



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, NOVEMBER 15, 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 – \$361,005.89, Capital Fund - \$49,116.00, Cable TV - \$179.43, TID #4 - \$38,877.50 and Solid Waste Enterprise - \$500.45 for a grand total of \$449,679.27. [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 11/1/16 regular and 11/8/16 special Common Council minutes.
 - * b. Approval of the following minutes:
 - (1) Sturgeon Bay Utility Commission – 9/13/16
 - (2) Zoning Board of Appeals – 10/25/16
 - (3) Personnel Committee – 10/27/16
 - (4) Finance/Purchasing & Building Committee – 11/1/16
 - * c. Place the following reports on file:
 - (1) Police Department Report – October 2016
 - * d. Consideration of: Approval of beverage operator licenses.
 - * e. Personnel Committee recommendation re: Change the Planner/Zoning Administrator position to a hourly paid position at a rate of \$20.52 per hour effective December 1, 2016 due to FLSA law changes and reevaluate this position in December 2016.
 - * f. Personnel Committee recommendation re: Update the Human Resources Policy to eliminate the wording that requires an employment ad “be placed in the local newspaper for two weeks as a 2 column wide, 3 inch long sized display (box) ad and replace with any may be placed in the local newspaper if deemed appropriate and to update position titles.
 - * g. Personnel Committee recommendation re: Update Personnel Handbook.

- * h. Finance/Purchasing & Building Committee recommendation re: Transfer ownership and full maintenance of the City's repeater to the County of Door.
 - * i. Finance/Purchasing & Building Committee recommendation re: Accept the bid from Ferrara Fire Apparatus with Option #5 in the amount of \$983,468.00 and declare the 1987 Pierce 105' aerial with 1500gpm pump surplus, and allow the use of the sale proceeds to be used to purchase a radio, hose, tools and other required equipment to outfit a new unit in an amount not to exceed the net amount of \$960,000.00 as allocated in the 2017 capital budget.
8. Mayoral appointments.
 9. Resolution re: #JustFixItWI Transportation Funding Resolution.
 10. Second reading of ordinance re: Rezone parcel #281-10-85400101 from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5).
 11. Second reading of ordinance re: Repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code) and amend Section 20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.
 12. Committee Chairperson Report
 - a. Personnel Committee
 - b. Parking & Traffic Committee
 - c. Community Protection & Services Committee
 - d. Sturgeon Bay Utility Commission
 13. Public comment on Non-Agenda items.
 14. Mayor's comments.
 15. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 11.11.16

Time: 12:00pm

By: 

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
02214	BAY SHIPBUILDING	PUBLIC HRING -BAYSHIP	01-000-000-23168	50.00
COUNTRY	CVF MAPLE LLC	10.29.16 FOOD SHARE-COUNTRY	01-000-000-21595	15.00
R0000680	RAIBROOK FOUNDATION, INC	REIMB UNUSED GRNT ENDS-PARTITI	01-000-000-48503	981.84
R0000984	CHARLES BORDEAU	10.29.16 FOOD SHARE-BORDEAU	01-000-000-21595	34.00
R0000985	SULLYS THUMBS UP PRODUCE	10.29.16 FOOD SHARE-SULLY	01-000-000-21595	18.00
R0000991	SPERBER FARMS	10.22.16 FOOD SHARE-SPERBER	01-000-000-21595	23.00
R0001001	RENARDS CHEESE	10.29.16 FOOD SHARE-RENARD	01-000-000-21595	17.00
R0001356	FALL 50	SUNSET-FALL 50	01-000-000-23162	50.00
R0001437	MASER DC 1, LLC	PUBL HRING DEP REFUND	01-000-000-23168	50.00
THORP	PAT THORP	10.29.16 MARKET-THORP	01-000-000-21595	2.00
TOTAL LIABILITIES				1,240.84
TOTAL GENERAL FUND				1,240.84
CITY CLERK-TREASURER				
R0001436	ERIK HAYES	SUBPOENA FEE- E HAYES	01-115-000-56350	16.80
R0001436		MILEAGE E HAYES	01-115-000-56350	44.85
TOTAL				61.65
TOTAL CITY CLERK-TREASURER				61.65
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	11/15/16 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,245.83
TOTAL CITY ASSESSOR				1,245.83
MUNICIPAL SERVICES ADMIN.				
SHEFCHIK	RICK SHEFCHIK	MEAL EXP/SHEFCHIK	01-145-000-55600	5.64
TOTAL				5.64
TOTAL MUNICIPAL SERVICES ADMIN.				5.64
CITY HALL				
03159	CHARTER COMMUNICATIONS	10/16 FIRE CABLE SVC	01-160-000-58999	99.79
04575	DOOR COUNTY HARDWARE	SILICONE	01-160-000-51850	38.94
04575		IRRIGATION SUPPLIES	01-160-000-51850	30.45
05500	ENERGY CONTROL AND DESIGN INC	BOILER & PUMP MAINT	01-160-000-58999	195.04
19880	STURGEON BAY UTILITIES	421 MICHIGAN ST	01-160-000-56150	3,145.72
19880		421 MICHIGAN ST	01-160-000-58650	159.42
WARNER	WARNER-WEXEL WHOLESALE &	CAN LINERS	01-160-000-55300	26.08
WARNER		PAPER PRODUCTS	01-160-000-55300	49.09
WARNER		PAPER PRODUCTS	01-160-000-55300	35.18
TOTAL				3,779.71

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL CITY HALL				3,779.71
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	12/16 WORK COMP	01-165-000-58750	24,254.00
MCCLONE		12/16 GEN LIAB	01-165-000-56400	3,016.00
MCCLONE		12/16 POLICE LIAB	01-165-000-57150	1,138.00
MCCLONE		12/16 PUBLIC OFFL	01-165-000-57400	1,145.00
MCCLONE		12/16 AUTO LIAB	01-165-000-55200	1,751.00
MCCLONE		AUTO PHY DAMAGE	01-165-000-55200	1,404.00
MUN PROP	MUNICIPAL PROPERTY INSURANCE	911 N 14TH AVE ADDITION	01-165-000-57350	194.00
TOTAL				32,902.00
TOTAL INSURANCE				32,902.00
GENERAL EXPENDITURES				
O'REILLY	O'REILLY AUTO PARTS	BRAKES-FORD 500	01-199-000-55605	474.41
O'REILLY		CREDIT RETURN	01-199-000-55605	-60.00
TOTAL				414.41
TOTAL GENERAL EXPENDITURES				414.41
POLICE DEPARTMENT				
04150	DE JARDIN CLEANERS LLC	UNIFORM MAINT-BRINKMAN	01-200-000-56800	64.75
04575	DOOR COUNTY HARDWARE	CONTACT PAPER	01-200-000-51950	4.49
FRED	FRED PRYOR SEMINARS	DIFF PEOPLE SEMINAR-OLSON	01-200-000-55600	79.00
FRED		DIFF PEOPLE SEMINAR-JEANQUART	01-200-000-55600	79.00
TOTAL				227.24
TOTAL POLICE DEPARTMENT				227.24
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	T HAACK	01-215-000-57100	8.00
03075	CARQUEST OF DOOR COUNTY	NEW BATTERY SQD 60	01-215-000-58600	111.83
19070	SCHARTNER IMPLEMENT INC	OIL FILTERS/TRACTOR	01-215-000-58600	227.00
19880	STURGEON BAY UTILITIES	110 NEENAH AVE CAMERA	01-215-000-56150	10.36
CHIEF CO	CHIEF SUPPLY CORPORATION	WEAPON LIGHTS	01-215-000-51050	504.00
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 50 REPAIR	01-215-000-58600	1,226.34
JIM FORD		#40 MAINTENANCE	01-215-000-58600	286.45
JIM FORD		2015 FORD EXP MAINTENANCE	01-215-000-58600	24.95
JIM FORD		2016 FORD EXP MAINTENANCE	01-215-000-58600	24.95
JIM FORD		#60 MAINTENANCE	01-215-000-58600	24.95
JIM FORD		WHITE EXP MAINTENANCE	01-215-000-58600	274.62
O'REILLY	O'REILLY AUTO PARTS	MISC PARTS/TRACTOR	01-215-000-58600	122.97
TOTAL				2,846.42

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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GENERAL FUND

TOTAL POLICE DEPARTMENT/PATROL 2,846.42

POLICE DEPT. / INVESTIGATIONS

ACCURINT LEXISNEXIS RISK SOLUTIONS OCT 2016 CONTRACT FEE 01-225-000-57950 105.00

TOTAL 105.00

TOTAL POLICE DEPT. / INVESTIGATIONS 105.00

FIRE DEPARTMENT

02005	BAY ELECTRONICS, INC.	RADIO MIC REPLACEMENTS	01-250-000-57550	120.00
02005		WARNING SIREN REPAIR	01-250-000-56250	3,690.00
03075	CARQUEST OF DOOR COUNTY	TRACTOR FILTERS	01-250-000-53000	20.68
04575	DOOR COUNTY HARDWARE	ELEC TAPE & FASTENERS	01-250-000-54999	23.48
04575		FRIEGHT	01-250-000-54999	27.68
19880	STURGEON BAY UTILITIES	92 E MAPLE ST	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 FLD 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		BAY SHIP PIT	01-250-000-56675	42.00
19880		N MADISON AVE SPRINKLER	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
O'REILLY	O'REILLY AUTO PARTS	OIL & FILTERS-NEW TRCTOR	01-250-000-53000	346.51
O'REILLY		ANTI FREEZE-TRACTOR	01-250-000-53000	30.01
O'REILLY		BATTERIES #8	01-250-000-53000	258.62
PORT	WEST MARINE PRO	BOAT STEERING REPAIR 23 FT	01-250-000-53000	138.94
WARNER	WARNER-WEXEL WHOLESALE &	PAPER TOWEL & LAUNDRY DETERGNT	01-250-000-54999	93.20

TOTAL 13,956.12

TOTAL FIRE DEPARTMENT 13,956.12

SOLID WASTE MGMT/SPRING/FALL

04575 DOOR COUNTY HARDWARE LAWN RAKE 01-311-000-56250 30.97

TOTAL 30.97

TOTAL SOLID WASTE MGMT/SPRING/FALL 30.97

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
COMPOST/SOLID WASTE SITE				
13150	MASTERCRAFT WELDING SYSTEM	LEAF SCREEN REPAIR	01-320-000-51400	152.70
		TOTAL		152.70
		TOTAL COMPOST/SOLID WASTE SITE		152.70
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	STREET SWEEPER PARTS	01-330-000-51400	165.64
		TOTAL		165.64
		TOTAL STREET SWEEPING		165.64
ROADWAYS/STREETS				
04545	DOOR COUNTY COOPERATIVE	GRASS SEED	01-400-000-52500	269.10
04575	DOOR COUNTY HARDWARE	POLY FILM	01-400-000-51400	9.99
06012	FASTENAL COMPANY	CLAMP_REPAIR	01-400-000-51400	80.00
14826	NORTHEAST ASPHALT, INC.	COMM GRADE	01-400-000-52200	1,088.98
14826		COLD MIX	01-400-000-52200	518.99
		TOTAL		1,967.06
		TOTAL ROADWAYS/STREETS		1,967.06
STREET SIGNS AND MARKINGS				
04575	DOOR COUNTY HARDWARE	PAINT	01-420-000-52100	19.99
04575		U BOLT	01-420-000-52550	7.16
		TOTAL		27.15
		TOTAL STREET SIGNS AND MARKINGS		27.15
STREET MACHINERY				
03075	CARQUEST OF DOOR COUNTY	AIR	01-450-000-52150	23.62
03075		FUEL & OIL FILTERS	01-450-000-53000	23.41
03075		WIRE FRAME CLIPS	01-450-000-53000	10.68
03075		SHIPPING	01-450-000-53000	5.35
03075		PULSE BOARD	01-450-000-53000	48.71
03075		LUBE	01-450-000-52150	6.79
03075		PUSH BUTTON SWITCH	01-450-000-53000	18.54
03075		ANTI FOG	01-450-000-52150	7.34
03075		LED WORK LAMP	01-450-000-52700	104.62
03075		AIR	01-450-000-53000	23.62
04575	DOOR COUNTY HARDWARE	FASTENERS	01-450-000-52150	12.97
04575		MARINE EPOXY	01-450-000-52150	6.99
04575		LOPPER & SPADE	01-450-000-52700	50.98
19240	SERVICE MOTOR CO	BACKHOE SEAT SWITCH	01-450-000-53000	77.56
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	AIR CONTROL KNOB	01-450-000-53000	173.88

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
L&P	L&P CONVENIENT STORE SBAY LLC	UNL FUEL-SMALL EQUIPMNT	01-450-000-51650	35.00
			TOTAL	630.06
			TOTAL STREET MACHINERY	630.06
CITY GARAGE				
01469	AIRGAS NORTH CENTRAL	CYLINDER RENEWAL	01-460-000-58999	167.50
03075	CARQUEST OF DOOR COUNTY	GAL CAR WASH	01-460-000-56250	12.50
03075		INDUSTRIAL V BELTS	01-460-000-55300	12.72
04575	DOOR COUNTY HARDWARE	FASTENERS	01-460-000-55300	1.60
04603	HALRON LUBRICANTS INC	WASTE OIL COLLECTION	01-460-000-54999	26.25
06012	FASTENAL COMPANY	COVERALLS	01-460-000-52350	222.43
06012		EAR MUFF	01-460-000-52350	23.91
			TOTAL	466.91
			TOTAL CITY GARAGE	466.91
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	OLD HWY RD SIGN	01-499-000-58000	11.40
19880		808 S DULUTH AVE SIGN	01-499-000-58000	10.60
19880		EGG HRBR RD TRFFC LIGHTS	01-499-000-58000	13.41
19880		N 14TH AVE & EGG HRBR RD TRFF	01-499-000-58000	26.59
19880		WS TRAFFC LIGHT	01-499-000-58000	123.41
19880		ORNAMENTAL ST LIGHT	01-499-000-58000	5,764.75
19880		OVERHEAD ST LIGHTS	01-499-000-58000	6,899.29
19880		WALNUT DR & LANSING SIGN	01-499-000-58000	8.86
19880		323 S 1ST AVE EAST SIDE DOCK	01-499-000-58000	67.08
DELCHAMB	TOM DELCHAMBRE	WORK BOOT RE IMB/DELCHAMBRE	01-499-000-56800	100.00
			TOTAL	13,025.39
			TOTAL HIGHWAYS - GENERAL	13,025.39
PARK & RECREATION ADMIN				
23200	WDOR	RADIO ADVERTISING	01-500-000-57450	96.00
CASE COM	CASE COMMUNICATIONS	RADIO ADVERTISING	01-500-000-57450	158.25
			TOTAL	254.25
			TOTAL PARK & RECREATION ADMIN	254.25
PARKS AND PLAYGROUNDS				
04575	DOOR COUNTY HARDWARE	GLUE TITEBOND	01-510-000-51800	3.99
04575		SIGNS & PAINT SUPPLIES	01-510-000-52100	67.52
04575		SD CARD 8GB DURACELL	01-510-000-51350	12.99
04575		SPRING RAKES	01-510-000-51750	155.80

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
04575		LED BULBS & PAINT SUPPLIES	01-510-000-52100	33.48
04603	HALRON LUBRICANTS INC	HYDRAULIC FLUID-TRACTOR	01-510-000-53000	36.99
08225	HERLACHE SMALL ENGINE	OIL MIX	01-510-000-53000	13.25
08225		AIR FILTER-ROTO TILLER	01-510-000-51900	10.98
13049	MAY'S SPORT CENTER	MOWER PARTS	01-510-000-51900	5.00
13049		MOWER PARTS	01-510-000-51900	70.32
13150	MASTERCRAFT WELDING SYSTEM	DOOR KICK GUARDS	01-510-000-51800	28.45
19860	STURGEON BAY SAND & GRAVEL	QUARRY WASH	01-510-000-51750	25.53
19860		BEACH STONE	01-510-000-51750	31.79
19880	STURGEON BAY UTILITIES	MARTIN PARK BATHROOM	01-510-000-58650	26.74
19880		MEM FLD WARMING HOUSE	01-510-000-56150	129.11
19880		MEM FLD WARMING HOUSE	01-510-000-58650	216.79
19880		GARLAND PARK	01-510-000-56150	9.64
19880		GARLAND PARK	01-510-000-58650	18.52
19880		421 MICHIGAN-FLAG LIGHT	01-510-000-56150	29.50
19880		MEM FLD PARKING LOT	01-510-000-56150	16.47
19880		MEM FLD COMPLEX	01-510-000-56150	537.30
19880		GIRLS LITTLE LEAGUE	01-510-000-58650	51.40
19880		MARTIN PARK	01-510-000-56150	14.36
		TOTAL		1,545.92
		TOTAL PARKS AND PLAYGROUNDS		1,545.92
BALLFIELDS				
04545	DOOR COUNTY COOPERATIVE	MILORGANITE	01-520-000-51750	327.35
04575	DOOR COUNTY HARDWARE	DIAMOND BLADE	01-520-000-56500	69.99
04575		PLIERS	01-520-000-56500	17.99
		TOTAL		415.33
		TOTAL BALLFIELDS		415.33
WATERFRONT PARKS & WALKWAYS				
04575	DOOR COUNTY HARDWARE	LAWN, GARDEN SUPPLY	01-570-000-51750	31.99
04575		SCOOP	01-570-000-54999	19.99
04575		U BOLT	01-570-000-54999	5.58
04575		BATTERIES	01-570-000-54999	14.99
19860	STURGEON BAY SAND & GRAVEL	BEACH STONE-CENTERPOINT	01-570-000-51750	29.07
19880	STURGEON BAY UTILITIES	W LARCH ST WALKWAY LTS	01-570-000-56150	129.22
19880		W LARCH ST PARKING LOT	01-570-000-56150	75.77
19880		10 PENNSYLVANIA ST DOCK	01-570-000-58650	11.40
19880		48 KENTUCKY ST WTR FRONT	01-570-000-56150	238.43
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-56150	353.44
19880		107 N 1ST AVE MARINA/RSTRM	01-570-000-58650	57.45
19880		122 KENTUCKY ST CITY PKG RAMP	01-570-000-56150	417.16
19880		48 KENTUCKY ST DOCK	01-570-000-58650	41.43
19880		48 KENTUCKY ST CITY MARINA	01-570-000-58650	29.31
		TOTAL		1,455.23
		TOTAL WATERFRONT PARKS & WALKWAYS		1,455.23

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPE	4TH QTR ADMIN OF PROGRAMS	01-900-000-55850	6,250.00
04549		4TH QTR DCEDC COMMIT	01-900-000-55750	5,092.50
TOTAL				11,342.50
TOTAL COMMUNITY & ECONOMIC DEVLPMT				11,342.50
TOTAL GENERAL FUND				88,263.97
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
CUSTOMFA	CUSTOM FAB & BODY, LLC	DECK GUN & ASSOC	10-250-000-59060	4,843.50
TOTAL EXPENSE				4,843.50
TOTAL FIRE DEPARTMENT				4,843.50
ROADWAYS/STREETS				
EXPENSE				
02130	BAUDHUIN INC	EGG HRBOR RD-FINAL	10-400-000-59096	2,322.50
TOTAL EXPENSE				2,322.50
ANNUAL EXPENSE SL SEAL/CR FILL				
ASPHALT	ASPHALT SEAL & REPAIR	FINAL PAYMNT-PRJCT 1603	10-400-113-59096	35,320.00
TOTAL ANNUAL EXPENSE SL SEAL/CR FILL				35,320.00
TOTAL ROADWAYS/STREETS				37,642.50
CITY GARAGE				
07785	THE GREAT OUTDOORS	REMVE & REPLCE 2 GARGE DOOR	10-460-000-59010	5,000.00
07785		INSTALL 5 BOTTM SECTS OF DOORS	10-460-000-59010	1,630.00
TOTAL				6,630.00
TOTAL CITY GARAGE				6,630.00
TOTAL CAPITAL FUND				49,116.00
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	10/16 CB MUSIC	21-000-000-58999	179.43
TOTAL CABLE TV / GENERAL				179.43
TOTAL CABLE TV / GENERAL				179.43
TOTAL CABLE TV				179.43

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #4 DISTRICT				
TID #4 DISTRICT				
19880	STURGEON BAY UTILITIES	LARCH UNDERGRD CONVERSION	28-340-000-59095	10,894.87
19880		TRANSPORTATION	28-340-000-59095	1,801.25
19880		MATERIALS	28-340-000-59095	26,181.38
TOTAL				38,877.50
TOTAL TID #4 DISTRICT				38,877.50
TOTAL TID #4 DISTRICT				38,877.50

SOLID WASTE ENTERPRISE

SOLID WASTE ENTERPRISE FUND

SOLID WASTE ENTERPRISE FUND

03075	CARQUEST OF DOOR COUNTY	CLR LAMP	60-000-000-53000	18.00
03075		LAMP	60-000-000-53000	9.00
03075		WIPER SWITCH	60-000-000-53000	5.67
04545	DOOR COUNTY COOPERATIVE	HAND TOOLS-GARBAGE TRUCK	60-000-000-54999	37.78
20725	T R COCHART TIRE CENTER	TIRE REPAIR	60-000-000-56250	30.00
CERTIFIE	FLUID SYSTEM COMPONENTS, INC	GARBAGE TRUCK JOY STICK	60-000-000-53000	400.00
TOTAL SOLID WASTE ENTERPRISE FUND				500.45
TOTAL SOLID WASTE ENTERPRISE FUND				500.45
TOTAL SOLID WASTE ENTERPRISE				500.45
TOTAL ALL FUNDS				176,937.35

MANUAL CHECKS

BP AMOCO 10/28/16 Check # 80403 Statement Charges 01-215-000-51650	\$162.73
CUSTOM FAB & BODY, LLC 11/2/16 Check #80463 New Tender #3 10-250-000-59060	\$171,595.00
DELTA DENTAL 11/04/16 Check #80464 November Dental Insurance Various Departmental Accounts	\$5,188.80
NETWORK HEALTH 11/04/2016 Check # 80464 November Health Insurance and Millennium Premiums Various Departmental Accounts	\$95,795.39
TOTAL MANUAL CHECKS	\$272,741.92

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	88,263.97	361,005.89
CAPITAL FUND	49,116.00	
CABLE TV	179.43	
TID #4 DISTRICT	38,877.50	
SOLID WASTE ENTERPRISE	500.45	
TOTAL --- ALL FUNDS	176,937.35	449,679.27

Stewart Bitt

11-8-16

Dave Ward

11-8-16

Paul Smith

11-8-16

COMMON COUNCIL
November 1, 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, and Fett. Gregory was excused.

Item 7g was moved to the regular agenda. Ward/Catarozoli to adopt agenda. Carried.

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

Fett/Ward to approve the following bills - General Fund - \$59,140.73, Capital Fund - \$17,688.93, Cable TV - \$4,685.00, TID #2 - \$1,421.75, TID #4 - \$1,703.00 and Solid Waste Enterprise Fund - \$4,157.34 for a grand total of \$88,796.75. Carried.

Wiesner/Catarozoli to approve consent agenda:

- a. Approval of 10/17/16 special and 10/18/16 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Industrial Park Development Review Team – 7/7/16
 - (2) Aesthetic Design & Site Plan Review Board – 7/11/16
 - (3) Aesthetic Design & Site Plan Review Board – 10/12/16
 - (4) Cable Communication System Advisory Council – 10/13/16
 - (5) Community Protection & Services Committee – 10/13/16
 - (6) Parking & Traffic Committee – 10/17/16
 - (7) Finance/Purchasing & Building Committee – 10/18/16
 - (8) City Plan Commission – 10/19/16
- c. Place the following reports on file:
 - (1) Bank Reconciliation – September 2016
 - (2) Revenue & Expense Report – September 2016
- d. Consideration of: Approval of beverage operator licenses.
- e. Consideration of: Approval of Street Closure Application for Christmas By the Bay Parade.
- f. For Information Purposes Only: The Fire Chief received requests for modification of regulations related to storage of flammable liquids above ground within the City of Sturgeon Bay from County of Door and Haven Funds, LLC. Both of these requests have been approved.
- g. ~~Community Protection & Services Committee recommendation re: Eliminating snow blowing downtown sidewalks. Moved to the regular agenda.~~
- h. Community Protection & Services Committee recommendation re: Approving and giving permission to the Sturgeon Bay Fire Department to move forward on the Public Safety Training Facility.
- i. Community Protection & Services Committee recommendation re: Approve Personal Services Contract with Mann Communications, LLC for cable TV services for an additional term of two years commencing January 1, 2017, with a base salary increase of \$2,500 each year.
- j. Parking & Traffic Committee recommendation re: Install a handicap parking sign at the corner of 3rd Avenue & Michigan Street, on the northeast corner of Michigan Street, if deemed necessary by staff.
- k. City Plan Commission recommendation re: Rezone a vacant parcel owned by Elliot Goettelman, located on Iowa Street, parcel #281-10-85400101, from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5), with the condition that there is a restrictive covenant tying the ownership to Maser DC 1, LLC at 312 North 5th Avenue, within the deed prior to the building permits being issued and that the Aesthetic Design & Site Plan Review Board reviews the project before approval.

Carried.

There were no mayoral appointments.

RECOMMENDATION

We, the Community Protection & Services Committee, hereby recommend eliminating snow blowing downtown sidewalks.

COMMUNITY PROTECTION & SERVICES COMMITTEE

Richard Wiesner, Chr.

Ward/Stults to adopt. Discussion took place regarding why this item was presented to CPS for review. It was noted that Egg Harbor Road businesses are required to clear the sidewalks in front of their businesses which prompted staff to review this policy. It was noted that snow would still be pulled from the curbed areas. Further discussion took place regarding the differences between the downtown businesses and Egg Harbor Road businesses, whether this was a public services that would negatively impact the businesses and residents, and the City ordinance that requires that areas have snow more than 3" removed within 24 hours of the snowfall. Moved by Catarozoli to send this item back to Community Protection & Services for further review. Motion died due to lack of a second. Vote taken on original motion. Carried with Catarozoli voting no.

Stults/Fett to adopt resolution releasing the Wal-Mart letter of credit. It was noted that all terms have been met. Carried.

Wiesner/Vandertie to read in title only and adopt the second reading of the ordinance re: roof pitch minimums – Municipal Code section 20.07(7)(c). Discussion took place regarding the City Plan Commission discussion and recommendation and that this ordinance would require another step if property owner wanted a roof pitch less than 4/12. Carried with Catarozoli and Ward voting no.

Wiesner/Vandertie to read in title only the first reading of ordinance re: Rezone parcel #281-10-85400101 from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5). Carried.

A public hearing re: Repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code) and amend Section 20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board was opened at 12:46 pm and declared closed at 12:47 p.m.

Wiesner/Vandertie to read in title only the first reading of ordinance re: Repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code) and amend Section 20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board. 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 people spoke during public comment: Marty Olejniczak, Community Development Director, Elliot Goettelman, 26 North 3rd Avenue, and Linda Cockburn, 153 South 3rd Avenue.

The Mayor did not have any comments.

Catarozoli/Ward to adjourn. Carried. The meeting adjourned at 12:57 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

Special Common Council
November 8, 2016

A special meeting of the Common Council was called to order at 4:00 p.m. by Mayor Birmingham. Pledge of Allegiance was recited. Roll call: Catarozoli, Vandertie, Ward, Wiesner, Stults and Fett were present. Gregory was excused.

Catarozoli/Wiesner to adopt agenda. Carried.

The public hearing was opened at 4:02 p.m. and was declared closed at 4:06 p.m.

Fett/Stults to increase the General Fund Contingency line item by \$350,000 and offset the increase to contingency by increasing the appropriated general fund balance by \$350,000. Carried.

Fett/Ward to update the TID #1, TID #2, TID #3 2017 budgeted tax increment numbers and transfers as per the Finance Director's memo dated November 2, 2016. Carried.

RESOLUTION

WHEREAS, the Common Council is appropriating the necessary funds for the operation of the government of the City of Sturgeon Bay for the year 2017, and;

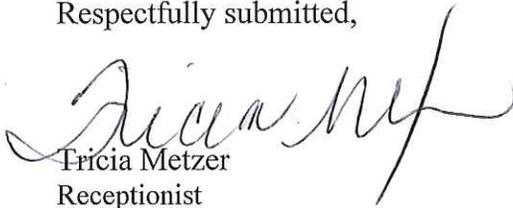
WHEREAS, the Common Council is adopting the 2017 Budget.

NOW, THEREFORE, BE IT RESOLVED, there is hereby levied a tax of \$6,512,798 on all taxable property within the City of Sturgeon Bay.

Introduced by Fett. Fett/Ward to adopt. Carried.

Ward/Wiesner to adjourn. Carried. The meeting adjourned at 4:09 p.m.

Respectfully submitted,


Tricia Metzger
Receptionist

STURGEON BAY UTILITIES
Regular Meeting
September 13, 2016

President Stewart Fett called the regular meeting of the Utilities Commission to order at 12:01 p.m. at the Sturgeon Bay Utilities office. Roll call: President Stewart Fett, Mayor Thad Birmingham and Commissioners Gary DeNamur, Cindy Weber, Rick Wiesner and Jerry Stults were present. Also present were General Manager James Stawicki and Operations Manager Cliff White.

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

Stults/DeNamur to approve the minutes of the regular meeting held on August 9th, 2016 after correcting the spelling of Commissioner Wiesner's name. Motion carried

The Commission proceeded to review the bills for August in the amount of \$1,795,564.39. Fett/DeNamur to approve payment of the bills. Motion carried.

The July 2016 financials were presented. Weber/Stults to accept the financials. Motion carried.

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

A Resolution was introduced to designate public depositories for SBU. Motion to approve Resolution was made by Weber, seconded by Stults. Motion carried.

Next came a presentation from Jon Blahnik of Raymond James regarding investment options for a portion of SBU's reserve funds. Mr. Blahnik had appeared previously at the July Commission meeting to discuss this topic, and returned to recommend another investment option and answer any questions that the Commission had. A lengthy discussion ensued including managed portfolio concepts and strategy, protection of principal, liquidity and historical rates of return, among other topics. Opinion letters from the City Attorney regarding appropriateness of the investment options being considered with regard to State statutes and SBU Investment Policies were also discussed. Motion made by Birmingham/Wiesner to invest the minimum required amount in Eagle Short Term Conservative Managed Portfolio with the balance of investable funds directed to the Reinhart Limited Duration Fixed Investment Fund. Motion carried.

Next, Operations Manager White presented bid results for Well #10 ultraviolet light disinfection system and emergency generator. Stults/Wiesner to accept the bid from Reeke-Marold of \$298,000 for purchase and installation of an ultraviolet light disinfection system and emergency generator for Well #10. Motion carried.

Next, Operations Manager White presented bid results for 2017 Chevrolet Colorado crew cab pick-up truck. DeNamur/Stults to accept the bid from Jim Olson Motors of \$30,041.00 for a

Chevrolet Colorado crew cab pick-up truck and to declare the 1999 Ford Ranger as surplus equipment. Motion carried.

The operations report was presented by Operations Manager White. Pole replacements and grease and oil treatment systems for commercial restaurants were discussed in detail. Fett/Stults to accept the Operations Report for August. Motion carried.

There were no council member updates.

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

- a) Adjustments for the month
- b) Staffing and new administrative employee

Fett/Stults to adjourn. Motion carried. The meeting adjourned at 1:03 p.m.

Cindy Weber
Secretary

Approved for publication:

Stewart Fett
President

James Stawicki
General Manager

Date: _____

Date: _____

The City of Sturgeon Bay Zoning Board of Appeals meeting was called to order at 12:00 Noon by Chairperson Bill Murrock in Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members William Murrock, Bill Chaudoir, James Goodwin, Andrew Starr, and Wayne Spritka were present. Also present were Alternate Justin Kerwin, Fincantieri Bay Shipbuilding representatives Todd Thayse, Jerome Orsted, Peter Glassen, and Ryan Hoernke, Miron Construction representative Mike Ledvina, Alderpersons Kelly Catarozoli, Jerry Stults, and Stewart Fett, City Administrator Josh Van Lieshout, Mayor Thad Birmingham, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Ryan Kernosky, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Spritka, seconded by Mr. Chaudoir to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from July 26, 2016.
4. Public hearing: Petition for variance from Section 20.27(2) of the Zoning Code to increase the height of a portion of an existing manufacturing building to 75 feet for Fincantieri Bay Shipbuilding, 128 Kentucky Street.
5. Consideration of: Petition for variance from Section 20.27(2) of the Zoning Code to increase the height of a portion of an existing manufacturing building to 75 feet for Fincantieri Bay Shipbuilding, 128 Kentucky Street.
6. Adjourn.

Carried.

Approval of minutes from July 26, 2016: Moved by Mr. Chaudoir, seconded by Mr. Starr to approve the minutes from July 26, 2016. All ayes. Carried.

Public hearing: Petition for variance from Section 20.27(2) of the Zoning Code to increase the height of a portion of an existing manufacturing building to 75 feet for Fincantieri Bay Shipbuilding, 128 Kentucky Street: Chairperson Murrock opened the public hearing at 12:04 p.m.

Todd Thayse, Vice-President and General Manager of Fincantieri Bay Shipbuilding, presented the variance request to increase the height of an existing building, located at 128 Kentucky Street, formerly owned by Palmer Johnsons. They would like to make the building usable for current and future projects and asked for a height increase to 75 feet for approximately half of the building to have the ability to compete in the market with construction of large scale fishing boats, tug boats, and ferries. This will also assist Fincantieri in supplying year-round employment. Additional room is needed to install the mega high efficiency doors that allow light to come through.

Buildings 420 and 422 had gone through significant remodeling improvements, including new and additional windows, LED lighting, walls, etc. and became ADA compliant. All local contractors were used. These buildings are at a height of 58 feet and 60 feet respectively. The Bay Ship property contains a building that is 80 feet tall.

Mike Ledvina stated that the footprint will not be changing. The building structure will stay the same. There will be insulated 4 inch wall panels that will match the limestone color panels and precast concrete. They are hoping for a spring completion.

Mr. Kernosky added that in 2006 Bay Ship received a height variance to increase the building from 45 feet high to 65 feet high, but never acted upon it. If this variance is approved, they will have to go before the Waterfront Design Review Board for approval also. The Fire Chief had no concerns with the proposed height.

No one spoke in favor of the variance. There were no letters of correspondence in favor of the variance.

Hans Christian, 330 N. 3rd Avenue, stated he lives across from Building 422. He had a concern of impact around the area and the noise at night during production, as well as air pollution.

Carri Andersson, 920 Louisiana Street, stated her concern with all metal buildings and the noise. There will be an increase in traffic. She wondered if Fincantieri was utilizing existing space. She is opposed to the project.

Elliot Goettelman, 26 N. 3rd Avenue, stated that he is opposed to production closer to the downtown area. He thought production should stay in the 80-foot tall building.

Kelly Avenson, 26 N. 3rd Avenue, didn't agree that moving manufacturing toward the downtown was the best thing to do. Housing is also an issue.

Nissa Norton, 945 Bonnie View Dr., was opposed to raising the roof. It is too close to the downtown and the hotel. It will affect businesses and people will not come back.

Kelly Catarozoli, 344 N. 3rd Avenue, stated there was a feeling of deception in the neighborhood and that Fincantieri knew about the modifications that were needed with the building. A buffer should be created on the south end of the shipyard.

Mr. Goodwin read one letter in opposition from Mitchell Larson, On Deck Clothing Company, 265 N. 3rd Avenue. He also read an email in opposition from Mike and Liz Orlock.

Mr. Murrock offered Mr. Thays rebuttal testimony, but he refused. Mr. Murrock then offered rebuttal testimony to the public.

Hans Christian asked that Fincantieri look for alternatives. Mr. Thays responded that Fincantieri had looked at alternatives. Building 311 is for large tankers and will continue to operate at that location. There will be forklift activity, but no outdoor workstations are planned. It will not be any different than previously operated. Air pollution is heavily regulated with smoke exhaust systems.

Mr. Kernosky mentioned the concern with the use against the downtown area. There never was a buffer between the shipyard and the downtown when Palmer Johnson's used the facility.

Mr. Chadoir added that shipbuilding is a tourist attraction. There is a lot of opportunity for

viewing.

Hans Christian spoke again regarding the noise level. More cranes will be adding to the diesel fumes.

Carri Andersson stated that many times you cannot stand outside because of the fumes. Dust is a problem. More green space is needed. She wondered if any kind of panel could be put up.

Elliot Goettelman asked Fincantieri to be a good neighbor and pave the parking lot.

Kelly Catarozoli suggested if the variance was granted to add a condition that if Bay Ship moved, they would have to remove the building.

Mr. Murrock closed the public hearing at 1:17 p.m.

Consideration of: Petition for variance from Section 20.27(2) of the Zoning Code to increase the height of a portion of an existing manufacturing building to 75 feet for Fincantieri Bay Shipbuilding, 128 Kentucky Street: Board members discussed the request. Mr. Starr stated that based on approval, this would then go before the Waterfront Design Review Board. Some of the discussion that was heard is not in scope of this request. Mr. Spritka agreed. Bay Ship is a world class shipyard. The request was for the height of the building.

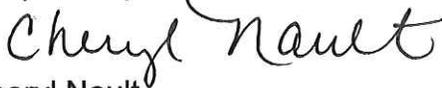
Mr. Kernosky gave three options. The request can be approved as presented, be denied, or approved with conditions. If the variance is denied, it is important to remember that they will still utilize the building for ship building.

After further discussion, it was moved by Mr. Chaudoir, seconded by Mr. Starr to grant the variance request for the height up to 75 feet, with reasons being that the impact is negligible to what is there today, there is no further blocking of water views or further restrictions of public viewing of the property. The hardship is that it is not a modern shipbuilding facility for the kind of shipbuilding that is proposed to be located there. It is making use of an empty building. Space is needed to have room for the trusses and materials that need to go into the building in order to have a manufacturing facility. Roll call vote. All ayes. Carried.

Roll vote. All ayes. Carried.

Adjourn: Moved by Mr. Spritka, seconded by Mr. Starr to adjourn. All ayes. Carried. Meeting adjourned at 1:27 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

A meeting of the Personnel Committee was called to order by Chairperson Vandertie at 12:00 p.m. in the Second Floor Conference Room. Roll call: Members Vandertie, Fett and Stults were present. Also present: City Administrator VanLieshout, Community Development Director Olejniczak, Municipal Services Director Bordeau, Planner/Zoning Administrator Kernosky and Clerk/Human Resources Director Reinhardt.

Fett/Stults to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Personnel Handbook updates.
4. Consideration of: Human Resources Policy updates.
5. Consideration of: Fair Labor Standards Act Law Changes.
6. Convene in closed session in accordance with the following exemption:

Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. 19.85(1)(f)

Consideration of: Leave of Absence.

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 Committee may adjourn in closed session.

7. Adjourn.

Carried.

City Clerk/Human Resources Director Reinhardt noted that the Personnel Handbook currently requires that DPW employees be reimbursed up to a maximum of \$100 per calendar year for protective work boots or safety prescription glasses. It is being requested by staff to expand the program to include supervisor approved PPE. Discussion took place regarding safety items and increasing the amount of \$100.00. Stults/Fett to increase the maximum to \$250 and to incorporate the changes as presented. Carried.

City Clerk/Human Resources Director Reinhardt presented changes to the Human Resources Policy that currently requires employment ads be placed in the local newspaper for two weeks as a 2 column wide, 3 inch long sized display (box) ad. The proposed change would change the wording to "may be placed in the local newspaper, if deemed appropriate." Other changes included updated position titles in the document. Stults/Fett to approve changes to the Human Resources Policy as presented.

City Clerk/Human Resources Director Reinhardt and City Administrator VanLieshout presented to the Committee the changes to the Fair Labor Standards Act that go into effect on December 1, 2016. The salary portion of the law that determines if an employee is exempt status has changed. The change in the FLSA law requires that exempt employees must be paid a guaranteed weekly salary of \$913/week, which is an increase from the previous weekly guaranteed salary of \$455/week. This equates to the annual salary increasing from \$23,660 to \$47,476. According to the new law the salary basis will be adjusted for inflation every three years.

This change in FLSA affects the current Planner/Zoning Administrator position whose salary is \$42,840 annually. Converting the Planner/Zoning Administrator position to an hourly position is required in order to meet the FLSA changes. The hourly wage would calculate to \$20.52. This will require managing the hours worked to minimize overtime and tracking all time worked. Discussion took place regarding changing the position to hourly or keeping it salary, the number of hours of overtime, how overtime would be managed, the benefits vs. disadvantages of salary vs. hourly. Stults/Fett to move the Planner/Zoning Administrator position to a hourly paid position at a rate of \$20.52 per hour effective December 1, 2016 and to reevaluate this position in December 2016. Carried.

After the Chairperson announced the statutory basis, Stults/Fett to convene in closed session. Roll call: All voted aye. Carried. The meeting moved to closed session at 1:20 p.m.

The meeting adjourned in closed session at 1:32 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/Human Resources Director

FINANCE/PURCHASING & BUILDING COMMITTEE
November 1, 2016

A meeting of the Finance/Purchasing & Building Committee was called to order at 11:45am by Chairperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett, Stults and Ward were present. Also present: Finance Director/City Treasurer, Municipal Service Director Bordeau and Receptionist Metzger.

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

1. Roll call.
2. Adoption of agenda.
3. Review bills.
4. Adjourn.

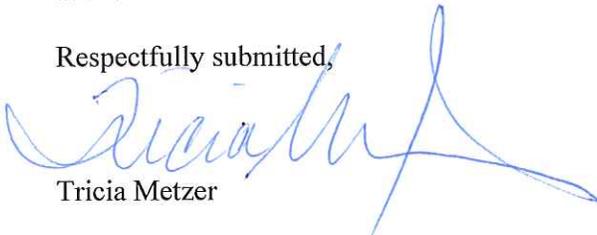
Carried.

Review bills

Moved by Alderperson Stults, 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 Stults to adjourn. Carried. The meeting adjourned at 11:45am.

Respectfully submitted,



Tricia Metzger



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 October, 2016

Date: November 9, 2016

The following is a summary of the Police Department’s activities for the month of October 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 82 crimes.

These crimes can be broken down and classified as follows.

Battery	01
Bail Jump	03
Burglary	01
Child Abuse or Neglect.....	01
Controlled Substance Problem.....	01
Death Investigations.....	04
Disorderly Conduct.....	11
Criminal Damage to Property	10
Fraud.....	04
Family Fights	02
Harassment.....	08
Internet Crimes against Children.....	01
Juvenile Problems	06
Theft.....	19
Sex Offense.....	02
Threats to Harm	05
Domestic Abuse	02
Violate Court Order	01
TOTAL 82	

The above crimes resulted in the loss of \$5,474 to the community, of which \$728 has been recovered.

Arrests

The Department completed a total of 118 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	
Burglary.....	01
Bail Jump.....	02
Possess Marijuana.....	02
	TOTAL 05

B. Misdemeanor Crime Arrests	
Disorderly Conduct.....	07
Theft.....	02
Possess Drug Paraphernalia.....	04
Criminal Damage.....	02
Bail Jump.....	03
Obstruct Officer.....	02
	TOTAL 20

Wisconsin Probation & Parole Violation Arrests / Warrant Arrests.....	24
	TOTAL 24

C. Ordinance Violation Arrests	
Possess Drug Paraphernalia.....	02
Possess Marijuana.....	03
Disorderly Conduct.....	03
Disorderly Conduct w/Motor Vehicle.....	01
Underage Possession of Alcohol.....	01
Open Intoxicants in Public.....	01
Retail Theft.....	03
Meddle with/Destruction of Property.....	01
Resist/Interfere with Officers.....	01
Possess Tobacco Underage.....	01
	TOTAL 17

D. Traffic Crime Arrests	
Operating while Intoxicated (2 nd or more).....	06
Operating while Revoked.....	04
No Valid Driver's License.....	01
Hit and Run.....	01
Ignition Interlock Device Tampering.....	01
	TOTAL 13

E. Traffic Violation Arrests	
Operating a Motor Vehicle While Intoxicated.....	01
Speeding Violations.....	17
Motor Vehicle Registration Violation.....	05
Operating While Driver's License Suspended/Revoked.....	04
Operate Vehicle w/o Insurance.....	04
No Valid Driver's License.....	01
Miscellaneous Moving Traffic Violations.....	07
	TOTAL 39

In addition to the preceding arrests, the Department conducted a total of 190 traffic stops during the month and logged 76 violations for various motor vehicle defects and local ordinances and issued 65 written warnings for those violations. A total of 02 parking tickets were issued for parking violations throughout the city.

Traffic Accidents

The Department during the month investigated a total of 18 vehicle accidents. These accidents are categorized into four types.

A.	Motor Vehicle Accidents Involving Fatalities.....	00	
B.	Motor Vehicle Accidents Involving Injuries	01	
C.	Motor Vehicle Accidents Involving Property Damage	16	
	(greater than \$1,000.00)		
D.	Motor Vehicle Accidents Involving Property Damage	01	
	(less than \$1,000.00)		TOTAL 18

Police Service Calls

Department members handled 479 service calls during the month. These calls consist of both citizen requests for police service as described below (355), crimes investigated (82), traffic accidents investigated (18), and Wisconsin Probation and Parole Assists (24).

A.	Traffic and Road Incidents	67	
	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	02	
	These complaints involve private parties, licensed liquor establishments, and parties in public places.		
C.	Sick and Injured Persons	16	
	Assistance rendered to the Ambulance Service and sick or injured persons.		
D.	Alarms	26	
	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	18	
	Investigations by officers of noisy animals, loose animals, animal bites, wild animals and sick, injured or dead animal complaints.		
F.	Civil Disputes	00	
	Arguments between neighbors, landlords and tenants, and family members where no crimes have been committed.		

G. Escorts	11
Transporting citizens, money escorts for area financial institutions, funerals, and for area industry and farming.	
H. Citizen Assist.....	39
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	07
Includes assistance to other law enforcement and government agencies.	
J. Suspicious Person / Vehicle / Circumstance.....	42
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	43
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.....	06
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	67
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	11
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 355	

Department Mileage and Fuel Consumption

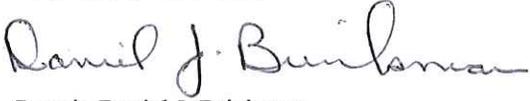
Officers patrolled a total of 11,021 miles with department vehicles, consuming 1,076 gallons of fuel. The fleet averaged 10.2 miles per gallon of fuel during the month.

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. Sgt. Jason Albertson completed week one of a three week leadership course and one officer completed 24 hours in officer safety.

Public Education

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. Crook, Amanda M.
2. Jacobsen, Dirk L.
3. Suess, Katherine C.

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to change the Planner/Zoning Administrator position to a hourly paid position at a rate of \$20.52 per hour effective December 1, 2016 due to FLSA law changes and to reevaluate this position in December 2016.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 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: Fair Labor Standards Act Law Changes.

BACKGROUND: The Fair Labor Standards Act (FLSA) has recently enacted law changes that go into effect on December 1, 2016. The salary portion of the law that determines if an employee is exempt status has changed. The change in the FLSA law requires that exempt employees must be paid a guaranteed weekly salary of \$913/week, which is an increase from the previous weekly guaranteed salary of \$455/week. This equates to the annual salary increasing from \$23,660 to \$47,476. According to the new law the salary basis will be adjusted for inflation every three years.

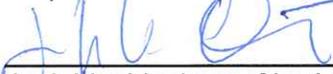
This change in FLSA affects the current Planner/Zoning Administrator position whose salary is \$42,840 annually.

Converting the Planner/Zoning Administrator position to an hourly position is required in order to meet the FLSA changes. The hourly wage would calculate to \$20.52. This will require managing the hours worked to minimize overtime and tracking all time worked.

FISCAL IMPACT: May require some overtime to be paid but managing hours worked can help keep overtime to a minimum. No increase in annual pay.

OPTIONS: Recommend to the Common Council to change the Planner/Zoning Administrator position to hourly, in order to comply with FLSA changes, effective December 1, 2016.

PREPARED BY: 
Stephanie L. Reinhardt, City Clerk

REVIWED BY: 
Josh VanLieshout, City Administrator


Marty Olenjiczak, Community Development Director

DATE: 10/19/16

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to update the Human Resources Policy to eliminate the wording that requires an employment ad "be placed in the local newspaper for two weeks as a 2 column wide, 3 inch long sized display (box) ad" and replace with "and may be placed in the local newspaper if deemed appropriate. Other changes include updated position titles.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 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: Human Resources Policy.

BACKGROUND: The Human Resources Policy currently requires that all employment advertising be placed in the local newspaper for two weeks as a 2 column wide, 3 inch long sized display (box) ad. The proposed change (on Page 2 of the Policy) changes the wording to "may be placed in the local newspaper, if deemed appropriate."

Over the course of the past few years, the City website, Facebook page, and local PEG channels have become a productive way to communicate with the public about employment opportunities with the City of Sturgeon Bay. Additionally, many departments have trade publications that reach direct audiences and can run ads for free or at a discounted rate.

The costs for Employment Ads in the local newspaper for 2013-2016 (to date) are as follows:

2013 - \$2,560.48
2014 - \$1,451.20
2015 - \$4,246.08
2016 - \$2,387.50 (to date)

The proposed changes would still allow for the advertisement in the paper but wouldn't require the publication, the duration, and size of the ad.

The other changes noted in the Policy update the position/point of contact from Assistant City Administrator to City Clerk/Human Resources Director.

FISCAL IMPACT: On average, based on the past four years of data, approximately \$2600.00 annually.

OPTIONS:

- 1) Recommend to the Common Council the changes/updates to the Human Resources Policy.
- 2) Do not accept changes to the Human Resources Policy.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

REVIWED BY: Josh VanLieshout
Josh VanLieshout, City Administrator

DATE: 10/19/16

HUMAN RESOURCES FUNCTIONS -STANDARDIZATION POLICY

The following policy standardizes City of Sturgeon Bay human resources functions, identifies responsibility for those functions, and clarifies interaction between departments. Wherever there is reference to another policy or benefit in this policy, please contact the **City Clerk/Human Resources Director** Assistant City Administrator for complete policy or benefit information.

As the City's human resources officer, the City Administrator, and **the City Clerk/Human Resources Director** Assistant City Administrator as his designee, have responsibility except where noted, for human resource functions for all City departments. Reference in this policy to human resources shall mean the City Administrator/**City Clerk/Human Resources Director** Assistant City Administrator. The **City Clerk/Human Resources Director** Assistant City Administrator as the City Administrator's designee is responsible for day to day implementation and coordination of those human resource functions.

ADMINISTRATION AND INTERPRETATION OF BENEFITS

City of Sturgeon Bay employment benefits are administered by human resources. Except for questions that can be answered by a supervisor, interpretation of employee benefits, union contracts, and **Personnel Policies & Employee Handbook** Administrative Employee Handbook language shall be directed to human resources exclusively. Questions regarding health, dental, and life insurance coverage shall be directed to the City Clerk who coordinates all the City's insurance.

PERSONNEL/MEDICAL RECORDS

In order to maintain legal standards established by state and federal law governing the location, separation, and maintenance of personnel records, the City's official personnel files and medical records (with the exception of random drug test results) are kept and maintained in the human resources department. This includes, but is not limited to original applications, resumes, medical information including pre-employment drug testing, physicals, and psychological testing, employee evaluations for both administrative and union employees, insurance information, cafeteria plan information, disciplinary action, requests for leave, address changes, step increases, verification of employment requests, employee recognition, and employee resignation or retirement notification. Each Department is responsible for forwarding appropriate information or change in information for its employees to human resources.

The City's official personnel files and medical records are confidential to the degree allowed by law, and accessible only by authorized personnel. Upon advance request an employee, employee's supervisor, or department head may review file contents in the **City Clerk/Human Resources Director's** Assistant City Administrator office. As the law is specific as to personnel records access and information, any request for employee information should be directed to this office for processing.

EMPLOYEE RECRUITMENT/HIRING AUTHORITY/HIRING PROCESS

Positions shall be deemed authorized by the Common Council if budgeted and the Council has not enacted a hiring freeze. Upon notification of retirement or resignation, the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ shall notify Council members in writing of the pending vacancy noting that advertising and recruitment efforts will continue to proceed unless the Personnel Committee Chairperson notifies human resources to delay the process for further consideration of staffing levels. Generally, positions shall be filled as soon as possible to avoid vacancies and to allow the least amount of time for a position to be vacant. Human resources will notify the Personnel Committee if for some reason staff advises delaying recruitment for a position.

HIRING AUTHORITY:

Except for those positions hired under the authority of the Fire and Police Commission, hiring of all full-time and part time employees below department head level shall be approved by the City Administrator and the Personnel Committee Chairperson. Department head level positions and above shall be approved by both the Personnel Committee and Common Council. Hiring of seasonal employees shall be approved by the appropriate department head.

RECRUITMENT PROCESS:

Immediately upon employee notification of retirement or resignation, department heads shall notify the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~. Except for those positions hired under the authority of the Fire and Policy Commission, department heads shall meet with the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ to discuss position opening process, whether to update position description, and to obtain approval from the City Administrator to proceed with hiring. Recruitment for all positions including those hired under the authority of the Fire & Police Commission shall not commence until it is determined that proper authorization exists to fill the position.

Advertising: Advertising for all positions, except for those positions hired under the authority of the Fire and Police Commission, shall be reviewed and placed or authorized through the **City Clerk/Human Resources Director**. As soon as possible after notification of employee retirement/resignation, ads for all open positions including those positions hired under the authority of the Fire and Police Commission, shall be placed for two weeks on the City's web site and cable TV; **and may be placed in the local newspaper, if deemed appropriate.** ~~also in the local newspaper for two weeks as a 2-column wide, 3-inch long sized display (box) ad.~~ For those positions hired under the authority of the Fire & Police Commission being hired from an eligibility list, it shall only be necessary to meet the advertising, web site, and cable TV requirements when filling eligibility lists. When appropriate, ads shall be placed in regional, state, or trade publications. In the event a position opening occurs within 60 days or less after a position with similar qualifications was advertised, advertising requirements may be waived by the City Administrator as long as the first advertisement resulted in more than one qualified candidate.

Posting for Union Positions: For those position openings required by collective bargaining agreements to be posted, posting shall be done in accordance with the collective bargaining agreement. Department heads shall begin posting as soon as possible after employee notification of retirement/resignation for those positions authorized to be filled.

RECRUITMENT PROCESS Continued:

Applications: Applicants for all positions are required to complete the standard City application form (or a version approved by human resources) even though they may provide a resume. Except for those positions hired under the authority of the Fire and Police Commission and seasonal employees, solicited applications shall be addressed and directed to the **City Clerk/Human Resources Director** Assistant City Administrator. Unsolicited applications may be kept by individual departments for future reference or forwarded to the **City Clerk/Human Resources Director** Assistant City Administrator. As required by law, all applications, whether solicited or not, shall be kept on file for at least one year (or in the event of litigation, until the matter is resolved).

Interviews: Except for those positions hired under the authority of the Fire and Police Commission and seasonal employees, interviews shall be authorized and scheduled by human resources. For general employees interviews shall be conducted by an interview team consisting of appropriate department representatives and the **City Clerk/Human Resources Director** Assistant City Administrator and shall follow an interview format drafted by or approved by human resources. Interviews for department heads shall be conducted by the City Administrator, **City Clerk/Human Resources Director** Assistant City Administrator, and appropriate department representatives.

Authorization and Release Form: In addition to the general release contained on the application form, during the interview process final candidates shall complete a separate Authorization and Release form before background checks are conducted.

Employee Notification: After approval by the City Administrator for those positions below department level or Common Council for department head level and above to hire, final candidates shall be notified by the **City Clerk/Human Resources Director** Assistant City Administrator of conditional offer of employment subject to passing pre-employment physical, drug testing, and background check.

Background Check: Background checks shall be conducted for all final candidates for full-time, part-time, and seasonal employment. Background checks, except for those positions hired under the authority of the Fire and Police Commission, shall be coordinated by the **City Clerk/Human Resources Director** Assistant City Administrator and shall consist of, but may not be limited to, a background check by the police department which includes where appropriate, interview with former employers and references.

Pre-Employment Physical & Drug Testing: All candidates for full and part-time employment shall be subject to a pre-employment physical and drug screen through the City's occupational health services provider. In addition to a physical, CDL employees will be required to have a DOT medical examination. Additional testing may be required and authorized by the Fire and Police Commission for protective services employees. Seasonal employee candidates shall be subject to a drug screen. Former employees who are candidates for full-time and part-time employment returning to employment after being off 30 or more days shall be subject to a pre-employment physical and drug screen through the City's occupational health services provider. Former employees who are candidates for seasonal employment returning to employment after being off 30 or more days shall be subject to a drug screen through the City's occupational health services provider. Prospective employees shall be provided with written authorization for physical and drug screen using City's occupational health services provider form for scheduling their appointments. The City's occupational health services provider shall be used to test all candidates unless otherwise authorized by human resources.

RECRUITMENT PROCESS Continued:

Pre-Employment Benefit Review/Paperwork: After notification of favorable background check, physical, and drug screen and notification to employee of starting date, before a new employee begins work, the supervisor shall arrange for the new employee to meet with the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ to review benefits and complete paperwork. Under no circumstances shall a person begin work until this step is completed. Before that meeting the supervisor shall forward to the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ the employee's original records including but not limited to application, resume, original pre-employment physical, drug testing and medical information, along with an Employee Wage/Status Change Authorization Form with the following information: Name of new hire, position, wage rate, starting date, and other pertinent information.

Hiring Notification: The **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ shall notify Council members of the name and position of each part or full-time employee hired.

EMPLOYEE RETIREMENT/RESIGNATION/TERMINATION

In the event of retirement, resignation, or termination, the supervisor shall as soon as possible forward employee correspondence, and an Employee Wage/Status Change Authorization Form advising effective date to the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~, and request the employee to contact the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ for an exit interview and exit processing. The **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ will then forward pertinent information to Deputy Clerk/Treasurer the ~~Office Accounting Assistant I (Payroll), Office Accounting Assistant II (Accounts Payable)~~ for exit pay and benefit processing. The **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ shall to the extent possible, conduct an exit interview and processing, **including health, dental, and life insurance processing**, ~~and refer employee to the City Clerk for health, dental, and life insurance processing.~~ The **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ shall forward a report of exit interview results at least quarterly to the City Administrator and Personnel Committee.

TERMINATION AUTHORITY/AUTHORIZATION:

Except for those positions under the authority of the Fire and Police Commission, termination of full-time employees shall be authorized by the Personnel Committee. Except for those positions hired under the authority of the Fire and Police Commission, termination of probationary, part-time and seasonal employees below department head level shall be authorized by the City Administrator and Personnel Committee Chairperson.

EMPLOYEE COMPENSATION

Any time an employee wage is discussed at Committee or Council level, it will be presented as a total compensation package with both direct wages and benefits included.

POSITION DESCRIPTIONS

Position descriptions shall be reviewed periodically by individual department heads and revised as necessary through human resources. Position descriptions and revisions for department head level positions and above, and for new positions shall be approved by both the Personnel Committee and Common Council. Position descriptions and revisions for all other positions shall be approved by the City Administrator.

WAGE OR POSITION CHANGE

In the event of a change in position or step in the wage schedule, an Employee Wage/Status Change Authorization form shall be forwarded to the **City Clerk/Human Resources Director** Assistant City Administrator with pertinent information, with a copy to the **Deputy Clerk/Treasurer** Office Accounting Assistant I (Payroll). The Employee Wage/Status Change Authorization form can be forwarded either by email or hard copy.

EMPLOYEE PERFORMANCE REVIEW

Employee evaluations using the City's adopted format shall be completed annually for the previous year each January for all full and part-time employees. In addition to annual evaluations, probation and step evaluations shall be completed on appropriate individual employee dates. All evaluations, except for the Police and Fire Departments shall be approved by the City Administrator prior to supervisor meeting with employee. After review of evaluation with employee, all departments shall forward original signed evaluation form to the **City Clerk/Human Resources Director** Assistant City Administrator for placement in the employee's file.

LABOR RELATIONS/COLLECTIVE BARGAINING

Human resources shall be responsible for all aspects of labor relations and collective bargaining for all departments. This includes but is not limited to review of disciplinary action, grievances, and collective bargaining. Paperwork regarding labor relations, collective bargaining, or grievances shall only be delivered to and receipted (except for Step One of the grievance process) by the City Administrator or **City Clerk/Human Resources Director** Assistant City Administrator.

UNION EMPLOYEE VACATION DEFERMENT

Department Heads shall notify the **City Clerk/Human Resources Director** Assistant City Administrator in writing with a copy to the **Deputy Clerk/Treasurer** office Assistant I (Payroll and Office Accounting Assistant II (Accounts Payable)) if a union employee is required to defer all or part of vacation to following vacation year in accordance with the collective bargaining agreement. Note: This section does not apply to administrative employees who are only allowed to accrue and carry over up to a maximum of one and one half times annualized accrual rate.

FAMILY/MEDICAL LEAVE REQUESTS

Family/medical leave requests are reviewed and granted exclusively by human resources and all employees requesting leave shall notify the **City Clerk/Human Resources Director** Assistant City Administrator, and complete required paperwork and provide medical certification in a timely manner in accordance with FMLA regulations and FMLA policy before FMLA entitlement can be determined. In the event of an emergency, notification and contact needs to be made as soon as possible. The **City Clerk/Human Resources Director** Assistant City Administrator shall notify employee, employee's supervisor, City Administrator, and **Deputy Clerk/Treasurer** Office Accounting Assistant I (Payroll), Office Accounting Assistant II (Accounts Payable), and the City Clerk of FMLA approval. Employee time cards shall indicate the times taken for FMLA whether paid or unpaid.

WORKERS COMPENSATION

Workers Compensation is coordinated by the **City Clerk/Human Resources Director** City Clerk. Employees shall notify supervisor and supervisor shall notify **City Clerk/Human Resources Director** immediately following work related injury/illness and provide initial and follow up documentation including reports and physician statements. The **City Clerk/Human Resources Director** shall notify City Administrator and Assistant City Administrator of any work related illnesses/injuries.

TEMPORARY ASSIGNMENT OF ALTERNATIVE PRODUCTIVE WORK POLICY

Human resources coordinates and authorizes temporary assignment of alternative productive work (light duty) in accordance with the policy. Supervisor shall notify human resources immediately of potential light duty situations. Return to work authorization must be obtained from human resources by supervisor before employees with work restrictions (including Workers Compensation) may return to work after injury or illness. Employee must provide a release from physician to human resources before return to work is authorized.

HEALTH, DENTAL, AND LIFE INSURANCE

Health, dental, and life insurance are coordinated by the City Clerk/**Human Resources Director**. All questions regarding insurance shall be directed to the City Clerk/**Human Resources Director**. Employees are responsible for notifying the City Clerk/**Human Resources Director** immediately upon change in employee or dependent status.

CAFETERIA PLAN

The cafeteria plan is coordinated by the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ in accordance with plan documents. Questions regarding cafeteria plan benefits including employee enrollment, changes, and pre-tax deductions for health insurance premium contribution, healthcare flexible spending reimbursement accounts, day care/dependent care spending accounts, HRA accounts, annual HSA salary reduction enrollments, and change in eligibility for an HSA or HRA should be directed to the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~. Any other questions regarding HSAs should be directed to the City Clerk.

EMPLOYEE FAMILY ASSISTANCE PLAN

The Employee Family Assistance Plan is coordinated by human resources. Questions regarding the program should be directed to the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~.

DEFERRED COMPENSATION

The deferred compensation program is coordinated by human resources. Questions regarding the program should be directed to the City Clerk/Human Resources Director Assistant City Administrator.

WISCONSIN RETIREMENT SYSTEM

The Wisconsin Retirement System program shall be coordinated by human resources. Questions regarding the program should be directed to the City Clerk/Human Resources Director Assistant City Administrator.

Adopted 4/05/05

Revised 10/23/07, 4/15/08, 12/02/08, 12/15/09, 9/2016

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Personnel Committee, hereby recommend to update the Personnel Handbook as follows:

SAFETY TOOLS AND EQUIPMENT

All City of Sturgeon Bay equipment is required to be safe, mechanically sound and properly maintained to conform to all City, State and Federal regulations. ALL accidents must be reported. No charge will be made against an employee for damage to equipment unless as a result of willful, wanton or malicious conduct.

Protective clothing and footwear must be worn as required for select personnel. Full-time members of the Municipal Services Department shall be eligible for reimbursement up to a maximum of ~~\$100.00~~ \$250.00 per calendar year to cover the cost of supervisor approved Personal Protective Equipment (PPE.) ~~of protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Regular part-time employees of Municipal Services Department shall be eligible for reimbursement up to a maximum of ~~\$75.00~~ \$187.50 per calendar year to cover the cost of supervisor approved Personal Protective Equipment (PPE.) ~~protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Seasonal employees of the Municipal Services Department shall be eligible for reimbursement up to a maximum of ~~\$25.00~~ \$62.50 per calendar year to cover the cost of supervisor approved Personal Protective Equipment (PPE.) ~~protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Employees must provide receipts for reimbursement.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Ronald A. Vandertie, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 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: Personnel Handbook updates.

BACKGROUND: The Personnel Handbook currently requires that DPW employees be reimbursed up to a maximum of \$100 per calendar year for protective work boots or safety prescription glasses.

The attached proposed changes would maintain the maximum reimbursement of up to \$100 per calendar year but would expand the program to include supervisor approved Personal Protective Equipment (PPE.) These items could include, but wouldn't be limited to, regular safety glasses, gloves, reflective HI-VIS vests/clothing, etc. Supervisor approval would be required for reimbursement.

FISCAL IMPACT: No financial impact.

OPTIONS:

- 1) Recommend to the Common Council the changes/updates to the Personnel Handbook.
- 2) Do not accept changes to the Personnel Handbook.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

REVIWED BY: Bob Bordeaux
Bob Bordeaux, Municipal Services Director

Josh VanLieshout
Josh VanLieshout, City Administrator

DATE: 10/19/16

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to transfer ownership and full maintenance liability of the City's repeater to the County of Door.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 8, 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

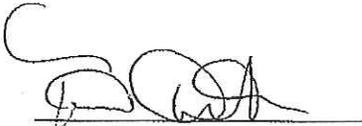
TITLE: Convey Sturgeon Bay Fire Department Radio Repeater to the County of Door

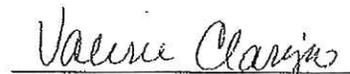
BACKGROUND: Sturgeon Bay Fire Department has operated their own radio frequency which also required its own repeater. In past, other fire departments within the county have also operated their own frequency and repeater. During past radio upgrades, the County has accepted ownership of the fire department repeaters and taken on the full maintenance but only took ownership of new repeaters. The Sturgeon Bay Fire Dept. purchased the repeater in 2015 at a cost of \$9,133. Sturgeon Bay Fire Department will continue to remain on our own frequency and the County shall agree to not consolidate frequencies unless agreed upon by both the County and Sturgeon Bay Fire Department.

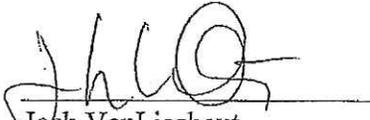
A primary goal within the county has been to provide constant, secure, reliable public safety communication. Currently, Sturgeon Bay Fire maintains the repeater and replaces it as required. Sturgeon Bay Fire currently does not have any type of backup power supply and would need to pay approximately \$6,700 to provide the required backup power if we decide to keep our repeater.

RECOMMENDATION:

Recommend to the Common Council to transfer ownership and full maintenance liability of the City's repeater to the County of Door.

PREPARED BY: 
Tim Dietman
Fire Chief
11/3/2016
Date

REVIEWED BY: 
Valerie Clarizio
Finance Director/City Treasurer
11/3/16
Date

APPROVED BY: 
Josh VanLieshout
City Administrator
11/3/16
Date

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the bid from Ferrara Fire Apparatus with option #5 in the amount of \$983,468.00 and declare the 1987 Pierce 105' aerial with 1500gpm pump surplus, and allow the use of the sale proceeds to be used to purchase a radio, hose, tools and other required equipment to outfit the new unit in an amount not to exceed the net amount of \$960,000.00 as allocated in the 2017 capital budget.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Stewart Fett, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: November 8, 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: Replacement/Bids of Sturgeon Bay Fire Dept. Truck #2 (Aerial)

BACKGROUND: Request for bids to replace Truck #2, a 1987 Pierce 105' Aerial was advertised in accordance with the City of Sturgeon Bay Purchasing Policy. Four (4) bids were sent out with one (1) being returned. The bid specifications included a custom 100' rear mount platform aerial with a 2000gpm pump and 400 gallon tank and some of the equipment to make the unit ready for service.

Utilizing a pre-pay option offered by the bidder will create a \$7,349.00 savings on the truck itself which could then be used to install upgraded equipment on the truck and inspection trips to the factory.

The Fire Department is looking to use the proceeds from the sale of the current unit to outfit the unit with a radio, hose, tools, and other required make-ready equipment which will be installed either in house or contracted locally. Funds expended on the truck and equipment will not exceed the net budgeted amount of \$960,000.00

BIDS RECIEVED:

FERRARA FIRE APPARATUS: \$979,856.00

Meets all specifications

Accept Option #5, Stainless piping

\$3,612.00

Total

\$983,468.00

Pre-Pay discount

\$7,349.00

PRE-PAY OPTION 50%

(\$488,059.50)

Balance Upon delivery

\$488,059.50

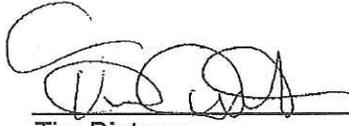
TOTAL BUILD TIME: within 330 days from bid acceptance

Bid received meets the specifications and is within budget.

FISCAL IMPACT: \$980,000.00 was included in the Fire Department's 2017 Capital Budget for this vehicle, as well as a \$20,000.00 trade in value for a net budget amount of \$960,000.00.

RECOMMENDATION: Accept the Bid from FERRARA FIRE APPARATUS with option 5 in the amount of \$983,468.00 and declare the 1987 Pierce 105' aerial w/1500 gpm pump surplus, and allow the use of the sale proceeds to be used to purchase a radio, hose, tools and other required equipment to outfit the new unit in an amount not to exceed the net amount of \$960,000.00 as allocated in the 2017 capital budget.

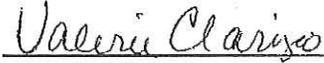
PREPARED BY:



Tim Dietman
Fire Chief

11/3/2016
Date

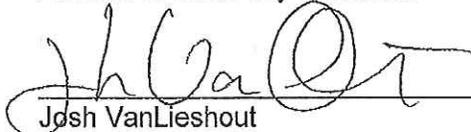
REVIEWED BY:



Valerie Clarizio
Finance Director/City Treasurer

11/3/16
Date

APPROVED BY:



Josh VanLieshout
City Administrator

11/3/16
Date

#JustFixItWI Transportation Funding Resolution

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, according to "Filling Potholes: A New Look at Funding Local Transportation in Wisconsin," commissioned by the Local Government Institute of Wisconsin (LGI) the condition of Wisconsin's highways is now in the bottom third of the country; and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to "Filling Potholes," municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012; and

WHEREAS, high quality and fast transit systems are critical to attracting businesses and people to urban areas, yet state funding for transit is less today than it was five years ago; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, Wisconsin's over-reliance on borrowing eats away at the state's segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

WHEREAS, the Sturgeon Bay City Council recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local *and* state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of our state and local roads as well as local transit systems will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the Sturgeon Bay City Council urge the Governor and Legislature to #JustFixItWI and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's multi-modal transportation system. Furthermore, the Sturgeon Bay City Council directs the Clerk to send a copy of this resolution to our State Legislators, Governor Scott Walker and the League of Wisconsin Municipalities.

Adopted on _____ by the City of Sturgeon Bay, Wisconsin, Common Council.

Vote: _____ Yeas _____ Nays _____ Absent

Signed _____

Dated _____

Title _____

ORDINANCE NO. _____

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

SECTION 1: The following described property is hereby rezoned from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5):

A tract in Lots 1 and 2 in Block 40, in the City of Sturgeon Bay, Door County, Wisconsin, according to the Assessor's Map of said City, bounded by a line beginning at a point on the Southerly line of said Lot 2, 23 and 11/12 feet North 56.5° East from the Southwesterly corner of said Lot 2, and running thence South 56.5° West, 23 11/12 feet to the alley at the Southwesterly corner of said Lot 2, thence North 33.5° West, 151 feet to Iowa Street (a.k.a. Liberty Street), thence East along the South side of Iowa Street (a.k.a. Liberty Street), 153.5 feet; thence South 112 4/12 feet more or less to the place of beginning.

Parcel No. 281-10-85400101

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

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

Zoning Map Amendment for Maser DC 1, LLC R-3 (Two-Family Residential) to C-5 (Mixed Residential-Commercial)

Background: Maser DC 1, LLC (Pete Hurth, Agent) is petitioning to rezone a property currently owned by Elliot Goettleman from R-3 (Two-Family Residential) to C-5 (Mixed Residential-Commercial). The parcel is located off of Iowa Street, between N 5th Avenue and N 6th Avenue. It currently sits vacant and is .17 of an acre in size.

Maser DC 1, LLC intends to purchase the property from Mr. Goettleman and to construct a storage building and small parking lot. Baudhuin Inc has recently moved from their 3rd Avenue location to the former Wellness Center at 312 N 5th Avenue.

There was a house on the parcel until late 2012 when it was demolished by the owner.

Current Zoning Restrictions: The R-3 zoning district is “intended to provide a pleasant, suitable location primarily for two-family residences, or for a mixture of single-family, two-family, and three-unit or four-unit multiple-family residences.” The R-3 zoning classification does allow for accessory structures, but only if there is a principal building on the lot. Because there is no principal building on the parcel, a stand-alone accessory structure would be prohibited.

Proposed Zoning: The C-5 zoning district is “intended for areas of the city where residential properties are converting to commercial uses or vice versa, especially areas where it is desired to maintain the existing buildings or architectural character of the neighborhood. It is also intended for areas of the city where a continued mixture of residential and commercial uses are desirable. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.” A storage building for Baudhuin Inc would be considered an accessory use on the subject parcel to the principal structure located at 312 N 5th Ave.

Surrounding Zoning and Uses:

North: R-2, Single-Family Homes & Stand-Alone Garage
South: C-2 / C-5, Baudhuin Inc Offices, Residential
East: R-3 / C-2, Single-Family Homes, Commercial
West: R-3 / C-2 / C-5, Single-Family Homes

Comprehensive Plan: The Future Land Use Map within the Sturgeon Bay Comprehensive Plan identifies the subject parcel as a single-family residential - higher density and transitional commercial. Single-family residential – higher density is defined in our Comprehensive Plan “a residential area predominantly comprised of single-family homes at a density of up to 8 units per acre. Some two-family homes and small multiple-family dwellings may be interspersed within this area.” Transitional commercial is defined within our Comprehensive Plan as “[an] area intended to provide lower density and ‘neighborhood’ commercial uses proximate to residential areas. It also can provide transitions between commercial and residential uses or provide areas where a mixing of commercial and residential uses is deemed appropriate.”

City staff feels as though this rezoning petition is not in conflict with the Comprehensive Plan.

Public Hearing: During the October Plan Commission meeting a public hearing was held for the rezoning request. Members of the public were in attendance and provided testimony. Those who spoke against the rezoning showed concerns for aesthetics, protecting the character of the neighborhood, and stormwater management.

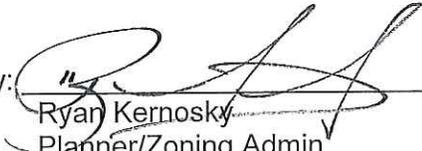
Other Considerations: Staff feels it's important to tie the subject parcel to the principal building located at 312 N 5th Ave (Baudhuin Inc's office). There needs to be a restrictive covenant as a condition of this rezoning stating that, in the event one parcel is sold, that the other parcel is a part of that sale, unless the Iowa Street parcel is redeveloped with a principal use.

Any commercial building and parking lot placed on this lot would have to be reviewed and approved by the Aesthetic Design and Site Plan Review Board prior to building permits being issued.

City Plan Commission Recommendation: The City Plan Commission voted during the October meeting to recommend the rezoning from R-3 (two-family residential) to C-5 (mixed residential-commercial) with the condition that a restrictive covenant is tied to the ownership to Maser DC 1, LLC at 312 N 5th Avenue, within the deed prior to the building permits being issued, and that the Aesthetic Design & Site Plan Review Board reviews the project before approval.

Staff Recommendation: Staff is supportive of the proposed rezoning because the spirit of the C-5 zoning is to mix commercial and residential uses. Due to the odd shape and small lot size, it is unlikely a single-family or two-family home will be built on the parcel. Staff believes that a small parking lot and accessory use to Baudhuin Inc will not adversely impact the surrounding neighborhood.

Staff recommends approval of the R-3 to C-5 zoning change to the Council with the condition that a restrictive covenant is within the deed prior to building permits being issued, as recommended by Plan Commission.

Prepared by: 
Ryan Kernosky
Planner/Zoning Admin

10/25/16
Date

Reviewed by: 
Marty Olejniczak
Community Development Director

10/26/16
Date

CITY OF STURGEON BAY ZONING/REZONING APPLICATION

Date Received:	9-13-16
Fee Paid \$	
Received By:	

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	PETE HURTH	ELLIOT GAETTELMAN
Company	MASER DC 1 LLC	
Street Address	312 N. 5TH AVE	728 GEORGIA ST
City/State/Zip	STURGEON BAY WI 54235	STURGEON BAY WI 54235
Daytime Telephone No.	920-495-9101	920-333-0323
Fax No.	phurthebandhuin.com	elliote@greendawdrafting.com
STREET ADDRESS OF SUBJECT PROPERTY: Location if not assigned a common address: VACANT LOT ON S. SIDE OF IOWA STREET BETWEEN 317 N. 6TH AVE & 332 N. 5TH AVE		
TAX PARCEL NUMBER: 281-10-85400101 R		
CURRENT ZONING CLASSIFICATION: R3		
CURRENT USE AND IMPROVEMENTS: VACANT LOT PREVIOUSLY. A HOME THAT WAS TORN DOWN SEVERAL YEARS AGO		
ZONING DISTRICT REQUESTED: C-5 MIXED COMMERCIAL - RESIDENTIAL		
COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: TRANSITIONAL COMMERCIAL AND SINGLE FAMILY RESIDENTIAL - HIGHER DENSITY		
PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN: North: STAND ALONE 2 1/2 CAR GARAGE - SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY) South: TRANSITIONAL COMMERCIAL East: SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY) West: TRANSITIONAL COMMERCIAL AND SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)		
ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES: North: R-2 - LOT WITH 2 1/2 CAR GARAGE (NO PRINCIPAL STRUCTURE) South: C-2 - RESIDENTIAL PLUS OFFICE/RETAIL East: R-3 - RESIDENTIAL West: R-3, C-2, C-5 - RESID + OFFICE / CLINIC / PARKING LOT		

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? YES IF YES, EXPLAIN: LOESTELMAN MULT-FAMILY

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses. SEE BELOW

ELLIOT LOESTELMAN
Property Owner (Print Name)

Elliott Loestelman

Signature

9.13.2016

Date

PETE HURTH
Applicant/Agent (Print Name)

[Signature]
Signature

9/13/16

Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

Date of review meeting _____ Applicant Signature _____ Staff Signature _____

Attachments:
Procedure & Check List
Agreement For Reimbursement of Expenses

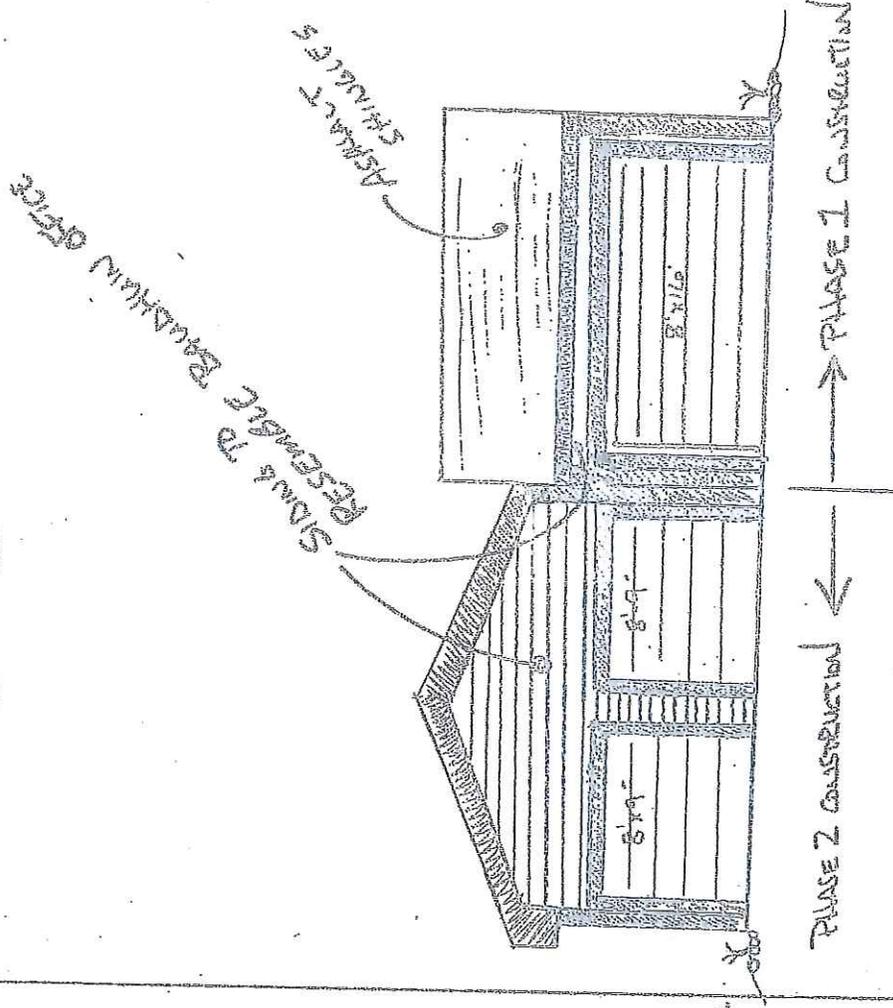
STAFF USE ONLY

Application conditions of approval or denial:

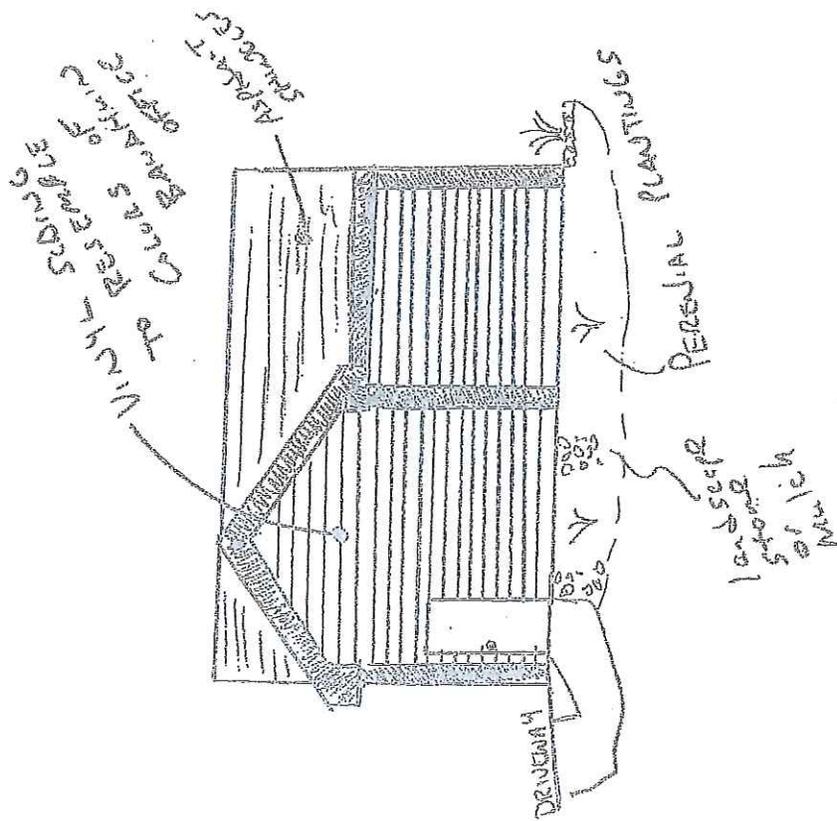
Date _____ Community Development Director _____

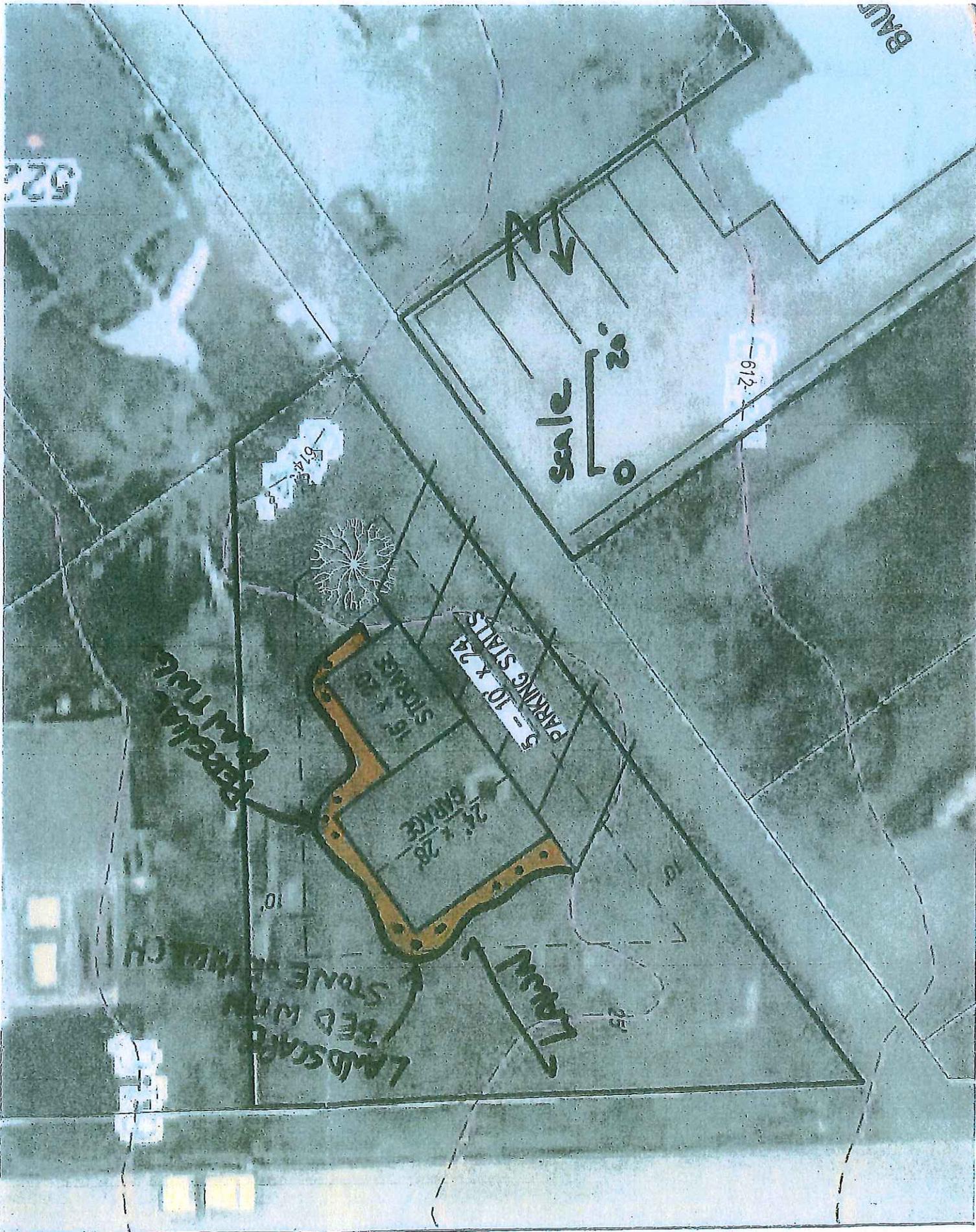
Handwritten notes at the bottom of the page, partially illegible.

WEST ELEVATION



SOUTH ELEVATION





BAUR

525

Scale 0 10 20

612

5 - 10' x 24' PARKING STALLS

16' x 20' STORAGE

24' x 28' GARAGE

Pebble Wall Trail

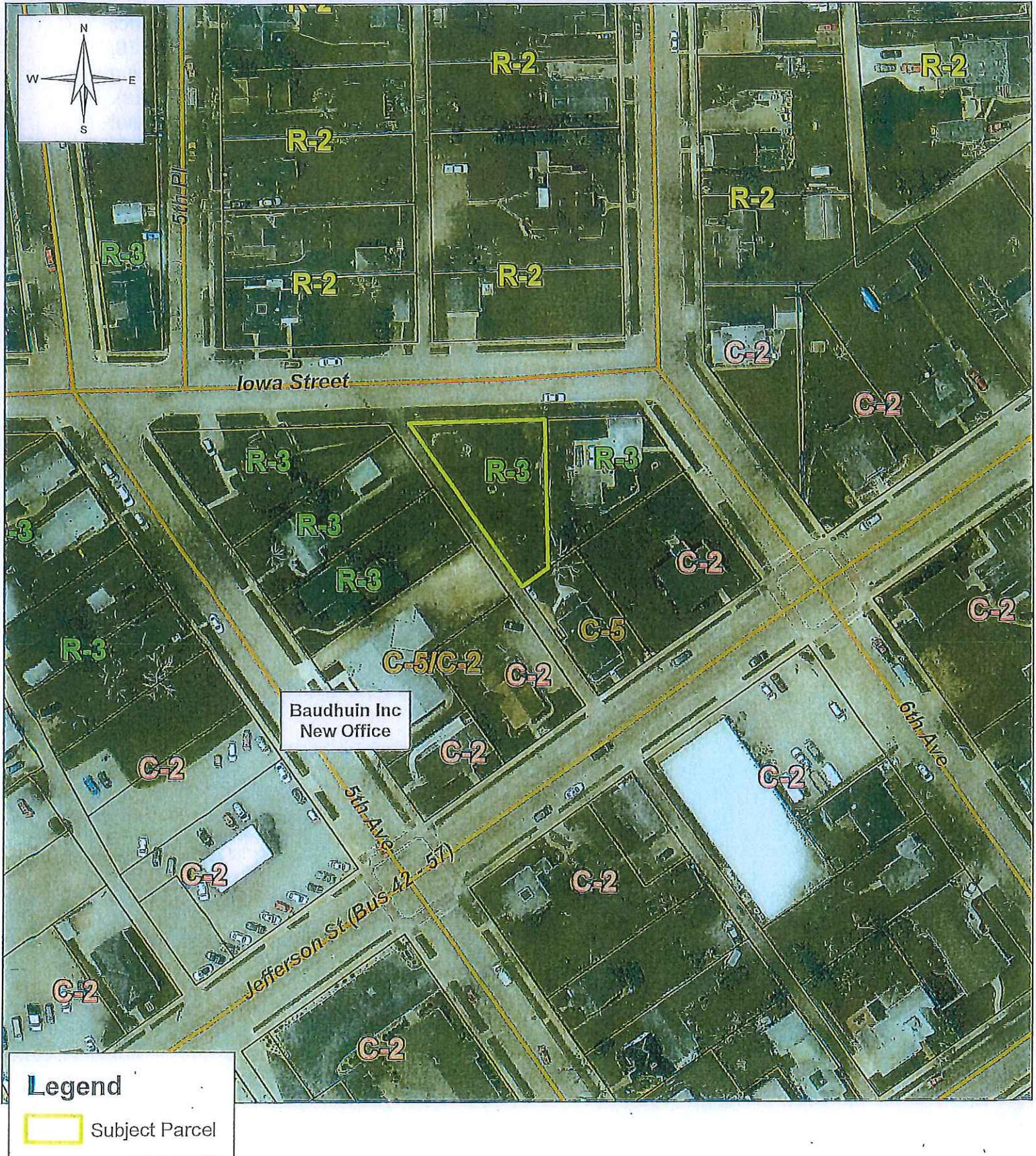
Landscape Bed with Stone Arch

Landscape

10'

10'

Rezoning Request Maser DC 1, LLC R-3 (Two-Family Res.) to C-5 (Mixed Res & Com.)



Subject Parcel



ORDINANCE NO. _____

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

SECTION 1: Section 20.43(3)(a) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(3)(a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five **seven** citizen members appointed by the mayor, subject to confirmation by the common council.

SECTION 2: Section 20.43(3)(b) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(3)(b) *Terms.* ~~Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter,~~ **The term for each member shall be three years, except that initial terms may be staggered such that terms will expire in different years.**

SECTION 3: Section 20.43(4)(b) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(4)(b) *Exemptions.* The following shall be exempt from these regulations:

1. Development activity related to single-family and two-family dwellings.
2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of this Code), ~~the Waterfront Design Review Code (chapter 29 of this Code)~~, or the Development standards for I-1A and I-2A districts (section 20.32 of this Code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the community development director and which are consistent with the purposes of this section.

SECTION 4: Chapter 29 of the Municipal Code (Waterfront Design Review Code) is repealed in its entirety.

SECTION 5: This ordinance shall take effect on the day after its publication.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

Combining Waterfront Design Review Code and Aesthetic Design & Site Plan Review Code

Background: The Waterfront Design Review Code was adopted in the 1990's when the initial phase of waterfront redevelopment was getting underway. It applies to Waterfront Redevelopment District, which generally covers the downtown areas on both sides of the bay. At that time the area was not governed by any special design criteria for development (except for the Historic Preservation District along Third Ave). The WRA and Council felt that the new development and redevelopment should have to be reviewed and meet minimum standards for quality and design.

The City now has an overall design review section of the zoning code that applies to all nonresidential and multiple-family residential development in the city. A separate design review board handles the review of projects. But, the Waterfront Redevelopment District is exempt from that code since the Waterfront Design Review Code already applies. In addition, the Historic Preservation District and Industrial Park also have their own review boards and design criteria and are exempt from the overall design review code.

There has been previous consideration to combining some of the design districts/codes to streamline the review process. Since the guidelines and procedures for the Waterfront Redevelopment District are very similar to the overall design review code, perhaps the Waterfront Design Review Code could be repealed, with the overall Aesthetic Design and Site Plan Review Board taking over the review and approval of projects. The design standards for the Waterfront Redevelopment District could still be rolled into the overall citywide standards and used by the Design Review Board when considering projects in the waterfront area.

At recent meetings of their respective boards, the members of the Aesthetic Design and Site Plan Review Board and the Waterfront Design Review Board had no objection to combining the two ordinances into one design review code. The discussed proposal was to repeal the Chapter 29 (Waterfront Design Review Code) and to amend the design review section of the zoning code (s. 20.43) to include the waterfront redevelopment area into the purview of that overall design review code and to add two members to the Aesthetic Design & Site Plan Review Board. While the Mayor and Council have final authority over the appointments, the additional two members would presumably be taken from the Waterfront Design Review Board.

To implement the insertion of the Waterfront Redevelopment Area into the design review ordinance, a public hearing and approval of the Common Council is required.

Staff Recommendation: City staff believes having one overall code will create consistency and streamline the process. The Waterfront Design Review Code served its purpose, but now that the overall city code is in place, it no longer is necessary.

Therefore, staff recommends repealing Chapter 29 Waterfront Design Review Code and making amendments to section 20.43 of the zoning code to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.

Prepared by: Marty Olejniczak
Marty Olejniczak
Community Development Director

9/15/16
Date

Reviewed by: Ryan Kernosky
Ryan Kernosky
Planner/Zoning Admin

9/15/16
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

9/15/16
Date

The recommended zoning code changes to include the Waterfront Redevelopment District under the Aesthetic design and site plan review section of the zoning code, along with increasing the membership of the review board, are shown below.

20.43 - Aesthetic design and site plan review.

- (1) *Title and authority.* This section shall be known as, referred to or cited as the "Aesthetic Design and Site Plan Review Code of the City of Sturgeon Bay, Wisconsin." This section is created under the authority granted by Wis. Stats. §§ 66.0101, and 62.23(7).
- (2) *Purpose.* The purposes of the design and site plan requirements set forth below are as follows:
 - (a) To ensure that new development is consistent with the desired character under the Sturgeon Bay Comprehensive Plan or other adopted plans.
 - (b) To encourage that the design and construction of new development is compatible with, and integrated into, adjacent and nearby land uses — both existing and planned.
 - (c) To maintain and protect significant existing natural features on the development site and in general promote the quality of the environment of the surrounding region.
 - (d) To protect existing adjacent residential development from potential adverse impacts of new development.
 - (e) To encourage high quality architectural designs.
 - (f) To promote accessibility to/from new developments by both vehicular traffic and alternative means of transportation, as appropriate.
 - (g) To identify and resolve potential site planning problems prior to the preparation of final construction plans.
 - (h) To protect and enhance property values.
 - (i) To promote the health, safety and welfare of current and future residents of the city.
- (3) *Sturgeon Bay Aesthetic Design and Site Plan Review Board.*
 - (a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five **seven** citizen members appointed by the mayor, subject to confirmation by the common council.
 - (b) *Terms.* ~~Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter, the term for each member shall be three years, except that initial terms may be staggered such that terms will expire in different years.~~
 - (c) *Powers and duties.* The board shall have the following powers and duties:
 1. After review of an application in accordance with the procedures outlined in subsection (5) of this chapter, grant or deny a certificate of appropriateness for any project required to undergo review under this section.
 2. Make recommendations to the common council regarding changes or additions to the set of design guidelines serving as criteria for review and approval of development applications.
 3. Develop educational manuals and other materials to assist architects, builders, engineers, and owners of property in meeting the established design criteria.
- (4) *Certificate of appropriateness required.*

- (a) *Applicability.* Any development activity that requires the issuance of a permit from the city shall require approval of a certificate of appropriateness prior to the issuance the permit. Development activity includes buildings, additions to buildings, exterior structural modifications, parking lots, driveways and curb cuts, signs, and grading.
- (b) *Exemptions.* The following shall be exempt from these regulations:
 - 1. Development activity related to single-family and two-family dwellings.
 - 2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of this Code), the ~~Waterfront Design Review Code (chapter 29 of this Code)~~, or the Development standards for I-1A and I-2A districts (section 20.32 of this Code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
 - 3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the community development director and which are consistent with the purposes of this section.

(5) *Procedures.*

- (a) *Submission.* An application for a certificate of appropriateness (design approval) and the applicable fee shall be submitted to the community development department. The application shall be accompanied by the written material and other information required in subsection (6).
- (b) *Staff review.* The community development director (or designee) shall review the plans and accompanying material for conformance to the municipal code and shall coordinate additional review as may be appropriate by other city departments. The application shall then be referred to the aesthetic design and site plan review board for its consideration.
- (c) *Board review.* When reviewing an application, the aesthetic design and site plan review board shall consider the set of design guidelines formally established for the city as well as any pertinent recommendations and objectives of the Sturgeon Bay Comprehensive Plan or other adopted plans. The action of the aesthetic design and site plan review board shall be to approve the certificate of appropriateness with or without conditions, deny the proposed project design or defer it for further study or additional information. The aesthetic design and site plan review board shall approve or deny the application within 30 days of receipt of the application, unless such time is mutually extended to allow for further study or submission of additional information.
- (d) *Written determination.* The board shall file a written decision within ten days after its final hearing considering the application for a certificate of appropriateness, with a copy of such decision to be sent to the applicant. If the certificate of appropriateness is approved, the applicable city permits (building permit, driveway permit, sign permit, etc.) may be issued if all other municipal regulations are met.
- (e) *Appeals.* Appeals of decisions of the aesthetic design and site plan review board shall be heard by the common council. An appeal must be made in writing within 30 days after the date of the written determination of the aesthetic design and site plan review board. In considering an appeal, the common council shall balance the purposes of this chapter and the interest of the public against the interest of the owner in using the subject property for his/her own purposes. The common council may then affirm the decision of the aesthetic design and site plan review board, or reverse or modify such decision if it finds that, owing to unique conditions pertaining to the specific piece of property, failure to approve the site plan will preclude the reasonable use of the property or will cause serious hardship for the owner.
- (f) *Changes to approved plans.* Changes to an approved project shall require approval in the same manner as required for the original plan design.
- (g) *Approval time limit.* A certificate of appropriateness shall lapse after two years from the date of approval, unless the pertinent permit is issued and the project commenced within such two-year period. Time extensions may be authorized by the aesthetic design and site plan review board,

provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original two-year period unreasonable.

(6) *Application requirements.*

(a) Applications for a certificate of appropriateness (design approval) shall be accompanied by a description and illustration of the proposed work that is of sufficient detail and scope to enable the aesthetic design and site plan review board to readily understand the nature of the proposed work. Whenever pertinent the application shall at a minimum consist of the following:

1. Name, location, owner/developer and designer of the project.
2. A map showing the location and dimensions of the property, and showing pertinent existing features, including existing buildings, driveways and parking areas, vegetation, drainage features, 100-year floodplain limits, wetlands, and significant topography.
3. A proposed site plan drawn to a convenient scale depicting all building locations, access driveways and circulation, parking areas, bicycle and pedestrian facilities, stormwater management facilities, and other improvements.
4. Building elevations, including indications of proposed materials, and colors.
5. Landscaping plans and planting schedules.
6. Grading plan, utilities plan, and stormwater management plan.
7. Plans for signage including location, dimensions, materials, and lighting of signs.
8. Exterior lighting plan.
9. Additional information as necessary to aid in review of the application.

(7) *Compliance.* Upon the granting of a certificate of appropriateness the project plans and other materials upon which the certificate was granted shall be used by the community development director and/or building inspector to determine that the project is completed in compliance with the certificate of appropriateness and that there are no unauthorized deviations. Failure to correct any deficiency identified by the community development director or building inspector will constitute a violation of this section.

(Ord. No. 1279-0912, § 1, 9-18-12)