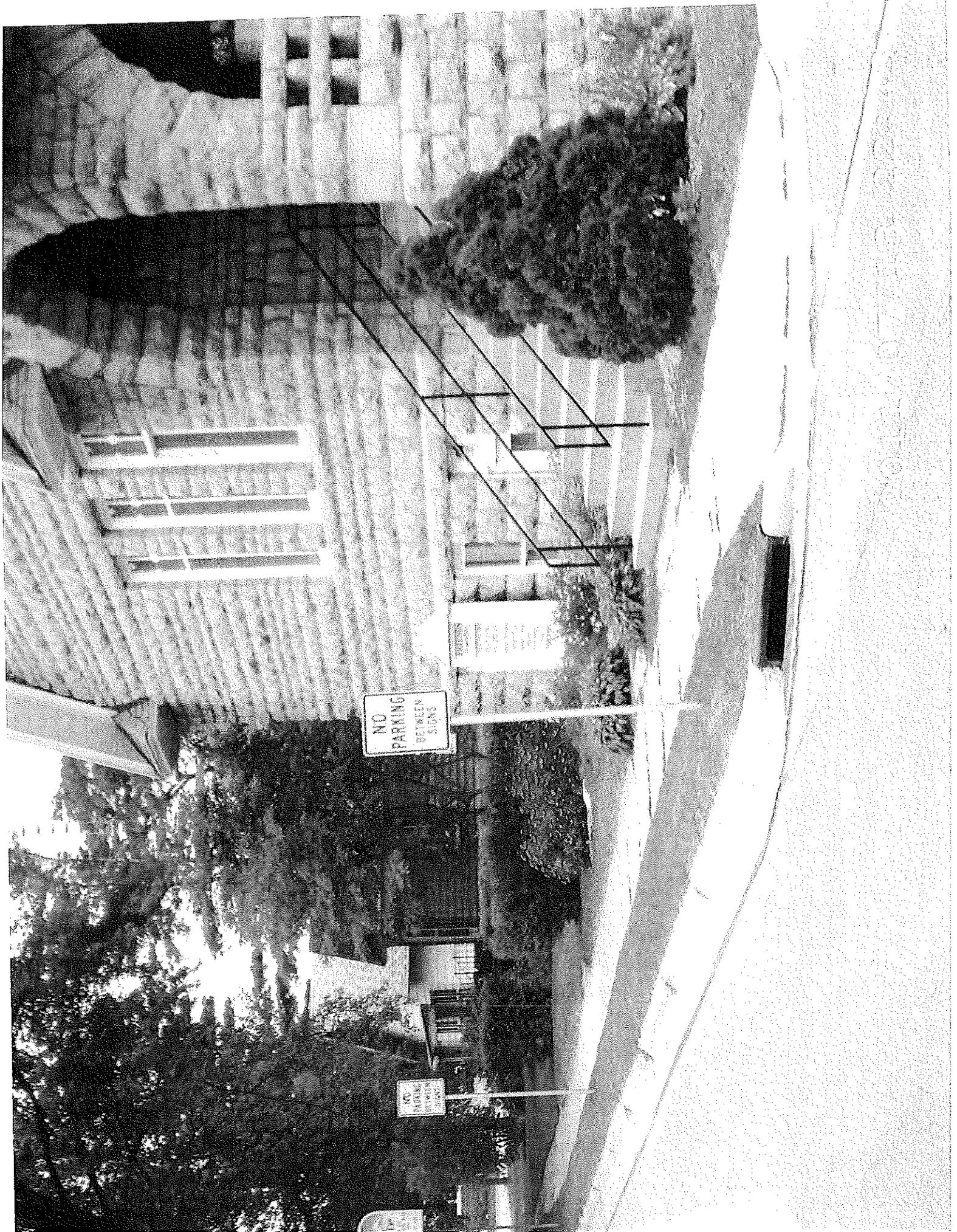
... from the Web Map of ...
(//www.co.door.wi.gov)

Map

Printed 07/14/2011 courtesy of Door County Land Information Office



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.



Existing Layout

July, 2011



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to create Section 15.095 of the City of Sturgeon Bay municipal code to read as follows:

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

SECTION 1: Section 15.095 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby created to read as follows:

15.095 Barbed Wire Fences.

(1) *When permitted.* Barbed wire fencing shall not be erected on property within the city except for the following:

- (a) The keeping of animals around nonresidential properties.
- (b) Security reasons for transformer stations, microwave stations, construction sites or other similar publicly necessary or dangerous sites.

(2) *Exceptions.* The common council, upon recommendation of the community protection & services committee, may grant permission for other barbed wire fences, provided the requested fence is not in any residential zoning district and is not on or near the property line of a lot which is occupied as a place of residence.

(3) *Fences near streets and sidewalks.* Barbed wire fences near public streets, alleys, and walkways are subject to the provisions of s. 8.08 of the municipal code.

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

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 14, 2011.

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

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

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend that the City proceed to work with Robert W. Baird to restructure the 2011 TID #2 debt and borrow for the October 1, 2011 debt payments.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE

By: James Abeyta, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 20, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: TID #2 (Waterfront District) Debt Restructuring and Borrowing for October 1, 2011 Payments

BACKGROUND: The downturn in the economy over the past several years has contributed to lower than expected growth in TID #2, resulting in less than expected tax increments being generated. The tax increments generated in 2011 for TID #2 are not enough to fully support the scheduled debt payments. The City has the option to either restructure the TID #2 for 2011 debt through an additional borrowing or support the debt payments with general fund dollars. Restructuring the 2011 TID #2 debt and borrowing for the October 1, 2011 debt payments would give the City an additional eleven years to recover its 2011 debt costs.

FISCAL IMPACT: There is no fiscal impact on the General Fund of the City. The fiscal impact on the Tax Increment District will be provided by the City's financial consultant, Robert W. Baird, on August 16, 2011, the day of the Common Council meeting, at which time the interest rates on the debt issuance will be known. The estimated gross impact is (\$711,375) over the life of the TID. The present value impact is (\$4,651).

RECOMMENDATION: Recommend to the Common Council that the City proceed to work with Robert W. Baird to restructure the 2011 TID #2 debt and borrow for the October, 1, 2011 debt payments.

PREPARED BY: Valerie J. Clarizio 7/15/11
Valerie J. Clarizio Date
Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 7/15/11
Stephen McNeil Date
City Administrator



City of Sturgeon Bay

TID #2 Debt Restructuring and Borrowing for October 1, 2011 Payments

Bradley D. Viegut, Director

bviegut@baird.com

414.455.3000



City of Sturgeon Bay

TID #2 DEBT RESTRUCTURING AND BORROWING FOR
OCTOBER 1, 2011 PAYMENTS



New Issue\$1,970,000 General Obligation Refunding Bonds
Purpose.....Fund October 1, 2011 principal and interest payments due
on TID #2 debt by refunding the following issues:

- 2005 General Obligation Refunding Bonds
- 2006 RDA Lease Revenue Refunding Bonds

Interest PaymentsSemi-annually beginning April 1, 2012
Principal PaymentsOctober 1, 2021 and October 1, 2022
Call Provisions.....2021 and 2022 callable October 1, 2020

Timeline:

- Finance Committee considers Plan of Finance July 20, 2011
- City Council considers Plan of Finance..... August 2, 2011
- City Staff and Baird take the necessary steps to issue bonds
 - Prepare Disclosure Statement (“Official Statement”)
 - Secure Moody’s Rating
 - Market the Bonds
 - Accept bids from Bond Underwriters
- City Council adopts Award Resolution..... August 16, 2011
 - Finalizes terms of the Bonds

\$1,970,000
G.O. REFUNDING BONDS

Dated September 6, 2011

(First interest 4/1/12)

YEAR	PRINCIPAL (10/1)	RATE	INTEREST (4/1 & 10/1)	TOTAL
2012			\$69,038	\$69,038
2013			\$64,555	\$64,555
2014			\$64,555	\$64,555
2015			\$64,555	\$64,555
2016			\$64,555	\$64,555
2017			\$64,555	\$64,555
2018			\$64,555	\$64,555
2019			\$64,555	\$64,555
2020			\$64,555	\$64,555
2021	\$970,000	3.15%	\$64,555	\$1,034,555
2022	\$1,000,000	3.40%	\$34,000	\$1,034,000
	<u>\$1,970,000</u>		<u>\$684,033</u>	<u>\$2,654,033</u>

Sources Of Funds

Par Amount of Bonds	\$1,970,000
Reoffering Premium	\$10,434
Funds on Hand	\$8,925

Total Sources \$1,989,359

Uses Of Funds

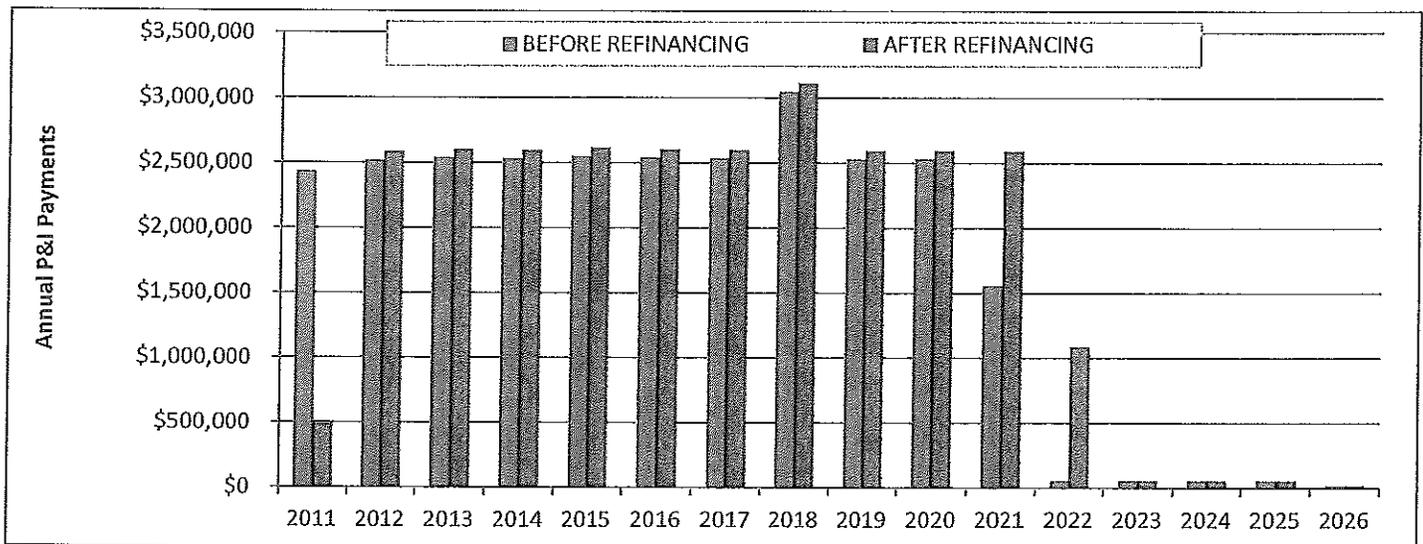
Deposit to Current Refunding Fund	\$1,942,658
Financial Advisory Fee (Estimated)	\$16,500
Underwriter's Discount (Estimated)	\$11,820
Rating Agency Fee (Estimated)	\$8,000
Bond Counsel (Estimated)	\$6,500
OS Preparation and Distribution	\$2,250
Rounding Amount	\$1,631

Total Uses \$1,989,359

City of Sturgeon Bay TID #2 Debt Service

YEAR	CURRENT			IMPACT OF REFINANCING (REDUCTION/ INCREASE	AFTER REFINANCING TOTAL P&I
	PRINCIPAL	INTEREST	TOTAL		
2011 *	\$1,505,000	\$437,658	\$1,942,658	(\$1,942,658)	\$0
2012	\$1,673,113	\$847,095	\$2,520,208	\$69,038	\$2,589,246
2013	\$1,759,597	\$782,802	\$2,542,398	\$64,555	\$2,606,953
2014	\$1,821,077	\$713,934	\$2,535,011	\$64,555	\$2,599,566
2015	\$1,912,630	\$641,049	\$2,553,680	\$64,555	\$2,618,235
2016	\$1,979,200	\$563,155	\$2,542,356	\$64,555	\$2,606,911
2017	\$2,055,972	\$481,961	\$2,537,933	\$64,555	\$2,602,488
2018	\$2,652,771	\$395,898	\$3,048,668	\$64,555	\$3,113,223
2019	\$2,249,659	\$282,277	\$2,531,936	\$64,555	\$2,596,491
2020	\$2,351,601	\$182,788	\$2,534,388	\$64,555	\$2,598,943
2021	\$1,483,722	\$77,321	\$1,561,043	\$1,034,555	\$2,595,598
2022	\$45,908	\$10,798	\$56,706	\$1,034,000	\$1,090,706
2023	\$48,204	\$8,502	\$56,706		\$56,706
2024	\$50,597	\$6,109	\$56,706		\$56,706
2025	\$53,143	\$3,562	\$56,705		\$56,705
2026	\$18,102	\$905	\$19,008		\$19,008
	\$21,660,296	\$5,435,815	\$27,096,110	\$711,375	\$27,807,486

* Includes only the 2011 payments due on October 1, 2011



EXECUTIVE SUMMARY

DATE: March 10, 2011

TITLE: Accept bids and award contracts to Peters Concrete for Michigan Street from 18th Ave to STH 42/57

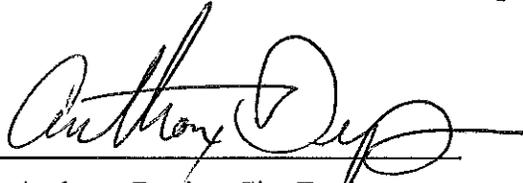
BACKGROUND: This project has been scheduled for 2011 in preparation for the work planned on the Bayview Bridge in 2012. Work includes storm sewer, curb and gutter and repaving. Sidewalk will be repaired on north side of Michigan St and drainage will be added to to remove water from the sidewalk. The storm sewer will extend from 100' north of the 18th Ave intersection to a discharge point near STH 42/57. Assessments for curb and gutter are being processed and presented to the Council for final review in the near future.

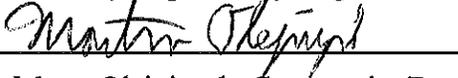
Work on this project will begin in mid August and should be completed in 4 to 5 weeks. Traffic will be detoured from Michigan Street for most of the project but access to the YMCA and the Lakeshore Surgical Clinic will be maintained from the highway for the duration of the project with only minor interruptions for paving and storm sewer work. The clinic is closed on Fridays and we will attempt to coordinate the closures on these days.

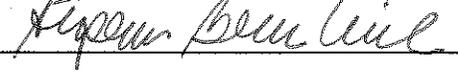
FISCAL IMPACT: As with every project bid in 2011 the asphalt prices continue to be higher than estimated and therefore this project is over its estimated amount. Repairs to Clay Banks road instead of repaving it have allowed us to remain with the amended budget for expenditures on street repairs.

4 Bids were received for this project ranging from \$199,842.39 to 230,157.55 (see attached) which indicates that we still are in very competitive bidding cycle.

RECOMMENDATION: Accept the low bid from Peters Concrete Inc for a unit price bid amount of \$199,842.39 and enter into a contract to have this project completed

SUBMITTED BY: 
Anthony Depies, City Engineer

REVIEWED BY: 
Marty Olejniczak, Community Development Director

REVIEWED BY: 
Steve McNeil, City Administrator

Item No.	Bid Quantity	Item Description (WISDOT Item No. and Description)	Unit	Peters Concrete Co.		DeGroot		Advance Construction Inc		Dorner Construction	
				Unit bid	Line amount	Unit bid	Line amount	Unit bid	Line amount	Unit bid	Line amount
1	1	Mobilization	LS	\$ 5,000.00	\$ 5,000.00	\$ 2,424.00	\$ 2,424.00	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
2	200	Remove concrete Sidewalk and driveways	SF	\$ 0.75	\$ 150.00	\$ 1.01	\$ 202.00	\$ 0.35	\$ 70.00	\$ 0.50	\$ 100.00
3	3500	Remove Asphalt road pavement	SY	\$ 1.50	\$ 5,250.00	\$ 1.52	\$ 5,320.00	\$ 2.40	\$ 8,400.00	\$ 2.50	\$ 8,750.00
4	5	Remove and salvage Street signs	EA	\$ 50.00	\$ 250.00	\$ 50.50	\$ 252.50	\$ 70.00	\$ 350.00	\$ 155.00	\$ 775.00
5	1	Excavation unclassified	LS	\$12,500.00	\$ 12,500.00	\$8,585.00	\$ 8,585.00	\$10,500.00	\$ 10,500.00	\$25,000.00	\$ 25,000.00
6	1500	Base Aggregate, Crushed Stone No. 1 & 2 (measured in place)	CY	\$ 14.85	\$ 22,275.00	\$ 17.27	\$ 25,905.00	\$ 20.00	\$ 30,000.00	\$ 19.50	\$ 29,250.00
7	43	Remove and replace Curb & Gutter	LF	\$ 30.00	\$ 1,290.00	\$ 25.25	\$ 1,085.75	\$ 24.00	\$ 1,032.00	\$ 22.50	\$ 967.50
8	1621	Concrete Curb, 30-Inch Type D	LF	\$ 10.30	\$ 16,696.30	\$ 13.39	\$ 21,705.19	\$ 11.20	\$ 18,155.20	\$ 11.55	\$ 18,722.55
9	130	Remove and Replace Concrete Sidewalk, 4-Inch	SF	\$ 5.50	\$ 715.00	\$ 6.87	\$ 893.10	\$ 7.00	\$ 910.00	\$ 6.75	\$ 877.50
10	150	New Concrete Sidewalk 6" thick	SF	\$ 6.00	\$ 900.00	\$ 7.37	\$ 1,105.50	\$ 6.40	\$ 960.00	\$ 6.25	\$ 937.50
11	2	Cast Iron Warning Fields 2'x4'	EA	\$ 310.00	\$ 620.00	\$ 318.15	\$ 636.30	\$ 300.00	\$ 600.00	\$ 310.00	\$ 620.00
12	460	HMA Binder Course e-Type 0.3 for road	TON	\$ 70.25	\$ 32,315.00	\$ 74.50	\$ 34,270.00	\$ 70.25	\$ 32,315.00	\$ 72.50	\$ 33,350.00
13	185	Tack Coat	GAL	\$ 2.00	\$ 370.00	\$ 2.12	\$ 392.20	\$ 2.00	\$ 370.00	\$ 2.10	\$ 388.50
14	460	HMA Pavement Surface, Type B-0.3 for road	TON	\$ 66.85	\$ 30,751.00	\$ 70.89	\$ 32,609.40	\$ 66.85	\$ 30,751.00	\$ 69.00	\$ 31,740.00
15	18	Asphaltic Surface (driveways and parking areas)	TON	\$ 160.00	\$ 2,880.00	\$ 163.32	\$ 2,939.76	\$ 153.40	\$ 2,761.20	\$ 160.00	\$ 2,880.00
16	274	Storm Sewer, 12-In PVC	LF	\$ 33.95	\$ 9,302.30	\$ 31.56	\$ 8,647.44	\$ 36.00	\$ 9,864.00	\$ 32.00	\$ 8,768.00
17	135	Storm Sewer 15-In PVC	LF	\$ 34.90	\$ 4,711.50	\$ 33.39	\$ 4,507.65	\$ 38.00	\$ 4,860.00	\$ 30.00	\$ 4,050.00
18	315	Storm Sewer 18" HDPE	LF	\$ 33.35	\$ 10,505.25	\$ 27.16	\$ 8,555.40	\$ 37.00	\$ 11,695.00	\$ 26.00	\$ 8,190.00
19	360	Storm Sewer 24" HDPE	LF	\$ 42.30	\$ 15,228.00	\$ 33.03	\$ 11,890.80	\$ 43.00	\$ 15,480.00	\$ 31.00	\$ 11,160.00
20	1	HDPE Apron end walls, 24-inch	EA	\$ 300.00	\$ 300.00	\$ 489.14	\$ 489.14	\$ 350.00	\$ 350.00	\$ 310.00	\$ 310.00
21	1	Drain Field 60' long with 6" PVC tile	LS	\$ 900.00	\$ 900.00	\$ 757.50	\$ 757.50	\$ 992.00	\$ 992.00	\$ 3,000.00	\$ 3,000.00
22	2	606.0200 Riprap Medium	CY	\$ 100.00	\$ 200.00	\$ 50.50	\$ 101.00	\$ 65.00	\$ 130.00	\$ 45.00	\$ 90.00
23	2.61	1 Storm Manholes, (Precast only) 4' dia. with Castings	VF	\$ 585.00	\$ 1,528.85	\$ 622.50	\$ 1,624.73	\$ 500.00	\$ 1,305.00	\$ 600.00	\$ 1,565.00
24	10.07	2 Storm Manholes, (Precast only) 5' dia. with Castings	VF	\$ 670.00	\$ 6,746.90	\$ 471.04	\$ 4,743.37	\$ 445.00	\$ 4,481.15	\$ 500.00	\$ 5,035.00
24a	4.29	1 Storm Manhole (precast only) 6' dia. with casting	VF	\$ 1.00	\$ 4.29	\$ 621.85	\$ 2,667.74	\$ 626.00	\$ 2,685.54	\$ 700.00	\$ 3,003.00
25	11	Inlets with castings	EA	\$ 1,350.00	\$ 14,850.00	\$1,414.70	\$ 15,561.70	\$ 1,440.00	\$ 15,840.00	\$ 1,350.00	\$ 14,850.00
26	2	Adjusting Valve Boxes	EA	\$ 75.00	\$ 150.00	\$ 101.00	\$ 202.00	\$ 77.00	\$ 154.00	\$ 175.00	\$ 350.00
27	1	643.0100 Traffic Control (Project)	LS	\$ 2,800.00	\$ 2,800.00	\$3,030.00	\$ 3,030.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00
28	1	Fill and abandon 165' of existing 12" Watermain	LS	\$ 1.00	\$ 1.00	\$1,010.00	\$ 1,010.00	\$ 1,300.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00
29	75	628.1504 Silt Fence	LF	\$ 2.00	\$ 150.00	\$ 3.03	\$ 227.25	\$ 1.20	\$ 90.00	\$ 3.00	\$ 225.00
30	2	628.7010 Inlet Protection, Type B	EA	\$ 30.00	\$ 60.00	\$ 50.50	\$ 101.00	\$ 40.00	\$ 80.00	\$ 55.00	\$ 110.00
31	296	Saw Cutting Asphalt	LF	\$ 1.50	\$ 444.00	\$ 2.02	\$ 597.92	\$ 2.00	\$ 592.00	\$ 2.00	\$ 592.00
32											
				Peters Concrete Co.		DeGroot		Advance Construction Inc		Dorner Construction	
Bid Amount				\$199,842.39		\$203,040.33		\$217,033.09		\$230,157.55	

Supplemental Bid 480 2.27 \$ 1,089.60 2.27 1089.6 4 \$ 1,920.00 \$ 5.00 \$ 2,400.00

Storm Sewer \$ 64,275.09 \$ 59,546.46 \$ 67,642.69 \$ 60,022.00
Concrete \$ 20,221.30 \$ 25,425.84 \$ 21,657.20 \$ 22,125.05
Road Work \$115,346.00 \$118,068.03 \$127,733.20 \$148,010.50

Resolution No. _____

**COMMON COUNCIL
OF THE
CITY OF STURGEON BAY, WISCONSIN**

August 2, 2011

**RESOLUTION ADOPTING THE AMENDED PROJECT PLAN
OF TAX INCREMENTAL DISTRICT NO. 2
OF THE CITY OF STURGEON BAY**

WHEREAS Section 66.1105 of the Wisconsin Statutes as amended (the "Tax Increment Law"), authorizes Wisconsin cities to create tax incremental districts, to define the boundaries of such districts, to cause project plans to be prepared and approved, and to implement the provisions and effectuate the purposes of such plans; and

WHEREAS the Common Council of the City of Sturgeon Bay, on September 6, 1994, at a duly convened meeting and having followed the requirements of the Tax Increment Law as then existed adopted a project plan and boundaries for the creation of Tax Incremental District No. 2 of the City of Sturgeon Bay; and

WHEREAS the Plan Commission of the City of Sturgeon Bay, Wisconsin, on July 20, 2011, at a duly convened meeting (a) conducted a duly noticed public hearing at which interested parties were afforded a reasonable opportunity to express their views on the amendment to the project plan of Tax Incremental District No. 2 of the City of Sturgeon Bay, and (b) following said public hearing, adopted a resolution approving the amended project plan for Tax Incremental District No. 2 of the City of Sturgeon Bay; and

WHEREAS prior to the publication of the notice of the hearing of the Plan Commission of the City of Sturgeon Bay, a copy of such notice was sent by first class mail to the chief executive officer or administrator of all local governmental entities having the power to levy taxes on the property within the district and to the school board of the school district which includes the property located in the district; and

WHEREAS the amended project plan, which is attached to this resolution and incorporated herein by reference as Exhibit "A", meets all of the requirements of the Tax Increment Law as set forth in Wis. Stats. Section 66.1105; and

WHEREAS the City Council of the City of Sturgeon Bay makes the following findings:

A. Tax Incremental District No. 2 is a distressed tax incremental district, as that term is defined in Wis. Stats. 66.1105(4)(e);

B. The Common Council of the City of Sturgeon Bay approves the amendment of the project plan by the Plan Commission of the City of Sturgeon Bay dated July 20, 2011,

C. Tax Incremental District No. 2 of the City of Sturgeon Bay has been in existence for more than 7 years before the adoption of this Resolution, and the project plan of such District has not been amended after October 1, 2009;

D. The project costs incurred, with respect to the tax incremental district, exceed the amount of revenues from all sources that the city expects the district to generate to pay off such project costs during the life of the district;

E. The project plan for the amended district is feasible;

F. The project plan is in conformity with the master plan, also known as the comprehensive plan of the City of Sturgeon Bay.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay as follows:

1. The amended project plan in the form attached as Exhibit "A" hereto is hereby approved and adopted.

2. The city clerk of the City of Sturgeon Bay is hereby directed to certify this Resolution and submit this Resolution, together with a copy of all financial data used by the Common Council in the adoption process to the Wisconsin Department of Revenue and to the Joint Review Board immediately upon its adoption and approval with the request to approve this Resolution as provided by the Tax Increment Law.

3. This resolution shall take effect immediately upon its adoption and approval.

Certification:

As City Clerk of the City of Sturgeon Bay I hereby certify that the foregoing is a true and accurate copy of the resolution which was duly adopted by the Common Council of the City of Surgeon Bay at a regular meeting of such body on the 2nd day of August, 2011.

Dated this _____ day of August, 2011.

Stephanie Reinhardt, City Clerk



**City of Sturgeon Bay, Wisconsin
Tax Incremental Financing District (TID) #2
Project Plan Amendment #3: Distressed TID Designation**

Project Plan dated 6/27/2011

Prepared for:

**Plan Commission of the City of Sturgeon Bay
421 Michigan St.
Sturgeon Bay, WI 54235**

Anticipated meeting / approval dates:

Joint Review Board (organizational): 7/7/2011
Public Hearing: 7/20/2011
Plan Commission: 7/20/2011
Common Council: 8/2/2011
Joint Review Board (approval): week of 8/15/2011

Prepared by:



Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

City of Sturgeon Bay
TID #2 Project Plan Amendment #3: Distressed TID Designation

Introduction

This project plan amendment is created for the purpose of designating TID #2 as distressed. The amendment only addresses the elements or subject areas (required by Statute) that are affected by the distressed designation. All other subject areas remain unchanged and can be referenced in the original TID#2 project plan or subsequent amendments. This amendment does not remove any projects contemplated in the original TID #2 project plan or subsequent amendments.

The designation of TID #2 as distressed will allow the extension of the TID's maximum life by 10 years beyond its original termination date of 9/6/2021.

Requirements for a Distressed TID:

1. The TID must have been created before October 1, 2008.

City of Sturgeon Bay TID #2 was created on 9/6/1994.

2. The TID has been in existence for at least 7 years before the resolution.

City of Sturgeon Bay TID #2 has been in existence for 17 years.

3. The TID has not been amended after October 1, 2009.

City of Sturgeon Bay TID #2 has not been amended since 2008.

4. The projected TID increments are insufficient to pay project costs and debt during the TID's life.

Increments are insufficient to pay project costs per the included "Current Status" profoma produced using City projections.

5. Any increment that exceeds the TID's annual expenditures shall retire any debt of the TID or establish a reserve used only to retire debt of the distressed TID.

**City of Sturgeon Bay
TID #2 Project Plan Amendment #3: Distressed TID Designation**

Distressed TID May NOT:

1. Make any expenditures after its original expenditure period ends.

City of Sturgeon Bay TID #2 expenditure period ends 9/6/2016.

2. Amend its project plan to add any new project costs.
3. Become part of a TID with overlapping boundaries.
4. Expend any funds outside its boundaries.
5. Add territory.
6. Become a donor TID.

Effect of Distressed Designation on Life of TID

The designation of TID #2 as distressed will allow the extension of the TID's maximum life by 10 years beyond its original termination date of 9/6/2021. With the distressed designation, TID #2's termination date will be 9/6/2031.

Economic Feasibility

Included in the exhibits are proforma analyses for both "Current Status" and "Example Distressed" for TID #2.

For the "Example Distressed" proforma, City of Sturgeon Bay TID #1 is assumed to be amended (see separate Project Plan Amendment #3 for TID #1) to provide for additional allocations to be made to support TID #2. TID #1 was previously amended in 2006 to allow allocations (become a "Donor" TID) to TID #2. The current allocation amendment to TID #1 is being done to allow the allocations to be extended an additional 10 years to TID #2 as distressed.

City of Sturgeon Bay
TID #2 Project Plan Amendment #3: Distressed TID Designation

INSERT HERE:

A signed opinion from the City attorney advising whether the project plan is complete and complies with the law.

Tax Increment District #2



Resolution No. _____

**COMMON COUNCIL
OF THE
CITY OF STURGEON BAY, WISCONSIN**

August 2, 2011

**RESOLUTION ADOPTING THE AMENDED PROJECT PLAN
OF TAX INCREMENTAL DISTRICT NO. 1
OF THE CITY OF STURGEON BAY**

WHEREAS Section 66.1105 of the Wisconsin Statutes as amended (the "Tax Increment Law"), authorizes Wisconsin cities to create tax incremental districts, to define the boundaries of such districts, to cause project plans to be prepared and approved, and to implement the provisions and effectuate the purposes of such plans; and

WHEREAS the Common Council of the City of Sturgeon Bay, on July 19, 1991, at a duly convened meeting and having followed the requirements of the Tax Increment Law as then existed, adopted a project plan and boundaries for the creation of Tax Incremental District No. 1 of the City of Sturgeon Bay; and

WHEREAS the Plan Commission of the City of Sturgeon Bay, Wisconsin, on July 20, 2011, at a duly convened meeting (a) conducted a duly noticed public hearing at which interested parties were afforded a reasonable opportunity to express their views on the amendment to the project plan of Tax Incremental District No. 1 of the City of Sturgeon Bay, and (b) following said public hearing, adopted a resolution approving the amended project plan for Tax Incremental District No. 1 of the City of Sturgeon Bay; and

WHEREAS prior to the publication of the notice of the hearing of the Plan Commission of the City of Sturgeon Bay, a copy of such notice was sent by first class mail to the chief executive officer or administrator of all local governmental entities having the power to levy taxes on the property within the district and to the school board of the school district which includes the property located in the district; and

WHEREAS the amended project plan, which is attached to this resolution and incorporated herein by reference as Exhibit "A", meets all of the requirements of the Tax Increment Law as set forth in Wis. Stats. Section 66.1105; and

WHEREAS the City Council of the City of Sturgeon Bay makes the following findings:

A. Tax Incremental District No. 1 of the City of Sturgeon Bay has been designated a distressed tax incremental district, as that term is defined in Wis. Stats. 66.1105(4)(e);

B. Tax Incremental District No. 1 is a donor tax incremental district and has been, and will continue to share tax increments with a district that has been designated as a distressed tax incremental district;

C. The Common Council of the City of Sturgeon Bay approves the amendment of the project plan of Tax Incremental District No. 1 by the Plan Commission of the City of Sturgeon Bay dated July 20, 2011,

D. Tax Increment District No. 1 of the City of Sturgeon Bay has been in existence for more than 7 years before the adoption of this Resolution, and the project plan of such District has not been amended after October 1, 2009;

E. The project plan for the amended district is feasible;

F. The project plan is in conformity with the master plan, also known as the comprehensive plan of the City of Sturgeon Bay.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay as follows:

1. The amended project plan in the form attached as Exhibit "A" hereto is hereby approved and adopted.

2. The city clerk of the City of Sturgeon Bay is hereby directed to certify this Resolution and submit this Resolution, together with a copy of all financial data used by the Common Council in the adoption process to the Wisconsin Department of Revenue and to the Joint Review Board immediately upon its adoption and approval with the request to approve this Resolution as provided by the Tax Increment Law.

3. This resolution shall take effect immediately upon its adoption and approval.

Certification:

As City Clerk of the City of Sturgeon Bay I hereby certify that the foregoing is a true and accurate copy of the resolution which was duly adopted by the Common Council of the City of Surgeon Bay at a regular meeting of such body on the 2nd day of August, 2011.

Dated this _____ day of August, 2011.

Stephanie Reinhardt, City Clerk



**City of Sturgeon Bay, Wisconsin
Tax Incremental Financing District (TID) #1
Project Plan Amendment #3: Allocation (Donor) to TID #2**

Project Plan dated 6/27/2011

Prepared for:

**Plan Commission of the City of Sturgeon Bay
421 Michigan St.
Sturgeon Bay, WI 54235**

Anticipated meeting / approval dates:

Joint Review Board (organizational): 7/7/2011
Public Hearing: 7/20/2011
Plan Commission: 7/20/2011
Common Council: 8/2/2011
Joint Review Board (approval): week of 8/15/2011

Prepared by:



Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

**City of Sturgeon Bay
TID #1 Project Plan Amendment #3: Allocation to Distressed TID**

Introduction

This project plan amendment is created for the purpose of authorizing additional allocations to City of Sturgeon Bay TID #2. The project plan for TID #1 was previously amended in 2006 (amendment 1) to allow allocations to TID #2 (TID #1 became a "Donor" to TID #2) and subsequently amended in 2008 (amendment 2) to allow allocations to City of Sturgeon Bay TID #3 (TID #1 became a "Donor" to TID #3). The purpose of this amendment (amendment 3) is to allow additional allocations over a longer time period to TID #2, which is concurrently being designated as distressed (see separate Project Plan Amendment #3 for TID #2). This amendment only addressed the elements or subject areas (required by Statute) that are affected by the allocation authorization. All other subject areas remain unchanged and can be referenced in the original TID#1 project plan or subsequent amendments. This amendment does not remove any projects contemplated in original TID #1 project plan or subsequent amendments.

Effect on Life of TID

Authorizing TID #1 to become a donor to a distressed TID will allow the extension of TID #1's maximum life by the earlier of 10 years beyond its original termination date of 9/20/2018 or the termination of the distressed TID. The maximum life of TID #1 will be 9/20/2028, which is earlier than the extended life of TID#2 as distressed.

Economic Feasibility

Included in the exhibits are proforma analyses for both "Current Status" and "Example Donor to Distressed TID" for TID #1. Below is a summary of the projected allocations from TID #1 to TID #2:

Year	Allocation to TID #2
2012	\$340,868
2013	\$346,041
2014	\$351,265
2015	\$356,542
2016	\$361,872
2017	\$367,255
2018	\$372,692

City of Sturgeon Bay
TID #1 Project Plan Amendment #3: Allocation to Distressed TID

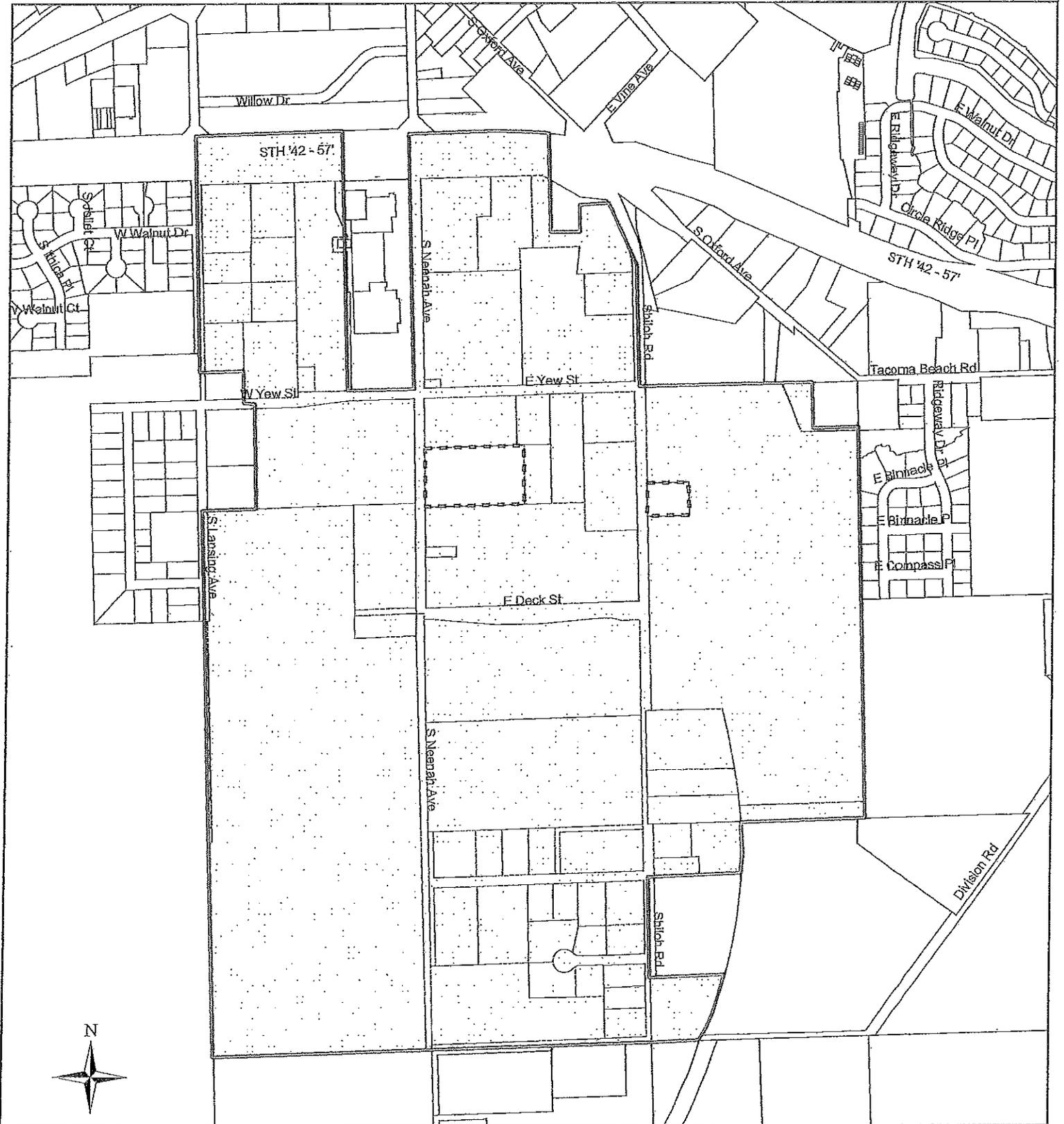
2019	\$436,443
2020	\$442,968
2021	\$449,558
2022	\$456,214
2023	\$462,937
2024	\$469,727
2025	\$476,585
2026	\$483,511
2027	\$490,507
2028	<u>\$497,572</u>
Total	\$7,162,559

City of Sturgeon Bay
TID #1 Project Plan Amendment #3: Allocation to Distressed TID

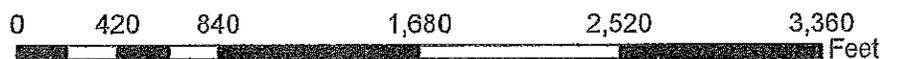
INSERT HERE:

A signed opinion from the City attorney advising whether the project plan is complete and complies with the law.

Tax Increment District #1



Tax Increment District #1



**RESOLUTION
CITY OF STURGEON BAY
Acceptance of Proposed Wards**

WHEREAS, the Door County Board of Supervisors held a public hearing concerning the Preliminary County of Door Supervisory District Plan on May 24, 2011; and

WHEREAS, The Preliminary County of Door Supervisory District Plan was approved by the County Board on May 24, 2011; and

WHEREAS, the Preliminary County of Door Supervisory District Plan has been received by and reviewed by the City Council as required by Wis. Stat. §5.15;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay, Door County, Wisconsin that the Preliminary County of Door Supervisory District Plan be and is hereby approved.

BE IT FURTHER RESOLVED that the City of Sturgeon Bay establishes Twenty-eight (28) Wards described as follows:

City of Sturgeon Bay, Ward 1 – Commencing at the intersection of the north boundary of City with the East shore of Sturgeon Bay body of water, and located in Government Lot 4 of Section 31 T.28N.-R.26E., and thence Easterly along North City limits, also being the North line of tax parcel 2817031001606, approximately 792 feet to the centerline of Bay Shore Drive, thence Southerly along the City limits and the centerline of Bay Shore Drive approximately 584 feet, thence Easterly along City limits boundary approximately 150 feet, thence Southerly along City limits approximately 51 feet, thence Easterly along City limits approximately 190 feet, thence Southerly along City limits 10 feet, thence Westerly along City limits approximately 19 feet, thence Southerly along City limits approximately 197 feet, thence Easterly along City limits approximately 205 feet to the intersection with the centerline of N. 4th Avenue extended, thence Southerly along the centerline of N. 4th Avenue approximately 1,525 to the intersection with Delaware Street, thence Easterly along the centerline of Delaware Street approximately 835 feet to the intersection with N. 6th Avenue, thence Northerly along the centerline of N. 6th Avenue approximately 484 feet to the intersection with Colorado Place, thence Easterly along the centerline of Colorado Place approximately 1,134 feet to the intersection with N. 8th Avenue, thence Southerly along the centerline of N. 8th Avenue approximately 1,455 feet to the intersection with Florida Street, thence Westerly along the centerline of Florida Street approximately 2,600 feet to the intersection with N. 3rd Avenue, thence Southerly along the centerline of N. 3rd Avenue approximately 3,520 feet to the intersection with Michigan Street, thence Southwesterly along the centerline of Michigan Street approximately 860 feet to the shore of Sturgeon Bay body of water, thence in a general Northerly direction along the East shore of Sturgeon Bay approximately 1.75 miles to the Northern City limits and point of beginning.

City of Sturgeon Bay, Ward 2 – Commencing at the intersection of N. 3rd Avenue and Florida Street, thence Easterly along the centerline of Florida Street approximately 2,600 feet to the intersection with N. 8th Avenue, thence Southerly along the centerline

of N. 8th Avenue approximately 985 feet to Jefferson Street, thence Southwesterly along the centerline of Jefferson Street approximately 2,300 feet to the intersection with N. 3rd Avenue, thence Northerly along the centerline of N. 3rd Avenue approximately 2,395 feet to the intersection with Florida Street and point of beginning.

City of Sturgeon Bay, Ward 3 – Commencing at the intersection of N. 3rd Avenue and Jefferson Street, then Northeasterly along the centerline of Jefferson Street approximately 1,486 feet to the intersection with N. 7th Avenue, thence Southeasterly along centerline of N. 7th Avenue approximately 733 feet to the intersection with Louisiana Street, thence Southwesterly along centerline of Louisiana Street approximately 175 feet to the intersection with N. 6th Avenue, thence Southerly along the centerline of N. 6th Avenue approximately 689 feet to the intersection with Michigan Street, thence Easterly along the centerline of Michigan Street approximately 4,468 feet to the intersection with S. 16th Place, thence Southerly along the centerline of S. 16th Place approximately 1,330 feet to the intersection with Rhode Island Street, thence Westerly along the centerline of Rhode Island Street approximately 2,340 feet to the intersection with S. 12th Avenue, thence Southerly along the centerline of S. 12th Avenue approximately 133 feet to the intersection with Rhode Island Street, thence Westerly along the centerline of Rhode Island Street approximately 1,622 feet to the intersection with S. 8th Avenue, thence Northerly along the centerline of N. 8th Avenue approximately 372 feet to the intersection with Quincy Street, thence Westerly along the centerline of Quincy Street approximately 140 feet to S. 5th Avenue, thence Northwesterly along the centerline of S. 5th Avenue approximately 645 feet to the intersection with Oregon Street, thence Southwesterly along the centerline of Oregon Street approximately 1,684 feet to the shore of Sturgeon Bay body of water, thence Northwesterly along shoreline approximately 840 feet to the intersection with Michigan Street, thence Northeasterly approximately 860 feet along the centerline of Michigan Street to the intersection with 3rd Avenue, thence Northwesterly along the centerline of N. 3rd Avenue approximately 1,110 feet to the intersection with Jefferson Street, and point of beginning.

City of Sturgeon Bay, Ward 4 – Commencing at the intersection of Oregon Street and the Northeast shoreline of Sturgeon Bay body of water, thence Southeasterly along shoreline approximately 1.25 miles to the mouth of Little Creek, thence Northwesterly along Little Creek approximately 480 feet to the intersection with Memorial Drive, thence continuing Northwesterly along the centerline of Memorial Drive approximately 155 feet to the intersection with S. 15th Avenue, thence Northerly along S. 15th Avenue approximately 2,150 feet to the intersection with Rhode Island Street, thence Westerly along the centerline of Rhode Island Street approximately 1,320 feet to the intersection with S. 12th Avenue, thence Southerly along the centerline of S. 12th Avenue approximately 133 feet to the intersection with Rhode Island Street, thence Westerly along the centerline of Rhode Island Street approximately 1,622 feet to the intersection with S. 8th Avenue, thence Northerly along the centerline of S. 8th Avenue approximately 372 feet to the intersection with Quincy Street, thence Westerly along the centerline of Quincy Street approximately 140 feet to S. 5th Avenue, thence Northwesterly along the centerline of S. 5th Avenue approximately 645 feet to the intersection with Oregon

Street, thence Southwesterly along the centerline of Oregon Street approximately 1,684 feet to the shore of Sturgeon Bay body of water, and point of beginning.

City of Sturgeon Bay, Ward 5 – Commencing at the intersection of Michigan Street and 18th Avenue, thence Northerly along the centerline of N. 18th Avenue approximately 3,304 feet, thence Easterly along the City limits boundary approximately 1,370 feet, thence Southerly along the City limits boundary approximately 3,304 feet to Michigan Street, thence Easterly along the centerline of Michigan Street approximately 2,717 feet, thence Southerly along the City limits boundary approximately 3,618 feet, thence Easterly along the City limits boundary approximately 924 feet, thence Southerly along the City limits boundary approximately 325 feet, thence Westerly along the City limits boundary approximately 924 feet, thence Southerly along the City limits boundary approximately 657 feet, thence continuing Southerly along the centerline of Canal Road approximately 657 feet, thence continuing Southerly along the City limits boundary approximately 3,140 feet to the shoreline of Sturgeon Bay body of water, thence in a general Northwesterly direction along the shoreline approximately 1.7 miles to the mouth of Little Creek, thence Northwesterly along Little Creek approximately 480 feet to the intersection with Memorial Drive, thence continuing Northwesterly along the centerline of Memorial Drive approximately 155 feet to the intersection with S. 15th Avenue, thence Northerly along S. 15th Avenue approximately 2,150 feet to the intersection with Rhode Island Street, thence Easterly along Rhode Island Street approximately 1,020 feet to the intersection with S. 16th Place, thence Northerly along the centerline of S. 16th Place approximately 1,330 feet to the intersection with Michigan Street, thence Easterly along the centerline of Michigan Street approximately 975 feet to the intersection with 18th Avenue, and point of beginning.

City of Sturgeon Bay, Ward 6 – Commencing at the intersection of the centerline of STH 42-57 by-pass (highway bridge) and south shore of Sturgeon Bay body of water, thence Southeasterly along shore approximately 1.4 miles to the east line of section 16 T.27N.-R.26E. (also being approximately 250 feet east of the mouth of Strawberry Creek), thence Southerly along City limits boundary to the SE Corner of section 16 T.27N.-R.26E., thence continuing Southerly approximately a half-mile to the East ¼ Corner of section 21 T.27N.-R.26E., thence Westerly along the south City limits boundary approximately 1.75 miles to the centerline of Shiloh Road, thence Northerly along the centerline of Shiloh Road approximately a half-mile, thence Westerly continuing along centerline of Shiloh Road approximately a quarter-mile, thence Northerly continuing along centerline of Shiloh Road approximately 0.98 miles to the intersection with E. Walnut Street and S. Oxford Avenue, thence Southeasterly along centerline of S. Oxford Avenue approximately 1,940 feet to Tacoma Beach Road, thence Easterly along Tacoma Beach Road approximately 1,930 feet to the intersection with Clay Banks Road, thence Northerly along Clay Banks Road approximately 260 feet to the median of State Highway 42-57, thence in a Easterly direction along the median and centerline of State Highway 42-57 approximately 2,000 feet to the shore of Sturgeon Bay body of water, and point of beginning.

City of Sturgeon Bay, Ward 7 – Commencing at the intersection of STH 42-57 (also

known as Green Bay Road) and S. Duluth Avenue (County Trunk S), thence Southerly along the centerline of S. Duluth Avenue approximately 63 feet, thence Easterly to parcel 2816818000601A (year 2011) and along the north boundary line of said parcel (Walgreen's parking lot), thence Southerly along east boundary of same parcel and extended approximately 175 feet to the centerline of W. Walnut Drive, thence Westerly along the centerline of W. Walnut Drive approximately 156 feet to the intersection with S. Duluth Avenue, thence South along the centerline of S. Duluth Avenue approximately 80 feet, thence Easterly along the north line of parcel 2816818000603 (year 2011) approximately 209 feet, thence Southerly along east line of said parcel approximately 150 feet, thence Westerly along south line of said parcel approximately 209 feet to the centerline of S. Duluth Avenue, thence Southerly along centerline of S. Duluth Avenue approximately 40 feet, thence Easterly approximately 405 feet and along the south line of parcel 2816818000602 and to the centerline of S. Elgin Avenue, thence Southerly along the centerline of S. Elgin Avenue extended approximately 215 feet, thence Easterly approximately 915 feet to the centerline of S. Hudson Avenue, thence Southerly along the centerline of S. Hudson Avenue approximately 330 feet, thence Easterly approximately 666 feet, thence Northerly approximately 330 feet, thence Easterly approximately 660 feet, thence Southerly along the centerline of S. Lansing Avenue approximately 380 feet, thence continuing Southerly along the City boundary limits and S. Lansing Avenue approximately 280 feet, thence Westerly along City boundary limits approximately 660 feet, thence Southerly along City boundary limits approximately a quarter-mile, thence Easterly along City boundary limits approximately 660 feet, thence Southerly approximately one mile along the City boundary limits to the Center $\frac{1}{4}$ Corner of Section 19 T.27N.-R.26E., thence Easterly along southern City boundary limits approximately $\frac{3}{4}$ of a mile to the intersection with Shiloh Road, thence Northerly along the centerline of Shiloh Road approximately a half-mile, thence Westerly continuing along centerline of Shiloh Road approximately a quarter-mile, thence Northerly continuing along centerline of Shiloh Road approximately 0.98 miles to the intersection with E. Walnut Street and S. Oxford Avenue, thence Northwesterly along the centerline of S. Oxford Avenue approximately 206 feet to the median of State Highway 42-57, thence Westerly along the median of State Highway 42-57 approximately 0.96 miles to the intersection of Duluth Avenue, and point of beginning.

City of Sturgeon Bay, Ward 8 – Commencing at the intersection of the centerline of State Highway 42-57 by-pass (highway bridge) and south shore of Sturgeon Bay body of water, thence Northwesterly along shore approximately 1.7 miles to the centerline of Madison Avenue (and southwest end of the Michigan Street bridge), thence Southerly along the centerline of Madison Avenue approximately 0.45 miles to the intersection with W. Spruce Street and Green Bay Road, thence Southwesterly along the centerline of Green Bay Road approximately 717 feet to the intersection with S. Lansing Avenue, thence Northerly along the centerline of S. Lansing Avenue approximately 386 feet to the intersection with W. Spruce Street, thence Southwesterly along the centerline of W. Spruce Street approximately 0.3 of a mile to the intersection with S. Hudson Avenue, thence Northerly approximately 30 feet along the centerline of S. Hudson Avenue to the intersection with W. Spruce Place, thence Westerly along the centerline of W. Spruce Place approximately 653 feet, thence Northerly along the centerline of S. Fulton

Avenue approximately 404 feet to the intersection with W. Spruce Drive, thence Westerly along the centerline of W. Spruce Drive approximately 660 feet to the intersection with S. Duluth Avenue, thence Southerly along the centerline of S. Duluth Avenue approximately 1,095 feet to the intersection with State Highway 42-57, thence Easterly along the median of State Highway 42-57 approximately 0.96 miles to the intersection of S. Oxford Avenue, thence Southeasterly along the centerline of S. Oxford Avenue approximately 2,120 feet to Tacoma Beach Road, thence Easterly along the centerline of Tacoma Beach Road approximately 1,970 feet to the intersection with Clay Banks Road, thence Northerly along the centerline of Clay Banks Road approximately 250 feet to the median of State Highway 42-57, thence Easterly and Northeasterly along the median and centerline of State Highway 42-57 for a distance of approximately 1,990 feet to the shore of Sturgeon Bay body of water, and point of beginning.

City of Sturgeon Bay, Ward 9 – Commencing at the intersection of W. Larch Street and Madison Avenue, thence Southerly along the centerline of Madison Avenue approximately 1,960 feet to the intersection with W. Spruce Street and Green Bay Road, thence Southwesterly along the centerline of Green Bay Road approximately 717 feet to the intersection with S. Lansing Avenue, thence Northerly along the centerline of S. Lansing Avenue approximately 386 feet to the intersection with W. Spruce Street, thence Southwesterly along the centerline of W. Spruce Street approximately 0.3 of a mile to the intersection with S. Hudson Avenue, thence Northerly approximately 30 feet along the centerline of S. Hudson Avenue to the intersection with W. Spruce Place, thence Westerly along the centerline of W. Spruce Place approximately 653 feet, thence Northerly along the centerline of S. Fulton Avenue approximately 404 feet to the intersection with W. Spruce Drive, thence Westerly along the centerline of W. Spruce Drive approximately 660 feet to the intersection with S. Duluth Avenue, thence Northerly along the centerline of S. Duluth Avenue approximately 1,825 feet to the intersection with W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 1,925 feet to the intersection with N. Joliet Avenue, thence Northwesterly along the centerline of N. Joliet Avenue approximately 200 feet to the intersection with W. Locust Street, thence Easterly along the centerline of W. Locust Street approximately 390 feet to the intersection with N. Kendale Avenue, thence Northerly along the centerline of N. Kendale Avenue approximately 175 feet, thence Easterly along the centerline of W. Larch Street approximately 475 feet to the intersection with N. Lansing Avenue, thence Northerly approximately 10 feet along the centerline of N. Lansing Avenue, thence Easterly along the centerline of W. Larch Street approximately 575 feet to the intersection with Madison Avenue, and point of beginning.

City of Sturgeon Bay, Ward 10 – Commencing at the intersection of the south shore of Sturgeon Bay body of water and centerline of Madison Avenue (also being the southwest end of the Michigan Street bridge), thence along the shore in a general Northwesterly direction for approximately 1.75 miles to the West city limits, thence Southerly along west City limits (and also being along N. Duluth Avenue) approximately 2,525 feet to the intersection with County Trunk Highway C, thence continuing

Southerly along the centerline of N. Duluth Avenue approximately 2,355 feet to the intersection with W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 1,925 feet to the intersection with N. Joliet Avenue, thence Northwesterly along the centerline of N. Joliet Avenue approximately 200 feet to the intersection with W. Locust Street, thence Easterly along the centerline of W. Locust Street approximately 390 feet to the intersection with N. Kendale Avenue, thence Northerly along the centerline of N. Kendale Avenue approximately 175 feet, thence Easterly along the centerline of W. Larch Street approximately 475 feet to the intersection with N. Lansing Avenue, thence Northerly approximately 10 feet along the centerline of N. Lansing Avenue, thence Easterly along the centerline of W. Larch Street approximately 575 feet to the intersection with Madison Avenue, thence Northeasterly along the centerline of N. Madison Avenue approximately 410 feet to the intersection with the south shore of Sturgeon Bay body of water, and point of beginning; and Dunlop Reef.

City of Sturgeon Bay, Ward 11 – Commencing at the intersection of Egg Harbor Road and N. 14th Avenue, thence Northerly along the centerline of N. 14th Avenue approximately 1,215 feet to the intersection with Bluebird Street, thence Westerly along the centerline of Bluebird Street approximately 700 feet to the intersection with N. 12th Place, thence Northerly along the centerline of N. 12th Place approximately 1,368 feet to the centerline of Eagle Street, thence Westerly along the centerline of Eagle Street approximately 467 feet, thence Southerly along the centerline of N. 11th Street approximately 360 feet, thence Westerly approximately 158 feet to the City limits boundary, thence Southerly approximately 300 feet, thence Westerly approximately 1,024 feet, thence Southerly approximately 170 feet, thence Westerly approximately 290 feet to N. 8th Avenue, thence Southerly along centerline of N. 8th Avenue approximately 1,150 feet, thence Westerly approximately 1,966 feet to the intersection with N. 4th Avenue extended north with the City limits, thence Southerly along the centerline of N. 4th Avenue approximately 1,534 feet, thence Easterly along the centerline of Delaware Street approximately 800 feet to the intersection with N. 6th Avenue, thence Northerly along N. 6th Avenue approximately 480 feet to the intersection with Colorado Street, thence Easterly along the centerline of Colorado Street approximately 1,250 feet to the intersection with N. 8th Avenue, thence Southerly along the centerline of N. 8th Avenue approximately 1,630 feet to the intersection with Egg Harbor Road, thence Northeasterly along the centerline of Egg Harbor Road approximately 3,180 feet to the intersection of N. 14th Avenue, and point of beginning.

City of Sturgeon Bay, Ward 12 – Commencing at the intersection of Egg Harbor Road and N. 8th Avenue, thence Southerly along the centerline of N. 8th Avenue approximately 134 feet to the intersection with Georgia Street, thence Easterly along the centerline of Georgia Street approximately 2,650 feet to the intersection with N. 14th Place, thence Southeasterly along the centerline of N. 14th Place approximately 260 feet, thence Easterly along the centerline of Huron Street approximately 486 feet to the intersection with Huron Court, thence continuing Easterly along the centerline of Huron Street approximately 450 feet to the intersection with N. 15th Place, thence Northerly along the centerline of N. 15th Place approximately 285 feet, thence Northeasterly along

the centerline of N. 15th Place approximately 500 feet to the intersection with Florida Street, thence Easterly and Southeasterly along the centerline of Florida Street approximately 1,040 feet to the intersection with N. 17th Drive, thence Northerly along the centerline of N. 17th Drive approximately 125 feet to the intersection with Florida Street, thence Easterly along the centerline of Florida Street approximately 175 feet to the intersection with N. 18th Avenue, thence Northerly along the centerline of N. 18th Avenue approximately 2,434 feet to the intersection with Alabama Street, thence Westerly along the centerline of Alabama Street approximately 1,368 feet, thence Northerly approximately 157 feet along the East lot line of Parcel Number 2817032001609 (year 2011), thence Westerly along same parcel limits approximately 92 feet, thence Northwesterly approximately 151 feet to the centerline Egg Harbor Road, thence Southwesterly along the centerline of Egg Harbor Road approximately 165 feet, thence Northerly along City limits boundary approximately 457 feet, thence Westerly approximately 999 feet along the North line of Parcels 2817032001602 and 2817032001608 (2011) to the centerline of N. 14th Avenue, thence Northerly along the centerline of N. 14th Avenue approximately 3,286 feet to the intersection with Gordon Road, thence Westerly along the City limits boundary and Gordon Road approximately 1,320 feet, thence Southerly along the City limits boundary approximately 2,330 feet, thence Easterly approximately 158 feet to the centerline of N. 11th Place, thence Northerly along the centerline of N. 11th Place approximately 360 feet to the intersection with Eagle Street, thence Easterly along the centerline of Eagle Street approximately 467 feet to the intersection with N. 12th Place, thence Southerly along the centerline of N. 12th Place approximately 1,368 feet to the intersection with Bluebird Street, thence Easterly along the centerline of Bluebird Street approximately 706 feet to the intersection with N. 14th Avenue, thence Southerly along the centerline of N. 14th Avenue approximately 1,215 feet to the intersection with Egg Harbor Road, thence Southwesterly along the centerline of Egg Harbor Road approximately 3,180 feet to the intersection of N. 8th Avenue, and point of beginning.

City of Sturgeon Bay, Ward 13 – Commencing at the intersection of N. 14th Avenue and Georgia Street, thence Easterly along the centerline of Georgia Street approximately 178 feet to the intersection with N. 14th Place, thence Southeasterly along the centerline of N. 14th Place approximately 260 feet, thence Easterly along the centerline of Huron Street approximately 486 feet to the intersection with Huron Court, thence continuing Easterly along the centerline of Huron Street approximately 450 feet to the intersection with N. 15th Place, thence Northerly along the centerline of N. 15th Place approximately 285 feet, thence Northeasterly along the centerline of N. 15th Place approximately 500 feet to the intersection with Florida Street, thence Easterly and Southeasterly along the centerline of Florida Street approximately 1,040 feet to the intersection with N. 17th Drive, thence Northerly along the centerline of N. 17th Drive approximately 125 feet to the intersection with Florida Street, thence Easterly along the centerline of Florida Street approximately 175 feet to the intersection with N. 18th Avenue, thence Southerly along the centerline of S. 18th Avenue approximately 2,912 feet to the intersection with Michigan Street, thence Westerly along the centerline of Michigan Street approximately 2,510 feet to the intersection with N. 14th Avenue, thence Northerly along the centerline of N. 14th Avenue approximately 2,515 feet to the

intersection with Georgia Street, and point of beginning.

City of Sturgeon Bay, Ward 14 – Commencing at the intersection of Georgia Street and N. 14th Avenue, thence Southerly along the centerline of N. 14th Avenue approximately 2,515 feet to the intersection with Michigan Street, thence Westerly along the centerline of Michigan Street approximately 2,930 feet to the intersection with N. 6th Avenue, thence Northerly along the centerline of N. 6th Avenue approximately 689 feet to the intersection with Louisiana Street, thence Northeasterly along centerline of Louisiana Street approximately 174 feet to the intersection with N. 7th Avenue, thence Northwesterly along centerline of N. 7th Avenue approximately 733 feet to the intersection with Jefferson Street, thence Northeasterly along the centerline of Jefferson Street approximately 805 feet to N. 8th Avenue, thence Northerly along the centerline of N. 8th Avenue approximately 690 feet to the intersection with Georgia Street, thence Easterly along the centerline of Georgia Street approximately 2,480 feet to the intersection with N. 14th Avenue, and point of beginning.

City of Sturgeon Bay, Ward 15 – Commencing at the SW Corner of Section 32 T.28N.-R.26E., thence Northerly along City limits boundary and west line of said section 32 approximately 1,870 feet, thence Easterly along City limits boundary approximately 1,305 feet to N. 8th Avenue, thence Southerly along City limits boundary and N. 8th Avenue approximately 240 feet, thence Easterly along north City limits boundary approximately 1,320 feet, thence Southerly approximately 300 feet, thence Westerly approximately 1,024 feet, thence Southerly approximately 170 feet, thence Westerly approximately 290 feet to the center of N. 8th Avenue, thence Southerly approximately 1,150 feet along the centerline of N. 8th Avenue, thence Westerly along the South line of Section 32 T.28N.-R.26E. approximately 1,305 feet to the SW Corner of said section, and point of beginning.

City of Sturgeon Bay, Ward 16 – Commencing at the intersection of State Highway 42-57 and Alabama Street, thence Westerly along Alabama Street approximately 2,560 feet to the SW Corner of Section 33 T.28N.-R.26E., thence Northerly approximately 157 feet along the East lot line of Parcel Number 2817032001609 (year 2011), thence Westerly along same parcel limits approximately 92 feet, thence Northwesterly approximately 151 feet to the centerline Egg Harbor Road, thence Northeasterly along the City limits boundary and centerline of Egg Harbor Road approximately 500 feet, thence Southerly along the City limits boundary approximately 190 feet, thence Easterly along the City limits boundary approximately 640 feet, thence Northerly along the City limits boundary approximately 536 feet to the center of Egg Harbor Road, thence Northeasterly along the City limits boundary and centerline of Egg Harbor Road approximately 1,800 feet to the intersection with State Highway 42-57, thence Southerly along the City boundary limits and centerline of State Highway 42-57 approximately 1,420 feet to the intersection with Alabama Street, and point of beginning.

City of Sturgeon Bay, Ward 17 – Commencing at a point approximately 30 feet North of the intersection of centerlines of Bluebird Street and N. 14th Avenue, thence Northerly along the centerline of N. 14th Avenue approximately 1,200 feet, thence

Easterly approximately 300 feet along the City limits boundary, thence Northerly approximately 100 feet along the City limits, thence Easterly approximately 697 feet along the City limits, thence Southerly approximately 1,300 feet along the City limits, thence Westerly approximately 999 feet along the North line of Parcels 2817032001602 and 2817032001608 (year 2011) to the centerline of N. 14th Avenue, and point of beginning.

City of Sturgeon Bay, Ward 18 – Commencing at the NE Corner of Section 12 T.27N.-R.25E., also being intersection of W. Elm Street (becomes County Trunk C as leaving City to the West) and N. Duluth Avenue, thence Southerly along the centerline of N. Duluth Avenue approximately 1,170 feet, thence Westerly along the City limits boundary approximately 330 feet, thence Northerly along the City limits approximately 900 feet, thence Easterly along City limits approximately 158 feet, thence Northerly along City limits approximately 264 feet to the centerline of W. Elm Street (County Trunk C), thence Easterly along City limits and W. Elm Street approximately 172 feet to the NE Corner of Section 12 T.27N.-R.25E., also being intersection with N. Duluth Avenue, and point of beginning.

City of Sturgeon Bay, Ward 19 – Commencing at a point approximately 298 feet North of the East ¼ Corner of Section 12 T.27N.-R.25E., also being the intersection of W. Oak Street and S. Duluth Avenue centerlines, thence Northerly approximately 500 feet along the centerline of Duluth Avenue, thence Westerly along City limits approximately 33 feet, thence Northerly along City limits approximately 59 feet, thence Westerly along City limits approximately 209 feet, thence Northerly along City limits approximately 70 feet, thence Westerly along City limits approximately 209 feet, thence Northerly along City limits approximately 175 feet, thence Westerly along City limits approximately 209 feet, thence Northerly along City limits approximately 229 feet to Barrick Road, thence Westerly along City limits approximately 1,530 feet, thence Southerly along City limits and west side of Columbia Avenue approximately 1,090 feet, thence Easterly along City limits approximately 329 feet, thence Southerly along City limits approximately 232 feet, thence Easterly along City limits and W. Oak Street approximately 356 feet, thence Northwesterly along City limits approximately 270 feet, thence Easterly along City limits approximately 300 feet, thence Northerly approximately 82 feet to the centerline of W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 180 feet to the intersection with Baraboo Avenue, thence Northerly along the centerline of Baraboo Avenue approximately 140 feet, thence Easterly approximately 892 feet, thence Southerly approximately 182 feet to the centerline of W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 252 feet to the intersection with S. Duluth Avenue, and point of beginning.

City of Sturgeon Bay, Ward 20 – Commencing at the SE Corner of Section 12 T.27N.-R.25E., thence Northerly along the centerline of S. Duluth Avenue approximately 525 feet, thence Westerly along City limits approximately 250 feet, thence Southerly along City limits approximately 74 feet, thence Westerly along City limits approximately 433 feet, thence Northerly along City limits approximately 247 feet, thence Westerly along City limits approximately 487 feet, thence Northerly along City limits approximately 33

feet, thence Easterly along City limits approximately 964 feet, thence Northerly along City limits approximately 437 feet, thence Westerly along City limits approximately 50 feet, thence Northerly along City limits approximately 26 feet, thence Westerly along City limits approximately 85 feet, thence Northerly along City limits approximately 128 feet, thence Westerly along City limits approximately 1,655 feet, thence Northerly along City limits approximately 843 feet, thence Westerly along City limits approximately 201 feet to east right-of-way of S. Columbia Avenue, thence Northerly along City limits and east right-of-way of S. Columbia Avenue approximately 468 feet to centerline of W. Oak Street, thence Westerly along City limits and W. Oak Street approximately 460 feet, thence Southerly along City limits approximately a quarter-mile, thence Westerly along City limits approximately a quarter-mile, thence Northerly along City limits approximately a quarter-mile, thence Westerly along City limits approximately a quarter-mile to West ¼ Corner of Section 12 T.27N.-R.25E., thence Southerly along City limits approximately a half-mile to State Highway 42-57, thence Easterly along City limits and State Highway 42-57 approximately a quarter-mile, thence Southerly along City limits approximately a half-mile, thence Easterly along City limits approximately a quarter-mile to the Center ¼ Corner of Section 13 T.27N.-R.25E., thence Southerly along City limits approximately a quarter-mile, thence Easterly along City limits approximately a quarter-mile, thence Northerly along City limits approximately 330 feet, thence Easterly along City limits approximately a quarter-mile to centerline of S. Duluth Avenue (or County Trunk S), thence Northerly along City limits and centerline of S. Duluth Avenue approximately a half-mile, thence Easterly along City limits approximately a quarter-mile to centerline of S. Hudson Avenue, thence Northerly along the centerline of S. Hudson Avenue approximately 330 feet, thence Westerly approximately 920 feet, thence Northerly along the centerline of S. Elgin Avenue extended approximately 215 feet, thence Westerly approximately 405 feet to centerline of S. Duluth Avenue, thence Northerly along the centerline of S. Duluth Avenue approximately 40 feet, thence Easterly approximately 209 feet, thence Northerly approximately 150 feet, thence Westerly approximately 209 feet to centerline of S. Duluth Avenue, thence Northerly along the centerline of S. Duluth Avenue approximately 80 feet to the intersection with centerline of W. Walnut Drive, thence Easterly along the centerline of W. Walnut Drive approximately 152 feet, thence Northerly approximately 174 feet, thence Westerly approximately 167 feet to SE Corner of Section 12 T.27N.-R.25E. and approximate centerline of S. Duluth Avenue, and point of beginning.

City of Sturgeon Bay, Ward 21 – Commencing at a point along the centerline of S. Lansing Avenue approximately 305 feet north of the intersection of W. Yew Street and S. Lansing Avenue, thence Westerly along City limits approximately 660 feet, thence Southerly along City limits approximately 115 feet, thence Westerly along City limits approximately 660 feet, thence Northerly along City limits approximately 165 feet to the end of S. Hudson Avenue, thence Easterly approximately 660 feet, thence Northerly approximately 330 feet, thence Easterly approximately 660 feet to S. Lansing Avenue, thence Southerly along the centerline of S. Lansing Avenue approximately 380 feet to the point of beginning (comprising Cherry Blossom Park).

City of Sturgeon Bay, Ward 22 – Commencing at the intersection of Michigan Street

with Lily Bay Road, thence Westerly along the centerline of Michigan Street approximately 1,013 feet, thence Northerly along City limits approximately 661 feet, thence Easterly along City limits approximately 1,003 feet, thence Southerly along City limits approximately 201 feet, thence Easterly along City limits approximately 228 feet, thence Southerly along City limits approximately 335 feet to Lily Bay Road, thence Southwesterly along the centerline of Lily Bay Road approximately 255 feet to the intersection with Michigan Street, and point of beginning.

City of Sturgeon Bay, Ward 23 – Commencing at the intersection of Canal Road and Buffalo Ridge Trail, thence Easterly along the City limits and Buffalo Ridge Trail approximately a quarter-mile, thence Northerly along the City limits approximately 640 feet, thence Westerly along the City limits approximately a quarter-mile to Canal Road, thence Southerly along the centerline of Canal Road approximately 644 feet to the intersection with Buffalo Ridge Trail, and point of beginning.

City of Sturgeon Bay, Ward 24 – Area of City located in Sections 22 and 23 T. 27N.-R.26E.

City of Sturgeon Bay, Ward 25 – Commencing at a point along S. Duluth Avenue approximately 734 feet North of the intersection of S. Duluth Avenue and W. Spruce Street centerlines, thence Westerly along City limits approximately 223 feet, thence Northerly along City limits approximately 208 feet, thence Westerly along City limits approximately 73 feet, thence Northerly along City limits approximately 245 feet, thence Easterly along City limits approximately 287 feet to the centerline of S. Duluth Avenue, thence Southerly along the centerline of S. Duluth Avenue approximately 464 feet to the point of beginning.

City of Sturgeon Bay, Ward 26 – Commencing at a point along S. Duluth Avenue approximately 140 feet North of the intersection between S. Duluth Avenue and W. Spruce Street centerlines, thence Westerly along City limits approximately 33 feet, thence Southerly along City limits approximately 44 feet, thence Westerly along City limits approximately 156 feet, thence Northerly along City limits approximately 40 feet, thence Westerly along City limits approximately 37 feet, thence Northerly along City limits approximately 180 feet, thence Easterly along City limits approximately 225 feet to the centerline of S. Duluth Avenue, thence Southerly along the centerline of S. Duluth Avenue approximately 180 feet to the point of beginning.

City of Sturgeon Bay, Ward 27 – Commencing at the East $\frac{1}{4}$ Corner of Section 12 T.27N.-R.25E., also being the intersection of W. Oak Street and S. Duluth Avenue centerlines, thence Westerly along City limits and W. Oak Street approximately 1,320 feet, thence Northerly approximately 342 feet to the centerline of W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 180 feet to the intersection with centerline of Baraboo Avenue, thence Northerly along the centerline of Baraboo Avenue approximately 140 feet, thence Easterly approximately 892 feet, thence Southerly approximately 182 feet to the centerline of W. Maple Street, thence Easterly along the centerline of W. Maple Street approximately 252 feet to the

intersection with S. Duluth Avenue centerline, thence Southerly approximately 298 feet along the centerline of S. Duluth Avenue to the East ¼ Corner of Section 12 T.27N.-R.25E., and point of beginning.

City of Sturgeon Bay, Ward 28 – Commencing at a point along N. 14th Avenue approximately 1,800 feet North of the intersection of Bluebird Street and N. 14th Avenue, thence Easterly along City limits approximately 333 feet, thence Northerly along City limits approximately 200 feet, thence Westerly along City limits approximately 333 feet, thence Southerly along the centerline of N. 14th Avenue approximately 200 feet to the point of beginning.

BE IT FURTHER RESOLVED that the City Hall, located at 421 Michigan Street, Sturgeon Bay, WI 54235 shall be the official polling place for wards 1-6, 22-24 and that Bay View Lutheran Fellowship Hall, located at 340 Maple Street, Sturgeon Bay, WI 54235 shall be the official polling place for wards 7-10, 18-21, 25-27 and that Jaycee Hall, located at 340 Jaycee Court, Sturgeon Bay, WI 54235 shall be the official polling place for wards 11-17, 28 of the County of Door Supervisory District Plan.

NOW, THEREFORE, it is hereby resolved that the Common Council of the City of Sturgeon Bay does hereby adopt the foregoing resolution.

* * * * *

Introduced by _____.

Moved by Ald. _____, seconded by Ald. _____ to adopt the foregoing resolution.

Adopted this _____ day of _____, 2011.

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from Independent Inspections, Ltd. to continue to do building inspections for the City of Sturgeon Bay per the RFP as presented. The new contract will be for a three year term.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 12, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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



Independent Inspections, Ltd.

*Certified Construction Inspectors
W241 S4135 Pine Hollow Court
Waukesha, WI 53189*

June 13, 2011

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

Re: RFP Building Inspection Services, City of Sturgeon Bay

Dear Ms. Reinhardt:

Enclosed are five (5) copies of IIL's proposal in response to the City's Request for Proposal for Building Inspection Services.

Included in this proposal is a detailed response to all selection criteria, supporting documentation and a contract proposal with fee schedule.

We count it a privilege to provide building and mechanical inspection services for the City of Sturgeon Bay and wish to continue to do so in the future. We are prepared to make an oral presentation as part of the evaluation process.

We look forward to hearing from you when your selection has been made. Thank you for the opportunity to present our proposal.

Sincerely,

Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD.

Enclosures:

- c: Connie Watt, Vice President, IIL
- Brett Temme, Building Inspector, IIL
- Bob Arnold, Building Inspector, IIL
- File

TDL/gg

RESPONSE TO SELECTION CRITERIA
BUILDING INSPECTION SERVICES PROPOSAL
INDEPENDENT INSPECTIONS, LTD.

1. Certification as required by the State of Wisconsin

IIL's technical staff is required to hold and maintain standard Wisconsin certifications in all areas they practice. Brett Temme has 1 & 2 family building, HVAC, electric and plumbing, and commercial building inspector certifications. Dave Enigl has 1 & 2 family building, HVAC, electric, commercial building and commercial electric inspector certifications. Bob Arnold has 1 & 2 family building, HVAC, electric and plumbing inspector certifications. Ken Knuth has 1 & 2 family building, HVAC, plumbing, commercial plumbing and Master Plumber's certification for plumbing inspections of commercial projects. John Dwonch has 1 & 2 family building, HVAC, electric and plumbing inspector certifications. (See enclosed resumes with job experience and credential number for each of the proposed inspection/management personnel.)

2. Knowledge and understanding of all applicable codes

Brett Temme has worked as an inspector in Sturgeon Bay for the last 7 years along with Bob Arnold and the other assistant inspectors. All of our inspectors assigned to the City live in Door County.

- Each inspector has passed all state mandated examination requirements for the disciplines they inspect.
- We have in-house experts in residential and commercial building, HVAC, electric, plumbing and also are members of ICC, IAEL, NFPA.
- Our inspectors are knowledgeable and understand the adopted State of Wisconsin Administrative building, electric, plumbing and HVAC codes and the City's building and related codes.
- IIL provides continuing education with State approved courses for inspectors to attend each year to maintain their certifications and to keep up-to-date on all code updates and changes.

3. Successful experience in providing building inspection services to a municipality of similar size

IIL has experienced personnel to address the varying workload in the City from construction activity for single family projects to commercial development. With 32 years of business experience plus experience of the technical personnel, many of whom have been contractors, we understand well the need to perform building department duties of holding regularly scheduled office hours at the city hall, performing plan reviews, processing permit applications, calculating and collecting permit fees, permit issuance, performing field inspections, occupancy permit issuance, maintaining a project file, conducting code enforcement inspections, issuing non-compliance orders, making recommendations on building code appeals as requested, appearing as a witness during legal proceedings, assisting with compilation of data for reports requested by Department of Commerce, attendance at building/ development project meetings as requested, etc. IIL has successfully provided building inspection services for several municipalities with a similar size as the City of Sturgeon Bay. The City of Menasha since April 1994, City of Hartford since July 1991, Village of Menomonee Falls since December 1984, Town of Waukesha since February 1982, City of Glendale since October 1995, Waushara County since June 2004 and Marquette County since October 2004.

IIL provides all building permit applications and related forms. Inspection requests are made between 7 a.m. and 5 p.m. via an 800 phone line which allows IIL to serve the citizens in an expeditious and cost effective manner. Inspections can also be requested from our web site by downloading a form and sending it in by fax or e-mail.

We work with a TEAM concept. Brett Temme is assigned to operate as the primary building inspector, along with certified assistant/back-up inspectors Bob Arnold, Dave Enigl, Ken Knuth and John Dwonch. The assistant/back-up inspectors are available for back-up coverage for sick days, vacations, emergencies, etc. for the primary inspector. Thomas DeLacy, President, will provide management oversight. An inspection team is assigned to each municipality and if one member of the team leaves, the rest of the team steps up to bridge the gap until another team member can be assigned, providing uninterrupted service to the Municipality. We strive to match our inspectors to meet the differing needs and personalities in each municipality.

4. **Demonstration of a high level of accuracy in building inspection services for municipal clients**

IIL has created processes that naturally provide oversight, quality control, learning and feedback on our services.

With the inspections called into our Home Office, we are able to provide oversight for inspection timeliness, inspections result details along with workload monitoring. Feedback from contractors and residents can be received via phone, email or fax regarding issues or questions about the inspection service.

Through the Team approach, providing office hours at City Hall to field inspections, the skilled inspectors overlapping projects creates a learning environment. With more eyes on a plan review or field inspection, fresh perspectives lead to increased code knowledge and better customer service.

IIL serves towns, villages and cities ranging in size from a population of 200 to nearly 40,000 and has some of the most experienced inspection staff in the state. All permits issued are sent to our Home Office for fee verification and entry into our computer data base. This computer software, designed for IIL exclusively, allows us to track each project including: permit number, date issued, project description, owner and contractor information, date inspection requested, who requested inspection, phone number of owner/contractor, inspection results, date occupancy permit issued and generates multiple reports such as: inspection history for each project, assessors reports, permits issued, permit fees collected; inspections performed, open permits, permits finalized, permits expired, etc. (See sample reports attached.)

5. **Evidence of positive client interaction/service from past/existing municipal clients.**

IIL serves approximately 110 municipal clients. To name a few we have served for 10-20 plus years, the Town of Sevastopol since 1999, Village of Ephraim since 2000, Town of Liberty Grove since 2000, Village of Sister Bay since 2000, City of Sturgeon Bay since 2001, City of Menasha since 1994, Village of Elm Grove since 1980, Village of Bayside since 1987, Village of Big Bend since 1992, Village of Deerfield since 1990, Town of Delafield since 1992, Town of Delavan since 1987, Town of Eagle since 1986, City of Hartford since 1991, Town of Waukesha since 1982 and the Village of Menomonee Falls since 1984. (See attached municipal and contractor commendation letters.)

6. **Familiarity with the City of Sturgeon Bay**

IIL has been providing the building department services for the City since September of 2001. Our primary inspector, Brett Temme, has been serving in the City since 2004 along with assistant inspectors, Bob Arnold, Dave Enigl, Ken Knuth and John Dwonch. Their working knowledge of the City and its procedures and the adopted building and related codes is very good.

7. **An ability to work effectively with the City of Sturgeon Bay common council, its committees and City staff**

Our inspection staff has the ability and has been working effectively with the common council, various committees and City staff for the last 7 years and we look forward to continuing the great relationship. We pride ourselves in being an extension of the City and represent ourselves as such.

8. **An ability to work effectively with building contractors and property owners, particularly in regard to communicating code issues and assisting with permit applications/procedures.**

Our inspectors provide services in a timely and professional manner working effectively with building contractors/property owners. Brett and Bob do a good job of communicating code issues and assisting with permit application/procedures. If Brett is busy in the office, Bob can leave to perform an inspection and come back. Some inspections are provided between 7 a.m. and 7 p.m. depending on workloads, in order to accommodate contractor needs.

9. **Financial Proposal:** Contract and fee schedule proposal with a 3 year term per the RFP is attached

10. **Inspection staff and qualifications to be assigned to provide building inspection services for the City**
IIL has two qualified inspectors, Brett Temme and Bob Arnold, providing the City's office hours on Monday, Wednesday and Friday each week. Inspectors Dave Enigl, Ken Knuth and John Dwonch are also available as needed for office hour coverage and inspections. Please see a copy of the inspector resumes enclosed listing their job experience and inspector certifications.
11. **Municipal Clients:** IIL's municipal client reference list with municipal contacts and phone numbers where Brett, Bob, Dave, Ken and John have worked in Door County is enclosed along with a complete listing of IIL's municipal clients in Wisconsin.
12. **Inspector Availability and Methods of Contact:**
Each inspector is issued a company cell phone with related accessories, safety equipment and a company vehicle or are reimbursed for the use of their personal vehicle.

The inspectors' cell phone numbers are provided to the City and contractors. All inspectors are also available by fax (800) 422-9680 and e-mail at IIL@independentinspections.com. A message can also be left for the inspectors at (800) 422-5220 with a customer service representative at our home office which is open Monday-Friday from 7 a.m. to 5 p.m.

13. **Insurance:**
A current certificate of insurance showing all coverage for workers' compensation, vehicle liability and a minimum of \$1 million of general liability and errors and omissions coverage is attached.
14. **Closing Statement:**
IIL desires to provide the most customer friendly and efficient service possible. IIL is an equal opportunity employer. IIL has in place a drug free workplace policy. There are no known potential conflicts of interest by IIL; its owners, management or staff. We are available to begin providing inspection services immediately, should IIL be chosen, there will be no lapse in service. (See management flow chart indicating the organizational structure.)

Enclosures:

Management and Inspector Resumes
Sample Permit Activity Reports
List of Reference Communities
Municipal and Contractor Commendation Letters
Complete List of Wisconsin Municipal Clients
Management Flow Chart
Contract Proposal with Fee Schedule
Certificate of Insurance

Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

Phone: (262) 544-8280
Fax: (262) 544-8299
Toll Free: (800) 422-5220
Fax: (800) 422-9680
E-Mail: tdl@iilimited.com

Thomas DeLacy

Work Experience

- 1998 – Present President/Owner, Independent Inspections, Ltd.
- 1994 – 1998 CEO – Operations, Independent Inspections, Ltd.
- 1992 – 1994 Vice President & Director of Zoning/Land Use Services, Independent Inspections, Ltd.
- 1991 – 1992 Zoning Administration Coordinator, Independent Inspections, Ltd.
- 1989 – 1991 Planner, City of Onalaska, Wisconsin

Work Experience Detail

- Oversee Corporate management and operations for Wisconsin, Illinois and Florida
- Oversee daily operations for Wisconsin building inspections, zoning/planning and fuel storage tank inspections
- Completed Land Use Plans for the Town of Waukesha and the Village of Johnson Creek
- Recodified 4 entire zoning codes and reviewed 20 recodified zoning codes
- Providing daily planning services to the Town of Waukesha since 1991.
- Assisted with planning services, staff reviews, ordinance writing and interpretation for 80 plus municipalities located in Wisconsin, Illinois and Florida.

Education

- May 1989 – Bachelor of Science – Geography, University of Wisconsin, LaCrosse (Concentration Urban Planning)
- Attended Improving Public Works Inspection Skills, Engineering Dept., UW-Madison
- Attendance at continuing education courses to maintain inspection credentials

Certifications - #70790

- UDC Construction
- UDC HVAC
- Commercial Building and HVAC

Search for Individual or Company by Credential ID here:
Specific Credential ID <input type="text" value="70790"/>
<input type="button" value="Search"/>

3 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
70790	DELACY, THOMAS E	WAUKESHA WI 53189	Commercial Building Inspector	06/30/14
70790	DELACY, THOMAS E	WAUKESHA WI 53189	UDC-Construction Inspector	06/30/14
70790	DELACY, THOMAS E	WAUKESHA WI 53189	UDC-HVAC Inspector	06/30/14

Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

Phone: (800) 422-5220
Fax: (800) 422-9680

Brett Temme

Work Experience

- March 2004 – Present Building Inspector with Independent Inspections, Ltd.
- Sept. 2000 – March 2004 Owner, Temme Construction, Sturgeon Bay, WI
- Aug. 1998 – Sept. 2000 Engineer, Bay Engineering, Inc., Sturgeon Bay, WI

Education

- 1993 B.S. Aeronautical & Astronomical Engineering, University of Illinois, Urbana
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Certifications

Certification No.: 844081

- UDC Construction Inspector
- UDC HVAC Inspector
- UDC Electric Inspector
- UDC Plumbing Inspector
- Commercial Building

Search for Individual or Company by Credential ID here:
Specific Credential ID <input type="text" value="844081"/>
<input type="button" value="Search"/>

5 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
844081	TEMME, BRETT A	STURGEON BAY WI 54235	Commercial Building Inspector	06/30/13
844081	TEMME, BRETT A	STURGEON BAY WI 54235	UDC-Construction Inspector	06/30/13
844081	TEMME, BRETT A	STURGEON BAY WI 54235	UDC-Electrical Inspector	06/30/12
844081	TEMME, BRETT A	STURGEON BAY WI 54235	UDC-HVAC Inspector	06/30/13
844081	TEMME, BRETT A	STURGEON BAY WI 54235	UDC-Plumbing Inspector	06/30/12

Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

Phone: (800) 422-5220
Fax: (800) 422-9680

Robert Arnold

Work Experience

- Nov. 2004 – Present Building Inspector with Independent Inspections, Ltd.
- Oct. 1996 – Oct. 2004 Owner, Sweetbriar B & B, Sister Bay, WI
- March 1994–Dec. 2000 Owner/Operator Arnold Construction, Sister Bay, WI
- Jan. 1970 – Mar. 1994 UOP, Inc., Development Specialist, Des Plaines, IL

Education

- Dec. 1969 B.S. in Chemistry, University of Illinois, Chicago, IL
- June 1965 A.A. in Arts Degree, City Junior College, Chicago, IL
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Certifications

Certification No.: 957300

- UDC Construction Inspector
- UDC HVAC Inspector
- UDC Electric Inspector
- UDC Plumbing Inspector

Search for Individual or Company by Credential ID here:	
Specific Credential ID	<input type="text" value="957300"/>
<input type="button" value="Search"/>	

4 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
957300	<u>ARNOLD, ROBERT JAMES</u>	STURGEON BAY WI 54235-0146	UDC-Construction Inspector	06/30/13
957300	<u>ARNOLD, ROBERT JAMES</u>	STURGEON BAY WI 54235-0146	UDC-Electrical Inspector	06/30/12
957300	<u>ARNOLD, ROBERT JAMES</u>	STURGEON BAY WI 54235-0146	UDC-HVAC Inspector	06/30/13
957300	<u>ARNOLD, ROBERT JAMES</u>	STURGEON BAY WI 54235-0146	UDC-Plumbing Inspector	06/30/12

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Fax: (800) 422-9680

David Enigl

Work Experience

- June 2010–Present Commercial Electrical Inspector, Independent Inspections
- Dec. 2007–Sept. 2009 Account Specialist, Englewood Electric, Sturgeon Bay
- June 1994–Nov. 2007 Sales & Operations, Anchor Electric Supply, Sturgeon Bay
- To present Self-employed electrician – trouble shooting technician

Education

- Various Electrical Courses, NWTC
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Certifications

Certification No.: 989572

- Commercial Building Inspector
- Commercial Electrical Inspector
- Master Electrician
- UDC Construction Inspector
- UDC HVAC Inspector

Search for Individual or Company by Credential ID here:
Specific Credential ID <input type="text" value="989572"/>
<input type="button" value="Search"/>

6 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	Commercial Building Inspector	06/30/14
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	Commercial Electrical Inspector	06/30/14
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	Journeyman Electrician	06/30/08
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	Master Electrician	06/30/14
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	UDC-Construction Inspector	06/30/14
989572	ENIGL, DAVID M	EGG HARBOR WI 54209	UDC-HVAC Inspector	06/30/14

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W241 S4135 Pine Hollow Court
Waukesha, WI 53189

Phone: (800) 422-5220
Fax: (800) 422-9680

Kenneth Knuth

Work Experience

- May 2002 – Present Building Inspector, Independent Inspections, Ltd.
- 1971 - 2002 Owner, KL Knuth Plumbing & Heating, Sturgeon Bay
- 1969 - 1971 Journeyman Plumber, Phillips & Getchow, Inc., Chicago, IL
- 1965 - 1969 Plumbing Apprentice, Local 298, Garot & Sons, Green Bay
- 1954 – 1965 Pipe Fitter, Sturgeon Bay Shipbuilding & Drydock

Education

- 1957 University of Wisconsin, Whitewater
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Certifications

Certification No.: 12480

- Commercial Plumbing Inspector
- Master Plumber
- UDC Construction Inspector
- UDC HVAC Inspector
- UDC Plumbing Inspector

Search for Individual or Company by Credential ID here:
Specific Credential ID <input type="text" value="12480"/>
<input type="button" value="Search"/>

7 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	Commercial Plumbing Inspector	06/30/12
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	Master Plumber	03/31/15
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	POWTS MAINTAINER	09/06/08
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	Soil Tester	06/30/03
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	UDC-Construction Inspector	06/30/14
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	UDC-HVAC Inspector	06/30/11
12480	<u>KNUTH,</u> <u>KENNETH</u>	STURGEON BAY WI 54235-8403	UDC-Plumbing Inspector	06/30/14

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W241 S4135 Pine Hollow Court
Waukesha, WI 53189

Phone: (800) 422-5220
Fax: (800) 422-9680

John Dwonch

Work Experience

- Mar. 2002 – Present Building Inspector with Independent Inspections, Ltd.
- 1961-2001 Zenith Electronics Corporation, Chicago, IL

Education

- B.S. Electrical Engineering, Illinois Institute of Technology
- Masters Business Administration, Lewis University
- Attendance at continuing education courses for inspectors to maintain inspection credentials.

Certifications

Certification No.: 875180

- UDC Construction Inspector
- UDC HVAC Inspector
- UDC Electric Inspector
- UDC Plumbing Inspector

Search for Individual or Company by Credential ID here:
Specific Credential ID <input type="text" value="875180"/>
<input type="button" value="Search"/>

4 record(s) were returned by your search.

ID	Name	City,State,Zip	Credential Type	Expiration
875180	DWONCH, JOHN	BAILEYS HARBOR WI 54202	UDC-Construction Inspector	06/30/13
875180	DWONCH, JOHN	BAILEYS HARBOR WI 54202	UDC-Electrical Inspector	06/30/13
875180	DWONCH, JOHN	BAILEYS HARBOR WI 54202	UDC-HVAC Inspector	06/30/13
875180	DWONCH, JOHN	BAILEYS HARBOR WI 54202	UDC-Plumbing Inspector	06/30/14

Independent Inspections,

Census Report - BLDG New Single Family Home
From: 01/01/2011 To 05/31/2011

City of Sturgeon Bay

<i>No.</i>	<i>Date Issued</i>	<i>Permit No.</i>	<i>Permit Type</i>	<i>Work Type</i>	<i>Project Type</i>	<i>Number of Units</i>	<i>Estimated Project Cost</i>	<i>Project Description</i>	<i>Project Address</i>	<i>Owner's Name</i>
1	3/2/2011	.0056-11-03-0	BLDG	NEW	RESI	1	\$65,000.00	NEW HOME 1/MFG/D/G	410 S FULTON AVE	WIERER, WAYNE
2	4/8/2011	.0103-11-04-0	BLDG	NEW	RESI	1	\$195,000.00	NEW HOME 1/D/G	382 N 19TH AVE	FISCHER, MARK & TANYA
3	4/8/2011	.0104-11-04-0	BLDG	NEW	RESI	1	\$385,000.00	NEW HOME 1/D/G/P	1128 TACOMA BEACH RD	DESIMONE, BERNARDO & ANNE
4	4/13/2011	.0117-11-04-0	BLDG	NEW	RESI	1	\$200,000.00	NEW HOME 1/G/OS SWR	824 CIRCLE RIDGE PL	ANSCHUTZ, CULLEY
5	5/4/2011	.0150-11-05-0	BLDG	NEW	RESI	1	\$95,000.00	NEW HOME 1/D/G	807 N 6TH AVE	V&A STURGEON BAY
6	5/4/2011	.0151-11-05-0	BLDG	NEW	RESI	1	\$95,000.00	NEW HOME 1/D/G	814 N 6TH AVE	V&A STURGEON BAY

Summary for City of Sturgeon Bay (6 detail records)

Estimated Sum of all projects for City of Sturgeon Bay: \$1,035,000.00

Independent Inspections,

Billing Recap

From: 05/01/2011 To 05/08/2011

City of Sturgeon Bay

Permit No.	Permit Type	Project Description	Contractor Name	Owner's Name	Project Address	Permit	WI	Admin Fee	Other Fee	Deposit Fee	Total
0143-11-04-0	BLDG	SIDING	EDGELINE	VOGEL, JOHN	205 S HUDSON	25.00		0.00			25.00
0144-11-05-0	BLDG	REROOF	BRAD PORATH	NIELSON, DANIEL	23 E OAK ST	25.00		0.00			25.00
0145-11-05-0	BLDG	ALT-FRONT PORCH	DELEERS CONST	KLAGES, BRIAN	59 W PINE ST	40.00		0.00			40.00
0146-11-05-0	BLDG	REROOF	PORTSIDE BLDRS	SHEFCHIK,	1909-1913 FLORIDA ST	25.00		0.00			25.00
0147-11-05-0	BLDG	REROOF	JJ ROOFING	DAVIS, JEFF &	417 N 16TH DR	25.00		0.00			25.00
0148-11-05-0	ELEC	NEW HOME 1/G/O/S SWR	COLUMB ELEC	ANSCHUTZ,	824 CIRCLE RIDGE PL	131.81		0.00			131.81
0149-11-05-0	BLDG	REROOF	OWNER	FLOOR, EVELYN	142 N 15TH DR	25.00		0.00			25.00
0150-11-05-0	BLDG	NEW HOME 1/D/G	VAN RITE CONST	V&A STURGEON	807 N 6TH AVE	430.85	35.00	0.00			465.85
0151-11-05-0	BLDG	NEW HOME 1/D/G	VAN RITE CONST	V&A STURGEON	814 N 6TH AVE	434.81	35.00	0.00			469.81
0152-11-05-0	HVAC	ADD	EAGLE MECH	GESSERT, KATHY	813 W MAPLE ST	55.44		55.44			110.88
0153-11-05-0	PLMB	NEW HOME 1/G/O/S SWR	DECLARK PLMB	ANSCHUTZ,	824 CIRCLE RIDGE PL	107.87		0.00			107.87
0154-11-05-0	ELEC	SERV CHG 100A	STAUBER ELEC	STEINBERG, JEF	1002 N 6TH AVE	40.00		40.00			80.00
0155-11-05-0	ELEC	AC/SERVICE 400A	STAUBER ELEC	FEED MY	204 N 14TH AVE	100.00		0.00			100.00
0156-11-05-0	HVAC	BOILER	WULF BROS HTG	COLE, STEVE &	200 S 15TH AVE	55.00		0.00			55.00
0157-11-05-0	PLMB	NEW HOME 1/MFG/D/G	EAGLE MECH	WIERER, WAYNE	410 S FULTON AVE	95.76		0.00			95.76
0158-11-05-0	ELEC	SERVICE UPGRADE 200A	KURTH ELEC	FORTIN, GUY	614 N 4TH AVE	40.00		0.00			40.00
0159-11-05-0	PLMB	RELOCATE DRAIN LINE		EAGLE MECH	204 N DULUTH AVE	50.00		50.00			100.00
0160-11-05-0	BLDG	DECK	TIELENS CONST	GREGORY,	236 N JOLIET AVE	55.88		0.00			55.88
0161-11-05-0	BLDG	ALT-BATH	TIELENS CONST	GOETTELMAN,	613 LOUISIANA ST	40.00		0.00			40.00
0162-11-05-0	BLDG	REROOF	BAYSIDE	STUICKY, JIM	427 N 18TH ST	25.00		0.00			25.00
0163-11-05-0	BLDG	SIDING	OWNER	PATEL	923 GREEN BAY RD	25.00		0.00			25.00
Total Fees for the City of Sturgeon Bay:						1,852.42	70.00	0.00	0.00	0.00	1,922.42

Independent Inspections,

Census: TRADE Report

From: 04/01/2011 To 04/30/2011

City of Sturgeon Bay

No.	Permit No.	Permit Type	Work Type	Project Type	Estimated Project Cost	Project Description	Project Address	Permit Fee
1.	0088-11-04-0	BLDG	ALT	COMM	\$16,365.00	REROOF	55 S 3RD AVE	\$25.00
2.	0091-11-04-0	BLDG	ALT	COMM	\$50,000.00	ALT	1058 GREEN BAY RD	\$350.00
3.	0108-11-04-0	BLDG	NEW	COMM	\$520,000.00	STORAGE BLDG S-1	916 N 14TH AVE	\$1,625.00
4.	0120-11-04-0	BLDG	ADD	COMM	\$70,000.00	ADD-ENTRANCE/OVERHANG REROOF	1640 MEMORIAL DR	\$96.00
5.	0137-11-04-0	BLDG	ALT	COMM	\$12,000.00	ALT-KITCHEN #3	158 N 2ND AVE	\$75.00
6.	0142-11-04-0	BLDG	ADD	COMM	\$205,000.00	ADD-2ND STORY	1118 S NEENAH AVE	\$199.76
7.	0089-11-04-0	BLDG	ALT	RESI	\$3,000.00	REROOF	815 N 4TH AVE	\$25.00
8.	0090-11-04-0	BLDG	NEW	RESI	\$2,000.00	FLOOR SYSTEM	1508 RHODE ISLAND ST	\$40.00
9.	0092-11-04-0	BLDG	ALT	RESI	\$15,840.00	REROOF	450 N 4TH AVE	\$25.00
10.	0103-11-04-0	BLDG	NEW	RESI	\$195,000.00	NEW HOME 1/D/G	382 N 19TH AVE	\$797.64
11.	0104-11-04-0	BLDG	NEW	RESI	\$385,000.00	NEW HOME 1/D/G/P	1128 TACOMA BEACH RD	\$758.34
12.	0105-11-04-0	BLDG	ALT	RESI	\$5,000.00	REROOF	928 RHODE ISLAND ST	\$25.00
13.	0110-11-04-0	BLDG	ALT	RESI	\$1,655.00	REROOF	829 S 15TH AVE	\$25.00
14.	0115-11-04-0	BLDG	ALT	RESI	\$20,000.00	REROOF	806 MEMORIAL DR	\$25.00
15.	0116-11-04-0	BLDG	ALT	RESI	\$500.00	PATIO DOOR	829 EBBTIDE PL	\$25.00
16.	0117-11-04-0	BLDG	NEW	RESI	\$200,000.00	NEW HOME 1/G/OS SWR	824 CIRCLE RIDGE PL	\$714.26
17.	0123-11-04-0	BLDG	ALT	RESI	\$1,500.00	ALT	78 W MAPLE ST	\$40.00
18.	0124-11-04-0	BLDG	ALT	RESI	\$9,000.00	REROOF	433 KENTUCKY ST	\$25.00
19.	0125-11-04-0	BLDG	ALT	RESI	\$5,000.00	REROOF	814 MICHIGAN ST	\$25.00
20.	0126-11-04-0	BLDG	ALT	RESI	\$8,000.00	SIDING	944 N 8TH AVE	\$25.00
21.	0130-11-04-0	BLDG	ADD	RESI	\$6,800.00	ADD-FRONT GARAGE	242 N JOILET AVE	\$75.00
22.	0132-11-04-0	BLDG	ALT	RESI	\$5,000.00	REROOF/SIDING	1419 SUPERIOR ST	\$50.00
23.	0133-11-04-0	BLDG	NEW	RESI	\$18,000.00	DETACHED GARAGE	1303 N 8TH AVE	\$84.00
24.	0141-11-04-0	BLDG	ALT	RESI	\$15,000.00	REROOF	1043 LOUISIANA ST	\$25.00
***** Subtotal: \$1,769,660.00								\$5,180.00
1.	0097-11-04-0	ELEC	ALT	COMM	\$6,000.00	SERVICE CHANGE 1200A	1640 MEMORIAL DR	\$60.00

Independent Inspections,

Census: TRADE Report

From: 04/01/2011 To 04/30/2011

City of Sturgeon Bay

No.	Permit No.	Permit Type	Work Type	Project Type	Estimated Project Cost	Project Description	Project Address	Permit Fee
2	0101-11-04-0	ELEC	ALT	COMM	\$20,000.00	ALT-REMOVE INTERIOR WALL/REPLACE BEAM	115 N 5TH AVE	\$50.00
3	0109-11-04-0	ELEC	ALT	COMM	\$5,000.00	ALT-INTERIOR	1300 EGG HARBOR RD	\$153.72
4	0111-11-04-0	ELEC	ALT	COMM	\$50,000.00	ALT	1058 GREEN BAY RD	\$145.00
5	0127-11-04-0	ELEC	ALT	COMM	\$8,000.00	SERVICE 600A	812 N 14TH AVE	\$80.00
6	0138-11-04-0	ELEC	NEW	COMM	\$520,000.00	STORAGE BLDG S-1	916 N 14TH AVE	\$845.00
7	0099-11-04-0	ELEC	ALT	RESI	\$1,800.00	SERVICE UPGRADE 200A	1508 RHODE ISLAND ST	\$40.00
8	0106-11-04-0	ELEC	ALT	RESI	\$4,000.00	ALT-BSMT/SERVICE 200A	613 LOUISIANA ST	\$71.86
9	0113-11-04-0	ELEC	ALT	RESI	\$0.00	SERVICE UPGRADE 200AMPS	470 N 7TH AVE	\$40.00
10	0128-11-04-0	ELEC	NEW	RESI	\$195,000.00	NEW HOME 1/D/G	382 N 19TH AVE	\$154.98
11	0139-11-04-0	ELEC	ADD	RESI	\$25,000.00	ADD	813 W MAPLE ST	\$55.44
12	0140-11-04-0	ELEC	NEW	RESI	\$25,000.00	DETACHED GARAGE	728 N 4TH AVE	\$69.58
					Subtotal:	\$859,800.00		\$1,765.58

1	0100-11-04-0	HVAC	NEW	COMM	\$995,000.00	NEW COMM BLDG	312-316 N 5TH AVE	\$416.44
2	0095-11-04-0	HVAC	ALT	RESI	\$4,000.00	ALT-BSMT/SERVICE 200A	613 LOUISIANA ST	\$71.86
3	0096-11-04-0	HVAC	ALT	RESI	\$4,000.00	BOILER	1508 RHODE ISLAND ST	\$40.00
4	0118-11-04-0	HVAC	ALT	RESI	\$3,380.00	AC/FURNACE	1613 DELAWARE ST	\$40.00
5	0129-11-04-0	HVAC	ALT	RESI	\$3,726.00	FURNACE	1435 N 12TH PL	\$40.00
					Subtotal:	\$1,010,106.00		\$608.30

1	0107-11-04-0	OCCU	NEW	COMM	\$4,000.00	OCCUPANCY	50 S 3RD AVE	\$50.00
					Subtotal:	\$4,000.00		\$50.00

1	0093-11-04-0	PLMB	NEW	RESI	\$2,000.00	FLOOR SYSTEM	1508 RHODE ISLAND ST	\$50.00
2	0094-11-04-0	PLMB	ALT	RESI	\$2,500.00	ALT-BSMT BAKERY	415 N 12TH AVE	\$40.00
3	0112-11-04-0	PLMB	ALT	RESI	\$1,200.00	WATER SERVICE TO DOCK	920 MEMORIAL DR	\$40.00
4	0121-11-04-0	PLMB	ADD	RESI	\$25,000.00	ADD	813 W MAPLE ST	\$48.44

Independent Inspections,

Census: TRADE Report

From: 04/01/2011 To 04/30/2011

City of Sturgeon Bay

No.	Permit No.	Permit Type	Work Type	Project Type	Estimated Project Cost	Project Description	Project Address	Permit Fee
5	0134-11-04-0	PLMB	NEW	RESI	\$195,000.00	NEW HOME 1/D/G	382 N 19TH AVE	\$134.82
					Subtotal:			\$313.26
1	0102-11-04-0	PLOS	NEW	RESI	\$65,000.00	NEW HOME 1/MFG/D/G	410 S FULTON AVE	\$40.00
2	0114-11-04-0	PLOS	ALT	RESI	\$1,400.00	OS SEWER	1508 RHODE ISLAND ST	\$40.00
3	0119-11-04-0	PLOS	NEW	RESI	\$200,000.00	NEW HOME 1/G/OS SWR	824 CIRCLE RIDGE PL	\$40.00
4	0131-11-04-0	PLOS	NEW	RESI	\$195,000.00	NEW HOME 1/D/G	382 N 19TH AVE	\$40.00
5	0135-11-04-0	PLOS	NEW	RESI	\$95,000.00	NEW HOME 1/D/G	807 N 6TH AVE	\$40.00
6	0136-11-04-0	PLOS	NEW	RESI	\$95,000.00	NEW HOME 1/D/G	814 N 6TH AVE	\$40.00
					Subtotal:			\$240.00
1	0017-11-01-0	REIN	NEW	COMM	\$500,000.00	NEW MULTI 8/G	170 NAUTICAL DR	\$30.00
					Subtotal:			\$30.00
1	0098-11-04-0	VOID	NEW	RESI	\$0.00	VOID	VOID	\$0.00
2	0122-11-04-0	VOID	NEW	RESI	\$0.00	VOID	VOID	\$0.00
					Subtotal:			\$0.00

Total Trade Fees for City of Sturgeon Bay: \$8,187.14

Total Estimated Project Cost: \$5,020,666.00

Total Number of Projects: 56

INSPECTION REPORT Pg1of1 Muni: STBAY Needed:

Builder: PORTSIDE BLDRS, 920-746-1092 Caller:
 Owner: DOOR COUNTY ECONOMIC DEV, 920-743-3113
 Project: RESI - NEW HOME 1/D/G/OS SWR Addr: 134 N ASHLAND AVE

Taken By:

Subd: EVENING SHADO

Notes:

FDID -

BLDG	#				
	0356-10-08-0		PORTSIDE BLDRS, 920-746-1092		
08-30-2010	Footing	PASS	08-30-2010 BA	DONE AT 10:50 AM	
	Deck Footi	PASS	09-03-2010 JDW	DONE AT 11:30 AM	
09-03-2010	Foundation	PASS	09-03-2010 JDW	DONE AT 11:30 AM	
01-07-2011	Rough/Fram	FAIL	01-07-2011 BA	DONE AT 11 AM - NOTE: SEE LIST	
01-10-2011	Rough/Fram	PASS	01-10-2011 BA	DONE AT 11:00 AM	
01-13-2011	Insulation	FAIL	01-13-2011 BT	DONE AT 12:40 PM - NOTE: 1) NEED INSULATION ALONG STAIRWAY WALLS 2) NEED INSULATION IN HEADERS IN KITCHEN, BATH & GARAGE DOOR	
	Bsmt._Flr.	PART	08-30-2010 BA	DONE AT 10:50 AM	
09-08-2010	Bsmt._Flr.	PASS	09-08-2010 BA	DONE AT 12:30 PM	
01-18-2011	Insulation	PASS	01-18-2011 BT	DONE AT 10:00 AM	
	Erosion	PART	08-30-2010 BA	DONE AT 10:50 AM	
01-10-2011	Erosion	PART	01-10-2011 BA	DONE AT 11:00 AM	
01-13-2011	Erosion	PART	01-13-2011 BT	DONE AT 12:40 PM	
05-19-2011	Erosion	PASS	05-24-2011 BT	DONE AT 10:00 AM	
05-19-2011	Final	FAIL	05-24-2011 BT	DONE AT 10:00 AM NOTE: CHECK TOP OF FLOOR TRUSSES CUT BY TUB DRAIN	
05-26-2011	Final	PASS	05-26-2011 BT	DONE AT 11:05 AM	
	# 0357-10-08-0		GORDON ELEC, 920-743-6770		
01-07-2011	Rough	FAIL	01-07-2011 BA	DONE AT 11 AM - NOTE: SEE LIST	
01-10-2011	Rough	PASS	01-10-2011 BA	DONE AT 11:00 AM	
09-08-2010	Service	PASS	09-08-2010 BA	DONE AT 2:20 PM NEW UG PRM Ph1 120240V 200AMPS FAXED TO ST-BAY UTILITIES 09/09/2010 @ 11:15 AM	
05-19-2011	Final	FAIL	05-24-2011 BT	DONE AT 10:00 AM	
05-26-2011	Final	PASS	05-26-2011 BT	DONE AT 11:05 AM	
	# 0358-10-08-0		PETERSON PLMB, 920-743-2327		
11-23-2010	Rough	PASS	11-23-2010 BT	DONE AT 3:30 PM	
11-23-2010	Test_On_Ro	PASS	11-23-2010 BT	DONE AT 3:30 PM	
09-07-2010	Underfloor	PASS	09-07-2010 BA	DONE AT 2:30 PM	
09-07-2010	Test_On_Un	PASS	09-07-2010 BA	DONE AT 2:30 PM	
05-19-2011	Final	PASS	05-24-2011 BT	DONE AT 10:00 AM	
	# 0359-10-08-0		PETERSON PLMB, 920-743-2327		
01-07-2011	Rough	PASS	01-07-2011 BA	DONE AT 11 AM	
05-19-2011	Final	PASS	05-24-2011 BT	DONE AT 10:00 AM	
	# 0374-10-08-0		FELLNER SOIL & SEPTIC, 920-743-7009		
	OS_Sewer	PASS	08-25-2010 BT	DONE AT 1:15 PM	
	Test On OS	PASS	08-25-2010 BT	DONE AT 1:15 PM	
	Final	PASS	08-25-2010 BT	DONE T 1:15 PM	

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT Rooms/Maintenance Garage Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

ES	#				
	0299-09-08-0		BOLDT CONST, 920-739-3080		
		Footing	PART	09-09-2009 BG	DONE AT 1:15 PM - PASS MAINTENANCE BLDG
09-16-2009		Footing	PART	09-17-2009 BG	DONE AT 7:30 AM
09-18-2009		Footing	PART	09-18-2009 BT	DONE AT 2:15 PM - PASS NW CORNER
		Footing	PART	10-19-2009 BG	DONE AT 1 PM
10-28-2009		Footing	PART	10-28-2009 BG	DONE AT 2 PM
		Footing	PART	11-05-2009 BG	DONE AT 12:30 PM - PASS EAST WALL
		Footing	PASS	04-01-2010 BT	DONE AT 8 AM - PASS RETAINING WALL
09-04-2009		Foundation	PART	09-04-2009 BT	DONE AT 2:20 PM - PASS MAINTENANCE BLDG & REINFORCEMENT NE
09-09-2009		Foundation	PART	09-09-2009 BG	DONE AT 1:15 PM - PASS MAINTENANCE BLDG
		Foundation	PART	10-19-2009 BG	DONE AT 1 PM
10-28-2009		Foundation	PART	10-28-2009 BG	DONE AT 2 PM
10-29-2009		Foundation	PART	10-29-2009 BG	DONE AT 10:15 AM - PASS PARTIAL FOUNDATION, ELEVATOR SHAFT, & STAIRWAY SHAFT. NOTE: EAST SIDE EXTERIOR WALL STILL NEEDS TO BE COMPLETED
11-05-2009		Foundation	PART	11-05-2009 BG	DONE AT 12:30 PM - PASS WEST WALL
11-09-2009		Foundation	PART	11-09-2009 BG	DONE AT 12:30 PM - PASS EAST WALL
		Foundation	PASS	04-07-2010 BT	DONE AT 4:00 PM PASS 10' RETAINING WALL FOR OUTSIDE GRADE. THIS IS NOW COMPLETE. ALL FTGS & FOUNDATION COMPLETE.
		Final	PASS	04-07-2010 BT	DONE AT 4:00 PM ALL FTGS & FOUNDATION COMPLETE
ELEC	# 0360-09-09-0		VANDENHUEVEL ELEC, 920-336-6766		
		Rough	PART	10-19-2009 TBE	DONE AT 2 PM - PASS MAINTENANCE GARAGE
02-10-2010		Rough	PART	02-09-2010 TBE	DONE AT 3:00 PM - PARTIAL PASS 1ST FLOOR
		Rough	FAIL	02-10-2010 TBE	DONE AT 10:00 AM - NOTE: 1ST FLOOR MC CABLE PROBLEMS AND CONDUIT STRAPPING
02-12-2010		Rough	PART	02-15-2010 TBE	DONE AT 11:00 AM PASS 1ST FLOOR
03-09-2010		Rough	PART	03-09-2010 TBE	DONE AT 10:00 AM PASS 2ND FLOOR CENTRAL AREA
		Rough	PART	03-11-2010 TBE	DONE AT 8:30 AM PASS 2ND FLOOR CENTRAL AREA
03-16-2010		Rough	PART	03-18-2010 TBE	DONE AT 1:00 PM PASS 2ND FLOOR INWALL FOR EAST END
03-26-2010		Rough	PART	03-26-2010 TBE	DONE AT 3:00 PM PASS 2ND FLOOR. THIS FLOOR IS NOW COMPLETE
04-06-2010		Rough	PART	04-06-2010 TBE	DONE AT 9:00 AM PASS ABOVE CEILING 1ST FLOOR
04-27-2010		Rough	PART	04-30-2010 TBE	DONE AT 1:45 PM PASS PART OF ABOVE CEILING 1ST FLOOR, (MORE TO COME)
05-26-2010		Rough	PART	05-27-2010 TBE	DONE AT 6:00 PM PASS 2ND FLOOR ABOVE CEILING SOUTH END
06-09-2010		Rough	FAIL	06-11-2010 DEN	DONE AT 5:45 PM FAIL 2ND FLOOR CEILING FOR

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT ROOMS/MAINTENANCE GARAGE Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

THE NORTH END-SEE THE LIST

Date	Condition	Result	Date	Description
06-28-2010	Rough	FAIL	06-28-2010 DEN	DONE AT 4 PM - FAIL LAB & RADIOLOGY WALLS - SEE NONCOMPLICANCE LIST
07-01-2010	Rough	PART	07-02-2010 DEN	DONE AT 1:15 PM - PASS ROUGH WALL IN BLOOD LAB REMODEL, LOCATED ON 1ST FLOOR & PARTIAL ABOVE CEILING ON THE 2ND FLOOR
08-18-2010	Rough	PART	08-19-2010 DEN	DONE AT 4:45 PM - PASS ABOVE CEILING BLOOD LAB & 2ND FLR MECH RM
	Rough	PASS	10-18-2010 DEN	DONE AT 11:00 AM PASS ABOVE CEILING 1ST FLOOR CORRIDOR
	Final	PART	10-19-2009 TBE	DONE AT 2 PM - PASS MAINTENANCE GARAGE
	Final	FAIL	07-20-2010 DEN	DONE AT 6:00 PM FAIL GROUND FLOOR BASEMENT/3RD FLOOR/ PENTHOUSE-SEE NON-COMPLIANCE LIST
	Final	PART	07-19-2010 DEN	DONE AT 2:00 PM PASS 1ST & 2ND FLOOR
	Final	PART	08-04-2010 DEN	DONE AT 3:45 PM - PASS GROUND FLOOR, 3RD FLOOR & PENTHOUSE
09-01-2010	Final	PART	09-01-2010 DEN	DONE AT 2:30 PM PASS BLOOD ROOM-COMplete
	Final	PASS	10-28-2010 DEN	DONE AT 5 PM - PASS 1ST & 2ND FLR CORRIDORS & BLOOD LAB & MECHANICAL ROOM (GARAGE AREA NOT FINISHED
BLDG	# 0359-09-09-0			BOLDT CONST, 920-739-3080
	Rough/Fram	FAIL	10-19-2009 BG	DONE AT 12 PM - FAIL MAINTENANCE GARAGE - NOT READY
	Rough/Fram	PART	01-12-2010 BT	DONE AT 11:30 AM NOTE:WALK THRU WITH GENERAL CONTR
	Rough/Fram	PART	01-18-2010 BT	DONE AT 3:45 PM PASS COLUMNS AND STEEL BEAMS IN NORTH UNDEFINED AREA
01-28-2010	Rough/Fram	PART	01-28-2010 BT	DONE AT 12 PM - PASS 1) STAIRCASING & RAILS 2) STEEL COLUMNS & BEAMS - ALL FLOORS 3) 3 HOUR SPRAY - ALL FLOORS 4) 3 HOUR DRY WALL WRAP - 1ST FLOOR ONLY
02-15-2010	Rough/Fram	FAIL	02-11-2010 BT	DONE AT 1:30 PM - FAIL IN THE WALL 1ST FLOOR-SEE THE LIST
	Rough/Fram	PART	02-15-2010 BT	DONE AT 12:40 PM - PASS WALL 1ST FLOOR
03-02-2010	Rough/Fram	PART	03-02-2010 BT	DONE AT 1:00 PM PASS 2ND FLOOR IN WALL FOR SOUTH 1/2 SECTION
	Rough/Fram	PART	03-05-2010 BT	DONE AT 3:45 PM - PASS 2ND FLR MIDDLE 1/3RD AREA IN WALL
	Rough/Fram	FAIL	03-12-2010 BT	DONE AT 1:45 PM FAIL 2ND FLOOR INWALL
	Rough/Fram	FAIL	03-17-2010 BT	DONE AT 12:30 PM FAIL 2ND FLOOR INWALL EAST & WEST ENDS
03-19-2010	Rough/Fram	PART	03-19-2010 BT	DONE AT 3:00 PM PASS 2ND FLOOR EAST & WEST INWALL
03-30-2010	Rough/Fram	PART	03-30-2010 BT	DONE AT 3:45 PM PASS IN WALL 2ND FLOOR &

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT ROOMS/MAINTENANCE GARAGE Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

LAST 5 NORTH ROOMS + SOUTH END

05-04-2010	Rough/Fram	PART	05-04-2010 BT	DONE AT 3:45PM PARTIAL 1ST FLOOR ABOVE CEILING PASS
05-05-2010	Rough/Fram	PART	05-05-2010 BT	DONE AT 4:45 PM - PARTIAL PASS 1ST FLR ABOVE CEILING UP TO SOUTH ELEVATORS
05-26-2010	Rough/Fram	PART	05-27-2010 BT	DONE AT 2 PM - PARTIAL PASS 1ST FLR ABOVE CEILING
	Rough/Fram	PART	05-28-2010 BT	DONE AT 3 PM - PARTIAL PASS 1ST FLR ABOVE CEILING
	Rough/Fram	PART	06-01-2010 BT	DONE AT 2:30 PM - PASS 1ST FLR ABOVE CEILING
	Rough/Fram	FAIL	06-01-2010 BT	DONE AT 2:30 PM - FAIL 2ND FLR ABOVE CEILING - SEE LIST
	Rough/Fram	FAIL	06-11-2010 BT	DONE AT 5:45 PM - FAIL 2ND FLR NORTH END ADDITION - SEE LIST
	Rough/Fram	PART	06-15-2010 BT	DONE AT 4:30 PM - PASS 1ST FLR ABOVE CEILING
06-28-2010	Rough/Fram	FAIL	06-28-2010 BT	DONE AT 6:00PM BLOOD LAB WALLS-SEE NON COMPLIANCE LIST
07-01-2010	Rough/Fram	PART	07-01-2010 BT	DONE AT 10:00 AM PASS REIN OF BLDG IN WALL AT THE BLOOD LAB
	Rough/Fram	PART	07-02-2010 BT	DONE AT 1:15 PM - PASS ROUGH IN WALL IN BLOOD LAB REMODEL, LOCATED ON 1ST FLOOR & PARTIAL ABOVE CEILING ON THE 2ND FLOOR
07-07-2010	Rough/Fram	PART	07-07-2010 BT	DONE AT 3:15PM ABOVE CEILING FOR 1ST & 2ND FLOORS PASS
08-18-2010	Rough/Fram	FAIL	08-19-2010 BT	DONE AT 2:30 PM - FAIL ABOVE CEILING ROUGH FOR BLOOD LAB & 2ND FLR MECH RM
	Rough/Fram	PART	09-01-2010 BT	DONE AT 1:30 PM PASS ABOVE CEILING ROUGH FOR BLOOD LAB & 2ND FLR. MECH ROOM
	Rough/Fram	PART	10-13-2010 BT	DONE AT 3:50 PM PASS 1ST & 2ND FLOOR
	Rough/Fram	PASS	10-14-2010 BT	DONE AT 12:50 PM PASS ABOVE CEILING-COMplete
10-19-2009	Erosion	PART	10-28-2009 BG	DONE AT 2 PM
	Erosion	PART	11-09-2009 BG	DONE AT 12:30 PM PASS
09-01-2010	Erosion	PART	09-01-2010 BT	DONE AT 1:30 PM
	Erosion	PASS	12-01-2010 BT	DONE AT 4:30 PM
10-19-2009	Final	FAIL	10-19-2009 BG	DONE AT 12 PM - FAIL MAINTENANCE GARAGE - NOT READY
	Final	FAIL	07-19-2010 BT	-DONE AT 6:00 PM FAIL 1ST & 2ND FLOOR OF ALL AREAS-SEE LIST ON SIGHT
	Final	FAIL	07-20-2010 BT	DONE AT 6:00 PM FAIL GROUND FLOOR BASEMENT/3RD FLOOR/ PENTHOUSE-SEE NON-COMPLIANCE LIST
	Final	PART	07-28-2010 BT	DONE AT 3:45 PM PARTIAL ALL AREAS

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT ROOMS/MAINTENANCE GARAGE Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

Notes	Final	FAIL	08-02-2010 BT	DONE AT 1:45 PM FAIL NEW ADDITION-SEE THE LIST
	Final	PART	08-04-2010 BT	DONE AT 3:45 PM PASS 2ND FLOOR ADDITION AREA
09-01-2010	Final	PART	09-01-2010 BT	DONE AT 1:30 PM PARTIAL PASS BLOOD LAB & ALT- SEE THE LIST
	Final	PART	10-28-2010 BT	DONE AT 5 PM - PARTIAL PASS 1ST & 2ND FLR CORRIDORS & BLOOD LAB
	Final	PART	10-29-2010 BT	DONE AT 11:30 AM - PARTIAL PASS 1ST & 2ND FLR CORRIDORS & BLOOD LAB-ISSUED TEMP OCCUPANCY
	Final	PASS	12-01-2010 BT	DONE AT 4:30 PM
PLMB # 0401-09-09-0			TWEET GAROT MECH, 920-498-0400	
	Rough	PART	02-11-2010 BT	DONE AT 1:30 PM PASS 1ST FLOOR IN THE WALL
02-26-2010	Rough	PART	02-26-2010 BT	DONE AT 12:30 PM PASS IN WALL 1ST & 2ND FLOOR NOTE: NEED METAL PLATE PROTECTION PLMB IN WALLS.
	Rough	PART	03-02-2010 BT	DONE AT 1:00 PM PASS 2ND FLOOR IN WALL FOR SOUTH 1/2 SECTION
	Rough	PART	03-05-2010 BT	DONE AT 2:45 PM - PASS 2ND FLR MIDDLE 1/3RD AREA IN WALL
	Rough	PART	03-12-2010 BT	DONE AT 1:45 PM PASS INWALL FOR 2ND FLOOR
	Rough	PART	03-18-2010 KK	DONE AT 3:00 AM PASS 2ND FLOOR PLMB ROUGH IN WALLS ON NORTHWEST END
03-30-2010	Rough	PART	03-30-2010 BT	DONE AT 3:45 PM PASS IN WALL 2ND FLOOR & LAST 5 NORTH ROOMS + SOUTH END
04-06-2010	Rough	PART	04-06-2010 KK	DONE AT 8:00 AM -PASS SOUTH EAST END PATIENT ROOMS-1ST FLOOR
	Rough	PART	04-06-2010 KK	DONE AT 1:30 PM PASS NORTH EAST END PATIENT ROOMS-1ST FLOOR
	Rough	PART	04-07-2010 KK	DONE AT 10 AM - PASS 1ST FLR SW AREA FLR DRAINS
	Rough	PART	04-09-2010 KK	DONE AT 10 AM - PASS 1ST FLR SE AREA FLR DRAINS
05-04-2010	Rough	PART	05-04-2010 KK	DONE AT 1:00 PM PASS 1ST FLOOR ABOVE CEILING
05-27-2010	Rough	PART	05-26-2010 KK	DONE AT 8:30 AM - PASS 2ND FLOOR SOUTH END-ABOVE CEILING
06-22-2010	Rough	PART	06-22-2010 KK	DONE AT 10:00 AM PARTIAL PASS FOR LAB ARE,
08-18-2010	Rough	PART	08-19-2010 KK	DONE AT 12:30 PM - PASS ABOVE CELING FOR BLOOD LAB
	Rough	PASS	09-08-2010 KK	DONE AT 9:00 AM PASS BATHROOM NEXT TO LAB
	Test_On_Ro	PART	02-11-2010 BT	DONE AT 1:30 PM - PASS 1ST FLR IN WALL
02-26-2010	Test_On_Ro	PART	02-26-2010 BT	DONE AT 12:30 PM PASS IN WALL 1ST & 2ND FLRS NOTE: NEED METAL PLATE PROTECTION,

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT ROOMS/MAINTENANCE GARAGE Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

PLMB IN WALLS - BSMT UP TO ROOF ALL 1ST FLR & SOUTH HALF OF 2ND FLR

DONE AT 1:00 PM PASS 2ND FLOOR IN WALL FOR SOUTH 1/2 SECTION

DONE AT 3:45 PM - PASS 2ND FLR MIDDLE 1/3RD AREA IN WALL

DONE AT 1:45 PM PASS 2ND FLOOR INWALL

DONE AT 3:45 PM - PASS IN WALL 2ND FLOOR & LAST 5 NORTH ROOMS + SOUTH END

DONE AT 8:00 AM PASS SOUTH EAST END PATIENT ROOMS-1ST FLOOR

DONE AT 1:30 PM PASS NORTH EAST END PATIENT ROOMS-1ST FLOOR

DONE AT 10 AM - PASS 1ST FLR SW AREA FLR DRAINS

DONE AT 10 AM - PASS 1ST FLR SE AREA FLR DRAINS

DONE AT 1 PM - PASS 1ST FLR ABOVE CEILING

DONE AT 8:30 AM PASS 2ND FLOOR SOUTH END ABOVE CEILING

DONE AT 10:00 AM PARTIAL PASS FOR LAB ARE

DONE AT 12:30 PM - PASS ABOVE CEILING FOR BLOOD LAB

DONE AT 9:00 AM PASS BATHROOM NEXT TO LAB

DONE AT 10 AM

DONE AT 11 AM - NOTE: NO TEST ON

DONE AT 12 PM

DONE AT 10 AM - NOTE: PROBLEMS WITH TEST

DONE AT 11 AM

DONE AT 8:30 AM NOTE:TIED IN OLD HOSPITAL WITH NEW

DONE AT 10 AM

DONE AT 11 AM - NOTE: NO TEST ON

DONE AT 12 PM

DONE AT 10 AM - NOTE: PROBLEMS WITH TEST

DONE AT 11 AM

DONE AT 8:30 AM NOTE: TIED IN OLD HOSPITAL WITH NEW

DONE AT 10 AM - PASS 1ST & 2ND FLRS

DONE AT 2:00 PM PASS 3RD FLOOR & BASEMENT

DONE AT 1:30 PM PASS BLOOD LAB

DONE AT 5:00 PM PASS 1ST & 2ND FLOOR CORRIDOR + BLOOD LAB

03-02-2010 Test_On_Ro PART 03-02-2010 BT

03-05-2010 Test_On_Ro PART 03-05-2010 BT

03-12-2010 Test_On_Ro PART 03-12-2010 BT

03-30-2010 Test_On_Ro PART 03-30-2010

04-06-2010 Test_On_Ro PART 04-06-2010 KK

04-06-2010 Test_On_Ro PART 04-06-2010 KK

04-07-2010 Test_On_Ro PART 04-07-2010 KK

04-09-2010 Test_On_Ro PART 04-09-2010 KK

05-04-2010 Test_On_Ro PART 05-04-2010 KK

05-26-2010 Test_On_Ro PART 05-26-2010 KK

06-22-2010 Test_On_Ro PART 06-22-2010 KK

08-19-2010 Test_On_Ro PART 08-19-2010 KK

09-08-2010 Test_On_Ro PASS 09-08-2010 KK

10-16-2009 Underfloor PART 10-16-2009 KK

11-18-2009 Underfloor PART 11-18-2009 KK

11-19-2009 Underfloor PART 11-19-2009 KK

12-15-2009 Underfloor FAIL 12-15-2009 KK

12-16-2009 Underfloor PART 12-16-2009 KK

05-26-2010 Underfloor PASS 05-26-2010 KK

10-16-2009 Test_On_Un PART 10-16-2009 KK

11-18-2009 Test_On_Un FAIL 11-18-2009 KK

11-19-2009 Test_On_Un PART 11-19-2009 KK

12-15-2009 Test_On_Un FAIL 12-15-2009 KK

12-16-2009 Test_On_Un PART 12-16-2009 KK

05-26-2010 Test_On_Un PASS 05-26-2010 KK

07-14-2010 Final PART 07-14-2010 KK

07-30-2010 Final PART 07-30-2010 KK

09-01-2010 Final PART 09-01-2010 KK

10-28-2010 Final PART 10-28-2010 KK

INSPECTION REPORT Pg6of7 Muni: STBAY Needed:

Builder: BOLDT CONST, 920-739-3080 Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT ROOMS/MAINTENANCE GARAGE Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

Notes	Final	PASS	12-01-2010 BT	DONE AT 4:30 PM
HVAC	# 0413-09-09-0		TWEET GAROT MECH, 920-498-0400	
	Rough	PART	09-01-2010 BT	DONE AT 1:30 PM PART PASS IN BLOOD LAB- SEE THE LIST
	Rough	PART	09-01-2010 BT	DONE AT 1:30 PM PART PASS BLOOD LAB- SEE THE LIST
	Rough	PART	03-02-2010 BT	DONE AT 1:00 PM PASS 2ND FLOOR IN WALL FOR SOUTH 1/2 SECTION
	Rough	PART	03-05-2010 BT	DONE AT 3:45 PM - PASS 2ND FLR MIDDLE 1/3RD AREA IN WALL
	Rough	PART	03-12-2010 BT	DONE AT 1:45 PM PASS 2ND FLOOR INWALL
	Rough	PART	03-17-2010 BT	DONE AT 12:30 PM - PASS 2ND FLOOR INWALL EAST & WEST END
	Rough	PART	03-19-2010 BT	DONE AT 3:00 PM PASS 2ND FLOOR EAST & WEST INWALL
03-30-2010	Rough	PART	03-30-2010 BT	DONE AT 3:45 PM PASS IN WALL 2ND FLOOR & LAST 5 NORTH ROOMS + SOUTH END
	Rough	PART	05-04-2010 BT	DONE AT 3:45PM PARTIAL 1ST FLOOR ABOVE CEILING PASS
05-05-2010	Rough	PART	05-05-2010 BT	DONE AT 4:45 PM - PARTIAL PASS 1ST FLR ABOVE CEILING UP TO SOUTH ELEVATORS
	Rough	PART	05-27-2010 BT	DONE AT 2 PM - PARTIAL PASS 1ST FLR ABOVE CEILING
	Rough	PART	05-28-2010 BT	DONE AT 3 PM - PARTIAL PASS 1ST FLR ABOVE CEILING
	Rough	PART	06-01-2010 BT	DONE AT 2:30 PM - PASS 1ST FLR ABOVE CEILING
	Rough	FAIL	06-01-2010 BT	DONE AT 2:30 PM - FAIL 2ND FLR ABOVE CEILING - SEE LIST
	Rough	FAIL	06-11-2010 BT	DONE AT 5:45 PM - FAIL 2ND FLR NORTH END ADDITION - SEE LIST
	Rough	PART	06-15-2010 BT	DONE AT 4:30 PM - PASS 1ST FLR ABOVE CEILING
06-28-2010	Rough	PART	06-28-2010 BT	DONE AT 6:00PM BLOOD LAB WALLS PASS
	Rough	PART	07-02-2010 BT	DONE AT 1:15 PM PASS ROUGH IN WALL IN BLOOD LAB REMODEL, LOCATED ON 1ST FLOOR & PARTIAL ABOVE CEILING ON THE 2ND FLOOR
07-07-2010	Rough	PART	07-07-2010 BT	DONE AT 3:15PM ABOVE CEILING FOR 1ST & 2ND FLOORS PASS
08-18-2010	Rough	PART	08-19-2010 BT	DONE AT 2:30 PM - PASS ABOVE CEILING FOR BLOOD LAB & 2ND FLR MECH RM
	Rough	PART	10-13-2010 BT	DONE AT 3:50 PM PASS 1ST & 2ND FLOOR
	Rough	PASS	10-14-2010 BT	DONE AT 12:50 PM - PASS ABOVE CEILING-COMplete
	Final	FAIL	07-19-2010 BT	DONE AT 6:00 PM FAIL 1ST & 2ND FLOOR OF ALL AREAS-SEE LIST ON SIGHT

Builder: BOLDT CONST, 920-739-3080

Caller:

Owner: DOOR COUNTY MEMORIAL HOSPITAL, 920-746-359

Project: COMM - ADD-PATIENT
ROOMS/MAINTENANCE GARAGE

Addr: 323 S 18TH AVE

Taken By:

Subd:

Notes:

FDID

	Final	FAIL	07-20-2010 BT	DONE AT 6:00 PM FAIL GROUND FLOOR BASEMENT/3RD FLOOR/ PENTHOUSE-SEE NON- COMPLIANCE LIST
	Final	PART	07-28-2010 BT	DONE AT 3:45 PM PARTIAL ALL AREAS
	Final	PART	08-02-2010 BT	DONE AT 1:45 PM PASS THE NEW ADDITION
	Final	PART	08-04-2010 BT	DONE AT 3:45 PM PASS 2ND FLOOR ADDITION AREA
09-01-2010	Final	PART	09-01-2010 BT	DONE AT 1:30 PM PASS BLOOD LAB & ALT
	Final	PART	10-28-2010 BT	DONE AT 5 PM - PARTIAL PASS 1ST & 2ND FLR CORRIDORS & BLOOD LAB
	Final	PART	10-29-2010 BT	DONE AT 11:30 AM - PARTIAL PASS 1ST & 2ND FLR CORRIDORS & BLOOD LAB
	Final	PASS	12-01-2010 BT	DONE AT 4:30 PM



INDEPENDENT INSPECTIONS, LTD.
Certified Construction Inspectors

REFERENCES

TOWN OF SEVASTOPOL

Attention: Leo Zipperer, Chairman
3850 Bayshore Drive, P.O. Box 135
Sturgeon Bay, WI 54235
Phone: (920) 743-6355 or 746-1230
Providing service since Oct. 1999

TOWN OF EGG HARBOR

Pamela Krauel, Clerk/Treasurer
5242 County I
Sturgeon Bay, WI 54235
(920) 743-6141
Providing service since Jan. 2005

TOWN OF CLAY BANKS

Jessica Bongle, Town Clerk
597 Lower LaSalle Road
Algoma, WI 54201
(920) 743-4035
Providing service since Jan. 2005

VILLAGE OF EPHRAIM

Attention: Charity Buhr, Adm./Clerk
P.O. Box 138
Ephraim, WI 54211
Phone: (920) 854-5501
Providing service since Jan. 2000

TOWN OF LIBERTY GROVE

Attention: Bud Kalms, Administrator
11396 Old Stage Road
Ellison Bay, WI 54210
Phone: (920) 854-5346 or 854-2934
Providing service since May 2000

VILLAGE OF SISTER BAY

Bob Kufrin, Village Administrator
P.O. Box 769
Sister Bay, WI 54234
(920) 854-4118
Providing service since May 2000

TOWN OF JACKSONPORT

Elissa Taylor, Town Clerk
3733 Bagnall Road
Sturgeon Bay, WI 54235
Phone & Fax: 920-823-8136
Providing service since Sept. 2004

TOWN OF GIBRALTAR

Sharon Kellner, Adm./Clerk
P.O. Box 850
Fish Creek, WI 54212
(920) 868-1714
Providing service since May 2004

Connie Watt

From: Kris Welsh [krisw@ogdenre.com]
Sent: Thursday, August 26, 2010 9:12 PM
To: 'Connie Watt'; 'Andy Pederson'
Cc: 'Lynn Galyardt'
Subject: RE: Emergency Situation at The Ogden Center this afternoon

Hello Connie, Andy and Lynn,

I really appreciate all you have done to assist me today! Most of the retail tenants understand what you have done to assist them in this unpleasant situation and they are very grateful.

Thank you again for helping all of us with this emergency situation!

Kris Welsh | Property Manager | krisw@ogdenre.com

Ogden & Company, Inc. AMO | 1665 N. Water Street | Milwaukee, WI 53202
T. 414.270.4161 | F. 800.507.2905
www.ogdenre.com

 Please avoid printing this e-mail unless absolutely necessary.

From: Connie Watt [mailto:cwatt@iillimited.com]
Sent: Thursday, August 26, 2010 8:27 AM
To: 'Andy Pederson'; 'Kris Welsh'
Cc: 'Lynn Galyardt'
Subject: RE: Emergency Situation at The Ogden Center this afternoon

Peter Rafalski is our closest CE inspector who is calling Kris now to coordinate. He should be there within the ½ hour if that works for Kris.

Connie

Connie Watt, Vice President
Independent Inspections, Ltd.

From: Kris Welsh [mailto:krisw@ogdenre.com]
Sent: Wednesday, August 25, 2010 10:30 PM
To: Andy Pederson, Village of Bayside
Subject: Emergency Situation at The Ogden Center this afternoon
Importance: High

Hello Andy,

There was a problem with our sprinkler systems at The Ogden Center this afternoon and the power to the retail tenants was turned off. We had an electrical contractor walk through the property to make sure all electrical boxes are OK. We need to contact the Bayside Commercial Electrical Inspector first thing tomorrow morning because they will have to inspect the building along with the electrical contractor before WE Energies will turn the power back on.

Can you tell me the name of the contractor? Frank (Bayside's Inspector) gave me the name and number but I cannot find this in my phone.

Any help would be greatly appreciated. Thank you.

From: Holzbauer, Shelly
Sent: Tuesday, July 14, 2009 3:17 PM
To: 'sgrunwald@clevelandwi.gov'
Subject: Independent Inspections, Ltd.

Stacy -- Joan Hintze forwarded your request to me for response.

I have been in the Community Development/Building Inspection Department at the Village of Menomonee Falls for 15 years. During that time we have had Independent Inspections Limited for our inspection needs and have been very satisfied. Any concerns we have had over the years were dealt with head-on by IIL in a prompt and professional manner.

The local contractors and residents have found IIL inspectors to be extremely knowledgeable, helpful and courteous. As you and I both know, difficult situations do arise from time to time. I can think of no instance where IIL failed to settle those issues.

Please feel free to contact me if you would like additional information.

*~ Shelly Holzbauer
Building Inspection Department
Village of Menomonee Falls*

*Phone 262.532.4281
Fax 262.532.4289
sholzbauer@menomonee-falls.org*

From: Stacy Grunwald [mailto:sgrunwald@clevelandwi.gov]
Sent: Tuesday, July 14, 2009 2:50 PM
To: Clerk List
Subject: Independent Inspections, Ltd.

Tonight, my Board is considering a proposal for building inspection services from the firm Independent Inspections Ltd. out of Waukesha.

Any thoughts about or experience with this company?

Stacy Grunwald

Bonnie Stoelting

From: "Bonnie Stoelting" <townrhine@excel.net>
To: "Cindy Huhn" <chuhn@clevelandwi.gov>
Sent: Tuesday, July 14, 2009 10:40 AM
Subject: Re: building inspector

Hi Cindy:

Town Rhine has been with Independent Inspections for several years. I think they do a great job, are extremely professional and make sure things are done according to the UDC Code. Have there been bumps in the road with residents and/or contractors, absolutely, but most of the time this is because the project was not properly presented to the Building Inspector. However, they have worked through these situations to conform with the code. Remember that Building Inspectors are right up there with Assessors as not being favorite people to many.

I think it depends a lot on the Inspector being able to work with people....our current Inspector is a woman and sharp as a tack.

Hope this helps and if you have any other questions, please let me know.

Bonnie Stoelting, Clerk/Treasurer
 Town of Rhine

----- Original Message -----

From: Cindy Huhn
To: townrhine@excel.net
Sent: Sunday, July 12, 2009 6:57 PM
Subject: building inspector

Bonnie,

We have received a proposal for building inspector services from Independent Inspections, Inc. and they have listed you as a reference.

As a small municipality, are they easy to work with?

Do you have any comments, positive or negative, regarding them?

I could not get your new email address in the Sheboygan County Directory of Officials to work.

Cindy Huhn, President
 Village of Cleveland

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 8.5.375 / Virus Database: 270.13.9/2229 - Release Date: 07/10/09 07:05:00

7/14/2009

RECEIVED JUL-15-09 01:25PM

FROM-9204982068

TO-INDEPENDENT INSPECTI PAGE 002



VILLAGE OF DEERFIELD

4 North Main St., P.O. Box 66, Deerfield, WI. 53531

TELEPHONE: 608-764-5404

FAX: 608-764-5807

Village President: John Mathews
www.deerfieldwi.com

Village Administrator, Clerk-Treasurer: Dean Otte
info@deerfieldwi.com or dotte@deerfieldwi.com

November 6, 2007

Duane Hubeler
Department of Commerce
Safety and Building Services
P.O. Box 2658
Madison, WI 53701-2658

Dear Mr. Hubeler,

It is the Villages understanding that you received a complaint from Mr. Otto Rosemeyer at 213 Morningside Drive, Deerfield, Wisconsin 53531 against Chris Butschke of Independent Inspections because of actions taken by Mr. Butschke while enforcing the Village code. The Village Planning Commission has reviewed Mr. Rosemeyer's complaint on two separate occasions. In both cases, the Commission supported Mr. Butschke's action. Mr. Butschke is enforcing the Village of Deerfield's building and property maintenance codes that are stricter than the UDC.

It is the Village's position that Mr. Butschke was acting in a professional manner while enforcing the Village codes and the UDC. It is the Village's belief that Mr. Rosemeyer's complaint is unjustified and has no basis therefore, the Village is requesting that your department takes no action against Mr. Butschke.

If you have any questions or need additional clarification on this issue, please contact the Village of Deerfield's Administrator Dean Otte at 608-764-5404.

Sincerely,

John Mathews
Village President

cc: Otto Rosemeyer
Independent Inspections
Chris Butschke
Attorney Greg Murray
File

February 2, 2007

ATTN: Chris Butschke
Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, WI 53189

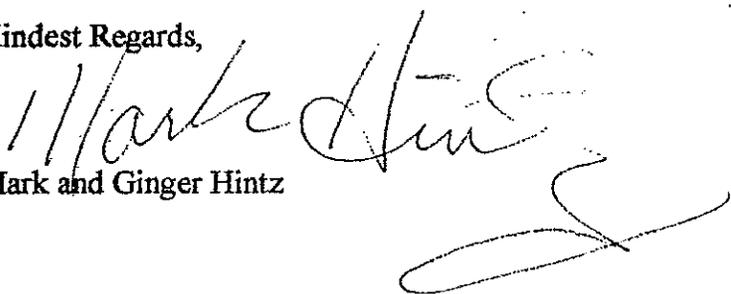
Dear Chris:

My wife and I would like to thank you for your professionalism during each of the inspection phases of our project. We know that your knowledge of the codes and your willingness to answer questions and provide suggestions not only improved our new home but also gives us the satisfaction that our home was built to the standards of today's building codes.

We know that your job must be difficult at times, but it is important to uphold the standards to insure compliance and safety. We have come to appreciate what you do.

Thank you again for all of your help.

Kindest Regards,


Mark and Ginger Hintz

EXPERT Plumbing & Heating Inc

2491 VISTA DRIVE
LAKE GENEVA, WI 53147

(262) 248-4660 (office)
(262) 248-4675 (fax)
expertplumbing@sbcglobal.net (email)
expertplumbingandheating.com (website)

October 9, 2006

Independent Inspections

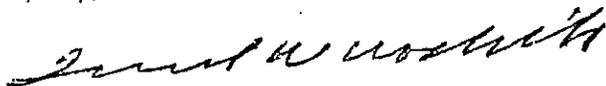
To Whom It May Concern:

We would like to express our appreciation for the manner in which our plumbing concerns regarding air test inspections have been handled.

Ray Norton handled our air test concerns very cordially and in a very professional manner.

We hope that this will lead to a more positive relationship with Independent Inspections toward plumbing contractors.

Sincerely,



Harold Wodicka
Expert Plumbing and Heating



Town Of WAUKESHA

Chairman - Rod Stilwell
Supervisor - Robert Tallinger Sr.
Supervisor - Stephen A. Smart
Town Clerk - Michaelene R. Knoebel
Treasurer - Josephine T. Diekfuss
Building Inspector - Independent Inspections Ltd.
Assessor - Cole • Layer • Trumble Company
Constable - Howard A. Garvens
Deputy Clerk - Debra Schueler

September 20, 2004

The Town of Waukesha has employed Independent Inspections, Ltd. since 1982 to provide building inspection services. Independent Inspections, Ltd. developed an excellent system of organizing the permit paperwork where permits issued and building files can be easily accessed. The beginning of each month the Town receives an itemized report of all permits issued for the previous month.

Independent Inspections, Ltd. holds regular office hours in our Town Hall with all inspection requests being handled through their corporate office. Therefore, it is not necessary for Town staff to take messages or deal with building inspection issues.

Independent's inspectors who have worked in our office have been courteous, professional and helpful to all the people with whom they come in contact. They represent the Town with expertise and friendliness.

I would like to state that the firm of Independent Inspections, Ltd. is an excellent Company, which I would highly recommend to any municipality requiring building inspection services. Independent's expert knowledge and resources make them second to none.

Sincerely,

TOWN OF WAUKESHA

Rodney Stilwell
Town Chairman

Michaelene R. Knoebel
Town Clerk

c: File (Independent Inspections, Ltd.)

Town of Sevastopol
"door county"
Sturgeon Bay, Wi 54235

April 9, 2000

Mr. Thomas DeLacy, President
Independent Inspections, Ltd.
W241 S4135 Pine Hollow Court
Waukesha, Wi 53189

Re: Contractor Informational Meeting

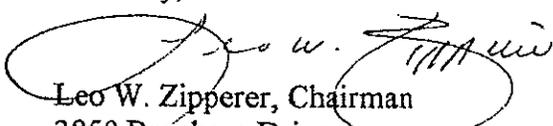
Dear Mr. DeLacy:

My request to have your firm meet with the 'CONTRACTORS' doing work in the Town of Sevastopol and discuss with them the process now in place, from obtaining a Building Permit through final inspection, was readily agreed to by Bob Blankenheim.

Regional Coordinators John Zarate and Gary Hacker met with twenty-six people of the building industry on February 9, 2000 at 6:00 p.m. at the Town Hall. Following a presentation on the requirements and a review of the procedures, the concerns of the attendees were addressed. The session lasted ninety minutes and I am certain everyone came away with a clear direction as to the purpose for the Ordinance and the need to be in compliance. The presentation and the ease with which the matters were handled gave credence to the fact that the Town contracted with a very capable firm to serve as "our" Building Inspectors.

This memo is to convey to you and your people my appreciation for the prompt and courteous service provided to the Town. Supervisors Olsen and Haen were also in attendance and likewise were very impressed with the presentation as conducted by John with the able assistance provided by Gary. I could have been more timely in this note, however, the warmer climate of Florida demanded by presence since the meeting.

Sincerely,



Leo W. Zipperer, Chairman
3850 Bayshore Drive
Sturgeon Bay, Wi 54235-2356

pc: Supervisors
Clerk/Treasurer Schartner

INDEPENDENT INSPECTIONS, LTD.

W241 S4135 Pine Hollow Court

Waukesha WI 53189

1-800-422-5220

WE WORK HARD

*Our versatile professional staff
serve municipalities of all sizes and needs*

WISCONSIN MUNICIPALITY	GOVT #	UDC BLDG	UDC HVAC	UDC ELEC	UDC PLB 1	COMM BLDG	COMM ELEC	OTHER	ON CALL
V Allouez	05-102	*	*	*	*	*	*		1
V Bayside	40-106	*	*	*	*	*	*	2, 6	
T Belgium	45-002	*	*	*	*				
T Beloit	53-004	*	*	*	*	*	*	1	
T Berry	13-004	*	*	*	*	*	*		
V Big Bend	67-002	*	*	*	*	*	*	6	
T Blooming Grove	13-008	*	*	*	*	*	*		
T Blue Mounds	13-010	*	*	*	*	*	*		*
T Brooklyn	23-006	*	*	*	*				*
V Brownsville	14-106	*	*	*	*	*	*	1, 6	*
T Burke	13-014	*	*	*	*	*	*	3	
V Butler	67-107	*	*	*	*	*	*	3	*
V Campbellsport	20-111	*	*	*	*	*	*		
V Cecil	58-111	*	*	*	*	*	*	1	
V Chenequa	67-111	*	*	*	*	*	*	6	
T Clay Banks	15-006	*	*	*	*				*
T Clinton	53-010	*	*	*	*	*	*		*
V Clinton	53-111	*	*	*	*	*	*	1	
C Clintonville	68-211	*	*	*	*	*	*		

T Dane	13-022	*	*	*	*				*
V Dane	13-116	*	*	*	*	*	*	1	
V Deerfield	13-177	*	*	*	*	*	*	2,3	
T Delafield	67-004	*	*	*	*	*	*	1	
T Delavan	64-006	*	*	*	*	*	*		
T Eagle	67-006	*	*	*	*	*	*	1,2,6	
V Eden	20-121	*	*	*	*	*	*		
T Egg Harbor	15-008	*	*	*	*	*	*		
V Elm Grove	67-122	*	*	*	*	*	*	1,2,3	
V Ephraim	15-121					*	*		
V Fox Point	40-126	*	*	*	*	*	*		*
T Gibraltar	15-014	*	*	*	*				
C Glendale	40-231	*	*	*	*	*	*	1,5	
T Green Lake	24-006	*	*	*	*	*	*		*
C Greenfield	40-236	*	*	*	*	*	*		*
C Hartford	66-236	*	*	*	*	*	*		
T Jacksonport	15-016	*	*	*	*	*	*		*
T Janesville	53-016						*		*
C Kenosha	30-241	*	*	*	*	*	*		*
Kenosha County Housing								5	*
T Kewaskum	66-016	*	*	*	*	*	*	1,6	*
T Kingston	24-008	*	*	*	*				*
T Lake Mills	28-018	*	*	*	*	*	*		
T Liberty Grove	15-018	*	*	*	*	*	*		*
T Lima	53-022	*	*	*	*	*	*	1	*
V Lomira	14-146	*	*	*	*	*	*		
T Manchester	24-012	*	*	*	*	*	*		*
Marquette County		*	*	*	*				
T Marquette	24-014	*	*	*	*				*

V. Marquette	24-154	*	*	*	*	*	*		*	
V Marshall	13-152	*	*	*	*	*	*	1,2,6		
C Menasha	70-251	*	*	*	*	*	*			
T Menasha	70-008						*		*	
V Menomonee Falls	67-151	*	*	*	*	*	*			
C Montello	39-251	*	*	*	*	*	*		*	
V Neosho	14-161	*	*	*	*	*	*	6	*	
V Oxford	39-165	*	*	*	*	*	*	1	*	
C Racine	51-276	Home Improvement Loan Program Inspections								*
T Rhine	59-018	*	*	*	*	*	*	1		
T Seneca	24-020	*	*	*	*	*	*		*	
T Sevastopol	15-022	*	*	*	*	*	*		*	
T Sharon	64-022	*	*	*	*					
T Shields	39-024	*	*	*	*				*	
V Sister Bay	15-181	*	*	*	*	*	*		*	
T Springfield	13-056	*	*	*	*		*			
C Sturgeon Bay	15-281	*	*	*	*	*	*			
T Sun Prairie	13-058	*	*	*	*	*	*			
V Theresa	14-186	*	*	*	*	*	*	2		
V Thiensville	45-186	*	*	*	*	*	*	1,6		
V Tigerton	58-186	*	*	*	*	*	*	1	*	
T Walworth	64-030	*	*	*	*	*	*			
V Waterford	51-191	*	*		*	*		1		
C Waterloo	28-290	*	*	*	*	*	*			
T Waterloo	28-030	*	*	*	*				*	
T Waukesha	67-032	*	*	*	*	*	*	1,2,3,4,6		
Waushara County		*	*	*	*	*	*			
C Wautoma	69-291	*	*	*	*	*	*	1	*	
V West Milwaukee	40-191	*	*	*	*	*	*	1,3,6		
T Whitewater	64-032	*	*	*	*				*	

1. Zoning Administration
2. COMM 10 Program
3. Sprinkler Plan Review/Inspections

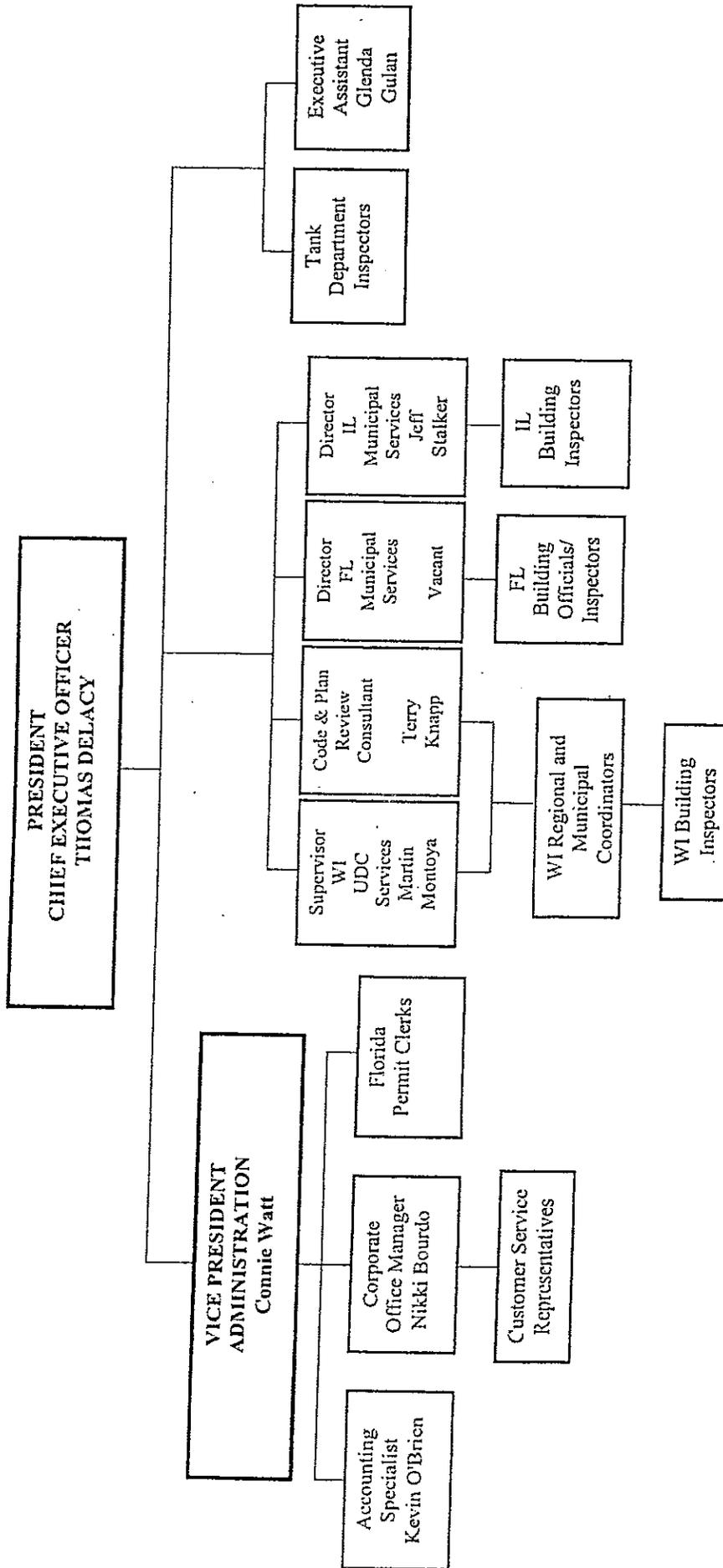
4. Sign Ordinance Administration
5. Special Project – such as Cross Connection, etc.
6. Municipal Planning Services

6/1/11



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189





Independent Inspections, Ltd.

Certified Construction Inspectors

W241 S4135 Pine Hollow Court

Waukesha, WI 53189

CONTRACT FOR SERVICES

WHEREAS, the City of Sturgeon Bay, Door County, Wisconsin (Municipality) requires high quality professional building and mechanical inspection services sensitive to community needs, and,

WHEREAS, Independent Inspections, Ltd., a Wisconsin Corporation (Agency), proposes to provide inspection services for the Municipality including inspectors and meeting the Municipality's needs for such inspection services,

NOW THEREFORE, the parties agree as follows:

1. The Agency will provide for the Municipality inspectors who will be capable of conduction of 1&2 family and commercial plan reviews, building and mechanical field inspections, necessary services related to contacts with residents and Municipal Officials, and all associated tasks necessary to meet the inspection needs of the Municipality. Agency personnel will coordinate all functions with necessary Municipal staff, serve as extension of Municipal staff, assist in identifying code compliance issues throughout the inspection process for related areas. Zoning administration will be performed by Municipal Staff.
2. The Inspectors shall be certified in UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction, Commercial Plumbing and Commercial Electrical as defined in COMM 5 of the Wisconsin Administrative Code.
3. The Agency shall provide:
 - A. Salary, wages and compensation of the inspectors
 - B. Field communication equipment
 - C. Vehicle or mileage/allowance for the inspectors, insurance for all vehicles
 - D. Supplemental systems and support and administrative coordination
 - E. Regular municipal office availability for meeting the public. Minimum office hours will be Monday, Wednesday and Friday from 8:30 a.m. to 10 a.m. or as mutually agreeable.
 - F. A staff of specialists available to assist in building code enforcement activities and available for backup inspection purposes when the primary inspector is unavailable.
 - G. Wisconsin license fees for the Agency and inspectors
 - H. Certificate of insurance showing all coverages with a minimum of \$1 million of general liability and errors and omissions coverage.
 - I. File maintenance, permit issuance, fee calculation, clerical support, take phone messages, record of all inspections, including follow-up inspections for non-compliant items.
 - J. Periodic weekly inspections within the municipality to identify work being performed without appropriate permits

4. During the term of this Agreement, and for a period of 12 months after termination of this Agreement, the Municipality shall not negotiate with, employ/hire any inspector/employee who provided inspection services of twenty-five (25) inspections or more, or appeared before the municipal board or commission for planning and zoning services during the twelve (12) month period prior to termination of employment with Agency and who is employed with the Agency at the termination of this Agreement to provide Building, Electric, Plumbing or HVAC inspections, zoning or planning services. The Municipality shall not negotiate with, employ/hire any inspector/employee for at least 12 months after termination of the employee's employment with the Agency who provided inspection services of twenty-five (25) inspections or more, or appeared before the municipal board or commission for planning and zoning services during the twelve (12) month period prior to termination of employment with Agency and who was employed by the Agency during the term of this Agreement. The term "employ/hire" shall extend to the above referenced inspector/employee forming a corporation, partnership, limited liability company, other business entity, working for a competing company or by working as an in-house building inspector/employee for the Municipality. The rights and obligations under this paragraph shall survive any expiration or earlier termination of this Contract.
5. Either the Municipality or the Agency may terminate this Agreement upon 60 days written notice to the other party of the intention to terminate. At the end of the termination notice, any permits received prior to the last day shall have the fees paid to the Agency as provided in the contract and the inspections relating to those fees shall be performed by the Agency. Permits received after the last day shall be the responsibility of the Municipality and no payment shall be made to the Agency for those permits. Any notice to the Municipality shall be sent to the Municipal authority directly in charge of inspection procedures. Any notice to the Agency shall be sent to Independent Inspections, Ltd.; W241 S4135 Pine Hollow Court, Waukesha, WI 53189.
6. The Agency is the exclusive provider of the services listed, described and provided by this Contract for the entire area of the Municipality during the term of this Contract. Any other provider of building, HVAC, electrical, plumbing, mechanical plan reviews and inspection services to the Municipality during the term of this Contract will be considered a violation of this Agreement and the Municipality shall pay the Agency the fees for all permit applications submitted for the duration of the contract as prescribed herein.
7. The Agency is responsible for enforcement of the State of Wisconsin Building Code, including Electrical, HVAC, Plumbing and other associated codes adopted by the State of Wisconsin or the City of Sturgeon Bay, for all single family and multi-family dwellings, commercial and public buildings.
8. The Agency shall provide field inspections within 24 hours when possible, but in no case to exceed 48 hours of receipt of a request for an inspection, excluding weekends and holidays, unless a later date is requested.
9. The Agency agrees to indemnify the Municipality, its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Agency, and causing injury to any person or persons or property, whomsoever and whatsoever. Correspondingly, the Municipality agrees to indemnify, save and hold harmless the Agency its

employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Municipality, and causing injury to any person or persons or property, whomsoever and whatsoever, to the extent allowed or permitted by applicable law. Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.

10. The Municipality will collect the fees established by the Municipal fee schedule. The Municipality agrees to pay the Agency the sum equal to 85% of the permit fees as collected by the Municipality, excluding any fees established by the Municipality which exceed those identified in Exhibit 1. Such fees shall otherwise be based on the attached Exhibit 1.
11. The Agency shall perform property maintenance and complaint inspections, for which no permit fee is generated, at the direction of the Municipal Administrator and forward those reports to the appropriate person(s) with the findings. The Municipality shall compensate the Agency for any activities and meetings related to the duties noted herein where a permit fee is not generated, at the rate of \$38.00 per hour for all such duties and meetings performed during the business hours of 8:00 a.m. to 5:00 p.m. The Municipality shall compensate the Agency for all such duties and meetings occurring other than normal business hours at the rate of \$49.00 for each hour including travel time for meetings. There will be a one hour minimum per inspection trip or meeting. No additional time shall be compensated by the Municipality unless approved by the Municipal Administrator.
12. The Agency shall provide a statement for services rendered, and a recap of permits issued for each month. The Municipality shall compensate the Agency by the 15th of the month following the period services were rendered.
13. Inspectors shall at all times remain the employees of Independent Inspections, Ltd., and shall not be deemed employees of the City for any purpose. Independent Inspections, Ltd. shall maintain full coverage for its employees for worker's compensation, unemployment compensation and other such coverages as required by law.
14. The Agency agrees to provide these services for a 3 year term per the City's Request for Proposals, commencing June 27, 2011 through June 27, 2014.
15. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
16. This Agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized agents of both the Municipality and the Agency.
17. The Municipality shall provide for the Agency office space, desk, desk chair, file cabinet, use of a photocopier and fax machine and local and long distance phone service for municipal related projects during the term of this Agreement. The Agency shall be responsible for its long distance phone charges not related to municipal work and office supplies necessary for the performance of its responsibilities. The location and size of the Agency's office area

shall be determined as mutually agreeable between the Municipal Administrator and the Agency. Agency will not use Municipal equipment or facilities to conduct non-Municipal business without the written approval of the Municipality.

- 18. This Agreement replaces all previous agreements and amendments between the parties.

Thomas DeLacy
Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD. (AGENCY)

6-9-11
DATE

Thad Birmingham, Mayor
CITY OF STURGEON BAY (MUNICIPALITY)
acknowledged and accepted

DATE

**CITY OF STURGEON BAY
FEE SCHEDULE**

A. RESIDENTIAL - 1 & 2 Family

1. New Structure ** Addition - \$.11 per sq. ft. all floor area
- \$75.00 minimum

Erosion Control - New \$75.00
- Addition \$50.00
2. Remodel - \$.11 per sq. ft. all floor area
- \$55.00 minimum
3. Deck - \$.11 per sq. ft. all areas
- \$55.00 minimum
4. Accessory Structure (Over 100 sq. ft.) - \$.07 per sq. ft.
-\$75.00 minimum
5. Temporary Occupancy Permit - \$50.00
6. Pools - \$40.00
7. Early Start Permit - \$50.00 (Footings and Foundations)
8. Plumbing
1 & 2 Family New Building/Addition/ - \$35.00 base fee plus \$0.035 per sq. ft. all areas
Alterations (based on sq. ft of alteration area) - \$40.00 minimum

Replacement & Misc. Items - \$10.00 per thousand of plumbing project valuation
- \$40.00 minimum
9. Electrical
1 & 2 Family New Building/Addition/ - \$35.00 base fee plus \$0.035 per sq. ft. all areas
Alterations (based on sq. ft of alteration area) - \$40.00 minimum

Replacement & Misc. Items - \$10.00 per thousand of electrical project valuation
- \$40.00 minimum
10. HVAC
1 & 2 Family New Building/Addition/ - \$35.00 base fee plus \$0.035 per sq. ft. all areas
Alterations (based on sq. ft of alteration area) - \$40.00 minimum

Replacement & Misc. Items - \$10.00 per thousand of HVAC project valuation
- \$40.00 minimum
11. Re-roof, Residing, Direct Window Replacement - \$30.00
12. Other - \$40.00 minimum

B. COMMERCIAL

1. New Structure ** Addition
 - a. Multi-Family (3 family or more), Motels, CBRF, Daycare - \$.12/s.f.
 - b. Mercantile, Restaurants, Taverns, Assembly Halls, Churches, Offices - \$.12/s.f.
 - c. Schools, Institutional, Hospitals - \$.13/s.f.

- d. Manufacturing and Industrial - \$.11/s.f. (Office area to follow fees in b.)
 - e. Vehicle and Small Engine Repair, Parking and Storage, Auto Body - \$.13/s.f.
 - f. Warehouse, Mini Warehouse, Building Shells* for Multi-Tenant Buildings - \$.07/s.f.
(Office area to follow fees in b.)
 - g. Build-Out* - See above New Structure fees a-e
 - h. Special Occupancies (Outdoor Pools, Towers, Tents, etc.) - \$.10/s.f.
 - i. The above referenced permits (a-h) have a \$75.00 minimum permit fee
Erosion Control - \$175.00 for the first acre then \$75.00/acre or portion thereof
2. Remodel - \$.12/s.f.
- \$75.00 minimum
 3. Occupancy, Temporary Occupancy, Change of Use Permit - \$50.00 per unit
 4. Plumbing
 - New Building/Addition/ Alterations (based on sq. ft of alteration area) - \$45.00 base fee plus \$0.04 per sq. ft. all areas
-\$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of plumbing project valuation
- \$50.00 minimum
 5. Electrical
 - New Building/Addition/ Alterations (based on sq. ft of alteration area) - \$45.00 base fee plus \$0.04 per sq. ft. all areas
-\$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of electrical project valuation
- \$50.00 minimum
 6. HVAC
 - New Building/Addition/ Alterations (based on sq. ft of alteration area) - \$45.00 base fee plus \$0.04 per sq. ft. all areas
-\$50.00 minimum
 - Replacement & Misc. Items - \$10.00 per thousand of HVAC project valuation
- \$50.00 minimum
 7. Commercial Plan Review - Certified Municipality per COMM 2.31
 8. Early Start Permit - \$100.00 (Footings and Foundations per COMM 61.32)
 9. Other - \$75.00 minimum

C. AGRICULTURAL BUILDINGS (unheated)

1. New Buildings ** Addition -\$.04 per sq. ft. all floor areas
-\$40.00 minimum
2. Remodel -\$.04 per sq. ft.
-\$40.00 minimum

D. MISCELLANEOUS

1. Re-inspection Fee - \$30.00 each
Failure to call for inspection - \$30.00 each
Double Fees are due if work is started before the permit is issued.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/1/2011

PRODUCER Phone: 262-574-7000 Fax: 262-574-7080
R & R Insurance Services, Inc.
1581 E Racine Ave
PO Box 1610
Waukesha WI 53186

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Independent Inspections Ltd
W241S4135 Pine Hollow Ct
Waukesha WI 53189-7901

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Continental Ins Co	35289
INSURER B: Continental Casualty	20443
INSURER C: Valley Forge Ins Co	20508
INSURER D: Federal Insurance Co	20281
INSURER E: National Fire Ins Co of Hartf	20478

COVERAGES

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	2075888814	1/1/2011	1/1/2012	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
E		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> FL Mandatory No-Fault	2075888828	1/1/2011	1/1/2012	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EAACC	\$
						AGG	\$
B		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	2075555545	1/1/2011	1/1/2012	EACH OCCURRENCE	\$ 2,000,000
						AGGREGATE	\$ 2,000,000
							\$
							\$
							\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	2075888831	1/1/2011	1/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$ 500,000
						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000
D		OTHER Professional Liability Errors & Omissions	81708275	1/1/2011	1/1/2012	Each Claim	\$1,000,000
						Aggregate	\$1,000,000
						Retro Date	11-12-1993

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
10-Day notice of cancellation for non-payment of premium applies.

CERTIFICATE HOLDER

CITY OF STURGEON BAY
421 MICHIGAN STREET
STURGEON BAY WI 54235

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Art Hiest

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to eliminate the State inspection services for new commercial inspections for the City.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 12, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend to not place any traffic controls on Egg Harbor Road at the 8th Avenue and Georgia Street intersections and to bring the item back to the parking and traffic committee to review within one year.

PARKING & TRAFFIC COMMITTEE
By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.
Dated: July 18, 2011

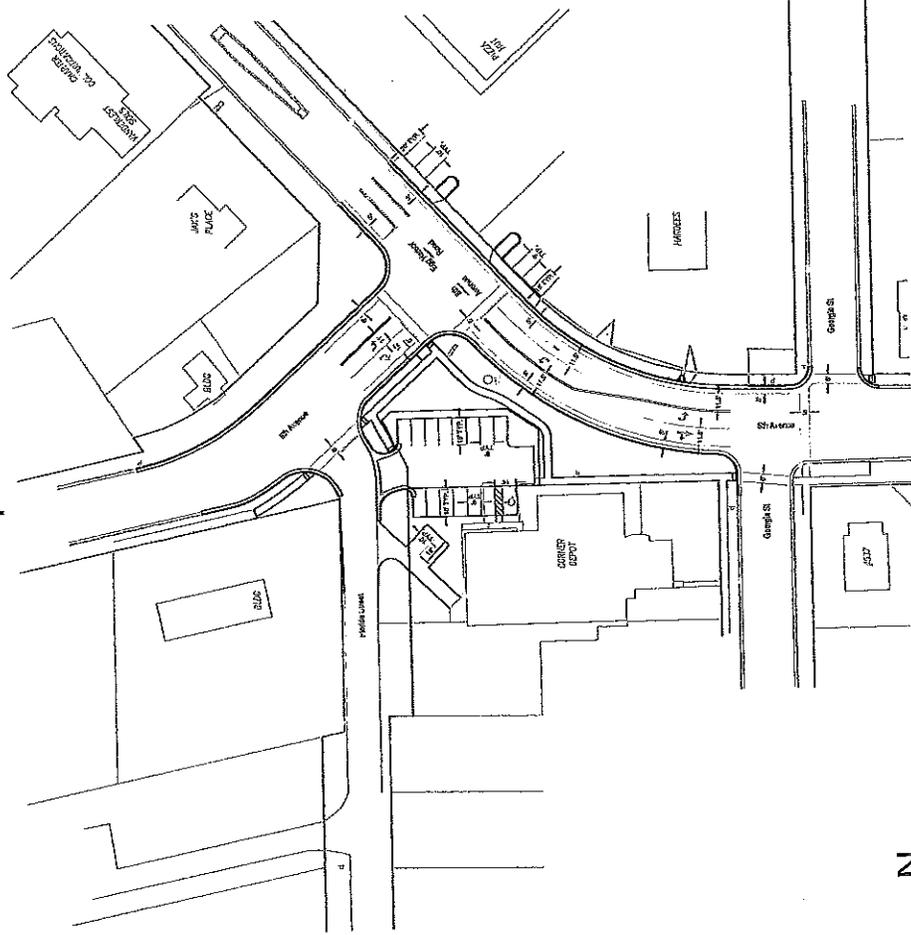
Introduced by _____

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

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

City of Sturgeon Bay
8th Ave and Egg Harbor Rd Intersection
July, 2011

Proposed



Existing

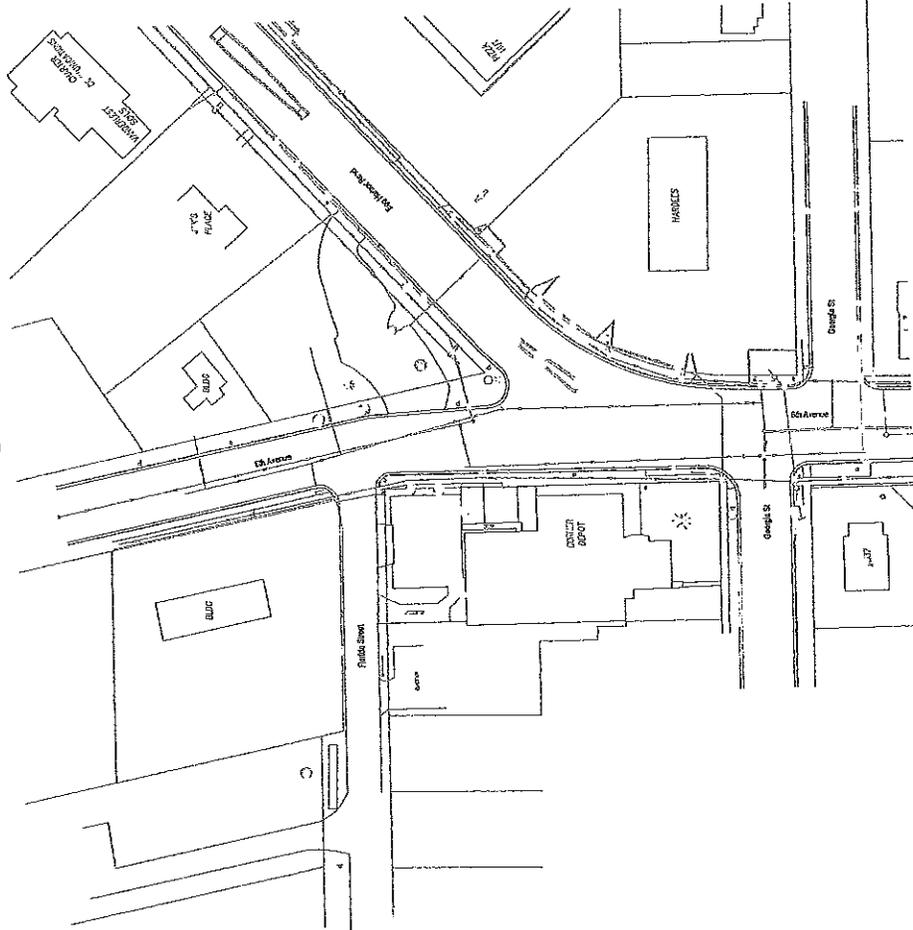


Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 4 of 4)

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
SUNDAY (and times) (2 lines) (plaque)	R10-20aP	2B.53	24 x 18	24 x 18	—	—	—	—
Crosswalk, Stop on Red	R10-23	2B.53	24 x 30	24 x 30	—	—	—	—
Push Button To Turn On Warning Lights	R10-25	2B.52	9 x 12	9 x 12	—	—	—	—
Left Turn Yield on Flashing Red Arrow After Stop	R10-27	2B.53	30 x 36	30 x 36	—	—	—	—
XX Vehicles Per Green	R10-28	2B.56	24 x 30	24 x 30	—	—	—	—
XX Vehicles Per Green Each Lane	R10-29	2B.56	36 x 24	36 x 24	—	—	—	—
Right Turn on Red Must Yield to U-Turn	R10-30	2B.54	30 x 36	30 x 36	—	—	—	—
At Signal (plaque)	R10-31P	2B.53	24 x 9	24 x 9	—	—	—	—
Push Button for 2 Seconds for Extra Crossing Time	R10-32P	2B.52	9 x 12	9 x 12	—	—	—	—
Keep Off Median	R11-1	2B.57	24 x 30	24 x 30	—	—	—	—
Road Closed	R11-2	2B.58	48 x 30	48 x 30	—	—	—	—
Road Closed - Local Traffic Only	R11-3a,3b,4	2B.58	60 x 30	60 x 30	—	—	—	36 x 48
Weight Limit	R12-1,2	2B.59	24 x 30	24 x 30	36 x 48	—	—	—
Weight Limit	R12-3	2B.59	24 x 36	24 x 36	—	—	—	—
Weight Limit	R12-4	2B.59	36 x 24	36 x 24	—	—	—	—
Weight Limit	R12-5	2B.59	24 x 36	24 x 36	36 x 48	48 x 60	—	—
Weigh Station	R13-1	2B.60	72 x 54	72 x 54	96 x 72	120 x 90	—	—
Truck Route	R14-1	2B.61	24 x 18	24 x 18	—	—	—	—
Hazardous Material	R14-2,3	2B.62	24 x 24	24 x 24	30 x 30	36 x 36	—	42 x 42
National Network	R14-4,5	2B.63	30 x 30	30 x 30	36 x 36	36 x 36	—	42 x 42
Fender Bender Move Vehicles	R16-4	2B.65	36 x 24	36 x 24	48 x 36	60 x 48	—	48 x 36
Lights On When Using Wipers or Raining	R16-5,6	2B.64	24 x 30	24 x 30	36 x 48	48 x 60	—	36 x 48
Turn On Headlights Next XX Miles	R16-7	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24
Turn On, Check Headlights	R16-8,9	2B.64	30 x 15	30 x 15	48 x 24	60 x 30	—	48 x 24
Begin, End Daytime Headlight Section	R16-10,11	2B.64	48 x 15	48 x 15	72 x 24	96 x 30	—	72 x 24

* See Table 9B-1 for minimum size required for signs on bicycle facilities

- Notes: 1. Larger signs may be used when appropriate
2. Dimensions in inches are shown as width x height

- 07 Where side roads intersect a multi-lane street or highway that has a speed limit of 45 mph or higher, the minimum size of the STOP signs facing the side road approaches, even if the side road only has one approach lane, shall be 36 x 36 inches.
- 08 Where side roads intersect a multi-lane street or highway that has a speed limit of 40 MPH or lower, the minimum size of the STOP signs facing the side road approaches shall be as shown in the Single Lane or Multi-lane columns of Table 2B-1 based on the number of approach lanes on the side street approach.
- Guidance:

09 The minimum sizes for regulatory signs facing traffic on exit and entrance ramps should be as shown in the column of Table 2B-1 that corresponds to the mainline roadway classification (Expressway or Freeway). If a minimum size is not provided in the Freeway column, the minimum size in the Expressway column should be used. If a minimum size is not provided in the Freeway or Expressway Column, the size in the Oversized column should be used.

Section 2B.04 Right-of-Way at Intersections

- Support:
- 01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection.

When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*

- A. *Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. *Number and angle of approaches;*
- C. *Approach speeds;*
- D. *Sight distance available on each approach; and*
- E. *Reported crash experience.*

03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*

- A. *An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- B. *A street entering a designated through highway or street; and/or*
- C. *An unsignalized intersection in a signalized area.*

04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*

- A. *The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. *The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. *Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

05 *YIELD or STOP signs should not be used for speed control.*

Support:

06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

07 *Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.*

08 *A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.*

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

- A. *Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;*
- B. *Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and*
- C. *Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.*

Standard:

10 *Because the potential for conflicting commands could create driver confusion, YIELD or STOP signs shall not be used in conjunction with any traffic control signal operation, except in the following cases:*

- A. *If the signal indication for an approach is a flashing red at all times;*
- B. *If a minor street or driveway is located within or adjacent to the area controlled by the traffic control signal, but does not require separate traffic signal control because an extremely low potential for conflict exists; or*
- C. *If a channelized turn lane is separated from the adjacent travel lanes by an island and the channelized turn lane is not controlled by a traffic control signal.*

2009 Edition

- 11 Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.
- 12 Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.
- 13 A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.

Option:

- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.

Support:

- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

Standard:

- 01 When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.
- 02 The STOP sign shall be an octagon with a white legend and border on a red background.
- 03 Secondary legends shall not be used on STOP sign faces.
- 04 At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.
- 05 The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.
- 06 Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.

Support:

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

Guidance:

- 08 Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.

Option:

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

Support:

- 10 The design and application of Stop Beacons are described in Section 4L.05.

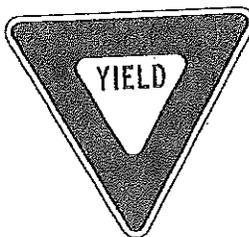
Figure 2B-1. STOP and YIELD Signs and Plaques



R1-1



R1-3P



R1-2



R1-2aP



R1-10P

Sect. 2B.04 to 2B.05

Section 2B.06 STOP Sign Applications

Guidance:

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
 - A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
 - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
 - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Support:

- 03 *The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.*

Section 2B.07 Multi-Way Stop Applications

Support:

- 01 *Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.*
- 02 *The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.*

Guidance:

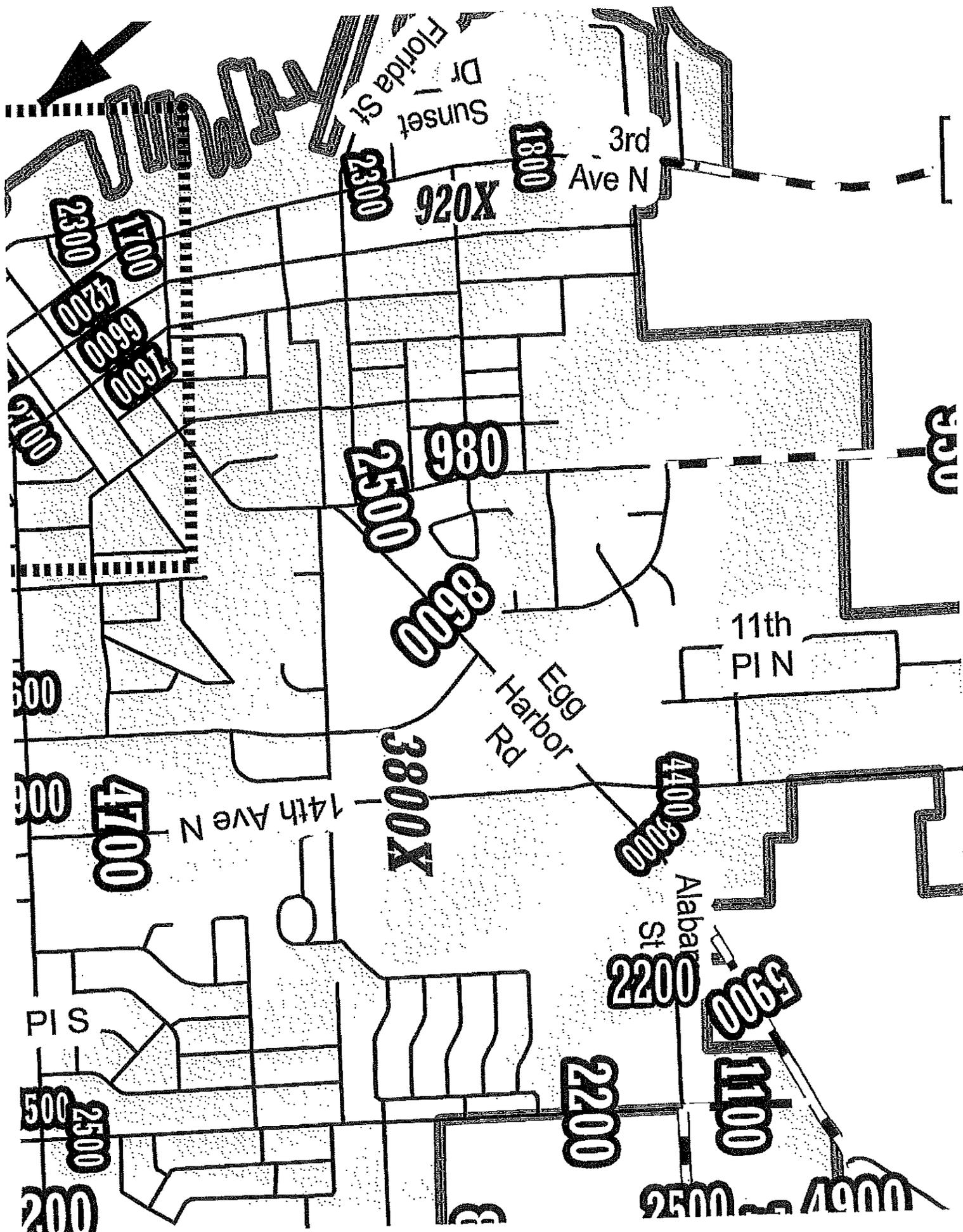
- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
 - A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
 - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
 - C. *Minimum volumes:*
 - 1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
 - 2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
 - 3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
 - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

Option:

- 05 *Other criteria that may be considered in an engineering study include:*
 - A. *The need to control left-turn conflicts;*
 - B. *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;*
 - C. *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and*
 - D. *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.*

YES
No →

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Lenius, Jen

From: Tim Randall <tim.randall@whgroup.com>
Sent: Monday, July 18, 2011 2:47 PM
To: Lenius, Jen
Cc: Randy Lueptow; Rick Spicher; Cheryl Dettmann
Subject: FW: Pizza Hut Store No. 13251 - Sturgeon Bay; FW: Parking and Traffic Agenda
Attachments: P&T 071811.pdf

Dear Ms. Lenius,

As you may know, my company owns and operates the Pizza Hut restaurant located at 823 Egg Harbor Road, Sturgeon Bay. We understand that, as part of the improvements to Egg Harbor Road that are being undertaken by the City, a decision about whether stop signs or traffic signals should be installed at 8th Avenue & Egg Harbor Road has not yet been made. I am writing on behalf of Pizza Hut to support the inclusion of stops signs or traffic signals at this intersection for the safety and well being of our guests and employees.

Thank you for your attention and consideration.

Tim Randall

Timothy J. Randall

Chief Legal Counsel & Chief Development Officer

Wisconsin Hospitality Group, LLC

10930 West Potter Road, Suite A

Wauwatosa, WI 53226

414.266.5100 (phone)

414.266.5110 (fax)

tim.randall@whgroup.com

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From: Lenius, Jen [mailto:jlenius@sturgeonbaywi.org]
Sent: Monday, July 18, 2011 1:03 PM
To: Cheryl Dettmann
Subject: Parking and Traffic Agenda

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to deny the request of the Jana Nyberg Group at Martin Park on August 11, 2011 as a government approved event and require the vendors to go through the direct sellers permitting process.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE

By: James Abeyta, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: July 26, 2011

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

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

EXECUTIVE SUMMARY

TITLE: Request from Tim Nyberg that the Jana Nyberg Group event being held at Martin Park on August 11, 2011 be a government approved event.

BACKGROUND: Section 9.02(3)(j) of the City's Municipal Code allows for an exemption to the City's direct seller permitting process for government approved special events. Mr. Nyberg's request (attached) states that he has reserved Martin Park for August 11 and would like this event to be approved by the Finance/Purchasing & Building Committee and subsequently by the Common Council to allow vendors at the event.

FISCAL IMPACT: None.

RECOMMENDATION: (1) Approve the Jana Nyberg Group as a government approved special event at Martin Park on August 11, 2011 and allow vendors at the event through the exemption status.

(2) Deny request that Jana Nyberg Group at Martin Park on August 11, 2011 is a government approved event and require that vendors go through the direct seller permitting process.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

APPROVED BY: Steve McNeil
Steve McNeil, City Administrator

DATE: July 21, 2011

tim
nyberg

To whom it may concern
re: Martin Park use

Dear Sturgeon Bay City Council, Finance Committee and Parks Dept.

The Jana Nyberg Group (Minneapolis) will be utilizing the Martin Park stage for an August 11th CD Release Concert. They have paid the \$50 deposit to the Parks Department.

Because the band will also be selling their CDs at their concert (as they always do to help subsidize their appearances) I am requesting a permit to sell goods at this particular (August 11th) event. They also wish to have food vendors at the concert and open the selling of such to non-profits (or for-profit concerns). We don't know at this point how many vendors will be participating, but need to be able to inform them about the opportunity and tell them how they should register. We do not anticipate a large number of vendors.

In the larger scheme of things, I would like to propose a time-saving idea concerning the parks' usage policy.

I suggest your consideration of a blanket vendor policy that comes with the reservation of Martin Park (and/or other parks in Sturgeon Bay's park system). In essence, when a park is rented, food and product vendor licenses will be automatically available for that specific date with the reservation. A registration would be filed and a fee would be paid for each individual vendor.

I believe that putting this broad policy in place would streamline event planning, encourage park usage, eliminate confusion, and the need for council attention to each individual event - much like the convenience of the Wednesday night concert policy.

Thank you for the information regarding the permits for selling at the Jana Nyberg Group Concert, and for your consideration of this broader proposal.



Sincerely, Tim Nyberg

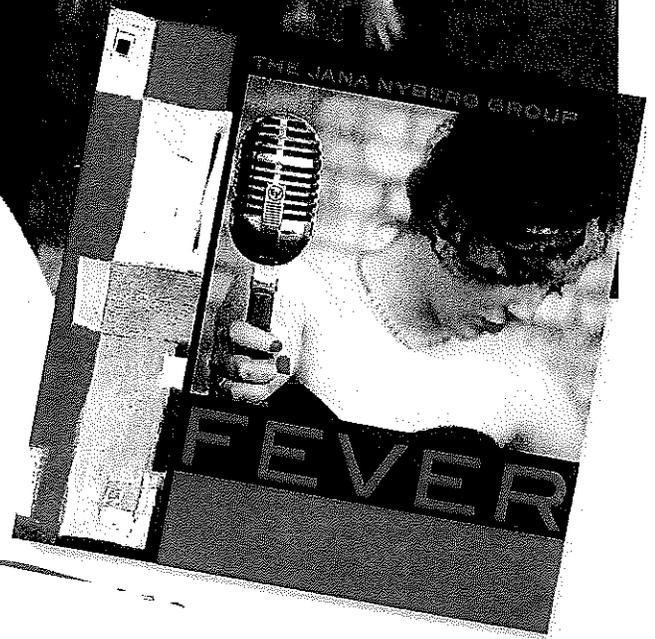
Proposal: To make the acquisition of food and product seller permits coincide with the reservation of any park in the Sturgeon Bay Park System. The system would operate in the same way that the Wednesday night concert vendor permits are currently handled.

732 Memorial Drive
Sturgeon Bay, WI 54235
920-818-0694 home
612-240-6679 cell

CD RELEASE CONCERT



AMERICAN IDOL HOLLYWOOD WEEK
2011
CONTESTANT



JANNA

THE JANA NYBERG GROUP
JAZZ/POP

FREE CONCERT
MARTIN PARK STAGE
THURSDAY, AUGUST 11
7P TO 9P

IN CASE OF RAIN:
THE LODGE AT LEATHEM SMITH

music
martin
park
sturgeon bay

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