

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**Tuesday, April 8, 2014**  
**Council Chambers, City Hall - 421 Michigan Street**  
**7:00pm**

1. Roll call.
2. Adoption of agenda.
3. Discussion of: Industrial Park Sale Policy.
4. Consideration of: City Owned Exempt Properties.
5. Consideration of: Repeal Ordinance 30.02 Distribution of Revenue Re: 30% Portion of Room Tax Collections.
6. Consideration of: Repeal and Recreate Section 3.05 of the Municipal Code-Budget.
7. Consideration of: Renew Contract with Milliman Re: GASB 45 Actuarial Valuation.
8. Consideration of: Contract for Arbitrage Monitoring Services.
9. Convene in closed session in accordance with the following exemptions:  
  
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)
  - a. Consideration of: Maritime Plaza/Development Special Assessment.  
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate.
10. Review bills.
11. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

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

Posted:  
Date: 04/04/14  
Time: 2:45pm  
By: TM

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



# Memorandum

**To:** FINANCE COMMITTEE

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

**Date:** January 23, 2014

**Re:** STURGEON BAY INDUSTRIAL PARK

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

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

4. Land Purchase Procedures
  - a. Preliminary information
  - b. Invitation to purchase
  - c. Offer to purchase
  - d. Approvals
  - e. Development agreement
  - f. Business incentives
  
5. Industrial Park Site Map with List of Tenants

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

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

**20.18 Use regulations for I-1 district.**

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

(1) Permitted uses are:

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

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

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(j) Quick-printing/copy shops.

(3) Prohibited uses are:

(a) Rendering of fats or oils.

(b) Automobile wrecking and junkyards.

(c) Petroleum refineries and storage yards.

(d) Manufacturing of acids, explosives, fertilizers or glue.

(e) Stockyards or slaughterhouses.

(f) Garbage or other refuse disposal.

(g) Smelting of iron, tin, or other ores.

(h) Residential and commercial uses, except as specifically listed under subsections (1) or (2).

(i) Uses similar in nature or impact to the prohibited uses specifically listed.

**20.19 Use regulations for I-1A district.**

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

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

**20.27 Height and area regulations generally.**

(1) For each lot in the R-4, C-1, C-3, and C-4 districts, the combined area of all roofed, paved, and other impervious surfaces shall not exceed 70 percent of the total area of the lot. Existing lots with impervious surfaces that exceeded 70 percent prior to adoption of this section shall be exempted from this provision provided that there shall be no further net increase of impervious surfaces on such lots.

(2) The dimensional requirements relating to lot size, density, yards, height, and floor area shall be as specified for each zoning district in the following table:

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

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

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

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**20.31 Off-street parking requirements.**

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

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

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

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

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applicant's possible time constraints and shall expedite the review process as much as possible.

(3) *Building architectural standards.*

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

(4) *Site storm drainage.*

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

(5) *Landscaping standards.*

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

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

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

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

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

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

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

(10) *Plan approval procedures.*

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

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

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

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

(c) *Review and determination.*

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

# STURGEON BAY INDUSTRIAL PARK

## Land Acquisition Manual



### For Information Contact:

William D. Chaudoir  
Door County Economic Development Corp.  
185 E. Walnut Street  
Sturgeon Bay, WI 54235

**Phone:** 920-743-3113 or 1-800-450-3113

**Fax:** 920-743-3811

**E-Mail:** [bill@doorcountybusiness.com](mailto:bill@doorcountybusiness.com)

**Web:** [www.doorcountybusiness.com](http://www.doorcountybusiness.com)

# Sturgeon Bay Industrial Park

## Land Acquisition Manual

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# **Sturgeon Bay Industrial Park**

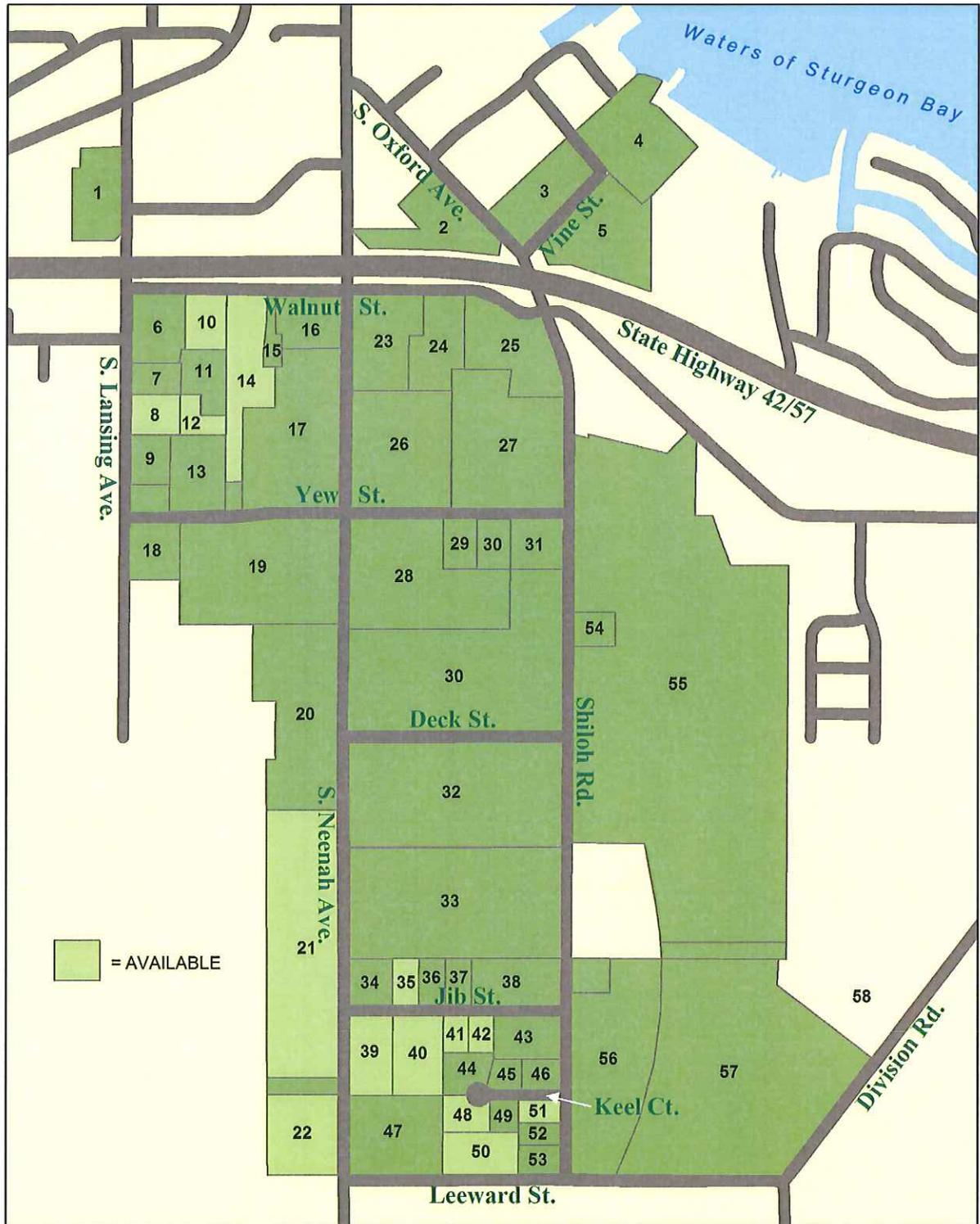
## **Industrial Park Features:**

- Located on southwest side of the City of Sturgeon Bay, adjacent to four-lane divided highway, STH 42/57
- Over 280 acres, with approximately 30 acres available
- Protective covenants and design standards in place to ensure attractive environment
- The Park is home to over 50 businesses and 1,500 jobs

## **Land Pricing and Incentives**

- City owned industrial property is priced at \$30,000 per acre less price reduction incentive credits that are calculated and awarded three years after closing date. Incentives are based on the number of jobs created and real estate improvements completed on the subject property.
- The City offers incentive financing on the purchase of industrial park land. Sales are subject to the following terms: \$10,000 per acre down payment, 3-year term, 0% interest.
- Incentive credits are earned by the owner during the 3-year finance term and are subtracted from the purchase price balance due the City. The incentive formulas include:
  - \*Jobs creation credits of \$4,000/job for each new full time equivalent (FTE) position that pays at least \$15.00/hr, exclusive of benefits.
  - \*Real Estate Investment Credit of \$4,000 for each \$100,000 in real estate improvements.
- Other available City Incentives include low-interest Revolving Loan Funds.

# Sturgeon Bay Industrial Park - Map



# Sturgeon Bay Industrial Park

## Land Owners

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

## Sturgeon Bay Industrial Park

### Lot Size and Pricing

LOT # ON MAP	LOT DIMENSIONS LINEAR FEET	LOT SIZE IN ACRES	MINIMUM BUILDING SIZE IN SQUARE FEET	LIST PRICE PER LOT IN U.S. DOLLARS*
8	240' X 290'	1.60	N/A	**
10	243' X 329'	1.84	N/A	**
12	Irregular	1.09	N/A	**
14	Irregular	5.10	N/A	**
21	1,888' X 425'	15.68	83,500	470,400
22	480' X 425'	4.68	22,600	140,400
35	157' X 280'	1.01	4,000	30,300
39	259' X 474'	2.81	12,200	84,300
40	301' X 474'	3.27	16,000	98,100
41	150' X 220'	0.76	4,000	22,800
42	150' X 220'	0.76	4,000	22,800
48	Irregular	1.23	4,600	36,900
50	450' X 250'	2.58	11,300	77,400
51	132' X 250'	0.76	4,000	22,800

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

\*\* These lots are privately owned and marketed. Contact owner for prices.

# **Sturgeon Bay Industrial Park**

## **Land Purchase Procedures**

1. **Preliminary Information**  
Door County Economic Development Corporation (DCEDC) will meet with prospective buyers and provide information on available sites, zoning and development restrictions, land costs, Industrial Park Site Acquisition Incentive Program, other business finance and incentive programs.
2. **Zoning Issues**  
If there are any concerns or questions regarding allowable uses or zoning restrictions, DCEDC will facilitate a meeting the City Zoning Administrator to address these matters.
3. **Project Definition**  
Buyer will provide a brief written description of project including proposed uses, size of buildings, possible future expansions, lot size requirements, preliminary site plan, current and future job estimates, rough private financial investment estimates.
4. **Invitation to Purchase Property**  
Upon review of project information, DCEDC will invite the prospective buyer to submit an offer to purchase for a specific parcel of property for an agreed price.
5. **Offer to Purchase**  
City Attorney prepares offer to purchase using current standard real estate forms for vacant land transactions. Offer includes provisions required by City Development Policies.
6. **City Approval**  
DCEDC will facilitate review and approval of offer to purchase. Offer is reviewed by City Attorney, City Administrator and other appropriate City officials. Offer is presented to City Finance Committee which makes recommendation for approval to City Council. All review and approvals are done in confidence and closed session.
7. **Development Agreement**  
City Attorney prepares draft Development Agreement which commits both parties to perform their part of the project. Final draft is executed by both parties.
8. **Closing**  
DCEDC will work with the City Attorney and Buyer to close the transaction. Title conveyance will be deferred until the buyer files a building permit application with the City.
9. **Business Incentives**  
At the end of the 3 yr City Finance term, DCEDC will contact the Buyer to collect written verification of job creation and property investment. DCEDC will calculate earned incentives and communicate this information with the City Treasurer who will close out the incentive finance loan and, if applicable, invoice the Buyer for any outstanding balance due the City.

## **Sturgeon Bay Industrial Park**

### **Offer to Purchase Requirements**

Prospective buyers will work with the cities marketing agent (Door County Economic Development Corporation) to submit a complete offer to purchase package for industrial park land sale approval. Required material and information includes the following:

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

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

# **Sturgeon Bay Industrial Park**

## **Minimum City Development Policies**

### **1. Land Pricing**

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

### **2. Minimum Building Size**

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

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

### **3. Incentives**

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

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

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

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

### **4. Repurchase Option**

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

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

**5. Purchase Option**

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

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

**7. Land Title Conveyance**

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

**8. Offer to Purchase**

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

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

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

Approved 1-19-99

Revised: 6-5-01

Revised: Sept, 07

## **Sturgeon Bay Industrial Park** **Model Language: Repurchase Option**

Agreement made and concluded this \_\_ day of \_\_\_\_ 20\_\_, by and between the CITY OF STURGEON BAY, hereafter referred to as CITY, and \_\_\_\_\_, hereafter referred to as OPTIONOR, for the purpose of defining the terms of a Repurchase Agreement affecting a parcel of real estate.

### RECITALS:

WHEREAS, the CITY is selling parcels of real estate presently owned by the CITY at a favorable price for the purpose of promoting industrial development in the CITY OF STURGEON BAY and obtaining related economic benefits for the local area including creation of jobs, increasing the tax base of the CITY OF STURGEON, and enlarging the market for other industries and businesses in the area, and

WHEREAS, OPTIONOR is purchasing a parcel of real estate from the CITY described in Exhibit "A" hereto, for industrial development at a favorable price with the present intention of building an industrial facility to operate in the local area, and

WHEREAS, the CITY desires to limit the potential for speculative use of the above-described parcel of real estate, and

WHEREAS, OPTIONOR is willing to provide this OPTION TO REPURCHASE to the CITY for the above-stated reason.

NOW, THEREFORE, FOR VALUABLE CONSIDERATION, RECEIPT OF WHICH IS ACKNOWLEDGED BY BOTH OF THE PARTIES HERETO, IT IS COVENANTED AND AGREED BY AND BETWEEN THE CITY AND OPTIONOR AS FOLLOWS:

1. OPTIONOR hereby grants and conveys this OPTION TO REPURCHASE to the CITY OF STURGEON BAY on the following terms and conditions.

a. In the event that OPTIONOR's present intention to build an industrial facility to operate in the local area changes and OPTIONOR wishes to dispose of the real estate described in Exhibit "A", OPTIONOR shall notify the CITY in writing by certified mail with return receipt of OPTIONOR's which to dispose of the above-described real estate. Upon receipt of said notice from OPTIONOR, the CITY shall have 30 consecutive calendar days to exercise the option granted herein to repurchase the above-described parcel of real estate at the price paid by OPTIONOR to the CITY; this option shall be deemed to have been exercised when the CITY responds to Optionor within said 30-day period with a letter declaring the CITY's intent to exercise the option granted herein. Thereafter, the CITY shall tender said purchase price in full within 30 days of the providing of the notice of exercising option and OPTIONOR agrees to provide to the CITY a properly executed Warranty Deed describing the above-described parcel of real estate upon tender of said purchase price. OPTIONOR agrees and represents that said conveyance by OPTIONOR shall be free and clear of all liens and encumbrances and OPTIONOR further agrees and represents to be responsible for delinquent and prorated real estate taxes, and special assessments and other special charges levied and of record against the above-described parcel of real estate at the time of the Warranty Deed conveyance by OPTIONOR. If necessary, the CITY may deduct said real estate taxes, special assessments, and special charges from the purchase price tendered for the Warranty Deed. In the event that the CITY does not respond to OPTIONOR's initial notice of his wish to dispose of the above-described parcel of real estate within 30 consecutive calendar days, or if the CITY does not tender the purchase price within 30 consecutive calendar days after the CITY's notice of intent to exercise its option rights herein, with appropriate modifications as described above, then this OPTION TO REPURCHASE shall be automatically null, void, and of no further legal effect without further action by either party. City of Sturgeon Bay Industrial Park Information

b. In the event that OPTIONOR has not physically commenced construction of an industrial facility to operate in the local area within twelve (12) months of the execution of this OPTION TO REPURCHASE, then the CITY may at any time thereafter provide written notice to OPTIONOR by certified mail with return receipt of its intent to exercise the option granted herein to repurchase the above-described parcel of real estate at the price paid by OPTIONOR to the CITY. The CITY shall tender said purchase price, less any adjustments for delinquent and prorated real estate taxes, special assessments, and special charges levied and of record from said purchase price within 30 days and OPTIONOR agrees to provide to the CITY a Warranty Deed for the above described parcel of real estate. OPTIONOR agrees and represents that said conveyance by OPTIONOR shall be free and clear of all liens and encumbrances at the time of the delivery of said Warranty Deed.

2. In the event that OPTIONOR does not complete construction of an industrial facility on the above-described parcel of real estate within eighteen (18) months from the date of issuance of the original building permit issued to OPTIONOR, then the CITY may exercise this OPTION TO REPURCHASE in accordance with the terms and procedures described in Paragraph 1b above. For the purposes of this OPTION TO REPURCHASE, completion of construction occurs with the issuance of the occupancy permit by the City Assessor's office. In the event that construction is completed as described above, then this OPTION TO REPURCHASE shall be automatically and permanently null, void, and of no further legal effect without further action by either party.

F:\2014 Sturgeon Bay RE List - EXEMPT Lists

City of Sturgeon Bay, Door County

2014 Real Estate Property List

Properties having land classified as exempt local.

Sorted by owner then tax key number

2/4/14 finalized pjf  
2/5/14 valued rpa

Tax Key Number	Description of Use	Street Address	Owner	Other notes
281-10-85010101C2	Graham Park Water front	Pennsylvania St	City of Sturgeon Bay	
281-10-85020101C2	Graham Park Green Space	Pennsylvania St	City of Sturgeon Bay	
281-10-85020501	Graham Park Water front (no structure here)	10 Pennsylvania St	City of Sturgeon Bay	
281-10-85030501	S 1st Ave Utilities sub station and parking lot corner Nebraska st & 1st Ave	113 S 1st Ave Unit UTIL	City of Sturgeon Bay	
281-10-85031201C	Oregon & First, Long narrow strip, part of bridge right of way		City of Sturgeon Bay	
281-10-85070101	MARTIN PARK. With band shell and well house	207 S 3rd Ave	City of Sturgeon Bay	
281-10-85130101	Miller Art Center as a small office. And most of the parking area (market square)	360 Nebraska St	City of Sturgeon Bay	
281-10-85152101	Parking lot 4th and Kentucky.		City of Sturgeon Bay	
281-10-85160801	Parking lot on N 2nd Ave across from 29 N 2nd Ave the Holiday motel.		City of Sturgeon Bay	
281-10-85222001	City Hall, Fire and Police Stations	421 Michigan St	City of Sturgeon Bay	
281-10-85271601	Parking lot on Kentucky St. between N 4th and N 5th Ave		City of Sturgeon Bay	
281-12-10051101	Vacant lot fka 32 N Joliet Ave is southwest corner of Otumba Park so it is only part of the entire park the main parcel is 2816461007403.		City of Sturgeon Bay	\$25,000 0.365ac
281-12-10051601	vacant now part of Otumba Park.		City of Sturgeon Bay	\$5,000 0.145ac
281-12-10080101	Co Op property only Grain Tower still remains.	92 E Maple St	City of Sturgeon Bay	\$390,000 Recent Purchase
281-12-40010201	Black Walnut Subd. **Utilities Test Well is on this site just off of S. Lansing Ave.**		City of Sturgeon Bay	
281-23-0527260006	Part of Babel Subd. This is a large vacant lot 3.28Ac running between Erie St and Florida St south of N 8th Ave.		City of Sturgeon Bay	
281-24-11060200	No Structures here. Part of - Little Creek Parkway on S 16th Pl. and encompasses parcels 2812411060200 to 061000.		City of Sturgeon Bay	
281-24-11060300	This address was fka 701 S 16th Pl.	601 S 16th Pl	City of Sturgeon Bay	
281-24-11060400	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11060500	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11060600	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11060700	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11060800	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11060900	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-11061000	Part of - Little Creek Parkway on S 16th Pl		City of Sturgeon Bay	
281-24-15090101	Lot is vacant, L shaped parcel to the east of the CO-Op		City of Sturgeon Bay	\$250,000+/- 1.45ac
281-24-26007400	Vacant lot north of Texas St Cul du Sac, possibly St. Row		City of Sturgeon Bay	\$5,000 0.19ac
281-28-15020501	WELL-#8 OZONE TREATMENT*	236 S Duluth Ave Unit WEL#8	City of Sturgeon Bay	

F:\2014 Sturgeon Bay RE List - EXEMPT Lists

Tax Key Number	Description of Use	Street Address	Owner	Other notes
281-32-16071502	Triangular piece of waterfront 2,200 sf. North of Banview bridge on Memorial Dr.		City of Sturgeon Bay	
281-46-16050401	Vacant lot on N 14th Ave and Georgia St, next to the City's Dept of public works property. fika 607 N 14th Ave.		City of Sturgeon Bay	\$70,000 0.842ac
281-46-16080201	Vacant lot on N 14th Ave, south of Evenson Laundry.		City of Sturgeon Bay	\$70,000 0.835ac
281-46-55030101	Small piece approx. 280 x 45 of waterfront property on W Juniper St. at the end of S. Lansing Ave.		City of Sturgeon Bay	
281-46-65020401	Parking lot on W Oak St. Next to restaurant.		City of Sturgeon Bay	\$60,000 0.353ac
281-46-65041401	Westside ball field and the vacant lot to the south. On S Madison Ave.	37 W Redwood St		
281-46-94100100	Vacant lot on N 6th Ave Sunset Subd. Lot 1 Block 10	741 N 6th Ave	City of Sturgeon Bay	\$20,000
281-46-94100200	Vacant lot on N 6th Ave Sunset Subd. Lot 2 Block 10	749 N 6th Ave	City of Sturgeon Bay	\$20,000
281-46-94100600	Vacant lot on N 6th Ave Sunset Subd. LOT 6 BLK 10	831 N 6th Ave	City of Sturgeon Bay	\$20,000
281-46-94110100	Vacant lot on N 6th Ave and Erie St. SUNSET HILL #2 LOT 1 BLK 11		City of Sturgeon Bay	\$20,000
281-46-94110300	Vacant lot on N 6th Ave SUNSET HILL #2 LOT 3 BLK 11		City of Sturgeon Bay	\$20,000
281-46-94110500	Vacant lot on N 6th Pl Cul De Sac SUNSET HILL #2 LOT 5 BLK 11		City of Sturgeon Bay	\$20,000
281-46-94110600	Vacant lot on N 6th Pl Cul De Sac SUNSET HILL #2 LOT 6 BLK 11		City of Sturgeon Bay	\$20,000
281-46-94110800	Vacant lot on the corner of Erie St and N 6th Pl Cul Du Sac SUNSET HILL #2 LOT 8 BLK 11		City of Sturgeon Bay	\$20,000
281-46-94111100	Vacant lot on N 6th Pl Cul De Sac SUNSET HILL #2 LOT 11 BLK 11		City of Sturgeon Bay	\$20,000
281-62-04000601	Garland park on n 8th Ave between Jefferson St and Egg Harbor Rd. <b>Out door toilets only structures.</b>	435 N 8th Ave	City of Sturgeon Bay	
281-62-07000505	2 small pieces of a triangular shape adj to N 3rd Ave and Bradley Lake (aka Little Lake)		City of Sturgeon Bay	
281-62-11000117C	Large vacant lot off of N 14th Ave, next to John Miles Park (DC Fair Grounds). Possibly being used for future detention pond.			
281-62-11000117D	Smaller lot on N 14th Ave. fika Diane Gill Property <b>Street Department</b> , in addition 609 N 14th Ave is Well House. It is on the far south end of this parcel, down toward Georgia St.		City of Sturgeon Bay	Landlocked
281-62-15000106	Part of N 8th Ave ST ROW.		City of Sturgeon Bay	\$75,000 0.52ac
281-62-16000104B	Part of Big Hill Park with access onto Georgia St	835 N 14th Ave	City of Sturgeon Bay	
281-62-17000104B2	This is the Big Hill Park main area, water towers and resiviors are located on this piece.		City of Sturgeon Bay	
281-62-17000201	Jaycee & Memorial Fields(Press Box, & warming house concession stand and a couple storage bldg etc) are the only buildings here.	191 N 9th Ave	City of Sturgeon Bay	
281-62-28000117	There is a well on this parcel on the corner of 3rd and Florida St. The number of the well is possibly #3. Also the Sail Training Building is 61 Florida St.	307 S 14th Ave	City of Sturgeon Bay	
281-62-33000101		747 N 3rd Ave	City of Sturgeon Bay	

F:\2014 Sturgeon Bay RE List - EXEMPT Lists

Tax Key Number	Description of Use	Street Address	Owner	Other notes
281-62-42000101	DNR CONSERVATION EASEMENT 100FT WIDE FOR TRAIL. RECORDED 2/15/2012., on parcel 2816242000101. SUBJ TO DNR TRAIL ESMT RECD DOC# 757253 ESMT (parcel runs east of Hwy 42-57 michigan st to approx. half way to Utah st.		City of Sturgeon Bay	
281-64-54000104	Lot is approx 45x50 on the water. it is south of and adj to bullhead point parcel. On N Duluth Ave.		City of Sturgeon Bay	
281-64-60000120	Well site and Utility sub station, couple of buildings here.	210 W Redwood St	City of Sturgeon Bay	
281-64-61001403	Chumba Park, address is for the shelter and bathrooms. (majority of park is on this parcel).	225 W Juniper St	City of Sturgeon Bay	
281-64-63000108A	Willow Dr. St Row, between State Hwy 42-57 and Sawyer Elementary on the west side. Running between S Neenah Ave and S Lansing Ave.		City of Sturgeon Bay	
281-64-63000109	Woodside Park - This is an approximate two acre park located on the corner of Lansing Avenue and Hwy 42-57. This park has a 1/4 mile walking/nature trail.		City of Sturgeon Bay	
281-64-64000106	EX-UTILITIES SUB STATION	8 W Yew St Unit UTIL	City of Sturgeon Bay	
281-64-65000108	This is parcel is STREET ROW it is the Westside of S Neenah Ave. between E Deck St and E Leeward St. The Anapee Trail also runs along here.		City of Sturgeon Bay	
281-64-66000101A	15.86 AC piece along S neenah Ave south of TTX running along the road. Approx. 1500 x 425.		City of Sturgeon Bay	\$30,000/ac 15.86ac
281-64-66000101C	Vacant lot on the westside of S neenah Ave approx 425ft deep by 475ft along the road toward E Leeward St.		City of Sturgeon Bay	\$30,000/ac 4.68ac
281-64-72000100C2	Vacant lot 2.56 Ac with approx 450ft on E leeward St. This lot has a Water Tower on it , it is in the industrial park, located in front of the Hatco building.		City of Sturgeon Bay	\$30,000/ac 2.56ac
281-64-74000107		1138 S Neenah Ave	City of Sturgeon Bay	
281-64-76000101A	This is parcel is located on the west side and is part of the Oregon St Bridge Right of way and also part of Neenah St Right of way. Right R.O.W ***UTILITIES TRANSMISSION LINES CROSS THE BAY AT THIS POINT***		City of Sturgeon Bay	
281-64-76000102	This is the location of the launching ramp, and is known as Sawyer Park and the address is issued as 36 S Neenah Ave. per memo from T.Depies and M. Kleist. dated 9-26-03.	36 S Neenah Ave	City of Sturgeon Bay	
281-64-76000821	This parcel is the site of the Sturgeon Bay Yacht Club.	600 Nautical Dr	City of Sturgeon Bay	\$900,000 2.288ac
281-64-76000828	Location of Westside Fire Station, Utilities and Sewage treatment plant. are all included on this parcel.	230 E VINE ST Unit UTIL	City of Sturgeon Bay	
281-64-78000103	Part of the Shiloh Rd right of way, located on the east side of the road. Not actually part of the Road. It starts where E Walnut and Oxford Ave meet. Map in notes screen.		City of Sturgeon Bay	
281-64-78000300	This is part of the access road in to skipper marine and Quarterdeck Condos parcels.		City of Sturgeon Bay	
281-64-81000113	West side Bayview bridge approach right of way between Hwy 42-57 and Tacoma Beach Rd.		City of Sturgeon Bay	

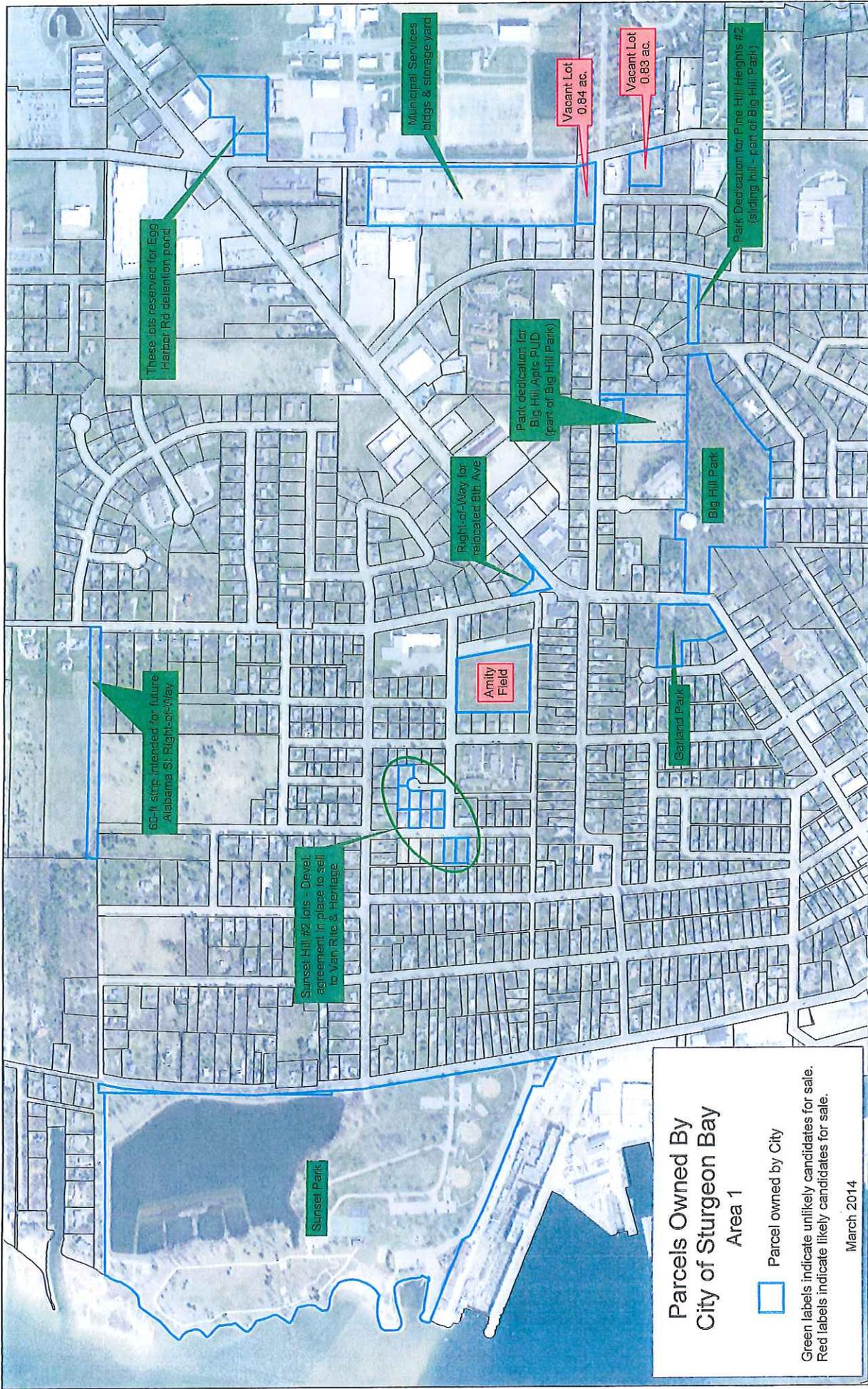
F:\2014 Sturgeon Bay RE List - EXEMPT Lists

Tax Key Number	Description of Use	Street Address	Owner	Other notes
281-66-01000101	Bullhead Point aka. on N Duluth Ave. 900 Block.	950 N Duluth Ave	City of Sturgeon Bay	
281-66-12000411B	Woods West Park - This 4.77 acre neighborhood park is located at 101 North Cumberland Avenue (off West Maple Street) and is partially covered by an orchard. A gravel parking area, a backstop for playing baseball, regulation soccer goal, and playground equipment have been installed at this park. Source: city of sturgeon bays website.	101 N Cumberland Ave	City of Sturgeon Bay	
281-66-13000406A	this parcel is a well site, located out by the County Shop on S Duluth Ave. The address for the Water tower will be using 1003 S Duluth Ave.	1003 S Duluth Ave	City of Sturgeon Bay	
281-68-04001501B	This is the property next to big creek on michigan st where the St. Dept dumps snow in winter.		City of Sturgeon Bay	
281-68-170000119	Parcel to the east of the KC Hall on Tacoma Beach Rd. between that and the Hwy 42-57.		City of Sturgeon Bay	\$75,000 0.584ac
281-68-17001102	Vacant parcel - Compost site - to the west of the incinerator (former City Dump) parcel, fronting on Division Rd and E Leward St.		City of Sturgeon Bay	
281-68-18000501	Cherry Blossom Park - 919 S Lansing Avenue	919 S Lansing Ave	City of Sturgeon Bay	
281-68-20000101	Frankie Park, parcel is on the corner of Division Rd and Strawberry Lane.	1700 Clay Banks Rd	City of Sturgeon Bay	
281-68-22000601	Parcel On Barge Rd. Utilities has some use of this Parcel. Property is on the west side of the canal. Map Attached		City of Sturgeon Bay	
281-70-32001105	Street Right of way between N 5th ave and N 8th Ave. WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK STURGEON BAY WI 54235 OUTLOT 1. St ROW		City of Sturgeon Bay	
281-72-182726000	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 1.0ac
281-72-182726003	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 2.81ac
281-72-182726005	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 3.272ac
281-72-182726006	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 0.765ac
281-72-182726007	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 0.765ac
281-72-182726008	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 1.23ac
281-72-182726013	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 0.774ac
281-72-182726015	Vacant lots in Ind. Park WHITFORD'S 1ST ADDN TO THE INDUSTRIAL PRK		City of Sturgeon Bay	\$30,000/ac 0.774ac
281-10-85120101	Door County Library	107 S 4th Ave	City of Sturgeon Bay & County of Door	
281-10-85170712	Waterfront Walkway by Stoneharbor Hotel Condos and the Residential Condos. This also includes a large part of the parking area in the front of the Hotel.		City - Waterfront Redevelop Sturgeon Bay	

F:\2014 Sturgeon Bay RE List - EXEMPT Lists

Tax Key Number	Description of Use	Street Address	Owner	Other notes
281-10-85180001	Parking Structure Lot - 2 parcels. 2811085180001 & 2 which make up the parking structure.	122 N 1st Ave	City - Waterfront Redevelop Sturgeon Bay	
281-10-85180002	Parking Structure Lot - 2 parcels. 2811085180001 & 2 which make up the parking structure.	117 N 2nd Ave	City - Waterfront Redevelop Sturgeon Bay	
281-24-15090101A1	Vacant parcel, parking lot by the Maritime Museum and the water front area in front of the Museum.		City - Waterfront Redevelop Sturgeon Bay	
281-24-15090301A	Parking lot behind Apple Bees and part of Bayview Park	10 W Larch St Unit BAYVW	City - Waterfront Redevelop Sturgeon Bay	
281-24-15100200	This is the shore front and walkway around Bridgeport Condo's		City - Waterfront Redevelop Sturgeon Bay	
281-46-65021803	Vacant lot on the Corner of 100 blk of S Madison Ave. and 0 Blk of W Pine St.		City - Waterfront Redevelop Sturgeon Bay	\$50,000 0.15ac
<b>Tax Key Number</b>	<b>description</b>	<b>Street Address</b>	<b>Owner</b>	<b>Assigned To</b>
281-62-05000208	Sunset Preschool School former elementary K-6th Grade.	827 N 8th Ave	School District Sturgeon Bay	School
281-62-22000201	High School and middle school	1230 Michigan St	School District Sturgeon Bay	School
281-62-28000118			School District Sturgeon Bay	School
281-62-29000128		1414 Rhode Island St	School District Sturgeon Bay	School
281-62-29000130			School District Sturgeon Bay	School
281-62-44000101		2200 Utah St Unit OBSRV	School District Sturgeon Bay	School
281-64-63000108		60 Willow Dr	School District Sturgeon Bay	School
281-23-0527260007	Parking lot just north of Babel Subd. Running between Erie St. and Florida St.		Sturgeon Bay School District	School
281-64-79000200			Town Of Sturgeon Bay	Town owned
281-64-66000101D			ITX Leasing, Inc.	Sold
281-46-94100400		815 N 6th Ave	Tyler N. Goss	Sold
281-62-41000104			Utilities Sturgeon Bay	Utility
281-68-04001502		3417 Lily Bay Rd	Utilities Sturgeon Bay	Utility
281-68-04001503		2210 Michigan St	Utilities Sturgeon Bay	Utility
281-70-32001302	Projected use is for the site Utility substation and possibly a water tower.		Utilities Sturgeon Bay	Utility

Total properties listed: 113



These lots reserved for Egg Harbor Rd detention pond

Municipal Services  
bldgs & storage yard

Vacant Lot  
0.84 ac.

Vacant Lot  
0.83 ac.

Park Dedication for Pine Hill Heights #2  
(siding hill - part of Big Hill Park)

Park dedication for  
Big Hill Apts PUD  
(part of Big Hill Park)

Right-of-Way for  
relocated 8th Ave

Big Hill Park

60-ft strip intended for future  
Alabama St Right-of-Way

Amity  
Field

Garland Park

Sunsel Hill #2 lots - Devel.  
agreement in place to sell  
to Van Rite & Heritage

Sunsel Park

**Parcels Owned By  
City of Sturgeon Bay  
Area 1**

Parcel owned by City

Green labels indicate unlikely candidates for sale.  
Red labels indicate likely candidates for sale.

March 2014

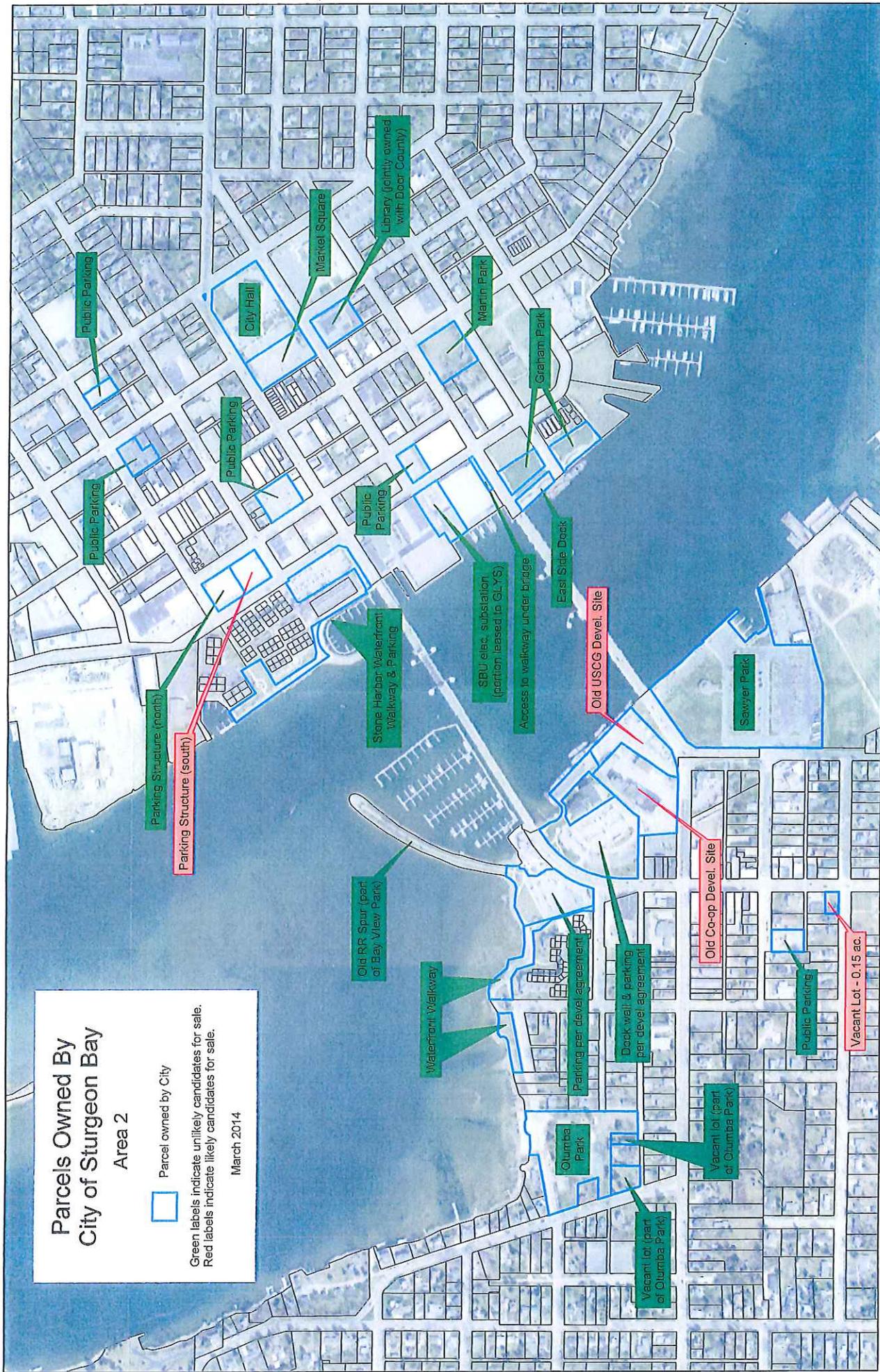
# Parcels Owned By City of Sturgeon Bay Area 2

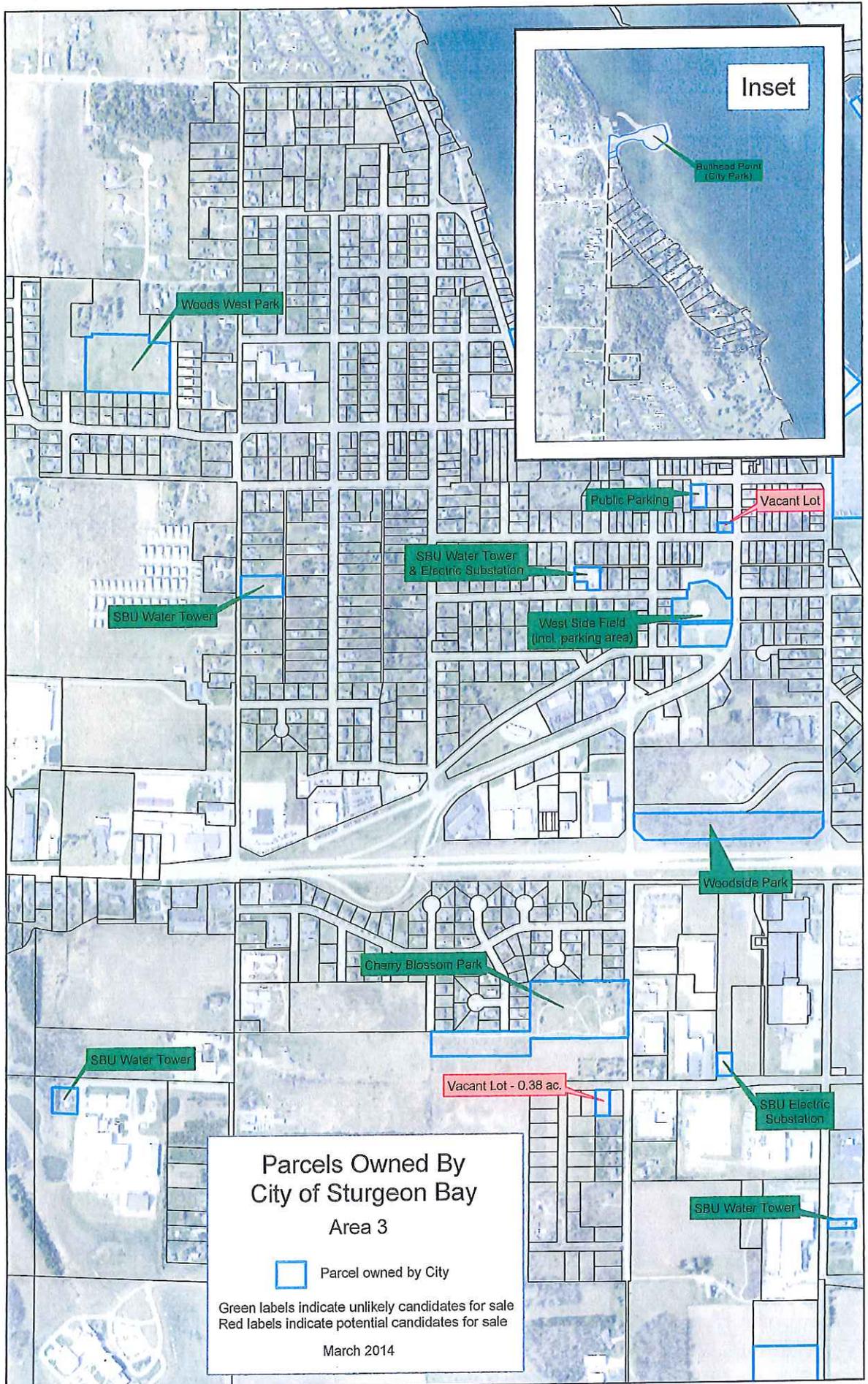
Area 2

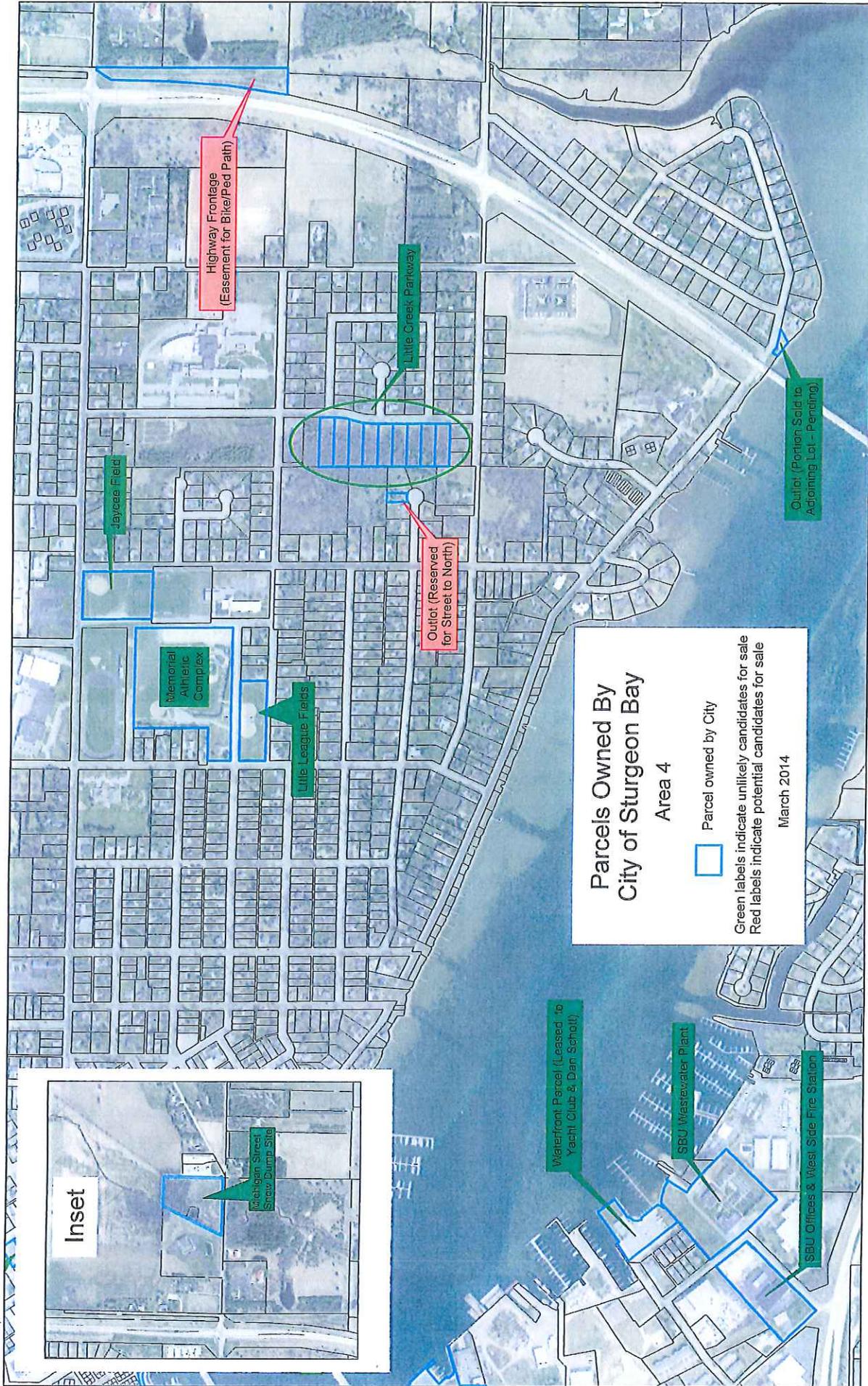
Parcel owned by City

Green labels indicate unlikely candidates for sale.  
Red labels indicate likely candidates for sale.

March 2014





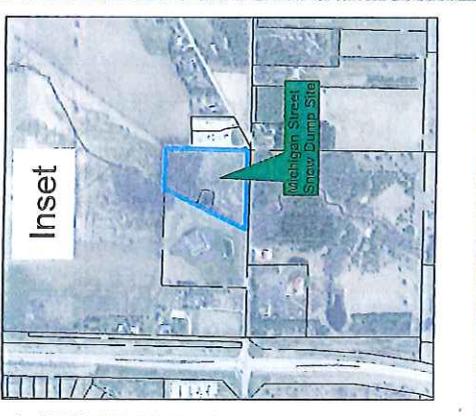


**Parcels Owned By  
City of Sturgeon Bay  
Area 4**

Parcel owned by City

Green labels indicate unlikely candidates for sale  
 Red labels indicate potential candidates for sale

March 2014



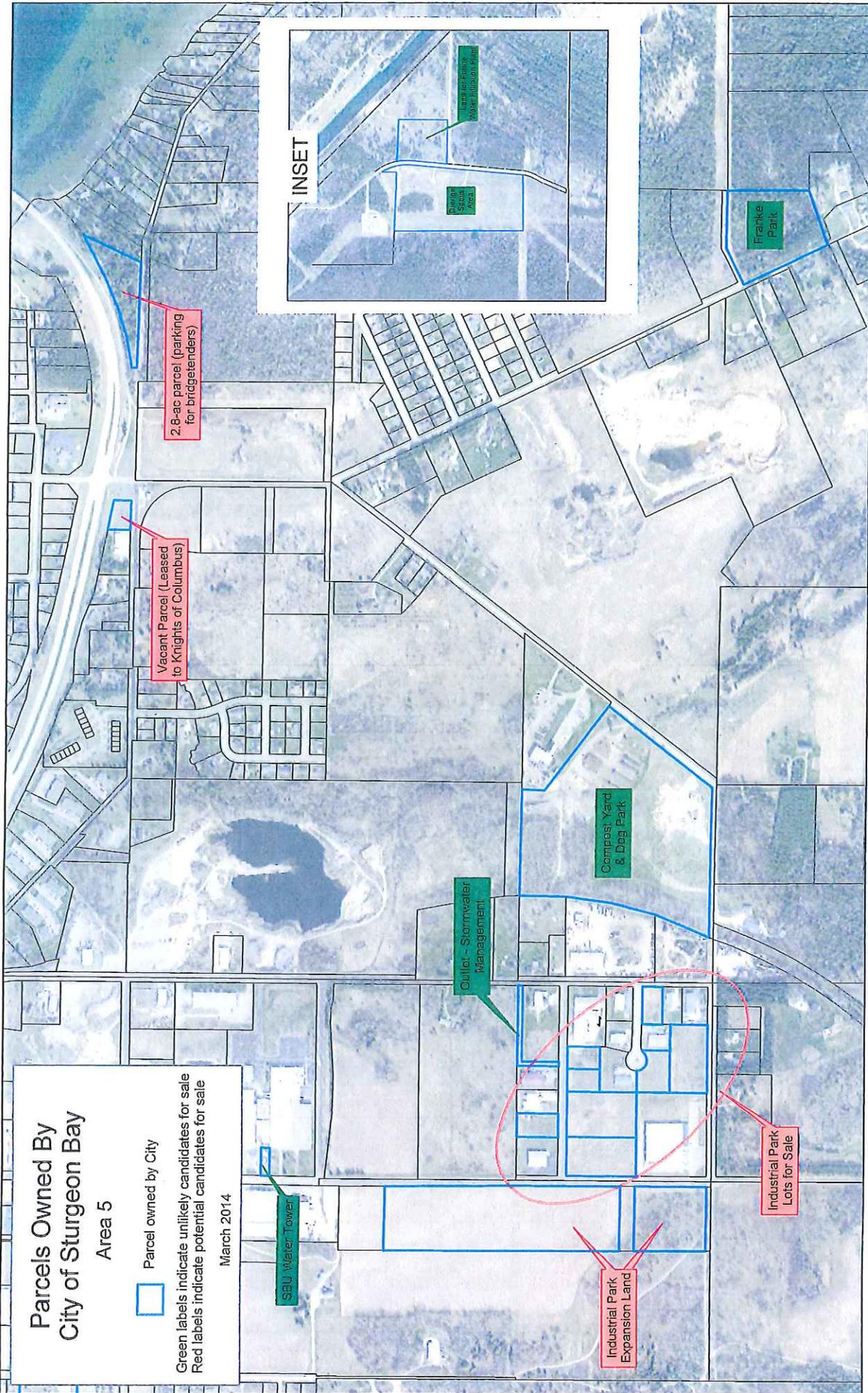
# Parcels Owned By City of Sturgeon Bay

Area 5

Parcel owned by City

Green labels indicate unlikely candidates for sale  
Red labels indicate potential candidates for sale

March 2014



INSET

2.8-ac parcel (parking for bridge-tenders)

Vacant Parcel (Leased to Knights of Columbus)

Outlet - Stormwater Management

Compost Yard & Dog Park

Frankie Park

Pump House

Pump House for Future Power Plant

Industrial Park Expansion Land

Industrial Park Lots for Sale

EXECUTIVE SUMMARY

TITLE: Municipal Code: Section 30.02, Accommodations Tax, Distribution of Revenue

BACKGROUND: Section 30.02 of the Municipal Code details the City's distribution of its 30 percent share of room tax revenue:

**30.02 - Distribution of revenue.**

(1) Beginning January 1, 2009, any amount the city collects over \$100,000.00 of its 30 percent share of revenue shall be remitted to the City of Sturgeon Bay Tourism Fund.

As you may recall, during the 2011 and 2012 budget cycles the Common Council chose not to appropriate the excess room tax dollars over \$100,000 to the Sturgeon Bay Tourism Fund. Additionally, the Common Council chose to close the Sturgeon Bay Tourism Fund by December 31, 2012.

The purpose of this agenda item is to repeal section 30.02, Accommodations Tax, Distribution of Revenue, to reflect the current City practice.

FISCAL IMPACT: \$0, as the 2014 City budget has been prepared according to the current practice.

OPTIONS: Approve or deny repealing section 30.02, Accommodations Tax, Distribution of Revenue.

RECOMMENDATION:

Repeal section 30.02, Accommodations Tax, Distribution of Revenue.

PREPARED BY: Valerie J. Clarizio 3/24/14  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

REVIEWED BY: Stephanie L. Reinhardt 3/24/14  
Stephanie L. Reinhardt Date  
City Clerk/Human Resources Director

APPROVED BY: Stephen McNeil 3/24/14  
Stephen McNeil Date  
City Administrator

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

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

SECTION 1: 30.02(1) the Municipal Code of the City of Sturgeon Bay, Wisconsin is  
hereby repealed:

~~30.02 Distribution of Revenue~~

~~(1) Beginning January 1, 2009, any amount the city collects over  
\$100,000.00 of its 30 percent share of revenue shall be remitted to the  
City of Sturgeon Bay Tourism Fund.~~

SECTION2: This ordinance shall take effect on the day after its publication.

Approved:

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

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

## Chapter 30 - ACCOMMODATIONS TAX <sup>[5]</sup>

### 30.01 - Room tax.

(6) *[Distribution of room tax.]* Upon receipt of the room taxes that are collected for the City of Sturgeon Bay, the commission shall distribute 30 percent of the room taxes to the city clerk for such purposes as the Sturgeon Bay Common Council shall determine. The commission shall distribute 66 percent of the room taxes to the tourism entity subject to the provisions of the intergovernmental agreement and entity agreement. The commission may retain up to four percent of the room taxes collected for administrative expenses.

### ~~30.02 - Distribution of revenue.~~

~~(1) Beginning January 1, 2009, any amount the city collects over \$100,000.00 of its 30 percent share of revenue shall be remitted to the City of Sturgeon Bay Tourism Fund.~~

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EXECUTIVE SUMMARY

TITLE: Municipal Code: Section 3.05 - Budget

BACKGROUND: Section 3.05 of the Municipal Code details the City's budget presentation and adoption process.

Through the years, the process has evolved from the Finance/Purchasing and Building Committee to the Committee of the Whole. Accordingly, this item is a housekeeping re-write of Section 3.05 of the Municipal Code to reflect the City's current practice.

Attached you will find a relined version of Section 3.05 of the City's Municipal Code, re: Budget Ordinance

FISCAL IMPACT: \$0

OPTIONS: Approve or deny the proposed revisions to the City's Budget Ordinance, Section 3.05 of the Municipal Code.

RECOMMENDATION:

Repeal and recreate Section 3.05 of the Municipal Code - Budget

PREPARED BY: Valerie J. Clarizio 4/2/15  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

APPROVED BY: Stephen McNeil 4/2/14  
Stephen McNeil Date  
City Administrator

### 3.05 Budget.

- (1) *Departmental estimates.* On or before September 15 of each year, each officer, department or board shall file with the ~~clerk~~-treasurer an itemized statement of disbursements made to carry out the powers and duty of such officer or department during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer or department during such year, and of the condition and management of such fund; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statement shall be presented in the form prescribed by the ~~clerk~~-treasurer and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main divisions of all departments.
- (2) ~~Finance/purchasing and building committee~~Committee of the Whole to consider estimates. The ~~finance/purchasing and building committee~~Committee of the Whole shall consider such departmental estimates in consultation with the department head, and shall then determine the total amount to be recommended in the budget for such department or activity.
- (3) ~~Finance/purchasing and building committee~~Committee of the Whole to prepare proposed budget.
  - (a) *Information to be included.* On or before October 28 each year, the ~~finance/purchasing and building committee~~Committee of the Whole shall prepare and submit to the council a proposed budget presenting a financial plan for conducting the affairs of the city for the ensuing calendar year. The budget shall include the following information:
    1. The expense of conducting each department and activity of the city for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, ~~with reasons for increases and decreases recommended as compared with appropriations for the current year.~~
    2. An itemization of all anticipated income of the city from sources other than general property taxes and bonds issued with a comparative statement of the amounts received by the city from each of the same or similar sources for the last preceding and current fiscal year.
    3. An itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.

4. Such other information as may be required by the council and by state law.
5. The council shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

(b) *Hearing.* ~~The finance/purchasing and building committee shall submit to the council at the time the annual budget is submitted the draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the council, it shall be deemed to have been regularly introduced therein.~~ The council shall hold a public hearing on the ~~budget and the proposed appropriation ordinance~~ levy as required by law. ~~Following the public hearing, the proposed appropriation ordinance may be changed or amended and shall take the same course in the council as other ordinances.~~ Budget/levy amendments will be conducted in accordance with Wisconsin Statutes.

(Code 1992, § 3.05)

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## EXECUTIVE SUMMARY

**TITLE:** Renew contract with Milliman Re: GASB 45 Actuarial Valuation

**BACKGROUND:** The Governmental Accounting Standards Board (GASB) requires that municipalities value, and if material, book liabilities for other post employment benefits (OPEB) such as retiree health, dental and life insurance benefits. The City's only OPEB's are implicit rate subsidies for retiree insurance benefits in which the City requires retirees to pay the entire cost of their health, dental and life insurance premiums.

The City first contracted with Milliman in 2008 for actuarial services, and then renewed the contract in 2011.

As per the City's Purchasing Policy, service contracts under \$75,000 may be renewed without going out to bid. Milliman has been great to work with, and the City's auditors have been pleased with the actuarial reports provided by Milliman.

Attached are the Consulting Services and Business Associate Agreements between the City and Milliman which were approved by the Council in 2008 and again in 2011, and the new 2014 Actuarial Valuation Proposal from Milliman. In the event the Council renews the contract with Milliman for the GASB 45 (OPEB) Actuarial Valuation services, the terms of the 2008 agreements will simply be extended through the new three year period.

**FISCAL IMPACT:** Contracting with Milliman for GASB 45 Actuarial Valuation Services will cost \$7,000.

- OPTIONS:**
- 1) Renew the contract with Milliman to provide the GASB 45 Actuarial Valuation services for the City in the amount of \$7,000 for the years beginning January 1, 2014 and ending December 31, 2016.
  - 2) Do not renew the contract with Milliman to provide the GASB 45 Actuarial Valuation services for the City in the amount of \$7,000 for the years beginning January 1, 2014 and ending December 31, 2016 and re-bid the service contract.

RECOMMENDATION:

Renew the contract with Milliman to provide the GASB 45 Actuarial Valuation services for the City in the amount of \$7,000 for the years beginning January 1, 2014 and ending December 31, 2016.

PREPARED BY: Valerie J. Clarizio 4/2/14  
Valerie J. Clarizio Date  
Finance Director/City Treasurer

REVIEWED BY: Stephen McNeil 4/3/14  
Stephen McNeil Date  
City Administrator



15800 Bluemound Road  
Suite 100  
Brookfield, WI 53005  
USA  
Tel +1 262 784 2250  
Fax +1 262 923 3680

milliman.com

Clark E. Slipher, FSA, MAAA  
Principal and Consulting Actuary

clark.slipher@milliman.com

March 27, 2014

Ms. Valerie J. Clarizio, CPFO  
Finance Director / City Treasurer  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235

[Sent via email: [vclarizio@sturgeonbaywi.org](mailto:vclarizio@sturgeonbaywi.org)]

**Re: City of Sturgeon Bay, WI GASB 45 Actuarial Valuation Proposal**

Dear Valerie:

Thank you for the opportunity to submit this proposal to perform an actuarial valuation of the City of Sturgeon Bay's obligation for Other Post Employment Benefits (OPEB) under Governmental Accounting Standards Board Statement No. 45 (GASB 45). We last performed this study for Sturgeon Bay as of year-end 2010 (which we understand you used for 2011, 2012, and 2013). We look forward to working with you again to update the OPEB study for the three-year period beginning January 1, 2014 and ending December 31, 2016.

#### **PROPOSED SERVICES**

Milliman will provide an actuarial valuation of Sturgeon Bay's GASB 45 obligation, including the following services:

- Development of actuarial assumptions, including estimating retiree medical claim cost assumptions.
- Calculation of the GASB 45 accumulated postretirement benefit obligation and associated annual required contribution.
- Preparation of associated disclosure items for Sturgeon Bay's auditors.
- Ten-year projection of cash flow and the GASB 45 net periodic benefit cost.
- Breakdown of results between represented and non-represented groups for the City.
- Written summary of results, assumptions, and methodology.

You should be able to use this actuarial valuation report for the three years from January 1, 2014 through December 31, 2016 according to GASB 45 (because the City has less than 200 participants in the retiree health insurance plan, and assuming no significant changes to your benefit plan or enrollment). However, you should verify with your auditors how often to update the actuarial calculations.



## **ABOUT MILLIMAN AND YOUR CONSULTANTS**

Milliman, Inc. is a leading nationwide independent actuarial consulting firm with 54 offices. Established in 1947, Milliman has about 2,400 employees. We consult in four major areas: health insurance, retirement plans, casualty insurance, and life insurance. Our health-consulting clients include large public and private employers, insurance companies, health maintenance organizations, healthcare providers, governmental organizations, and other risk-taking entities.

Staff from Milliman's Chicago-Milwaukee office will provide services for Sturgeon Bay. Our Chicago-Milwaukee office employs over 425 employees in all consulting areas and consults both locally and nationally. We have conducted GASB 45 valuations for at least 20 Wisconsin governmental entities within the past several years.

## **DATA REQUEST**

Please see the attached Data Request worksheet for a list of the information Milliman will need to complete this project. The first tab of the worksheet describes the general data needs. The second and third tabs provide a format we would like you to use to provide the data. The fourth tab contains some additional questions to clarify some of the parameters of the study. We have answered some of the questions to the best of our knowledge based on the answers from the year end 2010 study. Please review our responses, make changes where appropriate, and provide answers to the remaining questions.

## **TIMING AND FEES**

Milliman will finish its evaluation within four to six weeks of receiving all requested data from Sturgeon Bay.

Milliman proposes a flat fee of \$7,000 for this project based upon:

- Receipt of accurate data prepared in accordance with the data request template provided.
- Results are communicated in our standard written report, without customization.
- Valuation of the current plan design, without alternatives.

Regular time-and-expense charges will apply in addition to the flat fee for work by Milliman that is related to data that is not provided according to specifications or for work that exceeds the scope of the services described in this letter.

Sturgeon Bay Utilities are assumed to be excluded from this analysis.

Often, clients would like a presentation of the results to their Board or would like some testing of benefit alternatives. Sturgeon Bay may desire to set aside an additional budget of \$2,000 to \$3,000 in case you would like to engage us for these optional services.



**CONSULTING SERVICES AGREEMENT**

Should you choose to accept our proposal, the project will be subject to the terms of the Consulting Services Agreement between Milliman and the City of Sturgeon Bay signed September 10, 2008.



I hope we can work with the City of Surgeon Bay and you on this project. Please sign and return a copy of this letter to proceed with this project. Please call Sandy Mertes or me (262-784-2250) with any questions you may have.

Thank you!

Sincerely,

Clark E. Slipher, FSA, MAAA  
Principal and Consulting Actuary

CES/kal

Attachment

**GASB 45 Proposal**

**Accepted by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City of Sturgeon Bay  
Company

\_\_\_\_\_  
Date

## CONSULTING SERVICES AGREEMENT

Page 1 of 3

This Agreement is entered into between Milliman, Inc. (Milliman) and City of Sturgeon Bay, Wisconsin (Client) as of September 9, 2008. Client has engaged Milliman to perform consulting services as described in the attached letter of September 9, 2008. Such services may be modified from time to time and may also include general actuarial consulting services. These terms and conditions will apply to all subsequent engagements of Milliman by Client unless specifically disclaimed in writing by both parties prior to the beginning of the engagement. In consideration for Milliman agreeing to perform these services, Client agrees as follows.

- 1. BILLING TERMS.** Client acknowledges the obligation to pay Milliman for services rendered at the fixed fees listed in the attached letter of September 9, 2008. Client agrees to pay for services outside the scope of the services listed in the September 9, 2008 letter, whether arising from Client's request or otherwise necessary as a result of this engagement, at Milliman's standard hourly billing rates for the personnel utilized plus all out-of-pocket expenses incurred. Milliman will bill Client periodically for services rendered and expenses incurred. All invoices are payable upon receipt. Milliman reserves the right to stop all work if any bill goes unpaid for 60 days. In the event of such termination, Milliman shall be entitled to collect the outstanding balance, as well as charges for all services and expenses incurred up to the date of termination.
- 2. TOOL DEVELOPMENT.** Milliman shall retain all rights, title and interest (including, without limitation, all copyrights, patents, service marks, trademarks, trade secret and other intellectual property rights) in and to all technical or internal designs, methods, ideas, concepts, know-how, techniques, generic documents and templates that have been previously developed by Milliman or developed during the course of the provision of the Services provided such generic documents or templates do not contain any Client Confidential Information or proprietary data. Rights and ownership by Milliman of original technical designs, methods, ideas, concepts, know-how, and techniques shall not extend to or include all or any part of Client's proprietary data or Client Confidential Information. To the extent that Milliman may include in the materials any pre-existing Milliman proprietary information or other protected Milliman materials, Milliman agrees that Client shall be deemed to have a fully paid up license to make copies of the Milliman owned materials as part of this engagement for its internal business purposes and provided that such materials cannot be modified or distributed outside the Client without the written permission of Milliman.
- 3. LIMITATION OF LIABILITY.** Milliman will perform all services in accordance with applicable professional standards. The parties agree that Milliman, its officers, directors, agents and employees, shall not be liable to Client, under any theory of law

## CONSULTING SERVICES AGREEMENT

Page 2 of 3

including negligence, tort, breach of contract or otherwise, for any damages in excess of 5 times the professional fees paid to Milliman with respect to the work in question. In no event shall Milliman be liable for lost profits of Client or any other type of incidental or consequential damages. The foregoing limitations shall not apply in the event of the intentional fraud or willful misconduct of Milliman

4. **DISPUTES.** In the event of any dispute arising out of or relating to the engagement of Milliman by Client, the parties agree that the dispute will be resolved by final and binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall take place before a panel of three arbitrators. Within 30 days of the commencement of the arbitration, each party shall designate in writing a single neutral and independent arbitrator. The two arbitrators designated by the parties shall then select a third arbitrator. The arbitrators shall have a background in either insurance, actuarial science or law. The arbitrators shall have the authority to permit limited discovery, including depositions, prior to the arbitration hearing, and such discovery shall be conducted consistent with the Federal Rules of Civil Procedure. The arbitrators shall have no power or authority to award punitive or exemplary damages. The arbitrators may, in their discretion, award the cost of the arbitration, including reasonable attorney fees, to the prevailing party. Any award made may be confirmed in any court having jurisdiction. Any arbitration shall be confidential, and except as required by law, neither party may disclose the content or results of any arbitration hereunder without the prior written consent of the other parties, except that disclosure is permitted to a party's auditors and legal advisors.
5. **CHOICE OF LAW.** The construction, interpretation, and enforcement of this Agreement shall be governed by the substantive contract law of the State of Wisconsin without regard to its conflict of laws provisions. In the event any provision of this Agreement is unenforceable, then the parties agree that New York law, and not Wisconsin law shall apply to that clause. In the event any provision of this agreement is unenforceable as a matter of law, the remaining provisions will stay in full force and effect.
6. **NO THIRD PARTY DISTRIBUTION.** Milliman's work is prepared solely for the internal business use of Client. Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit any third party recipient of its work product, even if Milliman consents to the release of its work product to such third party. Milliman understands that work for the Client may be subject to Wisconsin open records laws.

CONSULTING SERVICES AGREEMENT

7. **CONFIDENTIALITY.** Any information received from Client will be considered "Confidential Information." However, information received from Client will not be considered Confidential Information if (a) the information is or comes to be generally available to the public during the course of Milliman's work, (b) the information was independently developed by Milliman without resort to information from the Client, or (c) Milliman appropriately receives the information from another source who is not under an obligation of confidentiality to Client. Milliman agrees that Confidential Information shall not be disclosed to any third party.

MILLIMAN, INC.

CITY OF STURGEON BAY,  
WISCONSIN

By: Clark E. Slipher

By: Stephanie J. Bernhardt

Name: Clark E. Slipher

Name: Thomas Volzgele  
Stephanie Bernhardt

Title: Consulting Actuary

Title: Mayor  
City Clerk

Date: September 9, 2008

Date: 9/10/08

## BUSINESS ASSOCIATE AGREEMENT

Page 1 of 4

This BUSINESS ASSOCIATE AGREEMENT ("Agreement") is entered into on this day, 10<sup>th</sup>  
day of September 2008, by and between the City of Sturgeon Bay ("the Client") and  
Milliman, Inc. ("Milliman").

### RECITALS

A. The Client is a Covered Entity and is therefore subject to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations, including the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") and the Security Standards for the Protection of Electronic Protected Health Information (the "Security Rule").

B. Protected Health Information ("PHI") received from the Client or created or received by Milliman on behalf of the Client may be needed for Milliman to perform the services (the "Services") requested by the Client and described in the Consulting Services Agreement/Engagement Letter dated Tuesday, September 09, 2008, which is attached hereto and made a part hereof (the "Consulting Services Agreement").

C. Milliman and the Client agree that to the extent Milliman needs to access PHI to perform the Services, it will be acting as a Business Associate of the Client and may use PHI only as described in this Business Associate Agreement.

### AGREEMENTS

In consideration of the Recitals and the mutual Agreements which follow, the parties agree as follows:

1. Defined Terms. Capitalized terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule and the Security Rule.

2. Milliman's Obligations and Permitted Activities.

(a) Milliman agrees to not use or further disclose PHI other than as required to perform the Services, requested by the Client or Required by Law.

(b) Milliman agrees to use reasonable safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement, and shall develop, implement, maintain and use appropriate administrative procedures, and physical and technical safeguards, to reasonably preserve and protect the confidentiality, integrity and availability of electronic PHI.

(c) Milliman agrees to report to the Client any use or disclosure of PHI not provided for by this Agreement. In addition, Milliman agrees to report to the Client any Security Incident of which Milliman becomes aware; provided, however, that the parties acknowledge and agree that this section constitutes notice by Milliman to the Client of the existence and occurrence of any and all attempted but unsuccessful Security Incidents arising during the term of this Agreement. Unsuccessful Security Incidents shall include, but not be limited to, pings and other broadcast attacks on Milliman's firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above, so long as such incidents do not result in unauthorized access, use or disclosure of the Client's electronic PHI.

## BUSINESS ASSOCIATE AGREEMENT

Page 2 of 4

(d) Milliman agrees to ensure that any agent or subcontractor to whom it provides PHI agrees to the same restrictions and conditions that apply through this Agreement to Milliman with respect to such PHI.

(e) If, in order to determine the Client's compliance with the Privacy Rule, the Secretary requires access to Milliman's internal practices, books and records relating to the use and disclosure of PHI, Milliman agrees to make such information reasonably available.

(f) At the Client's written request, Milliman agrees to provide access to PHI maintained in a Designated Record Set in order to assist the Client in meeting its requirements under the Privacy Rule.

(g) At the Client's written request, Milliman agrees to make any amendment(s) to PHI maintained in a Designated Record Set as the Client directs or agrees to pursuant to the Privacy Rule.

(h) At the Client's written request, Milliman agrees to assist in documenting disclosures of PHI made by Milliman as necessary to permit the Client to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with the Privacy Rule. The Client acknowledges and agrees that neither this Agreement nor the Consulting Services Agreement require Milliman to make any disclosure for which an accounting would be required under the Privacy Rule.

(i) Milliman may disclose PHI for Milliman's proper management and administration, provided that: (i) Milliman obtains reasonable assurances from the person to whom PHI is disclosed that it will remain confidential and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person; and (ii) the person notifies Milliman of any instances of which it is aware in which the confidentiality of PHI has been breached. Milliman also may make disclosures that are required by law.

(j) Milliman may use PHI to provide Data Aggregation services to the Client as permitted by the Privacy Rule.

(k) Milliman may, at its option:

(i) De-identify PHI in accordance with the requirements of the Privacy Rule and maintain such de-identified health information indefinitely; provided that all identifiers are destroyed or returned in accordance with this Agreement.

(ii) Create a limited data set for the purpose of providing the Services, provided that Milliman:

[a] Does not use or further disclose PHI contained in the limited data set except as necessary to provide the Services or as provided in this Agreement or otherwise Required By Law;

[b] Uses appropriate safeguards to prevent the use or disclosure of PHI contained in the limited data set other than as provided by this Agreement;

## BUSINESS ASSOCIATE AGREEMENT

Page 3 of 4

[c] Reports to the Client any use or disclosure of PHI contained in the limited data set of which Milliman becomes aware that is not provided for by this Agreement;

[d] Ensures that any agents or subcontractors to whom it provides access to the limited data set agrees to the same restrictions and conditions that apply to Milliman under this Agreement; and

[e] Does not re-identify PHI or contact the Individuals whose information is contained within the limited data set.

### 3. The Client's Obligations.

(a) The Client shall not request Milliman to use or disclose PHI in any manner that would not be permissible under the Privacy Rule or the Security Rule if done by the Client. If the Client requests Milliman to make a disclosure for which an accounting must be created under this Agreement, the Client shall provide Milliman prior written notice that such request must be accounted for under the Privacy Rule so that Milliman may ensure its compliance with this requirement.

(b) The Client shall provide Milliman with only that PHI which is minimally necessary for Milliman to provide the Services.

(c) The Client shall clearly and conspicuously designate PHI as such before providing it to Milliman.

### 4. Term and Termination.

(a) Term. This Agreement shall be effective as of the date first written above, and shall terminate when all PHI is destroyed or returned to the Client. If Milliman determines, in accordance with subsection 4(c)(ii) below, that it is infeasible to return or destroy PHI, the protections of this Agreement with respect to such PHI shall remain in effect until such PHI is returned or destroyed.

(b) Termination. Upon the Client's knowledge of a material breach by Milliman, the Client shall either:

(i) Provide an opportunity for Milliman to cure the breach or end the violation and terminate this Agreement if Milliman does not cure the breach or end the violation within the time specified by the Client; or

(ii) Immediately terminate this Agreement if Milliman has breached a material term of this Agreement and cure is not possible.

### (c) Effect of Termination.

(i) Except as otherwise provided in subsection 4(c)(ii) below, upon termination of this Agreement for any reason, Milliman shall return or destroy all PHI. This provision shall apply to PHI that is in the possession of subcontractors or agents of Milliman.

**BUSINESS ASSOCIATE AGREEMENT**

(ii) If Milliman determines that returning or destroying any or all PHI is infeasible, Milliman shall extend the protections of this Agreement to such PHI, and limit further uses and disclosures of PHI to those purposes that make the return or destruction infeasible, for so long as Milliman maintains such PHI. The Client hereby acknowledges and agrees that infeasibility includes Milliman's need to retain PHI for purposes of complying with its work product documentation standards.

5. Miscellaneous.

(a) Regulatory References. A reference in this Agreement to a section in the Privacy Rule or the Security Rule means the section as in effect or as amended, and for which compliance is required.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the Client to comply with the requirements of the Privacy Rule, the Security Rule and HIPAA.

(c) Conflicts. Any provision of the Consulting Services Agreement that is directly contradictory to one or more terms of this Agreement ("Contradictory Term") shall be superceded by the terms of this Agreement only to the extent of the contradiction, only for the purpose of the Client's compliance with the Privacy Rule or the Security Rule and only to the extent that it is reasonably impossible to comply with both the Contradictory Term and the terms of this Agreement.

**MILLIMAN, INC.**

**CITY OF STURGEON BAY,  
WISCONSIN**

By: Clark E. Slipher

By: Stephanie R. Reinhardt

Name: Clark E. Slipher

Name: Thomas Volgele  
Stephanie Reinhardt

Title: Consulting Actuary

Title: Mayor  
City Clerk

Date: September 9, 2008

Date: 9/10/08

8

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EXECUTIVE SUMMARY

TITLE: Contract for Arbitrage Monitoring Services

BACKGROUND: Due to the recent 2013 bond issue the City needs to contract with an arbitrage rebate specialist to monitor the City's tax exempt bond issues, and prepare and file the required IRS arbitrage reports. The City last contracted for this type of service in 2009 on a one-time basis. Since it is likely that debt will be issued more frequently in the upcoming years, it is recommended that the City contract with an arbitrage service provider who can provide this service as required, to ensure annual compliance with the complex arbitrage tax laws and exemptions.

Though the purchasing policy does not require proposals or bids for a budgeted service of this dollar amount, staff did contact the three firms who provided proposals during the last search for an arbitrage service provider. Of the three firms contracted, two of them have provided proposals.

As you can see on the attached proposals the base service fees for a basic bond issue are as follows:

Amtec: \$600 per bond year

Ehlers: \$500-\$600 per bond year

FISCAL IMPACT: \$500-\$600 per bond issue per bond year (base fee)

OPTIONS: Contract with one of the two Arbitrage Monitoring Service providers listed above.

RECOMMENDATION:

Contract with Ehlers & Associates, Inc. to provide arbitrage monitoring services for the City for the \$5,420,000 bond issue dated 12/30/13 with the option of contracting with Ehlers & Associates, Inc., for arbitrage monitoring services for future bond issues.

PREPARED BY:

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

4/2/14  
Date

REVIEWED BY:

Stephen McNeil  
Stephen McNeil  
City Administrator

4/13/14  
Date

# MASTER AGREEMENT FOR ARBITRAGE MONITORING SERVICES

City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay, WI 54235

Effective as of March 26, 2014  
For the following Obligation

\$5,420,000 General Obligation Refunding Bonds

With a Closing Date of December 30, 2013

Ehlers & Associates, Inc. ("Ehlers") and the City of Sturgeon Bay, Wisconsin ("Client") do hereby mutually agree to the following with regard to the provision of arbitrage monitoring services. In consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, it is agreed by and between Ehlers and Client as follows:

The above referenced obligation is subject to the arbitrage provisions of the Internal Revenue Code of 1986 and related Treasury regulations. To comply with the statute and regulations the Client must undertake certain calculations. Ehlers will provide certain arbitrage monitoring services for all funds related to this obligation to assist the Client in complying with the arbitrage provisions, all as more particularly described in this Agreement.

## EHLERS RESPONSIBILITIES - SCOPE OF SERVICES

Ehlers agrees to provide the following services to Client:

1. Review the following documents:
  - a. Information Return for Tax-Exempt Governmental Obligations (Form 8038-G)
  - b. Arbitrage Certificate
  - c. Official Statement
  - d. Addendum to Official Statement, if any
  - e. Closing Memorandum, if any
  - f. Post Sales Report, if any
  - g. Verification Report, if any
  - h. Prior Arbitrage Calculation, if any
  - i. Trust Indenture, if any
  - j. Credit Enhancement Agreement, if any
2. Calculate the Client's arbitrage liability under Section 148(f) of the Internal Revenue Code of 1986, as amended and applicable Treasury regulations in connection with this obligation, including:
  - a. Obtain nonpurpose investment transaction data for all funds related to this obligation
  - b. Review and analyze nonpurpose investment transaction data as required based on the aforementioned documents
  - c. Compute/verify the amount of spend-down penalties payable to the IRS for obligations applying such provisions
  - d. Confirm the arbitrage yield
  - e. Compute/verify the amount of excess earnings, if any, on nonpurpose investments and the value of those earnings as of the applicable computation date
  - f. Determine the rebate amount and rebate payment due to the IRS, if any
  - g. Compute/verify the yield reduction payment due on yield restricted nonpurpose

- investments, if any
  - h. Assist with the purchase of State and Local Government Series of U.S. Treasuries for yield restriction of the investments, if necessary
  - i. Prepare arbitrage reports, including computational methods and assumptions used in the analysis and conclusions supporting the calculation
  - j. Prepare IRS Form 8038-T or 8038-R, if required
  - k. Obtain a legal opinion for the arbitrage reports and IRS Form 8038-T or 8038-R , if required
  - l. Deliver arbitrage reports, along with legal opinion and IRS Form 8038-T or 8038-R, if applicable
3. Maintain a system for computing and tracking the arbitrage liability and future arbitrage computation dates, as necessary.
  4. Evaluate and make recommendations on record keeping practices for those funds and accounts subject to arbitrage compliance.
  5. Apprise Client of any changes in the arbitrage regulations that may occur during the term of this Agreement.

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### **CLIENT RESPONSIBILITIES**

Client agrees to provide Ehlers with timely and accurate information regarding pertinent cash and investment activity as well as pertinent revenue and expenditure activities for all funds related to this review. The information that shall be provided includes:

1. A detailed transaction listing of revenues and expenditures made within all funds related to this obligation for the applicable computation period, including:
  - a. Deposits and withdrawals of gross proceeds, including all investment activity such as interest revenues
  - b. Any other information Ehlers may deem necessary to complete the calculations such as running balances
2. Client agrees to notify Ehlers of the full redemption of this obligation and obligations covered by subsequent Addenda prior to the final stated maturity date. Failure to do so will relieve Ehlers of any responsibilities under this Agreement.
3. Client agrees to notify Ehlers if the Client disagrees with any of the assumptions contained in the summary of computational information of the arbitrage report. Such notice will be made within ten business days upon Client's receipt of said report.

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### **FEE ARRANGEMENT**

Ehlers will charge Client a base fee of \$500 per bond year to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to this obligation. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to aggressive

expenditures of gross proceeds. In such instances, Ehlers will charge additional fees and/or offer discounts in accordance with the fee schedule set forth below.

Additions to Base Fee	
Variable rate obligation	\$500 annually
Commingled funds	\$195 per hour
Transferred proceeds analysis	\$500 to \$1,000 per obligation
Debt service residual analysis	\$195 per hour
Variable rate computation period analysis	To be negotiated
Universal cap analysis	To be negotiated
IRS Form 8038-T preparation	\$500 to \$1,000 per form
IRS Form 8038-R preparation	\$500 to \$1,000 per form
Legal opinion	To be determined

Discounts to Base Fee	
Monitoring of debt service fund only	\$250 per year
Monitoring of reserve fund only	\$250 per year
Monitoring of yield restriction only	\$250 per year
Discretionary discounts	To be determined by Ehlers

Ehlers will invoice Client for the amount due. The invoice will be sent in the same package as the report. The invoice is due and payable by the Client within 60 days of the invoice date. Other obligations may be covered by this Agreement in an Addendum. The fees shown in the Addendum may differ from those shown above.

### **LIMIT OF LIABILITY**

To the fullest extent permitted by applicable law, the total aggregate liability of Ehlers under this Agreement for any actions or omissions taken by Ehlers in the performance of this Agreement shall be limited to the fees paid by Client to Ehlers under this Agreement. However, such liability limitation shall not apply to the extent penalty and/or interest is imposed on Client by the IRS on any additional rebate amount or yield reduction payment that results from the gross negligence or intentional misconduct of Ehlers in rendering the services outlined in this Agreement. In such case, it is agreed that Ehlers will be liable only for penalty and/or interest imposed by the IRS on any additional rebate amount or yield reduction payment that results from the gross negligence or intentional misconduct of Ehlers. The Client is ultimately responsible for the completion and filing of IRS Form 8038-T or 8038-R. Client, and not Ehlers, shall be responsible for payment of any rebate amount or yield reduction payment due and any interest or penalty for failure to make timely payments. Under no circumstances shall any employee or agent of Ehlers have any personal liability arising out of this

Agreement and no party shall seek or claim any such personal liability.

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### **NO THIRD PARTY BENEFICIARY**

No third party shall have any rights or remedies under this Agreement. This Agreement is made solely for the benefit of the parties hereto, and no other person, partnership, limited liability company, association, or corporation shall acquire or have any rights under this Agreement.

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### **CONFIDENTIALITY: DISCLOSURE OF INFORMATION**

**Client Information** All information, files, records, memoranda and other data of the Client ("Client Information") shall be deemed by the parties to be the property of Client. Ehlers may disclose Client Information to third parties in connection with the performance by it of its duties hereunder.

**Ehlers Information** Client acknowledges that in connection with the performance by Ehlers of its duties hereunder, Client may become aware of internal files, records, memoranda and other data, including without limitation computer programs of Ehlers ("Ehlers Information"). Client acknowledges that all Ehlers Information, except reports prepared by Ehlers for the Client, is confidential and proprietary to Ehlers, and agrees that Client will not, directly or indirectly; disclose the same or any part thereof to any person or entity except with the express written consent of Ehlers.

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### **TERM / TERMINATION OF CONTRACT**

The term of this Agreement shall begin on the effective date of this Agreement and shall continue until such time as the above-referenced obligation is no longer outstanding. Either party may terminate this Agreement with or without cause at any time during the term of this Agreement by sending written notice of termination to the other party at least 30 days prior to the effective date of termination. Termination of this Agreement shall extend to the termination of all Addenda to this Agreement and the obligations covered by such Addenda. Should this Agreement be terminated, Ehlers shall be relieved of all liability for the above-referenced obligation and any obligations described in the Addenda to this Agreement.

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### **SEVERABILITY**

To the extent any provision of this Agreement shall be determined invalid or unenforceable, the invalid or unenforceable portion shall be deleted from this Agreement, and the validity and enforceability of the remainder shall be unaffected.

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### **EVENT OF DEFAULT OR REFUNDING**

Ehlers is relieved of all its liability and obligations agreed to herein should Client be in default on its principal and/or interest payments due on the above referenced obligation. In addition, Ehlers is relieved of all its liability and obligations agreed to herein should the above referenced obligation be refunded.

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### **ENTIRE AGREEMENT**

There are no representations, covenants, warranties, promises, agreements, conditions or undertakings, oral or written, between Client and Ehlers other than as set forth herein. Except or otherwise expressly provided herein, no subsequent alteration, amendment, change or addition to this Agreement shall be

binding upon Ehlers.

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**AMENDMENT**

Ehlers and Client may mutually agree in writing to amend the obligations covered by this Agreement (which amendment shall be reflected in an Addendum to this Agreement), the scope of services and/or the fee arrangement at any time. No modification, alteration, or amendment to this Agreement shall be binding upon any party hereto until such modification, alteration, or amendment is reduced to writing and duly executed by both parties hereto.

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**GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

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**NOTICE**

All notices given shall be in writing and shall be deemed to have been given when delivered, transmitted by first class, registered or certified mail, postage prepaid and addressed as follows:

If to Client:

City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay, WI 54235  
Attention: Finance Director/City Treasurer

If to Ehlers:

Ehlers & Associates, Inc.  
3060 Centre Pointe Drive  
Roseville, MN 55113  
Attention: President

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In Witness Whereof, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_

**Ehlers & Associates, Inc.**

By: \_\_\_\_\_ Title: \_\_\_\_\_

## ADDENDUM CONTRACT FOR ARBITRAGE MONITORING SERVICES

City of Sturgeon Bay  
421 Michigan St  
Sturgeon Bay, WI 54235

Effective as of \_\_\_\_\_  
For the following Obligation

\$\_\_\_\_\_ General Obligation Refunding Bonds

With a Closing Date of \_\_\_\_\_

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Except as otherwise provided in this Addendum, the terms of the Master Agreement for Arbitrage Monitoring Services dated March 26, 2014 shall govern in connection with the above-referenced obligation.

### FEE ARRANGEMENT

Ehlers will charge Client a base fee of \$500 per bond year to determine spending exceptions, bona fide debt service fund exemptions, penalty calculations, rebate amounts and yield reduction payments for all funds related to the obligation on an annual basis. Depending on the structure of the transaction, certain complexities may require computational work that extends beyond the scope of a standard arbitrage calculation. Conversely, the amount of computational work required to prepare future arbitrage calculations may decrease due to aggressive expenditures of gross proceeds. In such instances, Ehlers will charge additional fees and/or offer discounts in accordance with the fee schedule set forth below and on the next page.

Additions to Base Fee	
Variable rate obligation	\$500 annually
Commingled funds	\$195 per hour
Transferred proceeds analysis	\$500 to \$1,000 per obligation
Debt service residual analysis	\$195 per hour
Variable rate computation period analysis	To be negotiated
Universal cap analysis	To be negotiated
IRS Form 8038-T preparation	\$500 to \$1,000 per form
IRS Form 8038-R preparation	\$500 to \$1,000 per form
Legal opinion	To be determined

Discounts to Base Fee	
Monitoring of debt service fund only	\$250 per year
Monitoring of reserve fund only	\$250 per year
Monitoring of yield restriction only	\$250 per year
Discretionary discounts	To be determined by Ehlers

Ehlers will invoice Client for the amount due. The invoice will be sent in the same package as the report. The invoice is due and payable by the Client within 60 days of the invoice date.

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In Witness Whereof, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

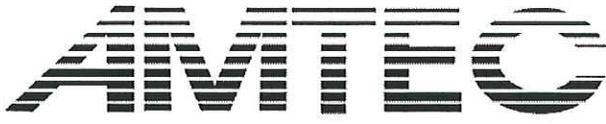
By: \_\_\_\_\_ Title: \_\_\_\_\_

**Ehlers & Associates, Inc.**

By: \_\_\_\_\_ Title: \_\_\_\_\_

**Arbitrage Rebate Computation  
Proposal For  
\$5,420,000  
City of Sturgeon Bay  
Door County, Wisconsin  
General Obligation Refunding Bonds**





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## TAX-EXEMPT COMPLIANCE

March 17, 2014

Ms. Valerie J. Clarizio, CPFO, CMTW, CPFA  
Finance Director/City Treasurer  
City of Sturgeon Bay  
421 Michigan St.  
Sturgeon Bay, WI 54235

Re: Arbitrage Rebate Computation Proposal for the \$5,420,000 City of Sturgeon Bay, Door County, Wisconsin, General Obligation Refunding Bonds

Dear Ms. Clarizio:

Thank you for requesting this Proposal for arbitrage rebate computations. AMTEC has the ability to complete rebate computations for the City of Sturgeon Bay (the "City") General Obligation Refunding Bonds (the "Bonds").

AMTEC is an independent consulting firm that specializes in arbitrage rebate calculations. We do not sell investments or seek an underwriting role. As a result of our specialization, we offer very competitive pricing for rebate computations. Our typical fee averages less than \$900 per year, per issue and includes up to five years of annual rebate liability reporting.

### **Firm History**

AMTEC, incorporated in 1990, maintains a prominent client base of cities, counties, school districts, state agencies, hospitals, colleges and universities and small town bond issuers throughout the United States. We have computed rebate for more than 4,600 bond issues and have delivered thousands of rebate reports. The IRS has never challenged our findings.

### **Regional Client Base**

We have serviced more than 123 bond issues aggregating in excess of \$1.6 billion in debt. As you know, we completed rebate computations for the City's 2005 and 2006 bond issues. We have also completed rebate computations for Dane County, the YMCA of Dodge County, Illinois Wesleyan University, the Board of Education of the City of Chicago, County of Washtenaw (MI) and the State of Montana Department of Natural Resources and Conservation, just to name a few of our clients.

Nationally, we have completed rebate computations for the Cities of Tulsa (OK), Santa Maria (CA), Salem (OR), Corpus Christi (TX), Hartford (CT) and Providence (RI), the States of Connecticut, New Jersey and West Virginia and many state agencies in Massachusetts including the College Building Authority and the School Building Authority.

## Proposal

We are proposing rebate computation services based on the following:

- Fixed Rate and Issue Size; and
- Escrow, Debt Service and Cost of Issuance Funds.

Our guaranteed fee for rebate computations is \$1,200 and provides service through the required reporting date for the Bonds. The fee is based upon the size of the issue, as well as its complexity. Our fee is payable upon your acceptance of our rebate reports, which will be delivered shortly after the report dates specified in the following table.

### \$5,420,000 General Obligation Refunding Bonds

Estimated Report Date	Type of Report	Period Covered	Fee
December 30, 2014	Rebate and Opinion	Closing – December 30, 2014	\$ 600
December 30, 2015	Rebate and Opinion	Closing – December 30, 2015	600
December 30, 2016	Rebate and Opinion	Closing – December 30, 2016	N/C
December 30, 2017	Rebate and Opinion	Closing – December 30, 2017	N/C
December 30, 2018	Rebate and Opinion	Closing – December 30, 2018	N/C
<b>Total</b>			<b>\$1,200</b>

**In order to continue, we are requesting a listing of the bond and investment activity (including receipts, disbursements and interest earned), by date and amount, from December 30, 2013, the date of the closing, through each report date. Bank statements for this period will suffice. Our calculations require tracking the cash flow of bond proceeds for the entire computation period.**

### AMTEC's Scope of Services

Our engagement includes, but is not limited to, the following services:

- Review of all bond documents and account statements for possible rebate exceptions;
- Computation of the rebate liability and/or the yield restricted amount, in accordance with Section 148 of the Internal Revenue Code, commencing with the date of the closing through the required reporting date of the Bonds;
- Calculation of the bond yield. Yield calculations performed prior to the closing often do not contain all requisite figures, resulting in inaccurate calculations for rebate purposes. This effort certifies we are presenting accurate information and enables us to issue our unqualified opinion;
- Reconciliation of the sources and uses of funds from the bond documentation;
- Calculation and analysis of the yield on all investments, subject to the Regulations, for each computation period;
- Production of rebate reports, indicating the above stated information, and the issuance of the AMTEC Opinion;
- Recommendations for proactive rebate management;
- Commingled funds, transferred proceeds and yield restriction analyses, if necessary;

- Preparation of IRS Form 8038-T and any accompanying documentation, should a rebate payment be required;
- We will discuss the results of our Reports with you and your auditors and provide our continued support in the event of an IRS inquiry; and
- We guarantee the completeness and accuracy of our work.

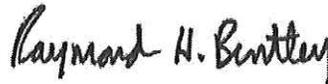
The City agrees to furnish AMTEC with the required documentation necessary to fulfill its obligation under the scope of services. The City will make available staff knowledgeable about the bond transactions, investments and disbursements of bond proceeds.

The City agrees to pay AMTEC its fee after it has been satisfied that the scope of services, as outlined under the Proposal, has been fulfilled. AMTEC agrees that its fee is all-inclusive and that it will not charge the City for any expenses connected with this engagement. The City has the option to terminate this Agreement within 30 days of notifying AMTEC of its intent.

The parties have executed this Agreement on \_\_\_\_\_, 2014.

City of Sturgeon Bay, Wisconsin

Consultant: American Municipal Tax-Exempt  
Compliance Corporation



By: \_\_\_\_\_  
Valerie J. Clarizio  
Finance Director/City Treasurer

By: \_\_\_\_\_  
Raymond H. Bentley  
President

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

10

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0000985	SULLYS THUMBS UP PRODUCE	SULLY/ RFND 1 SEASON FRM MRKT	01-000-000-46400	175.00
R0000985		SULLY/ RFND STATE TAX	01-000-000-24214	8.75
R0000985		SULLY/RFND COUNTY TAX	01-000-000-24215	0.88
R0001139	DARREL VEIT	VIET/RFND SEASONAL SLIP FEE	01-000-000-46250	2,500.00
R0001139		VIET/RFND STATE TAX	01-000-000-24214	125.00
R0001139		VIET/RFND COUNTY TAX	01-000-000-24215	12.50
THORP	PAT THORP	PAT PTCH/ RFND 1/2 FRM MKT SPC	01-000-000-46400	87.50
THORP		PAT PTCH/RFND STATE TAX	01-000-000-24214	4.38
THORP		PAT PTCH/ RFND COUNTY TAX	01-000-000-24215	0.44
		TOTAL REVENUE		2,914.45
		TOTAL GENERAL FUND		2,914.45
MAYOR				
04696	DOOR COUNTY TREASURER	03/14 MAYOR INTERNET USAGE	01-100-000-56700	2.70
		TOTAL		2.70
		TOTAL MAYOR		2.70
CITY CLERK-TREASURER				
03940	STEPHANIE REINHARDT	REINHARDT/MILES NHP TRAINING	01-115-000-55600	90.72
04696	DOOR COUNTY TREASURER	03/14 CLERKS INTERNET USAGE	01-115-000-56700	10.90
17700	QUILL CORPORATION	CAL REFILL/ EXPAND FOLDER	01-115-000-51950	41.82
R0000394	SAFEGUARD BUSINESS SYSTEMS	2500 AP LASER CHECKS	01-115-000-51600	331.59
		TOTAL		475.03
		TOTAL CITY CLERK-TREASURER		475.03
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	03/14 ADMIN INTERNET USAGE	01-120-000-56700	2.70
		TOTAL		2.70
		TOTAL ADMINISTRATION		2.70
COMPUTER				
04696	DOOR COUNTY TREASURER	03/14 TECH SUPPORT	01-125-000-55500	2,575.00
		TOTAL		2,575.00
		TOTAL COMPUTER		2,575.00
CITY ASSESSOR				

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04696	DOOR COUNTY TREASURER	03/14 ASSESS INTERNET USAGE	01-130-000-56700	5.40
ASSO APP	ASSOCIATED APPRAISAL	04/15/14 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,251.23
TOTAL CITY ASSESSOR				1,251.23
BUILDING/ZONING CODE ENFORCEMT				
04696	DOOR COUNTY TREASURER	03/14 INSPECT INTERNET USAGE	01-140-000-56700	2.70
09223	INDEPENDENT INSPECTIONS, LTD	MARCH PERMITS	01-140-000-55010	1,992.76
TOTAL				1,995.46
TOTAL BUILDING/ZONING CODE ENFORCEMT				1,995.46
MUNICIPAL SERVICES ADMIN.				
04696	DOOR COUNTY TREASURER	03/14 ENGINEERING USAGE	01-145-000-56700	5.40
TOTAL				5.40
TOTAL MUNICIPAL SERVICES ADMIN.				5.40
PUBLIC WORKS ADMINISTRATION				
04696	DOOR COUNTY TREASURER	03/14 MUN SVC INTERNET USAGE	01-150-000-56700	6.75
TOTAL				6.75
TOTAL PUBLIC WORKS ADMINISTRATION				6.75
ELECTIONS DEPARTMENT				
03767	STAPLES ADVANTAGE	CLASP ENVELOPES	01-155-000-54999	35.99
04975	ECONO FOODS	SWEET ROLLS/ELECTIONS	01-155-000-54999	31.60
TOTAL				67.59
TOTAL ELECTIONS DEPARTMENT				67.59
CITY HALL				
04575	DOOR COUNTY HARDWARE	LADDER	01-160-000-52700	99.99
05500	ENERGY CONTROL AND DESIGN INC	REPAIR ON CHILLERS	01-160-000-58999	203.74
08280	HILL BUILDING MAINTENANCE INC	MARCH CITY HALL CLEANING	01-160-000-55300	590.00
08280		WINDOW CLEAN PARK STRUCTURE	01-160-000-55300	275.00
VIKING	VIKING ELECTRIC SUPPLY, INC	FIXTURE KNUCKLE/CITY HALL	01-160-000-54999	57.14
VIKING		CITY HALL MISC COMPONENTS	01-160-000-54999	36.26
VIKING		CITY HALL MISC COMPONENTS	01-160-000-54999	21.65
TOTAL				1,283.78

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
TOTAL CITY HALL				1,283.78
INSURANCE				
BH	BURKART HEISDORF INSURANCE	05/14 GEN LIAB 5 OF 12	01-165-000-56400	2,972.00
BH		05/14 POLICE LIAB 5 OF 12	01-165-000-57150	1,121.00
BH		05/14 PUB OFFICIAL 5 OF 12	01-165-000-57400	1,128.00
BH		05/14 AUTO LIAB	01-165-000-55200	1,597.00
BH		05/14 WORK COMP 5 OF 12	01-165-000-58750	17,081.00
BH		05/14 AUTO PHY DAMAGE 5 OF12	01-165-000-55200	1,225.00
TOTAL				25,124.00
TOTAL INSURANCE				25,124.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	03/14 CITY HALL PHONE SVC	01-199-000-58200	104.69
04696		03/14 FIRE PHONE SVC	01-199-000-58200	35.14
04696		03/14 MUNICIPAL PHONE SVC	01-199-000-58200	45.29
04696		03/14 POLICE PHONE SVC	01-199-000-58200	87.32
08167	GANNETT WISCONSIN NEWSPAPERS	PHN/SETBACK	01-199-000-57450	29.15
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	YELLOW TONER	01-199-000-55650	204.46
STAPLES		CYAN TONER	01-199-000-55650	204.46
STAPLES		STAPLE REFILL	01-199-000-55650	79.83
TOTAL				790.34
TOTAL GENERAL EXPENDITURES				790.34
POLICE DEPARTMENT				
04696	DOOR COUNTY TREASURER	03/14 POLICE INTERNET USAGE	01-200-000-56700	37.80
16735	ARLEIGH PORTER	PORTER/CLOTHING REIMBURSE	01-200-000-52900	147.44
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	BLACK TONER/SGT'S PRINTERS	01-200-000-51950	129.01
TOTAL				314.25
TOTAL POLICE DEPARTMENT				314.25
POLICE DEPARTMENT/PATROL				
02208	BAYCOM INC.	REMV & REINST SPARE MOBLE UNT	01-215-000-58600	191.25
06650	GALLS, AN ARAMARK COMPANY	PANTS/ ROX DORNER	01-215-000-52950	113.97
08167	GANNETT WISCONSIN NEWSPAPERS	OFFEND NOTICE/PHELPS & SEVERIN	01-215-000-58999	168.00
14000	NAPA AUTO PARTS	CREDIT RTN / REAR VW MRR CAM	01-215-000-58600	-139.00
14000		FUSES	01-215-000-58600	287.28
15675	OSHKOSH FIRE POLICE	SCREEN PART & PUSH BUMPER	01-215-000-58600	728.00
15890	PACK AND SHIP PLUS	SHIPPING 12 LAPTOPS	01-215-000-58999	343.80
16735	ARLEIGH PORTER	PLAQUE ENGRAVE/PORTER	01-215-000-54999	25.00
19580	STREICHERS PROF POLICE EQUIP	PANTS/WATERSTREET	01-215-000-52900	29.99

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
21450	THE UNIFORM SHOPPE	BOOTS, SHRT,CFFS,CUFF KY/DRNR	01-215-000-52950	193.85
21450		SHIRT & CUFF KEY/DORNER	01-215-000-52950	65.90
21450		BELT/ZAGER	01-215-000-52900	19.95
23828	WITT PENINSULA FORD LINCOLN	FLAT TIRE REPAIR # 70	01-215-000-58600	10.00
23828		MAINTENANCE #10	01-215-000-58600	24.95
23828		MAINTENANCE / EXPLORER	01-215-000-58600	24.95
23828		BRAKE REPAIR & OIL CHANGE/ #40	01-215-000-58600	416.99
23828		BLOWERMOTOR REPAIR/ #10	01-215-000-58600	181.19
23828		FLAT TIRE REPAIR/ IMPALA	01-215-000-58600	10.00
23828		OIL MAINT & SOLENOID REPR/ IMP	01-215-000-58600	171.46
DORNER R	ROXANNE DORNER	LODGE/WRKSHOP REG/ R DORNER	01-215-000-55600	99.90
HENRY	CLINT HENRY	HOTEL/MEALS WIDNR TRNING/HENRY	01-215-000-55600	92.18
R0000048	SHELL FLEET PLUS	OUT OF TOWN FUEL	01-215-000-51650	51.63
R0000048		OUT OF TOWN FUEL	01-215-000-51650	84.00
R0000048		OUT OF TOWN FUEL	01-215-000-51650	41.01
R0000048		OUT OF TOWN FUEL	01-215-000-51650	24.01
R0000048		OUT OF TOWN FUEL	01-215-000-51650	52.01
R0000048		FEDERAL EXCISE TAX CREDIT	01-215-000-51650	-12.86
R0000608	AUTO ZONE, INC	CAR WAX	01-215-000-58600	12.34
		TOTAL		3,311.75
		TOTAL POLICE DEPARTMENT/PATROL		3,311.75
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS	MARCH 14 CONTRACT FEE	01-225-000-57950	80.00
DOOR GUA	DOOR GUARD SECURITY SYSTEMS	2 DVR FANS	01-225-000-57950	60.00
DOOR GUA		SERVICE CALL	01-225-000-57950	50.00
		TOTAL		190.00
		TOTAL POLICE DEPT. / INVESTIGATIONS		190.00
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	AIR COMPRESS AIR SAMPLES	01-250-000-54999	32.24
04575		DEMO SAWZALL	01-250-000-52700	32.99
04575		FASTNRS	01-250-000-54999	1.52
04575		FASTNRS	01-250-000-54999	1.28
04575		FASTNRS	01-250-000-54999	1.36
04575		ROD THREAD/FASTNER	01-250-000-54999	2.59
04575		HARDWARE	01-250-000-54999	7.38
04575		CREDIT RETURN HARDWARE	01-250-000-54999	-0.60
04575		FUSE/PIPE INS/STEEL ANGLE	01-250-000-53000	24.96
04575		FASTNRS/CAULK	01-250-000-54999	4.99
04575		FASTNRS	01-250-000-54999	2.20
04575		YELLOW PAINT	01-250-000-54999	13.98
04575		COUPLINGS	01-250-000-53000	8.97
04575		CONNECTORS	01-250-000-53000	11.98
04696	DOOR COUNTY TREASURER	HEPATITAS VACCINES	01-250-000-57100	70.00
04696		03/14 FIRE INTERNET USAGE	01-250-000-56700	16.20
04975	ECONO FOODS	FOOD FOR TRAINING	01-250-000-55600	48.46
06650	GALLS, AN ARAMARK COMPANY	2 MED TRAUMA BAGS	01-250-000-51350	74.38

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
06650		SHIPPING	01-250-000-51350	13.99
17700	QUILL CORPORATION	CALENDAR REFILLS	01-250-000-51950	27.88
CJ	CJ WORKS, LLC	MARCH LAUNDRY	01-250-000-56800	103.50
PAULCONW	PAUL CONWAY SHIELDS	HELMET BANDS	01-250-000-54999	24.36
WL CONST	W L CONSTRUCTION SUPPLY	RESCUE BLADE	01-250-000-52700	409.99
TOTAL				934.60
TOTAL FIRE DEPARTMENT				934.60
STORM SEWERS				
03075	CARQUEST OF DOOR COUNTY	BATT RECHARGE/WATER PUMP	01-300-000-56250	25.99
03075		OIL FILTER/ WATER PUMP	01-300-000-56250	5.30
03075		FUEL FILTER	01-300-000-56250	2.77
04575	DOOR COUNTY HARDWARE	SLIP HOOK	01-300-000-56250	15.98
04575		TARP/SPRAY PAINT	01-300-000-56250	86.93
04575		SLIP HOOK	01-300-000-56250	15.98
04575		BALL VALVE	01-300-000-56250	32.58
08225	HERLACHE SMALL ENGINE	1 CARB KIT/4" PUMP	01-300-000-56250	34.62
13150	MASTERCRAFT WELDING SYSTEM	MUD BOX LEGS	01-300-000-54999	40.00
TOTAL				260.15
TOTAL STORM SEWERS				260.15
ROADWAYS/STREETS				
14825	NORTHEAST ASPHALT INC	12.67 TN WNTR BLND COLD MIX	01-400-000-52200	956.59
19240	SERVICE MOTOR CO	1 SENDING UNIT/ #60 BCKHOE	01-400-000-51400	58.75
19240		6 PADS/#60 BCKHOE	01-400-000-51400	139.20
19240		SHIPPING	01-400-000-51400	6.68
TOTAL				1,161.22
TOTAL ROADWAYS/STREETS				1,161.22
SNOW REMOVAL				
06012	FASTENAL COMPANY	2- 1 1/4X7 GRADE 8 BOLTS	01-410-000-51400	24.09
08700	HYDRAULIC SERVICE INC	REPAIR HYD CYLIND	01-410-000-51400	97.95
08700		4 HYD CYL REBUILD KITS	01-410-000-51400	230.28
13655	MONROE TRUCK EQUIPMENT, INC	2 PLOW CYL REBUILD KITS	01-410-000-51400	227.77
13655		2 PLOW CYL REBUILD KITS	01-410-000-51400	227.77
TOTAL				807.86
TOTAL SNOW REMOVAL				807.86
STREET SIGNS AND MARKINGS				
06012	FASTENAL COMPANY	25 1/2 " WASHERS	01-420-000-52550	2.83

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
12110	LANGE ENTERPRISES INC	NO PARK, STOP, STAND SIGNS	01-420-000-52600	48.63
		TOTAL		51.46
		TOTAL STREET SIGNS AND MARKINGS		51.46
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	GAL CLEANER	01-450-000-52150	35.82
03075		BATTERY	01-450-000-52150	130.00
03075		OIL FILTER/BATT RECHARGE	01-450-000-52150	31.29
03075		FILTERS/CLEANER/ BLU CORAL	01-450-000-52150	32.63
03075		CREDIT RETURN	01-450-000-53000	-231.73
04575	DOOR COUNTY HARDWARE	BLUE SPRAY PAINT	01-450-000-53000	4.49
06005	FABCO EQUIPMENT INC	HYD HOSE & FILTERS/#13	01-450-000-53000	229.45
13330	MELVILLE RADIATOR AND REPAIR	RE-CORE RADIATOR/ #64 TRCKLSS	01-450-000-53000	737.22
15890	PACK AND SHIP PLUS	RETURN SHIPPING	01-450-000-54999	9.01
18945	S & R TRUCK CENTER	REPAIR EGR VALVE & INTAKE/#10	01-450-000-53000	71.00
HARBOR	HARBOR FREIGHT TOOLS	3 BATTERY TENDERS	01-450-000-53000	21.00
HARBOR		2 MAGNETS	01-450-000-53000	6.98
HARBOR		2 4PC RATCHET TIE STRAPS	01-450-000-53000	27.98
		TOTAL		1,105.14
		TOTAL STREET MACHINERY		1,105.14
CITY GARAGE				
01469	AIRGAS NORTH CENTRAL	1 TANK OXYGEN	01-460-000-56250	42.42
01469		2 TANKS ARGONNE	01-460-000-56250	141.70
01469		HAZ MAT FEE	01-460-000-56250	4.85
03075	CARQUEST OF DOOR COUNTY	FLEXZILLA 1/2X50 AIR	01-460-000-56250	69.99
04575	DOOR COUNTY HARDWARE	SWIFERS WET/DRY	01-460-000-55300	18.98
04575		PLUMB SUPP/ LUNCH RM SINK	01-460-000-54999	24.56
04575		PLUMB SUPP/LUNCH RM SINK	01-460-000-54999	10.77
04575		KE/DENATURED ALCOHOL	01-460-000-51850	8.98
04575		CAR WAX/CLEANERS	01-460-000-54999	21.95
04575		MENDER HOSE	01-460-000-56250	7.49
04575		TAP PLUG	01-460-000-52700	7.49
04575		KEYS	01-460-000-54999	5.96
12795	MACCO'S FLOOR COVERING CENTER	FLOOR CLEANER/SHOP	01-460-000-54999	8.25
BE RIGHT	BENNY R TEICH	REKEY DOORS/ MUN SVC	01-460-000-58999	220.00
VIKING	VIKING ELECTRIC SUPPLY, INC	1 LIGHT SWITCH GUARD	01-460-000-55300	7.52
		TOTAL		600.91
		TOTAL CITY GARAGE		600.91
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	OLD HWY RD SIGN	01-499-000-58000	10.67
		TOTAL		10.67

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL HIGHWAYS - GENERAL 10.67

PARK & RECREATION ADMIN

03767	STAPLES ADVANTAGE	PAPER	01-500-000-51950	27.96
03767		SHIPPING	01-500-000-51950	5.00
04696	DOOR COUNTY TREASURER	03/14 PARKS INTERNET USAGE	01-500-000-56700	4.05
WFMA	WI FARMERS MARKET ASSOCIATION	MARKET ANNL MEMERSHIP	01-500-000-56000	150.00

TOTAL 187.01

TOTAL PARK & RECREATION ADMIN 187.01

PARKS AND PLAYGROUNDS

03075	CARQUEST OF DOOR COUNTY	MISC HOSE END	01-510-000-53000	4.74
03075		MICRO V BELT / P 9	01-510-000-53000	26.14
04575	DOOR COUNTY HARDWARE	SLIP ON AERATOR	01-510-000-54999	6.99
04575		RUBBER PLUG	01-510-000-54999	9.98
04575		SAWZAL BLADE	01-510-000-52700	25.99
04575		FASTENERS	01-510-000-54999	1.84
04575		QUIKRETE	01-510-000-54999	9.98
04575		MISC SUPPLIES	01-510-000-54999	4.99
04575		SPEED SQRE & UTILITY KNIFE	01-510-000-52700	21.48
04575		CIRC BLADE & WOOD SHIMS	01-510-000-52700	12.28
04575		CORD/CONNTR/FISH NET	01-510-000-52700	36.47
04575		COUPLERS	01-510-000-53000	6.58
08225	HERLACHE SMALL ENGINE	SPACER	01-510-000-53000	1.50
12100	LAMPERT YARDS INC	HAMMER TACK STAPLER	01-510-000-52700	32.99
O'REILLY	O'REILLY AUTO PARTS	MISC VEHICLE MAINT SUPPLIES	01-510-000-53000	6.29
O'REILLY		MISC VEHICLE MAINT SUPPLIES	01-510-000-53000	8.24
O'REILLY		MISC VEHICLE MAINT SUPPLIES	01-510-000-53000	8.24

TOTAL 224.72

TOTAL PARKS AND PLAYGROUNDS 224.72

BALLFIELDS

04575	DOOR COUNTY HARDWARE	CAULK	01-520-000-54999	5.98
04575		MISC SPPLY/FBI WTR & MEM DOORS	01-520-000-54999	124.41
04575		PLUG/FBI ROOF	01-520-000-54999	2.29
04575		TRIM SCREWS/FBI ROOFS	01-520-000-54999	11.98
04575		HAGR STRAP/FBI WATER	01-520-000-54999	2.29
04575		STAPLES	01-520-000-54999	12.99
12100	LAMPERT YARDS INC	NAIL GUN LOADS/FBI REROOF	01-520-000-54999	57.75

TOTAL 217.69

TOTAL BALLFIELDS 217.69

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	CLEANERS/STNE HRBR	01-570-000-54999	44.72
		TOTAL		44.72
		TOTAL WATERFRONT PARKS & WALKWAYS		44.72
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	03/14 COMM DEV INTERNET USAGE	01-900-000-56700	5.40
		TOTAL		5.40
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		5.40
		TOTAL GENERAL FUND		45,921.98
CAPITAL FUND				
POLICE DEPARTMENT				
15675	OSHKOSH FIRE POLICE	PARTITION WINDOW	10-200-000-59035	809.00
15675		LIGHT BAR	10-200-000-59035	1,450.00
		TOTAL		2,259.00
		TOTAL POLICE DEPARTMENT		2,259.00
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	HELMET SHIELDS	10-250-000-59050	199.50
		TOTAL EXPENSE		199.50
		TOTAL FIRE DEPARTMENT		199.50
		TOTAL CAPITAL FUND		2,458.50
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	03/14 CB MUSIC SERVICE	21-000-000-56700	33.19
04696	DOOR COUNTY TREASURER	03/14 PEG INTERNET USAGE	21-000-000-56700	100.00
		TOTAL CABLE TV / GENERAL		133.19
		TOTAL CABLE TV / GENERAL		133.19
		TOTAL CABLE TV		133.19
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				

INVOICES DUE ON/BEFORE 04/15/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
03075	CARQUEST OF DOOR COUNTY	55 GAL HYD FLUID / #41	60-000-000-52050	505.99
03075		FUEL FILTER / #39	60-000-000-53000	10.54
03075		VEHICLE PARTS	60-000-000-53000	97.90
DC WASTE	DOOR COUNTY WASTE & RECYCLING	164.43 TN GARBAGE @ 58.96 / TN	60-000-000-58300	9,695.27
DC WASTE		79.46 TN RECYCLE @ 13.44/TN	60-000-000-58350	1,067.96
FLEETPRI	FLEETPRIDE	TRACKER BAR & SPRING	60-000-000-53000	18.34
TOTAL SOLID WASTE ENTERPRISE FUND				11,396.00
TOTAL SOLID WASTE ENTERPRISE FUND				11,396.00
TOTAL SOLID WASTE ENTERPRISE				11,396.00
TOTAL ALL FUNDS				59,909.67

**MANUAL CHECKS**

FIRST NATIONAL BANK 04/03/14 Check # 74586 Police #1 Credit Card Statement Various Departmental Accounts	\$473.42
DELTA DENTAL 04/03/14 Check # 74587 April Dental Insurance Various Departmental accounts	\$ 4,907.51
NETWORK HEALTH 04/03/14 Check #74587 March Health Insurance Various Departmental accounts	\$64,572.60
<b>TOTAL MANUAL CHECKS</b>	<b>\$69,953.53</b>

DATE: 04/04/2014  
TIME: 14:29:39  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 04/15/2014

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

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SUMMARY OF FUNDS:

GENERAL FUND  
CAPITAL FUND  
CABLE TV  
SOLID WASTE ENTERPRISE

~~45,921.98~~  
2,458.50  
133.19  
11,396.00

115,875.51

TOTAL --- ALL FUNDS

~~59,909.67~~

129,863.20