

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**Tuesday, May 31, 2016**  
**Council Chambers, City Hall - 421 Michigan Street**  
**4:00pm**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Fee for Tent Inspection.
4. Consideration of: Contracts for Fire Department Intern.
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: 05/26/16  
Time: 1:30 p.m.  
By: TM

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

EXECUTIVE SUMMARY

TITLE: Tent Inspection Fee

BACKGROUND: During the 2016 budget process it was the consensus of the Committee of the Whole that staff reviews the city fee schedule. Within the Fire Department, fees were brought to finance and council with the entire city fee package. In the Fire Department fees schedule there was a typo in tent sizes.

The fee read and was approved 05/17/2016 is as follows:

	<u>Current</u>	<u>Proposed</u>
<b>Tent Permit</b>	<b>\$0.00</b>	<b>tents over 400sqft w/2 sides &amp; all &gt;400sqft \$30 for up to 2 tents/\$15 per tent over 2</b>

The typo was in the >400 sqft, it should read as follows:

	<u>Current</u>	<u>Proposed</u>
<b>Tent Permit</b>	<b>\$0.00</b>	<b>tents over 400sqft w/2 sides &amp; all &gt;700sqft \$30 for up to 2 tents/\$15 per tent over 2</b>

The increase in size from 400 to 700 sqft will benefit the end user and not affect the projected city revenue.

FISCAL IMPACT: Tent Permit revenue \$500

OPTIONS: Accept or reject the revised footage for tent permit

RECOMMENDATION: Recommended to approve the aforementioned fee with the corrected sizing, and to forward to the Common Council for approval.

PREPARED BY: Tim Dietman  
Tim Dietman  
Fire Chief

05/25/2016  
Date

APPROVED BY: Joshua VanLieshout  
Joshua VanLieshout  
City Administrator

5/25/2016  
Date

EXECUTIVE SUMMARY

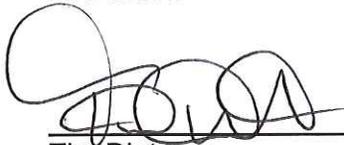
TITLE: Fire Department Intern Program Agreement

BACKGROUND: Sturgeon Bay Fire Department has taken in Interns from different technical colleges from around the state. Fire interns are a vital role in making sure the fire service is staffed with quality personnel that have been trained and obtained real experience from working with a Fire Department. Sturgeon Bay Fire Department is committed to assisting men and women in obtaining the real life experience needed to be successful in their careers after graduation. The intern is covered by their school as a student and is not an employee of the City of Sturgeon Bay. The contracts assure the City and the Student that coverage is being provided.

FISCAL IMPACT: Drug screen cost only.

OPTIONS: Accept or reject the agreements for NWTC and the Blank Agreement to be used in the future for interns.

RECOMMENDATION: Recommend to the Common Council to accept the agreements for NWTC and the Blank form for future use to be signed on behalf of the City by the Fire Chief.

PREPARED BY:   
Tim Dietman  
Sturgeon Bay Fire Chief

5/25/2016  
Date

REVIEWED BY:   
Joshua J. Van Lieshout  
City Administrator

5/25/2016  
Date

**NORTHEAST WISCONSIN TECHNICAL COLLEGE  
FIRE SCIENCE STUDENT  
PLACEMENT AGREEMENT**

THIS FIRE MEDIC/SCIENCE STUDENT PLACEMENT AGREEMENT, is made and entered into as of the \_\_\_\_\_ (the "Agreement"), by and between the NORTHEAST WISCONSIN TECHNICAL COLLEGE DISTRICT, a Wisconsin statutory technical college district ("NWTC"), and the Fire Department whose full legal name and principal business address appear below opposite the parties' signatures (the "Fire Department").

WHEREAS, NWTC is a Wisconsin technical college district engaged in the education and training of students enrolled in allied Fire Science and Fire Medic instructional programs, which programs necessarily rely on and include practical, observation and participation in Fire Medic/Science and emergency facilities as a material component of the relevant curriculum;

WHEREAS, the Fire Department recognizes a need for an available workforce of well-trained graduates of Fire Science and Fire Medic programs who have obtained field observation and practical experience within Fire Science and emergency facilities actively engaged in delivering Fire Science services;

WHEREAS, NWTC maintains Fire Medic and Fire Science programs that include placement of students in Fire Departments for purposes of observation and practical experience including, but not limited to, the opportunity to "ride along" with emergency personnel;

WHEREAS, the Fire Department maintains and operates certain emergency medical facilities suitable for and engaged in providing Fire Science services which are valuable to NWTC's curriculum, the Fire Department desires to make such facilities and staff available to NWTC for instructional purposes, and NWTC desires to place its students with the emergency operations to be provided by Fire Department on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the agreements and covenants made herein, and other good and valuable consideration which the parties deem sufficient, NWTC and the Fire Department agree as follows:

**A. INTRODUCTION**

1. NWTC Instructional Program. This Student Placement Agreement shall apply to, and govern the placement of, those NWTC students enrolled in, and seeking field placements regarding, the instructional program designated in attached **Exhibit A** (the "Program").

2. The Fire Department. With regard to the Program, the Fire Department shall make its department, or other Fire Science Fire Department(ies) identified in attached Exhibit B (the "Site") available to NWTC for the education, training and temporary field placement of Program students.
3. Program Contacts. The principal contact for NWTC regarding the Program students placed at the Site hereunder and the principal contact for the Fire Department regarding the students placed at the Site hereunder are designated on attached Exhibit C.

## **B. OBLIGATIONS OF NWTC.**

1. Compliance With Accreditation Standards. NWTC shall be solely responsible for developing, offering and implementing an educational curriculum in the Program, which shall be approved by the Wisconsin Technical College System Board and shall provide basic required classroom and field instruction consistent with (i) the standards of all applicable professional accrediting bodies and (ii) applicable federal, state and/or local laws and regulations.
2. Basic Classroom and Field Instruction. All Program students placed at the Fire Department shall first have satisfactorily completed all prerequisite classroom instruction. NWTC shall develop and implement the Program students' curriculum in its sole discretion, and shall have exclusive responsibility for developing the Program objectives, admitting (or rejecting) qualified students to the Program, providing instructional faculty, scheduling and monitoring field rotations by students, maintaining all permanent student records, assessing student performance and grading, and generally providing basic Program oversight and management.
3. NWTC Faculty. NWTC shall provide such faculty, adjunct faculty, instructional staff and/or supervisory personnel as the Fire Department and NWTC may agree upon from time to time.

## **C. OBLIGATIONS OF NWTC REGARDING PROGRAM STUDENTS.**

1. HIPAA Compliance. NWTC and the Fire Department agree that the conduct of NWTC instructors/students, when instructors/students are placed with the Fire Department and are engaged in the performance of duties for the Fire Department, is under the direct control of the Fire Department, and these instructors/students are members of the Fire Department's workforce for HIPAA purposes, as defined in 45 C.F.R. § 160.103, under these circumstances. NWTC instructors/students will comply with all policies, procedures, laws, and regulations of the Fire Department which have been communicated to the instructor/student.
2. Student Health Screening. Prior to assigning any Program student to a field placement at the Site, NWTC shall determine that such students have been tested and passed all necessary health screening measures reasonably required by the Fire Department, consistent with the Fire Department's own health screening requirements of its own staff

and employees, according to information provided to NWTC by the Fire Department. Program students shall have received all vaccinations, immunizations and/or other preventative measures reasonably required by the Fire Department, or under applicable law.

3. Caregiver Background Checks. Prior to assigning any Program student or Program instructional staff to a field placement with the Fire Department (involving patient contact or which requires a "Caregiver Background Check" under Wisconsin law, including Wis. Admin. Code Chapter HFS 12), NWTC, itself or by a contractor or agent hired by it, shall perform a Caregiver Background Check which shall include (i) obtaining a completed State of Wisconsin "Background Information Disclosure" form and (ii) conducting a Criminal Records Check. If such background check indicates a criminal conviction or pending criminal charges constituting a "permanent bar" or "bar pending rehabilitation," NWTC shall not place such student, faculty and/or staff member subject to bar with the Fire Department. If the background check reveals a conviction or pending charges of a crime which is not a "permanent bar" or "bar pending rehabilitation," NWTC shall inform the Fire Department thereof, which shall determine in its sole discretion whether the conviction or pending charge(s) are substantially related to the care of the Fire Department's patients or clients. Written records regarding Caregiver Background checks shall be (i) maintained at all times by NWTC, (ii) provided, upon request to the Fire Department, and (iii) carried by each NWTC student, faculty or staff member while at the Site. The Caregiver Background Check shall be conducted at NWTC's or the student's cost. Caregiver Background checks completed by NWTC or its students for participation in other instructional programs within 3 months before the date the student would be assigned to the Program shall be recognized by the Fire Department and sufficient hereunder. NWTC shall immediately notify the Fire Department in writing if NWTC determines with reasonable certainty that any NWTC student, faculty or staff member at the Site pursuant to this Agreement may be or becomes subject to a "bar."
4. Student Discipline: Withdrawal. NWTC shall be responsible for maintaining the discipline, demeanor, and academic and professional conduct of students in the Program. Failure to observe the Fire Department's written policies, rules and regulations which have been previously communicated to NWTC (in writing) and its students (in writing or orally) may constitute grounds for termination of a student's field placement privileges, and NWTC may be requested by the Fire Department to terminate such student(s). The following may be grounds for student withdrawal: (i) repeated failure to maintain Caregiver Background Check documentation, (ii) repeated failure to follow Fire Department policies and procedures which have been communicated to the student, (iii) the existence of health conditions which pose a material risk (in the judgment of the Fire Department staff) to Fire Department patients with whom the student may have contact, and (iv) repeated failure to maintain adequate performance in the field placement. The foregoing are examples only, and do not limit NWTC's right to terminate student participation or the Fire Department's right to request the same.
5. Student Status. NWTC students participating in the "ride-along" or other operations with the Fire Department shall not be deemed employees of the Fire Department, and shall

receive no compensation for services they may provide. NWTC students may from time to time provide economically valuable services, but are engaged exclusively in an educational Program, solely for educational purposes, and the Fire Department shall not substitute students for, or support regular Site staffing requirements with, students.

6. Resolution of Conflicts in Favor of Patient Care. The Fire Department may in its sole discretion limit educational access to any NWTC students who do not meet the Fire Department's standards generally applicable to its employees for safety, health screening, professional conduct or ethical behavior. The Fire Department may resolve any conflict involving a student or the Program in favor of the Fire Department's patients' welfare, and restrict student involvement to observation.

#### **D. OBLIGATIONS OF THE FIRE DEPARTMENT.**

1. The Fire Department maintains full responsibility and authority for patient care at all times.
2. Provide Field Experiences. The Fire Department shall provide reasonable access to practical field experiences for the Program students, in a supervised and controlled setting. The field experiences shall be substantially related to the Program curriculum described at Exhibit B, and shall supplement and enhance the students' basic classroom instruction. Field experiences may include without limitation, access and exposure to (i) sources of relevant information for educational purposes; (ii) the Fire Department's procedure guides, policy manuals and physical facilities (including instrumentation, fire equipment, etc.); (iii) standard field references; (iv) the Fire Department's Fire staff, subject to staff availability.
3. Educational Support Facilities. Subject to availability, the Fire Department shall make available for educational purposes, meeting or conference rooms or other appropriate areas where groups of Program students may hold discussions, small group instructional sessions, and shall permit use of such supplies and equipment as are commonly available for safe Fire prevention and extinguishing practices.
4. Fire Department Staff Involvement. Subject to their availability, and as the Fire Department and NWTC's faculty and instructional staff assigned to the Program may agree from time to time, the Fire Department shall make its staff available to Program students for (i) educational question/answer sessions with students and NWTC faculty, (ii) giving verbal feedback as appropriate regarding student field performance, (iii) providing direct supervision of students in conjunction with NWTC faculty, and (iv) providing appropriate field experiences for students to gain practical Fire Science experiences consistent with the Program curriculum and instructional plans set forth by NWTC.
5. Fire Department Accreditation. At all times during the term of this Agreement, the Fire Department shall maintain the highest appropriate professional standards of care, maintain properly licensed and trained field staff, maintain the Site as a field Fire Department for instruction regarding an accredited Program, and integrate the students where appropriate into the Fire Science services being provided by the Fire Department.

6. Disclosure of Policies, Rules and Regulations. Prior to student placement with the Fire Department, the Fire Department shall provide NWTC faculty in charge of the Program with written copies (or precise references to standard field references) of, and generally inform NWTC regarding, applicable (i) Fire Department policies and procedures, (ii) applicable federal, state, and/or local laws and governmental regulations, and (iii) Fire Department rules and regulations, which in each case may affect the Program students during their field placement.
7. Orientation. The Fire Department shall provide Program students a general orientation, overview, and introduction to the Site, and to the conditions of patients generally treated therein in order to safeguard patient welfare and assist the students in gaining practical skills and confidence.

#### **E. GENERAL PROVISIONS.**

1. Term and Termination. The initial term of this Agreement shall be a two year term, commencing on May 18, 2016 and ending on July 31, 2016. This Agreement shall automatically renew for successive terms of two (2) years unless either party shall elect to not renew, and shall serve written notice upon the other party no less than ninety (90) days prior to the end of a term. Either party may terminate this Agreement upon a material breach of this Agreement which continues, uncured for a period of thirty (30) days following the non-breaching party's delivery of written notice to the breaching party; provided, however, that if cure cannot be practically accomplished with such 30 day period and the breaching party has promptly commenced cure with such 30 day period and diligently pursue cure thereafter, such 30 day period shall be extended for an additional period of up to 30 days. Notwithstanding anything in this Paragraph or the Agreement to the contrary, upon any termination of this Agreement, NWTC shall be permitted to maintain and complete the then effective Program student placements through the applicable current academic term, and the Fire Department shall cooperate with and permit existing field rotations for Program students already placed sufficiently with the Fire Department. This agreement supersedes any 'ride along' Student Placement agreements previously in place between the parties.
2. Insurance. At all times during the term of this Agreement, each party shall maintain in full force and effect, general and professional liability insurance covering each of its employees and agents against general and professional liability claims. Such coverage shall be in the minimum amount of \$1,000,000 per occurrence.
3. Dispute Resolution: Mediation; Arbitration.
  - (a) Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof first shall be submitted to mediation between the parties, facilitated by a professional mediator mutually acceptable to the parties. (If the parties cannot agree upon a mediator within 30 days of initial notice of a dispute subject to this paragraph, each party shall nominate a proposed mediator, who shall in

consultation with the other party's proposed mediator, select a third mediator to alone hear the dispute as soon as possible thereafter).

4. Force Majeure. No failure or delay in the performance of the obligations of NWTC or Fire Department under this Agreement shall be deemed a breach of this Agreement or create any liability therefore if the failure or delay in performance is due to any cause or causes beyond the control of the parties, including, without limitation, strikes, work stoppages, accidents, shut down or delay of suppliers, governmental orders, fires, explosions or other acts of God, theft, embargoes, loss or delay in transit, inability to secure transportation facilities or contingencies arising out of or due to national defense activities, war or emergency conditions. In the event of any such failure or delay or other nonperformance on the part of the parties, they shall have the right to cancel or defer performance under this Agreement in their complete discretion without liability, and such cancellation and/or deferral shall not affect the right of the party to recover amounts due hereunder for services provided except that, in all events hereunder the Fee shall be reduced in accordance with the loss of services. This paragraph shall not be construed to extend any cure period set forth in Section\_E1.

5. Notices. Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received in all respects on the date it is personally delivered or one (1) day after being sent by reputable overnight courier or two (3) business days after deposit in the United States mail, certified mail, postage prepaid, return receipt requested, to the appropriate party at the address set forth below or as otherwise designated by such party to the other in writing:

If to NWTC: Northeast Wisconsin Technical College  
Attn: Dean – Public Safety  
2740 West Mason Street  
P.O. Box 19042  
Green Bay, WI 54307-9042  
Tel.: 920-498-5679

If to Fire Department: Notices to the Fire Department shall be given at the address/telephone/facsimile indicated below opposite the parties' signatures.

6. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter herein, and all prior agreements and understandings, whether written or oral, are merged herein and made a part hereof. No amendment, waiver or modification hereof shall be valid or given effect unless in writing, signed by both parties. All Exhibits, Schedules, Annexes or other documents referenced herein shall be incorporated into this Student Placement Agreement as if set forth fully herein.

7. Assignment. This Agreement shall not be assigned by either party without the prior written consent of the other.

8. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect or limit the validity or enforceability of any other provision hereof which shall remain valid and enforceable to the fullest extent permitted by law.
9. Waiver of Breach. The waiver by either party of the breach by the other party of any provisions of this Agreement shall not be deemed a waiver of any subsequent breach.
10. Section Headings. The headings in the Agreement are for purposes of convenience and ease of reference only and shall not be construed to limit or otherwise affect the meaning of any part of this Agreement.
11. Counterparts and Facsimile Signatures. This Agreement may be executed in one or more counterparts, all of which shall bind each party hereto at such time as the same or a different counterpart has been signed by the other party for whom a signature space is hereafter provided even though both parties shall not have executed the same counterpart. This Agreement may be executed by facsimile. Each of the individuals executing this Agreement on behalf of a party, respectively, represents and warrants to the other that the individual has all power and authority necessary to bind the party hereto.
12. Independent Contractors. The parties are independent contractors, each acting as an independent entity with the ability to direct and control the performance of their respective obligations hereunder, subject to the terms and conditions of this Agreement. Nothing in this Agreement, or in the course of dealing between the parties hereunder, shall be construed to constitute the parties as partners, joint ventures or agents for one another; or as authorizing either party to obligate the other in any manner. Neither party shall represent itself, directly or by implication, to (i) be an employee, agent, partner or joint venture of the other, or (ii) in any manner to have power or authority to create any obligation on behalf of the other.

IN WITNESS WHEREOF, the parties have caused this Fire Science Student Placement Agreement to be executed as of the day, month and year written above.

**"FIRE DEPARTMENT"**

Sturgeon Bay Fire Department  
421 Michigan Avenue  
Sturgeon Bay, WI 54235

**"NWTC"**

NORTHEAST WISCONSIN  
TECHNICAL COLLEGE

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

Tim Dietman  
Sturgeon Bay Fire Chief

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

By: Elizabeth J. Paape

Elizabeth Paape  
Dean, Public Safety Department

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

Tel.: 920-746-2405

Fax:

Email: [tdietman@sturgeonbaywi.org](mailto:tdietman@sturgeonbaywi.org)

Tel.: 920-498-5679

Fax: 920-498-5673

Email: [elizabeth.paape@nwtc.edu](mailto:elizabeth.paape@nwtc.edu)

**INCORPORATED EXHIBITS TO BE ATTACHED:**

Exhibit A: Program

Exhibit B: Fire Department

Exhibit C: Principal NWTC and Fire Department Contacts

**NORTHEAST WISCONSIN TECHNICAL COLLEGE  
FIRE SCIENCE STUDENT  
PLACEMENT AGREEMENT**

**Exhibit A:** The NWTC instructional Program(s) subject to this Student Placement Agreement are:

EMT (Emergency Medical Technician)  
Advanced EMT (Advanced Emergency Medical Technician)  
Paramedic  
Fire Medic  
Fire Science

**Exhibit B:** The address (or other specifically identifying information) regarding the Fire Science or other Fire Department(ies) (clinics, hospitals, nursing homes, Fire Stations, etc.) at which Program students will be placed are:

Sturgeon Bay Fire Department  
421 Michigan St  
Sturgeon Bay, WI 54235

**Exhibit C:**

Principal NWTC contact:

Elizabeth Paape, DEAN

Principal Fire Department contact:

Elizabeth Paape

Name (Please print clearly)

(920) 498-5679

Phone Number

Program information Website links:

Program Name	Website Link
Advanced Emergency Medical Technician	<a href="#"><u>Advanced Emergency Medical Technician</u></a>
Emergency Medical Technician	<a href="#"><u>Emergency Medical Technician</u></a>
Paramedic	<a href="#"><u>Paramedic</u></a>
Fire Medic	<a href="#"><u>Fire Medic</u></a>
Fire Science	<a href="#"><u>Fire Science</u></a>

\_\_\_\_\_  
**TECHNICAL COLLEGE**  
**FIRE SCIENCE STUDENT**  
**PLACEMENT AGREEMENT**

THIS FIRE STUDENT PLACEMENT AGREEMENT, is made and entered into as of the \_\_\_\_\_ (the "Agreement"), by and between the \_\_\_\_\_ TECHNICAL COLLEGE, and the STURGEON BAY FIRE DEPARTMENT whose full legal name and principal business address appear below opposite the parties' signatures (the "Fire Department").

WHEREAS, \_\_\_\_\_ is a Wisconsin technical college district engaged in the education and training of students enrolled in allied Fire Science, which programs necessarily rely on and include practical, observation and participation in Fire Science and emergency facilities as a material component of the relevant curriculum;

WHEREAS, the Fire Department recognizes a need for an available workforce of well-trained graduates of Fire Science program who have obtained field observation and practical experience within Fire Science and emergency facilities actively engaged in delivering Fire Science services;

WHEREAS, \_\_\_\_\_ maintains Fire Science programs that include placement of students in Fire Departments for purposes of observation and practical experience including, but not limited to, the opportunity to "ride along" with emergency personnel;

WHEREAS, the Fire Department maintains and operates certain emergency medical facilities suitable for and engaged in providing Fire Science services which are valuable to \_\_\_\_\_ curriculum, the Fire Department desires to make such facilities and staff available to \_\_\_\_\_ for instructional purposes, and \_\_\_\_\_ desires to place its students with the emergency operations to be provided by Fire Department on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the agreements and covenants made herein, and other good and valuable consideration which the parties deem sufficient, \_\_\_\_\_ and the Fire Department agree as follows:

**A. INTRODUCTION**

1. \_\_\_\_\_ Instructional Program. This Student Placement Agreement shall apply to, and govern the placement of, those \_\_\_\_\_ students enrolled in, and seeking field placements regarding, the instructional program designated in attached **Exhibit A** (the "Program").

2. The Fire Department. With regard to the Program, the Fire Department shall make its department, or other Fire Science Fire Department(ies) identified in attached **Exhibit B** (the "Site") available to \_\_\_\_ for the education, training and temporary field placement of Program students.
3. Program Contacts. The principal contact for \_\_\_\_ regarding the Program students placed at the Site hereunder and the principal contact for the Fire Department regarding the students placed at the Site hereunder are designated on attached **Exhibit C**.

## **B. OBLIGATIONS OF \_\_\_\_.**

1. Compliance With Accreditation Standards. \_\_\_\_ shall be solely responsible for developing, offering and implementing an educational curriculum in the Program, which shall be approved by the Wisconsin Technical College System Board and shall provide basic required classroom and field instruction consistent with (i) the standards of all applicable professional accrediting bodies and (ii) applicable federal, state and/or local laws and regulations.
2. Basic Classroom and Field Instruction. All Program students placed at the Fire Department shall first have satisfactorily completed all prerequisite classroom instruction. \_\_\_\_ shall develop and implement the Program students' curriculum in its sole discretion, and shall have exclusive responsibility for developing the Program objectives, admitting (or rejecting) qualified students to the Program, providing instructional faculty, scheduling and monitoring field rotations by students, maintaining all permanent student records, assessing student performance and grading, and generally providing basic Program oversight and management.
3. Faculty. \_\_\_\_ shall provide such faculty, adjunct faculty, instructional staff and/or supervisory personnel as the Fire Department and \_\_\_\_ may agree upon from time to time.

## **C. OBLIGATIONS OF \_\_\_\_ REGARDING PROGRAM STUDENTS.**

1. HIPAA Compliance. \_\_\_\_ and the Fire Department agree that the conduct of \_\_\_\_ instructors/students, when instructors/students are placed with the Fire Department and are engaged in the performance of duties for the Fire Department, is under the direct control of the Fire Department, and these instructors/students are members of the Fire Department's workforce for HIPAA purposes, as defined in 45 C.F.R. § 160.103, under these circumstances. \_\_\_\_ instructors/students will comply with all policies, procedures, laws, and regulations of the Fire Department which have been communicated to the instructor/student.
2. Student Health Screening. Prior to assigning any Program student to a field placement at the Site, \_\_\_\_ shall determine that such students have been tested and passed all necessary health screening measures reasonably required by the Fire Department, consistent with the Fire Department's own health screening requirements of its own staff and employees, according to information provided to \_\_\_\_ by the Fire Department. Program students shall

have received all vaccinations, immunizations and/or other preventative measures reasonably required by the Fire Department, or under applicable law.

3. Caregiver Background Checks. Prior to assigning any Program student or Program instructional staff to a field placement with the Fire Department (involving patient contact or which requires a "Caregiver Background Check" under Wisconsin law, including Wis. Admin. Code Chapter HFS 12), \_\_\_\_, itself or by a contractor or agent hired by it, shall perform a Caregiver Background Check which shall include (i) obtaining a completed State of Wisconsin "Background Information Disclosure" form and (ii) conducting a Criminal Records Check. If such background check indicates a criminal conviction or pending criminal charges constituting a "permanent bar" or "bar pending rehabilitation," \_\_\_\_ shall not place such student, faculty and/or staff member subject to bar with the Fire Department. If the background check reveals a conviction or pending charges of a crime which is not a "permanent bar" or "bar pending rehabilitation," \_\_\_\_ shall inform the Fire Department thereof, which shall determine in its sole discretion whether the conviction or pending charge(s) are substantially related to the care of the Fire Department's patients or clients. Written records regarding Caregiver Background checks shall be (i) maintained at all times by \_\_\_\_, (ii) provided, upon request to the Fire Department, and (iii) carried by each \_\_\_\_ student, faculty or staff member while at the Site. The Caregiver Background Check shall be conducted at \_\_\_\_ or the student's cost. Caregiver Background checks completed by \_\_\_\_ or its students for participation in other instructional programs within 3 months before the date the student would be assigned to the Program shall be recognized by the Fire Department and sufficient hereunder. \_\_\_\_ shall immediately notify the Fire Department in writing if \_\_\_\_ determines with reasonable certainty that any \_\_\_\_ student, faculty or staff member at the Site pursuant to this Agreement may be or becomes subject to a "bar."
4. Student Discipline: Withdrawal. \_\_\_\_ shall be responsible for maintaining the discipline, demeanor, and academic and professional conduct of students in the Program. Failure to observe the Fire Department's written policies, rules and regulations which have been previously communicated to \_\_\_\_ (in writing) and its students (in writing or orally) may constitute grounds for termination of a student's field placement privileges, and \_\_\_\_ may be requested by the Fire Department to terminate such student(s). The following may be grounds for student withdrawal: (i) repeated failure to maintain Caregiver Background Check documentation, (ii) repeated failure to follow Fire Department policies and procedures which have been communicated to the student, (iii) the existence of health conditions which pose a material risk (in the judgment of the Fire Department staff) to Fire Department patients with whom the student may have contact, and (iv) repeated failure to maintain adequate performance in the field placement. The foregoing are examples only, and do not limit \_\_\_\_ right to terminate student participation or the Fire Department's right to request the same.
5. Student Status. \_\_\_\_ students participating in the "ride-along" or other operations with the Fire Department shall not be deemed employees of the Fire Department, and shall receive no compensation for services they may provide. \_\_\_\_ students may from time to time provide economically valuable services, but are engaged exclusively in an educational

Program, solely for educational purposes, and the Fire Department shall not substitute students for, or support regular Site staffing requirements with, students.

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#### **D. OBLIGATIONS OF THE FIRE DEPARTMENT.**

1. The Fire Department maintains full responsibility and authority for patient care at all times.
2. Provide Field Experiences. The Fire Department shall provide reasonable access to practical field experiences for the Program students, in a supervised and controlled setting. The field experiences shall be substantially related to the Program curriculum described at Exhibit B, and shall supplement and enhance the students' basic classroom instruction. Field experiences may include without limitation, access and exposure to (i) sources of relevant information for educational purposes; (ii) the Fire Department's procedure guides, policy manuals and physical facilities (including instrumentation, fire equipment, etc.); (iii) standard field references; (iv) the Fire Department's Fire staff, subject to staff availability.
3. Educational Support Facilities. Subject to availability, the Fire Department shall make available for educational purposes, meeting or conference rooms or other appropriate areas where groups of Program students may hold discussions, small group instructional sessions, and shall permit use of such supplies and equipment as are commonly available for safe Fire prevention and extinguishing practices.
4. Fire Department Staff Involvement. Subject to their availability, and as the Fire Department and \_\_\_\_ faculty and instructional staff assigned to the Program may agree from time to time, the Fire Department shall make its staff available to Program students for (i) educational question/answer sessions with students and \_\_\_\_ faculty, (ii) giving verbal feedback as appropriate regarding student field performance, (iii) providing direct supervision of students in conjunction with \_\_\_\_ faculty, and (iv) providing appropriate field experiences for students to gain practical Fire Science experiences consistent with the Program curriculum and instructional plans set forth by \_\_\_\_.
5. Fire Department Accreditation. At all times during the term of this Agreement, the Fire Department shall maintain the highest appropriate professional standards of care, maintain properly licensed and trained field staff, maintain the Site as a field Fire Department for instruction regarding an accredited Program, and integrate the students where appropriate into the Fire Science services being provided by the Fire Department.
6. Disclosure of Policies, Rules and Regulations. Prior to student placement with the Fire Department, the Fire Department shall provide \_\_\_\_ faculty in charge of the Program with written copies (or precise references to standard field references) of, and generally inform

\_\_\_\_\_ regarding, applicable (i) Fire Department policies and procedures, (ii) applicable federal, state, and/or local laws and governmental regulations, and (iii) Fire Department rules and regulations, which in each case may affect the Program students during their field placement.

7. Orientation. The Fire Department shall provide Program students a general orientation, overview, and introduction to the Site, and to the conditions of patients generally treated therein in order to safeguard patient welfare and assist the students in gaining practical skills and confidence.

## **E. GENERAL PROVISIONS.**

1. Term and Termination. The initial term of this Agreement shall be a two year term, commencing on \_\_\_\_\_ and ending on \_\_\_\_\_. This Agreement shall automatically renew for successive terms of two (2) years unless either party shall elect to not renew, and shall serve written notice upon the other party no less than ninety (90) days prior to the end of a term. Either party may terminate this Agreement upon a material breach of this Agreement which continues, uncured for a period of thirty (30) days following the non-breaching party's delivery of written notice to the breaching party; provided, however, that if cure cannot be practically accomplished with such 30 day period and the breaching party has promptly commenced cure with such 30 day period and diligently pursue cure thereafter, such 30 day period shall be extended for an additional period of up to 30 days. Notwithstanding anything in this Paragraph or the Agreement to the contrary, upon any termination of this Agreement, \_\_\_\_\_ shall be permitted to maintain and complete the then effective Program student placements through the applicable current academic term, and the Fire Department shall cooperate with and permit existing field rotations for Program students already placed sufficiently with the Fire Department. This agreement supersedes any 'ride along' Student Placement agreements previously in place between the parties.
2. Insurance. At all times during the term of this Agreement, each party shall maintain in full force and effect, general and professional liability insurance covering each of its employees and agents against general and professional liability claims. Such coverage shall be in the minimum amount of \$1,000,000 per occurrence.
3. Dispute Resolution: Mediation; Arbitration.
  - (a) Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity thereof first shall be submitted to mediation between the parties, facilitated by a professional mediator mutually acceptable to the parties. (If the parties cannot agree upon a mediator within 30 days of initial notice of a dispute subject to this paragraph, each party shall nominate a proposed mediator, who shall in consultation with the other party's proposed mediator, select a third mediator to alone hear the dispute as soon as possible thereafter).

4. Force Majeure. No failure or delay in the performance of the obligations of \_\_\_\_ or Fire Department under this Agreement shall be deemed a breach of this Agreement or create any liability therefore if the failure or delay in performance is due to any cause or causes beyond the control of the parties, including, without limitation, strikes, work stoppages, accidents, shut down or delay of suppliers, governmental orders, fires, explosions or other acts of God, theft, embargoes, loss or delay in transit, inability to secure transportation facilities or contingencies arising out of or due to national defense activities, war or emergency conditions. In the event of any such failure or delay or other nonperformance on the part of the parties, they shall have the right to cancel or defer performance under this Agreement in their complete discretion without liability, and such cancellation and/or deferral shall not affect the right of the party to recover amounts due hereunder for services provided except that, in all events hereunder the Fee shall be reduced in accordance with the loss of services. This paragraph shall not be construed to extend any cure period set forth in Section\_E1.
5. Notices. Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received in all respects on the date it is personally delivered or one (1) day after being sent by reputable overnight courier or two (3) business days after deposit in the United States mail, certified mail, postage prepaid, return receipt requested, to the appropriate party at the address set forth below or as otherwise designated by such party to the other in writing:

If to \_\_\_\_:

If to Fire Department:

Notices to the Fire Department shall be given at the address/telephone/facsimile indicated below opposite the parties' signatures.

6. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter herein, and all prior agreements and understandings, whether written or oral, are merged herein and made a part hereof. No amendment, waiver or modification hereof shall be valid or given effect unless in writing, signed by both parties. All Exhibits, Schedules, Annexes or other documents referenced herein shall be incorporated into this Student Placement Agreement as if set forth fully herein.
7. Assignment. This Agreement shall not be assigned by either party without the prior written consent of the other.
8. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect or limit the validity or enforceability of any other provision hereof which shall remain valid and enforceable to the fullest extent permitted by law.
9. Waiver of Breach. The waiver by either party of the breach by the other party of any provisions of this Agreement shall not be deemed a waiver of any subsequent breach.

10. Section Headings. The headings in the Agreement are for purposes of convenience and ease of reference only and shall not be construed to limit or otherwise affect the meaning of any part of this Agreement.
11. Counterparts and Facsimile Signatures. This Agreement may be executed in one or more counterparts, all of which shall bind each party hereto at such time as the same or a different counterpart has been signed by the other party for whom a signature space is hereafter provided even though both parties shall not have executed the same counterpart. This Agreement may be executed by facsimile. Each of the individuals executing this Agreement on behalf of a party, respectively, represents and warrants to the other that the individual has all power and authority necessary to bind the party hereto.
12. Independent Contractors. The parties are independent contractors, each acting as an independent entity with the ability to direct and control the performance of their respective obligations hereunder, subject to the terms and conditions of this Agreement. Nothing in this Agreement, or in the course of dealing between the parties hereunder, shall be construed to constitute the parties as partners, joint ventures or agents for one another; or as authorizing either party to obligate the other in any manner. Neither party shall represent itself, directly or by implication, to (i) be an employee, agent, partner or joint venture of the other, or (ii) in any manner to have power or authority to create any obligation on behalf of the other.

IN WITNESS WHEREOF, the parties have caused this Fire Science Student Placement Current Proposed Agreement to be executed as of the day, month and year written above.

**"FIRE DEPARTMENT"**

**" \_\_\_\_\_ "**

Sturgeon Bay Fire Department  
421 Michigan Avenue  
Sturgeon Bay, WI 54235

\_\_\_\_\_  
TECHNICAL COLLEGE

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

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

Tim Dietman  
Sturgeon Bay Fire Chief

\_\_\_\_\_  
\_\_\_\_\_

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

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

Tel.: 920-746-2405

Tel.:

Fax:

Fax:

Email: [tdietman@sturgeonbaywi.org](mailto:tdietman@sturgeonbaywi.org)

Email:

**INCORPORATED EXHIBITS TO BE ATTACHED:**

Exhibit A: Program

Exhibit B: Fire Department

Exhibit C: Principal \_\_\_\_ and Fire Department Contacts

\_\_\_\_\_  
**TECHNICAL COLLEGE  
FIRE SCIENCE STUDENT  
PLACEMENT AGREEMENT**

**Exhibit A:** The \_\_\_\_ instructional Program(s) subject to this Student Placement Agreement are:

Fire Science

**Exhibit B:** The address (or other specifically identifying information) regarding the Fire Science or other Fire Department(ies) (clinics, hospitals, nursing homes, Fire Stations, etc.) at which Program students will be placed are:

Sturgeon Bay Fire Department  
421 Michigan St  
Sturgeon Bay, WI 54235

**Exhibit C:**

Principal \_\_\_\_ contact:

\_\_\_\_\_, DEAN

Principal Fire Department contact:

\_\_\_\_\_  
Name (Please print clearly)

\_\_\_\_\_  
Phone Number

FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS

May 31, 2016

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
GENERAL FUND				
REVENUE				
R0001380	JASON MOHR	OVERPYMNT DAILY DOCK PASS/MOHR	01-000-000-46200	13.00
R0001382	KAREN GUNDRUM	LARGE ITEM FEE REFUND/K GUNDRM	01-000-000-48120	32.00
TOTAL REVENUE				45.00
TOTAL GENERAL FUND				45.00
<b>CITY COUNCIL</b>				
CHASE	JP MORGAN CHASE BANK	DCEDC ANNL LUNCHEON MTG	01-105-000-55600	99.00
TOTAL				99.00
TOTAL CITY COUNCIL				99.00
<b>LAW/LEGAL</b>				
16555	PINKERT LAW FIRM, LLP	04/16 TRAFFIC MATTERS	01-110-000-55010	1,218.00
TOTAL				1,218.00
TOTAL LAW/LEGAL				1,218.00
<b>CITY CLERK-TREASURER</b>				
CHASE	JP MORGAN CHASE BANK	HOTEL/REINHARDT	01-115-000-55600	164.00
CHASE		FUEL	01-115-000-55600	28.75
CHASE		MEAL EXPENSE	01-115-000-55600	22.38
CHASE		DCEDC ANNL LUNCHEON MTG	01-115-000-55600	66.00
CHASE		GFOA ANNL CONF AIRFARE/CLARIZ	01-115-000-55600	303.18
CHASE		FUEL	01-115-000-55600	23.57
CHASE		HOTEL/CLARIZIO	01-115-000-55600	164.00
CHASE		HOTEL-CLARIZIO	01-115-000-55600	82.00
TOTAL				853.88
TOTAL CITY CLERK-TREASURER				853.88
<b>ADMINISTRATION</b>				
CHASE	JP MORGAN CHASE BANK	DCEDC ANNL LUNCHEON MTG	01-120-000-55600	33.00
CHASE		DCEDC ANN LNCH MTG-SMET GUESTS	01-120-000-55600	66.00
TOTAL				99.00
TOTAL ADMINISTRATION				99.00
<b>CITY ASSESSOR</b>				
ASSO APP	ASSOCIATED APPRAISAL	06/07/16 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,245.83

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
			TOTAL CITY ASSESSOR	1,245.83
BUILDING/ZONING CODE ENFORCEMENT				
23617	WISCONSIN DEPT OF AGRICULTURE,	WEIGHTS & MEASURES INSPECTIONS	01-140-000-58700	6,000.00
SAFEBUIL	SAFE BUILT	PLAN REVIEW	01-140-000-55010	765.00
SAFEBUIL		APRIL PERMITS	01-140-000-55010	9,006.74
		TOTAL		15,771.74
		TOTAL BUILDING/ZONING CODE ENFORCEMENT		15,771.74
MUNICIPAL SERVICES ADMIN.				
03133	CELLCOM WISCONSIN RSA 10	04/16 CHAD CELL SVC	01-145-000-58250	23.49
		TOTAL		23.49
		TOTAL MUNICIPAL SERVICES ADMIN.		23.49
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	04/16 STEVE W CELL SVC	01-150-000-58250	54.25
03133		04/16 BOB B CELL SVC	01-150-000-58250	49.31
		TOTAL		103.56
		TOTAL PUBLIC WORKS ADMINISTRATION		103.56
CITY HALL				
WARNER	WARNER-WEXEL WHOLESALE &	DISINFECTANT	01-160-000-54999	52.47
WARNER		TISSUE	01-160-000-54999	29.89
WARNER		CLEANING SUPPLIES	01-160-000-54999	25.31
		TOTAL		107.67
		TOTAL CITY HALL		107.67
GENERAL EXPENDITURES				
BOETTCOM	BOETTCHER COMMUNICATIONS	05/04/16 WEBSITE WRD PRESS ISS	01-199-000-51100	126.35
BOETTCOM		05/09/16 WEBSITE FIX	01-199-000-51100	190.00
BOETTCOM		04/28/16 WEBSITE PROBLEMS	01-199-000-51100	55.42
		TOTAL		371.77
		TOTAL GENERAL EXPENDITURES		371.77

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
POLICE DEPARTMENT				
21450	THE UNIFORM SHOPPE	CROMWELL VEST RETURN SHIPPING	01-200-000-57250	15.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-200-000-51950	15.83
CHASE	JP MORGAN CHASE BANK	MEAL EXPENSE/BRINKMAN	01-200-000-55600	27.07
CHASE		MEAL EXPENSE/BRINKMAN	01-200-000-55600	7.41
CHASE		MEAL EXPENSE/BRINKMAN	01-200-000-55600	7.49
CHASE		MEAL EXPENSE/BRINKMAN	01-200-000-55600	7.50
CHASE		HOTEL/BRINKMAN	01-200-000-55600	400.00
CHASE		WEB HOSTING-ANNL SUBSCRIPTION	01-200-000-55500	119.40
CHASE		8-LAPTOP HARD DRIVES	01-200-000-55500	694.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	4427 BLACK COPIES	01-200-000-55650	44.27
STAPLES		577 COLOR COPIES	01-200-000-55650	17.31
TOTAL				1,355.28
TOTAL POLICE DEPARTMENT				1,355.28

POLICE DEPARTMENT/PATROL

01766	AURORA MEDICAL GROUP	PRE EMLY SCREEN-P SULLIVAN	01-215-000-57100	112.00
02005	BAY ELECTRONICS, INC.	2 KENWOOD MICS @ \$40.00EA	01-215-000-57550	80.00
03133	CELLCOM WISCONSIN RSA 10	04/16 SQUAD PRINTERS	01-215-000-58250	221.76
03133		04/16 CELL PHONE SVC	01-215-000-58250	665.76
04696	DOOR COUNTY TREASURER	1168.89 G @ 2.0750/G	01-215-000-51650	2,425.45
19880	STURGEON BAY UTILITIES	SUNSET PRK BT LAUNCH	01-215-000-56150	9.51
19880		724 SHORECREST RD CAMERA	01-215-000-56150	10.29
21450	THE UNIFORM SHOPPE	UNIFORM DANE HALL	01-215-000-52950	404.70
21450		FLASHLIGHT/DUTY BELT/COYHIS	01-215-000-52900	236.60
21450		2 SHIRTS-JENNERJOHN	01-215-000-52900	87.90
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	LITHIUM BATTERIES	01-215-000-54999	28.03
CHASE	JP MORGAN CHASE BANK	MEAL/HENRY	01-215-000-55600	14.00
CHASE		5 TASER MAGAZINES	01-215-000-51050	297.62
CHASE		DIVE FINS-ALBERTSONS	01-215-000-54999	154.58
CHASE		HOTEL/ HENRY	01-215-000-55600	270.00
CHASE		FUEL	01-215-000-55600	51.64
CHASE		MEAL/HENRY	01-215-000-55600	7.17
CHASE		MEAL/HENRY	01-215-000-55600	5.82
CHASE		MEAL/HENRY	01-215-000-55600	9.54
R0000608	AUTO ZONE, INC	BATTERIES-GARAGE REMOTE	01-215-000-54999	11.80
USARMOR	US ARMOR	VEST/CROMWELL	01-215-000-52950	1,013.00
TOTAL				6,117.17
TOTAL POLICE DEPARTMENT/PATROL				6,117.17

FIRE DEPARTMENT

03075	CARQUEST OF DOOR COUNTY	CORE DEPOSIT CREDIT	01-250-000-53000	-10.00
03075		OIL DRY	01-250-000-54999	7.99
04696	DOOR COUNTY TREASURER	APRIL FUEL CHARGES	01-250-000-51650	858.14
08225	HERLACHE SMALL ENGINE	OIL & FILTERS #8 PUMP	01-250-000-53000	50.00
16570	PIONEER FIRE COMPANY	UNIFORM CLOTHING-MONTEVIDEO	01-250-000-52900	37.18
16570		UNIFORMS	01-250-000-52900	51.00
19880	STURGEON BAY UTILITIES	835 N 14TH AVE SALT SHED	01-250-000-56675	5.20
19880		SUNSET CNTR CONC	01-250-000-56675	42.00

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	5.20
19880		WEST SIDE FIRE STATION	01-250-000-56675	42.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	56.57
19880		WEST SIDE FIRE STATION	01-250-000-58650	80.43
19880		38 S NEENAH AVE PAVILLION	01-250-000-56675	5.20
19880		38 S NEENAH AVE RESTRM	01-250-000-56675	26.00
19880		JAYCEES BALLFLD STAND	01-250-000-56675	13.00
19880		JC BALLFLD SPRINKLER	01-250-000-56675	42.00
19880		WEST SIDE BALLFIELD LITES	01-250-000-56675	5.20
19880		916 N 14TH AVE WARNING SIREN	01-250-000-56150	8.34
19880		COVE RD/CANAL RD SIREN	01-250-000-56150	13.72
19880		835 N 14TH AVE SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM PRK	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	14.80
19880		835 N 14TH AVE CITY GAR	01-250-000-56675	42.00
CHASE	JP MORGAN CHASE BANK	CHARGER- JAWS #52	01-250-000-51350	139.13
CHASE		EQUIP REPLACE	01-250-000-51350	95.70
CHASE		SMALL TOOLS	01-250-000-52700	167.29
CHASE		UNIFORM-PAYE	01-250-000-52900	90.96
CHASE		FDIC ENTRY-DIETMAN	01-250-000-55600	100.00
CHASE		FDIC ENTRY-MONTEVIDEO	01-250-000-55600	100.00
CHASE		MARAD REGISTRATIONS	01-250-000-55600	375.00
CHASE		MEALS MARAD TRAINING	01-250-000-55600	38.57
CHASE		MEALS MARAD	01-250-000-55600	30.14
CHASE		MEALS MARAD	01-250-000-55600	41.29
CHASE		MEALS MARAD	01-250-000-55600	45.50
CHASE		MEALS MARAD	01-250-000-55600	16.78
CHASE		MEALS MARAD	01-250-000-55600	26.61
CHASE		MEALS MARAD	01-250-000-55600	45.11
CHASE		MEALS MARAD	01-250-000-55600	32.01
CHASE		MEALS MARAD	01-250-000-55600	37.13
CHASE		MEALS MARAD	01-250-000-55600	72.00
CHASE		MEALS MARAD	01-250-000-55600	39.50
CHASE		HOTEL-FDIC TRN-DIETMAN	01-250-000-55600	367.38
CHASE		HOTEL-FDIC TRN-MONTEVIDEO	01-250-000-55600	367.38
CHASE		HOTEL-MARAD-DIETMAN	01-250-000-55600	260.03
CHASE		HOTEL-MARAD-MONTEVIDEO	01-250-000-55600	260.03
CHASE		MEALS-FDIC TRN	01-250-000-55600	23.69
CHASE		MEALS-FDIC TRN	01-250-000-55600	16.02
CHASE		MEALS-FDIC TRN	01-250-000-55600	26.87
CHASE		MEALS-FDIC TRN	01-250-000-55600	16.44
CHASE		MEALS-FDIC TRN	01-250-000-55600	26.87
CHASE		MEALS-FDIC TRN	01-250-000-55600	32.59
CHASE		TOLL CHARGES	01-250-000-55600	4.50
CHASE		TOLL CHARGES	01-250-000-55600	8.20
CHASE		TOLL CHARGES	01-250-000-55600	8.20
CHASE		TOLL CHARGES	01-250-000-55600	2.00
CHASE		TOLL CHARGES	01-250-000-55600	4.00
CHASE		FUEL CHARGES	01-250-000-51650	45.84
CHASE		FUEL CHARGES	01-250-000-51650	54.64
CHASE		FUEL CHARGES	01-250-000-51650	49.44
CHASE		FUEL CHARGES	01-250-000-51650	46.14
CHASE		FUEL CHARGES	01-250-000-51650	35.00
CHASE		MEALS-MARAD	01-250-000-55600	24.89

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRESMAR	FIRE SMART PROMOTIONS	STICKERS	01-250-000-52250	90.00
O'REILLY	O'REILLY AUTO PARTS	BULBS & FLASHER	01-250-000-53000	7.08
O'REILLY		SWITCH #6	01-250-000-53000	10.13
O'REILLY		AUTO PARTS	01-250-000-53000	8.98
O'REILLY		AIR BRAKE PARTS	01-250-000-53000	29.87
PORT	PORT SUPPLY	BULBS	01-250-000-53000	13.92
R0000586	TRACE ANALYTICS, INC	ANALYSIS PACKETS	01-250-000-56250	330.00
US CELL	US CELLULAR	MONTHLY DATA	01-250-000-58250	62.76
US FIRE	US FIRECOM	PAGER CASES	01-250-000-57550	138.22
WARNER	WARNER-WEXEL WHOLESALE &	TOLIET CLEANER	01-250-000-54999	34.93
TOTAL				5,331.13
TOTAL FIRE DEPARTMENT				5,331.13
STREET SWEEPING				
19880	STURGEON BAY UTILITIES	SWEEPER WATER USAGE	01-330-000-53050	21.67
TOTAL				21.67
TOTAL STREET SWEEPING				21.67
STREET SIGNS AND MARKINGS				
19275	SHERWIN WILLIAMS	PAINT SPRAYER PARTS	01-420-000-52100	228.30
19275		REPAIR	01-420-000-52100	418.00
BP	BP-MICHIGAN ST	FUEL	01-420-000-52100	13.01
TOTAL				659.31
TOTAL STREET SIGNS AND MARKINGS				659.31
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	SALES TAX ADJUSTMENT	01-450-000-51650	-1.01
03075		SALES TAX ADJUSTMENT	01-450-000-52150	-1.26
03075		SALES TAX CREDIT ADJUSTMENT	01-450-000-53000	-0.87
04696	DOOR COUNTY TREASURER	477.05G UNLD FUEL @ 2.075/G	01-450-000-51650	989.88
04696		569.20G DLS FUEL @ 2.53/G	01-450-000-51650	1,168.56
19240	SERVICE MOTOR CO	SKID STEER HYDRO FLUID	01-450-000-53000	90.05
19959	SUPERIOR CHEMICAL CORP	ANTI-SEIZE	01-450-000-54999	84.88
19965	SUPERIOR SIGNALS INC	4 LIGHT HOUSINGS	01-450-000-53000	197.04
APPLY MS	APPLIED MSS	TRUCK PARTS	01-450-000-53000	183.00
FLEETPRI	FLEETPRIDE	BRAKE PARTS	01-450-000-53000	448.81
TOTAL				3,159.08
TOTAL STREET MACHINERY				3,159.08
CITY GARAGE				

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03075	CARQUEST OF DOOR COUNTY	SALES TAX ADJUSTMENT	01-460-000-54999	-2.61
04603	HALRON LUBRICANTS INC	WASTE OIL PICK UP FEE	01-460-000-58999	30.00
04603		WASTE OIL PICK UP FEE	01-460-000-58999	48.75
06012	FASTENAL COMPANY	18V BATTERIES	01-460-000-54999	119.99
13150	MASTERCRAFT WELDING SYSTEM	FLAT BAR METAL	01-460-000-54999	40.00
19880	STURGEON BAY UTILITIES	835 N 14TH AVE SALT SHED	01-460-000-56150	8.24
19880		835 N 14TH AVE CITY GAR	01-460-000-56150	719.81
19880		835 N 14TH AVE CITY GAR	01-460-000-58650	80.88
TOTAL				1,045.06
TOTAL CITY GARAGE				1,045.06
CELEBRATION & ENTERTAINMENT				
SRO	SRO EVENTS, INC	2016 3RD HARMONY INSTALL	01-480-000-58999	8,966.67
TOTAL				8,966.67
TOTAL CELEBRATION & ENTERTAINMENT				8,966.67
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	3 TRFC WARNING LIGHTS	01-499-000-58000	8.25
TOTAL				8.25
TOTAL HIGHWAYS - GENERAL				8.25
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	04/16 BOB B CELL SVC	01-500-000-58250	49.31
MCMULLEN	MIKAELA MCMULLEN	SUMMER KICK OFF-BALLOON ARTIST	01-500-000-52250	180.00
PULSE	PENINSULA PULSE	ADVERTISING	01-500-000-57450	401.04
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	COLOR TONER	01-500-000-51250	204.46
TOTAL				834.81
TOTAL PARK & RECREATION ADMIN				834.81
PARKS AND PLAYGROUNDS				
01766	AURORA MEDICAL GROUP	PRE EMPLOY SCREEN-KLEIST	01-510-000-57100	67.00
01766		10 MRO REVIEWS @ \$8 EA	01-510-000-57100	80.00
03075	CARQUEST OF DOOR COUNTY	SUPPLIES-FISH TABLE REPAIR	01-510-000-51850	38.04
03075		IDLER-PULLEY	01-510-000-53000	15.75
03075		CREDIT RETURN -IDLER PULLEY	01-510-000-53000	-15.75
03133	CELLCOM WISCONSIN RSA 10	PHONE CHARGERS	01-510-000-54999	109.80
04545	DOOR COUNTY COOPERATIVE	FERTILIZER & GRASS SEED	01-510-000-51750	298.94
04545		FERTILIZER	01-510-000-51750	13.23
04545		GRASS SEED	01-510-000-54999	134.55
04545		WEED KILLER	01-510-000-54999	177.13

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
04603	HALRON LUBRICANTS INC	GREASE	01-510-000-54999	148.05
04696	DOOR COUNTY TREASURER	413.73 G UNLD FUEL @ 2.075/G	01-510-000-51650	858.49
04696		12.20 G DSL FUEL @ 2.53/G	01-510-000-51650	25.05
08225	HERLACHE SMALL ENGINE	1 STIHL BLOWER	01-510-000-52700	139.95
13150	MASTERCRAFT WELDING SYSTEM	20' 1/12" ANGLE	01-510-000-54999	40.00
19880	STURGEON BAY UTILITIES	SUNSET CNTR CONC	01-510-000-56150	59.21
19880		SUNSET CNTR CONC	01-510-000-58650	56.69
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	47.29
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	85.52
19880		OTUMBA PARK	01-510-000-56150	32.01
19880		OTUMBA PARK	01-510-000-58650	20.03
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	53.13
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	93.36
19880		JAYCEES BALLFLD STAND	01-510-000-56150	19.59
19880		OTUMBA PRK WALKWAY LITES	01-510-000-56150	25.95
19880		OTUMBA PRK/ STREET LTG	01-510-000-56150	142.86
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	13.42
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	16.56
19880		CHERRY BLOSSOM PRK	01-510-000-56150	21.55
19880		CHERRY BLOSSOM PRK	01-510-000-58650	26.55
BE RIGHT	BENNY R TEICH	RE KEY MEM FLD	01-510-000-54999	315.00
MRK NIEL	MARK NIELSON	2016 WORK BOOT REIMB-M NIELSON	01-510-000-56800	100.00
O'REILLY	O'REILLY AUTO PARTS	MIRROR	01-510-000-53000	2.99
O'REILLY		PULLEY FOR P10	01-510-000-53000	48.06
R0001379	REBECCA OSBORNE	WORK PERMIT REIMB-R OSBORNE	01-510-000-54999	10.00
WARNER	WARNER-WEXEL WHOLESALE &	GLOVES	01-510-000-54999	52.50
TOTAL				3,372.50
TOTAL PARKS AND PLAYGROUNDS				3,372.50
BALLFIELDS				
20900	TRU GREEN CHEMLAWN	WEED & FEED BALLFLDS	01-520-000-56500	148.00
20900		WEED & FEED BALLFLDS	01-520-000-56500	120.00
20900		WEED & FEED BALLFLD	01-520-000-56500	63.00
20900		WEED & FEED BALLFLD	01-520-000-56500	103.00
20900		WEED & FEED BALLFLD	01-520-000-56500	78.00
20900		WEED & FEED BALLFLDS	01-520-000-56500	78.00
20900		WEED & FEED BALL BALLFLDS	01-520-000-56500	78.00
20900		WEED & FEED BALLFLD	01-520-000-56500	83.00
TOTAL				751.00
TOTAL BALLFIELDS				751.00
MUNICIPAL DOCKS				
19880	STURGEON BAY UTILITIES	36 S NEENAH PKG LOT LTS	01-550-000-56150	176.22
19880		38 S NEENAH AVE PAVILLION	01-550-000-56150	20.96
19880		38 S NEENAH AVE PAVILLION	01-550-000-58650	89.56
19880		38 S NEENAH AVE RESTRM	01-550-000-56150	168.81
19880		38 S NEENAH AVE RESTRM	01-550-000-58650	242.28
PORT	PORT SUPPLY	DOCK BOX	01-550-000-54999	299.98

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS	01-550-000-54999	202.64
TOTAL				1,200.45
TOTAL MUNICIPAL DOCKS				1,200.45
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY LITES	01-570-000-56150	14.89
19880		DC MUSEUM PRK LOT LIGHTS	01-570-000-56150	120.86
TOTAL				135.75
TOTAL WATERFRONT PARKS & WALKWAYS				135.75
COMMUNITY & ECONOMIC DEVLPMT				
23830	WOLTER ENGRAVING	NAME PLATE-STEVEN HURLEY	01-900-000-54999	13.10
CHASE	JP MORGAN CHASE BANK	DCEDC ANNL LUNCHEON MTG	01-900-000-55600	66.00
TOTAL				79.10
TOTAL COMMUNITY & ECONOMIC DEVLPMT				79.10
TOTAL GENERAL FUND				52,976.17
CAPITAL FUND				
PATROL				
11545	MAPLE STREET SIGN CO.	INSTALL GRAPHIC NEW SQD # 20	10-215-000-59035	467.50
TOTAL				467.50
TOTAL PATROL				467.50
FIRE DEPARTMENT				
EXPENSE				
CLEANAIR	CLEAN AIR CONCEPTS	EXHAUST HOSES	10-250-000-59070	4,761.93
PAULCONW	PAUL CONWAY SHIELDS	LDH HOSE	10-250-000-59070	2,396.00
PAULCONW		1/34 X 2/12 HOSE	10-250-000-59070	6,240.00
SETCOM	SETCOM CORPORATION	HEAD SET TENDER #3	10-250-000-59060	3,302.32
SETCOM		HEAD SET ENGINE #4	10-250-000-59055	2,262.82
TOTAL EXPENSE				18,963.07
TOTAL FIRE DEPARTMENT				18,963.07
ROADWAYS/STREETS				
EXPENSE				
TREETOP	TREETOP PRODUCTS CONSOLIDATED	4 6' MADISON BENCHES	10-400-000-59095	3,269.63
TOTAL EXPENSE				3,269.63

INVOICES DUE ON/BEFORE 06/07/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
<b>CAPITAL FUND</b>					
GEORGIA STREET ROADWAY EXTEN.					
GEORGIA STREET ROADWAY EXTEN.					
10750	PREMIER CONCRETE INC	247.14 TN BREAKER RUN	10-400-111-59095	1,791.77	
				TOTAL GEORGIA STREET ROADWAY EXTEN.	1,791.77
				TOTAL ROADWAYS/STREETS	5,061.40
<b>PARKS AND PLAYGROUNDS</b>					
EXPENSE					
06580	FOTH AND VAN DYKE	BRAD LAKE WATER STRATEGY	10-510-000-59025	1,266.20	
				TOTAL EXPENSE	1,266.20
				TOTAL PARKS AND PLAYGROUNDS	1,266.20
				TOTAL CAPITAL FUND	25,758.17
<b>CABLE TV</b>					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
CHASE	JP MORGAN CHASE BANK	I PAD REPAIR	21-000-000-56250	104.27	
CHASE		TABLET CASE	21-000-000-52700	37.91	
MANN	MANN COMMUNICATIONS, LLC	06/07/16 CONTRACT	21-000-000-55015	4,685.00	
				TOTAL CABLE TV / GENERAL	4,827.18
				TOTAL CABLE TV / GENERAL	4,827.18
				TOTAL CABLE TV	4,827.18
<b>TID #4 DISTRICT</b>					
TID #4 DISTRICT					
CHART CO	CHARTER COMMUNICATIONS	CONVERT AERIAL TO UNDERGROUND	28-340-000-59095	7,138.78	
R0000794	AT&T MIDWEST	RELOCATE UTILITIES UNDERGRND	28-340-000-59082	9,029.82	
				TOTAL	16,168.60
				TOTAL TID #4 DISTRICT	16,168.60
				TOTAL TID #4 DISTRICT	16,168.60
<b>SOLID WASTE ENTERPRISE</b>					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
03075	CARQUEST OF DOOR COUNTY	SALES TAX ADJUSTMENT	60-000-000-52050	-2.10	
04696	DOOR COUNTY TREASURER	800.13 G DSL @ 2.053/G	60-000-000-51650	1,642.67	
JX ENT	JX ENTERPRISES, INC.	TIE ROD ENDS	60-000-000-53000	9.56	
RESLER	TROY RESLER	2016 WORK BOOT REIMB/RESLER	60-000-000-56800	100.00	
				TOTAL SOLID WASTE ENTERPRISE FUND	1,750.13
				TOTAL SOLID WASTE ENTERPRISE FUND	1,750.13
				TOTAL SOLID WASTE ENTERPRISE	1,750.13
				TOTAL ALL FUNDS	101,480.25

**MANUAL CHECKS**

BP AMOCO 05/18/16 Check # 79381 Statement Charges 01-215-000-51650	\$47.70
BENEFIT ADVANTAGE 05/18/16 Check # 79382 Cobra Fees 01-600-000-50510	\$25.00
MINNESOTA LIFE INSURANCE 05/18/16 Check # 79383 June Life Insurance 01-600-000-50552	\$1,745.96
SUN LIFE FINANCIAL 05/18/16 Check # 79384 May & June Short and Long Term Disability 01-000-000-21545	\$3,794.92
SUPERIOR VISION INSURANCE 05/18/16 Check # 79385 June Vision Insurance 01-000-000-21540	\$766.05
SOUTHERN DOOR SCHOOL 05/20/16 Check #79392 April Mobile Home Tax 01-000-000-41300	\$237.66
STURGEON BAY SCHOOLS 05/20/16 Check #79393 April Mobile Home Tax 01-000-000-41300	\$3,322.36
<b>TOTAL MANUAL CHECKS</b>	<b>\$ 9,939.65</b>

DATE: 05/26/2016  
TIME: 12:41:25  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/07/2016

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

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SUMMARY OF FUNDS:

GENERAL FUND	52,976.17	42,915.82
CAPITAL FUND	25,758.17	
CABLE TV	4,827.18	
TID #4 DISTRICT	16,168.60	
SOLID WASTE ENTERPRISE	1,750.13	
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TOTAL --- ALL FUNDS	101,480.25	111,419.90