



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, SEPTEMBER 18, 2012
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Consideration of the following bills: General Fund – \$327,814.16, Capital Fund - \$11,527.90, Cable TV - \$100.00, TID #2 - \$2,078,580.00, and Solid Waste Enterprise - \$13,736.94 for a grand total of \$2,431,759.00. [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 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 9/4/12 regular Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Board of Review – 8/7/12
 - (2) Sturgeon Bay Utility Commission – 8/14/12
 - (3) Finance/Purchasing & Building Committee – 8/28/12
 - (4) Personnel Committee – 9/4/12
 - (5) City Plan Commission – 9/5/12
 - (6) Bicycle & Pedestrian Advisory Board – 9/6/12
 - * c. Place the following reports of file:
 - (1) Inspection Department Report – August 2012
 - (2) Police Department Report – August 2012
 - (3) Bank Reconciliation Report – August 2012
 - (4) Revenue & Expense Report – August 2012
 - * d. Consideration of: Beverage Operator licenses.
 - * e. Consideration of: Temporary Class B Beer & Temporary Class B Wine license.
 - * f. Finance/Purchasing & Building Committee recommendation re: Adopt the revised City of Sturgeon Bay Debt Section of the Fiscal Management Policy.
7. Mayoral appointments.
8. Second reading of ordinance re: Creation of Section 20.42 of the Municipal Code - Aesthetic Design and Site Plan Review.

9. **Consideration of: Design Guidelines & Review Criteria for the Sturgeon Bay Aesthetic Design & Site Plan Review Code.**
10. **First reading of ordinance re: Official Zoning on property known as 346 Alabama Street to Single-Family Residential.**
11. **First reading of ordinance re: Rezone property known as 522 Jefferson Street from Central Business District (C-2) to Mixed Commercial Residential (C-5).**
12. **Resolution re: Loan with the State of Wisconsin Board of Commissioners of Public Lands for refuse trucks.**
13. **Committee Chairperson Reports:**
 - a. **Personnel Committee**
 - b. **Parking & Traffic Committee**
 - c. **Community Protection & Services Committee**
 - d. **Sturgeon Bay Utility Commission**
14. **Public comment on non-agenda items.**
15. **Mayor's comments.**
16. **Convene in closed session in accordance with the following exemptions:**
 1. **Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Wis. Stats 19.85(1)(e)**
 - a. **Consideration of: Town of Sevastopol Fire Protection Contract.**
 - b. **Consideration of: Acquisition/Development of Commercial Property.**
 - c. **Consideration of: Acquisition/Development of Commercial Property.**
 2. **Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats 19.85(1)(g)**

Consideration of: Litigation update.

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. The Council may adjourn in closed session.
18. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

Time:

By:

9/14/12
 12:00 PM
 [Signature]

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04590	DOOR COUNTY HUMANE SOCIETY	PK SEC DEP REF DC HUMANE SOC	01-000-000-23162	50.00
19729	STURGEON BAY COMMUNITY CHURCH	PK SEC DEP REF SB COMM CHURCH	01-000-000-23162	50.00
IDLEWILD	IDLEWILD HERBS	9/8/12 REIMB FOOD SHARE	01-000-000-21595	11.00
ISLAND	ISLAND BREAD CO	9/8/12 REIMB FOOD SHARE	01-000-000-21595	2.00
R0000222	STURGEON BAY LIONS	PK SEC DEP REF SB LIONS	01-000-000-23162	50.00
R0000461	BARBARA NELSON	PK SEC DEP REF NELSON	01-000-000-23162	50.00
R0000926	ALTRUSA CLUB OF DOOR COUNTY	PK SEC DEP REF ALTRUSA	01-000-000-23162	50.00
R0000984	BORDEAUS MARKET	9/8/12 REIMB FOOD SHARE	01-000-000-21595	19.00
R0000991	RONALD SPERBER	9/8/12 REIMB FOOD SHARE	01-000-000-21595	3.00
R0000997	DALE OLSON	PK SEC DEP REF OLSON	01-000-000-23162	50.00
R0001015	SUE MACLEAN	PK SEC DEP REF MACLEAN	01-000-000-23162	50.00
R0001016	DOROTHY HAVILAND	PK SEC DEP REF HAVILAND	01-000-000-23162	50.00
R0001017	JENNELLE BERG	SECURITY DEP REFUND BERG	01-000-000-23162	50.00
R0001017		RES SHELTER RES FEE REF BERG	01-000-000-46300	55.00
R0001017		REF STATE TAX	01-000-000-24214	2.75
R0001017		REF COUNTY TAX	01-000-000-24215	0.28
R0001018	CHRIS JEANQUART	PHN SIGN REF JEANQUART	01-000-000-23168	50.00
R0001019	TOM SWICKI	REF TRANS MARINA FEE SWICKI	01-000-000-46250	56.25
R0001019		REF STATE TAX	01-000-000-24214	2.81
R0001019		REF COUNTY TAX	01-000-000-24215	0.28
R0001020	WILLIAM MCCARTY	PK SEC DEP REF MCCARTY	01-000-000-23162	50.00
TOTAL LIABILITIES				702.37
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	GO REFUNDING BONDS	01-000-920-70000	115,000.00
01764		GO REFUNDING BONDS	01-000-920-70001	42,786.88
TOTAL CITY HALL / FIRE & POLICE STN				157,786.88
TOTAL GENERAL FUND				158,489.25
MAYOR				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-100-000-56700	2.45
TOTAL				2.45
TOTAL MAYOR				2.45
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	GENERAL MATTERS	01-110-000-55010	2,064.00
BUELOW	BUELOW, VETTER, BUIKEMA,	PROFESSIONAL SERVICE	01-110-000-57900	2,017.50
TOTAL				4,081.50
TOTAL LAW/LEGAL				4,081.50
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	REIMB MEALS & LODGING WMCA CON	01-115-000-55600	466.65
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-115-000-56700	9.75

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL	476.40
			TOTAL CITY CLERK-TREASURER	476.40
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-120-000-56700	4.80
			TOTAL	4.80
			TOTAL ADMINISTRATION	4.80
COMPUTER				
04696	DOOR COUNTY TREASURER	08/12 TECH SUPPORT	01-125-000-55550	2,500.00
			TOTAL	2,500.00
ADMIN. COMPUTER				
17700	QUILL CORPORATION	INK CARTS	01-125-201-51950	124.08
			TOTAL ADMIN. COMPUTER	124.08
			TOTAL COMPUTER	2,624.08
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-130-000-56700	7.40
ASSO APP	ASSOCIATED APPRAISAL	09/18/12 CONTRACT	01-130-000-55010	1,245.83
			TOTAL	1,253.23
			TOTAL CITY ASSESSOR	1,253.23
BUILDING/ZONING CODE ENFORCMENT				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-140-000-56700	2.45
09223	INDEPENDENT INSPECTIONS, LTD	08/12 PERMITS	01-140-000-55010	5,677.78
			TOTAL	5,680.23
			TOTAL BUILDING/ZONING CODE ENFORCMENT	5,680.23
MUNICIPAL SERVICES ADMIN.				
03767	STAPLES ADVANTAGE	COLOR BINDERS	01-145-000-51950	87.12
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-145-000-56700	4.80
06600	FRV INC	PAPER	01-145-000-52800	66.49
17700	QUILL CORPORATION	11X17 COPY PAPER	01-145-000-52800	59.95
17700		3 INK CARTS	01-145-000-51300	99.72

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
17700		2 INK CARTS	01-145-000-51300	61.48
17700		3 INK CARTS	01-145-000-51300	107.82
STAN'S	STAN'S INDUSTRIAL WOODWORK INC	STAKES	01-145-000-54999	217.20
STAN'S		LATH	01-145-000-52700	313.00
STAN'S		FREIGHT	01-145-000-52700	50.00
TOTAL				1,067.58
TOTAL MUNICIPAL SERVICES ADMIN.				1,067.58
PUBLIC WORKS ADMINISTRATION				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-150-000-56700	8.60
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COPIER STAPLES	01-150-000-51950	69.22
TOTAL				77.82
TOTAL PUBLIC WORKS ADMINISTRATION				77.82
CITY HALL				
04575	DOOR COUNTY HARDWARE	BROOM & HOSE	01-160-000-54999	32.48
04575		INSECT KILLER	01-160-000-54999	6.99
04575		MARINE SEALANT	01-160-000-51750	18.99
04575		EXCHANGE MARINE SEALANT	01-160-000-51750	-12.50
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-160-000-56700	2.45
08280	HILL BUILDING MAINTENANCE INC	08/12 CLEANING	01-160-000-55300	590.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	3,708.10
19880		421 MICHIGAN ST	01-160-000-58650	312.18
19880		SPRINKLER	01-160-000-58650	56.50
STATE	STATE OF WISCONSIN	PRESSURE VESSEL PERMITS	01-160-000-58999	150.00
TOTAL				4,865.19
TOTAL CITY HALL				4,865.19
INSURANCE				
BH	BURKART HEISDORF INSURANCE	10/12 GENERAL LIABILITY	01-165-000-56400	2,842.00
BH		10/12 POLICE LIABILITY	01-165-000-57150	1,072.00
BH		10/12 PUBLIC OFFICIALS	01-165-000-57400	1,079.00
BH		10/12 AUTO LIABILITY	01-165-000-55200	1,618.00
BH		10/12 AUTO PHYSICAL DAMAGE	01-165-000-55200	1,110.00
BH		10/12 WORKERS COMP	01-165-000-58750	14,987.00
TOTAL				22,708.00
TOTAL INSURANCE				22,708.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	08/12 CH PHONE	01-199-000-58200	139.78

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04696		08/12 FD PHONE	01-199-000-58200	44.62
04696		08/12 MS PHONE	01-199-000-58200	73.50
04696		08/12 PD PHONE	01-199-000-58200	93.97
08167	GANNETT WISCONSIN NEWSPAPERS	PHN, SEALED BIDS	01-199-000-57450	305.32
08167		HELP WANTED ADS	01-199-000-57450	40.36
16590	PITNEY BOWES	RENTAL CHARGES	01-199-000-57250	120.65
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	2 TONERS UPSTAIRS	01-199-000-55650	392.44
TOTAL				1,210.64
TOTAL GENERAL EXPENDITURES				1,210.64
POLICE DEPARTMENT				
02210	BAY PHARMACY	SWAB	01-200-000-51950	0.35
02210		LATEX GLOVES	01-200-000-51950	16.00
03101	CDW GOVERNMENT, INC.	CD LABELS	01-200-000-51600	74.19
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-200-000-56700	34.15
17700	QUILL CORPORATION	HP PRINT CARTS	01-200-000-51600	169.18
17700		LEGAL PADS, TAPE, FILE POCKETS	01-200-000-51950	61.47
TOTAL				355.34
TOTAL POLICE DEPARTMENT				355.34
POLICE DEPARTMENT/PATROL				
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW LAUDER	01-215-000-56800	25.00
04150		UNIFORM CLNG ALLOW SOUTH	01-215-000-56800	3.00
04545	DOOR COUNTY COOPERATIVE	4 KEYS	01-215-000-54999	7.96
15890	PACK AND SHIP PLUS	SHIPPING	01-215-000-58999	13.93
15890		SHIPPING	01-215-000-58999	10.82
15890		SHIPPING	01-215-000-58999	16.83
18200	RAY O'HERRON CO INC	19 GUNS	01-215-000-51050	7,771.00
18200		5 GUNS	01-215-000-51050	2,045.00
18200		TRADE IN 24 GUNS	01-215-000-51050	-6,745.00
19580	STREICHERS PROF POLICE EQUIP	ULTRASONIC SOLUTION	01-215-000-51050	137.99
19580		ULTRASONIC SOLUTION	01-215-000-51050	440.93
20254	TIP TOP CLEANERS	UNIFORM CLNG ALLOW COYHIS	01-215-000-56800	5.40
20254		UNIFORM CLNG ALLOW BILODEAU	01-215-000-56800	8.07
20254		UNIFORM CLNG ALLOW SOUTH	01-215-000-56800	1.50
23828	WITT PENINSULA FORD LINCOLN	LOF, BRAKES, ROTATE TIRES	01-215-000-58600	158.07
23828		LOF, CK BRAKES, REPL FUSE	01-215-000-58600	63.00
23828		LOF	01-215-000-58600	24.95
23828		LOF	01-215-000-58600	24.95
23828		LOF	01-215-000-58600	24.57
23828		LOF	01-215-000-58600	24.95
23828		LOF	01-215-000-58600	24.95
HOUGAARD	CHAD HOUGAARD	LODGING GOV CONFERENCE	01-215-000-55600	129.00
R0001014	FAMILY SERVICES, NEW	FRNSCS INTERVIEW TRNG WIEGAND	01-215-000-55600	20.00
TOTAL				4,236.87
TOTAL POLICE DEPARTMENT/PATROL				4,236.87

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
02275	BENDLIN FIRE EQUIPMENT	TURNOUT GEAR CUFFS	01-250-000-56250	132.00
02275		2 - 1 3/4" HOSE	01-250-000-51350	210.00
02330	JIM OLSON MOTORS	HOSE	01-250-000-53000	7.71
03159	CHARTER COMMUNICATIONS	WEST SIDE CABLE	01-250-000-54999	6.97
04150	DE JARDIN CLEANERS LLC	REPAIR TURNOUT GEAR	01-250-000-56250	5.50
04575	DOOR COUNTY HARDWARE	SAWZAL BLADES	01-250-000-52700	37.98
04575		CNTC CEMENT, BRUSH, BRK CLNR	01-250-000-54999	18.73
04575		TREE STAKES	01-250-000-54999	6.99
04575		WASP & HORNET SPRAY	01-250-000-54999	35.88
04575		POWER LUBE	01-250-000-54999	8.98
04575		FREIGHT	01-250-000-54999	14.17
04575		PAINT BRUSHES	01-250-000-54999	3.45
04575		FREIGHT	01-250-000-54999	14.22
04575		SPRAY PAINT & AXE HANDLE	01-250-000-54999	21.97
04575		VELCRO	01-250-000-54999	4.49
04575		PAINT PENS	01-250-000-54999	13.98
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-250-000-56700	14.65
08225	HERLACHE SMALL ENGINE	CARB & GASKET	01-250-000-56250	52.90
16000	PALMER CO INC	EMULSIFIER	01-250-000-54999	122.80
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-250-000-56675	53.00
19880		TRUCK FILL	01-250-000-56675	36.00
19880		MEM FLD SPRINKLER	01-250-000-56675	29.00
19880		MEM FLD WARMING HOUSE	01-250-000-56675	29.00
19880		N 7TH AVE GARLAND PARK	01-250-000-56675	3.56
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	29.00
19880		QUINCY BAY SHIP PIT	01-250-000-56675	29.00
19880		N MADISON AVE SPRINKLER	01-250-000-56675	9.00
19880		PENN ST DOCK	01-250-000-56675	9.00
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.45
19880		EAST SIDE DOCK	01-250-000-56675	3.56
19880		107 N 1ST AVE MARINA RESTROOMS	01-250-000-56675	29.00
19880		N 1ST AVE PARKING RAMP	01-250-000-56675	3.56
19880		48 KENTUCKY ST DOCK	01-250-000-56675	9.00
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	29.00
23828	WITT PENINSULA FORD LINCOLN	EGR VALVE	01-250-000-53000	230.77
CJ	CJ WORKS, LLC	08/12 LAUNDRY	01-250-000-56800	132.00
TOTAL				1,412.27
TOTAL FIRE DEPARTMENT				1,412.27
STORM SEWERS				
04696	DOOR COUNTY TREASURER	CULVERT BAND	01-300-000-54999	10.18
06012	FASTENAL COMPANY	18" DIAMOND CUTTING BLADE	01-300-000-56250	311.33
TOTAL				321.51
TOTAL STORM SEWERS				321.51
SOLID WASTE MGMT/SPRING/FALL				
DC WASTE	DOOR COUNTY WASTE & RECYCLING	5026 TONS REFUSE	01-311-000-58400	302.81
TOTAL				302.81

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
			TOTAL SOLID WASTE MGMT/SPRING/FALL	302.81
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	ROLLERS	01-400-000-51400	9.98
04575		DRYWALL SCREWS	01-400-000-51400	10.99
04575		RETURN DRYWALL SCREWS	01-400-000-51400	-10.99
ROLAND	ROLAND MACHINERY EXCHANGE	4 SPRAY NOZZLES & Y STRAINER	01-400-000-51400	233.96
		TOTAL		243.94
		TOTAL ROADWAYS/STREETS		243.94
STREET SIGNS AND MARKINGS				
20070	TAPCO	12 SIGN FACES	01-420-000-52600	60.00
20070		FREIGHT	01-420-000-52600	14.01
		TOTAL		74.01
		TOTAL STREET SIGNS AND MARKINGS		74.01
STREET MACHINERY				
02835	BROOKS TRACTOR	SERVICE LOADER	01-450-000-53000	1,010.33
02835		CREDIT	01-450-000-53000	-528.89
02844	BRUCE MUNICIPAL EQUIPMENT INC	RETURNED BEARING & ROD END	01-450-000-53000	-88.15
02844		BEARING & ROD	01-450-000-53000	88.15
02844		SHIPPING	01-450-000-53000	14.07
03075	CARQUEST OF DOOR COUNTY	POST TERM STRAP 14	01-450-000-52150	7.84
03075		AIR FILTERS & TRBL LGIHT	01-450-000-52150	99.83
03075		OIL & GASKET	01-450-000-53000	19.67
20253	TILOT OIL LLC	15W-40 ENGINE OIL	01-450-000-53000	367.02
		TOTAL		989.87
		TOTAL STREET MACHINERY		989.87
CITY GARAGE				
03075	CARQUEST OF DOOR COUNTY	8G-SMPX	01-460-000-55300	28.74
03075		COMP OIL	01-460-000-56250	28.49
04575	DOOR COUNTY HARDWARE	HAMMER HANDLE	01-460-000-52700	6.49
04575		DRILL BIT & FASENERS	01-460-000-56250	5.74
04575		EXCHANGE FASTENERS	01-460-000-56250	1.24
04575		PLUMBING SUPPLIES	01-460-000-56250	48.86
04575		EXT BIT, INSET BIT, NUT DRIVER	01-460-000-56250	31.45
04575		MAGNETIC BIT HOLDER	01-460-000-56250	1.50
04575		PAINT & ROLLERS	01-460-000-55300	113.94
04575		PLUMBING SUPPLIES	01-460-000-56250	39.42
04575		BLACK PIPE	01-460-000-56250	20.46

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04575		FASTENERS	01-460-000-55300	18.76
04575		SWITCH, FASTENERS, STRAP	01-460-000-56250	12.58
04575		FASTENERS	01-460-000-55300	9.38
04575		FLEX SCREW	01-460-000-56250	1.98
04575		BUSHING HEX	01-460-000-56250	17.96
04575		POLY TUBE	01-460-000-56250	4.20
04575		WIPING CLOTHS, SPIC'N SPAN	01-460-000-55300	28.97
04575		PAINT	01-460-000-56250	25.99
04575		FASTENERS	01-460-000-56250	3.00
04575		PAINT	01-460-000-56250	28.99
14939	NORTHERN SAFETY CO., INC.	SAFETY VESTS	01-460-000-52350	178.74
16000	PALMER CO INC	2 CASES FOAM SOAP	01-460-000-54999	168.36
AHERN	JF AHERN CO.	ANNUAL FIRE EXT INSPECTION	01-460-000-58999	1,060.45
APPLETON	APPLETON COMPRESSOR	MOISTURE SEPERATOR	01-460-000-56250	196.01
VIK	VIKING ELECTRIC SUPPLY	ELE PARTS FOR AIR COMP WIRING	01-460-000-56250	46.42
VIK		CASE FLOURESCENT TUBES	01-460-000-55300	60.60
WARNER	WARNER-WEXEL WHOLESALE &	2 CASES SINGLE FOLD TOWELS	01-460-000-54999	52.56
WARNER		2 CASES ROLL TOWELS	01-460-000-54999	62.28

TOTAL 2,303.56

TOTAL CITY GARAGE 2,303.56

HIGHWAYS - GENERAL

19880	STURGEON BAY UTILITIES	1536 EGG HARBOR RD TRFC LIGHTS	01-499-000-58000	35.50
19880		N 14TH AVE EGG HRB RD TRFC LTS	01-499-000-58000	35.50
19880		WS TRAFFIC LIGHTS	01-499-000-58000	35.50
19880		ORNAMENTAL ST LIGHTS	01-499-000-58000	6,277.32
19880		OVERHEAD ST LIGHTS	01-499-000-58000	9,455.47
19880		808 S DULUTH AVE	01-499-000-58000	13.06
19880		WALNUT & LANSING SIGN	01-499-000-58000	8.87
19880		EAST SIDE DOCK	01-499-000-58000	48.74
19880		SHIPYARD DEVELOPMENT LIGHTS	01-499-000-58000	393.52
19880		OLD HWY RD SIGN	01-499-000-58000	1.86
HESLER	DARREN HESLER	REIMB WORK BOOTS	01-499-000-56800	45.33

TOTAL 16,350.67

TOTAL HIGHWAYS - GENERAL 16,350.67

PARK & RECREATION ADMIN

03767	STAPLES ADVANTAGE	COPY PAPER, CARD STOCK, LABELS	01-500-000-51950	220.52
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-500-000-56700	3.70
23200	WDOR	ADS NATIONAL FARM MARKET WEEK	01-500-000-57450	238.00
23200		ADS NATIONAL FARM MARKET WEEK	01-500-000-57450	14.00

TOTAL 476.22

TOTAL PARK & RECREATION ADMIN 476.22

PARKS AND PLAYGROUNDS

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03075	CARQUEST OF DOOR COUNTY	WIRE CABLE CLIP	01-510-000-54999	2.54
03075		OIL FILTER	01-510-000-53000	6.23
04575	DOOR COUNTY HARDWARE	WBG CRBGRS CTRL	01-510-000-54999	12.99
04575		MR CLEAN CLEANER	01-510-000-54999	10.47
04575		SAWZAL BLADE	01-510-000-54999	10.99
04575		BULB	01-510-000-54999	2.29
04575		PAINT	01-510-000-51750	27.99
04575		PAINT BRUSHES & PHOTO BATTERY	01-510-000-51750	21.48
12100	LAMPERT YARDS INC	TREATED LUMBER FOR BLEACHERS	01-510-000-51800	11.97
13049	MAY'S SPORT CENTER	MOWER DECK PULLEY	01-510-000-51900	26.80
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	21.01
19880		MEM FLD SPRINKLER	01-510-000-58650	145.16
19880		MEM FLD WARMING HOUSE	01-510-000-56150	154.43
19880		MEM FLD WARMING HOUSE	01-510-000-58650	670.35
19880		N 7TH AVE GARLAND PARK	01-510-000-56150	8.45
19880		N 7TH AVE GARLAND PARK	01-510-000-58650	17.99
19880		FLAG LIGHT 5TH & MICHIGAN	01-510-000-56150	36.55
19880		MEM FLD	01-510-000-56150	49.85
19880		MEM FLD PARKING LOT	01-510-000-56150	10.32
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	15.52
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	70.18
19880		MEM FLD BASEBALL PBI	01-510-000-56150	8.24
20725	T R COCHART TIRE CENTER	FLAT REPAIR	01-510-000-53000	15.00
20725		FLAT REPAIR	01-510-000-53000	11.00
TOTAL				1,367.80
TOTAL PARKS AND PLAYGROUNDS				1,367.80
BALLFIELDS				
20900	TRU GREEN CHEMLAWN	LAWN SERVICE	01-520-000-56500	100.00
20900		LAWN SERVICE	01-520-000-56500	117.00
20900		LAWN SERVICE	01-520-000-56500	80.00
20900		LAWN SERVICE	01-520-000-56500	60.00
20900		LAWN SERVICE	01-520-000-56500	75.00
20900		LAWN SERVICE	01-520-000-56500	75.00
20900		LAWN SERVICE	01-520-000-56500	75.00
20900		LAWN SERVICE	01-520-000-56500	144.00
TOTAL				726.00
TOTAL BALLFIELDS				726.00
MUNICIPAL DOCKS				
16725	PORT A PIER	LOWER SAWYER DOCKS	01-550-000-55900	339.00
DC PEST	DOOR COUNTY PEST CONTROL, LLC	WASP & SPIDER CONTROL	01-550-000-58999	160.00
DC WASTE	DOOR COUNTY WASTE & RECYCLING	SAWYER GARBAGE	01-550-000-54999	10.00
TOTAL				509.00
TOTAL MUNICIPAL DOCKS				509.00

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATER WEED MANAGEMENT				
02206	BAY MARINE	6 GALLONS HULL CLEANER	01-560-000-51400	204.18
02330	JIM OLSON MOTORS	DOOR HANDLE P-10	01-560-000-51400	45.80
03025	CAPTAIN COMMDES INC	PORT-A-POTTIE RENTAL	01-560-000-58999	460.00
03075	CARQUEST OF DOOR COUNTY	DISCONNECT SWITCH	01-560-000-51400	58.78
04575	DOOR COUNTY HARDWARE	SPRAY PAINT	01-560-000-51400	8.98
04575		EXCHANGE PAINT	01-560-000-51400	-4.49
04575		PAINT	01-560-000-54999	25.99
04575		EXCHABGE PAINT	01-560-000-54999	19.16
04575		SPRAY PAINT	01-560-000-51400	45.92
04575		SPRAY PAINT	01-560-000-51400	25.96
04575		PAINT, ROLLER, BRUSHES	01-560-000-51400	67.95
04575		SPRAY PAINT	01-560-000-51400	32.94
04575		BUCKET	01-560-000-51400	40.00
04575		RETURN BUCKET	01-560-000-51400	-40.00
11800	KRUEGER IMPLEMENT INC	13 KNIFE SECTIONS	01-560-000-51400	10.79
16600	POLK DIESEL AND MACHINE, INC.	SERVICE WORK WEED HARVESTER	01-560-000-51400	2,028.97
R0000142	WIS DEPT. OF NATURAL RESOURCES	ADDITIONAL PERMIT FEE SAWYER	01-560-000-58999	253.00
TOTAL				3,283.93
TOTAL WATER WEED MANAGEMENT				3,283.93
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	MANURE BEDDING	01-570-000-52650	39.99
04575		MAUNRE BEDDING	01-570-000-52650	43.99
04575		SPRAY PAINT	01-570-000-52100	8.98
19880	STURGEON BAY UTILITIES	W LARCH ST WALKWAY LIGHTS	01-570-000-56150	101.20
19880		W LARCH ST PARKING LOT	01-570-000-56150	28.01
19880		PENN ST DOCK	01-570-000-58650	56.40
19880		48 KENTUCKY ST WTR FRT	01-570-000-56150	587.72
19880		107 N 1ST AVE MARINA RESTROOMS	01-570-000-56150	546.34
19880		107 N 1ST AVE MARINA RESTROOMS	01-570-000-58650	66.55
19880		N 1ST AVE PARKING RAMP	01-570-000-56150	361.21
19880		48 KENTUCKY ST DOCK	01-570-000-58650	57.73
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	39.00
TOTAL				1,937.12
TOTAL WATERFRONT PARKS & WALKWAYS				1,937.12
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	08/12 INTERNET	01-900-000-56700	4.80
15028	MARTY OLEJNICZAK	APA PLANNING CONF REG 03/12	01-900-000-55600	99.00
15028		MLG BAYFIELD WCPA ANNL MEETING	01-900-000-55600	180.93
TOTAL				284.73
TOTAL COMMUNITY & ECONOMIC DEVLPMT				284.73
TOTAL GENERAL FUND				237,716.82

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
CAPITAL FUND					
ROADWAYS/STREETS					
EXPENSE					
04696	DOOR COUNTY TREASURER	41 TONS HOT MIX ASPHALT	10-400-000-59100	1,839.33	
				TOTAL EXPENSE	1,839.33
				TOTAL ROADWAYS/STREETS	1,839.33
PARKS AND PLAYGROUNDS					
EXPENSE					
14825	NORTHEAST ASPHALT INC	1ST LIFT 4TH AVE PARKING LOT	10-510-000-59075	9,688.57	
				TOTAL EXPENSE	9,688.57
				TOTAL PARKS AND PLAYGROUNDS	9,688.57
				TOTAL CAPITAL FUND	11,527.90
CABLE TV					
CABLE TV / GENERAL					
EXPENSE					
04696	DOOR COUNTY TREASURER	08/12 INTERNET	21-000-000-56700	100.00	
				TOTAL CABLE TV / GENERAL	100.00
				TOTAL CABLE TV / GENERAL	100.00
				TOTAL CABLE TV	100.00
TID #2 DISTRICT					
TID DISTRICT #2					
TID #2 A AREA BONDS - CITY					
01764	ASSOCIATED WEALTH MANAGEMENT	GO REFUNDING BONDS	25-320-930-70001	11,356.25	
				TOTAL TID #2 A AREA BONDS - CITY	11,356.25
TID #2 A AREA BONDS - DVL					
01764	ASSOCIATED WEALTH MANAGEMENT	GO REFUNDING BONDS	25-320-931-70000	200,000.00	
01764		GO REFUNDING BONDS	25-320-931-70001	46,327.50	
				TOTAL TID #2 A AREA BONDS - DVL	246,327.50
T2 ROAD PROJECTS					
01764	ASSOCIATED WEALTH MANAGEMENT	TID #2	25-320-932-70001	3,235.72	
01764		TID #2	25-320-932-70001	1,848.99	
01764		GEN OBL REFUNDING BONDS	25-320-932-70000	200,000.00	
01764		GEN OBL REFUNDING BONDS	25-320-932-70001	54,006.25	
				TOTAL T2 ROAD PROJECTS	259,090.96
T2 SERIES 2006A					
01764	ASSOCIATED WEALTH MANAGEMENT	TID #2	25-320-933-70001	19,098.07	
01764		TID #2	25-320-933-70001	145.97	
01764		WATERFRONT REDEV AUTHORITY	25-320-933-70000	1,245,000.00	
01764		WATERFRONT REDEV AUTHORITY	25-320-933-70001	297,561.25	

DATE: 09/11/2012
TIME: 15:47:41
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 09/18/2012

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2	DISTRICT			
	T2 SERIES 2006A			
	T2 SERIES 2006A			
			TOTAL T2 SERIES 2006A	1,561,805.29
			TOTAL TID DISTRICT #2	2,078,580.00
			TOTAL TID #2 DISTRICT	2,078,580.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03767	STAPLES ADVANTAGE	3 HOLE PUNCHED PAPER	60-000-000-54999	191.92
08700	HYDRAULIC SERVICE INC	2 SEALS	60-000-000-53000	19.96
20253	TILOT OIL LLC	15W-40 ENGINE OIL	60-000-000-52050	562.08
DC WASTE	DCOR COUNTY WASTE & RECYCLING	201.48 TONS REFUSE	60-000-000-58300	11,577.48
DC WASTE		COMINGLED & PAPER	60-000-000-58350	1,385.50
			TOTAL SOLID WASTE ENTERPRISE FUND	13,736.94
			TOTAL SOLID WASTE ENTERPRISE FUND	13,736.94
			TOTAL SOLID WASTE ENTERPRISE	13,736.94
			TOTAL ALL FUNDS	2,341,661.66

MANUAL CHECKS

WPPI	\$ 90,097.34
09/04/12	
Health & dental insurance	
ACH	
Misc. accounts	

TOTAL MANUAL CHECKS	\$ 90,097.34
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INVOICES DUE ON/BEFORE 09/18/2012

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	237,716.82	327,814.16
CAPITAL FUND	11,527.90	
CABLE TV	100.00	
TID #2 DISTRICT	2,078,580.00	
SOLID WASTE ENTERPRISE	13,736.94	
TOTAL --- ALL FUNDS	-2,341,661.66	2,431,759.00

Lanny B. Upfal 9-11-12
Perlichter 9-11-12
J. H. [Signature] 9-11-12

COMMON COUNCIL
September 4, 2012

A meeting of the Common Council was called to order at 7:04 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Vandertie, Lodi, Wiesner, Stutting, Fett and Schlicht were present.

Schlicht/Fett to adopt agenda moving item 6i from the consent agenda to the regular agenda. Carried.

Stutting/Schlicht to approve bills: General Fund – \$76,842.67, Capital Fund - \$1,154.00, Cable TV - \$4,423.20, TID #3 - \$27,462.50, and Solid Waste Enterprise - \$2,002.74 for grand total of \$111,885.41. Roll call: All voted aye. Carried.

Schlicht/Stutting to approve consent agenda:

- a. Approval of 8/21/12 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) City Plan Commission – 8/15/12
 - (2) Board of Canvassers – 8/20/12
 - (3) Parking & Traffic Committee – 8/20/12
 - (4) Community Protection & Services Committee – 8/21/12
 - (5) Finance/Purchasing & Building Committee – 8/21/12
 - (6) Park & Recreation Committee/Board – 8/22/12
 - (7) Industrial Park Development Review Team – 8/24/12
 - (8) Zoning Board of Appeals – 8/27/12
- c. Consideration of: Beverage Operator licenses.
- d. Consideration of: Temporary Class B Beer license for Door County Century.
- e. Consideration of: Sidewalk café permit for Family Thyme Restaurant.
- f. Consideration of: Street closure application for Third Avenue Business Association.
- g. City Plan Commission recommendation re: Rezone the Kluge property, located at 522 Jefferson Street, from Central Business District (C-2) to Mixed Commercial Residential (C-5).
- h. City Plan Commission recommendation re: Single Family Residential (R-2) as the official zoning classification for the Naden property recently annexed into the City of Sturgeon Bay, located at 346 Alabama Street.
- i. ~~Parking & Traffic Committee recommendation re: Using education as well as installing signage on Jefferson Street, 3rd Avenue and Madison Avenue stating "Walk Your Bicycle on Sidewalk."~~ Moved to regular agenda.
- j. Parking & Traffic Committee recommendation re: Installing signs stating "No Parking Stopping and Standing from 7 a.m. to 4 p.m. on School Days" on the east side of N. 14th Avenue from Michigan Street to Young Automotive. Install signs stating "Loading Zone Only from 7 a.m. to 4 p.m. on School Days" on the west side of N. 14th Avenue from the main driveway entrance of T.J. Walker Middle School to the north property line.

Carried.

There were no Mayoral appointments.

RECOMMENDATION

We, the Parking & Traffic Committee, hereby recommend using education as well as installing signage on Jefferson Street, 3rd Avenue and Madison Avenue stating "Walk Your Bicycle on Sidewalk."

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chr.

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

Denial of beverage operator license for Carol Eakin was discussed. Wiegand/Vandertie to deny the beverage operator license for Carol Eakin. Carried with Lodi voting no.

A public hearing regarding the amendment of Chapter 20 of the Municipal Code (Zoning Code) to create an Aesthetic Design and Site Plan Review Code was opened at 7:26 p.m. and closed at 7:27 p.m.

Wiegand/Fett to read in title only and eliminate (8) Penalties. of the ordinance creating of Section 20.42 of the Municipal Code – Aesthetic Design and Site Plan Review. Carried.

A final resolution authorizing improvements and levying special assessments against benefitted property for the installation of curb and gutter on Michigan Street from 1st Avenue to Hwy 42/57. Introduced by the Mayor. Stutting/Fett to adopt. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the transfer of funds from Otumba Park Beach Restoration, account #10-540-000-59025 to Annual Storm Sewer Capital Outlay, account #10-300-000-59115, in the amount of \$39,655.17 to complete the storm sewer repair located on Nebraska Street and First Avenue, and to accept the bid from Peters Concrete in the amount of \$39,655.17 for the storm sewer repair.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chr.

Introduced Stutting. Schlicht/Vandertie to adopt. Wiegand/Stutting to amend the motion to take the \$39,655.17 from fund balance. Wiegand & Stutting voting aye. Vandertie, Lodi, Wiesner, Fett, and Schlicht voted no. Amendment failed. Discussion took place regarding other projects, whether or not to take the money from the Beach Restoration account, and what other account could the money could come from. Roll call vote taken on the original motion: All voted aye. Carried.

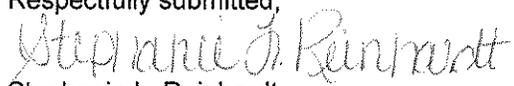
City Plan Commission Chair Wiegand, Finance/Purchasing & Building Committee Chair Stutting, and Park & Recreation Committee Chair Wiegand presented reports for their respective committees/commissions.

Reid Rocheleau, 939 and 940 Georgia Street spoke during public comment of non-agenda items.

The Mayor did not have any comments.

After the Mayor announced the statutory basis, Schlicht/Fett to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) a. Consideration of: Acquisition/Development of Industrial Park Property. b. Consideration of: Acquisition/Development of Commercial Property. Roll call: All voted aye. The meeting moved to closed session at 8:05 p.m. and adjourned at 9:04 p.m.

Respectfully submitted,


Stephanie L. Reinhardt
City Clerk

6b1.

6b1.

Board of Review
August 7, 2012

A meeting of the Board of Review was called to order at 9:00 a.m. by Chairperson Hauser in Council Chambers, City Hall. Roll call: Members Bellin, Loss, Welhaven, Hauser, Wiese and Alternate Allmann were present. Ryan Anderson from Associated Appraisals, City Attorney Nesbitt, and City Clerk Reinhardt were also present.

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

1. Roll Call
2. Adoption of Agenda.
3. Receive objections/hear testimony as appropriate/examine the assessment roll for errors.
4. Adjournment will take place when all hearings and deliberations have been completed.

Carried.

The Board examined the assessment roll.

There were no objections to be heard.

Moved by Mr. Bellin, seconded by Ms. Wiese for final adjournment. Carried. The meeting adjourned at 11:00 a.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk

STURGEON BAY UTILITIES

Regular Meeting
August 14th, 2012

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:02 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Bernard Ellenbecker, Secretary Gary DeNamur, Mayor Thad Birmingham and Commissioners Matt Felhofer and Robert Schlicht were present. Commissioner David Phillips was excused. Also present were General Manager James Stawicki, Operations Manager Cliff White and Electric Supervisor Jason Bieri.

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

Schlicht/Felhofer to approve the minutes of the regular meeting held on July 9th, 2012. Motion carried.

The Commission proceeded to review the bills for July in the amount of \$1,901,402.06. Fett/Ellenbecker to approve payment of the bills. Motion carried.

The June 2012 financials were presented. Felhofer/Birmingham to accept the financials subject to audit. Motion carried.

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

Consideration of erection of sign for Crossroads on SBU property was next item on the agenda. The Door County Historical Society (DCHS) has asked for permission to erect an informational/directional sign on a parcel of land owned by SBU adjacent to the Crossroads property. The sign will direct patrons to the Historical Village located on the Crossroads grounds. Birmingham/DeNamur to grant permission to DCHS to use the SBU property for a sign. Motion carried.

Next was discussion of replacement of athletic field lighting. During SBU's 2011 pole inspection, contractors determined that a number of poles supporting lights at Memorial, PBI, Jaycee and West Side Fields have deteriorated. The lighted fields are used by the school for football, baseball and softball games. In addition, various city and county recreational leagues use the baseball fields at night. Utilizing a WPPI grant, SBU retained Muermann Engineering to develop plans for a new lighting system at all fields that support night-time activities. Muermann Engineering designed the bid specs to provide to contractors. In addition, soil borings were also taken at all potential light pole locations to further refine the plans. The plans call for new lights and electric services at Memorial Field, PBI Field and West Side Field with options to light the ice skating rink and the new skate park. Under the current schedule, requests for proposals will be publicized and forwarded to qualified contractors. Bids are due on August 23rd, 2012. Electric Supervisor Bieri noted that the lights will be removed from the Jaycee Field because it is only used for day games. Commissioner Felhofer suggested adding the soccer field to this list, which would add uniformity to all fields. Commissioner Schlicht wants staff to consider adding the ice skate rink and skate park to this list as it is a positive youth activity in the community. This item was for information only.

Consideration of First Avenue Bank One transformer repairs was the next item on the agenda. On July 15th, SBU received calls regarding voltage surges from a number of customers. Responding lineman concluded that the Bank One transformer located at the First Avenue substation was making odd noises. Upon opening and inspection of the Load Tap Changer (LTC) for the transformer, it appeared that a lead on the "A" phase of the LTC burned off and was laying against the barrier board in the back, causing damage to it too as well as burning/melting the hardware on the H2 phase raise reversing contact where it connects to the barrier board. The inspectors have speculated that a loose connection may have caused this problem. Staff has had issues

with the LTC over the last ten years due to moisture. This transformer has also been on staff's "watch" list due to a suspected fault detected by the vibration/acoustic analysis and gas testing that is performed bi-annually. This suspected fault appears to be in the same area that this failure occurred. While the repair cost is expected to be significant (perhaps \$50,000-\$100,000), current indications from the testing performed once the fault was cleared showed no other issues. While there are no guarantees, staff and consultants feel this repair is warranted. Birmingham/Schlicht to direct staff to move forward with repairs to Bank One Transformer. Motion carried.

Operations report was presented by Operations Manager White. Birmingham/Schlicht to accept the Operations Report for July. Motion carried.

Next were Council member's updates on issues. Commissioner Schlicht reported that there is a growing list of street light requests that have been received by SBU and CP & S. CP & S staff will go through list to determine the direction it will take with the submitted requests. City staff has received a number of calls regarding the public fire protection which is now being billed quarterly via utility bills as opposed to property taxes. Sail Training Foundation has contacted the city regarding their septic system. They are considering replacing their septic tank or hooking up to city sewer. Last, the ordinance to change the makeup of the Utility Commission passed with a 5-1 vote. This change will go into effect on October 1st, 2012. This item was for information only.

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

- a. Adjustments for the month
- b. Update on projects
 - 1. WPPI Benefit Plan Trust

Schlicht/Birmingham to adjourn. Motion carried. The meeting adjourned at 1:15 p.m.

Gary DeNamur
Secretary

Approved for publication:

Stewart Fett
President

James Stawicki
General Manager

Date: _____

Date: _____

FINANCE/PURCHASING & BUILDING COMMITTEE
August 28, 2012

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:00 p.m. by Chairperson Stutting in Council Chambers, City Hall. Roll call: Alderperson Stutting, Alderperson Wiegand and Alderperson Schlicht were present. Also present: Alderperson Vandertie, City Administrator McNeil, Finance Director/City Treasurer Clarizio, Public Works/Park and Recreation Superintendent Bordeau, City Engineer Depies, Fire Chief Herlache, Assistant Fire Chief Dietman, Community Development Director Olejniczak, Sturgeon Bay Utilities General Manager Jim Stawicki, DCEDC Executive Director Bill Chaudoir, members of the general public and Office/Accounting Assistant II Flinn.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Transfer of funds for Nebraska Street Storm Sewer.
4. Consideration of: Athletic field lighting project.
5. Consideration of: Debt issuance for refuse trucks.
6. Consideration of: Revision of the Debt Section of the City of Sturgeon Bay Fiscal Management Policy
7. Convene in closed session in accordance with the following exemption:
 Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
 - a. Consideration of: Town of Sevastopol Fire Protection Contract.
 - b. Consideration of: Acquisition/Development of Industrial Park property.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate
8. Review of unfinished business list.
9. Review bills.
10. Adjourn.

Carried.

City Engineer Depies led the discussion on the transfer of funds for Nebraska Street Storm Sewer. He stated that the storm sewer on Nebraska Street and First Avenue has failed and is causing damage. With Fourth Avenue being completed this year all the funds in the Storm Sewer budget were used. Therefore, he is asking to transfer funds from the Otumba Storm Water management project, which has funds available now that

the project is complete. Three bids were received. The lowest bid was from Peters Concrete in the amount of \$39,655.17. Moved by Alderperson Stutting, seconded by Alderperson Schlicht to recommend to the Common Council to approve the transfer of funds from Otumba Park Beach Restoration, account #10-540-000-59025 to Storm Sewer Capital outlay, account #10-300-000-59115 and to accept the bid from Peters Concrete in the amount of \$39,655.17 for the storm sewer repair located on Nebraska Street and First Avenue. Alderperson Wiegand commented that he felt that the funding should stay within each specific department in case something or another project is necessary. Mr. Depies replied that the funding was for a storm water management project and this is a storm sewer project and there are enough funds left to do one transfer rather than piecing it from many different accounts. It is not grant money that is being used for this project. He continued that when there are funds left in specific departments it goes back into the general fund for other uses. Public Works/Park and Recreation Superintendent Bordeau confirmed that it was a storm water project at Otumba Park and the project was under budget, so the funds are available to do this repair. A vote was taken on the motion. Motion carried with Alderperson Wiegand voting no.

Athletic field lighting project was the next item discussed. Alderperson Stutting stated that the poles at Memorial Field are no longer able to be worked on. They were originally installed in 1980. An RFP was sent out and came back with a total cost of \$475,512. He continued that a grant is being written for fifty percent of the cost and the balance will be split between several organizations. The goal is to start working on this as soon as the last football game is done, so in the spring the fields are ready for baseball. This project will take some time and if it is put off until spring it will not be able to be started until approximately March when the frost is out of the ground, and baseball practice starts in April. Alderperson Stutting stated that if borrowing is necessary it is possible that there would be something available with zero percent interest. The alternative is to schedule all day time games. However, that doesn't usually work well for most people. Alderperson Wiegand would like more information before he can make a decision. Moved by Alderperson Stutting, seconded by Alderperson Schlicht to postpone the Athletic field lighting project until the September 11, 2012 Finance/Purchasing & Building Committee meeting. Carried.

Debt issuance for refuse trucks was briefly discussed. Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to Common Council to approve and authorize the Mayor and City Clerk to make application for a loan with the State of Wisconsin Board of Commissioners of Public Lands in the amount of \$403,544, with an interest rate of 2.5% and a payback period of 5 years for the purpose of financing two refuse trucks. Carried.

The next item discussed was Revision of the Debt Section of the City of Sturgeon Bay Fiscal Management Policy. Finance Director/City Treasurer Clarizio stated that due to a recent IRS undertaking to audit the records of municipal bond issues, both, the City's Bond Counsel, Quarles and Brady, and the Financial Consultant, Robert W. Baird, have advised the City to consider a more comprehensive Post Issue Compliance Policy.

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to the Common Council to adopt the revised City of Sturgeon Bay Debt Section of the Fiscal Management Policy. Carried.

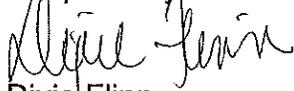
After the Chairman announced the statutory basis, it was moved by Alderperson Schlicht, seconded by Alderperson Wiegand to convene in closed session. Roll call: All ayes. Carried. The meeting moved to closed session at 7:42 p.m. The meeting reconvened in open session at 8:53 p.m.

The Committee reviewed the unfinished business list.

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

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to adjourn. Carried. The meeting adjourned at 8:55 p.m.

Respectfully submitted,



Dixie Flinn

Office/Accounting Assistant II

PERSONNEL COMMITTEE
September 4, 2012

A meeting of the Personnel Committee was called to order at 6:00 p.m. by Chairperson Vandertie in the second floor conference room, City Hall. Roll call: Members Vandertie, Stutting, and Wiegand were present. Also present: Mayor Birmingham, Ald. Schlicht, Ald. Wiesner, City Administrator McNeil, Municipal Services Supt. Bordeau, City Clerk Reinhardt, and Assistant City Administrator Allen.

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

1. Roll call.
2. Adoption of agenda.
3. Convene in closed session in accordance with the following exemption:

Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Wis. Stats. (1)(f)

Pursuant to Section 19.85(1) (f), Wis. Stats., to consider the investigation of charges against a specific person which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of said person referred to in such investigation.

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. The Committee may adjourn in closed session.

4. Adjourn.

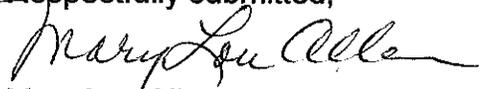
Carried.

After the Chairperson announced the statutory basis, it was moved by Mr. Stutting, seconded by Mr. Wiegand to convene in closed session. Roll call: All voted aye. Carried. The meeting moved to closed session at 6:01 p.m.

The meeting reconvened in open session at 6:59 p.m.

Moved by Mr. Wiegand, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 7:00 p.m.

Respectfully submitted,



Mary Lou Allen
Assistant City Administrator

CITY PLAN COMMISSION
Wednesday, September 5, 2012

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 Dan Wiegand, Dennis Statz, Steve Parent, John Lodl, Laurel Brooks, and Jeff Norland were present. Excused: Member Mike Gilson. Also present were Chris Jeanquart, Myra Lagerman, City Administrator Steve McNeil, Alderman Robert Schlicht, 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 August 15, 2012.
4. Public comment on non-agenda items.
5. Conditional use request from Port & Starboard, LLC, to allow boat storage at 840 S. Lansing Avenue.
Presentation
Public hearing
Consideration of
6. Consideration of: Annexation petition from Myra Lagerman for a vacant parcel located on N. Columbia Avenue.
7. Adjourn.

Carried.

Approval of minutes from August 15, 2012: Moved by Mr. Lodl, seconded by Mr. Statz to approve the minutes from August 15, 2012. Carried.

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

Conditional use request from Port & Starboard, LLC, to allow boat storage at 840 S. Lansing Avenue.

Presentation: Mr. Olejniczak stated that in the I-1 district, boat storage is a conditional use. This property is a back lot located behind Sneakers and Boots. It is adjacent to the existing building and would not be visible from the street or detract from the other businesses. Mr. Jeanquart had submitted a certified survey map that was approved to adjust the lot lines between his two parcels so the proposed building addition would not extend over the lot line. The Industrial Park Development Review Team had met with the builder and Mr. Jeanquart and has approved the plans for the building addition.

Chris Jeanquart, 1331 Cove Road, owner of the property, explained that he currently has two tenants in the warehouse, Portside Builders and Bay Ship. He would like to add on 12,000 sq. ft. for boat storage. Mr. Jeanquart also met with the fire chief in regard to the design of the building, as well as access to it. The fire chief was satisfied with the plans. Bayland Buildings has been granted state approved early start building permits. The lot line requirements have been met. The addition is actually a continuation of the existing building.

Public hearing: Mr. Wiegand opened the public hearing at 7:05 p.m. No one spoke during the hearing. There was no written correspondence. The public hearing was declared closed at 7:06 p.m.

Consideration of: Mr. Olejniczak offered options such as approving the conditional use, approving it with conditions, or denying the conditional use with reasons. The Industrial Park Design Review Team made their approval conditioned on approval of the fire lane, which has been resolved. The stormwater management has been approved. The landscaping requirements in the Industrial Park need to be met by the planting of three trees. The fourth condition was adjusting the lot lines, which has been completed with the certified survey map.

Mr. Lodi wondered what the difference in square footage is compared to other boat storage buildings. Mr. Olejniczak responded that this building would be much smaller.

Ms. Brooks mentioned that the executive summary states regarding the properties in the Industrial Park, typically the City prefers that they go to businesses that generate more jobs. Also, over the past few years there has been concern about shrinking availability of space in the Industrial Park. The City has been looking to acquire more property or expand the existing property. Mr. Olejniczak responded that this is why this use is a conditional use rather than a permitted use. There are other uses that are needed to support other industries, such as the marina industry, which is very vital to the City. This particular lot is well suited for this use. It may not be a long-term use for this property. Once the building is up, another manufacturing business may come along and want to lease from Mr. Jeanquart and generate a higher tax base and more employment than boat storage. The City is working on plans to maintain the supply of available industrial lots.

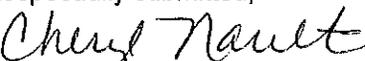
Moved by Ms. Brooks, seconded by Mr. Statz to approve the conditional use. Moved by Ms. Brooks, seconded by Mr. Statz, to amend the motion and approve the conditional use, subject to complying with the conditions of the Industrial Park Design Review Team. A vote was taken on the amendment. All ayes. Carried. A vote was then taken on the original motion as amended. All ayes. Carried.

Consideration of: Annexation petition from Myra Lagerman for a vacant parcel located on N. Columbia Avenue: Mr. Olejniczak stated that Myra Lagerman is petitioning to annex a vacant parcel that abuts the City on the east. The Council has accepted the petition. The Plan Commission is to look at this from a City growth and planning standpoint. There would then be a recommendation to Council. Also, if the annexation goes through, a temporary zoning classification must be placed on the property. The annexation study looked at the City services and each department examined how this would impact their specific areas. The property is located on a street that is currently being plowed and maintained. Sewer and water is already located there. There is very little impact. Services can easily be provided at only marginal costs. Annexation is recommended by staff.

Moved by Mr. Lodi, seconded by Mr. Norland to accept the annexation petition for Myra Lagerman and designate as R-1 temporary zoning. All ayes. Carried.

Adjourn: Moved by Mr. Norland, seconded by Ms. Brooks to adjourn. Carried. Meeting adjourned at 7:21 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

BICYCLE AND PEDESTRIAN ADVISORY BOARD

Thursday, September 6, 2012

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:00 p.m. by Chairperson Robert Schlicht in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Paul Anschutz, Rhonda Kolberg, Laurel Brooks, Robert Schlicht, Leni Spaude, and Marty Olejniczak were present. Excused: Member Nathan Hayes. Also present were Superintendent of Sturgeon Bay Schools Joe Stutting, Elementary Principal Ann Smejkal, Middle School Principal Randy Watermolen, Business Manager for Sturgeon Bay Schools Tom Olson, Principal of St. Peters Lutheran School Paul Lutze, Police Chief Arleigh Porter, Alderman John Lodl, Reid Rocheleau, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Anschutz, seconded by Ms. Kolberg to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from July 5, 2012 and August 2, 2012.
4. Consideration of: Safe Routes to School recommendations.
5. Consideration of: Pedestrian (Sidewalk) Plan.
6. Consideration of: Recommendation to Parking and Traffic Committee on WDOT detour route on Bayview Bridge closing.
7. Consideration of: Educational bike programs for children and adults.
8. Adjourn.

Carried.

Approval of minutes from July 5, 2012 and August 2, 2012. Moved by Ms. Brooks, seconded by Ms. Spaude to approve the minutes from July 5, 2012 and August 2, 2012.

Consideration of: Safe Routes to School recommendations: Mr. Olejniczak presented background information on the Safe Routes to School plan and the status of the grant received for implementation and the pending grant application. Safe Routes to School is based on the 5 E's: Education, Encouragement, Engineering, Enforcement, and Evaluation. The SRTS plan contains a number of recommendations. The recommendations need to be looked at to see if they are still valid and if there are any new things to be recommended for the plan.

The Board reviewed some of the SRTS recommendations, including specific school site issues. Representatives of the schools also provided comments and information about the recommendations.

Ms. Smejkal stated that there is an average of 12-15 neighborhood students that ride their bikes to Sunrise School.

Mr. Anschutz reminded everyone that Oct. 3rd is National Walk to School Day. The word needs to get out to the schools.

Paul Lutzke stated that many students rode their bikes to school after a bike rodeo was held last fall. He supports more education for students and drivers. He would also appreciate a current map of what the safe routes to school are.

Mr. Stutting stated that a school member should be placed on this Board. But, he wants to make sure the Board will stay active. There are some recommendations that can come off the list because they are done and some should not be included because realistically they are not going to happen. He added that school facilities are always open for any type of community activity on a Saturday.

Ms. Schlicht will keep this item on the agenda and bring back to the next meeting.

Consideration of: Pedestrian (Sidewalk) Plan: Mr. Olejniczak said that in the past there was a policy regarding installing sidewalks on streets, but an ordinance was never implemented. At the last meeting it was discussed which streets needed sidewalks and also whether the subdivision ordinance should be amended to address sidewalks on new streets. He handed out a potential sidewalk policy for existing City streets, as well as a potential amendment to the to the subdivision ordinance dealing with new developments.

Mr. Schlicht thought the policy done in 1996 and the proposed policy should be looked at and come up with what would make sense.

Ms. Kolberg stated she was in favor of putting the plan together, but was concerned of requiring the property owner to pay 50% of the cost of sidewalk installation. Members discussed the method for paying for future sidewalks.

Ms. Brooks said we need to demonstrate the will to make this a walkable community, establish the method and then proceed.

Mr. Olejniczak handed out a map showing the functional classification of city streets. Members are to review this along with the other documents and bring back to the next meeting. Mr. Olejniczak will get an average cost per foot for sidewalks, as well as a list of streets by category. Mr. Olejniczak also mentioned discussing future streets, as well at the next meeting and coming up with a recommendation to Plan Commission.

Consideration of: Recommendation to Parking and Traffic Committee on WDOT detour route on Bayview Bridge closing: Mr. Schlicht asked for input from the Board regarding the detour route when the Bayview Bridge closes for a few months next spring. He handed out a WDOT potential detour route. The proposed route for trucks both northbound and southbound would include crossing the Michigan Street Bridge and staying on Michigan Street to the highway. The same route is proposed for cars northbound. The proposed route for cars going southbound would go down Egg Harbor Road to Jefferson Street, through downtown and turn left on 3rd Avenue and right on Michigan to the Michigan Street Bridge.

The Board members discussed the detour route. Mr. Anschutz suggested a truck detour route going along Gordon Rd. (County BB) from Culvers to Bayshore Drive (3rd Avenue) to 1st Avenue to the Oregon Street Bridge, and the same going northbound, from 1st Avenue to 3rd Avenue to Gordon Road (County BB) to the highway. The trucks should stay off of Michigan Street due to the location of the schools, YMCA, and hospital.

Ms. Kolberg said it would make sense to use both bridges and send trucks out to Egg Harbor Rd. One bridge to go one way and the other bridge going the other way.

Mr. Olejniczak stated minimizing turn movements and the crossing of traffic were reasons the DOT chose the proposed truck detour route. Making a southbound truck route going down CTY BB has merit, but he thinks there may be resistance from the DOT since the trucks would have to cross the main travel route and making a left turn to get back onto the highway may be problematic because all the other traffic that has been detoured is already back on the highway south of the Culver's intersection.

Mr. Rocheleau explained that he was a semi driver for 35 years. Truck mirrors will be taken off while meeting another truck going over the Michigan Street Bridge. The bridge is too narrow and cannot handle two-way truck traffic. He doesn't feel that traffic should be run down Michigan St. Egg Harbor Road has no sidewalks, so it is dangerous for pedestrians. The proposed route needs more thought.

After further discussion, it was moved by Mr. Anschutz, seconded by Ms. Kolberg to recommend to the Parking and Traffic Committee to not accept Michigan Street as a detour route for trucks and to instead direct truck traffic from 1st Avenue to 3rd Avenue and out to Gordon Road (County BB) and back to the highway at Culvers for both northbound and southbound traffic. Mr. Olejniczak stated he liked that route, but his concern was with turning movements on 1st Avenue and Michigan St. Roll call vote: Motion carried, with Mr. Schlicht voting no.

Discussion then took place regarding northbound auto traffic. Mr. Anschutz suggested taking the Oregon St. Bridge to 3rd Avenue, turning right onto Memorial Drive, to crossing underneath the Bayview Bridge, down to 19th Avenue to the highway on Utah St.

Mr. Olejniczak stated there was no need to make any changes to the proposed detour route for northbound car traffic. He would like a stop sign or other stop control maintained at 3rd Ave. and Michigan St. until proven that removal is needed to alleviate congestion.

Further discussion took place. Moved by Mr. Olejniczak, seconded by Ms. Brooks to recommend to the Parking and Traffic Committee that if Michigan Street is chosen as a detour route that the bike lanes not be removed and that the existing stops signs not be removed. Roll call vote: All ayes. Carried.

The Board then discussed the southbound auto traffic detour route. Moved by Ms. Brooks, seconded by Ms. Kolberg to recommend to the Parking and Traffic Committee to direct southbound automobile traffic along the same detour route as recommended for southbound truck traffic, including County BB to County B to 3rd Avenue to 1st Avenue

and then turn right on Michigan Street. Roll call vote. Carried, with Mr. Olejniczak and Mr. Schlicht voting no.

Consideration of: Educational bike programs for children and adults: Due to the time and other commitments, Mr. Schlicht removed this from the agenda.

Adjourn: Moved by Ms. Brooks, seconded by Mr. Anschutz to adjourn. Carried. Meeting adjourned at 6:37 p.m.

Respectfully submitted,


Cheryl Nault
Community Development Secretary

6c1.

CITY OF STURGEON BAY
INSPECTION DEPARTMENT
August 31, 2012

6c1.

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF AUGUST, 2012.

August-12	YEAR TO DATE		August-12	YEAR TO DATE
0	8	ONE FAMILY DWELLINGS	-----	985,900
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
0	0	DUPLEX CONVERTED TO TRI-PLEX	-----	-----
0	1	C.B.R.F.	-----	3,057,776
1	2	RESIDENTIAL ADDITIONS	18,000	118,000
7	39	RESIDENTIAL ALTERATIONS	19,000	378,382
2	7	RESIDENTIAL GARAGES/CARPORTS	28,225	101,820
1	3	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	2,500	31,900
0	1	RESIDENTIAL STORAGE BUILDINGS	-----	3,000
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	1	NEW COMMERCIAL BUILDINGS	-----	595,000
0	1	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-----	4,800
0	1	NON-RESIDENTIAL ADDITIONS	-----	264,000
5	21	NON-RESIDENTIAL ALTERATIONS	754,313	1,132,113
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
16	85		\$822,038	\$6,672,691

TOTAL ESTIMATED COST OF CONSTRUCTION

August-12	YEAR TO DATE	TOTAL PERMITS ISSUED	August-12	YEAR TO DATE
16	85	BUILDING PERMITS	1,831	18,914
15	93	ELECTRICAL PERMITS	3,976	9,005
6	56	PLUMBING PERMITS	703	6,182
8	47	HEATING PERMITS	385	6,221
3	105	SIGN PERMITS	90	3,030
0	1	MISCELLANEOUS PERMITS	-----	25
0	0	SUMP PUMP PERMITS	-----	-----
4	85	ELECTRICIAN LICENSES	78	1,244
0	2	EARLY STARTS	-----	375
2	10	EROSION CONTROL	225	1,550
0	0	STATE PLAN APPROVALS	-----	-----
0	8	PARK & PLAYGROUND PAYMENTS	-----	2,400
0	8	WISCONSIN PERMIT SEALS	-----	280
2	3	ZONING BOARD OF APPEALS APPLICATIONS	600	900
0	1	ZONING CHANGES/P.U.D. APPLICATIONS	-----	945
0	2	PLAN COMMISSION - CONDITIONAL USES	-----	600
1	7	CERTIFIED SURVEY MAP REVIEWS	30	450
0	1	SUBDIVISION PLATTING REVIEW	-----	370
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
1	5	COMMERCIAL OCCUPANCY FEES	50	200
0	0	PIER PERMIT	-----	-----
1	2	DEMOLITION	25	50
0	0	REINSPECTION FEE	-----	-----
0	0	BLASTING	-----	-----
		TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER	\$7,993.00	\$52,741.00

Cheryl Nault
Cheryl Nault
Building Inspection Dept.



STURGEON BAY POLICE DEPARTMENT



The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.

To: The Honorable Mayor
 Members of the Common Council
 Members of the Police and Fire Commission
 City Administrator Steve McNeil
 Officers of the Sturgeon Bay Police Department
 Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for August, 2012

Date: September 7, 2012

The following is a summary of the Police Department's activities for the month of August. The activities included are crimes investigated, police service calls handled by department members, arrests completed, traffic accidents investigated, miles traveled, fuel consumed, training completed, and public education provided by department members.

Crimes Investigated

The Department, during the month, investigated a total of 70 crimes.

These crimes can be broken down and classified as follows.

Theft.....	16
Criminal Damage to Property.....	11
Disorderly Conduct.....	11
Bail Jumping.....	03
Possess Marijuana.....	03
Harassment.....	08
Battery.....	04
Fraud.....	02
Internet Crimes Against Children.....	03
Death Investigation.....	01
Sexual Assault of Child.....	01
Strangulation.....	01
Physical Abuse of Child.....	02
Possess Drug Paraphernalia.....	04
TOTAL	70

The above crimes resulted in the loss of \$6,366 to the community, of which \$415 has been recovered.

Arrests

The Department completed a total of 257 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrest	
Substantial Battery.....	01
Bail Jump.....	02
Strangulation.....	01
TOTAL	04
B. Misdemeanor Crime Arrests	
Disorderly Conduct.....	07
Theft.....	01
Battery.....	02
Retail Theft.....	01
Bail Jump.....	02
Possess Marijuana.....	01
Possess Drug Paraphernalia.....	02
Criminal Damage to Property.....	02
TOTAL	18
Wisconsin Probation & Parole Violation Arrests.....	08
Warrant Arrests.....	03
TOTAL	11
C. Ordinance Violation Arrests	
Open Intoxicants.....	01
Underage Drinking.....	05
Possession of Marijuana.....	03
Possession of Drug Paraphernalia.....	02
Disorderly Conduct with Vehicle.....	01
Urinate / Defecate in Public.....	01
Discharge Fireworks.....	01
Water Patrol Violations.....	07
Meddle/Damage Property.....	01
Obstruct Officer.....	02
Animal at Large.....	01
Retail Theft.....	06
Disorderly Conduct.....	03
TOTAL	34
D. Traffic Crime Arrests	
Operating While Intoxicated (2nd Offense or Greater).....	01
Operating after Driver's License was Revoked.....	07
TOTAL	18

E. Traffic Violation Arrests	
Operating a Motor Vehicle While Intoxicated	05
Speeding Violation	46
Motor Vehicle Registration Violation	12
Failure to Obey a Traffic Sign or Signal	12
Operating While Driver's License Suspended	09
No Driver's License	04
Inattentive Driving	03
Operating Left of Center	01
Seat Belt Violation	61
Miscellaneous Moving Traffic Violations	11
Failure to Yield	05
Violate Driver's License Restrictions	01
Minor Transporting Intoxicants	01
Driving too Fast for Conditions	01
TOTAL	172

In addition to the preceding arrests, the Department conducted a total of 471 traffic stops during the month and logged 189 violations for various motor vehicle defects and local ordinances and issued 163 written warnings for those violations. A total of 04 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department, during the month, investigated a total of 25 vehicle accidents. These investigations are categorized into four types, which are described below.

A.	Motor Vehicle Accidents Involving Fatalities	00
B.	Motor Vehicle Accidents Involving Injuries	03
C.	Motor Vehicle Accidents Involving Property Damage	20
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage	02
	(less than \$1,000.00)	
	TOTAL	25

Police Service Calls

Department members handled 471 service calls during the month. These calls consist of both citizen requests for police service and service needs initiated by officers on patrol. The type of service and the number of calls in each category are described below.

A.	Traffic and Road Incidents	67
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This category consists of all assignments involving assists to motorists in distress, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing debris from roadways, and all parking problem complaints.

B.	Noise Complaints	20
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These complaints involve private parties, licensed liquor establishments, and parties in public places.

C.	Sick and Injured Persons.....	25
	Assistance rendered to the Ambulance Service and sick or injured persons. (Of these calls 02 required the commitment of citizens to a Mental Health Facility for mental or substance abuse problems.)	
D.	Alarms.....	21
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals.....	37
	Investigation by officers of noisy animals, loose animals, animal bites, wild animals, and sick, injured or dead animal complaints.	
F.	Civil Disputes.....	08
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	
G.	Escorts.....	07
	Transporting citizens, money escorts for area financial institutions, funerals, and for area industry.	
H.	Civil Assistance Rendered.....	13
	This category is broad and involves such services as auto and home lockouts, emergency notifications, attempts to locate people, retrieve personal property, and registration assistance.	
I.	Assistance Rendered to Other Agencies.....	04
	Includes assistance to other law enforcement and government agencies.	
J.	Suspicious Person.....	27
	Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of other people.	
K.	Suspicious Motor Vehicles.....	20
	Complaints of occupied, unoccupied, abandoned, and junked motor vehicles.	
L.	Liquor Establishments.....	00
	Complaints of problems with patrons.	
M.	Fights or Brawls.....	06
	Complaints of persons fighting where no criminal arrests were made.	

- N. Self-Initiated Field Activity..... 99
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.
- O. Juvenile Problems.....12
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.
- P. Miscellaneous Incidents70
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes unfounded 9-1-1 calls investigated by Department members during the month.
- Q. Welfare Checks.....29
Includes calls to check on the well being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.
- R. Gas Drive Off.....04
Routine non-theft investigations where a motorist drove away without paying for their gas. Typically involves a driver, store employee, or credit card reader error.

Department Mileage and Fuel Consumption

Department members patrolled a total of 15,681 miles with Department vehicles, consuming 1,431 gallons of fuel. The fleet averaged 11.0 miles per gallon of fuel during the month.

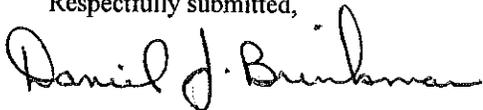
Department Training (32hours)

One department member attended the Governor's Conference on Highway Safety where he applied for the High Visibility Enforcement Grant to begin the summer of 2013.

Public Education

No public education this month.

Respectfully submitted,



Captain Daniel J. Brinkman

AUGUST 2012 BANK RECONCILIATION

CHECKING ACCOUNTS

GENERAL FUND BAYLAKE	WDF BAYLAKE	TIF #3 WIRETECH BAYLAKE	WEDC GRANT BAYLAKE	SNAP BAYLAKE
1,106,251.00	102,086.37	37,821.12	25,250.00	247.00
3,902,254.08	10,289.14	0.00	0.00	161.00
1,169,582.24	0.00	0.00	0.00	46.20
4,230.63	0.00	0.00	0.00	0.00
29,273.79	0.00	0.00	0.00	0.00
3,863,966.00	112,375.51	37,821.12	25,250.00	361.80
PRIOR G/L BALANCE	112,375.51	37,821.12	25,250.00	361.80
REVENUE	10,289.14	0.00	0.00	161.00
DISBURSEMENTS	0.00	0.00	0.00	46.20
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00
ENDING BALANCE	112,375.51	37,821.12	25,250.00	361.80

INVESTMENT ACCOUNTS

GENERAL/CAPITAL FUND INVESTMENTS
1,648,515.20
368.14
361.12
0.00
0.00
1,648,522.22
1,648,522.22

SAVINGS ACCOUNTS

GENERAL FUND STATE - #2	GENERAL FUND BAYLAKE BANK - MMBI	TIF #1 DEBT STATE - #11	TOURISM FUND STATE - #12	WDF STATE - #4	CAPITAL - BUILDING DEBT STATE - #9	TIF #3 DEBT STATE - #08	TIF #3 CONSTRUCTION STATE - #14
3,775,989.80	17,087.08	443,222.15	6.36	203,843.25	5,939.91	200,635.16	80,955.49
37,053.46	0.61	156,128.64	0.00	25.94	0.76	155,428.51	10.18
1,557,449.51	925.41	453,438.00	0.00	0.00	0.00	0.00	1,290.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2,255,593.75	16,162.28	145,912.79	6.36	203,869.19	5,940.67	356,063.67	79,675.67
2,255,593.75	16,162.28	145,912.79	6.36	203,869.19	5,940.67	356,063.67	79,675.67

TIF #2 BAYLAKE - MMBA	TIF #2 STATE - #3	TIF #2 DEBT 98A&B STATE - #10	TIF #2 AMENDED AREA CONST. - STATE - #06	TIF #2 AMENDED AREA CAP. INT. - STATE - #7	TIF #2-CAPITAL MAINT. STATE - #15	TIF #2 WFRDA DEBT RES. STATE - #13
3,720.66	15,039.92	2,511,177.46	67,968.28	140,614.91	128,955.86	1,654,416.69
0.22	1.91	635,647.93	8.65	64,125.61	16.41	210.50
0.00	0.00	35,040.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
3,720.88	15,041.83	3,111,785.39	67,976.93	204,740.52	128,972.27	1,654,627.19
3,720.88	15,041.83	3,111,785.39	67,976.93	204,740.52	128,972.27	1,654,627.19

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

6c4.

FOR FUND: GENERAL FUND
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	%	VARI-ANCE	FISCAL YEAR		FISCAL YEAR-TO-DATE ACTUAL	%	VARI-ANCE
					BUDGET	BUDGET			
REVENUES									
GENERAL FUND	853,769.77	2,492,328.00	191.9	191.9	10,245,237.00	7,667,979.74	(25.1)		
TOTAL REVENUES	853,769.77	2,492,328.00	191.9	191.9	10,245,237.00	7,667,979.74	(25.1)		
EXPENSES									
GENERAL FUND	50,962.02	206.00	99.5	99.5	611,545.00	1,122,771.11	(83.5)		
MAYOR	1,030.42	917.47	10.9	10.9	12,365.00	7,779.33	37.0		
CITY COUNCIL	4,907.09	4,327.53	11.8	11.8	58,885.00	41,390.02	29.7		
LAW/LEGAL	5,000.00	4,081.62	18.3	18.3	60,000.00	41,934.66	30.1		
CITY CLERK-TREASURER	27,232.50	30,237.36	(11.0)	(11.0)	326,790.00	214,195.50	34.4		
ADMINISTRATION	18,640.00	20,545.66	(10.2)	(10.2)	223,680.00	145,023.02	35.1		
COMPUTER	4,391.67	2,500.00	43.0	43.0	52,700.00	29,496.34	44.0		
CITY ASSESSOR	7,777.09	7,867.10	(1.1)	(1.1)	93,325.00	61,409.97	34.1		
BOARD OF REVIEW	205.41	753.57	(266.8)	(266.8)	2,465.00	753.57	69.4		
BUILDING/ZONING CODE ENFORCEMENT	5,711.26	6,901.91	(20.8)	(20.8)	68,535.00	36,707.44	46.4		
MUNICIPAL SERVICES ADMIN.	16,850.01	17,812.51	(5.7)	(5.7)	202,200.00	125,618.68	37.8		
PUBLIC WORKS ADMINISTRATION	17,755.40	18,840.25	(6.1)	(6.1)	213,065.00	139,199.16	34.6		
ELECTIONS DEPARTMENT	1,760.84	2,705.37	(53.6)	(53.6)	21,130.00	20,057.64	5.0		
CITY HALL	12,027.49	13,694.25	(13.8)	(13.8)	144,330.00	84,067.88	41.7		
INSURANCE	23,902.09	22,708.00	4.9	4.9	286,825.00	224,309.88	21.7		
GENERAL EXPENDITURES	110,328.08	12,398.59	88.7	88.7	1,323,937.00	102,175.86	92.2		
POLICE DEPARTMENT	30,333.75	33,240.29	(9.5)	(9.5)	364,005.00	239,775.57	34.1		
PATROL BOAT	907.09	1,218.60	(34.3)	(34.3)	10,885.00	3,470.33	68.1		
PARKING ENFORCEMENT	0.00	0.00	0.0	0.0	0.00	0.00	0.0		
POLICE DEPARTMENT/PATROL	143,594.58	150,787.78	(5.0)	(5.0)	1,723,135.00	1,116,113.83	35.2		
POLICE DEPT. / INVESTIGATIONS	10,716.68	10,198.38	4.8	4.8	128,600.00	83,122.06	35.3		
FIRE DEPARTMENT	146,092.89	137,346.07	5.9	5.9	1,753,115.00	1,085,644.23	38.0		
STORM SEWERS	4,139.58	6,064.81	(46.5)	(46.5)	49,675.00	36,228.37	27.0		
SOLID WASTE MGMT/SPRING/FALL	6,055.01	1,041.73	82.7	82.7	72,660.00	10,223.67	85.9		
COMPOST/SOLID WASTE SITE	2,617.92	681.26	73.9	73.9	31,415.00	15,734.64	49.9		
STREET SWEEPING	3,047.09	1,349.48	55.7	55.7	36,565.00	16,518.53	54.8		
WEED ABATEMENT	479.17	1,902.79	(297.1)	(297.1)	5,750.00	4,697.44	18.3		
ROADWAYS/STREETS	16,251.67	23,491.94	(44.5)	(44.5)	195,020.00	120,912.24	38.0		
SNOW REMOVAL	16,077.08	0.00	100.0	100.0	192,925.00	80,757.03	58.1		
STREET SIGNS AND MARKINGS	4,372.91	4,094.99	6.3	6.3	52,475.00	62,708.36	(19.5)		
CURB/GUTTER/SIDEWALK	956.25	3,269.73	(241.9)	(241.9)	11,475.00	14,648.11	(27.6)		
STREET MACHINERY	16,739.16	6,501.96	61.1	61.1	200,870.00	84,549.93	57.9		
CITY GARAGE	5,175.82	2,150.23	58.4	58.4	62,110.00	24,438.57	60.6		
Celebration & Entertainment	3,120.00	2,738.76	12.2	12.2	37,440.00	32,901.37	12.1		
Highways - General	42,097.08	42,176.86	(0.1)	(0.1)	505,165.00	344,651.12	31.7		
Park & Recreation Admin	11,225.01	15,750.99	(40.3)	(40.3)	134,700.00	95,847.71	28.8		
Parks and Playgrounds	33,269.97	30,558.54	8.1	8.1	399,240.00	225,957.52	43.4		
Ballfields	2,397.91	4,367.96	(82.1)	(82.1)	28,775.00	43,111.76	(49.8)		
Ice Rinks	710.84	0.00	100.0	100.0	8,530.00	16.64	99.8		
Beaches	231.25	58.15	74.8	74.8	2,775.00	188.91	93.1		

6c4.

FOR FUND: GENERAL FUND
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	VARI-ANCE
EXPENSES						
MUNICIPAL DOCKS	3,604.99	7,016.15	(94.6)	43,260.00	22,646.98	47.6
WATER WEED MANAGEMENT	7,401.67	16,453.81	(122.2)	88,820.00	57,692.64	35.0
WATERFRONT PARKS & WALKWAYS	4,040.41	11,453.16	(183.4)	48,485.00	49,411.55	(1.9)
EMPLOYEE BENEFITS	2,479.17	6,468.83	(160.9)	29,750.00	24,746.01	16.8
PUBLIC FACILITIES	6,350.83	16,629.41	(161.8)	76,210.00	53,241.41	30.1
BOARDS AND COMMISSIONS	151.67	0.00	100.0	1,820.00	182.32	89.9
COMMUNITY & ECONOMIC DEVLPMNT	20,650.84	17,932.17	13.1	247,810.00	161,442.43	34.8
TOTAL EXPENSES	853,769.66	721,442.02	15.4	10,245,237.00	6,508,471.34	36.4
TOTAL FUND REVENUES	853,769.77	2,492,328.00	191.9	10,245,237.00	7,667,979.74	(25.1)
TOTAL FUND EXPENSES	853,769.66	721,442.02	15.4	10,245,237.00	6,508,471.34	36.4
SURPLUS (DEFICIT)	0.11	1,770,885.98	6245.4	0.00	1,159,508.40	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
CABLE TV / GENERAL	9,451.67	29,656.44	213.7	113,420.00	86,479.04	(23.7)
TOTAL REVENUES	9,451.67	29,656.44	213.7	113,420.00	86,479.04	(23.7)
EXPENSES						
CABLE TV / GENERAL	10,775.25	7,558.65	29.8	129,303.00	85,323.41	34.0
TOTAL EXPENSES	10,775.25	7,558.65	29.8	129,303.00	85,323.41	34.0
TOTAL FUND REVENUES	9,451.67	29,656.44	213.7	113,420.00	86,479.04	(23.7)
TOTAL FUND EXPENSES	10,775.25	7,558.65	29.8	129,303.00	85,323.41	34.0
SURPLUS (DEFICIT)	(1,323.58)	22,097.79	(1769.5)	(15,883.00)	1,155.63	(107.2)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST		AUGUST 31, 2012		FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARIANCE
	BUDGET	ACTUAL	ACTUAL	% VARIANCE			
REVENUES							
TOURISM COMMITTEE / GENERAL	2,144.00	0.00	0.00	100.0	25,728.00	24,186.45	(5.9)
TOTAL REVENUES	2,144.00	0.00	0.00	100.0	25,728.00	24,186.45	(5.9)
EXPENSES							
TOURISM COMMITTEE / GENERAL	5,500.00	0.00	0.00	100.0	66,000.00	66,500.00	(0.7)
	0.00	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	5,500.00	0.00	0.00	100.0	66,000.00	66,500.00	(0.7)
TOTAL FUND REVENUES	2,144.00	0.00	0.00	100.0	25,728.00	24,186.45	(5.9)
TOTAL FUND EXPENSES	5,500.00	0.00	0.00	100.0	66,000.00	66,500.00	(0.7)
SURPLUS (DEFICIT)	(3,356.00)	0.00	0.00	100.0	(40,272.00)	(42,313.55)	5.0

FOR FUND: TID #2 DISTRICT AUGUST 31, 2012
 FOR 8 PERIODS ENDING

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	VARI-ANCE	%
REVENUES							
TID DISTRICT #2	124,307.67	677,152.23	444.7	1,491,692.00	3,549,208.69	137.9	
TOTAL REVENUES	124,307.67	677,152.23	444.7	1,491,692.00	3,549,208.69	137.9	
EXPENSES							
TID DISTRICT #2	225,596.26	25,992.00	88.4	2,707,155.00	526,156.62	80.5	
TOTAL EXPENSES	225,596.26	25,992.00	88.4	2,707,155.00	526,156.62	80.5	
TOTAL FUND REVENUES	124,307.67	677,152.23	444.7	1,491,692.00	3,549,208.69	137.9	
TOTAL FUND EXPENSES	225,596.26	25,992.00	88.4	2,707,155.00	526,156.62	80.5	
SURPLUS (DEFICIT)	(101,288.59)	651,160.23	(742.8)	(1,215,463.00)	3,023,052.07	(348.7)	

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
TID #1 DISTRICT	38,490.67	147,992.64	284.4	461,888.00	461,956.86	0.0
TOTAL REVENUES	38,490.67	147,992.64	284.4	461,888.00	461,956.86	0.0
EXPENSES						
TID #1 DISTRICT	37,786.50	453,438.00	(1100.0)	453,438.00	453,438.00	0.0
TOTAL EXPENSES	37,786.50	453,438.00	(1100.0)	453,438.00	453,438.00	0.0
TOTAL FUND REVENUES	38,490.67	147,992.64	284.4	461,888.00	461,956.86	0.0
TOTAL FUND EXPENSES	37,786.50	453,438.00	(1100.0)	453,438.00	453,438.00	0.0
SURPLUS (DEFICIT)	704.17	(305,445.36)	(3476.6)	8,450.00	8,518.86	0.8

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID #3 DISTRICT	15,515.41	140,438.69	805.1	186,185.00	188,489.75	1.2
TOTAL REVENUES	15,515.41	140,438.69	805.1	186,185.00	188,489.75	1.2
EXPENSES						
TID #3 DISTRICT	15,110.83	2,242.64	85.1	181,330.00	31,527.14	82.6
TOTAL EXPENSES	15,110.83	2,242.64	85.1	181,330.00	31,527.14	82.6
TOTAL FUND REVENUES	15,515.41	140,438.69	805.1	186,185.00	188,489.75	1.2
TOTAL FUND EXPENSES	15,110.83	2,242.64	85.1	181,330.00	31,527.14	82.6
SURPLUS (DEFICIT)	404.58	138,196.05	4057.9	4,855.00	156,962.61	3133.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE	%
REVENUES							
REVOLVING LOAN FUND (STATE)	1,442.08	1,518.43	5.2	17,305.00	9,194.66	(46.8)	
TOTAL REVENUES	1,442.08	1,518.43	5.2	17,305.00	9,194.66	(46.8)	
EXPENSES							
REVOLVING LOAN FUND (STATE)	1,041.67	0.00	100.0	12,500.00	400,020.00	(3100.1)	
TOTAL EXPENSES	1,041.67	0.00	100.0	12,500.00	400,020.00	(3100.1)	
TOTAL FUND REVENUES	1,442.08	1,518.43	5.2	17,305.00	9,194.66	(46.8)	
TOTAL FUND EXPENSES	1,041.67	0.00	100.0	12,500.00	400,020.00	(3100.1)	
SURPLUS (DEFICIT)	400.41	1,518.43	279.2	4,805.00	(390,825.34)	(8233.7)	

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
SOLID WASTE ENTERPRISE FUND	69,736.25	72,849.73	4.4	836,835.00	348,840.00	(58.3)
TOTAL REVENUES	69,736.25	72,849.73	4.4	836,835.00	348,840.00	(58.3)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	69,736.24	33,767.68	51.5	836,835.00	225,096.04	73.1
TOTAL EXPENSES	69,736.24	33,767.68	51.5	836,835.00	225,096.04	73.1
TOTAL FUND REVENUES	69,736.25	72,849.73	4.4	836,835.00	348,840.00	(58.3)
TOTAL FUND EXPENSES	69,736.24	33,767.68	51.5	836,835.00	225,096.04	73.1
SURPLUS (DEFICIT)	0.01	39,082.05	400.0	0.00	123,743.96	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS
 FOR 8 PERIODS ENDING AUGUST 31, 2012

DEPARTMENT DESCRIPTION	AUGUST		AUGUST		FISCAL		FISCAL	
	BUDGET	ACTUAL	ACTUAL	VARI-ANCE	YEAR BUDGET	YEAR-TO-DATE ACTUAL	VARI-ANCE	%
TOTAL MUNICIPAL REVENUES	1,243,762.95	3,234,263.44	160.0		14,925,155.00	13,362,962.49	(10.4)	
TOTAL MUNICIPAL EXPENSES	1,346,001.40	1,579,744.54	(17.3)		16,152,018.00	9,243,375.00	42.7	
SURPLUS (DEFICIT)	(102,238.45)	1,654,518.90	(1718.2)		(1,226,863.00)	4,119,587.49	(435.7)	

6d.

6d.

BEVERAGE OPERATOR LICENSE

1. Ebel, Zeb C.
2. Kuehn, Michael E.
3. Raymond, Ashley Jo

TEMPORARY CLASS B BEER & TEMPORARY CLASS B WINE LICENSES

1. Sturgeon Bay Jaycees
Agent: Jamie Kerscher
113 North Third Avenue (outside)
Sturgeon Bay
September 22, 2012

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to adopt the revised City of Sturgeon Bay Debt Section of the Fiscal Management Policy.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: August 28, 2012

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2012.

EXECUTIVE SUMMARY

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

BACKGROUND: Due to a recent IRS undertaking to audit the records of municipal bond issues, both, the City's Bond Counsel, Quarles and Brady, and Financial Consultant, Robert W. Baird, have advised the City to consider adopting a more comprehensive Post Issue Compliance Policy. It appears the IRS favors municipalities who have adopted comprehensive policies and procedures in place.

Attached is the proposed Post Compliance Policy. If approved, this policy will be inserted into the Debt Section of the City's Fiscal Management Policy. Portions of this new policy will replace existing policy as indicated on the attached document.

The Post Issue Compliance Policy sets forth specific policies designed to monitor post-issuance compliance of tax-exempt obligations. The policy weighs heavily on interest income and expenditure tracking, as well as, arbitrage compliance and on-going timely reporting of financial information.

FISCAL IMPACT: None.

OPTIONS: Approve all, none, or a portion the proposed revisions to the City of Sturgeon Bay Debt Section of the Fiscal Management Policy.

RECOMMENDATIONS: Recommend to the Common Council to adopt the revised City of Sturgeon Bay Debt Section of the Fiscal Management Policy.

PREPARED BY: Valerie J. Clarizio 8/23/12
Valerie J. Clarizio Date
Finance Director/City Treasurer

REVIEWED BY: Mary Lou Allen 8/23/12
Mary Lou Allen Date
Assistant City Administrator

APPROVED BY: Stephen McNeil 8/23/12
Stephen McNeil Date
City Administrator

Excerpt from Fiscal Management Policy

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 \$1,000.00 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.
 - 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. Post Compliance (Insert entire post compliance policy here)~~

- ~~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.~~

Post Compliance Policy

General Policy and Procedures

The following policies relate to procedures and systems for monitoring post-issuance compliance generally.

- A. The Treasurer (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues.
- B. The Compliance Officer will coordinate procedures for record retention and review of such records.
- C. All documents and other records relating to Obligations issued by the Issuer shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.
- D. The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- E. The Compliance Officer will review post-issuance compliance procedures and systems on a periodic basis, but not less than annually.

Issuance of Obligations - Documents and Records

With respect to each issue of Obligations, the Compliance Officer will:

- A. Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- B. Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the Issuer.

Arbitrage

The following policies relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- A. Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- B. Confirm that a computation of the yield on such issue from the Issuer's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- C. Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- D. Coordinate the tracking of expenditures, including the expenditure of any investment earnings.
- E. Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- F. Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue, and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- G. Ensure that investments acquired with proceeds of such issue are purchased at fair market value.
- H. Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- I. Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- J. Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor implementation of any such restrictions.
- K. Monitor compliance with six-month, 18-month or 2-year spending exceptions to the rebate requirement, as applicable.

- L. Procure a timely computation of any rebate liability and, if rebate is due, to file a Form 8038-T and to arrange for payment of such rebate liability.
- M. Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

Private Activity Concerns

The following polices relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- A. Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- B. Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- C. Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- D. Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- E. Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
 - 1. Sale of the facilities, including sale of capacity rights;
 - 2. Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts;
 - 3. Management contracts (in which the Issuer authorizes a third party to operate a facility, e.g., cafeteria) and research contracts;
 - 4. Preference arrangements (in which the Issuer permits a third party preference, such as parking in a public parking lot);
 - 5. Joint-ventures, limited liability companies or partnership arrangements;

6. Output contracts or other contracts for use of utility facilities (including contracts with large utility users);
7. Development agreements which provide for guaranteed payments or property values from a developer;
8. Grants or loans made to private entities, including special assessment agreements; and
9. Naming rights arrangements.

Monitoring of private use should include the following:

1. Procedures to review the amount of existing private use on a periodic basis; and
2. Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the Issuer's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

Qualified Tax-Exempt Obligations

If the Issuer issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

Federal Subsidy Payments

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds and Qualified School Construction Bonds.

Reissuance

The following policies relate to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

Record Retention

The following policies relate to retention of records relating to the Obligations issued.

The Compliance Officer will:

- A. Coordinate with staff regarding the records to be maintained by the Issuer to establish and ensure that an issue remains in compliance with applicable federal tax requirements for the life of such issue.
- B. Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- C. Coordinate with staff to generally maintain the following:
 1. The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion);
 2. Documentation evidencing expenditure of proceeds of the issue;
 3. Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings or equipment, economic life calculations and information regarding depreciation.
 4. Documentation evidencing use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements and research agreements);
 5. Documentation evidencing all sources of payment or security for the issue; and
 6. Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).

- D. Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- E. Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

Continuing Disclosure

Under the provisions of SEC Rule 15c2-12 (the "Rule"), underwriters are required to obtain an agreement for ongoing disclosure in connection with the public offering of securities in a principal amount in excess of \$1,000,000. Unless the Issuer is exempt from compliance with the Rule as a result of certain permitted exemptions, the Transcript for each issue of Obligations will include an undertaking by the Issuer to comply with the Rule. The Compliance Officer of the Issuer will monitor compliance by the Issuer with its undertakings, which may include the requirement for an annual filing of operating and financial information and will include a requirement to file notices of listed "material events."

Conduit Bond Financings

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the Issuer is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning and control of those activities lies with the private borrower. The Issuer's policy in connection with conduit financings is to require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.

ORDINANCE NO. _____

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

SECTION 1: Section 20.42 of the Municipal Code of the City of Sturgeon Bay,
Wisconsin is hereby created as follows:

20.42 Aesthetic Design and Site Plan Review

(1) *Title and authority.* This section shall be known as, referred to or cited as the
“Aesthetic Design and Site Plan Review Code of the City of Sturgeon Bay, Wisconsin.”
This section is created under the authority granted by Wis. Stats. sec. 66.0101, and sec.
62.23(7).

(2) *Purpose.* The purposes of the design and site plan requirements set forth below
are as follows:

(a) To ensure that new development is consistent with the desired character under
the Sturgeon Bay Comprehensive Plan or other adopted plans.

(b) To encourage that the design and construction of new development is
compatible with, and integrated into, adjacent and nearby land uses - both existing and
planned.

(c) To maintain and protect significant existing natural features on the development
site and in general promote the quality of the environment of the surrounding region.

(d) To protect existing adjacent residential development from potential adverse
impacts of new development.

(e) To encourage high quality architectural designs.

(f) To promote accessibility to/from new developments by both vehicular traffic
and alternative means of transportation, as appropriate.

(g) To identify and resolve potential site planning problems prior to the preparation
of final construction plans.

(h) To protect and enhance property values.

(i) To promote the health, safety and welfare of current and future residents of the
city.

(3) *Sturgeon Bay Aesthetic Design and Site Plan Review Board.*

(a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five citizen members appointed by the mayor, subject to confirmation by the common council.

(b) *Terms.* Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter, the term for each member shall be three years.

(c) *Powers and Duties.* The board shall have the following powers and duties:

1. After review of an application in accordance with the procedures outlined in subsection (5) of this chapter, grant or deny a certificate of appropriateness for any project required to undergo review under this section.
2. Make recommendations to the common council regarding changes or additions to the set of design guidelines serving as criteria for review and approval of development applications.
3. Develop educational manuals and other materials to assist architects, builders, engineers, and owners of property in meeting the established design criteria.

(4) *Certificate of Appropriateness Required.*

(a) *Applicability.* Any development activity that requires the issuance of a permit from the city shall require approval of a certificate of appropriateness prior to the issuance the permit. Development activity includes buildings, additions to buildings, exterior structural modifications, parking lots, driveways and curb cuts, signs, and grading.

(b) *Exemptions.* The following shall be exempt from these regulations:

1. Development activity related to single-family and two-family dwellings.
2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of the municipal code), the Waterfront Design Review Code (chapter 29 of the municipal code), or the Development standards for I-1A and I-2A districts (section 20.32 of the municipal code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the Community Development Director and which are consistent with the purposes of this section.

(5) *Procedures.*

(a) *Submission.* An application for a certificate of appropriateness (design approval) and the applicable fee shall be submitted to the community development department. The application shall be accompanied by the written material and other information required in subsection (6).

(b) *Staff review.* The community development director (or designee) shall review the plans and accompanying material for conformance to the municipal code and shall coordinate additional review as may be appropriate by other city departments. The application shall then be referred to the aesthetic design and site plan review board for its consideration.

(c) *Board review.* When reviewing an application, the aesthetic design and site plan review board shall consider the set of design guidelines formally established for the city as well as any pertinent recommendations and objectives of the Sturgeon Bay Comprehensive Plan or other adopted plans. The action of the aesthetic design and site plan review board shall be to approve the certificate of appropriateness with or without conditions, deny the proposed project design or defer it for further study or additional information. The aesthetic design and site plan review board shall approve or deny the application within 30 days of receipt of the application, unless such time is mutually extended to allow for further study or submission of additional information.

(d) *Written determination.* The Board shall file a written decision within 10 days after its final hearing considering the application for a certificate of appropriateness, with a copy of such decision to be sent to the applicant. If the certificate of appropriateness is approved, the applicable city permits (building permit, driveway permit, sign permit, etc.) may be issued if all other municipal regulations are met.

(e) *Appeals.* Appeals of decisions of the aesthetic design and site plan review board shall be heard by the common council. An appeal must be made in writing within 30 days after the date of the written determination of the aesthetic design and site plan review board. In considering an appeal, the common council shall balance the purposes of this chapter and the interest of the public against the interest of the owner in using the subject property for his/her own purposes. The common council may then affirm the decision of the aesthetic design and site plan review board, or reverse or modify such decision if it finds that, owing to unique conditions pertaining to the specific piece of property, failure to approve the site plan will preclude the reasonable use of the property or will cause serious hardship for the owner.

(f) *Changes to approved plans.* Changes to an approved project shall require approval in the same manner as required for the original plan design.

(g) *Approval time limit.* A certificate of appropriateness shall lapse after two years from the date of approval, unless the pertinent permit is issued and the project commenced within such two-year period. Time extensions may be authorized by the

aesthetic design and site plan review board, provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original two-year period unreasonable.

(6) *Application requirements.*

(a) Applications for a certificate of appropriateness (design approval) shall be accompanied by a description and illustration of the proposed work that is of sufficient detail and scope to enable the aesthetic design and site plan review board to readily understand the nature of the proposed work. Whenever pertinent the application shall at a minimum consist of the following:

1. Name, location, owner/developer and designer of the project.
2. A map showing the location and dimensions of the property, and showing pertinent existing features, including existing buildings, driveways and parking areas, vegetation, drainage features, 100-year floodplain limits, wetlands, and significant topography.
3. A proposed site plan drawn to a convenient scale depicting all building locations, access driveways and circulation, parking areas, bicycle and pedestrian facilities, stormwater management facilities, and other improvements.
4. Building elevations, including indications of proposed materials, and colors.
5. Landscaping plans and planting schedules.
6. Grading plan, utilities plan, and stormwater management plan.
7. Plans for signage including location, dimensions, materials, and lighting of signs.
8. Exterior lighting plan.
9. Additional information as necessary to aid in review of the application.

(7) *Compliance.* Upon the granting of a certificate of appropriateness the project plans and other materials upon which the certificate was granted shall be used by the community development director and/or building inspector to determine that the project is completed in compliance with the certificate of appropriateness and that there are no unauthorized deviations. Failure to correct any deficiency identified by the community development director or building inspector will constitute a violation of this section.

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

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

Executive Summary

Title: Sturgeon Bay Aesthetic Design and Site Plan Review Code

Background: Many communities require that proposed projects undergo a review of the projects' design prior to receiving a permit. These processes are called by various names, such as appearance codes, site plan review, architectural review, etc. Some communities form special boards to conduct such reviews, while others use the Plan Commission, Council, or even staff. There can be several purposes for these requirements, such as ensuring development that is compatible with the community's desired character, promoting certain architectural styles, coordinating development on adjoining parcels, preserving historic integrity and many other reasons.

Currently, in Sturgeon Bay there are three areas where projects require such a review. These include the Industrial Park with projects being reviewed by the Industrial Park Design Review Team, the Third Avenue Historic Preservation District with reviews by the Historic Preservation Commission, and the Waterfront Redevelopment District with reviews by the Waterfront Design Review Board. Within the rest of the City, development projects do not go through a review process other than zoning compliance unless special approval is required, such as a conditional use or planned unit development.

The idea of a citywide design review code has been considered by the Plan Commission for quite some time and the proposed code and design criteria have evolved considerably. A previous version was approved by the Plan Commission after a public hearing in late 2007. The Council referred it back to consider certain changes. However, in 2008 the Plan Commission elected to suspend work on the code until after the comprehensive plan was updated, since that project was just getting underway. After the plan was adopted, the Plan Commission revisited the topic and after more changes has now recommended to the Council that the code and criteria be adopted.

The proposed code requires that prior to issuance of a permit, a proposed project must be approved by the design review board. It applies to most future projects, not just specific areas.

A few highlights of the proposed design review code:

1. It applies to both site design and building design issues. Thus, it is a blending of a site plan review code and an architectural review code.
2. All non-residential and multiple-family developments are subject to the code. Single-family and two-family dwellings are exempt.
3. The design guidelines and review criteria are set into a separate document that can be revised or tweaked as necessary in the future. This is similar to the set-up for the Waterfront Design Review Code and Historic Preservation Code. It is anticipated that the review criteria would be enhanced through photos, diagrams, etc., if the code is adopted by the Council. If the design review code is adopted by the Council, the design guidelines and review criteria should be formally adopted as well.
4. A five-member review board is created to administer the code, with appeals to the Common Council. This is the same arrangement as the Waterfront Design Review Code. The design review board members would be confirmed by the Council after appointment by the mayor.
5. The existing review districts (Historic District, Waterfront Redevelopment, Industrial Park) are exempted from the draft code. Therefore, a proposed project would not have to undergo multiple reviews by different review boards under different codes. These existing design review districts would continue to follow their own procedures and guidelines. However, there remains the possibility of combining some or all of the existing review bodies into one umbrella review authority in the future.
6. The drafted guidelines are written to be somewhat general and flexible. They do not specify a specific architectural style and do not restrict corporate designs. The intent is to improve the site design, building materials, etc. and not to prevent new development from occurring.

7. Based upon the preference of the City Attorney, the proposed code is drafted as an amendment to the zoning code (similar to the industrial park design review provisions). However, if desired by the Council, the proposed code could be changed to a stand-alone ordinance (like the Historic Preservation Code and Waterfront Design Review Code).

Fiscal Impact: If the code is adopted, there will be administrative costs. Staff time is required to process applications, coordinate meetings, ensure compliance, and handle violations. Based upon experience with the existing review codes, staff time amounts to an estimated 7 hours for a larger project, such as a new building. For smaller projects, such as a new sign, the staff time would be much shorter, especially if some sort of expedited review process is implemented. Based upon the expected number of projects, existing staff should be able to handle the administration, but it will somewhat cut into time spent on other matters.

Assuming the newly created review board is also not paid, there would be no impact for their time. The City does not charge for an application within the existing design review districts. However, it would be possible to institute a fee to recoup some or all of the City's expenses in administering the code. This would require adding it to the City's fee schedule and could be done at any time.

Public Hearing: The public hearing is scheduled for September 4th. Input received during the hearing should be considered prior to action on the proposed code.

Options for Council Action: Among the available actions are the following:

1. Adopt the ordinance to create the Aesthetic Design and Site Plan Review Code.
2. Reject the ordinance. No further work would be done.
3. Make changes to the code or to the design guidelines and then adopt.
4. Refer the matter back to the Plan Commission.

Recommendation: Barring any significant and pertinent information received from the public hearing, the recommendation is to adopt the proposed ordinance.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

8/28/12
Date

Reviewed by: Steve McNeil
Steve McNeil
City Administrator

8/28/12
Date

Design Guidelines and Review Criteria
for the
Sturgeon Bay Aesthetic Design & Site Plan Review Code

When acting upon an application, the Sturgeon Bay Aesthetic Design and Site Plan Review Board shall rely upon generally accepted site planning and design principles, the stated purposes and intent of the Sturgeon Bay Aesthetic Design and Site Plan Review code, and the provisions of the Sturgeon Bay Comprehensive Plan or other applicable plans and ordinances. The Aesthetic Design and Site Plan Review Board shall also give important consideration during the review process to the following criteria for approval:

(1) Site layout.

- (a) The existing natural topographic and landscape features of a site should be incorporated into a development plan. Such plan shall include all prudent and necessary steps required to protect the natural environment of the site and surrounding areas during and after construction.
- (b) The site shall be designed to accomplish a desirable transition from the public streetscape, and between commercial, industrial, and residential land use areas.
- (c) Where grading is necessary for the construction of structures and paved areas, the grading should blend into adjacent property. Abrupt changes in grade are discouraged.
- (d) Where possible, buildings should be situated on the site to promote and protect public views to and along shorelines from public roads and other public lands.
- (e) In areas where sidewalks exist or are planned, buildings containing retail and other commercial uses should have entrances that provide convenient pedestrian access from the street.
- (f) Where a pattern of small-scale commercial development exists or is planned, narrower buildings or multiple storefronts within larger buildings are encouraged.
- (g) Where a pattern of relatively consistent building setbacks exist on a street, new buildings should be situated to closely match such setback pattern.
- (g) On corner parcels, where the proposed building is located close to both street lines, the corner of the building shall be recessed from the street lines in order to create pedestrian areas; prominent building entrances; and more architecturally interesting buildings.

(h) Stormwater drainage shall be designed so as not to alter the natural drainage systems or cause flooding or erosion on neighboring properties.

(2) Access, circulation and parking.

(a) Vehicular driveways into the site shall be located in a manner to minimize traffic congestion and difficult turning movements and shall be coordinated with existing and proposed access points on adjoining or nearby properties. Individual developments having more than one access points per street are discouraged and shared access driveways with adjoining properties is encouraged.

(b) The interior circulation of the site shall be designed to provide for the convenient and safe flow of pedestrians and non-pedestrian traffic through the site and to/from public streets or sidewalks.

(c) Off-street parking areas for motor vehicles and bicycles that are shared with neighboring businesses and parcels through the use of common driveways or internal access driveways shall be encouraged, if feasible, instead of stand-alone single use parking areas.

(d) Off-street parking located to the rear or side of buildings is preferred over parking between the building and the street, particularly if the amount of off-street parking supplied is greater than required under the zoning code. For stand-alone buildings under 15,000 square feet, it is preferable that not more than one tier (single row or double row) of parking be located between the building and the street it fronts.

(e) For large developments over 40,000 square feet, the site design shall allow for present or future alternative transportation modes, such as bike routes or transit stops.

(f) Permeable surfaces, bioswales, rain gardens, and other forms of stormwater runoff prevention for parking and on-site traffic areas are encouraged.

(3) Building design.

(a) Buildings shall not be limited to a preferred type of architecture or building materials. However, architectural styles, which are generally not common to Sturgeon Bay or Northeastern Wisconsin, are discouraged.

(b) Buildings should be sited and designed to be aesthetically pleasing as viewed from adjoining public streets. Excessively long, unbroken building facades shall be avoided. Building materials and design features shall be consistent with the general design theme and/or proposed use of the development.

(c) The architectural character of historic structures shall be maintained or enhanced whenever remodeling, expansions, or other changes are proposed.

- (d) Buildings on in-fill sites shall be compatible with surrounding buildings in terms of scale, massing, height, entrances, and windows.
 - (e) Rhythm/re-occurring patterns in windows and storefronts are encouraged.
 - (f) Building components, such as windows, doors, eaves, and parapet, should be in proportionate scale in relationship to one another.
 - (g) The use of door and window canopies and awnings is encouraged.
 - (h) The use of special architectural features, including projecting windows, towers, turrets, arches and cupolas are encouraged, particularly on corner buildings.
 - (i) Rooftop mechanical equipment shall be screened with parapets or the roof form.
 - (j) Designs seeking Leadership in Energy and Environmental Design (LEED) certification are encouraged.
 - (k) Buildings containing retail commercial uses that are located within 15 feet of the street should have transparent windows on the ground floor along at least 50% of the length of the building facade facing the street.
 - (l) Garages should be designed to not dominate the site. Whenever possible, detached garages shall be located to the rear of the principal building or shall be screened or have overhead doors not facing the street. Attached garages that extend beyond the front façade of the building are discouraged. Garages with three or more parking stalls shall be designed to limit the visual impact of overhead doors through features such as offsets or side-loading.
 - (m) Blank walls viewable from the street are undesirable.
- (4) Materials and colors.
- (a) Opaque or reflective window tints and glazes are discouraged.
 - (b) The use of identical building materials on all sides of a building that are visible from public streets is encouraged.
 - (c) For developments with multiple buildings, a palette of options for exterior building colors for use throughout the site should be established. The range should be wide enough to allow for variety, yet narrow enough to unify all the buildings on a site.
 - (d) Metal siding is strongly discouraged except for industrial buildings or for facades not facing public areas such as streets or parking areas.

(5) Landscaping.

- (a) The appearance of paved areas should be enhanced through landscaping. Large parking areas shall comply with the interior landscaping requirements of the Sturgeon Bay Zoning Code. Required landscape islands shall be dispersed throughout the parking area to avoid large expanses of pavement.
- (b) Storage areas, dumpsters and other places that tend to be unsightly shall be screened by walls, fences, berms, vegetation, or combinations of these. The screening should be equally effective in winter and summer.
- (c) To reduce erosion and surface runoff, trees and other vegetative land cover shall be removed only where necessary for the construction of structures or paved areas.
- (d) Vegetative landscaping shall be used to soften the appearance of blank walls.
- (e) Fences and retaining walls shall be surfaced, painted, landscaped or otherwise treated to blend with their surroundings.
- (f) Utility lines should be placed underground where appropriate and economically feasible to reduce the visual impact on open and scenic areas. Utility pedestals should be screened.
- (g) The use of native and indigenous plant species is encouraged over exotic species. The use of invasive species, as defined by the Wisconsin Department of Natural Resources, is prohibited.

(6) Lighting.

- (a) Exterior light fixtures shall be shielded such that direct beams of light are not cast skyward or onto adjoining property.
- (b) Lighting of an intensity beyond which is reasonably required to conduct operations or maintain security is discouraged.
- (c) Lighting fixtures and devices promoting energy efficiency are encouraged.

(7) Signs.

- (a) The location, size, design, materials, and colors of signs should be compatible with the building style.
- (b) The location and design of freestanding signs shall be coordinated with the landscape treatment.

- (c) Neon signs, portable arrow signs, and light box signs are discouraged. Interior lit cabinet signs, when approved, should be designed with opaque materials such that only the message/logo is lit rather than the entire cabinet.
- (d) Signs that are raised on a pole or pylon should have landscaping such as shrubs or flower beds surrounding the base of the sign.

ORDINANCE NO. _____

An ordinance officially zoning the following described property which was annexed to the City of Sturgeon Bay by Ordinance No. 1271-0212:

A tract of land in Government Lot 4, Section 31, Township 28 North, Range 26 East described as follows:

Commencing at the Southeast corner of said Section 31; thence West along the section line 671.71 feet to the point of real beginning; thence continue West along the section line 222.0 feet; thence North 5°17'45" East 196.84 feet; thence East 203.83 feet; thence South 196 feet to the point of real beginning.

Property address: 346 Alabama Street

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

SECTION 1: The above described property is hereby zoned Single-Family Residential (R-2).

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

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

Executive Summary

Title: Official Zoning Classification for Recently Annexed Parcel - Naden

Background: The parcel at 346 Alabama Street, owned by Sally Naden, was recently annexed and is operating under temporary zoning. The proposed official zoning classification is Single-Family Residential (R-2), which is the same as the current temporary zoning and matches the requested zoning within the annexation petition. The current use of the parcel as a single-family dwelling is consistent with the R-2 district. The properties to the west and south are also zoned R-2. The properties to the north and east are within Sevastopol. Nearly all of the lots and uses in this area match the R-2 designation.

Comprehensive Plan: The Sturgeon Bay Comprehensive Plan designates the future land use of this region as Single-Family Residential – Lower Density. The property is right on the boundary (Alabama Street) between the lower density and higher density single-family residential land use classifications.

Fiscal Impact: The official zoning classification probably won't have any fiscal impact because the lot is already developed.

Public Hearing: The public hearing was scheduled on August 15, 2012. No testimony was given.

Plan Commission Action: The Plan Commission unanimously recommends R-2 for the official zoning district.

Recommendation: The official zoning should be Single-Family Residential (R-2).

Prepared by:



Martin Olejniczak
Community Development Director

8-27-12
Date

Reviewed by:



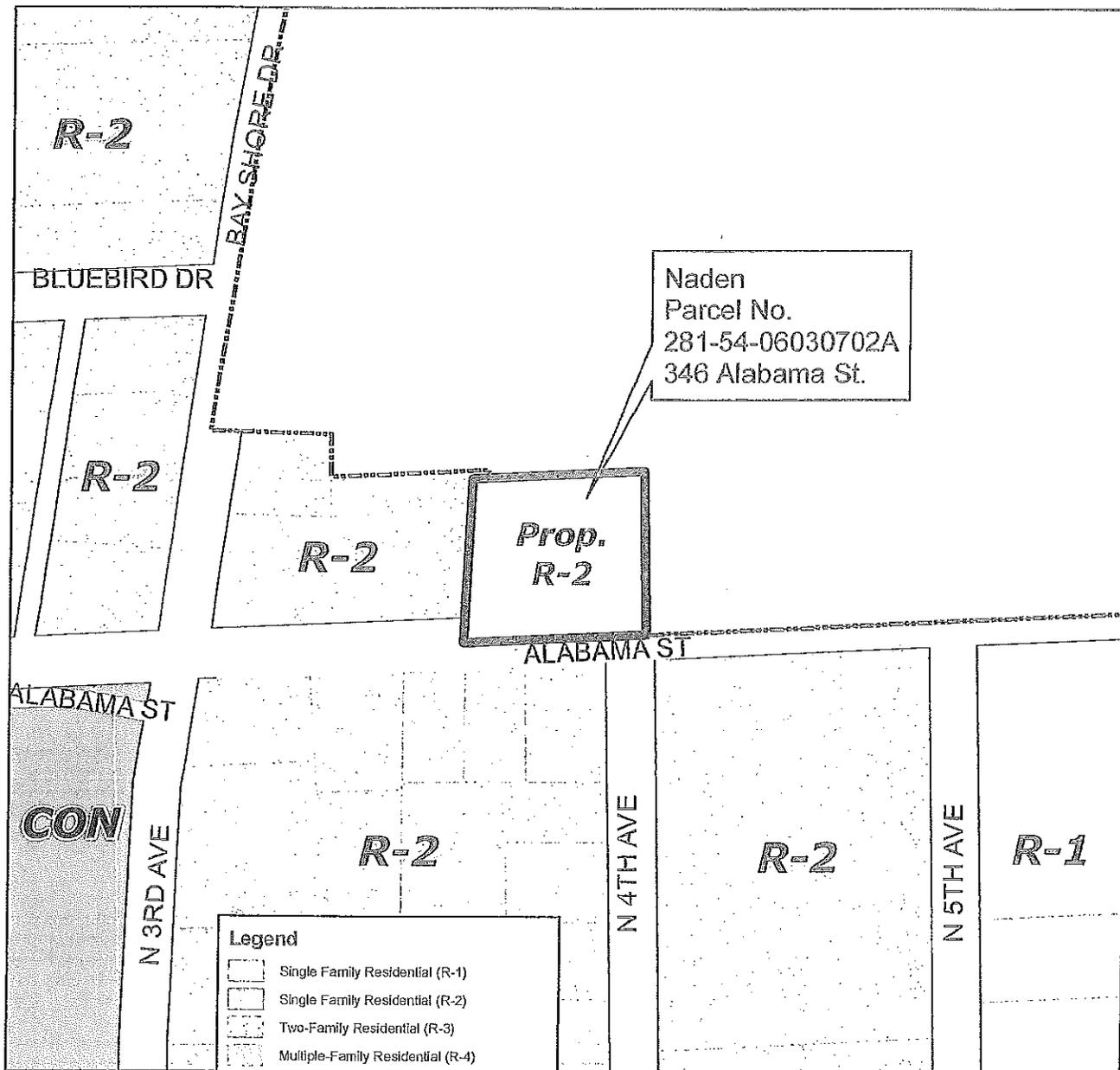
Steve McNeil
City Administrator

8-28-12
Date

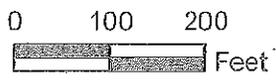
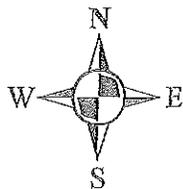
Location Map

Public Hearing - Naden

Official Zoning Classification



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



ORDINANCE NO. _____

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

SECTION 1: The following described property is hereby rezoned from Central Business District (C-2) to Mixed Commercial Residential (C-5):

The Westerly 50 feet of Lot 4 of Block 40 of the Assessor's Map of the City of Sturgeon Bay, Door County, Wisconsin.

Property address: 522 Jefferson St., tax parcel #281-10-85400401

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

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

Executive Summary

Title: Zoning Map Amendment - C-2 to C-5 – Kluge

Background: Kurt & Vicki Kluge petition to rezone their property at 522 Jefferson Street from Central Business District (C-2) to Mixed Residential-Commercial (C-5). The subject parcel contains a single-family dwelling, which is a nonconforming use in the C-2 district. If the parcel is rezoned to the C-5 district the current use becomes conforming, but the property potentially could still convert to commercial use in the future. The total area proposed to be rezoned is 4,978 square feet.

Surrounding Zoning & Uses: Jefferson Street is zoned C-2. It is a mixture of commercial buildings, former dwellings that have been converted to businesses, and a few remaining dwellings that have not converted to a commercial use. The Kluge parcel backs up to the Two-Family Residential (R-3) district, which is used for most of the parcels that do not front on Jefferson Street. The Kluge parcel is "kitty-corner" across the alley from the nearest C-5 zoning area. This is the new medical clinic known as the Wellness Center of Door County.

Comprehensive Plan: The Future Land Use Map within the Sturgeon Bay Comprehensive Plan identifies the subject property within the Transitional Commercial land use category. This is an area that can provide transitions between commercial and residential uses or provide areas where a mixing of commercial and residential uses is appropriate. Thus, the C-5 zoning district matches the comprehensive plan.

Other Considerations: After the Comprehensive Plan was adopted, the Plan Commission considered whether all or parts of Jefferson Street should be zoned to the C-5 district. At that time there did not appear to be enough interest from property owners to switch to C-5. Hence, the Commission elected not to pursue a mass rezoning effort, but rather decided to let individual property owners petition for a rezoning.

The Mixed Residential-Commercial (C-5) zoning district is intended for areas of the City where residential properties are converting to commercial uses or vice versa. It is also intended for areas where a continued mixture of residential and commercial uses is desirable.

The existing single-family dwelling is a nonconforming use within the C-2 district. This creates potential hardship for the subject parcel due to the various restrictions applicable to nonconforming uses, including the inability to reconstruct the home if it is damaged more than 50% of its assessed value. The rezoning would solve the problem of nonconforming uses, since it permits a combination of both residential and commercial uses.

Fiscal Impact: There should be no significant fiscal impact.

Public Hearing: The public hearing was held on August 15th, 2012. The property owner and an alderman spoke in favor of the zoning map amendment. A summary of the hearing is included.

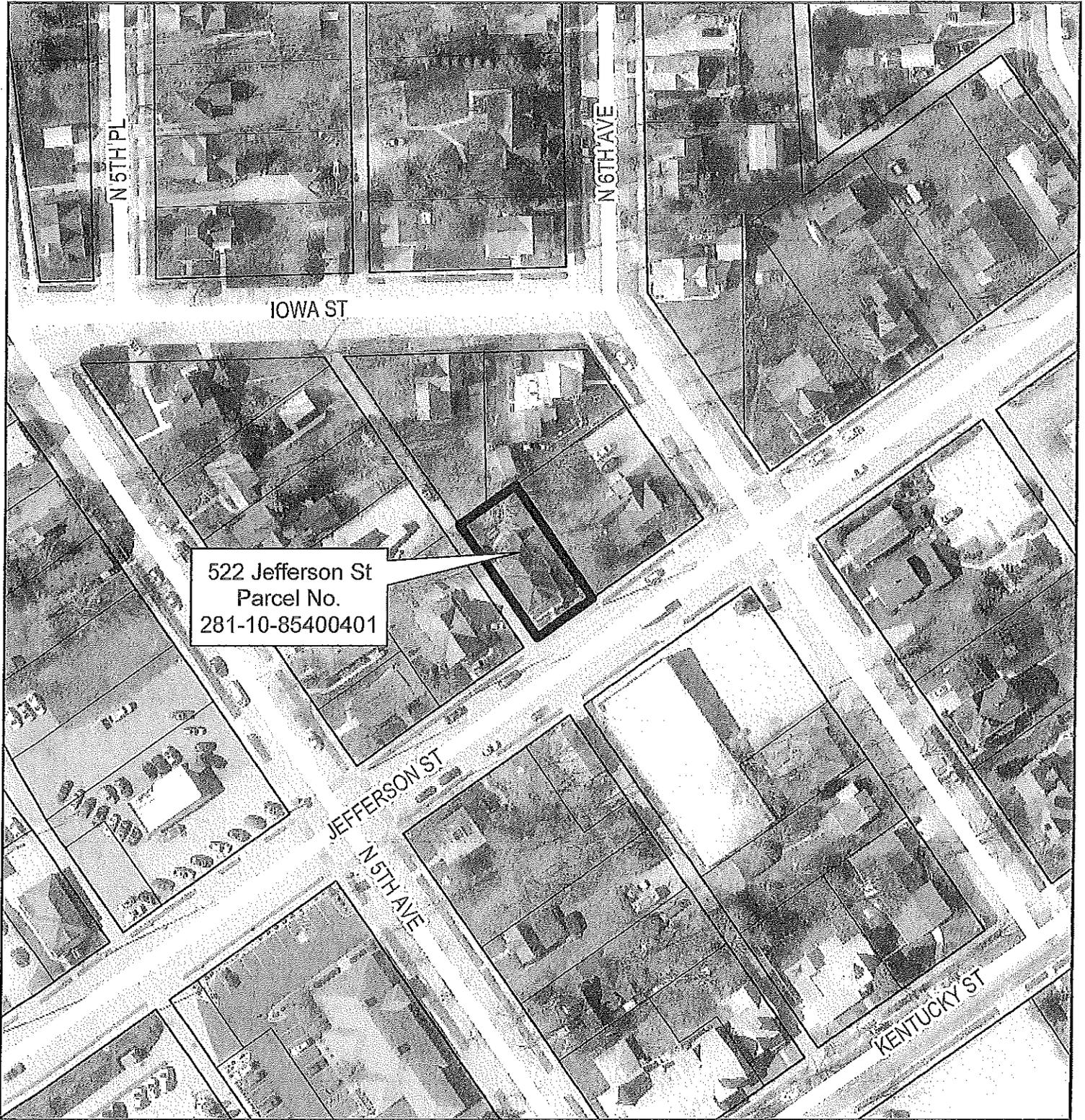
Plan Commission Action: The Plan Commission unanimously recommends approval of the zoning map amendment to change the zoning district to C-5.

Recommendation: Staff recommends approval of the zoning map amendment.

Prepared by:  8-27-12
Martin Olejniczak Date
Community Development Director

Reviewed by:  8/28/12
Steve McNeil Date
City Administrator

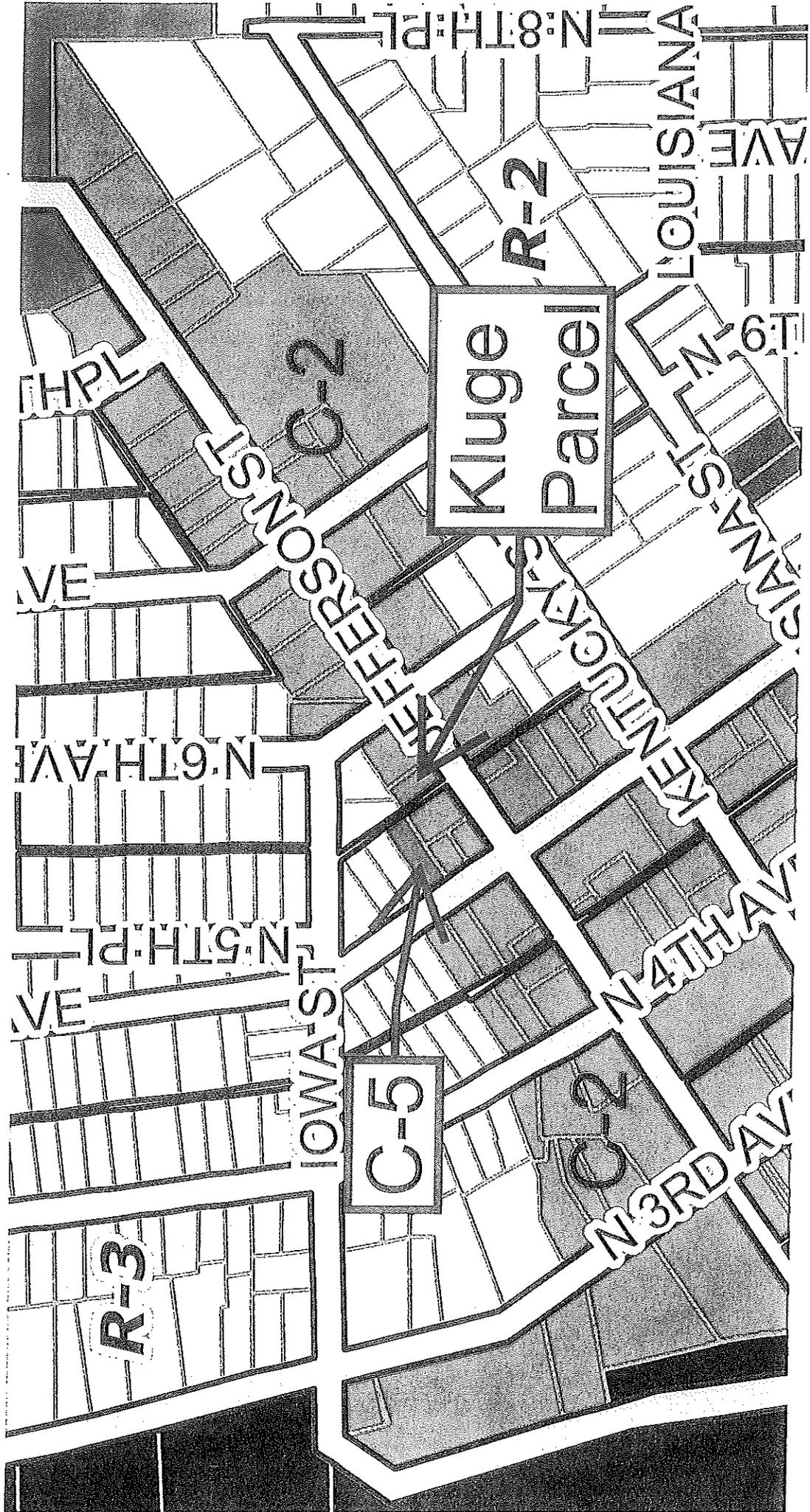
Location Map
Public Hearing - Kluge
Re-zone request C-2 to C-5



Subject Area



Current Zoning Map





522 Jefferson St.

**PUBLIC HEARING
CITY PLAN COMMISSION
WEDNESDAY, AUGUST 15, 2012**

Zoning map amendment from Central Business District (C-2) to Mixed-Commercial Residential (C-5) for property located at 522 Jefferson St.

During the public hearing, Kurt Kluge, property owner at 522 Jefferson St., explained that he was in the process of refinancing his property. He found that it would be much easier to refinance if the property were to be rezoned to C-5. It would also help if he decides to sell the property in the future.

Robert Schlicht, 244 N. 17th Dr., stated that he supported the request for the rezoning. It is consistent with other properties in the area.

There was no written correspondence.

EXECUTIVE SUMMARY

TITLE: Debt issuance for refuse trucks

BACKGROUND: The City of Sturgeon Bay 2012 Solid Waste budget includes purchasing two refuse trucks. The budget document also slated this purchase for financing. Attached is the application for a State Trust Fund Loan in the amount of \$403,544. The State Trust Fund Loan Program requires that a borrowing resolution be passed. The attached resolution authorizes borrowing \$403,544 with a 5 year payback period and an interest rate of 2.5% for the purpose of purchasing two refuse trucks.

FISCAL IMPACT: The estimated fiscal impact on the Solid Waste Fund of the City is \$110,225 for principal and interest payments.

- OPTIONS: 1) Approve the attached borrowing resolution/application for the refuse trucks.
- 2) Do not approve the attached borrowing resolution/application for the refuse trucks.

RECOMMENDATIONS: Approve and authorize the Mayor and City Clerk to make application for a loan with the State of Wisconsin Board of Commissioners of Public Lands in the amount of \$403,544 with an interest rate of 2.5% and a payback period of 5 years for the purpose of financing two refuse trucks.

PREPARED BY: Valerie J. Clarizio 8/10/12
 Valerie J. Clarizio Date
 Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 8/10/12
 Stephen McNeil Date
 City Administrator

STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943

APPLICATION FOR STATE TRUST FUND LOAN

CITY - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

CITY OF STURGEON BAY

Date sent: August 2, 2012

Received and filed in Madison, Wisconsin:

ID # 05603555

RAS

RETURN THIS ORIGINAL -- DO NOT PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned mayor and clerk of the City of Sturgeon Bay, in the County(ies) of Door, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Four Hundred Three Thousand Five Hundred Forty Four And 00/100 Dollars (\$403,544.00)** from the Trust Funds of the State of Wisconsin for the purpose of financing the purchase of two refuse trucks.

The loan is to be continued for a term of 5 years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of 2.50 percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of Sturgeon Bay, in the County(ies) of Door, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the _____ day of _____, 20_____.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Four Hundred Three Thousand Five Hundred Forty Four And 00/100 Dollars (\$403,544.00)** from the Trust Funds of the State of Wisconsin to the City of Sturgeon Bay in the County(ies) of Door, Wisconsin, for the purpose of financing the purchase of two refuse trucks. That at the same time and place, the common council of the City of Sturgeon Bay by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of Sturgeon Bay, certified to by the mayor and clerk, accompanies this application.

Given under our hands in the City of Sturgeon Bay in the County(ies) of Door, Wisconsin, this _____ day of _____, 20_____.

Mayor, City of Sturgeon Bay

Clerk, City of Sturgeon Bay

FORM OF RECORD

The following preamble and resolutions were presented by Alderman _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Sturgeon Bay**, in the County(ies) of **Door**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Four Hundred Three Thousand Five Hundred Forty Four And 00/100 Dollars (\$403,544.00)** for the purpose of **financing the purchase of two refuse trucks** and for no other purpose.

The loan is to be payable within 5 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 2.50 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Sturgeon Bay**, in the County(ies) of **Door**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Sturgeon Bay** by such loan from the state be applied or paid out for any purpose except **financing the purchase of two refuse trucks** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the mayor and clerk of the City of **Sturgeon Bay**, in the County(ies) of **Door**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The mayor and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Alderman _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- 1. Alderman _____ voted _____
- 2. Alderman _____ voted _____
- 3. Alderman _____ voted _____
- 4. Alderman _____ voted _____
- 5. Alderman _____ voted _____
- 6. Alderman _____ voted _____
- 7. Alderman _____ voted _____
- 8. Alderman _____ voted _____
- 9. Alderman _____ voted _____
- 10. Alderman _____ voted _____
- 11. Alderman _____ voted _____
- 12. Alderman _____ voted _____

A majority of the members of the common council of the City of Sturgeon Bay, in the County(ies) of Door, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of Door

I, _____, Clerk of the City of Sturgeon Bay, in the County(ies) of Door, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of Sturgeon Bay at a meeting held on the _____ day of _____, _____, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of Sturgeon Bay, County(ies) of Door, is constituted by law to have _____ members; and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of Sturgeon Bay this _____ day of _____, 20____.

Clerk (Signature)

Clerk (Print or Type Name)

City of Sturgeon Bay

County(ies) of Door

State of Wisconsin

STATE OF WISCONSIN
COUNTY(IES) OF **DOOR**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, _____, Clerk of the City of **Sturgeon Bay**, County(ies) of **Door**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Sturgeon Bay** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20_____* \$ _____
* Latest year available

I further certify that the whole existing indebtedness of the City of **Sturgeon Bay**, County(ies) of **Door**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

Clerk (Signature)

Clerk (Print or Type Name)

City of **Sturgeon Bay**

County(ies) of **Door**,

State of Wisconsin

_____, 20_____
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT PHOTOCOPY