



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, OCTOBER 4, 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. Adoption of agenda.
5. Consideration of the following bills: General Fund – \$56,509.22, Capital Fund - \$195,716.55, Cable TV - \$4,490.43, TID #2 - \$20,229.00, TID #3 - \$744.00 and Solid Waste Enterprise - \$674.62 for a grand total of \$278,363.82. [roll call]
6. **CONSENT AGENDA**
  - \* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
    - \* a. Approval of 9/20/11 regular Common Council minutes.
    - \* b. Approval of the following minutes:
      - (1) Waterfront Design Review Board – 9/6/11
      - (2) Zoning Board of Appeals – 9/12/11
      - (3) Finance/Purchasing & Building Committee – 9/13/11
      - (4) Parking & Traffic Committee – 9/19/11
    - \* c. Disallowance of Claim Resolution re: Jeremy Zenefski.
    - \* d. Finance/Purchasing & Building Committee recommendation re: Accept scenario #6, to purchase five IPAD's for five Council Members (Mayor and Utility Commission members to use the SBU issued IPAD's) at a cost of \$3,250.00 with a 5.22 year payback period.
    - \* e. Finance/Purchasing & Building Committee recommendation re: Transfer \$6,000.00 from Contingency Account to Vehicle/Parts & Supplies, to cover the cost of the repairs to the Aerial truck.
    - \* f. Parking & Traffic Committee recommendation re: Remove the two No Parking signs in the alley between Michigan Street and Nebraska Street adjacent to Market Square.
7. Mayoral appointments.
8. Consideration of: Development Agreement for Deer Run Village.

- 9. Consideration of: Creation of Bicycle & Pedestrian Advisory Board.
- 10. Public comment.
- 11. Mayor's comments.
- 12. Convene in closed session in accordance with the following exemption:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(c)

Discussion of: Staff performance evaluation data

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

- 13. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

9/30/11

Time:

12:30pm

By:

Dipe

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

LD: AF443000.CS1

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
04596	DOOR COUNTY MARITIME MUSEUM	PK SEC DEP REF DCMM	01-000-000-23162	50.00
07901	DC HABITAT FOR HUMANITY	PK SEC DEP REF HABITAT	01-000-000-23162	50.00
19830	STURGEON BAY OPEN BASS TOURN	PK SEC DEP REF SB OPEN BASS	01-000-000-23162	50.00
R0000171	BRANDON BASTAR	PK SEC DEP REF BASTAR	01-000-000-23162	50.00
R0000238	KIWANIS CLUB OF STURGEON BAY	PK SEC DEP REF KIWANIS	01-000-000-23162	50.00
R0000304	DOOR COUNTY POWER SQUADRON	PK SEC DEP REF DC SAIL	01-000-000-23162	50.00
R0000466	ANNETTE TESS	PK SEC DEP REF TESS	01-000-000-23162	50.00
R0000714	PAUL PEETERS	PK SEC DEP REF PEETERS	01-000-000-23162	50.00
R0000937	JEFF DAHL	PK SEC DEP REF DAHL	01-000-000-23162	50.00
R0000938	STEVE KOSMOSKI	PK SEC DEP REF KOSMOSKI	01-000-000-23162	50.00
R0000939	MISTY TORP	PK SEC DEP REF TORP	01-000-000-23162	50.00
R0000940	ASHLEY NICHOLSON	PK SEC DEP REF NICHOLSON	01-000-000-23162	50.00
TOTAL LIABILITIES				600.00
TOTAL GENERAL FUND				600.00
CITY COUNCIL				
17700	QUILL CORPORATION	LASER POINTER	01-105-000-54999	17.99
TOTAL				17.99
TOTAL CITY COUNCIL				17.99
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	GENERAL MATTERS	01-110-000-55010	2,532.00
16555		CREDIT ON FILING FEE	01-110-000-55010	-6.25
16555		08/11 T1 LEGAL	01-110-000-55010	252.00
BUELOW	BUELOW, VETTER, BUIKEMA,	PROFESSIONAL SEVICES	01-110-000-57900	786.50
TOTAL				3,564.25
TOTAL LAW/LEGAL				3,564.25
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	REIMB MILEAGE/LODGING MINOQUA	01-115-000-55600	402.40
17700	QUILL CORPORATION	LEAD	01-115-000-51950	0.86
TOTAL				403.26
TOTAL CITY CLERK-TREASURER				403.26
COMPUTER				
17700	QUILL CORPORATION	OFFICE SUPPLIES	01-125-000-51950	56.64
17700		3 SURGE PROTECTORS	01-125-000-54999	40.41
17700		INK CARTS	01-125-000-51950	137.61
TOTAL				234.66

DATE: 09/27/2011  
 TIME: 16:14:57  
 ID: AP443000.CST

CITY OF STURGEON BAY  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
TOTAL COMPUTER				234.66
CITY ASSESSOR				
01740	ASSESSMENT TECHNOLOGIES	PROGRAM SUPPORT	01-130-000-55550	90.00
17700	QUILL CORPORATION	CREIDT ON PAPER CLIPS	01-130-000-51950	-3.82
17700		OFFICE SUPPLIES	01-130-000-51950	59.37
17700		PAPER CLIPS, LEAD	01-130-000-51950	11.30
17700		INK CART	01-130-000-51950	73.91
ASSO APP	ASSOCIATED APPRAISAL	10/04/11 CONTRACT	01-130-000-55010	1,759.72
TOTAL				1,990.48
TOTAL CITY ASSESSOR				1,990.48
MUNICIPAL SERVICES ADMIN.				
04696	DOOR COUNTY TREASURER	2011 PICTOMETRY	01-145-000-58999	1,584.00
TOTAL				1,584.00
TOTAL MUNICIPAL SERVICES ADMIN.				1,584.00
PUBLIC WORKS ADMINISTRATION				
22800	WALMART COMMUNITY	PAPER, BATTERIES, PENS, MAILER	01-150-000-51950	28.44
WASTE	WASTE & RECYCLING NEWS	ANNUAL MEMBERSHIP	01-150-000-56000	49.00
TOTAL				77.44
TOTAL PUBLIC WORKS ADMINISTRATION				77.44
CITY HALL				
03075	CARQUEST OF DOOR COUNTY	BATTERY	01-160-000-52700	85.17
03075		CORE RETURN	01-160-000-52700	-10.00
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-160-000-51650	300.00
23730	WPS	421 MICHIGAN ST	01-160-000-56600	779.01
WARNER	WARNER-WEXEL WHOLESALE &	LED METERED AIR FRESHNER	01-160-000-51850	38.47
WARNER		4-4 PIN BULBS	01-160-000-54999	75.16
WARNER		4 CFC 4 PIN BULBS	01-160-000-54999	91.88
TOTAL				1,359.69
TOTAL CITY HALL				1,359.69
POLICE DEPARTMENT				
03101	CDW GOVERNMENT, INC.	HANDFREE CAR KIT	01-200-000-55500	26.73
08463	CNA SURETY	NOTARY BOND HOISYA	01-200-000-54999	20.00

DATE: 09/27/2011  
TIME: 16:14:57  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
14850	NORTHEAST PHOTOCOPY CO INC	4TH QTR COPY MACH MAINT	01-200-000-55650	671.55
16735	ARLEIGH PORTER	REIMB SHIP LIFE VESTS & BLNKTS	01-200-000-54999	167.68
17700	QUILL CORPORATION	COPY PAPER	01-200-000-51950	51.82
17700		COPY PAPER	01-200-000-51950	50.70
20081	TARGET BANK	DVD'S	01-200-000-51950	9.48
20081		CHARGER FOR CAMERA	01-200-000-54999	23.27
20081		CAT/DOG TREATS	01-200-000-54999	7.59
20081		SPEAKERS CSO VEHICLE	01-200-000-54999	56.99
22800	WALMART COMMUNITY	TAPE & KLEENEX	01-200-000-51950	21.00
22800		OFFICE SUPPLIES	01-200-000-51950	99.07
MODERN	MODERN MARKETING	2,500 EVIDENCE BAGS	01-200-000-54999	996.29
		TOTAL		2,202.17
		TOTAL POLICE DEPARTMENT		2,202.17
PATROL BOAT				
PATROL BOAT				
BH	BURKART HEISDORF INSURANCE	REFUND CHECK ISSUED	01-205-000-54999	140.00
		TOTAL PATROL BOAT		140.00
		TOTAL PATROL BOAT		140.00
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-215-000-58250	543.69
04590	DOOR COUNTY HUMANE SOCIETY	2011 4TH QTR ANIMAL CONTROL	01-215-000-55100	970.00
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-215-000-51650	6,244.41
06650	GALLS, AN ARAMARK COMPANY	BOOTS & HOLSTER MIELKE	01-215-000-52900	105.47
PROTECT	PROTECTIVE PRODUCTS ENTERPRISE	SPEED PLATES	01-215-000-52900	337.18
PROTECT		SPEED PLATES	01-215-000-52950	337.17
		TOTAL		8,537.92
		TOTAL POLICE DEPARTMENT/PATROL		8,537.92
POLICE DEPT. / INVESTIGATIONS				
MEUW	MUNICIPAL ELECTRIC UTILITIES	SAFETY PROGRAM	01-225-000-55605	361.67
		TOTAL		361.67
		TOTAL POLICE DEPT. / INVESTIGATIONS		361.67
FIRE DEPARTMENT				
03075	CARQUEST OF DOOR COUNTY	FILTER, ROTORS & PADS	01-250-000-53000	272.56
03075		BRAKE PARTS	01-250-000-53000	5.90
03075		AXLE FLANGE GASKET	01-250-000-53000	3.78
03075		BRAKE CLEANER & GEAR LUBE	01-250-000-53000	22.39
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-250-000-51650	1,466.64

DATE: 09/27/2011  
 TIME: 16:14:57  
 ID: AP443000.CST

CITY OF STURGEON BAY  
 DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19329	JOHN SOUKUP	UNIFORM SHIRT	01-250-000-52900	20.00
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	2.70
19880		CITY GARAGE	01-250-000-56675	21.30
19880		DUCK POND	01-250-000-56675	2.70
19880		SUNSET CNTR/NEW CONC	01-250-000-56675	21.30
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	6.70
19880		OTUMBA PARK	01-250-000-56675	2.70
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	2.70
19880		WEST SIDE FIRE STATION	01-250-000-56150	94.08
19880		WEST SIDE FIRE STATION	01-250-000-56675	21.30
19880		WEST SIDE FIRE STATION	01-250-000-58650	73.94
19880		36 S NEENAH AVE PAVILLION	01-250-000-56675	2.70
19880		JC FIELD STAND	01-250-000-56675	9.90
19880		MICH ST JC BALLFLD SPRINKLER	01-250-000-56675	21.30
19880		WEST SIDE BALL FIELD	01-250-000-56675	2.70
19880		N 14TH WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	14.43
19880		SUNSET PK STAR PLANT	01-250-000-56675	21.30
19880		DOG POUND	01-250-000-56675	2.70
19880		CHERRY BLOSSOM PARK	01-250-000-56675	6.70
19880		CLAY BANKS SIREN	01-250-000-56150	14.43
20081	TARGET BANK	COMM ROOM FRIDGE	01-250-000-51350	75.05
22800	WALMART COMMUNITY	RETURN MEMORY CAPD	01-250-000-54999	-9.88
22800		NAPKINS & BATTERIES	01-250-000-54999	25.79
22800		ANTIFREEZE	01-250-000-53000	19.85
22800		GATORADE TRAINING BURN	01-250-000-55600	34.86
22800		PACKING & DUCK TAPE, MRY CARD	01-250-000-54999	50.70
23730	WPS	WEST SIDE FIRE STATION	01-250-000-56600	32.05
23828	WITT PENINSULA FORD LINCOLN	AXEL RING & SEALS	01-250-000-53000	136.54
MEUW	MUNICIPAL ELECTRIC UTILITIES	SAFETY PROGRAM	01-250-000-55605	855.00
TOTAL				3,365.05
TOTAL FIRE DEPARTMENT				3,365.05
STORM SEWERS				
10750	PREMIER CONCRETE INC	CONCRETE FOR 1ST & MICHIGAN	01-300-000-51150	161.00
10750		CONCRETE FOR 12TH & SUPERIOR	01-300-000-51150	153.00
10750		CNCRT SPILLWAY GENEVA/HICKORY	01-300-000-51150	289.50
TOTAL				603.50
TOTAL STORM SEWERS				603.50
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	08/11 WATER FOR SWEEPER	01-330-000-51400	20.70
TOTAL				20.70
TOTAL STREET SWEEPING				20.70

DATE: 09/27/2011  
TIME: 16:14:58  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ROADWAYS/STREETS				
12100	LAMPERT YARDS INC	PINE BOARD	01-400-000-51400	5.19
TOTAL				5.19
TOTAL ROADWAYS/STREETS				5.19
STREET SIGNS AND MARKINGS				
20070	TAPCO	3 TRAFFIC SIGNS	01-420-000-52600	57.06
20070		SHIPPING	01-420-000-52600	14.06
TOTAL				71.12
TOTAL STREET SIGNS AND MARKINGS				71.12
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE	25' WIRE	01-450-000-51400	17.25
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-450-000-51650	5,893.27
R0000655	TRANSMOTION, LLC	1 CLAMPS	01-450-000-51400	3.02
RE	JOMAR INVESTMENTS, INC	4 ROUND LED TAIL LIGHTS	01-450-000-51400	54.77
TOTAL				5,968.31
TOTAL STREET MACHINERY				5,968.31
CITY GARAGE				
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	8.24
19880		CITY GARAGE	01-460-000-56150	705.69
19880		CITY GARAGE	01-460-000-58650	184.73
22800	WALMART COMMUNITY	ICE PACK & EYE WASH	01-460-000-52350	31.28
23730	WPS	835 N 14TH AVE	01-460-000-56600	56.41
TOTAL				986.35
TOTAL CITY GARAGE				986.35
HIGHWAYS - GENERAL				
13217	WILLIE MCALLISTER	REIMB WORK BOOTS	01-499-000-56800	75.00
19880	STURGEON BAY UTILITIES	TRFC WARNING LIGHT ELM & CTY C	01-499-000-58000	2.75
MEUW	MUNICIPAL ELECTRIC UTILITIES	SAFETY PROGRAM	01-499-000-55605	855.00
RESLER	TROY RESLER	2011 REIMB WORK BOOTS	01-499-000-56800	100.00
TOTAL				1,032.75
TOTAL HIGHWAYS - GENERAL				1,032.75
PARK & RECREATION ADMIN				

DATE: 09/27/2011  
TIME: 16:14:58  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03767	STAPLES ADVANTAGE	COPY PAPER	01-500-000-51250	187.12
MEUW	MUNICIPAL ELECTRIC UTILITIES	SAFETY PROGRAM	01-500-000-55605	678.33
R0000680	RAIBROOK FOUNDATION, INC	20115-11 RETURN UNUSED FUNDS	01-500-000-52250	630.08
TOTAL				1,495.53
TOTAL PARK & RECREATION ADMIN				1,495.53

PARKS AND PLAYGROUNDS

03075	CARQUEST OF DOOR COUNTY	OIL, FILTER & SOLVENT	01-510-000-52050	86.35
03075		OIL FILTER	01-510-000-52050	4.18
04545	DOOR COUNTY COOPERATIVE	GRASS SEED MIX	01-510-000-51750	28.78
04545		RYE GRASS GAUGER PROPERTY	01-510-000-51750	3.56
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-510-000-51650	2,382.57
11800	KRUEGER IMPLEMENT INC	SUPPLIES	01-510-000-51400	77.90
13049	MAY'S SPORT CANTER	2 PLUGS	01-510-000-51400	5.90
19880	STURGEON BAY UTILITIES	DUCK POND	01-510-000-58650	17.40
19880		SUNSET CNTR/NEW CONC	01-510-000-56150	94.08
19880		SUNSET CNTR/NEW CONC	01-510-000-58650	54.28
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	85.07
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	80.57
19880		OTUMBA PARK	01-510-000-56150	99.19
19880		OTUMBA PARK	01-510-000-58650	55.57
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	107.10
19880		JC FIELD STAND	01-510-000-56150	42.37
19880		JC FIELD STAND	01-510-000-58650	33.03
19880		MICH ST JC BALLFLD SPRINKLER	01-510-000-58650	24.00
19880		WEST SIDE BALL FIELD	01-510-000-56150	166.16
19880		WEST SIDE BALL FIELD	01-510-000-58650	23.84
19880		OTUMBA PARK	01-510-000-56150	241.76
19880		OTUMBA PARK/STREET LIGHTS	01-510-000-56150	145.72
19880		FLORIDA ST/SUNSET PARK	01-510-000-56150	14.83
19880		DOG POUND	01-510-000-56150	9.79
19880		DOG POUND	01-510-000-58650	17.50
19880		CHERRY BLOSSOM PARK.	01-510-000-56150	25.36
19880		CHERRY BLOSSOM PARK	01-510-000-58650	28.40
23730	WPS	MEMORIAL FIELD	01-510-000-56600	25.86
VIK	VIKING ELECTRIC SUPPLY	LED FLOOD LIGHT	01-510-000-54999	180.34
VIK		FIBERGLASS FIXTURES	01-510-000-54999	191.78
VIK		70W HPS BULBS	01-510-000-54999	22.13
VIK		1/2" RIGID COMP CONN	01-510-000-54999	11.38
VIK		AC VOLTAGE DETECTOR NON-CONTCT	01-510-000-54999	27.49
VIK		ELE SUPPLIES SS TENNIS COURTS	01-510-000-54999	82.09
VIK		13W FLOUR CONVERSION	01-510-000-54999	4.35
WARNER	WARNER-WEXEL WHOLESALE &	PARKS CLEANING SUPPLIES	01-510-000-51850	363.36
TOTAL				4,864.04
TOTAL PARKS AND PLAYGROUNDS				4,864.04

BALLFIELDS

12100	LAMPERT YARDS INC	GUTTER SPIKES & FERRULE	01-520-000-54999	10.88
-------	-------------------	-------------------------	------------------	-------

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
13360	MENARDS-GREEN BAY EAST	ROOFING SUPPLIES	01-520-000-54999	233.89
13360		RETURN UNUSED MATERIAL	01-520-000-54999	-32.33
20900	TRU GREEN CHEMLAWN	SUMMER APPLICATION 15TH & MICH	01-520-000-56500	100.00
20900		SUMMER APPLICATION QUINCY	01-520-000-56500	60.00
20900		SUMMER APPLICATION 12TH & 14TH	01-520-000-56500	117.00
20900		SUMMER APPLICATION SS PARK	01-520-000-56500	75.00
20900		SUMMER APPLICATION N 3RD	01-520-000-56500	75.00
20900		SUMMER APPLICATION N 3RD	01-520-000-56500	75.00
20900		SUMMER APPLICATION BB FLD	01-520-000-56500	144.00
TOTAL				858.44
TOTAL BALLFIELDS				858.44
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE PARKING LOT	01-550-000-56150	249.52
19880		36 S NEENAH AVE PAVILLION	01-550-000-56150	112.30
19880		36 S NEENAH AVE PAVILLION	01-550-000-58650	19.61
19880		38 S NEENAH AVE RESTROOMS	01-550-000-56150	182.86
19880		38 S NEENAH AVE RESTROOMS	01-550-000-58650	479.48
23730	WPS	36 S NEENAH AVE	01-550-000-56600	30.77
TOTAL				1,074.54
TOTAL MUNICIPAL DOCKS				1,074.54
WATER WEED MANAGEMENT				
04696	DOOR COUNTY TREASURER	08/11 FUEL	01-560-000-51650	580.00
TOTAL				580.00
TOTAL WATER WEED MANAGEMENT				580.00
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DCMM WALKWAY LIGHTS	01-570-000-56150	33.77
19880		DCMM PARKING LOT LIGHTS	01-570-000-56150	175.39
TOTAL				209.16
TOTAL WATERFRONT PARKS & WALKWAYS				209.16
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	2011 4TH QUARTER CHMNT	01-900-000-55750	4,392.50
04549		2011 4TH QTR DEVELOPMENT ZONE	01-900-000-55850	5,000.00
04696	DOOR COUNTY TREASURER	2011 PICTOMETRY	01-900-000-58999	1,300.00
17700	QUILL CORPORATION	FILE FOLDERS	01-900-000-51950	6.89
17700		COPY PAPER	01-900-000-52800	83.70
TOTAL				10,783.09

DATE: 09/27/2011  
TIME: 16:14:58  
ID: AP443000.CST

CITY OF ST. JOSEPH, MO  
DEPARTMENT SUMMARY REPORT

PAGE: 8

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
			TOTAL COMMUNITY & ECONOMIC DEVLPMT	10,783.09
			TOTAL GENERAL FUND	52,991.30
CAPITAL FUND				
GENERAL EXPENDITURES				
BODART	BODART ELECTRIC SERVICE, INC	REPAIR/REPLACE TRAFFIC SIGNAL	10-199-000-59999	2,847.50
			TOTAL	2,847.50
			TOTAL GENERAL EXPENDITURES	2,847.50
PATROL				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	10-215-000-59000	307.68
03133		CELL SERVICE	10-215-000-59000	1,128.16
			TOTAL	1,435.84
			TOTAL PATROL	1,435.84
ROADWAYS/STREETS				
EXPENSE				
15995	PACKER CITY INTERNATIONAL, INC	2011 TANDEM AXEL DUMP & PLOW	10-400-000-59060	164,139.00
15995		TITLE & REGISTRATION	10-400-000-59060	74.50
19275	SHERWIN WILLIAMS	10 GALLONS YELLOW PAINT	10-400-000-59096	227.90
19275		10 GALLONS WHITE PAINT	10-400-000-59096	200.90
19275		DISCOUNT	10-400-000-59096	-217.50
PETERS	PETERS CONCRETE CO	8TH AVENUE INTERSECTION	10-400-000-59096	23,793.24
			TOTAL EXPENSE	188,218.04
ANNUAL RESURFACING & BASE REP.				
APPLIED	APELIED INDUSTIRAL TECH	SAFETY JACKETS	10-400-110-59095	80.17
			TOTAL ANNUAL RESURFACING & BASE REP.	80.17
			TOTAL ROADWAYS/STREETS	188,298.21
CITY GARAGE				
11995	LAFORCE HDWE MFG CORP	INSTALL 2 DOORS & REPAIR LOCKS	10-460-000-59010	3,135.00
			TOTAL	3,135.00
			TOTAL CITY GARAGE	3,135.00
			TOTAL CAPITAL FUND	195,716.55

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>CABLE TV</b>				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
17700	QUILL CORPORATION	COPY PAPER	21-000-000-51950	37.43
17700		COPY PAPER	21-000-000-51950	63.00
MANN	MANN COMMUNICATIONS, LLC	10/4/11 CONTRACT	21-000-000-55015	4,390.00
TOTAL CABLE TV / GENERAL				4,490.43
TOTAL CABLE TV / GENERAL				4,490.43
TOTAL CABLE TV				4,490.43
<b>TID #2 DISTRICT</b>				
TID DISTRICT #2				
16555	PINKERT LAW FIRM, LLP	T2 AMENDMENT	25-320-000-59900	120.00
R0000620	ROBERT W BAIRD & CO	OFFICIAL STMT T2 BONDS	25-320-000-58950	17,325.00
TOTAL				17,445.00
TID #2 AMENDED AREA / PBI				
16555	PINKERT LAW FIRM, LLP	SPLLC SUIT	25-320-200-55010	996.00
R0000620	ROBERT W BAIRD & CO	FINANCIAL ADVISORY T2 BONDS	25-320-200-58950	1,425.00
TOTAL TID #2 AMENDED AREA / PBI				2,421.00
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	PAYING AGENT FEES T2 LRB	25-320-933-70002	363.00
TOTAL T2 SERIES 2006A				363.00
TOTAL TID DISTRICT #2				20,229.00
TOTAL TID #2 DISTRICT				20,229.00
<b>TID #3 DISTRICT</b>				
TID #3 DISTRICT				
16555	PINKERT LAW FIRM, LLP	08/11 T3 LEGAL	27-330-000-55001	744.00
TOTAL				744.00
TOTAL TID #3 DISTRICT				744.00
TOTAL TID #3 DISTRICT				744.00
<b>SOLID WASTE ENTERPRISE</b>				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	08/11 FUEL	60-000-000-51650	674.62
TOTAL SOLID WASTE ENTERPRISE FUND				674.62
TOTAL SOLID WASTE ENTERPRISE FUND				674.62
TOTAL SOLID WASTE ENTERPRISE				674.62
TOTAL ALL FUNDS				274,845.90

**MANUAL CHECKS**

Benefit Advantage 09/12/11 Cobra fees Check #68935 01-600-000-50510	\$ 185.50
Minnesota Life 09/16/11 Life insurance Check #68940 01-600-000-50552	\$ 1,788.96
Cardmember Services 09/20/11 Credit card purchases Misc accounts	\$ 1,543.46
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 3,517.92</b>

DATE: 09/27/2011  
TIME: 16:14:58  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 10/04/2011

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
SUMMARY OF FUNDS:				
	GENERAL FUND	<del>52,091.30</del>	56,509.22	
	CAPITAL FUND	195,716.55		
	CABLE TV	4,490.43		
	TID #2 DISTRICT	20,229.00		
	TID #3 DISTRICT	744.00		
	SOLID WASTE ENTERPRISE	674.62		
	TOTAL --- ALL FUNDS	<del>274,845.90</del>	278,363.82	

*Robert J. [Signature]* 9-27-11  
*Erin P. [Signature]* 9-27-11  
*James C. [Signature]* 9/27/11

COMMON COUNCIL  
September 20, 2011

A meeting of the Common Council was called to order at 7:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Ald. Wiegand, Vandertie, Lodi, Abeyta, Stutting, Fett and Schlicht were present.

Stutting/Fett to adopt the amended agenda. Carried.

A moment of silence for former Mayor Frank J. Tachovsky was held.

Abeyta/Schlicht to approve 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 grand total of \$2,344,602.88. Roll call: All voted aye. Carried.

Abeyta/Fett to approve the consent agenda:

- a. Approval of 9/6/11 regular Common Council minutes.
- b. Approval of 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 of 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.

Carried.

The Mayor made the following appointments:

**Cable Communication System Advisory Council**  
Cindy Weber (Governmental Users Representative)

Schlicht/Lodi to confirm appointment. Carried.

Fett/Abeyta to nominate David Phillips to the Utility Commission. Mayor declared nominations closed. Vote taken on the nomination. All voted aye. Carried.

A petition for direct annexation from Sally J. Naden for property located at 6152 Alabama was presented. Schlicht/Stutting to refer to Finance/Purchasing & Building Committee and Plan Commission to continue with the annexation procedures. Carried.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend to accept the recommendation from Cable Communications 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

Conference/Training & Travel acct #21-000-000-55600 in the amount of \$400.00  
Dues, Membership, 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 & SERVICES COMMITTEE  
By: John Lodi, Chr.

Introduced by Lodi. Lodi/Schlicht to adopt. Discussion took place regarding the current audio/video equipment in the Council Chamber and its estimated life. It was noted that signs of failure in the system are causing this item to be looked into this year. It was noted that by making this transfer the project would be split over the next two years. Roll call: All voted aye. Carried.

No one spoke during public comment.

The Mayor made his comments.

#### RECOMMENDATION

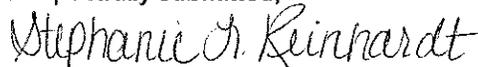
We, the Finance/Purchasing & Building Committee, hereby recommend to approve the request from Mr. Jeanquart for his land purchase, and to include in the development agreement, that a commercial building valued at \$300,000.00 be expanded to include new buildings and/or improvements to the following properties owned by Christian Jeanquart: Parcel #281-64-6400-0110 vacant parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-1927-261201 warehouse parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-6400-0102D1 vacant parcel owned by Center Field Properties LLC, parcel #281-64-6418-272605 Fastenal building owned by Center Field Properties LLC, parcel #281-64-1827-261203 vacant parcel owned by Working Capital LLC (lying south of the warehouse parcel), parcel #281-64-6400-0107C JIT building owned by Working Capital LLC.

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

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

After the Mayor announced statutory basis, Schlicht/Fett 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 7:42 p.m. and adjourned at 7:56 p.m.

Respectfully submitted,

  
Stephanie L. Reinhardt  
City Clerk

**WATERFRONT DESIGN REVIEW BOARD**

September 6, 2011

The Waterfront Design Review Board meeting was called to order at 12:05 p.m. by Chairperson William Galligan in Community Room (Room 122), City Hall, 421 Michigan Street.

**Roll call:** Members Eric Paulsen, Dennis Statz, Bill Galligan, and James Goodwin were present. Absent: Shelly Kerwin. Also present were Maritime Museum representative Dan Austad, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Goodwin, seconded by Mr. Paulsen to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from October 10, 2010.
4. Consideration of: Signage for Maritime Museum, 120 N. Madison Avenue.
5. Adjourn.

Carried.

**Approval of minutes from August 2, 2010:** Moved by Mr. Goodwin, seconded by Mr. Statz to approve the minutes from August 2, 2010. Carried.

**Consideration of: Signage for Maritime Museum, 120 N. Madison Avenue:** Dan Austad, representing the Maritime Museum, explained that they would like to replace their existing ground sign with a new 88.2" x 37.8" electronic variable message sign, enclosed in brick pillars with color to match the Maritime Museum. The sign ordinance allows a message to change every 6 seconds.

The Board held a lengthy discussion as far as how it fits into the Waterfront Design Review guidelines, setting precedence, concerns with safety in regard to more crosswalks installed on Madison Avenue in conjunction with the West Waterfront Redevelopment Plan, length of time to display a message, as well as being interior lit verses back lit.

Mr. Austad stated that he couldn't see that it would be a safety hazard if the message sign was changed every 15 minutes to ½ hour. The Museum will be contacting the Raibrook Foundation for support in helping to fund the project. The message board would be available to advertise special Museum events, as well displaying City slogans and Sturgeon Bay Visitor Center events, which could eliminate banners. He said a thought was to attach a red and green light to the top of each pillar. They want to try to continue their success with the proposed sign.

Mr. Paulsen said their duty was to uphold the standards that were approved in the waterfront guidelines, which state no interior lit signs are acceptable.

Mr. Olejniczak stated the design is most critical. The Board should consider if interior lit signs are proper and what the alternatives are.

Mr. Galligan reminded the Board that the guidelines were written to be guidelines and not cast in stone. They are not ordinances.

Mr. Statz expressed his thoughts regarding the sign. Reader boards can be very bright. Setting a precedence is a huge concern. He explained that the Museum is different than a business. Events occur at the Museum. He understood the purpose of the sign. More research should be done as to other options of a reader board.

Mr. Galligan added that if a branded name hotel gets built in the DC Co-op area, they will most likely want interior lit signage. We need to recognize that things are going to occur in the waterfront area. We need a rationale for denial.

Moved by Mr. Statz, seconded by Mr. Paulsen to table until the next meeting (approximately one month) and direct staff to do research and review guidelines and adjust as to how this can fit in to approve a LED sign. Also, to have the Maritime Museum check with the sign company for different reader board options that are not LED. Carried.

Mr. Austad suggested that Mr. Olejniczak contact the sign company for more information.

**Adjourn:** Moved by Mr. Paulsen, seconded by Mr. Statz to adjourn. Carried. Meeting adjourned at 12:45 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

ZONING BOARD OF APPEALS  
Monday, September 12, 2011

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

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

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

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 22, 2011.
4. Consideration of: Final disposition of the appeal by Marina View Apartments heard on August 22, 2011.
5. Consideration of: Notice requirements for public hearings.
6. Consideration of: Submission requirements for variance applications.
7. Adjourn.

Carried.

**Approval of minutes from August 22, 2011:** Moved by Mr. Goodwin, seconded by Ms. Larson to approve the minutes from August 22, 2011.

**Consideration of: Final disposition of the appeal by Marina View Apartments heard on August 22, 2011:** Mr. Goodwin abstained from discussion and voting since he was not present at the previous meeting.

Moved by Mr. Jennings, seconded by Ms. Larson to adopt the Sturgeon Bay Zoning Board of Appeals Decision Document for Appeal of Marina View Apartments LLC.

Mr. Olejniczak mentioned that if anyone felt there was anything in the document that was in error it should be brought up at this time. Otherwise, this document is what will be officially filed.

Mr. Jennings, along with the second, amended his motion to read as follows: To adopt the Sturgeon Bay Zoning Board of Appeals Decision Document *in its entirety as written* for Appeal of Marina View Apartments LLC. Roll call vote: All ayes. Carried.

**Consideration of: Notice requirements for public hearings:** Mr. Olejniczak stated this item deals with the discrepancy between the adopted ZBA rules of procedure and the actual zoning code. The zoning code states that everyone within 300 feet of a property will receive notification of a public hearing. The rules of procedure states that for variances such as front yard, side yard, and rear yard only the abutting property owners are notified. Fewer public hearing notices would have to be sent out. He offered different options such as: The ZBA could request the Council to change the zoning code to match the rules of procedure, changing the rules of procedure to match the zoning code, or do nothing and continue with the current system. Currently, the ZBA operates under the zoning

code as far as noticing properties. A public hearing notice sign is also placed on the subject property, as well as noticed in the Door County Advocate and on the City website.

Discussion took place regarding staff time to send notices, postage costs, etc.

Mr. Goodwin suggested asking the Council to change the code to match the Rules of Procedure.

Mr. Olejniczak stated that the only notice required by State Statute is to publish the public hearing notice two times in the Door County Advocate.

Mr. Olejniczak offered that staff comes back with a sample of 5 or 6 setback variances with number of mailings under Rules of Procedure and the number of mailings under the 300 ft. rule.

Moved by Ms. Larson, seconded by Mr. Jennings to table and get more information from staff, if possible at the next meeting, to see what a cost savings would be. Roll call vote: All ayes. Carried.

**Consideration of: Submission requirements for variance applications:** Mr. Olejniczak stated that at a previous meeting it was suggested that a survey map should be submitted with a variance application. He suggested to add language under item C in the Rules of Procedure that for anything to do with a setback variance, there should be a requirement that a survey by a registered land surveyor has to be submitted unless the actual pipes indicating the lot lines can be found on the property. It doesn't necessarily have to be a full survey.

After a short discussion it was moved by Mr. Goodwin, seconded by Mr. Gigstead to request Mr. Olejniczak to develop language to add to the Rules of Procedure requiring applicants applying for a variance involving boundaries of lots to supply an adequate registered land surveyor's survey of the lot to know precisely where the buildings are relative to the actual lot line, and not to adopt it until the City Attorney has reviewed it. Roll call vote: All ayes. Carried.

**Adjourn:** Moved by Ms. Larson, seconded by Mr. Gigstead to adjourn. Carried. Meeting adjourned at 7:29 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**September 13, 2011**

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:03 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta, Alderperson Schlicht and Alderperson Wiegand were present. Also present: Alderperson Fett, City Administrator McNeil, Finance Director/City Treasurer Clarizio, Fire Chief Herlache, members of the general public and Office/Accounting Assistant II Flinn. Mayor Birmingham entered the meeting at 7:11 p.m.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request of Christian Jeanquart.
4. Consideration of: Fund Transfer re: Aerial Repairs.
5. Consideration of: Paperless (Electronic) Council and Committee Agenda Packets.
6. Review of unfinished business list.
7. Review bills.
8. Adjourn.

Carried.

The request from Christian Jeanquart was the first item discussed. Mr. Jeanquart stated that in the amended development agreement for the purchase of the lot from 810 South Lansing states that a commercial building valued at \$300,000.00 is required to be built on that specific parcel. He is requesting that the valuation requirement be expanded to include new buildings and/or improvements to the following properties owned by Christian Jeanquart: Parcel #281-64-6400-0110, a vacant parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-1927-261201, a warehouse parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-6400-0102D1, a vacant parcel owned by Center Field Properties LLC, parcel #281-64-6418-272605, Fastenal building owned by Center Field Properties LLC, parcel #281-64-1827-261203, a vacant parcel owned by Working Capital LLC (lying south of the warehouse parcel), and parcel #281-64-6400-0107C, JIT building owned by Working Capital LLC.

All of the parcels listed above are within TID #1, except the Fastenal building in which only a portion is located in TID #1. Therefore, all the parcels, if developed, would create tax increment in TID #1.

Alderperson Wiegand asked Mr. Jeanquart if there is a plan in the near future for any of these parcels. Mr. Jeanquart replied no, not in the near future. Alderperson Schlicht and Alderperson Abeyta supported the request from Mr. Jeanquart. City Administrator McNeil added that if the City exercised its option to repurchase the property, the

repurchase price would be \$40,000.00 as per the amended development agreement. Additionally, the developer, under the original development agreement (Portside) would have to pay for the value of the 26' strip of property that was removed from the parcel.

Moved by Alderperson Abeyta, seconded by Alderperson Schlicht to recommend to the Common Council to approve the request from Mr. Jeanquart for his land purchase, and to include in the development agreement, that a commercial building valued at \$300,000.00 be expanded to include new buildings and/or improvements to the following properties owned by Christian Jeanquart: Parcel #281-64-6400-0110 vacant parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-1927-261201 warehouse parcel being purchased from 810 South Lansing Ave LLC, parcel #281-64-6400-0102D1 vacant parcel owned by Center Field Properties LLC, parcel #281-64-6418-272605 Fastenal building owned by Center Field Properties LLC, parcel #281-64-1827-261203 vacant parcel owned by Working Capital LLC (lying south of the warehouse parcel), parcel #281-64-6400-0107C JIT building owned by Working Capital LLC. Carried.

Fire Chief Herlache led the discussion on the Fund Transfer re: Aerial Repairs. He stated that each year the trucks are inspected. Two years ago there were leaks on the extension cylinders on the aerial truck and was reported as a number three repair. The numbering systems ranges from one through four. One must be repaired before use. This year the Aerial truck was reported as a number two. Therefore, if the repair was not completed and an inspection was done and the truck would be tagged, it would not be usable until it was repaired. An estimate of \$5,800.00 was given from Rennert's Fire Equipment Service. While doing the repairs they found that all the bushings and pins were either seized or worn out from use. They determined that the main hydraulic control valve also needed an overhaul and had to be sent for repairs. The total cost of the repair bill was \$12,117.20. The available funds for this repair in the Vehicles/Parts and Supplies are \$6,117.20, which would leave \$1,500.00 for other repairs for the rest of the year. Chief Herlache asked for a fund transfer of \$6,000.00 from the Contingency fund, account #01-199-000-58950 to Vehicles/Parts and Supplies, account #01-250-000-53000, which would cover the balance of the repair. Moved by Alderperson Schlicht, seconded by Alderperson Abeyta to recommend to the Common Council to transfer \$6,000.00 from Contingency account #01-199-000-58950 to Vehicles/Parts and Supplies, account #01-250-000-53000 to cover the cost of the repairs to the Aerial truck. Carried.

The next item discussed was Paperless (Electronic) Council and Committee Agenda Packets. When the Committee members arrived there was a Toughbook laptop computer set up at their desk with the agenda pulled up. Finance Director/City Treasurer Clarizio put together a spreadsheet with different scenarios for consideration. Alderperson Schlicht stated that he attended the County Board meeting when they discussed their change to go paperless. He stated that they chose to use the Motorola Zoom, which is comparable to the IPAD at a lower cost. They had five different samples at their meeting and the Motorola Zoom is the one that was chosen for all members.

Mayor Birmingham stated that the IPAD seems to be the way of the future and it is quite simple to use. Alderperson Wiegand stated that if three members of the Common Council already have had IPAD's issued to them through Sturgeon Bay Utilities and if they are allowed to use them, that would lessen the cost to the City. Alderperson Abeyta added that the schools, Sturgeon Bay Utilities and other municipalities are already using IPAD's. He continued that Sturgeon Bay Utilities has not limited their use with the IPAD. He feels that the more you use it the more you are comfortable with it, and the easier it will be to use.

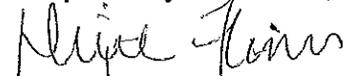
City Administrator McNeil added to keep in mind that the computers are City property and the contents on the computer could be subject to a public records request. Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to recommend to the Common Council to accept scenario #6, to purchase five IPAD's for five Council Members (Mayor and Utility Commission members to use the SBU issued IPAD's) at a cost of \$3,250.00 with a 5.22 year payback period. Carried.

The Committee reviewed the unfinished business list.

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

Moved by Alderperson Abeyta, seconded by Alderperson Wiegand to adjourn. Carried.  
The meeting adjourned at 7:52 p.m.

Respectfully submitted,



Dixie Flinn

Office/Accounting Assistant II

**PARKING AND TRAFFIC COMMITTEE**  
**Monday, September 19, 2011**

A meeting of the Parking and Traffic Committee was called to order at 4:07 p.m. by Chairperson Schlicht in Council Chambers, City Hall, 421 Michigan Street.

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

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

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: Removing the parking stalls on the south side of Michigan Street between 3<sup>rd</sup> and 4<sup>th</sup> Avenues
5. Consideration of: Removal of No Parking Signs in the alley from Michigan to Nebraska Street adjacent to Market Square
6. Consideration of: 2-way traffic throughout the City of Sturgeon Bay
7. Adjourn.

All in favor. Carried

Dan Wiegand, 1155 N. 4<sup>th</sup> Avenue spoke during public comment.

**Consideration of: Removing the parking stalls on the south side of Michigan Street between 3<sup>rd</sup> and 4<sup>th</sup> Avenues:** Chief Porter stated he did not see a problem with the parking stalls, since they are used primarily on Saturday morning during Farm Market. Street marking and signage could be enhanced to better indicate the merging of the right lane.

Mr. Wiegand stated he brought this item forward because he sees people passing on the right side of those making a left hand turn. Also, removal of the parking spaces may help with the traffic flow in 2012 when Bay View Bridge is closed for repairs.

Mr. Vandertie spoke with the businesses across the street who said they have customers who do use the spaces.

Discussion took place regarding the effect 2-way traffic and the Bay View Bridge closure would have on this intersection. Mr. McNeil explained that the DOT would be giving a presentation regarding the Bay View Bridge Closure and the effect it would have on the traffic patterns throughout the City.

Moved by Mr. Vandertie seconded by Mr. Fett to postpone the consideration of removing the parking stalls on the south side of Michigan Street between 3<sup>rd</sup> and 4<sup>th</sup> Avenues until a meeting at a later date. All in favor. Carried.

**Consideration of: Removal of No Parking Signs in the alley from Michigan to Nebraska Street adjacent to Market Square:** John Lodi entered at 4:37

Chief Herlache explained the signs were in place from when the back of the fire station abutted the alley. He also stated that delivery trucks often stop in the alley and would not suggest marking actual parking stalls as not to block the area.

Mr. Bordeau explained the area may be used during the farm market by vendors to offload, or by shoppers who are just stopping to pick something up. Usually vehicles are only parked in this area for 15-20 minutes at a time. Vendors usually park their vehicles in the County lot.

Moved by Mr. Fett, seconded by Mr. Vandertie to recommend to council to remove the 2 No Parking Signs in the alley between Michigan Street and Nebraska Street adjacent to Market Square. All in favor. Carried.

**Consideration of: 2-way traffic throughout the City of Sturgeon Bay:** Mr. Wiegand stated he brought this item forward because when 3<sup>rd</sup> Avenue was changed to 2-way traffic, some felt that all streets should be 2-way throughout the City. People may have to travel 2-4 blocks out of their way to be able to go around the block. When the Bay View Bridge is closed, how our traffic flows can give us a good name or a bad name.

Mr. Depies explained the DOT will be coming to physically review the streets and will bring back a proposal for signage and traffic flow during the Bay View Bridge closure. He said it would be worthwhile to wait until we hear their proposal to make any decision. Also, 4<sup>th</sup> Avenue is planned to be reconstructed next year and it may be better to wait until after construction to make any changes to the traffic patterns.

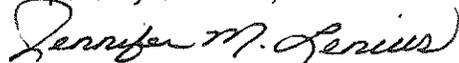
Mr. Olejniczak suggested to not base the decision solely on the recommendation of the DOT since the bridge closure and the effect it has on the traffic flow will only be temporary.

Moved by Mr. Fett, seconded by Mr. Vandertie to postpone the consideration of 2-way traffic throughout the City of Sturgeon Bay until after the Department of Transportation's presentation regarding traffic changes due to the 2012 Bay View Bridge Closure. All in favor. Carried

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

The meeting adjourned at 4:59 p.m.

Respectfully Submitted,



Jennifer M. Lenius  
Municipal Services Secretary

DISALLOWANCE OF CLAIM RESOLUTION

WHEREAS, A Notice of Claim was filed on July 20, 2011, with an incident date of July 11, 2011, with the City Clerk; and

WHEREAS, said Notice of Claim alleges that Jeremy Zenefski, 206 Leo Avenue, Forestville, WI 54213, sustained damages, and alleges that there was damage to his vehicle caused by the City of Sturgeon Bay and employees of the City of Sturgeon Bay; and

WHEREAS, review of this matter by the City's Insurance Carrier recommends that the claim be denied.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the claim submitted by Jeremy Zenefski, be and the same is hereby denied, and no action on this claim may be brought against the City of Sturgeon Bay or any of its officers, officials, agents or employees after six months from the date of service of this notice, pursuant to Wisconsin Statute 893.80.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the claimant by certified mail, return receipt requested, as a notice of disallowance.

\*\*\*\*\*

Motion made by Alderperson \_\_\_\_\_, seconded by Alderperson \_\_\_\_\_ to adopt.

Passed by the Common Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

September 15, 2011

City of Sturgeon Bay  
Attn: Stephanie Reinhardt  
421 Michigan Street  
Sturgeon Bay, WI 54235



1700 Opdyke Court  
Auburn Hills, Michigan  
48326  
(248) 371-3100  
(800) 225-6561  
(248) 371-3091 fax  
www.midwestclaims.com

Re: Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Sturgeon Bay  
Date of Loss: 07/11/2011  
Our Claim #: WI8 155094  
Claimant: Jeremy Zenefski  
206 Leo Ave, Forestville, WI 54213

Dear Ms. Reinhardt:

Midwest Claims Service, Inc. is the claims administrator for the League of Wisconsin Municipalities Mutual Insurance who provides the insurance coverage for the City of Sturgeon Bay. We have received notice of the above-stated claim in which the claimant alleges damage to his vehicle after hitting a crack in the roadway on Joliet Avenue. The incident occurred on July 11, 2011.

Our investigation has revealed that certain alleged facts regarding duty or causation are in dispute or unproven; therefore, we recommend that the City of Sturgeon Bay deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(1g). The disallowance of the claim in this manner will allow us to shorten the statute of limitations period to 6 months.

The basis of this denial should be that there is no liability on behalf of the City of Sturgeon Bay. Our investigation has revealed that there was no defect to the roadway. Most drivers cross this area daily without issue as long as they maintain an appropriate speed. If a defect was found, the City would need prior notice of this pothole in the roadway before they could be found liable. A municipality has no liability unless it knew, or should have known, of the existence of the defect and had a reasonable amount of time to repair the defect.

Please send your denial letter directly to the claimant at the above-stated address. Your denial should be sent certified or registered mail (restricted) and must be received by the claimant within 120 days after you received the claim. Please send a copy of your denial to our address as stated above. If you have any further questions, please feel free to call me at 1-800-225-6561 x3099.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Fike', is written over a horizontal line.

Shannon Fike  
Claims Adjuster

cc: Burkhart-Heisdorf Insurance Agency

September 15, 2011



Jeremy Zenefski  
206 Leo Ave  
Forestville, WI 54213

1700 Opdyke Court  
Auburn Hills, Michigan  
48326  
(248) 371-3100  
(800) 225-6561  
(248) 371-3091 fax  
www.midwestclaims.com

Re:      Program:                    League of Wisconsin Municipalities Mutual Insurance  
          Our Insured:                    City of Sturgeon Bay  
          Date of Loss:                    07/11/2011  
          Our Claim #                    WI8 155094  
          Claimant:                      Jeremy Zenefski

Dear Mr. Zenefski:

Midwest Claims Service, Inc. is the claim administrator for the League of Wisconsin Municipalities Mutual Insurance who provides the insurance coverage for the City of Sturgeon Bay. We have received notice of the above-stated claim in which you contend your vehicle was damaged after hitting a crack in the roadway on Joliet Avenue. The incident occurred on July 11, 2011.

Our investigation has revealed that certain alleged facts regarding duty or causation are in dispute or unproven; therefore, we will be recommending that the City of Sturgeon Bay disallow this claim. Our investigation has revealed that the City roadway is not defective and we therefore did not find any liability on behalf of the City.

Sincerely,

Two handwritten signatures are present. The first is a cursive signature that appears to be 'Shannon' and the second is a cursive signature that appears to be 'Fike'.

Shannon Fike  
Claims Adjuster

cc:      City of Sturgeon Bay  
          Burkhart-Heisdorf Insurance Agency

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to the Common Council to accept scenario #6, to purchase five IPAD's for five Council Members (Mayor and Utility Commission members to use the SBU issued IPAD's) at a cost of \$3,250.00 with a 5.22 year payback period.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 13, 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: Paperless (Electronic) Council and Committee Meeting Agenda Packets

BACKGROUND: The City currently distributes paper agenda copies for all Council and Committee meetings. As per the request of the Finance/Purchasing and Building Committee, please find the attached analysis in regard to the savings and payback period associated with eliminating paper copies of Council and Committee agenda packets and conducting the meetings with electronic agendas.

FISCAL IMPACT: Varies depending on the scenario chosen. The estimated savings range from \$342.59 to increased costs of \$4,577.41 for the first year of implementation. Estimated payback periods range from .45 years to 8.35 years.

OPTIONS: Choose a paperless agenda packet option or continue with paper agenda packets for Council and Committee meetings.

RECOMMENDATION: Review by Finance/Purchasing and Building Committee.

PREPARED BY: Valerie J. Clarizio 9/8/11  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 9/8/11  
Stephen McNeil Date  
City Administrator

Council and Standing Committee Agenda Packet Savings - Outfitting the Mayor and Council with computers for meetings rather than paper packets			
		# of B & W Copies	# of Color Copies
Council	Steph	16,552	600
BPW	Steph	96	
Finance	Dixie	1,918	575
Personnel	Mary Lou	300	20
Park & Rec	Marilyn	72	32
Parking & Traffic	Jen	240	48
CPS	Laurie	1,053	351
Total Copies		20,231	1,626
Copy savings including paper, supplies & maintenance			622.59

Scenario 1			
Costs for entire Council and Mayor to get new Laptops			
			Payback Period
Laptop Computers without/Microsoft software	8 Laptops	4,040.00	6.49

Scenario 2			
Costs for 5 Council Members to get new Laptops (Mayor and Utility Commission members use SBU IPAD's)			
			Payback Period
Laptop Computers without/Microsoft software	5 Laptops	2,525.00	4.06

Scenario 3			
Costs for entire Council and Mayor use the Toughbooks			
			Payback Period
Toughbook Computers without/Microsoft software	8 Toughbooks	448.00	0.72

Scenario 4			
Costs for 5 Council Members to use the Toughbooks (Mayor and Utility Commission members use SBU IPAD's)			
			Payback Period
Toughbook Computers without/Microsoft software	5 Toughbooks	280.00	0.45

Scenario 5			
Costs for entire Council and Mayor to get IPAD's & Software (same as SBU)			
			Payback Period
IPAD's without/Microsoft software	8 IPAD's	5,200.00	8.35

Scenario 6			
Costs for 5 Council Members to get IPAD's (Mayor and Utility Commission members use SBU IPAD's)			
			Payback Period
IPAD's without/Microsoft software	5 IPAD's	3,250.00	5.22

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to transfer \$6,000.00 from Contingency account #01-199-000-58950 to Vehicles/Parts and Supplies, account #01-250-000-53000 to cover the cost of the repairs to the Aerial truck.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 13, 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:** Transfer \$6,000.00 from Contingency to the Fire Department Vehicle Repair Account for repair of our 1987 Aerial Truck.

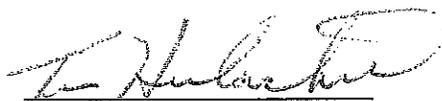
**BACKGROUND:** During the annual inspection of our Aerial truck, the four extension cylinders were tagged for repair by the inspector as the seals were hard and beginning to leak. The Aerial was brought down to Rennert's Fire Equipment Service in Markesan, WI for repair with an estimate of \$5,800. During the repair they found that all of the bushings and pins were either seized or worn out from use. At that time it was also determined that the main hydraulic control valve also needed an overhaul and had to be sent in for repairs. It was also recommended to change all of the hydraulic fluid and filters in the system due to the extent of the work that needed to be done to the hydraulics to ensure any contamination was removed.

The repair bill came in at \$12,117.20. The Fire Department vehicle repair budget can only support \$6,117.20 of the repair bill. After consulting with our City Treasure/Finance Director who reviewed the City Budget, it was determined Contingency Account # 01-199-000-58950 is the account that could support this expenditure of \$6,000.

**FISCAL IMPACT:** Transferring from budgeted Contingency will not effect the 2011 budget but will reduce the possible cover-over into 2012 by \$6,000.

**RECOMMENDATION:** Transfer \$6,000.00 from Contingency Account # 01-199-000-58950 to Fire Department Vehicle Repair Account # 250-000-53000.

**PREPARED BY:**



Tim Herlache  
Fire Chief

9/10/11  
Date

**REVIEWED BY:**



Valerie Clarizio  
City Treasurer

9/12/11  
Date

**APPROVED BY:**



Stephen McNeil  
City Administrator

9/12/11  
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking and Traffic Committee, hereby recommend to remove the 2 No Parking Signs in the alley between Michigan Street and Nebraska Street adjacent to Market Square.

PARKING & TRAFFIC COMMITTEE  
By: Robert Schlicht, Chairperson

RESOLVED, that the foregoing recommendation be adopted.  
Dated: September 19, 2011

\* \* \* \* \*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

## Executive Summary

### Development Agreement for Deer Run Village

**Background:** A senior housing development, known as Deer Run Village, is proposed for property along the west side of Clay Banks Road, between Division Road and Tacoma Beach Road. The project is a Planned Unit Development (PUD) under the municipal code. One phase of the project (63-unit apartment building) is fully approved and is able to commence construction. Two other phases of the project (36-unit memory care CBRF and 23-unit CBRF) have preliminary PUD approval and are currently undergoing final PUD review.

An issue that arose during review of these projects is the potential need for street improvements along Clay Banks Road and at the intersections with Highway 42-57 and at the entrance to the new development. The City has the authority to require a traffic impact analysis (TIA) for the project to identify if improvements would be needed for proper traffic flow both within the development and off-site. Based on the size and type of use in Deer Run Village there are really only two potential concerns. The first is whether a turn lane and bypass lane is needed at the intersection of the future Compass Street and Clay Banks Road. The second is whether improvements at Clay Banks Road and the highway would be needed as a result of this project. The developer has requested that the TIA be deferred to a future phase or waived.

The DOT recently studied the entire highway corridor and took the future senior housing complex into consideration with their traffic modeling. The DOT believes that the intersection of Clay Banks Road and Highway 42/57 will not require any significant upgrades over the next 25 years. The only improvement that is recommended is a separate right-turn lane for northbound traffic, with the City being responsible to complete. This improvement could be installed at any time and would become especially beneficial as future development occurs throughout this region. Neighbors of the project, as well as City officials, expressed a desire for this improvement as part of the Deer Run Village project.

Mayor Birmingham and Dr. Bruce Tully (agent for Deer Run Village) met with City staff to discuss future improvements and whether a TIA should be completed by the developer. Based upon this meeting a proposed development agreement was drafted that specifies the timing and payment for the desired street improvements in exchange for waiving the TIA.

**Proposed Agreement:** The development agreement parameters are included in the agenda packet. The required improvements and the timing of installation are defined along with the required funding from the developer. The City agrees to waive the TIA altogether in exchange for the improvements. There are three improvements that are specifically included as follows:

Regarding the intersection improvements at the highway, the developer agrees to fund the turn lane, with payments of 25% of the cost being made as each phase of the development occurs. The City has the option of installing the turn lane right away and later being reimbursed as the Deer Run development proceeds or waiting until the payments are made and then installing the improvement.

Regarding sidewalk along Clay Banks Road, the agreement specifies the events that will trigger the installation of the sidewalk. The developer agrees to be specially assessed for the future sidewalk.

Regarding the future intersection of Clay Banks Road and Compass Street, the developer agrees to design a turn lane and bypass lane. The developer also agrees to fund its construction as part of Phase 4 of the development, which is when it is anticipated it will be needed.

**Fiscal Impact:** There is no fiscal impact to the City unless the turn lane at the highway costs more than \$25,000, which is the current estimate. The agreement caps the developer funding for this improvement at \$25,000, so any costs exceeding that are the responsibility of the City. The other improvements in the agreement are funded by the developer or can be specially assessed.

**Recommendation:** Approve the development agreement parameters and direct the City Attorney to draft a formal document for signatures.

Prepared by: Martin Olejniczak 9/29/11  
Martin Olejniczak Date  
Community Development Director

Reviewed by: Tony Depiés 9/29/11  
Tony Depiés Date  
City Engineer

Reviewed by: Steve McNeil 9/29/11  
Steve McNeil Date  
City Administrator

DRAFT

**Development Agreement Parameters  
Improvements along Clay Banks Road for Deer Run Village PUD**

As the Deer Run Village development progresses, the City of Sturgeon Bay desires improvements to Clay Banks Road. The following parameters will determine the responsibility and timing of improvements.

A. Intersection improvements at Highway 42/57 and Clay Banks Road.

1. The developer agrees to fund the installation of approximately 150 feet of right turn lane for northbound traffic on Clay Banks Road at the intersection with Highway 42/57, at a cost not to exceed \$25,000.
2. The City will complete the installation of the right turn lane (or contract for the installation) at its discretion.
3. The developer will provide 25% of the cost of this improvement prior to occupancy of phase 1 of the Deer Run Village PUD; 25% prior to occupancy of phase 2; 25% prior to phase 3; and 25% prior to phase 4 of the PUD. Payments made prior to the completion of the improvement shall be based upon the estimated cost, while payments made after the installation shall be based upon actual cost.
4. The City agrees to waive the requirement of a traffic impact analysis (TIA) for any and all portions of the Deer Run Village PUD, provided the future phases of the development are generally consistent with the proposed development depicted in the conceptual PUD. If the development plan changes to more intensive development, such as significantly increasing the number of units or adding more commercial uses, a TIA may be required.
5. The City agrees to refund any portion of the payments collected for the Highway 42/57 intersection improvements that are over the actual cost of the construction (if applicable) and will refund any collected payments if the intersection improvement is not completed within 10 years after each payment is received.

B. Sidewalk along west side of Clay Banks Road

1. Developer agrees to design the future sidewalk along the west side of Clay Banks Road from Division Road to Tacoma Beach Road, based upon cross-section(s) provided by the City.
2. The developer agrees to a special assessment for the cost of constructing the sidewalk. The assessment will be apportioned to the lots fronting on Clay Banks Road based upon the amount of frontage for each.

3. The City will complete the installation of the sidewalk (or contract for the installation) when any of the following events occur:

- A recreational trail (extension of Ahnapee Trail) is constructed that connects to Clay Banks Road.
- Compass Street is extended to connect between Clay Banks Road and Ridgeway Drive.
- The property at the southwest corner of Tacoma Beach Road and Clay Banks Road is developed. This property is currently owned by Roen Salvage Company and is proposed as commercial development in the Deer Run Village PUD.

C. Intersection improvements at Clay Banks Road and Compass Street.

1. The developer agrees to design a future turn lane and bypass lane at this intersection based upon cross-section provided by the City.
2. The developer agrees to construct or provide 100% of the funding to construct the improvements prior to occupancy of Phase 4 of the Deer Run Village PUD, regardless of the actual type or intensity of this phase of development.

## EXECUTIVE SUMMARY

**Title:** Creation of Bicycle & Pedestrian Advisory Board

**Background:** In recent years the City has completed several plans to improve pedestrian and bicycle transportation. These include the Safe Routes to School Plan, the Bicycle Improvements Master Plan, and the Transportation chapter of the Comprehensive Plan. There are many recommendations and implementation measures that the City can undertake. In addition, there are several grant programs available.

The Mayor, Community Development Director and members of Door County Silent Sports Alliance met recently to discuss how to move the existing plans and recommendations forward. The idea of creating an advisory board to assist the City staff and elected officials is the result. This board would be made up of people with knowledge of and interest in bike and ped issues. It would be able to perform a lot of background work and make recommendations to the City committees and Common Council. A Bicycle and Pedestrian Advisory Board has been successfully used in other communities and there is precedent in Sturgeon Bay for such boards (e.g. Local Arts Board, Park & Rec Advisory Board, etc).

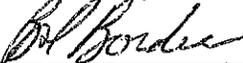
The purpose and composition of this board is attached in the agenda packet. If the Council agrees to form this board, a formal ordinance would be drafted to create the board within Chapter 1 of the Municipal Code (same as other boards and commissions). There are already several people who have expressed interest in serving on this board, if created.

**Fiscal Impact:** Like most other boards, the members would not receive financial compensation. Thus, the fiscal impact will be negligible.

**Options for Council Action:** Among the options available, the Council can:

1. Approve the concept of the bicycle and pedestrian advisory board and direct staff to draft the official ordinance to create it.
2. The Council can reject the concept. The board would not be created. Bike and ped issues would be addressed on an ad hoc basis.
3. Refer to a committee.

**Recommendation:** Approve the concept and direct staff to create the ordinance (option 1).

Prepared by:	<u></u> Martin Olejniczak Community Development Director	<u>9/29/11</u> Date
Reviewed by:	<u></u> Bob Bordeau Municipal Services Supt.	<u>9/29/2011</u> Date
Reviewed by:	<u></u> Steve McNeil City Administrator	<u>9/29/11</u> Date

## **Sturgeon Bay Bicycle & Pedestrian Advisory Board (BPAB)**

**Background:** Bicycling as a form of transportation and as a recreational activity has gained in popularity throughout the country. This is true in the City of Sturgeon Bay as well. The City's Comprehensive Plan advocates for improvements in bicycle facilities and intermodal transportation and the adoption of a complete streets policy, whereby all modes of travel are to be considered in the design and function of streets. The City also recently adopted its first Bicycle Master Plan. This plan identified a number of actions the City can take to improve its bicycle facilities, which include signage and improvements to bicycle/pedestrian facilities as streets are upgraded. Door County as well has moved to plan for countywide facilities and is embarking on an overall bicycle plan for the county in 2011, under a \$100,000 grant from WisDOT.

The City of Sturgeon Bay needs to capitalize on the recent planning activity and should continue to implement a bicycle/pedestrian plan. With tight budgets and limited staff resources, the biking community of Sturgeon Bay needs to be enlisted to help with implementation of existing ideas and formulation of next steps. As improvements are made, the City should consider pursuing a "Bicycling Friendly Community" designation from the League of American Bicyclists.

**Purpose:** The purposes and tasks of the Sturgeon Bay Bicycle & Pedestrian Advisory Board (BPAB) are as follows:

1. Review the Sturgeon Bay Bicycle Master Plan and Comprehensive Plan and prioritize implementation measures. Advise and assist the City regarding the details of these activities (e.g. pinpoint where bike route signs should be placed; bike racks, etc)
2. Develop funding ideas for implementation of improvements.
3. Advise the Parking & Traffic Committee, the Park and Recreation Board, and City staff regarding matters concerning bicycling and pedestrian facilities.
4. Pursue additional "Safe Route to Schools" grant and other related bicycle and pedestrian facility enhancement funding.
5. Develop and/or provide educational materials including safety, promotion of the benefits of biking, and marketing.
6. Review requirements for becoming a "Bicycle Friendly Community" and recommend steps for the City to qualify for this status, if appropriate.
7. Assist with an application for a "Bicycle Friendly Community" designation upon achieving the requirements, if applicable.
8. Other related tasks as needed or requested by the Parking & Traffic Committee or Common Council.

**Membership:** Members of the BPAB shall be appointed by the Mayor, subject to confirmation by the Common Council. The BPAB shall consist of 7 members as follows:

1. One member from the Parking & Traffic Committee who shall serve as the chairperson.

2. One member who shall be the Community Development Director, Park & Recreation Superintendent or City Engineer.
3. Five members who shall be citizens. Citizens members shall be drawn from the following categories, if available:
  - Public health officials
  - School district representatives
  - Representatives of local bicycling or pedestrian related organizations
  - Owners or employees of bicycle related businesses

The BPAB shall elect a vice-chairperson from the citizen members.

**Terms:** The terms of the Parking & Traffic Committee member and City staff member shall be for one year and may be renewed annually. The terms of the citizen members shall be for three years and may be renewed. The initial terms shall be staggered so that one citizen member has a one-year term, two citizen members have a two-year term and two citizen members have a three-year term. Thereafter all terms shall be three years. All terms shall expire on May 1<sup>st</sup>.