

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**Tuesday, March 8, 2016**  
**Council Chambers, City Hall - 421 Michigan Street**  
**4:00pm**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Revision to Industrial Park Development Policies.
4. Consideration of: Amendment to Professional Services Agreement-Delegated Municipality for Plan Review.
5. Review of unfinished business list.
6. Review bills.
7. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

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

Posted:  
Date: 03/04/16  
Time: 3:20 p.m.  
By: TM

Finance/Purchasing & Building Committee Members:  
Stewart Fett, Chair  
Jerry Stults, Vice Chair  
Edward Ireland

EXECUTIVE SUMMARY

Title: Revision to Industrial Park Development Policies

Background: The City of Sturgeon Bay has an adopted set of policies for purchasing and developing lots within the Sturgeon Bay Industrial Park. They govern sale price, incentives, minimum building size, and other parameters for development. Currently, when a lot is sold the City bills the lot purchaser for the legal fees incurred for the purchase. This covers the City Attorney's time in drafting the Development Agreement, preparing the deed and other typical transaction services. For some land sales, it also can include extra legal services, such as creating or eliminating easements or adjusting lot lines to accommodate the intended development.

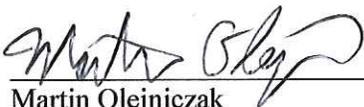
The reimbursement of expenses is not directly spelled out in the policies and has caused confusion for some of the businesses buying land, particularly because the actual amount is not known until after closing. The proposal is to add a section to the Offer to Purchase requirements as follows:

- f. Signed Agreement by Buyer to reimburse the City for its costs for legal services to prepare the offer to purchase, create the Development Agreement and to close the transaction. Upon closing, the Buyer will be billed for the legal fees. The fee for a standard transaction is \$600. If the Buyer requests additional services/items, such as shifting of existing lot lines, vacating of existing easements, etc., the fee may be increased if necessary.

Please note that the City already requires the signed reimbursement agreement, but putting it as a requirement of the Offer to Purchase makes it more official. Another advantage of this proposed change is the reimbursement fee for most transactions is set at \$600. This is roughly the typical amount of legal fees per transaction. It takes away the uncertainty for the prospective buyers and makes it easy to administer. Occasionally, there are special requests, such as obtaining options on adjoining land or needed an easement created or eliminated that can cost much more. Those items would still be billed separately.

Fiscal impact: The impact should be negligible. Some transactions might be a little less than \$600 and some might be a little more, but the City should be roughly covering its legal expenses.

Recommendation: Adopt the amendment to the Industrial Park development policies.

Prepared by:   
 Martin Olejniczak  
 Community Development Director

3/3/16  
 Date

Reviewed by:   
 William Chaudoir  
 Director, DCEDC

3/3/16  
 Date

Reviewed by:   
 Valerie Clarizio  
 Finance Director

3/3/16  
 Date

Reviewed by:   
 Josh Van Lieshout  
 City Administrator

3/3/16  
 Date

# **Sturgeon Bay Industrial Park**

## **Minimum City Development Policies**

### **1. Land Pricing**

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

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

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

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

### **3. Incentives**

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

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

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

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

### **4. Repurchase Option**

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

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

## 5. Purchase Option

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

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

## 6. Land Title Conveyance

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

## 7. Offer to Purchase

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

- a. Standard Vacant Land Offer to Purchase Real Estate Form including required appendices to insure compliance with City Development Policies
- b. Written statement by buyer describing proposed use of property, projected job creation, and the number, size and estimated value of proposed buildings and improvements.
- c. Site plan map showing proposed buildings and improvements and possible future expansions
- d. Earnest Money Check in the amount of \$3,000 per acre of subject property. The down payment balance of \$7,000 per acre will be due at closing.
- e. Written statement by appropriate City Officials and DCEDC that Offer to Purchase is in compliance with City Development Policies, Zoning and other City Ordinances.
- f. Signed Agreement by Buyer to reimburse the City for its costs for legal services to prepare the offer to purchase, create the development agreement and to close the transaction. Upon closing, the Buyer will be billed for the legal fees. The fee for a standard transaction is \$600. If the Buyer requests additional services/items, such as shifting of existing lot lines, vacating of existing easements, etc., the fee may be increased if necessary.

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

Approved 1-19-99

Revised: 6-5-01

Revised:

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EXECUTIVE SUMMARY

4

Title: Amendment to Professional Services Agreement - Delegated Municipality for Plan Review

Background: Under state and local regulations, property owners must submit construction plans and obtain building permits prior to commencing most construction work. For commercial projects (basically everything other than single-family and two-family dwellings) the Wisconsin Department of Safety and Professional Services (SPS) typically must review and approve the plans before the local building inspector can issue the permits.

Per SPS 361.60 of the Wisconsin Administrative Code, there is an option for local municipalities to perform some of the required plan reviews, rather than the state. There are various levels of review that the local municipality can perform depending upon the qualifications of the local reviewers. Independent Inspections, Ltd had credentialed plan reviewers on staff so the City of Sturgeon Bay applied for and became a "certified municipality" for building plan review. A certified municipality for plan review is able to provide plan reviews just like the State for commercial projects up to a certain threshold. Generally, the threshold is new buildings/additions up to 50,000 cu. ft. in total volume and alterations to existing buildings where the area of altered space is less than 100,000 cu. ft. of total volume.

The certified municipality status of Sturgeon Bay has worked well so far. Larger projects still require the plan review by the state, but a lot of projects are being reviewed locally. There is another level of local review authority known as a "Delegated Municipality," which allows a community to review essentially all commercial projects. Now that Safebuilt has acquired Independent Inspections, Ltd and is the city's inspection service, they have additional plan reviewers on staff with the credentials for the city to become a delegated municipality. An application for Sturgeon Bay to become a delegated community has been submitted and is pending, although verbal approval has been received.

To implement the status as a delegated municipality an amendment to the contract for professional services with Safebuilt is needed. The amendment provides that Safebuilt will supply the certified plan reviewers and perform the plan reviews for the large commercial projects. The city also needs to adopt the fee schedule for plan reviews. The same 85%/15% split is implemented, with the city retaining 15% of the fees. The state requires a small percentage of the collected fees, but that will come out of the 85% of the fees going to Safebuilt.

One advantage of the local plan review is that it usually can be completed in a quicker period of time. The rules and requirements do not change, but it is anticipated that the local plan reviewer would be more accessible than SPS for consultations, explanations, and the like when problems arise with any submitted building plans. The other advantage is that the city receives a portion of the plan review fees as described above. When the state reviews the plans, all portions of the fee go to the state.

If the city elects to become a delegated municipality, it could decide at any time to relinquish that duty back to the state. Also, architects and builders would still have the option to send plans directly to the state for review if they prefer.

Fiscal impact: There is no cost to the city other than review of the contract amendment by the city attorney. Once the delegated municipality designation is in effect, the city would keep 15% of the plan review fees that are currently going to the state. As an example, the new Jim Olson Ford dealership plan review fee for the state's review was \$1400. If that could have been done locally, the city would have received \$210 of the fee. There aren't very many large commercial projects happening in Sturgeon Bay so the income received will be modest.

Recommendation: Approve the Amendment to Professional Services Agreement relating to Delegated Municipality for Plan Review and the Commercial plan Review Fee Schedule.

Prepared by: Martin Olejniczak  
Martin Olejniczak  
Community Development Director

3/3/16  
Date

Reviewed by: Josh VanLieshout  
Josh VanLieshout  
City Administrator

3/4/16  
Date



AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

Amendment to the Professional Services Agreement effective June 28, 2014 between the City of Sturgeon Bay, Wisconsin, (Municipality) and Independent Inspections, Ltd., whom as of May 12, 2015 has been acquired by SAFEbuilt Wisconsin, LLC (Consultant). The Municipality and the Consultant shall be jointly referred to as the "Parties".

Agreement Amendment Effective Date: This Amendment shall be effective on the latest date on which the Amendment is fully executed by both parties.

Agreement is hereby amended as follows:

Commercial Building Plan Review Services

Upon State of Wisconsin approval of Delegated Municipality Authority:

- 1. Consultant will provide State certified inspectors/plan reviewers to perform Commercial Building and HVAC plan reviews for all size buildings using the attached Commercial Plan Review Fee Schedule
2. Commercial Plan Review Fee Schedule shall be adopted by the Municipality by ordinance
3. Consultant will be responsible for fees due to the State each month for completed reviews as follows:
- Projects greater than 50,000 cubic feet
- Addition/Alteration greater than 100,000 cubic feet
4. Plan Review Fee will be split with the Municipality
- 85% to Consultant / 15% Retained by Municipality

If State of Wisconsin denies the Municipalities application to obtain Delegated Municipality Authority:

- 1. Consultant will perform plan reviews that are allowed without Delegated Municipality Authority only
2. Plan Review Fee will be split with the Municipality
- 85% to Consultant / 15% Retained by Municipality

The original Agreement, amendments and terms shall remain in effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

City of Sturgeon Bay, Wisconsin

SAFEbuilt Wisconsin, LLC

Signature

Signature

Name:

Name:

Title:

Title:

Date: / /

Date: / /

**CITY OF STURGEON BAY, WISCONSIN**

**COMMERCIAL PLAN REVIEW FEE SCHEDULE**

1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)
2. New construction and additions are calculated based on total gross floor area of the structure
3. A separate plan review fee is charged for each type of plan review

<b>Area (Square Feet)</b>	<b>Building Plans</b>	<b>HVAC Plans</b>
Less than 2,500	\$ 250*	\$ 150*
2,500 - 5,000	\$ 300	\$ 200
5,001 - 10,000	\$ 500	\$ 300
10,001 - 20,000	\$ 700	\$ 400
20,001 - 30,000	\$ 1,100	\$ 500
30,001 - 40,000	\$ 1,400	\$ 800
40,001 - 50,000	\$ 1,900	\$ 1,100
50,001 - 75,000	\$ 2,600	\$ 1,400
75,001 - 100,000	\$ 3,300	\$ 2,000
100,001 - 200,000	\$ 5,400	\$ 2,600
200,001 - 300,000	\$ 9,500	\$ 6,100
300,001 - 400,000	\$ 14,000	\$ 8,800
400,001 - 500,000	\$ 16,700	\$ 10,800
Over 500,000	\$ 18,000	\$ 12,100

- Note: 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.
2. This fee shall be waived for construction areas less than 2,500 square feet.
3. \*If deemed by the reviewer as a minor plan review or waive fee – minimum fee of \$60.00

Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.
Transmission Towers	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for buildings accessory to the tower that are submitted with the tower plans.
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1) (d)(6).)
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

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FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS

March 8, 2016

1. Review of City Fees

DATE: 03/04/2016  
TIME: 15:05:34  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

PAGE: 1

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INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
GENERAL FUND				
	BALLFIELD LIGHTING			
WPPI ENG	WPPI ENERGY	03/16 ATHLETIC FLD LIGHTING	01-000-981-70000	1,365.39
		TOTAL BALLFIELD LIGHTING		1,365.39
		TOTAL GENERAL FUND		1,365.39
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	01/16 GENERAL LEGAL MATTERS	01-110-000-55010	1,781.00
16555		01/16 GENERAL LEGAL MATTERS	01-110-000-55010	234.00
		TOTAL		2,015.00
		TOTAL LAW/LEGAL		2,015.00
CITY CLERK-TREASURER				
13901	MTAW	SPRING CONF REG-CLARIZIO	01-115-000-55600	130.00
		TOTAL		130.00
		TOTAL CITY CLERK-TREASURER		130.00
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	WIEGAND PHONE UPGRADE	01-150-000-54999	100.80
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-150-000-51950	68.75
		TOTAL		169.55
		TOTAL PUBLIC WORKS ADMINISTRATION		169.55
CITY HALL				
23730	WPS	421 MICHIGAN STREET	01-160-000-56600	1,881.86
		TOTAL		1,881.86
		TOTAL CITY HALL		1,881.86
INSURANCE				
BH	BURKART HEISDORF INSURANCE	04/16 WORK COMP	01-165-000-58750	24,254.00
BH		04/16 GEN LIAB INS	01-165-000-56400	3,016.00
BH		04/16 POLICE LIAB INS	01-165-000-57150	1,138.00
BH		04/16 PUBLIC OFF INS	01-165-000-57400	1,145.00
BH		04/16 AUTO LIAB	01-165-000-55200	1,714.00
BH		04/16 AUT PHY DAMAGE INS	01-165-000-55200	1,404.00
		TOTAL		32,671.00
		TOTAL INSURANCE		32,671.00

INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL EXPENDITURES				
16590	PITNEY BOWES	QUARTERLY RENTAL	01-199-000-57250	117.00
16590		REFILL CHARGES	01-199-000-57250	19.00
TOTAL				136.00
TOTAL GENERAL EXPENDITURES				136.00
POLICE DEPARTMENT				
16575	PIP PRINTING	1000 #10 REG ENVELOPES	01-200-000-51950	151.86
16575		1000 #10 WINDOW ENVELOPES	01-200-000-51950	158.31
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-200-000-51950	113.11
BUBRICKS		OFFICE SUPPLY	01-200-000-51950	166.49
BUBRICKS		BUSINESS CARDS/POUCHES	01-200-000-51950	31.98
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER #1 OF 48	01-200-000-55650	167.00
TOTAL				788.75
TOTAL POLICE DEPARTMENT				788.75
POLICE DEPARTMENT/PATROL				
04150	DE JARDIN CLEANERS LLC	UNIFORM PATCHES	01-215-000-56800	12.00
06650	GALLS, AN ARAMARK COMPANY	UNIFORM PANT/JENNERJOHN	01-215-000-52900	50.43
21450	THE UNIFORM SHOPPE	SHIRT, POLO & PANT ALTERATIONS	01-215-000-52900	126.90
21450		UNIFORM PANT/SHIRT-E JOSE	01-215-000-52950	236.80
21450		BADGE-MIELKE	01-215-000-52900	96.95
21450		UNIFORM PANT/SHIRT-E JOSE	01-215-000-52950	179.85
25650	GREG ZAGER	MEAL EXPENSE/ZAGER	01-215-000-55600	13.80
DCENGRAV	DC ENGRAVING	5-CSO NAMEPLATES	01-215-000-54999	25.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 30 MAINTENANCE	01-215-000-58600	982.13
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	100.00
JIM FORD		ESCAPE MAINTENANCE	01-215-000-58600	34.95
JIM FORD		SQUAD 20 MAINTENANCE	01-215-000-58600	260.32
JIM FORD		'15 EXP MAINTENANCE	01-215-000-58600	255.00
JIM FORD		SQUAD 60 MAINTENANCE	01-215-000-58600	221.24
JIM FORD		SQUAD 40 MAINTENANCE	01-215-000-58600	125.18
TASSOUL	MARKUS TASSOUL	UNIFORM BOOT REIMBUSE/TASSOUL	01-215-000-52900	100.00
TOTAL				2,820.55
TOTAL POLICE DEPARTMENT/PATROL				2,820.55
FIRE DEPARTMENT				
02001	RED THE UNIFORM TAYLOR	UNIFORMS	01-250-000-52900	158.76
06400	FIVE ALARM FIRE SAFETY	ICM REPAIR	01-250-000-56250	356.98
23730	WPS	656 S OXFORD WEST SIDE FIRE	01-250-000-56600	227.72
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	TAIL LIGHT # 11	01-250-000-53000	106.67
MILTON	MILTON PROPANE	TRAINING GAS	01-250-000-55600	88.80
O'REILLY	O'REILLY AUTO PARTS	TAIL LIGHT & BULBS	01-250-000-53000	65.18
O'REILLY		CREDIT RETURN TAIL LIGHT	01-250-000-53000	-59.49
O'REILLY		VEHICLE PARTS	01-250-000-53000	8.99

INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
O'REILLY		BATTRY MAINT & BLADES	01-250-000-53000	54.98
PAULCONW	PAUL CONWAY SHIELDS	FLASHLIGHT-UNIFORM	01-250-000-52900	49.00
R0000350	KEYSTONE PSYCHOLOGY LLC	PT TESTING	01-250-000-57100	525.00
R0000586	TRACE ANALYTICS, INC	AIR TESTING	01-250-000-57100	80.00
VIKING	VIKING ELECTRIC SUPPLY, INC	PLUG-UNIT #1	01-250-000-53000	27.24
		TOTAL		1,689.83
		TOTAL FIRE DEPARTMENT		1,689.83
STREET SWEEPING				
19965	SUPERIOR SIGNALS INC	NEW SWEEPER LIGHT BAR	01-330-000-51400	271.84
		TOTAL		271.84
		TOTAL STREET SWEEPING		271.84
STREET MACHINERY				
08700	HYDRAULIC SERVICE INC	CYLINDER REPAIR-PLOW TRUCK	01-450-000-58600	271.75
FLEETPRI	FLEETPRIDE	LIGHTING FOR TRUCKS	01-450-000-53000	281.16
JX ENT	JX ENTERPRISES, INC.	TRUCK AIR FILTERS	01-450-000-53000	139.42
O'REILLY	O'REILLY AUTO PARTS	STREET MACHINERY PARTS	01-450-000-53000	61.95
		TOTAL		754.28
		TOTAL STREET MACHINERY		754.28
CITY GARAGE				
06012	FASTENAL COMPANY	STEEL HOOKS FOR CHAINS	01-460-000-56250	17.46
23730	WPS	835 N 14TH AVE-CITY GARAGE	01-460-000-56600	1,998.51
HOTSY	HOTSY CLEANING SYSTEMS, INC	POWER WASHER PARTS	01-460-000-56250	244.35
VIKING	VIKING ELECTRIC SUPPLY, INC	PARTS	01-460-000-55300	22.77
VIKING		CABLE TIES	01-460-000-55300	74.06
		TOTAL		2,357.15
		TOTAL CITY GARAGE		2,357.15
CELEBRATION & ENTERTAINMENT				
19730	STURGEON BAY VISITOR CENTER	BASSMASTER SPONSORSHIP	01-480-000-58999	5,000.00
		TOTAL		5,000.00
		TOTAL CELEBRATION & ENTERTAINMENT		5,000.00
PARK & RECREATION ADMIN				

INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COLOR TONER	01-500-000-51250	613.38
TOTAL				613.38
TOTAL PARK & RECREATION ADMIN				613.38
PARKS AND PLAYGROUNDS				
02330	JIM OLSON MOTORS	INTAKE MANIFOLD REPAIR-	01-510-000-58600	795.59
03075	CARQUEST OF DOOR COUNTY	MOTOR OIL	01-510-000-53000	75.81
03075		SPARK PLUG	01-510-000-53000	1.97
03075		ASSORTED FILTERS	01-510-000-53000	37.09
08225	HERLACHE SMALL ENGINE	MOWER BLADES	01-510-000-51900	58.90
13049	MAY'S SPORT CENTER	SCREWS & CALIPERS	01-510-000-51900	358.04
13049		SUPPLIES	01-510-000-51900	103.50
19070	SCHARTNER IMPLEMENT INC	2 HITCH PINS	01-510-000-54999	11.70
20725	T R COCHART TIRE CENTER	LAWN MOWER TIRES	01-510-000-52850	340.00
23730	WPS	335 S 14TH AVE- MEM FLD	01-510-000-56600	205.96
MAGNA	MAGNA-MATIC	LAWN MOWER BALDE BALNCE INSTR	01-510-000-52700	180.85
O'REILLY	O'REILLY AUTO PARTS	LAWN MOWER PARTS	01-510-000-51900	9.96
WEYERS	WEYERS EQUIPMENT, INC	CLUTCH REPAIR	01-510-000-51900	352.95
TOTAL				2,532.32
TOTAL PARKS AND PLAYGROUNDS				2,532.32
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE RSTRM	01-550-000-56600	16.21
TOTAL				16.21
TOTAL MUNICIPAL DOCKS				16.21
WATERFRONT PARKS & WALKWAYS				
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS/STONE HRBR	01-570-000-54999	56.00
TOTAL				56.00
TOTAL WATERFRONT PARKS & WALKWAYS				56.00
EMPLOYEE BENEFITS				
15200	ROBERT OSBORNE	LIFE INS DEDUCT REIMBRSE-OSBRN	01-600-000-50552	9.89
TOTAL				9.89
TOTAL EMPLOYEE BENEFITS				9.89
TOTAL GENERAL FUND				55,279.00

INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
PATROL				
15675	OSHKOSH FIRE POLICE	LIGHT BAR-NEW SQUAD	10-215-000-59035	1,695.00
		TOTAL		1,695.00
		TOTAL PATROL		1,695.00
FIRE DEPARTMENT				
EXPENSE				
08225	HERLACHE SMALL ENGINE	SAW PARTS	10-250-000-59070	191.00
		TOTAL EXPENSE		191.00
		TOTAL FIRE DEPARTMENT		191.00
STORM SEWERS				
EXPENSE				
02844	BRUCE MUNICIPAL EQUIPMENT INC	2015 ELGIN SWEEPER	10-300-000-59065	187,709.00
02844		TRADE OLD SWEEPER	10-300-000-59065	-6,000.00
		TOTAL EXPENSE		181,709.00
		TOTAL STORM SEWERS		181,709.00
PARKS AND PLAYGROUNDS				
EXPENSE				
DCCF	DOOR COUNTY COMMUNITY	SHADE STRUCTRE-SKATE PRK	10-510-000-59075	7,070.00
		TOTAL EXPENSE		7,070.00
		TOTAL PARKS AND PLAYGROUNDS		7,070.00
		TOTAL CAPITAL FUND		190,665.00
CABLE TV				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	02/16 CB MUSIC	21-000-000-58999	179.54
		TOTAL CABLE TV / GENERAL		179.54
		TOTAL CABLE TV / GENERAL		179.54
		TOTAL CABLE TV		179.54
TID #4 DISTRICT				
TID #4 DISTRICT				
16555	PINKERT LAW FIRM, LLP	01/16 TID 4 LEGAL MATTERS	28-340-000-55001	2,847.00
CEDARCO	CEDAR CORPORATION	PROF SERVICE THRU 2.13.16	28-340-000-55001	12,551.20
		TOTAL		15,398.20

DATE: 03/04/2016  
TIME: 15:05:34  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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TID #4 DISTRICT				
TOTAL TID #4 DISTRICT				15,398.20
TOTAL TID #4 DISTRICT				15,398.20
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
FLEETPRI	FLEETPRIDE	BRAKE PARTS	60-000-000-53000	410.38
PACKER	PACKER CITY TRUCKS	TROUBLE SHOOT TRANNY/ #39	60-000-000-53000	114.50
TOTAL SOLID WASTE ENTERPRISE FUND				524.88
TOTAL SOLID WASTE ENTERPRISE FUND				524.88
TOTAL SOLID WASTE ENTERPRISE				524.88
TOTAL ALL FUNDS				262,046.62

**MANUAL CHECKS**

PITNEY BOWES \$5,155.45  
02/29/16  
Check # 79058  
Postage  
01-199-000-57250

SHELL FLEET PLUS \$12.54  
02/29/16  
Check # 79059  
Fuel Charges  
01-215-000-51650

PINKERT LAW FIRM \$1,000.00  
03/01/16  
Check # 79060  
Earnest Money  
10-199-000-59080

NETWORK HEALTH \$95,197.14  
03/04/16  
Check # 79128  
March Health Insurance  
Various Departmental Accounts

DELTA DENTAL \$5,365.76  
03/04/16  
Check #79128  
March Dental Insurance  
Various Departmental Accounts

**TOTAL MANUAL CHECKS \$106,730.89**

