

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
Tuesday, January 28, 2014
Council Chambers, City Hall - 421 Michigan Street
7:00pm

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Fire Unit 8 Chassis Replacement & Retrofit Bids.
4. Consideration of: Truck Salters Bids.
5. Discussion of: Industrial Park Policies & Procedures.
6. Review of unfinished business list.
7. Review bills.
8. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 01/24/14
Time:3:30pm
By: TM

Finance /Purchasing & Building Committee Members:
Joseph Stutting, Chair
Danny Wiegand, Vice Chair
Robert Schlicht Jr.

EXECUTIVE SUMMARY

DATE: January 22, 2014

TITLE: Unit # 8 Chassis Replacement and retrofit

BACKGROUND: Request for Bids for the replacement chassis and the retrofit of the 2005 Unit # 8 was advertised in accordance with the City of Sturgeon Bay Purchasing Policy. Three bid packets were sent out with only two returned. One vendor offered five different bids. The bids specifications included the chassis, either a Ford 550 or a Ram 5500, and the retrofit of the truck box, water pump and cab controls. Chevrolet does not have a chassis in this weight range. Additional money was included in the budget for installing a new radio and our inspection computer, making cabinet dividers in the cab, mounting equipment and purchasing a set of front tires and rims for the summer months. This can be done in house or contracted locally.

BIDS:	Marion Body Works: \$93,391, (\$4,000) trade in. Total \$89,391.	
	Ram 5500 Crew Cab Chassis	
	Met all Specifications	
	Custom Fabrication:	
	Bid # 1- \$75,300, (\$15,000) trade in Total \$60,300	
	Ram 5500 Crew Cab Chassis	
	Didn't meet specification on engine and transmission	N/A
	PTO prep package.	\$251.
	Elec. Brake Control	\$250.
	Total	\$60,801
	Bid # 2- \$77,096, (\$15,000) trade in Sub total \$62,096.	
	Ram 5500 Crew Cab Chassis	
	Options to meet specs:	
	PTO prep package	\$251.
	Elec. Brake Control	\$250.
	Factory Installed Back-up Camera	\$900.
	Total	\$63,497.
	Bid # 3 - \$75,110, (\$15,000) trade in. Sub total \$60,110.	
	Ford F550 Crew Cab Chassis	
	Options to meet Specs:	
	Fire Rescue Prep Package	\$900.
	GVWR upgrade to meet specs.	\$1,231.
	Power Equip Group	\$898.
	No factory back up camera (after market only)	\$525.
	PTO Prep Package (after market)	\$3,000.
	Factory PTO Provision	\$260.
	Total	\$66,924.

Bid # 4 - \$78,871, (\$15,000) trade in	Sub total	\$63,871.
Ford F550 Crew Cab Chassis		
Fire Rescue Package		\$900.
PTO Prep Package (after market)		\$3,000.
Factory PTO Provision is included		-0-
No factory Back-up Camera (after market only)		\$525.
Power Equip Group is included		-0-
	Total	\$68,296.

Bid # 5- \$76,596, (\$15,000) trade in	Sub Total	\$61,596.
Ford F550 Crew Cab Chassis		
PTO Prep Package		\$3,000.
Factory PTO Provision		\$260.
No Factory Back-up Camera (after market only)		\$525.
Power Equipment Group		\$898.
	Total	\$66,279.

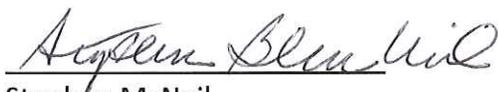
ANALYSIS: After a thorough analysis of all of the bids it appears that the Bid # 2 from Custom Fabrication with the listed options, is the low bid that meets or exceeds all the specifications. Bid #1 from Custom Fabrication was the actual low bid but did not meet the engine and transmission specifications and therefore should be eliminated.

FISCAL IMPACT: Based on estimates from two vendors, there is \$98,000 budgeted for this vehicle with an estimated \$6,000 trade-in value. Custom Fabrication's # 2 bid for \$63,497 is well below budget. Additional work will need to be completed such as compartment dividers, a new radio, the inspection computer installation and a set of front tires and rims for the summer months. These expenses should not exceed \$7,000, and would be needed on any of the bids as they were not part of the bidding process.

RECOMMENDATION: Accept Bid # 2 from Custom Fabrication including the trade in, for \$63,497 to replace the chassis and retrofit Fire Unit # 8.

SUBMITTED BY: 
 Tim Herlache
 Fire Chief
 Date 1/21/14

REVIEWED BY: 
 Valerie Clarizio
 City Treasurer/Finance Director
 Date 1/21/14

APPROVED BY: 
 Stephen McNeil
 City Administrator
 Date 1/22/14

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Executive Summary

Title: Truck Salters

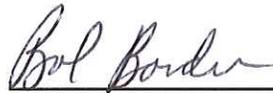
Background: During the 2014 budget process \$49,000.00 was allocated to purchase three salters for the Municipal Services snow operation. Municipal Services prepared and advertised bids as per our purchasing policy. Two companies returned the bidding documents Caspers Truck Equipment, with a total bid of \$44,632.00 and Monroe Truck Equipment with a total bid of \$35,343.00. (cost break down for each salter is attached)

Fiscal Impacts: \$35,343.00

Options: Both companies are within budget

Recommendation: Staff recommends awarding bid to Monroe Truck Equipment for the three salters at a cost of \$35,343.00

Prepared By:

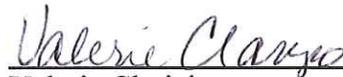


Bob Bordeau
Municipal Services Superintendent

Date:

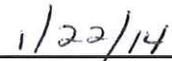


Reviewed By:



Valerie Clarizio
Finance Director/City Treasurer

Date:



Reviewed By:



Steven McNeil
City Administrator

Date:



Project V-Box Spreaders

Bidder	Bid Bond	Signed	Amount	Remarks
Casper's Truck Equipment	Mid V-Box Spreader		0,214.00	
Monroe Truck Equipment	Large V-Box	13 ft.	17,933.00	
	Large V-Box	10 ft.	16,485.00	
			44,632.00	Option 201 Per System
Monroe Truck Equipment	Mid V-Box	10 ft.	7,411.00	
	Large V-Box	13 ft.	14,221.00	
	Large V-Box	10 ft.	13,711.00	
			35,343.00	Option Prowatt system 4554 per system



Memorandum

To: FINANCE COMMITTEE

Fr: Steve McNeil, City Administrator
Marty Olejniczak, Community Development Director
Bill Chaudoir, Executive Director, DCEDC

Date: January 23, 2014

Re: STURGEON BAY INDUSTRIAL PARK

In accordance with your request, please find attached the following information on the Sturgeon Bay Industrial Park:

1. Industrial Park Zoning Information
 - a. Permitted uses
 - b. Conditional uses
 - c. Prohibited uses
 - d. Land use requirements (i.e. minimum lot size, setbacks, height restrictions etc.)
 - e. Development standards
2. Industrial Park Site plan
 - a. Developed lots
 - b. Undeveloped lots
3. Development Policies
 - a. Land pricing
 - b. Incentives
 - c. Repurchase option
 - d. Offer to purchase

4. Land Purchase Procedures
 - a. Preliminary information
 - b. Invitation to purchase
 - c. Offer to purchase
 - d. Approvals
 - e. Development agreement
 - f. Business incentives

5. Industrial Park Site Map with List of Tenants

**City of Sturgeon Bay
Industrial Park Zoning Information**

All industrial sites offered by the City of Sturgeon Bay in the Sturgeon Bay Industrial Park are zoned I-1a. Listed below are excerpts from the Zoning Code regarding permitted uses, height and area regulations and development standards. For further information, contact the Sturgeon Bay Zoning Administrator at 920-746-2910.

20.18 Use regulations for I-1 district.

The I-1 district is intended to provide space for industrial and manufacturing uses at appropriate locations in the city. Such property shall be occupied and used only for those uses that would not generate noise, smoke, odor, vibration, air, water or other environmental pollution that would create a public or private nuisance.

(1) Permitted uses are:

- (a) Facilities for manufacturing and production, processing, fabrication, packaging and assembly of goods, provided that all manufacturing production activity occurs inside buildings, except for the occasional assembly, testing or shipping of components or products too large to fit in buildings.
- (b) General warehousing or wholesale distribution activities.
- (c) Offices directly related to a principal permitted use of the property.
- (d) Corporate/regional headquarters or administration offices of at least 10,000 square feet.
- (e) Outdoor storage areas for the storage of materials, supplies, finished or semi-finished products, equipment, or refuse containers provided that such storage areas shall not exceed 200 percent of the building footprints of the principal structures on the site.
- (f) Construction of watercraft under 50 feet in length.
- (g) Laboratories, research and testing facilities.
- (h) Laundries, not including self-service.
- (i) Printing or publishing.
- (j) Public utilities.
- (k) Child day care facilities, provided the facility is licensed by the department of health and social services.
- (l) Incidental retail sales outlets for products produced on the premises.
- (m) Parking lots.
- (n) Accessory uses customarily incidental and subordinate to another permitted use.

**City of Sturgeon Bay
Industrial Park Zoning Information**

- (o) Trade and construction contractors establishments, provided outdoor storage areas shall not exceed 200 percent of the building footprints of the principal buildings on the site.
 - (p) Mail order distribution centers.
 - (q) Radio and television stations.
 - (r) Trade and vocational schools.
 - (s) Business incubators operated by the Door County Economic Development Corporation or other nonprofit organization approved by the City of Sturgeon Bay.
 - (t) Not for profit vocational rehabilitation programs.
- (2) Conditional uses are:
- (a) Charter fishing boat service.
 - (b) Commercial fishing facilities.
 - (c) Industrial uses not specifically permitted nor specifically prohibited.
 - (d) Communication towers.
 - (e) Commercial housing facilities.
 - (f) Retail establishments, subject to the following requirements:
 - 1. The retail establishment shall be located within a building that contains at least 4,000 square feet of floor area.
 - 2. The retail establishment shall be located within 600 feet of the right-of-way of State Highway 42/57.
 - 3. The retail use shall be limited to appliance dealers, carpet and floor covering dealers, electrical showrooms and shops, furniture stores, lawn and garden equipment and supply stores, lighting showrooms and shops, lumber and building materials sales centers, paint stores, plumbing showrooms and shops, stationery and office equipment/supply stores, retail sales associated with not for profit vocational rehabilitation programs, and similar types of retail that support the building and manufacturing industries.
 - (g) Banks and other financial institutions.
 - (h) Travel agencies.
 - (i) Health clubs.

**City of Sturgeon Bay
Industrial Park Zoning Information**

- (j) Quick-printing/copy shops.
- (3) Prohibited uses are:
- (a) Rendering of fats or oils.
 - (b) Automobile wrecking and junkyards.
 - (c) Petroleum refineries and storage yards.
 - (d) Manufacturing of acids, explosives, fertilizers or glue.
 - (e) Stockyards or slaughterhouses.
 - (f) Garbage or other refuse disposal.
 - (g) Smelting of iron, tin, or other ores.
 - (h) Residential and commercial uses, except as specifically listed under subsections (1) or (2).
 - (i) Uses similar in nature or impact to the prohibited uses specifically listed.

20.19 Use regulations for I-1A district.

The I-1A district is intended to provide space for the same industrial and manufacturing uses permitted in the I-1 district, but subject to the additional development standards contained in section 20.32 of this chapter. This district provides property owners additional protection by requiring specific landscape and building design criteria for new development. It is intended primarily for the Sturgeon Bay Industrial Park.

- (1) Permitted, conditional, and prohibited uses shall be the same as those listed for the I-1 district, but shall be subject to the development standards contained in section 20.32. Appeals to the limitation on outdoor storage shall be directed to the development review team.

20.27 Height and area regulations generally.

- (1) For each lot in the R-4, C-1, C-3, and C-4 districts, the combined area of all roofed, paved, and other impervious surfaces shall not exceed 70 percent of the total area of the lot. Existing lots with impervious surfaces that exceeded 70 percent prior to adoption of this section shall be exempted from this provision provided that there shall be no further net increase of impervious surfaces on such lots.
- (2) The dimensional requirements relating to lot size, density, yards, height, and floor area shall be as specified for each zoning district in the following table:

**City of Sturgeon Bay
Industrial Park Zoning Information**

Zoning District	Lot Size		Density			Required Yards***			Height	Floor Area per Dwelling Unit (square feet)				
	Minimum Lot Area (sq feet)	Minimum Lot Width (feet)	Minimum Lot Area per Dwelling Unit (square feet)	Two Family	Multiple Family	Street (feet)	Side (feet)	Rear (feet)		Maximum Building Height (feet)	Single Family	Two Family	1 Bedroom	2 Bedroom
R-1	10,000	85	10,000	--	--	25	10	25	35	1,400	--	--	--	--
R-2	7,500	70*	7,500	6,000#	--	25	10	25	35	800	500/ 1,500##	--	--	--
R-3	7,500	70*	7,500	6,000#	3,500	25	10	25	35	800	500/ 1,500##	500	750	1,000
R-4	8,400	70*	8,400	6,000#	3,500	25	10	25	45	1,000	500/ 1,500##	500	750	1,000
R-M	7,500	65	7,500	--	--	25	10	10	35	720	--	--	--	--
C-1	8,400	70	--	--	3,500	25	10	25	45	--	--	500	750	1,000
C-2	6,000	70	--	--	3,500	15	5	25	45	--	--	500	750	1,000
C-3	8,400	70	--	--	3,500	25	10	25	45	--	--	500	750	1,000
C-4	8,400	70	--	--	--	25	10	25	45	--	--	--	--	--
I-1/I-1A	25,000	100	--	--	--	40	20	25	45	--	--	--	--	--
I-2/I-2A	25,000	100	--	--	--	50	20	25	45	--	--	--	--	--
A	43,560 (1 acre)	150	43,560 (1 acre)	21,780 (1/2 acre)	--	40	10	25	35**	1,000	800	--	--	--
CON	None	None	--	--	--	25	10	10	45	--	--	--	--	--
PUD	See section 20.24 for applicable standards													

**City of Sturgeon Bay
Industrial Park Zoning Information**

- * Within these districts, the minimum lot width shall be increased to 80 feet for lots used for two-family or multiple-family dwellings, except that the minimum lot width shall remain 70 feet for existing single-family dwellings constructed prior to Jan. 1, 2004 that are converted into two-family dwellings.
- ** Buildings used for agricultural purposes may exceed this height.
- *** For lots that abut two or more streets, all sides of the lot that abut a street shall meet the street yard requirement.
- # Within these districts, the minimum lot area for converting an existing single-family dwelling constructed prior to January 1, 2004, into a two-family dwelling shall be 5,000 square feet per dwelling unit (10,000 square feet total).
- ## 500 square feet for the smallest dwelling unit, with a minimum 1,500 square feet combined floor area for both units.

**City of Sturgeon Bay
Industrial Park Zoning Information**

20.31 Off-street parking requirements.

- (1) *Generally.* At the time any building or structure is hereafter constructed, enlarged, or increased in capacity by adding dwelling units, rooms, seats, or floor area, there shall be provided off-street parking spaces as set forth in this section. Such spaces shall be maintained and shall not be encroached upon so long as said building remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this section.

Industrial manufacturing uses	or	1 space for each employee, based on estimated maximum daily or maximum 8-hour shift requirements in a 24-hour period.
Warehousing		1 space for each employee on the maximum shift.

20.32 Development standards for I-1A and I-2A districts.

- (1) *Plan approval required.* All new development within these districts is required to receive plan approval from the development review team. New developments include but are not limited to projects that involve new exterior building walls, fences, landscaping, parking lots, driveways, signs or other exterior improvements. The building inspector shall have the authority to give plan approval for minor improvements in accordance with the rules and regulations of the development review team and the development standards. Improvements existing on August 20, 1991, are not required to comply with these standards.
- (2) *Development review team.* A development review team (DRT) is established to review and approve plans according to the requirements of this section. The development review team shall consist of three regular members appointed or reappointed by the mayor subject to confirmation of the common council, and one alternate member. The three regular members shall consist of one representative from the city plan commission or common council, one member of the Door County Economic Development Corporation, and one owner of a developed parcel within the I-1A or I-2A districts. The city plan commission or common council representative shall be the chairman. The executive director of the Door County Economic Development Corporation shall serve as the alternate member. The alternate member shall act, with full power, only when a regular member of the DRT abstains from voting due to a conflict of interest or in the absence of a regular member. Their terms shall run concurrently with the term of the committee which they represent, except for the member that represents an owner within the I-1A or I-2A districts, whose term shall be a three-year term expiring on May 1. Generally, the DRT is concerned with the physical external design of each proposed project. The DRT may at its discretion approve of each plan as part of an entire site plan approval. The DRT shall be receptive to the

City of Sturgeon Bay
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applicant's possible time constraints and shall expedite the review process as much as possible.

(3) *Building architectural standards.*

- (a) A variety of architectural styles and building materials is encouraged in the I-1A and I-2A districts; however, it is intended that a basic harmony of architecture prevail among the buildings so that no one structure detracts from the attractiveness of the overall environment.
- (b) It is encouraged that at least a portion of the front yard building facades be faced with brick, decorative masonry, natural stone, decorative concrete panels, glass curtain walls or equivalent finish material.
- (c) Architectural metal buildings shall meet the following minimum manufacturer's and construction standards:
 - 1. Twenty-year manufacturer's warranty of the finish and fasteners.
 - 2. Concealed or semi-concealed fasteners.
 - 3. Base plates at bottom of walls and end trim plates along roofing edges.

(4) *Site storm drainage.*

- (a) No land shall be developed that results in the flooding, erosion or sedimentation of adjacent properties. All runoff shall be properly channeled into a storage area or other storm water management facility as approved by the city engineer.
- (b) Each owner shall take the necessary precautions to ensure that storm drainage from their site is not contaminated with motor vehicle fuels, lubricants, salt or other chemical compounds that are detrimental to aquatic life or groundwater.
- (c) Roof drainage systems are required and shall be connected to designated storm sewers, surface drainage systems or on-site retention areas.

(5) *Landscaping standards.*

- (a) All areas not used for building, storage, parking, walks, access roads and loading shall be suitably graded and drained, seeded or sodded and maintained in grass.
- (b) Unused lot area designated for future expansion and visible from public streets shall be cut a minimum of three times per year or maintained as an agricultural crop approved by the DRT. These areas

**City of Sturgeon Bay
Industrial Park Zoning Information**

shall not be included in calculations to determine minimum landscape requirements of this chapter until such time that they are developed.

- (c) At least ten percent of each parcel shall be put into landscape treatment which shall consist of shrubs, trees, flowers, lawn, decorative paving and other landscape treatments.
 - (d) There shall be at least one canopy tree per 15,000 square feet of total lot area.
 - (e) Every effort should be made to position buildings and other improvements so as to protect and retain existing desirable trees and shrubbery.
 - (f) Landscape improvements shall be installed in accordance with street intersection vision clearance requirements of section 8.07 of this Municipal Code.
 - (g) Landscaping shall be completed within 12 months of the issuance of a certificate of occupancy in accordance with the approved site plan.
 - (h) All landscaped and open space areas shall be continually maintained in accordance with the approved site plan. It is the responsibility of the owner to ensure that the premises are properly maintained.
- (6) *Off-street parking and loading.*
- (a) The number, size, dimension and layout of parking areas shall be provided for all off-street parking areas and approved as part of the site plan.
 - (b) There shall be no on street loading permitted on any publicly owned right-of-way. On-street parking is discouraged and should be limited to short term overflow parking.
 - (c) If parking is provided within 25 feet of the front property line, it is encouraged that it be screened by planting or landscaped berm. No parking area shall be located less than ten feet from any street right-of-way.
 - (d) All parking surfaces, driveways and loading spaces shall be paved with bituminous or concrete surface within 12 months after occupancy of the site.
 - (e) Off-street loading shall not be permitted in the front yard, unless no reasonable alternative is available.
- (7) *Storage.* All storage areas shall be located at least 20 feet from any street right-of-way and shall be screened from public view by completely opaque screens. Storage shall not be permitted in the street yard, unless permitted by the DRT.

City of Sturgeon Bay
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(8) *Fencing.* Fencing may be used for screening, security and landscape enhancement. Fencing shall be set back at least 20 feet from any street right-of-way and be constructed of permanent materials, such as pressure treated wood, masonry, metal or chain link as approved by the DRT. Landscape plantings are encouraged along fences visible from the public street.

(9) *Signs.* All signs shall comply with chapter 27 of this Municipal Code and in addition:

(a) The design shall be approved by the DRT.

(b) Ground mounted business identity signs shall not exceed eight feet in height and shall include a landscaped setting of ornamental shrubs, flowers, ground cover or other decorative materials in an area that is at least twice the area of the sign.

(10) *Plan approval procedures.*

(a) *Preliminary consultation.* This meeting is intended to insure that the developer is aware of the community's standards and posture on the development within the I-1A and I-2A districts. Such consultation should occur prior to any extensive outlay of funds on the part of the developer, since the consultation is intended as a device to encourage cooperation between the developer and the city. Such meetings should occur between the developer and members of the development review team.

(b) *Plan submittal.* Five copies of the plan shall be submitted to the building inspection department. The plan shall consist of the following:

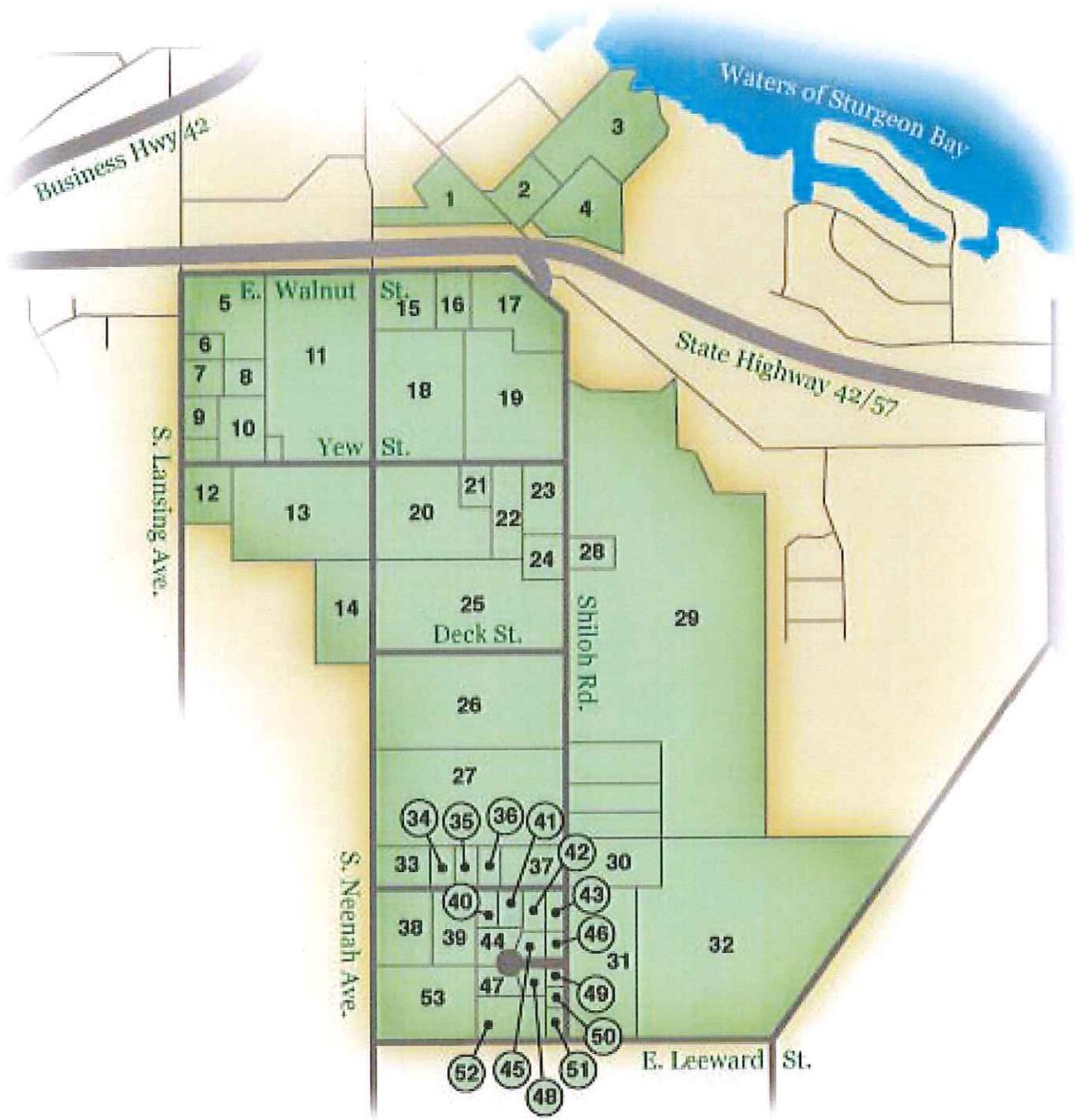
1. Name, location, developer and designer of the project.
2. Date of plan preparation.
3. Scale and north arrow.
4. Property dimensions.
5. Location, identification and dimension of existing and proposed:
 - a. Topography (contour interval two feet, if available).
 - b. Existing significant vegetation.
 - c. Public rights-of-way and easements.
 - d. Buildings and structures.
 - e. Freestanding signage, fences, etc.
 - f. Surface water holding ponds, drainage ways and drainage patterns with arrows.
 - g. Loading docks and refuse collection areas.
 - h. Landscaping details and planting schedules.

**City of Sturgeon Bay
Industrial Park Zoning Information**

- i. All building elevations, including signage and listing of finish materials.
- j. Site statistics, including gross square footage of both the site and buildings.

(c) *Review and determination.*

- 1. Within 30 days of plan submittal, the DRT or designee shall review the plan. If the plan is in substantial compliance with this section, it shall be approved.
- 2. When a discrepancy exists, the DRT shall act as an arbitration board to arrive at a solution.
- 3. Appeals to these requirements shall be heard by the plan commission at their next regularly scheduled meeting.



There are eight lots, out of a total of 52, currently available for sale in the Sturgeon Bay Industrial Park – 34, 38, 39, 40, 41, 47, 49 and 52. Of the eight available lots in the Park, DCEDC has received inquiries from current SBIP land owners for potential acquisition and development of five lots:

- #34 – Possible Sturgeon Bay Cold Storage expansion
- #38 – Proposed WPS gas gate station
- #41 – HTF Inc. future expansion site
- #47 and #52 – future WireTech Fabricators expansion sites

1	Skipper Bud's	2	Fire Station
3	Sturgeon Bay Utilities	4	Peterson Interests
5	Portside Builders	6	Eagle Mechanical
7	Sneakers & Boots Child Care	8	Just In Time, Inc.
9	Pro Products, Inc.	10	Just In Time, Inc.
11	Harbor Place LLC <ul style="list-style-type: none"> ▪ Hi-Tec Fabrication ▪ Parcus Medical, LLC ▪ N.E.W. Industries, Inc 	12	Sunshine House
13	Marine Travelift, Inc.	14	Therma-Tron-X, Inc.
15	ExacTech	16	Wulf Bros.
17	Door County Business Dev. Ctr.	18	Lift Industries LLC
19	Bissen Real Estate LLC	20	C&S Manufacturing Corp.
21	Peninsula Creations	22	Peninsula Creations
23	Cochart Truck Service	24	Shipyards Partners
25	Hatco Corporation	26	Future Industrial Park Property
27	Future Industrial Park Property	28	Shiloh Road LLC
29	Bissen Real Estate LLC	30	N/A
31	Sturgeon Bay Iron & Scrap Metal, Inc.	32	City of Sturgeon Bay
33	Viking Electric	34	AVAILABLE
35	Sturgeon Bay Cold Storage	36	Warner – Wexel
37	Mann Machine Shop	38	AVAILABLE
39	AVAILABLE	40	AVAILABLE
41	AVAILABLE	42	HTF, Inc.
43	HTF, Inc.	44	Linen Press
45	Key Industrial Plastics	46	Bay Electric Systems
47	AVAILABLE	48	Murrock Landscaping
49	AVAILABLE	50	Door County Overhead Door
51	Hill Building Maintenance	52	AVAILABLE
53	WireTech Fabricators		

**STURGEON BAY INDUSTRIAL PARK
Lot Size and Pricing List**

LOT # PLAT	LOT DIMENSIONS LINEAR FEET	LOT SIZE IN ACRES	MINIMUM BUILDING SIZE IN SQUARE FEET	LIST PRICE PER LOT IN U.S. DOLLARS*
34	157' X 280'	1.01	4,000	30,300
35	157' X 280'	1.01	4,000	30,300
39	301' X 474'	3.27	16,000	98,100
40	150' X 220'	0.76	4,000	22,800
41	150' X 220'	0.76	4,000	22,800
47	175' X 300'	1.23	4,000	36,900
49	132' X 250'	0.76	4,000	22,800
52	250' X 450'	2.58	11,660	77,400
53	470' X 560'	6.04	32,670	181,200

* Before Incentives. Incentives are based on the number of jobs created and the amount of private investment to improve property. Minimum sale price could equal \$10,000 per acre.

Sturgeon Bay Industrial Park Development Policies

1. Land Pricing

City owned industrial property is priced at \$30,000 per acre less price reduction incentive credits to be awarded at the end of three years based on the number of jobs created and real estate improvements completed on the subject property. A minimum payment of \$10,000 per acre will be collected by the City at the sale closing with the balance to be financed by the City at 0 % interest for a term of 3 years. At the end of the 3-year term the incentive credits earned will be calculated in accordance with the incentive policies stated below and the resulting purchase price balance will be collected by the City.

2. Minimum Building Size

Buyer shall construct an industrial/commercial building meeting the requirements of applicable building codes having a minimum size of the greater of 4,000 sq.ft. or 15% of the buildable area of the subject parcel, within 18 months of closing.

Enforcement Policy - This requirement shall survive the closing of this transaction as a covenant affecting the property and may be enforced by seller or its assignee. No buildings shall be constructed upon the subject parcel unless plans and permits call for construction of the building as required herein, except with the express written approval by seller or its assignee.

3. Incentives

The City offers incentive financing on the purchase of industrial park land. Sales are subject to the following terms: \$10,000 per acre downpayment, 3-year term, 0% interest.

Incentive credits listed below can be earned by the owner during the 3-year finance term and are subtracted from the purchase price balance due the City.

- a. Jobs credits of \$ 4,000/job for each new full time equivalent (FTE) job that pays at least \$ 15.00/hr, exclusive of benefits.
- b. Real Estate Investment Credit of \$ 4,000 for each \$100,000 in real estate improvements.

Enforcement Policy - The buyer shall produce for the City's inspection and examination any and all records, which relate to this Agreement and the claim for incentive credits.

4. Repurchase Option

Buyers are required to sign a repurchase option at closing giving the City the option to repurchase the subject parcel if buyer does not complete construction of a facility within 18 months of closing.

Enforcement Policy - DCEDC will monitor buyer's performance schedule and notify the City of any non-compliance.

5. Purchase Option

If a buyer is not ready to commit to begin construction in the time limits required by the City an option may be granted upon the property. The option period would be six months for a fee of \$1,000.00 per acre. Buyer shall also pay all legal fees incurred by the City in preparing such option. The option fee shall be applied to the purchase of the property or, if not purchased, retained by the City.

Enforcement Policy - DCEDC will monitor option schedule and notify the City of buyer's intentions to exercise the option.

6. Land Title Conveyance

The actual conveyance of the property title on land sales approved by the City Council will be deferred until the prospective owner files application for a building permit for improvements on the subject property, however the deferral shall not exceed six months from the date of approval at which time the sale is null and void. Title will be conveyed within 10 business days of receipt of the building permit application. The prospective property owner and/or its agents and representatives are granted unrestricted access to the property for site planning and building design purposes during the period after sale approval and before actual title conveyance.

7. Offer to Purchase

Prospective buyers shall work with the cities marketing agent (DCEDC) to submit a complete offer to purchase package for industrial park land sale approval. Required material and information includes the following:

- a. Standard Vacant Land Offer to Purchase Real Estate Form including required appendices to insure compliance with City Development Policies
- b. Written statement by buyer describing proposed use of property, projected job creation, and the number, size and estimated value of proposed buildings and improvements.
- c. Site plan map showing proposed buildings and improvements and possible future expansions
- d. Earnest Money Check in the amount of \$3,000 per acre of subject property. The down payment balance of \$7,000 per acre will be due at closing.
- e. Written statement by appropriate City Officials and DCEDC that Offer to Purchase is in compliance with City Development Policies, Zoning and other City Ordinances.

An Offer to Purchase will be considered by the City Finance, Purchasing and Building Committee and upon recommendation of the Committee acted on by the Common Council.

Drafted 10-27-98

Revised 1-12-99

Approved 1-19-99

Proposed changes: 5-29-01

Approved: 6-5-01

Proposed changes: 8-28-07

Approved: Sept, 07

Sturgeon Bay Industrial Park

Land Purchase Procedures

- 1. Preliminary Information**

Door County Economic Development Corporation (DCEDC) will meet with prospective buyers and provide information on available sites, zoning and development restrictions, land costs, Industrial Park Site Acquisition Incentive Program, other business finance and incentive programs.
- 2. Zoning Issues**

If there are any concerns or questions regarding allowable uses or zoning restrictions, DCEDC will facilitate a meeting the City Zoning Administrator to address these matters.
- 3. Project Definition**

Buyer will provide a brief written description of project including proposed uses, size of buildings, possible future expansions, lot size requirements, preliminary site plan, current and future job estimates, rough private financial investment estimates.
- 4. Invitation to Purchase Property**

Upon review of project information, DCEDC will invite the prospective buyer to submit an offer to purchase for a specific parcel of property for an agreed price.
- 5. Offer to Purchase**

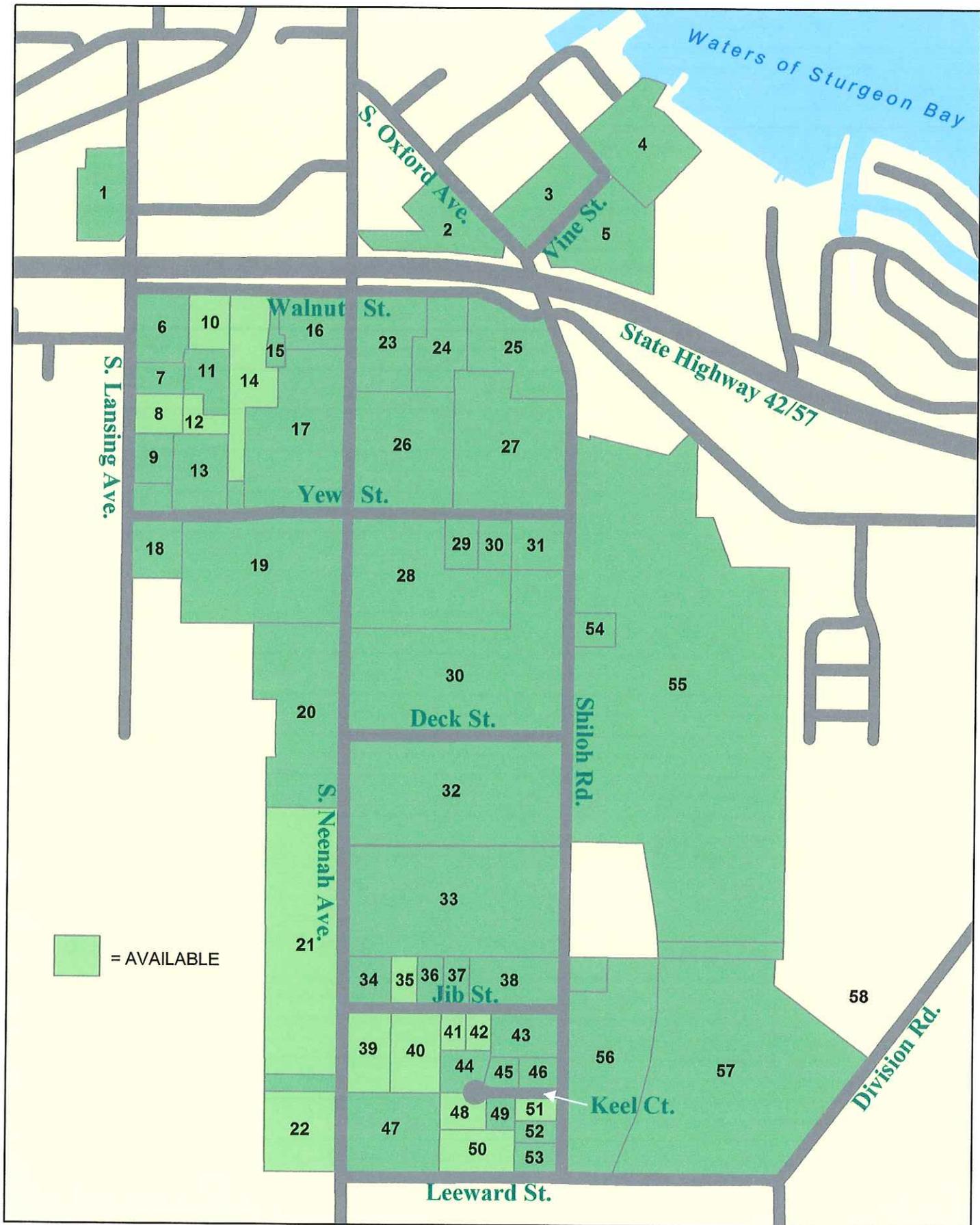
City Attorney prepares offer to purchase using current standard real estate forms for vacant land transactions. Offer includes provisions required by City Development Policies.
- 6. City Approval**

DCEDC will facilitate review and approval of offer to purchase. Offer is reviewed by City Attorney, City Administrator and other appropriate City officials. Offer is presented to City Finance Committee which makes recommendation for approval to City Council. All review and approvals are done in confidence and closed session.
- 7. Development Agreement**

City Attorney prepares draft Development Agreement which commits both parties to perform their part of the project. Final draft is executed by both parties.
- 8. Closing**

DCEDC will work with the City Attorney and Buyer to close the transaction. Title conveyance will be deferred until the buyer files a building permit application with the City.
- 9. Business Incentives**

At the end of the 3 yr City Finance term, DCEDC will contact the Buyer to collect written verification of job creation and property investment. DCEDC will calculate earned incentives and communicate this information with the City Treasurer who will close out the incentive finance loan and, if applicable, invoice the Buyer for any outstanding balance due the City.



Sturgeon Bay Industrial Park Parcels

1. Midwest Wire
2. Quarterdeck Marina (storage)
3. Sturgeon Bay Utilities/Fire Station
4. Sturgeon Bay Wastewater Treatment Facility
5. Quarterdeck Marina (storage)
6. Portside Builders, Inc
7. Eagle Mechanical
8. Child Care Center - AVAILABLE
9. Pro Products
10. Port & Starboard, LLC – AVAILABLE
11. Port & Starboard, LLC
12. Working Capital, LLC – AVAILABLE
13. Just In Time, Inc
14. Centerfield Properties, LLC – AVAILABLE
15. Centerfield Properties, LLC
16. Hi-Tec Fabrication
17. N.E.W. Industries, Inc
18. Sunshine House, Inc
19. Marine Travelift, Inc
20. Therma-Tron-X, Inc
- 21. City of Sturgeon Bay – AVAILABLE**
- 22. City of Sturgeon Bay – AVAILABLE**
23. Exactech, Inc
24. Wulf Brothers
25. Door County Business Development Center
26. Lift Industries, LLC
27. Cochart Tire
28. C & S Manufacturing Corp
29. Peninsula Creations
30. Hatco Corp
31. S & R Truck Center
32. Future Industrial Park Property
33. Future Industrial Park Property
34. Viking Electric
35. City of Sturgeon Bay – AVAILABLE
36. Sturgeon Bay Cold Storage, LLC
37. Warner-Wexel, LLC
38. MMC Machine Co, Inc
- 39. City of Sturgeon Bay – AVAILABLE**
- 40. City of Sturgeon Bay – AVAILABLE**
- 41. City of Sturgeon Bay – AVAILABLE**
- 42. City of Sturgeon Bay – AVAILABLE**
43. HTF, Inc
44. Linen Press
45. Key Industrial Plastics, Inc
46. Bay Electric Systems
47. WireTech Fabricators, Inc
- 48. City of Sturgeon Bay – AVAILABLE**
49. Murrock Landscaping
- 50. City of Sturgeon Bay – AVAILABLE**
- 51. City of Sturgeon Bay – AVAILABLE**
52. Door County Overhead Door
53. Hill Building Maintenance
54. Shiloh Road, LLC
55. Bissen Asphalt/Sturgeon Bay Sand & Gravel
56. Sturgeon Bay Iron & Scrap Metal, LLC
57. City of Sturgeon Bay (Compost Site)
58. Little Hoppers/Door County Waste & Recycling

6

6

FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS
January 28, 2014

1. Industrial Park Sale Policy 9/10/13
2. Review of Tax Exempt Properties 01/21/14

INVOICES DUE ON/BEFORE 02/04/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	DEC 2013 TRAFFIC MATTERS	01-110-000-55010	460.00
BLAZKOV	BLAZKOVEC, BLAZKOVEC & DOWNEY	DEC 2013 LEGAL	01-110-000-55010	60.00
TOTAL				520.00
TOTAL LAW/LEGAL				520.00
CITY ASSESSOR				
17700	QUILL CORPORATION	TRANSFER ROLLER/XEROX PRINTER	01-130-000-54999	53.99
ASSO APP	ASSOCIATED APPRAISAL	02/01/14 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,299.82
TOTAL CITY ASSESSOR				1,299.82
PUBLIC WORKS ADMINISTRATION				
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	ANNL COPIER MAINTANCE AGREEMNT	01-150-000-56250	897.00
TOTAL				897.00
TOTAL PUBLIC WORKS ADMINISTRATION				897.00
CITY HALL				
23730	WPS	421 MICHIGAN ST CITY HALL	01-160-000-56600	3,298.54
TOTAL				3,298.54
TOTAL CITY HALL				3,298.54
INSURANCE				
BH	BURKART HEISDORF INSURANCE	01/14 COMM PROPERTY/BOILER	01-165-000-55250	1,413.00
BH		01/14 COMMERCIAL PROPERTY INS	01-165-000-57350	25,699.00
BH		01/14 COMMERCIAL CRIME ANNL	01-165-000-55450	1,529.00
BH		01/14 WORK COMP 10F 12	01-165-000-58750	18,506.00
BH		01/14 GENERAL LIAB	01-165-000-56400	2,972.00
BH		01/14 POLICE LIAB	01-165-000-57150	1,121.00
BH		01/14 PUBLIC OFFICIAL	01-165-000-57400	1,128.00
BH		01/14 AUTO LIAB	01-165-000-55200	1,633.00
BH		01/14 AUTO PHY DAMAGE	01-165-000-55200	1,225.00
BH		GEN LIAB 2 OF 12	01-165-000-56400	2,972.00
BH		POLICE LIAB 2 OF 12	01-165-000-57150	1,121.00
BH		PUBLIC OFFICIAL 2 OF 12	01-165-000-57400	1,128.00
BH		AUTO LIAB 2 OF 12	01-165-000-55200	1,633.00
BH		AUTO PHY DAMAGE 2 OF 12	01-165-000-55200	1,225.00
BH		WORK COMP 2 OF 12	01-165-000-58750	18,496.00
TOTAL				81,801.00
TOTAL INSURANCE				81,801.00

INVOICES DUE ON/BEFORE 02/04/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT				
17700	QUILL CORPORATION	ASSORT OFFICE SUPPLIES	01-200-000-51950	83.73
17700		OFFICE SUPPLIES	01-200-000-51950	14.57
20081	TARGET BANK	BINDERS & SHEET PROTECTORS	01-200-000-51950	40.15
22800	WALMART COMMUNITY	DUST AIR/DVD-CDS	01-200-000-51950	90.60
DCVB	DOOR COUNTY VISITOR BUREAU	CTA CERT CLASS/ S OLSON	01-200-000-55600	15.00
R0001067	DEPARTMENT OF JUSTICE	WI COMMND 2ND INSTLL/HENRY	01-200-000-55600	500.00
RDJ SPEC	RDJ SPECIALTIES, INC.	ASST SBPD PENCILS	01-200-000-51950	299.20
US BANK	US BANK EQUIPMENT FINANCE	COPIER LEASE	01-200-000-55650	181.00
TOTAL				1,224.25
TOTAL POLICE DEPARTMENT				1,224.25
POLICE DEPARTMENT/PATROL				
03075	CARQUEST OF DOOR COUNTY	WINTER WIPER BLADES/BRNKMN VEH	01-215-000-58600	27.28
03075		SQUAD BATTERY	01-215-000-58600	86.09
19580	STREICHERS PROF POLICE EQUIP	UNIFORM PANTS/WATERSTREET	01-215-000-52900	29.99
19580		BATTERIES & FREIGHT	01-215-000-54999	114.94
22800	WALMART COMMUNITY	SNOWBRUSHES SQUADS	01-215-000-58600	63.76
23645	WISCONSIN DEPT JUSTICE TIME	TIME SYSTM SUPPORT 1/14-3/14	01-215-000-58999	370.50
ALBERTSO	JASON ALBERTSON	REIMB UNIFORM BOOT	01-215-000-52900	100.00
R0000608	AUTO ZONE, INC	DE ICING WASHER FLUID	01-215-000-58600	15.96
TOTAL				808.52
TOTAL POLICE DEPARTMENT/PATROL				808.52
POLICE DEPT. / INVESTIGATIONS				
11350	DOOR/KEWAUNEE DRUG TASK FORCE	2014 DRUG/ME UNIT DUES	01-225-000-57950	8,000.00
TOTAL				8,000.00
TOTAL POLICE DEPT. / INVESTIGATIONS				8,000.00
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	UNIFORMS	01-250-000-52900	931.02
02001		NAME PLATES	01-250-000-52900	27.38
02275	BENDLIN FIRE EQUIPMENT	FIRE BOOTS	01-250-000-52900	206.29
04966	EAGLE MECHANICAL INC	FURNACE REPAIR W SIDE FIRE	01-250-000-56250	341.78
14000	NAPA AUTO PARTS	THERMOSTAT & ANTIFREEZE	01-250-000-53000	47.44
14000		ANTIFREEZE	01-250-000-53000	20.98
19880	STURGEON BAY UTILITIES	SALT SHED	01-250-000-56675	5.20
19880		DUCK POND	01-250-000-56675	5.20
19880		SUNSET CNTR	01-250-000-56675	42.00
19880		FRANK GRASSE SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		SUNSET STAR PLANTER	01-250-000-56675	42.00
19880		SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM PARK	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	16.11

INVOICES DUE ON/BEFORE 02/04/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
23679	WISCONSIN FIRE CHIEFS	DIETMAN CONFER REGISTRATION	01-250-000-55600	200.00
23730	WPS	WST FIRE ST 656 S OXFORD AVE	01-250-000-56600	493.66
JORNS	ETHAN JORNS	UNIFORM HAT	01-250-000-52900	9.00
TOTAL				2,424.46
TOTAL FIRE DEPARTMENT				2,424.46
SNOW REMOVAL				
13825	MORTON SALT	291.75 TON SALT	01-410-000-52400	16,148.37
TOTAL				16,148.37
TOTAL SNOW REMOVAL				16,148.37
STREET MACHINERY				
04696	DOOR COUNTY TREASURER	12/13 FUEL 2913.24G DSL@3.82/G	01-450-000-51650	11,151.88
04696		12/13 FUEL181.56 G UNL @3.29/G	01-450-000-51650	597.89
TOTAL				11,749.77
TOTAL STREET MACHINERY				11,749.77
CITY GARAGE				
09300	INTEGRATED TIME SYSTEMS	TIME CARD	01-460-000-54999	100.00
09300		SHIPPING	01-460-000-54999	13.13
19880	STURGEON BAY UTILITIES	SALT SHED	01-460-000-56150	9.81
23730	WPS	835 N 14TH AVE CITY GARAGE	01-460-000-56600	3,173.25
TOTAL				3,296.19
TOTAL CITY GARAGE				3,296.19
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	TRFC WARN LGHT ELM CTY C	01-499-000-58000	2.75
TOTAL				2.75
TOTAL HIGHWAYS - GENERAL				2.75
PARKS AND PLAYGROUNDS				
03075	CARQUEST OF DOOR COUNTY	MOWER OIL FILTER	01-510-000-53000	2.78
03075		P9-DOOR HANDLE	01-510-000-53000	29.23
06012	FASTENAL COMPANY	TRACTOR BUCKET HOOKS	01-510-000-53000	14.10
08225	HERLACHE SMALL ENGINE	STRING TRIMMER HEAD	01-510-000-54999	26.99
19070	SCHARTNER IMPLEMENT INC	BLOWER PARTS	01-510-000-53000	60.75

INVOICES DUE ON/BEFORE 02/04/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19297	SHORE TO SHORE RENTAL, INC	STRING TRIMER HEAD	01-510-000-53000	79.14
19310	GALETON GLOVES INC	GLOVES	01-510-000-52350	44.50
19310		SHIPPING	01-510-000-52350	12.03
19880	STURGEON BAY UTILITIES	SUNSET CNTR	01-510-000-56150	100.64
19880		SUNSET CNTR	01-510-000-58650	51.40
19880		FRANK GRASSE SHELTER	01-510-000-56150	65.60
19880		OTUMBA PARK	01-510-000-56150	8.24
19880		SIGN SHED	01-510-000-56150	23.42
19880		CHERRY BLOSSOM PARK	01-510-000-56150	8.24
23730	WPS	335 S 14TH AVE MEMORIAL FLD	01-510-000-56600	454.88
PROPET	PROPET DISTRIBUTORS, INC	2 CSES DOG LITTER BAGS	01-510-000-51850	488.35
TOTAL				1,470.29
TOTAL PARKS AND PLAYGROUNDS				1,470.29
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE RESTRM	01-550-000-56600	9.73
TOTAL				9.73
TOTAL MUNICIPAL DOCKS				9.73
TOTAL GENERAL FUND				132,950.69
CAPITAL FUND				
PATROL				
TASER	TASER INTERNATIONAL	LEFT TASER HOLSTER	10-215-000-59999	64.71
TOTAL				64.71
TOTAL PATROL				64.71
FIRE DEPARTMENT				
EXPENSE				
NEW CENT	NEW CENTURY SERVICE	FOUR CHAIRS	10-250-000-59030	1,500.00
TOTAL EXPENSE				1,500.00
TOTAL FIRE DEPARTMENT				1,500.00
TOTAL CAPITAL FUND				1,564.71
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
22800	WALMART COMMUNITY	DVDS/CASES/PENS	21-000-000-51950	180.50
22800		MEMBERSHIP DUES	21-000-000-56000	45.00
MANN	MANN COMMUNICATIONS, LLC	02/4/14 CONTRACT	21-000-000-55015	4,685.00
TOTAL CABLE TV / GENERAL				4,910.50

DATE: 01/24/2014
TIME: 15:19:46
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 02/04/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
TOTAL CABLE TV / GENERAL				4,910.50
TOTAL CABLE TV				4,910.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	12/13 FUEL 917.66G DSL @3.82/G	60-000-000-51650	3,512.80
TOTAL SOLID WASTE ENTERPRISE FUND				3,512.80
TOTAL SOLID WASTE ENTERPRISE FUND				3,512.80
TOTAL SOLID WASTE ENTERPRISE				3,512.80
TOTAL ALL FUNDS				142,938.70

MANUAL CHECKS

BENEFIT ADVANTAGE	\$ 756.00
Check # 74171	
January fees and Renewal fees	
01-600-000-50510	

PITNEY BOWES	\$ 800.00
Check # 74172	
Postage	
01-199-000-57250	

TOTAL MANUAL CHECKS	\$1556.00
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