



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, SEPTEMBER 20, 2011
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN STREET
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Moment of Silence for former Mayor Frank J. Tachovsky – (1962-1966).
5. Adoption of agenda.
6. Consideration of the following bills: General Fund – \$368,911.52, Capital Fund - \$9,786.39, Cable TV - \$100.91, TID #2 - \$1,949,482.50, and Solid Waste Enterprise - \$16,321.56 for a grand total of \$2,344,602.88. [roll call]
7. **CONSENT AGENDA**
 - * All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
 - * a. Approval of 9/6/11 regular Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Sturgeon Bay Utility Commission – 8/8/11
 - (2) Personnel Committee – 9/7/11
 - (3) Cable Communication System Advisory Council – 9/8/11
 - (4) Community Protection & Services Committee – 9/8/11
 - * c. Place following reports on file:
 - (1) Fire Department Report – August 2011
 - (2) Inspection Department Report – August 2011
 - (3) Street Department Report – August 2011
 - (4) Bank Reconciliation – August 2011
 - (5) Revenue & Expense Report – August 2011
 - * d. Consideration of: Beverage Operator licenses.
 - * e. Personnel Committee recommendation re: Approve Discipline and Grievance Procedure.
 - * f. Personnel Committee recommendation re: Approve filling one of the vacant Police Officer positions.
8. Mayoral appointments.
9. Council election of citizen member to Utility Commission (currently David Phillips.)

10. **Consideration of: Petition for Direct Annexation from Sally J. Naden for property located at 6152 Alabama.**
11. **Community Protection & Services Committee recommendation re: Transfer unused funds from numerous accounts to purchase replacement audio and video equipment in Council Chambers. (Transfer of funds = 3/4 vote = 6 votes)**
12. **Public comment.**
13. **Mayor's comments.**
14. **Adjourn.**

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

9/16/11

Time:

12:00 pm

By:

Dupe

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
02210	BAY PHARMACY	PK SEC DEP REF BAY PHMCY	01-000-000-23162	50.00
04590	DOOR COUNTY HUMANE SOCIETY	PK SEC DEP REF DC HUMANE SOC	01-000-000-23162	50.00
16570	PIONEER FIRE COMPANY	REF PK SEC DEP POINEER	01-000-000-23162	50.00
MARINA	MARINA VIEW APARTMENTS, LLC	PHN SIGN REFUND	01-000-000-23168	50.00
R0000222	STURGEON BAY LIONS	PK SEC DEP REF SB LOINS CLUB	01-000-000-23162	50.00
R0000931	WI ALLIANCE BASS ANGLERS	REF PK SEC DEP REF BASS ANGLER	01-000-000-23162	15.00
R0000932	BOB DENOTO	PK SEC DEP REF DENOTO	01-000-000-23162	50.00
R0000933	ANGELA OHERN-DEQUAINE	PK SEC DEP REF DEQUAINE	01-000-000-23162	50.00
R0000934	FM 106.9 THE LODGE	PK SEC DEP REF THE LODGE	01-000-000-23162	50.00
R0000935	LILLIAN ZWICKY	REF UNUSED HAZ ITEM TAG	01-000-000-48105	32.00
R0000936	MARK BAUMANN	REF UNUSED HAZ ITEM TAG	01-000-000-48105	32.00
TOTAL LIABILITIES				479.00
CAPITAL PROJECTS				
01764	ASSOCIATED WEALTH MANAGEMENT	GEN OBL REF BONDS	01-000-913-70001	18,753.75
TOTAL CAPITAL PROJECTS				18,753.75
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	44,871.26
TOTAL CITY HALL / FIRE & POLICE STN				159,871.26
TOTAL GENERAL FUND				179,104.01
MAYOR				
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-100-000-56700	2.50
TOTAL				2.50
TOTAL MAYOR				2.50
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	08/11 FILINGS	01-115-000-56350	30.00
23824	WISLINE REGISTRATIONS	3 LIVE TRAINING	01-115-000-55600	60.00
23824		3 TRAINING BUNDLES	01-115-000-55600	84.00
OCONTO	OCONTO COUNTY SHERIFF'S OFFICE	SUBPOEAN FEES CITY VS MILLER	01-115-000-56350	49.60
TOTAL				223.60
TOTAL CITY CLERK-TREASURER				223.60
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-120-000-56700	5.00
TOTAL				5.00
TOTAL ADMINISTRATION				5.00

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMPUTER				
04696	DOOR COUNTY TREASURER	08/11 TECH SUPPORT	01-125-000-55550	2,500.00
HARRIS	HARRIS COMPUTER SYSTEMS	FINANCIAL SFTWR UPGRD RUNTIME	01-125-000-55550	847.50
HARRIS		FINANCE SFTWR UPGRD FINEPRINT	01-125-000-55550	187.50
HARRIS		FINANCIAL SFTWR UPGRD INSTALL	01-125-000-55550	300.00
TOTAL				3,835.00
TOTAL COMPUTER				3,835.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-130-000-56700	7.50
ASSO APP	ASSOCIATED APPRAISAL	09/20/11 CONTRACT	01-130-000-55010	1,759.73
TOTAL				1,767.23
TOTAL CITY ASSESSOR				1,767.23
BUILDING/ZONING CODE ENFORCEMT				
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-140-000-56700	2.50
09223	INDEPENDENT INSPECTIONS, LTD	08/11 PERMITS	01-140-000-55010	5,575.35
TOTAL				5,577.85
TOTAL BUILDING/ZONING CODE ENFORCEMT				5,577.85
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	54.53
03133		CELL SERVICE	01-145-000-58250	21.23
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-145-000-56700	5.00
TOTAL				80.76
TOTAL MUNICIPAL SERVICES ADMIN.				80.76
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	43.59
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-150-000-56700	10.00
04696		08/11 INTERNET	01-150-000-56700	8.75
TOTAL				62.34
TOTAL PUBLIC WORKS ADMINISTRATION				62.34
CITY HALL				
04575	DOOR COUNTY HARDWARE	PAINT BRUSHES & SANDPAPER	01-160-000-54999	19.77
04575		SAND DISCS	01-160-000-54999	7.99

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575		RUG CLEANER	01-160-000-54999	13.98
04575		PAINT SUPPLIES	01-160-000-54999	27.63
04575		TRIMMER LINE	01-160-000-54999	14.49
04575		CAULK	01-160-000-54999	4.98
04575		ROUND UP	01-160-000-51750	10.99
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-160-000-56700	2.50
08280	HILL BUILDING MAINTENANCE INC	08/11 CLEANING	01-160-000-55300	977.21
08280		PARKING GARAGE WINDOWS	01-160-000-55300	175.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	3,984.83
19880		421 MICHIGAN ST	01-160-000-58650	307.86
CINTAS	CINTAS FIRE PROTECTION	ANNUAL SPRINKLER TEST	01-160-000-58999	270.00
TOTAL				5,817.23
TOTAL CITY HALL				5,817.23
INSURANCE				
BH	BURKART HEISDORF INSURANCE	09/11 GENERAL LIABILITY	01-165-000-56400	2,706.00
BH		09/11 POLICE LIABILITY	01-165-000-57150	1,073.00
BH		09/11 PUBLIC OFFICIALS	01-165-000-57400	1,027.00
BH		09/11 AUTO LIABILITY	01-165-000-55200	1,488.00
BH		09/11 AUTO PHYSICAL DAMAGE	01-165-000-55200	1,066.00
BH		09/11 WORKERS COMP	01-165-000-58750	11,457.00
TOTAL				18,817.00
TOTAL INSURANCE				18,817.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	08/11 CH PHONE	01-199-000-58200	152.06
04696		08/11 FD PHONE	01-199-000-58200	23.64
04696		08/11 MS PHONE	01-199-000-58200	76.34
04696		08/11 PD PHONE	01-199-000-58200	112.66
08167	GANNETT WISCONSIN NEWSPAPERS	CC MINUTS, NOTICE OF MEETING	01-199-000-57450	418.19
08167		PHN SCHOTT APPEAL	01-199-000-57450	34.61
TOTAL				817.50
TOTAL GENERAL EXPENDITURES				817.50
POLICE DEPARTMENT				
02208	BAYCOM INC.	PROTECTIVE FILM	01-200-000-55500	148.00
03101	CDW GOVERNMENT, INC.	SOFTWARE	01-200-000-55500	132.79
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-200-000-56700	35.00
07745	GORDONS WEST SIDE ELECTRIC	DRAIN/SEAL FOR ICE MACHINE	01-200-000-58999	28.95
08167	GANNETT WISCONSIN NEWSPAPERS	PACKING TAPE	01-200-000-51950	6.16
15890	PACK AND SHIP PLUS	RETURN SHIPPING	01-200-000-57250	15.32
17700	QUILL CORPORATION	RETURN DESK PAD	01-200-000-51950	-36.36
17700		TONER	01-200-000-51600	125.99
17700		DESK PAD	01-200-000-51950	36.36

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
17700		OFFICE PRODUCTS	01-200-000-51950	142.00
HENRY	CLINT HENRY	REIMB MEALS RESOURCE ALLOC TRN	01-200-000-55600	94.55
MIELKE	CHAD MIELKE	REIMB LCD SCREEN FOR TOUGHBOOK	01-200-000-55500	49.99
		TOTAL		778.75
		TOTAL POLICE DEPARTMENT		778.75
PATROL BOAT				
PATROL BOAT				
BH	BURKART HEISDORF INSURANCE	CREDIT OF PATROL BOAT	01-205-000-54999	-140.00
		TOTAL PATROL BOAT		-140.00
		TOTAL PATROL BOAT		-140.00
POLICE DEPARTMENT/PATROL				
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW LAUDER	01-215-000-56800	38.00
17299	QUARTERMASTER INC.	BALLISTIC HOLDER	01-215-000-52900	24.91
17299		DEFENSE SPRAY HOLDER	01-215-000-52900	27.97
17299		KEY HOLDER CSO	01-215-000-52900	17.98
21450	THE UNIFORM SHOPPE	BAL DUE	01-215-000-56800	10.00
21450		ALTERATAIONS	01-215-000-56800	30.00
23828	WITT PENINSULA FORD LINCOLN	REPL R DIFFERENTIAL ASSY	01-215-000-58600	1,012.13
23828		REPR FLAT	01-215-000-58600	12.00
23828		REPL AIR FILTER, LOF	01-215-000-58600	44.63
23828		REPL BLUE STROBE LIGHT	01-215-000-58600	25.00
23828		LOF, ROTATE TIRES	01-215-000-58600	40.90
23828		REPR FLAT TIRE, REPL HEADLIGHT	01-215-000-58600	31.38
23828		DIAG NOISE, INST COOLING FAN	01-215-000-58600	318.75
23828		LOF, ROTATE TIRES, REPR FLAT	01-215-000-58600	52.90
23828		LOF	01-215-000-58600	24.95
23828		DIAG AIR, RECHARGE, INST REC	01-215-000-58600	256.91
23828		LOF, REPLACE BULB	01-215-000-58600	36.54
23828		2 TIRES, ALIGN, LOF	01-215-000-58600	109.90
		TOTAL		2,114.85
		TOTAL POLICE DEPARTMENT/PATROL		2,114.85
POLICE DEPT. / INVESTIGATIONS				
ADNANE	MARIAH ADNANE	COMPOSITE DRAWING 11-000367	01-225-000-57950	100.00
		TOTAL		100.00
		TOTAL POLICE DEPT. / INVESTIGATIONS		100.00
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	BELT	01-250-000-52900	55.31

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03075	CARQUEST OF DOOR COUNTY	OIL DRY	01-250-000-54999	149.80
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	7.01
03133		CELL SERVICE	01-250-000-58250	7.01
03159	CHARTER COMMUNICATIONS	CABLE	01-250-000-54999	6.42
04150	DE JARDIN CLEANERS LLC	REPAIR TURNOUT COAT	01-250-000-56250	5.50
04575	DOOR COUNTY HARDWARE	BATTERIES	01-250-000-54999	21.98
04575		EXCHANGE BATTERIES	01-250-000-54999	43.96
04575		STRAP, FILTER, FASTNERS	01-250-000-54999	5.17
04575		SUPPLIES	01-250-000-52700	52.72
04575		SQUARE, FASTNERS	01-250-000-54999	19.07
04575		PLUMBING SUPPLIES	01-250-000-54999	11.84
04575		EXCHANGE PLUMBING SUPPLIES	01-250-000-54999	2.56
04575		EXT CORD	01-250-000-52700	9.49
04575		DRAIN CLEANER	01-250-000-54999	22.99
04575		BATTERIES	01-250-000-54999	6.99
04575		PAINT	01-250-000-54999	13.98
04575		EPOXY, GLUE	01-250-000-54999	10.98
04575		NIPPLE	01-250-000-54999	1.49
04575		SLCN HSEHLD ADH	01-250-000-54999	6.99
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-250-000-56700	12.50
08260	TIM HERLACHE	FRUIT FOR TRAINING BURN	01-250-000-55600	24.99
08260		TIP FOR PIZZA	01-250-000-55600	8.00
12100	LAMPERT YARDS INC	NAILER FUEL CELL	01-250-000-54999	18.61
16570	PIONEER FIRE COMPANY	UNIFORM SHRTS TIM, FRANG, MARK	01-250-000-52900	102.00
18448	RENNERTS FIRE EQUIP SER INC	AERIAL REPAIR	01-250-000-53000	12,117.20
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-250-000-56675	40.00
19880		TRUCK FILL	01-250-000-56675	198.50
19880		MEM FLD SPRINKLER	01-250-000-56675	21.30
19880		MEM FLD WARMING HOUSE	01-250-000-56675	21.30
19880		N 7TH AVE GALRAND PARK	01-250-000-56675	10.50
19880		FIRE PROTECTION	01-250-000-56675	17,441.50
19880		QUINCY/BAY SHIP PIT	01-250-000-56675	21.30
19880		N MADISON AVE SPRINKLER	01-250-000-56675	6.70
19880		PENN ST DOCK	01-250-000-56675	6.70
19880		1018 GREN BAY RD SIREN	01-250-000-56150	15.45
19880		EAST SIDE DOCK	01-250-000-56675	2.70
19880		107 N 1ST AVE RESTROOMS	01-250-000-56675	21.30
19880		N 1ST AVE PARKING RAMP	01-250-000-56675	2.70
19880		48 KENTUCKY ST DOCK	01-250-000-56675	6.70
19880		48 KENTUCKY ST MARINA	01-250-000-56675	21.30
23566	WI IAAI	HERLACHE, FRANG, SOUKUP, MATTA	01-250-000-56000	100.00
CJ	CJ WORKS, LLC	08/11 LAUNDRY	01-250-000-56800	93.76
		TOTAL		30,776.27
		TOTAL FIRE DEPARTMENT		30,776.27
STORM SEWERS				
03650	CONCRETE INDUSTRIES, INC	MANHOLE 1ST AVE	01-300-000-51150	682.20
04575	DOOR COUNTY HARDWARE	GREAT STUFF	01-300-000-54999	4.29
08225	HERLACHE SMALL ENGINE	REBUILD CUT OFF SAW	01-300-000-54999	455.92
10750	PREMIER CONCRETE INC	CNCRT/CURB MAPLE/JOLIET/HCKRY	01-300-000-51150	276.25
10750		CNCRT FOR CURB REPL 16TH/RD IS	01-300-000-51150	172.88
DAVIES	DAVIES #1476	PVC PIPE	01-300-000-51150	761.96

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
			TOTAL	2,353.50
			TOTAL STORM SEWERS	2,353.50
COMPOST/SOLID WASTE SITE				
04575	DOOR COUNTY HARDWARE	WOOD SHIMS & FASTNERS	01-320-000-51400	3.67
			TOTAL	3.67
			TOTAL COMPOST/SOLID WASTE SITE	3.67
STREET SWEEPING				
25700	ZARNOTH BRUSH WORKS INC	DOOR STRAP	01-330-000-51400	31.85
25700		TAKE UP BEARINGS	01-330-000-51400	122.40
25700		ADJUSTMENT BOLT	01-330-000-51400	51.50
			TOTAL	205.75
			TOTAL STREET SWEEPING	205.75
ROADWAYS/STREETS				
02435	BISSEN ASPHALT LLC	QUARRY WASH	01-400-000-52200	123.60
04575	DOOR COUNTY HARDWARE	HEDGE SHEAR	01-400-000-51400	19.49
04696	DOOR COUNTY TREASURER	PATCH MATERIAL	01-400-000-52200	769.23
06012	FASTENAL COMPANY	CUT OFF BLADE	01-400-000-51400	293.39
06012		SUPPLIES	01-400-000-51400	9.75
06012		RETURN SUPPLIES	01-400-000-51400	-9.79
INT POWE	INTERSTATE POWER SYSTEMS, INC	2 HUB BEARINGS	01-400-000-51400	170.19
SEPTIC	SEPTIC MAINTENANCE OF DOOR CTY	CAMERA STORM SEWER 8TH & MEM	01-400-000-57700	205.00
			TOTAL	1,580.86
			TOTAL ROADWAYS/STREETS	1,580.86
STREET SIGNS AND MARKINGS				
03075	CARQUEST OF DOOR COUNTY	BOTTLE JACK	01-420-000-52550	19.99
04575	DOOR COUNTY HARDWARE	BLEACH	01-420-000-52100	4.98
04575		PAINT BRUSHES	01-420-000-52100	8.48
04575		DRILL BIT, FLOOR FLANGE	01-420-000-52550	25.98
04575		PAINT BRUSHES	01-420-000-52550	8.99
06012	FASTENAL COMPANY	SUPPLIES	01-420-000-52550	57.35
19275	SHERWIN WILLIAMS	10 GALLONS YELLOW PAINT	01-420-000-52550	106.30
19275		5 GALLONS YELLOW PAINT	01-420-000-52550	77.35
20070	TAPCO	ALL WAY SIGNS	01-420-000-52550	51.60
20070		2 SCHL SPD LIMIT SIGNS	01-420-000-52550	115.30
20070		FREIGHT	01-420-000-52550	26.29
			TOTAL	502.61

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL STREET SIGNS AND MARKINGS				502.61
CURB/GUTTER/SIDEWALK				
04575	DOOR COUNTY HARDWARE	DROP CLOTH	01-440-000-54999	6.99
04575		SEALER	01-440-000-54999	9.98
TOTAL				16.97
TOTAL CURB/GUTTER/SIDEWALK				16.97
STREET MACHINERY				
02835	BROOKS TRACTOR	BELT TENSIONER	01-450-000-51400	136.35
03075	CARQUEST OF DOOR COUNTY	WIPER MOWER	01-450-000-52150	119.84
03075		RETURN WIPER MOTOR	01-450-000-52150	-119.84
03075		OIL FILTERS, CRIMP FITTINGS	01-450-000-52150	128.75
03075		TRANS FILTER	01-450-000-52150	64.19
03075		U-JOINT	01-450-000-51400	60.84
03075		OIL	01-450-000-52050	3.78
03075		BATTERY	01-450-000-51400	184.44
03075		CORE CREDIT	01-450-000-51400	-20.00
03075		GREASE FITTING	01-450-000-52150	5.07
03075		AIR FILTER	01-450-000-52150	13.73
03075		SANDER, PLUG	01-450-000-52700	94.79
03075		TRAILER CABLE	01-450-000-51400	32.76
03075		RETURN HITCH	01-450-000-52150	-75.33
03075		OIL FILTER & FUSES	01-450-000-52150	93.47
03075		12V 5 AH-SEALED LEAD ACID	01-450-000-51400	11.76
03075		BREAK AWAY SWITCH	01-450-000-51400	12.80
03075		AIR FILTER, FUSE, PRPL CLEANER	01-450-000-52150	44.40
03075		AIR FILTER	01-450-000-52150	22.39
03075		TRAILER/HITCH BALL, PLUG, CNCT	01-450-000-51400	43.04
04575	DOOR COUNTY HARDWARE	BLADE, SAWZALL	01-450-000-52700	39.98
04575		EYE BOLT	01-450-000-51400	0.99
04575		FASTNERS	01-450-000-52150	0.25
06012	FASTENAL COMPANY	SUPPLIES	01-450-000-51400	6.86
15890	PACK AND SHIP PLUS	RETURN SHIPPING	01-450-000-54999	9.70
16300	PARTS ASSOCIATES	BULBS, CNCTRS, GREASE	01-450-000-51400	171.92
17250	QUALITY STATE OIL CO., INC.	CREDIT	01-450-000-52050	-20.00
17250		HYD OIL	01-450-000-52050	63.35
19240	SERVICE MOTOR CO	SIDE WINDOW LATCH	01-450-000-51400	22.01
19959	SUPERIOR CHEMICAL CORP	HAND WASHING WIPES	01-450-000-51400	73.81
20725	T R COCHART TIRE CENTER	FLAT REPAIR	01-450-000-52850	15.00
20725		2 TIRE CHANGES & DISPOSAL	01-450-000-52850	67.00
20725		FLAT REPAIR	01-450-000-52850	15.00
20725		GRIPPER RECAP	01-450-000-52850	167.00
AHERN	JF AHERN CO.	FIRE EXT BRACKET	01-450-000-51400	18.00
QUALITY	QUALITY TRUCK CARE CENTER INC	WIPER MOTOR	01-450-000-51400	109.13
TOTAL				1,617.23
TOTAL STREET MACHINERY				1,617.23

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY GARAGE				
01469	AIRGAS NORTH CENTRAL	2 OXYGEN TANKS	01-460-000-54999	66.88
01469		ARGON	01-460-000-54999	53.01
01469		ACETYLENE	01-460-000-54999	66.59
01469		HAZ MAT CHARGE	01-460-000-54999	4.40
01469		ACETYLENE CHARGE	01-460-000-54999	6.68
03075	CARQUEST OF DOOR COUNTY	THREADED ADAPTER FOR PRESS	01-460-000-54999	263.78
03075		SHIPPING	01-460-000-54999	10.00
04545	DOOR COUNTY COOPERATIVE	IMPACT WRENCH	01-460-000-52700	199.00
04575	DOOR COUNTY HARDWARE	PIPE, ELBOW, COUPLING	01-460-000-54999	32.75
04575		EXCHANGE	01-460-000-54999	-1.00
04575		DEMNT CLIP	01-460-000-54999	2.49
04575		PLUNGER, TUBE STRAP	01-460-000-54999	7.49
04575		NIPPLE, ELBOW	01-460-000-55300	5.28
04575		NIPPLES, BUSHINGS, ELBOW,	01-460-000-55300	33.80
04575		UNION BLACK GRND	01-460-000-55300	7.99
04575		PIPE, THREADS	01-460-000-55300	3.42
04575		CAULK GUN	01-460-000-52700	8.49
04575		TAPE	01-460-000-52700	5.49
19310	GALETON GLOVES INC	2 DOZEN GLOVES	01-460-000-52350	44.00
19310		SHIPPING	01-460-000-52350	10.54
BE RIGHT	BE RIGHT THERE LOCKSMITHING	REKEY ENTRANCE LOCK	01-460-000-55300	10.00
BE RIGHT		4 SPARE KEYS	01-460-000-55300	8.00
TOTAL				849.08
TOTAL CITY GARAGE				849.08
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	1536 EGG HBR RD TRAFFIC LIGHTS	01-499-000-58000	20.12
19880		N 14TH & EGG HARBOR TRFC LIGHT	01-499-000-58000	20.12
19880		WS TRAFFIC LIGHTS	01-499-000-58000	35.50
19880		ORNAMENTAL ST LIGHTS	01-499-000-58000	6,255.86
19880		OVERHEAD ST LIGHTS	01-499-000-58000	11,033.65
19880		808 S DULUTH AVE SIGN	01-499-000-58000	8.68
19880		EAST SIDE DOCK	01-499-000-58000	44.32
19880		SHIPYARD DEVELOPMENT	01-499-000-58000	391.96
TOTAL				17,810.21
TOTAL HIGHWAYS - GENERAL				17,810.21
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	9.08
03133		CELL SERVICE	01-500-000-58250	100.66
03133		CELL SERVICE	01-500-000-58250	9.98
04575	DOOR COUNTY HARDWARE	STAPLE GUN & STAPLES	01-500-000-52250	23.48
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-500-000-56700	3.75
19297	SHORE TO SHORE RENTAL, INC	RENTAL 40 CHAIRS FOR CONCERTS	01-500-000-52250	36.00
23200	WDOR	FARM MARKET ADS	01-500-000-57450	198.00
23200		HARMONY BY THE BAY ADS	01-500-000-57450	130.00
BIG DAWG	AL JOHNSON BROADCASTING, LLC	FARM MARKET ADS	01-500-000-57450	75.00
TOTAL				585.95

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL PARK & RECREATION ADMIN				585.95
PARKS AND PLAYGROUNDS				
02005	BAY ELECTRONICS, INC.	2 WAY RADIO REPAIR	01-510-000-52300	120.00
02435	BISSEN ASPHALT LLC	10.68 TONS QUARRY WASH	01-510-000-51750	123.63
03025	CAPTAIN COMMODES INC	6 PORT-A-POTTIE RENTALS	01-510-000-58999	460.00
03075	CARQUEST OF DOOR COUNTY	TIE ROD END	01-510-000-58600	44.78
03075		BRAKE PADS & ROTORS	01-510-000-58600	141.14
03075		TIE ROD END	01-510-000-58600	47.93
03075		4 OIL FILERS & 12 QTS OIL	01-510-000-52050	54.92
03405	CLERKS PETTY CASH	MAILING DNR REPORT	01-510-000-54999	5.95
04545	DOOR COUNTY COOPERATIVE	50 LBS GRASS SEED	01-510-000-51750	87.50
04545		36" AXE	01-510-000-51750	24.29
04575	DOOR COUNTY HARDWARE	PAINT BRUSH	01-510-000-52100	21.98
04575		TUBING CUTTER	01-510-000-52700	13.99
04575		SCREWS	01-510-000-54999	6.99
04575		PAINT	01-510-000-52550	28.99
04575		FASTNERS	01-510-000-54999	5.56
04575		BRASS NOZZLE	01-510-000-54999	5.99
04575		2 DUSTERS & PAINT BRUSHES	01-510-000-54999	29.56
04575		PAINT BRUSHES	01-510-000-54999	3.08
04575		22 VACUUM BREAKERS	01-510-000-54999	142.78
04575		BULBS	01-510-000-54999	9.99
19880	STURGEON BAY UTILITIES	MARTIN PARK	01-510-000-56150	26.06
19880		MEM FLD SPRINKLER	01-510-000-58650	533.65
19880		MEM FLD WARMING HOUSE	01-510-000-56150	212.20
19880		MEM FLD WARMING HOUSE	01-510-000-58650	586.73
19880		N 7TH AVE GALRAND PARK	01-510-000-56150	8.20
19880		N 7TH AVE GALRAND PARK	01-510-000-58650	9.70
19880		FLAG LIGHT 5TH & MICHIGAN	01-510-000-56150	36.42
19880		MEM FLD	01-510-000-56150	8.00
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	12.77
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	54.30
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	35.38
19880		MEM FLD PB	01-510-000-56150	8.24
20250	TILLMAN LANDSCAPE & NURSERY IN	110 ROLLS SOD MARTIN PARK	01-510-000-51750	258.00
VIK	VIKING ELECTRIC SUPPLY	2 16W CONV KITS & BULBS	01-510-000-54999	63.80
WARNER	WARNER-WEXEL WHOLESALE &	5 CASES GARBAGE BAGS	01-510-000-51850	121.25
TOTAL				3,353.75
TOTAL PARKS AND PLAYGROUNDS				3,353.75

WATER WEED MANAGEMENT

03075	CARQUEST OF DOOR COUNTY	BLASTER	01-560-000-51400	8.98
03075		MISC HYD HOSES & VARIOUS ENDS	01-560-000-51400	168.44
03075		HYD HOSE & FITTINGS	01-560-000-51400	24.99
03806	CUMMINS NPOWER, LLC	4 GASKET EXH FOR MUFLER HEAD	01-560-000-51400	24.87
04545	DOOR COUNTY COOPERATIVE	MISC SUPPLIES	01-560-000-51400	6.61
04545		CAN, TRAY SET, WIND WS, PRIMER	01-560-000-51400	33.39
04575	DOOR COUNTY HARDWARE	RETURN WRENCH	01-560-000-51400	-8.49

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575		FASTNERS	01-560-000-51400	117.96
04575		GLOVES	01-560-000-51400	10.99
04575		FASTNERS	01-560-000-51400	12.17
04575		SPRAY PAINT	01-560-000-51400	49.39
04575		SPRAY PAINT	01-560-000-51400	4.49
04575		O-RINGS & GASKETS	01-560-000-51400	3.16
04575		FASTNERS	01-560-000-51400	1.50
04575		SPRAY PAINT	01-560-000-51400	44.90
04575		PAINT	01-560-000-51400	9.49
04575		PAINT SUPPLIES	01-560-000-51400	88.93
04575		FASTNERS & BOLT EYE	01-560-000-51400	16.17
04575		TAPE	01-560-000-51400	6.00
04575		FASTNERS & SPRAY PAINT	01-560-000-51400	20.84
04575		SPRAY PAINT	01-560-000-51400	26.94
04575		CLEANER	01-560-000-54999	9.99
13150	MASTERCRAFT WELDING SYSTEM	ANGLE IRON SHORE ELEVATOR	01-560-000-51400	35.00
19070	SCHARTNER IMPLEMENT INC	HYD HOSES	01-560-000-51400	385.79
BONEST	BONESTROO	BAL DUE AQUATIC SPRAYING	01-560-000-55010	2,589.65
R0000492	YACHT WORKS	2 CANS DIP-IT WHIP-IT	01-560-000-51400	21.98
R0000655	TRANSMOTION, LLC	SHIPPING CHARGES	01-560-000-51400	26.38
R0000655		2 MISC FITTINGS	01-560-000-51400	6.77

TOTAL 3,749.28

TOTAL WATER WEED MANAGEMENT 3,749.28

WATERFRONT PARKS & WALKWAYS

04575	DOOR COUNTY HARDWARE	SPRAY PAINT	01-570-000-52100	8.97
04575		STENCILS	01-570-000-52100	9.98
04575		TAPE & SPRAY PAINT	01-570-000-52100	6.78
04575		BRUSH WHEEL	01-570-000-54999	5.99
04575		TAPE & FASTNERS	01-570-000-54999	7.40
19880	STURGEON BAY UTILITIES	WALNUT DR & LANSING SIGN	01-570-000-56150	8.24
19880		W LARCH WALKWAY LIGHTS	01-570-000-56150	99.59
19880		W LARCH ST PARKING LOT	01-570-000-56150	37.42
19880		PENN ST DOCK	01-570-000-58650	135.64
19880		48 KENTUCKY ST WTR FRT	01-570-000-56150	378.37
19880		107 N 1ST AVE RESTROOMS	01-570-000-56150	600.77
19880		107 N 1ST AVE RESTROOMS	01-570-000-58650	71.20
19880		N 1ST AVE PARKING RAMP	01-570-000-56150	300.78
19880		48 KENTUCKY ST DOCK	01-570-000-58650	47.39
19880		48 KENTUCKY ST MARINA	01-570-000-58650	24.00

TOTAL 1,742.52

TOTAL WATERFRONT PARKS & WALKWAYS 1,742.52

EMPLOYEE BENEFITS

03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
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TOTAL 150.83

TOTAL EMPLOYEE BENEFITS 150.83

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	08/11 INTERNET	01-900-000-56700	5.00
		TOTAL		5.00
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		5.00
		TOTAL GENERAL FUND		284,267.10
CAPITAL FUND				
GENERAL EXPENDITURES				
02130	BAUDHUIN INC	WALMART CURB STAKING 14TH AVE	10-199-000-51525	247.00
		TOTAL		247.00
		TOTAL GENERAL EXPENDITURES		247.00
PATROL				
02208	BAYCOM INC.	SET UP DOCKING STAT NEW SQUAD	10-215-000-59035	940.00
		TOTAL		940.00
		TOTAL PATROL		940.00
ROADWAYS/STREETS				
EXPENSE				
04696	DOOR COUNTY TREASURER	ALLEY 4TH & 5TH	10-400-000-59100	5,738.23
		TOTAL EXPENSE		5,738.23
ANNUAL RESURFACING & BASE REP.				
14825	NORTHEAST ASPHALT INC	SPRUCE ST ROAD WORK	10-400-110-59095	970.16
14825		SPRUCE ST ROAD WORK	10-400-110-59095	1,891.00
		TOTAL ANNUAL RESURFACING & BASE REP.		2,861.16
		TOTAL ROADWAYS/STREETS		8,599.39
		TOTAL CAPITAL FUND		9,786.39
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
04696	DOOR COUNTY TREASURER	08/11 CABLE PHONE	21-000-000-58200	0.91
04696		08/11 INTERNET	21-000-000-56700	100.00
		TOTAL CABLE TV / GENERAL		100.91
		TOTAL CABLE TV / GENERAL		100.91
		TOTAL CABLE TV		100.91

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
TID DISTRICT #2				
16975	QUARLES AND BRADY LLP BOND	BOND ISSUE LEGAL SVCS	25-320-000-58999	6,500.00
TOTAL				6,500.00
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES 9/1/11 GOBND	25-320-930-70002	1.95
01764	ASSOCIATED WEALTH MANAGEMENT	GO REFUNDING BONDS	25-320-930-70001	11,356.25
TOTAL TID #2 A AREA BONDS - CITY				11,358.20
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES 9/1/11 GOBND	25-320-931-70002	24.70
01764	ASSOCIATED WEALTH MANAGEMENT	GO REFUNDING BONDS	25-320-931-70000	100,000.00
01764		GO REFUNDING BONDS	25-320-931-70001	48,140.00
TOTAL TID #2 A AREA BONDS - DVL				148,164.70
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES 9/1/11 GOBND	25-320-932-70002	43.22
01764	ASSOCIATED WEALTH MANAGEMENT	GEN OBL REF BONDS	25-320-932-70000	200,000.00
01764		GEN OBL REF BONDS	25-320-932-70001	58,006.25
TOTAL T2 ROAD PROJECTS				258,049.47
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES 9/1/11 GOBND	25-320-933-70002	255.13
01764	ASSOCIATED WEALTH MANAGEMENT	WATERFRONT REDEV AUTHORITY	25-320-933-70000	1,205,000.00
01764		WATERFRONT REDEV AUTHORITY	25-320-933-70001	320,155.00
TOTAL T2 SERIES 2006A				1,525,410.13
TOTAL TID DISTRICT #2				1,949,482.50
TOTAL TID #2 DISTRICT				1,949,482.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	SEALED BEAM	60-000-000-53000	8.55
03075		RETURN SEALED BEAM	60-000-000-53000	-8.55
03075		SEALED BEAM	60-000-000-53000	12.36
03075		ANTENNA	60-000-000-53000	11.10
03075		TURN/TAIL LAMP	60-000-000-53000	4.03
03085	CATCO PARTS & SERVICE	REMOVE/REPLACE SPRINGS FR AXLE	60-000-000-53000	1,970.11
04575	DOOR COUNTY HARDWARE	12 TRASH CANS	60-000-000-58350	167.88
04575		18 KEYS	60-000-000-58350	269.82
20725	T R COCHART TIRE CENTER	TIRE CHANGE	60-000-000-52850	60.00
DC WASTE	DOOR COUNTY WASTE & RECYCLING	210.35 TONS REFUSE	60-000-000-58300	12,326.63
DC WASTE		PAPER & COMINGLED	60-000-000-58350	1,499.63
TOTAL SOLID WASTE ENTERPRISE FUND				16,321.56
TOTAL SOLID WASTE ENTERPRISE FUND				16,321.56
TOTAL SOLID WASTE ENTERPRISE				16,321.56
TOTAL ALL FUNDS				2,259,958.46

MANUAL CHECKS

Door County Treasurer 08/29/11 2011 Lottery credit Check #68808 01-000-000-24320	\$ 33.25
Wal Mart credit card 08/29/11 Misc purchases Check #68809 Misc accounts	\$ 499.06
WI Dept of Revenue 08/29/11 2011 Lottery credit Check #68810 01-000-000-24320	\$ 671.02
WPPI 09/01/11 Health insurance ACH Misc accounts	\$ 78,131.03
WPPI 09/01/11 Dental insurance Misc accounts	\$ 5,310.06
TOTAL MANUAL CHECKS	\$ 84,644.42

INVOICES DUE ON/BEFORE 09/20/2011

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	284,267.10	368,911.52
CAPITAL FUND	9,786.39	
CABLE TV	100.91	
TID #2 DISTRICT	1,949,482.50	
SOLID WASTE ENTERPRISE	16,321.56	
TOTAL --- ALL FUNDS	2,259,958.46	2,134,602.88

9-13-11

9-13-11

9-13-11

Reklicht Op.
James E. Cheyette Jr.
Conny B. Weyer

COMMON COUNCIL
September 6, 2011

A meeting of the Common Council was called to order at 7:01 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Lodl, Abeyta, Stutting, Fett and Schlicht were present. Vandertie was excused.

Abeyta/Schlicht to remove Item 7g from the consent agenda and adopt agenda. Carried.

Tim Dietman, President of Sturgeon Bay Firefighters Local 2862 presented a check to MDA for the Fill the Boot Campaign.

Abeyta/Fett to approve bills: General Fund – \$102,598.94, Capital Fund - \$367,643.56, Cable TV - \$4,523.25, TID #2 - \$36,401.62, TID #3 - \$28,302.50 and Solid Waste Enterprise - \$14,375.46 for grand total of \$553,845.33. Roll call: All voted aye. Carried.

Abeyta/Lodl to approve the consent agenda:

- a. Approval of 8/16/11 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Fire & Police Commission – 7/20/11
 - (2) Finance/Purchasing & Building Committee – 8/9/11
 - (3) Cable Communication System Advisory Council – 8/11/11
 - (4) Community Protection & Services Committee – 8/11/11
 - (5) Waterfront Redevelopment Authority – 8/15/11
 - (6) Parking & Traffic Committee – 8/15/11
 - (7) Board of Review – 8/16/11
 - (8) City Plan Commission – 8/17/11
 - (9) Waterfront Redevelopment Authority – 8/22/11
 - (10) Zoning Board of Appeals – 8/22/11
 - (11) Park & Recreation Committee/Board – 8/24/11
 - (12) Joint Review Board – 8/26/11
 - (13) Finance/Purchasing & Building Committee – 8/30/11
- c. Place following reports on file:
 - (1) Fire Department Report – July 2011
 - (2) Bank Reconciliation – July 2011
 - (3) Revenue & Expense Report – July 2011
- d. Consideration of: Beverage Operator licenses.
- e. Consideration of: Temporary Class B Beer and Wine license.
- f. Park & Recreation Committee and Board recommendation re: Name creek that flows thru Woodside Park, Sawyer Creek.
- g. ~~Park & Recreation Committee and Board recommendation re: When renting a City Park, any requests to have vendors participate during an event will require prior approval from the Parks Supt. and City Administrator. The per vendor space fee to be determined by the Finance/Purchasing & Building Committee and Common Council.~~ Removed from consent agenda.

Carried.

The Mayor made the following appointments:

Zoning Board of Appeals

Sandi Larson
James Goodwin

Lodl/Stutting to confirm appointments. Carried.

RECOMMENDATION

We, the Park & Recreation Committee and Board recommend that when renting a City park, any requests to have vendors participate during an event will require prior approval from the Parks Supt. and City Administrator. The per vendor space fee to be determined by the Finance/Purchasing & Building Committee and Common Council.

PARK & RECREATION COMMITTEE/BOARD

By: Dan Wiegand, Chr.

Introduced by Wiegand. Wiegand/Abeyta to adopt. Discussion took place regarding the current procedure for allowing vendors in parks. Carried.

Wiegand/Abeyta to read in title and adopt a resolution that adopts new Subdivision Fees. Carried.

Lodl/Schlicht to read in title only and adopt the second reading of an ordinance creating Section 15.095 of the Municipal code – Barbed Wire Fences. Carried.

RECOMMENDATION

We, the Parking & Traffic Committee, hereby recommend to accept staff's proposed Option 1 of placing stop signs on Egg Harbor Road at 8th Avenue.

PARKING & TRAFFIC COMMITTEE

By: Robert Schlicht, Chr.

The following people spoke on this item: Reid Rocheleau, 939 Georgia Street and Scott & Connie Stude, 736 Georgia Street.

Introduced by Schlicht. Schlicht/Fett to amend the recommendation to add "and include a stop sign at 8th Avenue and Georgia Street in the northbound direction." Discussion took place regarding whether the current stop signs placed at the new intersections were working, the traffic over the Labor Day weekend, and safety concerns. Discussion then continued on whether there should be a stop sign north and south bound on Egg Harbor Road and 8th Avenue or whether the intersection should stay as it is and collect data and make a decision from that. Roll call vote taken on the amendment: Wiegand, Abeyta, Fett and Schlicht voted aye. Lodl and Stutting voted no. Carried. Roll call vote taken on the original motion as amended: Wiegand, Abeyta, Fett and Schlicht voted aye. Lodl and Stutting voted no. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to finance the following projects and purchases: Leaf Vacuum, Annual resurfacing, Tandem Axle, Reconstruct Egg Harbor Road/8th Ave intersection, and Egg Harbor Road Improvements/Design in the amount of \$451,500.00 from Citizens Bank, with an interest rate of 3.6 %, and payback period of 10 years.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: James Abeyta, Chr.

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

The following person spoke during public comment: Mike Everett, 814 North 3rd Avenue.

The Mayor made his comments.

After the Mayor announced statutory basis, Wiegand/Abeyta to convene in closed session in accordance with the following exemption: 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 resolution. Roll call: All voted aye. The meeting moved to closed session at 7:54 p.m. and adjourned at 8:26 p.m.

Respectfully submitted,

Stephanie L. Reinhardt

Stephanie L. Reinhardt
City Clerk

STURGEON BAY UTILITIES

Regular Meeting

August 8th, 2011

President Stewart Fett called the regular meeting of the Utilities Commission to order at 8:01 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 James Abeyta and David Phillips were present. Commissioner Matt Felhofer was excused. Also present were General Manager James Stawicki, Operations Manager Cliff White and Electric Supervisor Jason Bieri.

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

Birmingham/Abeyta to approve the minutes of the regular meeting held on July 11th, 2011. Motion carried.

The Commission proceeded to review the bills for July in the amount of \$1,696,823.17. Fett/Abeyta to approve payment of the bills. Motion carried.

The June 2011 financials were presented. Abeyta/Birmingham to accept the financials subject to audit. Motion carried.

General Manager Stawicki reported on the current investments and their allocations. Discussed reevaluating the current investment procedure. This will be revisited once the markets have stabilized. No formal action was taken.

Consideration of agreement with Southern Door Fire Department (SDFD) was the next item on the agenda. Staff drafted an agreement between SDFD and SBU that would authorize their use of SBU fire hydrants. The agreement establishes the term, conditions of use, reporting requirements and termination procedures. Commission requested a damage/negligence clause be included in the agreement. Staff will add this clause to the agreement and present it to the SDFD for their approval. Birmingham/Abeyta to approve the agreement with SDFD with the damage/negligence clause added to the original agreement. Motion carried.

Bids for the Oregon Street water main replacement were presented to the Commission. Four bids were received, ranging from \$45,533.00 to \$66,666.00. The bids are as follows:

Contractor	Bid Amount
Scott DeNoble & Sons	\$45,734.60
Advance Construction	\$66,666.00
AG Excavating Inc	\$45,533.00
PTS Contractors Inc	\$46,130.85

Staff recommends awarding the contract to AG Excavating in the amount of \$45,533.00. Birmingham/Ellenbecker to award the bid to AG Excavating in the amount of \$45,533.00. Motion carried.

Mayor Birmingham left the meeting at 8:25 p.m.

Bids for surplus equipment were presented to the Commission. The bids were as follows:

Name	Cabinets/Shelving	Traffic Lights	Fluorescent Lights	Can Lights	Homelight Saw
Tom Ash	\$30.00	\$30.00			
Ken Meyer	\$1.57	\$15.57	\$1.57	\$1.57	\$57.57
Joe Potier	\$101.00	\$25.00			
Leroy Messersmith	\$21.00				\$46.00
Darlene Mengert		\$100.00			
Pricilla Brockett	\$20.00				

Staff recommends selling the surplus equipment to the high bidder for each item. Abeyta/Phillips to approve the bids to the highest bidder. Motion carried.

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

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

- a. Adjustments for the month
- b. Update on projects
 - 1. WPPI projections
 - 2. WPPI strategic planning
 - 3. Public power week
 - 4. Impact of rate increase
 - 5. Implementation of Act 10

Abeyta/Phillips to adjourn. Motion carried. The meeting adjourned at 8:43 p.m.

 Gary DeNamur
 Secretary

Approved for publication:

 Stewart Fett
 President

 James Stawicki
 General Manager

Date: _____

Date: _____

Personnel Committee
September 7, 2011

A meeting of the Personnel Committee was called to order by Chairperson Vandertie at 5:30 p.m. in the second floor conference room, City Hall. Roll call: Members Vandertie, Abeyta, and Stutting were present. Also present: City Administrator McNeil, Assistant City Administrator Allen, Police Chief Porter, Police Captain Brinkman, Alderperson Fett, and Alderperson Schlicht,. Alderperson Lodl entered at 5:34 p.m. and Mayor Birmingham at 5:42 p.m.

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

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Adoption of State Mandated Discipline and Grievance Procedure Policy.
5. Consideration of: Police Officer replacement recruitment.
6. Adjourn.

Carried.

City Administrator McNeil explained that one of the changes brought about by Wisconsin Acts 10 and 32 is a requirement that all municipalities, counties, and schools without a civil service system in place adopt a grievance system addressing employee terminations, employee discipline and workplace safety no later than October 1, 2011. This policy must apply to all employee categories including full-time, part-time and seasonal, except for police and fire employees who will maintain contractual grievance procedures along with statutory requirements under the Fire and Police Commission. Also excepted from the policy are governing bodies, boards and commission members. Public Works and Parks & Recreation union employees will continue under collective bargaining contract grievance procedures until the December 21, 2013 contract expiration date.

A Discipline and Grievance Procedure Policy developed and recommended by our labor attorneys to meet the mandated requirements was presented. The Committee discussed the proposed policy and the City Administrator and Assistant City Administrator outlined the various components including definitions and procedure steps and answered questions. Of special note is that if a grievance is not settled after review by a department head and the City Administrator, statutes require that the City select an impartial hearing officer to hold a hearing. The impartial hearing officer cannot not be a City employee, committee, or commission. If a grievance is not resolved after this step, the Common Council reviews the record and determines whether the hearing officer reached an arbitrary or incorrect result. The changes in collective bargaining and effect of those changes, and the proposed grievance procedures were further discussed. It was then moved by Mr. Stutting, seconded by Mr. Abeyta to recommend to the Common Council to approve the Discipline and Grievance Procedure. All voted aye. Carried.

Chief Porter reported on recent changes in the Police Department. Sergeant Henry was promoted to the vacant Lieutenant's position, Officer Hougaard was then promoted to the Sergeant position, and Officer Mogen was hired to fill the vacant officer position. The resignation of Officer Utecht created a patrol officer vacancy which is being addressed at this meeting. In addition, this afternoon the Chief said he received a retirement notice from another Sergeant who will be taking accrued time off from September 11 until the retirement effective date of November 1.

The Chief presented a power point which updated staffing information previously presented to the Council in May. He showed detailed work and overtime schedules for May, June, July, and August, and explained how overtime increased with decreased staffing levels in each month. There have been times during the last couple of months the department has been short as many as three officers due to training, vacation, officer vacancy, medical leaves, etc. There were 13 overtime shifts in June, 28 overtime shifts in July, and 25 overtime shifts in August for a total of 548 overtime hours at an estimated cost of \$20,500. In September staffing is further reduced with the pending retirement, which also changes overtime shift projections. He stated even with these limitations, he is continuing to work toward ways to contain costs. The Chief then reviewed in detail the monthly historical overtime expenditure trends and relationship to staffing levels for the years 2000 through 2010. The Department has maintained the same minimum staffing levels since 2004 in order to help keep overtime costs under control, but even with these reduced minimum staffing levels, unfilled positions cause large increases in overtime pay to cover these levels. He then outlined current staffing level scheduling, and he and Captain Brinkman answered questions. Discussion was held regarding shift coverage, call volume, types of calls, administrative shift coverage, cost to fill positions versus overtime, effect of delaying filling vacancies, how seniority factors into overtime, other issues that contribute to overtime, and reasons for employee turn over.

The Chief reported that the Fire and Police Commission has advertised and applications are being received for eligibility list interviews.. He said what he is looking for at this time is to fill the position vacated by Officer Utecht from an eligibility list established by the Fire and Police Commission, and he will come back at a later date to address the pending retirement vacancy.

Moved by Mr. Abeyta, seconded by Mr. Stutting to recommend to the Common Council to approve filling one of the vacant Police Officer positions. All voted aye. Carried.

Moved by Mr. Abeyta, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 7:14 p.m.

Respectfully submitted,



Mary Lou Allen
Assistant City Administrator

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL
September 8, 2011

A meeting of the Cable Communication System Advisory Council was called to order at 5:03 p.m. by Chairperson Lodi in Council Chambers, City Hall. Roll call: Members Lodi, Clinkenbeard, Trimberger, Schmeling, Emery and Stutting were present. Excused: Member Allmann. Also present: Jason Mann of Mann Communications, LLC, Assistant City Administrator Allen, members of the general public and Office/Accounting Assistant I Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Transfer of Funds re: Equipment purchase.
4. Consideration of: 2012 Cable TV budget.
5. Adjourn.

Carried.

Consideration of: Transfer of Funds re: Equipment purchase:

Mr. Lodi briefly outlined what was discussed at the last Cable Communication System Advisory Council. Jason Mann of Mann Communications, LLC explained that transfers are normally done in the last quarter of the year for unspent money in accounts for the current year. Video and audio equipment in Council Chambers needs to be replaced within the next few years. If the transfer is approved, some of the items that need to be replaced can be purchased in 2011, with the remainder of the items being purchased in 2012. Committee Members suggested not transferring the full amount of unused funds for the Broadcast Production account, leaving a balance of \$1,000.00.

Moved by Mr. Schmeling, seconded by Ms. Emery to recommend to Community Protection & Services Committee to transfer unused funds from the following accounts to purchase replacement audio and video equipment in Council Chambers:

Miscellaneous Commodities acct #21-000-000-54999 in the amount of \$800.00
 Broadcast Production-General acct #21-000-000-55015 in the amount of \$3,935.00
 Conferences Training & Travel acct #21-000-000-55600 in the amount of \$400.00
 Dues, Memberships, Publications acct #21-000-000-56000 in the amount of \$100.00
 Equipment Maintenance acct #21-000-000-56250 in the amount of \$1,300.00
 Internet acct #21-000-000-56700 in the amount of \$800.00
 Miscellaneous Contractual acct #21-000-000-58999 in the amount of \$850.00
 Miscellaneous Technology acct #21-000-000-59040 in the amount of \$400.00
 Video Tapes/Supplies acct #21-000-007-51950 in the amount of \$300.00
 Broadcast Production acct #21-000-007-55015 in the amount of \$1,000.00

Transfer into the following account:

Equipment acct #21-000-000-59070 in the amount of \$9,885.00

Mr. Clinkenbeard inquired if the Sturgeon Bay School district also provided funds for the Cable Channel. Mr. Stutting assured the members that they do.

Motion carried.

Consideration of: 2012 Cable TV Budget:

Mr. Lodi explained that due to the pending transfer into the Equipment account, the Cable Communication System Advisory Council members suggested that the 2012 budget not exceed the 2011 budget by .25%.

Mr. Mann stated that Camera Corner had given an estimate, not including labor, on audio and video equipment needed to replace the existing audio and video equipment in Council Chambers over the next two years.

Moved by Mr. Stutting, seconded by Mr. Schmeling to adopt the 2012 Cable TV budget as presented and forward to Community Protection & Services Committee for approval. Carried.

Moved by Mr. Schmeling, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 5:20 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant I

COMMUNITY PROTECTION & SERVICES COMMITTEE
September 8, 2011

A meeting of the Community Protection & Services Committee was called to order at 5:30 p.m. by Chairperson Lodl in Council Chambers, City Hall. Roll call: Members Lodl, Stutting and Schlicht were present. Also present: Jason Mann of Mann Communications, LLC, Assistant City Administrator Allen, Police Captain Brinkman and Office/Accounting Assistant I Spittlemeister.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Transfer of Funds re: Equipment purchase.
4. Consideration of: 2012 Cable TV budget.
5. Consideration of: Banning concealed firearms from City owned property.
6. Review of Bills.
7. Adjourn.

Carried.

Consideration of: Transfer of Funds re: Equipment purchase:

Mr. Lodl explained that the Cable Communication System Advisory Council recommended to the Community Protection & Services Committee to transfer unused funds to purchase replacement audio and video equipment in Council Chambers in the amount of \$9,885.00.

Moved by Mr. Schlicht, seconded by Mr. Stutting to accept the recommendation from Cable Communication System Advisory Council and recommend to Common Council to transfer unused funds from the following accounts to purchase replacement audio and video equipment in Council Chambers:

Miscellaneous Commodities acct #21-000-000-54999 in the amount of \$800.00
 Broadcast Production-General acct #21-000-000-55015 in the amount of \$3,935.00
 Conferences Training & Travel acct #21-000-000-55600 in the amount of \$400.00
 Dues, Memberships, Publications acct #21-000-000-56000 in the amount of \$100.00
 Equipment Maintenance acct #21-000-000-56250 in the amount of \$1,300.00
 Internet acct #21-000-000-56700 in the amount of \$800.00
 Miscellaneous Contractual acct #21-000-000-58999 in the amount of \$850.00
 Miscellaneous Technology acct #21-000-000-59040 in the amount of \$400.00
 Video Tapes/Supplies acct #21-000-007-51950 in the amount of \$300.00
 Broadcast Production acct #21-000-007-55015 in the amount of \$1,000.00

Transfer into the following account:

Equipment acct #21-000-000-59070 in the amount of \$9,885.00.

Carried.

Jason Mann of Mann Communications, LLC inquired if he needs to present the list of the audio and video equipment before the Common Council or another committee prior to the final purchasing. Staff will inform Mr. Mann on what steps to take once they review the purchasing policy for the City of Sturgeon Bay.

Consideration of: 2012 Cable TV budget:

Mr. Mann stated that Cable Communication System Advisory Council members forward a recommendation for the 2012 budget not exceed the 2011 budget by .25%. Moved by Mr. Stutting, seconded by Mr. Schlicht to accept the 2012 Cable TV budget as presented and approve for incorporation into the 2012 budget. Carried.

Consideration of: Banning concealed firearms from City owned property:

Captain Brinkman introduced banning concealed firearms from City owned property. On November 1, 2011 Act 35 (The Concealed Carry Statute) will go into effect in Wisconsin. The purpose of this law is to provide Wisconsin citizens the opportunity to carry a concealed weapon. The citizen must be 21 years of age and meet other requirements in order to apply for a Concealed Carry Weapon license from the Wisconsin Department of Justice.

In most cases, Act 35 will not affect the enforcement of police officers. Under current regulation, police officers are allowed to carry firearms in the State of Wisconsin. If a police officer is on vacation in another part of Wisconsin and comes across an incident, they can intervene.

Mr. Brinkman explained that if buildings have the proper signage stating no firearms beyond a certain point, individuals cannot bring them in. If they do and refuse to leave when asked, they are in violation. With the posting of signs in prominent areas, people can be prohibited from buildings and structures, but not from parking lots, parks or other green spaces.

Samples of ordinances from other municipalities were reviewed by committee members. Discussion continued with the inclusion of different items for the proposed ordinance. An ordinance will be prepared and brought back to the Community Protection & Services Committee meeting on October 13, 2011.

Review of Bills:

Jason Mann of Mann Communications, LLC explained the invoices submitted for payment. Moved by Mr. Schlicht, seconded by Mr. Stutting to approve the invoices submitted for payment as of September 8, 2011 in the amount of \$97.50. Carried.

Moved by Mr. Schlicht, seconded by Mr. Stutting to adjourn. Carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted,



Laurie Spittlemeister
Office/Accounting Assistant



CITY of STURGEON BAY FIRE DEPARTMENT

Tim 7c1.
Herlache
Fire Chief

421 Michigan St
Sturgeon Bay, WI 54235

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

TO: The Honorable Mayor Thad Birmingham and Common Council
FROM: Fire Chief Tim Herlache *T. H.*
SUBJECT: August 2011 Monthly Fire Report
DATE: September 6, 2011

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

CALLS FIRE DEPARTMENT RECEIVED: 127

<u>CITY CALLS:</u>	<u>111</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS:</u>	<u>16</u>
East Side Calls:	<u>87</u>	Fire	Town of Sevastopol:	<u>5</u>
West Side Calls:	<u>24</u>	EMS	Town of Sturgeon Bay:	<u>9</u>
			Union:	<u>1</u>
			Forestville:	<u>1</u>

CALLS PER DAY:

Monday 27
Tuesday 17
Wednesday 21
Thursday 16
Friday 16
Saturday 11
Sunday 19

INCIDENT TYPE:

72 – First Responder
4 – Building Fire
2 – Outside/Grass Fire
2 – Service Call
3 – Assist Police
1 – Gas Leak
1 – Watercraft Rescue
3 – Animal Problem
11 – Vehicle Accident
1 – False Alarm/False Call
4 – Vehicle Fire
2 – Electrical Wiring/Equip Problem
1 – Smoke Scare/Odor of Smoke
2 – Dispatched & Cancelled
11 – Detector Activation, No Fire
7 – Carbon Monoxide Incident

INPECTION REPORT:

Inspections within the city limits: 289
Number of violations: 78
Inspections outside the city limits: 18
Number of violations: 4
Total number of inspection hours: 187 hours

INSPECTION VIOLATIONS:

1 – Working Clearances	10 – Corridors/Exits Illuminated	2 – Fire Extinguisher Required
4 – Exit Access	2 – Outdoor Cooking Fire	7 – Insp/Test/Maint of Fire Alarms
7 – Covers & Canopies	9 – Exit Sign Illumination	8 – Fire Extinguisher Maintenance
1 – Smoke Detectors	3 – Clearance for Appliances	2 – Flexible Cords & Cables
3 – Compressed Gas Cylinders	1 – Hood System Cleanliness	1 – Hood System Inspection
10 – Extension Cords	1 – Unsafe Heating & Appliances	1 – Electrical Inspect/ Maintenance
3 – Fire Extinguisher Mounting	2 – Insp/Test/Maint of Sprinklers	2 – Emergency Illumination
2 – Cleanliness		

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

FIRE PRACTICE: There was no fire practice held in the month of August. A training burn will be held in September.

PUBLIC SAFETY AND EDUCATION: Firefighters participated in "Firefighter Day" at the D.C. Museum and had a truck on display the YMCA Day Camp; presented multiple fire extinguisher/safety demos for all the employees of Hatco Corp, Therma-Tron-X Inc. and presented a fire extinguisher demo for the Power Squadron at the Sturgeon Bay Yacht Club.

TRUCK/STATION MAINTENANCE: Firefighters finished the modifications to the dive/rescue vehicle (#7); put safety gas cans into service; rebuilt the door spreader unit off of unit #4; assisted SBPD with power washing and fueling Marine 1; changed the oil in units #5, #8 and #10; installed a new jack on the rescue raft trailer; installed fans in the garage at the eastside station.

TRAINING: 117.25 hours of training was conducted in August. Firefighters practiced driving and pump operation on fire apparatus and all full-time firefighters attended a DOT safety training held at the Fire Station.

OTHER: Firefighters participated in; issued one burning permit; testing emergency weather sirens; attended various committee meetings at the city and county level and conducted multiple station tours.

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CITY OF STURGEON BAY
INSPECTION DEPARTMENT
August 31, 2011

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

August-11	YEAR TO DATE		August-11	YEAR TO DATE
0	7	ONE FAMILY DWELLINGS	-----	1,125,000
0	0	TWO FAMILY DWELLINGS	-----	-----
0	1	MULTIPLE FAMILY DWELLINGS	-----	300,000
0	0	DUPLEX CONVERTED TO TRI-PLEX	-----	-----
0	0	C.B.R.F.	-----	-----
1	3	RESIDENTIAL ADDITIONS	50,000	92,800
27	119	RESIDENTIAL ALTERATIONS	105,263	763,874
1	6	RESIDENTIAL GARAGES/CARPORTS	15,000	156,500
0	3	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	9,650
2	4	RESIDENTIAL STORAGE BUILDINGS	17,100	22,800
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	1	NEW COMMERCIAL BUILDINGS	-----	6,500,000
0	1	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	-----	520,000
1	3	NON-RESIDENTIAL ADDITIONS	550,000	761,029
3	29	NON-RESIDENTIAL ALTERATIONS	27,000	461,580
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
0	2	MANUFACTURED HOME SLABS	-----	12,000
<hr/>	<hr/>			
35	179			
		TOTAL ESTIMATED COST OF CONSTRUCTION	\$764,363	10,725,233

August-11	YEAR TO DATE	TOTAL PERMITS ISSUED	August-11	YEAR TO DATE
35	179	BUILDING PERMITS	2,823	30,074
19	91	ELECTRICAL PERMITS	1,956	13,739
6	48	PLUMBING PERMITS	485	8,730
5	46	HEATING PERMITS	791	10,074
12	105	SIGN PERMITS	360	3,150
0	2	MISCELLANEOUS PERMITS	-----	55
0	0	SUMP PUMP PERMITS	-----	-----
2	92	ELECTRICIAN LICENSES	30	1,310
0	2	EARLY STARTS	-----	375
0	4	EROSION CONTROL	-----	1,300
0	0	STATE PLAN APPROVALS	-----	-----
0	4	PARK & PLAYGROUND PAYMENTS	-----	1,200
0	9	WISCONSIN PERMIT SEALS	-----	315
1	5	ZONING BOARD OF APPEALS APPLICATIONS	275	1,250
0	3	ZONING CHANGES/P.U.D. APPLICATIONS	-----	950
0	2	PLAN COMMISSION - CONDITIONAL USES	-----	400
0	4	CERTIFIED SURVEY MAP REVIEWS	-----	100
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	10	COMMERCIAL OCCUPANCY FEES	100	700
0	0	PIER PERMIT	-----	-----
0	3	DEMOLITION	-----	75
0	0	REINSPECTION FEE	-----	-----
0	0	BLASTING	-----	-----
		TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER	\$6,820	\$73,797.00

Cheryl Nault
Building Inspection Dept.

Cheryl Nault

Bob Bordeau
Municipal Services Superintendent
835 N. 14th Avenue
Sturgeon Bay, WI 54235



Phone: 920-746-2912
Fax: 920-746-2906
bbordeau@sturgeonbaywi.org

STREET DEPARTMENT WORK COMPLETED

August 2011

- *Backfill and seed the alley between 5th and 6th Avenue, from Delaware to Florida Street*
- *Grind stalls lines and paint parking stalls on Louisiana Street between 3rd and 4th*
- *Grind and repaint lines on Egg Harbor Road*
- *Fix catch basin at 5th Avenue and Nebraska, 6th Avenue and Michigan*
- *Paint lines and curbing throughout the City of Sturgeon Bay*
- *Haul recycled material*
- *Check catch basins*
- *Mow city lots*
- *Sweep city streets*
- *Plant trees*
- *Pick up brush*
- *Prune trees and brush around city streets and alleyways*
- *Sign maintenance*
- *Maintain compost site*
- *Clean up areas around the City shop*
- *Dig out driveways in Purves Lagoon*
- *Put out barricades for West Fest*
- *Patch potholes throughout the City of Sturgeon Bay*
- *Repair manholes at Maple and Joliet*
- *Replace the curbing on Joliet*

Garbage Weights:

Tons of refuse: 210.35
Tons of commingled: 20.27
Tons of paper: 41.97

Rainfall for August was: 1.37 inches
Average daily high temperature was: 80.7
Average daily low temperature was: 59.6

OT Hours Worked: 13.25

Providing all residents, businesses and visitors a safe and clean community.

AUGUST 2011 BANK RECONCILIATION

CHECKING ACCOUNTS

INVESTMENT ACCOUNTS

GENERAL FUND	WDF	TIF #3 WIRETECH	WDC GRANT	GENERAL/CAPITAL FUND
BAYLAKE	BAYLAKE	BAYLAKE	BAYLAKE	INVESTMENTS
PRIOR G/L BALANCE	2,046,996.91	326,917.44	44,051.12	1,517,911.88
REVENUE	6,317,648.41	8,267.28	0.00	504.81
DISBURSEMENTS	3,511,908.44	0.00	4,150.10	488.76
AMOUNT IN TRANSIT	241.10	0.00	0.00	0.00
ADJUSTMENTS	8,704.62	0.00	0.00	0.00
ENDING BALANCE	4,861,200.40	335,184.72	44,051.12	1,517,927.93

BANK BALANCE	4,917,993.41	335,184.72	44,051.12	91.39	1,517,927.93
LESS OUTS. CHECKS	56,793.01	0.00	0.00	0.00	0.00
	4,861,200.40	335,184.72	44,051.12	91.39	1,517,927.93

SAVINGS ACCOUNTS

GENERAL FUND	GENERAL FUND	TIF #1 DEBT	TOURISM FUND	WDF	CAPITAL - BUILDING DEBT	TIF #3 DEBT	TIF #3 CONSTRUCTION
STATE - #2	BAYLAKE BANK - MMIBI	STATE - #11	STATE - #12	STATE - #4	STATE - #9	STATE - #08	STATE - #14
PRIOR G/L BALANCE	1,426,767.21	12,968.14	387,251.64	43,253.59	3,642.56	5,931.68	98,977.15
REVENUE	735.71	2.56	126,287.48	3.94	0.33	0.54	1,337.23
DISBURSEMENTS	568,222.13	906.58	0.00	0.00	0.00	0.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	(3,310.99)	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	855,969.80	12,064.12	513,539.12	43,257.53	3,642.89	5,932.22	100,314.38

BANK BALANCE	855,969.80	12,064.12	513,539.12	43,257.53	3,642.89	5,932.22	100,314.38	154,377.36

CITY OF STURGEON BAY
SUMMARIZED REVENUE & EXPENSE REPORT

7c5.

FOR FUND: GENERAL FUND
FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST BUDGET		AUGUST ACTUAL		VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL		VARI- ANCE
	BUDGET	ACTUAL	BUDGET	ACTUAL			ACTUAL	ACTUAL	
REVENUES	835,108.66	1,547,932.09	85.3	10,021,304.00	6,491,286.81	(35.2)			
GENERAL FUND	835,108.66	1,547,932.09	85.3	10,021,304.00	6,491,286.81	(35.2)			
TOTAL REVENUES	835,108.66	1,547,932.09	85.3	10,021,304.00	6,491,286.81	(35.2)			
EXPENSES									
GENERAL FUND	56,188.31	0.00	100.0	674,260.00	379,619.10	43.6			
MAYOR	1,009.59	917.52	9.1	12,115.00	7,744.42	36.0			
CITY COUNCIL	5,036.25	4,865.40	3.3	60,435.00	38,680.73	35.9			
LAW/LEGAL	6,250.00	3,283.00	47.4	75,000.00	29,010.98	61.3			
CITY CLERK-TREASURER	27,006.66	23,342.34	13.5	324,080.00	209,506.98	35.3			
ADMINISTRATION	18,154.58	16,225.03	10.6	217,855.00	142,245.95	34.7			
COMPUTER	4,379.17	2,864.75	34.5	52,550.00	28,787.61	45.2			
CITY ASSESSOR	8,050.41	6,595.32	18.0	96,605.00	70,944.60	26.5			
BOARD OF REVIEW	205.41	753.57	(266.8)	2,465.00	753.57	69.4			
BUILDING/ZONING CODE ENFORCEMENT	5,753.34	2,407.74	58.1	69,040.00	57,135.83	17.2			
MUNICIPAL SERVICES ADMIN.	17,097.09	14,113.77	17.4	205,165.00	128,044.29	37.5			
PUBLIC WORKS ADMINISTRATION	17,676.67	15,508.43	12.2	212,120.00	136,904.41	35.4			
ELECTIONS DEPARTMENT	1,167.93	0.00	100.0	14,015.00	9,784.07	30.1			
CITY HALL	14,014.57	11,708.81	16.4	168,175.00	90,234.43	46.3			
INSURANCE	23,205.00	18,817.00	18.9	278,460.00	187,316.80	32.7			
GENERAL EXPENDITURES	77,161.16	8,289.42	89.2	925,934.00	43,293.14	95.3			
POLICE DEPARTMENT	37,413.33	27,419.95	26.7	448,960.00	273,026.34	39.1			
PATROL BOAT	892.08	2,184.81	(144.9)	10,705.00	3,723.99	65.2			
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.0			
POLICE DEPARTMENT/PATROL	139,637.50	132,025.41	5.4	1,675,650.00	1,062,410.34	36.5			
POLICE DEPT. / INVESTIGATIONS	18,939.16	7,883.83	58.3	227,270.00	93,647.92	58.7			
FIRE DEPARTMENT	138,300.83	146,561.14	(5.9)	1,659,610.00	1,052,618.77	36.5			
STORM SEWERS	4,192.92	5,916.83	(41.1)	50,315.00	17,698.52	64.8			
SOLID WASTE MGMT/SPRING/FALL	6,325.00	2,792.82	55.8	75,900.00	26,997.24	64.4			
COMPOST/SOLID WASTE SITE	2,697.93	1,049.26	61.1	32,375.00	15,574.34	51.8			
STREET SWEEPING	2,993.34	4,133.36	(38.0)	35,920.00	19,067.37	46.9			
WEED ABATEMENT	568.33	1,089.47	(91.6)	6,820.00	2,523.31	63.0			
ROADWAYS/STREETS	17,641.24	14,614.36	17.1	211,695.00	163,669.10	22.6			
SNOW REMOVAL	17,646.26	3,227.32	81.7	211,755.00	134,343.85	36.5			
STREET SIGNS AND MARKINGS	4,797.50	8,689.07	(81.1)	57,570.00	36,824.16	36.0			
CURB/GUTTER/SIDEMALK	1,141.26	3,363.04	(194.6)	176,880.00	4,363.83	68.1			
STREET MACHINERY	14,740.00	15,614.18	(5.9)	13,695.00	102,068.27	42.2			
CITY GARAGE	5,537.93	1,670.58	69.8	66,455.00	32,522.83	51.0			
CELEBRATION & ENTERTAINMENT	3,054.59	907.21	70.3	36,655.00	33,057.76	9.8			
HIGHWAYS - GENERAL	42,451.25	41,244.32	2.8	509,415.00	318,312.05	37.5			
PARK & RECREATION ADMIN	11,166.26	13,686.69	(22.5)	133,995.00	92,368.15	31.0			
PARKS AND PLAYGROUNDS	33,772.06	34,678.94	(2.6)	405,265.00	236,691.05	41.5			
BALLFIELDS	2,510.00	1,365.89	45.5	30,120.00	15,743.85	47.7			
ICE RINKS	832.93	0.00	100.0	9,995.00	8,223.66	17.7			
BEACHES	272.91	369.10	(35.2)	3,275.00	648.00	80.2			

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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST		VARI- ANCE	FISCAL		VARI- ANCE
	BUDGET	ACTUAL		YEAR BUDGET	FISCAL ACTUAL	
EXPENSES						
MUNICIPAL DOCKS	3,691.68	4,900.82	(32.7)	44,300.00	22,376.04	49.4
WATER WEED MANAGEMENT	8,093.32	28,996.28	(258.2)	97,120.00	59,334.41	38.9
WATERFRONT PARKS & WALKWAYS	4,490.42	4,628.20	(3.0)	53,885.00	26,158.97	51.4
EMPLOYEE BENEFITS	2,041.67	49,394.96	(2319.3)	24,500.00	6,070.89	75.2
PUBLIC FACILITIES	6,357.50	16,724.79	(163.0)	76,290.00	53,950.22	29.2
BOARDS AND COMMISSIONS	156.25	86.16	44.8	1,875.00	86.16	95.4
COMMUNITY & ECONOMIC DEVLPMNT	20,397.10	15,343.24	24.7	244,765.00	154,713.78	36.7
TOTAL EXPENSES	835,108.69	720,254.13	13.7	10,021,304.00	5,628,822.08	43.8

TOTAL FUND REVENUES	835,108.66	1,547,932.09	85.3	10,021,304.00	6,491,286.81	(35.2)
TOTAL FUND EXPENSES	835,108.69	720,254.13	13.7	10,021,304.00	5,628,822.08	43.8
SURPLUS (DEFICIT)	(0.03)	827,677.96	(6633.3)	0.00	862,464.73	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST BUDGET		AUGUST ACTUAL		VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL		VARI- ANCE
	BUDGET	ACTUAL	BUDGET	ACTUAL			BUDGET	ACTUAL	
REVENUES	434,284.17	1,040,423.28	139.5	5,211,410.00	2,351,477.60	(54.8)			
TOTAL REVENUES	434,284.17	1,040,423.28	139.5	5,211,410.00	2,351,477.60	(54.8)			
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0			
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0			
COMPUTER	1,083.33	0.00	100.0	13,000.00	1,986.24	84.7			
CITY ASSESSOR	0.00	0.00	0.0	0.00	0.00	0.0			
MUNICIPAL SERVICES ADMIN.	0.00	0.00	0.0	0.00	0.00	0.0			
CITY HALL	0.00	0.00	0.0	0.00	0.00	0.0			
GENERAL EXPENDITURES	55,200.00	12,755.00	76.8	662,400.00	651,218.29	1.6			
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0			
PATROL	31,882.50	2,946.94	90.7	382,590.00	74,649.67	80.4			
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.0			
FIRE DEPARTMENT	2,552.09	0.00	100.0	30,625.00	0.00	0.0			
STORM SEWERS	7,500.00	0.00	100.0	90,000.00	21,825.85	28.7			
SOLID WASTE MGMT/REUSE/RECYCL	0.00	0.00	0.0	0.00	952.50	98.9			
SOLID WASTE MGMT/SPRING/FALL	2,916.67	0.00	100.0	35,000.00	0.00	0.0			
ROADWAYS/STREETS	247,916.67	161,815.72	34.7	2,975,000.00	969,249.18	100.0			
SNOW REMOVAL	10,416.67	0.00	100.0	125,000.00	112,342.35	67.4			
CURB/GUTTER/SIDEWALK	25,124.59	12,756.40	49.2	301,495.00	13,228.15	10.1			
CITY GARAGE	833.33	0.00	100.0	10,000.00	4,495.00	95.6			
PARKS AND PLAYGROUNDS	6,583.33	0.00	100.0	79,000.00	47,828.15	55.0			
BALLFIELDS	1,083.33	0.00	100.0	13,000.00	47,828.15	39.4			
ICE RINKS	0.00	0.00	0.0	0.00	5,223.70	59.8			
BEACHES	416.67	0.00	100.0	5,000.00	0.00	0.0			
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.0			
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0			
WATERFRONT PARKS & WALKWAYS	541.66	0.00	100.0	6,500.00	0.00	0.0			
SANITARY & WATER MAIN	37,500.00	0.00	100.0	450,000.00	0.00	100.0			
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.0			
COMMUNITY & ECONOMIC DEVELOPM	1,250.00	0.00	100.0	15,000.00	0.00	0.0			
TOTAL EXPENSES	432,800.84	190,274.06	56.0	5,193,610.00	1,902,999.08	63.3			
TOTAL FUND REVENUES	434,284.17	1,040,423.28	139.5	5,211,410.00	2,351,477.60	(54.8)			
TOTAL FUND EXPENSES	432,800.84	190,274.06	56.0	5,193,610.00	1,902,999.08	63.3			
SURPLUS (DEFICIT)	1,483.33	850,149.22	7213.5	17,800.00	448,478.52	2419.5			

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
 FOR 8 PERIODS ENDING

DEPARTMENT DESCRIPTION	AUGUST 31, 2011		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
	AUGUST BUDGET	AUGUST ACTUAL			
REVENUES					
CABLE TV / GENERAL	8,937.08	28,615.64	107,245.00	86,617.89	(19.2)
TOTAL REVENUES	8,937.08	28,615.64	107,245.00	86,617.89	(19.2)
EXPENSES					
CABLE TV / GENERAL	20,694.16	13,406.11	248,330.00	205,881.54	17.0
TOTAL EXPENSES	20,694.16	13,406.11	248,330.00	205,881.54	17.0
TOTAL FUND REVENUES	8,937.08	28,615.64	107,245.00	86,617.89	(19.2)
TOTAL FUND EXPENSES	20,694.16	13,406.11	248,330.00	205,881.54	17.0
SURPLUS (DEFICIT)	(11,757.08)	15,209.53	(141,085.00)	(119,263.65)	(15.4)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND
 FOR 8 PERIODS ENDING

AUGUST 31, 2011

%

DEPARTMENT DESCRIPTION

AUGUST BUDGET

AUGUST ACTUAL

VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

VARI-ANCE

REVENUES

TOURISM COMMITTEE / GENERAL

8,634.59

3.94 (99.9)

103,615.00

72,536.11

(29.9)

TOTAL REVENUES

8,634.59

3.94 (99.9)

103,615.00

72,536.11

(29.9)

EXPENSES

TOURISM COMMITTEE / GENERAL

6,458.34

0.00 100.0

77,500.00

74,000.00

4.5

TOTAL EXPENSES

6,458.34

0.00 100.0

77,500.00

74,000.00

4.5

TOTAL FUND REVENUES
 TOTAL FUND EXPENSES
 SURPLUS (DEFICIT)

8,634.59
 6,458.34
 2,176.25

3.94 (99.9)
 0.00 100.0
 3.94 (99.8)

103,615.00
 77,500.00
 26,115.00

72,536.11
 74,000.00
 (1,463.89)

(29.9)
 4.5
 (105.6)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID DISTRICT #2	137,025.58	440,868.18	221.7	1,644,307.00	1,381,680.70	(15.9)
TOTAL REVENUES	137,025.58	440,868.18	221.7	1,644,307.00	1,381,680.70	(15.9)
EXPENSES						
TID DISTRICT #2	228,502.20	4,942.10	97.8	2,742,026.00	573,143.74	79.0
TOTAL EXPENSES	228,502.20	4,942.10	97.8	2,742,026.00	573,143.74	79.0
TOTAL FUND REVENUES	137,025.58	440,868.18	221.7	1,644,307.00	1,381,680.70	(15.9)
TOTAL FUND EXPENSES	228,502.20	4,942.10	97.8	2,742,026.00	573,143.74	79.0
SURPLUS (DEFICIT)	(91,476.62)	435,926.08	(576.5)	(1,097,719.00)	808,536.96	(173.6)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TTD #1 DISTRICT
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST BUDGET	AUGUST ACTUAL	VARI-ANCE %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE %
REVENUES						
TID #1 DISTRICT	32,781.67	126,287.48	285.2	393,380.00	393,610.87	0.0
TOTAL REVENUES	32,781.67	126,287.48	285.2	393,380.00	393,610.87	0.0
EXPENSES						
TID #1 DISTRICT	32,066.67	0.00	100.0	384,800.00	0.00	100.0
TOTAL EXPENSES	32,066.67	0.00	100.0	384,800.00	0.00	100.0
TOTAL FUND REVENUES	32,781.67	126,287.48	285.2	393,380.00	393,610.87	0.0
TOTAL FUND EXPENSES	32,066.67	0.00	100.0	384,800.00	0.00	100.0
SURPLUS (DEFICIT)	715.00	126,287.48	7562.5	8,580.00	393,610.87	4487.5

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TTD #3 DISTRICT
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST		VARI- ANCE	FISCAL		VARI- ANCE
	BUDGET	ACTUAL		YEAR BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES						
TID #3 DISTRICT	14,939.42	1,351.31	(90.9)	179,273.00	4,844.14	(97.2)
TOTAL REVENUES	14,939.42	1,351.31	(90.9)	179,273.00	4,844.14	(97.2)
EXPENSES						
TID #3 DISTRICT	22,480.34	5,528.00	75.4	269,764.00	64,943.55	75.9
TOTAL EXPENSES	22,480.34	5,528.00	75.4	269,764.00	64,943.55	75.9
TOTAL FUND REVENUES	14,939.42	1,351.31	(90.9)	179,273.00	4,844.14	(97.2)
TOTAL FUND EXPENSES	22,480.34	5,528.00	75.4	269,764.00	64,943.55	75.9
STRPLUS (DEFICIT)	(7,540.92)	(4,176.69)	(44.6)	(90,491.00)	(60,099.41)	(33.5)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST BUDGET		AUGUST ACTUAL		FISCAL YEAR BUDGET		FISCAL YEAR-TO-DATE ACTUAL	
	BUDGET	% VARI-ANCE	ACTUAL	% VARI-ANCE	BUDGET	% VARI-ANCE	ACTUAL	% VARI-ANCE
REVENUES								
REVOLVING LOAN FUND (STATE)	2,692.50	(43.4)	1,522.09	(43.4)	32,310.00	(39.4)	19,568.53	(39.4)
TOTAL REVENUES	2,692.50	(43.4)	1,522.09	(43.4)	32,310.00	(39.4)	19,568.53	(39.4)
EXPENSES								
REVOLVING LOAN FUND (STATE)	875.00	100.0	0.00	100.0	10,500.00	100.0	0.00	100.0
TOTAL EXPENSES	875.00	100.0	0.00	100.0	10,500.00	100.0	0.00	100.0
TOTAL FUND REVENUES	2,692.50	(43.4)	1,522.09	(43.4)	32,310.00	(39.4)	19,568.53	(39.4)
TOTAL FUND EXPENSES	875.00	100.0	0.00	100.0	10,500.00	100.0	0.00	100.0
SURPLUS (DEFICIT)	1,817.50	(16.2)	1,522.09	(16.2)	21,810.00	(10.2)	19,568.53	(10.2)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 8 PERIODS ENDING AUGUST 31, 2011

DEPARTMENT DESCRIPTION	AUGUST	AUGUST	VARI- ANCE	FISCAL	FISCAL	VARI- ANCE
	BUDGET	ACTUAL		YEAR BUDGET	YEAR-TO-DATE ACTUAL	
REVENUES						
SOLID WASTE ENTERPRISE FUND	37,532.51	74,361.15	98.1	450,390.00	351,848.55	(21.8)
TOTAL REVENUES	37,532.51	74,361.15	98.1	450,390.00	351,848.55	(21.8)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	32,071.67	22,199.40	30.7	384,860.00	196,892.36	48.8
TOTAL EXPENSES	32,071.67	22,199.40	30.7	384,860.00	196,892.36	48.8
TOTAL FUND REVENUES	37,532.51	74,361.15	98.1	450,390.00	351,848.55	(21.8)
TOTAL FUND EXPENSES	32,071.67	22,199.40	30.7	384,860.00	196,892.36	48.8
SURPLUS (DEFICIT)	5,460.84	52,161.75	855.1	65,530.00	154,956.19	136.4

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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

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DEPARTMENT DESCRIPTION	MUNICIPAL REPORT TOTALS		2011		FISCAL YEAR		FISCAL YEAR-TO-DATE	
	FOR 8 PERIODS ENDING AUGUST BUDGET	AUGUST 31, 2011	AUGUST ACTUAL	VAR-ANCE %	BUDGET	ACTUAL	VAR-ANCE %	
TOTAL MUNICIPAL REVENUES	1,511,936.18	3,261,365.16	115.7	18,143,234.00	11,153,471.20	(38.5)		
TOTAL MUNICIPAL EXPENSES	1,611,057.91	956,603.80	40.6	19,332,694.00	8,646,682.35	55.2		
SURPLUS (DEFICIT)	(99,121.73)	2,304,761.36	(2425.1)	(1,189,460.00)	2,506,788.85	(310.7)		

BEVERAGE OPERATOR LICENSES

1. Minten, Morgan B.
2. Nicks, Jared D.
3. Wiesner, Kristi L.
4. Woodgate, Carrie A.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve the attached Discipline and Grievance Procedure.

Respectfully submitted,
PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 7, 2011

* * * * *

Introduced by _____.

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

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

EXECUTIVE SUMMARY

TITLE: Adoption of State Mandated Discipline and Grievance Procedure

BACKGROUND: Wisconsin Act 10 made significant changes to public employee compensation and bargaining provisions. A local government unit that does not have a civil service system is required to adopt a grievance system addressing employee terminations, employee discipline and workplace safety no later than October 1, 2011. The grievance system applies to all employee categories except for police and fire employees subject to Section 2.13(5) Wis. Stats., and governing bodies, boards, and commission members. Union employees covered under current collective bargaining agreements continue with contractual grievance procedures until contract expiration.

ANALYSIS: The City's labor attorneys have prepared, and recommend, adoption of the attached Discipline and Grievance Procedure to meet statutory requirements. The procedure defines employee discipline, employee termination, and workplace safety, and the grievance procedure steps.

FISCAL IMPACT: Potential costs related to hearing before impartial hearing officer.

RECOMMENDATION: Approve Discipline and Grievance Procedure as recommended by the City's labor attorneys and forward to the Common Council for approval on September 21, 2011 in order to meet State mandated adoption deadline.

PREPARED BY: Mary Lou Allen 8/30/11
Mary Lou Allen
Assistant City Administrator
Date

REVIEWED BY: Valerie Clarizio 8/30/11
Valerie Clarizio
Finance Director/City Treasurer
Date

APPROVED BY: Stephen B. McNeil 8/30/11
Stephen B. McNeil
City Administrator
Date

CITY OF STURGEON BAY DISCIPLINE AND GRIEVANCE PROCEDURE

Discipline. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Sturgeon Bay. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievance Procedure. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counselings, meetings or other pre-disciplinary action;
 - Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - Demotion, transfer or change in job assignment; or
 - Other personnel actions taken by the employer that are not a form of progressive discipline.

2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - Voluntary quit;
 - Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - Retirement;
 - Job abandonment, "no-call, no-show", or other failure to report to work; or
 - Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the City Administrator, who shall conduct the Step 1 investigation.
2. Step 2 – Review by City Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The City Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the City Administrator's decision, a request for written review by an impartial hearing officer. The City shall select the impartial hearing officer. The hearing officer shall not be a City employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. This

process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

4. Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the employee or the City Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body (Common Council). The appeal shall be filed with the Common Council. The Common Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Common Council's next regular meeting. The Common Council will inform the employee of its findings and decision in writing within ten (10) business days of the Common Council meeting. The Common Council shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. Except for grievance presentation, and hearings/meetings scheduled by City held during an employee's regular work hours, an employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to approve filling one of the vacant Police Officer positions.

Respectfully submitted,
PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 7, 2011

* * * * *

Introduced by _____.

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

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

**MAYORAL APPOINTMENT
SEPTEMBER 20, 2011**

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL - 2 Year Term:

Cindy Weber (Governmental Users Representative)

9.

9.

13.01 Combined utility.

(1) The electric utility and the water utility of the city remain combined as a single public utility known as Sturgeon Bay Utilities. Sturgeon Bay Utilities shall manage any property of the city of whatever nature comprising part of or used or useful in connection with the electric or the water utility of the city, including all property used in common by such utilities. The sewer utility shall be a separate public utility known as the Sturgeon Bay Sewer Utility. Sturgeon Bay Sewer Utility shall include any property of the city of whatever nature comprising part of or used or useful in connection with the sewer utility of the city.

(2) Pursuant to § 66.0805, Wis. Stats., the Sturgeon Bay Utilities and the Sturgeon Bay Sewer Utility shall be managed by a board of seven commissioners known as the utility commission. The commission shall have entire charge and management of the Sturgeon Bay Utilities and the Sturgeon Bay Sewer Utility, shall appoint a general manager and fix the compensation, and shall supervise the operation of the Sturgeon Bay Utilities and Sturgeon Bay Sewer Utility under the general control and supervision of the common council.

(3) The utility commission shall consist of the mayor, two alderpersons to be elected by the council and four citizens who are also to be elected by the council. Neither the mayor nor the alderpersons shall receive any additional remuneration for serving on the utility commission. In lieu of membership the mayor may call for council election of a citizen member who shall the serve the unfulfilled term of the mayor.

(4) The alderpersons and citizen members shall be elected for terms of seven years each, beginning on October 1, provided that the terms of the commissioners first elected shall expire successively for each year on the succeeding October 1, and provided the terms of the alderpersons and mayor shall automatically expire upon their ceasing to be members of the council. The terms of the two additional citizen members added to the utility commission after the election of the initial citizen members, shall expire October 1, 2007, and October 1, 2008, respectively; thereafter their terms shall be for a period of seven years each. The citizen members shall be persons of recognized experience and qualifications.

(5) The Sturgeon Bay Utilities and Sturgeon Bay Sewer Utility shall be subject to all of the provisions of the Wisconsin Statutes and the ordinances of the city as they pertain to the management and operation thereof. For the Sturgeon Bay Sewer Utility, this chapter shall take precedence over any city code that is inconsistent with § NR 128.13, Wis. Adm. Code.

(Code 1992, § 13.01; Ord. No. 1076-0502, § 1, 5-21-02; Ord. No. 1124-0504, § 1, 5-18-04)

EXECUTIVE SUMMARY

Title: Annexation Petition from Sally Naden

Background: The City received a petition for direct annexation from Sally Naden. The petition is for one parcel within the Town of Sevastopol. It is located along the north side of Alabama Street between 3rd and 4th Avenues. It is 0.94 acre in size and contains a single-family dwelling. The annexation would allow the dwelling to hook up to municipal water and sanitary sewer services.

The first step in the annexation process is for Council to accept the petition. This does not formally annex the parcel, but merely indicates that the petition is valid and the city has potential interest in annexing the parcel. The City Attorney and Community Development Director have reviewed the petition and believe that it meets the minimum requirements of the state statutes for annexation.

If the Council accepts the petition, then City staff will complete an annexation study and the matter will be reviewed by the Finance Committee and the Plan Commission. An ordinance must be adopted by 2/3 of the Council to officially annex the property.

Fiscal Impact: The fiscal impact will be estimated as part of the annexation study.

Options for Council Action: The Council can accept the petition and the process will move forward. It does not commit the Council to adopt the actual annexation ordinance.

Alternatively, the Council can reject the petition. No further action would be taken and the parcel would remain in the Town of Sevastopol.

Recommendation: Accept the petition and refer the matter to Finance Committee and Plan Commission, along with directing staff to prepare the annexation study.

Prepared by: 
Martin Olejniczak
Community Development Director

9-15-11
Date

Reviewed by: 
Steve McNeil
City Administrator

9-15-11
Date

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL

We, the undersigned, constituting all of the electors and all of the owners of real property in the following territory of the Town of Sevastopol, Door County, Wisconsin, lying contiguous to the City of Sturgeon Bay, petition the Common Council of the City of Sturgeon Bay to annex the territory described below and shown on the attached scale map to the City of Sturgeon Bay, Door County, Wisconsin:

See legal description attached hereto as Exhibit "A".

The current population of such territory is 3.

A scaled map of the parcel subject to this petition is attached hereby as Exhibit "B". Petitioners request that the City of Sturgeon Bay approve a zoning classification of R-2 upon the subject property.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

Signature of Petitioner	Printed Name	Date of Signing	Owner*	Elector*	Address or Property Description
1. <i>E. O. Ferry</i>	E. O. Ferry	8/26/11		elector	6152 Alabama
2. <i>Dennis Ferry</i>	Dennis Ferry	8/29/11		elector	6152 Alabama
3. <i>Sally J. Naden</i>	SALLY J NADEN	8/29/11	owner		6152 Alabama
4.					
5.					
6.					
7.					
8.					
9.					
10.					

*If owner, write "owner" in appropriate box; if elector, write "elector" in appropriate box.

I, SALLY J NADEN (name of circulator), being duly sworn, state: I reside at 6152 Alabama St Sturgeon Bay, Wisconsin. I personally circulated the attached petition commencing on the 25 day of AUGUST, 2011, and terminating on the 29 day of AUGUST, 2011, and personally obtained each signature on this petition. I know that each person who signed is an elector or owner of property located in the territory proposed for annexation and signed the petition with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I reside within the territory described above. I am aware that falsifying this affidavit is punishable under Sections 12.13 (3) (a) and 946.32 (1) (a) of the Wisconsin Statutes.

Sally J. Naden

 Signature of Circulator

Subscribed and sworn to before me
 this 29 day of August, 2011.

David J. Barbus

 Notary Public, State of Wisconsin
 My Commission expires: 9/10/14

Exhibit A

Legal Description of Property to be Annexed to the City of Sturgeon Bay

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 $5^{\circ}17'45''$ East 196.84 feet; thence East 203.83 feet; thence South 196 feet to the point of real beginning.

Exhibit B

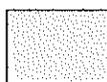
Area Proposed to be Annexed to the City of Sturgeon Bay



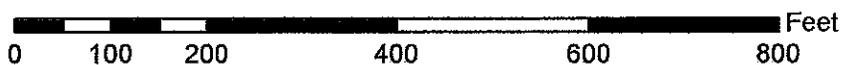
Map Date: May 5, 2011



Annexation Area



Existing City Parcels



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to accept the recommendation from Cable Communication System Advisory Council and to transfer unused funds from the following accounts to purchase replacement audio and video equipment in Council Chambers:

- Miscellaneous Commodities acct #21-000-000-54999 in the amount of \$800.00
- Broadcast Production-General acct #21-000-000-55015 in the amount of \$3,935.00
- Conferences Training & Travel acct #21-000-000-55600 in the amount of \$400.00
- Dues, Memberships, Publications acct #21-000-000-56000 in the amount of \$100.00
- Equipment Maintenance acct #21-000-000-56250 in the amount of \$1,300.00
- Internet acct #21-000-000-56700 in the amount of \$800.00
- Miscellaneous Contractual acct #21-000-000-58999 in the amount of \$850.00
- Miscellaneous Technology acct #21-000-000-59040 in the amount of \$400.00
- Video Tapes/Supplies acct #21-000-007-51950 in the amount of \$300.00
- Broadcast Production acct #21-000-007-55015 in the amount of \$1,000.00

Transfer into the following account:

Equipment acct #21-000-000-59070 in the amount of \$9,885.00.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 8, 2011.

Introduced by _____.

Moved by Alderperson _____, seconded by

Alderperson _____ that said recommendation be adopted.

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