



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, JUNE 17, 2014
8:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Proclamation for Collin Mirkes on achieving the rank of Eagle Scout.
6. Consideration of the following bills: General Fund – \$181,633.11, Capital Fund - \$365,983.94, Cable TV - \$175.61, TID #2 - \$2,889.36, TID #4 - \$17,531.99 and Solid Waste Enterprise Fund - \$5,074.18 for a grand total of \$573,288.19. [roll call]
7. CONSENT AGENDA

* All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

* a. Approval of 6/3/14 regular Common Council minutes.

* b. Approval of the following minutes:

- (1) Sturgeon Bay Utilities – 5/13/14
- (2) Finance/Purchasing & Building Committee – 5/27/14
- (3) Waterfront Redevelopment Authority – 5/29/14
- (4) Board of Review – 6/3/14

* c. Place the following reports on file:

- (1) Inspection Department Report – May 2014
- (2) Bank Reconciliation – May 2014
- (3) Revenue & Expense Report – May 2014
- (4) Police Department Report – May 2014
- (5) Fire Department Report – May 2014

* d. Consideration of: Approval of Beverage Operator licenses.

* e. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine licenses.

* f. Consideration of: Approval of Temporary Class B Beer licenses.

* g. Consideration of: Approval of Temporary Class B Wine license.

* h. Consideration of: Approval of “Class B” Combination license, Class “B” Beer license, Class “A” Beer license, “Class C” Wine license.

- * i. Consideration of: Approval of Street Closure Application for Sturgeon Bay Visitor Center for July 12, 2014.
 - * j. Consideration of: Approval of Street Closure Application for Frozen Spoon Glow Run.
 - * k. Consideration of: Approval of Sidewalk Café Permit Application for Brick Lot Pub.
 - * l. Consideration of: Approval of Sidewalk Café Permit Application for Door County Fire Company.
 - * m. Waterfront Redevelopment Authority recommendation re: Approve Agreement for Professional Services for Ayres Associates to enter into the next phase of environmental testing in the amount of \$37,500.00.
 - * n. Finance/Purchasing & Building Committee recommendation re: Deny Jeff Jacobson's request to waive a portion of his dockage fee and to continue collection efforts for the outstanding monies owed to the City in the amount of \$763.39.
 - * o. Finance/Purchasing & Building Committee recommendation re: Accept Option #2 from Port-a-Pier to replace two floats and install 12 float retainers located at the Stone Harbor Marina docks in the amount of \$12,053.00 with funds allocated from TIF #2 capitalized maintenance account.
 - * p. Finance/Purchasing & Building Committee recommendation re: Approve the sale of property, parcel #281-72-182726005 located in the Industrial Park at the southeast corner of South Neenah Avenue and Jib Street to Pro Products Inc. consistent with the proposed site plan and the City's Industrial Park sale policy.
 - * q. Finance/Purchasing & Building Committee recommendation re: Approve the renewal for the Building Inspection Services Contract with Independent Inspection, Ltd. subject to approval of the contract by the City Attorney.
8. Mayoral appointments.
 9. First reading of ordinance re: Repeal and recreate Section 12.016(1) and (3) of the Municipal Code – Health & Sanitation.
 10. Consideration of: Denial of IMBN, Inc. (dba White Birch Inn) Combination Class B Beer & Liquor license.
 11. Committee Chairperson Reports:
 - a. Personnel Committee
 - b. Parking & Traffic Committee
 - c. Community Protection & Services Committee
 - d. Sturgeon Bay Utility Commission
 12. Public comment on non-agenda items.
 13. Mayor's comments.
 14. 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)
- Consideration of: Sale of City Owned Parcel on N. 14th Ave-Parcel # 281-46-16080201

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

15. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 6-13-11

Time: 12:00

By: VM

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0000923	CJ PROMOTIONS, LLC	CJ PROMO/MRTN PK SEC DEP REF	01-000-000-23162	50.00
R0001152	KATHY BEHLING	BEHLING/SWYR PK SEC DEP REF	01-000-000-23162	50.00
R0001154	JOHN BRASCH	BRASCH/REF PYMNT COMB CLASS B	01-000-000-44290	600.00
TOTAL LIABILITIES				700.00
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	06/14 ATHLETIC FLD LITE PRJCT	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				2,065.39
MAYOR				
04696	DOOR COUNTY TREASURER	05/14 MAYOR INTERNET	01-100-000-56700	2.70
TOTAL				2.70
TOTAL MAYOR				2.70
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	APRIL 14 LEGAL MATTERS	01-110-000-55010	4,388.50
16555		APRIL 14 TRAFFIC MATTERS	01-110-000-55010	1,065.00
16555		APRIL 14 TID 1 LEGAL MATTERS	01-110-000-55010	897.00
BUELOW	BUELOW, VETTER, BUIKEMA,	MARCH 14 SPECIAL COUNSEL	01-110-000-57900	742.00
BUELOW		APRIL 14 SPECIAL COUNSEL	01-110-000-57900	115.00
TOTAL				7,207.50
TOTAL LAW/LEGAL				7,207.50
CITY CLERK-TREASURER				
03330	VALERIE CLARIZIO	CLARIZIO/GFOA CONF EXPENSE	01-115-000-55600	715.17
04696	DOOR COUNTY TREASURER	05/14 CLERKS INTERNET	01-115-000-56700	10.90
13901	MTAW	CLARIZIO/ FALL TREAS CONF REG	01-115-000-55600	120.00
TOTAL				846.07
TOTAL CITY CLERK-TREASURER				846.07
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	05/14 ADMIN INTERNET	01-120-000-56700	2.70
TOTAL				2.70
TOTAL ADMINISTRATION				2.70

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMPUTER				
04696	DOOR COUNTY TREASURER	05/14 TECH SUPPORT	01-125-000-55500	2,575.00
TOTAL				2,575.00
TOTAL COMPUTER				2,575.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	05/14 ASSESSOR INTERNET	01-130-000-56700	5.40
ASSO APP	ASSOCIATED APPRAISAL	06/17/14 CONTRACT	01-130-000-55010	1,245.83
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	YELLOW TONER CARTRIDGE	01-130-000-51950	88.33
BUBRICKS		BLACK TONER CARTRIDGE	01-130-000-51950	46.67
TOTAL				1,386.23
TOTAL CITY ASSESSOR				1,386.23
BUILDING/ZONING CODE ENFORCEMENT				
04696	DOOR COUNTY TREASURER	05/14 INSPECTION	01-140-000-56700	2.70
09223	INDEPENDENT INSPECTIONS, LTD	MAY PERMITS	01-140-000-55010	3,058.78
TOTAL				3,061.48
TOTAL BUILDING/ZONING CODE ENFORCEMENT				3,061.48
MUNICIPAL SERVICES ADMIN.				
04696	DOOR COUNTY TREASURER	05/14 ENGINEERING INTERNET	01-145-000-56700	5.40
SPETZ	BRIAN SPETZ	SPETZ/SURVEY EXAM REIMBURSE	01-145-000-55600	629.00
TOTAL				634.40
TOTAL MUNICIPAL SERVICES ADMIN.				634.40
PUBLIC WORKS ADMINISTRATION				
04696	DOOR COUNTY TREASURER	05/14 MUNICIPAL SVC INTERNET	01-150-000-56700	6.75
TOTAL				6.75
TOTAL PUBLIC WORKS ADMINISTRATION				6.75
CITY HALL				
03159	CHARTER COMMUNICATIONS	MAY 14 CABLE SERVICE	01-160-000-58999	382.96
03159		FIRE DEPT CABLE	01-160-000-58999	88.37
04575	DOOR COUNTY HARDWARE	FRONT LIGHT PARTS	01-160-000-51750	1.69
04575		IRRIGATION SYSTEM PARTS	01-160-000-51750	8.49
04575		CLEAR POLY SHEATHING	01-160-000-54999	11.49
04575		SPRINKLER PARTS	01-160-000-54999	37.96

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575		FASTENERS/FRONT LIGHTS	01-160-000-54999	1.70
04575		CEMENT/PVC PRIMER	01-160-000-51750	6.99
04575		VET MEMORIAL CLEAN SUPPLIES	01-160-000-51750	7.99
04575		GROUND PLUG	01-160-000-54999	3.99
04966	EAGLE MECHANICAL INC	CITY HALL IRRIGATE SYTM REPAIR	01-160-000-51750	25.07
08280	HILL BUILDING MAINTENANCE INC	MAY CLEANING/CITY HALL	01-160-000-55300	590.00
19297	SHORE TO SHORE RENTAL, INC	TORCH TIP/CITY HLL CHLLR RPAIR	01-160-000-54999	5.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN STREET	01-160-000-56150	2,265.35
19880		421 MICHIGAN STREET	01-160-000-58650	418.09
TOTAL				3,855.14
TOTAL CITY HALL				3,855.14
INSURANCE				
BH	BURKART HEISDORF INSURANCE	07/14 GEN LIABILITY	01-165-000-56400	2,972.00
BH		07/14 POLICE LIABILITY	01-165-000-57150	1,121.00
BH		07/14 PUBLIC OFFICIAL	01-165-000-57400	1,128.00
BH		07/14 AUTO LIABILITY	01-165-000-55200	1,597.00
BH		07/14 AUTO PHY DAMAGE	01-165-000-55200	1,225.00
BH		07/14 WORK COMP	01-165-000-58750	17,081.00
TOTAL				25,124.00
TOTAL INSURANCE				25,124.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	05/14 CITY HALL PHONE	01-199-000-58200	110.34
04696		05/14 FIRE PHONE	01-199-000-58200	40.79
04696		05/14 MUNICIPAL SVC PHONE	01-199-000-58200	58.86
04696		05/14 POLICE PHONE	01-199-000-58200	107.47
08167	GANNETT WISCONSIN NEWSPAPERS	OFFENDER NOTICE/E WILKES	01-199-000-57450	84.00
08167		ORDINANCE & COUNCIL MINT PUBS	01-199-000-57450	577.31
15890	PACK AND SHIP PLUS	SHIPPING WIS DNR/MADISON	01-199-000-57250	14.91
16590	PITNEY BOWES	QUARTERLY METER RENTAL	01-199-000-57250	117.00
TOTAL				1,110.68
TOTAL GENERAL EXPENDITURES				1,110.68
POLICE DEPARTMENT				
02790	DAN BRINKMAN	BRINKMAN/FBI ACADMY REG	01-200-000-55600	75.00
02790		BRINKMAN/CLOTHING REIMB	01-200-000-52900	183.77
04696	DOOR COUNTY TREASURER	05/14 POLICE INTERNET	01-200-000-56700	37.80
15890	PACK AND SHIP PLUS	SHIPPING/BINOCULARS	01-200-000-57250	22.50
15890		SHIPPING/LEUPOLD SHIP SERVICE	01-200-000-57250	34.22
16735	ARLEIGH PORTER	PORTER/FBINAA REGIST REIMB	01-200-000-55600	75.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	6167 BLACK COPIES	01-200-000-55650	54.27
STAPLES		1854 COLOR COPIES	01-200-000-55650	61.18
TOTAL				543.74

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL POLICE DEPARTMENT 543.74

PATROL BOAT

PATROL BOAT

PORT	PORT SUPPLY	12V HALO BULB/PD BOAT	01-205-000-54999	4.28
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TOTAL PATROL BOAT 4.28

TOTAL PATROL BOAT 4.28

POLICE DEPARTMENT/PATROL

01766	AURORA MEDICAL GROUP	DRUG SCREEN/CSO FUERST	01-215-000-57100	140.00
02005	BAY ELECTRONICS, INC.	TWO WAY RADIO REPAIR	01-215-000-57550	47.50
02005		CAB ASSMBLY,BATT & TWO WAY RPR	01-215-000-57550	75.44
03075	CARQUEST OF DOOR COUNTY	2- BOSCH EVOLUTION WIPES	01-215-000-58550	25.18
04150	DE JARDIN CLEANERS LLC	HOUGAARD/UNIFORM REPAIR	01-215-000-56800	15.00
06650	GALLS, AN ARAMARK COMPANY	JENNERJOHN/UNIFORM BOOTS	01-215-000-52900	90.00
14875	NWTC GREEN BAY	ALBERTSON/SFST SEAT BATT TEST	01-215-000-55600	95.00
19880	STURGEON BAY UTILITIES	110 S NEENAH AVE CAMERA	01-215-000-56150	10.46
21450	THE UNIFORM SHOPPE	TAC-LITE PANT & WEB BELT/WTRST	01-215-000-52900	42.95
21450		JENNERJOHN/UNIFORM PANTS	01-215-000-52900	64.45
23828	WITT PENINSULA FORD LINCOLN	VEHICLE MAINT/#10	01-215-000-58600	320.85
23828		VEHICLE MAINT/# 40	01-215-000-58600	181.19
23828		REPAIR FRONT & REAR BRAKES/#20	01-215-000-58600	683.26
23828		VEHICLE MAINT/ CSO	01-215-000-58600	292.46
23828		VEHICLE MAINT/#60	01-215-000-58600	99.90
CDE	PAULA REICHEL	MARINE PATROL CLOTHING	01-215-000-52900	1,359.34
MODERN	MODERN MARKETING	NEW PANT ZIPPER/HOUGAARD	01-215-000-56800	15.00
MODERN		FINANCE CHARGE	01-215-000-54999	1.24
R0001067	DEPARTMENT OF JUSTICE	HOUGAARD/COMM COLL 1ST INSTLL	01-215-000-55600	750.00

TOTAL 4,309.22

TOTAL POLICE DEPARTMENT/PATROL 4,309.22

POLICE DEPT. / INVESTIGATIONS

ACCURINT	LEXISNEXIS	MAY 2014 CONTRACT FEE	01-225-000-57950	80.00
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TOTAL 80.00

TOTAL POLICE DEPT. / INVESTIGATIONS 80.00

FIRE DEPARTMENT

03075	CARQUEST OF DOOR COUNTY	DOOR TRIM	01-250-000-53000	3.95
04575	DOOR COUNTY HARDWARE	FASTENERS	01-250-000-54999	5.19
04575		RUST REMOVER/CLEANER	01-250-000-54999	28.78
04575		THREADLOCKER	01-250-000-54999	3.99
04575		PRESS GAUGE/FASTENERS	01-250-000-53000	6.89

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04575		MURIATIC ACID/PLUNGER	01-250-000-54999	28.44
04575		MENDERHOSE	01-250-000-54999	7.49
04575		UTILITY HOSE	01-250-000-51350	11.98
04575		HOSE EXTENDER	01-250-000-51350	1.01
04575		WSHER/GRILLE SIDEWALL	01-250-000-54999	15.97
04575		ASST'D SUPPLIES	01-250-000-51350	184.27
04575		CREDIT RETURN	01-250-000-51350	-190.26
04575		ASST'D SUPPLIES	01-250-000-51350	36.81
04575		JOINT PASTE/WIRE BRUSH	01-250-000-54999	16.97
04575		WLL BEND/SLIP JOINT	01-250-000-51350	15.56
04575		ASST'D SUPPLIES	01-250-000-51350	35.46
04575		SAWZAL BLADE/COUPLER	01-250-000-51350	18.48
04575		WASHERS	01-250-000-51350	27.26
04575		FAUCET/WASHERS	01-250-000-51350	94.99
04575		TAILPIECE/NUTS/WASHERS	01-250-000-51350	19.06
04575		FAUCET/STRAINER/PLUMB PUTTY	01-250-000-51350	156.77
04575		CREDIT RETURN	01-250-000-51350	-113.46
04575		FASTENERS/DRILL BITS	01-250-000-52700	47.88
04575		MULTIMETER/GROMMET	01-250-000-52700	80.98
04575		CAULK/CHEESECLOTH	01-250-000-54999	9.48
04575		ELBOW	01-250-000-54999	2.49
04575		TERM SPD	01-250-000-53000	2.99
04575		KEY RING/FASTNERS/SNP/MENDHOSE	01-250-000-54999	31.77
04575		TIP LEG	01-250-000-54999	9.87
04575		FASTNRS/SANDPAPER	01-250-000-54999	19.72
04696	DOOR COUNTY TREASURER	05/14 FIRE DEPT INTERNET	01-250-000-56700	16.20
04696		MAY FUEL	01-250-000-51650	1,387.17
11700	KALIN MONTEVIDEO	RED UNIFORM SHIRT	01-250-000-52900	10.00
14875	NWTC GREEN BAY	JORNS STATE FF1 EXAM	01-250-000-55600	80.00
14875		DAOUST STATE FF1 EXAM	01-250-000-55600	80.00
18448	RENNERTS FIRE EQUIP SER INC	CONTROL HEALD UNIT #6	01-250-000-53000	1,702.07
19880	STURGEON BAY UTILITIES	92 E MAPLE STREET	01-250-000-56675	5.20
19880		421 MICHIGAN STREET	01-250-000-56675	78.00
19880		421 MICHIGAN ST TRUCK FILL	01-250-000-56675	74.00
19880		MEM FLD SPRINKLER	01-250-000-56675	42.00
19880		MEM FLD WARM HOUSE	01-250-000-56675	42.00
19880		N 7TH PL GARLAND PARK	01-250-000-56675	5.20
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	42.00
19880		FIRE PROTECTION	01-250-000-56675	8,720.75
19880		QUINCY BAY SHIP PIT	01-250-000-56675	42.00
19880		N MADISON AVE SPRINKLE	01-250-000-56675	13.00
19880		10 PENNSYLVAINA ST DOCK	01-250-000-56675	19.41
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.56
19880		107 N 1ST AVE MARINA/RSTRM	01-250-000-56675	42.00
19880		122 KENTUCKY ST CITY PKG RAMP	01-250-000-56675	5.20
19880		48 KENTUCKY ST DOCK	01-250-000-56675	13.00
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	42.00
23685	WISCONSIN FIRE INSPECTORS ASSN	DIETMAN/2014 NEW MEMBER DUES	01-250-000-56000	40.00
23685		HERLACHE/2014 MEMBERSHIP DUES	01-250-000-56000	40.00
CJ	CJ WORKS, LLC	MAY LAUNDRY	01-250-000-56800	114.00
WARNER	WARNER-WEXEL WHOLESALE &	SQUEEGEE HANDLE	01-250-000-52700	71.65
TOTAL				13,363.19
TOTAL FIRE DEPARTMENT				13,363.19

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	GARDEN HOSE	01-330-000-51400	23.99
R0000655	TRANSMOTION, LLC	MAIN BROOM DRIVE MOTOR/#16	01-330-000-51400	576.25
TOTAL				600.24
TOTAL STREET SWEEPING				600.24
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	MAILBOX REPAIR MATERIALS	01-400-000-51400	33.15
TOTAL				33.15
TOTAL ROADWAYS/STREETS				33.15
STREET SIGNS AND MARKINGS				
04276	DIAMOND VOGEL PAINT CENTER	MRKT SQ PAINT & CLEANER	01-420-000-52100	660.67
04276		30 WHITE/ ROAD PAINT	01-420-000-52100	1,642.50
04276		20 YELLOW/ ROAD PAINT	01-420-000-52100	1,095.00
04575	DOOR COUNTY HARDWARE	EYE BOLT/NUT/HOOK TOOL/TEN CL9	01-420-000-52100	10.13
TOTAL				3,408.30
TOTAL STREET SIGNS AND MARKINGS				3,408.30
STREET MACHINERY				
02330	JIM OLSON MOTORS	REPAIR TRUCK/#2	01-450-000-53000	352.02
02835	BROOKS TRACTOR	1-ENGINE OIL DRAIN VALVE/#12	01-450-000-53000	119.78
04575	DOOR COUNTY HARDWARE	HEX NIPPLE	01-450-000-53000	8.37
04575		ELBOW/BUSHING/NIPPLE	01-450-000-53000	8.07
04696	DOOR COUNTY TREASURER	398.97 G UNL FUEL @ 3.293/G	01-450-000-51650	1,313.81
04696		1101.00G DIESEL FUEL @ 3.846/G	01-450-000-51650	4,234.45
06005	FABCO EQUIPMENT INC	REPAIR M BOARD PINS/GRADER	01-450-000-53000	2,655.23
19070	SCHARTNER IMPLEMENT INC	TURN SIGNL ASSEMBLY	01-450-000-53000	38.50
19240	SERVICE MOTOR CO	1 BACKHOE CONTRL ARMS/HYD CYL	01-450-000-53000	72.28
20725	T R COCHART TIRE CENTER	TIRES & ORINGS	01-450-000-53000	300.00
20725		TIRE & DISPOSAL/#44	01-450-000-53000	129.00
FLEETPRI	FLEETPRIDE	4-OVAL LED LIGHTS	01-450-000-53000	75.64
FLEETPRI		2 ROUND LED LIGHTS	01-450-000-53000	28.84
FLEETPRI		6 PIGTAILS	01-450-000-53000	9.24
FLEETPRI		DISCOUNT	01-450-000-53000	-5.00
L&P	L&P CONVENIENT STORE SBAY LLC	PREM GAS FOR TOOLS	01-450-000-51650	63.00
O'REILLY	O'REILLY AUTO PARTS	3 FT HEATER HOSE 1/2"	01-450-000-52150	1.77
O'REILLY		HEATER HOSES/HOSE CLAMPS	01-450-000-52150	7.51
TOTAL				9,412.51
TOTAL STREET MACHINERY				9,412.51

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04575	DOOR COUNTY HARDWARE	NOZZLE/FARM HOSE/BIBB HOSE	01-460-000-54999	79.96
04575		MENDERHOSE	01-460-000-54999	4.58
06012	FASTENAL COMPANY	2 PAIR TOUCH CUTTING GLASSES	01-460-000-52350	18.05
13290	JJ KELLER & ASSOCIATES, INC.	ADA UPDATES	01-460-000-52350	511.68
14939	NORTHERN SAFETY CO., INC.	EAR MUFFS	01-460-000-52350	79.17
14939		SHIPPING	01-460-000-52350	4.01
APPLY MS	APPLIED MSS	1 5 PKG EXTRATORS	01-460-000-52700	69.00
APPLY MS		4 LEFT HAND DRILL BITS	01-460-000-52700	58.45
APPLY MS		1 BOX NITRILE GLOVES	01-460-000-52700	19.99
APPLY MS		SHIPPING	01-460-000-52700	14.00
WARNER	WARNER-WEXEL WHOLESALE &	CASE TOILET PAPER	01-460-000-54999	31.39
TOTAL				890.28
TOTAL CITY GARAGE				890.28

HIGHWAYS - GENERAL

19880	STURGEON BAY UTILITIES	OLD HWY SIGN	01-499-000-58000	11.23
19880		808 S DULUTH AVE SIGN	01-499-000-58000	9.35
19880		1536 EGG HBR RD TRFF LITE	01-499-000-58000	21.84
19880		N 14TH & EGG HBR TRFFC LITE	01-499-000-58000	26.07
19880		WS TRAFFC LITE	01-499-000-58000	130.76
19880		ORNAMENTAL ST LIGHT	01-499-000-58000	5,709.43
19880		OVERHEAD ST LITES	01-499-000-58000	8,451.02
19880		WALNUT DR & LANSING SIGN	01-499-000-58000	9.02
19880		323 S 1ST AVE EAST SIDE DOCK	01-499-000-58000	51.86
19880		311 S 1ST AVE SHPYRD DVLP LITE	01-499-000-58000	67.99
HESLER	DARREN HESLER	HESLER/WRK BOOT REIMB	01-499-000-56800	61.16
TOTAL				14,549.73
TOTAL HIGHWAYS - GENERAL				14,549.73

PARK & RECREATION ADMIN

04696	DOOR COUNTY TREASURER	05/14 PARKS INTERNET	01-500-000-56700	4.05
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	PAPER FOR FLYERS	01-500-000-51950	49.98
R0000890	BADGER BOUNCER	KICK OFF SUMMER /BOUNCERS	01-500-000-52250	1,270.00
TOTAL				1,324.03
TOTAL PARK & RECREATION ADMIN				1,324.03

PARKS AND PLAYGROUNDS

01766	AURORA MEDICAL GROUP	PRE EMPLOYMENT SCREENS	01-510-000-57100	248.00
02480	BONNIE BROOKE GARDENS LLC	15 GERNUMS,5 SPIKES/OTMBA PTS	01-510-000-51750	103.00
03075	CARQUEST OF DOOR COUNTY	BATTERY CABLE	01-510-000-53000	19.03
04545	DOOR COUNTY COOPERATIVE	GRASS SEED	01-510-000-51750	154.92
04545		GRUB PREVENTOR	01-510-000-51750	90.00
04545		GRUB PREVENTOR	01-510-000-51750	450.00
04545		SPRAY FERTILIZER	01-510-000-51750	274.10

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
06012	FASTENAL COMPANY	GLOVES	01-510-000-52350	112.50
06012		SAFETY GLASSES	01-510-000-52350	4.04
06012		SAFETY GLASSES	01-510-000-52350	48.51
06012		2 GAS CANS	01-510-000-54999	87.52
08225	HERLACHE SMALL ENGINE	HAND BLOWER PARTS	01-510-000-54999	6.24
08225		OIL MIX	01-510-000-54999	26.50
08225		3 TRIMMER HEADS	01-510-000-53000	86.97
19880	STURGEON BAY UTILITIES	S 3RD & OREGON MARTIN PARK	01-510-000-56150	9.35
19880		MEM FLD SPRINKLER	01-510-000-58650	31.50
19880		MEM FLD WARM HOUSE	01-510-000-56150	180.96
19880		MEM FLD WARM HOUSE	01-510-000-58650	74.08
19880		N 7TH PL GARLAND PARK	01-510-000-56150	8.24
19880		N 7TH PL GARLAND PARK	01-510-000-58650	19.70
19880		FLAG LITE 5TH & MICH	01-510-000-56150	37.56
19880		MEM FLD PARK LOT	01-510-000-56150	8.24
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	120.88
19880		GIRLS LITTLE LEAGUE	01-510-000-56150	59.97
20725	T R COCHART TIRE CENTER	TIRE /P1	01-510-000-53000	33.00
20725		MOWER TRAILER TIRES	01-510-000-53000	368.00
20725		MOWER TIRE	01-510-000-51900	12.00
FORTRESS	FORTRESS FENCE	REPAIR DOG PARK FENCE	01-510-000-58999	1,062.00
L&P	L&P CONVENIENT STORE SBAY LLC	HIGH GRADE FUEL	01-510-000-51650	35.90
TLB	TLB WOOD PRODUCTS CORP	72 YDS BROWN MULCH	01-510-000-51750	1,294.18
TLB		104 YDS PLAYGROUND MATERIAL	01-510-000-51760	2,073.46
WARNER	WARNER-WEXEL WHOLESALE &	3 CS 9" BATH TISSUE	01-510-000-51850	94.17
WARNER		CASES/PALLET OF CAN LINERS	01-510-000-51850	996.40
WARNER		CASE BUG SPRAY	01-510-000-54999	93.33
TOTAL				8,324.25
TOTAL PARKS AND PLAYGROUNDS				8,324.25
BALLFIELDS				
20900	TRU GREEN CHEMLAWN	BLLFLD WEED & FEE APP	01-520-000-58999	83.00
20900		BLLFLD WEED & FEED APP	01-520-000-58999	76.00
20900		BLLFLD WEED & FEED APP	01-520-000-58999	103.00
20900		BLLFLD WEED & FEE APP	01-520-000-58999	148.00
20900		BLLFLD WEED & FEED APPL	01-520-000-58999	63.00
20900		BLLFLD WEED & FEED APPLICATION	01-520-000-58999	120.00
TOTAL				593.00
TOTAL BALLFIELDS				593.00
MUNICIPAL DOCKS				
04545	DOOR COUNTY COOPERATIVE	SINGLE POLY CONNECTOR	01-550-000-54999	4.49
04966	EAGLE MECHANICAL INC	STONE HRBR FIRE LINE REPAIR	01-550-000-58999	96.00
14855	JON H WEGNER	MUD JACK WALKS/SAWYER PARK	01-550-000-58999	475.00
16725	ESP PRODUCTS, INC	MOVE&RAISE SWYR BT LNCH DOCKS	01-550-000-55900	956.60
WARNER	WARNER-WEXEL WHOLESALE &	GARBAGE BAGS	01-550-000-51850	79.98
TOTAL				1,612.07

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL MUNICIPAL DOCKS	1,612.07
WATER WEED MANAGEMENT				
03075	CARQUEST OF DOOR COUNTY	WATER WEEDS PARTS	01-560-000-51400	54.64
03075		WATER WEEDS PARTS	01-560-000-51400	18.68
03075		WATER WEEDS PARTS	01-560-000-51400	8.84
03075		WATER WEEDS PARTS	01-560-000-51400	5.50
03075		WATER WEEDS PARTS	01-560-000-51400	69.92
03075		WATER WEEDS PARTS	01-560-000-51400	34.00
03075		MARINE DPCCLE BATT/WEED HARVES	01-560-000-51400	84.09
03075		BATT CABLE/WEED HARVESTER	01-560-000-51400	48.61
03075		GREASE SEAL/WEED HARVEST	01-560-000-51400	18.64
19070	SCHARTNER IMPLEMENT INC	HARVESTOR PARTS	01-560-000-51400	104.64
19070		FITTINGS/ WEED HARVESTR	01-560-000-51400	111.35
19070		HARVESTOR PARTS	01-560-000-51400	211.06
19070		HARVESTOR PARTS	01-560-000-51400	2.00
19070		FITTINGS/WEED HARVSTER PARTS	01-560-000-51400	99.80
19070		HOSE & FITTINGS/WEED HARVSTR	01-560-000-51400	273.17
23661	WI DEPT OF NATURAL RESOURCES	2014 AQUATIC SPRY PERMT FEE	01-560-000-55010	1,195.00
PORT	PORT SUPPLY	WATER WEEDS FUEL TANK	01-560-000-51400	62.96
R0000655	TRANSMOTION, LLC	WEED HARVSTR PARTS	01-560-000-51400	6.60
R0000655		THREAD CONNECT/WEED HARVESTR	01-560-000-51400	8.72
		TOTAL		2,418.22
		TOTAL WATER WEED MANAGEMENT		2,418.22
WATERFRONT PARKS & WALKWAYS				
04545	DOOR COUNTY COOPERATIVE	WEED KILLER FOR JUNIPERS	01-570-000-51750	50.40
06012	FASTENAL COMPANY	100 TIES	01-570-000-54999	13.07
19880	STURGEON BAY UTILITIES	W LARCH ST WLKWAY LTS	01-570-000-56150	80.22
19880		W LARCH ST PARKING LOT	01-570-000-56150	40.01
19880		48 KENTUCKY ST WTR FRNT	01-570-000-56150	230.73
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-56150	146.84
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-58650	55.18
19880		122 KENTUCKY ST CITY PKG RAMP	01-570-000-56150	326.24
19880		48 KENTUCKY ST DOCK	01-570-000-58650	6.08
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	44.10
		TOTAL		992.87
		TOTAL WATERFRONT PARKS & WALKWAYS		992.87
EMPLOYEE BENEFITS				
03780	COUNSELING ASSOCIATES OF DC	JUNE EAP INSTALLMENT	01-600-000-56553	150.83
		TOTAL		150.83
		TOTAL EMPLOYEE BENEFITS		150.83

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	05/14 COMM DEV INTERNET	01-900-000-56700	5.40
		TOTAL		5.40
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		5.40
		TOTAL GENERAL FUND		110,493.35
CAPITAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	HP PRINTER/FD CHIEG	10-125-000-59040	382.37
03101		HP PRINTER/PD SGTS	10-125-000-59040	382.37
03101		2 MONITORS	10-125-000-59040	245.28
03101		POWER POINT PROJECT/FD	10-125-000-59040	597.54
03101		POWER POINT MOUNT KIT/FD	10-125-000-59040	75.72
03101		TABLET KEYBOARD	10-125-000-59040	54.53
03101		TABLET KEYBOARD FOR ANDROID	10-125-000-59040	54.53
		TOTAL		1,792.34
		TOTAL COMPUTER		1,792.34
GENERAL EXPENDITURES				
PETERS	PETERS CONCRETE CO	3RD AVE & N 14TH PAY REQ 1 & 2	10-199-000-51525	347,942.57
		TOTAL		347,942.57
		TOTAL GENERAL EXPENDITURES		347,942.57
FIRE DEPARTMENT				
EXPENSE				
04575	DOOR COUNTY HARDWARE	FASTENERS/UNIT 8	10-250-000-59060	2.80
04575		FASTENERS	10-250-000-59060	1.46
04575		FASTENERS & TIES	10-250-000-59060	25.46
04575		FASTNERS/KEY	10-250-000-59060	3.92
04575		FASTENERS/TAP PLUG/DRILL BIT	10-250-000-59060	35.42
04575		FASTENERS/ADAPTER/ANGLE	10-250-000-59060	77.57
04575		SEALNT/FASTNRS/SHIMS/COVER	10-250-000-59060	26.23
20725	T R COCHART TIRE CENTER	TIRES UNIT #8	10-250-000-59060	546.20
		TOTAL EXPENSE		719.06
		TOTAL FIRE DEPARTMENT		719.06
ROADWAYS/STREETS				
EXPENSE				
RASS	RASS EXCAVATING & MATERIAL LLC	PAVE ALLEY BEHIND POST OFFICE	10-400-000-59100	5,900.00
		TOTAL EXPENSE		5,900.00

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
CAPITAL FUND					
ANNUAL RESURFACING & BASE REP.					
ANNUAL RESURFACING & BASE REP.					
PETERS	PETERS CONCRETE CO	3RD AVE & N 14TH PAY REQ 1 & 2	10-400-110-59095	7,430.17	
				TOTAL ANNUAL RESURFACING & BASE REP.	7,430.17
				TOTAL ROADWAYS/STREETS	13,330.17
WATERFRONT PARKS & WALKWAYS					
PORT	PORT SUPPLY	10 DOCK BOXES	10-570-000-59075	2,199.80	
				TOTAL	2,199.80
				TOTAL WATERFRONT PARKS & WALKWAYS	2,199.80
				TOTAL CAPITAL FUND	365,983.94
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
03159	CHARTER COMMUNICATIONS	MAY 14 CB MUSIC SERVICE	21-000-000-58999	48.62	
04545	DOOR COUNTY COOPERATIVE	AUDIO VIDEO CABLE	21-000-000-52700	26.99	
04696	DOOR COUNTY TREASURER	05/14 PEG INTERNET	21-000-000-56700	100.00	
				TOTAL CABLE TV / GENERAL	175.61
				TOTAL CABLE TV / GENERAL	175.61
				TOTAL CABLE TV	175.61
TID #2 DISTRICT					
TID DISTRICT #2					
R0000458	TRIAD CREATIVE GROUP	SIGNAGE/SAWYER PARK	25-320-000-58950	2,451.36	
R0000458		FOUR TEXT PANELS	25-320-000-58950	438.00	
				TOTAL	2,889.36
				TOTAL TID DISTRICT #2	2,889.36
				TOTAL TID #2 DISTRICT	2,889.36
TID #4 DISTRICT					
TID #4 DISTRICT					
16555	PINKERT LAW FIRM, LLP	TID 4 LEGAL MATTERS/ APRIL 14	28-340-000-55001	1,092.00	
VANDEW	VANDEWALLE & ASSOCIATES, INC	REDEVELOP SRVCE THRU 5/20/14	28-340-000-58999	16,439.99	
				TOTAL	17,531.99
				TOTAL TID #4 DISTRICT	17,531.99
				TOTAL TID #4 DISTRICT	17,531.99

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	1 55 GAL DRUM DEF	60-000-000-51650	140.12
04603		275 GAL DEF FLUID	60-000-000-51650	490.46
04603		TOTE DEPOSIT	60-000-000-51650	150.00
04603		CREDIT DRUM RETURN	60-000-000-51650	-20.00
04696	DOOR COUNTY TREASURER	734.41 G DIESEL FUEL @ 3.846/G	60-000-000-51650	2,824.54
06012	FASTENAL COMPANY	2 GRADE 8 FLANGE NUTS & BOLTS	60-000-000-53000	2.90
20725	T R COCHART TIRE CENTER	4 TIRE DISMOUNT & MOUNTS	60-000-000-52850	120.00
20725		MAY CHARGES	60-000-000-52850	557.00
20725		TIRE CHANGE/#41	60-000-000-52850	30.00
20725		RECAPS/#39	60-000-000-52850	532.00
23690	WI DNR ENVIRONMENTAL FEES	2014 DNR ENVIRNMENTL FEE	60-000-000-54999	176.00
JX ENT	JX ENTERPRISES, INC.	KEY LOCK ASSEMBLY	60-000-000-53000	71.16
TOTAL SOLID WASTE ENTERPRISE FUND				5,074.18
TOTAL SOLID WASTE ENTERPRISE FUND				5,074.18
TOTAL SOLID WASTE ENTERPRISE				5,074.18
TOTAL ALL FUNDS				502,148.43

MANUAL CHECKS

DELTA DENTAL	\$5,001.94
06/04/14	
Check #74953	
June Dental Insurance	
Various Departmental Accounts	
NETWORK HEALTH	\$64,063.28
06/04/14	
Check # 74953	
May Health Insurance	
Various Departmental Accounts	
MINNESOTA LIFE	\$1,933.54
06/06/14	
Check #74954	
July Life Insurance	
01-600-000-50552	
BENEFIT ADVANTAGE	\$141.00
06/10/14	
Check #74958	
May Cobra & June FSA and HRA fees	
01-600-000-50510	
TOTAL MANUAL CHECKS	\$71,139.76

INVOICES DUE ON/BEFORE 06/17/2014

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	110,493.35	181,633.11
CAPITAL FUND	365,983.94	
CABLE TV	175.61	
TID #2 DISTRICT	2,889.36	
TID #4 DISTRICT	17,531.99	
SOLID WASTE ENTERPRISE	5,074.18	
TOTAL --- ALL FUNDS	502,148.43	573,288.19

6-10-14 *Richard P.*
6-10-14 *J. Williams*
6-10-14 *Larry B. White*

COMMON COUNCIL
June 3, 2014

A regular meeting of the Common Council was called to order at 8:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Wiegand, Vandertie, Ireland, Wiesner, Stutting, Fett and Schlicht were present.

Fett/Schlicht to adopt agenda. Carried.

Stutting/Schlicht to approve following bills: General Fund - \$36,613.00, Capital Fund - \$1,428.10, Cable TV - \$4,685.00, TID #2 - \$63.00, TID #4 - \$1,436.65, and Solid Waste Enterprise Fund - \$3,290.19 for a grand total of \$47,515.94. Roll call: All voted aye. Carried.

Schlicht/Ireland to approve consent agenda:

- a. Approval of 5/20/14 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Sturgeon Bay Utilities – 4/8/14
 - (2) Finance/Purchasing & Building Committee – 5/13/14
 - (3) Parking & Traffic Committee – 5/19/14
 - (4) Board of Public Works – 5/20/14
- c. Place the following reports on file:
 - (1) Police Department Report – April 2014
- d. Consideration of: Beverage Operator licenses.
- e. Consideration of: Approval of "Class B" Combination licenses, Class "B" Beer licenses, "Class A" Combination licenses, Class "A" Beer licenses, Class "A" Liquor licenses, "Class C" Wine licenses, and "Class B" Combination license – 300 seat license.
- f. Consideration of: Approval of Sidewalk Café Permit Application for Gourmet A Go Go, LLC.
- g. Consideration of: Approval of Sidewalk Café Permit Application for Door County Candy, LLC.
- h. Parking & Traffic Committee recommendation re: To lift the two hour parking restriction in the municipal parking lot on N. 2nd Avenue between Michigan Street and Louisiana Street.

Carried.

Fett/Wiesner to read in title only and adopt second reading of ordinance re: repeal and recreate Section 17.05 of the Municipal Code – Electrical Code. Carried.

Stutting/Ireland to read in title only and adopt second reading of ordinance re: repeal and recreate Section 1.08(1)(a) of the Municipal Code – Salaries of Elected Officials. Carried.

Stutting/Vandertie to approve the request for an exception to the noise ordinance for Kitty O'Reilly's Irish Pub for the dates of June 13 & 14, 2014. Carried.

Stutting/Ireland to approve request for an exception to the noise ordinance for Kitty O'Reilly's Irish Pub for the date of July 26, 2014. Carried.

The following persons submitted letters of interest regarding the July 1, 2014 vacancy of District 5 aldermanic seat: Barbara Allmann, Charles Brann, James Larsen, James Olsen, and Jerry Stults. The persons then gave a short presentation to Council on their interest in the position. After presentations, the Council voted 5 – 2 to elect Jerry Stults to the District 5 vacancy. Carried.

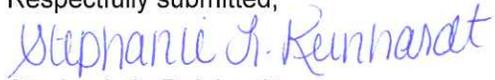
City Plan Committee Chair Wiegand, Finance/Purchasing & Building Committee Chair Stutting, and Park & Recreation Committee Chair Wiegand presented reports for their respective committees/commissions.

No one spoke during public comment.

The Mayor did not have any comments.

After the Mayor announced the statutory basis, Schlicht/Fett to convene in closed session in accordance with the following exemption: Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in. Wis. Stats. 19.85(1)(g) – Consideration of: Notice of Claim from Randall Alberts. Roll call: All voted aye. Carried. The meeting moved to closed session at 8:39 p.m. and adjourned at 8:51 p.m

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/Human Resources Director

STURGEON BAY UTILITIES
Regular Meeting
May 13th, 2014

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:00 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Vice-President Gary DeNamur, Cindy Weber and Dan Wiegand were present. Also present were General Manager James Stawicki, Operations Manager Cliff White, Electric Supervisor Jason Bieri and Recording Secretary Laurie Bauldry.

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

The next item on the agenda was a presentation by Melissa Moren on the 2014 Energy Service Plan. She discussed the programs currently offered and the customers she has worked with so far this year as well as the incentives that have been paid out so far this year. It was suggested that this contact report be published on a regular basis.

DeNamur/Weber to approve the minutes of the regular meeting held on April 8th, 2014. Motion carried.

The Commission proceeded to review the bills for March in the amount of \$1,879,251.50. Fett/DeNamur to approve payment of the bills. Motion carried.

The February 2014 financials were presented. Wiegand/Weber to accept the financials. Motion carried.

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

Next was the presentation of the final audited financial statements for 2013. Fett/DeNamur to accept the audited financial statements. Motion carried.

General Manager Stawicki and Cliff White presented a budget update and adjustment on the AMI program costs. A lengthy discussion of the program cost increases was held. The Commission agreed with the rationale for the increases and the program will proceed as presented.

Next a declaration of surplus equipment was discussed. A 1986 Ford C800 bucket truck and a 1987 Ford C800 bucket truck were declared as surplus equipment. Fett/Wiegand to accept the declaration of this equipment as surplus. Motion carried.

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

Next were Council member's updates on issues. President Fett discussed the 3rd Ave reconstruction project. Commissioner Wiegand discussed the Market Square project.

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

- a) Adjustments for the month
- b) Update on projects
 - 1. 2013 1st place Safety Award from APPA and worker's compensation experience modification factor
 - 2. Employee terminations

Weber/DeNamur to adjourn. Motion carried. The meeting adjourned at 1:03 p.m.

Robert Schlicht
Secretary

Approved for publication:

Stewart Fett
President

James Stawicki
General Manager

Date: _____

Date: _____

FINANCE/PURCHASING & BUILDING COMMITTEE
May 27, 2014

A meeting of the Finance/Purchasing & Building Committee was called to order at 7:00 p.m. by Chair Stutting in the Council Chambers, City Hall. Roll call: Members Schlicht, Wiegand and Stutting were present. Also present: Alderman Wiesner, City Administrator McNeil, Police Chief Porter, Community Development Director Olejniczak, Tom Delacy of Independent Inspections, City Attorney Nesbitt and Receptionist Metzger.

A motion was made by Alderperson Schlicht, seconded by Alderperson Wiegand to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Sale of City owned parcel on N. 14th Ave-Parcel #281-46-16080201
4. Consideration of: Contract for Building Inspection Services
5. Convene in closed session in accordance with the following exemptions:
 Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(1)(g)

- a. Consideration of: Notice of Claim from Randall Alberts.

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

6. Review of unfinished business list.
7. Review bills.
7. Adjourn.

Carried.

Consideration of: Sale of City owned parcel on N. 14th Ave-Parcel #281-46-16080201:

At the request of Chair Stutting, Community Development Olejniczak provided background on this agenda item. He stated that the parcel is located on 14th Avenue a short distance from Georgia Street. Alderman Wiegand stated that he was in favor of selling the parcel but that he would like to see the item discussed in closed session. He recalled a previous instance where the offering price became public and another purchaser offered \$100 more than the city. Accordingly he feels that the sale should be discussed in closed session. Alderman Schlicht stated that he was not sure if this needs to be discussed in closed session. He stated that he feels that the city should first offer the property to the abutting property owners. He is not in favor of listing the property, feels that the city should advertise the property for sale for 60 – 90 days first.

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to postpone this agenda item and take it up in a future closed session. Carried by unanimous vote.

Consideration of: Contract for Building Inspection Services:

At the request of Chair Stutting, Community Development Olejniczak provided background on this agenda item. The current three year contract for Building Inspector Services with Independent Inspections Ltd (ILL) was approved in 2011 and expires in June. ILL is proposing a new contract with a small increase in fees. The new fees will result in an increase in revenue of approximately \$700 for the city. Oleniczak reported that the fees proposed are in line with other Door County Communities. The new contract will also allow for automatic renewals after the completion of the initial three year contract. Either party may opt out at the conclusion of the contract period. Tom Delacy of Independent Inspections stated that he and the members of his staff enjoying working for the city and would like to continue the relationship. Alderman Schlicht stated that in the past he had received comment from others about the contract but that he has received no comment at this time.

Moved by Alderperson Schlicht, seconded by Alderperson Wiegand to recommend to the Common Council to approve the renewal for the Building Inspection Services Contract with Independent Inspections Ltd (ILL) subject to the approval of the contract by the city attorney. Carried by unanimous vote.

Moved by Alderperson Wiegand, seconded by Alderperson Schlicht to convene in closed session. Roll call: Alderperson Wiegand, Alderperson Schlicht and Chair Stutting voted aye. Carried. The meeting moved into closed session at 7:12PM. The meeting reconvened in open session at 7:20PM.

There was no Unfinished Business.

Review bills

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

Moved by Alderperson Schlicht seconded by Alderperson Wiegand to adjourn. Carried by unanimous vote. The meeting adjourned at 7:24PM.

Respectfully submitted,


Stephen B. McNeil
City Administrator

WATERFRONT REDEVELOPMENT AUTHORITY

Friday, May 29, 2014

A meeting of the Waterfront Redevelopment Authority was called to order at 2:05 p.m. by Chairperson Tom Herlache in Community Room, City Hall, 421 Michigan Street.

Roll call: Members Joe Stutting, Ross Schmelzer, John Asher, Rick Wiesner, and Tom Herlache were present. Excused: Member William Galligan. Thomas Wulf entered the meeting at 2:07 p.m. Also present were City Administrator Steve McNeil, Mayor Thad Birmingham, DCEDC Executive Director Bill Chaudoir, Alderman Ron Vanderite, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Asher, seconded by Mr. Schmelzer to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from May 2, 2014.
4. Convene in closed session in accordance with the following exemption:
Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 19.85(1)(e).
Consideration of: Development proposal for West Side redevelopment project.
Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Authority may adjourn in closed session.
5. Consideration of: Philanthropic brochure of the waterfront redevelopment.
6. Consideration of: Agreement for professional services from Ayres Associates for environmental testing.
7. Consideration of: Update regarding West Waterfront Redevelopment activities.
8. Consideration of: Recommendation from Finance/Purchasing & Building Committee to market for sale the vacant lot at the corner of Pine Street and Madison Avenue.
9. Adjourn.

Carried.

Approval of minutes from May 2, 2014: Moved by Mr. Schmelzer, seconded by Mr. Asher to approve the minutes from May 2, 2014. All ayes. Carried.

Consideration of: Convene in closed session in accordance with the following exemption:

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

Consideration of: Development proposal for West Side redevelopment project.

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

After Chairperson Herlache announced the statutory basis, it was moved by Mr. Stutting, seconded by Mr. Asher to convene in closed session. All ayes. Carried. The meeting moved to closed session at 2:07 p.m.

Mr. Stutting left the meeting at 3:22 p.m.

Moved by Mr. Schmelzer, seconded by Mr. Herlache to reconvene in open session at 4:10 p.m.

Mr. Schmelzer left the meeting at 4:11 p.m.

Consideration of: Philanthropic brochure of the waterfront redevelopment: Mr. Olejniczak presented a brochure that was put together by Vandewalle & Associates to be used to send to organizations or foundations to secure money for the waterfront redevelopment project, including public improvements, grand pier, splash pad, benches, sculptures, etc.

Mr. Chaudoir stated that the purpose of the brochure is to get everyone excited about the project and the public space components.

The consensus of the Authority was to allow use of the philanthropic brochure for specific people or organizations, but not for the general public.

Consideration of: Agreement for professional services from Ayres Associates for environmental testing: Mr. Olejniczak explained that in order to gain a liability exemption under the Voluntary Party Liability Exemption (VPLE) program, the DNR is requiring additional soil and ground water sampling.

After a short discussion, it was moved by Mr. Wiesner, seconded by Mr. Asher to recommend to Council to approve the Agreement for Professional Services for Ayres Associates in the amount of \$37,000.00. All ayes. Carried.

Consideration of: Update regarding West Waterfront Redevelopment activities: Mr. Olejniczak stated that the sale of Applebees is scheduled to close tomorrow, depending on the financing for the proposed tenant.

The City still has an interested housing developer for the property on the corner of Maple Street and Madison Avenue, currently the Bayside Bargains resale shop.

There is a hotel chain that has shown interest in the waterfront redevelopment area.

The historical markers have been installed at Sawyer Park.

The Coast Guard has begun the construction of their storage building at Sawyer Park.

Consideration of: Recommendation from Finance/Purchasing & Building Committee to market for sale the vacant lot at the corner of Pine Street and Madison Avenue: Mr. Olejniczak stated that the vacant lot on the corner of Pine Street and Madison Avenue is owned by the Waterfront Redevelopment Authority. The WRA purchased that property as a relocation site for the Tire Center. The Tire Center did not need the entire property. WRA members discussed what could be done with the property. The Finance Committee recommended to place a for sale sign on the property and to notify past interested parties of the sale. The Assessor's opinion of value of the property is approximately \$55,000.00. Mr. Herlache said that a sale price has to be decided on before a for sale sign can be put up. Moved by Mr. Wulf, seconded by Mr. Asher to table. All ayes. Carried.

Adjourn: Moved by Mr. Wulf, seconded by Mr. Wiesner to adjourn. Carried. Meeting adjourned at 4:40 p.m.

Respectfully Submitted,



Cheryl Nault

Community Development Secretary

Board of Review
June 3, 2014

A meeting of the Board of Review was called to order at 9:00 a.m. by President Wiese in Council Chambers, City Hall. Roll call: Members Wiese, Bellin, Loss, Welhaven and Allmann were present. Also present: City Clerk Stephanie Reinhardt and City Assessor Ryan Anderson.

Moved by Mr. Bellin, seconded by Mr. Loss to adopt the following agenda:

1. Roll call.
2. Adoption of Agenda.
3. Election of President of the Board of Review.
4. Election of Vice-President of the Board of Review.
5. Adjourn until July 15, 2014 when the assessment roll will be ready for hearing objections.

Carried.

Moved by Mr. Bellin, seconded by Mr. Loss to nominate Cathy Wiese as President of the Board of Review and close nominations. Carried.

Moved by Mr. Bellin, seconded by Mr. Allmann to nominate Robert Loss as Vice-President of the Board of Review and close nominations. Carried.

Moved by Mr. Loss, seconded by Ms. Welhaven to adjourn until July 15, 2014 when the assessment roll will be ready for hearing objections. All voted aye. Carried. The meeting adjourned at 9:02 a.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/Human Resources Director

7c1.

7c1.

CITY OF STURGEON BAY
INSPECTION DEPARTMENT
May 30, 2014

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF MAY, 201

May-14	YEAR TO DATE		May-14	YEAR TO DATE
0	0	ONE FAMILY DWELLINGS	-----	-----
0	0	TWO FAMILY DWELLINGS	-----	-----
0	0	MULTIPLE FAMILY DWELLINGS	-----	-----
1	6	MANUFACTURED HOME	4,500	55,750
0	0	C.B.R.F.	-----	-----
2	2	RESIDENTIAL ADDITIONS	10,800	10,800
2	19	RESIDENTIAL ALTERATIONS	2,500	286,675
0	2	RESIDENTIAL GARAGES/CARPORTS	-----	11,500
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	-----
0	1	RESIDENTIAL STORAGE BUILDINGS	-----	4,000
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
1	3	NEW COMMERCIAL BUILDINGS	65,000	1,336,077
1	1	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	20,000	20,000
2	3	NON-RESIDENTIAL ADDITIONS	285,000	1,585,000
2	16	NON-RESIDENTIAL ALTERATIONS	177,000	1,038,007
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
11	53	TOTAL ESTIMATED COST OF CONSTRUCTION	\$564,800	\$4,347,809

May-14	YEAR TO DATE	TOTAL PERMITS ISSUED	May-14	YEAR TO DATE
11	53	BUILDING PERMITS	1,535	9,491
10	46	ELECTRICAL PERMITS	841	4,606
4	29	PLUMBING PERMITS	414	2,479
8	21	HEATING PERMITS	736	3,354
11	106	SIGN PERMITS	350	3,370
0	0	MISCELLANEOUS PERMITS	-----	-----
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	0	EARLY STARTS	-----	-----
1	4	EROSION CONTROL	50	575
0	0	STATE PLAN APPROVALS	-----	-----
0	0	PARK & PLAYGROUND PAYMENTS	-----	-----
0	0	WISCONSIN PERMIT SEALS	-----	-----
0	1	ZONING BOARD OF APPEALS APPLICATIONS	-----	300
0	0	ZONING CHANGES/P.U.D. APPLICATIONS	-----	-----
3	3	PLAN COMMISSION - CONDITIONAL USES	900	900
1	1	CERTIFIED SURVEY MAP REVIEWS	30	30
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	5	COMMERCIAL OCCUPANCY FEES	100	250
0	0	PIER PERMIT	-----	-----
0	0	DEMOLITION	-----	-----
0	0	REINSPECTION FEE	-----	-----
		ADMIN FEE	178	1,021
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$5,134.00	\$26,376.00

Cheryl Nault
Building Inspection Dept.

MAY 2014 BANK RECONCILIATION

CHECKING ACCOUNTS

INVESTMENT ACCOUNTS

GENERAL FUND	WDF	SNAP	GENERAL/CAPITAL FUND
BAYLAKE	BAYLAKE	BAYLAKE	INVESTMENTS
PRIOR G/L BALANCE	1,730,178.65	47,538.09	2,384.69
REVENUE	1,880,442.25	13,456.15	0.00
DISBURSEMENTS	845,778.53	0.00	0.00
AMOUNT IN TRANSIT	1,579.38	1,100.00	0.00
ADJUSTMENTS	29,248.35	0.00	0.00
ENDING BALANCE	2,792,511.34	59,894.24	2,384.69

BANK BALANCE	2,806,298.02	59,894.24	2,384.69
LESS OUTS, CHECKS	13,786.68		0.00
	2,792,511.34	59,894.24	2,384.69

SAVINGS ACCOUNTS

GENERAL FUND	GENERAL FUND	TIF #1 DEBT	WDF	CAPITAL - BUILDING DEBT	TIF #3 DEBT	TIF #3 CONSTRUCTION
STATE - #2	BAYLAKE BANK - MMBI	STATE - #11	STATE - #4	STATE - #9	STATE - #08	STATE - #14
PRIOR G/L BALANCE	4,922,823.13	23,697.51	496,527.17	116,169.31	5,951.88	509,488.08
REVENUE	778.84	909.92	37.49	8.77	0.45	38.46
DISBURSEMENTS	1,848,000.00	2,285.62	0.00	0.00	0.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	3,075,601.97	22,321.81	496,564.66	116,169.31	5,952.33	509,526.54

BANK BALANCE	3,075,601.97	22,321.81	496,564.66	116,169.31	5,952.33	509,526.54	94,929.05
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6/12/2014

TIF #2	TIF #2	TIF #2 DEBT	TIF #2 AMENDED AREA	TIF #2 AMENDED AREA	TIF #2 CAPITAL MAINT.	TIF #2 WFRDA DEBT RES.
BAYLAKE - MMBI	STATE - #3	STATE - #10	CONST. - STATE - #06	CAP. INT. - STATE - #7	STATE - #15	STATE - #13
PRIOR G/L BALANCE	3,724.00	14,841.05	365,367.73	63,078.98	25,602.98	123,731.34
REVENUE	0.15	1.11	27.58	4.76	1.93	9.34
DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	3,724.15	14,692.16	365,395.31	63,083.74	25,604.91	123,740.68

BANK BALANCE	3,724.15	14,692.16	365,395.31	63,083.74	25,604.91	123,740.68	1,654,744.51
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CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

7c3.

DEPARTMENT DESCRIPTION	FOR FUND: GENERAL FUND		MAY 31, 2014		FISCAL YEAR	FISCAL YEAR-TO-DATE	
	BUDGET	ACTUAL	ACTUAL	VARI-ANCE		BUDGET	ACTUAL
REVENUES							
GENERAL FUND	892,908.75	132,463.66	(85.1)	10,714,905.00	4,798,157.91	(55.2)	
TOTAL REVENUES	892,908.75	132,463.66	(85.1)	10,714,905.00	4,798,157.91	(55.2)	
EXPENSES							
GENERAL FUND	48,125.40	1,365.39	97.1	577,505.00	196,096.05	66.0	
MAYOR	1,024.16	983.72	3.9	12,290.00	5,083.10	58.6	
CITY COUNCIL	4,477.91	4,102.17	8.3	53,735.00	23,202.01	56.8	
LAW/LEGAL	5,000.00	1,375.00	72.5	60,000.00	9,594.00	84.0	
CITY CLERK-TREASURER	31,209.16	30,731.99	1.5	374,510.00	141,877.58	62.1	
ADMINISTRATION	12,622.49	12,910.38	(2.2)	151,470.00	56,253.39	62.8	
COMPUTER	4,283.32	2,617.57	38.8	51,400.00	19,274.20	62.5	
CITY ASSESSOR	8,364.17	7,314.62	12.5	100,370.00	39,288.77	60.8	
BOARD OF REVIEW	139.16	0.00	100.0	1,670.00	0.00	100.0	
BUILDING/ZONING CODE ENFORCEMENT	5,179.58	10,748.11	(107.5)	62,155.00	20,497.63	67.0	
MUNICIPAL SERVICES ADMIN.	18,117.91	18,807.50	(3.8)	217,415.00	80,964.75	62.7	
PUBLIC WORKS ADMINISTRATION	19,964.98	20,160.17	(0.9)	239,580.00	91,502.40	61.8	
ELECTIONS DEPARTMENT	1,727.50	51.25	97.0	20,730.00	6,716.66	67.5	
CITY HALL	12,374.59	13,429.01	(8.5)	148,495.00	52,389.99	64.7	
INSURANCE	29,130.42	25,697.00	11.7	349,565.00	177,717.64	49.1	
GENERAL EXPENDITURES	128,519.59	14,752.52	88.5	1,542,235.00	36,822.22	97.6	
POLICE DEPARTMENT	31,569.58	32,260.26	(2.1)	378,835.00	140,658.15	62.8	
PATROL BOAT	1,064.17	0.00	100.0	12,770.00	0.00	100.0	
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.0	
POLICE DEPARTMENT/PATROL	152,875.82	162,047.14	(5.9)	1,834,510.00	664,244.23	63.7	
POLICE DEPT. / INVESTIGATIONS	10,830.01	10,200.07	5.8	129,960.00	56,644.76	56.4	
FIRE DEPARTMENT	149,876.65	154,156.17	(2.8)	1,798,520.00	661,862.17	63.1	
STORM SEWERS	3,152.92	6,592.46	(109.0)	37,835.00	11,250.46	70.2	
SOLID WASTE MGMT/SPRING/FALL	4,677.93	6,433.59	(37.5)	56,135.00	6,493.01	88.4	
COMPOST/SOLID WASTE SITE	2,675.84	2,398.38	10.3	32,110.00	2,737.44	91.4	
STREET SWEEPING	3,194.17	5,812.99	(81.9)	38,330.00	6,697.67	82.5	
WEED ABATEMENT	572.08	217.46	61.9	6,865.00	217.46	96.8	
ROADWAYS/STREETS	13,213.75	23,158.42	(75.2)	158,565.00	62,949.00	60.3	
SNOW REMOVAL	17,067.50	14,576.05	14.5	204,810.00	149,437.31	27.0	
STREET SIGNS AND MARKINGS	4,921.25	4,707.44	4.3	59,055.00	13,514.88	77.1	
CURB/GUTTER/SIDEWALK	1,247.51	0.00	100.0	14,970.00	434.25	97.0	
STREET MACHINERY	15,873.77	10,161.29	35.9	190,485.00	63,398.66	66.7	
CITY GARAGE	4,844.99	6,054.08	(24.9)	58,140.00	33,940.41	41.6	
CELEBRATION & ENTERTAINMENT	3,831.25	525.19	86.2	45,975.00	19,242.91	58.1	
HIGHWAYS - GENERAL	42,695.84	30,189.85	29.2	512,350.00	165,571.29	67.6	
PARK & RECREATION ADMIN	8,439.17	7,740.07	8.2	101,270.00	34,160.80	66.2	
PARKS AND PLAYGROUNDS	33,812.04	32,948.71	2.5	405,745.00	132,621.15	67.3	
BALLFIELDS	2,747.51	4,152.36	(51.1)	32,970.00	7,966.50	75.8	
ICE RINKS	721.67	0.00	100.0	8,660.00	4,622.35	46.6	
BEACHES	216.25	0.00	100.0	2,595.00	0.00	100.0	

7c3.

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 5 PERIODS ENDING

MAY 31, 2014

DEPARTMENT DESCRIPTION

MAY BUDGET ACTUAL VARI-
 ANCE %

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL VARI-
 ANCE %

DEPARTMENT DESCRIPTION	MAY BUDGET	MAY ACTUAL	VARI-ANCE %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE %
EXPENSES						
MUNICIPAL DOCKS	4,037.50	3,202.69	20.6	48,450.00	3,825.24	92.1
WATER WEED MANAGEMENT	8,249.57	1,907.23	76.8	98,995.00	2,586.30	97.3
WATERFRONT PARKS & WALKWAYS	5,409.59	4,183.03	22.6	64,915.00	9,510.34	85.3
EMPLOYEE BENEFITS	2,108.35	965.50	54.2	25,300.00	7,692.95	69.5
PUBLIC FACILITIES	6,320.42	15,722.47	(148.7)	75,845.00	39,795.07	47.5
BOARDS AND COMMISSIONS	55.83	32.31	42.1	670.00	118.47	82.3
COMMUNITY & ECONOMIC DEVLPMT	26,345.42	29,125.01	(10.5)	316,145.00	146,825.41	53.5
TOTAL EXPENSES	892,908.69	734,516.62	17.7	10,714,905.00	3,406,299.03	68.2

TOTAL FUND REVENUES	892,908.75	132,463.66	(85.1)	10,714,905.00	4,798,157.91	(55.2)
TOTAL FUND EXPENSES	892,908.69	734,516.62	17.7	10,714,905.00	3,406,299.03	68.2
SURPLUS (DEFICIT)	0.06	(602,052.96)	(1700.0)	0.00	1,391,858.88	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY BUDGET		MAY ACTUAL		VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL		VARI-ANCE
	BUDGET	ACTUAL	BUDGET	ACTUAL					
REVENUES	132,239.58	15,395.45	15,395.45	15,395.45	(88.3)	1,586,875.00	576,355.12	576,355.12	(63.6)
TOTAL REVENUES	132,239.58	15,395.45	15,395.45	15,395.45	(88.3)	1,586,875.00	576,355.12	576,355.12	(63.6)
EXPENSES									
CITY CLERK-TREASURER	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ADMINISTRATION	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMPUTER	1,083.33	1,199.53	1,199.53	1,199.53	(10.7)	13,000.00	1,199.53	1,199.53	90.7
CITY ASSESSOR	833.33	0.00	0.00	0.00	100.0	10,000.00	0.00	0.00	100.0
MUNICIPAL SERVICES ADMIN.	666.67	0.00	0.00	0.00	100.0	8,000.00	2,990.00	2,990.00	62.6
CITY HALL	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
GENERAL EXPENDITURES	833.33	0.00	0.00	0.00	100.0	10,000.00	0.00	0.00	100.0
POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PATROL	3,815.00	1,570.00	1,570.00	1,570.00	58.8	45,780.00	37,825.62	37,825.62	17.3
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
FIRE DEPARTMENT	10,500.01	47,717.98	47,717.98	47,717.98	(354.4)	126,000.00	99,311.55	99,311.55	21.1
STORM SEWERS	6,666.67	0.00	0.00	0.00	100.0	80,000.00	0.00	0.00	100.0
SOLID WASTE MGMT/REFUSE/RECYCL	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
ROADWAYS/STREETS	55,291.66	5,620.00	5,620.00	5,620.00	89.8	663,500.00	5,699.76	5,699.76	99.1
SNOW REMOVAL	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
CURB/GUTTER/SIDEWALK	27,207.92	299.37	299.37	299.37	98.8	326,495.00	549.37	549.37	99.8
CITY GARAGE	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PARKS AND PLAYGROUNDS	21,666.67	1,668.00	1,668.00	1,668.00	92.3	260,000.00	1,668.00	1,668.00	99.3
BALDFIELDS	416.67	0.00	0.00	0.00	100.0	5,000.00	4,487.00	4,487.00	10.2
ICE RINKS	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
BEACHES	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
MUNICIPAL DOCKS	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
WATER WEED MANAGEMENT	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
WATERFRONT PARKS & WALKWAYS	541.66	0.00	0.00	0.00	100.0	6,500.00	0.00	0.00	100.0
SANITARY & WATER MAIN	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
PUBLIC FACILITIES	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
COMMUNITY & ECONOMIC DEVLPMNT	0.00	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	129,522.92	58,074.88	58,074.88	58,074.88	55.1	1,554,275.00	155,989.83	155,989.83	89.9
TOTAL FUND REVENUES	132,239.58	15,395.45	15,395.45	15,395.45	(88.3)	1,586,875.00	576,355.12	576,355.12	(63.6)
TOTAL FUND EXPENSES	129,522.92	58,074.88	58,074.88	58,074.88	55.1	1,554,275.00	155,989.83	155,989.83	89.9
SURPLUS (DEFICIT)	2,716.66	(42,679.43)	(42,679.43)	(42,679.43)	(1671.0)	32,600.00	420,365.29	420,365.29	1189.4

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
 FOR 5 PERIODS ENDING

MAY 31, 2014

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

% VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

% VARI-ANCE

REVENUES

CABLE TV / GENERAL

TOTAL REVENUES

EXPENSES
 CABLE TV / GENERAL

TOTAL EXPENSES

TOTAL FUND REVENUES
 TOTAL FUND EXPENSES
 SURPLUS (DEFICIT)

10,333.33	32,216.61	211.7	124,000.00	63,653.50	(48.6)
10,333.33	32,216.61	211.7	124,000.00	63,653.50	(48.6)
8,631.25	5,097.92	40.9	103,575.00	25,852.04	75.0
8,631.25	5,097.92	40.9	103,575.00	25,852.04	75.0
10,333.33	32,216.61	211.7	124,000.00	63,653.50	(48.6)
8,631.25	5,097.92	40.9	103,575.00	25,852.04	75.0
1,702.08	27,118.69	1493.2	20,425.00	37,801.46	85.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND
 FOR 5 PERIODS ENDING

MAY 31, 2014

DEPARTMENT DESCRIPTION

MAY BUDGET

MAY ACTUAL

% VARI-ANCE

FISCAL YEAR BUDGET

FISCAL YEAR-TO-DATE ACTUAL

% VARI-ANCE

REVENUES

TOURISM COMMITTEE / GENERAL

TOTAL REVENUES

0.00 0.00 0.00 0.0 0.00 0.00 0.00 0.0

EXPENSES

TOURISM COMMITTEE / GENERAL

TOTAL EXPENSES

0.00 0.00 0.00 0.0 0.00 0.00 0.00 0.0

TOTAL FUND REVENUES
 TOTAL FUND EXPENSES
 SURPLUS (DEFICIT)

0.00 0.00 0.00 0.0 0.00 0.00 0.00 0.0
 0.00 0.00 0.00 0.0 0.00 0.00 0.00 0.0
 0.00 0.00 0.00 0.0 0.00 0.00 0.00 0.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
 FOR 5 PERIODS ENDING

MAY 31, 2014

DEPARTMENT DESCRIPTION

BUDGET MAY ACTUAL MAY VARI- FISCAL FISCAL YEAR-TO-DATE VARI-
 BUDGET BUDGET ANCE ANCE BUDGET ACTUAL ANCE

REVENUES

TID DISTRICT #2

125,787.77 169.79 (99.8) 1,509,453.00 849,527.14 (43.7)

TOTAL REVENUES

125,787.77 169.79 (99.8) 1,509,453.00 849,527.14 (43.7)

EXPENSES

TID DISTRICT #2

237,868.74 (856.58) 100.3 2,854,425.00 398,240.31 86.0

TOTAL EXPENSES

237,868.74 (856.58) 100.3 2,854,425.00 398,240.31 86.0

TOTAL FUND REVENUES
 TOTAL FUND EXPENSES
 SURPLUS (DEFICIT)

125,787.77 169.79 (99.8) 1,509,453.00 849,527.14 (43.7)
 237,868.74 (856.58) 100.3 2,854,425.00 398,240.31 86.0
 (112,080.97) 1,026.37 (100.9) (1,344,972.00) 451,286.83 (133.5)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY		VARI- ANCE	FISCAL YEAR BUDGET	FISCAL	
	BUDGET	ACTUAL			YEAR- TO-DATE ACTUAL	YR- TO-DATE VARI- ANCE
REVENUES						
TID #1 DISTRICT	42,538.50	37.49	(99.9)	510,462.00	340,068.64	(33.3)
TOTAL REVENUES	42,538.50	37.49	(99.9)	510,462.00	340,068.64	(33.3)
EXPENSES						
TID #1 DISTRICT	41,166.75	0.00	100.0	494,001.00	0.00	100.0
TOTAL EXPENSES	41,166.75	0.00	100.0	494,001.00	0.00	100.0
TOTAL FUND REVENUES	42,538.50	37.49	(99.9)	510,462.00	340,068.64	(33.3)
TOTAL FUND EXPENSES	41,166.75	0.00	100.0	494,001.00	0.00	100.0
SURPLUS (DEFICIT)	1,371.75	37.49	(97.2)	16,461.00	340,068.64	1965.9

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR	FISCAL YEAR-TO-DATE		
	BUDGET	ACTUAL		BUDGET	ACTUAL	
			%	%		
REVENUES						
TID #3 DISTRICT	18,960.16	45.63	(99.7)	227,522.00	26,683.37	(88.2)
TOTAL REVENUES	18,960.16	45.63	(99.7)	227,522.00	26,683.37	(88.2)
EXPENSES						
TID #3 DISTRICT	19,907.40	0.00	100.0	238,889.00	32,980.71	86.1
TOTAL EXPENSES	19,907.40	0.00	100.0	238,889.00	32,980.71	86.1
TOTAL FUND REVENUES	18,960.16	45.63	(99.7)	227,522.00	26,683.37	(88.2)
TOTAL FUND EXPENSES	19,907.40	0.00	100.0	238,889.00	32,980.71	86.1
SURPLUS (DEFICIT)	(947.24)	45.63	(104.8)	(11,367.00)	(6,297.34)	(44.5)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	BUDGET	ACTUAL			
REVENUES					
TID #4 DISTRICT	427,940.00	0.00	5,135,280.00	0.00	100.0
TOTAL REVENUES	427,940.00	0.00	5,135,280.00	0.00	100.0
EXPENSES					
TID #4 DISTRICT	383,125.09	10,685.88	4,597,501.00	54,074.57	98.8
TOTAL EXPENSES	383,125.09	10,685.88	4,597,501.00	54,074.57	98.8
TOTAL FUND REVENUES	427,940.00	0.00	5,135,280.00	0.00	100.0
TOTAL FUND EXPENSES	383,125.09	10,685.88	4,597,501.00	54,074.57	98.8
SURPLUS (DEFICIT)	44,814.91	(10,685.88)	537,779.00	(54,074.57)	(110.0)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	%
	BUDGET	ACTUAL			
REVENUES					
REVOLVING LOAN FUND (STATE)	812.51	1,310.58	9,750.00	6,421.78	(34.1)
TOTAL REVENUES	812.51	1,310.58	9,750.00	6,421.78	(34.1)
EXPENSES					
REVOLVING LOAN FUND (STATE)	983.34	0.00	11,800.00	35,000.00	(196.6)
TOTAL EXPENSES	983.34	0.00	11,800.00	35,000.00	(196.6)
TOTAL FUND REVENUES	812.51	1,310.58	9,750.00	6,421.78	(34.1)
TOTAL FUND EXPENSES	983.34	0.00	11,800.00	35,000.00	(196.6)
SURPLUS (DEFICIT)	(170.83)	1,310.58	(2,050.00)	(28,578.22)	1294.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: SOLID WASTE ENTERPRISE
 FOR 5 PERIODS ENDING MAY 31, 2014

DEPARTMENT DESCRIPTION	MAY		FISCAL YEAR BUDGET	%	FISCAL YEAR BUDGET	%
	BUDGET	ACTUAL				
REVENUES						
SOLID WASTE ENTERPRISE FUND	41,171.67	44,314.62	494,060.00	7.6	183,277.75	(62.9)
TOTAL REVENUES	41,171.67	44,314.62	494,060.00	7.6	183,277.75	(62.9)
EXPENSES						
SOLID WASTE ENTERPRISE FUND	40,095.00	27,267.14	481,140.00	31.9	155,393.49	67.7
TOTAL EXPENSES	40,095.00	27,267.14	481,140.00	31.9	155,393.49	67.7
TOTAL FUND REVENUES	41,171.67	44,314.62	494,060.00	7.6	183,277.75	(62.9)
TOTAL FUND EXPENSES	40,095.00	27,267.14	481,140.00	31.9	155,393.49	67.7
SURPLUS (DEFICIT)	1,076.67	17,047.48	12,920.00	1483.3	27,884.26	115.8

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	MUNICIPAL REPORT TOTALS		FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
	FOR 5 PERIODS ENDING MAY BUDGET	MAY 31, 2014 ACTUAL			
TOTAL MUNICIPAL REVENUES	1,692,692.27	225,953.83	20,312,307.00	6,844,145.21	(66.3)
TOTAL MUNICIPAL EXPENSES	1,754,209.18	834,785.86	21,050,511.00	4,263,829.98	79.7
SURPLUS (DEFICIT)	(61,516.91)	(608,832.03)	(738,204.00)	2,580,315.23	(449.5)



STURGEON BAY POLICE DEPARTMENT



The mission of the Sturgeon Bay Police Department is to serve, protect, and work in partnership with the community to ensure a safe, nurturing environment.

To: The Honorable Mayor
 Members of the Common Council
 Members of the Police and Fire Commission
 City Administrator Steve McNeil
 Officers of the Sturgeon Bay Police Department
 Media

From: Captain Daniel J. Brinkman

Subject: Monthly Report for May, 2014

Date: June 11, 2014

The following is a summary of the Police Department’s activities for the month of May. The activities included are crimes investigated, police service calls handled by department members, arrests completed, traffic accidents investigated, miles traveled, fuel consumed, training completed, and public education provided by department members.

Crimes Investigated

The Department, during the month, investigated a total of 65 crimes.

These crimes can be broken down and classified as follows.

Theft.....	11
Criminal Damage to Property	06
Disorderly Conduct.....	14
Possession of Marijuana.....	02
Bail Jumping.....	04
Sexual Assault of Child.....	01
Harassment.....	05
Battery.....	01
Forgery/Fraud/Scams	07
Burglary	02
Obstruct Police Officer	01
Issue Worthless Checks.....	06
Retail Theft	02
Motor Vehicle Theft	01
Negligent Handling of Burning Materials.....	01
Internet Crimes against Children.....	01

TOTAL 65

The above crimes resulted in the loss of \$7,066 to the community, of which \$2,658 has been recovered.

Arrests

The Department completed a total of 192 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

A. Felony Crime Arrest

Possession of Marijuana (3 rd or more).....	01	
Burglary (May Incident).....	02	
Criminal Damage to Property (May Incident).....	02	
Bail Jump.....	02	
Strangulation.....	01	
Sexual Assault Child.....	03	
		TOTAL 11

Felony Warrant Arrests	00	TOTAL 00
-------------------------------------	-----------	-----------------

B. Misdemeanor Crime Arrests

Disorderly Conduct.....	07	
Resist Arrest.....	04	
Battery	01	
Possession of Drug Paraphernalia.....	01	
Bail Jump.....	02	
Obstruct Police Officer	01	
Criminal Damage to Property	01	
Theft.....	01	
Retail Theft	01	
Negligent Handling of Burning Materials.....	01	
		TOTAL 20

Wisconsin Probation & Parole Violation Arrests	13	
---	-----------	--

Warrant Arrests.....	01	TOTAL 14
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C. Ordinance Violation Arrests

Underage Drinking.....	06	
Retail Theft	01	
Possess Drug Paraphernalia	01	
Possession of Marijuana	04	
Provide Alcohol to Underage Person.....	01	
Meddling with Property	01	
Possession of Tobacco Underage.....	02	
Sell or Give Tobacco to Underage Person.....	01	
No Beverage Operator's License on Premises.....	01	
Littering	01	
Burning without a Permit.....	01	
		TOTAL 20

D. Traffic Crime Arrests

Operate While Intoxicated (2 nd or more)	02
No Driver's License	03
Operating after Driver's License Revoked.....	02
Fail to Install Ignition Interlock Device	02

TOTAL 09

E. Traffic Violation Arrests

Operating a Motor Vehicle While Intoxicated.....	04
Speeding Violations	29
Motor Vehicle Registration Violation.....	05
Failure to Obey a Traffic Sign or Signal.....	05
Equipment Violation	01
Operating While Driver's License Suspended/Revoked	10
No Driver's License	04
Fail to Yield	01
Seat Belt Violations	45
Miscellaneous Moving Traffic Violations	14

TOTAL 118

In addition to the preceding arrests, the Department conducted a total of 310 traffic stops during the month and logged 121 violations for various motor vehicle defects and local ordinances and issued 106 written warnings for those violations. A total of 00 parking ticket were issued for parking violations throughout the city.

Traffic Accidents

The Department, during the month, investigated a total of 14 vehicle accidents. These investigations are categorized into four types described below.

A. Motor Vehicle Accidents Involving Fatalities.....	00
B. Motor Vehicle Accidents Involving Injuries	03
C. Motor Vehicle Accidents Involving Property Damage	10
(greater than \$1,000.00)	
D. Motor Vehicle Accidents Involving Property Damage	01
(less than \$1,000.00)	

TOTAL 14

Police Service Calls

Department members handled 425 service calls during the month. These calls consist of both citizen requests for police service as described below (333), crimes investigated (65), traffic accidents investigated (14), and Wisconsin Probation and Parole Assists 13.

A. Traffic and Road Incidents	46
<p>This category consists of all assignments involving assists to motorists in distress, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing debris from roadways, and all parking problem complaints.</p>	
B. Noise Complaints	13
<p>These complaints involve private parties, licensed liquor establishments, and parties in public places.</p>	
C. Sick and Injured Persons	24
<p>Assistance rendered to the Ambulance Service and sick or injured persons. (Of these calls 02 required the commitment of citizens to a Mental Health Facility for mental or substance abuse problems.)</p>	
D. Alarms	17
<p>Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.</p>	
E. Complaints Involving Animals	21
<p>Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.</p>	
F. Civil Disputes	07
<p>Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.</p>	
G. Escorts	10
<p>Transporting citizens, money escorts for area financial institutions, funerals, and for area industry.</p>	
H. Civil Assistance Rendered	09
<p>This category is broad and involves such services as auto and home lockouts, emergency notifications, attempts to locate people, retrieve personal property, and registration assistance.</p>	
I. Assistance Rendered to Other Agencies	12
<p>Includes assistance to other law enforcement and government agencies.</p>	
J. Suspicious Person	16
<p>Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of other people.</p>	
K. Suspicious Motor Vehicles	14
<p>Complaints of occupied, unoccupied, abandoned, and junked motor vehicles.</p>	
L. Liquor Establishments	00
<p>Officers conducting compliance checks and investigations concerning problems with customers.</p>	

M. Fights or Brawls	03
Complaints of persons fighting where no criminal arrests were made.	
N. Self-Initiated Field Activity	31
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
O. Juvenile Problems.....	16
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
P. Miscellaneous Incidents	67
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes unfounded 9-1-1 calls investigated by Department members during the month.	
Q. Welfare Checks	18
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	
R. Gas Drive Off.....	09
Routine non-theft investigations where a motorist drove away without paying for their gas. Typically involves a driver error, store employee error or credit card reader error.	
TOTAL 333	

Department Mileage and Fuel Consumption

Officers patrolled a total of 14,298 miles with department vehicles, consuming 1,250 gallons of fuel. The fleet averaged 11.4 miles per gallon of fuel during the month.

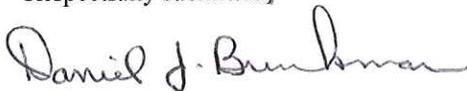
Department Training

Officers Steve South and Chad Mielke provided monthly training to 6 members of the Lakeshore Police Explorers, Post 9368. Two officers completed a total of 64 hours of training in Tactical Boat Operations and Pursuit and Stop. Those 64 hours were at no cost to the department. One officer completed 16 hours of Instructor Update.

Public Education

Officer Michelle Wiegand presented Good Touch / Bad Touch to kindergarten students at St. Peter's Lutheran School. Additionally, Officer Wiegand and School Resource Officer Roxanne Dorner assisted with the Bike Rodeo that was held May 17th.

Respectfully submitted,



Captain Daniel J. Brinkman

7c5.



CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

7c5.

Tim Dietman
Assistant Fire Chief

920-746-2916 Station 920-746-2405 Office
920-746-2905 FAX
Email: tdietman@sturgeonbaywi.org

TO: The Sturgeon Bay Fire And Police Commission
FROM: Assistant Fire Chief Tim Dietman *TD*
SUBJECT: May 2014 Monthly Fire Report
DATE: June 6, 2014

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

CALLS FIRE DEPARTMENT RECEIVED: 109

<u>CITY CALLS: 104</u>	<u>Type of Call:</u>	<u>COUNTRY CALLS: 05</u>
East Side Calls: <u>77</u>	Fire <u>20</u>	Town of Sevastopol: <u>04</u>
West Side Calls: <u>27</u>	EMS <u>89</u>	Town of Sturgeon Bay: <u>01</u>

CALLS PER DAY:

Monday	<u>11</u>
Tuesday	<u>13</u>
Wednesday	<u>11</u>
Thursday	<u>18</u>
Friday	<u>18</u>
Saturday	<u>17</u>
Sunday	<u>21</u>

INCIDENT TYPE:

54 – Medical Non-Emergent	03 – Vehicle Accident
35 – Medical Emergent	01 – Building Fire
01 – Assist Police	01 – Chemical Spill/Leak
02 – Grass/Brush Fire	01 – Breakdown of Light Ballast
01 – Carbon Monoxide Incident	04- False Alarm/False call
01 – Smoke Scare/Odor of Smoke	03- Dispatch/Cancelled en route

INPECTION REPORT:

Inspections within the city limits:	<u>118</u>
Number of violations:	<u>64</u>
Inspections outside the city limits:	<u>05</u>
Number of violations:	<u>04</u>
Total number of inspection hours:	<u>89.59 hours</u>

SPECIAL REPORTS, ACTIVITIES AND REPAIRS

TRUCK/STATION MAINTENANCE: Firefighters worked on repairing ropes and squeegees; fertilized, mowed and trimmed the lawn at the Westside Station; installed new tow hooks on unit #6; got Marine 1 ready for summer, loaded equipment and put it back into the water; changed the oil/filter on the mule; conducted annual testing on all our fire hose; repaired a leaking water valve on unit #6; marked all our rescue carabineers; repaired the leak and plumbing under the kitchen sink at the Westside Station; tested Marina fire protection systems; repaired the hose turntable; repaired a flashlight on unit #4; put new unit #8 into service along with all equipment; made temp. repairs to damage on Marine 1 and flushed the Class A foam system on unit #6.

TRAINING: 86 hours of training were conducted in May. Members of our Sturgeon Bay Honor Guard attended their monthly training. FF Daoust and FF Jorns completed FF 1 State Certification class On duty firefighter attended a Grief class held at the Government Center and trained on Marine 1.

PUBLIC EDUCATION: Firefighters participated in "Emergency Vehicle Fun Day" and "Careers on Wheels"; presented fire safety presentations to Employees of The Gathering, residence of S Lake Michigan Dr and construction volunteers for Habitat for Humanity.

OTHER: Firefighters attended various meetings and issued multiple burning permits. Sturgeon Bay Fire Department and Honor Guard also participated in the Coast Guard City celebration.

BEVERAGE OPERATOR LICENSES

1. Andre, James W.
2. Braunel, Robert L.
3. Bryan, Arleen M.
4. Busch, Kellie F.
5. DeGrave, Jordan R.
6. Diller, Diana L.
7. Eicher, April M.
8. Eisen, Mitchell H.
9. Estes, Dawn M.
10. Estes, Keith L.
11. Forry William J.
12. Gigot, Clint R.
13. Gilson, Henry J.
14. Hoffman, Jennifer L.
15. Krueger, Judith A.
16. Paronto, Heather L.
17. Paschke, Maryann B.
18. Paul, Amy M.
19. Paul, Norman R.
20. Renier-Lettie, Angela M.
21. Stutting, Lincoln J.
22. Surfus, Patrick J.
23. Wendt, Kenneth
24. Zmyslo, Elizabeth A.

TEMPORARY CLASS B BEER & TEMPORARY CLASS B WINE

Door County Maritime Museum
Agent: Bob Desh
120 North Madison Avenue
Sturgeon Bay, WI 54235
August 2-3, 2014

Door County Maritime Museum
Agent: Bob Desh
Martin Park
Sturgeon Bay, WI 54235
June 25, 2014

7f.

7f.

TEMPORARY CLASS B BEER

Door County Maritime Museum
Agent: Bob Desh
Martin Park
Sturgeon Bay, WI 54235
June 18, 2014
August 6, 2014

7g.

7g.

TEMPORARY CLASS B WINE

Family Centers of Door County
Agent: Melissa Kugel
Martin Park
Sturgeon Bay, WI 54235
June 18, 2014

2014/2015 City of Sturgeon Bay Liquor Licenses

7h.

"Class B" Comb. Licenses

Kona Bay, Inc (Lodge at Leathem Smith)

Agent

Paul Meleen

Address

1640 Memorial Dr

"Class B" Beer Licenses

John Martin's Restaurant of Door County, LLC (John Martin's Restaurant)

Agent

Kim M Englebert

Address

50 S 3rd Ave

"Class A" Beer Licenses

C & N Corporation (Louie Dror's Olive Oil & Wine Shoppe)

Agent

Paul Santoriello

Address

23 N 3rd Avenue

"Class C" Wine License

John Martin's Restaurant of Door County, LLC (John Martin's Restaurant)

Agent

Kim M Englebert

Address

50 S 3rd Ave

7h.

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of applicant: Sturgeon Bay Visitor Center
Name of event: Jazz on Jefferson Street Festival
Contact Phone Number: 920.743.6246
Date(s) of event: Saturday July 12th 2014 Time: 11:00am – 5pm
Estimated # of Attendees: 500-800 people
Specific Location: Jefferson Street from approx. 5th Ave to the top of the hill.

CLOSURE request for: 7th Ave & Jefferson from Jefferson to the beginning of the driveway of corner home.
And 6th Ave from Jefferson to beginning of driveway of corner home.

- Attach map of requested street closure area including barricade location, tent/booth location, or any street obstruction. This map must be in final form.
- Attach certificate of insurance with the City listed as additional insured. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage limit \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation – as required by the State of Wisconsin.
- Temporary Beer/Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (if applicable)
- Hold Harmless Agreement has been signed by Officer(s) of Event/Organization.
- Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.

too soon for ins. co to provide.

What arrangements have been made for clean up? Contract with City Streets Dept.

Other explanations: Barricades needed at 6th & Jefferson and 7th & Jefferson See MAP w/ ROAD CLOSED Ahead SIGNS w/ KENTUCKY & IOWA STREETS

Signature of Responsible Party: Arney DeMetef Promotions Coordinator

Address: 36 S. Third Ave Sturgeon Bay, WI 54235

Date Submitted: 04.21.201

Approval:

Fire Chief	By: <u>[Signature]</u>	Date: <u>5-16-2014</u> Tents must be inspected
Police Chief	By: <u>[Signature]</u>	Date: <u>5-19-2014</u>
Comm. Development	By: <u>[Signature]</u>	Date: <u>5-27-2014</u>
Streets/Parks	By: <u>[Signature]</u>	Date: <u>5-28-2014</u>
City Clerk	By: <u>Stephanie Reinhardt</u>	Date: <u>6/3/14</u>
Finance Director	By: <u>[Signature]</u>	Date: <u>6/3/14</u>
City Engineer	By: <u>[Signature]</u>	Date: <u>5-30-2014</u>
City Administrator	By: <u>[Signature]</u>	Date: <u>6-2-2014</u>

Common Council: Date of Meeting: _____



**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

7j.

7j.

Name of Applicant: Jolene McMahon
 Name of Event: Frozen Spoon Glow Run
 Contact Phone Number: 920-639-3429
 Date(s) of Event: June 26, 2014 Time: 7:30 pm
 Estimated # of Attendees: 50-100
 Specific Location: 3rd Ave./Memorial Drive between 7th Ave and 9th Ave.

- Attach map of requested street closure area including barricade location, tent/booth location, or any street obstruction. This map must be in final form.
- Attach Certificate of Insurance with the City listed as additional Insured. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - as required by the State of Wisconsin. *(Will be faxed to you separately)*
- Temporary Beer/Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- Hold Harmless Agreement has been signed by Officer(s) of Event/Organization.
- Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.

What arrangements have been made for cleanup? Will have volunteers and employees (Frozen Spoon) cleaning up

Other explanations: _____

Signature of Responsible Party: Jolene McMahon
 Address: 1801 Briarwood Ct DePere, WI 54115
 Date Submitted: 6-2-14

Approval:

Fire Chief	By: <u>[Signature]</u>	Date: <u>6/2/14</u>
Police Chief	By: <u>[Signature]</u>	Date: <u>6-6-14</u>
Comm. Development	By: <u>[Signature]</u>	Date: <u>6-5-14</u>
Streets/Parks	By: <u>[Signature]</u>	Date: <u>6-7-14</u>
City Clerk	By: <u>[Signature]</u>	Date: <u>6/11/14</u>
Finance Director	By: <u>[Signature]</u>	Date: <u>6/10/14</u>
City Engineer	By: <u>[Signature]</u>	Date: <u>6-12-14</u>
City Administrator	By: <u>[Signature]</u>	Date: <u>6/11/14</u>

Common Council: _____ Date of Meeting: _____

Marty's comments: • Intersection of Memorial/9th should be kept open.
 • Local residents should have access to their driveways to the extent possible

Close Parking lanes only

C140609 #2

7k.

7k.

SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**
Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

Name of applicant: Wendi Carter

Establishment Name: Brick Lot Pub

Address: 253 N. 3rd Ave

Phone/Email: (920) 743-9339 bricklotpub@yahoo.com

Written Request Submitted Cert of Insurance (additional insured) submitted

Scaled Diagram submitted Hold Harmless Certificate submitted

Fee Paid \$220.00

Date Completed Application Submitted: 6-9-14

Community Development Approval: Walter Stepp 6-9-14

Department of Public Works Approval: Pat Borch 6-9-14

Date of Common Council Approval: _____

- Copy of Sidewalk Café Policy/Procedures provided to applicant.
- Copy of Sidewalk Café Ordinance provided to applicant.

*See back for "Alcohol Being Served Application Submission Information."

SIDEWALK CAFÉ PERMIT APPLICATION

Application for sidewalk café permit must include:

1. **Written request.**
2. **Scaled diagram** (scale 1":1') detailing the frontage of the applicants café or restaurant facing the sidewalk area requested for use as a sidewalk café. The plan shall indicate the location of doorways, width of sidewalk (distance from curb to building face), location of trees, tree wells, sidewalk benches, trash receptacles, utilities (including fire hydrants, light fixtures, etc.) newspaper racks, mailboxes, and any other semi-permanent sidewalk obstruction which may affect or be affected by the proposal. The drawing shall delineate the area requested for use as a sidewalk café, and indicate the total square footage of the affected road right of way and exact dimensions of the proposed outdoor area.
3. **Copy of current Certificate of Insurance with City named as additional insured.**
4. **Completed Hold Harmless Certificate.**
5. **Non-refundable application fee in the amount of \$55.00 per location if alcohol is not served.**
Non-refundable application fee in the amount of \$220.00 per location if alcohol is served.

Name of applicant: paul salms

Establishment Name: door county fire co.

Address: 38 S 3rd Ave, Sturgeon Bay WI 54235

Phone/Email: 920 818 0625

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written Request Submitted | <input checked="" type="checkbox"/> Cert of Insurance (additional insured) submitted |
| <input checked="" type="checkbox"/> Scaled Diagram submitted | <input checked="" type="checkbox"/> Hold Harmless Certificate submitted |
| <input checked="" type="checkbox"/> Fee Paid <u>220.00</u> | |

Date Completed Application Submitted: 5-29-14

Community Development Approval: Martin Stepan 5-30-14

Department of Public Works Approval: Paul Borch 6-2-2014

Date of Common Council Approval: _____

- Copy of Sidewalk Café Policy/Procedures provided to applicant.
- Copy of Sidewalk Café Ordinance provided to applicant.

*See back for "Alcohol Being Served Application Submission Information."

7m.

7m.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Waterfront Redevelopment Authority, hereby recommend to approve the Agreement for Professional Services for Ayres Associates to enter into the next phase of environmental testing in the amount of \$37,500.00.

Respectfully submitted:

WATERFRONT REDEVELOPMENT AUTHORITY

By: Thomas Herlache, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: May 29, 2014

Introduced by _____.

Moved by Alderperson _____, seconded by Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2014.

EXECUTIVE SUMMARY

DATE: May 23, 2014

TITLE: Proposal from Ayres Associates for NR 716 Site Investigation

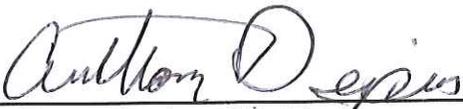
BACKGROUND: The City received a site assessment grant from Wisconsin Economic Development Corporation for environmental investigations for the West Waterfront Redevelopment site. The total project cost was \$91,500 with the grant covering 50%, or \$45,750. The grant project involved environmental site work, including some costs toward the Voluntary Party Liability Exemption (VPLE) process.

Ayres Associates was selected to do the work. They completed the Environmental Site Assessment and submitted it to the Wisconsin DNR under the VPLE program. The program grants liability protection to existing and future property owners in exchange for a greater level of environmental investigation on brownfield sites. The DNR reviewed the results of soil and groundwater tests and, as expected, has required additional testing in order to qualify for the liability exemption. Ayres has prepared a Scope of Services and Agreement for Professional Services to perform the required work.

FISCAL IMPACT: The proposed budget for the environmental testing is \$37,500. So far, the City has spent approximately \$58,550 on this grant project. This leaves about \$32,950 left that can be 50% covered by the grant. Therefore, the grant will cover about \$16,475, with the City covering the other \$21,025. There is adequate funding in the budget for TID #4 to cover that amount.

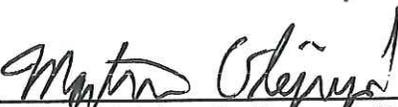
RECOMMENDATION: Approve the Agreement for Professional Services for Ayres Associates in the amount of \$37,500.

REVIEWED BY:



Anthony Depies, City Engineer

6-6-2014
Date



Marty Olejniczak, Community Development Director

5/23/14
Date



Stephen McNeil, City Administrator

5/23/14
Date

AGREEMENT FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT made as of April 24, 2014, between the City of Sturgeon Bay, 421 Michigan Street, Sturgeon Bay, Wisconsin 54235 (OWNER), and Ayres Associates Inc, 5201 E. Terrace Drive, Madison, Wisconsin 53718 (CONSULTANT).

OWNER intends to retain CONSULTANT for professional services to perform site investigation and environmental consulting as described in Attachment A (hereinafter called the Project).

OWNER and CONSULTANT agree to performance of professional services by CONSULTANT and payment for those services by OWNER as set forth below.

This Project includes services on a site with potential hazardous substances. Because of the inherent risk on the site, provisions contained in Attachment E are hereby incorporated into this Agreement between OWNER and CONSULTANT.

The following Attachments are attached to and made a part of this Agreement.

- Attachment A – Scope of Services, consisting of 5 pages.
- Attachment B – Period of Services, consisting of 1 page.
- Attachment C – Compensation and Payments, consisting of 3 pages.
- Attachment D – Terms and Conditions, consisting of 3 pages.
- Attachment E – Terms and Conditions for Services Involving Hazardous Substances, consisting of 3 pages.

This Agreement (consisting of 1 page), together with the Attachments identified above, constitute the entire agreement between OWNER and CONSULTANT and supersede all prior written or oral understandings. This Agreement and said Attachments may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

<u>City of Sturgeon Bay</u> OWNER		<u>Ayres Associates Inc</u> CONSULTANT
_____	(Signature)	<u><i>Scott C. Wilson</i></u>
_____	(Typed Name)	<u>Scott C. Wilson, PSS</u>
_____	(Title)	<u>Vice President – WI Environmental Services</u>
_____	(Date)	<u>April 24, 2014</u>

ATTACHMENT A – SCOPE OF SERVICES

This is an attachment to the Agreement dated April 24, 2014, between City of Sturgeon Bay (OWNER) and Ayres Associates Inc (CONSULTANT).

ARTICLE 1 – BASIC SERVICES

CONSULTANT shall provide professional environmental services for OWNER as provided below:

NR 716 Environmental Site Assessment

The objective of this assessment is to complete an NR 716 investigation to determine the extent of soil and groundwater impacts identified in the previous Phase II ESA and evaluate appropriate remedial actions, if necessary.

Preparation of Management Plans

Ayres Associates will conduct this assessment in accordance with NR 700 Wisconsin Administrative Code. A work plan will be prepared and submitted prior to performing additional assessment per the Wisconsin Department of Natural Resources request. The work plan details the scope of work to be performed within the project and guides overall project direction and implementation and outlines the rationale and significant details of the project.

Our site-specific health and safety plan (HSP) will be updated for this phase of the project prior to performing field work. The purpose of the HSP is to assign responsibilities, establish personal protection standards and mandatory safety practices and procedures, and provide contingencies for situations that may arise during site operations. The provisions of the plan are mandatory for all employees who are engaged in hazardous material management and construction activities. The plan will be developed under U.S. Environmental Protection Agency guidelines and will comply with all applicable regulations, including Occupational Safety and Health Administration (OSHA) standards [29 Code of Federal Regulations (CFR) 1910 and 1926].

Soil Borings

Seven (7) soil probes will be advanced on the property to an estimated depth of 10 feet below land surface. Soil probes will be advanced in areas of concern, based upon previous findings and DNR recommendations. Six (6) soil borings will be advanced to a depth of approximately 15 feet for installation of water table wells. One (1) additional soil boring will be advanced to an estimated depth of 35 feet for installation of a piezometer. Soil samples will be continuously collected during drilling activities. Each sample collected will be characterized according to the Unified Soil Classification System (USCS) and screened for volatile organic vapors using a photoionization detector.

The monitoring wells will be installed to assess possible groundwater impacts and evaluate groundwater flow direction across the property. Wells will be spatially distributed across the site and installed in areas of the property suspected of having groundwater contamination, based upon field observations made during soil sampling activities. Proposed soil probes, soil borings, and well locations are illustrated on Figure 1 but may change based upon field decisions.

Soil Screening

Soil samples from the probes and borings will be obtained for total volatile organic compound (VOC) soil vapor field analysis. These samples will be screened for the presence of total ionizable VOCs using a photoionization detector (PID) equipped with a 10.7 eV lamp and calibrated to an isobutylene standard. Samples will be selected for possible laboratory analysis based on visual and olfactory observations and PID screening results.

Groundwater Assessment

Water Table Observation Well Installation

Water table observation wells will be installed in six (6) borings advanced below the water table. The water table wells will be installed at a depth of approximately 15 feet below ground surface, depending on the depth to groundwater. The purpose of the water table observations wells is to evaluate groundwater flow and potential contaminant transport at the water table. Water table observation wells will be constructed of 2-inch inside diameter (ID) schedule 40 PVC risers and screen. Water table observation wells will be constructed with a 10-foot length of 0.006-inch slot PVC screen. Monitoring wells will be installed in accordance with NR 141 Wisconsin Administrative Code.

Monitoring well casing and screen will be inserted in the boreholes after the target depth is reached. A sand filter pack (#45 – #55) will be installed around the well screen and will extend approximately 2-feet above the top of screen. A filter pack seal will be placed above the sand filter pack. The seal will consist of 2 feet of fine-grained sand placed above the gravel pack. Granular or chipped bentonite will be placed above the seal to a depth of approximately 4 inches below the ground surface. The remaining annular space will be filled with native soil. Protective steel casings with locking caps will be installed over each monitoring well. Water table well construction details will be documented on WDNR Monitoring Well Construction Form 4400-113A.

Piezometer

One piezometer will be installed at a depth of approximately 35 feet below ground surface and within the unconfined, unconsolidated aquifer. The purpose of the piezometer is to evaluate water quality and groundwater flow conditions at depth within the aquifer. The piezometer will be located adjacent to an existing water table observation wells to create a well nest. Data obtained from the well nest will be used evaluate vertical groundwater gradients and the extent of vertical migration of potential constituents of interest.

The piezometer will be constructed of 2-inch inside diameter (ID) schedule 40 PVC casing and screen. The piezometers will be constructed with a 5-foot length of 0.006-inch slot schedule 40 PVC screen. Monitoring well casing and screen will be inserted in the borehole after the target depth is reached. A #45-55 sand filter pack will be installed around the well screen and will extend approximately 2-feet above the top of screen. A filter pack seal will be placed above the filter pack. The seal will consist of 2-feet of fine-grained sand placed above the filter pack. Bentonite pellets or bentonite chips will be used for the bentonite seal above the fine-grained sand. Bentonite chips will be placed above the filter pack seal to a depth of approximately 4-inches below the ground surface. The remaining annular space will be filled with concrete. Protective steel casings with locking caps will be installed over each monitoring well. Piezometer construction details will be documented on WDNR Monitoring Well Construction Form 4400-113A

Well Development

Monitoring wells will be developed after construction to remove fine-grained materials from within the well screen and filter pack. The wells will be developed in accordance with NR 141 Wis. Adm. Code. The wells will be developed by over pumping with a purge pump or peristaltic pump until purge water remains clear. Logs of all well development procedures will be maintained. Purge water will be drummed or permission will be obtained to discharge the water directly to the sanitary sewer. Well development procedures will be documented on WDNR Monitoring Well Development Form 4400-113B.

Monitoring Well Survey

Monitoring wells will be surveyed to determine their elevations and horizontal locations. At each monitoring well, the elevations of the top of the well casing will be surveyed to the nearest 0.01-foot. Ground surface elevation will be surveyed to the nearest 0.1-foot.

Hydraulic Conductivity Testing

In-situ hydraulic conductivity tests (slug tests) will be performed on each new and existing water table well and piezometer installed. Slug tests will be performed by rapidly lowering a solid PVC cylinder into the well to cause an instantaneous rise in water level (falling head test) within the well, and then measuring the return of the water level to static conditions. A second test will be performed by measuring the water level response when the cylinder (rising head test) is removed. Water level measurements will be collected with a data logger and pressure transducer. The hydraulic conductivity data will be analyzed using Aqtesolve Pro™ v. 4.5 and Waterloo Hydrologic Aquifer Test v.3 graphical analysis and reporting software. Hydraulic conductivity data will be evaluated using the methods of Bouwer and Rice (1976) for unconfined aquifers.

Falling head tests (slug in) will be performed to evaluate the relative response of the aquifer prior to performing a rising head test (slug out). This will be done to ensure the data logger is properly programmed, and the equipment is functioning properly. The results of the tests are also useful for comparing the relative values to ensure consistency in testing and analysis. However, falling head tests performed in water table observation wells will not be used to calculate the average hydraulic conductivity of the aquifer.

Laboratory Analysis of Soil and Groundwater Samples

One soil sample collected from each boring will be submitted to a Wisconsin certified analytical laboratory for confirmation analysis. Each of the soil samples collected will be analyzed for volatile organic compounds (VOC) and polycyclic aromatic hydrocarbons (PAH). Samples will be selected for chemical analysis in a laboratory based on visual and olfactory observations, field screening results, and conditions of the subsurface geology. The physical/chemical properties of the analytes, and the depth and location of the sample relative to the area of potential release, will also be considered.

Upon receipt of the metals analysis, selected samples will be further analyzed for arsenic and chromium using the Toxicity Characteristic Leaching procedure (TCLP), if an individual metal concentration is greater than 100 mg/kg.

Groundwater samples will be collected from the five existing wells and six new wells installed during this assessment. The groundwater samples will be sent to the laboratory and analyzed for VOCs, PAHs, and dissolved metals (arsenic, cadmium, and lead). Samples will be analyzed on a standard turn-around time of approximately three weeks.

After the analytical data is received from the laboratory, Ayres Associates staff will review the data to ensure that chain-of-custody procedures were followed, hold times were met, analytical methods and detection limits are consistent with the specifications, and samples were properly preserved when received at the laboratory. The data will be reviewed for reporting errors (i.e., units) as well as consistency with anticipated results based on field observations. The laboratory has a written QA/QC program that provides rules and guidelines to ensure the reliability and validity of work conducted at the laboratory. Therefore, no additional data validation will be performed beyond that stated above.

Utility Assessment

An assessment of the utility corridors on and adjacent to the site will be completed. This assessment will be limited to evaluation of readily available information regarding the location, depth, and construction materials and methods of these utility corridors. Methane and PID readings may be obtained from a select number of manholes, if readily accessible. (Note that no underground utility structures will be physically entered by Ayres Associates). The purpose of this evaluation is to determine the potential for volatile compounds or methane to migrate through the utility corridors.

Data Analysis and Reporting

Data obtained through the additional environmental investigation will be analyzed and interpreted by Ayres Associates. The objectives of the analysis will be to determine the presence and significance of potential impacts to soil and groundwater related to known and potential releases at the site. A draft NR 716 report summarizing findings of the site investigation will be submitted to the City of Sturgeon Bay for review and comment. The report will include a description of the site conditions, the subsurface geology, and results and interpretation of the laboratory analytical data. A final report will be prepared following review of the draft report.

Project Management, Coordination, and WDNR Review Fees

The major objectives of project management are to maintain control of the project budget and schedule, provide technical oversight, and optimize client-agency communication. The project manager will coordinate the efforts of project personnel for Ayres Associates and its subcontractors so the team functions as a unified organization. Ayres Associates' project manager will communicate with City staff at agreed-upon milestones in the project, when there has been input from the City staff. Two meetings with the project team to address strategies, redevelopment, and funding are assumed in costing this task.

ARTICLE 2 – ADDITIONAL SERVICES

If authorized in writing by OWNER, CONSULTANT shall furnish or obtain from others Additional Services as provided below. These services are not included as part of Basic Services and will be paid for by OWNER as indicated in Attachment C.

Completion of a Development on an Historic Fill Site Exemption Application
Additional site investigation
Remedial Action Options Report
Soil and groundwater remediation
Vapor migration/intrusion analysis

Hydraulic analysis and dewatering plan
Well abandonment
Site closure documentation and GIS reporting

ARTICLE 3 – OWNER'S RESPONSIBILITIES

OWNER shall do the following in a timely manner so as not to delay the services of CONSULTANT.

Designate a person to act as OWNER's representative.

Provide all criteria and full information as to OWNER's requirements.

Furnish to CONSULTANT all available pertinent information including, but not limited to, property, boundary, easement, right-of-way, and utility surveys, the location of buried tanks, piping, and related utilities, and previous reports, all of which CONSULTANT may use and rely upon in performing services under this Agreement.

Provide access to the site of the Project and provide any required easements for monitoring wells to be installed on or off the site.

Table 1

**Proposed Project Budget Detail
West Waterfront - NR 716 Investigation
Sturgeon Bay, WI**

Task	Estimated Cost
Project Management, Administration, Meetings, WDNR Review Fees	\$2,300.00
Sampling and Analysis Plan	\$3,000.00
<i>Field Investigation (Soil and Groundwater)</i>	
• Advance/Screen/Sample/Log Borings ¹	\$3,200.00
• Well Dev./Survey	\$1,500.00
• Groundwater Sampling	\$2,500.00
• Hydraulic Conductivity Testing	\$3,100.00
• Geoprobe™ Contractor	\$8,200.00
• Laboratory Analysis ^{2,3}	\$6,500.00
• Equipment and Direct Costs	\$1,200.00
Utility Assessment	\$1,100.00
Data Analysis & Reporting ⁴	\$4,900.00
Estimated Project Total⁵:	\$37,500.00

Notes:

¹ Assumes a maximum of 7 probes to 10 feet below ground surface, 6 borings advanced to 15 feet below ground surface and 1 boring to 35 feet.

² Assumes a maximum of 14 soil samples will be analyzed for VOC and PAH. Ten groundwater samples will be analyzed for VOC, PAH, and dissolved RCRA metals (arsenic, cadmium, and lead). Assumes standard turn-around time of three weeks for analytical testing.

³ The number of borings and or analytical samples may vary depending on observations and screening results obtained in the field. Ayres Associates will obtain permission from the City prior to modifying the scope of work.

⁴ Includes preparing a draft and final report summarizing the sampling procedures, laboratory results, and interpretation of the data.

⁵ Compensation is estimated to be \$37,500 based on the assumed distribution of compensation shown in Table 1. Consultant may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the estimated project total unless approved by Owner.

OWNER	DESIGNED BY	DATE	NO.	DATE	REVISION
STURGEON BAY SHIP CANAL	J. STURGEON	10/20/20	10		

WEST WATERFRONT REDEVELOPMENT PROJECT
CITY OF STURGEON BAY
STURGEON BAY, WISCONSIN



SITE MAP

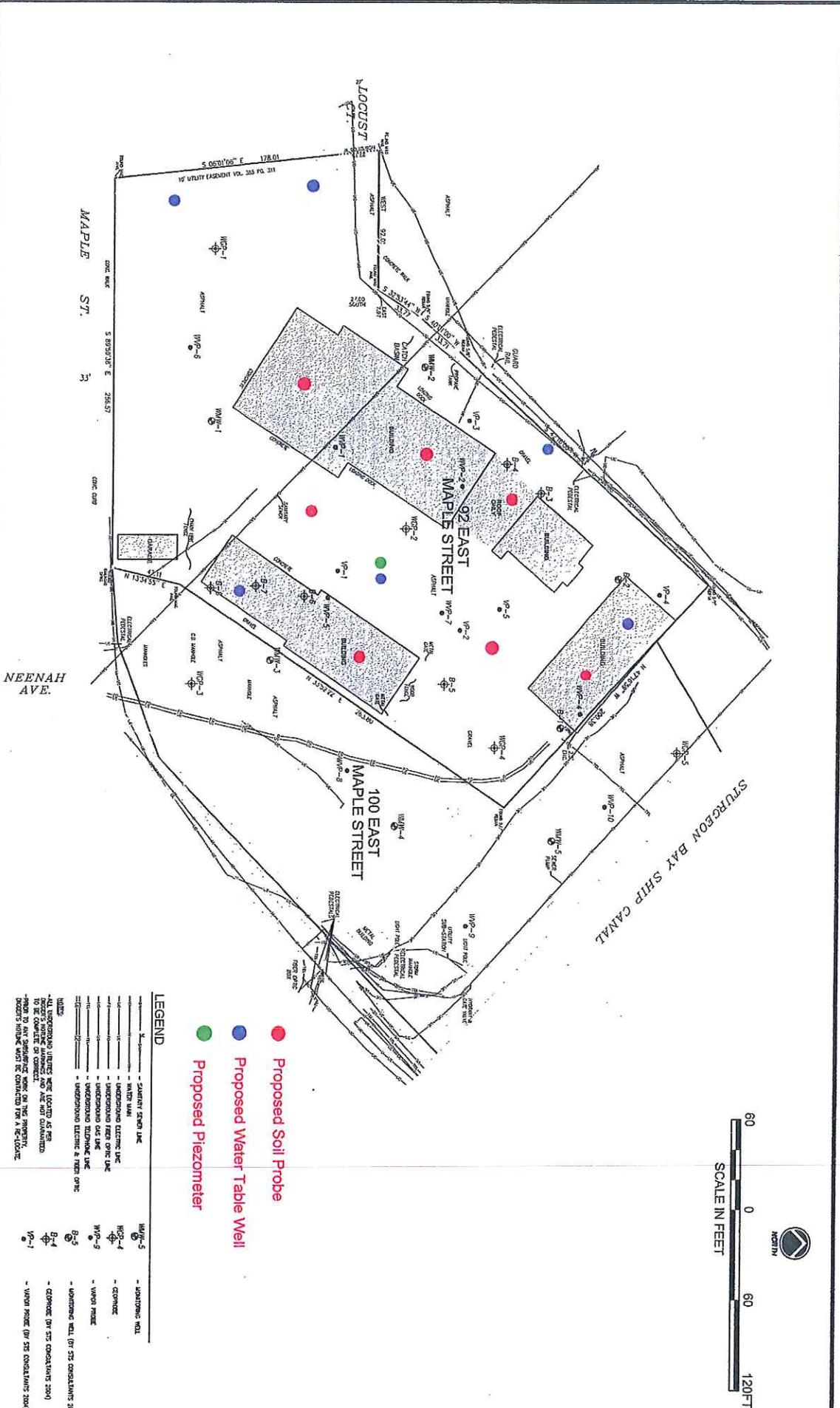
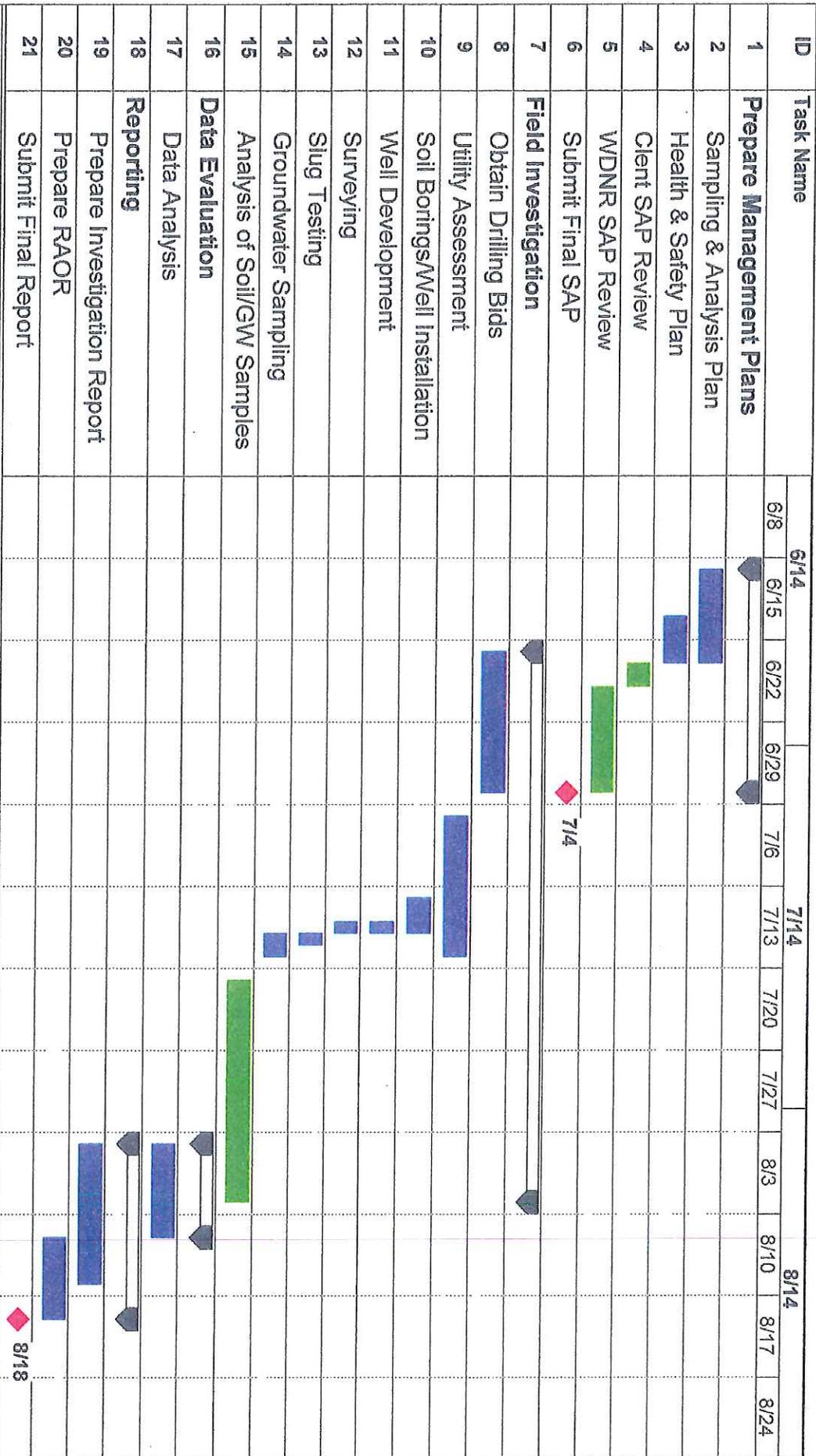


FIGURE 1
NR 716 SITE INVESTIGATION
92 E. MAPLE STREET
STURGEON BAY, WISCONSIN



Project: West Waterfront Redevelopment Project
 Date: Thu 4/24/14

Task Milestone Summary Task by Others

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to deny Jeff Jacobson's request to waive a portion of his dockage fee and to continue collection efforts for the outstanding monies owed the City in the amount of \$763.39.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 10, 2014

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2014.

EXECUTIVE SUMMARY

TITLE: Partial waiver of Invoice #2013180 Re: Marina Dock Fees

BACKGROUND: Nancy Bertz, Stone Harbor, called to inform the City that Jeff Jacobson wanted a boat slip for his 70' yacht, so he was assigned slip #21 for 6 days. Accordingly, the City billed him as per the fee schedule which was \$1.61 per foot plus tax. To date the invoice is unpaid. The City made several attempts to contact Mr. Jacobson, going as far as seeking help from Nancy Bertz. Once he was finally reached, he refused to pay because he pulled out of slip #21, and went into a seasonal slip leased by his friend. As per the lease agreements, that is not allowed. After Mr. Jacobson's refusal to pay and return calls to City staff, small claims action was pursued. Mr. Jacobson then contacted the City Attorney to negotiate a lower fee in the amount of \$434; thus causing attorney fees.

FISCAL IMPACT: The original invoice was issued in the amount of \$763.39. Mr. Jacobson is asking for a waiver in the amount of \$329.39. The attorney fees created by this action have not yet been determined.

OPTIONS: Accept, reject, or renegotiate the amount owed by Mr. Jacobson to the City.

RECOMMENDATION:

Recommend to the Common Council to deny Mr. Jacobson's request to waive a portion of his dockage fees in the amount of \$763.39.

PREPARED BY:

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

6/4/14
Date

PREPARED BY:

Robert Borden
Robert Borden
Municipal Services Director

6/4/2014
Date

REVIEWED BY:

Stephen McNeil
Stephen McNeil
City Administrator

6/5/2014
Date

CITY OF STURGEON BAY
 421 MICHIGAN ST
 STURGEON BAY, WI 54235
 (920) 746-2900

JEFF JACOBSON
 21 FAIRVIEW BLVD
 FORT MEYERS BEACH FL 33931-

INVOICE

Invoice Date: 08/14/2013
 Invoice #: 2013180
 Invoice Amt: \$763.39
 Customer #: JACOBSON
 Due Date: UPON RECEIPT
 Reprint Date: 06/04/2014

DESCRIPTION	HRS/QTY	COST/UNIT	AMOUNT
TRANSIENT MARINA FEE DOCKAGE 70' JUNE 17-22, 2013	6.00	\$112.70	\$676.20
ADMINISTRATIVE FEE	1.00	\$25.00	\$25.00
ADMINISTRATIVE FEE	1.00	\$25.00	\$25.00
LATE FEE ADDED 10/17/13			
		SUB-TOTAL:	=====
		TAX:	\$726.20
		AMT. PAID:	\$37.19
		INVOICE TOTAL:	\$.00
			=====
			\$763.39

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept option # 2 from Port-a-Pier to replace 2 floats and install 12 float retainers located at the Stone Harbor Marina docks in the amount of \$12,053.00 with funds allocated from TIF #2 capitalized maintenance, account # 25-320-000-59015.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 10, 2014

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2014.

Executive Summary

Title: Stone Harbor/Harbor Lady dock repairs

Background: Every year Municipal Services Department budgets \$2,500.00 for dock repairs at Stone Harbor. (10-570-000-59075) This year because of the ice pressures the estimates are coming at more than the \$2,500.00 budgeted. Port A Pier has given us three options for the dock repair at Stone Harbor/Harbor Lady Docks and they are as follows.

- 1) \$4,652.00 replace two missing floats
- 2) \$12,053.00 replace two floats, manufacture and install 12 float retainers to hold old floats in place
- 3) \$15,327.00 replace 12 floats with new floats using no retainers.

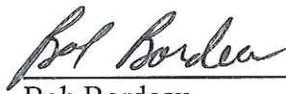
Fiscal Impacts: \$4652.00 - \$15,327.00

Options:

- 1) \$4,652.00 replace two missing floats
- 2) \$12,053.00 replace two floats, manufacture and install 12 float retainers to hold old floats in place
- 3) \$15,327.00 replace 12 floats with new floats using no retainers.

Recommendation: Staff recommends option #2 replace two missing floats and install float retainers to hold in old floats. Staff also recommends using TIF #2 Capitalized Maintenance Account to pay for the repairs. Account # 25-320-000-59015

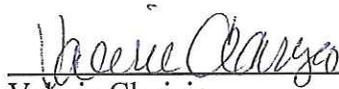
Prepared By:



Bob Bordeau
Municipal Services Director

Date: 6-3-2014

Reviewed By:



Valerie Clarizio
Finance Director/City Treasurer

Date: 6/3/14

Reviewed By:



Steven McNeil
City Administrator

Date: 6-3-14

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the sale of property, parcel #281-72-182726005 located in the Industrial Park at the southeast corner of South Neenah Avenue and Jib Street to Pro Products Inc. consistent with the proposed site plan and the City's Industrial Park sale policy.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: June 10, 2014

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2014.

EXECUTIVE SUMMARY

Title: Sale of Lot in Industrial Park to Pro Products

Background: Pro Products, Inc. needs to expand its facility in the Sturgeon Bay Industrial Park. They are currently located at 918 S. Lansing Avenue and previously received approval for an addition to their building. However, their current site is very tight and would not allow for future additions or an increase in available parking. Therefore, the company desires to purchase a vacant lot in the Industrial Park in order to build a brand new production facility and office.

Bill Chaudoir from the Door County Economic Development Corporation and City staff worked with the Hurley family to identify and plan an appropriate site for the new facility. The selected site is the vacant lot located at the southeast corner of S. Neenah Avenue and Jib Street. Based upon the proposed building dimensions and the requirements of the zoning and building codes, the existing lot needs to be widened by 49 feet. The corner lot proposed for Pro Products would increase in width from 259 feet to 308 feet, while the adjoining lot, which is also a vacant lot owned by the City, would decrease from 301 feet wide to 252 feet. Essentially, the widths of these adjoining lots get reversed.

City staff and SBU staff have reviewed the proposed lot change and development. There are no concerns identified. The Pro Products development meets the requirements of the zoning code and provides additional room for stormwater management, off-street parking, and future expansion. The reduced width of the adjoining lot is not considered to be a problem. It still has plenty of width and area to be attractive to business development and is still wider than the majority of the lots in this part of the Industrial Park.

One other consideration is that in order to meet the state building code, a 60-foot clear zone is required around the building. Rather than shift the lot line even further to the east, staff believes the better solution is to place a 30-foot no build easement on either side of the lot line. The majority of the no build area would be within the minimum 20-ft side yard under this scenario and, thus, would have less impact on the adjoining vacant lot than if the lot line were shifted an additional 30 feet to keep all of the required 60-ft clear zone on Pro Products lot.

A memo has been submitted by Bill Chaudoir of DCEDC regarding how the proposal meshes with the City's policies and procedures for the sale of Industrial Park lots. City staff is in agreement with the information within that memo.

Fiscal impact: Refer to the memo from DCEDC regarding sale price and incentives. There are nominal costs to the city for a certified survey map to reconfigure the lots and for legal work to create the necessary documents for recording. There will be a greater fiscal benefit conferred on the City by Pro Products building a new facility vs. expanding at their current site.

Recommendation: Staff recommends approval of the sale of the subject land to Pro Products Inc, consistent with the proposed site plan and the City's Industrial Park sale policy.

Prepared by: Martin Olejniczak 6-5-14
Martin Olejniczak Date
Community Development Director

Reviewed by: Valerie Clarizio 6/5/14
Valerie Clarizio Date
Finance Director/City Treasurer

Reviewed by: _____
William Chaudoir Date
Executive Director, DCEDC

Reviewed by: Stephen McNeil 6-5-14
Stephen McNeil Date
City Administrator

Neenah Avenue

Jib Street

10' parking setback

proposed parking area

38' x 120'

170' x 200'

potential future parking on north side

308'

75'

Loading Dock

New lot line

No build easement - 30' each side of new red line

30'

30'

252'

Pro Products Site Plan

Add 49' to lot

198'



June 5, 2014



918 S. Lansing Avenue
Sturgeon Bay, WI 54235

June 5, 2014

Bill Chaudoir
Door County Economic Development Corp
185 E. Walnut St.
Sturgeon Bay, WI 54235

Dear Bill,

Pro Products Inc. would like to construct a new manufacturing facility in the Sturgeon Bay Industrial Park to accommodate current and future growth.

The proposed use of the land would be for constructing a building in which to manufacture product as we currently do, with opportunity for growth as well as improving our current operations at the advantage of more space. The size of the building proposed is 170' by 200' with an attached office measuring 38' by 120'. Lot 39 in the Sturgeon Bay Industrial Park is the lot we have interest in, however changing the width to 308' and maintaining the 474' length to accommodate our proposed building, offices, and adequate parking. This will allow us to have adequate room for additions to the building as our business continues to grow as well as parking for additional employees. Please see the attached preliminary site plan. We currently employ 38 people full time across 2 shifts and plan to expand this to about 42 people within 3 years. We are focusing on adding staff to the second shift in order to meet current customer requirements and future increased business. Currently we are projecting a total investment of \$1,500,000.00 for this new facility and associated costs.

Regards,

Steven J. Hurley
Operations Manager
Pro Products Inc.
918 S. Lansing Ave.
Sturgeon Bay, WI 5425
Phone: (920)-743-1575
Fax: (920)-743-7782
Email: sh@proproducts-inc.com
Website: www.proproducts-inc.com

920-743-1575

FAX 920-743-7782

sales@proproducts-inc.com



Memo

To: Finance Committee, City of Sturgeon Bay
From: Bill Chaudoir, Ex. Director
Date: June 5, 2014
Re: Industrial Park- Offer To Purchase

See the attached letter from Mr. Steven Hurley, Operations Manager, Pro Products regarding their interest in purchasing a lot in the Sturgeon Bay Industrial Park to expand their business. Pro Products is currently located at 918 S. Lansing Ave, in the Sturgeon Bay Industrial Park. Unfortunately, the current location does not accommodate the growth opportunities that the business is experiencing today and into the future. They have secured a prospective buyer for their current 25,000 sf facility and wish to relocate the business to the new location in the Park.

I have reviewed available lot options with the business. They have selected lot #39 and we concur that this lot best meets the needs of the business and works well for the continued development of the Industrial Park. This is a prominent lot located at the southeast corner of the intersection of S. Neenah Street and Jib Street. The Hurley's propose to build a large, well designed and landscaped building that clearly warrants this location. Per Mr. Hurley's letter and attached preliminary site plan, they need the city to reconfigure the east lot line of lot #39 to accommodate the width of the building that they expect to build on the property. The attached site plan shows the addition of 49 feet on the east boundary of lot 39 to accommodate the proposed building. A separate letter from Community Development Director Marty Olejniczak will address the proposed use conformance with City Zoning and other requirements.

Below is a review of the proposed purchase and its conformance with the City's Industrial Park Development Polices.

1. Land Pricing:

The purchase price is \$100,500 for the 3.35 acre parcel, which complies with the city pricing policy of \$30,000 per acre. The buyer will pay \$33,500 at closing and the city will finance the balance of \$67,000 over three years in accordance with this policy.

2. Minimum Building Size

The buyer is proposing to construct a building totaling 38,560 sq. ft. building in phase I. Phase I will be built immediately after purchase. The proposed site plan shows the potential for future additions to the building to accommodate growth of the business. The City's minimum building size requirement for the subject lot is 15,215 sq. ft. so the proposed phase I building is in compliance with this policy.

BUSINESS By **NATURE**®

3. Incentives

The buyer may qualify for job creation and real estate investment incentive credits offered by the city based on the number of jobs created and the amount of investment made in building improvements on the subject property. Pro Products is proposing to create up to 4 jobs and invest up to \$1.5 million on the property. If they are successful in documenting this level of job creation and investment within 3 years the buyer would earn \$16,000 in jobs credits and \$60,000 in investment credits for a total of \$76,000 in incentive credits. These credits would be applied against the \$67,000 balance due the city for the purchase of the property, effectively eliminating the buyer's responsibility for payment of this amount. Any excess incentive credits earned by the buyer are not collectable by the buyer.

4. Repurchase Option

The buyer will be required to sign at closing the city's standard Repurchase Option which gives the City the option to repurchase the property if he does not complete construction of a facility within 18 months of closing.

5. Purchase Option

Not applicable for this transaction

6. Land Title Conveyance

In accordance with this policy, the transaction will not be closed until such time as the buyer files a building permit application for improvements on the property. The buyer is proposing to file a building permit immediately after approval of the sale so that he can close on the purchase and commence construction of the phase I facilities as soon as possible.

7. Offer to Purchase

All required documents by the prospective buyer and city officials will be provided to the City Finance Committee in accordance with this policy. The buyer will provide an earnest money check to the City Treasurer in the amount of \$10,050 in accordance with this policy.

The Offer to Purchase from Pro Products complies with all City of Sturgeon Bay Industrial Park Development Policies. I recommend that the City approve this Offer to Purchase. Please let me know if you have any questions or concerns. Thanks You.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the renewal for the Building Inspection Services Contract with Independent Inspection Ltd. subject to the approval of the contract by the City Attorney.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Joseph Stutting, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: May 27, 2014

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2014.

Executive Summary

Title: Contract for Building Inspection Services

Background: Sturgeon Bay currently contracts with Independent Inspections, Ltd (IIL) to perform building inspection services. The City has used IIL for many years. The current contract was approved in 2011 and is set to expire soon. Independent Inspections has submitted a proposed new contract. The contract is essentially the same as the current contract except in three areas.

The first change is that IIL is proposing that the permit fees increase. Payment to IIL is mostly based upon the permit fees collected. IIL will receive 85% of the collected fees, with the City retaining the other 15%, just like the current contract. Since most of the fees are proposed to increase, both IIL and the City will generate more revenue if the amount of construction stays the same. A comparison of the current and proposed permit fees is included in the materials submitted by IIL, along with an analysis showing the additional permit cost based on the previous year's actual permits taken out. According to IIL's figures, if the proposed changes to the fee schedule were in effect last year, it would have increased the amount of fees taken in from \$69,928 to \$74,658. This is an increase of \$4,729, of which \$4,017 would have gone to IIL and \$712 to the City of Sturgeon Bay.

The second change pertains to the hourly rate charged by IIL for inspection related work that is not related to building permits. The proposed rate is \$42 per hour, up from the current \$38. This covers occasional inspections that are requested by the City, such as the annual mobile home park inspections or inspections related to building code complaints. These extra inspections are done only at the direction and request of the City. These are only occasional in nature and the fiscal impact due to the increase will be negligible.

The third change is that unlike the previous contract, this version allows for automatic renewals after the initial three year period is over. Unless notice is provided by either party, the contract could continue. Like all municipal contracts, the city attorney will need to review the proposed contract.

Fiscal Impact: The cost of this service is based upon the building permit fees collected and the 85%-15% split between IIL and the City. Each year the actual expense/revenue goes up or down depending upon the level of construction activity. With the increase in permit fees as proposed, the City will receive a slight increase in revenue annually (approximately \$700 in a typical year). Similarly, IIL will receive an increase of about \$4,000 per year. The increase in revenue will be borne by the property owners and builders through the permit fees.

Options: Options include:

1. Approve the contract, with any necessary changes.
2. Direct City staff to issue a Request for Proposals for building inspection services.
3. Hire an in house inspector to perform building inspection services.

Recommendation: City staff is satisfied with the performance of ILL. The proposed fee increase does not appear out of line and is consistent with fees for surrounding communities. Staff recommends approval of the contract, subject to review and approval of the city attorney.

Drafted by: Marty Olejniczak
Marty Olejniczak
Community Development Director

May 22, 2014
Date

Reviewed by: Tim Dietman
Tim Dietman
Assistant Fire Chief

5-22-2014
Date

Reviewed by: Stephen McNeil
Stephen McNeil
City Administrator

5/22/14
Date



Independent Inspections, Ltd.

*W241 S4135 Pine Hollow Court
Waukesha, WI 53189*

May 5, 2014

Martin Olejniczak, Community Development Director
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Email Transmittal: molejniczak@sturgeonbaywi.org

Re: Building Inspection Fee Increase, City of Sturgeon Bay

Dear Mr. Olejniczak:

Our current contract will expire on June 27, 2014. Independent Inspections, Ltd. has enjoyed working with you and has continued to make improvements over the years to ensure we provide you with a high standard of building inspection services. Some of the highlights are:

- Excellent building inspection professionals
- Credentialed backup coverage
- Specialty Reporting – Census, Budget, etc.
- Customer service team helping your residents and contractors
- Administrative follow up practices on open permits

Over the years we have been very cost control conscious by streamlining processes and leaning necessary areas to ensure we kept fees as low as possible and below the norm. We have not increased fees since 2007. All the while, our cost to provide the best certified building inspection service has increased, due to wage increases, escalating fuel costs, insurance, other overhead and inflation costs. The Bureau of Labor Statistics reports a 14% inflation rate since the last fee increase.

I realize a price increase is not pleasant and we appreciate your contract with us, which is why we adjust so infrequently. Please consider the proposed fee schedule change attached. The new permit fees will ensure you remain less than the state average with an increase which equates to 1% per year over the 7 years. Based on the actual last 12 months of permit activity, the increase amounts to \$82/week for IIL and \$9 per week for the City (\$91 in total).

To help with this decision, we are including a fee change analysis, based on your actual 12 months of permit activity, a comparison of the current fees and the new proposed fees, and a fee comparison of some surrounding communities for your information.

We hope you have identified the value of our service and approve the new fee schedule to be effective June 28, 2014. I would be happy to discuss the proposal with you to address questions, concerns, or modifications and ensure satisfactory agreement.

Sincerely,

Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD.

c: Gail DeLacy, Operations Manager
Brett Temme, Building Inspector



Independent Inspections, Ltd.

*W241 S4135 Pine Hollow Court
Waukesha, WI 53189*

CONTRACT FOR SERVICES

WHEREAS, the City of Sturgeon Bay, Door County, Wisconsin (Municipality) requires high quality professional building and mechanical inspection services sensitive to community needs, and,

WHEREAS, Independent Inspections, Ltd., a Wisconsin Corporation (Agency), proposes to provide inspection services for the Municipality including inspectors and meeting the Municipality's needs for such inspection services,

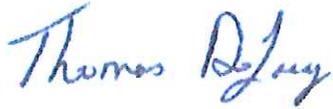
NOW THEREFORE, the parties agree as follows:

1. The Agency will provide for the Municipality inspectors who will be capable of conduction of 1&2 family and commercial plan reviews, building and mechanical field inspections, necessary services related to contacts with residents and Municipal Officials, and all associated tasks necessary to meet the inspection needs of the Municipality. Agency personnel will coordinate all functions with necessary Municipal staff, serve as extension of Municipal staff, assist in identifying code compliance issues throughout the inspection process for related areas. Zoning administration will be performed by Municipal Staff.
2. The Inspectors shall be certified in UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction and HVAC, Commercial Plumbing and Commercial Electrical as defined in SPS 305 of the Wisconsin Administrative Code.
3. The Agency shall provide:
 - A. Salary, wages and compensation of the inspectors
 - B. Field communication equipment
 - C. Vehicle or mileage/allowance for the inspectors and insurance for all vehicles
 - D. Supplemental systems and support and administrative coordination
 - E. Regular municipal office availability for meeting the public. Minimum office hours will be Winter: Nov. 16 – April 15, Monday, Wednesday & Friday from 8:00-9:00 a.m., and Summer: April 16 – Nov. 15, Monday, Wednesday & Friday from 8:00-9:30 a.m.
 - F. A staff of specialists available to assist in building code enforcement activities and available for backup inspection purposes when the primary inspector is unavailable.
 - G. Wisconsin license fees for the Agency and inspectors
 - H. Certificate of insurance showing all coverages with a minimum of \$2 million of general liability and \$1 million of errors and omissions coverage.
 - I. File maintenance, permit issuance, fee calculation, clerical support, take phone messages, record of all inspections, including follow-up inspections for non-compliant items.
 - J. Periodic weekly inspections within the municipality to identify work being performed without appropriate permits.

4. During the term of this Agreement, and for a period of 12 months after termination of this Agreement, the Municipality shall not negotiate with, employ/hire any inspector/employee who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who is employed with the Agency at the termination of this Agreement to provide Building, Electric, Plumbing or HVAC inspection services. The Municipality shall not negotiate with, employ/hire any inspector/employee for at least 12 months after termination of the employee's employment with the Agency who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who was employed by the Agency during the term of this Agreement. The term "employ/hire" shall extend to the above referenced inspector/ employee forming a corporation, partnership, limited liability company, other business entity, working for a competing company or by working as an in-house building inspector/employee for the Municipality. The rights and obligations under this paragraph shall survive any expiration or earlier termination of this Agreement.
5. Either the Municipality or the Agency may terminate this Agreement upon 60 days written notice to the other party of the intention to terminate. At the end of the termination notice, any permits received prior to the last day shall have the fees paid to the Agency as provided in the Agreement and the inspections relating to those fees shall be performed by the Agency. Permits received after the last day shall be the responsibility of the Municipality and no payment shall be made to the Agency for those permits. Any notice to the Municipality shall be sent to the Municipal authority directly in charge of inspection procedures. Any notice to the Agency shall be sent to Independent Inspections, Ltd., W241 S4135 Pine Hollow Court, Waukesha, WI 53189.
6. The Agency is the exclusive provider of the services listed, described and provided by this Agreement for the entire area of the Municipality during the term of this Agreement. Any other provider of building, HVAC, electrical, plumbing, mechanical, plan reviews and inspection services to the Municipality during the term of this Agreement will be considered a violation of this Agreement and the Municipality shall pay the Agency the fees for all permit applications submitted for the duration of the Agreement as prescribed herein.
7. The Agency is responsible for enforcement of the State of Wisconsin Building Code, including Electrical, HVAC, Plumbing and other associated codes adopted by the State of Wisconsin or the City of Sturgeon Bay, for all single family and multi-family dwellings, commercial and public buildings.
8. The Agency shall provide field inspections within 24 hours when possible, but in no case to exceed 48 hours of receipt of a request for an inspection, excluding weekends and holidays, unless a later date is requested.
9. To the fullest extent permitted by law, the Agency, its agents, servants, officers or employees shall indemnify and hold harmless the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the contractor during the contractor's performance of the Agreement or any other agreements of the contractor entered into by reason thereof. The contractor shall indemnify and defend the City, including, but not limited to, its respective elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence and/or willful, wanton or reckless acts or omissions of the contractor, agents, servants, officers, or employees and any or all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees.

10. The Municipality will collect the fees established by the Municipal fee schedule. The Municipality agrees to pay the Agency the sum equal to 85% of the permit fees as collected by the Municipality, excluding any fees established by the Municipality which exceed those identified in Exhibit 1. Such fees shall otherwise be based on the attached Exhibit 1.
11. The Agency shall perform property maintenance, complaint inspections and court/legal appearances by inspector when testimony/information is required relative to agent responsibilities, for which no permit fee is generated, at the direction of the Municipal Administrator and forward those reports to the appropriate person(s) with the findings. The Municipality shall compensate the Agency for any activities and meetings related to the duties noted herein where a permit fee is not generated, at the rate of \$42.00 per hour for all such duties and meetings performed during the business hours of 8:00 a.m. to 5:00 p.m. The Municipality shall compensate the Agency for all such duties and meetings occurring other than normal business hours at the rate of \$55.00 for each hour including travel time for meetings. There will be a one hour minimum per inspection trip or meeting. No additional time shall be compensated by the Municipality unless approved by the Municipal Administrator.
12. The Agency shall provide a statement for services rendered, and a recap of permits issued for each month. The Municipality shall compensate the Agency by the 15th of the month following the period services were rendered.
13. Inspectors shall at all times remain the employees of Independent Inspections, Ltd., and shall not be deemed employees of the City for any purpose. Independent Inspections, Ltd. shall maintain full coverage for its employees for worker's compensation, unemployment compensation and other such coverages as required by law.
14. The Agency agrees to provide these services for an initial period of three years (June 28, 2014 through June 30, 2017) with automatic one-year renewals unless either party provides written notice that it intends not to renew.
15. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
16. This Agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized agents of both the Municipality and the Agency.
17. The Municipality shall provide for the Agency office space, desk, desk chair, file cabinet, use of a photocopier, computer, fax machine and local and long distance phone service for municipal related projects during the term of this Agreement. The Agency shall be responsible for its long distance phone charges not related to municipal work and office supplies necessary for the performance of its responsibilities. The location and size of the Agency's office area shall be determined as mutually agreeable between the Municipal Administrator and the Agency. Agency will not use Municipal equipment or facilities to conduct non-Municipal business without the written approval of the Municipality.

18. This Agreement supersedes all previous building inspection service Agreements and Amendments between the parties.



Thomas DeLacy, President
INDEPENDENT INSPECTIONS, LTD. (AGENCY)

May 22, 2014

DATE

Thad Birmingham, Mayor
CITY OF STURGEON BAY (MUNICIPALITY)
acknowledged and accepted

DATE

**City of Sturgeon
Bay Fee Schedule**

EXHIBIT 1, PAGE 1 OF 2

Rates effective June 28, 2014

Residential 1 & 2 Family	Fee	Minimum
New Dwelling/Addition	\$.12 per sq ft all floor area	\$75.00
Erosion Control	\$100.00 (New) \$75.00 (Addition)	
Remodel	\$.12 per sq ft all areas	\$60.00
Deck	\$.12 per sq ft all areas	\$60.00
Accessory Structure (Over 100 sq ft)	\$.10 per sq ft	\$75.00
Temporary Occupancy Permit	\$50.00	
Pools (separate elec permit required)	\$50.00	
Early Start (footings and foundations)	\$60.00	
Plumbing		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00
Replacement & Misc Items	\$10.00 per thousand of plumb. project valuation	\$45.00
New Home Outside Sewer and Water Laterals	\$50.00 dwelling to right-of-way	
Electrical		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00
Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$45.00
HVAC		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00
Replacement & Misc Items	\$10.00 per thousand of HVAC project valuation	\$45.00
Other		\$45.00
Commercial	Fee	Minimum
New Structure/Addition		
Multi-Family (3+ family), Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office	\$.13 per sq ft	\$100.00
School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Storage, Auto Body	\$.14 per sq ft	\$100.00
Manufacturing and Industrial - office area, follow Office fees	\$.12 per sq ft	\$100.00
Warehouse, Mini Warehouse, Bldg Shells* for Multi Tenant Bldg-Office area use office fees	\$.10 per sq ft	\$100.00
Build Out* - See new structure fees above		
Special Occupancies (Outdoor Pools, Towers, Tents, etc.)	\$.11 per sq ft	\$100.00
Erosion Control	\$175.00 for first acre plus \$75.00 per acre or portion thereof	
Remodel	\$.12 per sq ft	\$100.00
Reroof/Residing/Direct Window Replacement	\$35.00 (if more than 1 inspection) \$75.00	
Occupancy/Temp Occupancy, Change of Use	\$50.00 per unit	
Plumbing		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of plumbing proj valuation	\$55.00
New Construction Outside Sewer and Water Laterals	\$100.00 for the 1st 100 ft then \$.50/ft thereafter	
Electrical		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of electrical proj valuation	\$55.00
HVAC		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of HVAC proj valuation	\$55.00

EXHIBIT 1, PAGE 2 OF 2

Commercial Fees (Continued)	Fee	Minimum
Commercial Plan Review - Certified Municipality per SPS 302.31		
Early Start Permit	\$100.00 (footings & foundations per SPS 361.32)	
Other		\$75.00
Agricultural Buildings		
New Structure/Addition/Remodel	Fee	Minimum
	\$.06 per sq ft all floor area	\$50.00
Electrical		
New Bldg/Addition/Alteration (<i>For Alterations use s.f. of alteration area</i>)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00
Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$45.00
Miscellaneous		
Permit Extension for 1 year	Fee	Minimum
	\$50.00	
Re-inspection Fee - each occurrence	\$35.00	
Failure to Call for Inspection - each occurrence	\$35.00	
Double Fees are due if work is started before the permit is issued.		
State Seal	\$35.00*	
Administrative Fee	Permits up to \$100 (\$3 Adm. Fee), over \$100 (5% of fee total)*	

*These fees are not split with ILL. Any amount over the actual cost of the State seal is retained by the Muni as an administrative fee.

CITY OF STURGEON BAY FEE SCHEDULE

EXHIBIT 1

Existing Fees

Rates Effective: June 28, 2014

Residential 1 & 2 Family		Fee	Minimum		
New Dwelling/Addition	\$.12 per sq ft all floor area	\$75.00	\$.11		\$75
Erosion Control	New \$100.00 Addition \$75.00		New \$75.00 Addition	\$50.00	
Remodel	\$.12 per sq ft all areas	\$60.00	\$.11		\$55
Deck	\$.12 per sq ft all areas	\$60.00	\$.11		\$55
Accessory Structure (Over 100 ft)	\$.10 per sq ft all areas	\$75.00	\$.07		\$75
Temporary Occupancy Permit	\$50.00		No change in fee		
Pools (separate electrical permit required)	\$50.00		\$40		
Early Start (footings and foundations)	\$60.00		\$50		
Plumbing					
New Bldg/Addition/Alteration (altered area for alterations)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00	\$35 + \$.035/s.f.		\$40
Replacement & Misc Items	\$10.00 per thousand of plumb. project valuation	\$45.00	\$10/thousand		\$40
Electrical					
New Bldg/Addition/Alteration (altered area for alterations)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00	\$35 + \$.035/s.f.		\$40
Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$45.00	\$10/thousand		\$40
HVAC					
New Bldg/Addition/Alteration (altered area for alterations)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00	\$35 + \$.035/s.f.		\$40
Replacement & Misc Items	\$10.00 per thousand of HVAC project valuation	\$45.00	\$10/thousand		\$40
Other					
		\$45.00	\$40		
Commercial					
New Structure/Addition		Fee		Minimum	
Multi-Family (3+ family), Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office	\$.13 per sq ft	\$100.00	\$.12		\$75
School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Storage, Auto Body	\$.14 per sq ft	\$100.00	\$.13		\$75
Manufacturing and Industrial - office area, follow Office fees	\$.12 per sq ft	\$100.00	\$.11		\$75
Warehouse, Mini Warehouse, Bldg Shells* for Multi Tenant Bldg- Office area use office fees	\$.10 per sq ft	\$100.00	\$.07		\$75
Build Out* - See new structure fees above			No change		
Special Occupancies (Outdoor Permanent Pools, Towers, Tents, etc.)	\$.11 per sq ft	\$100.00	\$.10		\$75
Erosion Control					
	\$175.00 for 1 st acre then \$75.00/acre or portion thereof		No Change in Fee		
Remodel	\$.12 per sq ft	\$100.00	\$.12		\$75
Occupancy/Temp Occupancy, Change of Use					
	\$50.00 per unit		No Change in Fee		
Plumbing					
New Building/Addition/Alteration (altered area for alterations)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00	\$45 + \$.04/s.f.		\$50
Replacement & Misc Items	\$10.00 per thousand of plumbing proj valuation	\$55.00	\$10/thousand		\$50

Electrical			
New Building/Addition/Alteration (altered area for alterations)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00	\$45 + \$.04/s.f.
Replacement & Misc Items	\$10.00 per thousand of electrical proj valuation	\$55.00	\$10/thousand
HVAC			
New Building/Addition/Alteration (altered area for alterations)	\$45.00 base fee plus \$.05 per sq ft, all areas	\$55.00	\$45 + \$.04/s.f.
Replacement & Misc Items	\$10.00 per thousand of HVAC proj valuation	\$55.00	\$10/thousand
Commercial Plan Review - Certified Municipality per SPS 302.31			
Early Start Permit	\$100.00 (footings & foundations per SPS 361.32)		No Change in Fee
Other			
Agricultural		Fee	\$75.00
New Structure/Addition/Remodel		Minimum	No Change in Fee
Electrical			
New Structure/Addition/Remodel		\$50.00	\$.04 per sq ft
Miscellaneous			
New Bldg/Addition/Alteration (altered area for alterations)	\$35.00 base plus \$.04 per sq ft all areas	\$45.00	\$35 + \$.035/s.f.
Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$45.00	\$10/thousand
Permit Extension for 1 year		Minimum	\$50
Re-inspection Fee - each occurrence	\$35.00		\$30
Failure to Call for Inspection - each occurrence	\$35.00		\$30
Double Fees are due if work is started before the permit is issued.			
State Seal	\$35.00 *		
Administrative Fee	Permits up to \$100 (\$3 Adm. Fee), over \$100 (5% of fee total) *		

* These fees are not split with Ill. Any amount over the actual cost of the State seal is retained by the Municipality as an administrative fee.

Fee Schedule Change Analysis - Based on Previous Year Actual Data					
	Existing	New	% Change	City	ILL
				Portion	Portion
Total Permits	\$69,928	\$74,658			
Number of Yearly Permits		465			
Average Change Per Permit		\$10			
Increase		\$4,729	6.8%	\$709	\$4,020
Weekly		\$91		\$14	\$77
Per Month		\$394		\$59	\$335
% Over 7 Years (compare to 14% Consumer Price Index Incr.)			1.0%		

NEW HOME EXAMPLE	CURRENT	PROPOSED
(2,400 s.f. with 400 s.f. garage = total 2,800)	FEES	FEES
Building Permit	\$308	\$336
Erosion Control Permit	75	100
Electric Permit	133	147
Plumbing Permit	133	147
HVAC Permit	133	147
TOTAL	\$782	\$877

CITY OF STURGEON BAY FEE COMPARISON

Residential

TYPE OF PERMIT	Town of Forestville	Town of Sevastopol	Town of Gibraltar	City of Sturgeon Bay Current Fees	City of Sturgeon Bay Proposed Fees
Building Permit	\$12/SF \$100 MIN	\$12/SF \$100 MIN	\$12/SF \$75 MIN	\$11/SF \$75 MIN	\$12/SF \$75 MIN
Remodel	\$7/M of Valuation \$50 MIN	\$12/SF \$50 MIN	\$7/M of Valuation \$50 MIN	\$11/SF \$55 MIN	\$12/SF \$60 MIN
Erosion Control	\$100 New \$75 Addition	\$100 New \$75 Addition	\$100 New \$75 Addition	\$75 New \$50 Addition	\$100 New \$75 Addition
Plan Review	Included in permit fee	Included in permit fee	Included in permit fee	Included in permit fee	Included in permit fee
Occupancy	\$40/unit	\$30/unit	\$40/unit	\$0	\$0
Electric	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN	\$35 + \$0.04/SF \$40 MIN	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN
Plumbing	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN	\$35 + \$0.04/SF \$40 MIN	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN
HVAC	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN	\$35 + \$0.04/SF \$40 MIN	\$35 + \$0.035/SF \$40 MIN	\$35 + \$0.04/SF \$45 MIN

Commercial

TYPE OF PERMIT	Town of Forestville	Town of Sevastopol	Town of Gibraltar	City of Sturgeon Bay Current Fees	City of Sturgeon Bay Proposed Fees
Building Permit	\$15/SF \$100 MIN	\$14/SF \$100 MIN	\$14/SF \$75 MIN	\$13/SF \$75 MIN	\$14/SF \$100 MIN
Remodel	\$8/M of Valuation \$75 MIN	\$13/SF \$75 MIN	\$12/SF \$75 MIN	\$12/SF \$75 MIN	\$12/SF \$100 MIN
Erosion Control	\$200 1st Acre then \$100/Acre	\$175 1st Acre then \$75/Acre	\$175 1st Acre then \$75/Acre	\$175 1st Acre then \$75/Acre	\$175 1st Acre then \$75/Acre
Plan Review	Per SPS 302.31	Per SPS 302.31	Per SPS 302.31	Per SPS 302.31	Per SPS 302.31
Occupancy	\$50/unit	\$50/unit	\$50/unit	\$50 per unit	\$50 per unit
Electric	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$50 MIN	\$45 + \$0.045/SF \$50 MIN	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$55 MIN
Plumbing	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$50 MIN	\$45 + \$0.045/SF \$50 MIN	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$55 MIN
HVAC	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$50 MIN	\$45 + \$0.045/SF \$50 MIN	\$45 + \$0.04/SF \$50 MIN	\$45 + \$0.05/SF \$55 MIN

City of Sturgeon Bay
Alderman Committee Appointments April, 2014

	CURRENT	PROPOSED
Finance	Stutting (Chair)	Fett (Chair)
	Wiegand (Vice Chair)	Wiegand (Vice Chair)
	Schlicht	Schlicht
Personnel	Stutting (Chair)	Vandertie (Chair)
	Fett (Vice Chair)	Fett (Vice Chair)
	Vandertie	Wiesner
Parking & Traffic	Schlicht, Chair	Schlicht, Chair
	Vandertie (Vice Chair)	Vandertie (Vice Chair)
	Ireland	Ireland
C, P & S	Fett, Chair	Wiesner, Chair
	Wiesner (Vice Chair)	Ireland, Vice Chair
	Ireland	Stults
Board of Parks & Recreation	Wiegand, Chair	Wiegand, Chair
	Vandertie (Vice Chair)	Vandertie (Vice Chair)
	Ireland	Stults
Plan Comm	Wiegand, Chair	Wiegand, Chair
	Wiesner	Ireland
Library	Schlicht	Schlicht
	Ireland	Stults
Local Arts Board	Vandertie (Parks & Rec. Bd Rep.)	Stults (Parks & Rec. Bd Rep.)
DCEDC	Birmingham	Birmingham
Loan Review Comm	Wiegand	Wiegand
	Birmingham	Birmingham
Board of Public Works Chairman to be elected	Wiegand, Alderman District 1	Wiegand, Alderman District 1
	Vandertie, Alderman District 2	Vandertie, Alderman District 2
	Ireland, Alderman, District 3	Ireland, Alderman, District 3
	Wiesner, Alderman District 4	Wiesner, Alderman District 4
	Stutting, Alderman District 5	Stults, Alderman District 5
	Fett, Alderman District 6	Fett, Alderman District 6
	Schlicht, District 7, Chair	Schlicht, District 7
Birmingham, Mayor	Birmingham, Mayor	
Harbor Commission	Fett	Schlicht
Waterfront Redevelop. Authority	Stutting	Fett
	Wiesner	Wiesner
Board of Electrical Examiners	Fett	Fett
Cable Communications Adv. Council	Fett, Chair	Wiesner, Chair
Ind. Pk. Dev. Review Team	Ireland	Stults
Bicycle & Pedestrian Adv. Board	Schlicht, Chair	Schlicht, Chair

**City of Sturgeon Bay
Alderman Committee Appointments April, 2014**

Wiegand, Alderman District 1
Plan Comm., Chair
Board of Parks & Rec., Chair
Finance, Vice Chair
Loan Review Comm.
Board of Public Works
Utility Commission

Vandertie, Alderman District 2
Personnel, Chair
Parking & Traffic, Vice Chair
Parks & Rec., Vice Chair
Board of Public Works

Ireland, Alderman, District 3
Parking & Traffic
Plan Commission
C, P & S, Vice Chair
Board of Public Works

Wiesner, Alderman District 4
C, P & S, Chair
Personnel
Waterfront Redevelopment Authority
Cable Communications Adv. Council, Chair
Board of Public Works

Stults, Alderman District 5
C, P & S
Board of Parks & Recreation
Library
Board of Public Works
Ind. Pk. Dev. Review Team
Local Arts Board

Fett, Alderman District 6
Finance, Chair
Personnel, Vice Chair
Board of Public Works
Board of Electrical Examiners
Waterfront Redevelopment Authority
Utility Commission

Schlicht, District 7
Parking & Traffic, Chair
Bike & Ped, Chair
Finance
Harbor Commission
Library
Board of Public Works
Utility Commission

Birmingham, Mayor
Board of Public Works
Loan Review Comm.
DCEDC
Utility Commission

CITY OF STURGEON BAY
Citizen Appointments

	Current	Expiration	Proposed
Plan Commission	Rick Wiesner	5/1/2014	Ed Ireland
3 year term	Dennis Statz	5/1/2014	Dennis Statz
Fire & Police Comm.	Charles Brann	5/1/2013	Charles Brann
5 year term			
Harbor Commission	Randy Morrow	6/15/2014	Randy Morrow
3 year term	Paul Mickelson	6/15/2014	Paul Mickelson
Historic Preservation Commission	J. Eric Paulsen	5/1/2014	J. Eric Paulsen
3 year term	Shelly Kerwin	5/1/2014	Shelly Kerwin
	Chad Shefchik	5/1/2014	Chad Shefchik
Zoning Board of Appeals	William Chaudoir	5/1/2014	William Chaudoir
3 year term	James Goodwin	5/1/2014	James Goodwin
Board of Electrical Examiners	Phillip Gordon	5/1/2014	Phillip Gordon
2 years			
Board of Review	Gary Bellin	5/1/2014	Richard Allman
5 year term	Joseph Stutting (alt.)	5/1/2018	Claire Morkin
	Richard Allman (alt.)	5/1/2018	Jim Olsen
Cable Communication System Advisory Council	Gary Schmelling	5/18/2014	Dan Tjernagel
2 year term	Barbara Allman	5/18/2014	Barbara Allman
	Nancy Emery	5/18/2014	Nancy Emery
	Brad Clinkenbeard	5/18/2014	Brad Clinkenbeard

CITY OF STURGEON BAY
Citizen Appointments

	Current	Expiration	Proposed
Waterfront Design Review Board 3 year term	J. Eric Paulsen James Goodwin	1/31/2014 1/31/2014	J. Eric Paulsen James Goodwin
Weed Commissioner 1 year term	Robert Bordeau	5/1/2014	Robert Bordeau
Aesthetic Design & Site Plan Review Board 3 year terms	Holly Feldman	5/1/2014	Holly Feldman
Bicycle and Pedestrian Advisory Board 3 year term	Mark Schuster	1/1/2017	Rebecca Kerwin

ORDINANCE NO. _____

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

SECTION 1: Section 12.016(1) and (3) of the Municipal Code (Health and Sanitation)
of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(1) *Residential equivalent unit.* A single-family dwelling and each family unit located within multiple-family buildings such as dual-family dwellings (duplexes), townhouses and apartments. Commercial retail, school and industrial entity generating 64 or 96 gallons of "single stream" recyclable material during a ~~one-week~~ **two-week** period, may also be a residential equivalent unit.

(3) *Recyclable material collection schedule.* The recyclable material collection shall be every **other** week on the same day as the normally scheduled garbage collection by the city and at the same pickup location used by the city. Recyclable material shall be placed for collection no later than 7:00 a.m. on the day of collection and no earlier than 12 hours prior to the date of collection. If the collection day falls on a holiday, the collection will be on the first working day (Monday through Friday) after the holiday, and each collection route thereafter shall also be delayed one-day for the remainder of that week. The emptied cart shall be removed from the street right of way and properly stored within 12 hours after collection.

SECTION 2: This ordinance shall take effect on September 1, 2014.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie Reinhardt
City Clerk

Recycling Survey

February 17, 2014 through March 7, 2014

Data Collection completed by Darren Hesler, Tom Delchambre and Dick Stuewer

Data compiled by Colleen Degrave

The City of Sturgeon Bay switched garbage and recycling pick up from manual pick up to automated pick up in the fall of 2012. This switch cost the City \$426,045.00 dollars for new trucks and \$360,000.00 for garbage and recycling containers. The City had an option of using either a 64 or 95 gallon carts for the pickup. After talking with sales consultants, other communities that had made the switch to automated pick up, staff recommended using 95 gallon carts for the garbage and recycling pickup. After some concerns from some residents about the size of the 95 gallon carts the recommendation from the Sturgeon Bay Common Council was to allow the residents to choose either a 64 or 95 gallon cart. Businesses were also able to join the program as long as they put out no more waste than what a residential unit would put out.

In past years there was \$150,000.00 in tipping fees that was taxed for. During the 2013 budget process there was a decision made to include the \$150,000.00 in the Solid Waste User Fund and make garbage and recycling a true user fee based entity, meaning the only people that pay for the service is the people that use the service. If anyone thought the service was poor or the fees are too high could then opt out of the program and contract with whomever they wanted. During the 2014 budget process the city looked at fees and determined that our user fee had to be increased from \$5.78 to \$8.73 to cover the cost of the program.

The Municipal Services Department is always looking at ways to keep costs down, become more efficient and continue to be good stewards of the environment. One of our tasks was to look at the possibility of picking up recycling every other week. Picking up recycling every other week will not save the community huge amounts of money, it will however allow the department to become more efficient with its personnel while becoming more environmentally friendly.

Cost savings

A minimal cost saving will be in fuel and equipment maintenance. There should be a 25% savings in these areas.
(Approximately \$13,000.00)

Department efficiencies

The department efficiencies will come on the weeks that recycling is not picked up. We will have one more person in the department for road maintenance, park maintenance, snow plowing and will also make the sanitation department more efficient. When one of our Sanitation Engineers is off from work the other will be able to fill in, meaning the street crew will remain full strength. Every other week recycling will also give us more flexibility for the holiday pickups. Every year the department needs to move collection days around for the holidays. Every other week recycling will minimize this practice.

Environmental concerns

The City of Sturgeon Bay is committed to environmental protection. (Sweeping of streets, no phosphorous fertilization, minimizing invasive species on the land and water, building of detention/retention ponds, and our recycling program itself.) Going every other week for recycling pick up will also help our environment. Less driving time will mean fewer emissions into the air, less fossil fuel usage, and less all around pollutants coming from the vehicle.

Monday 1054 pick ups

23% residents never put out recycling
29% put out 25% of the time
21% put out 50% of the time
15% put out 75% of the time
12% put out every week

Tuesday 1107 pick ups

33% residents never put out
31% put out 25% of the time
20% put out 50% of the time
10% put out 75% of the time
6% put out every week

Wednesday 1095 pick ups

28% residents never put out
26% put out 25% of the time
24% put out 50% of the time
13% put out 75% of the time
9% put out every week

Thursday 1027 pick ups

30% residents never put out
25% put out 25% of the time
24% put out 50% of the time
11% put out 75% of the time
10% put out every week

Monthly Totals

4283 Residential pick ups
29% of residents never put out recycling
28% put out 25% of the time
22% put out 50% of the time
12% put out 75% of the time
9% put out every week

The department took the survey one step further; we looked at the residents that put out recycling 3 out of 4 weeks and those that put out every week to see if they could break down the recycling. There were 525 residents that put out recycling three out of four weeks and 395 residents put out every week during our survey. Of those 920 residents only 19 had cans filled greater than 50% and would not be able to break down the recycling to fit more in the bin. Out of those 19 pickups 13 were businesses.

Let's do the math

The day with the most pickups is Tuesday with 1107, we will give the Sanitation Engineers 1.5 hours to dump recycling (twice at $\frac{1}{4}$ hour) so they have 6.5 hours to pick up 1107 stops. $1107/6.5 = 170.31$ stops per hour. $170.31/60 = 2.84$ stops per minute or one stop every 20 seconds. The City of Green Bay is picking up 2.48 stops per minute and the City of Depere is picking up 3.13 stops per minute. The company that sold us our trucks have stated that these trucks will pick up 4 stops per minute or one stop every 15 seconds depending on the refuse can spacing.

EXECUTIVE SUMMARY

TITLE: White Birch Inn Liquor License Denial

BACKGROUND:

On June 22, 2013, a routine fire inspection was conducted at the White Birch Inn. Three violations were reported. On June 24, 2014, the Inn called and reported that all violations were corrected. This is the normal procedure when minor violations are found in order to reduce the number of re-inspections we need to conduct. Two inspections are required annually. As the White Birch Inn is only open seasonally, another inspection was conducted on August 23, 2013. Seven violations were reported. Included were the violations from the inspection on June 22, 2013, that they had reported as corrected and were not.

The following week the owner of the White Birch, Scott Nyholm, called Fire Chief Herlache and was rather irate. He accused us of incompetence. I offered to meet Mr. Nyholm at the Inn even if it was a weekend, as he lives out of town, to review his violations. He never called for a re-inspection.

On February 27, 2014, the maintenance man was available to allow us in to conduct an inspection. Once again the violations were not corrected and a notice was sent out.

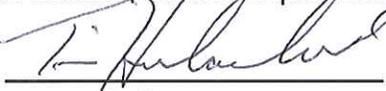
Lt. Doell called Mr. Nyholm in early May of 2014 to notify him that all violations needed to be corrected or his Liquor License would be in jeopardy. Mr. Nyholm has not contacted us as of this date.

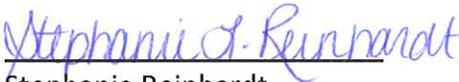
Section 9.01(3) of the Municipal Code states:

The clerk shall notify the chief of police, health officer, and chief of the fire department of such application and these officials shall inspect or cause to be inspected each application and the premises to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto. These officials shall furnish to the city council in writing the information derived from such investigation and a statement as to whether the applicant and the premises meet the requirements of the department for whom the officer is certifying. Such inspections are required for the initial issue, renewal and reissue following a surrender and change of location of licenses for intoxicating liquor and fermented malt beverage.

RECOMMENDATION:

Every effort has been made to assist the White Birch Inn in correcting their violations. They have failed to comply. At this point my recommendation is to deny the issuance of their Liquor License.

SUBMITTED BY:  6/11/14
Tim Herlache
Fire Chief
Date

REVIEWED BY:  6/11/14
Stephanie Reinhardt
City Clerk/Human Resource Director
Date

APPROVED BY:  6/11/14
Stephen McNeil
City Administrator
Date

Stephanie L. Reinhardt
City Clerk/
Human Resources Director
City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235



Phone 920-746-2900
Fax 920-746-2905
Email:
sreinhardt@sturgeonbaywi.org

Visit our website at: www.sturgeonbaywi.org

May 29, 2014

IMBN, Inc.
Attn: Scott Nyholm
1222 W Venture Ct.
Mequon, WI 53092

Dear Mr. Nyholm,

Per City of Sturgeon Bay Ordinances 9.01(3)(a) Liquor License Inspection, all applications are subject to inspection to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto.

You are being notified that it is being recommended to the Common Council of Sturgeon Bay that the application for renewal of the Combination Class B Liquor and Beer license issued to IMBN, Inc. (dba White Birch Inn) be denied for the following reason:

- a. Failure to correct outstanding violations and inability to re-inspect property due to owners unavailability.

Please contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Stephanie L. Reinhardt'.

Stephanie L. Reinhardt
City Clerk/Human Resources Director

cc: Randy Nesbitt, City Attorney
Stephen McNeil, City Administrator
Tim Herlache, Sturgeon Bay Fire Chief

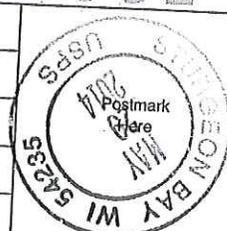
SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Markus Koles</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  IMBN, Inc. Attn: Scott Nyholm 1222 W Venture Court Mequon, WI 53092 </div>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>7011 3500 0000 9902 4261</p>	<p>PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-154C</p>

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OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.48



Sent To: *IMBN, Inc Scott Nyholm*

Street, Apt. No., or PO Box No.: *1222 W Venture Ct*

City, State, ZIP+4: *Mequon, WI 53092*

PS Form 3800, August 2006 See Reverse for Instructions

7011 3500 0000 9902 4261