



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, DECEMBER 21, 2010  
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 – \$180,191.40, Capital Fund - \$91,346.10, Cable TV - \$142.75, and Solid Waste Enterprise Fund - \$14,762.52 for a grand total of \$286,442.77. [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 12/7/10 regular Common Council minutes.
    - \* b. Approval of the following minutes:
      - (1) Sturgeon Bay Utility Commission - 11/8/10
      - (2) Sturgeon Bay Utility Commission Closed Session - 11/8/10
      - (3) City Plan Commission - 11/23/10
      - (4) Finance/Purchasing & Building Committee - 11/30/10
      - (5) Personnel Committee - 12/1/10
      - (6) Community Protection & Services Committee - 12/9/10
    - \* c. Place following reports on file:
      - (1) Street Department Report - November 2010
      - (2) Fire Department Report - November 2010
      - (3) Bank Reconciliation - November 2010
      - (4) Revenue & Expense Report - November 2010
    - \* d. Consideration of: Beverage Operator license.
    - \* e. Consideration of: Combination Class B licenses.
    - \* f. Finance/Purchasing & Building Committee recommendation re: Authorize City Attorney to pursue foreclosure against the Brilliant Cities property in the Industrial Park, parcel #281-72-1827-26005.
7. Presentation by: Bay Ship Building Company - Gene Caldwell, Vice President & General Manager.

8. **Mayoral appointments.**
9. **Consideration of Change Order #1 Joliet Storm Sewer.**
10. **Personnel Committee recommendation re: Grant City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis.**
11. **Consideration of: CDBG Planning Grant, adoption of Authorizing Resolution, and adoption of Resolution Adopting a Citizen Participation Plan.**
12. **Community Protection & Services Committee recommendation re: Allowing residents from Town of Sevastopol use of the City's compost site for one year term under same terms and conditions as Town of Sturgeon Bay.**
13. **Public comment.**
14. **Mayor's comments.**
15. **Adjourn.**

**NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.**

Posted:

Date: 12-17-10

Time: 12:00 pm

By: Laurie S.

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
<b>MAYOR</b>				
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-100-000-56700	2.50
		TOTAL		2.50
		TOTAL MAYOR		2.50
<b>LAW/LEGAL</b>				
BUELOW	BUELOW, VETTER, BUIKEMA,	PROFESSIONAL SERVICES	01-110-000-57900	999.00
		TOTAL		999.00
		TOTAL LAW/LEGAL		999.00
<b>CITY CLERK-TREASURER</b>				
04650	DOOR COUNTY REGISTER OF DEEDS	RECORD PLAT	01-115-000-56350	30.00
04650		2 COPIES OF PLAT	01-115-000-56350	20.00
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-115-000-56700	10.00
08463	CNA SURETY	ERRORS & OMISSIONS LAURIE S	01-115-000-56000	65.00
08463		NOTARY PUBLIC LAURIE S	01-115-000-56000	20.00
17700	QUILL CORPORATION	POST ITS, STAPLES, BINDER CLPS	01-115-000-51950	34.38
R0000404	JOHN MARQUART	SUPPROENA WITNESS FEES	01-115-000-56350	16.80
		TOTAL		196.18
		TOTAL CITY CLERK-TREASURER		196.18
<b>ADMINISTRATION</b>				
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-120-000-56700	5.00
17700	QUILL CORPORATION	OFFICE SIPPLIES	01-120-000-51950	51.56
		TOTAL		56.56
		TOTAL ADMINISTRATION		56.56
<b>COMPUTER</b>				
04696	DOOR COUNTY TREASURER	11/10 TECH SUPPORT	01-125-000-55550	2,500.00
17700	QUILL CORPORATION	TONER & INK CARTS	01-125-000-51950	190.77
HARRIS	HARRIS COMPUTER SYSTEMS	FINANCIAL SOFTWARE UPGRADE	01-125-000-55550	1,125.00
HARRIS		FINANCIAL SOFTWARE UPGRADE	01-125-000-55550	750.00
		TOTAL		4,565.77
		TOTAL COMPUTER		4,565.77
<b>CITY ASSESSOR</b>				
01740	ASSESSMENT TECHNOLOGIES	1/2 PMT MARKET DRIVE SOFTWARE	01-130-000-51100	3,150.00

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-130-000-56700	7.50
ASSO APP	ASSOCIATED APPRAISAL	12/21/10 CONTRACT	01-130-000-55010	937.50
TOTAL				4,095.00
TOTAL CITY ASSESSOR				4,095.00
BUILDING/ZONING CODE ENFORCMENT				
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-140-000-56700	2.50
TOTAL				2.50
TOTAL BUILDING/ZONING CODE ENFORCMENT				2.50
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-145-000-58250	56.94
03133		CELL SERVICE	01-145-000-58250	17.70
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-145-000-56700	5.00
TOTAL				79.64
TOTAL MUNICIPAL SERVICES ADMIN.				79.64
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-150-000-58250	43.38
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-150-000-56700	8.75
19880	STURGEON BAY UTILITIES	ENVELOPES	01-150-000-52800	126.57
TOTAL				178.70
TOTAL PUBLIC WORKS ADMINISTRATION				178.70
CITY HALL				
04575	DOOR COUNTY HARDWARE	BULBS	01-160-000-54999	3.58
04696	DOOR COUNTY TREASURER	11/10 FUEL CHARGES	01-160-000-51650	500.00
04696		11/10 INTERNET SERVICE	01-160-000-56700	2.50
05500	ENERGY CONTROL AND DESIGN INC	ANL BILLING ONLING MONITORING	01-160-000-58999	1,283.00
05500		ANL BILLING ONLINE MONITORING	01-160-000-58999	5,348.00
08280	HILL BUILDING MAINTENANCE INC	11/10 CITY HALL CLEANING	01-160-000-55300	977.21
08280		WINDOW CLEANING PARKING GARAGE	01-160-000-55300	175.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	2,778.73
19880		421 MICHIGAN ST	01-160-000-58650	253.47
CINTAS	CINTAS FIRE PROTECTION	ANL FIRE ALARM INSPECTION	01-160-000-58999	365.70
CINTAS		REPLACE 4 BATTERIES	01-160-000-58999	180.00
CINTAS		SERVICE CHARGE	01-160-000-58999	20.00
TOTAL				11,887.19
TOTAL CITY HALL				11,887.19

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	11/10 CH PHONE	01-199-000-58200	134.12
04696		11/10 FD PHONE	01-199-000-58200	24.74
04696		11/10 MS PHONE	01-199-000-58200	56.37
04696		11/10 PD PHONE	01-199-000-58200	88.79
08167	GANNETT WISCONSIN NEWSPAPERS	SPRING ELECTION, CC MINUTES	01-199-000-57450	408.54
08167		PHN MARSH MANOR	01-199-000-51525	56.02
TOTAL				768.58
TOTAL GENERAL EXPENDITURES				768.58

POLICE DEPARTMENT

02975	CAMERA CORNER	12 VHS VIDEO TAPE	01-200-000-54999	61.49
04575	DOOR COUNTY HARDWARE	SIDEWALK CHALK	01-200-000-54999	1.49
04575		8 KEYS	01-200-000-54999	18.32
04696	DOOR COUNTY TREASURER	IS SUPPORT	01-200-000-58999	6,500.00
04696		11/10 INTERNET SERVICE	01-200-000-56700	35.00
04696		IS TECH SUPPORT	01-200-000-58999	7,273.08
08167	GANNETT WISCONSIN NEWSPAPERS	6 CALENDARS	01-200-000-51950	57.54
15890	PACK AND SHIP PLUS	PKGNG FOR SPEED BOARD SIGM	01-200-000-57250	31.55
16735	ARLEIGH PORTER	REIMB 3 MEALS PEER REVW PANEL	01-200-000-54999	60.03
17700	QUILL CORPORATION	OFFICE SUPPLIES	01-200-000-54999	284.12
17700		3 TONERS	01-200-000-51600	488.97
17700		COPY PAPER	01-200-000-54999	75.50
17700		OFFICE SUPPLIES	01-200-000-54999	133.86
21450	THE UNIFORM SHOPPE	UNIFORM PANTS MEISNER	01-200-000-55600	45.97
21450		UNIFORM SHIRT JENNERJOHN	01-200-000-55600	74.62
21450		UNIFORM PANTS PORTER	01-200-000-55600	48.45
21450		BADGE PORTER	01-200-000-55600	80.95
21450		JACKET & PANTS PORTER	01-200-000-55600	141.18
21450		UNIFORM SHIRT PORTER	01-200-000-55600	29.47
21450		REPLACEMENT UTECHT	01-200-000-55600	41.97
DOOR GUA	DOOR GUARD SECURITY SYSTEMS	UPGRADE INTRVW SEC CAMERAS	01-200-000-55500	105.00
GOTPRINT	GOTPRINT.COM	BUSINESS CARDS BRINKMAN	01-200-000-51600	18.96
R0000608	AUTO ZONE, INC	4 HALOGEN BULBS	01-200-000-54999	21.73
TOTAL				15,629.25
TOTAL POLICE DEPARTMENT				15,629.25

POLICE DEPARTMENT/PATROL

03075	CARQUEST OF DOOR COUNTY	ADJ SLEEVE, IDLER ARM	01-215-000-58600	97.62
03075		OIL CLR LINE, TIE ROD, ADJ SLV	01-215-000-58600	205.79
03075		RETURN ADJ SLEEVE, IDLE ARM	01-215-000-58600	-97.62
03075		RETURN MIRROR	01-215-000-58600	-5.86
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE & REFL 4 FAILED	01-215-000-58999	564.86
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW HOUGAARD	01-215-000-56800	5.14
04150		UNIFORM CLNG ALLOW SOUTH	01-215-000-56800	4.50
04150		UNIFORM CLNG ALLOW SOUTH	01-215-000-56800	12.34
04150		UNIFORM CLNG ALLOW HOUGAARD	01-215-000-56800	5.14
04150		UNIFORM CLNG ALLOW HOUGAARD	01-215-000-56800	5.14
04696	DOOR COUNTY TREASURER	FLU SHOTS	01-215-000-57100	180.00

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT/PATROL				
04696		11/10 FUEL	01-215-000-51650	4,209.43
14878	NWIC	TRNG COMMUNITY POLICING	01-215-000-55600	255.00
14878		TRNG COMMUNITY POLICING	01-215-000-55600	170.00
14878		TRNG COMMUNITY POLICING	01-215-000-55600	340.00
20254	TIP TOP CLEANERS	UNIFORM CLNG ALLOW OSBORNE	01-215-000-56800	2.00
20254		UNIFORM CLNG ALLOW WATERSTREET	01-215-000-56800	3.35
20725	T R COCHART TIRE CENTER	BALANCE 30 SQUAD TIRES	01-215-000-52850	1,638.00
21450	THE UNIFORM SHOPPE	DRESS UNIFORM MEISNER	01-215-000-52900	280.00
21450		UNIFORM PANTS JENNERJOHN	01-215-000-52900	101.90
21450		NAME TAG JENNERJOHN	01-215-000-52900	21.90
23828	WITT PENINSULA FORD LINCOLN	INSPECT NOISY STEARING	01-215-000-58600	50.00
23828		LOF, REPL TIRES, BRAKES	01-215-000-58600	179.91
23828		LOF, MOUNT & BAL TIRES, BRAKES	01-215-000-58600	184.92
23828		LOF, MOUNT & BAL TIRES	01-215-000-58600	74.95
23828		LOF, MOUNT & BAL TIRES	01-215-000-58600	64.95
23828		LOF, MOUNT & BAL TIRES	01-215-000-58600	64.90
23828		LOF, MOUNT & BAL TIRES	01-215-000-58600	64.95
23828		MOUNT & BAL TIRES, JUMP START	01-215-000-58600	55.00
23828		ALIGN	01-215-000-58600	64.95
23828		LOF, REPL FUSE	01-215-000-58600	56.83
OMB	OMB GUNS	AMMO	01-215-000-51050	551.98
TOTAL				9,411.97
TOTAL POLICE DEPARTMENT/PATROL				9,411.97
POLICE DEPT. / INVESTIGATIONS				
02134	THOMAS BAUDHUIN	REIMB MEALS INVEST	01-225-000-57950	74.03
04150	DE JARDIN CLEANERS LLC	UNIFORM CLNG ALLOW BRINKMAN	01-225-000-56800	15.25
19959	SUPERIOR CHEMICAL CORP	HAND SANITIZER	01-225-000-57950	116.88
19959		HAND SANITIZER	01-225-000-57950	78.28
25650	GREG ZAGER	REIMB MEALS UPPER MICHIGAN	01-225-000-57950	47.66
25650		REIMB MEALS OUT OF TOWN INVEST	01-225-000-57950	37.47
BEST	BEST WESTERN	LODGING FOLLOW UP INVEST	01-225-000-57950	130.00
R0000133	COMFORT SUITES	LODGING FORENSICS TRNG	01-225-000-57950	140.00
R0000850	ASSOCIATION OF WISCONISN	RABACH SCHOOL SAFETY TRNG	01-225-000-57950	170.00
TOTAL				809.57
TOTAL POLICE DEPT. / INVESTIGATIONS				809.57
FIRE DEPARTMENT				
02275	BENDLIN FIRE EQUIPMENT	DUST COVER & LANYARD	01-250-000-52700	87.00
03075	CARQUEST OF DOOR COUNTY	SEALED BEAM	01-250-000-53000	10.91
03075		RETURN SEALED BEAM	01-250-000-53000	-10.91
03075		SEALED BEAM & HYD FITTING	01-250-000-53000	21.09
03075		METAL READY & MARINE CLEAN	01-250-000-53000	27.50
03075		PAINT #2	01-250-000-53000	103.96
03075		METAL PREP	01-250-000-53000	31.75
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-250-000-58250	6.99
03133		CELL SERVICE	01-250-000-58250	6.99
04150	DE JARDIN CLEANERS LLC	REPAIR TURN OUT GEAR	01-250-000-56250	28.00

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
04545	DOOR COUNTY COOPERATIVE	QUICN COUPLER	01-250-000-53000	9.29
04575	DOOR COUNTY HARDWARE	DUCT TAPE, MOP REFILLS	01-250-000-54999	13.48
04575		FREIGHT	01-250-000-54999	9.43
04575		SANDPAPER, THNR, PNT BRUSHS	01-250-000-54999	22.41
04575		FASTNERS	01-250-000-54999	0.36
04575		NUT COMPRESSION & INSRT SLEEVE	01-250-000-53000	5.28
04575		FILLER/GLUE COLD WELD	01-250-000-52700	6.99
04575		PAINT BRUSHES	01-250-000-52700	10.58
04575		WATER FILTER	01-250-000-52700	19.99
04575		CABLE, WIRE ROPE	01-250-000-54999	4.84
04696	DOOR COUNTY TREASURER	FLU SHOTS	01-250-000-57100	450.00
04696		11/10 FUEL	01-250-000-51650	666.29
04696		11/10 INTERNET SERVICE	01-250-000-56700	12.50
11700	KALIN MONTEVIDEO	STOCKING CAP	01-250-000-52900	9.00
16352	PENFLEX, INC	2011 LOSA ADMIN FEES, 17 FF	01-250-000-50377	1,136.00
19297	SHORE TO SHORE RENTAL, INC	TRAINING PROPANE	01-250-000-55600	32.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-250-000-56675	40.00
19880		TRUCK FILL	01-250-000-56675	36.00
19880		N MADISON AVE SPRINKLER	01-250-000-56675	6.70
19880		PENN ST DOCK	01-250-000-56675	6.70
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.27
19880		EAST SIDE DOCK	01-250-000-56675	2.70
19880		107 N 1ST AVE MARINA RESTROOMS	01-250-000-56675	21.30
19880		N 1ST AVE CITY PARKING RAMP	01-250-000-56675	2.70
19880		48 KENTUCKY ST DOCK	01-250-000-56675	6.70
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	21.30
20725	T R COCHART TIRE CENTER	TIRES	01-250-000-52850	1,188.36
20725		WHEELS	01-250-000-53000	300.00
21472	UBS FINANCIAL SERVICES INC.	17 PT FF LOSA CONTRIBUTIONS	01-250-000-50377	4,250.00
ALADDIN	ALADDIN FIRE PROTECTION, LLC	HYDRO CASCADE BOTTLES	01-250-000-56250	675.00
CJ	CJ WORKS, LLC	11/10 LAUNDRY	01-250-000-56800	77.50
WARNER	WARNER-NEXEL WHOLESALE &	2 MOP HEADS	01-250-000-54999	10.62
TOTAL				9,382.57
TOTAL FIRE DEPARTMENT				9,382.57
SOLID WASTE MGMT/SPRING/FALL				
20725	T R COCHART TIRE CENTER	REPAIR FLAT	01-311-000-53000	35.50
25700	ZARNOTH BRUSH WORKS INC	MAIN BROOM	01-311-000-53000	428.00
TOTAL				463.50
TOTAL SOLID WASTE MGMT/SPRING/FALL				463.50
ROADWAYS/STREETS				
14825	NORTHEAST ASPHALT INC	25.70 TON WINTER MIX COLD PICH	01-400-000-52200	1,721.90
TOTAL				1,721.90
TOTAL ROADWAYS/STREETS				1,721.90

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
SNOW REMOVAL				
04575	DOOR COUNTY HARDWARE	CHAIN	01-410-000-52450	7.92
13655	MONROE TRUCK EQUIPMENT, INC	SLAT/SANDER SPINNER	01-410-000-51400	176.20
13825	MORTON SALT	2010 SALT	01-410-000-52400	3,862.60
13825		2010 WINTER WALT	01-410-000-52400	3,773.63
13825		2010 WINTER SALT	01-410-000-52400	2,710.87
TOTAL				10,531.22
TOTAL SNOW REMOVAL				10,531.22
STREET SIGNS AND MARKINGS				
04575	DOOR COUNTY HARDWARE	TRACKS	01-420-000-52550	4.47
TOTAL				4.47
TOTAL STREET SIGNS AND MARKINGS				4.47
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	OIL FILTER	01-450-000-52150	20.18
03075		DIESEL FUEL SUP	01-450-000-52050	95.88
03075		OIL FILTER	01-450-000-52150	10.55
03075		MOLY RED & DIELECT GRS	01-450-000-52050	110.59
04545	DOOR COUNTY COOPERATIVE	DIESEL FUEL TREATMENT	01-450-000-52050	69.48
04575	DOOR COUNTY HARDWARE	ROD	01-450-000-52150	3.49
04696	DOOR COUNTY TREASURER	DIESEL & FUEL	01-450-000-51650	2,671.15
06005	FABCO EQUIPMENT INC	V BELT SET	01-450-000-51400	80.99
06012	FASTENAL COMPANY	WASHERS	01-450-000-52150	2.22
20725	T R COCHART TIRE CENTER	REPAIR FLAT	01-450-000-52850	48.00
20725		TIRE, MOUNT & BALANCE	01-450-000-52850	1,850.00
20725		REPAIR FLAT	01-450-000-52850	48.00
20725		TIRE CHANGE	01-450-000-52850	60.00
20725		TIRE CHANGE	01-450-000-52850	30.00
TOTAL				5,100.53
TOTAL STREET MACHINERY				5,100.53
CITY GARAGE				
03075	CARQUEST OF DOOR COUNTY	CITROL	01-460-000-55300	80.76
04545	DOOR COUNTY COOPERATIVE	COMBINATION WRENCHES	01-460-000-52700	20.61
04575	DOOR COUNTY HARDWARE	BULB	01-460-000-55300	21.99
04696	DOOR COUNTY TREASURER	FLU SHOTS	01-460-000-54999	270.00
04966	EAGLE MECHANICAL INC	REPAIR BOILER IN SHOP	01-460-000-56250	82.00
19310	GALETON GLOVES INC	12 GLOVES	01-460-000-52350	42.95
19310		SHIPPING	01-460-000-52350	9.47
TOTAL				527.78
TOTAL CITY GARAGE				527.78

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
CELEBRATION & ENTERTAINMENT				
R0000370	AMVETS POST 51	50 US FLAGS	01-480-000-51550	1,000.00
TOTAL				1,000.00
TOTAL CELEBRATION & ENTERTAINMENT				1,000.00
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	OLD HWY ROAD SIGN	01-499-000-58000	10.92
19880		WS TRAFFIC LIGHTS	01-499-000-58000	35.50
19880		ORNIMENTAL ST LIGHTS	01-499-000-58000	5,012.00
19880		OVERHEAD ST LIGHTS	01-499-000-58000	8,436.95
19880		808 S DULUTH AVE SIGN	01-499-000-58000	8.59
19880		WALNUT DR & LANSING SIGN	01-499-000-58000	22.18
19880		EAST SIDE DOCK	01-499-000-58000	92.98
19880		SHIPYARD DEVELOPMENT	01-499-000-58000	296.60
TOTAL				13,915.72
TOTAL HIGHWAYS - GENERAL				13,915.72
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	CELL SERVICE	01-500-000-58250	7.62
03133		CELL SERVICE	01-500-000-58250	89.92
03133		CELL SERVICE	01-500-000-58250	6.99
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-500-000-56700	3.75
23200	WDOR	RADIO ADS OCT FARM MARKET	01-500-000-57450	21.00
R0000680	RAIBROOK FOUNDATION, INC	UNUSED FUNDS SAWYER PARK PAV	01-500-000-52250	249.55
R0000849	WAUKESHA COUNTY UW-EXTENSION	FARM MARKET ASSOC MEETING	01-500-000-55600	15.00
TOTAL				393.83
TOTAL PARK & RECREATION ADMIN				393.83
PARKS AND PLAYGROUNDS				
01469	AIRGAS NORTH CENTRAL	ACETYLENE & OXYGEN TANK RENTAL	01-510-000-54999	125.98
03075	CARQUEST OF DOOR COUNTY	SEALED BEAM	01-510-000-52850	24.85
03075		BATTERY	01-510-000-52700	95.06
03075		RETURN ITEM	01-510-000-52700	-27.61
03405	CLERKS PETTY CASH	22 BALES OF STRAW MARTIN PARK	01-510-000-54999	44.00
04545	DOOR COUNTY COOPERATIVE	MANIFOLD	01-510-000-54999	13.49
04545		GRASS SEED	01-510-000-54999	152.10
04545		GRASS SEED	01-510-000-54999	2.48
04575	DOOR COUNTY HARDWARE	BULB	01-510-000-54999	2.99
04575		ELBOW	01-510-000-54999	2.29
04575		SPLICER, COUPLE, CLAMP	01-510-000-54999	11.56
04575		FASTNERS	01-510-000-54999	1.39
04575		KEY ID TAG, KEY	01-510-000-54999	4.28
04575		HAMMER	01-510-000-52700	16.99
04575		SAFETY GAS CAN	01-510-000-54999	44.99
04575		LITE 25 C9 ASST CERAMIC	01-510-000-54999	27.96

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
04575		LADDER	01-510-000-52700	229.99
04575		KEYS	01-510-000-54999	4.47
04696	DOOR COUNTY TREASURER	11/10 FUEL CHARGES	01-510-000-51650	510.42
08225	HERLACHE SMALL ENGINE	WINTER BLEND BAR OIL	01-510-000-52050	14.00
13150	MASTERCRAFT WELDING SYSTEM	FLAT BAR	01-510-000-54999	15.00
15890	PACK AND SHIP PLUS	SHIPPING FOR COMP UPDATES	01-510-000-54999	45.09
19880	STURGEON BAY UTILITIES	200 AMP BREAKER	01-510-000-56150	365.21
20725	T R COCHART TIRE CENTER	MOWER/BLOWER TIRE	01-510-000-52850	132.00
PROPET	PROPET DISTRIBUTORS, INC	2 CASES DOG WASTE BAGS	01-510-000-54999	488.35
R0000370	AMVETS POST 51	10 US FLAGS	01-510-000-51550	400.00
TOTAL				2,747.33
TOTAL PARKS AND PLAYGROUNDS				2,747.33
BALLFIELDS				
04575	DOOR COUNTY HARDWARE	PLUG & BUSHING	01-520-000-51750	15.70
04575		RETURN PLUG & BUSHING	01-520-000-51750	-15.70
04575		DEADBOLT	01-520-000-54999	29.99
04575		EXCHANGE DEADBOLT	01-520-000-54999	-29.99
04575		LOCK LEVER	01-520-000-54999	65.99
TOTAL				65.99
TOTAL BALLFIELDS				65.99
ICE RINKS				
07765	GRAINGER INC	FLOODING HOSES	01-530-000-58999	404.55
TOTAL				404.55
TOTAL ICE RINKS				404.55
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	HARDWARE	01-550-000-54999	0.79
04575		KEYS	01-550-000-54999	7.45
TOTAL				8.24
TOTAL MUNICIPAL DOCKS				8.24
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	HOSE MENDER	01-570-000-51750	1.99
19880	STURGEON BAY UTILITIES	W LARCH ST WALKWAY LIGHTS	01-570-000-56150	102.26
19880		W LARCH PARKING LOT	01-570-000-56150	62.86
19880		48 KENTUCKY ST WTR FRT	01-570-000-56150	331.93
19880		107 N 1ST AVE MARINA RESTROOMS	01-570-000-56150	25.20
19880		107 N 1ST AVE MARINA RESTROOMS	01-570-000-58650	47.23

DATE: 12/14/10  
TIME: 16:23:17  
ID: AP443000.05T

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
19880		N 1ST AVE CITY PARKING RAMP	01-570-000-56150	459.50
		TOTAL		1,030.97
		TOTAL WATERFRONT PARKS & WALKWAYS		1,030.97
EMPLOYEE BENEFITS				
03780	COUNSELING ASSOCIATES OF DC	MONTHLY EAP	01-600-000-56553	150.83
04696	DOOR COUNTY TREASURER	FLU SHOTS	01-600-000-58999	300.00
23674	WISCONSIN DEPT OF WORFORCE	11/10 UNEMPLOYMENT	01-600-000-50370	2,327.80
		TOTAL		2,778.63
		TOTAL EMPLOYEE BENEFITS		2,778.63
COMMUNITY & ECONOMIC DEVLEMT				
04696	DOOR COUNTY TREASURER	11/10 INTERNET SERVICE	01-900-000-56700	5.00
		TOTAL		5.00
		TOTAL COMMUNITY & ECONOMIC DEVLEMT		5.00
		TOTAL GENERAL FUND		98,764.64
CAPITAL FUND				
COMPUTER				
04575	DOOR COUNTY HARDWARE	RETURN SHIPPING PRINTER	10-125-000-59040	10.28
		TOTAL		10.28
		TOTAL COMPUTER		10.28
PATROL				
03133	CELLCOM WISCONSIN RSA 10	ROUTERS FOR SQUADS	10-215-000-59000	307.68
03133		ROUTERS FOR SQUADS	10-215-000-59000	1,128.16
AQUA	AQUA CENTER OF GREEN BAY INC	2 CUSTOM FIT DRY DIVE SUITS	10-215-000-59999	3,590.00
AQUA		2 DIVE RGLTRS, 2 COMP DIVE TM	10-215-000-59999	1,111.42
HSBC	HSEC BUSINESS SOLUTIONS	INVERTER TO POWER DIVE SONAR	10-215-000-59999	603.33
R0000133	COMFORT SUITES	LODGING SEA TRIALS RESCUE BOAT	10-215-000-59999	747.00
		TOTAL		7,487.59
		TOTAL PATROL		7,487.59
FIRE DEPARTMENT				
EXPENSE				
02275	BENDLIN FIRE EQUIPMENT	SCBA TAGS	10-250-000-59050	114.00

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>CAPITAL FUND</b>				
FIRE DEPARTMENT				
EXPENSE				
TOTAL EXPENSE				114.00
TOTAL FIRE DEPARTMENT				114.00
STORM SEWERS				
EXPENSE				
DEATH'S	DEATH'S DOOR MARINE INC.	DREDGING FINAL PAYMENT	10-300-000-59115	12,108.10
TOTAL EXPENSE				12,108.10
TOTAL STORM SEWERS				12,108.10
ROADWAYS/STREETS				
ANNUAL RESURFACING & BASE REP.				
04696	DOOR COUNTY TREASURER	HOT MIX	10-400-110-59095	1,986.13
TOTAL ANNUAL RESURFACING & BASE REP.				1,986.13
TOTAL ROADWAYS/STREETS				1,986.13
PARKS AND PLAYGROUNDS				
EXPENSE				
VAN'S	VAN'S LUMBER & CUSTOM BLDR INC	MARTIN PARK BAND SHELL/PAVILL	10-510-000-59075	65,680.00
TOTAL EXPENSE				65,680.00
TOTAL PARKS AND PLAYGROUNDS				65,680.00
PUBLIC FACILITIES				
EXPENSE				
NORTHERN	NORTHERN METAL & ROOFING CO	INST FLASHING MS ROOF	10-700-000-59015	3,960.00
TOTAL EXPENSE				3,960.00
TOTAL PUBLIC FACILITIES				3,960.00
TOTAL CAPITAL FUND				91,346.10
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
04696	DOOR COUNTY TREASURER	11/10 CABLE PHONE	21-000-000-58200	2.75
MANN	MANN COMMUNICATIONS, LLC	ROGER LEVENDUSKY 11/10	21-000-000-58999	50.00
MANN		DVD TO LIBRARY 11/10	21-000-000-58999	90.00
TOTAL CABLE TV / GENERAL				142.75
TOTAL CABLE TV / GENERAL				142.75
TOTAL CABLE TV				142.75

DATE: 12/14/10  
TIME: 16:23:17  
ID: AP443000.0ST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 12/21/10

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	FUSES	60-000-000-56250	6.98
04575	DOOR COUNTY HARDWARE	FASTNERS	60-000-000-56250	3.15
04696	DOOR COUNTY TREASURER	DIESEL	60-000-000-51650	2,249.30
13217	WILLIE MCALLISTER	2010 REIMB WORK BOOTS	60-000-000-56800	31.60
DC WASTE	DOOR COUNTY WASTE & RECYCLING	193.06 TONS GARBAGE	60-000-000-58300	10,701.84
DC WASTE		COMINGLED & PAPER	60-000-000-58350	1,562.05
DC WASTE		.51 TONS REFUSE	60-000-000-58300	28.53
LODAL	LODAL , INC	COIL	60-000-000-56250	179.07
TOTAL SOLID WASTE ENTERPRISE FUND				14,762.52
TOTAL SOLID WASTE ENTERPRISE FUND				14,762.52
TOTAL SOLID WASTE ENTERPRISE				14,762.52
TOTAL ALL FUNDS				205,016.01

**MANUAL CHECKS**

Shell \$ 46.11  
12/01/10  
Check #66987  
Out of town fuel  
01-215-000-51650

WPPI \$ 79,982.07  
12/1/10  
ACH  
Health & dental insurance  
Misc accounts

City of Sturgeon Bay \$ 70.80  
12/08/10  
Permit Martin Park  
Check #66989  
10-510-000-59075

Benefit Advantage \$ 381.50  
12/09/10  
Cobra fees  
Check #67067  
01-600-000-0510

BP Amoco \$ 27.35  
12/13/10  
Out of town fuel  
Check #67068  
01-215-000-61650

Minnesota Life Insurance \$ 918.93  
12/13/10  
Life insurance  
Check #67069  
01-600-000-50552

**TOTAL MANUAL CHECKS \$ 81,426.76**

INVOICES DUE ON/BEFORE 12/21/10

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

---

SUMMARY OF FUNDS:

GENERAL FUND	<del>98,764.64</del>	180,191.40
CAPITAL FUND	91,346.10	
CABLE TV	142.75	
SOLID WASTE ENTERPRISE	14,762.52	
TOTAL --- ALL FUNDS	<del>205,016.01</del>	286,442.77

Dec 14<sup>th</sup> James E. Albrecht Jr.  
12/14/10 Conny B. Wiegand  
12/14/10 Schlichter Jr.

COMMON COUNCIL  
December 7, 2010

A regular meeting of the Common Council was called to order at 7:01 p.m. by Mayor Birmingham. Pledge of Allegiance was recited. Roll call: Wiegand, Vandertie, Lodi, Abeyta, Mann, and Schlicht present. Benzshawel was excused.

There was a moment of silence in recognition of former Alderperson David A. Neuville who recently passed away.

Abeyta/Schlicht to adopt agenda. Carried.

The Mayor reviewed the unfinished business list.

Abeyta/Schlicht to approve following bills: General Fund – \$87,969.69, Capital Fund - \$128,388.03, Cable TV - \$4,464.34, TID #2 - \$144.00 and Solid Waste Enterprise Fund - \$13,800.45 for grand total of \$313,926.45. Roll call: All voted aye. Carried.

Abeyta/Vandertie to approve consent agenda:

- a. Approval of 11/16/10 regular and 11/23/10 special Common Council minutes.
- b. Approval of the following minutes:
  - (1) Finance/Purchasing & Building Committee – 11/9/10
  - (2) Community Protection & Services Committee – 11/11/10
  - (3) Parking & Traffic Committee – 11/15/10
  - (4) City Plan Commission – 11/17/10
- c. Place following reports on file:
  - (1) Inspection Department Report – October 2010
  - (2) Employee Service Recognition Report – 7/1/10 – 12/31/10
- d. Consideration of: Beverage Operator licenses.

Roll call: All voted aye. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to use the \$70,000.00, combined amounts in account #10-510-000-59075, to cover the costs for the construction of the Martin Park Band Shell/Pavillion in the amount of \$65,680 constructed by Van's Lumber.

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

Introduced by Abeyta. Abeyta/Schlicht to adopt. A short discussion took place regarding the price per square foot and the brick from the old high school that is being used on the project. Carried.

RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to proceed with the property swap between the City of Sturgeon Bay and NAMI of Door County based upon the parameters of the executive summary dated November 23, 2010, including drafting a formal property transaction agreement and hiring a surveyor to complete the survey and formal descriptions. The City will allow the encroachment of the building along Eighth Avenue for a limited period of time until NAMI decides to dispose of the building. The City will also agree to demolish the dwelling if a buyer cannot be found to remove it from the site. The City is not responsible for any costs associated with asbestos removal. Any improvements to the structure shall be limited to maintaining it as an accessory structure to JAK's Place, the principal structure operated by NAMI of Door County.

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

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

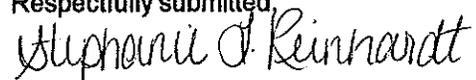
The Mayor made the following appointment: Steve Propsom to Harbor Commission. Mann/Abeyta to confirm. Carried.

Chris Larsen, 1411 N. 14<sup>th</sup> Ave spoke during public comment.

The Mayor made his comments.

After the Mayor announced the statutory basis, Abeyta/Lodl to convene in closed session in accordance with the following exemption: a. 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(1)(c) Consideration of: Management Compensation. Roll call: All voted aye. Carried. The meeting moved to closed session at 7:18 p.m. and adjourned at 9:29 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk

STURGEON BAY UTILITIES  
Regular Meeting  
November 8<sup>th</sup>, 2010

President Stewart Fett called the regular meeting of the Utilities Commission to order at 7:02 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Bernard Ellenbecker, Secretary Stephen Mann, and Commissioners Matt Felhofer and Gary DeNamur were present. Commissioner James Abeyta and Mayor Thad Birmingham were excused. Also present were General Manager James Stawicki, Operations Manager Cliff White and Electric Supervisor Jason Bieri.

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

Felhofer/DeNamur to approve the minutes of the regular meeting held on October 11, 2010. Motion carried.

The Commission proceeded to review the bills for October in the amount of \$1,282,395.35. Fett/Ellenbecker to approve payment of the bills. Motion carried.

The September 2010 financials were presented. Mann/Ellenbecker to accept the financials subject to audit. Motion carried.

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

The next item of business was discussion and consideration of request from Door County Parks Department relative to extension of the Ahnapee Trail. At the October meeting, George Pinney of the DC Parks Department presented the Commission with information regarding extension of the Ahnapee Trail along the highway from Utah Street, north to Michigan Street. The Commission discussed a variety of options and decided to seek more information from the City Attorney and the City of Sturgeon Bay's decision at their next council meeting. The item was postponed to next month's meeting.

A memo from Electrical Supervisor Bieri regarding reconsideration of proposals for vacuum excavator was discussed. During the October meeting, the Commission approved the purchase of a Ring-O-Matic vacuum excavator from Vermeer in the amount of \$49,683.00. After the meeting, staff was provided with a Vac-Tron loaner unit from Vermeer to be used for substation work. Staff recommended the Vac-Tron unit over the Ring-O-Matic unit due to the unit's enhanced features, extended warranty, and ability to include a valve turning tool in the future. Commission suggested staff research this unit and obtain references from contractors, dealers and/or other utilities. Ellenbecker/DeNamur to approve reconsideration of the previous month's proposals for vacuum excavator. Motion carried. The item was postponed to next month's meeting.

Next item was reconsideration of proposals for utility tractor. During October's meeting, the Commission approved the purchase of the Kubota utility tractor for \$20,875.00. After approval, Electric Supervisor Bieri was approached by May's Sport Center regarding the outcome of the bid. May's contacted John Deere and requested additional pricing on their utility tractor. They returned with a price comparable to their previous bid price, but provided two extra years of warranty. It was also announced that John Deere is changing the tractor and attachments design for 2011 and may offer these new models at a slightly lower price than received on the current tractor quoted. Ellenbecker/DeNamur to approve reconsideration of the previous month's proposals for the utility tractor. Commission directed staff to rebid the utility tractor. Motion carried.

General Manager Stawicki presented the 2011 Budget. Felhofer/DeNamur to approve the 2011 Budget as presented. Secretary Mann made a motion to amended the motion and postpone vote to December's Commission. Felhofer/DeNamur withdrew their motions and suggested to move item to December's meeting. Motion carried.

Fett/Mann to accept the Operations Report for October. Motion carried.

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

- a. Adjustments for the month
- b. Update on projects
  - 1. Efrim Energy
  - 2. Fiber optic projects

Unfinished business list was updated and reviewed. No formal action was taken.

Fett/Ellenbecker to 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(1)(c).

- a. Discussion of 2011 wage rates

Upon roll call vote, all voted aye. Motion carried. The meeting convened to closed session at 8:34 p.m. and reconvened at 9:15 p.m.

Felhofer/Ellenbecker to adjourn. Motion carried. The meeting adjourned at 9:16 p.m.

\_\_\_\_\_  
Stephen C. Mann  
Secretary

Approved for publication:

\_\_\_\_\_  
Stewart Fett  
President

\_\_\_\_\_  
James Stawicki  
General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CLOSED SESSION  
Sturgeon Bay Utilities  
November 8<sup>th</sup>, 2010

President Fett called the closed session to order at 8:34 p.m. with himself, Vice-President Bernard Ellenbecker, Secretary Stephen Mann, and Commissioners Matt Felhofer and Gary DeNamur present. Commissioner James Abeyta and Mayor Thad Birmingham were excused. Also present was General Manager James Stawicki.

A general discussion regarding 2011 wages were discussed.

Felhofer/Ellenbecker to adjourn. Upon roll call vote, all voted aye. Motion carried. The meeting adjourned at 9:15 p.m.

\_\_\_\_\_  
Stephen C. Mann  
Secretary

Approved for publication:

\_\_\_\_\_  
Stewart Fett  
President

\_\_\_\_\_  
James Stawicki  
General Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY PLAN COMMISSION**  
Wednesday, November 23, 2010

A meeting of the City Plan Commission was called to order at 5:05 p.m. by Chairperson Dan Wiegand in Council Chambers, City Hall, 421 Michigan Street.

**Roll call:** Members Jeff Norland, John Lodi, Dan Wiegand, Michael Gilson, Dennis Statz, Joë Porten, and Laurel Brooks were present. Also present were City Administrator Steve McNeil, City Attorney Randy Nesbitt, Sturgeon Bay Utilities General Manager Jim Stawicki, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

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

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: Conditional use request from Efrim Power Sturgeon Bay, LLC to construct a biomass gasification energy facility, located at 916 N. 14<sup>th</sup> Avenue.
5. Adjourn.

Carried.

**Public Comment:** No one spoke during public comment.

**Consideration of: Conditional use request from Efrim Power Sturgeon Bay, LLC to construct a biomass gasification energy facility, located at 916 N. 14<sup>th</sup> Avenue:** Mr. Olejniczak explained that a report was received from Troy Runge, PhD, Director of Wisconsin Bioenergy Initiative. He reviewed the data and proposed use from Efrim Energy. He confirmed many of the things that were told by Efrim Energy in terms of how the gasification works and what the impacts might be, particularly agreeing that there should be no impacts from the combustion process. The one concern that still remains is the potential need for odor control for the stored fuel. Staff, as well as the City Attorney, compiled a list of conditions if the conditional use was to be approved.

Mr. Lodi expressed his concern with underground contamination. Mr. Wiegand responded it was the County's responsibility for clean-up of the contamination, as they are the current owner of the property. Mr. Olejniczak added that the County Board has approved the sale or lease of the property. There are still details to be worked out.

Discussion continued regarding objectionable odors. Mr. Nesbitt would like to have the tool in place with the ability to go after them if the odor is found highly objectionable. This would be an enforcement issue. One or two neighbors saying they don't like the smell is not enough. There needs to be substantial evidence. He prefers to have something scientific or a number of people with similar complaints saying that it is unacceptable living conditions.

Mr. Porten stated that they are offering to take the building, rehab it, and put it on the tax roll. This will offer up to 20 jobs that will provide a trickle down effect with the opportunity for other new businesses that may employ more people. He sees it as a win-win situation.

Mr. Wiegand stated this helps farmers by getting rid of manure. Maybe in the future other types of fuel could be used, such as garbage as a fuel source.

Mr. Statz was concerned with the proposed condition relating to the stack height. He also wondered if Efrim had looked at other types of fuel. Door County Economic Development Corporation Executive Director Bill Chaudoir commented the original proposal was to put a research and development facility at this location, as well as looking at other ideas for the future.

Mr. Gilson stated he is not convinced this project will not create a problem for the residents and the City. He doesn't feel Sturgeon Bay should be a test zone and is opposed to this project in downtown Sturgeon Bay. The City doesn't know enough about the company.

Ms. Brooks didn't feel Dr. Runge resolved every issue in his report. Everyone seems uncertain.

Mr. Stawicki said the capacity of the plant would be 3 megawatts, which is 10-15% of the total load in our territory in Sturgeon Bay.

Mayor Birmingham thought the only problem is that this type of thing has never been done before. He agrees with the City Attorney that there should be a mechanism in place in case something does go wrong and the facility would have to be shut down. Any legal fees should be borne by the business. Also, in addition to stack height, he expressed concern with steam plume.

Mr. Chaudoir stated that the City has not seen a complete financial picture yet. There are government programs involved, as well as significant private investment. It is a growth industry. People are concerned with traditional sources of fuel for electric generation. He added that he is very comfortable with this project.

Mr. Olejniczak stated that the location needs to be specific before they can obtain a DNR air quality permit.

After further discussion, it was moved by Mr. Lodi, seconded by Mr. Wiegand to approve the conditional use request, subject to all conditions presented by staff and Mr. Nesbitt, and to include a truck route as the shortest possible route to this facility.

1. The unloading of bio-fuel and the loading of ash residue shall be conducted indoors or in a manner which prevents any escape of such materials.
2. The installation of properly engineered air exhaust or air scrubbing devices for the control of odors from stored fuel, as approved by the City upon recommendation of an independent consultant, is required.
3. Air quality permit(s) from the State of Wisconsin and federal Environmental Protection Agencies shall be obtained, as applicable.
4. If the exhaust stack is above 60 feet in overall height, it shall require review and approval by the Plan Commission.
5. A certified survey map for the new lot shall be recorded. The new lot shall comply with the C-3 zoning requirements and shall not encompass existing buildings other than the main building of the former highway shop, unless the encompassing of other existing buildings is specifically approved by the Plan Commission.
6. The building facade improvements and landscaping improvements identified on the submitted plans shall be completed.
7. The Research and Development component of this use has been withdrawn and is not part of the conditional use approval. This component shall require a separate conditional use when Efrim Energy is ready to proceed with it.
8. The use shall comply with all C-3 high technology manufacturing requirements identified in section 20.16(2)(b) of the zoning code.
9. There shall be no objectionable odors released from the property.
10. Applicants shall have a professional engineering firm design an odor abatement system for fuel storage and delivery, and shall install and operate the system as designed by the engineer at system start-up and thereafter.
11. Applicants shall comply with all measures directed by the City Engineer/Community Development Director to contain, redirect, dilute or minimize objectionable odors.

12. The permit expires one year after issuance, and additional or revised conditions may be required upon renewal of the permit as deemed necessary by the Plan Commission.
13. The City or its designated agent may enter upon the property and inspect any part of the production facility at any time during regular business hours.

Moved by Mr. Statz, seconded by Mr. Porten to amend the motion so that the truck route be designated as Highway 42/57 to Egg Harbor Road to 14<sup>th</sup> Avenue, and that the stack height to be a maximum of 100' before they would have to come back to the Plan Commission for further approval. Roll call vote: Carried, with Mr. Gilson voting no.

Mr. Olejniczak referred to the condition of the permit expiring after one year after issuance. Efrim Energy has a concern with any type of expiration. They indicated that a condition of this nature would be a denial in their eyes. This is because they cannot invest so much money into a project that only is guaranteed one year of operation. Mr. Nesbitt suggested revising the wording to the condition that the permit ~~expires one year~~ *may be reviewed annually* after issuance, and additional or revised conditions may be required upon ~~renewal~~ *review* of the permit as deemed necessary by the Plan Commission.

Moved by Mr. Lodi, seconded by Mr. Statz to amend the motion to include the revision by Mr. Nesbitt that the conditional use permit may be reviewed annually after issuance, and additional or revised conditions may be required upon review of the permit as deemed necessary by the Plan Commission. Roll call vote: Carried, with Mr. Gilson voting no.

A roll call vote was then taken on the original motion as amended to read as follows:

Approve the conditional use, subject to the following conditions:

1. The unloading of bio-fuel and the loading of ash residue shall be conducted indoors or in a manner which prevents any escape of such materials.
2. The installation of properly engineered air exhaust or air scrubbing devices for the control of odors from stored fuel, as approved by the City upon recommendation of an independent consultant, is required.
3. Air quality permit(s) from the State of Wisconsin and federal Environmental Protection Agencies shall be obtained, as applicable.
4. If the exhaust stack is above 100 feet in overall height, it shall require review and approval by the Plan Commission.
5. A certified survey map for the new lot shall be recorded. The new lot shall comply with the C-3 zoning requirements and shall not encompass existing buildings other than the main building of the former highway shop, unless the encompassing of other existing buildings is specifically approved by the Plan Commission.
6. The building facade improvements and landscaping improvements identified on the submitted plans shall be completed.
7. The Research and Development component of this use has been withdrawn and is not part of the conditional use approval. This component shall require a separate conditional use when Efrim Energy is ready to proceed with it.
8. The use shall comply with all C-3 high technology manufacturing requirements identified in section 20.16(2)(b) of the zoning code.
9. There shall be no objectionable odors released from the site.

10. Applicants shall have a professional engineering firm design an odor abatement system for fuel storage and delivery, and shall install and operate the system as designed by the engineer at system start-up and thereafter.
11. Applicants shall comply with all measures directed by the City Engineer/Development Director to contain, redirect, dilute or minimize objectionable odors.
12. The permit may be reviewed annually after issuance, and additional or revised conditions may be required upon review of the permit as deemed necessary by the Plan Commission.
13. The City or its designated agent may enter upon the property and inspect any part of the production facility at any time during regular business hours.
14. The truck route for the delivery of bio-fuel shall be designated as Highway 42/57 to Egg Harbor Road to 14<sup>th</sup> Avenue.

Carried, with Mr. Gilson, Mr. Norland, and Ms. Brooks voting no.

**Adjourn:** Moved by Mr. Statz, seconded by Ms. Brooks to adjourn. All ayes. Carried. Meeting adjourned at 6:20 p.m.

Respectfully submitted,

  
Cheryl Nault  
Community Development Secretary

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**November 30, 2010**

A meeting of the Finance/Purchasing & Building Committee was called to order at 6:31 p.m. by Chairperson Abeyta in Council Chambers, City Hall. Roll call: Alderperson Abeyta, Alderperson Schlicht, and Alderperson Wiegand were present. Also present: City Administrator McNeil, Finance Director/City Treasurer Clarizio, City Engineer Depies, Community Development Director Olejniczak, Public Works/Park and Recreation Superintendent Bordeau, members of the general public and Office/Accounting Assistant II Flinn.

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

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Potential property swap with NAMI of Door County.
4. Consideration of: Bid for Martin Park Band Shell/Pavilion.
5. Consideration of: Foreclosure of Brilliant Cities property in Industrial Park.
6. Review of unfinished business list.
7. Review bills.
8. Adjourn.

Carried.

Potential property swap with NAMI of Door County was the first item discussed. Community Development Director Olejniczak explained with the redesign and reconstruction of Eighth Avenue, a small piece of property to the north of the Glesner property, owned by NAMI of Door County, will need to be acquired as well as enough right-of-way to have 40 feet of width on that side of the street to accommodate future sidewalks. The sign for NAMI (JAK's Place) is located in the portion of the property along Egg Harbor Road that the City needs to acquire. It is the intention of NAMI to relocate or replace the sign. As part of the swap agreement, the City will grant a temporary privilege or easement to allow the sign to remain in the right-of-way until NAMI replaces/relocates it or until the City is ready to install a sidewalk, whichever occurs first. If the City needs to remove the sign due to sidewalk installation, it is the City's responsibility for removal costs, but is not responsible for the cost of a new sign or relocating current sign.

Community Development Director Olejniczak continued that there is also an existing building on Eighth Avenue that would encroach into the new right-of-way after the swap occurs. NAMI is currently unsure of the long-term fate of the building. It could be removed in the near future. Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to recommend to the Common Council to proceed with the property swap between the City of Sturgeon Bay and NAMI of Door County based upon the parameters of the executive summary

dated November 23, 2010, including drafting a formal property transaction agreement and hiring a surveyor to complete the survey and formal descriptions. The City will allow the encroachment of the building along Eighth Avenue for a limited period of time until NAMI decides to dispose of the building. The City will also agree to demolish the dwelling if a buyer cannot be found to remove it from the site. The City is not responsible for any costs associated with asbestos removal.

Aldersperson Schlicht asked what would happen if the building was improved in the future. Mr. Olejniczak replied that as long as there are no conditions included in the agreement, they could do improvements on the dwelling. Mark Moeller, representing NAMI of Door County, stated that if there were going to be improvements on the building it would have to be major improvements. He added that the building will probably only be used for storage. After further discussion the recommendation was amended. Moved by Aldersperson Schlicht, seconded by Aldersperson Wiegand to amend the original motion to include that any improvements to the structure shall be limited to maintaining it as an accessory structure to JAK's Place, the principal structure operated by NAMI of Door County. Vote was taken on the amendment. Carried. Vote taken on original motion as amended. Carried.

Bid for Martin Park Band Shell/Pavilion was then discussed. Public Works/Park and Recreation Superintendent Bordeau that the Harmony by the Bay concerts were very successful.

In the 2010 budget process there was \$35,000.00 allocated for a gazebo at Sunset Park, as well as \$35,000.00 allocated for park improvements for a total of \$70,000.00. Therefore, it was decided that the City would put a RFP out for a band shell/pavilion at Martin Park. The City received one bid from Vans' Lumber in the amount of \$65,680.00 which is under the combined budgeted amount. Moved by Aldersperson Wiegand, seconded by Aldersperson Schlicht to recommend to the Common Council to use \$70,000.00, the combined amounts in account #10-510-000-59075 to cover the costs for the construction of the Martin Park Band Shell/Pavilion in the amount of \$65,680.00 constructed by Van's Lumber. Carried.

The last item discussed was Brilliant Cities (BCI) Industrial Park Land Foreclosure. Finance Director/City Treasurer Clarizio stated that Brilliant Cities purchased property in the City of Sturgeon Bay Industrial Park in 2005. They made a down payment on the property in the amount of \$6,744.00 and took out a mortgage with the City for the remaining balance of \$60,696.00 BCI made payments of \$21,883.00 on the mortgage leaving an outstanding balance of \$45,557.00 The City is requesting that BCI sign the property back over to the City, but the transaction is unable to be completed because the IRS placed a lien against the property. Per the City Attorney, the best chance of recovering in this matter would be a foreclosure of the property and to have the City take over ownership and possession through a sheriff sale. Moved by Aldersperson Schlicht, seconded by Aldersperson Wiegand to recommend to the Common

Council to authorize the City Attorney to pursue foreclosure against the Brilliant Cities property in the Industrial Park, parcel #281-72-1827-26005. Carried.

The Committee reviewed the unfinished business list.

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

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to adjourn. Carried. The meeting adjourned at 6:55 p.m.

Respectfully submitted,



Dixie Flinn

Office/Accounting Assistant II

A meeting of the Personnel Committee was called to order at 5:30 p.m. by Vice Chairperson Vandertie. Roll call: Members Vandertie and Abeyta were present. Chairperson Benzshawel was excused. Also present: Alderperson Schlicht, Alderperson Lodi, City Administrator McNeil, and Assistant City Administrator Allen.

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

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Consideration of: Employee leave of absence.
5. Convene in closed session in accordance with the following exemption:

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

Consideration of: Collective bargaining.

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

6. Adjourn.

Carried.

The City Administrator explained that an employee may not be absent without having paid or unpaid leave provided for by contract or policy to cover the absence unless the employee makes a 15 day advance request and receives approval from the Personnel Committee. Absence without authorized leave could result in termination. He said the need for short term unpaid leave doesn't happen frequently, but recently there have been two situations where new employees who have not yet accrued paid time were not able to be off due to illness or other circumstances that didn't allow time for advance request to Personnel. The City Administrator noted the costs and delays involved in recruitment in the event of a termination, and proposed that a procedure be put in place to allow an employee to be off without pay in limited circumstances, without requiring a lengthy notice and approval time. This can be accomplished by granting him authority to approve short term unpaid leave requests on a case by case basis.

Moved by Mr. Abeyta, seconded by Mr. Vandertie to recommend to the Common Council to grant the City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis. Mr. Vandertie suggested that approval be granted for up to one week rather than 30 days, and they discussed whether a week would be enough time and talked about circumstances that could require more than a week. Mr. McNeil mentioned he expects requests to be infrequent and in most instances, an employee would only need a day or two. Questions were asked about other contract provisions, history, and policies that could possibly apply, and the Assistant City Administrator reviewed the limitations of those. A vote was taken on the motion. Carried.

The City Administrator reported it wasn't necessary to go into closed session, as the Sturgeon Bay City Employees Union had voted to ratify the collective bargaining agreement. He credited the union representatives and employees from all three unions for the collaborative manner in which the contracts were settled. The Committee thanked the City Administrator for his part in the process. A joint signing get-together is being planned for all union employees, council members, and department heads.

Moved by Mr. Abeyta, seconded by Mr. Vandertie to adjourn. Carried. The meeting adjourned at 6:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Lou Allen". The signature is written in black ink and is positioned above the printed name and title.

Mary Lou Allen  
Assistant City Administrator

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**December 9, 2010**

A meeting of the Community Protection & Services Committee was called to order at 5:52 p.m. by Chairperson Lodi in Council Chambers, City Hall. Roll call: Members Lodi and Mann were present. Member Schlicht was excused. Also present: Jason Mann of Mann Communications, City Administrator McNeil, Fire Chief Herlache, Police Chief Porter, Public Works/Park & Recreation Superintendent Bordeau, members of the general public and Office/Accounting Assistant I Spittlemeister.

Moved by Mr. Mann, seconded by Mr. Lodi to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Marine Fueling.
4. Consideration of: Alternative Energy Sources (Solar Panels and Windmills).
5. Consideration of: Use of Compost Site and fees.
6. Consideration of: Creation of an Ordinance to Prohibit Synthetic Cannabinoid (Marijuana).
7. Discussion of: Removal of Door County Advocate newspaper tubes and posts within City limits.
8. Review of Bills.
9. Adjourn.

Carried.

Consideration of: Marine Fueling:

Fire Chief Herlache stated that he called the State of Wisconsin Department of Commerce to get their interpretation on vessels fueling from a truck rather than at a fuel station. The State of Wisconsin Department of Commerce explained that only Class 2 fuel (diesel) can be fueled off the truck when the vessel is on owned property. A permit can also be issued by the Fire Department if a vessel cannot get to a fueling station for being too large or in an emergency situation when the fueling establishment is already closed. Charter fishing vessels will have to get their fuel from a fueling station unless the State of Wisconsin Department of Commerce issues a variance. Moved by Mr. Lodi, seconded by Mr. Mann to not to take any action on the Marine Fueling item. Carried.

Consideration of: Alternative Energy Sources (Solar Panels and Windmills):

Moved by Mr. Lodi, seconded by Mr. Mann to postpone action on Wind Siting rules until the January 13, 2011 Community Protection & Services Committee meeting, with the anticipation that Wind Siting rules have passed through the State of Wisconsin Assembly by that time. Carried.

Consideration of: Use of Compost Site and fees:

Public Works/Park & Recreation Superintendent Bordeau explained that the City of Sturgeon Bay allowed residents from the Town of Sturgeon Bay use of the compost site once a permit fee was purchased. The Town of Sevastopol has also approached the City of Sturgeon Bay for the same consideration.

Moved by Mr. Lodi, seconded by Mr. Mann to recommend to Common Council to allow residents from the Town of Sevastopol use of the City of Sturgeon Bay compost site for a one year term under the same terms and conditions as the Town of Sturgeon Bay as attached.

Town of Sevastopol Chairman Leo Zipperer, 3850 Bay Shore Drive, mentioned that residents from the Town of Sevastopol requested the use of the City of Sturgeon Bay's compost site a few years ago. The residents from the Town of Sevastopol would like the same consideration as residents from the Town of Sturgeon Bay have. Public Works/Park & Recreation Superintendent Bordeau mentioned that since most of the residents visit their homes on weekends, a permit could be purchased at the time of use if the site is manned.

Motion carried.

Public Works/Park & Recreation Superintendent Bordeau explained the proposed fees for the City of Sturgeon Bay compost site. Currently, lawn maintenance contractors are not allowed to dump or remove product from the compost site. Mr. Bordeau contacted many lawn maintenance contractors in the area. Many of them are willing to pay a yearly fee to dispose/take yard waste for their customers that are only within city limits of Sturgeon Bay, Town of Sturgeon Bay or Town of Sevastopol. Mr. Bordeau suggested steep fees for contractors that dump illegally. Permits would be issued at Municipal Services or available during off hours by Community Service Officers, with Police Chief Porter's permission. City residents can remove product for free. Residents in the Town of Sturgeon Bay, Town of Sevastopol and contractors would be charged a fee per yard for compost and wood chips.

Mr. Mann inquired how other communities run their compost sites. Mr. Bordeau responded that all other communities do not allow contractors to come in at all, have limited hours and are always manned. Moved by Mr. Lodi, seconded by Mr. Mann to postpone deliberating the compost site fee schedule until the January 13, 2011 Community Protection & Services Committee meeting. Carried.

Consideration of: Creation of an Ordinance to Prohibit Synthetic Cannabinoid (Marijuana):

Police Chief Porter explained that synthetic marijuana, known as cannabinoid, has moved it's way across the state and now is in Sturgeon Bay. The Drug Enforcement Administration has enacted an emergency ban that prohibits cannabinoid. Mr. Porter spoke with Gary Bies, Wisconsin State Representative, to also get action at the state level. However, he would like the City of Sturgeon Bay to pass an ordinance to make it illegal to possess, use or sell. Since cannabinoid is synthetic, long term affects are currently not known. Moved by Mr. Mann, seconded by Mr. Lodi to have City Attorney review and draft ordinance and forward to Common Council with recommendation. Carried.

Consideration of: Removal of Door County Advocate newspaper tubes and posts within City limits:

City Administrator McNeil stated that the Door County Advocate is responding to e-mails in regard to this request. Rather than removing every newspaper tube and post within city limits, which could be costly, they would remove the tube and post at the specific location that poses as the problem. Mr. Lodi suggested that residents can remove the newspaper tube and post themselves or request the Door County Advocate to remove them. No action was taken on this item.

Review of Bills:

Moved by Mr. Lodi, seconded by Mr. Mann to approve the invoice submitted for payment as of December 9, 2010 in the amount of \$140.00. Carried.

Moved by Mr. Lodi, seconded by Mr. Mann to adjourn. Carried. The meeting adjourned at 6:45 p.m.

Respectfully submitted,



Laurie Spittlemeister  
Office/Accounting Assistant I

Bob Bordeaux  
 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

November 2010

- Pick up brush from wind storm
- Cut up tree on Alabama at Sunset Park from wind storm
- Set up and take down election booths
- Complete fall leaf collection
- Sweep City streets
- Repair storm sewer damaged at 4<sup>th</sup> Avenue and Rhode Island
- Maintain compost site
- Put salters and plow frames on trucks
- Put wing on grader for the snow season
- Get trackless ready for the snow season
- Mow city lots
- Clean up yard around City shop
- Vehicle maintenance
- Put up flags for Veterans Day
- Patch Florida Street
- Clean up Joliet from roadwork
- Put up barricades and traffic control for Holiday Parade on November 20<sup>th</sup>
- Put up Christmas banners
- Remove flower pots from the downtown areas
- Sign maintenance
- Move summer equipment into storage
- Vacuum catch basins
- Remove delineators

There were no major truck repairs this month

### Garbage Weights:

Tons of refuse: 193.06  
 Tons of commingled: 24.28  
 Tons of paper: 34.46

Rainfall for November was: 1.61 inches  
 Average daily high temperature was: 45.1  
 Average daily low temperature was: 31.5

OT Hours Worked: 27 hours

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



# CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St  
Sturgeon Bay, WI 54235

6c2.  
Tim  
Herlache  
Fire Chief

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: November 2010 Monthly Fire Report  
DATE: December 15, 2010

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of November 2010.

## CALLS FIRE DEPARTMENT RECEIVED: 91

<b><u>CITY CALLS:</u></b>	<b><u>84</u></b>	<b><u>Type of Call:</u></b>	<b><u>COUNTRY CALLS:</u></b>	<b><u>7</u></b>
East Side Calls:	<u>59</u>	Fire	Town of Sevastopol:	<u>2</u>
West Side Calls:	<u>25</u>	EMS	Town of Sturgeon Bay:	<u>4</u>
			Egg Harbor:	<u>1</u>

## CALLS PER DAY:

Monday	19
Tuesday	21
Wednesday	18
Thursday	5
Friday	10
Saturday	9
Sunday	9

## INCIDENT TYPE:

69 – First Responder	1 – Smoke/Odor Removal
2 – Vehicle Accident	5 – Carbon Monoxide Incident
3 – Assist Police	1 – Excessive Scorch/Heat Burns
1 – Building Fire	1 – Smoke Scare/Odor of Smoke
1 – Citizen Complaint	1 – Good Intent Call
2 – Gas Leak	3 – Dispatched & Cancelled En Route
1 – Flammable Liquid Spill	

## INSPECTION REPORT:

Inspections within the city limits: 73  
Number of violations: 32  
Inspections outside the city limits: 55  
Number of violations: 16  
Total number of inspection hours: 93.5 hours

## INSPECTION VIOLATIONS:

1 – Cleanliness	1 – Covers & Canopies	1 – Access to Sprinkler Equipment
1 – Corridors/Exits Illuminated	2 – Exit Access	1 – Emergency Illumination
3 – Exit Sign Illumination	1 – Covers & Canopies	1 – Compressed Gas Cylinders
13 – Fire Extinguisher Maintenance	2 – Hood System Cleanliness	7 – Extension Cords
4 – Fire Extinguisher Mounting	1 – Smoke Detectors	5 – Insp/Maint/Test of Fire Alarms
1 – Flexible Cords & Cables	1 – Hood System Inspection	1 – Fire Extinguisher Required
1 – Storage Under Stairs		

## SPECIAL REPORTS, ACTIVITIES AND REPAIRS

**FIRE PRACTICE:** November's practice was held at the eastside station training room. Firefighters conducted their annual review of blood borne/airborne pathogens and defibrillator training.

**PUBLIC SAFETY AND EDUCATION:** Firefighters presented a fire prevention program for students at St. Joe's school 4K; conducted fit tests for employees at Community Programs; participated in the "Holiday Parade" and mentored a student at the eastside station.

**TRUCK/STATION MAINTENANCE:** Firefighters repaired our multi-gas meter; put winter tires on unit #8; delivered the old rescue boat to the Coast Guard station for winterization; tested the fire pumps on units #1 & #2; repaired a scene light on unit #8 & tanker 1; repaired a back up light on unit #6; installed a 12 volt outlet on Rescue #1 to run the GPS; cleaned, prepped and painted the outriggers on unit #2; delivered Marine 1 to Bay Marine for winterization; replaced O-rings on unit #8; put new striping on drivers door of #8 and repaired the recoil, hose and clamp on the exhaust system at the Eastside Station.

**TRAINING:** 186 hours of training was conducted in November. All Firefighters reviewed blood borne/airborne pathogens and defib procedures; Part-time Firefighters Virgin, R. Soukup and Hanson completed First Responder training held at the Eastside Fire Station and on-duty firefighters trained with sonar equipment and para-tech trench rescue equipment.

**OTHER:** Firefighters participated in: witnessing fire drills; testing emergency weather sirens; attended various committee meetings at the city and county level and conducted multiple station tours.

**NOVEMBER 2010 BANK RECONCILIATION**

**CHECKING ACCOUNTS**

	GENERAL FUND BAYLAKE	WDF BAYLAKE	TIF #6 WIRETECH BAYLAKE
PRIOR G/L BALANCE	1,000,580.10	45,832.80	298,116.67
REVENUE	2,193,987.38	110,729.48	0.00
DISBURSEMENTS	1,163,733.57	0.00	186,678.97
AMOUNT IN TRANSIT	15.17	0.00	0.00
ADJUSTMENTS	10,756.09	0.00	0.00
ENDING BALANCE	<u>2,041,574.83</u>	<u>156,562.28</u>	<u>111,437.70</u>
BANK BALANCE	2,172,036.64	156,562.28	111,437.70
LESS OUTS. CHECKS	130,461.81	0.00	0.00
	<u>2,041,574.83</u>	<u>156,562.28</u>	<u>111,437.70</u>

**INVESTMENT ACCOUNTS**

	GENERAL/CAPITAL FUND INVESTMENTS
	2,697,741.54
	226,181.32
	1,158.08
	0.00
	0.00
	<u>2,922,764.78</u>
	2,922,764.78
	<u>2,922,764.78</u>

**SAVINGS ACCOUNTS**

	GENERAL FUND STATE - #2	GENERAL FUND BAYLAKE BANK - MMBA	TIF #1 DEBT STATE - #11	TOURISM FUND STATE - #12	WDF STATE - #4	CAPITAL - BUILDING DEBT STATE - #9	TIF #3 DEBT STATE - #08	TIF #3 CONSTRUCTION STATE - #14
PRIOR G/L BALANCE	3,246,700.27	24,237.11	519,703.69	12,261.50	3,638.21	5,924.59	64,144.91	190,898.33
REVENUE	1,594.84	5.61	94.40	2.23	0.66	1.08	11.65	34.68
DISBURSEMENTS	1,225,000.00	400.22	0.00	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	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	<u>2,023,295.11</u>	<u>23,842.50</u>	<u>519,798.09</u>	<u>12,263.73</u>	<u>3,638.87</u>	<u>5,925.67</u>	<u>64,156.56</u>	<u>190,933.01</u>
BANK BALANCE	2,023,295.11	23,842.50	519,798.09	12,263.73	3,638.87	5,925.67	64,156.56	190,933.01

	TIF #2 BAYLAKE - MMBA	TIF #2 STATE - #3	TIF #2 DEBT 96A&B STATE - #10	TIF #2 AMENDED AREA CONST. - STATE - #06	TIF #2 AMENDED AREA CAP. INT. - STATE - #7	TIF #2-CAPITAL MAINT. STATE - #15	TIF #2 S3.15 CONST. STATE - #01	TIF #2 WFRDA DEBT RES. STATE - #13	TIF #2 CITY FUND STATE - #5
PRIOR G/L BALANCE	3,709.53	12,874.73	151.36	77,070.34	52,433.46	189,625.02	82,229.62	776,391.32	24,413.43
REVENUE	0.86	6.77	0.03	14.00	9.52	34.45	14.94	141.03	4.43
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.43
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	<u>3,710.39</u>	<u>12,881.50</u>	<u>151.39</u>	<u>77,084.34</u>	<u>52,442.98</u>	<u>189,659.47</u>	<u>82,244.56</u>	<u>776,532.35</u>	<u>24,413.43</u>
BANK BALANCE	3,710.39	12,881.50	151.39	77,084.34	52,442.98	189,659.47	82,244.56	776,532.35	24,413.43

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

6c4.

FOR FUND: GENERAL FUND  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI ANCE
REVENUES						
GENERAL FUND	794,656.84	768,115.30	(3.3)	9,535,879.00	7,717,824.14	(19.0)
TOTAL REVENUES	794,656.84	768,115.30	(3.3)	9,535,879.00	7,717,824.14	(19.0)
EXPENSES						
GENERAL FUND	43,203.28	313.00	99.2	518,438.00	487,067.14	6.0
MAYOR	962.12	917.52	4.6	11,545.00	10,947.46	5.1
CITY COUNCIL	5,040.43	4,476.07	11.1	60,485.00	51,979.56	14.0
LAW/LEGAL	6,258.35	4,958.00	20.7	75,100.00	67,984.50	9.4
CITY CLERK-TREASURER	26,505.49	23,188.20	12.5	318,065.00	274,486.64	13.7
ADMINISTRATION	18,004.64	15,730.10	12.6	216,055.00	182,180.99	15.6
COMPUTER	3,983.36	2,397.88	39.8	47,800.00	32,382.73	32.2
CITY ASSESSOR	9,058.01	6,150.87	32.0	108,695.00	75,506.01	30.5
BOARD OF REVIEW	202.94	322.98	(59.1)	2,435.00	645.96	73.4
BUILDING/ZONING CODE ENFORCEMENT	5,859.60	2.50	99.9	70,315.00	41,970.36	40.3
MUNICIPAL SERVICES ADMIN.	16,852.98	14,585.63	13.4	202,235.00	172,186.89	14.8
PUBLIC WORKS ADMINISTRATION	17,297.97	15,139.16	12.4	207,575.00	177,245.95	14.6
ELECTIONS DEPARTMENT	2,651.30	3,201.24	(20.7)	31,815.00	15,094.81	52.5
CITY HALL	14,145.07	14,604.25	(3.2)	169,740.00	106,174.09	37.4
INSURANCE	21,546.70	17,498.00	18.7	258,560.00	248,257.40	3.9
GENERAL EXPENDITURES	58,263.38	2,378.25	95.9	699,160.00	120,274.05	82.7
POLICE DEPARTMENT	36,977.97	19,714.04	46.6	443,735.00	343,836.76	22.5
PATROL BOAT	863.35	3,064.25	(254.9)	10,360.00	4,655.25	55.0
PARKING ENFORCEMENT	536.27	0.00	100.0	6,435.00	2,938.85	54.3
POLICE DEPARTMENT/PATROL	135,507.68	122,504.94	9.5	1,626,091.00	1,392,877.04	14.3
POLICE DEPT. / INVESTIGATIONS	18,635.88	14,549.51	21.9	223,630.00	187,288.69	16.2
FIRE DEPARTMENT	136,859.74	141,090.33	(3.0)	1,642,315.00	1,385,745.11	15.6
STORM SEWERS	4,467.53	341.66	92.3	53,610.00	25,190.54	53.0
SOLID WASTE MGMT/SPRING/FALL	6,685.85	22,715.40	(239.7)	80,230.00	60,337.31	24.7
COMPOST/SOLID WASTE SITE	2,802.94	848.81	69.7	33,635.00	29,855.08	11.2
STREET SWEEPING	2,939.18	3,734.59	(27.0)	35,270.00	30,714.21	12.9
WEED ABATEMENT	567.10	419.11	26.0	6,805.00	4,051.68	40.4
ROADWAYS/STREETS	16,940.85	5,615.59	66.8	203,290.00	177,061.10	12.9
SNOW REMOVAL	18,262.52	288.99	98.4	219,150.00	96,422.33	56.0
STREET SIGNS AND MARKINGS	5,298.77	765.53	85.5	63,585.00	47,982.77	24.5
CURB/GUTTER/SIDEWALK	560.86	0.00	100.0	6,730.00	13,930.30	(106.9)
STREET MACHINERY	16,088.37	3,034.67	81.1	193,060.00	107,043.85	44.5
CITY GARAGE	6,137.55	1,129.27	81.6	73,650.00	28,226.09	61.6
CELEBRATION & ENTERTAINMENT	1,759.18	1,515.14	13.8	21,110.00	17,632.21	16.4
HIGHWAYS - GENERAL	42,098.38	40,768.29	3.1	505,180.00	405,430.72	19.7
PARK & RECREATION ADMIN	10,507.58	9,712.30	7.5	126,090.00	116,058.23	7.9
PARKS AND PLAYGROUNDS	32,603.05	26,067.96	20.0	391,235.00	328,183.87	16.1
BALLFIELDS	2,477.52	838.11	66.1	29,730.00	40,528.63	(36.3)
ICE RINKS	1,034.62	0.00	100.0	12,415.00	5,357.24	56.8
BEACHES	272.11	0.00	100.0	3,265.00	995.98	69.4

6c4.

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	%	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%	VARI- ANCE
EXPENSES								
MUNICIPAL DOCKS	3,935.06	15,010.07	(281.4)		47,220.00	51,789.16	(9.6)	
WATER WEED MANAGEMENT	8,042.55	1,764.86	78.0		96,510.00	87,562.09	9.2	
WATERFRONT PARKS & WALKWAYS	5,866.69	1,575.35	73.1		70,400.00	48,529.16	31.0	
EMPLOYEE BENEFITS	2,325.02	14,335.44	(516.5)		27,900.00	(9,001.46)	132.2	
PUBLIC FACILITIES	6,200.00	15,588.54	(151.4)		74,400.00	66,246.81	10.9	
BOARDS AND COMMISSIONS	183.34	43.08	76.5		2,200.00	592.24	73.0	
COMMUNITY & ECONOMIC DEVLPMNT	17,385.50	18,278.02	(5.1)		208,625.00	186,522.97	10.5	
TOTAL EXPENSES	794,658.63	611,177.50	23.0		9,535,879.00	7,348,969.35	22.9	
TOTAL FUND REVENUES	794,656.84	768,115.30	(3.3)		9,535,879.00	7,717,824.14	(19.0)	
TOTAL FUND EXPENSES	794,658.63	611,177.50	23.0		9,535,879.00	7,348,969.35	22.9	
SURPLUS (DEFICIT)	(1.79)	156,937.80	(7574.8)		0.00	368,854.79	100.0	

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR ACTUAL	% VARI-ANCE
REVENUES						
--- UNDEFINED CODE ---	943,700.54	6,256.58	(99.3)	11,324,406.00	1,503,470.64	(86.7)
TOTAL REVENUES	943,700.54	6,256.58	(99.3)	11,324,406.00	1,503,470.64	(86.7)
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	958.34	657.99	31.3	11,500.00	6,954.03	39.5
CITY ASSESSOR	833.34	0.00	100.0	10,000.00	0.00	100.0
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	409,797.51	50,005.00	87.7	4,917,570.00	1,873,537.10	61.9
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0
PATROL	77,637.92	1,968.22	97.4	931,655.00	635,671.79	31.7
POLICE DEPT. / INVESTIGATIONS	1,656.75	0.00	100.0	19,881.00	19,881.00	0.0
FIRE DEPARTMENT	3,175.02	8,157.00	(156.9)	38,100.00	32,534.79	14.6
STORM SEWERS	36,666.67	23,926.50	34.7	440,000.00	203,478.57	53.7
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	1,250.00	0.00	100.0	15,000.00	8,423.73	43.8
ROADWAYS/STREETS	211,416.68	179,248.16	15.2	2,537,000.00	487,072.71	80.8
SNOW REMOVAL	0.00	0.00	0.0	0.00	0.00	0.0
CURB/GUTTER/SIDEWALK	24,957.92	0.00	100.0	299,495.00	101,089.57	66.2
CITY GARAGE	1,208.34	0.00	100.0	14,500.00	13,050.00	10.0
PARK & RECREATION ADMIN	0.00	0.00	0.0	0.00	0.00	0.0
PARKS AND PLAYGROUNDS	10,291.68	5,292.40	48.5	123,500.00	16,999.23	86.2
BALLFIELDS	4,916.67	0.00	100.0	59,000.00	24,470.00	58.5
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0
BEACHES	2,583.34	0.00	100.0	31,000.00	41,498.00	(33.8)
MUNICIPAL DOCKS	8,750.00	0.00	100.0	105,000.00	24,674.00	76.5
WATER WEED MANAGEMENT	0.00	0.00	0.0	0.00	0.00	0.0
WATERFRONT PARKS & WALKWAYS	1,541.68	0.00	100.0	18,500.00	2,974.22	83.9
SANITARY & WATER MAIN	89,583.34	0.00	100.0	1,075,000.00	0.00	100.0
PUBLIC FACILITIES	52,475.42	23,000.00	56.1	629,705.00	25,871.27	95.8
COMMUNITY & ECONOMIC DEVLPMT	1,666.67	0.00	100.0	20,000.00	1,807.64	90.9
TOTAL EXPENSES	941,367.29	292,255.27	68.9	11,296,406.00	3,519,987.65	68.8
TOTAL FUND REVENUES	943,700.54	6,256.58	(99.3)	11,324,406.00	1,503,470.64	(86.7)
TOTAL FUND EXPENSES	941,367.29	292,255.27	68.9	11,296,406.00	3,519,987.65	68.8
SURPLUS (DEFICIT)	2,333.25	(285,998.69)	(2357.5)	28,000.00	(2,016,517.01)	(7301.8)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL		FISCAL YEAR BUDGET	FISCAL	
				NOVEMBER 2010	NOVEMBER 2010		YEAR-TO-DATE ACTUAL	YEAR-TO-DATE BUDGET
REVENUES								
CABLE TV / GENERAL	9,287.92	30,140.67	224.5	111,455.00	113,414.16	111,455.00	113,414.16	1.7
TOTAL REVENUES	9,287.92	30,140.67	224.5	111,455.00	113,414.16	111,455.00	113,414.16	1.7
EXPENSES								
CABLE TV / GENERAL	7,361.70	13,770.47	(87.0)	88,340.00	69,626.12	88,340.00	69,626.12	21.1
TOTAL EXPENSES	7,361.70	13,770.47	(87.0)	88,340.00	69,626.12	88,340.00	69,626.12	21.1
TOTAL FUND REVENUES	9,287.92	30,140.67	224.5	111,455.00	113,414.16	111,455.00	113,414.16	1.7
TOTAL FUND EXPENSES	7,361.70	13,770.47	(87.0)	88,340.00	69,626.12	88,340.00	69,626.12	21.1
SURPLUS (DEFICIT)	1,926.22	16,370.20	749.8	23,115.00	43,788.04	23,115.00	43,788.04	89.4

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	%	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%	VARI- ANCE
REVENUES								
TOURISM COMMITTEE / GENERAL	6,041.67	2.23	(99.9)		72,500.00	74,631.34		2.9
TOTAL REVENUES	6,041.67	2.23	(99.9)		72,500.00	74,631.34		2.9
EXPENSES								
TOURISM COMMITTEE / GENERAL	6,416.67	0.00	100.0		77,000.00	81,978.05		(6.4)
	0.00	0.00	0.0		0.00	3,632.43		100.0
TOTAL EXPENSES	6,416.67	0.00	100.0		77,000.00	85,610.48		(11.1)
TOTAL FUND REVENUES	6,041.67	2.23	(99.9)		72,500.00	74,631.34		2.9
TOTAL FUND EXPENSES	6,416.67	0.00	100.0		77,000.00	85,610.48		(11.1)
SURPLUS (DEFICIT)	(375.00)	2.23	(100.5)		(4,500.00)	(10,979.14)		143.9

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
TID DISTRICT #2	171,032.61	563.23	(99.6)	2,052,391.00	2,162,229.36	5.3
TOTAL REVENUES	171,032.61	563.23	(99.6)	2,052,391.00	2,162,229.36	5.3
EXPENSES						
TID DISTRICT #2	213,069.00	204.00	99.9	2,556,827.00	2,448,531.85	4.2
TOTAL EXPENSES	213,069.00	204.00	99.9	2,556,827.00	2,448,531.85	4.2
TOTAL FUND REVENUES	171,032.61	563.23	(99.6)	2,052,391.00	2,162,229.36	5.3
TOTAL FUND EXPENSES	213,069.00	204.00	99.9	2,556,827.00	2,448,531.85	4.2
SURPLUS (DEFICIT)	(42,036.39)	359.23	(100.8)	(504,436.00)	(286,302.49)	(43.2)

FOR FUND: TID #1 DISTRICT  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	%	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
REVENUES						
TID #1 DISTRICT	33,610.84	94.40	(99.7)	403,330.00	402,753.92	(0.1)
TOTAL REVENUES	33,610.84	94.40	(99.7)	403,330.00	402,753.92	(0.1)
EXPENSES						
TID #1 DISTRICT	51,456.68	0.00	100.0	617,480.00	226,050.00	63.3
TOTAL EXPENSES	51,456.68	0.00	100.0	617,480.00	226,050.00	63.3
TOTAL FUND REVENUES	33,610.84	94.40	(99.7)	403,330.00	402,753.92	(0.1)
TOTAL FUND EXPENSES	51,456.68	0.00	100.0	617,480.00	226,050.00	63.3
SURPLUS (DEFICIT)	(17,845.84)	94.40	(100.5)	(214,150.00)	176,703.92	(182.5)

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES						
TID #3 DISTRICT	8,736.77	46.33	(99.4)	104,841.00	8,396.24	(91.9)
TOTAL REVENUES	8,736.77	46.33	(99.4)	104,841.00	8,396.24	(91.9)
EXPENSES						
TID #3 DISTRICT	76,626.63	88,331.13	(15.2)	919,519.00	658,095.41	28.4
TOTAL EXPENSES	76,626.63	88,331.13	(15.2)	919,519.00	658,095.41	28.4
TOTAL FUND REVENUES	8,736.77	46.33	(99.4)	104,841.00	8,396.24	(91.9)
TOTAL FUND EXPENSES	76,626.63	88,331.13	(15.2)	919,519.00	658,095.41	28.4
SURPLUS (DEFICIT)	(67,889.86)	(88,284.80)	30.0	(814,678.00)	(649,699.17)	(20.2)

FOR FUND: REVOLVING LOAN FUND (STATE)  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES						
REVOLVING LOAN FUND (STATE)	1,990.85	2,741.12	37.6	23,890.00	23,662.17	(0.9)
TOTAL REVENUES	1,990.85	2,741.12	37.6	23,890.00	23,662.17	(0.9)
EXPENSES						
REVOLVING LOAN FUND (STATE)	875.01	0.00	100.0	10,500.00	465,007.91	(4328.6)
TOTAL EXPENSES	875.01	0.00	100.0	10,500.00	465,007.91	(4328.6)
TOTAL FUND REVENUES	1,990.85	2,741.12	37.6	23,890.00	23,662.17	(0.9)
TOTAL FUND EXPENSES	875.01	0.00	100.0	10,500.00	465,007.91	(4328.6)
SURPLUS (DEFICIT)	1,115.84	2,741.12	145.6	13,390.00	(441,345.74)	(3396.0)

FOR FUND: SOLID WASTE ENTERPRISE  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
SOLID WASTE ENTERPRISE FUND	36,362.52	24,676.74	(32.1)	436,350.00	412,699.80	(5.4)
TOTAL REVENUES	36,362.52	24,676.74	(32.1)	436,350.00	412,699.80	(5.4)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	30,813.41	27,184.02	11.7	369,760.00	285,802.79	22.7
TOTAL EXPENSES	30,813.41	27,184.02	11.7	369,760.00	285,802.79	22.7
TOTAL FUND REVENUES	36,362.52	24,676.74	(32.1)	436,350.00	412,699.80	(5.4)
TOTAL FUND EXPENSES	30,813.41	27,184.02	11.7	369,760.00	285,802.79	22.7
SURPLUS (DEFICIT)	5,549.11	(2,507.28)	(145.1)	66,590.00	126,897.01	90.5

CITY OF STURGEON BAY  
 SUMMARIZED REVENUE & EXPENSE REPORT

MUNICIPAL REPORT TOTALS  
 FOR 11 PERIODS ENDING NOVEMBER 30, 2010

DEPARTMENT DESCRIPTION	NOVEMBER		NOVEMBER		FISCAL		FISCAL	
	BUDGET	ACTUAL	ACTUAL	VARI-ANCE	YEAR BUDGET	YEAR-TO-DATE ACTUAL	VARI-ANCE	%
TOTAL MUNICIPAL REVENUES	2,005,420.56	832,636.60	832,636.60	(58.4)	24,065,042.00	12,419,081.77	(48.3)	
TOTAL MUNICIPAL EXPENSES	2,122,645.02	1,032,922.39	1,032,922.39	51.3	25,471,711.00	15,107,681.56	40.6	
SURPLUS (DEFICIT)	(117,224.46)	(200,285.79)	(200,285.79)	70.8	(1,406,669.00)	(2,688,599.79)	91.1	

6d.

6d.

BEVERAGE OPERATOR LICENSE

1. Crook, Brian C.

**COMBINATION CLASS B BEER AND CLASS B LIQUOR LICENSES**

1. 23 West Oak Street, LLC.  
Agent: Lester F. Berns  
23 West Oak Street  
Sturgeon Bay, WI 54235  
December 22, 2010 – June 30, 2011
  
2. Carter Holdings, LLC.  
Agent: Donna K. Siltala  
253 North 3<sup>rd</sup> Avenue  
Sturgeon Bay, WI 54235  
December 31, 2010 – June 30, 2011

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to authorize the City Attorney to pursue foreclosure against the Brilliant Cities property in the Industrial Park, parcel #281-72-1827-26005.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 30, 2010

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

EXECUTIVE SUMMARY

TITLE: Brilliant Cities (BCI) Industrial Park Land Foreclosure

BACKGROUND: Brilliant Cities purchased property in the City of Sturgeon Bay Industrial Park in 2005. BCI made a down payment on the property in the amount of \$6,744 and took out a mortgage with the City for the remaining balance in the amount of \$60,696. BCI made payments of \$21,883 on the mortgage leaving an outstanding balance of \$45,557.

The City requested that BCI sign the property back over to the City but the transaction was unable to be completed because the IRS placed a lien against the property. As per the attached letter from the City Attorney, the best chance of recovering in this matter would be a foreclosure of the property to have the City take over ownership and possession through a sheriff sale.

It is the recommendation of the City Attorney that the City authorize a foreclosure against the Brilliant Cities property (see attached letter).

FISCAL IMPACT: Foreclosure costs in the range of \$2,000 - \$3,500

OPTIONS: 1) Authorize the City Attorney to pursue foreclosure of the Brilliant Cities property in the industrial park.

RECOMMENDATION: Recommend to the Common Council to authorize the City Attorney to pursue foreclosure against the Brilliant Cities property in the industrial Park (parcel #281-72-1827-26005).

PREPARED BY: Valerie Clarizio 11/22/10  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 11/22/10  
Stephen McNeil Date  
City Administrator



JAMES R. SMITH  
MARK A. JINKINS  
RANDALL J. NESBITT\*†  
RICHARD A. HAUSER  
DAVID L. WEBER\*\*†  
JON R. PINKERT  
JENNIFER C. HOBART

454 KENTUCKY STREET  
P.O. BOX 89  
STURGEON BAY, WISCONSIN 54235-0089

TELEPHONE (920)743-6505  
FACSIMILE (920)743-2041

WRITER'S E-MAIL: rnesbitt@pinkertlawfirm.com

HERMAN J. LEASUM (1910-2008)

RETIRED:  
JEFFERY M. WEIR  
ROGER PINKERT

NORTHERN DOOR OFFICE:  
350 SUNSET DRIVE  
SISTER BAY, WISCONSIN 54234  
TELEPHONE (920) 854-2616

\* Court Commissioner  
\*\* Also licensed in Iowa  
† Certified Civil Trial Specialist by  
National Board of Trial Advocacy

November 16, 2010

Finance Committee  
City of Sturgeon Bay  
c/o Steve McNeil, Administrator  
421 Michigan Street  
Sturgeon Bay, WI 54235

Re: **Brilliant Cities Property**

Dear Finance Committee Members:

Brilliant Cities Incorporated was the purchaser of a City of Sturgeon Bay Industrial Park lot. They, as all Industrial Park lot purchasers, paid a minimal amount down in the sum of \$6,744 with a mortgage note in the sum of \$60,696 as of July 13, 2005. Payments of about \$21,000 have been made, leaving a current balance of \$45,500 ±. As a result, that balance remains due and owing. In addition, the city would have a claim for a recovery of interest at 5 percent which is the legal rate if an interest rate is otherwise unstated.

The bottom line, however, with respect to this property is that it appears Brilliant Cities Incorporated is not an ongoing business entity and likely has no assets. Our best chance of recovering in this matter would be a foreclosure of the property to have the city take over ownership and possession through a sheriff sale.

We had attempted to convince Brilliant Cities to sign the property back to the city, and had worked with the IRS in an attempt to have the IRS release their lien against the property. The IRS refused to do so and Brilliant Cities never responded to our request. A foreclosure will wipe out the current IRS lien on the property of \$45,874.66.

My recommendation would be that the city authorize a foreclosure against the Brilliant Cities property. The cost of the foreclosure proceeding is likely to be in the range of \$2,000. In the event there is a dispute raised by Brilliant Cities or the IRS, the cost could go as high as \$3,500. I see that as an unlikely possibility, however.

Finance Committee  
City of Sturgeon Bay  
November 16, 2010  
Page 2

Please advise as to whether you wish us to proceed with a foreclosure against this property.

Sincerely,

PINKERT LAW FIRM LLP

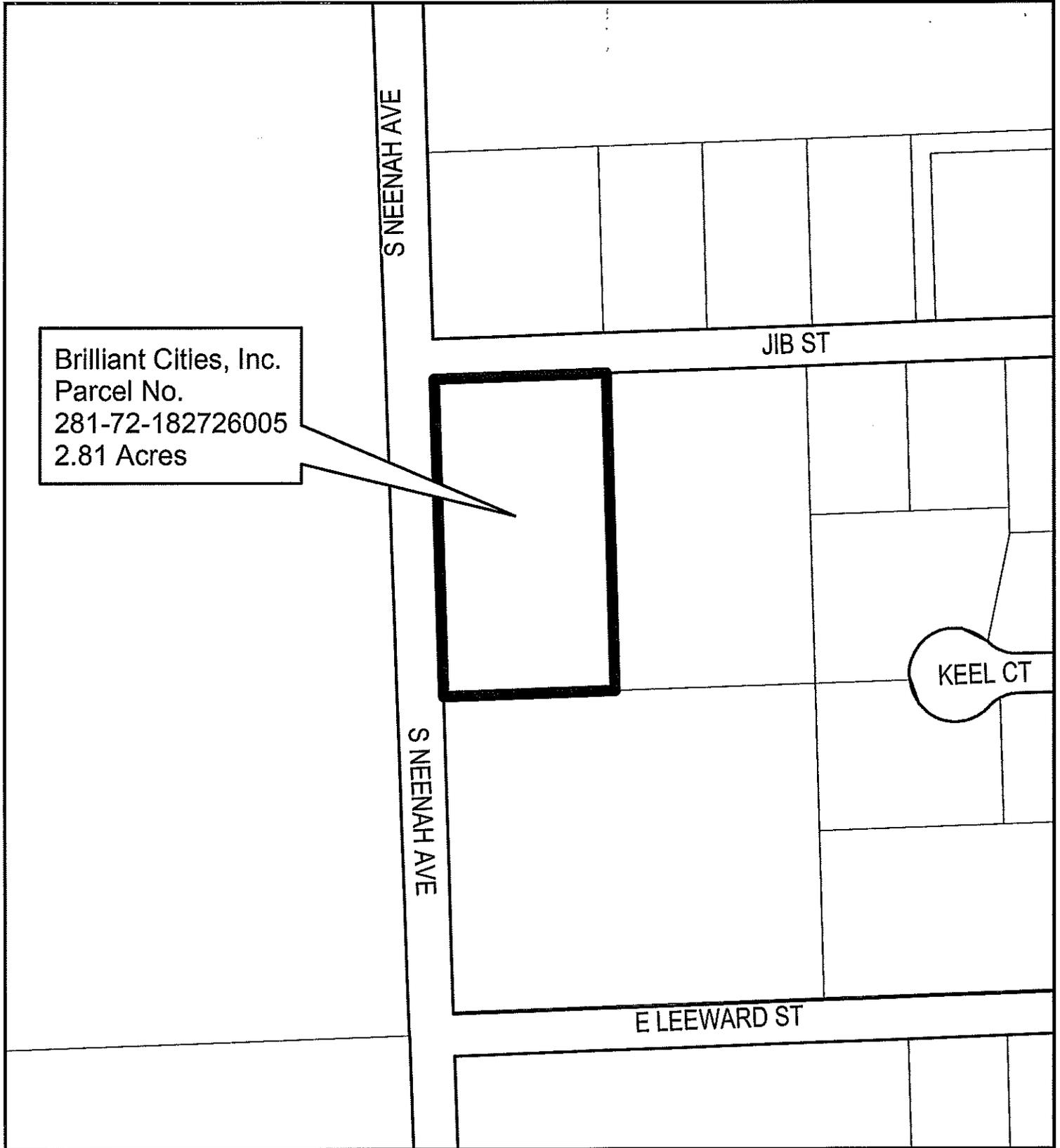


Randall J. Nesbitt

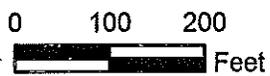
RJN:hb

F:\Clients\Sturgeon Bay-City\Brilliant Cities Incorporated\finance committee 11-05-10.docx  
revised 11/16/2010

# Location Map Brilliant Cities Inc.



Brilliant Cities, Inc.  
Parcel No.  
281-72-182726005  
2.81 Acres



**MAYORAL APPOINTMENTS**  
**December 21, 2010**

**STURGEON BAY VISITORS CENTER: - 2 YEARS**

Ronald A. Vandertie (City Council Representative)

**DOOR COUNTY ECONOMIC DEVELOPMENT CORP.: - 2 YEARS**

Thad Birmingham, Mayor

**DOOR COUNTY TOURISM ZONE COMMISSION: - 1 YEAR**

Robert Starr  
David Holz

**BOARD OF PARKS & RECREATION: - 3 YEARS**

Chris Larsen  
Randy Morrow

**ZONING BOARD OF APPEALS:**

Jack Gigstead (filling remaining term of William Buechner) expires May 1, 2012

William Chaudoir – Alternate No. 1 (replacing Dennis Van Bramer who resigned)  
expires May 1, 2013

**EXECUTIVE SUMMARY****DATE:** December 4, 2009**TITLE:** Joliet Storm Sewer

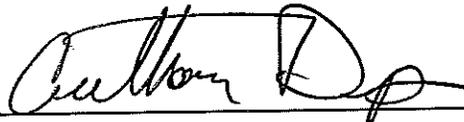
**BACKGROUND:** The storm sewer installation on Joliet Street was hampered by bed rock that required a blaster to come in and loosen the rock for about 75' of the trench after attempts to hammer it out of the way failed. After this short stretch the rock dipped back down and the storm sewer was installed above the bed rock layer. The rock was extremely hard and delayed the project by approximately 10 days and required several days of addition labor and equipment time.

Juniper Ave also was found to have little or no road gravel under the asphalt. Harbor Construction removed extra material and hauled recycled asphalt from the city yard to allow the road to be reconstructed

Harbor also installed 75' of watermain for Sturgeon Bay Utilities to make the watermain on Juniper Street Code compliant. The Utility has been billed \$2,086.00 for this work.

**FISCAL IMPACT:** This change order adds \$25,075.00 to the project costs bringing the total project costs to \$ 69,883.50 but this amount was still under the amount estimated for the project cost of \$80,000.

**RECOMMENDATION:** Approve Change order #1 for the Joliet Ave storm sewer project.

**SUBMITTED BY:**

Anthony Depies, City Engineer

**REVIEWED BY:**

Steve McNeil, City Administrator

**REVIEWED BY:**

Martin Olejniczak, Community Development Director

**Joliet Storm Sewer  
Contractor: Harbor Construction of Door County, Inc.  
Change Order # 1**

**November 30th, 2010**

Rock Removal (Time and Materials, including blasting) Labor, equipment and sub contractors	<u>\$21,249.00</u>
Extend Watermain (SBU Reimbursement)	<u>\$ 2,086.00</u>
Removal of bad road base	<u>\$ 1,740.00</u>
<u>Total changes</u>	<u>\$25,075.00</u>

Harbor Construction of Door County, INC

Dated: 12-07-2010 By: Keith Bonville  
Keith Bonville, Owner

City of Sturgeon Bay  
)

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Thad Birmingham, Mayor

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Stephanie Reinhardt, City Clerk

Approved as to form:

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to grant the City Administrator authority to approve employee requests for unpaid leave up to 30 days on a case by case basis.

Respectfully submitted,  
PERSONNEL COMMITTEE  
By: Thomas R. Benzshawel, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 1, 2010

\* \* \* \* \*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

EXECUTIVE SUMMARY

TITLE: Employee leave of absence

BACKGROUND: Current policy requires that an employee may not be absent for any reason other than paid or other leave specifically provided for by contract or policy unless the employee makes a 15 day advance request requiring Personnel Committee review and approval. Absence without paid or approved unpaid leave could result in termination. This process results in a lengthy waiting period for those circumstances requiring only a day or two absence.

ANALYSIS: There are circumstances where it is in the best interests of the City and the employee to expedite requests for short term unpaid leave. This can be accomplished by granting the City Administrator authority to approve short term unpaid leave requests on a case by case basis.

FISCAL IMPACT: There should be no fiscal impact as the City's payroll costs are reduced during unpaid leave. However, these savings could be offset by overtime costs in the event the position would be required to be staffed during leave.

- OPTIONS:
1. Recommend to grant the City Administrator authority to approve requests for unpaid leave up to 30 days on a case by case basis.
  2. Continue with present policy.

RECOMMENDATION: Personnel Committee review and recommendation to Council.

PREPARED BY:	<u>Mary Lou Allen</u> Mary Lou Allen Assistant City Administrator	<u>11/24/10</u> Date
REVIEWED BY:	<u>Valerie Clarizio</u> Valerie Clarizio Finance Director/City Treasurer	<u>11/24/10</u> Date
APPROVED BY:	<u>Stephen B. McNeil</u> Stephen B. McNeil City Administrator	<u>11/24/10</u> Date

## EXECUTIVE SUMMARY

**Title:** CDBG Planning Grant

**Background:** The City has been promoting waterfront redevelopment since the 1980's. Various plans have been created and several projects completed. Most recently, the Sturgeon Bay Downtown Waterfront Subarea Plan (2003) and the Sturgeon Bay Comprehensive Plan further explored development potential and planning goals for the area.

Recently, several opportunities have created the desire to perform more detailed planning for a portion of the West Side Waterfront. These include the foreclosure of the Door County Cooperative, the US Coast Guard consolidation of their facilities on the southeast side of the Oregon Street Bridge, and the closing and subsequent marketing of the Applebees restaurant. The City and DCEDC have been working with prospective buyers of the restaurant. One prospect would like to see the City create a consistent waterfront theme and design to strengthen and tie into potential improvements and use of the restaurant building. The Co-op site offers a tremendous redevelopment opportunity, particular if coupled with excess Coast Guard leased land. But without a market feasibility study, it is very difficult to decide what scale and type of development is appropriate.

The Wisconsin Department of Commerce has a planning grant available for economic development under the Community Development Block Grant program. The grant provides up to \$25,000. The local match is 50% of the grant award (i.e. 2/3 grant, 1/3 local). A grant application has been prepared with the assistance of Vandewalle & Associates, including the proposed scope of services and budget. Based upon conversations with the Dept of Commerce, it appears there is a good chance of success with a grant application.

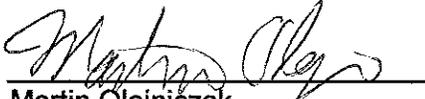
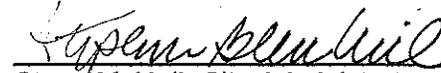
In order to apply for the grant, approval of the Common Council is required. A resolution must be adopted that authorizes submission of the grant. In addition, a resolution adopting a citizen participation plan is required. This component is common with many planning grants and the City has a standard citizen participation plan that it has used for other projects.

**Fiscal Impact:** There is no fiscal impact to submit the grant application. If awarded a grant, the maximum grant award is \$25,000. Hence, the cost to the City could be up to \$12,500. The ultimate cost could be lower because it is intended to issue a request for proposal. If qualified proposals come in for less money, the City's costs would decrease.

**Options:** The Council has the following options:

- A. Adopt the resolution authorizing the City to apply for the grant and the resolution adopting the citizen participation plan. Please note that this does not obligate the City to accept the grant, if awarded.
- B. Reject the resolution. The grant application would not be submitted.

**Recommendation:** Adopt the resolutions.

Prepared by:	 Martin Olejniczak Community Development Director	12-16-10 Date
Reviewed by:	 Steve McNeil, City Administrator	12.16.10 Date

# AUTHORIZING RESOLUTION

## Authorizing Submission of a CDBG-Planning Grant Application

Relating to the \_\_\_\_\_ City \_\_\_\_\_ of \_\_\_ Sturgeon Bay's \_\_\_\_\_ participation in the Community  
(County, City, Town, or Village) (Name)  
Development Block Grant Planning Grant program.

WHEREAS, Federal monies are available under the Community Development Block Grant program, administered by the State of Wisconsin, Department of Commerce (Commerce), for the purpose of undertaking community planning; and

WHEREAS, after seeking public input, the \_\_\_\_\_  
(Name of Appropriate Committee)  
has recommended that an application be submitted to the State of Wisconsin for the following planning project;

\_\_\_\_\_ and

WHEREAS, it is necessary for the \_\_\_\_\_, to  
(County Board, City Council, Village Board, Town Board)  
approve the preparation and filing of an application for the \_\_\_\_\_ to receive  
funds from this program; and  
(County, City, Town, Village)

WHEREAS, the \_\_\_\_\_ has reviewed the need for  
(County Board, City Council, Village Board, Town Board)  
the proposed plan and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the

\_\_\_\_\_ does hereby approve and authorize  
(City Council, County Board, Village Board, Town Board)

the preparation and filing of an application for the above-named plan; and that

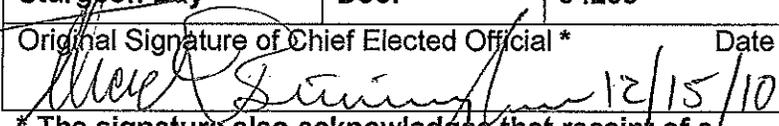
\_\_\_\_\_ is hereby authorized to sign all necessary  
(Mayor, Council Pres., Board Chair, Village Pres.)  
documents on behalf of the \_\_\_\_\_; and that authority is hereby granted to the  
(County, City, Town, Village)  
\_\_\_\_\_ to take the necessary steps to prepare and file the  
(Name of Appropriate Committee)  
appropriate application for funds under this program in accordance with this resolution.

ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . ATTEST: \_\_\_\_\_  
(Signature of Clerk)

The governing body of \_\_\_\_\_ has authorized the above  
resolution by Resolution No. \_\_\_\_\_, dated \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chief Elected Official)

**Part I: CDBG PLANNING GRANT PROPOSAL COVER PAGE**

Applicant (Unit of Government) <b>City of Sturgeon Bay</b>		Amount Requested <b>\$25,000</b>	Total Plan Cost: <b>\$37,500</b>
Chief Elected Official <b>Thad Birmingham</b>			Title <b>Mayor</b>
City/Village Clerk <b>Stephanie Reinhardt</b>		2000 Pop. <b>9,437</b> (2000 Census)	Current Pop. <b>8,961</b> (2009 Census Pop. Est.)
Official Municipal Street Address <b>421 Michigan Street</b>			Phone # <b>(920) 746-2900</b>
			FAX # <b>(920) 746-2905</b>
			E-mail <b>sreinhardt@sturgeonbaywi.org</b>
City <b>Sturgeon Bay</b>	County <b>Door</b>	Zip Code <b>54235</b>	FEIN <b>39-6005627</b>
Contact Person <b>Marty Olejniczak</b>			Title <b>Community Development Director</b>
Street Address <b>421 Michigan Street</b>			Phone # <b>(920) 746-2900</b>
			FAX # <b>(920) 746-2905</b>
			E-mail <b>molejniczak@sturgeonbaywi.org</b>
City <b>Sturgeon Bay</b>	County <b>Door</b>	State, Zip Code <b>54235</b>	Joint Application? (Circle one) Yes <input type="radio"/> No <input checked="" type="radio"/>
Original Signature of Chief Elected Official * 			If yes, attach a completed and signed copy of this cover page for each participating unit of government.
Date <b>12/15/10</b>			
* The signature also acknowledges that receipt of a Planning Grant is not a guarantee of CDBG funding for plan implementation.			

If anyone other than the applicant assisted in preparing this application, please provide the following information.		
Name of Preparer / Title / Company <b>Jolena Presti, Principal, Vandewalle &amp; Associates</b>		
Address <b>611 N Broadway, Suite 410</b>	City <b>Milwaukee</b>	State, Zip Code <b>WI, 53202</b>
Original Signature of Preparer 	Date <b>12/14/2010</b>	Phone # <b>(414) 421-2001</b>
		FAX # <b>(414) 732-2035</b>
		E-mail <b>jpresti@vandewalle.com</b>

## PART I: Planning Grant Application Questions

### 1. Check the planning category for which you are applying. (See pages 1 and 2 for descriptions).

- Regional Economic Development Planning Grant  
 Community Planning Grant  
 Site Specific Planning Grant  
 Functional Planning Grant

### 2. Identify the specific project that needs planning. Why is it needed? Describe the specific target area and attach a map, if appropriate.

Sturgeon Bay's West Waterfront Area is a blighted stretch of waterfront at the western foot of two bridges, the Maple-Oregon St. and Michigan St. bridges, which lie within the heart of the community. The City, partnered with Door County Economic Development Corporation, seeks to advance the revitalization of the West Waterfront Area by preparing a Redevelopment Plan and Implementation Strategy.

Located at the western approach to two bridges which connect Sturgeon Bay's central business district, the West Waterfront Area is very prominent in the community. The area is a key connection for residents, businesses, and visitors from throughout the region, as just one other bridge, the STH 42/75 bypass, connects the mainland to northern Door County. As shown in the attached map, the West Waterfront Area includes a half-dozen potential redevelopment sites which have been identified by the City through earlier plans and through the creation of TID #2, which incorporates the Western Waterfront Area in full. Redevelopment sites include the US Coast Guard site (City-owned), the former Door County co-op site, and a former Applebee's Restaurant (for which building reuse, rather than redevelopment, is anticipated), all on the waterfront, as well as several other properties on the first block inland. In their current state, these properties are underutilized economically, reduce public access to the waterfront, and detract significantly from the community's visual appeal.

To promote redevelopment that will provide economic growth, create new opportunities for business, housing, and/or recreation, and improve the community's appeal to visitors and business, the City seeks to advance prior planning efforts to develop a proactive area plan and implementation strategy. The plan will allow the City to plan for and proceed with public improvements in the area in conjunction with the long-term revitalization of the area. The proposed scope of work, detailed in Q8 below, includes area-wide planning and design, additional site-specific focus at the Co-op and US Coast Guard sites, development of proactive redevelopment strategies, and preliminary testing of the market. The work products we seek include a Redevelopment Plan & Implementation Strategy document (including narrative, maps, and photos) and a summary PowerPoint presentation that we can use to communicate with and coordinate action among City leaders, staff, local organizations, businesses, and the community at-large.

As indicated below in Q3, the proposed scope of work builds off of several recent planning efforts for the area and the broader Sturgeon Bay community.

### 3. Indicate how the proposed activity is consistent with other recently completed community or economic development plans including, for example, local Smart Growth or other comprehensive development plans.

Recently completed community and economic development planning efforts for the area that will help guide the proposed scope of work include the *Sturgeon Bay Downtown Waterfront Subarea Development Plan*, the *City of Sturgeon Bay Comprehensive Plan*, and the City's current proposal for the US Coast Guard relocation.

The *Sturgeon Bay Downtown Waterfront Subarea Development Plan*, completed in 2003, established a vision for Downtown that was developed through significant public involvement before adoption by the Sturgeon Bay Waterfront Redevelopment Authority. The vision includes promoting a diversity of uses; opening up the waterfront to the public, extending a waterfront walkway, and promoting waterfront activities, amenities, and commerce; maintaining and enhancing view corridors; and promoting rehab and reuse of existing structures and 2+ story new construction. The vision also provides general design guidelines. The proposed

Redevelopment Plan & Implementation Strategy would develop a specific actionable land use plan and strategies to further this vision and facilitate the proposed development and redevelopment.

The *City of Sturgeon Bay Comprehensive Plan*, completed in 2010, in addition to developing a smart-growth strategy for the City, takes a closer look at west side waterfront enhancements, specifically Maritime Museum expansion opportunities and the former Door County Co-op site. The Plan provides general development/redevelopment recommendations for specific use areas within the west side waterfront, including Downtown-, Transitional-, and Tourist- Commercial, Single-Family Residential, the former Door County Co-op site, the former West Side School, and Roen Salvage property. These recommendations will help to guide the detailed land use planning and design proposed for funding under this grant application.

The City has submitted a proposal to the US Coast Guard to relocate their parking, storage and work area to the south side of the Maple-Oregon Bridge. This will allow the Coast Guard to consolidate their facilities to the same site as the mooring area for the Cutter Mobile Bay. The goal is to provide a secure and efficient site for the U.S. Coast Guard, while still incorporating them into the surrounding public lands and business district. The current U.S. Coast Guard would then be available for redevelopment, including a potential extension of the waterfront walkway. The grant application will help the City determine how to best utilize this prime waterfront parcel.

**4. Briefly discuss the community's capacity and readiness to implement the results of the proposed plan, e.g., financing, organizational resources, anticipated timelines.**

As a long-term economic development priority for the City, the proposed project area will be a key focus of City staff under the direction of Marty Olejniczak, Community Development Director. City Staff has anticipated the development of the proposed Redevelopment Plan & Implementation Strategy and ongoing implementation of the plan in their 2011 workload. Pending successful grant award, the City is prepared to move forward immediately to issue an RFP for the work in early 2011. The City seeks to contract with a firm that can complete the work within a prioritized time frame, estimated at three months (subject to contract agreement), which will enable us to move quickly into a rapidly-changing and challenging economy to implement the redevelopment plan and advance business and investment recruitment.

**5. Describe evidence of local interest or support demonstrated for the proposed activity on the part of citizens, economic development organizations or business groups. This might include such things as letters of support, funding commitments or participation in public forums, etc.**

The City intends to partner with the Door County Economic Development Corporation (DCEDC) on the preparation of the proposed Redevelopment Plan & Implementation Strategy. As a public/private partnership dedicated to improving the economic vitality of the county and its residents, DCEDC will play an important role in the West Waterfront Area following completion of the plan by assisting with business recruitment.

In recent years, public input has been sought to help drive the planning efforts for the area in particular, as well as for Downtown visioning and for the community as a whole during the City's Comprehensive Planning process. The City will seek public input during development and implementation of the proposed plan, following CDBG grant requirements.

The City intends to provide \$12,500 in local match for this effort. The City intends to include this grant application on its December 21, 2010 City Council Agenda.

**6. To qualify for assistance, a planning proposal must address an activity which, if implemented, meets one of two national objectives under the CDBG Program. That is, it must be shown that either 1) at least 51 percent of the persons who would benefit from implementation of the plan are low or moderate income persons, or 2) the plan addresses a slum or blighted area in the community. Check the national objective that this planning proposal addresses:**

- Low or moderate-income benefit  
 Slum or blight conditions

**7. Funding for a Planning Grant is influenced by a community's demonstration of local distress. Briefly describe evidence of distress in your community. The description may address unemployment, recent job loss, poverty, labor shortages, local tax burden, conditions of slum and blight, downtown building vacancy, or other economic factors you deem relevant. If appropriate, submit photos.**

The proposed project area has been declared blighted and lies within the City's existing TID #2 a blight study in connection with TID creation was conducted in 1994. Existing sites are underutilized and, given their prominence within the community, unfortunately also impact the economic vitality and appeal of the west side area more broadly. The Door County Cooperative site has been vacant since 2005 and is in a deteriorated state. Several of the other sites identified for redevelopment potential also have been vacant for years and in dire need of rehabilitation or redevelopment.

**8. Provide a detailed budget for your proposed planning initiative. Include sources and uses. Document the source and amount of your local match. Indicate whether public sources have been formally approved.**

**Task One: Due Diligence & Feasibility Analysis: \$15,000**

Due diligence will include initial meetings, review of existing plans and related materials, and map preparation. Project coordination includes day-to-day communication with the City and attendance at project team meetings as needed to assist in collaboration and development of the document and map.

The contracted firm will prepare detailed site designs/drawings for redevelopment sites in the area from Bridgeport to Sawyer Park, particularly the Co-op site and vicinity. Detailed site designs and drawings will include:

- a. Recommendations on the proper scale and type of development in this area;
- b. Desired relationship of proposed buildings to the street and public spaces;
- c. Design of the walkway extension with the nautical features/artifacts; and
- d. Illustration of the maritime museum expansion, etc. to help promote the site to developers.

**Task Two: Prepare Redevelopment Plan & Implementation Strategy: \$15,000**

The contracted firm will prepare one Redevelopment Plan Map for the Sturgeon Bay West Waterfront from Bridgeport to Sawyer Park, building off of the efforts of Sturgeon Bay's Waterfront Subarea Plan, Comprehensive Plan, and the City's current proposal for the US Coast Guard relocation.

The firm will consider the feasibility and sustainability of proposed uses for the West Waterfront, particularly for the Co-op site and nearby property, and develop specific implementation recommendations to provide guidance to the City and project team in next and future steps for redevelopment of the West Waterfront area. Recommendations will include project funding strategies (grants, TID overlay, tax credits, etc.) for redevelopment project costs such as demolition, utility relocation, grading, and public improvements.

**Task Three: Produce Final Plan and Presentation: \$7,500**

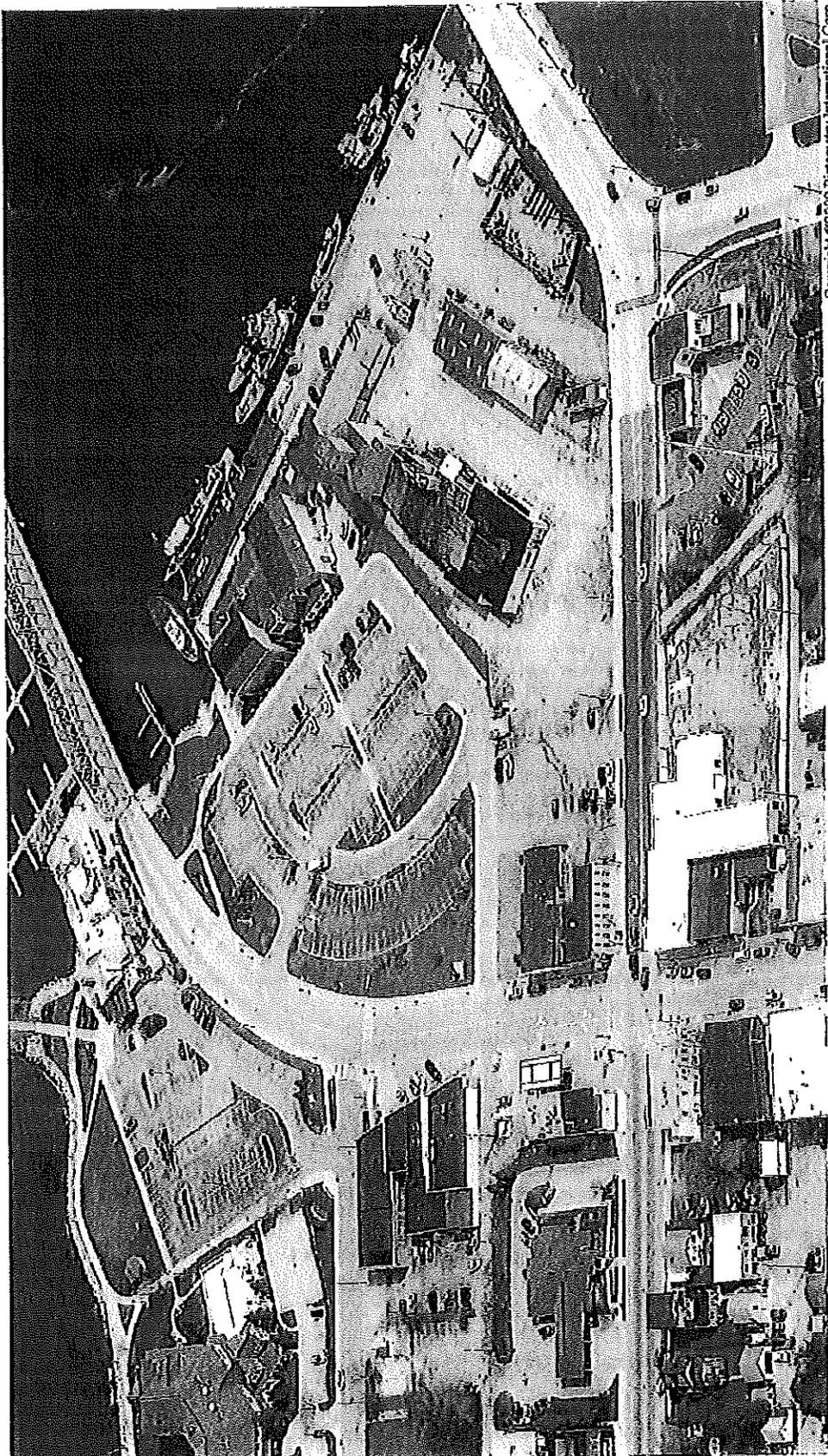
The final Redevelopment Plan & Implementation Strategy document will include narrative, graphics, maps, and photos. The City seeks the production of 10 final, bound, color documents for ongoing City use, as well as electronic copy of all final materials. In addition, an engaging PowerPoint presentation should be created which summarizes the Plan and Implementation strategy and will serve as a communication piece for the City to use in continuing to build partnerships, attract private interest in the area, and implement the plan.

All funds are sourced to the combined project funds of the proposed CDBG grant, if successful (\$25,000) and the City's match (\$12,500).

**9. Identify and state the qualifications of the person, organization or firm that will do the plan?**

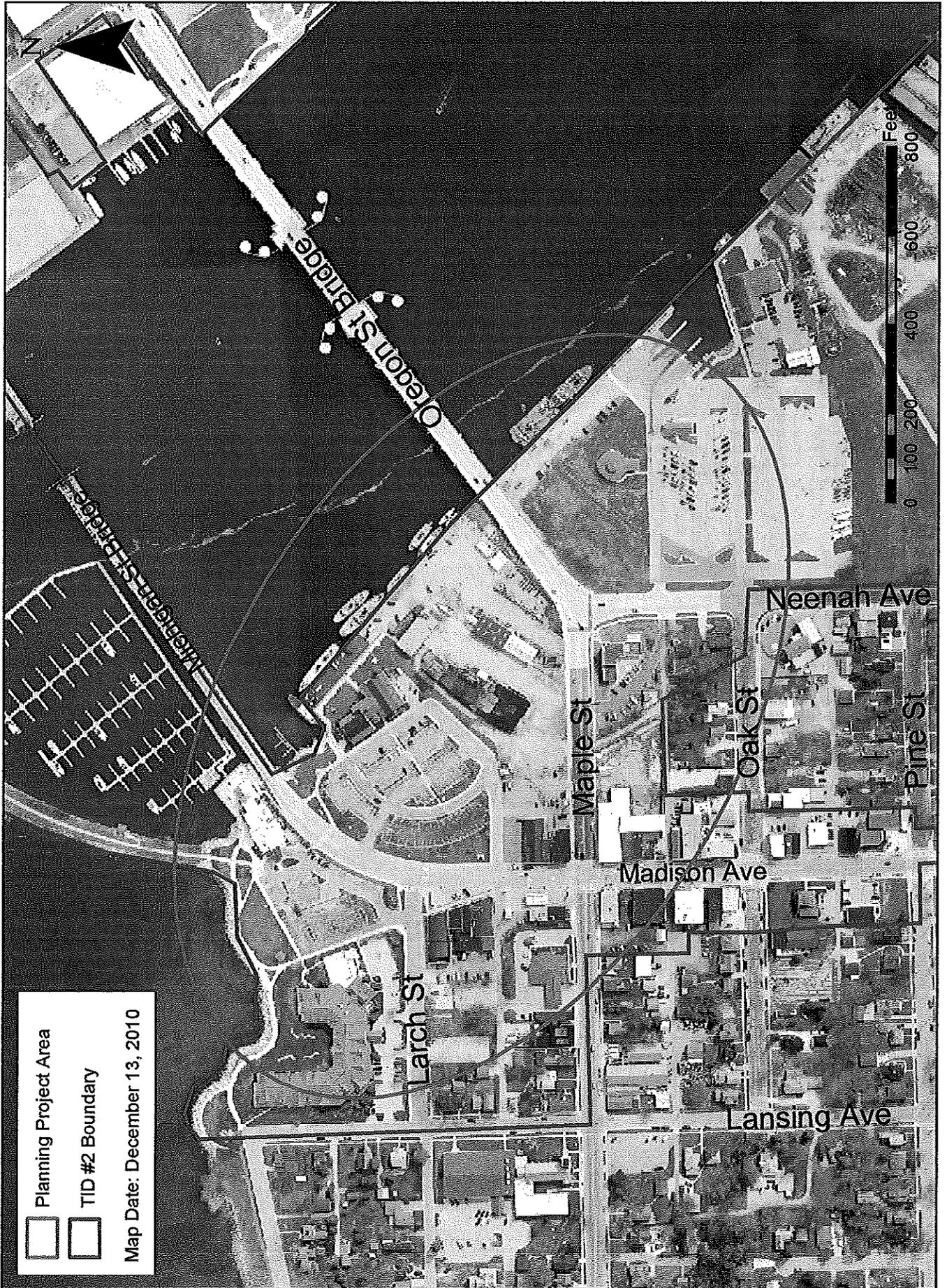
A qualified firm for the proposed scope of work will be selected through a public bidding process.

WEST SIDE WATERFRONT LOOKING NORTH



Copyright ©2008 Pictometry International Corp.

# Sturgeon Bay West Side Waterfront



□ Planning Project Area  
□ TID #2 Boundary  
Map Date: December 13, 2010





December 14, 2010

Mr. Doug Thurlow  
Wisconsin Dept. of Commerce  
Division of Housing and Community Development  
201 West Washington Avenue  
PO Box 7970  
Madison, WI 53703

Re: CDGB Planning Grant Application  
By the City of Sturgeon Bay, WI

Dear Mr. Thurlow:

On behalf of the Board of Directors for the **Door County Economic Development Corporation**, I am pleased to offer this letter of support for the application submitted by the City of Sturgeon Bay for the West Waterfront Area Redevelopment Plan.

We have worked closely with the City of Sturgeon Bay on their waterfront redevelopment program for about 20 years. This effort has yielded excellent results through the elimination of blighted conditions and the creation of beautiful public waterfront access facilities, dozens of new businesses and hundreds of new jobs. This program has also propelled Sturgeon Bay in to the vibrant tourism economy that was previously centered in northern Door County. The entire community has benefited from the improved quality of life and increased tourism spending, personal income and private investment that have been leveraged by this redevelopment program.

We heartily endorse the City's current effort to stimulate redevelopment efforts in the City's west-side waterfront area. This is the last remaining significant downtown waterfront redevelopment opportunity in the City. We are confident that this effort, like its predecessors will be successful in stimulating improved public waterfront access and new private investment, businesses and jobs.

The Door County Economic Development Corporation stands ready to work with the City staff and consultant team to craft a viable redevelopment plan and to work toward its implementation. We are aware of at least two private investors that are very interested in the area and in specific redevelopment opportunities. These investors or any potential investor will be reluctant to make a commitment to a project in this area without the benefit of a current redevelopment plan for the area. The product of this grant application is the missing link to the next phase of waterfront redevelopment in the City of Sturgeon Bay.

**BUSINESS** By **NATURE**®

I can attest to the community's strong commitment to economic development and to this redevelopment program. The City's elected and appointed leadership team is excited about this opportunity and has the support of the community to bring it to fruition. The City has demonstrated past success with its previous waterfront redevelopment program and we are confident that this project will build on that success.

We strongly urge your approval of this grant application. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Chadoir", with a long horizontal flourish extending to the right.

William D. Chadoir  
Executive Director

# RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the \_\_\_\_\_ has applied for a Community Development  
Block Grant; and  
*(Community Name)*

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the \_\_\_\_\_ has prepared and publicly reviewed a Citizen  
Participation Plan;  
*(Community Name)*

NOW THEREFORE BE IT RESOLVED that the \_\_\_\_\_ officially adopts  
the Citizen Participation Plan.  
*(Community Name)*

Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
*(Day) (Month) (Year)*

Approved:

\_\_\_\_\_

# CITIZEN PARTICIPATION

## GENERAL INFORMATION

Citizen participation is required by Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. *If you have not already done so*, the applicant must adopt a Citizen Participation Plan (CPP), hold the initial meeting and submit the CPP, adopting resolution and meeting minutes with your project proposal application materials. A draft plan and adopting resolution are provided on the following pages. A plan must be adopted and implemented before the Department may enter into an award contract with the applicant.

If the applicant has adopted a CPP from a previous grant application, follow the plan and submit minutes of the initial meeting as described in the plan. The minutes should include a list of attendees, the time and place of the meeting, topics of discussion, and evidence that attendees were advised of the broad spectrum of CDBG applications including housing, public facility and economic development activities that can be assisted with Community Development Block Grant dollars.

## **SAMPLE CITIZEN PARTICIPATION PLAN**

### PURPOSE

In order for \_\_\_\_\_ to access Community Development Block Grant funds (CDBG), the community must seek public input on all applications submitted to the Wisconsin Department of Commerce for CDBG funds. To accomplish this, the following plan will be followed:

### PROGRAM OVERSIGHT

1. The \_\_\_\_\_ or its appointed designee will be responsible for complying with citizen participation requirements of the CDBG program.  
*(Name of Appropriate Committee or Person)*
2. To insure responsiveness to the needs of its citizens, the \_\_\_\_\_ or its appointed designee or responsible party shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas and/or target neighborhoods in which the proposed CDBG activity will take place.  
*(Same as Above)*

### NOTICES OF HEARINGS

Official notice of hearings will be by public notice in the official newspaper two (2) weeks preceding the hearing. In addition, the public notice shall be posted at \_\_\_\_\_. These notices will include time, place, and date of meeting, as well as a brief agenda. Notices printed in the newspaper in small print are not acceptable, they shall be in the format of an ad.  
*(Town, Village, or City Hall)*

### REQUIRED PUBLIC HEARINGS\*

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the Community Development Program, including the identification of community, housing

\* If the community is applying for a CDBG Planning Grant, public hearings are not required. However, it must post public notice that it intends to apply for a Planning Grant and provide citizens with at least 2 weeks to comment on the proposed planning project. Upon completion of the plan, the community must again publish a public notice advising citizens of the completion of the plan and provide adequate time for its citizens to review and comment on it.

and economic development needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped and, if needed, for non-English speaking persons.

1. The first hearing, to be held during the preparation of the CDBG application, is to obtain citizen input and provide an explanation of community development needs including discussion of housing, public facilities and economic development needs. Community goals and strategies should be reviewed including timetables, possible displacement, eligible activities and citizen views. A summary of proposed activities shall be included in the minutes of the hearing and must be submitted to Commerce with the Project Proposal. Emphasis must be given to the point that activities other than the proposed activity are eligible and may be applied for in place of the proposed activity or at a later date.
2. The second public hearing, to be held during the implementation of the funded activity, will obtain citizen comments on program performance.

### **PROGRAM INFORMATION, FILES and ASSISTANCE**

1. Citizens or local organizations may petition or request in writing assistance for developing application proposals or changes to proposals. The community will respond to the requests to the extent that time and staff allow.
2. The community will maintain and make available records of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. Every effort will be made to respond to all proposals prior to submitting a CDBG application.

### **COMPLAINTS**

The community will handle citizen complaints about the program in a timely manner. It will respond in writing to all letters of complaint within 15 days when practical. In addition to the above procedure, any citizen may submit a written complaint directly to the following address:

**Department of Commerce  
Division of Housing and Community Development  
P. O. Box 7970  
Madison, WI 53707**

### **OTHER SPECIAL PROVISIONS**

The community will make special efforts to assure equal opportunity in the citizen participation process for non-English speaking persons and handicapped persons. The site of the meeting must also be handicapped accessible.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend to allow residents from the Town of Sevastopol use of the City of Sturgeon Bay compost site for a one year term under the same terms and conditions as the Town of Sturgeon Bay as attached.

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

RESOLVED, that the foregoing recommendation be adopted.

Dated: December 9, 2010.

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

## COMPOST SITE RULES AND REGULATIONS

Hours of Operation: Open 7 days a week, 24 hours a day

Town of Sturgeon Bay and Town of Sevastopol have permission to use compost site with permit.

Permit will be issued at Municipal Services, 835 N. 14<sup>th</sup> Ave, Monday thru Friday, 7:00 a.m. to 3:30 p.m. Cost of permit is \$25.00.

Permit must be purchased before use of compost site.

No commercial dumping allowed.

Removal of material compost or wood chips is allowed at a cost of \$15.00 per pick up truck load. Material must be paid for before removal.

No use of heavy equipment for loading except with prior approval by Municipal Services- (loader, tractor, backhoe, skid steer, etc.)

Failure to adhere to these rules will result in loss of permit.

Failure to purchase permit or pay for material in advance of use will result in a trespassing violation.