



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, APRIL 1, 2014  
7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Presentation for donation to Fire Department from Jan Christensen, Bayship.
6. Consideration of the following bills: General Fund – \$54,841.88, Capital Fund - \$712.73, Cable TV - \$5,334.63, TID #4 - \$1,115.73, and Solid Waste Enterprise Fund - \$3,045.50 for a grand total of \$65,050.47. [roll call]
7. CONSENT AGENDA
  - \* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
  - \* a. Approval of 3/18/14 regular Common Council minutes.
  - \* b. Approval of the following minutes:
    - (1) Sturgeon Bay Utility Commission – 2/11/14
    - (2) Bicycle & Pedestrian Advisory Board – 3/6/14
    - (3) Finance/Purchasing & Building Committee – 3/11/14
    - (4) Police & Fire Commission – 3/13/14
    - (5) Community Protection & Services Committee – 3/20/14
    - (6) Joint Park & Recreation Committee/Board – 3/26/14
  - \* c. Place on file the following reports:
    - (1) Fire Department Report – February 2014
  - \* d. Consideration of: Beverage Operator licenses.
  - \* e. Joint Park & Recreation Committee/Board recommendation re: Add the YMCA Plan to the Parks 5 Year Outdoor Recreation Plan.
  - \* f. Joint Park & Recreation Committee/Board recommendation re: Amendments to the Sturgeon Bay Outdoor Recreation Plan.
8. Mayoral appointments.
9. Public hearing re: Amendment to Chapter 20 of the Municipal Code – require a 25-foot setback from the ordinary water mark of navigable water for principal and accessory buildings.

10. **First reading of ordinance re: Create section 20.27(5) of the Municipal Code (Zoning Code) regarding setback from navigable water.**
11. **Consideration of: Resolution to Support Urban Non-point Source Storm Water Pollution Grant.**
12. **Consideration of: U.S. Coast Guard City designation.**
13. **Finance/Purchasing & Building Committee recommendation re: Write off 2012 delinquent personal property tax account bills and authorize City Attorney to pursue court action for certain personal property tax accounts including publishing the list in the Door County Advocate.**
14. **Committee Chairperson Reports:**
  - a. **City Plan Commission**
  - b. **Finance/Purchasing & Building Committee**
  - c. **Park & Recreation Committee**
15. **Public comment on non-agenda items.**
16. **Mayor's comments.**
17. **Adjourn.**

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

Posted:

Date: 3-28-14

Time: 12:00

By: JM

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                          | NAME                            | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|---------------------------------|--------------------------------|------------------|------------|
| GENERAL FUND                      |                                 |                                |                  |            |
| GENERAL FUND                      |                                 |                                |                  |            |
| LIABILITIES                       |                                 |                                |                  |            |
| VISION                            | VISION INS PLAN OF AMERICA, INC | MARCH BILLING                  | 01-000-000-21540 | 710.10     |
| VISION                            |                                 | FEB BILLING ADJUST             | 01-000-000-21540 | -6.45      |
| VISION                            |                                 | APRIL VISION INS               | 01-000-000-21540 | 710.10     |
| TOTAL LIABILITIES                 |                                 |                                |                  | 1,413.75   |
| TOTAL GENERAL FUND                |                                 |                                |                  | 1,413.75   |
| LAW/LEGAL                         |                                 |                                |                  |            |
| 16555                             | PINKERT LAW FIRM, LLP           | FEB TRAFFIC MATTERS            | 01-110-000-55010 | 300.00     |
| TOTAL                             |                                 |                                |                  | 300.00     |
| TOTAL LAW/LEGAL                   |                                 |                                |                  | 300.00     |
| CITY CLERK-TREASURER              |                                 |                                |                  |            |
| 21520                             | UW-GREEN BAY                    | MTAW AUDIT/DEBT TRNING/CLARIZO | 01-115-000-55600 | 69.00      |
| IGFOA                             | IGFOA-ATTN: WGFOA MBRSHIP DUES  | ANNL WGFO MEMRSHP/CLARIZIO     | 01-115-000-56000 | 25.00      |
| TOTAL                             |                                 |                                |                  | 94.00      |
| TOTAL CITY CLERK-TREASURER        |                                 |                                |                  | 94.00      |
| ADMINISTRATION                    |                                 |                                |                  |            |
| 05618                             | UW EXTENSION                    | LAND USE PLAN & ZONE /MCNEIL   | 01-120-000-55600 | 35.00      |
| TOTAL                             |                                 |                                |                  | 35.00      |
| TOTAL ADMINISTRATION              |                                 |                                |                  | 35.00      |
| CITY ASSESSOR                     |                                 |                                |                  |            |
| ASSO APP                          | ASSOCIATED APPRAISAL            | 04/01/14 CONTRACT              | 01-130-000-55010 | 1,245.83   |
| TOTAL                             |                                 |                                |                  | 1,245.83   |
| TOTAL CITY ASSESSOR               |                                 |                                |                  | 1,245.83   |
| PUBLIC WORKS ADMINISTRATION       |                                 |                                |                  |            |
| 03133                             | CELLCOM WISCONSIN RSA 10        | 02/14 STREETS CELL SERVICE     | 01-150-000-58250 | 13.94      |
| 03133                             |                                 | 02/14 BOB B CELL SERVICE       | 01-150-000-58250 | 48.52      |
| 15890                             | PACK AND SHIP PLUS              | NEWSLETTER SHIPPING            | 01-150-000-54999 | 41.90      |
| 22800                             | WALMART COMMUNITY               | PRINTER INK                    | 01-150-000-51950 | 37.98      |
| TOTAL                             |                                 |                                |                  | 142.34     |
| TOTAL PUBLIC WORKS ADMINISTRATION |                                 |                                |                  | 142.34     |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #        | NAME                     | ITEM DESCRIPTION  | ACCOUNT #        | AMOUNT DUE |
|-----------------|--------------------------|-------------------|------------------|------------|
| GENERAL FUND    |                          |                   |                  |            |
| CITY HALL       |                          |                   |                  |            |
| 23730           | WPS                      | CITY HALL         | 01-160-000-56600 | 3,997.52   |
| WARNER          | WARNER-WEXEL WHOLESALE & | CLEANER/CITY HALL | 01-160-000-51850 | 50.28      |
| TOTAL           |                          |                   |                  | 4,047.80   |
| TOTAL CITY HALL |                          |                   |                  | 4,047.80   |

GENERAL EXPENDITURES

|                            |                              |                         |                  |       |
|----------------------------|------------------------------|-------------------------|------------------|-------|
| FIRST                      | FIRST NATIONAL BANK OF OMAHA | INTEREST                | 01-199-000-51520 | 10.16 |
| FIRST                      |                              | ABSENTEE BALLOT POSTAGE | 01-199-000-57250 | 49.00 |
| TOTAL                      |                              |                         |                  | 59.16 |
| TOTAL GENERAL EXPENDITURES |                              |                         |                  | 59.16 |

POLICE DEPARTMENT

|                         |                              |                                |                  |        |
|-------------------------|------------------------------|--------------------------------|------------------|--------|
| 19959                   | SUPERIOR CHEMICAL CORP       | 2 CS SOAPY HAND WIPE @ 41.52EA | 01-200-000-51950 | 91.03  |
| 20080                   | TARGET                       | MISC OFFICE SUPPLIES           | 01-200-000-51950 | 22.04  |
| 22800                   | WALMART COMMUNITY            | SCAN DISK                      | 01-200-000-55500 | 29.88  |
| 22800                   |                              | FRAME                          | 01-200-000-51950 | 19.97  |
| FIRST                   | FIRST NATIONAL BANK OF OMAHA | HOTEL /BRNKMAN/ REMI CONF      | 01-200-000-56000 | 101.05 |
| US BANK                 | US BANK EQUIPMENT FINANCE    | RICOH COPIER LEASE # 14        | 01-200-000-55650 | 181.00 |
| TOTAL                   |                              |                                |                  | 444.97 |
| TOTAL POLICE DEPARTMENT |                              |                                |                  | 444.97 |

POLICE DEPARTMENT/PATROL

|                                |                              |                                |                  |          |
|--------------------------------|------------------------------|--------------------------------|------------------|----------|
| 02005                          | BAY ELECTRONICS, INC.        | 6 RADIO ANTENNAS               | 01-215-000-57550 | 106.80   |
| 02005                          |                              | 10 KENWOOD BATTERIES           | 01-215-000-57550 | 624.70   |
| 03075                          | CARQUEST OF DOOR COUNTY      | SUPER CRIMP TERMINAL/F250      | 01-215-000-58600 | 10.90    |
| 03133                          | CELLCOM WISCONSIN RSA 10     | 02/14 PD CELL SERVICE          | 01-215-000-58250 | 810.50   |
| 03133                          |                              | 02/14 SQUAD PRINTERS           | 01-215-000-58999 | 311.46   |
| 04696                          | DOOR COUNTY TREASURER        | FEB FUEL 1539.36G @ 3.2920     | 01-215-000-51650 | 5,067.57 |
| 15675                          | OSHKOSH FIRE POLICE          | WEAPON MNT, SHTGN LOC,UNV LOC  | 01-215-000-51050 | 399.00   |
| 19580                          | STREICHERS PROF POLICE EQUIP | 2 HLSTR CUFF/GLCK MAG HOLD/ZAG | 01-215-000-52900 | 168.97   |
| 19880                          | STURGEON BAY UTILITIES       | SUNSET PK BT LAUNCH            | 01-215-000-56150 | 11.41    |
| 19880                          |                              | NAUTICAL DR CAMERA WWTP        | 01-215-000-56150 | 10.88    |
| FIRST                          | FIRST NATIONAL BANK OF OMAHA | ALBRTSON/HOTEL SWAT TRNING     | 01-215-000-55600 | 158.00   |
| R0000608                       | AUTO ZONE, INC               | WINDSHIELD FLUID               | 01-215-000-58600 | 13.96    |
| R0000608                       |                              | HALOGEN BULB                   | 01-215-000-58600 | 9.89     |
| R0000608                       |                              | WEATHER STRIP/SQUAD CAR        | 01-215-000-58600 | 6.29     |
| SHEF DR                        | SHEFCHIK DOOR OPENERS        | 2 REMOTE TRANSMTR INSTALL      | 01-215-000-54999 | 70.00    |
| TOTAL                          |                              |                                |                  | 7,780.33 |
| TOTAL POLICE DEPARTMENT/PATROL |                              |                                |                  | 7,780.33 |

POLICE DEPT. / INVESTIGATIONS

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                            | NAME                           | ITEM DESCRIPTION              | ACCOUNT #        | AMOUNT DUE |
|-------------------------------------|--------------------------------|-------------------------------|------------------|------------|
| GENERAL FUND                        |                                |                               |                  |            |
| ACCURINT                            | LEXISNEXIS                     | FEB '14 @\$80/MO CONTRACT FEE | 01-225-000-57950 | 80.00      |
| TOTAL                               |                                |                               |                  | 80.00      |
| TOTAL POLICE DEPT. / INVESTIGATIONS |                                |                               |                  | 80.00      |
| FIRE DEPARTMENT                     |                                |                               |                  |            |
| 02001                               | RED THE UNIFORM TAYLOR         | UNIFORM PANTS/DOELL           | 01-250-000-52900 | 64.41      |
| 02208                               | BAYCOM INC.                    | COMPUTER DOCKING TUBE         | 01-250-000-51350 | 37.00      |
| 03075                               | CARQUEST OF DOOR COUNTY        | ROLLERS AND TAPE              | 01-250-000-53000 | 35.89      |
| 03075                               |                                | TAPE & 12 V SOCKETS           | 01-250-000-53000 | 14.97      |
| 04696                               | DOOR COUNTY TREASURER          | FEB FUEL CHARGES              | 01-250-000-51650 | 678.40     |
| 13842                               | MOTOROLA                       | PAGER REPAIR                  | 01-250-000-57550 | 78.00      |
| 14000                               | NAPA AUTO PARTS                | BRUSH ON BED LINER            | 01-250-000-53000 | 31.49      |
| 19880                               | STURGEON BAY UTILITIES         | 835 N 14TH AVE SALT SHED      | 01-250-000-56675 | 5.20       |
| 19880                               |                                | 835 N 14TH AVE CITY GARAGE    | 01-250-000-56675 | 42.00      |
| 19880                               |                                | DUCK POND                     | 01-250-000-56675 | 5.20       |
| 19880                               |                                | SUNSET CNTR/NEW CONC          | 01-250-000-56675 | 42.00      |
| 19880                               |                                | FRANK GRASSE MEM SHELTER      | 01-250-000-56675 | 13.00      |
| 19880                               |                                | OTUMBA PRK                    | 01-250-000-56675 | 5.20       |
| 19880                               |                                | WEST SIDE WARM HOUSE          | 01-250-000-56675 | 5.20       |
| 19880                               |                                | WEST SIDE FIRE STAT           | 01-250-000-56675 | 42.00      |
| 19880                               |                                | WEST SIDE FIRE STAT           | 01-250-000-56150 | 75.66      |
| 19880                               |                                | WEST SIDE FIRE STAT           | 01-250-000-58650 | 118.91     |
| 19880                               |                                | 38 S NEENAH AVE PAVILLION     | 01-250-000-56675 | 5.20       |
| 19880                               |                                | 38 S NEENAH AVE RESTRM        | 01-250-000-56675 | 26.00      |
| 19880                               |                                | JAYCEES BALLFLD STND          | 01-250-000-56675 | 13.00      |
| 19880                               |                                | MICH ST JC BALLFLD SPRINK     | 01-250-000-56675 | 42.00      |
| 19880                               |                                | WEST SIDE BALLFLD LITES       | 01-250-000-56675 | 5.20       |
| 19880                               |                                | 916 N 14TH WARNING SIREN      | 01-250-000-56150 | 8.35       |
| 19880                               |                                | COVE RD/CANAL RD SIREN        | 01-250-000-56150 | 14.90      |
| 19880                               |                                | SUNSET PK STAR PLANT          | 01-250-000-56675 | 42.00      |
| 19880                               |                                | 835 N 14TH AVE SIGN SHED      | 01-250-000-56675 | 5.20       |
| 19880                               |                                | CHERRY BLSSM PRK              | 01-250-000-56675 | 13.00      |
| 19880                               |                                | CLAY BANKS SIREN              | 01-250-000-56150 | 14.58      |
| 22800                               | WALMART COMMUNITY              | TRUCK SUPPLIES                | 01-250-000-53000 | 73.48      |
| 22800                               |                                | CLEAN SUPPLIES/POTS & PANS    | 01-250-000-54999 | 105.31     |
| 23730                               | WPS                            | 646 S OXFORD/ W SIDE FIRE     | 01-250-000-56600 | 515.22     |
| 23755                               | WISCONSIN STATE FIRE CHIEF ASN | RISK ASSESS CLASS/DIETMAN     | 01-250-000-55600 | 85.00      |
| FIRST                               | FIRST NATIONAL BANK OF OMAHA   | MEALS/WATEROUS SCHOOL         | 01-250-000-55600 | 39.80      |
| FIRST                               |                                | MEALS/WATEROUS SCHOOL         | 01-250-000-55600 | 52.97      |
| FIRST                               |                                | MEALS/WATEROUS SCHOOL         | 01-250-000-55600 | 31.42      |
| FIRST                               |                                | MEALS/WATEROUS SCHOOL         | 01-250-000-55600 | 18.04      |
| FIRST                               |                                | FUEL/WATEROUS SCHOOL          | 01-250-000-51650 | 44.13      |
| FIRST                               |                                | FUEL/WATEROUS SCHOOL          | 01-250-000-51650 | 33.82      |
| FIRST                               |                                | FUEL/WATEROUS SCHOOL          | 01-250-000-51650 | 38.30      |
| FIRST                               |                                | HOTEL/WATEROUS SCHOOL         | 01-250-000-55600 | 459.24     |
| FIRST                               |                                | HOTEL/CHIEF CONF/DIETMAN      | 01-250-000-55600 | 70.00      |
| FIRST                               |                                | MEALS/CHIEF CONF/DIETMAN      | 01-250-000-55600 | 41.00      |
| FIRST                               |                                | MEALS/CHIEF CONF/DIETMAN      | 01-250-000-55600 | 8.28       |
| FIRST                               |                                | BUSINESS CARD PRINTING        | 01-250-000-51950 | 29.47      |
| FIRST                               |                                | POLICE & FIRE DEPT FLAGS      | 01-250-000-54999 | 169.90     |
| JORNS                               | ETHAN JORNS                    | 2 UNIFORM HATS                | 01-250-000-52900 | 18.00      |
| PAULCONW                            | PAUL CONWAY SHIELDS            | TURN OUT GEAR REPAIR THREAD   | 01-250-000-56250 | 125.13     |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                        | NAME                        | ITEM DESCRIPTION        | ACCOUNT #        | AMOUNT DUE |
|---------------------------------|-----------------------------|-------------------------|------------------|------------|
| GENERAL FUND                    |                             |                         |                  |            |
| PAULCONW                        |                             | THREAD BOBBINS          | 01-250-000-56250 | 12.27      |
| US CELL                         | US CELLULAR                 | INSPECTION AIR CARD     | 01-250-000-58250 | 48.32      |
| WIEGANDB                        | BRENT WIEGAND               | UNIFORM T SHIRTS        | 01-250-000-52900 | 30.00      |
| TOTAL                           |                             |                         |                  | 3,533.06   |
| TOTAL FIRE DEPARTMENT           |                             |                         |                  | 3,533.06   |
| STORM SEWERS                    |                             |                         |                  |            |
| 02005                           | BAY ELECTRONICS, INC.       | 3 BAGS CALCIUM FLAKES   | 01-300-000-54999 | 45.00      |
| 13150                           | MASTERCRAFT WELDING SYSTEM  | STEEL/MUD BOX           | 01-300-000-54999 | 180.00     |
| TOTAL                           |                             |                         |                  | 225.00     |
| TOTAL STORM SEWERS              |                             |                         |                  | 225.00     |
| SNOW REMOVAL                    |                             |                         |                  |            |
| 06012                           | FASTENAL COMPANY            | 3" PINHNG               | 01-410-000-51400 | 5.19       |
| 13655                           | MONROE TRUCK EQUIPMENT, INC | 2 HYD SEAL KITS/#33     | 01-410-000-51400 | 227.77     |
| TOTAL                           |                             |                         |                  | 232.96     |
| TOTAL SNOW REMOVAL              |                             |                         |                  | 232.96     |
| STREET SIGNS AND MARKINGS       |                             |                         |                  |            |
| 06012                           | FASTENAL COMPANY            | CABLE TIE               | 01-420-000-52550 | 10.18      |
| TOTAL                           |                             |                         |                  | 10.18      |
| TOTAL STREET SIGNS AND MARKINGS |                             |                         |                  | 10.18      |
| STREET MACHINERY                |                             |                         |                  |            |
| 02005                           | BAY ELECTRONICS, INC.       | RADIO ANTENNA & BATTERY | 01-450-000-57550 | 70.83      |
| 03075                           | CARQUEST OF DOOR COUNTY     | OVERPYMNT               | 01-450-000-52700 | -38.25     |
| 03075                           |                             | DUP CHARGE              | 01-450-000-52150 | -38.49     |
| 03075                           |                             | HEET FUEL ANTIFREEZE    | 01-450-000-52150 | 77.04      |
| 03075                           |                             | LATEX GLOVES            | 01-450-000-54999 | 63.32      |
| 04696                           | DOOR COUNTY TREASURER       | FEB FUEL CHARGES        | 01-450-000-51650 | 10,890.50  |
| 06012                           | FASTENAL COMPANY            | CABLE TIES/BATTERY      | 01-450-000-53000 | 36.88      |
| 06012                           |                             | FASTENERS               | 01-450-000-53000 | 1.98       |
| 13655                           | MONROE TRUCK EQUIPMENT, INC | 2 RUBBER HOLD DOWNS     | 01-450-000-53000 | 18.05      |
| 23828                           | WITT PENINSULA FORD LINCOLN | FUEL PUMP DRIVE MODULE  | 01-450-000-53000 | 308.53     |
| TOTAL                           |                             |                         |                  | 11,390.39  |
| TOTAL STREET MACHINERY          |                             |                         |                  | 11,390.39  |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                      | NAME                     | ITEM DESCRIPTION              | ACCOUNT #        | AMOUNT DUE |
|-------------------------------|--------------------------|-------------------------------|------------------|------------|
| GENERAL FUND                  |                          |                               |                  |            |
| CITY GARAGE                   |                          |                               |                  |            |
| 03075                         | CARQUEST OF DOOR COUNTY  | 3/8 DR 10 PC MM CROW FOOT SKT | 01-460-000-52700 | 31.82      |
| 04966                         | EAGLE MECHANICAL INC     | SHOP HEAT SYST REPAIRS        | 01-460-000-58999 | 671.96     |
| 06012                         | FASTENAL COMPANY         | SUPPLIES                      | 01-460-000-56250 | 57.98      |
| 07785                         | THE GREAT OUTDOORS       | SPRINGS/PARKS SW OH DOOR      | 01-460-000-58999 | 1,223.30   |
| 19880                         | STURGEON BAY UTILITIES   | 835 N 14TH AVE SALT SHED      | 01-460-000-56150 | 10.15      |
| 19880                         |                          | 835 N 14TH AVE CITY GARAGE    | 01-460-000-56150 | 813.18     |
| 19880                         |                          | 835 N 14TH AVE CITY GARAGE    | 01-460-000-58650 | 127.00     |
| 19959                         | SUPERIOR CHEMICAL CORP   | CASE FIREBALL DEGREASER       | 01-460-000-54999 | 77.88      |
| 19959                         |                          | CASE MOLECULE 100 NEUTRALIZER | 01-460-000-54999 | 123.43     |
| 19959                         |                          | SHIPPING                      | 01-460-000-54999 | 14.65      |
| 22800                         | WALMART COMMUNITY        | CHAIR PADS                    | 01-460-000-54999 | 4.97       |
| 23730                         | WPS                      | 835 N 14TH AVE/ CITY GARAGE   | 01-460-000-56600 | 4,556.50   |
| TOTAL                         |                          |                               |                  | 7,712.82   |
| TOTAL CITY GARAGE             |                          |                               |                  | 7,712.82   |
| HIGHWAYS - GENERAL            |                          |                               |                  |            |
| 19880                         | STURGEON BAY UTILITIES   | TRFC WARNING LGT ELM CTY C    | 01-499-000-58000 | 2.75       |
| TOTAL                         |                          |                               |                  | 2.75       |
| TOTAL HIGHWAYS - GENERAL      |                          |                               |                  | 2.75       |
| PARK & RECREATION ADMIN       |                          |                               |                  |            |
| 03133                         | CELLCOM WISCONSIN RSA 10 | 02/14 BOB B CELL SERVICE      | 01-500-000-58250 | 48.52      |
| 03133                         |                          | 02/14 SWYR DOCK CELL SERVICE  | 01-500-000-58250 | 14.09      |
| 03133                         |                          | 02/14 CELL SERVICE            | 01-500-000-58250 | 13.10      |
| 03767                         | STAPLES ADVANTAGE        | NEWSLETTER PAPER              | 01-500-000-51950 | 83.88      |
| TOTAL                         |                          |                               |                  | 159.59     |
| TOTAL PARK & RECREATION ADMIN |                          |                               |                  | 159.59     |
| PARKS AND PLAYGROUNDS         |                          |                               |                  |            |
| 01766                         | AURORA MEDICAL GROUP     | GIESSEMAN/PRE EMPLOY SCREEN   | 01-510-000-57100 | 92.00      |
| 01766                         |                          | MRO FEE                       | 01-510-000-57100 | 8.00       |
| 02960                         | C & W AUTO               | P7 WIPER ASSEMBLY             | 01-510-000-53000 | 55.00      |
| 03075                         | CARQUEST OF DOOR COUNTY  | CREDIT RETURN/DOOR HAND P9    | 01-510-000-53000 | -29.23     |
| 03075                         |                          | MISC TRUCK SHOP STOCK         | 01-510-000-53000 | 30.39      |
| 03075                         |                          | P1 SUPPLIES/PARTS             | 01-510-000-53000 | 13.12      |
| 03075                         |                          | MISC TRUCK SHOP STOCK         | 01-510-000-53000 | 20.42      |
| 04696                         | DOOR COUNTY TREASURER    | FEB FUEL CHARGES              | 01-510-000-51650 | 1,311.71   |
| 19070                         | SCHARTNER IMPLEMENT INC  | MC 28 THROTTLE CABLE          | 01-510-000-53000 | 33.28      |
| 19880                         | STURGEON BAY UTILITIES   | SUNSET CNTR/NEW CONC          | 01-510-000-56150 | 107.47     |
| 19880                         |                          | SUNSET CNTR/NEW CONC          | 01-510-000-58650 | 58.96      |
| 19880                         |                          | FRANK GRASSE MEM SHELTER      | 01-510-000-56150 | 36.77      |
| 19880                         |                          | OTUMBA PRK                    | 01-510-000-56150 | 8.35       |
| 19880                         |                          | WEST SIDE WARM HOUSE          | 01-510-000-56150 | 36.59      |
| 19880                         |                          | JAYCEES BALLELD STND          | 01-510-000-56150 | 8.24       |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                          | NAME                         | ITEM DESCRIPTION          | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|------------------------------|---------------------------|------------------|------------|
| GENERAL FUND                      |                              |                           |                  |            |
| 19880                             |                              | OTUMBA PRK WLKWAY LITES   | 01-510-000-56150 | 37.41      |
| 19880                             |                              | OTUMBA PRK/ STREET LIGHTS | 01-510-000-56150 | 147.12     |
| 19880                             |                              | FLORIDA ST/SUNSET PK      | 01-510-000-56150 | 11.82      |
| 19880                             |                              | 835 N 14TH AVE SIGN SHED  | 01-510-000-56150 | 17.43      |
| 19880                             |                              | CHERRY BLSSM PK           | 01-510-000-56150 | 8.24       |
| 20725                             | T R COCHART TIRE CENTER      | PRESSURE WASHER TIRE      | 01-510-000-53000 | 10.00      |
| 22800                             | WALMART COMMUNITY            | PARKS TRUCK OIL           | 01-510-000-53000 | 38.91      |
| 23730                             | WPS                          | MEMORIAL FLD              | 01-510-000-56600 | 575.65     |
| BLUE TRP                          | BLUE TARP FINANCIAL          | PRKS DEPT GREASE GUN      | 01-510-000-52700 | 211.46     |
| FIRST                             | FIRST NATIONAL BANK OF OMAHA | SERVICE JACK              | 01-510-000-52700 | 219.67     |
| TOTAL                             |                              |                           |                  | 3,068.78   |
| TOTAL PARKS AND PLAYGROUNDS       |                              |                           |                  | 3,068.78   |
| BALLFIELDS                        |                              |                           |                  |            |
| 04574                             | DOOR COUNTY GLASS & MIRROR   | PLEXIGLASS/MEM FLD WINDOW | 01-520-000-54999 | 146.15     |
| TOTAL                             |                              |                           |                  | 146.15     |
| TOTAL BALLFIELDS                  |                              |                           |                  | 146.15     |
| MUNICIPAL DOCKS                   |                              |                           |                  |            |
| 04545                             | DOOR COUNTY COOPERATIVE      | WIRE MESH/ICE EATERS      | 01-550-000-54999 | 8.99       |
| 19880                             | STURGEON BAY UTILITIES       | 36 S NEENAH PKG LOT LTS   | 01-550-000-56150 | 131.07     |
| 19880                             |                              | 38 S NEENAH AVE PAVILLION | 01-550-000-56150 | 8.24       |
| 19880                             |                              | 38 S NEENAH AVE RESTRM    | 01-550-000-56150 | 29.19      |
| 23730                             | WPS                          | 36 S NEENAH AVE/RSTRMS    | 01-550-000-56600 | 9.44       |
| TOTAL                             |                              |                           |                  | 186.93     |
| TOTAL MUNICIPAL DOCKS             |                              |                           |                  | 186.93     |
| WATERFRONT PARKS & WALKWAYS       |                              |                           |                  |            |
| 19880                             | STURGEON BAY UTILITIES       | DC MUSEUM WLKWY LIGHTS    | 01-570-000-56150 | 29.49      |
| 19880                             |                              | DC MUSEUM PKG LOT LITES   | 01-570-000-56150 | 161.85     |
| TOTAL                             |                              |                           |                  | 191.34     |
| TOTAL WATERFRONT PARKS & WALKWAYS |                              |                           |                  | 191.34     |
| EMPLOYEE BENEFITS                 |                              |                           |                  |            |
| 03780                             | COUNSELING ASSOCIATES OF DC  | MONTHLY EAP               | 01-600-000-56553 | 150.83     |
| TOTAL                             |                              |                           |                  | 150.83     |
| TOTAL EMPLOYEE BENEFITS           |                              |                           |                  | 150.83     |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                           | NAME                         | ITEM DESCRIPTION               | ACCOUNT #        | AMOUNT DUE |
|------------------------------------|------------------------------|--------------------------------|------------------|------------|
| <b>GENERAL FUND</b>                |                              |                                |                  |            |
| COMMUNITY & ECONOMIC DEVLPMT       |                              |                                |                  |            |
| FIRST                              | FIRST NATIONAL BANK OF OMAHA | APA NTL PLAN CONF REG/OLEJNICZ | 01-900-000-55600 | 695.00     |
| TOTAL                              |                              |                                |                  | 695.00     |
| TOTAL COMMUNITY & ECONOMIC DEVLPMT |                              |                                |                  | 695.00     |
| TOTAL GENERAL FUND                 |                              |                                |                  | 43,348.96  |
| <b>CAPITAL FUND</b>                |                              |                                |                  |            |
| REVENUE                            |                              |                                |                  |            |
| US FIRE                            | US FIRECOM                   | TRADE IN                       | 10-000-000-48100 | -415.00    |
| TOTAL REVENUE                      |                              |                                |                  | -415.00    |
| TOTAL                              |                              |                                |                  | -415.00    |
| <b>PATROL</b>                      |                              |                                |                  |            |
| TASER                              | TASER INTERNATIONAL          | 6 XP CARTRIDGES @ \$33.95EA    | 10-215-000-59999 | 216.66     |
| TOTAL                              |                              |                                |                  | 216.66     |
| TOTAL PATROL                       |                              |                                |                  | 216.66     |
| <b>FIRE DEPARTMENT</b>             |                              |                                |                  |            |
| EXPENSE                            |                              |                                |                  |            |
| O'REILLY                           | O'REILLY AUTO PARTS          | LED CABINT LITE/UNIT #8        | 10-250-000-59060 | 39.98      |
| O'REILLY                           |                              | LED CABINT LITES               | 10-250-000-59060 | 161.54     |
| PAULCONW                           | PAUL CONWAY SHIELDS          | E SPOT STREAMLITE/UNIT #8      | 10-250-000-59060 | 133.50     |
| US FIRE                            | US FIRECOM                   | PAGER                          | 10-250-000-59055 | 405.00     |
| US FIRE                            |                              | WARRANTY                       | 10-250-000-59055 | 60.00      |
| US FIRE                            |                              | 6 PAGER CASES                  | 10-250-000-59055 | 90.00      |
| US FIRE                            |                              | SHIPPING                       | 10-250-000-59055 | 21.05      |
| TOTAL EXPENSE                      |                              |                                |                  | 911.07     |
| TOTAL FIRE DEPARTMENT              |                              |                                |                  | 911.07     |
| TOTAL CAPITAL FUND                 |                              |                                |                  | 712.73     |
| <b>CABLE TV</b>                    |                              |                                |                  |            |
| CABLE TV / GENERAL                 |                              |                                |                  |            |
| CABLE TV / GENERAL                 |                              |                                |                  |            |
| MANN                               | MANN COMMUNICATIONS, LLC     | 04/01/14 CONTRACT              | 21-000-000-55015 | 4,685.00   |
| MANN                               |                              | COMMON COUNCIL PREVIEW         | 21-000-000-55015 | 105.00     |
| MANN                               |                              | DUP DVD FOR LIBRARY VIEWING    | 21-000-000-55015 | 45.00      |
| MANN                               |                              | COMMON COUNCIL PREVIEW         | 21-000-000-55015 | 105.00     |
| MANN                               |                              | DUP DVD FOR LIBRARY VIEWING    | 21-000-000-55015 | 45.00      |
| MANN                               |                              | COMMON COUNCIL PREVIEW         | 21-000-000-55015 | 105.00     |
| MANN                               |                              | DUP DVD LIBRARY VIEWING        | 21-000-000-55015 | 30.00      |
| MANN                               |                              | PEG MEDIA REIMBURSE            | 21-000-000-55015 | 30.00      |

INVOICES DUE ON/BEFORE 04/01/2014

| VENDOR #                          | NAME                    | ITEM DESCRIPTION         | ACCOUNT #        | AMOUNT DUE |
|-----------------------------------|-------------------------|--------------------------|------------------|------------|
| CABLE TV                          |                         |                          |                  |            |
| CABLE TV / GENERAL                |                         |                          |                  |            |
| CABLE TV / GENERAL                |                         |                          |                  |            |
| MANN                              |                         | IPAD SCREEN REPAIR REIMB | 21-000-000-55015 | 184.63     |
| TOTAL CABLE TV / GENERAL          |                         |                          |                  | 5,334.63   |
| TOTAL CABLE TV / GENERAL          |                         |                          |                  | 5,334.63   |
| TOTAL CABLE TV                    |                         |                          |                  | 5,334.63   |
| TID #4 DISTRICT                   |                         |                          |                  |            |
| TID #4 DISTRICT                   |                         |                          |                  |            |
| 22800                             | WALMART COMMUNITY       | STENCILS/COOP SIGN       | 28-340-000-58950 | 35.90      |
| 22800                             |                         | PAINT AND BRUSHES        | 28-340-000-58950 | 26.71      |
| AYRES                             | AYRES ASSOCIATES, INC   | SERVICES THRU 3/1/14     | 28-340-000-59130 | 1,053.12   |
| TOTAL                             |                         |                          |                  | 1,115.73   |
| TOTAL TID #4 DISTRICT             |                         |                          |                  | 1,115.73   |
| TOTAL TID #4 DISTRICT             |                         |                          |                  | 1,115.73   |
| SOLID WASTE ENTERPRISE            |                         |                          |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                         |                          |                  |            |
| SOLID WASTE ENTERPRISE FUND       |                         |                          |                  |            |
| 03075                             | CARQUEST OF DOOR COUNTY | FUEL FILTER HD/UNIT #39  | 60-000-000-53000 | 10.54      |
| 04696                             | DOOR COUNTY TREASURER   | FEB FUEL CHARGES         | 60-000-000-51650 | 3,034.96   |
| TOTAL SOLID WASTE ENTERPRISE FUND |                         |                          |                  | 3,045.50   |
| TOTAL SOLID WASTE ENTERPRISE FUND |                         |                          |                  | 3,045.50   |
| TOTAL SOLID WASTE ENTERPRISE      |                         |                          |                  | 3,045.50   |
| TOTAL ALL FUNDS                   |                         |                          |                  | 53,557.55  |

**MANUAL CHECKS**

|   |                    |
|---|--------------------|
| BENEFIT ADVANTAGE<br>03/12/14<br>Check # 74430<br>Cobra fees Feb, March<br>01-600-000-50510               | \$391.00           |
| MINNESOTA LIFE<br>03/12/14<br>Check #74431<br>April Life Insurance<br>01-600-000-50552                    | \$1,721.06         |
| SUNLIFE FINANCIAL<br>03/19/14<br>Check #74519<br>Feb-April Short/Long Term Disability<br>01-000-000-21545 | \$6,149.64         |
| SOUTHERN DOOR SCHOOLS<br>03/21/14<br>Check # 74525<br>Jan/Feb Mobile Home Tax Payment<br>01-000-000-41300 | \$458.40           |
| STURGEON BAY SCHOOLS<br>03/24/14<br>Check #74526<br>Feb Mobile Home Tax Payment<br>01-000-000-41300       | \$2,772.82         |
| <b>TOTAL MANUAL CHECKS</b>  | <b>\$11,492.92</b> |



COMMON COUNCIL  
March 18, 2014

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

Ireland/Schlicht to adopt agenda. Carried.

Wiegand/Schlicht and to approve following bills: General Fund - \$181,188.31, Capital Fund - \$1,121.00, Cable TV - \$159.18, TID #2 - \$342,241.04, TID #3 - \$27,830.71, TID #4 - \$20,327.43, and Solid Waste Enterprise Fund - \$10,206.39 for a grand total of \$583,074.06. Roll call: All voted aye. Carried.

Stutting/Ireland to approve consent agenda:

- a. Approval of 3/4/14 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Board of Canvassers – 2/24/14
  - (2) Finance/Purchasing & Building Committee – 2/25/14
- c. Place on file the following reports:
  - (1) Inspection Department Report – February 2014
- d. Consideration of: Beverage Operator licenses.
- e. Disallowance of Claim Resolution for Rosalind Schulze.
- f. Consideration of: Approval of Block Party request from Gary Behling.
- g. Consideration of: Approval of request for Noise Ordinance exception from Joyce Berthlein for May 25, 2014.
- h. Consideration of: Approval of Street Closure Application from Sustain Door/Lakeshore Natural Resource Partnership.
- i. Community Protection & Services Committee recommendation re: Implementation of the Mutual Aid Box Alarm System (MABAS) agreement for the Sturgeon Bay Fire Department.
- j. Finance/Purchasing & Building Committee recommendation re: Approve regular seasonal dockage fee in the amount of \$2,500 plus tax at Stone Harbor Marina for commercial charter KeelGood, Brian Coffou, for the 2014 season.

Carried.

There were no mayoral appointments.

A request from Brian Barganz to waive a debris removal fee in the amount of \$96.38 was presented. Mr. Barganz spoke in favor of removing the fee. Fett/Schlicht to approve the request to waive the debris removal fee re: Invoice 2014012 in the amount of \$96.38. Ireland, Fett, and Schlicht voted aye. Wiegand and Wiesner voted no. Carried.

The bids for the Market Square improvements were presented by City Engineer Tony Depies. Schlicht/Fett to accept the bid from DeGroot Inc. for the Market Square improvements, Project #1402, including conduits installation to allow for temporary or permanent power to be brought to the landscape islands for \$209,401.18. Carried.

The bids for the reconstruction of N. 3<sup>rd</sup> Avenue from Iowa to Florida and N. 14<sup>th</sup> Avenue from Michigan Street to 900' northerly were presented by City Engineer Tony Depies. Fett/Wiegand to award the contract to the low bidder, Peter's Concrete, for the reconstruction of N. 3<sup>rd</sup> Avenue from Iowa Street to Florida Street and N. 14<sup>th</sup> Avenue from Michigan Street north for approximately 900', in the bid amount of \$857,888.09. Carried.

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the funding request in the amount of \$42,350 to Door County Community Foundation for the Skatepark and allow the City Administration to determine the appropriate disbursement fund.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chr.

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

## RECOMMENDATION

We, the Finance/Purchasing & Building Committee, hereby recommend to waive the \$50 sign permit fee for Door-Tran.

FINANCE/PURCHASING & BUILDING COMMITTEE

By: Joseph Stutting, Chr.

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

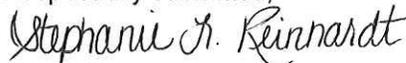
Personnel Committee Chair Stutting, Parking & Traffic Committee Chair Schlicht, Community Protection & Services Committee Chair Fett and Sturgeon Bay Utility Commission member Fett presented reports for their respective committees/commissions.

No one spoke during public comment.

The Mayor made his comments.

Ireland/Wiesner to adjourn. Carried. The meeting adjourned at 7:35 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/Human Resources Director

STURGEON BAY UTILITIES

Regular Meeting  
February 11<sup>th</sup>, 2014

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:05 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Mayor Thad Birmingham and Commissioners Cindy Weber, and Dan Wiegand were present. Vice-President Gary DeNamur, Secretary Robert Schlicht and Commissioner Matt Felhofer were excused. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri and Recording Secretary Kelly LaLuzerne.

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

Wiegand/Weber to approve the minutes of the regular meeting held on January 14<sup>th</sup>, 2014. Motion carried.

The Commission proceeded to review the bills for January in the amount of \$1,604,469.82. Fett/Birmingham to approve payment of the bills. Motion carried.

The December 2013 financials were presented. Fett/Birmingham to accept the financials subject to audit. Motion carried.

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

The Operations Report was presented to the Commission. Weber/Wiegand to accept the Operations Report for January. Motion carried.

Next were Council member's updates on issues. The proposed Michigan Street maintenance plan was discussed. Commissioners suggested staff assess the current layout and determine if it should be upgraded when the street is revamped.

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

- a. Adjustments for the month
- b. Update on projects
  - 1. March meeting date – March 18<sup>th</sup>, 2014

Weber/Birmingham to adjourn. Motion carried. The meeting adjourned at 12:47 p.m.

\_\_\_\_\_  
Robert Schlicht  
Secretary

Approved for publication:

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

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

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

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

## **Bicycle and Pedestrian Advisory Board Meeting Minutes Thursday, March 6, 2014**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 4:04 p.m. by Chairperson Bob Schlicht in the 2<sup>nd</sup> floor Conference Room, City Hall, 421 Michigan Street.

**Roll Call:** Members Bob Schlicht, Chad Shefchik, Rhonda Kohlberg, Mark Schuster, Paul Anschutz, and Randy Watermolen were present. Member Laurel Brooks was excused. Member Leni Spaude was absent. Also present was Police Assistant Candy Jeanquart.

**Adoption of agenda:** Moved by Mr. Anschutz, Seconded by Ms. Kohlberg to adopt the following agenda:

1. Roll call.
  2. Approval of agenda.
  3. Approval of minutes from January 2, 2014.
  4. Consideration of: City of Sturgeon Bay website / Bicycle and Pedestrian.
  5. Consideration of: Door County Programs / County Bike Plan.
  6. Consideration of: Safety and Education Programs
  7. Consideration of: Bicycle Signage / Striping Review
  8. Adjourn
- All in favor. Carried.

**Approval of minutes from January 2, 2014:** Moved by Mr. Schlicht, Seconded by Mr. Anschutz to approve the minutes from January 2, 2014. **All in favor. Carried.**

### **Consideration of: City of Sturgeon Bay website / Bicycle and Pedestrian :**

Mr. Schlicht asked what information should be posted on the website. Mr. Anschutz suggested the events that will be taking place, such as the Bike Rodeo on May 17<sup>th</sup> and National Bike to Work week May 12-16<sup>th</sup>. Mr. Watermolen suggested having a member of the committee be responsible for updating the Bicycle and Pedestrian portion of the website and he volunteered to be that person. Mr. Schlicht asked the members to supply him with information they would like to see posted on the website. Mr. Schlicht will meet with Stephanie Reinhardt to discuss the items and how to maintain the website.

**Consideration of: Door County Programs / County Bike Plan:** Mr. Schlicht stated the County Bike Plan is in process, but unaware of the status. Mr. Schlicht suggest meeting with Erik Aleson to discuss a way to work together with the county. Members are looking for updates on Utah Street to Michigan bike path, bike plans for the parks, Ahnapee Trail updates, and overall county plan. Mr. Schlicht will contact Erik Aleson.

**Consideration of: Safety and Education Programs:** Mr. Schlicht asked for updated events. Mr. Anschutz stated the Bike Rodeo is scheduled for May 17, 2013, but a location is pending due to Market Square under construction. Mr. Watermolen offered Sturgeon Bay School facilities pending no other events are taking place. Mr. Anschutz stated Bike to Work Week is scheduled for May 12-16<sup>th</sup>. Also, Bike to School day is pending. Ms. Kohlberg asked

the status of the reflective lights. Mr. Schlicht stated he will talk with Sturgeon Bay Utilities about a donation. Mr. Anschutz will talk with DCSSA about the lights.

**Consideration of: Bicycle Signage / Striping Review:** Mr. Schlicht stated micro sealing Michigan Street is scheduled to be completed late May. After the completion, the bike friendly improvements of striping, sharrows, and signage is anticipated to take place. Mr. Anschutz questioned the paint that will be used, due to previous years and the paint not taking. Mr. Shefchik indicated Diamond Vogel is the paint they are using now and the last project was the bike lanes on Oregon Street with that paint. From what he can tell, so far the paint is working.

Mr. Anschutz stated the Bike Friendly signs in the area need to be relocated due to visibility. He would like to see them level to motor vehicles and bicyclist. Mr. Shefchik indicated the minimum height for a sign is 6-7 feet. Mr. Shefchik will check the process for changing signs. Mr. Schlicht asked the members to list what signs they would like to see changed for the next meeting.

**Adjourn:** Moved by Mr. Watermolen, Seconded by Mr. Anschutz. **All in favor. Carried**  
Meeting adjourned at 5:23 p.m.

Respectfully submitted,



Candy Jeanquart  
Police Assistant

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**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**March 11, 2014**

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:00 p.m. by Alderperson Stutting in the Council Chambers, City Hall. Roll call: Alderpersons Stutting, Wiegand and Schlicht were present. Also present: Alderperson Fett, Finance Director/City Treasurer Clarizio, Municipal Services Director Bordeau, Fire Chief Herlache, Assistant Fire Chief Dietman, KeelGood Charters Owner Brian Coffou and Receptionist Metzger.

A motion was made by Alderperson Schlicht, seconded by Alderperson Stutting to adopt the following agenda postponing item number 6 to a future meeting:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Commercial Seasonal Slip Rental RE: KeelGood, Brian Coffou.
4. Discussion of: Fire Unit 8 Replacement/Repair Update.
5. Consideration of: Write Off of Pursue Small Claims action of 2012 Delinquent Personal Property Tax Accounts.
6. Consideration of: City Owned Exempt Properties
7. Review of unfinished business list.
8. Review bills.
9. Adjourn.

Carried.

Consideration of: Commercial Seasonal Slip Rental RE: KeelGood, Brian Coffou:

Municipal Service Director Bordeau began the discussions explaining that Brian Coffou of KeelGood Charters would like to rent dockage space within the City owned Stone Harbor Marina for his commercial sailboat charter. The City proposed a discounted dockage rate in the amount of \$3,142.72 for the first year then renegotiating for subsequent years. Mr. Coffou presented an additional proposal during the meeting in the amount of \$1,133.44 based on an approximation of 44 days of sailing weather June through August. After lengthy discussions the Committee agreed to offer the standard seasonal dockage rate in the amount of \$2,500 plus tax for the first year and renegotiate for continuing years.

Moved by Alderperson Stutting, seconded by Alderperson Schlicht to recommend to Common Council to approve the regular seasonal dockage fee in the amount of \$2,500 plus tax at Stone Harbor Marina for commercial charter KeelGood, Brian Coffou for the 2014 season.

Alderperson Stutting excused at 7:26pm

Discussion of: Fire Unit 8 Replacement/Repair Update:

Fire Chief Herlache stated since the contract was awarded to Custom Fab to remount a new chassis for Fire Unit #8 in February, the vehicle developed a blown head gasket before the new chassis was installed. The initial \$15,000 trade in value was based on current conditions of the vehicle at the time of the bid and the expectation to return the truck in working order. Due to the location of the head gasket it is more cost effective to wait until the truck box and fire equipment are removed during the remounting process and then proceed with the repairs. Estimates from three repair shops conservatively range from \$3,000 to \$4,300 after the truck is stripped, with the potential for additional costs depending on the extent of the work. Custom Fab has a buyer

for the chassis and has offered to make all necessary repairs at a total cost of \$6,000 to the City.

Consideration of: Write Off or Pursue Small Claims action of 2012 Delinquent Personal Property Tax Accounts:

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to recommend to Common Council to write off the following 2012 delinquent personal property tax account bills in the amount of \$583.22 and to authorize the City Attorney to pursue small claims court action for personal property tax account #281-0793, Lauger Concrete, tax account # 281-1169, Jump on it, and tax account # 281-1180, Continental Investors II Inn, and to publish the listed delinquent personal property tax accounts once in the Door County Advocate . Carried.

**Write-off list**

| <b>Tax</b>       |  |                              |
|------------------|--|------------------------------|
| <b>Account #</b> | <b>Name</b>  | <b>Proposed Write-off Am</b> |
| 281-0209         | Sneakers & Boots Inc., Lou Ann Papke                       | \$ 164.88                    |
| 281-0582         | Mobile Detailing, Cory Haen                                | \$ 33.82                     |
| 281-0669         | Conference Champs, Bridgett Starr                          | \$ 16.06                     |
| 281-0773         | Red Oak Winery (Interest Only)                             | \$ 60.04                     |
| 281-0957         | Federal Home Loan Mortgage Corp.                           | \$ 61.73                     |
| 281-1102         | Floormart of Door County Inc., Paul Forsch (Interest Only) | \$ 2.32                      |
| 281-1156         | Family Thyme, Angela Schiffer                              | \$ 54.97                     |
| 281-1196         | Tracey Construction, Mike Tracey                           | \$ 189.40                    |
|                  | <b>Total</b>   | <b>\$ 583.22</b>             |

**Small Claims list**

| <b>Tax</b>       |   |                         |
|------------------|---|-------------------------|
| <b>Account #</b> | <b>Name</b>                                 | <b>Delinquent Taxes</b> |
| 281-0793         | Lauger Concrete, Dylan Lauger               | \$ 374.24               |
| 281-1169         | Jump On It, Ronen Eliyha                    | \$ 435.88               |
| 281-1180         | Continental Investors II Inn / Nautical Inn | \$ 660.42               |
|                  | <b>Total</b>                                | <b>\$1,470.54</b>       |

Unfinished business list was not discussed.

Review bills

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to approve 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 7:43pm.

Respectfully submitted,



Tricia Metzger

**POLICE AND FIRE COMMISSION**

March 13, 2014

A meeting of the Police and Fire Commission (PFC) was called to order at 3:00 p.m. by Commissioner Michael VanDyke, in the Community Room at the Sturgeon Bay Municipal Building.

**Roll Call:** Commission members Michael VanDyke, Charles Brann, Dave Poulton, Barbara and Sandy Hurley were present. Commission member Barb Herdina was present via Skype. Police Chief Porter, Captain Brinkman and Sgt. Zager represented the police department.

**Adoption of Agenda:** Moved by Commissioner Brann and seconded by Commissioner Poulton to accept the agenda as is. All ayes. Motion carries.

**Discussion of the Police Sergeant Investigator Position:** Police Chief Porter gave a background on how the position of Sergeant Investigator/Detective evolved throughout the years.

- Staffing levels shifted when there were budget cuts; instead of losing two patrol positions, the department opted to suspend the Sergeant/Investigator position.
- As of this budget year, the shift plan once again opened up the Sergeant/Investigator position.
- The lateral move was approved by City Hall; did not need to go thru the Police and Fire Commission according to the Rules and Regulations handbook. Commissioner Brann disapproved of the process taken to create the change; not going through the PFC.
- A sidebar agreement was entered into with the Union in 2014 allowing the move; the collective bargaining agreement wording offers the position to the most senior Sergeant until it is filled. On March 10, 2014 Sgt. Zager entered into the position upon a lateral assignment of duty.
- The assignment of Sgt. Zager to Sergeant/Investigator now leaves an opening for a Patrol Sergeant.

**Consideration of the promotional process for Police Sergeant position:** Chief Porter reviewed the promotional process to Patrol Sergeant from the PFC Rules and Regulations handbook.

- Discussion of administering a written test, cover letter and resume outlining training and experience and transcripts were all suggestions for the Sergeant position application
- Chief Porter would like to place job notice as soon as the agreement is signed and back from the Union representative; approximately one month.
- Order of promotion process would include job posting for two weeks, scheduled written test, view resumes and lastly interviews.

***Motion to follow the promotional procedures of the Sergeant position, as stated in the Police and Fire Commission Rules and Regulation handbook. Motion was moved by Commissioner Poulton, and seconded by Commissioner Hurley. All ayes. Motion carries.***

**Set Date for Next Meeting:** The next meeting of the Police and Fire Commission will be set for April 28, 2014 at 3:00 p.m. in the Community Room.

**Adjourn:** Moved by Commissioner Poulton and seconded by Commissioner Brann to adjourn. All ayes. Motion carries. Time of 4:04 p.m.

Respectfully submitted,  
Sarah Spude-Olson, Police Assistant  
March 19, 2014 at 3:00 p.m.

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**March 20, 2014**

A meeting of the Community Protection & Services Committee was called to order at 5:00 p.m. by Chairperson Fett in Council Chambers, City Hall. **Roll Call:** Members Mr. Fett and Mr. Wiesner and Mr. Ireland were present. Also present were Mayor Birmingham, Police Chief Porter, Captain Brinkman, Attorney Jon Pinkert, City Administrator McNeil, and SBPD Office Manager Spude-Olson.

Moved by Mr. Ireland, seconded by Mr. Wiesner to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Discussion of: Noise ordinance
4. Discussion of: Request to change the Transient Merchant Fee
5. Adjourn

Carried.

Discussion of: Noise Ordinance

Police Chief Porter reviewed with the committee the current city ordinance (10.09) involving noise. The main areas of discussion included; time of day, decibel readings, and whether or not an area is zoned residential or commercial.

*Reference materials: packet handed out containing noise ordinances from other U.S. cities; an exhibit of the map of Sturgeon Bay zoning districts.*

Two main areas of discussion included Kitty O'Reilly's and John Miles Park.

Mr. Wiesner questioned how noise violations are measured in a commercial zone; and whether residents who live in commercial zones have protection. Attorney Pinkert answered stating the noise ordinance is measured from the closest residential zoned area, from the loudest possible spot; a house in a commercially zoned area will have noise reading measured from the closest residentially zoned area. Excessive noise to a resident living on a commercially zoned property has no protection.

Attorney Pinkert stated if changes to the ordinance are created, it must apply to all areas zoned commercial. Over the summer, the police department will collect more data regarding noise complaints; and take decibel readings of other venues that may cause a disturbance (i.e. Harmony by the Bay, John Miles Park and other outdoor venues). Mayor Birmingham stated the measurements must be taken in a consistent manner.

It was decided by the committee that more information needs to be collected; guidelines need to be established on how noise readings will be collected. The discussion will be brought back at the next meeting.

Discussion of: Request to change the Transient Merchant Fee

Mr. Fett reviewed a letter sent from a local food truck vendor requesting to have the Transient Merchant Fee reduced. The current fee charges \$55 per person per month; which includes background checks. There are no other merchants who have a problem with the fee. After discussion, Mr. Fett, Mr. Wiesner and Mr. Ireland decided to make no changes to the current transient merchant permitting fees. Carried.

Moved by Mr. Wiesner, seconded by Mr. Ireland to adjourn the meeting of the Community Protection Services Committee. Carried. The meeting was adjourned at 5:39 p.m.

Respectfully submitted,

Sarah Spude-Olson  
Police Department  
Administrative Office Manager  
March 24, 2014 at 3:20pm

Wednesday, March 26, 2014

*A meeting of the Joint Park and Recreation Committee/Board was called to order at 7:04 p.m. by Chairperson Wiegand in Council Chambers, City Hall, 421 Michigan Street.*

**Roll call:** *Members Wiegand, Vandertie, Ireland, Husby, Hagman, Morrow, Kleist and Bordeau were present. Member Larsen was excused. Also present were Community Development Director Marty Olejniczak, Alderman Stewart Fett and Municipal Services Assistant Jennifer Lenius.*

**Adoption of agenda:** *Moved by Mr. Wiegand, seconded by Ms. Kleist to adopt the following agenda by moving item #8 behind #3 and moving item #7 before item #4 .*

1. Roll Call
2. Adoption of Agenda
3. Public Comment
4. Discussion of: Park Programs
5. Discussion of: Little Lake Updates
6. Discussion of: Goose Control
7. Consideration of: Amendment to Outdoor Recreation Plan – Festival Waterfront
8. Consideration of: YMCA Plan
6. Adjourn

*All in favor. Carried.*

**Nobody spoke during public comment.**

**Consideration of YMCA Plan:** *Tom Beersten, CEO of the Door County YMCA presented the proposed YMCA plan to the committee/board. He stated that approximately two years ago, Carla and Ellsworth Peterson donated funds for the Y that were originally intended to build an attached daycare onto the Y, however since other daycare opportunities had presented themselves, the money was used for land acquisition and the Y purchased approximately 10 acres behind their current location from the Portside subdivision. This land that is adjacent to the current location will become a park like area since this area of town is lacking of a park facility. It will include a small amphitheater for children's plays, sports court areas, an expanded playground area, splash park, walking trails, sports fields and restroom facilities. The Y is currently working with Baudhuin Inc. to design the plan and the total cost of the project will be approximately 1.1 million dollars which the Y does not have all the funds yet, but they feel they have a good portion of it to start the project by grading and preparing the site, building the amphitheater and field areas. Amenities such as the restrooms and splash park would be developed as more funds area raised.*

*Mr. Bordeau stated that he would like to have this plan added to the 5 year Outdoor Recreation Plan which would enable the City to help apply for grants under the City's name since there are no parks in this area.*

*Moved by Mr. Wiegand, seconded by Mr. Morrow to recommend to council to add the YMCA Plan to the Parks 5 year Outdoor Recreation Plan. All in favor. Carried.*

**Consideration of Amendment to Outdoor Recreation Plan – Festival Waterfront:** *Mr. Olejniczak explained that amending the Outdoor Recreation Plan to add the Festival Waterfront and its improvements would allow the City to apply for grant funding for the project. There is currently a grant opportunity that has a deadline of May 1<sup>st</sup> that could be applied for if this is added to the plan.*

*Moved by Mr. Vandertie, seconded by Mr. Hagman to recommend to council to approve the following*

amendment to the Sturgeon Outdoor Recreation Plan:

**Amendment to Sturgeon Bay Outdoor Recreation Plan**

The following amendment is proposed for the recommendation section of the plan (p.33):

**c. Improvement of Existing Outdoor Recreation Areas:**

The following are specific items that the City should strive to implement:

**Bay View Park/ Westside Waterfront**

- Install sheet piling around train spur to prevent erosion.
- ~~Complete westside pedestrian underpass connecting North and South sides of walkway during reconstruction of the Michigan Street Bridge.~~ Enhance the pedestrian connection across Michigan Street between the north and south sections of the walkway by making improvements to the existing cross-walk or via an underpass of the Michigan Street Bridge, if feasible.
- Provide overlook & fishing platforms on north side of train spur.
- ~~Complete waterfront walkway connection to Sawyer Park under the planned Maple Street to Oregon Street Bridge.~~ Complete the "Festival Waterfront" public improvements along the waterfront between Michigan Street Bridge and Oregon Street Bridge, consistent with the plans identified in Appendix A.
- Add additional plantings along walkways.
- Maintain trees on train spur.
- Acquire shore front property on north side of Juniper Street between Bay View Park and Otumba Park.

All in favor. Carried.

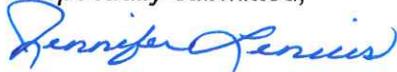
**Discussion of Park Programs:** Ms. Lenius reviewed the park programs that would be taking place this summer including the Harmony by the Bay Concert Series, Movies in the Park, Farm and Craft Market, Kick off to Summer, City Wide Garage Sale and various field trips.

**Discussion of Little Lake Updates:** Mr. Bordeau stated that although not a lot of work has occurred over the last few years, Roger Anderson has spearheaded a friends group and they are currently working with Foth Infrastructure and Environment on a watershed design plan that will have an estimated cost of between \$250,000 and \$310,000 to implement. The City has applied for a grant through Fund for Lake Michigan for \$150,000, Sturgeon Bay Rotary has submitted a \$25,000 grant to Rotary International and Steve Abrahamsen of RBC Wealth Management received a \$10,000 grant from his company for the project and can now apply for a \$100,000 grant.

**Discussion of Goose Control:** Mr. Bordeau stated that geese have always been an issue at Sunset Park and was much worse last summer than in previous years and would like to know what avenues the committee would like him to explore to help alleviate the problem. Discussion took place over possible options including allowing trained dogs in to chase the geese out, using r/c vehicles to chase the geese out, eradicating them and oiling the eggs. Mr. Bordeau said that he will look into possible options and report back to the committee/board.

**Adjourn:** Moved by Mr. Vandertie, seconded by Ms. Hagman to adjourn. Carried. Meeting adjourned at 8:06 p.m.

Respectfully submitted,



Jennifer Lenius

Municipal Services Assistant

7c1.



# CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St  
Sturgeon Bay, WI 54235

7c1.

**Tim Dietman**  
**Assistant Fire Chief**

920-746-2916 Station 920-746-2405 Office  
920-746-2905 FAX  
Email: [tdietman@sturgeonbaywi.org](mailto:tdietman@sturgeonbaywi.org)

TO: The Sturgeon Bay Fire And Police Commission  
FROM: Assistant Fire Chief Tim Dietman  
SUBJECT: February 2014 Monthly Fire Report  
DATE: March 17, 2014

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of February 2014.

## CALLS FIRE DEPARTMENT RECEIVED: 104

|                               |                      |                                 |
|-------------------------------|----------------------|---------------------------------|
| <u>CITY CALLS:</u> <b>100</b> | <u>Type of Call:</u> | <u>COUNTRY CALLS:</u> <b>04</b> |
| East Side Calls: <b>73</b>    | Fire <b>29</b>       | Town of Sevastopol <b>02</b>    |
| West Side Calls: <b>27</b>    | EMS <b>75</b>        | Town of Sturgeon Bay <b>02</b>  |

## CALLS PER DAY:

|           |    |
|-----------|----|
| Monday    | 14 |
| Tuesday   | 13 |
| Wednesday | 11 |
| Thursday  | 13 |
| Friday    | 20 |
| Saturday  | 20 |
| Sunday    | 13 |

## INCIDENT TYPE:

|                                |                                |
|--------------------------------|--------------------------------|
| 44 – Medical Non-Emergent      | 08 – Vehicle Accident          |
| 33 – Medical Emergent          | 01 – Structure Fire            |
| 05 – Alarm Activation, No Fire | 01 – Gas Leak/Spill            |
| 01 – Chemical Hazard           | 01 – Lock-Out                  |
| 05 – Carbon Monoxide Incident  | 01 – Hazard Condition          |
| 01 – Smoke Scare/Odor of Smoke | 01 – Arching, Shorted Electric |
| 01 – Smoke Detector No Fire    | 01 – Public Service/Assistance |

## INPECTION REPORT:

|                                      |  |
|--------------------------------------|--|
| Inspections within the city limits:  | <b>81</b>  |
| Number of violations:                | <b>28</b>  |
| Inspections outside the city limits: | <b>23</b>  |
| Number of violations:                | <b>12</b>  |
| Total number of inspection hours:    | <b>58.5 hours</b> (includes hours spent on updating new inspection zones and procedures) |

## **SPECIAL REPORTS, ACTIVITIES AND REPAIRS**

**FIRE PRACTICE:** February's fire practice was held at the Eastside Fire Station. Did a written RIT and Mayday quiz. Went through RIT training, procedures and equipment. Put all through the obstacle course in the basement finding a down person and exit drill.

**TRUCK/STATION MAINTENANCE:** Firefighters tested and dried multiple lengths of fire hose for the government building. Removed and installed a temporary pressure gauge on Unit 6. Installed new stream lights and charging bases on units 3 & 4. Drained, inspected and cleaned the water tank on Unit 3.

**TRAINING:** 194.25 hours of training were conducted in February. Members of our Sturgeon Bay Honor Guard attended their monthly training; on-duty training was a RIT & Mayday quiz for all FF's. FF Mark Smith & Brian Hanson attended the Waterous Pump repair/maintenance school in Minneapolis MN for 1 week. Went through the annual turnout gear full inspection. FF's attended Drug awareness, Heroin and other drug seminar put on by the State. Training power points were made for upcoming trainings. A/C Dietman attended a one day lecture by Gordon Graham in Appleton on Risk Management.

**OTHER:** Firefighters attended various meetings and conducted multiple station tours; issued 1 burning permit and observed school fire evacuation drills.

7d.

7d.

## BEVERAGE OPERATOR LICENSES

1. Farrell, Nadia
2. Stuth, Heather

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Joint Park and Recreation Committee/Board, hereby recommend adding the YMCA Plan to the Parks 5 year Outdoor Recreation Plan.

JOINT PARK AND RECREATION COMMITTEE/BOARD

By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

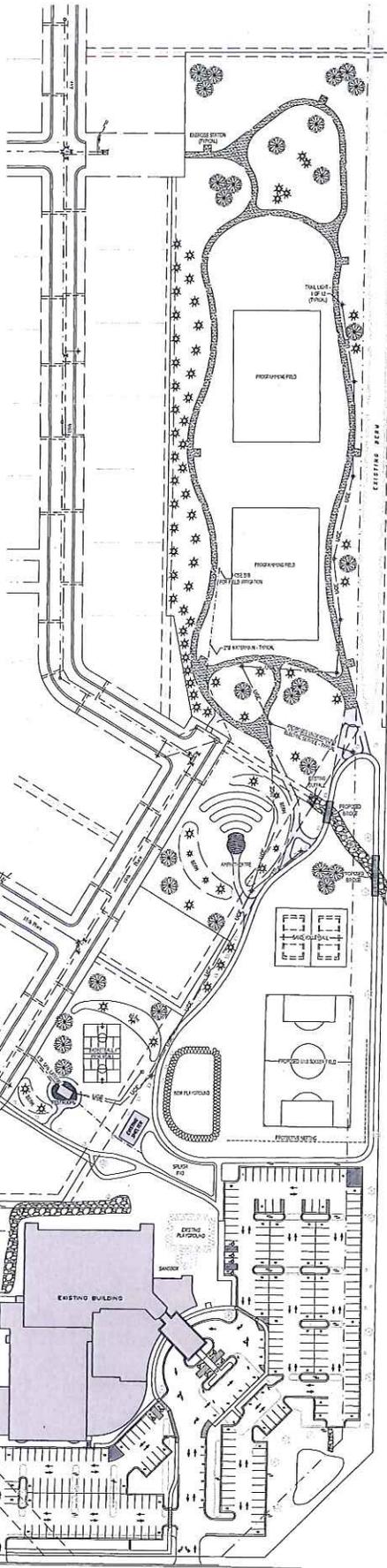
Dated: March 26, 2014

\* \* \* \* \*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.



NORTH  
1" = 150'



S.T.H. 42 - 57



Michigan Street

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Joint Park and Recreation Committee/Board, hereby recommend approving the following amendment to the Sturgeon Bay Outdoor Recreation Plan:

**Amendment to Sturgeon Bay Outdoor Recreation Plan**

The following amendment is proposed for the recommendation section of the plan (p.33):

**c. Improvement of Existing Outdoor Recreation Areas:**

The following are specific items that the City should strive to implement:

**Bay View Park/ Westside Waterfront**

- Install sheet piling around train spur to prevent erosion.
- ~~Complete westside pedestrian underpass connecting North and South sides of walkway during reconstruction of the Michigan Street Bridge.~~ Enhance the pedestrian connection across Michigan Street between the north and south sections of the walkway by making improvements to the existing cross-walk or via an underpass of the Michigan Street Bridge, if feasible.
- Provide overlook & fishing platforms on north side of train spur.
- ~~Complete waterfront walkway connection to Sawyer Park under the planned Maple Street to Oregon Street Bridge.~~ Complete the "Festival Waterfront" public improvements along the waterfront between Michigan Street Bridge and Oregon Street Bridge, consistent with the plans identified in Appendix A.
- Add additional plantings along walkways.
- Maintain trees on train spur.
- Acquire shore front property on north side of Juniper Street between Bay View Park and Otumba Park.

JOINT PARK AND RECREATION COMMITTEE/BOARD

By: Dan Wiegand, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 26, 2014

\* \* \* \* \*

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

EXECUTIVE SUMMARY

**Title:** Amendment to Outdoor Recreation Plan – Festival Waterfront

**Background:** The Sturgeon Bay Outdoor Recreation Plan contains info about the various municipal parks along with plans and recommendations for future parks or improvements to existing parks. It was last updated in 2010. For some time it has been a goal of the city to have a continuous improved waterfront walkway from Otumba Park to Sawyer Park and beyond.

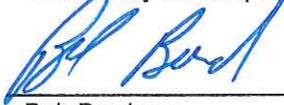
The city recently adopted the West Waterfront Redevelopment Plan. This plan involves new uses and development in the area between the downtown bridges and features improvement to the waterfront to create a festival atmosphere. A grant was received to design the proposed public space. Vandewalle & Associates developed the concept plan and drawings for a "Festival Waterfront." These plans were approved by the Waterfront Redevelopment Authority. A follow-up grant is pending to assist with engineering costs and initial phase of construction.

The Festival Waterfront plan is consistent with the general recommendations of the Outdoor Recreation Plan. But the Festival Waterfront is not specifically included in the plan. By including the Festival Waterfront proposal within the Outdoor Recreation Plan, it makes the improvement eligible for various grant programs, including the Knowles-Nelson Stewardship Fund. City staff would like to apply for Stewardship funds and the deadline is May 1<sup>st</sup>. Therefore, it is requested that the Board of Parks and Recreation and Common Council add the Festival Waterfront plans to the Outdoor Recreation Plan. A draft amendment to the plan is included.

**Fiscal Impact:** There is no fiscal cost to amend the Outdoor Recreation Plan to include the Festival Waterfront. However, such action could potentially lead to grant funds for implementation. The ultimate public investment in the Festival Waterfront will depend upon the level of tax increment from private redevelopment in the redevelopment area and the level of grants and other revenue sources.

**Recommendation:** Approve the amendment to the Sturgeon Bay Outdoor Recreation Plan..

Prepared by:  3/18/14  
Martin Olejniczak  
Community Development Director Date

Reviewed by:  3/20/14  
Bob Bordeau  
Parks Director Date

Reviewed by:  3/18/14  
Stephen McNeil  
City Administrator Date

## Amendment to Sturgeon Bay Outdoor Recreation Plan

The following amendment is proposed for the recommendation section of the plan (p.33):

### c. Improvement of Existing Outdoor Recreation Areas:

The following are specific items that the City should strive to implement:

#### Bay View Park/ Westside Waterfront

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- Add additional plantings along walkways.
- Maintain trees on train spur.
- Acquire shore front property on north side of Juniper Street between Bay View Park and Otumba Park.

# **Appendix A**

## **Plans for Festival Waterfront**

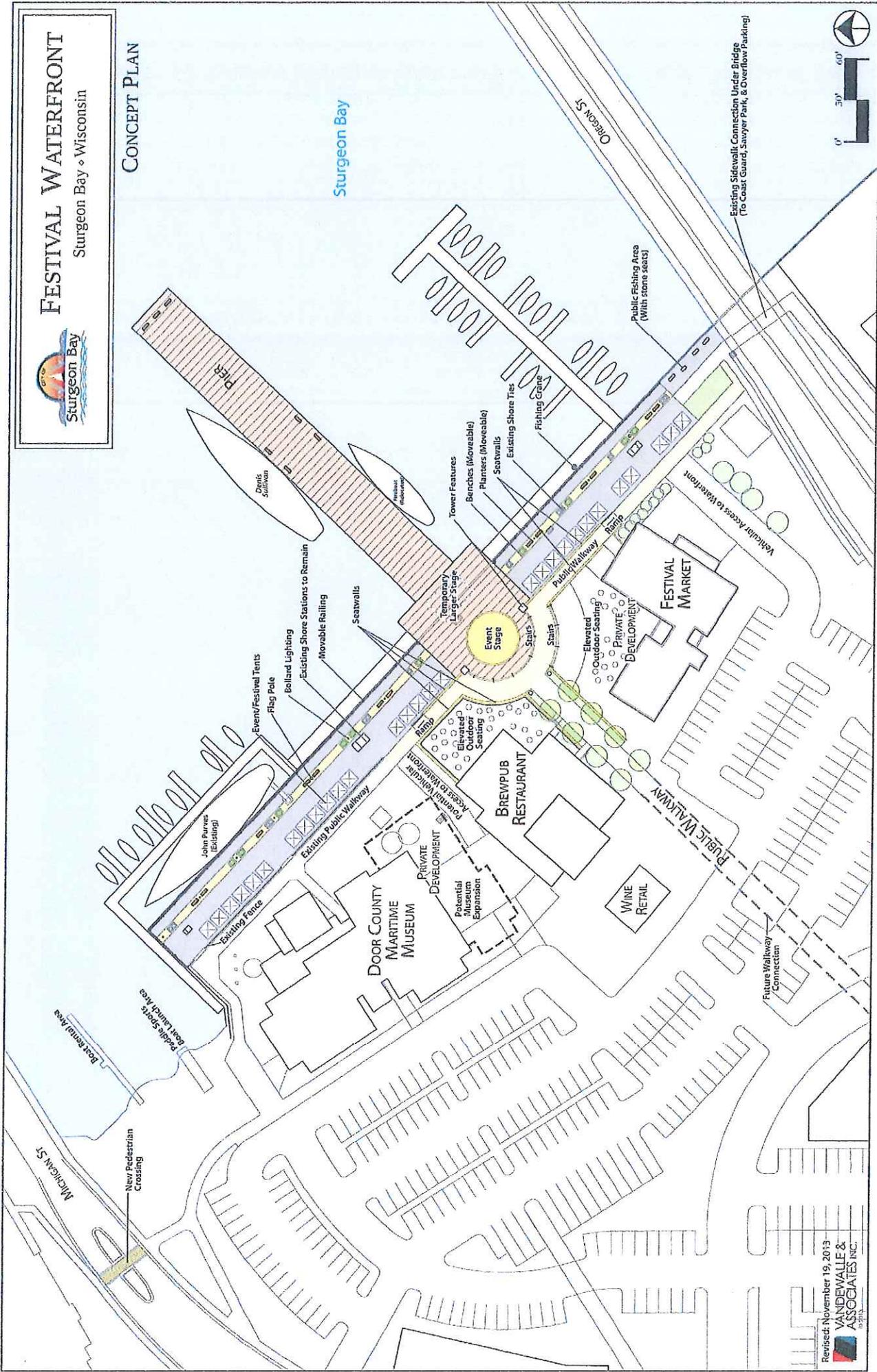
# FESTIVAL WATERFRONT

Sturgeon Bay • Wisconsin



## CONCEPT PLAN

Sturgeon Bay

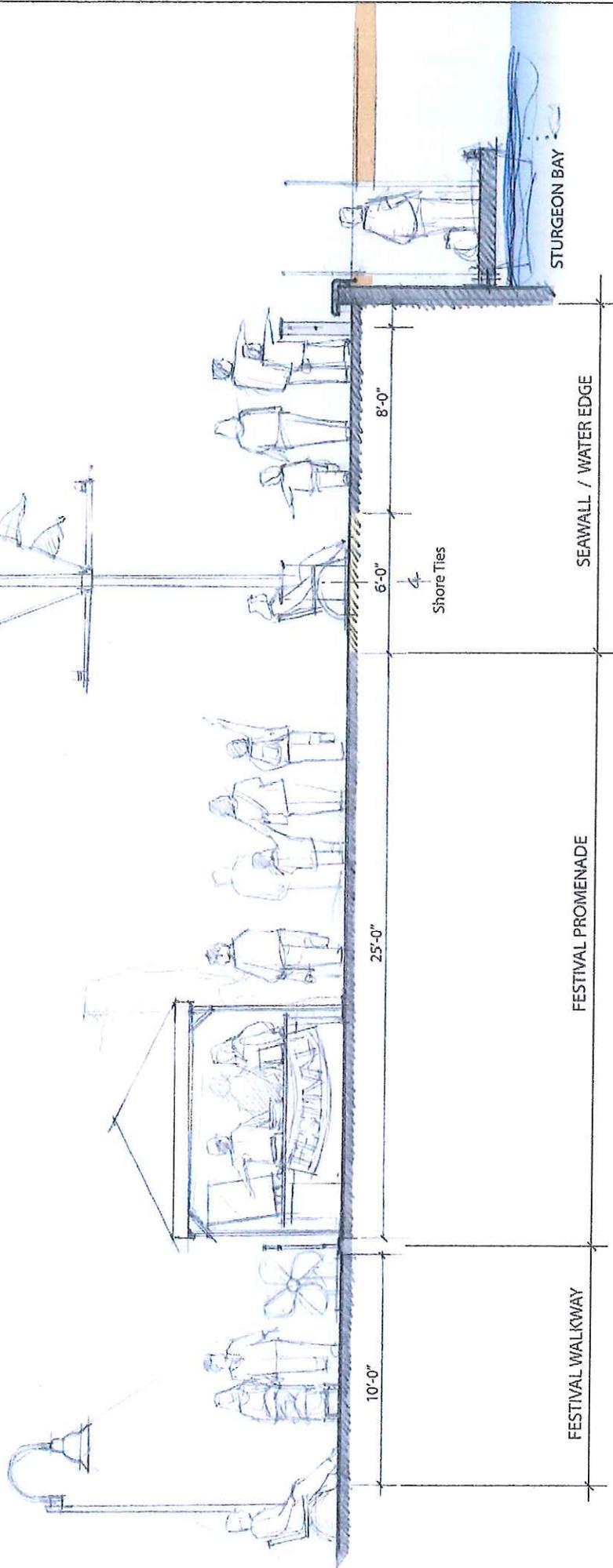
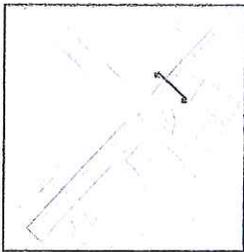


# FESTIVAL WATERFRONT

Sturgeon Bay • Wisconsin



## SECTION: ACTIVITY AREAS

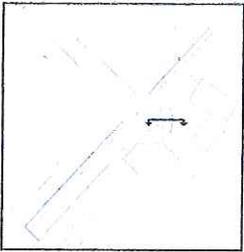
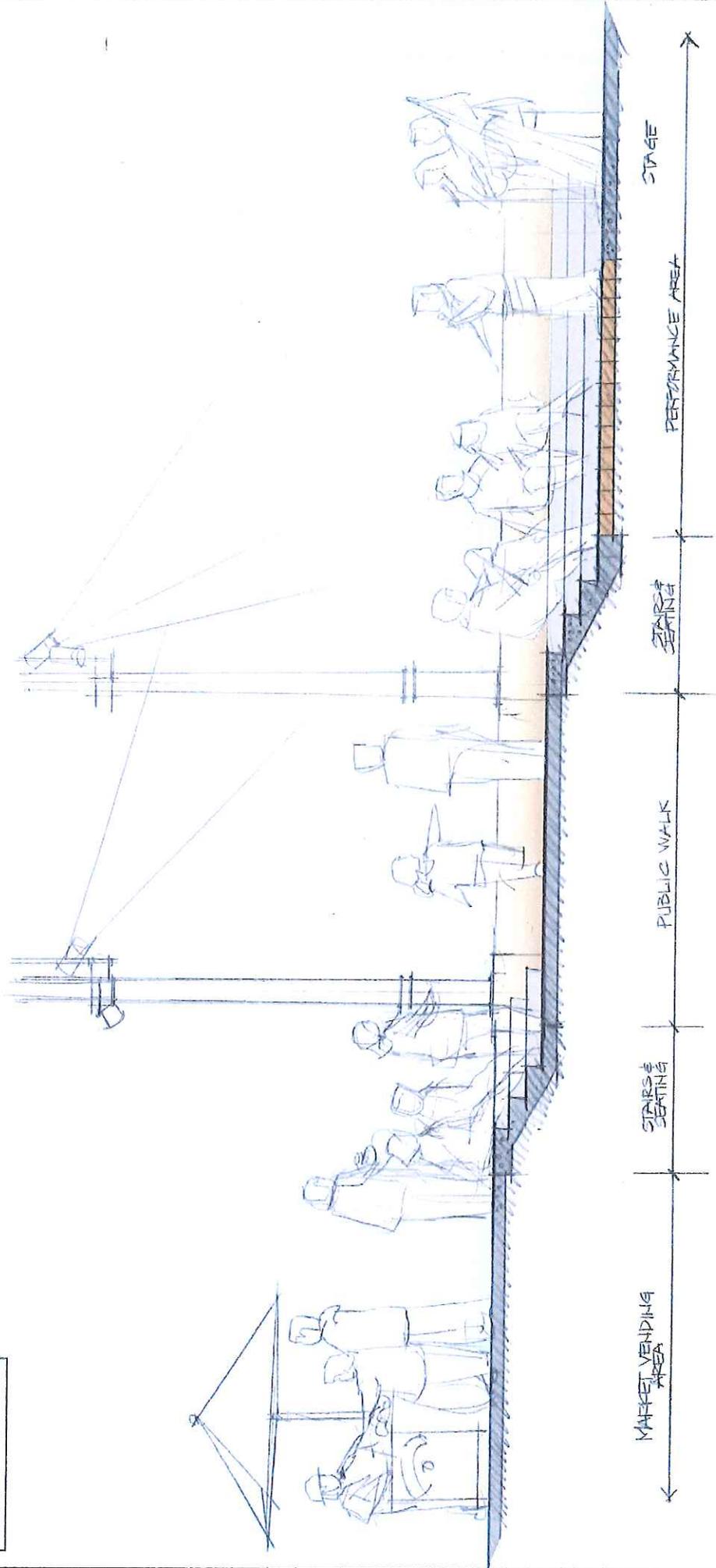


# FESTIVAL WATERFRONT

Sturgeon Bay • Wisconsin



## SECTION: FESTIVAL MARKET AND STAGE



## PUBLIC HEARING NOTICE

The City of Sturgeon Bay Common Council will conduct a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin, on Tuesday, April 1, 2014, at 7:00 p.m. or shortly thereafter, regarding an amendment to Chapter 20 of the Municipal Code (zoning code). The proposed amendment would require a 25-foot setback from the ordinary high water mark of navigable water for principal and accessory buildings. A copy of the proposed amendment is on file with the Community Development Department, 421 Michigan Street, and can be viewed weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to attend the meeting and give testimony in favor or against the adoption of the proposed amendment, either in person at the hearing or in writing (must be received by 4:00 p.m., April 1, 2014).

By order of:  
City of Sturgeon Bay Common Council

ORDINANCE NO. \_\_\_\_\_

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

SECTION 1: Section 20.27(5) of the Municipal Code (zoning code) of the City of  
Sturgeon Bay, Wisconsin is hereby created as follows:

(5) *Setback from navigable water.* All principal and accessory buildings  
shall be located at least 25 feet from the ordinary high water mark of all  
navigable water.

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

Approved:

\_\_\_\_\_  
Thad Birmingham  
Mayor

Attest:

\_\_\_\_\_  
Stephanie L. Reinhardt  
City Clerk

## Executive Summary

**Title:** Zoning Code Amendment - Setback from Navigable Water

**Background:** The proposed zoning code amendment creates a subsection that establishes a 25-foot setback from the ordinary high water mark of navigable bodies of water. The setback applies to both principal and accessory buildings. Currently, the City does not have any specific regulations pertaining to how close a building can be to the shore of the bay or to navigable streams. In many cases the shoreline or the stream is also a lot line, so the minimum side yard or rear yard requirement can be applied in those instances. But, the minimum setback in those instances is usually only 10 or 25 feet and can be even less for accessory buildings.

The state requires counties to enforce a setback in the unincorporated portions of the county. Door County follows the state imposed 75-foot setback from the ordinary high water mark of the lake or stream, which includes an averaging provision to reduce to the required setback in cases where adjoining lots have structures that are closer to the shore. However, these rules are not enforced in the City of Sturgeon Bay, except for recently annexed areas.

The Sturgeon Bay Comprehensive Plan contains a policy within the goals and objectives section of Chapter 4 to "consider adopting a setback from navigable water." The Plan Commission reviewed this issue and considered several options ranging from doing nothing to adopting the county's setback from navigable water regulation. The Commission reviewed the size of the lots and the setbacks of existing buildings along the shore. Most of the shore is already built up with an established development pattern. Thus, the Commission felt a large setback requirement such as the 75-foot Door County provision would be too restrictive.

The Commission, however, believed establishing a formal setback from navigable water was still worthwhile. It would ensure that accessory buildings would not obstruct views or aesthetics along the shore. It also makes the setback for dwellings and other principal buildings more clear rather than relying solely on the rear yard provision. Therefore, the Plan Commission has unanimously recommended adoption of a 25-foot setback from the ordinary high water mark of navigable water.

**Fiscal Impact:** Other than the cost of a public hearing and publishing the new code, there is not expected to be any fiscal impact to adopting the proposed zoning rule.

**Public Hearing:** The required public hearing is being held on April 1, 2014. Any testimony received during the public hearing should be taken into consideration.

**Options for Common Council:** Among the various options for the Council are:

1. Adopt the ordinance amendment. Two readings are required.
2. Reject the ordinance amendment. The proposed ordinance change would be dropped.
3. Revise the ordinance amendment such as changing the setback distance and adopt.
4. Refer the matter back to Plan Commission for further study or changes.

**Recommendation:** Adopt the amendment to the zoning code.

Prepared by: Martin Olejniczak 3/18/14  
Martin Olejniczak Date  
Community Development Director

Reviewed by: Stephen McNeil 3/18/14  
Stephen McNeil Date  
City Administrator

**EXECUTIVE SUMMARY**

**DATE:** March 27, 2014

**TITLE:** Resolution to support Urban Non-point Source Storm Water Pollution Grant application.

**BACKGROUND:** Baudhuin Inc has been hired to develop the designs for Egg Harbor Road improvements and a detention facility on the land purchased by the city two years ago. They have also been charged with making the DNR Grant application for the Non-point Source Storm Water Pollution Grant funding. This grant application will cover the final designs and bidding of the project as well as construction and is at best a 50/50 match of up to \$150,000. To be eligible the City needs to adopt a resolution authorizing the grant application and creating a grant administrator.

**FISCAL IMPACT:** The City is pledging to fund its share of the project to receive up to \$150,000 in matching funds. The city has \$52,000 in the 2014 budget (some of which is offset by WalMart's pledge of \$151,000) and is projecting the balance of construction costs in 2015. The five year capital plan includes about 1.1 million dollars for the pond and Egg Harbor Road improvements.

**RECOMMENDATION:** Adopt the resolution and make the grant application

**SUBMITTED BY:** \_\_\_\_\_

*Anthony Depies*  
Anthony Depies, City Engineer

**REVIEWED BY:** \_\_\_\_\_

*Steve McNeil*  
Steve McNeil, City Administrator

**REVIEWED BY:** \_\_\_\_\_

*Marty Olejniczak*  
Marty Olejniczak, Community Development Director

RESOLUTION NO. \_\_\_\_\_

**GOVERNMENTAL RESPONSIBILITY RESOLUTION  
FOR RUNOFF MANAGEMENT GRANTS**

**WHEREAS**, the City of Sturgeon Bay is interested in acquiring a grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control urban stormwater runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and CHS. NR 151, 153 and 155).

**WHEREAS**, A cost-sharing grant is required to carry out the project;

**WHEREAS**, the City has secured \$151,500 in private funds and has Capital Improvement funding for this project for calendar years 2014 and 2015.

**NOW**, therefore, be it resolved that the Common Council of the City of Sturgeon Bay:

1. Authorizes Mayor Thad Birmingham to sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available and sign any grant agreement between the City and the Department of Natural Resources.
2. Authorizes City Engineer Tony Depies to administer the grant, including:
  - Submit reimbursement claims along with necessary supporting documentation
  - Submit signed documents
  - Take necessary action to undertake, direct and complete the approved project

**BE IT FURTHER RESOLVED** that the City of Sturgeon Bay shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of the project and to fulfillment of the grant document provisions.

Adopted and recorded April 1, 2014

Approved April 1, 2014

\_\_\_\_\_  
Thad Birmingham, Mayor

ATTEST:

(SEAL)

\_\_\_\_\_  
Stephanie L. Reinhardt, City Clerk

## RECOMMENDATION

TO THE COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to write off the following 2012 delinquent personal property tax account bills in the amount of \$583.22 and to authorize the City Attorney to pursue small claims court action for personal property tax account #281-0793, Lauger Concrete, tax account # 281-1169, Jump on it, and tax account # 281-1180, Continental Investors II Inn, and to publish the listed delinquent personal property tax accounts once in the Door County Advocate.

**Write-off list**

Tax

Proposed

| <u>Account #</u> | <u>Name</u>  | <u>Write-off Am</u> |
|------------------|--|---------------------|
| 281-0209         | Sneakers & Boots Inc., Lou Ann Papke                       | \$ 164.88           |
| 281-0582         | Mobile Detailing, Cory Haen                                | \$ 33.82            |
| 281-0669         | Conference Champs, Bridgett Starr                          | \$ 16.06            |
| 281-0773         | Red Oak Winery (Interest Only)                             | \$ 60.04            |
| 281-0957         | Federal Home Loan Mortgage Corp.                           | \$ 61.73            |
| 281-1102         | Floormart of Door County Inc., Paul Forsch (Interest Only) | \$ 2.32             |
| 281-1156         | Family Thyme, Angela Schiffer                              | \$ 54.97            |
| 281-1196         | Tracey Construction, Mike Tracey                           | \$ 189.40           |
|                  | <b>Total</b>   | <b>\$ 583.22</b>    |

**Small Claims list**

Tax

| <u>Account #</u> | <u>Name</u>                                 | <u>Delinquent Taxes</u> |
|------------------|---|-------------------------|
| 281-0793         | Lauger Concrete, Dylan Lauger               | \$ 374.24               |
| 281-1169         | Jump On It, Ronen Eliyha                    | \$ 435.88               |
| 281-1180         | Continental Investors II Inn / Nautical Inn | \$ 660.42               |
|                  | <b>Total</b>                                | <b>\$1,470.54</b>       |

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Dan Wiegand, Vice Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: March 11, 2014

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

EXECUTIVE SUMMARY

TITLE: 2012 Delinquent Personal Property taxes.

BACKGROUND: In November of 2004 the City adopted a Billing/Accounts Receivable Policy which includes provisions for write-offs. Per the policy, accounts considered for writing-off are those that cannot be collected under any of the following circumstances:

- 1) The party owing the City money cannot be located.
- 2) The party owing the City money has filed bankruptcy (all pertinent claims will be filed by the city in the cases of bankruptcy)
- 3) The expense of collecting the delinquent funds owed to the City exceeds the amount of the delinquency. Per the City Attorney a cut off of \$250 should be used.

Following is a list detailing the delinquent Personal Property Tax accounts for which I am proposing to write-off or forward to the City Attorney for small claims processing. The delinquent personal property tax accounts received several collection notices in 2013.

**Write-off list**

| <u>Tax</u>       |  | <u>Proposed</u>     |
|------------------|--|---------------------|
| <u>Account #</u> | <u>Name</u>  | <u>Write-off Am</u> |
| 281-0209         | Sneakers & Boots Inc., Lou Ann Papke                       | \$ 164.88           |
| 281-0582         | Mobile Detailing, Cory Haen                                | \$ 33.82            |
| 281-0669         | Conference Champs, Bridgett Starr                          | \$ 16.06            |
| 281-0773         | Red Oak Winery (Interest Only)                             | \$ 60.04            |
| 281-0957         | Federal Home Loan Mortgage Corp.                           | \$ 61.73            |
| 281-1102         | Floormart of Door County Inc., Paul Forsch (Interest Only) | \$ 2.32             |
| 281-1156         | Family Thyme, Angela Schiffer                              | \$ 54.97            |
| 281-1196         | Tracey Construction, Mike Tracey                           | <u>\$ 189.40</u>    |
|                  | <b>Total</b>   | <b>\$ 583.22</b>    |

**Small Claims list**

| <u>Tax</u>       |   | <u>Total</u>            |
|------------------|---|-------------------------|
| <u>Account #</u> | <u>Name</u>                                 | <u>Delinquent Taxes</u> |
| 281-0793         | Lauger Concrete, Dylan Lauger               | \$ 374.24               |
| 281-1169         | Jump On It, Ronen Eliyha                    | \$ 435.88               |
| 281-1180         | Continental Investors II Inn / Nautical Inn | <u>\$ 660.42</u>        |
|                  |   | <b>\$1,470.54</b>       |

The proposed delinquent personal property tax write-off in the amount of \$583.22 is strictly the City's liability as per statute. Where Wisconsin statute allows, the City will chargeback uncollected personal property taxes to the pertinent taxing jurisdictions (state, county, school, technical college). Additionally, it has been the practice of the City to publish the delinquent account list, less those accounts in bankruptcy, or with other extenuating circumstances, in the Door County Advocate.

FISCAL IMPACT: The fiscal impact to the City for writing off the above listed delinquent personal property tax accounts is \$583.22. The fiscal impact to the City for processing the small claims account will be minimal, providing payment from the delinquent account is actually received.

OPTIONS: 1) Write-off and/or pursue small claims court collection for the delinquent personal property accounts as detailed above.

- 2) Leave the above listed delinquent personal property tax accounts open and on the City's books.

RECOMMENDATION:

- 1) Recommend to the Common Council to write-off \$583.22 in 2012 delinquent personal property taxes as per the above listing.
- 2) Authorize the City Attorney to pursue small claims court action for personal property tax account #281-0793 – Lauger Concrete, tax account #281-1169 – Jump On It, and tax account #281-1180 - Continental Investors II Inn.

PREPARED BY:

Valerie J. Clarizio  
Valerie J. Clarizio  
Finance Director/City Treasurer

3/3/14  
Date

REVIEWED BY:

Stephen McNeil  
Stephen McNeil  
City Administrator

3/3/14  
Date

## Personal Property Chargebacks for 2012 Taxes Uncollectible in 2013

| PP Acct # | Name                                      | Chargeback State of Wisconsin | Chargebacks County of Door | Chargebacks City of Sturgeon Bay | Chargebacks Sturgeon Bay School District | Chargebacks Sevastopol School District | Chargebacks Southern Door School District | Chargebacks NWTC | Total Chargebacks per Owner | Ceased Operations (CO) Bankruptcy (B) Removed from next Assmt Roll (R) | Action                 | Payment Date | Reimbursed to Taxing Jurisdictions |
|-----------|---|-------------------------------|----------------------------|----------------------------------|--|--|---|------------------|-----------------------------|--|------------------------|--------------|------------------------------------|
| 281-0209  | Sneakers & Boots Inc                      | 3.01                          | 57.65                      | 164.88                           | 176.98                                   |  |   | 26.85            | 429.27                      | CO   | Chargeback & Write-off |              |                                    |
| 281-0582  | Mobile Detailing                          | 0.62                          | 11.81                      | 33.82                            | 36.30                                    |  |   | 5.51             | 88.06                       | R  | Chargeback & Write-off |              |                                    |
| 281-0669  | Conference Champs                         | 0.29                          | 5.61                       | 16.06                            | 17.24                                    |  |   | 2.62             | 41.82                       | CO   | Chargeback & Write-off |              |                                    |
| 281-0773  | Red Oak Winery                            | 1.09                          | 20.96                      | 60.04                            | 64.45                                    |  |   | 9.78             | 156.32                      | R  | Chargeback & Write-off |              |                                    |
| 281-0793  | Leuner Concrete                           | 2.62                          | 50.17                      | 143.75                           | 154.29                                   |  |   | 23.41            | 374.24                      |  | Small Claims           |              |                                    |
| 281-0957  | Federal Home Loan Mortgage Corp.          | 1.13                          | 21.54                      | 61.73                            | 66.25                                    |  |   | 10.05            | 160.70                      | R  | Chargeback & Write-off |              |                                    |
| 281-1102  | Floormat of Door County Inc               | 0.02                          | 0.31                       | 0.88                             | 0.96                                     |  |   | 0.15             | 2.32                        |  | Write-off              |              |                                    |
| 281-1156  | Family Tyme                               | 1.00                          | 19.18                      | 54.97                            | 58.99                                    |  |   | 8.95             | 143.09                      | B  | Chargeback & Write-off |              |                                    |
| 281-1169  | Jump On It                                | 3.05                          | 58.44                      | 167.42                           | 179.70                                   |  |   | 27.27            | 435.88                      |  | Small Claims           |              |                                    |
| 281-1180  | Continental Investors II Inn / Nautical   | 4.62                          | 88.54                      | 253.68                           | 272.27                                   |  |   | 41.31            | 660.42                      |  | Small Claims           |              |                                    |
| 281-1196  | Tracey Construction                       | 3.45                          | 66.11                      | 189.40                           | 203.30                                   |  |   | 30.85            | 483.11                      | CO   | Chargeback & Write-off |              |                                    |
|           | <b>Total Delinquent amounts</b>           | <b>20.90</b>                  | <b>400.22</b>              | <b>1,146.63</b>                  | <b>1,230.73</b>                          | <b>0.00</b>                            | <b>0.00</b>                               | <b>186.75</b>    | <b>2,985.23</b>             |  |                        |              |                                    |
|           | <b>Accounts that don't qualify for CB</b> | <b>10.31</b>                  | <b>197.46</b>              | <b>565.73</b>                    | <b>607.22</b>                            | <b>0.00</b>                            | <b>0.00</b>                               | <b>92.14</b>     | <b>1,472.86</b>             |  |                        |              |                                    |
|           | <b>Total Chargebacks</b>                  | <b>10.59</b>                  | <b>202.76</b>              | <b>580.90</b>                    | <b>623.51</b>                            | <b>0.00</b>                            | <b>0.00</b>                               | <b>94.61</b>     | <b>1,512.37</b>             | <b>2,985.23</b>  |                        |              |                                    |
|           | Less Payments / W.off's to date           |                               |                            |                                  |  |  |   |                  |                             |  |                        |              |                                    |
|           | <b>Chargeback Balance</b>                 | <b>10.59</b>                  | <b>202.76</b>              | <b>580.90</b>                    | <b>623.51</b>                            | <b>0.00</b>                            | <b>0.00</b>                               | <b>94.61</b>     | <b>1,512.37</b>             |  |                        |              |                                    |