



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA  
TUESDAY, SEPTEMBER 20, 2016  
12:00 p.m. Noon  
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST  
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on Agenda Items.
6. Consideration of the following bills: General Fund – \$478,132.00, Capital Fund - \$197,283.63, Cable TV - \$202.39, TID #2 - \$9,723,811.90, TID #3 – 128,631.25, TID #4 - \$22,488.00, and Solid Waste Enterprise - \$17,975.88 for a grand total of \$10,568,525.05. [roll call]
7. CONSENT AGENDA
  - \* All items listed with an asterisk (\*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.
  - \* a. Approval of 9/6/16 regular Common Council minutes.
  - \* b. Approval of the following minutes:
    - (1) Bicycle & Pedestrian Advisory Board – 8/25/16
    - (2) Finance/Purchasing & Building Committee – 8/30/16
    - (3) Community Protection & Services Committee – 9/8/16
    - (4) Aesthetic Design & Site Plan Review Board – 9/12/16
  - \* c. Place the following reports on file:
    - (1) Inspection Department Report – July 2016
    - (2) Inspection Department Report – August 2016
    - (3) Fire Department Report – August 2016
    - (4) Police Department Report – August 2016
  - \* d. Consideration of: Approval of beverage operator licenses.
  - \* e. Consideration of: Approval of Combination Class B Beer and Class B Liquor license for Old Mexico Mexican Bar & Grill Inc.
  - \* f. Consideration of: Approval of Street Closure Application for Sturgeon Bay Visitor Center – Thrills on Third Avenue.
8. Mayoral appointments.
9. Second reading of ordinance re: Repeal and recreate Section 10.19(1) of the Municipal Code – Noxious Weeds.

10. **Community Protection & Services Committee recommendation re: Repeal and Recreate City of Sturgeon Bay Fire Department Ordinances – Portions of Section 6 of the Municipal Code.**
11. **First reading of ordinance re: Repeal and recreate portions of Section 6 of the Municipal Code – Fire Department Codes.**
12. **Finance/Purchasing & Building Committee recommendation re: Enter into another three year contract with SRO Events in an amount not to exceed \$26,900 per year.**
13. **Community Protection & Services Committee recommendation re: Approve the renewal of the 2016-2017 Combination Class B Liquor/Beer license for the Sturgeon Bay Jaycees.**
14. **Committee Chairperson Reports:**
  - a. **Personnel Committee**
  - b. **Parking & Traffic Committee**
  - c. **Community Protection & Services Committee**
  - d. **Sturgeon Bay Utility Commission**
15. **Public comment on Non-Agenda items.**
16. **Mayor's comments.**
17. **Convene in closed session in accordance with the following exemptions:**
  - a. **Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85(g)**  
  
**Consideration of: Friends of Sturgeon Bay Public Waterfront et al v. City of Sturgeon Bay and Sturgeon Bay Waterfront Redevelopment Authority**
  - b. **Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 19.85(1)(e).**  
  
**Consideration of: Amendments to Development Contract with Sawyer Hotel Development, LLC**

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

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date:

9-16-16

Time:

12:00 PM

By:

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
19729	STURGEON BAY COMMUNITY CHURCH	SB COMM CHURCH OTUMBA	01-000-000-23162	50.00
BAGNALL	JOHN BAGNALL	9.3.16 FOOD SHARE BAGNALL	01-000-000-21595	17.00
R0000985	SULLYS THUMBS UP PRODUCE	09.03.16 FOOD SHARE-SULLYS	01-000-000-21595	69.00
R0001001	RENARDS CHEESE	9.3.16 FOOD SHARE-RENARDS	01-000-000-21595	35.00
R0001074	RANDALL MANGES	09.10.16 FOOD SHARE MANGE	01-000-000-21595	15.00
R0001291	MAI LEE	09.3.16 FOOD SHARE MAI LEE	01-000-000-21595	56.00
R0001422	RANDY JOHNSON	7 NIGHT STAY REFUND-R JOHNSON	01-000-000-46250	165.88
R0001422		STATE TAX-R JOHNSON	01-000-000-24214	8.29
R0001422		COUNTY TAX-R JOHNSON	01-000-000-24215	0.83
R0001424	STEVEN BLASIER	HAZARD TAG REFUND/BLASIER	01-000-000-48105	32.00
THORP	PAT THORP	09.10.16 FOOD SHARE-THORP	01-000-000-21595	19.00
TOTAL LIABILITIES				468.00
CAPITAL PROJECTS				
01761	ASSOCIATED TRUST COMPANY	PAY AGENT FEE GO REF 07/05/12	01-000-913-70002	96.10
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T2 CAP PROJ BND	01-000-913-70000	85,000.00
01764		10/16 T2 CAP PROJ BND	01-000-913-70001	4,465.00
TOTAL CAPITAL PROJECTS				89,561.10
CITY HALL / FIRE & POLICE STN				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 REF BND-GF BUILDING	01-000-920-70000	150,000.00
01764		10/16 REF BND-GF BUILDING	01-000-920-70001	21,606.25
TOTAL CITY HALL / FIRE & POLICE STN				171,606.25
EGG HARBOR RD IMP/DES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 EGG HRBR RD	01-000-976-70001	9,966.25
TOTAL EGG HARBOR RD IMP/DES				9,966.25
BALLFIELD LIGHTING				
WPPI ENG	WPPI ENERGY	09/16 ATHLETIC FLD LIGHTING	01-000-981-70000	1,365.39
TOTAL BALLFIELD LIGHTING				1,365.39
TOTAL GENERAL FUND				272,966.99
MAYOR				
04549	DOOR COUNTY ECONOMIC DEVELOPME	MSOE BUSINESS GROUP EVENT	01-100-000-58999	1,236.64
04696	DOOR COUNTY TREASURER	08/16 MAYOR INTERNET	01-100-000-56700	2.70
TOTAL				1,239.34
TOTAL MAYOR				1,239.34
CITY COUNCIL				
23830	WOLTER ENGRAVING	"WARD" NAME PLATE	01-105-000-54999	10.00
TOTAL				10.00
TOTAL CITY COUNCIL				10.00

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CITY OF STURGEON BAY  
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	07/16 GENERAL LEGAL MATTERS	01-110-000-55010	2,054.00
16555		08/16 TRAFFIC MATTERS	01-110-000-55010	551.00
		TOTAL		2,605.00
		TOTAL LAW/LEGAL		2,605.00
CITY CLERK-TREASURER				
04696	DOOR COUNTY TREASURER	08/16 CLERK INTERNET	01-115-000-56700	10.90
R0001423	AMY MORGAN	SUBPOENA FEE-A MORGAN	01-115-000-56350	16.80
		TOTAL		27.70
		TOTAL CITY CLERK-TREASURER		27.70
ADMINISTRATION				
04696	DOOR COUNTY TREASURER	08/16 ADMIN INTERNET	01-120-000-56700	2.70
		TOTAL		2.70
		TOTAL ADMINISTRATION		2.70
COMPUTER				
04696	DOOR COUNTY TREASURER	08/16 TECH SUPPORT	01-125-000-55550	2,575.00
		TOTAL		2,575.00
		TOTAL COMPUTER		2,575.00
CITY ASSESSOR				
04696	DOOR COUNTY TREASURER	08/16 ASSESSING INTERNET	01-130-000-56700	5.40
ASSO APP	ASSOCIATED APPRAISAL	09/20/16 CONTRACT	01-130-000-55010	1,245.83
		TOTAL		1,251.23
		TOTAL CITY ASSESSOR		1,251.23
BUILDING/ZONING CODE ENFORCEMENT				
04696	DOOR COUNTY TREASURER	08/16 INSPECT INTERNET	01-140-000-56700	2.70
		TOTAL		2.70
		TOTAL BUILDING/ZONING CODE ENFORCEMENT		2.70
MUNICIPAL SERVICES ADMIN.				

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INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
03133	CELLCOM WISCONSIN RSA 10	08/16 CHAD CELL SVC	01-145-000-58250	13.83
04696	DOOR COUNTY TREASURER	08/16 ENGINEER INTERNET	01-145-000-56700	5.40
05580	ESRI INC	ARCGIS MAINT 11/1/16-10/31/17	01-145-000-55550	400.00
06600	FRV INC	PLOTTER REPAIR	01-145-000-56250	512.15
SPETZ	BRIAN SPETZ	2016 WORK BOOT REIMBURSE-SPETZ	01-145-000-55605	100.00
TOTAL				1,031.38
TOTAL MUNICIPAL SERVICES ADMIN.				1,031.38
PUBLIC WORKS ADMINISTRATION				
03133	CELLCOM WISCONSIN RSA 10	08/16 BOB CELL SVC	01-150-000-58250	50.26
03133		08/16 STEVE CELL SVC	01-150-000-58250	60.17
04696	DOOR COUNTY TREASURER	08/16 MUNICIPAL INTERNET	01-150-000-56700	6.75
TOTAL				117.18
TOTAL PUBLIC WORKS ADMINISTRATION				117.18
ELECTIONS DEPARTMENT				
04696	DOOR COUNTY TREASURER	04/16 ELECTION CHARGES	01-155-000-54999	809.13
TOTAL				809.13
TOTAL ELECTIONS DEPARTMENT				809.13
CITY HALL				
05500	ENERGY CONTROL AND DESIGN INC	ANNL PROTECT MAINT AGREEMNT	01-160-000-58999	1,482.00
05500		ANNL PROTECT MAINT AGREEMNT	01-160-000-58999	6,161.00
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	3,987.62
19880		421 MICHIGAN ST	01-160-000-58650	159.42
19880		W LARCH ST WALKWAY LTS	01-160-000-56150	107.09
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-160-000-51850	48.85
TOTAL				11,945.98
TOTAL CITY HALL				11,945.98
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	10/16 WORK COMP	01-165-000-58750	24,254.00
MCCLONE		10/16 GEN LIAB	01-165-000-56400	3,016.00
MCCLONE		10/16 POLICE LIAB	01-165-000-57150	1,138.00
MCCLONE		10/16 PUBLIC OFFICIAL	01-165-000-57400	1,145.00
MCCLONE		10/16 AUTO LIAB	01-165-000-55200	1,751.00
MCCLONE		10/16 AUTO PHY DAMAGE	01-165-000-55200	1,404.00
MUN PROP	MUNICIPAL PROPERTY INSURANCE	POLICY ENDORSEMENT	01-165-000-57350	3,943.00
TOTAL				36,651.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND				
			TOTAL INSURANCE	36,651.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	08/16 CITY HALL PHONE SVC	01-199-000-58200	121.41
04696		08/16 FD PHONE SVC	01-199-000-58200	39.42
04696		08/16 MUN PHONE SVC	01-199-000-58200	43.76
04696		08/16 PD PHONE SVC	01-199-000-58200	88.39
08167	GANNETT WISCONSIN NEWSPAPERS	SEASONAL HELP ADS	01-199-000-57450	607.00
08167		ORDINANCE PUBLICATION	01-199-000-57450	43.91
		TOTAL		943.89
		TOTAL GENERAL EXPENDITURES		943.89
POLICE DEPARTMENT				
04696	DOOR COUNTY TREASURER	08/16 POLICE INTERNET	01-200-000-56700	37.80
15890	PACK AND SHIP PLUS	SHIPPING-FLOAT TECH INC	01-200-000-57250	19.78
15890		SHIPPING-STATE CRIME LAB	01-200-000-57250	9.60
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	4952 BLACK COPIES	01-200-000-51600	49.52
STAPLES		1684 COLOR COPIES	01-200-000-51600	50.52
US BANK	US BANK EQUIPMENT FINANCE	RICOH COPIER #7 OF 48	01-200-000-51600	167.00
US BANK		PROP DAMAGE SURCHARGE	01-200-000-51600	27.02
		TOTAL		361.24
		TOTAL POLICE DEPARTMENT		361.24
POLICE DEPARTMENT/PATROL				
01550	BP AMOCO	OUT OF TOWN FUEL	01-215-000-51650	27.00
01550		OUT OF TOWN FUEL	01-215-000-51650	42.00
01766	AURORA MEDICAL GROUP	EMPLOYEE SCREENING-HAACK	01-215-000-57100	96.00
03133	CELLCOM WISCONSIN RSA 10	08/16 SQUAD PRINTERS	01-215-000-58250	221.76
03133		08/16 CELL PHONE	01-215-000-58250	612.08
04150	DE JARDIN CLEANERS LLC	UNIFORM MAINTENANCE	01-215-000-56800	6.00
04150		UNIFORM MAINTENANCE-JNNRJHN	01-215-000-56800	26.39
04150		UNIFORM MAINTENANCE-SOUTH	01-215-000-56800	5.50
04696	DOOR COUNTY TREASURER	1376.91G @2.75/G	01-215-000-51650	2,857.09
15890	PACK AND SHIP PLUS	FIRST AID KITS	01-215-000-54999	211.00
15890		SHIPPING	01-215-000-54999	195.00
19880	STURGEON BAY UTILITIES	110 S NEENAH AVE CAMERA	01-215-000-56150	10.39
21450	THE UNIFORM SHOPPE	UNIFORM SHIRT/PANT-HAACK	01-215-000-52950	173.85
AMERDIVE	AMERICAN DIVING SUPPLY, LLC	DIVE GEAR MAINTENANCE	01-215-000-54999	137.49
NELSON	NELSON TACTICAL	UNIFORM PANTS-MOGEN	01-215-000-52900	66.14
		TOTAL		4,687.69
		TOTAL POLICE DEPARTMENT/PATROL		4,687.69

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
POLICE DEPT. / INVESTIGATIONS				
ACCURINT	LEXISNEXIS RISK SOLUTIONS	08/16 CONTRACT FEE	01-225-000-57950	105.00
TOTAL				105.00
TOTAL POLICE DEPT. / INVESTIGATIONS				105.00
<b>FIRE DEPARTMENT</b>				
02005	BAY ELECTRONICS, INC.	PORTABLE REPAIR	01-250-000-57550	60.00
03101	CDW GOVERNMENT, INC.	IPAD MOUNT E-4	01-250-000-52700	48.01
04575	DOOR COUNTY HARDWARE	CLEANERS	01-250-000-54999	21.56
04575		BATTERIES & FASTENERS	01-250-000-54999	12.79
04696	DOOR COUNTY TREASURER	08/16 FIRE INTERNET	01-250-000-56700	16.20
08140	HEIMAN FIRE EQUIPMENT, INC.	AIR EJECT BOOT	01-250-000-53000	33.55
08167	GANNETT WISCONSIN NEWSPAPERS	PART TIME FIRE ADS	01-250-000-56000	551.00
16570	PIONEER FIRE COMPANY	UNIFORM --PLOOR	01-250-000-52900	39.00
19880	STURGEON BAY UTILITIES	92 E MAPLE ST	01-250-000-56675	5.20
19880		MARTIN PRK BATHROOM	01-250-000-56675	5.20
19880		421 MICHIGAN ST	01-250-000-56675	118.00
19880		TRUCK FILL	01-250-000-56675	41.00
19880		MEM FLD SPRINKLER	01-250-000-56675	42.00
19880		MEM WARMING HOUSE	01-250-000-56675	42.00
19880		GARLAND PARK	01-250-000-56675	5.20
19880		GIRLS LITTLE LEAGUE	01-250-000-56675	42.00
19880		FIRE PROTECTION	01-250-000-56675	8,720.75
19880		QUINCY BAY SHIP PIT	01-250-000-56675	42.00
19880		N MADISON AVE SPRINKLING	01-250-000-56675	13.00
19880		10 PENNSYLVANIA ST DOCK	01-250-000-56675	13.00
19880		1018 GREEN BAY RD SIREN	01-250-000-56150	15.45
19880		323 S 1ST AVE EAST SIDE DOCK	01-250-000-56675	5.20
19880		107 N 1ST AVE MARINA/RSTRM	01-250-000-56675	42.00
19880		122 KENTUCKY ST CITY PKG RAMP	01-250-000-56675	5.20
19880		48 KENTUCKY ST DOCK	01-250-000-56675	13.00
19880		48 KENTUCKY ST CITY MARINA	01-250-000-56675	42.00
CEDARCRK	CEDAR CREEK CARPET INC.	EDGING	01-250-000-54999	27.84
MED TECH	MED-TECH RESOURCE INC.	EMS BAG REPLACEMENT	01-250-000-51350	471.22
O'REILLY	O'REILLY AUTO PARTS	CREDIT RETURNBRK CALIPER	01-250-000-53000	-74.74
TOTAL				10,418.63
TOTAL FIRE DEPARTMENT				10,418.63
<b>STORM SEWERS</b>				
10750	PREMIER CONCRETE INC	CONCRETE	01-300-000-51150	282.00
10750		CONCRETE-STORM SEWER REPAIR	01-300-000-51150	49.50
TOTAL				331.50
TOTAL STORM SEWERS				331.50
<b>SOLID WASTE MGMT/SPRING/FALL</b>				

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
ADVANCED	ADVANCED DISPOSAL	4.16 TN REFUSE @ 59.96/TN	01-311-000-58400	249.43
ADVANCED		HAZARDOUS ITEM	01-311-000-58400	278.00
TOTAL				527.43
TOTAL SOLID WASTE MGMT/SPRING/FALL				527.43
STREET SWEEPING				
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-330-000-51400	17.47
19880	STURGEON BAY UTILITIES	AUGUST SWEEPER WATER USAGE	01-330-000-53050	29.29
25700	ZARNOTH BRUSH WORKS INC	STREET SWEEPER BRUSHES	01-330-000-51400	458.00
TOTAL				504.76
TOTAL STREET SWEEPING				504.76
ROADWAYS/STREETS				
04575	DOOR COUNTY HARDWARE	SPADE	01-400-000-51400	55.98
TOTAL				55.98
TOTAL ROADWAYS/STREETS				55.98
SNOW REMOVAL				
GRAY'S	GRAY'S INC.	PLOW BLADES	01-410-000-51400	1,342.00
R0000768	BRAUER SUPPLY & EQUIPMENT	CURB GUARD-SNOW PLOW	01-410-000-51400	475.00
TOTAL				1,817.00
TOTAL SNOW REMOVAL				1,817.00
STREET SIGNS AND MARKINGS				
04575	DOOR COUNTY HARDWARE	POWER PAINTER	01-420-000-52100	99.99
12110	LANGE ENTERPRISES INC	STREET SIGNS	01-420-000-52600	193.19
19275	SHERWIN WILLIAMS	YELLOW ROAD PAINT	01-420-000-52100	62.55
19275		ROAD PAINT	01-420-000-52100	126.30
TOTAL				482.03
TOTAL STREET SIGNS AND MARKINGS				482.03
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	CURB POUR	01-440-000-51200	241.50
TOTAL				241.50
TOTAL CURB/GUTTER/SIDEWALK				241.50

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
STREET MACHINERY				
04575	DOOR COUNTY HARDWARE	SPRINGS	01-450-000-52150	9.26
04696	DOOR COUNTY TREASURER	402.91G UNLD @ 2.075/G	01-450-000-51650	836.04
04696		948.87G DLS @ 2.057/G	01-450-000-51650	1,951.82
19240	SERVICE MOTOR CO	SKID STEER BLADE	01-450-000-53000	290.00
GRAY'S	GRAY'S INC.	BLADE-LOADER	01-450-000-53000	350.70
O'REILLY	O'REILLY AUTO PARTS	TRACTOR CLOCK	01-450-000-52150	6.39
QUALITY	QUALITY TRUCK CARE CENTER INC	SEAT AIR VALVE	01-450-000-53000	73.39
TOTAL				3,517.60
TOTAL STREET MACHINERY				3,517.60
CITY GARAGE				
01766	AURORA MEDICAL GROUP	PRE EMPLOY-GEISSMAN	01-460-000-57100	80.00
01766		PRE EMPLOY GIESSEMAN	01-460-000-57100	75.00
04575	DOOR COUNTY HARDWARE	PLUMBING SUPPLIES	01-460-000-55300	45.51
04575		CREDIT RETURN	01-460-000-55300	-28.13
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-460-000-55300	31.92
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-460-000-51850	127.86
TOTAL				332.16
TOTAL CITY GARAGE				332.16
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	808 S DULUTH AVE SIGN	01-499-000-58000	15.98
19880		1536 EGG HRBR RD TRFFC LITE	01-499-000-58000	12.98
19880		N 14TH & EGG HRBR TRFC LITE	01-499-000-58000	28.88
19880		WS TRAFFIC LIGHTS	01-499-000-58000	130.27
19880		ORNAMENTAL ST LIGHT	01-499-000-58000	5,562.88
19880		OVERHEAD ST LIGHTS	01-499-000-58000	6,738.01
19880		WALNUT DR & LANSING SIGN	01-499-000-58000	8.27
19880		323 S 1ST AVE EAST SIDE DOCK	01-499-000-58000	54.05
TOTAL				12,551.32
TOTAL HIGHWAYS - GENERAL				12,551.32
PARK & RECREATION ADMIN				
03133	CELLCOM WISCONSIN RSA 10	08/16 BOB CELL SVC	01-500-000-58250	50.27
03133		08/16 CELL SVC	01-500-000-58250	20.72
04696	DOOR COUNTY TREASURER	08/16 PARK INTERNET	01-500-000-56700	4.05
23200	WDOR	RADIO ADVERTISING	01-500-000-57450	96.00
23200		RADIO ADVERTISING	01-500-000-57450	180.00
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	ADD MACHINE	01-500-000-51950	59.27
BUBRICKS		LABELS AND LAMINATING SHEETS	01-500-000-51950	36.68
CASE COM	CASE COMMUNICATIONS	RADIO ADVERTISING	01-500-000-57450	253.20
TOTAL				700.19
TOTAL PARK & RECREATION ADMIN				700.19

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
PARKS AND PLAYGROUNDS				
03075	CARQUEST OF DOOR COUNTY	OIL FILTERS- P8 TRCK	01-510-000-53000	11.46
04575	DOOR COUNTY HARDWARE	KEY AND WASP KILLER	01-510-000-51850	26.86
04575		SAWZALL BLADE	01-510-000-58600	22.99
04575		WASP KILLER	01-510-000-52350	23.88
04575		FASTENERS	01-510-000-56250	7.35
04575		FASTENERS	01-510-000-51800	30.48
04575		FASTENERS	01-510-000-51800	20.99
04575		FASTENERS	01-510-000-51800	11.49
04575		LITE ORGANIZER	01-510-000-51350	7.97
04575		TIEDOWN RACHET	01-510-000-56250	22.99
04696	DOOR COUNTY TREASURER	568.49G UNLED @ 2.075/G	01-510-000-51650	1,179.62
04696		28.20G DLS @ 2.057/G	01-510-000-51650	55.93
12100	LAMPERT YARDS INC	SHEATHING-SKATE PARK ROOF	01-510-000-51800	76.25
13049	MAY'S SPORT CENTER	MOWER BLADES	01-510-000-51350	50.85
13049		OIL FILTERS & FLUIDS	01-510-000-58600	211.98
19880	STURGEON BAY UTILITIES	207 S 3RD AVE MARTIN PARK	01-510-000-56150	29.44
19880		MARTIN PRK BATHROOM	01-510-000-58650	44.98
19880		MEM WARMING HOUSE	01-510-000-56150	129.44
19880		MEM WARMING HOUSE	01-510-000-58650	253.59
19880		GARLAND PARK	01-510-000-56150	9.53
19880		GARLAND PARK	01-510-000-58650	18.52
19880		421 MICHIGAN FLAG LIGHT	01-510-000-56150	28.13
19880		MEM FLD PARKING LOT	01-510-000-56150	9.86
19880		MEMORIAL FLD COMPLEX	01-510-000-56150	304.74
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	52.16
GREEN BA	GREEN BAY REBUILDERS, LLC	TORO MOWER REPAIR	01-510-000-53000	40.00
HESLER	DARREN HESLER	2016 WORK BOOT REIMB-HESLER	01-510-000-56800	36.67
L&P	L&P CONVENIENT STORE SBAY LLC	FUEL	01-510-000-51650	33.25
L&P		FUEL	01-510-000-51650	13.00
L&P		FUEL	01-510-000-51650	25.28
L&P		FUEL	01-510-000-51650	20.53
TOTAL				2,810.21
TOTAL PARKS AND PLAYGROUNDS				2,810.21
BALLFIELDS				
04545	DOOR COUNTY COOPERATIVE	WEED/GRUB CONTROL	01-520-000-56500	286.41
04575	DOOR COUNTY HARDWARE	VALVE SEAL	01-520-000-56500	3.99
04575		KEY	01-520-000-56500	8.94
19860	STURGEON BAY SAND & GRAVEL	QUARRY WASH-MEM FLD PRK LOT	01-520-000-56500	18.14
19860		QUARRY WASH-MEM FLD PRK LOT	01-520-000-56500	29.16
TOTAL				346.64
TOTAL BALLFIELDS				346.64
MUNICIPAL DOCKS				
04575	DOOR COUNTY HARDWARE	SUPPLIES	01-550-000-51850	19.99
04575		PUSH PLATE	01-550-000-51850	9.99
04575		ALUMINUM SHEET	01-550-000-51850	5.98
04575		CLEATS	01-550-000-55350	22.97

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
04575		DOOR CHAIN	01-550-000-51850	4.49
04575		FASTENERS	01-550-000-51850	6.32
04575		METAL HANDLE	01-550-000-51850	4.49
04575		WASP KILLER	01-550-000-51850	3.98
04575		WASP KILLER	01-550-000-51850	10.97
PORT	PORT SUPPLY	CLEAT	01-550-000-51850	5.48

TOTAL 94.66  
 TOTAL MUNICIPAL DOCKS 94.66

WATER WEED MANAGEMENT

01675	AQUARIUS SYSTEMS	HOLD DOWN CLIPS	01-560-000-51400	309.45
03025	CAPTAIN COMMODES INC	BAY VIEW BRIDGE	01-560-000-58999	75.00
04575	DOOR COUNTY HARDWARE	FIRST AID KITS	01-560-000-52350	80.96
04575		GARDEN SPRAYER	01-560-000-51400	17.99
04575		PAINT SUPPLIES	01-560-000-54999	17.95
04575		PAINT SUPPLIES	01-560-000-54999	78.91
04575		PAINT THINNER	01-560-000-54999	19.98
04575		PAINT SUPPLIES	01-560-000-51400	47.03
04696	DOOR COUNTY TREASURER	233.20G UNLED @ 2.075/G	01-560-000-51650	483.89
04696		109.50 G DSL @ 2.057/G	01-560-000-51650	225.24
09250	INLAND LAKE HARVESTERS INC	WEED HRVSTR HNGR ASSMBLY	01-560-000-51400	90.31

TOTAL 1,446.71  
 TOTAL WATER WEED MANAGEMENT 1,446.71

WATERFRONT PARKS & WALKWAYS

04575	DOOR COUNTY HARDWARE	SUPPLIES	01-570-000-54999	33.99
04575		FASTENERS	01-570-000-52650	11.06
04575		WETPATCH ROOF CEMENT	01-570-000-52100	5.99
19880	STURGEON BAY UTILITIES	W LARCH ST PARKING LOT	01-570-000-56150	59.32
19880		10 PENNSYLVANIA ST DOCK	01-570-000-58650	49.67
19880		48 KENTUCKY ST WTR FRONT	01-570-000-56150	204.50
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-56150	761.79
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-58650	103.56
19880		122 KENTUCKY ST CITY PKG RAMP	01-570-000-56150	366.12
19880		48 KENTUCKY ST DOCK	01-570-000-58650	36.15
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	36.57
VIKING	VIKING ELECTRIC SUPPLY, INC	PARKS LIGHT BULBS	01-570-000-54999	68.40

TOTAL 1,737.12  
 TOTAL WATERFRONT PARKS & WALKWAYS 1,737.12

EMPLOYEE BENEFITS

03780	COUNSELING ASSOCIATES OF DC	AUGUST EAP	01-600-000-56553	150.83
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TOTAL 150.83

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
TOTAL EMPLOYEE BENEFITS				150.83
COMMUNITY & ECONOMIC DEVLPMT				
04696	DOOR COUNTY TREASURER	08/16 COMM DEV INTERNET	01-900-000-56700	5.40
15028	MARTY OLEJNICZAK	MEAL EXPENSES-OLEJNICZAK	01-900-000-55600	36.77
TOTAL				42.17
TOTAL COMMUNITY & ECONOMIC DEVLPMT				42.17
TOTAL GENERAL FUND				375,441.59
CAPITAL FUND				
GENERAL EXPENDITURES				
14826	NORTHEAST ASPHALT, INC.	1ST AVE TURNAROUND	10-199-000-51525	24,142.06
14826		SBU PORTION	10-199-000-51525	5,511.01
TOTAL				29,653.07
TOTAL GENERAL EXPENDITURES				29,653.07
PATROL				
02208	BAYCOM INC.	ARBITRATOR	10-215-000-59000	5,149.00
TOTAL				5,149.00
TOTAL PATROL				5,149.00
FIRE DEPARTMENT				
EXPENSE				
ALLIED10	ALLIED 100,LLC	DEFIB CASE & BATTERY	10-250-000-59070	270.15
TOTAL EXPENSE				270.15
TOTAL FIRE DEPARTMENT				270.15
ROADWAYS/STREETS				
EXPENSE				
CATER	TODD CATER	SEWER DAMAGE CLEAN-FAM VIDEO	10-400-000-59096	800.00
PTS CONT	PTS CONTRACTORS, INC	EGG HRBR RD FINAL PAY REQUEST	10-400-000-59096	5,000.00
TOTAL EXPENSE				5,800.00
ANNUAL RESURFACING & BASE REP.				
14826	NORTHEAST ASPHALT, INC.	JIB	10-400-110-59095	35,000.00
14826		ANNUAL	10-400-110-59095	104,368.93
TOTAL ANNUAL RESURFACING & BASE REP.				139,368.93

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>CAPITAL FUND</b>				
GEORGIA STREET ROADWAY EXTEN.				
GEORGIA STREET ROADWAY EXTEN.				
14826	NORTHEAST ASPHALT, INC.	GEORGIA ST	10-400-111-59095	17,042.48
TOTAL GEORGIA STREET ROADWAY EXTEN.				17,042.48
TOTAL ROADWAYS/STREETS				162,211.41
TOTAL CAPITAL FUND				197,283.63
<b>CABLE TV</b>				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	08/16 FIRE CABLE SVC	21-000-000-58999	99.79
04696	DOOR COUNTY TREASURER	08/16 PEG INTERNET	21-000-000-56700	100.00
15890	PACK AND SHIP PLUS	SHIPPING-MARKERTEK	21-000-000-54999	2.60
TOTAL CABLE TV / GENERAL				202.39
TOTAL CABLE TV / GENERAL				202.39
TOTAL CABLE TV				202.39
<b>TID #2 DISTRICT</b>				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T2 ORIGINAL DEBT SVC	25-320-930-70001	145.97
01764		10/16 T2 CAP PROJ BND	25-320-930-70001	155.25
01764		10/16 2005 REF BOND T2 -CITY	25-320-930-70001	5,850.00
TOTAL TID #2 A AREA BONDS - CITY				6,151.22
TID #2 A AREA BONDS - DVL				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 2005 AMEND RB T2-DEVELPR	25-320-931-70000	250,000.00
01764		10/16 2005 AMEND RB T2-DEVELPR	25-320-931-70001	17,231.25
01764		10/16 T2 AMENDED DEBT SVC	25-320-931-70001	1,848.99
01764		10/16 T2 CAP PROJ BND	25-320-931-70001	1,966.69
TOTAL TID #2 A AREA BONDS - DVL				271,046.93
<b>T2 ROAD PROJECTS</b>				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T2 ORIGINAL DEBT SVC	25-320-932-70001	3,235.72
01764		10/16 T2 CAP PROJ BND	25-320-932-70001	3,441.38
01764		10/16 T2 2006 REF BOND ORG	25-320-932-70000	25,000.00
01764		10/16 T2 2006 REF BOND ORG	25-320-932-70001	16,131.25
01764		10/16 T2 2006 REF BOND	25-320-932-70000	250,000.00
01764		10/16 T2 2006 REF BOND	25-320-932-70001	5,000.00
TOTAL T2 ROAD PROJECTS				302,808.35
<b>T2 SERIES 2006A</b>				
01761	ASSOCIATED TRUST COMPANY	PAY AGENT FEE GO REF 07/05/12	25-320-933-70002	266.90
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T2 LEASE REV BND	25-320-933-70001	15,787.50
01764		10/16 2015 DEBT RESTRCTRE	25-320-933-70001	14,087.50
01764		10/16 T2 ORIGINAL DEBT SVC	25-320-933-70001	19,098.07
01764		WTRFRNT REDEV AUTH	25-320-933-70000	1,465,000.00

INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>TID #2 DISTRICT</b>				
T2 SERIES 2006A				
T2 SERIES 2006A				
01764		WTRFRNT REDEV AUTH	25-320-933-70001	192,753.75
01764		PAYOFF T2 RB REF 9/7/16	25-320-933-70000	7,380,000.00
01764		10/16 T2 CAP PROJ BND	25-320-933-70001	20,311.68
13750	MOODY'S INVESTORS SERVICE	T2 LRB	25-320-933-70002	13,500.00
R0000620	ROBERT W BAIRD & CO	T2 LRB	25-320-933-70002	23,000.00
TOTAL T2 SERIES 2006A				9,143,805.40
TOTAL TID DISTRICT #2				9,723,811.90
TOTAL TID #2 DISTRICT				9,723,811.90
<b>TID #3 DISTRICT</b>				
TID #3 DISTRICT				
\$1.685 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T3	27-330-937-70000	100,000.00
01764		10/16 T3	27-330-937-70001	28,631.25
TOTAL \$1.685 NOTES				128,631.25
TOTAL TID #3 DISTRICT				128,631.25
TOTAL TID #3 DISTRICT				128,631.25
<b>TID #4 DISTRICT</b>				
TID #4 DISTRICT				
14826	NORTHEAST ASPHALT, INC.	TID 4	28-340-000-59115	1,298.00
16555	PINKERT LAW FIRM, LLP	07/16 TID 4 LEGAL MATTERS	28-340-000-55001	1,690.00
TOTAL				2,988.00
T4 \$3.12 NOTES				
01764	ASSOCIATED WEALTH MANAGEMENT	10/16 T4 TAX NOTE	28-340-987-70001	19,500.00
TOTAL T4 \$3.12 NOTES				19,500.00
TOTAL TID #4 DISTRICT				22,488.00
TOTAL TID #4 DISTRICT				22,488.00
<b>SOLID WASTE ENTERPRISE</b>				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04575	DOOR COUNTY HARDWARE	SILICONE	60-000-000-52050	11.98
04696	DOOR COUNTY TREASURER	819.24G DSL @ 2.057/G	60-000-000-51650	1,685.18
19959	SUPERIOR CHEMICAL CORP	GREASE	60-000-000-52050	92.43
ADVANCED	ADVANCED DISPOSAL	252.78 TN REFUSE @ 59.96/TON	60-000-000-58300	15,156.67
ADVANCED		74.95 TN RECYCLE @ 13.74/TN	60-000-000-58350	1,029.62
TOTAL SOLID WASTE ENTERPRISE FUND				17,975.88
TOTAL SOLID WASTE ENTERPRISE FUND				17,975.88
TOTAL SOLID WASTE ENTERPRISE				17,975.88
TOTAL ALL FUNDS				10,465,834.64

**MANUAL CHECKS**

DELTA DENTAL	\$5,506.68
09/02/16	
Check #80058	
September Dental Insurance	
Various Departmental Accounts	

NETWORK HEALTH	\$97,064.39
09/02/2016	
Check # 80058	
September Health Insurance and Millennium Premiums	
Various Departmental Accounts	

<b>TOTAL MANUAL CHECKS</b>	<b>\$102,690.41</b>
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INVOICES DUE ON/BEFORE 09/20/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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SUMMARY OF FUNDS:

GENERAL FUND	375,441.59	478,132.00
CAPITAL FUND	197,283.63	
CABLE TV	202.39	
TID #2 DISTRICT	9,723,811.90	
TID #3 DISTRICT	128,631.25	
TID #4 DISTRICT	22,488.00	
SOLID WASTE ENTERPRISE	17,975.88	
TOTAL --- ALL FUNDS	10,465,834.64	10,568,525.05

*Stewart Sitt* 9-13-16  
*[Signature]* 9-13-16  
*[Signature]* 9/13/16

COMMON COUNCIL  
September 6, 2016

A meeting of the Common Council was called to order at 12:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Catarozoli, Vandertie, Ward, Wiesner, Stults, Fett and Gregory.

Catarozoli/Ward to move consent agenda item 7k to the regular agenda and to adopt agenda. Carried.

No one spoke during public comment on agenda items.

Fett/Stults to approve the following bills - General Fund - \$116,756.07, Capital Fund - \$12,138.07, Cable TV - \$6,191.14, and Solid Waste Enterprise Fund - \$60,469.72 for a grand total of \$195,555.00. Carried.

Ward/Wiesner to approve consent agenda:

- a. Approval of 8/16/16 regular Common Council minutes.
- b. Approval of the following minutes:
  - (1) Sturgeon Bay Utility Commission – 7/12/16
  - (2) Waterfront Design Review Board – 8/5/16
  - (3) Finance/Purchasing & Building Committee – 8/9/16
  - (4) Community Protection & Services Committee – 8/11/16
  - (5) Parking & Traffic Committee – 8/15/16
  - (6) Board of Canvassers – 8/16/16
  - (7) Aesthetic Design & Site Plan Review Board – 8/22/16
- c. Place the following reports on file:
  - (1) Inspection Department Report – June 2016
  - (2) Inspection Department Report – July 2016
- d. Consideration of: Approval of beverage operator licenses.
- e. Consideration of: Approval of Temporary Class B Beer and Temporary Class B Wine license for Corpus Christi Parish.
- f. Consideration of: Approval of Class B Beer and Class C Wine license for Crate.
- g. Consideration of: Approval of Temporary Class B Beer license for Sturgeon Bay Visitor Center.
- h. Resolution re: Disallowance of Claim for Susie Hoffman.
- i. Community Protection & Services Committee recommendation re: Pursue a court order for the property located at 22 South 5<sup>th</sup> Avenue in the City of Sturgeon Bay.
- j. Parking & Traffic Committee recommendation re: Approve Wal-Mart signage, entrance and traffic repairs and modifications, and the City will agree to assume dedication of the traffic lights after completion, if the traffic signals are not damaged for one year.
- k. ~~Parking & Traffic Committee recommendation re: Approve the proposed City Bicycle Route from the map dated June 3, 2016 as a result of the 1<sup>st</sup> and Jefferson Street vacations. Moved to regular agenda.~~
- l. Parking & Traffic Committee recommendation re: Remove the two 15 mph signs in Thunderhill Estates, and replace with two 25 mph signs.

Carried.

Wiesner/Fett to confirm the following appointment:

**ZONING BOARD OF APPEALS**

Justin Kirwen

Carried.

## RECOMMENDATION

We, the Parking & Traffic Committee, hereby recommend to approve the proposed City Bicycle Route from the map dated June 3, 2016 as a result of the 1<sup>st</sup> Avenue and Jefferson Street vacations.

### PARKING & TRAFFIC COMMITTEE

By: Jerry Stults, Chr.

Introduced by Stults. Stults/Vandertie to adopt. Discussion took place regarding watching this route change to make sure it is a good decision. It was noted that the route can be changed by the Council at any time. Carried.

Vandertie/Gregory to read in title only for the first reading of ordinance re: Repeal and Recreate Section 10.19(1) of the Municipal Code – Noxious Weeds. Carried.

Ward/Catarozoli to read in title only the resolution re: Phragmites Australis. Carried.

Fett/Wiesner to adopt the final resolution authorizing improvements and levying special assessments against benefitted property re: Curb and gutter installation for approximately 4475' on Egg Harbor Road from N. 8<sup>th</sup> Ave to Alabama Street and 7750' sidewalk installation on Egg Harbor Road from Georgia Street to Alabama Street and on N. 14<sup>th</sup> Avenue from Egg Harbor Road to the Municipal Services Department for connection to the existing sidewalk. Carried.

City Plan Commission Chair Wiesner, Finance/Purchasing & Building Committee Chair Fett, and Park & Recreation Committee Chair Vandertie presented reports for their respective committees/commissions.

The following person spoke during public comment on Non-Agenda items: Chris Kellems, 120 Alabama Street.

The Mayor made his comments.

Ward/Catarozoli to adjourn. Carried. The meeting adjourned at 12:23 p.m.

Respectfully submitted,



Stephanie L. Reinhardt  
City Clerk/HR Director

## **Bicycle and Pedestrian Advisory Board Meeting Minutes Thursday, August 25, 2016**

The Bicycle and Pedestrian Advisory Board meeting was called to order at 3:36 p.m. by Chairperson Jerry Stults in the 2<sup>nd</sup> floor Conference Room, City Hall, 421 Michigan Street.

**Roll Call:** Members Chad Shefchik, Laurel Brooks, Becky Kerwin, and Rhonda Kolberg were present. Member Mark Jinkins was excused. Member Mark Smullen was absent. Also present were Ryan Kernosky, Gary Soule, Josh VanLieshout, Dave Kellems, Christine Kellems and Police Assistant Candy Jeanquart.

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

1. Roll call.
  2. Approval of agenda.
  3. Approval of minutes from July 7, 2016.
  4. Update of: Bike Rack Project
  5. Discussion of: Bikes on Sidewalks
  6. Update of: 2017 Bike Friendly Community Renewal Application
  7. Consideration of: Cobra Head Lighting For Crosswalks – Egg Harbor Rd
  8. Update of: Pedestrian Crossing Signage for Crosswalks – Egg Harbor Rd
  9. Discussion of: Pedestrian Crossing Flags
  10. Discussion of: Outdoor Restroom Hours/Stone Harbor Restrooms Opening
  11. Presentation of: Remaining 2020 of 5 Year Capital Plan – Chad Shefchik
  12. Consideration of: Future agenda items or request to refer to City Committee
  13. Adjourn
- All in favor. Carried.

**Approval of minutes from July 7, 2016:** Moved by Ms. Kolberg, Seconded by Mr. Shefchik to approve the minutes from July 7, 2016. **All in favor. Carried.**

**Update of: Bike Rack Project:** Mr. Shefchik spoke with Mr. Fett and as of now they have about 80 feet of material which will produce roughly 8-10 bike racks. Mr. Shefchik spoke with the NWTC instructor and the class is half way completed and the bike racks will be worked into the schedule. There is not a set completion date. Mr. Shefchik also spoke with Pam at the Visitor Center in regards to discussing potential decorative upgrades to the bike racks at a later date.

**Discussion of: Bikes on Sidewalks:** Mr. Kernosky explained Statue 346 indicates bicycles are allowed on the sidewalks. Mr. Kernosky explained there is a sign on the corner of Madison and Maple stating bikes are to be walked in that area. Also, in the downtown area the bikes are to be walked. Those are the only two areas where bikes

are restricted on the sidewalks. Ms. Kerwin also brought up that bikes are to be walked in a crosswalk also. The committee discussed how to educate the public in regards to bikes on the sidewalks and crosswalks. Mr. VanLieshout suggested a press release and would approve a member of the committee to act of the spokesperson. It was discussed to do a press release in the local paper or local stations. Other ways to educate would be more signage in certain areas, especially around the schools for the kids. Also, have the schools educate the kids on bikes on the sidewalks and crosswalks.

**Update of: 2017 Bike Friendly Community Renewal Application:** Mr. Shefchik has a copy of the application for renewal along with the last application submitted. They are very similar and will be reviewed with Mr. Olejniczak in early fall. Ms. Brooks questioned what needs to be done to remain or approve from the Bronze level and Mr. Shefchik was unsure of how that process works. Mr. Shefchik explained the positive improvements since the last application which may be beneficial to remain or change levels.

**Consideration of: Cobra Head Lighting For Crosswalks –Egg Harbor Rd:** Mr. Shefchik received an email from a citizen with opinion lighting on Egg Harbor Road was not sufficient. Cobra lights are those hanging from power polls and by adding those lights, poles would need to be added. Mr. Shefchik recommended no further lighting be added due to cost and the current lighting being sufficient. No motion.

**Update of: Pedestrian Crossing Signage For Crosswalks – Egg Harbor Rd:** Mr. Shefchik explained there were several concerns why there is only a sign regarding crosswalks in only one of the new crosswalks and not all of them. That was the only area that would not be run over or blocking a drive way. Mr. Bordeau will be installing pedestrian crosswalk signs with arrows in the future.

**Discussion of: Pedestrian Crossing Flags:** Mr. Shefchik explained they are receptacles with flags for pedestrians to use when crossing the street. Port Washington County currently uses them and will not be expanding the program due to flags being stolen and damaged. Mr. Kernosky spoke with DePere and they had flags stolen and they were not utilized much.

**Discussion of: Outdoor Restroom Hours / Stone Harbor Restrooms Opening:** Key pads are still there but the restrooms are open 24 hours. The key pads can be turned on and off. Mr. VanLieshout explained the restrooms will remain open 24 hours because the shower areas are now securable for boater's privacy.

**Presentation of: Remaining 2020 of 5 Year Capital Plan – Chad Shefchik:** No Discussion

**Consideration of: Future Agenda items or request to refer to City Committee:**

- Discussion of: Stencil/Signage for around the schools and crosswalks
- Update of: Bike Rack Project
- Discussion of: Painting Crosswalks
- Discussion of: Development of Bicycle/Pedestrian Safety Tips and Media Outlets
- Presentation of: Remaining 2020 of 5 Year Capital Plan

**Adjourned at 4:22 p.m.**

Respectfully submitted,

*Candy Jeanquart*

Candy Jeanquart  
Police Assistant

**FINANCE/PURCHASING & BUILDING COMMITTEE****August 30, 2016**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 p.m. by Alderperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett and Ward were present. Alderperson Stults was excused. Also present: City Administrator VanLieshout, Finance Director/City Treasurer Clarizio, Community Development Director Olejniczak, Municipal Director Bordeau, Door County Economic Development Executive Director Bill Chaudoir, Sturgeon Bay Visitor Center Executive Director Pam Seiler, Jim Truckey, SRO Events and Receptionist Metzger.

A motion was made by Alderperson Ward, seconded by Alderperson Fett to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request from Door County Economic Development Corporation for 2017 Funding re: Administration of City Programs.
4. Consideration of: Request from Sturgeon Bay Visitor Center for 2017 Funding.
5. Consideration of: Harmony by the Bay Management Agreement.
6. Review of unfinished business.
7. Review bills.
8. Adjourn.

Carried.

Consideration of: Request from Door County Economic Development Corporation for 2017 Funding re: Administration of City Programs.

Mr. Chaudoir led the discussion highlighting the economic programs the Door County Economic Development Corporation helps manage for the City. He reported on the growth within the Industrial Park. He stated that of the 25 acre land acquisition from Roger Anderson only 4 acres remain available for sale. Pro Products continues to expand with the current construction of an additional 5,625 sq. ft. building. Hatco has requested additional property to accommodate the growth of the business, while Therma Tron X completed an additional 3 acre land purchase with the option to purchase 4.4 acres for continued growth. Cadence finished construction on a 62,000sq ft. manufacturing plant. In addition, Key Industries and Murrock Landscaping have also completed business expansions. He mentioned that the Revolving Loan Fund currently has eight active loans. Because of mandated policies by the Wisconsin Department of Administration and the Federal Housing & Urban Development this program has been challenging to attract commercial businesses. DCEDC continues to research the option to “de-federalize” the program by joining with a “regional partnership” to own and manage the program, but at this time it is not feasible. Mr. Chaudoir mentioned that of the seventeen lots, twelve homes have been completed in the Sunset Hills Subdivision #2. A reorganized High School Construction Program anticipates building on one of the remaining five lots during the 2017/2018 school year. He briefly touched on the Business Retention Committee. Regarding the West Waterfront Redevelopment, the City has a commitment with a local developer for an \$8 million, 76 unit hotel/spa and a potential developer for the Granary project. Bay Loft, LLC, a 37 unit apartment project with first floor commercial space, is currently under construction. Sonny’s Pizza relocated their business into the former Applebee’s property. He stated the City and Coast Guard continue to improve and strengthen their relationship. Mr. Chaudoir highlighted the Workforce Development initiative. He stated that a Workforce Taskforce is working to address the challenges business are facing due to the shortage of workforce labor, and touched on the issues regarding the shortage of affordable workforce housing, recruiting strategies and retaining employees. He explained that DCEDC is working with the leadership of the school districts and NWTC to develop opportunities

presented by the new State of Wisconsin mandated Academic and Career Planning program, and strategies to effectively retain youth in the Community after High School or after post-secondary education..

Moved by Alderperson Fett, seconded by Alderperson Ward to direct staff to incorporate funding for Door County Economic Development Corporation into the 2017 City budget in the amount of \$30,000.00 to administer City programs. Carried.

Consideration of: Request form Sturgeon Bay Visitor Center for 2017 Funding:

Sturgeon Bay Visitor Center Executive Director Pam Seiler, 36 S. Third Ave., presented a power point presentation highlighting the programs, festivals and events they provide to promote the community. These include local gift certificates, Coast Guard welcome packets, Harmony on the Bay, Fine Art Fair, Fourth of July Fireworks, Jefferson Street Jubilee and more. She stated they promote and market the City thru various social media outlets, a redesigned website, e-newsletters and walking maps. Ms. Seiler continued, highlighting the budgeted expenses and revenues and indicated that they have increased the membership base to 219 members. Lastly, Bassmaster is expected to return to the City in 2018 as part of their regular season event.

Moved by Alderperson Fett, seconded by Alderperson Ward to direct staff to incorporate an additional \$5,000 of what was funded in 2016 for the Sturgeon Bay Visitor Center in the 2017 City budget. Carried.

Consideration of: Harmony by the Bay Management Agreement:

Municipal Services Director Bordeau stated that Jim Truckey, SRO Events has requested to continue managing the Harmony on the Bay concert series for an addition 3 years at the same contract fee in the amount \$26,900.00. He continued to explain that Mr. Truckey has also requested that he be the sole vendor for certain types of concession items. Mr. Bordeau stated that the City provides the entertainment series and the Sturgeon Bay Visitor Center is tasked with concessions. Discussions continued with the result that Mr. Truckey will submit the required vendor paperwork and payment directly to the Sturgeon Bay Visitor Center.

Moved by Alderperson Ward, seconded by Alderperson Fett to recommend to Common Council to enter into another 3 year contract with SRO Events in an amount not to exceed \$26,900 per year.

There were no items for review on the unfinished business list.

Review bills

Moved by Alderperson Fett, seconded by Alderperson Ward to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Fett, seconded by Alderperson Ward to adjourn. Carried. The meeting adjourned at 4:59pm.

Respectfully submitted,



Tricia Metzger

**COMMUNITY PROTECTION & SERVICES COMMITTEE**  
**September 8, 2016**

A meeting of the Community Protection & Services Committee was called to order at 4:30 p.m. by Chairperson Wiesner in Council Chambers, City Hall. **Roll Call:** Members Mr. Wiesner and Ms. Catarozoli were present; Mr. Ward was excused. Also present was City Attorney Randy Nesbit, City Administrator Josh VanLieshout, Alderman Vandertie and City Staff Members; Chief Porter, Chief Dietman and Ast. Chief Montevideo.

*Moved by Ms. Catarozoli, seconded by Mr. Wiesner to adopt the following agenda:*

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Request from Ralph Thomas Hoffman, 1 Anytimeride, LLC to operate taxicab in the City of Sturgeon Bay.
4. Consideration of: Request for hearing from Sturgeon Bay Jaycees regarding non-renewal of 2016-2017 Combination Class B Liquor/Beer license.
5. Discussion of: Public Safety Training Facility.
6. Consideration of: City of Sturgeon Bay Fire Department Ordinance repeals and recreations.
7. Adjourn

*Carried.*

**Request from Ralph Thomas Hoffman, 1 Anytimeride, LLC to operate taxicab in the City of Sturgeon Bay**

Ralph Hoffman requested to apply for a taxi cab license for the City of Sturgeon Bay; operating at 1anytimeride, LLC. The Chairman set a public hearing for September 22, 2016 at 4:30pm in the Council Chambers.

**Request for hearing from Sturgeon Bay Jaycees regarding the non-renewal of 2016-2017 Combination Class B Liquor/Beer license**

Originally a request for the Jaycee's renewal was brought forward at a former CPS meeting where it was denied due to lack of compliance with necessary paperwork and non-representation at the meeting. The recommendation for non-renewal then went to Council, where it was denied there as well. The Jaycees have since requested a hearing to overturn the denial.

City Attorney Randy Nesbitt explained the ordinance is in essence a hybrid of two State procedures within State Statue 125.12 relating to alcohol. During the hearing, the Jaycees

will be allowed to make their case; City staff will then give history on why there was a recommendation to not renew the 2016-2017 Combination Class B Liquor/Beer license; the Jaycees will then have another chance for rebuttal; and a recommendation to council from the CPS committee will then be considered.

**Sturgeon Bay Jaycee Representatives:**

**Jamie Kerscher, 6703 STH 42/57, Sturgeon Bay, WI**

**Kathy Clark, 1108 Ridgeway Drive, Sturgeon Bay, WI**

Ms. Clark acknowledged the Jaycees are guilty of not submitting the paperwork to show they have been in compliance; but they came prepared to show the information at this meeting. Ms. Clark stated she would like for the committee to reconsider the non-renewal Class B license, as this is a main source of funding for the Jaycees. A handout was presented to the committee; a calendar showing the days the hall was open and serving alcohol.

Ms. Catarozoli stated having the information is helpful, but it doesn't clearly show liquor use in consecutive dates. Mr. Wiesner added the intent of the ordinance was to have those businesses holding liquor licenses step up and use them to their full potential.

Ms. Clark responded by saying initially they were under the impression the original letter sent to the clerk's office was sufficient. They figured all the necessary paperwork was in place, and if it wasn't they would have been contacted as they stated to do such in their letter. As for no one representing them at the prior CPS meeting, that was again a miscommunication. No one was available at the time of the meeting, but they did show at the Council meeting and expressed their desire to appeal the non-renewal.

Ms. Catarozoli said the committee is placed in a hard position; and feels it is the State's vague statues that are partially to blame. Running a business means teaching those involved to be prepared; documentation must be shown as requested. Other businesses are waiting for a license and would like the opportunity to hold such.

Attorney Nesbitt noted that the calendar handout only shows the days the establishment was open, it does not show liquor sales; at least one sale much be presented to satisfy the ordinance. He encouraged the Jaycees to keep better records of this.

Ms. Clark believes bank records would probably reflect the information required.

**Stuart Champeau: 1017 N. 4<sup>th</sup> Avenue, Sturgeon Bay, WI (Rogue Theater)**

Mr. Champeau addressed the committee on behalf of the Jaycees. He runs the Rogue Theater which is based out of the Jaycee clubhouse. Their company pays the Jaycees for use of their liquor license and bartenders during their shows; stating a large number of their patrons enjoy a drink while watching the performances. The theater is open often; and he believes they can help disclose compliance by the Jaycees through their receipts of alcohol sales. He thinks it is encouraging that two non-profits can work together in this County and support each other; as the Sturgeon Bay Jaycees do with the Rogue Theater.

## **Christine Kellems: 120 Alabama Street, Sturgeon Bay, WI**

Ms. Kellems commented she is in support of what was said at this hearing; how better records need to be kept. She suggested apps and programs that are easily obtained to help do such. Overall, she is in favor of the renewal of the 2016-2017 license to the Jaycees.

City Administrator VanLieShout responded the materials were given to the Sturgeon Bay Jaycees at the same time as the other license holders. That correspondence is part of the record; and shall be considered with this hearing process.

Ms. Clark agreed the information was received; as for the miscommunication surrounding the volunteers who work for the Jaycees, more guidance in the future on handling such compliancy shall be worked on and enhanced.

*Moved by Ms. Catarozoli, seconded by Mr. Wiesner that the Community Protection & Services Committee accepts the staff recommendation to Common Council to approve the renewal of the 2016-2017 Combination Class B Liquor/Beer license for the Sturgeon Bay Jaycees. All ayes. Carried.*

City Administrator VanLieShout noted the next meeting of the Common Council will be Tuesday, September 20<sup>th</sup>, 2016 at noon.

### **Public Safety Training Facility**

Fire Chief Tim Dietman gave background regarding a proposed public safety training facility. Currently, the city does not have one; staff has to go to Green Bay for training. In 2009 the department received an ISO (insurance services office) rating of 3; but would like the department to improve to a 2 rating which they can't do without a training facility.

A company out of Bellevue is working with the department to put together a plan for a training facility using connex boxes; something that can be taken apart after use. This was the most affordable option.

A possible location for the facility is out by the dog park. There, in a fenced in portion of land, the department is looking to piece together a 20 x 24 building with a restroom. The connex boxes would create a 30ft. tower. The building restroom could be utilized by patrons of the dog park, as well.

As of now, Chief Dietman is curious to see how the community feels about building such a facility. The county's Chief's Association is interested in building the facility, as all the county agencies would benefit by having trainings close-by; there is also more potential for funding. The facility would only be used for Class A fire training; meaning clean burns, nothing toxic like diesel fires. Also forcible entry. The frequency of usage will be 2-3 times a week.

Ms. Catarozoli questioned if it was possible for the facility to be placed somewhere other than Sturgeon Bay? Chief Dietman responded because of the ISO rating, the facility would need to be placed within the miles covered in the jurisdiction of the Sturgeon Bay Fire Department; which does cover City of Sturgeon Bay, the Town of Sturgeon Bay and the Town of Sevastopol. The structure would be built to fit in and look like surrounding buildings; there are structures built in small towns that one may not even know it is there.

Mr. Wiesner questioned whether the land is owned by the City, and if there was sewer and water. Chief Dietman responded the City does own the land, but there is no sewer and water at this time; they are looking into getting it. Mr. Wiesner would like to see associated costs that will incur, and what other agencies will help to cover such costs.

Chief Dietman stated they have been talking with insurance companies to see what kind of effect having a training facility built with the potential to lower the department's ISO score, will have on the businesses in the area. Attorney Nesbit noted that when Sister Bay build their new building the ISO rating for residential and commercial ratings changed drastically. Chief Dietman believes this is very achievable for the City of Sturgeon Bay. There is really a minimal impact to the City to make this happen. At the next CPS meeting Chief Dietman hopes to have the cost numbers to share with the committee.

### **Repeal and Recreate City of Sturgeon Bay Fire Department Ordinances**

Fire Chief Dietman expressed the need to update Section 6 of the City of Sturgeon Bay municipal code; which is the fire prevention section. Attorney Nesbit agreed that they need to be looked at and updated.

As stated in the Executive Summary; recently State law and State codes have changed leaving the Sturgeon Bay Fire Department out of date. The Department operates under the WI State Department of SPS addressing fire inspections and State laws and codes. In 2013 WI Act 270 addressed local fire ordinances; if a fire department did not submit ordinances for State approval, the local ordinances would not be grandfathered and therefore not enforceable. By adopting the most current edition of NFPA 1, Sturgeon Bay Fire will be able to address State codes without having the change the document as newer additions are released. NFPA 1 is the governing code utilized most.

SPS 310 which had addressed storage, transfer or dispensing of flammable, combustible or hazardous liquids was changed to ATCP. When this happened, ATCP only then regulated storage, transfer or dispensing flammable, combustible or hazardous liquids of 110 gallons and over leaving some of the language in SPS 310 to be addressed. Without this language, there are issues with the transferring of fuel locally in marinas, leaving the risk very high for a spill or incident due to improper transfer. The created ordinance would allow the City of Sturgeon Bay Fire Department to enforce a local ordinance to preserve our waterways.

Municipal Code changes apply to:

Section 1: 6.15 NFPA 1; Section 2: 6.17 Codes Relating to Fire Protection Adopted; Section 3: 6.18 Enforcement; Section 4: 6.19 Fueling of Motor Vehicles; Section 5: 6.20 code is repealed; Section 6: 6.22 Burning and Litter; Section 7: 6.23 Fire Inspections; Section 8: code is repealed and recreated to read: 6.26 Marina Fire Protection, Minimum Requirements; and Section 9: 6.27 Explosive Materials.

Mr. Wiesner questioned whether annual changes will be needed? Chief Dietman responded that as long as the State doesn't make changes this should be it.

**Christine Kellems: 120 Alabama Street, Sturgeon Bay, WI**

Ms. Kellems addressed Chief Dietman asking if 6.22(1) include outdoor patio heaters. Chief Dietman replied that it only applies to the burning of trash and litter; not outdoor campfires.

*Moved by Ms. Catarozoli, seconded by Mr. Wiesner that the Community Protection & Services Committee accepts the staff recommendation to Common Council to repeal and recreate City of Sturgeon Bay Fire Department ordinances as attached. All ayes. Carried.*

*Moved by Ms. Catarozoli, seconded by Mr. Wiesner to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:35 p.m.*

Respectfully submitted,



Sarah Spude-Olson  
Police Department  
Administrative Office Manager

**AESTHETIC DESIGN & SITE PLAN REVIEW BOARD**

Monday, September 12, 2016

The Aesthetic Design & Site Plan Review Board meeting was called to order at 4:30 p.m. by Chairperson Mark Lake in Community Room, City Hall, 421 Michigan St.

**Roll call:** Members Josh Van Lieshout, Dennis Van Bramer, Jon Burk, and Mark Lake were present. Excused: Member Jeff Serafico. Also present were Alderman Rick Wiesner, Planner/Zoning Administrator Ryan Kernosky, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

**Adoption of agenda:** Moved by Mr. Van Lieshout, seconded by Mr. Burk to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 22, 2016.
4. Consideration of: Pool pavilion for Marina View Apartments, 230 Nautical Drive.
5. Consideration of: Signage for Jim Olson Ford, 440 S. Duluth Avenue.
6. Consideration of: Landscaping and lighting plans for Door County Senior Center, Aging Disability Resource Center, and Emergency Management/Ambulance Garage – 916 N. 14<sup>th</sup> Avenue.
7. Consideration of: Site plan and temporary structure for Anchors Away Garden & Gifts, 1655 Vibernum Street.
8. Adjourn.

Carried.

**Approval of minutes from August 22, 2016:** Moved by Mr. Van Lieshout, seconded by Mr. Burk to approve the minutes from August 22, 2016. All ayes. Carried.

**Consideration of: Pool pavilion for Marina View Apartments, 230 Nautical Drive:** Dan Schott presented a new plan for a pool pavilion. The original plan was previously approved and was slightly larger than what is currently proposed. The pavilion will be open on three sides, with the 4<sup>th</sup> side being part of the fully enclosed community room.

Mr. Olejniczak stated the pool meets all setbacks and will be fenced in.

Members discussed separation from the pickleball court. There is a fence on the south side of the property line.

Mr. Van Lieshout relayed several concerns from the neighboring property owner, including noise while the pool is open, if there will be any screening between her house and the pool deck, and if the handicap stall will be buffered. Mr. Schott will also be moving the parking lot 20 feet out of the right-of-way.

Mr. Schott stated that there is a 10:00 pm quiet time curfew for the whole complex.

Lighting was the next item of discussion. Mr. Schott stated that the cathedral ceiling will contain lighting per state code. There are no lighting plans for the pickleball court. If pickleball becomes a problem in any way, a fence will be installed.

Alderman Rick Wiesner stated his concern in regard to future lighting and that light should only shine on their own property and not the neighbors.

Further discussion took place. Moved by Mr. Van Bramer, seconded by Mr. Burk to approve the pool pavilion as presented, with the condition that exterior light fixtures shall be shielded such that direct beams of light are not cast skyward or onto adjoining property. All ayes. Carried.

**Consideration of: Signage for Jim Olson Ford, 440 S. Duluth Avenue:** Mr. Kernosky presented the proposed wall signage and two pylon signs for Jim Olson Ford. The pylon signs will be relocated from the existing Ford dealership. One sign will display Ford and the other Lincoln. There will be no signage facing residents. All signage will be internally lit.

Mr. Van Lieshout would rather see 4-foot high ground signs than the 20-foot high pylon signs. He also stated he did not care for the orange colored "Fast Lube" wall sign. In his opinion, the orange stripe and slanted letters clash with the taste of the building. Mr. Kernosky will check into the fast lube sign to see if it will be lit.

Mr. Kernosky mentioned that Ford originally wanted signs taller than the 20 feet allowed. All signage meets code.

Mr. Van Bramer was concerned about the location of the Ford pylon sign as there may be a conflict with the drainage plan. Mr. Kernosky will confer with Bayland Buildings with respect to the landscaping and drainage plan.

After further discussion, it was moved by Mr. Burk, seconded by Mr. Van Bramer to approve the wall signs as presented, but the pylon signs are to come back to the Board for approval. All ayes. Carried.

**Consideration of: Landscaping and lighting plans for Door County Senior Center, Aging Disability Resource Center, and Emergency Management/Ambulance Garage – 916 N. 14<sup>th</sup> Avenue:** Architect John Cain presented the landscaping plan for the renovation of the former highway shop. There will much landscaping around the building, as well as introducing a couple of oriental trees. They will follow the schedule of plantings shown on the site plan.

Mr. Kernosky stated that there were no major concerns with the landscaping and have met the requirements regarding the canopy trees for the parking lot area.

Mr. Cain questioned whether the line of trees along 14<sup>th</sup> Avenue should be removed or bring them back in line with the trees closer to the parking area. The consensus was that two shade trees should be installed behind the right-of-way.

Lighting was discussed. Mr. Cain explained that all lighting will be downlit. Lighting requirements are met for the parking lot. The light poles are 20 feet high, with a 3-foot high concrete base. Along the walkway will be a row of 3-foot high ballards. There are also 12-foot high light poles located near the Senior Center entrance. They will be protected by the curb. There will be canopy lights by the entrance that are also downlit. Surface mounted

lights will be installed over the garage doors. There will be an entrance by the second bay and on the opposite side, with a landing. They envision a deck in the future that will go around the building at the same elevation.

Mr. Cain presented the two precast concrete monument signs with landscaping. Reclaimed stone from the original building will be used, with cast aluminum raised letters. A lighting fixture that will be 18 inches off the ground will angle up to shine on the sign.

After discussion, it was moved by Mr. Van Lieshout, seconded by Mr. Burk to approve the lighting with the necessary changes that all lights on the building are downward directed, as well as approving the proposed signage.

Moved by Mr. Van Lieshout, seconded by Mr. Burk to approve the landscaping plan, with the exception of moving the two shade trees back to the parking lot area behind the right-of-way line. All ayes. Carried.

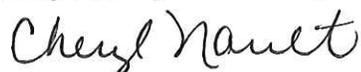
**Consideration of: Site plan and temporary structure for Anchors Away Garden & Gifts, 1655 Vibernum Street:** Mr. Kernosky stated that Jessica Markham and her husband have purchased the last lot in the City on Vibernum Street on the west side for relocation of their business. There is a 50-foot setback from the highway right-of-way. During Phase 1 of their plan, they would construct a grey 6' x 6' temporary structure to house the water meter. Two temporary greenhouse structures and a 13-stall parking lot will also be constructed. The parking lot will need to be paved within one year of approval.

Ms. Markham stated the greenhouses stay up for the off season months, but removes the foam. There would be hoops of galvanized steel. There are no plans for lighting. A porta potty would be available for customers use. An outdoor electric panel would be needed for minimal electric use for the cash register and fans. One dumpster would be located off of the service drive. She is entertaining a gate to be placed across the vehicle access, but would have to be left open certain nights for Advanced Disposal to empty the dumpster during the early hours of the morning. They will also relocate their existing 4' x 8' sign and place a flower bed around it.

With no further discussion, it was moved by Mr. Burk, seconded by Mr. Van Bramer to approve the plan as presented for Phase 1 and to comply with the 50' highway setback. All ayes. Carried.

**Adjourn:** Moved by Mr. Van Bramer, seconded by Mr. Burk to adjourn. Carried. Meeting adjourned at 5:58 p.m.

Respectfully submitted,



Cheryl Nault  
Community Development Secretary

CITY OF STURGEON BAY  
INSPECTION DEPARTMENT  
July 31, 2016  
Revised Report

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF JULY, 2016

July-16	YEAR TO DATE		July-16	YEAR TO DATE
1	4	ONE FAMILY DWELLINGS	180,000	1,331,400
0	0	TWO FAMILY DWELLINGS	-----	-----
0	3	MULTIPLE FAMILY DWELLINGS	-----	4,459,400
0	11	MANUFACTURED HOME	-----	433,474
0	0	C.B.R.F.	-----	-----
0	4	RESIDENTIAL ADDITIONS	-----	370,840
4	28	RESIDENTIAL ALTERATIONS	13,000	609,000
1	3	RESIDENTIAL GARAGES/CARPORTS	15,000	27,600
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	-----
0	3	RESIDENTIAL STORAGE BUILDINGS	-----	31,800
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	2	NEW COMMERCIAL BUILDINGS	-----	2,632,558
1	3	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	205,000	405,000
0	1	NON-RESIDENTIAL ADDITIONS	-----	525,000
4	19	NON-RESIDENTIAL ALTERATIONS	98,238	1,215,273
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
11	81	TOTAL ESTIMATED COST OF CONSTRUCTION	\$511,238	\$12,041,345
July-16	YEAR TO DATE	TOTAL PERMITS ISSUED	July-16	YEAR TO DATE
11	81	BUILDING PERMITS	2,003.00	27,943.00
5	74	ELECTRICAL PERMITS	471.00	11,610.00
10	58	PLUMBING PERMITS	843.00	9,500.00
4	36	HEATING PERMITS	1,357.00	6,235.00
3	83	SIGN PERMITS	90	2,795.00
0	4	MISCELLANEOUS PERMITS	-----	100.00
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
0	0	EARLY STARTS	-----	-----
2	14	EROSION CONTROL	275.00	2,070.00
0	0	STATE PLAN APPROVALS	-----	-----
1	56	PARK & PLAYGROUND PAYMENTS	300	16,800.00
1	15	WISCONSIN PERMIT SEALS	35	525.00
0	9	ZONING BOARD OF APPEALS APPLICATIONS	-----	2,700.00
0	1	ZONING CHANGES/P.U.D. APPLICATIONS	-----	400
0	1	PLAN COMMISSION - CONDITIONAL USES	-----	300.00
1	6	CERTIFIED SURVEY MAP REVIEWS	30	260.00
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
2	75	COMMERCIAL OCCUPANCY FEES	100	3,850.00
0	0	PIER PERMIT	-----	-----
0	1	DEMOLITION	-----	25.00
3	10	PLAN REVIEW FEE	850	3,000.00
		ADMIN FEE	914.00	3,799
TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER			\$7,268.00	\$91,912.00

Cheryl Nault  
Building Inspection Dept.

CITY OF STURGEON BAY  
 INSPECTION DEPARTMENT  
 August 31, 2016

THE FOLLOWING IS THE MONTHLY SUMMARY OF THE ACTIVITIES OF THE INSPECTION DEPARTMENT FOR THE MONTH OF AUGUST, 2

August-16	YEAR TO DATE		August-16	YEAR TO DATE
1	5	ONE FAMILY DWELLINGS	165,000	1,496,400
0	0	TWO FAMILY DWELLINGS	-----	-----
0	3	MULTIPLE FAMILY DWELLINGS	-----	4,459,400
1	12	MANUFACTURED HOME	53,000	486,474
0	0	C.B.R.F.	-----	-----
0	4	RESIDENTIAL ADDITIONS	-----	370,840
6	34	RESIDENTIAL ALTERATIONS	87,400	696,400
3	6	RESIDENTIAL GARAGES/CARPORTS	47,500	75,100
0	0	RESIDENTIAL GARAGE ADDITIONS & ALTERATIONS	-----	-----
0	3	RESIDENTIAL STORAGE BUILDINGS	-----	31,800
0	0	RESIDENTIAL SWIMMING POOLS	-----	-----
0	0	NON-RESIDENTIAL SWIMMING POOLS	-----	-----
0	2	NEW COMMERCIAL BUILDINGS	-----	2,632,558
1	4	NON-RESIDENTIAL GARAGES & STORAGE BUILDINGS	225,000	630,000
1	2	NON-RESIDENTIAL ADDITIONS	12,000	537,000
3	22	NON-RESIDENTIAL ALTERATIONS	521,893	1,737,166
0	0	MUNICIPAL BUILDINGS	-----	-----
0	0	WAREHOUSES	-----	-----
0	0	FACTORY & SHOP	-----	-----
0	0	COMMUNICATION TOWER	-----	-----
0	0	SUBSTATION	-----	-----
0	0	AGRICULTURAL BUILDINGS	-----	-----
<b>16</b>	<b>97</b>	<b>TOTAL ESTIMATED COST OF CONSTRUCTION</b>	<b>\$1,111,793</b>	<b>\$13,153,138</b>

August-16	YEAR TO DATE	TOTAL PERMITS ISSUED	August-16	YEAR TO DATE
16	97	BUILDING PERMITS	4,868.00	32,811.00
21	95	ELECTRICAL PERMITS	4,175.00	15,785.00
2	67	PLUMBING PERMITS	844.00	10,344.00
5	41	HEATING PERMITS	2,389.00	8,624.00
5	88	SIGN PERMITS	210	3,005.00
2	6	MISCELLANEOUS PERMITS	50	150.00
0	0	SUMP PUMP PERMITS	-----	-----
0	0	ELECTRICIAN LICENSES	-----	-----
1	1	EARLY STARTS	100	100.00
2	16	EROSION CONTROL	275.00	2,345.00
0	0	STATE PLAN APPROVALS	-----	-----
1	57	PARK & PLAYGROUND PAYMENTS	300	17,100.00
1	16	WISCONSIN PERMIT SEALS	35	560.00
0	9	ZONING BOARD OF APPEALS APPLICATIONS	-----	2,700.00
0	1	ZONING CHANGES/P.U.D. APPLICATIONS	-----	400
0	1	PLAN COMMISSION - CONDITIONAL USES	-----	300.00
1	7	CERTIFIED SURVEY MAP REVIEWS	110	370.00
0	0	SUBDIVISION PLATTING REVIEW	-----	-----
0	0	MISCELLANEOUS REVENUE	-----	-----
0	0	(COPIES, POSTAGE, SALE OF MAPS, ETC.)	-----	-----
0	0	RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	NON-RESIDENTIAL BUILDINGS MOVED	-----	-----
0	0	CHANGE OF USE	-----	-----
0	0	RESIDENTIAL OCCUPANCY FEES	-----	-----
3	78	COMMERCIAL OCCUPANCY FEES	150	4,000.00
0	0	PIER PERMIT	-----	-----
0	1	DEMOLITION	-----	25.00
3	13	PLAN REVIEW FEE	950	3,950.00
		ADMIN FEE	660.00	4,459
<b>TOTAL RECEIPTS DEPOSITED WITH CITY TREASURER</b>			<b>\$15,116.00</b>	<b>\$107,028.00</b>

Cheryl Nault  
 Building Inspection Dept.



# CITY of STURGEON BAY FIRE DEPARTMENT

**Kalin Montevideo**  
**Assistant Fire Chief**

421 Michigan St  
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office  
920-746-6901 FAX  
Email: [kmontevideo@sturgeonbaywi.org](mailto:kmontevideo@sturgeonbaywi.org)

TO: The Sturgeon Bay Police & Fire Commission/Sturgeon Bay Common Council  
FROM: Assistant Fire Chief Kalin Montevideo  
SUBJECT: August 2016 Monthly Fire Report  
DATE: September 9, 2016

I submit the following report of activities for the Sturgeon Bay Fire Department for the month of August 2016.

## CALLS FIRE DEPARTMENT RECEIVED: 138

### CITY CALLS: 116

East Side Calls: 78  
West Side Calls: 38

### Type of Call:

Fire: 47  
EMS: 91

## Year to Date Incidents: 960

### OUTSIDE CITY CALLS: 22

Town of Sevastopol: 10  
Town of Sturgeon Bay: 10  
Nasewaupsee: 01  
Sister Bay: 01

### INCIDENT TYPE

41 – Medical Non-Emergent  
50 – Medical Emergent  
01 – Grass/Outside Fire  
01 – Citizen Complaint  
02 – Assist Law Enforcement/Gvnmnt  
Agency

06 – Vehicle Accident  
04 – CO incident  
04 – Gas Leak  
05 – Water Rescue

01 – Arcing/Shorted Electrical Equip.  
14 – Alarm/Detect Activation, No Fire  
02 – Oil/Combustible Liquid Spill  
06 – Dispatched & Cancelled  
01 – Cooking Fire

### CALLS PER DAY:

Monday 25  
Tuesday 19  
Wednesday 29  
Thursday 20  
Friday 19  
Saturday 11  
Sunday 15

### INPECTION REPORT:

Inspections within the city limits: 144  
Inspections outside the city limits: 13  
Total number of inspection hours: 134.94 Hours

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

**TRUCK/STATION MAINTENANCE:** Firefighters checked oil leak on Engine 6; bled hydraulic steering system on BUG FD boat; back flushed the pump on Truck 2; tightened compressor flange on Engine 6; assisted Bay Electronics with installing a new radio on Engine 4; changed out gas and cleaned Marine 2; replaced right rear seal, replaced drums and brake shoes on rear axel Engine 4; tore out and replaced living room carpet at WS station; began labeling and putting together new SCBA; replaced brake pedal valve on Engine 4 and installed a holder for the ipad on Engine 4.

**TRAINING:** 178.67 hours of training were conducted in August. Firefighters trained with driver/operator procedures; On duty firefighters trained with DC EMS on tactical medical training; PT FF Rankin & PT FF Vandertie began Entry Level Firefighter training at NWTC Green Bay; On Duty firefighters participated in Red Cross training held at the ES fire station; Rapid Intervention Crew training and AC Montevideo attended a Grant writing workshop in Little Chute.

**OTHER:** Fire Chief and AC attended city and other town meetings; installed five car seats; participated in a "Safe Kids" car seat event in Green Bay and gave multiple station tours.



# STURGEON BAY POLICE DEPARTMENT



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

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

From:         Captain Daniel J. Brinkman

Subject:      Monthly Report for August, 2016

Date:         September 09, 2016

The following is a summary of the Police Department's activities for the month of August that includes crimes investigated, traffic accidents investigated, miles traveled, fuel consumed, training completed, and public education provided by department members.

### Crimes Investigated

The Department, during the month, investigated a total of 100 crimes.

These crimes can be broken down and classified as follows.

Battery .....	02
Burglary .....	01
Child Abuse or Neglect.....	01
Custody Dispute.....	01
Disorderly Conduct.....	14
Controlled Substance Problem.....	04
Criminal Damage to Property .....	16
Fraud.....	09
Family Fights .....	03
Harassment.....	07
Juvenile Problems .....	12
Theft.....	19
Trespassing .....	01
Identity Theft .....	01
Internet Crime against Children .....	01
Violate Court Order .....	01
Threats to Harm .....	07
<b>TOTAL 100</b>	

The above crimes resulted in the loss of \$8,755 to the community, of which \$125 has been recovered.

**Arrests**

The Department completed a total of 114 arrests during the month. These arrests encompass violations from traffic to felony, and are listed below by type of violations and number of arrests for each category.

**A. Felony Crime Arrest**

Possess Controlled Substance.....	03
Bail Jump.....	01
	<b>TOTAL 04</b>

**B. Misdemeanor Crime Arrests**

Battery .....	03
Disorderly Conduct.....	06
Criminal Damage to Property .....	03
Possess Marijuana.....	01
Obstruct Officer .....	02
Theft.....	03
Fraud.....	01
Possess Drug Paraphernalia .....	04
Violate Court Order .....	01
Criminal Trespass to Dwelling.....	01
	<b>TOTAL 25</b>

Wisconsin Probation & Parole Violation Arrests / Warrant Arrests.....	17
	<b>TOTAL 17</b>

**C. Ordinance Violation Arrests**

Possess Drug Paraphernalia .....	02
Possess Marijuana.....	02
Disorderly Conduct.....	01
Disorderly Conduct w/ Motor Vehicle.....	01
Underage Possession of Alcohol.....	01
Retail Theft .....	02
Possess Tobacco Underage.....	01
	<b>TOTAL 10</b>

**D. Traffic Crime Arrests**

Operating while Intoxicated (2 <sup>nd</sup> or more).....	01
Operating while Revoked.....	03
Fail to Install Ignition Interlock Device .....	02
	<b>TOTAL 06</b>

**E. Traffic Violation Arrests**

Operating a Motor Vehicle While Intoxicated.....	07
Speeding Violations .....	14
Motor Vehicle Registration Violation.....	01
Operating While Driver's License Suspended/Revoked.....	02
Operate Vehicle w/o Insurance .....	07
Operate w/o Valid Driver's License .....	03
Seat Belt Violations .....	03
Miscellaneous Moving Traffic Violations .....	15
	<b>TOTAL 52</b>

In addition to the preceding arrests, the Department conducted a total of 210 traffic stops during the month and logged 71 violations for various motor vehicle defects and local ordinances and issued 63 written warnings for those violations. A total of 27 parking tickets were issued for parking violations throughout the city.

**Traffic Accidents**

The Department during the month investigated a total of 16 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities.....	00
B.	Motor Vehicle Accidents Involving Injuries .....	03
C.	Motor Vehicle Accidents Involving Property Damage .....	13
	(greater than \$1,000.00)	
D.	Motor Vehicle Accidents Involving Property Damage .....	00
	(less than \$1,000.00)	
		<b>TOTAL 16</b>

**Police Service Calls**

Department members handled 523 service calls during the month. These calls consist of both citizen requests for police service as described below (390), crimes investigated (100), traffic accidents investigated (16), and Wisconsin Probation and Parole Assists (17).

A.	Traffic and Road Incidents .....	61
	This category consists of all assignments involving assists to stranded motorists, directing traffic, complaints of noisy or otherwise disorderly vehicles, removing obstructions from roadways, and all parking problem complaints.	
B.	Noise Complaints .....	10
	These complaints involve private parties, licensed liquor establishments, and parties in public places.	
C.	Sick and Injured Persons .....	23
	Assistance rendered to the Ambulance Service and sick or injured persons.	
D.	Alarms .....	14
	Officers responded to activated burglar and hold-up alarms at area banks and other business establishments and residences as well as fire alarms.	
E.	Complaints Involving Animals .....	29
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.	
F.	Civil Disputes .....	01
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.	

G. Escorts .....	07
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist.....	64
This category is broad and involves such services as assistance in gas drive-off's, emergency notifications, attempts to locate people, retrieval of personal property, and vehicle registration assistance.	
I. Assistance Rendered to Other Agencies .....	09
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	27
Involves both citizen complaints and observations by officers on patrol who took investigative action in regard to the suspicious behavior of vehicles and people.	
K. Liquor Establishments .....	00
Officers conducting compliance checks and investigations concerning problems with customers.	
L. Self-Initiated Field Activity.....	21
All initiated activity by the officer to include, but not limited to, routine security checks of area industries, businesses, city parks, residences, and compliance checks of local liquor establishments.	
M. Juvenile Problems.....	15
Requests for police service that strictly involve property calls and all unfounded calls for police service. The calls vary from mischief to family problems to runaway situations.	
N. Miscellaneous Incidents .....	86
Includes arrest warrants served, recovered property calls, and all unfounded calls for police service. This category includes 9-1-1 calls investigated by Department members during the month.	
O. Welfare Checks .....	23
Includes calls to check on the well-being of a person who has not been heard from or seen for a period of time by family, friends, neighbors, or employers.	

**TOTAL 390**

**Department Mileage and Fuel Consumption**

Officers patrolled a total of 11,254 miles with department vehicles, consuming 1184 gallons of fuel. The fleet averaged 9.5 miles per gallon of fuel during the month.

**Department Training**

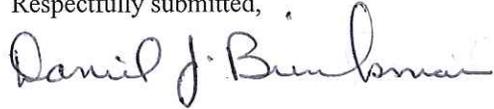
Officers Neil Dorner and Derek Jennerjohn provided monthly training to 6 members of the Lakeshore Police Explorers, Post 9368. The Joint SWAT and Joint Dive teams completed their monthly training. One officer completed 16 hours of mandated Instructor Development.

**Public Education**

Captain Brinkman presented Civilian Response to Active Shooter Events to Door County employees at the Sturgeon Bay Library and members of the First Baptist Church in Sturgeon Bay.

**Noteworthy Notes**

Respectfully submitted,

A handwritten signature in cursive script that reads "Daniel J. Brinkman". The signature is written in dark ink and is positioned above the printed name.

Captain Daniel J. Brinkman

**BEVERAGE OPERATOR LICENSES**

1. Kitchenmaster, Wahkene, T.
2. Leisk, Mary H.
3. Scherrer – Weis, Lynn S.

**COMBINATION CLASS B BEER & CLASS B LIQUOR:**

Old Mexico Mexican Bar & Grill Inc.  
Agent: Veronica Ramirez  
901 Egg Harbor Road  
Sturgeon Bay, WI 54235  
September 19, 2016 – June 30, 2016

**CITY OF STURGEON BAY  
STREET CLOSURE APPLICATION**

Name of Applicant: Sturgeon Bay Visitor Center

Name of Event: Thrills on Third Avenue

Contact Phone #: Paige Funkhouser: 743-6246 or 559-1560

Date(s) of Event: Saturday, Oct. 29, 2016 Time: 1pm-3pm

Estimated # of Attendees: 500-800

Specific Location: Third Avenue: Martin Park/Oregon St to Jefferson Street

- Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.
- Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation - As required by the State of Wisconsin.
- Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.
- Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.
- If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

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

Other comments or explanation: \_\_\_\_\_

Signature of Responsible Party: Paige Funkhouser

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

Date Submitted: 8-23-16

*(Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)*

Approval:	Fire Chief: <u>[Signature]</u>	Date: <u>8-24-2016</u>
	Police Chief: <u>[Signature]</u>	Date: <u>06-10-16 - 8-29-16</u>
	Comm. Dev: <u>[Signature]</u>	Date: <u>8-29-16</u>
	Streets/Parks: <u>[Signature]</u>	Date: <u>8-6-16</u>
	City Clerk: <u>[Signature]</u>	Date: <u>9/12/16</u>
	Finance Dir: <u>[Signature]</u>	Date: <u>9/9/16</u>
	City Engineer: <u>[Signature]</u>	Date: <u>9-8-16</u>
	City Admin: <u>[Signature]</u>	Date: <u>9/12/16</u>

Common Council Approval Date: \_\_\_\_\_

- Copy of Approved Street Closure Application sent to EMS Director.

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

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

SECTION 1: Section 10.19 (1) of the Municipal Code (Noxious weeds prohibited) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

10.19 Noxious weeds prohibited.

(1) *Definition.* "Noxious weeds" as used herein includes the following: Canada thistle, leafy spurge, field bindweed (creeping jenny), ragweed, and invasives on Wisconsin Department of Natural Resources invasive species list.

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

Approved:

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

Attest:

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

**R E C O M M E N D A T I O N**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Community Protection and Services Committee, hereby recommend to repeal and recreate City of Sturgeon Bay Fire Department ordinances as attached.

Respectfully submitted,

COMMUNITY PROTECTION AND SERVICES COMMITTEE

By: Rick Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 8, 2016

\* \* \* \* \*

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

## EXECUTIVE SUMMARY

**TITLE:** Repeal and recreate City of Sturgeon Bay Fire Department Ordinances

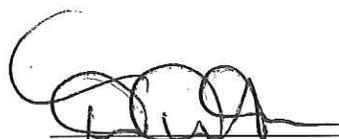
**BACKGROUND:** Recently State Law and State Codes have changed leaving The City of Sturgeon Bay Fire Department Ordinances out of date. Sturgeon Bay Fire Dept operates under the WI State Dept. of SPS addressing fire inspections and state law/codes. In 2013 WI Act 270 addressed local Fire Ordinances; if a Fire Dept. did not submit an ordinance for State approval, the local ordinance was not grandfathered and would not be enforceable. By adopting the most current edition of NFPA 1, Sturgeon Bay Fire will be able to address State Codes without have to change the document as newer editions are released. Only the Fire Prevention section of chapter 6 is in the changes.

SPS 310 which had addressed storage, transfer or dispensing of flammable, combustible or hazardous liquids was changed to ATCP. When this move happened, ATCP only regulated storage, transfer or dispensing of flammable, combustible or hazardous liquids of 110 gallons and over leaving some of the language from SPS 310 to not be addressed. Without this language, there are issues with the transferring of fuel locally in marinas, leaving the risk very high for a spill or incident due to improper transfer. The created ordinance would allow the City of Sturgeon Bay Fire Dept to enforce a local ordinance to preserve our natural resource, our waterway.

**FISCAL IMPACT:** Fee schedule is not changing, no fiscal impact.

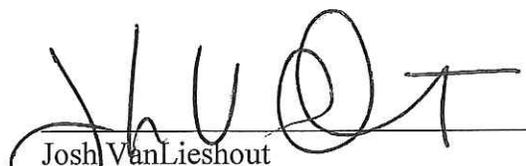
**RECOMMENDATION:** Repeal and recreate the City of Sturgeon Bay Fire Department Ordinances as attached.

**PREPARED BY:**

  
\_\_\_\_\_  
Tim Dietman  
Fire Chief

9/1/2016  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
Josh VanLieshout  
City Administrator

9/1/2016  
Date

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

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

SECTION 1: Section 6.15 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.15 NFPA 1 Adopted.**

Chapter 1 of the National Fire Protection Association Code is hereby adopted in its entirety and incorporated into this chapter by reference, including all amendments thereto.

SECTION 2: Section 6.17 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.17 Codes Relating to Fire Protection Adopted.**

- (1) *Applicability.* Every building or structure hereafter erected, altered or moved, within or into the City of Sturgeon Bay, shall conform to the following requirements.
- (2) *Definitions.* Terms used in this section shall have the meanings as defined in the specific code section being enforced.
- (3) *Adopted codes.* The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

ATCP 93	State Flammable, Combustible and Hazardous Liquids Code
SPS 314	Fire Prevention Code
SPS 340	Gas Systems
SPS 361-366	Commercial Building Codes
SPS 328	Smoke Detectors and Carbon Monoxide Detectors
SPS 366	Existing Buildings

SECTION 3: Section 6.18 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.18 Enforcement.**

- (1) *Primary Enforcement Responsibility.* The overall enforcement for this code is the responsibility of the fire chief/fire inspector. Normally, the building inspector has primary responsibility

during construction of the building, while the fire inspector has primary responsibility after the building is completed. The enforcement of many of the provisions of the code is the primary responsibility of the fire inspector, and compliance with these provisions should be of primary concern while conducting the fire prevention inspections mandated by § 101.14, Wis. Stats., and Wis. Adm. Code ILHR 50.02, for which the fire inspector has the primary enforcement responsibility. Note: Other state or municipal agencies may have adopted building or construction requirements that are either more restrictive or address other issues than those specified in this code.

- (2) *Modifications.* The fire chief may modify any of the provisions of section 6.17 upon application in writing by the owner or lessee or his/her authorized agent when there are practical difficulties in carrying out all requirements of this chapter, provided that the spirit of this chapter shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department and a signed copy shall be furnished to the applicant. A copy of each order of modification by the fire chief shall be filed with the chief of the inspection department and the city clerk-treasurer. The city clerk-treasurer shall present the same to the city council at its next regular meeting.
- (3) *Appeals.* Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for or when it is claimed that the provisions of this chapter do not apply or that the true intent and meaning of this chapter has been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the zoning board of appeals within 30 days from the date of the decision of the fire chief.
- (4) *Bulk Oil Tanks Prohibited.* The storage of over 500 gallons of hazardous, flammable, combustible liquids or materials above ground on any premises within the City is prohibited.
- (5) *Inspection Fee.* Inspection fee for removal or installation of tanks:
  - (a) A fee of \$50.00 shall be charged by the city as follows:
    1. For all tanks whether above or below ground located in any zoning district within the city.

SECTION 4: Section 6.19 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.19 Fueling of Motor Vehicles.**

- (1) *General.* The fueling of motor vehicles shall be in accordance with NFPA 30 and 30A, as revised, unless otherwise specified in this code.
- (2) *Emergency Fueling.* Emergency fueling of a motor vehicle from a portable container is allowed only with a container not exceeding a ten (10) gallon capacity.

SECTION 5: Section 6.20 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed.

SECTION 6: Section 6.22 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.22 Burning of Trash and Litter.**

- (1) *Control of Outdoor Burning.* Burnable substances including, but not exclusively because of enumeration herein, trash, refuse, debris, rubbish, garbage, litter and material that is putrescent, but excluding therefrom any substance that is burned for the purpose of outdoor cooking in a broiler, rotisserie or any other appliance designed for that purpose, for the purpose of furnishing decorative lighting, or for the purpose of removing frost from the ground by public utility corporations, cemeteries or by building contractors, tobacco uses and fuels used in internal combustion engines, shall not be burned out of doors anywhere within the city, including both public and private property, unless a permit is authorized under subsection (3) below.
- (2) *Training Exercises.* The fire department may, however, in its usual training courses, either exclusively by the department or in conjunction with other industries or business, burn such substances as deemed appropriate by the department for the purpose of training either members of the fire department or persons employed by industry or business.
- (3) *Permits Authorized.* The fire chief is authorized to permit outside burning when in the judgment of the chief it is appropriate and provided application is made to the chief and the chief issues a permit in accordance with the application as he/she deems necessary for the purpose of determining whether or not such permit shall issue.

SECTION 7: Section 6.23 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.23 Fire Inspections.**

- (1) The fire chief shall inspect or cause to be inspected at least twice a year all buildings and premises, except the interior of private dwellings, for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire or any violations of the provisions or intent of any ordinance of the city affecting the fire hazard and exits in accordance with WI Admin Code SPS 314.01 (13).
- (2) Correction of hazardous conditions.
  - (a) *Combustible Material; Obstructions.* Whenever any inspector shall find in any building or upon any premises combustible waste material or explosive matter which is so situated as to endanger property or shall find in any building or structure obstructions to or on fire escapes, stairs, passageways, doors or windows liable to interfere with the operations of the fire department or egress of occupants in case of fire, he/she shall order the same to be removed or remedied, in accordance with § 66.05, Wis. Stats.
  - (b) *Defective Buildings.*
    1. When any inspector shall find any building or other structure which for want of repairs, lack of sufficient fire escapes, automatic or other fire alarm apparatus or fire extinguishing equipment, or by reason of age or dilapidated conditions or from any other cause, is especially liable to fire and which is so situated as to endanger other property or the occupants thereof, and whenever such inspector shall find conditions or materials in any building dangerous to the safety of such building or the occupants thereof, he/she shall order such dangerous conditions or materials to be removed or remedied.
    2. If in any existing building exits are necessary or where repairs to any structural part of such building or structure are required, the inspector shall notify the building inspector, who shall

reinspect such building or structure, thereafter instituting the proper remedies as may be required.

(c) *Orders.*

1. *Service.* Any orders under this section shall be served in writing upon the occupant and owner of the premises. If the owner or occupant of the premises cannot be found, such written order shall be affixed in a conspicuous place on the entrance door to such building or structure or on the premises. Thereafter a copy of such order shall be mailed to the owner and occupant addressed to their last known post office address. No person shall remove such affixed notice without the written consent of the fire chief.
2. *Compliance.* Any such order shall forthwith be complied with by the owner and occupant of such building, structure or premises. The owner or occupant may within 24 hours appeal to the fire chief for a review of such order, who shall thereafter as soon as possible file his/her decision. Unless such order is revoked or modified by the fire chief, it shall remain in full force and be complied with within the time fixed in such order.

(3) *Exceptions.*

- (a) Provided, if any building or structure, whether above exempted or not, is especially liable to fire and is so situated as to endanger other buildings or property or contains any combustible or explosive material dangerous to the safety of any building or premises or the occupants thereof, or endangering or hindering firefighters in case of fire, such building or structure shall be subject to these orders so far as may be necessary to protect adjoining or other buildings and their occupants and firefighters.

SECTION 8: Section 6.26 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.26 Marina Fire Protection, Minimum Requirements.**

- (1) The definition of "marina" as set forth in Section 20.03 of this Municipal Code is adopted by reference.
- (2) All marinas in the city are subject to the following requirements:
  - (a) *Portable Fire Extinguishers.*
    1. Placement of portable fire extinguishers shall be in accordance with Chapter 3, NFPA 10, Standard for Portable Fire Extinguishers.
    2. Fire extinguishers listed for Class A, Class B, and Class C fires shall be placed such that the maximum travel distance to an extinguisher does not exceed 75 feet.
    3. All portable fire extinguishers shall be maintained in accordance with Chapter 4 and 5, NFPA 10, Standard for Portable Fire Extinguishers, and shall be clearly visible and marked.
  - (b) *Fire Standpipe System.*
    1. Where marina docking facilities are inaccessible to fire department equipment, or exceed 150 feet from fire department vehicular access, a 2½-inch fire department siamese shall be provided. Location of siamese shall be approved by the fire department.
    2. A minimum 2½-inch supply line is required to reach all portions of the dock facility. A 2½-inch gated valve with a 2½-inch × 1½-inch reducer shall be provided at the T of interconnecting piers. A 2½-inch gated valve with a 2½-inch × 1½-inch reducer shall be provided every 150 feet or portion thereof of every pier. Layout of the fire standpipe system shall be approved by the fire department.
    3. Manual dry standpipes shall be permitted.
    4. Flexible connections shall be permitted on floating piers subject to the approval of the fire department.

5. Proprietors of all marina facilities to be erected or altered to increase the area by 50 percent or more shall provide, at the owner's expense, an approved fire standpipe system, when such facility is set back 150 feet from fire department vehicular access.

(c) *Transmittal of Fire Emergency.* All marinas shall have a means to rapidly notify the 9-1-1 communications center in the event of an emergency. A telephone shall be available for use at all times shall not require the use of coins, tokens, cards, or other such items. The street address of the marina and 9-1-1 number shall be prominently displayed on a sign at the telephone.

(d) *Marina Fire Protection Plans.* Prior to a building permit being issued under Chapter 15 of this Municipal Code, plans for implementing the requirement of this section shall be sent to the fire chief for approval. A two-week period must be allotted for the review process.

SECTION 9: Section 6.27 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.27 Explosive materials.**

The general requirements, storage, transportation, use and manufacture of explosive materials and the blasting results thereof shall be in accordance with, WI Admin Code SPS 307 Explosives and Fireworks and is made part of this section by reference unless otherwise regulated herein.

(1) General requirements shall include the following in addition to WI Admin Code SPS 307:

(a) Underground gas release; near surface explosions, to breakup rock formations release large volumes of gases, including carbon monoxide (CO) that when not vented to the atmosphere can travel significant distances below ground. These gases can often be harmful if allowed to accumulate undetected in inhabited buildings.

(2) Storage of explosive materials shall include the following in addition to WI Admin Code SPS 307:

- (a) Explosive material storage shall be limited to the amount of material to be used in one day as approved on the "blasting permit".
  - (b) Explosives not used during a permitted day shall be removed from the city at the end of each day. A permit shall be issued by the Sturgeon Bay Fire Department before any explosive materials can be stored in the city.
- (3) Transportation of explosive materials shall include the following in addition to WI Admin Code SPS 307:
- (a) Warning signs shall be posted upon all vehicles carrying explosive materials per Trans. 325-328, Wis. Adm. Code.
- (4) Use of explosive materials shall include the following in addition to WI Admin Code SPS 307:
- (a) A permit shall be required to use any explosive material in the City of Sturgeon Bay.
  - (b) Permit applications shall be submitted to the Sturgeon Bay Fire Department.
  - (c) Permits will not be issued if:
    - 1. The permit application is not complete.
    - 2. The notification process per section 6.27 (b) has not yet been completed and provide for a minimum of 24 hours' notice.
    - 3. Certificate of competency. An applicant for such permit shall furnish satisfactory proof that he/she holds a certificate of competency and knowledge of explosives and blasting operations issued by the department of commerce.
    - 4. Insurance required. Blasting contractors are required to provide a copy of a certificate of insurance indicating they have a minimum of \$2,000,000.00 dollars bodily injury and \$1,000,000.00 dollars property damage coverage.
    - 5. Hours restricted. No blasting or detonating of explosives shall be carried on within the city

between 5:00 p.m. and 7:00 a.m. or on Sundays or holidays except under a special permit therefore issued by the fire department.

- (5) Manufacture of explosive materials. No person shall manufacture or compound any explosive mixtures within the City of Sturgeon Bay.
- (6) Blasting resultants shall include the following in addition to WI Admin Code SPS 307:
  - (a) Near surface blasting has resulted in the formation of significant quantities of carbon monoxide and possibly other gaseous compounds that under the right conditions are pressurized and migrate through the soil instead of being vented to the atmosphere. Blasted areas shall have the overburden removed on the day of blasting as soon as practical to encourage trapped gases to disburse.
  - (b) Preblasting notices describing this potential hazard shall be provided to all affected dwellings or other structures based upon the scaled distance equation plus an added safety factor of two, the added safety factor can be dropped when the notification distance increases to 250 feet.
  - (c) Notices shall be sent by first class mail, a minimum of five days prior to the scheduled blasting period. Notice period may be reduced to 24 hours, if required notices are delivered and received by an occupant of every affected dwelling or structure.
  - (d) Blasting periods shall be permitted for a maximum of 30 days. Extensions will be granted only if notices are reissued to all affected dwellings or structures.
  - (e) Notices shall provide the following information: Licensed blaster's name and company, 24-hour contact phone numbers and proposed blasting period. Also required is the blasting location and the reason that blasting is required.
  - (f) The fire chief shall have the authority to order reasonable measures to insure the safety of the occupants in affected buildings. Reasonable measures shall include, but not be limited to evacuation of the structure, building

and site ventilation measures and the termination of the existing blasting permits. The reissuance of the permit will be considered only after preventative measures are installed to protect the occupants of all affected structures.

- (g) The City of Sturgeon Bay reserves the right to prohibit blasting in any area of the city, or when ground or weather conditions create additional hazards.
- (h) Exceptions: Nothing in this section shall prevent or hinder the fire department in the use of explosives for demolition, or arresting a fire or conflagration.
- (i) Penalty for violation of this section, the forfeiture shall range from \$200.00 to \$2,000.00, plus expenses with a recommended forfeiture of \$500.00 for a first offense.

SECTION 10: This ordinance shall take effect on the day after its publication.

Approved:

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

Attest:

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

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

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

SECTION 1: Section 6.15 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.15 NFPA 1 Adopted.**

Chapter 1 of the National Fire Protection Association Code is hereby adopted in its entirety and incorporated into this chapter by reference, including all amendments thereto.

SECTION 2: Section 6.17 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.17 Codes Relating to Fire Protection Adopted.**

- (1) *Applicability.* Every building or structure hereafter erected, altered or moved, within or into the City of Sturgeon Bay, shall conform to the following requirements.
- (2) *Definitions.* Terms used in this section shall have the meanings as defined in the specific code section being enforced.
- (3) *Adopted codes.* The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

ATCP 93	State Flammable, Combustible and Hazardous Liquids Code
SPS 314	Fire Prevention Code
SPS 340	Gas Systems
SPS 361-366	Commercial Building Codes
SPS 328	Smoke Detectors and Carbon Monoxide Detectors
SPS 366	Existing Buildings

SECTION 3: Section 6.18 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.18 Enforcement.**

- (1) *Primary Enforcement Responsibility.* The overall enforcement for this code is the responsibility of the fire chief/fire inspector. Normally, the building inspector has primary responsibility

during construction of the building, while the fire inspector has primary responsibility after the building is completed. The enforcement of many of the provisions of the code is the primary responsibility of the fire inspector, and compliance with these provisions should be of primary concern while conducting the fire prevention inspections mandated by § 101.14, Wis. Stats., and Wis. Adm. Code ILHR 50.02, for which the fire inspector has the primary enforcement responsibility. Note: Other state or municipal agencies may have adopted building or construction requirements that are either more restrictive or address other issues than those specified in this code.

- (2) *Modifications.* The fire chief may modify any of the provisions of section 6.17 upon application in writing by the owner or lessee or his/her authorized agent when there are practical difficulties in carrying out all requirements of this chapter, provided that the spirit of this chapter shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department and a signed copy shall be furnished to the applicant. A copy of each order of modification by the fire chief shall be filed with the chief of the inspection department and the city clerk-treasurer. The city clerk-treasurer shall present the same to the city council at its next regular meeting.
- (3) *Appeals.* Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for or when it is claimed that the provisions of this chapter do not apply or that the true intent and meaning of this chapter has been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the zoning board of appeals within 30 days from the date of the decision of the fire chief.
- (4) *Bulk Oil Tanks Prohibited.* The storage of over 500 gallons of hazardous, flammable, combustible liquids or materials above ground on any premises within the City is prohibited.
- (5) *Inspection Fee.* Inspection fee for removal or installation of tanks:
  - (a) A fee of \$50.00 shall be charged by the city as follows:
    1. For all tanks whether above or below ground located in any zoning district within the city.

SECTION 4: Section 6.19 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.19 Fueling of Motor Vehicles.**

- (1) *General.* The fueling of motor vehicles shall be in accordance with NFPA 30 and 30A, as revised, unless otherwise specified in this code.
- (2) *Emergency Fueling.* Emergency fueling of a motor vehicle from a portable container is allowed only with a container not exceeding a ten (10) gallon capacity.

SECTION 5: Section 6.20 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed.

SECTION 6: Section 6.22 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.22 Burning of Trash and Litter.**

- (1) *Control of Outdoor Burning.* Burnable substances including, but not exclusively because of enumeration herein, trash, refuse, debris, rubbish, garbage, litter and material that is putrescent, but excluding therefrom any substance that is burned for the purpose of outdoor cooking in a broiler, rotisserie or any other appliance designed for that purpose, for the purpose of furnishing decorative lighting, or for the purpose of removing frost from the ground by public utility corporations, cemeteries or by building contractors, tobacco uses and fuels used in internal combustion engines, shall not be burned out of doors anywhere within the city, including both public and private property, unless a permit is authorized under subsection (3) below.
- (2) *Training Exercises.* The fire department may, however, in its usual training courses, either exclusively by the department or in conjunction with other industries or business, burn such substances as deemed appropriate by the department for the purpose of training either members of the fire department or persons employed by industry or business.
- (3) *Permits Authorized.* The fire chief is authorized to permit outside burning when in the judgment of the chief it is appropriate and provided application is made to the chief and the chief issues a permit in accordance with the application as he/she deems necessary for the purpose of determining whether or not such permit shall issue.

SECTION 7: Section 6.23 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

**6.23 Fire Inspections.**

- (1) The fire chief shall inspect or cause to be inspected at least twice a year all buildings and premises, except the interior of private dwellings, for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire or any violations of the provisions or intent of any ordinance of the city affecting the fire hazard and exits in accordance with WI Admin Code SPS 314.01 (13).
- (2) Correction of hazardous conditions.
  - (a) *Combustible Material; Obstructions.* Whenever any inspector shall find in any building or upon any premises combustible waste material or explosive matter which is so situated as to endanger property or shall find in any building or structure obstructions to or on fire escapes, stairs, passageways, doors or windows liable to interfere with the operations of the fire department or egress of occupants in case of fire, he/she shall order the same to be removed or remedied, in accordance with § 66.05, Wis. Stats.
  - (b) *Defective Buildings.*
    1. When any inspector shall find any building or other structure which for want of repairs, lack of sufficient fire escapes, automatic or other fire alarm apparatus or fire extinguishing equipment, or by reason of age or dilapidated conditions or from any other cause, is especially liable to fire and which is so situated as to endanger other property or the occupants thereof, and whenever such inspector shall find conditions or materials in any building dangerous to the safety of such building or the occupants thereof, he/she shall order such dangerous conditions or materials to be removed or remedied.
    2. If in any existing building exits are necessary or where repairs to any structural part of such building or structure are required, the inspector shall notify the building inspector, who shall

reinspect such building or structure, thereafter instituting the proper remedies as may be required.

(c) *Orders.*

1. *Service.* Any orders under this section shall be served in writing upon the occupant and owner of the premises. If the owner or occupant of the premises cannot be found, such written order shall be affixed in a conspicuous place on the entrance door to such building or structure or on the premises. Thereafter a copy of such order shall be mailed to the owner and occupant addressed to their last known post office address. No person shall remove such affixed notice without the written consent of the fire chief.
2. *Compliance.* Any such order shall forthwith be complied with by the owner and occupant of such building, structure or premises. The owner or occupant may within 24 hours appeal to the fire chief for a review of such order, who shall thereafter as soon as possible file his/her decision. Unless such order is revoked or modified by the fire chief, it shall remain in full force and be complied with within the time fixed in such order.

(3) *Exceptions.*

- (a) Provided, if any building or structure, whether above exempted or not, is especially liable to fire and is so situated as to endanger other buildings or property or contains any combustible or explosive material dangerous to the safety of any building or premises or the occupants thereof, or endangering or hindering firefighters in case of fire, such building or structure shall be subject to these orders so far as may be necessary to protect adjoining or other buildings and their occupants and firefighters.

SECTION 8: Section 6.26 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

## **6.26 Marina Fire Protection, Minimum Requirements.**

- (1) The definition of "marina" as set forth in Section 20.03 of this Municipal Code is adopted by reference.
- (2) All marinas in the city are subject to the following requirements:

### *(a) Portable Fire Extinguishers.*

1. Placement of portable fire extinguishers shall be in accordance with Chapter 3, NFPA 10, Standard for Portable Fire Extinguishers.
2. Fire extinguishers listed for Class A, Class B, and Class C fires shall be placed such that the maximum travel distance to an extinguisher does not exceed 75 feet.
3. All portable fire extinguishers shall be maintained in accordance with Chapter 4 and 5, NFPA 10, Standard for Portable Fire Extinguishers, and shall be clearly visible and marked.

### *(b) Fire Standpipe System.*

1. Where marina docking facilities are inaccessible to fire department equipment, or exceed 150 feet from fire department vehicular access, a 2½-inch fire department siamese shall be provided. Location of siamese shall be approved by the fire department.
2. A minimum 2½-inch supply line is required to reach all portions of the dock facility. A 2½-inch gated valve with a 2½-inch × 1½-inch reducer shall be provided at the T of interconnecting piers. A 2½-inch gated valve with a 2½-inch × 1½-inch reducer shall be provided every 150 feet or portion thereof of every pier. Layout of the fire standpipe system shall be approved by the fire department.
3. Manual dry standpipes shall be permitted.
4. Flexible connections shall be permitted on floating piers subject to the approval of the fire department.

5. Proprietors of all marina facilities to be erected or altered to increase the area by 50 percent or more shall provide, at the owner's expense, an approved fire standpipe system, when such facility is set back 150 feet from fire department vehicular access.
- (c) *Transmittal of Fire Emergency.* All marinas shall have a means to rapidly notify the 9-1-1 communications center in the event of an emergency. A telephone shall be available for use at all times shall not require the use of coins, tokens, cards, or other such items. The street address of the marina and 9-1-1 number shall be prominently displayed on a sign at the telephone.
  - (d) *Marina Fire Protection Plans.* Prior to a building permit being issued under Chapter 15 of this Municipal Code, plans for implementing the requirement of this section shall be sent to the fire chief for approval. A two-week period must be allotted for the review process.

SECTION 9: Section 6.27 of the Municipal Code of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated to read as follows:

#### **6.27 Explosive materials.**

The general requirements, storage, transportation, use and manufacture of explosive materials and the blasting results thereof shall be in accordance with, WI Admin Code SPS 307 Explosives and Fireworks and is made part of this section by reference unless otherwise regulated herein.

- (1) General requirements shall include the following in addition to WI Admin Code SPS 307:
  - (a) Underground gas release; near surface explosions, to breakup rock formations release large volumes of gases, including carbon monoxide (CO) that when not vented to the atmosphere can travel significant distances below ground. These gases can often be harmful if allowed to accumulate undetected in inhabited buildings.
- (2) Storage of explosive materials shall include the following in addition to WI Admin Code SPS 307:

- (a) Explosive material storage shall be limited to the amount of material to be used in one day as approved on the "blasting permit".
  - (b) Explosives not used during a permitted day shall be removed from the city at the end of each day. A permit shall be issued by the Sturgeon Bay Fire Department before any explosive materials can be stored in the city.
- (3) Transportation of explosive materials shall include the following in addition to WI Admin Code SPS 307:
- (a) Warning signs shall be posted upon all vehicles carrying explosive materials per Trans. 325-328, Wis. Adm. Code.
- (4) Use of explosive materials shall include the following in addition to WI Admin Code SPS 307:
- (a) A permit shall be required to use any explosive material in the City of Sturgeon Bay.
  - (b) Permit applications shall be submitted to the Sturgeon Bay Fire Department.
  - (c) Permits will not be issued if:
    - 1. The permit application is not complete.
    - 2. The notification process per section 6.27 (b) has not yet been completed and provide for a minimum of 24 hours' notice.
    - 3. Certificate of competency. An applicant for such permit shall furnish satisfactory proof that he/she holds a certificate of competency and knowledge of explosives and blasting operations issued by the department of commerce.
    - 4. Insurance required. Blasting contractors are required to provide a copy of a certificate of insurance indicating they have a minimum of \$2,000,000.00 dollars bodily injury and \$1,000,000.00 dollars property damage coverage.
    - 5. Hours restricted. No blasting or detonating of explosives shall be carried on within the city

between 5:00 p.m. and 7:00 a.m. or on Sundays or holidays except under a special permit therefore issued by the fire department.

- (5) Manufacture of explosive materials. No person shall manufacture or compound any explosive mixtures within the City of Sturgeon Bay.
- (6) Blasting resultants shall include the following in addition to WI Admin Code SPS 307:
  - (a) Near surface blasting has resulted in the formation of significant quantities of carbon monoxide and possibly other gaseous compounds that under the right conditions are pressurized and migrate through the soil instead of being vented to the atmosphere. Blasted areas shall have the overburden removed on the day of blasting as soon as practical to encourage trapped gases to disburse.
  - (b) Preblasting notices describing this potential hazard shall be provided to all affected dwellings or other structures based upon the scaled distance equation plus an added safety factor of two, the added safety factor can be dropped when the notification distance increases to 250 feet.
  - (c) Notices shall be sent by first class mail, a minimum of five days prior to the scheduled blasting period. Notice period may be reduced to 24 hours, if required notices are delivered and received by an occupant of every affected dwelling or structure.
  - (d) Blasting periods shall be permitted for a maximum of 30 days. Extensions will be granted only if notices are reissued to all affected dwellings or structures.
  - (e) Notices shall provide the following information: Licensed blaster's name and company, 24-hour contact phone numbers and proposed blasting period. Also required is the blasting location and the reason that blasting is required.
  - (f) The fire chief shall have the authority to order reasonable measures to insure the safety of the occupants in affected buildings. Reasonable measures shall include, but not be limited to evacuation of the structure, building

and site ventilation measures and the termination of the existing blasting permits. The reissuance of the permit will be considered only after preventative measures are installed to protect the occupants of all affected structures.

- (g) The City of Sturgeon Bay reserves the right to prohibit blasting in any area of the city, or when ground or weather conditions create additional hazards.
- (h) Exceptions: Nothing in this section shall prevent or hinder the fire department in the use of explosives for demolition, or arresting a fire or conflagration.
- (i) Penalty for violation of this section, the forfeiture shall range from \$200.00 to \$2,000.00, plus expenses with a recommended forfeiture of \$500.00 for a first offense.

SECTION 10: This ordinance shall take effect on the day after its publication.

Approved:

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

Attest:

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

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**RECOMMENDATION**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Finance/Purchasing & Building Committee, hereby recommend entering into another 3 year contract with SRO Events in an amount not to exceed \$26,900 per year.

Respectfully submitted,  
FINANCE/PURCHASING & BUILDING  
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: August 30, 2016

\*\*\*\*\*

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

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

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

## Executive Summary

**Title:** Harmony by the Bay Management

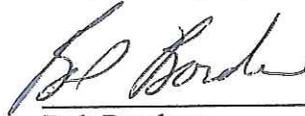
**Background:** SRO event has been managing the Harmony by the Bay concert series for the past 4 years for the City of Sturgeon Bay. At the end of this concert series the current contract will expire. SRO events has expressed interest in managing the series for an additional 4 years with no change to the existing contract.

As per the current contract, in the event the City desires to extend this contract for successive periods, it is agreed that the contractor shall have the first right to negotiate said new contract with the City.

**Fiscal Impacts:** \$26,900.00 per year

**Recommendation:** Staff recommends entering into another 3 year contract with SRO events at a cost not to exceed \$26,900.00 per year.

**Prepared By:**

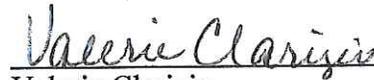


Bob Bordeau  
Municipal Services Director

**Date:**

8/25/16

**Reviewed By:**

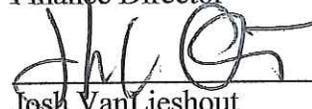


Valerie Clarizio  
Finance Director

**Date:**

8/25/16

**Reviewed By:**



Josh VanLieshout  
City Administrator

**Date:**

8/25/16



7-5-2016

To: Bob Bordeau  
Municipal Services Director  
City of Sturgeon Bay

Dear Bob,

It has been a pleasure producing the Harmony by the Bay Concert series for the last 4 years. I am happy to say I believe we have taken this series to a new level of attendance and excitement.

We are coming to the end of our 3 year agreement and I am writing in hopes you will extend our contract with the same terms as the past four years.

I have some ideas that I believe can take this series to another level and I would be happy to discuss these with you at your convenience.

We have also added 2 concerts on Tuesday Nights with the Birch Creek Jazz Ambassadors. Although this was not part of our contract, I will be coordinating these at no charge. I am happy to do it and will help with extras like this when I can. I am a believer in a strong, diverse music program at Martin Park.

While people are enjoying this years events, I am planning events, etc. for next year and I hope the Park Dept. and City of Sturgeon Bay will have extend our agreement for the next 3 years.

Thank you for this opportunity.

Sincerely,  
James Truckey  
Entertainment Director  
S.R.O. Events, Inc.

**SRO Events, Inc.**  
**300 Steele Street Algoma, Wisconsin 54201**  
**(920) 487-9802 Fax (920) 487-9802**  
**srodirect@sbcglobal.net**  
**Toll Free 800-236-ROCK(7625)**



8/16/2016

Bob Bordeau

c/o Sturgeon Bay Parks Dept.  
835 N. 14<sup>th</sup> ave  
Sturgeon Bay, Wi. 54235

Hello Bob,

This is a follow up letter concerning the extension of the contract for Harmony by the Bay. I have been a concession vendor at the concerts since we started promoting the series. I would like to continue vending and would like to ask that you include the following statement in my contract.

“Promoter has the exclusive right to vend the following items: All styles of popcorn, Snow Cones, Cotton Candy, lemonade, hot dogs and any type of snack foods. In the event promoter would like to add items, this must be cleared through the SBVC to eliminate any duplication of items offered for sale”.

Thank you for your time with this matter. I am looking forward to continuing this series and increasing the talent level as well as overall attendance.

Thank You,

Jim Truckey

**SRO Events, Inc.**  
**300 Steele Street Algoma, Wisconsin 54201**  
**(920) 487-9802 Fax (920) 487-9802**  
**srodirect@sbcglobal.net**  
**Toll Free 800-236-ROCK(7625)**

## PERSONAL SERVICES CONTRACT

AGREEMENT made this 15<sup>th</sup> day of January, 2014, by and between the CITY OF STURGEON BAY, a Wisconsin municipal corporation, 421 Michigan, Sturgeon Bay, Door County, Wisconsin 54235, hereafter referred to as CITY, and S.R.O. Events Inc., hereafter referred to as CONTRACTOR, for the purpose of defining the terms and conditions of personal services to be rendered for the CITY by the CONTRACTOR.

### RECITALS:

**WHEREAS**, the CITY is in need of procuring certain personal services which are specifically defined as follows:

To provide professional services as event manager to provide and manage the musical talent for the 2014, 2015, & 2016 Harmony by the Bay Summer Concert Series which will run for eleven weeks with eight artists/groups being booked by the event manager, and three additional Door County Maritime Museum events which shall be booked by CONTRACTOR in coordination with the Door Council Maritime Museum.

**AND WHEREAS**, the CONTRACTOR represents that it is ready, willing, and capable of providing said services to the City on the terms and conditions set forth below.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises of the parties as hereinafter set forth, the parties agree as follows:

**A. SERVICES TO BE PERFORMED.** CONTRACTOR shall perform and provide the following:

1. EVENT PRODUCTION. CONTRACTOR shall professionally produce eleven concerts at Martin Park in Sturgeon Bay, Wisconsin on consecutive Wednesday evenings from 7:00 to 9:00 p.m. beginning the third week of June and ending on the last Wednesday in August of each year. Three of the concerts shall be booked as Maritime Museum Events with the Maritime Museum selecting the artists of their choice. CONTRACTOR will also be responsible for booking eight other artists/groups to perform and will coordinate the dates with the three Maritime Events throughout the series.
2. VENUE. CITY has provided a stage sufficient for the needs under this agreement. CONTRACTOR shall secure an alternate venue (capable of handling at least 200 spectators) in case of inclement weather.

3. TALENT BOOKING. CONTRACTOR shall book artists that represent different genres which shall be family friendly in nature as not to play music that may be perceived as lewd or offensive by anyone. Artists booked shall include: 1 national touring artist, 4 mid-west touring artists, 3 northeast Wisconsin artists, and 3 local artists for the Maritime Museum Events. Artist selections must be reviewed and approved by the Municipal Service Superintendent or designee prior to booking. CONTRACTOR shall have one artist on retainer for the eight concerts in the event that an artist that was booked is unable to perform
4. SOUND AND LIGHT SERVICES. CONTRACTOR shall secure sound and light services for all eleven concerts, with all sound system equipment and needs to cover 100 decibels throughout venue, including all microphones, stands, cables, monitors, and other equipment as specified by performing artists. CONTRACTOR shall allow adequate time to perform sound checks with the performers prior to each concert.
5. CONTRACTOR or his/her designee must be present at all concerts to assist with artist needs and to promote the series by distributing promotional materials to spectators, announcing the upcoming concerts, etc.
6. COSTS. CONTRACTOR shall be responsible to cover all costs associated with the concert series including the three Maritime Events, including but not limited to:
  - a. Artist and band performance fees
  - b. Sound and light services
  - c. Music performance and licensing fees
  - d. Any costs requested by the artists and bands
  - e. Promotion and marketing.
  - f. Lodging and catering
  - g. Miscellaneous expenses
7. EVENT PROMOTION AND MARKETING. CONTRACTOR shall be responsible for promotion and marketing of the concert series including but not limited to:
  - a. Rack cards (minimum 5,000)
  - b. Posters (minimum 200)
  - c. Radio and newspaper advertising
  - d. Press releases for all concerts
  - e. Social media networking
8. No admission, parking or fees of any other kind may be charged to those attending the concert series.

9. CONTRACTOR may be allowed to generate additional revenues to support individual events with methods (i.e. sale of CD's and related artist materials) as approved by the City Administrator or his/her designated staff member.
10. CONTRACTOR shall be responsible for complete tear down and cleanup at the conclusion of each concert.
11. CONTRACTOR agrees to provide said services in a professional and commercially reasonable manner and of professional and commercially reasonable quality commensurate with other providers of such services in the regional area.
12. CONTRACTOR must ensure compliance with all City of Sturgeon Bay ordinances and regulations.

**B. Contract Term.** CONTRACTOR shall provide the above-described services to the CITY for the period of time commencing on June 18, 2014 and ending on August 24, 2016. In the event City desires to extend this contract for successive periods, it is agreed that Contractor shall have the first right to negotiate said new contract with City. "Negotiate" shall mean that Contractor and City shall meet within 60 days after completion of the concert series and shall attempt to discuss the terms of a new contract. After such meeting if no agreement is reached between Contractor and City, City may then solicit or otherwise arrange for provision of said services by another party other than Contractor.

**C. Compensation.** The City shall compensate Contractor for the above described services in the amount of Twenty Six Thousand Nine Hundred Dollars (\$26,900.00) for each year payable in three equal installments of Eight Thousand Nine Hundred Sixty Six Dollars and Sixty Seven Cents (\$8,966.67) with the first installment payable by February 28, the second payment by May 15, and the third and final payment payable upon completion of the concert series in the last week of August of each year of this agreement.

**D. Insurance.** Contractor shall maintain during the life of this Contract and any extension hereof general liability and property damage insurance as shall protect Contractor and any subcontractor/employee performing work covered by this Contract from any claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from performance of this Contract, whether such operation be by Contractor itself or by any subcontractor or by anyone directly or indirectly employed by either of them. Property damage and liability insurance shall name the City of Sturgeon Bay as an additional insured. The coverages and minimum policy limits of such insurance shall be as follows:

1. Bodily Injury
 

\$1,000,000	Each Occurrence
\$1,000,000	Annual Aggregate, Products & Completed Operations
  
2. Property Damage
 

\$500,000	Each Occurrence
\$1,000,000	Annual Aggregate
  
3. Property Damage Liability will provide Explosion, Collapse and Underground coverage where applicable.
  
4. Personal Injury with employment exclusion deleted
 

\$1,000,000	Annual Aggregate
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5. Bodily Injury
 

\$500,000	Each Person
\$500,000	Each Accident
  
6. Property Damage
 

\$500,000	Each Occurrence
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7. Professional Liability (errors & Omissions)
 

\$1,000,000	
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**E. Worker's Compensation Insurance.** Contractor shall maintain during the term of this Contract and any extended term hereafter worker's compensation insurance for all its employees at the site of the project and, in case any work is sublet, shall require any subcontractor to provide worker's compensation insurance covering any employee which is working upon the project which is the subject of this Agreement.

**F. Independent Contractor.** The parties understand and acknowledge that the relationship herein between the City and Contractor is that of an Independent Contractor relationship and not that of an employer-employee relationship. The parties also understand that the Contractor will be responsible for all income tax and social security tax reporting; the City will furnish a Form 1099 showing the gross payments for the above-described personal services but will not withhold any amounts for income taxes or social security taxes for Contractor.

**G. Indemnification.** Contractor shall indemnify and hold harmless City, its agents, officers and employees, for any damages to person, property, or otherwise caused by the actions of Contractor.

**H. Default/Breach.** In event of breach of the contract by Contractor, Contractor will be responsible for the City's cost of enforcement, including court costs, disbursements and attorney fees.

**I. Assignment.** Contractor may not assign his interest in this contract without the prior written consent of the City. He may hire or contract with other persons or entities for the performance of duties under this Agreement without violating this provision.

**J. Laws Applicable/Severance.** The undersigned parties understand and acknowledge that this personal services contract represents the entire understanding between the parties for the providing of the above described personal services. This personal services contract shall be interpreted in accordance with the laws of the State of Wisconsin. In the event that any of the provisions herein are held to be legally unenforceable, the remaining provisions of this personal services agreement not inconsistent with such legal findings shall remain in full force and effect.

This Agreement shall extend to the heirs, successors, personal representatives and assigns of the parties hereto.





**R E C O M M E N D A T I O N**

**TO THE HONORABLE MAYOR AND COMMON COUNCIL:**

We, the Community Protection and Services Committee, hereby recommend to approve the renewal of the 2016-2017 Combination Class B Liquor/Beer license for the Sturgeon Bay Jaycees.

Respectfully submitted,

COMMUNITY PROTECTION AND SERVICES COMMITTEE

By: Rick Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: September 8, 2016

\* \* \* \* \*

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

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.