



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, NOVEMBER 3, 2020
7:00 P.M.
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
DAVID J. WARD, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on agenda items only.
6. Consideration of the following bills: General Fund – \$77,603.58, Capital Fund - \$2,280.43, Cable TV - \$5,205.84, and Solid Waste Enterprise Fund - \$22,284.00 for a grand total of \$107,373.85. [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 10/20/20 regular Common Council minutes.
- * b. Place the following minutes on file:
 - (1) Joint Park & Recreation Committee/Board – 8/26/20
 - (2) Zoning Board of Appeals – 10/13/20
 - (3) Finance/Purchasing & Building Committee – 10/13/20
 - (4) City Plan Commission – 10/21/20
 - (5) Parking & Traffic Committee – 10/26/20
- * c. Place the following reports on file:
 - (1) Fire Department Report – September 2020
- * d. Finance/Purchasing & Building Committee recommendation re: Approve the exchange of easements between the City of Sturgeon Bay and the Door County Maritime Museum to effectuate proper underground utilities.
- * e. Finance/Purchasing & Building Committee recommendation re: Approve the acquisition of parcel 281-62-10000117 from Door County in the amount of the back taxes owed.
- * f. Finance/Purchasing & Building Committee recommendation re: Accept the revised easement with American Transmission Company in the amount of \$3,000.

- * g. Finance/Purchasing & Building Committee recommendation re: Approve the services agreement between City of Sturgeon Bay and Destination Sturgeon Bay.
 - * h. Parking & Traffic Committee recommendation re: Extend the “No Parking Zone” on West Walnut Drive from South Elgin Avenue to South Fulton Avenue.
8. Mayoral Appointments.
 9. Public hearing re: Zoning code amendment to Section 20.27 (Height and Area Regulations).
 10. First and Second reading of ordinance re: Zoning code amendment to Section 20.27(4) and 20.27(3) of the municipal code – Zoning Code (Height & Area Regulations). [Suspend rules for first and second reading at same meeting = ¾ vote = 6 votes.]
 11. City Plan Commission recommendation re: Approve a Zoning Map Amendment from C-2 to I-2 for a portion of properties owned by Fincantieri Bay Shipbuilding.
 12. First and Second reading of ordinance re: Zoning Map Amendment from C-2 to I-2 for a portion of properties owned by Fincantieri Bay Shipbuilding. [Suspend rules for first and second reading at same meeting = ¾ vote = 6 votes.]
 13. City Plan Commission recommendation re: Approve an amendment to Section 20.175(1) of the Municipal Code (Zoning Code) regarding mixed-use buildings in the C-5 zoning district by adding list of permitted uses.
 14. Consideration of: Award of Contract for Project 2005: City Hall – Reception Area Renovations.
 15. Consideration of: Common Council meeting time change from 7:00 p.m. to 6:00 p.m. November to April.
 16. City Plan Commission recommendation re: Work with SC Swiderski proposal for redevelopment of the Sunset School parcel, and work with Maritime Heights for the redevelopment of the parking lot parcel on the south side of Erie Street.
 17. City Plan Commission recommendation re: Accept the development proposal from Northpointe Development Corporation for the West Waterfront redevelopment, and negotiate with Northpointe to finetune the proposal, including increasing the number of units.
 18. City Administrator report.
 19. Mayor’s report
 20. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 10:30.20

Time: 12:00pm

By: JM

NOTE: COUNCIL CHAMBERS WILL BE OPEN TO THE PUBLIC TO OBSERVE AND RENDER PUBLIC COMMENT ON AGENDA ITEMS ONLY. THE MEETING WILL BE LIVESTREAMED AT <https://sbtv.viebit.com/> AND CABLE ACCESS CHANNEL 988.

CITY OF STURGEON BAY
GENERAL PROCEDURES FOR PUBLIC COMMENT AT COMMON COUNCIL MEETINGS

Any citizen requesting to address the Council during the public comment portion of the meeting:

- Must fill out a "Request to Comment" form and turn it in to the City Clerk or Mayor PRIOR to the start of the meeting. Name and address must be filled in. Indicate the agenda item number that you are planning to provide public comment on. Public Comment will be restricted to Agenda Items only.
- Individuals will have a maximum of three (3) minutes to address the Council. A total of 30 minutes will be allotted to Public Comment per meeting, unless the Council body agrees to extend the time. The extensions will be 15 minute additional increments.
- Priority will be given to City residents.
- The speaker shall not engage in personal attacks against the Mayor, Council members, City staff or its representatives and remain courteous and respectful. The Council/Committee requests that all comments and interactions between those present be conducted in a constructive and respectful manner. Anyone acting in a disruptive or disrespectful manner will be asked to leave the meeting by the person presiding at the meeting.
- The Mayor/Chair may ask questions of the speaker for clarification purposes.
- The Mayor/Chair may allow, at his discretion, Council/Committee members or staff to respond to the speaker's comment. However, dialogue will not ensue.
- The Mayor/Chair may refer the matter to a committee or to the City Administrator for further follow up as needed.

IF EVERYONE ABIDES BY THESE GUIDELINES, OUR MEETINGS WILL MOVE ALONG SMOOTHLY AND BUSINESS WILL BE CONDUCTED IN AN EFFICIENT AND TIMELY MANNER. YOUR COOPERATION WILL BE APPRECIATED BY ALL PRESENT AT THE MEETING.

PLEASE NOTE THAT LETTERS WILL NOT BE READ INTO THE RECORD AS PUBLIC COMMENT. ONLY LETTERS RECEIVED FOR A PUBLIC HEARING WILL BE READ INTO THE RECORD.

NOTE: IF TOPICS THAT WILL GENERATE SIGNIFICANT POTENTIAL FOR PUBLIC COMMENT APPEAR ON THE COUNCIL AGENDA, A PUBLIC HEARING WILL TAKE PLACE PRIOR TO THE COUNCIL MEETING.

RESPECTFULLY,
MAYOR DAVID J. WARD

REVISED: 6/2/20

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0000985	SULLYS THUMBS UP PRODUCE	10.20.20 FOOD SHARE/SULLYS	01-000-000-21595	402.00
R0000991	SPERBER FARMS	10.14.20 FOOD SHARE/SPERBER	01-000-000-21595	127.00
R0001128	MALVITZ FARMS	10.14.20 FOOD SHARE/MALVITZ	01-000-000-21595	21.00
R0001669	SILENT H STUDIO	MARINA SLIP REIMBURSE/HRUBESKY	01-000-000-46250	2,251.74
R0001669		MARINA SLIP REIMBURSE/HRUBESKY	01-000-000-24214	112.59
R0001669		MARINA SLIP REIMBURSE/HRUBESKY	01-000-000-24215	11.26
R0001670	RICHARD BOSMAN	SIGN DEPOSIT RFNDS/BOSMAN	01-000-000-23168	50.00
R0001671	STELLAR FITNESS	OVER PAYMENT -STELLAR FITNESS	01-000-000-23169	129.33
THORP	PAT THORP	10.21.20 FOOD SHARE/PATS PATCH	01-000-000-21595	171.00
TOTAL LIABILITIES				3,275.92
TOTAL GENERAL FUND				3,275.92
CITY CLERK-TREASURER				
DC PRINT	DC PRINTING	2500 WINDOWED ENVELOPES	01-115-000-51600	194.00
TOTAL				194.00
TOTAL CITY CLERK-TREASURER				194.00
CITY HALL				
03159	SPECTRUM	09/20 FIRE CABLE SVC	01-160-000-58999	143.03
19275	SHERWIN WILLIAMS	PAINT/PD CHIEF OFFICE	01-160-000-55300	56.31
19275		PAINT/PD OFFICE	01-160-000-55300	46.98
23730	WPS	10/20 421 MICHIGAN STREET	01-160-000-56600	618.45
CINTAS	CINTAS FIRE PROTECTION	SPRINKLER SYSTEM INSPECTION	01-160-000-58999	436.00
R0000509	NATIONAL ELEVATOR INSPECTION	CITY HALL ELEVATOR INSPECTIONS	01-160-000-58999	164.00
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	93.14
TOTAL				1,557.91
TOTAL CITY HALL				1,557.91
GENERAL EXPENDITURES				
FMGPUB	FMG PUBLISHING INC	HALF PAGE AD SPACE	01-199-000-51600	1,996.00
US BANK	US BANK EQUIPMENT FINANCE	FIRE COPIER	01-199-000-55650	97.00
US BANK		CREDIT	01-199-000-55650	-62.67
TOTAL				2,030.33
TOTAL GENERAL EXPENDITURES				2,030.33
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIP EVIDENCE CRIME LAB	01-200-000-57250	10.27
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	MISC OFFICE SUPPLIES	01-200-000-51950	17.14
BUBRICKS		MISC OFFICE SUPPLIES	01-200-000-51950	60.00
TOTAL				87.41

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
TOTAL POLICE DEPARTMENT				87.41
POLICE DEPARTMENT/PATROL				
01766	AURORA MEDICAL GROUP	NEW HIRE SCREEN/GORR & BERTRND	01-215-000-57100	316.00
02005	BAY ELECTRONICS, INC.	REPLACE MICROPHONE	01-215-000-57550	37.80
04575	DOOR COUNTY HARDWARE	SHOP VAC	01-215-000-54999	97.98
04696	DOOR COUNTY TREASURER	09/20 FUEL	01-215-000-51650	2,411.36
21450	THE UNIFORM SHOPPE	MISC UNIFORM/COYHIS	01-215-000-52900	327.80
23640	WISCONSIN DEPT OF JUSTICE	3 TIME ACCESS CHARGE	01-215-000-58999	150.00
23640		22 OFFICER SUPPORT CHARGE	01-215-000-58999	264.00
ADVAUTO	GENERAL PARTS DISTRIBUTION LLC	NEW BATTERY/SQUAD 20	01-215-000-58600	120.15
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	VEHICLE MAINTENANCE	01-215-000-58600	654.36
JIM FORD		FORD EXPLORE MAINT	01-215-000-58600	1,356.67
JIM FORD		CSO SQUAD MAINTENANCE	01-215-000-58600	128.90
PAULCONW	PAUL CONWAY SHIELDS	3 THERMAL IMAGE CAMERAS	01-215-000-51050	1,762.55
TOTAL				7,627.57
TOTAL POLICE DEPARTMENT/PATROL				7,627.57
FIRE DEPARTMENT				
02005	BAY ELECTRONICS, INC.	ANTENNA WALL MOUNT	01-250-000-57550	108.33
04696	DOOR COUNTY TREASURER	09/20 FUEL	01-250-000-51650	1,178.71
06012	FASTENAL COMPANY	SUPPLIES	01-250-000-54999	30.60
06012		FASTENERS	01-250-000-54999	11.83
11545	MAPLE STREET SIGN CO.	LETTERING/E6	01-250-000-53000	250.00
23730	WPS	656 S OXFORD AVE WS FIRE	01-250-000-56600	45.32
EMERAPP	EMERGENCY APPARATUS	ANNUAL PUMP TEST/E4	01-250-000-56250	482.41
EMERAPP		ANNUAL PUMP TEST/E6	01-250-000-56250	482.41
EMERAPP		ANNUAL PUMP TEST/TRK 2	01-250-000-56250	482.41
EMERAPP		ANNUAL PUMP TEST/T1	01-250-000-56250	422.41
EMERAPP		ANNUAL PUMP TEST/T3	01-250-000-56250	422.41
MILTON	MILTON PROPANE	DEMO EXTINGUISHER TRAINING GAS	01-250-000-52250	95.85
TOTAL				4,012.69
TOTAL FIRE DEPARTMENT				4,012.69
STORM SEWERS				
10750	PREMIER CONCRETE INC	NEENAH ST CATCH BASIN CONCRETE	01-300-000-54999	275.50
TOTAL				275.50
TOTAL STORM SEWERS				275.50
SOLID WASTE MGMT/SPRING/FALL				
ADVANCED	ADVANCED DISPOSAL	1 TV,3 FREON UNITS,.29 TN MSW	01-311-000-58400	216.01

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL	216.01
			TOTAL SOLID WASTE MGMT/SPRING/FALL	216.01
ROADWAYS/STREETS				
04696	DOOR COUNTY TREASURER	HOT MIX	01-400-000-52200	1,047.55
			TOTAL	1,047.55
			TOTAL ROADWAYS/STREETS	1,047.55
STREET SIGNS AND MARKINGS				
04696	DOOR COUNTY TREASURER	SIGN WORK	01-420-000-52550	327.39
12110	LANGE ENTERPRISES INC	POST BASES 10 @ 14.71	01-420-000-52550	147.10
12110		25 BOLTS @ .80	01-420-000-52550	20.00
12110		SHIPPING	01-420-000-52550	27.69
			TOTAL	522.18
			TOTAL STREET SIGNS AND MARKINGS	522.18
CURB/GUTTER/SIDEWALK				
10750	PREMIER CONCRETE INC	4TH /OREGON SIDEWALK CONCRETE	01-440-000-51200	497.25
			TOTAL	497.25
			TOTAL CURB/GUTTER/SIDEWALK	497.25
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	SOLENOID	01-450-000-52150	25.07
04545		SPRAYER	01-450-000-52150	26.99
04696	DOOR COUNTY TREASURER	09/20 496.19 G FUEL	01-450-000-51650	978.49
04696		09/20 457.40 G DSL FUEL	01-450-000-51650	1,159.50
06012	FASTENAL COMPANY	GALV BOLTS	01-450-000-52150	35.60
06012		GALV NUTS	01-450-000-52150	5.05
11545	MAPLE STREET SIGN CO.	NEW GRAPHICS	01-450-000-52150	215.65
JANDU	JANDU PETROLEUM	FUEL	01-450-000-51650	25.96
JX ENT	JX ENTERPRISES, INC.	VALVE	01-450-000-53000	104.59
JX ENT		HOSE	01-450-000-53000	16.23
JX ENT		CONNECTOR	01-450-000-53000	2.81
JX ENT		TERMINALS 10@ 1.62	01-450-000-53000	16.20
MACQUEEN	MACQUEEN EQUIPMENT, LLC	HYDRAULIC CYLINDER	01-450-000-53000	724.82
MACQUEEN		DIRT SHOE	01-450-000-53000	238.89
MACQUEEN		CLAMP	01-450-000-53000	18.59
MACQUEEN		FREIGHT	01-450-000-53000	75.63
MIDLAND	MIDLAND PLASTICS, INC	HOSE	01-450-000-53000	1,450.00
QUALITY	QUALITY TRUCK CARE CENTER INC	VALVE ASSEMBLY	01-450-000-53000	43.02

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
			TOTAL	5,163.09
			TOTAL STREET MACHINERY	5,163.09
CITY GARAGE				
04545	DOOR COUNTY COOPERATIVE/NAPA	BUSHINGS	01-460-000-55300	4.78
04603	HALRON LUBRICANTS INC	USED OIL PICKUP	01-460-000-58999	75.00
VIKING	VIKING ELECTRIC SUPPLY, INC	LIGHTS	01-460-000-54999	79.86
VIKING		SOCKET	01-460-000-54999	5.12
			TOTAL	164.76
			TOTAL CITY GARAGE	164.76
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	09/20 397.18 G FUEL	01-510-000-51650	783.04
04696		09/20 4.55 G DSL FUEL	01-510-000-56150	11.53
23730	WPS	335 S 14TH AVE-MEM FLD	01-510-000-56600	49.66
			TOTAL	844.23
			TOTAL PARKS AND PLAYGROUNDS	844.23
MUNICIPAL DOCKS				
23730	WPS	36 S NEENAH AVE RESTROOM	01-550-000-56600	25.99
			TOTAL	25.99
			TOTAL MUNICIPAL DOCKS	25.99
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	3RD QTR 2020 MAINTENANCE COSTS	01-700-000-56850	16,246.05
			TOTAL	16,246.05
			TOTAL PUBLIC FACILITIES	16,246.05
BOARDS AND COMMISSIONS				
12300	LEAGUE OF WI MUNICIPALITIES	PFC WORKSHOP REGISTRATION	01-800-000-55600	75.00
12300		PFC WORKSHOP REGISTRATION	01-800-000-55600	75.00
			TOTAL	150.00
			TOTAL BOARDS AND COMMISSIONS	150.00

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
COMMUNITY & ECONOMIC DEVLPMT				
SIRSPED	SIR SPEEDY	36 COMB BINDERS	01-900-000-51950	22.44
SIRSPED		50 CLEAR PLASTIC REPORT COVERS	01-900-000-51950	18.90
SIRSPED		DISCOUNT	01-900-000-51950	-4.12
TOTAL				37.22
TOTAL COMMUNITY & ECONOMIC DEVLPMT				37.22
TOTAL GENERAL FUND				43,975.66
CAPITAL FUND				
CITY HALL				
EXPENSE				
13360	MENARDS-GREEN BAY EAST	KITCHEN MATERIALS/911 HOUSE	10-160-000-59999	900.43
16737	PORTSIDE BUILDERS INC	CITY HALL REMOD PLAN/SPECS	10-160-000-59040	1,250.00
TOTAL EXPENSE				2,150.43
TOTAL CITY HALL				2,150.43
FIRE DEPARTMENT				
EXPENSE				
PAULCONW	PAUL CONWAY SHIELDS	GLOVES	10-250-000-59050	69.50
PAULCONW		GEAR TAGS	10-250-000-59050	60.50
TOTAL EXPENSE				130.00
TOTAL FIRE DEPARTMENT				130.00
TOTAL CAPITAL FUND				2,280.43
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	11.3.20 CONTRACT	21-000-000-55015	5,205.84
TOTAL CABLE TV / GENERAL				5,205.84
TOTAL CABLE TV / GENERAL				5,205.84
TOTAL CABLE TV				5,205.84
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	09/20 994.33 G DLS FUEL	60-000-000-51650	2,520.64
06012	FASTENAL COMPANY	25 COVERALLS	60-000-000-54999	199.75
ADVANCED	ADVANCED DISPOSAL	282.41 TN GARBAGE	60-000-000-58300	18,062.96
ADVANCED		101.67 TN RECYCLING	60-000-000-58350	1,500.65
TOTAL SOLID WASTE ENTERPRISE FUND				22,284.00

DATE: 10/27/1920
TIME: 13:36:18
ID: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
			TOTAL SOLID WASTE ENTERPRISE FUND	22,284.00
			TOTAL SOLID WASTE ENTERPRISE	22,284.00
			TOTAL ALL FUNDS	73,745.93

MANUAL CHECKS

AT&T MOBILITY 10/14/20 Check # 87740 09/20 Cellphone Statement Charges 01-215-000-58250	\$1,398.59
SECURIAN FINANCAL GROUP 10/20/20 Check #87741 10/20 & 11/20 Life Insurance 01-600-000-50552	\$4,537.45
STURGEON BAY SCHOOL DISTRICT 10/20/20 Check # 87742 10/20 Mobile Home Tax Payment 01-000-000-41300	\$3,696.80
SUPERIOR VISION INSURANCE 10/20/20 Check # 87743 10/20 Vision Insurance 01-000-000-21540	\$834.29
NORTH SHORE BANK 10/23/20 Check # 87817 Arleigh Porter Post Retirement HRA Enrollment 01-000-000-21530	\$23,160.79
TOTAL MANUAL CHECKS	\$ 33,627.92

INVOICES DUE ON/BEFORE 11/03/2020

VENDOR # NAME ITEM DESCRIPTION ACCOUNT # AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	43,975.66 77,603.58
CAPITAL FUND	2,280.43
CABLE TV	5,205.84
SOLID WASTE ENTERPRISE	22,284.00
TOTAL --- ALL FUNDS	73,745.93 107,373.85

Debra Bacon October 27, 2020
Agua Wilton - 10/27/2020

COMMON COUNCIL
October 20, 2020

A meeting of the Common Council was called to order at 7:00 pm by Mayor Ward. The Pledge of Allegiance was recited. Roll call: Bacon, Williams, Gustafson, Nault, Reeths and Wiederanders were present. Ald. Bacon, Williams, Gustafson, Nault, Reeths and Mayor Ward appeared in person. Ald. Wiederanders appeared virtually via Zoom. District 2 seat is vacant for this meeting.

Nault/Bacon to adopt agenda. Carried.

The four people who submitted letters of interest to fill the vacant aldermanic seat in District 2 introduced themselves to the Council and gave a short bio. The applicants included: Stephen Day, Randy Morrow, Caitlin Oleson, and Dennis Statz.

The Mayor presented rules of procedure on how the election for the aldermanic vacancy would work. Bacon/Wiederanders to nominate Caitlin Oleson. Williams/Nault to nominate Dennis Statz. Gustafson nominated Stephen Day. This nomination failed due to lack of a second. Wiederanders and Bacon cast their vote for Oleson. Reeths, Nault, Gustafson & Williams cast their vote for Statz. Dennis Statz will fill the Aldermanic District 2 seat.

The following people spoke during public comment: Hans Christianson, 330 N 3rd Ave; Kelly Catarozoli, 344 N. 3rd Ave; Paul Anschutz, 221 N 6th Ave.

Bacon/Williams to approve following bills: General Fund - \$324,813.67, Capital Fund - \$70,598.87, Cable TV - \$40.01, TID #4 - \$5,746.50 and Solid Waste Enterprise Fund - \$2,059.47 for a grand total of \$403,258.52. Roll call: All voted aye. Carried.

Wiederanders/Reeths to approve consent agenda:

- a. Approval of 10/6/20 regular and 10/12/20 special Common Council minutes.
- b. Place the following minutes on file:
 1. Committee of the Whole – 9/28/20
 2. Aesthetic Design & Site Plan Review Board – 9/28/20
 3. Finance/Purchasing & Building Committee – 9/29/20
 4. Local Arts Board – 9/30/20
 5. Committee of the Whole – 10/5/20
 6. City Plan Commission – 10/6/20
 7. Joint Common Council & City Plan Commission – 10/6/20
- c. Place the following reports on file:
 1. Fire Department Report – August 2020
 2. Inspection Department Report – September 2020
 3. Police Department Report – September 2020
 4. Bank Reconciliation – September 2020
 5. Revenue & Expense Report – September 2020
- d. Consideration of: Approval of Class A Beer & Class A Wine licenses.
- e. Personnel Committee recommendation re: Create separate Mason & Carpenter positions and hire a Mason position. Also, to increase the wage for those performing carpentry and mason work by \$1.25 per hour rather than year round.
- f. Personnel Committee recommendation re: Adopt the City of Sturgeon Bay COVID-19 Policy and Administrative Guidelines for Employees & Facilities.
- g. Consideration of: Approval of Street Closure Application for Sturgeon Bay Fire Department.

Carried.

The Mayor presented the following appointments for confirmation:

Gustafson/Nault to approve:

STURGEON BAY UTILITY COMMISSION

Dina Boettcher

Carried.

An appeal of the decision of the Aesthetic Design & Site Plan Review Board was submitted by Ross Schmelzer for the Council to consider. It was noted that Mr. Schmelzer asked for this appeal to wait until the November 3 Council agenda for action. It was also noted that it was at the discretion of the Council on whether to wait or proceed at this meeting. Gustafson/Reeths to wait until November 3 to act on the appeal. Discussion took place regarding the outstanding questions the Council had, whether or not to wait for Mr. Schmelzer to attend, water issues, other avenues that Mr. Schmelzer may have, and whether the appellant as reached out to Fincantieri Bay Shipbuilding. Gustafson, Reeths, and Wiederanders voted aye. Bacon, Williams, and Nault voted no. Tie vote. The Mayor voted no. Motion failed.

Discussion took place regarding the issues noted in the appeal letter. Reeths/Williams that the Council affirm Aesthetic Design & Site Plan Review Board approval, subject to conditions of pipe location confirmation, water drainage plan and engineering plan on how water will be taken care. Also, to report out of sound insulation characteristics and reductions. Discussion ensued regarding noise, addressing concerns raised by community members through public communications/outreach. Carried.

Gustafson/Bacon to read in title only and adopt the second reading of the ordinance re: adoption of the City of Sturgeon Bay 2040 Comprehensive Plan. Carried.

A resolution to apply for a grant for urban wildlife damage abatement and control was presented. Williams/Bacon to adopt. Carried.

A resolution authorizing the submittal of a Community Development Investment Grant application for Third Avenue Playhouse Renovation Project was presented. Gustafson/Reeths to adopt. Carried.

RECOMMENADTION

We, the City Plan Commission, hereby recommend to approve an amendment to section 20.27 of the Municipal Code (Zoning Code) regarding area and dimensional requirements for buildings in the I-2/I-2A zoning districts as follows:

Create section 20.27(4)(c): The maximum building height of buildings located in the I-2/I-2A Heavy Industrial districts may be increased to 120 feet, provided the building is located at least 300 feet from the boundary of a residential zoning district, which shall include the R-1, R-2, R-3, R-4, and R-M districts and shall also include the PUD district if the underlying zoning classification is one of the aforementioned districts.

Create section 20.27(3)(f): Within the I-2/I-2A Heavy Industrial districts, the minimum side yard for any existing building with a side yard that is less than the minimum side yard required in subsection (2) shall be equal to the existing side yard. The intent is this provision is to allow existing buildings to be extended provided the addition is no closer to the side lot line than the existing building.

CITY PLAN COMMISSION

BY: David Ward, Chr.

Introduced by Mayor Ward. Bacon/Nault to adopt. Discussion took place regarding the practical application regarding amending the Zoning Code. Carried.

RECOMMENDATION

We, the Personnel Committee, hereby took action in closed session, in order to discuss performance evaluations, and authorized step placement for the following positions in accordance with the Wage & Compensation Study effective 10/20/20:

City Administrator – Step 13 (\$107,897)
Finance Director – Step 18 (\$97,646)
Fire Chief – Step 15 (\$96,331)
Community Development Director – Step 23 (\$96,080)
City Engineer – Step 15 (\$92,447)
Clerk/Human Resources Director – Step 21 (\$87,116)
Police Captain – Step 13 (\$82,630)
Assistant Fire Chief – Step 16 (\$82,449)
Municipal Services Director – Step 6 (\$81,928)
Engineering Technician – Step 22 (\$73,542)
Public Works Crew Supervisor – Step 19 (\$68,927)
Planning & Zoning Administrator – Step 6 (\$54,386)
Deputy Clerk/Treasurer – Step 10 (\$24.53 per hour)
Police Assistant – Step 14 (\$21.06 per hour)
Community Development Secretary – Step 12 (\$20.37 per hour)
Office Accounting Assistant II – Step 4 (\$20.03 per hour)

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

Nault abstained from discussion and left his seat. Williams/Gustafson to adopt the recommendation but to make the following changes based on clarification: Community Development Secretary – Step 13 (\$20.71 per hour) and Office Accounting Assistant – Step 7 (\$21.20 per hour). Williams summarized the history of the Wage & Compensation Study that the Personnel Committee and Common Council commissioned and analyzed the positions in respect to comparative wage and value of positions in the marketplace. Carried.

The City Administrator gave his report.

The Mayor did not have a report for this meeting.

After Mayor Ward announced the statutory basis, Gustafson/Wiederanders to convene in closed session in accordance with the following exemptions: a. Considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stats. 19.85(1)(c) Consideration of: Compensation negotiations for Police Chief. B. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Wis. Stats. 19.85 (1)(g) Consideration of: Demand letter sent to City by former employee Larry Jennerjohn. Roll call: Carried. The meeting moved to closed session at 9:04 pm and reconvened in open session at 9:50 pm.

RECOMMENDATION

We, the Personnel Committee, hereby recommend the following compensation package for Police Chief Clint Henry:

- Take home vehicle – currently Ford Escape
- \$300 clothing allowance per year
- Take home City issued computer and cell phone
- Payment of Professional fees

- City side arm issuance
- Salary as follows: Effective 10/3/2020 (Start date) Step 13 - \$92,082
4/3/2021 (6 months) Step 15 - \$98,007
10/3/2021 (12 months) Step 16 - \$99,588

PERSONNEL COMMITTEE

By: Dan Williams, Chr.

Williams/Gustafson to adopt. Carried.

Reeths/Wiederanders to deny the demand letter from former employee Larry Jennerjohn.
Carried.

Nault/Williams to ajourn. Carried. The meeting adjourned at 9:53 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

CITY OF STURGEON BAY
 JOINT PARK AND RECREATION COMMITTEE/BOARD MEETING
 Wednesday, August 26, 2020
 Council Chambers, City Hall, 421 Michigan Street
 5:30 p.m.

A meeting of the Joint Park and Recreation Committee / Board was called to order at 5:32 p.m. by Chairperson Hayes in Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members present were Ald. Hayes, Ald. Bacon, Ald. Nault, Marilyn Kleist, Chris Larson, Randy Morrow and Jay Renstrom. George Husby was absent. Also present was City Administrator Josh VanLieshout, and Municipal Services Director Mike Barker.

Adoption of the Agenda: Moved by Ald. Nault to adopt the following agenda, seconded by Jay Renstrom. Mr. Hayes made a motion to change the wording of item 5 to Consideration on allowing planning and fund raising efforts to proceed and the city accepting the proposed features as a donation.

1. Roll call
2. Adoption of agenda
3. Public comment on agenda and non-agenda items
4. Presentation from Russel Stubbles on Monarch City USA. Discussion on becoming a "Monarch City".
5. Presentation from Troy Smith, Ashley Schanock, and Barbra Pfeifer on a proposed play area and water feature at Sawyer Park. Consideration on allowing planning and fund raising efforts to proceed and the City accepting the proposed features as a donation.
6. Discussion of the Ice Age Trail Committee's goals and progress.
7. Directors Report
8. Update from the Chairman
9. Adjourn

All in Favor. Carried.

Public Comment: Jay Renstrom 34 Bluebird Dr. Sturgeon Bay, Steve LaLuzerne 609 W. Spruce Dr. Sturgeon Bay.

After adoption of agenda, it was noticed that Russel Stubbles was not on our Zoom meeting so we proceeded with the #5 on the agenda.

Presentation from Troy Smith, Ashley Schanock, and Barbra Pfeifer on the proposed play area and water feature at Sawyer Park.

Barbra Pfeifer was not able to attend but Briana from MNWI Play joined in. Troy handed out three copies of his presentation and displayed samples of possible play equipment and said that he could also share any of the files electronically. Spoke of how the equipment could be make more or less inclusive, that could be decided as the project is in progress. Mentioned that the equipment of the water feature in the concept would use 184 GPM of water. Mr. Morrow expressed concerns of the location of the proposed location with the intersection not being a pedestrian friendly area. Mr. Nault expressed concerns of the area with parking in the lot, safety of children in the lot where large trucks and trailers often back through. He also brought up how the park was paid for largely through grants from the State of WI, this program collects funds through boat and fishing tackle sales and the funds generated there are used to maintain the park. Ms. Bacon discussed limited parking and that fencing around the features could be used as an added safety measure. Mr. Renstrom said he liked the idea but not the location. Ms. Kleist said that she liked concept but not location. Mike Barker mentioned how full the parking lot gets during the nice weather, it is a combination of fishermen, boaters, and vehicles from people renting the pavilion. He also mentioned safety concerns with an attraction for children and the backing of trailers in the parking lot. Mr. Hayes expressed his appreciation to Ashley and all others involved and said that parking is a problem throughout the City and that the City should address that issue. Josh VanLieshout spoke about options to the location. He requested a follow-up meeting with the Ashley Schanock,

Mr. Hayes, Mike Barker and himself to discuss options and expected operating costs. He also thanked Ashley for offering her time and effort on this project.

Consideration of allowing planning and fund raising efforts to proceed and the City accepting the proposed features as a donation. Mr. Hayes made a motion "Allow planning and fund raising efforts to precede on proposed play area and water feature" with the condition that the Committee Chair, Municipal Services Director and City Administrator meet with Ashley Schanock and Barbra Pfeifer to discuss fundraising and location". 2nd by Mr. Morrow. All in favor. Carried.

Presentation from Russel (Russ)Stubbles on Monarch City USA. Discussion on becoming a "Monarch City".

Russ discussed that Monarch City does not sell seeds, they sell signs. Expressed that everyone likes to help the environment. With funds generated from selling signs they provide opportunities to kids by sending them to butterfly rooms and give seeds as donations. Mentioned that local garden groups are a good help with planting areas to attract the monarchs. Mr. Hayes asked if someone checks on the signs to see if a city has them displayed? Russ said that they take the city's word on the signs. Mr. Hayes asked if a resolution was required to become a Monarch City? Russ stated that it would be nice but not required or checked on. Ms. Bacon mentioned that Crossroads may be a good place to spearhead the action. Mr. Hayes asked if someone could buy a membership and donate it to the City? Russ said that it is not typical but it would be fine. Mr. Hayes asked Ms. Bacon to reach out to Crossroads and Destination Sturgeon Bay.

Discussion of the Ice Age Trail Committee's goals and progress.

Mr. Nault gave a list of the members of the newly established Ice Age Trail Committee. He spoke about the committee's goals of being designated as the easterly end Trail Community. The Common Council approved supporting the committee's interest in becoming a Trail Community and agreed to provide the one-time \$2,500 application fee. Mr. Hayes stated that this \$2,500 needs to get into the 2021 budget and it should be written into the parks plan that is being updated.

Directors Report: Mike Barker stated: The swim buoys are installed at both beaches, they seem to be working to deter boats away from the beach. He had not received any calls since they were installed. Bids for Bay View Park shoreline protection were opened last week and approved by Finance Committee the day prior, winning bid amount was \$112,755. The engineering and design phase for the Otumba Park beach and walkway have begun, our hope is to have bids out this fall. The ADA accessible picnic tables are installed on the south side of Graham Park and the landscaping has been updated, several people have been using them. He mentioned that we are in the middle of another nationally televised bass tournament; these fishermen have been complimenting on how nice the Sawyer Park facility is and thanking us for the venue. He mentioned as of that afternoon all seasonal employees have departed for the year and told the committee if they would like to volunteer their time to help mow some grass to give him a call. He is also still working on the 5 year park plan updates.

Chairman's Report: Ald. Hayes discussed: He has resigned and that his last Common Council meeting in Sept will be his last council meeting. He will still be here for our next meeting. He is unsure of how the Mayor will fill his seat as the Chariman.

Next Meeting Date: Wednesday, September 23, 2020 @ 5:30 PM - City Hall

Motion to adjourn by Ald. Nault, seconded by Ms. Bacon All in favor. Carried.
Meeting adjourned at 7:51 pm

Respectfully submitted,

Mike Barker
Director of Municipal Services

ZONING BOARD OF APPEALS
Tuesday, October 13, 2020

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

Roll call: Members William Murrock, Nancy Schopf, Dave Augustson, and Alternate Morgan Rusnak were present. Excused: Members Wayne Spritka and Bill Chaudoir. Also present were Municipal Services Director Mike Barker, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Ms. Schopf, seconded by Ms. Rusnak to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from August 25, 2020.
4. Public Hearing: Petition from Richard Bosman to allow construction of a temporary/seasonal pier on a vacant lot located on Memorial Drive, parcel #281-62-31000229.
5. Consideration of: Petition from Richard Bosman to allow construction of a temporary/seasonal pier on a vacant lot located on Memorial Drive, parcel #281-62-31000229.
6. Consideration of: Ratification of decision letter regarding request from Fincantieri Bay Shipbuilding Co. for variances from Section 20.27(2) of the Municipal Code (Zoning Code) for expansion of a building located on parcel #281-10-85340109B (formerly addressed as 273 N First Avenue).
7. Consideration of: Ratification of decision letter regarding request from Fincantieri Bay Shipbuilding Co. for a building height variance from Section 20.27(2) of the Municipal Code (Zoning Code) for construction of a new building located on parcel #281-20-85360101C.
8. Adjourn.

All ayes. Carried.

Approval of minutes from August 25, 2020: Moved by Ms. Schopf, seconded by Mr. Murrock to approve the minutes from August 25, 2020. All ayes. Carried.

Public hearing: Petition from Richard Bosman to allow construction of a temporary/seasonal pier on a vacant lot located on Memorial Drive, parcel #281-62-31000229: Chairperson Murrock opened the public hearing at 12:03 p.m.

Mr. Sullivan-Robinson stated that Richard Bosman requested a variance from section 20.336 of the Municipal Code regarding Memorial Drive restrictions. This section allows construction of a temporary or permanent pier or dock to abutting property owners. Mr. Bosman is not considered an abutting property owner. Earlier this year, he sought a pier permit to construct a dock on his vacant parcel. At that time, staff's interpretation of the code allowed for the construction of the pier. The pier permit was approved at Council. During the approval time, the City received letters of correspondence from surrounding property owners. One letter included correspondence from a previous building inspector/zoning administrator, as well as correspondence from a previous city attorney. That letter included determination that the property owner could not build a pier. Because of a conflict of interpretation, it was appropriate to bring this to our current city attorney, James Kalny, for a new determination on this matter for construction of a pier on Memorial Drive. His determination was consistent with the previous city attorney. Because this permit was issued in error, it is currently on hold until a Zoning Board of Appeals decision is made. This property is zoned conservancy. Other things to consider are public safety, as well as potential future effects to the property and surrounding properties. Any self-created hardship should not be granted. The Board can grant the variance, conditions can be added, a decision can be held off if additional information is needed, or the variance can be denied. Mr. Sullivan-Robinson did point out that this property has been split off from at least the 1960's. It is considered legally non-conforming and grandfathered in. It is not attached to any property across Memorial Drive.

Mr. Olejniczak added that once the permit was revoked for the pier the City offered Mr. Bosman three options. Those options included appealing the revocation, applying for a variance, or requesting the Council to amend the code to make it clear that a pier is actually permitted. Much of the correspondence received expressed concern about commercial use. If the variance was approved, it would be for personal use. It is not zoned commercial, so marina-type use or charter fishing would not be permitted. If inclined to approve, he suggested that conditions be placed and made very clear to prohibit that.

Richard Bosman, 1650 Sycamore Street, stated that for the past 13 years there has been a dock on that property. From 2017-2018 he rented the dock that was on his property. He put his boatlift there and kept his boat at that dock. In 2019, only half the dock was put in because of the high water. The boatlift did not work there. The dock stayed in until June, 2020, at which time he knew that dock wasn't going to work for him, since he was renting it from the neighbor. He then put the property up for sale. The property was surveyed. He asked the dock owner's permission if the dock could be moved off his property onto her property and she agreed. This property is unique, because it is the only one like it on Memorial Drive. As far as negative impact to other property owners, he used the dock for two years and never had any complaints. The dock is four feet wide and 20 feet long. The dock that was approved by the Council in May was 40 feet long. He owned this property for the last 4 years, and he and his girlfriend owned it for two years before that. Only one boat would be using the dock. It would not be used for commercial use.

Mr. Olejniczak stated there is a grey area as far as letting a friend dock a boat, etc. He defined commercial as the principal use of the dock is to make money.

Mr. Bosman added that the previous owner had issues in 2006. There was a dock on the property and the building inspector at the time wrote the owner a letter that stated she had to remove the dock. The owner said she never applied for a permit. The highest and best use of the lot is to put a dock on the property. Neither of the adjoining property owners were interested in purchasing the property.

No one spoke in favor of the variance request.

There were no letters of correspondence in favor of the variance request.

The following spoke in opposition of the variance request:

Dan Mc Cluskey, 1312 Memorial Drive, was concerned with parking. If a dock was installed, there would be an addition of cars, which would limit the view of the water. Safety was also a concern.

Tom Hilbert, 1344 Memorial Drive, agreed with Mr. Mc Cluskey. It is a busy street. The view would be obstructed with cars parked on the street.

Ms. Nault read the following letters in opposition:

Helen Hendricks Urban, 1350 Memorial Drive
Jason & Holly Feldman, 1309 Utah Street
Thomas & Roxanne Hilbert, 1344 Memorial Drive
James & Mary Michaud, 1304 Memorial Drive

Mr. Murrock offered rebuttal testimony. Mr. Bosman stated for the past 13 years there has been a dock stored on that lot. In Mr. Mc Cluskey's testimony, he stated it would limit his view of the water. Half way down Memorial Drive there are docks stored on lots. There would only be one boat parked by the dock, not 8-10 boats as heard in the testimony. There would only be one car parked on the street, which would be Mr. Bosman's car.

Pat Willman, 1322 Memorial Drive, stated that the City allows a property owner to store their dock on their property. It has to be in the water by Memorial Day weekend. She has lived in Sturgeon Bay since 1973 and

this is where the dock has always been. There has never been any problem with it. When the previous owner had it she got a letter from the City stating that the dock had to be removed.

Mr. Sullivan-Robinson stated that a portable seasonal dock can be stored on the property and has to be put back in the water in the summer. No porta-potties are allowed. The property cannot be turned into a commercial use. It is zoned conservancy. Signage or exchange of cash is not allowed.

Mr. Murrock wondered why this parcel got split off in the first place. Mr. Sullivan-Robinson responded that they pulled maps from the 1960's. That is how the property existed.

Mr. Olejniczak added that the lot is considered legal non-conforming because at the time it was created the City did not have the lot area and width standards that the code has now. According to a previous city attorney, the lot was created in 1961.

Mr. Olejniczak gave a history on the property. Back in the 90's, the previous property owner wanted to install a dock. The building inspector told her she couldn't. Jeff Wier, the city attorney at that time, came up with the original opinion that said abutting property owners means homeowners across the street. After Mr. Bosman got his permit, Mr. Mc Cluskey and Ms. Willman wondered how he was able to obtain a permit. The City was not aware of the attorney's opinion. The current city attorney's opinion matched the previous attorney's opinion.

The public hearing was declared closed at 12:53 p.m.

Consideration of: Petition from Richard Bosman to allow construction of a temporary/seasonal pier on a vacant lot located on Memorial Drive, parcel #281-62-3100229: Ms. Schopf wondered who would maintain the property if there was no dock. Mr. Augustson responded that the City cuts the grass on the waterside of Memorial Drive. It seemed like it was coming down to objections over parking on Memorial Drive. You can't rent out space. It is for a single boat. All property owners can store a dock.

Mr. Barker said that there are no parking restrictions on Memorial Drive. Parking is allowed on both sides of the street.

Mr. Mc Cluskey stressed that the point he was hoping to address was the statement made about this being just a parking issue. The city attorney's letter was more than that. It is the intent of the original ordinance to provide waterfront views. If there is another temporary dock stored in this small width of the lot, views will be limited. This would be an additional hindrance to that property.

Mr. Olejniczak stated that based on the ordinance language, the use of the area on Memorial Drive is for scenic purposes only. Physical use of the property is restricted to the property owners and/or their invited guests.

Ms. Schopf wondered if there would be an issue if a new owner of the property wanted to install a permanent dock. Mr. Barker responded that he didn't think it would change anything being permanent or temporary. There are about 3-5 docks pulled out of the water for the winter. Many of them are maintained better than the permanent docks.

Mr. Olejniczak recommended that members are to look at the standards for the use variance and consider whether those have been met and to look at the hardship, unique physical property limitation, and protection of the public interest. Increasing economic value of the property is not grounds for a variance. Showing that there is no reasonable alternative use for the property would be grounds for a variance. This is the only property in the entire area of Memorial Drive restrictions that does not have property across the street on which to build a house.

Ms. Schopf can see both sides. She also lives on the waterfront and can understand the obstruction of the view with cars, but that is part of living where they live. She can also see this being a useless piece of property if they didn't allow a dock.

Moved by Ms. Schopf, seconded by Mr. Augustson to approve the variance to make the property useable and to allow construction of a dock, subject to no commercial use and only one boat allowed. Also, there shall be no porta potties allowed on the property. Roll call vote. All ayes. Carried.

Consideration of: Ratification of decision letter regarding request from Fincantieri Bay Shipbuilding Co. for variances from Section 20.27(2) of the Municipal Code (Zoning Code) for expansion of a building located on parcel #281-10-85340109B (formerly addressed as 273 N First Avenue): Mr. Olejniczak stated that traditionally variances are approved orally at the meeting and then staff creates the official decision letter. If someone does not initiate the variance within one year it is voided. If someone wants to appeal a variance they have 30 days from the filing of the decision to appeal it. It is normally brought back to the ZBA. But, for those cases that are complicated or controversial, they may be brought back to make sure that staff correctly interpreted the decision. The city attorney thought that the ZBA should ratify the decision for Fincantieri Bay Shipbuilding since it is being appealed. It more or less puts the ZBA stamp of approval on the decision letter. The first letter is in regard to building 420.

Moved by Mr. Murrock, seconded by Ms. Schopf to approve the decision letter for building 420. Roll call vote. All ayes. Carried.

Consideration of: Ratification of decision letter regarding request from Fincantieri Bay Shipbuilding Co. for a building height variance from Section 20.27(2) of the Municipal Code (Zoning Code) for construction of a new building located on parcel #281-20-85360101C: Mr. Olejniczak stated that this decision letter is in regard to building 433, which is the 110-foot tall structure.

Moved by Mr. Augustson, seconded by Ms. Schopf to approve the decision letter for building 433. Roll call vote. All ayes. Carried.

Adjourn: Moved by Ms. Schopf, seconded by Mr. Murrock to adjourn. All ayes. Carried. Meeting adjourned at 1:13 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE

October 13, 2020

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Ald. Wiederanders appeared by zoom and Alders. Bacon and Williams appeared in person. Also present: City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, and Receptionist Metzger.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda.

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Exchange of Easements, City of Sturgeon Bay-Door County Maritime Museum.
5. Review bills.
6. Adjourn.

No one spoke during public comment on agenda items and other issues related to finance & purchasing.

Consideration of: Exchange of Easements, City of Sturgeon Bay- Door County Maritime Museum:

City Administrator Van Lieshout explained that the City of Sturgeon Bay and the Door County Maritime Museum have maintained an informal agreement regarding the placement of a port security camera on the top of the museum. He stated that with the construction of the maritime tower an opportunity presents to install a modern fiber technology camera replacing the current wireless camera. The Door County Maritime Museum has agreed to host the camera and install the fiber optic cable and conduit at their expense in exchange for use of the fiber. In addition, they have requested to install conduit under the walkway between the museum and Tug Purves to serve as a future hot water loop for heating the tug during the winter months in place of the current method of diesel fuel heaters. The City Attorney will prepare an agreement formalizing the terms.

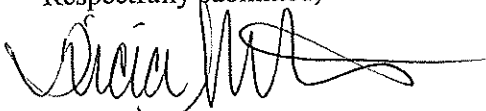
Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the exchange of easements between the City of Sturgeon Bay and Door County Museum to effectuate proper underground utilities. Carried.

Review bills

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting 4:24pm.

Respectfully submitted,



Tricia Metzger

CITY PLAN COMMISSION
Wednesday, October 21, 2020

A meeting of the City Plan Commission was called to order at 6:00 p.m. by Chairperson David Ward in the Council Chambers, City Hall, 421 Michigan Street.

Roll Call: Members Helen Bacon, Debbie Kiedrowski, Jeff Norland, David Ward, Dennis Statz, Mark Holey, and Kirsten Reeths were present. Also present were Alderpersons Gary Nault and Spencer Gustafson, City Administrator Josh VanLieshout, Community Development Director Marty Olejniczak, Planner/Zoning Administrator Chris Sullivan-Robinson, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Statz, seconded by Mr. Norland to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of Joint Council & Plan Commission meeting minutes from October 6, 2020.
4. Approval of Plan Commission minutes from October 6, 2020.
5. Public comment on non-agenda Plan Commission related items.
6. Request from Fincantieri Bay Shipbuilding to rezone various parcels along Third Avenue (parcel #281-10-85340109B; #281-10-85371001R; #281-10-35371301R; #281-10-85371401; and #281-10-85360101C) from Central Business District (C-2) to Heavy Industrial (I-2):
 - a. Presentation
 - b. Public Hearing
 - c. Consideration of
7. Consideration of: West Waterfront redevelopment proposals.
8. Conceptual Planned Unit Development (PUD) for West Waterfront redevelopment area, located on the north side of E. Maple Street.
9. Consideration of: Sunset School redevelopment proposals.
10. Conceptual Planned Unit Development (PUD) for Sunset School property, including the school's parking area across Erie Street.
11. Consideration of: Zoning text amendment in C-5 district regarding mixed-use buildings.
12. Adjourn.

All ayes. Carried.

Approval of Joint Council & Plan Commission minutes from October 6, 2020: Moved by Ms. Reeths, seconded by Ms. Kiedrowski to approve the Joint Council & Plan Commission minutes from October 6, 2020. All ayes. Carried.

Approval of Plan Commission minutes from October 6, 2020: Moved by Mr. Holey, seconded by Ms. Kiedrowski to approve the Plan Commission minutes from October 6, 2020. All ayes. Carried.

Public comment on non-agenda Plan Commission related items: No one spoke during public comment.

Request from Fincantieri Bay Shipbuilding to rezone various parcels along Third Avenue (parcel #'s 281-10-85340109B; 281-10-85371001R; 281-10-35371301R; 281-10-85371401; and 281-10-85360101C) from Central Business District (C-2) to Heavy Industrial (I-2):

Presentation: Mr. Olejniczak stated that the initial presentation was held at the last meeting. The rezoning involves properties along N. 3rd Avenue that are not already zoned heavy industrial (I-2). Those properties are currently zoned central business district (C-2). Since Fincantieri's last presentation they have scaled back the area to be rezoned and have decided to keep the train depot and Red Oak Winery building as C-2. After the public hearing is held, a ¾ vote would be needed to act on this request at this meeting.

Todd Thayse, Vice-President and General Manager of Fincantieri Bay Shipbuilding, stated that they felt it made sense to rezone the other properties and clean up the corner. They have acquired the Palmer Johnson properties,

the train depot and Red Oak Winery buildings. The train depot and winery buildings are likely to become office space for those that will oversee the programs they are building.

Ms. Bacon asked if the Red Oak Winery building can be painted. Mr. Thayse responded upgrading the exterior of the building is part of the plan. She mentioned that it is a historic corner, with the existing Waves hair salon, as it used to be a bus depot, and many people had concerns.

Mr. Thayse stated that there is no plan to tear down the train depot. If they found that they had no use for it, then it would be offered to any organization that would want it.

Ms. Kiedrowski touched back on what had been previously stated regarding views, in particular the people across the street. She asked if Fincantieri is committed to a beautification plan and wondered what was going to happen with the gravel pile. Mr. Thayse responded that the gravel pile will be moved into the yard before winter and used for fill. He said that he had walked the street with neighbors getting ideas for the beautification plan. The parking lots will be blacktopped.

Mr. Statz noticed that the map shown on the screen was different compared to the map in the agenda packet. Mr. Olejniczak explained that the map on the screen was accurate. Fincantieri still wanted the setback for the new addition on the building to be industrial. The new line will be far enough easterly of building 422 to accommodate their 14-foot lean-to addition and the normal setback for industrial.

Mr. Thayse added that a door will be installed on the north side of the existing building for access and egress.

Mr. Holey stated that interpretation should be included on what is going on with the beautification. They could maybe even link up with the Maritime Museum. It could be made an interesting walk on 3rd Avenue instead of just a pretty one. Mr. Thayse agreed and mentioned that a few years ago they excavated the Adriatic shipwreck in Berth One. They kept some of the pieces that they thought could be displayed. Destination Sturgeon Bay has a rendition of an idea of what could happen on 3rd Avenue in regard to a 1000 foot walk, with some type of signage added.

Mr. Thayse added that the addition to building 422 is one story, 14 feet wide, and approximately 20 feet high. It is about 2/3 the length of the existing building. The existing building is 57 feet high. The addition would not block anyone's view.

Mayor Ward mentioned that there is a 2021 budget line item for the beautification plan. It was suggested to hire a professional planner to coordinate the beautification plan. That would produce a more neutral person being involved, and Mr. Thayse was agreeable to that.

Public Hearing: Mayor Ward opened the public hearing at 6:28 p.m.

Hans Christian, 330 N. 3rd Avenue, gave a presentation that contained photos with examples of shipyards in other areas. Fincantieri is short on buffer areas. He, as well as others, own a historic building on 3rd Avenue and a lot of money has been put into them. The City should protect them. He referenced the Comprehensive Plan. The working waterfront is an important part of the City. The train depot should be made into a destination. He referred to the noise issue and thought a sound/environmental consultant should be hired to suggest remedies to minimize the noise.

Paul Anschutz, 221 N. 6th Avenue, said the City should be looking at a way to buffer the noise. He presented the idea of constructing a wall to buffer the noise.

Phil Rockwell, 368 N 3rd Avenue, expressed concern of the sand and silica dust in his yard from the shipyard. The parking lot doesn't need to be rezoned. When something is needed, they can ask for it.

Lynn Gilchrist, 361 N 6th Avenue, likes the idea of taking time and look into all things that were brought up. She would like to see renderings of the buildings. Professionals should be hired to do research for aesthetics, noise levels, and emissions into the air.

Spencer Gustafson, 445 S. Grant Avenue and District 4 alderperson, said he does a lot of social media. There is a concern with noise and dust. There should be more communication between the shipyard and the public.

Kelly Catarozoli, 344 N 4th Avenue, stated that she bought property across from C-2 zoning. It needs to remain C-2. The shipyard should move their buildings around and use space that exists.

Ms. Nault read ten letters in favor of the rezoning from:

Jamie Alberts, Nicolet National Bank
Chris Woleske, Bellin Health
John Asher, Roen Salvage Company
Steve Estes, Advanced Disposal
Travis Martin, Bay Engineering
Nancy Bertz, Stone Harbor
Trevor Hasenjager, Sturgeon Bay Business Community
Amy Austad LaBott, Door County Ace Hardware
Jon Hanson, owner of various Sturgeon Bay businesses
David Gombos, ABS

Two letters were read in opposition from:

Liz Orlock,(no address given)
Erin Tauscher, 233 N 3rd Avenue

One letter was read that was not for or against from Shirley Weese Young, business owner on 3rd Avenue.

The public hearing was declared closed at 7:26 p.m.

Consideration of: Mr. Norland summarized the testimony as to what the concerns were, including visibility, noise, dust, etc. The shipyard has been there many, many years. These issues have to be somehow mitigated. He questioned what the long-term plan was for the property by rezoning it to I-2. Mr. Thaysse responded that there is no plan to put a building on the parking lot. The 3rd Avenue corridor is in the beautification plan.

Mr. Olejniczak listed parking setbacks as five feet from the right-of-way. The setback for buildings in the I-2 district it is 50 feet from the right-of-way of 3rd Avenue, and 15 feet from the right-of-way in the C-2 district.

Ms. Kiedrowski stated that in the past, Fincantieri has been a very good neighbor to the community by offering good paying jobs, giving contributions, donations, etc. But, they are not a good neighbor to their neighbors. There needs to be a commitment to a high quality landscape designer that could mitigate a lot of the concerns.

Ms. Bacon questioned the zoning district boundary compared to property lines. Mr. Sullivan-Robinson responded that zoning boundaries are completely different than property lines. Changing the zoning line does not affect the property line.

Ms. Bacon stated that she is very aware of the dust, etc. Sandblasting will be contained in the future. That would be the same as painting. Some of these issues keep coming up, but will be resolved with the new construction. It has a tendency to get confrontational instead of informational. Maybe sharing information in more of a conversational way things could move forward. We need to listen to each other and come up with some solutions.

Mr. Holey said that he is not convinced if the Commission should act on this zoning request at this meeting. He wants Fincantieri to be competitive and continue to get business and be a benefit to the City. The City has done a lot to allow that to happen. A parking lot is allowed in C-2 and I-2. He referred to the access behind the train depot in which the border could go straight north and everything to the west that allows access to that building may be rezoned, with everything to the east remaining C-2. If zoned I-2, there would be less review in the future as to what is being done there.

Ms. Reeths stated that Sturgeon Bay is no different than any other place that has these issues. Fincantieri fits into the past and current comprehensive plan. The train depot could be used as a public place for artifacts displayed outdoors for beautification or used as a training area for the public to learn about the 1,000-footers and others that have been built in the past. That could be the center of the beautification plan. With the Navy contract, this is a great thing for Sturgeon Bay for employment.

Ms. Reeths offered to make a motion to approve the rezoning with the conditions of submitting a planned drawing of the plans, a noise study with a solution, and a public beautification detailed plan and design.

Mayor Ward explained that the Commission was not at the point of making a motion.

Mr. Statz said he would not vote on this at this meeting. He would love to see the train depot kept where it is. There isn't a need to rezone all the parcels requested. He would like to see a plan in place. The shipyard can't be moved and a 4-lane highway can't be built as a buffer. He would not like to see Bay Ship buying homes across the street as a buffer and making a parking lot or used for employee housing. Can sandblasting be done off site? The dirt pile needs to be addressed.

Mayor Ward stated that since there will not be a ¾ vote to act on this rezoning at this meeting, he scheduled a special meeting of the Plan Commission for Wednesday, October 28th at 7:00 p.m. It can be explored with Bay Ship for a lesser footprint. The immediate need is to build a lean-to addition on the building and to add a door that faces north. Bay Ship is committed to a beautification plan, as is the City. The gravel and snow pile will go away and a parking lot will be made. Sandblasting will be done inside. They must follow environmental regulations to give an assurance. Building a barrier like on an interstate highway for noise is not the answer, as it would obstruct the view.

Mr. Holey thought that a summary of the regulations they need to follow would be very useful to learn about.

Ms. Bacon added alternatives to snow removal should be added to the list.

Consideration of the rezoning request will be held during a special Plan Commission meeting next week Wednesday at 7:00 p.m.

Consideration of: West Waterfront redevelopment proposals: Mr. Olejniczak stated that a new redevelopment plan was developed by the West Waterfront Ad Hoc Committee for the area between the Michigan Street Bridge and Oregon Street Bridge. A public promenade is now under construction. Request for proposals had been sent out and three proposals were received. All the proposals were multifamily housing. He gave a summary of the proposals.

FIT Investment Group / Cinnaire Solutions / Engberg Anderson Architects proposed a plan for 41 units. It also included two retail areas for a total of 3700 square feet. Thirty-seven units would be affordable housing, using WHEDA tax credits. That is how the proposal for the West Side School/West Side Field project was going to be funded. The other 4 units would be market rate. They needed \$350,000 of City support, which would create a building value of approximately \$1.67 million. The assessed value is based on income approach. Construction would begin in January, 2022 and be completed the end of 2022. WHEDA tax credits are a competitive process and there are no guarantees that those get approved.

Northpointe Development Corp., who is the group that wanted to redevelop the West Side School / West Side Field, proposed 40-unit multifamily housing, with no commercial space. This would include 21 affordable units at 80% of the county median income level and 19 units at market value. They need approximately \$740,000 of TIF support. This would also involve the use of the county's \$1.4 million in CBDG funds. The building value is \$3.8 million. The construction schedule would begin April, 2021 and be completed by June, 2022.

T.Wall Enterprises included 78 units, with underground parking and no commercial space. The units would be 10% market rate. There would be a mix of one, two, and three bedroom units. They ask for \$2.5 million in support. The assessed value is projected at \$10.3 million. They asked for an 18 month contingency period to make sure

everything is going to work out. Prior to the RFP, the City had tried to work out a development agreement with T. Wall on the options and had gone to the Finance Committee and was not able to work out a deal.

Mr. Olejniczak was looking for what the Commission's feelings were regarding site design and use standpoint, how well it fits the plan, if it is a doable project, and the financial aspects.

Mayor Ward declared a recess at 8:04 p.m. and convened at 8:14 p.m.

Mayor Ward mentioned that these proposals don't include the entire property available. This would include parcel 92. The other smaller site is parcel 100. This is a TIF district.

Mr. Olejniczak explained that a planned unit development (PUD) is a special zoning that is used for special projects that don't neatly fit into a regular zoning district. All three of the proposals would need to be rezoned.

Mr. Norland stated that he really liked the T. Wall proposal. The question is what makes the most financial sense? Mr. Olejniczak responded that Baird, the City's financial consultant, produced proformas as to how the developments would help or hurt the tax increment district.

Ms. Kiedrowski agreed with Mr. Norland and favored T. Wall. Northpointe would be her second choice.

Ms. Bacon said the site could handle a high-end building. She likes the underground parking, but with retail space. It would be nice if some of the ideas could be combined.

Mr. Holey likes the layout of T. Wall. He said he could go either way with T. Wall or Northpointe. Maybe there could be a maritime theme added.

Ms. Reeths questioned the two parcels and what is actually available for development on parcel 100. Mr. Olejniczak responded that there is 6000 square feet of developable property. There are a lot of easements located on parcel 100. He was concerned with T. Wall fitting in 78 units on parcel 92. Some of the property will be leased to the Historical Society for the grain elevator project. Ms. Reeths wondered if the City would get a tax base from the grain elevator based off the use of the building. Mr. Van Lieshout said it is possible under the statute that they could be subject to real estate tax and personal property tax, etc. In this case, the guiding documents would be the City's development agreement, as well as the sublease. They could be subject to tax, depending on the determination of the City Assessor.

Ms. Reeths added that this is our last buildable piece of waterfront property. The Ad Hoc Committee spent a lot of time on a redevelopment plan. It needs to be high-end, with retail and a restaurant. She liked Northpointe and T. Wall, with the underground parking.

Mr. Statz would like to see a more upscale development. Northpointe does not scream high-end to him.

Mayor Ward didn't think the Village @ West Waterfront (FIT) wouldn't produce enough taxable value. He emphasized that the other parcel is still available for development. The City currently has a lot of empty storefronts. The problem with Northpointe is the design. Their time schedule is better than others. They were easy to work with.

Gary Nault, 711 Hickory Street and District 5 Alderperson, stated that he received a lengthy call from a constituent with concerns that was aware of the original plans for the West Waterfront and did not think the waterfront was the place for affordable housing. The original plans included a hotel, retail, and a restaurant.

After discussion, it was the consensus of the Commission to eliminate FIT.

Members wondered if the 18 month contingency period could be renegotiated with T. Wall.

It was suggested to ask Northpointe if they could submit a more upscale design, what their finishes would be, and if they would consider expanding the project by going up to 50 units to increase the value. Another item would be to find out if they could have all market rate units, as well as adding commercial.

Mr. Olejniczak will contact the developers with the questions that arose from the members.

Since FIT was eliminated, item #8 was removed.

Consideration of: Sunset School redevelopment proposals: Mr. Olejniczak stated that three proposals were received for the Sunset School redevelopment. The school district is planning on closing Sunset School after this school year and market the site for redevelopment of some type of housing. The zoning is R-4 multifamily. The school district and the City worked together in creating a request for proposals. The three proposals received include:

Doreen Phillips from Maritime Heights, who is the developer for the apartments across Erie Street from the school. She proposed 32 – 50 apartment units. It would be the same design as she is building now, with detached garages and 2 – 3 bedroom units. That project would generate about \$3.5 - \$4 million in value depending on the number of units. In terms of assistance, she would pay \$10,000 for the land, but would like \$30,000 in property tax rebates from the City payable in two years after construction. Rents would be \$795 for a two bedroom and \$995 for a three bedroom.

SC Swiderski, the apartment developer who constructed the apartments off of Grant Avenue, proposed 23 - 28 units, with a mix of 1, 2, or 3 bedrooms. Rents would range from \$845 to \$1,145 per month. This is a townhome design with attached garages. They would pay \$1 for the land and would like the City or school district to demolish the building. They also would like \$200,000 in City assistance payable with \$50,000 after completion of each of the four buildings proposed. This would be \$3 million in taxable value.

Horizon, who is a WEHDA tax credit developer, proposed 48 unit apartments, with 6 market rate apartments and 42 WHEDA tax credit units. There would be 3 – 16 unit buildings, with some covered parking. Their rents would range from \$335 to \$1,150. They would pay \$240,000 for the property, but would also like the school to demo the building. Also, \$478,000 in tax increment financing assistance is requested. Their project would generate \$1.5 million in value.

Ms. Bacon stated that Maritime Heights still is not done with their current project. It is not the most attractive development. She likes the SCS proposal. She would like the development to look good from 8th Avenue. People in the neighborhood would like more upscale.

All members agreed that SCS was most appealing, although more could be done for the exterior design.

Mayor Ward stated that it would cost approximately \$190,000 to demo the building and clear the site.

Spencer Gustafson, District 4 Alderperson, stated that he lives in a Swiderski apartment and it is high quality, but they have gone through six managers in two years. It took a long time to complete the landscaping.

Mr. Olejniczak stated that a meeting will have to take place with the school district, since they are the building and land owner.

Mr. Van Lieshout said there could be a TIF district created. There still is a need for a workforce spectrum. This would be a joint decision that will be made.

Ms. Reeths didn't think that \$1 for the land was not suitable. Mr. Olejniczak added that there can be counteroffers.

No formal recommendation was needed.

Conceptual Planned Unit Development (PUD) for Sunset School property, including the school's parking

area across Erie Street: Mr. Olejniczak stated that the property is already zoned multifamily. Any project that is 25 units or more has to be done through a planned unit development under the City's code. The first step is a conceptual PUD and no actions are taken. It allows for an overview of the project and for Plan Commission members to provide feedback.

Mr. Olejniczak went over the Concept PUD parameters. He gave a description of the land, which is the school District's property, as well as the parking lot, which totals 3.57 acres. He also spoke about the proposed land uses, density height & area requirements, and parking. He added that with the SCS proposal, it would not need an increase in density, but it could increase the setback from the rear property line.

Mayor Ward believed that a higher-end development is needed for a balance. He would agree with a 25-foot setback.

Mr. Statz agreed with having a higher-end development, as well as a 25-foot setback. He also like the garages.

Mr. Norland said that it is nice having the garages facing inside, but when you look at the back of the garages from 8th Avenue, there is one flat wall. Mr. Olejniczak responded that the Commission could insist on changing the way the garage faces.

Mr. Sullivan-Robinson reminded members that the proposal will also be reviewed by the Aesthetic Design & Site Plan Review Board.

No action was needed.

Consideration of: Zoning text amendment in C-5 district regarding mixed-use buildings: Mr. Sullivan-Robinson stated that in August staff brought to the Commission a potential code amendment for the C-5 district. There was conflict on how the City allowed a mixed-use building. A code text amendment was proposed to remove the restrictions that limit home occupations within an area that allows commercial uses and to remove the restrictions that limit residential uses to 50% of the floor area of a mixed-use building.

A short discussion was held. Moved by Mr. Holey, seconded by Ms. Reeths to recommend to Council the zoning text amendment for the C-5 district regarding mixed-use buildings. All ayes. Carried.

Adjourn: Moved by Mr. Statz, seconded by Mr. Norland to adjourn. All ayes. Carried. Meeting adjourned at 9:42 p.m.

Respectfully Submitted,



Cheryl Nault
Community Development Secretary

**Parking & Traffic
October 26, 2020**

A meeting of the Parking & Traffic Committee was called to order at 4:30 p.m. by Chairperson Reeths in Council Chambers, City Hall, 421 Michigan Street.

Members Kirsten Reeths, Gary Nault and Spencer Gustafson were present. Also present: City Administrator Josh VanLieshout, Police Chief Clint Henry, and Municipal Services Director Mike Barker.

Moved by Ald. Nault, seconded by Ald. Gustafson to adopt the following agenda:

4 and #5 from original agenda was swapped

1. Roll call.
2. Adoption of agenda.
3. Public comment.
4. Consideration of: **UTV/ATV City street trails to CP&S Committee for further consideration**
5. Consideration of: **"No Parking Zone" on the south side of W. Walnut Drive between S. Elgin and S. Fulton Ave.**
6. Adjourn.

All in favor. Carried.

Public comment. None

Consideration of: UTV/ATV City street trails to CP&S Committee for further consideration:

Jeff May offered his support on helping come up with a route through the city for UTV/ATV riders. He stated that he helped Nasewaupée develop their plan to allow UTV/ATVs on their roads. He stated that there is great interest from folks from within the City and outside the City to connect Sturgeon Bay to the rest of the trail systems. Ald. Gustafson stated that from his dealings with his constituents he would like to see them kept out of neighborhoods. He also mentioned that he had mixed responses when he posted this topic on social media. Ald. Nault spoke of his support and how this would be a nice thing for the residents as long as we could come up with the safest routes. Ald. Reeths spoke about different laws that the DOT and WI DNR have for UTV/ATV riders and that they could be good tools for the City to use to develop our own rules and routes. Police Chief Henry mentioned that use of the Highway 42/57 bridge may be the best option to be able to keep the UTV/ATVs out of neighborhoods. City Administrator stated that no ad hoc committee is needed to help with this; the Parking and Traffic committee should continue to research and determine if this should be allowed. He also mentioned that it should really be determined if this is what the City wants, also mentioned that the public safety departments should have input on their concerns/ideas. Jeff May said that he would meet up with other citizens that are in support of this and get some ideas on paper prior to next meeting. This will be discussed at next meeting.

Consideration of: "No Parking Zone" on the south side of W. Walnut Drive between S. Elgin and S. Fulton Ave.:

Ald. Gustafson proposed a "No Parking Zone" as outlined due to a high amount of large vehicles parked in the area. There are often large trucks, trailers, and vans parked on W. Walnut on both sides of the street thus leaving the street just wide enough for one vehicle to pass at a time. Ald. Nault mentioned that a small portion of that area already had two "No Parking Between Signs" posted and that we could simply extend the no parking area. Mike Barker mentioned that there was a complaint earlier this summer from a resident of the abundance of parking and how children were entering the street between the cars and it was a safety concern. He also verified that there was an unusually high amount of large vehicles and trailers parked this summer.

Moved by Ald. Gustafson, seconded by Ald. Nault, to **"Extend existing No Parking Zone to the corner of S. Fulton and add an additional sign in the middle of the extended No Parking Zone"**. All in favor. Carried.

Motion to Adjourn:

Moved by Ald. Gustafson, seconded by Ald. Nault. Meeting adjourned at 4:53 p.m.

Respectfully Submitted,

Mike Barker
Municipal Services Director



Kalin Montevideo
Assistant Fire Chief

CITY of STURGEON BAY FIRE DEPARTMENT

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2448 Office
Email: kmontevideo@sturgeonbaywi.org

STURGEON BAY FIRE DEPARTMENT SEPTEMBER 2020 FIRE REPORT

SEPTEMBER INCIDENTS: 129
2020 TOTAL INCIDENTS: 1,083

INCIDENTS BY JURISTICTION:

CITY - East Side: 88 Year to Date: 709
78 – Medical Incident
01 – Carbon Monoxide Incident
01 – Gas Leak

AVERAGE RESPONSE TIME:

EMERGENT: 4.15 Minutes NON-EMERGENT: 4.40 Minutes
01 – Vehicle Accident
01 – Unauthorized Burning
01 – Lightning Strike
03 – Alarm/Detector Activation, No Fire
02 – Smoke Scare/Odor of Smoke

CITY - West Side: 30 Year to Date: 253
25 – Medical Incident
01 – Smoke Scare/Odor of Smoke

EMERGENT: 3.40 Minutes NON-EMERGENT: 3.29 Minutes
01 – Carbon Monoxide Incident
02 – Trash/Rubish Fire
01 – Public Service

Town of Sevastopol: 03 Year to Date: 55
01 – Alarm/Detector Activation, No Fire

EMERGENT: 9.28 Minutes NON-EMERGENT: N/A Minutes
01 – Carbon Monoxide Incident
01 – Assist Law Enforcement/Gmt Agency

Town of Sturgeon Bay: 06 Year to Date: 49
01 – Carbon Monoxide Incident

EMERGENT: 8.43 Minutes NON-EMERGENT: 9.04 Minutes
04 – Medical Incident
01 – Alarm/Detector Activation, No Fire

MUTUAL AID/MABAS INCIDENTS

Gibraltar: 0 Year to Date: 01

Southern Door: 02 Year to Date: 09
02 – Structure Fire

Egg Harbor: 0 Year to Date: 01

Brussels, Union, Gardner: 0 Year to Date: 01

Jacksonport: 0 Year to Date: 02

Sister Bay: 0 Year to Date: 02

Washington Island: 0 Year to Date: 01

INPECTION REPORT:

	<u>Regular Inspections</u>	<u>Re Inspections</u>	<u>Occupancy Inspections</u>	<u>Hours</u>
Inspections – City of Sturgeon Bay:	<u>67</u>	<u>20</u>	<u>02</u>	<u>72.26</u>
Inspections – Town of Sevastopol:	<u>03</u>	<u>0</u>	<u>0</u>	<u>3.14</u>
Inspections – Town of Sturgeon Bay:	<u>02</u>	<u>0</u>	<u>0</u>	<u>.57</u>
Inspections – Town of Jacksonport:	<u>19</u>	<u>01</u>	<u>0</u>	<u>11.28</u>

Sevastopol Burn Permit:

Permits Issued for Month: 07

Year to Date Permits Issued: 88

SPECIAL REPORTS, TRAINING AND MAINTENANCE

MAINTENANCE:

Firefighters repaired the tank-to-pump valve on Brush 8; cleaned and flushed the drains at eastside garage; modified a gun box in SBPD vehicle; cleaned and repacked the wheel bearings on the trailer; steam cleaned new chairs; moved the ballot drop/mail box in front of City Hall and repainted it; all apparatus pumps were tested; repaired the hammer drill and repaired the door handle on Tender 3.

TRAINING:

739.9 hours of training was conducted in September. Firefighters trained with driving and truck pump operations, auto extrication tools and procedures, along with hybrid vehicle procedure; pre-fire plans; eighteen firefighters completed a 4-day Trench Rescue training held at the SB Training Facility and five part-time firefighters began Emergency Medical Responder (EMR) training held at NWTTC.

Other:

Fire Chief and AC attended City and other Town meetings and installed one (1) car seat. Our Department created a "Virtual Station Tour" that can be viewed on the City's website: www.sturgeonbaywi.org. We also presented one fire safety/extinguisher demo for employees at Boy's and Girl's Club.

COVID-19 Update:

The number of positive COVID-19 cases continue to rise in our community. Additional precautions and cleaning processes are ongoing including wiping down of surfaces in the station and apparatus at the beginning of each duty shift and following interactions during calls. The process of changing in and out of duty gear continues for firefighters. These processes are to ensure we are decontaminating our gear, clothing and apparatus as much as possible and not taking any contaminants to our homes.

We have seen an increase in call volume over the past few months; and we continue to respond to all incidents and calls for service.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the exchange of easements between the City of Sturgeon Bay and the Door County Maritime Museum to effectuate proper underground utilities.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 13, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.



Josh Van Lieshout
City Administrator

421 Michigan Street • Sturgeon Bay, WI 54235
Phone: 920-746-2900 • Fax: 920-746-2905
jvanlieshout@sturgeonbaywi.org • www.sturgeonbaywi.org

Memorandum

To: Finance Committee

From: Josh Van Lieshout
Marty Olejniczak
Tim Dietman

Re: Exchange of easements, City of Sturgeon Bay-Door County Maritime Museum

Date: October 9, 2020

The City of Sturgeon Bay and Door County Maritime Museum routinely join forces and work cooperatively on needs and issues. Since at least 2008, the City has maintained a port security camera on the top of the museum as part of the overall port security camera network. This network has operated using wireless technology, that at times relays a less than optimal image or is out of service.

The construction of the maritime tower presents a new opportunity to install a modern port security camera with a better view of the harbor. Door County Maritime Museum has agreed host a camera and install fiber optic cable and conduit at their expense in exchange for use of the fiber. Additionally, the Museum would like to install a conduit under the walkway between the museum and Tug Purves. The purpose of the conduit is to serve as chase for a future hot water loop for heating the tug in the winter months. Currently the tug is heated by diesel heaters, which are expensive to operate and inefficient.

Below is a summary of the general terms, the City Attorney will prepare the actual agreement.

Heating loop conduit:

- The Museum coordinates the work with Peters Concrete (contractor for West Waterfront Promenade) separately from the City's contract, this is for coordination and cost accounting purposes).
- The work gets completed prior to the start of the above ground improvements in that area (the seating steps and limestone wall). This is critical because it is doubtful the City would allow the work to occur at a later date unless the heating line was directionally bored instead of trenched.
- The Museum pays for the asphalt patch that will be needed in the area of the trench that will remain asphalt. City Engineer Chad Shechik's initial estimate is about \$2,000 based upon the unit price in the bid.

Port Security Camera, Conduit and Fiber Cable:

- Door County Maritime Museum provides access to the facility for placement of fiber entry, fiber demarcation, camera mounting, and all related cabling.
- City utilizes the fiber connection and provides access to DCMM not exceeding a 100 Megabits.
- DCMM covers the fiber install cost, including splicing to make the fiber link active.
- City allow access of the internet at no cost to DCMM. This is only for connection and does not include any other services.

Staff strongly recommends approval of the general terms in order to draft the necessary easements and agreements. The port security network is a frequently used tool in investigations involving matters on the waterway and bridges by the City and other agencies. The hot water loop will mitigate the need the for fuel trucks to have access along the waterfront walkway and reduce the potential for vehicle conflict.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the acquisition of parcel 281-62-10000117 from Door County in the amount of the back taxes owed.

Respectfully submitted,
FINANCE/PURCHASING & BUILDING
COMMITTEE
By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

EXECUTIVE SUMMARY

Title: Acquisition of Tax Foreclosed Parcel - #281-62-10000117 - Egg Harbor Road

Background: The Council recently agreed to accept the donation of the former Bank Mutual parcel located at 1227 Egg Harbor. That transaction should be recorded soon. Behind the Bank Mutual parcel is a vacant parcel that was acquired by Door County via tax foreclosure. City staff recognized that by combining the Bank Mutual lot and the vacant lot, it would make a much more viable redevelopment site. Therefore, the Finance Committee requested that the County not put the foreclosed lot up for auction until after the City could investigate the possibility of acquiring it for redevelopment. County Administrator Ken Pabich agreed to withhold that parcel from the list of properties to be auctioned. He feels that the County would be willing to transfer it to the City for the price equal to the back taxes owed. This is the same arrangement that was used when the City acquired the Simon parcel on the other side of Egg Harbor Road.

It will be easier to market these parcels for redevelopment if the City formally controls the foreclosed lot. Therefore, The Finance Committee and Council is requested to petition the County to obtain the vacant lot in exchange for paying the back taxes (\$10,840.19). If acquired, it would create a development site of just over 2 acres with 328 feet of frontage on Egg Harbor Road. Staff believes this site would be good for commercial uses or apartments. In particular, senior apartments could be viable given its proximity to the ADRC community center and various amenities along Egg Harbor Road.

Fiscal Impact: The acquisition is expected to cost \$10,840.19. From that amount the County would return \$577.57, which is the amount of the unpaid special assessment that is attached to the lot. The long-term fiscal impact could be very positive because the City may be able to sell the overall development site for a much higher value or use the land as an incentive to ensure a high-property value development gets built on the site.

Recommendation: Pursue acquisition of parcel #281-62-10000117 from Door County in exchange for payment of the back taxes owed.

Prepared by: Martin Olejniczak
Martin Olejniczak
Community Development Director

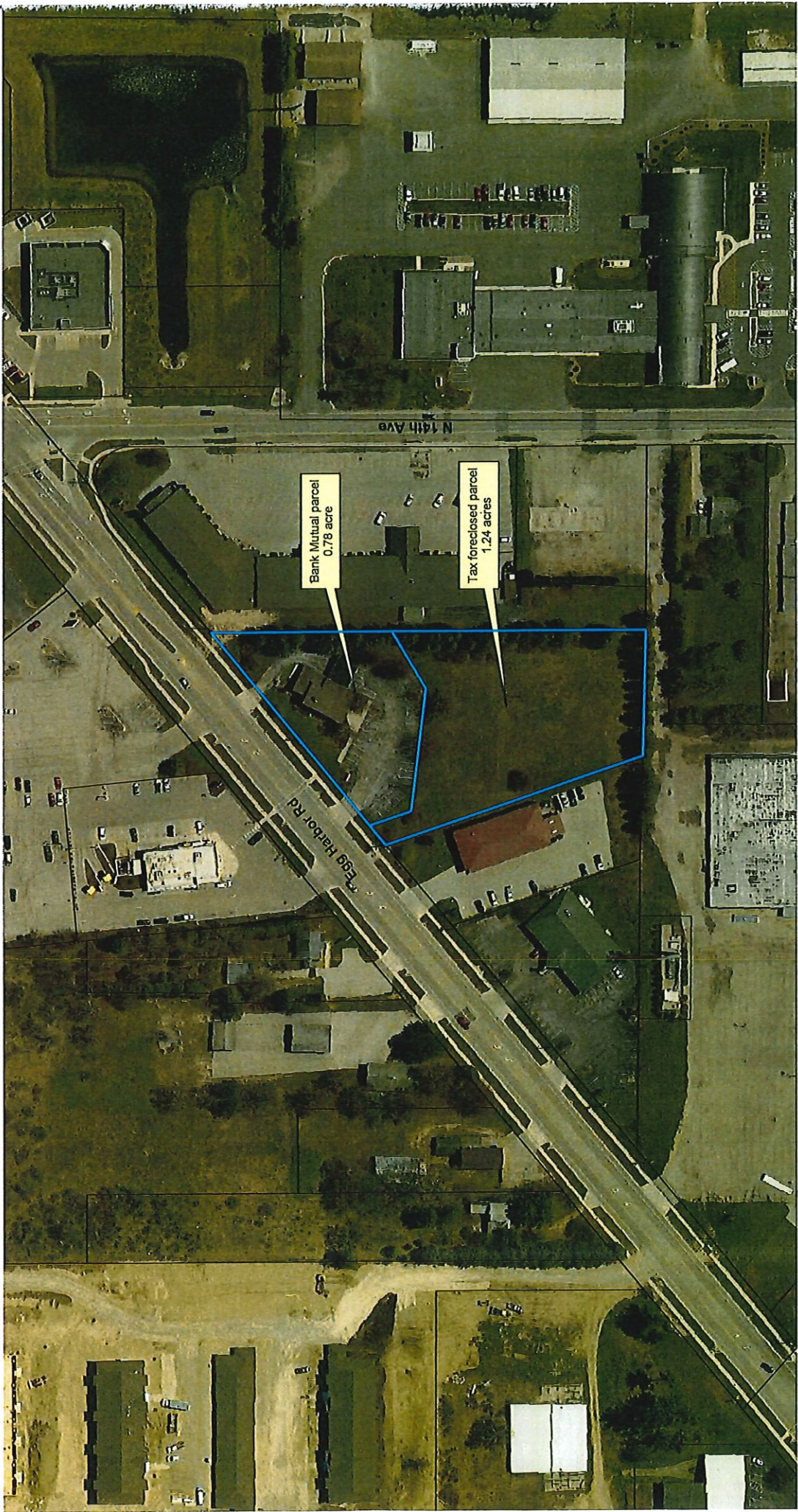
10-22-2020
Date

Reviewed by: Val Clarizio
Val Clarizio
Finance Director

10/22/20
Date

Reviewed by: _____
Josh Van Lieshout
City Administrator

Date



Parcel: 2816210000117 R Door County 2019 Taxes
 WAGENER DELINQUENT, TXD023C1
 Bill#: 3822 Desc: SUBD. 10
 NICHOLAS & GREYNA TRST COM W LN N14TH AVE & S LN
 515 LEFFINGWELL AVE #220 SUBD 10 N88DW217.70'BG N88D
 ELLENTON FL 34222 W147.90'N18DW329.08'N50DE
 Type Desc. (F7=Detail) 30'S18DE52.54'S82DE146.50'N
 L2 COMMERCIAL Land Improvements 58DE79.52'S307.54'BG.
 126500 E.F.M.V. 139800

RE Tax: 3016.53 RE Tax Paid:
 Lottery Used:
 3 STREET IMPRVNMT Special In Trust: 68.15 Paid:
 15 DELO WATER CHG Special Tax: 42.30 Paid:
 34 SIDEWALKS-BNDED Special In Trust: 122.33 Paid:

FIRST HALF: 1741.05
 SECOND HALF: 1508.26
 FULL PAYMENT: 3249.31
 BALANCE DUE: 3249.31
 F3=Exit F6=Payment History F8=Delinquent Totals F12=Cancel
 TOTAL TAX: 3249.31 TOTAL PAID: F20=Legal

Taxes - 4 years - \$10,840.19

of that \$577.57 is Special Assessments
 in trust
 City would get that back.
 They (City) would get 2020 Bill

JAY ZAHN
 Door County Treasurer
 421 Nebraska Street
 Sturgeon Bay, WI 54285

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to accept the revised easement with American Transmission Company in the amount of \$3,000.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 2020

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.

EXECUTIVE SUMMARY

Title: Revised Easement for American Transmission Company

Background: American Transmission Company is replacing their electric transmission line through the west side of the city and under the bay to the electric substation on 1st Avenue. The company procured easements from the City for the portion of the line that runs through city property. The City was compensated \$93,000 for the utility easements along with temporary construction easements to use extra City property while the line is installed.

ATC later determined that the original location planned for the riser structure would not work because existing underground utilities interfered with that location. The riser structure is where the transmission line switches from overhead to underground and is near where the approach to the Oregon Street Bridge meets E. Maple Street.


City staff worked with ATC to determine a new location for the riser structure that would have the least amount of additional impacts on the City's property. A location was found but it required the original easement area to be adjusted. ATC has mapped the new easement area, created a correction instrument, and recalculated the financial impact for the new easement. Due to the additional 545 square feet of property affected by the easement, ATC calculates an additional \$3,000 is reasonable compensation. They are requesting the City approve the correction instrument for that amount of compensation.

Fiscal Impact: \$3,000 would be received from ATC for the revised easement. The value of the City's land would presumably be lowered by the same amount if ATC's appraisal is correct.

Recommendation: The staff worked with ATC to ensure the least amount of impact to the redevelopment site. Therefore, the recommendation is to approve the revised easement for the \$3,000 offered by ATC.

Prepared by: 
Martin Olejniczak, Community Development Director

10-22-2020
Date

Reviewed by: 
Chad Shefchik, City Engineer

10-22-20
Date

Reviewed by: 
Valerie Clarizio, Finance Director

10/22/20
Date

Reviewed by: _____
Josh Van Lieshout, City Administrator

Date

State Bar of Wisconsin Form 00-2011
CORRECTION INSTRUMENT

Under Wis. Stat. § 706.085

Document Number

Document Name

Undersigned hereby states that a certain document ("conveyance") titled as ELECTRIC TRANSMISSION LINE BASEMENT (type of document), and executed between City of Sturgeon Bay, Grantor, and American Transmission Company, Grantee, was recorded in Door County, Wisconsin, on June 30th, 2020, in volume N/A, page N/A, as document number 832142, and contained the following error:

The legal description and easement area as set forth on the Exhibit "A" attachment to the easement was incorrect.

Undersigned makes this Correction Instrument for the purpose of correcting the conveyance as follows:

To replace the Exhibit "A" with the correct and revised Exhibit "A" as attached hereto.

The basis for Undersigned's personal knowledge is (check one):

- Undersigned is the Grantor/Grantee of the property described in the conveyance.
- Undersigned is the drafter of the conveyance that is the subject of the Correction Instrument
- Undersigned is the settlement agent in the transaction that is the subject of this Correction Instrument
- Other (Explain):

Recording Area

Name and Return Address

2811210080101A, 281121C
Parcel Identification Number (PIN)

A copy of the conveyance (in part or whole) is is not attached to this Correction Instrument (if a copy of the conveyance is not attached, attach the legal description).

Undersigned has sent notice of the execution and recording of this Correction Instrument by 1st class mail to all parties to the transaction that was the subject of the conveyance at their last known addresses.

Dated _____.

* Teresa Kochaver, on behalf of ATC (SEAL)

AUTHENTICATION

Signature of _____
authenticated on _____

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. §706.06)

THIS INSTRUMENT DRAFTED BY:
Teresa Kochaver
On behalf of American Transmission Company LLC

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss
_____ COUNTY)

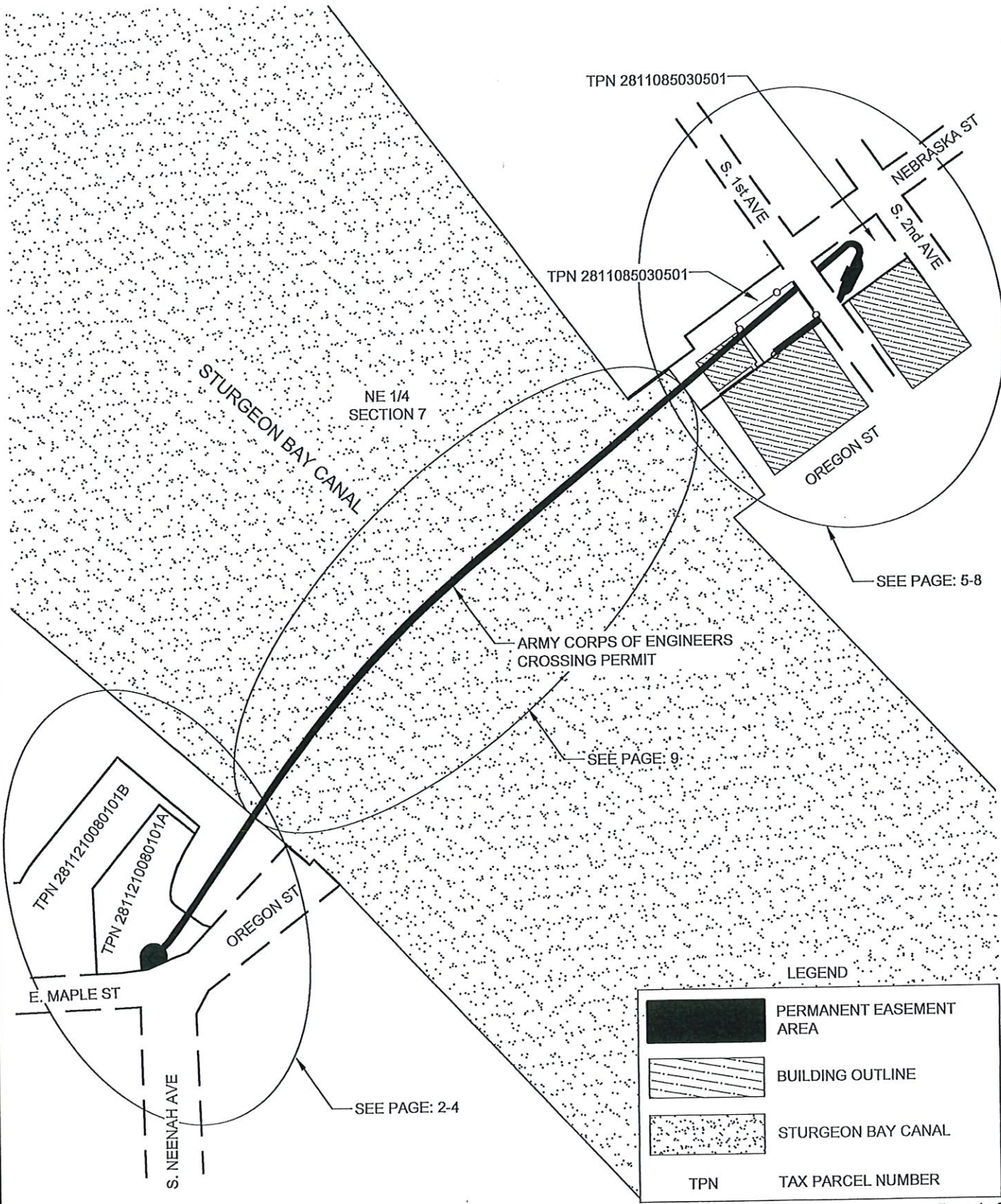
Personally came before me on _____,
the above-named _____
to me known to be the person who executed the foregoing
instrument and acknowledged the same.

* _____
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

EXHIBIT "A" PERMANENT AREA OVERVIEW



LEGEND




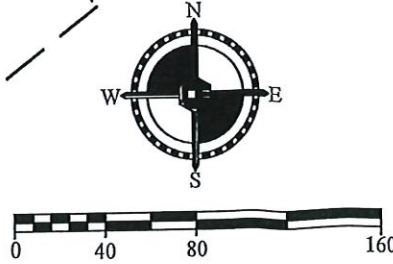
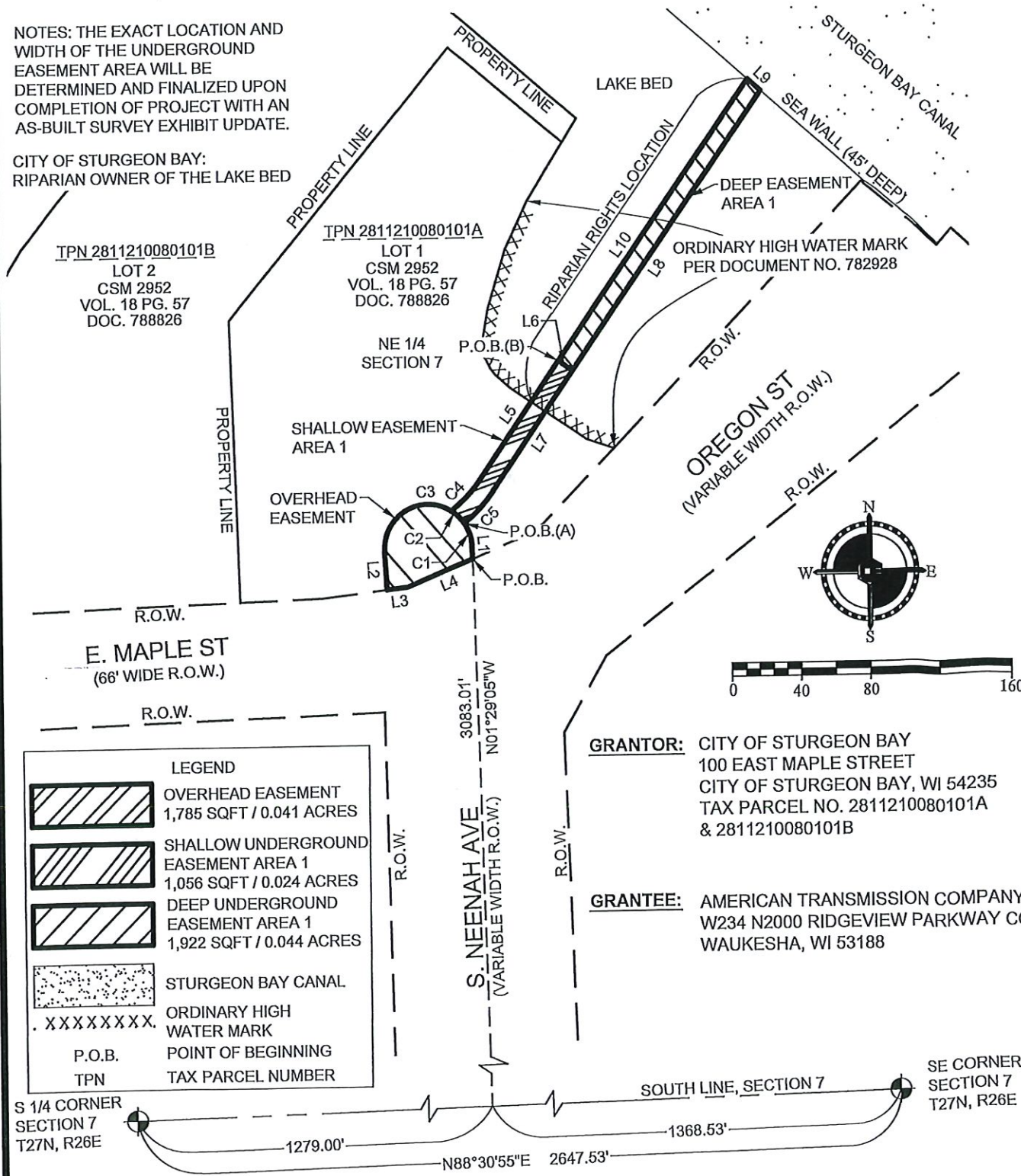
-  PERMANENT EASEMENT AREA
-  BUILDING OUTLINE
-  STURGEON BAY CANAL
- TPN TAX PARCEL NUMBER

EXHIBIT "A", PERMANENT AREA 1

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2952, RECORDED IN THE DOOR COUNTY REGISTER OF DEEDS VOLUME 18 OF CERTIFIED SURVEY MAPS ON PAGE 57 AS DOCUMENT 788826; BEING PART OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 7, TOWNSHIP 27 NORTH, RANGE 26 EAST, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN

NOTES: THE EXACT LOCATION AND WIDTH OF THE UNDERGROUND EASEMENT AREA WILL BE DETERMINED AND FINALIZED UPON COMPLETION OF PROJECT WITH AN AS-BUILT SURVEY EXHIBIT UPDATE.

CITY OF STURGEON BAY:
RIPARIAN OWNER OF THE LAKE BED



GRANTOR: CITY OF STURGEON BAY
100 EAST MAPLE STREET
CITY OF STURGEON BAY, WI 54235
TAX PARCEL NO. 2811210080101A
& 2811210080101B

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC.
W234 N2000 RIDGEVIEW PARKWAY COURT
WAUKESHA, WI 53188

LEGEND	
	OVERHEAD EASEMENT 1,785 SQFT / 0.041 ACRES
	SHALLOW UNDERGROUND EASEMENT AREA 1 1,056 SQFT / 0.024 ACRES
	DEEP UNDERGROUND EASEMENT AREA 1 1,922 SQFT / 0.044 ACRES
	STURGEON BAY CANAL
	ORDINARY HIGH WATER MARK
P.O.B.	POINT OF BEGINNING
TPN	TAX PARCEL NUMBER

S 1/4 CORNER SECTION 7 T27N, R26E
1279.00'
N88°30'55"E 2647.53'
1368.53'
SOUTH LINE, SECTION 7
SE CORNER SECTION 7 T27N, R26E

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 2 of 9

COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com

ATC
AMERICAN TRANSMISSION COMPANY

EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: 1"=80'
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", PERMANENT AREA 1

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2952, RECORDED IN THE DOOR COUNTY REGISTER OF DEEDS VOLUME 18 OF CERTIFIED SURVEY MAPS ON PAGE 57 AS DOCUMENT 788826; BEING PART OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 7, TOWNSHIP 27 NORTH, RANGE 26 EAST, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN

GRANTOR: CITY OF STURGEON BAY
100 EAST MAPLE STREET
CITY OF STURGEON BAY, WI 54235
TAX PARCEL NO. 2811210080101A
& 2811210080101B

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC.
W234 N2000 RIDGEVIEW PARKWAY COURT
WAUKESHA, WI 53188

Line Table		
Line #	Length	Direction
L1	7.90	N03° 32' 10"W
L2	21.62	S03° 32' 10"E
L3	11.92	N83° 12' 31"E
L4	40.27	N67° 34' 01"E
L5	82.07	N34° 52' 15"E
L6	10.00	S55° 07' 34"E
L7	82.10	S34° 52' 26"W
L8	191.61	N34° 52' 26"E
L9	10.07	N48° 31' 48"W
L10	192.77	S34° 52' 26"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	13.17'	25.00'	030°10'21"	N18°37'21"W	13.01'
C2	10.16'	25.00'	023°17'02"	N45°21'02"W	10.09'
C3	78.54'	25.00'	180°00'00"	S86°27'50"W	50.00'
C4	23.09'	75.00'	017°38'13"	N43°40'36"E	23.00'
C5	24.75'	85.00'	016°41'03"	S43°12'01"W	24.66'

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 3 of 9



COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com



EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: N/A
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", PERMANENT AREA 1

PART OF LOT 1 OF CERTIFIED SURVEY MAP NO. 2952, RECORDED IN THE DOOR COUNTY REGISTER OF DEEDS VOLUME 18 OF CERTIFIED SURVEY MAPS ON PAGE 57 AS DOCUMENT 788826; BEING PART OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 7, TOWNSHIP 27 NORTH, RANGE 26 EAST, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN

EASEMENT LEGAL DESCRIPTION

Part of Lot 1 of Certified Survey Map No. 2952, recorded in the Door County Register of Deeds Volume 18 of Certified Survey Maps in page 57 as Document 788826; being part of the Northeast quarter (NE 1/4) of Section 7, Township 27 North, Range 26 East, City of Sturgeon Bay, County of Door, State of Wisconsin

(Overhead Easement)

Commencing at the South quarter (S 1/4) corner of Section 7, Township 27 North, Range 26 East; thence N88°30'55"E along the South line of said Section 7, a distance of 1279.00 feet; thence N01°29'05"W, a distance of 3083.01 feet to a point on the North right-of-way line of Oregon Street (variable width) and the POINT OF BEGINNING (P.O.B.).

Thence N03°32'10"W, a distance of 7.90 feet; thence 78.54 feet along a curve to the left, having a radius of 25.00 feet, a delta angle of 180°00'00", a chord bearing of S86°27'50"W, and a chord length of 50.00 feet; thence S03°32'10"E, a distance of 21.62 feet to a point on the North right-of-way line of said Oregon Street; thence N83°12'31"E along the North right-of-way line of said Oregon Street, a distance of 11.92 feet; thence N67°34'01"E, continuing along the North right-of-way line of said Oregon Street a distance of 40.27 feet to the POINT OF BEGINNING (P.O.B.).

The above described parcel contains 1,785 sqft / 0.041 acres more or less.

(Shallow Underground Easement Area 1)

Commencing at the South quarter (S 1/4) corner of Section 7, Township 27 North, Range 26 East; thence N88°30'55"E along the South line of said Section 7, a distance of 1279.00 feet; thence N01°29'05"W, a distance of 3083.01 feet to a point on the North right-of-way line of Oregon Street (variable width); thence N03°32'10"W, a distance of 7.90 feet; thence 13.17 feet along a curve to the left, having a radius of 25.00 feet, a delta angle of 30°10'21", a chord bearing of N18°37'21"W, and a chord length of 13.01 feet to the POINT OF BEGINNING (A) (P.O.B.(A)).

Thence 10.16 feet along a curve to the left, having a radius of 25.00 feet, a delta angle of 23°17'02", a chord bearing of N45°21'02"W, and a chord length of 10.09 feet; thence 23.09 feet along a curve to the left, having a radius of 75.00 feet, a delta angle of 17°38'13", a chord bearing of N43°40'36"E, and a chord length of 23.00 feet; thence N34°52'15"E, a distance of 82.07 feet; thence S55°07'34"E, a distance of 10.00 feet; thence S34°52'26"W, a distance of 82.10 feet; thence 24.75 feet along a curve to the right, having a radius of 85.00 feet, a delta angle of 16°41'03", a chord bearing of S43°12'01"W, and a chord length of 24.66 feet to the POINT OF BEGINNING (A) (P.O.B.(A)).

The above described parcel contains 1,056 sqft / 0.024 acres more or less.

(Deep Underground Easement Area 1)

Commencing at the South quarter (S 1/4) corner of Section 7, Township 27 North, Range 26 East; thence N88°30'55"E along the South line of said Section 7, a distance of 1279.00 feet; thence N01°29'05"W, a distance of 3083.01 feet to a point on the North right-of-way line of Oregon Street (variable width); thence N03°32'10"W, a distance of 7.90 feet; thence 13.17 feet along a curve to the left, having a radius of 25.00 feet, a delta angle of 30°10'21", a chord bearing of N18°37'21"W, and a chord length of 13.01 feet; thence 10.16 feet along a curve to the left, having a radius of 25.00 feet, a delta angle of 23°17'02", a chord bearing of N45°21'02"W, and a chord length of 10.09 feet; thence 23.09 feet along a curve to the left, having a radius of 75.00 feet, a delta angle of 17°38'13", a chord bearing of N43°40'36"E, and a chord length of 23.00 feet; thence N34°52'15"E, a distance of 82.07 feet to the POINT OF BEGINNING (B) (P.O.B.(B)).

Thence S55°07'34"E, a distance of 10.00 feet; thence N34°52'26"E, a distance of 191.61 feet; thence N48°31'48"W, a distance of 10.07 feet; thence S34°52'26"W, a distance of 192.77 feet to the POINT OF BEGINNING (B) (P.O.B.(B)).

The above described parcel contains 1,922 sqft / 0.044 acres more or less.

Page 4 of 9



COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com




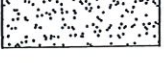


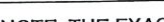


EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: N/A
REVISIONS: 9/15/20	9/29/20

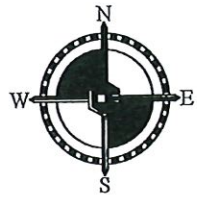
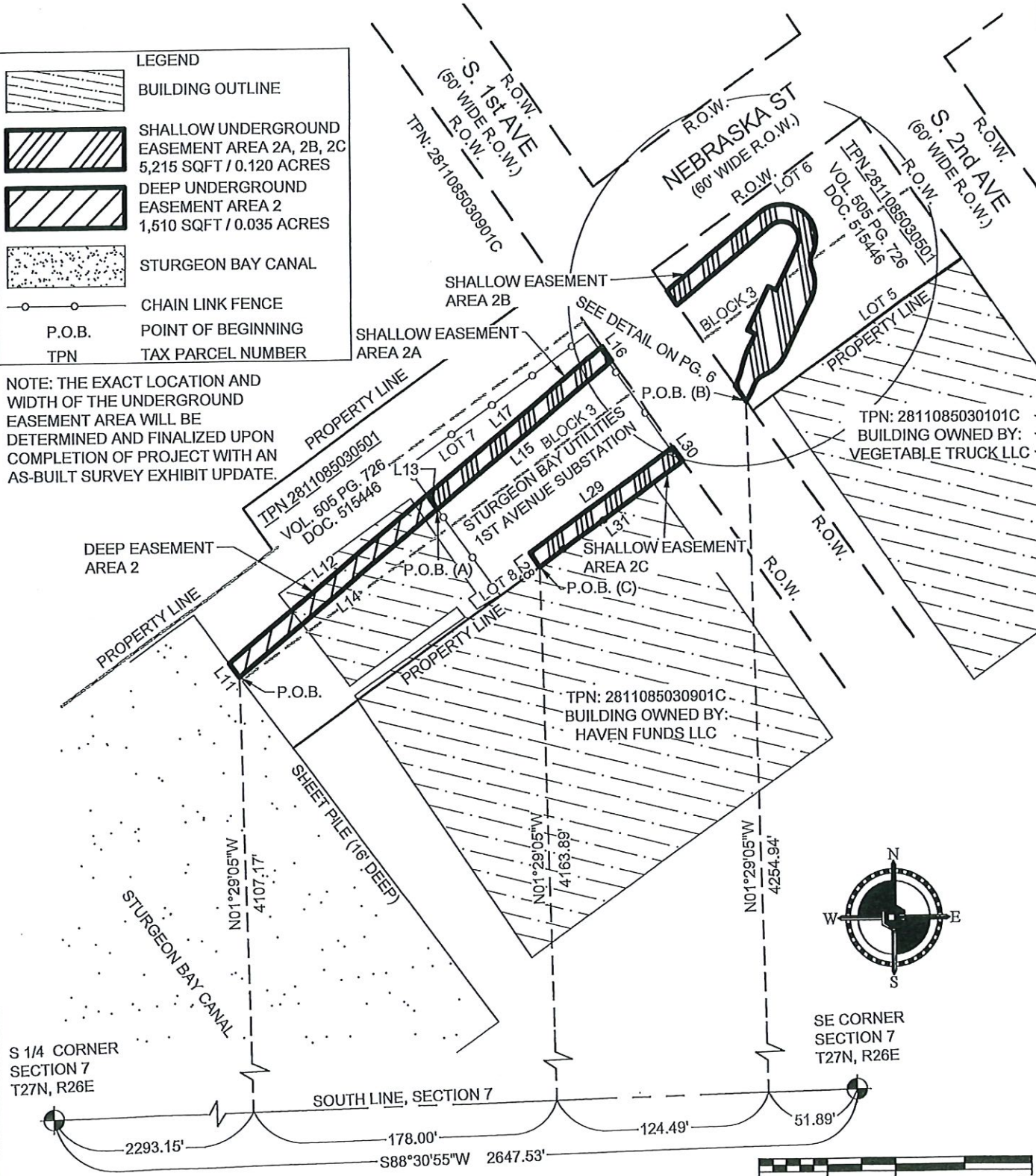
EXHIBIT "A", PERMANENT AREA 2

PART OF LOTS 5, 6, 7, AND 8 LOCATED IN BLOCK 3, OF THE ASSESSOR'S PLAT OF THE CITY OF STURGEON BAY, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN.

LEGEND

-  BUILDING OUTLINE
-  SHALLOW UNDERGROUND EASEMENT AREA 2A, 2B, 2C
5,215 SQFT / 0.120 ACRES
-  DEEP UNDERGROUND EASEMENT AREA 2
1,510 SQFT / 0.035 ACRES
-  STURGEON BAY CANAL
-  CHAIN LINK FENCE
-  P.O.B. POINT OF BEGINNING
-  TPN TAX PARCEL NUMBER

NOTE: THE EXACT LOCATION AND WIDTH OF THE UNDERGROUND EASEMENT AREA WILL BE DETERMINED AND FINALIZED UPON COMPLETION OF PROJECT WITH AN AS-BUILT SURVEY EXHIBIT UPDATE.



BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 5 of 9

CE COLEMAN ENGINEERING COMPANY
 IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
 www.coleman-engineering.com




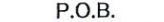
ATC
 AMERICAN TRANSMISSION COMPANY

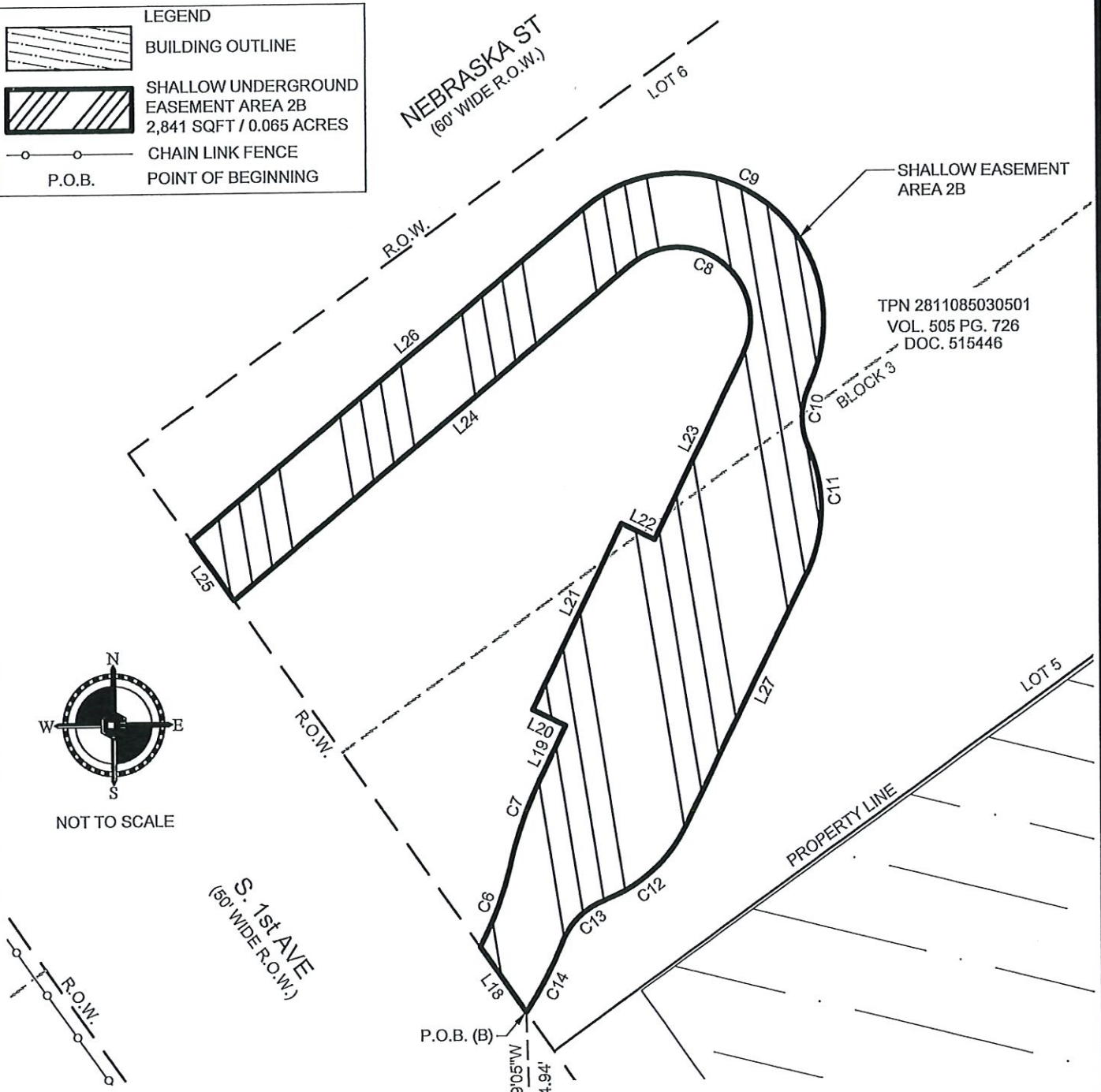
EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: 1"=80'
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", PERMANENT AREA 2 DETAIL

PART OF LOTS 5, 6, 7, AND 8 LOCATED IN BLOCK 3, OF THE ASSESSOR'S PLAT OF THE CITY OF STURGEON BAY, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN.

LEGEND

-  BUILDING OUTLINE
-  SHALLOW UNDERGROUND EASEMENT AREA 2B
2,841 SQFT / 0.065 ACRES
-  CHAIN LINK FENCE
-  P.O.B. POINT OF BEGINNING



TPN 2811085030501
VOL. 505 PG. 726
DOC. 515446



GRANTEE: AMERICAN TRANSMISSION COMPANY LLC.
W234 N2000 RIDGEVIEW PARKWAY COURT
WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
113 SOUTH 1ST AVENUE
CITY OF STURGEON BAY, WI 54235
TAX PARCEL NO. 2811085030501

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 6 of 9

 **COLEMAN ENGINEERING COMPANY**
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com

 **ATC**
AMERICAN TRANSMISSION COMPANY

EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: NOT TO SCALE
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", PERMANENT AREA 2

PART OF LOTS 5, 6, 7, AND 8 LOCATED IN BLOCK 3, OF THE ASSESSOR'S PLAT OF THE CITY OF STURGEON BAY, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN.

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC.
W234 N2000 RIDGEVIEW PARKWAY COURT
WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
113 SOUTH 1ST AVENUE
CITY OF STURGEON BAY, WI 54235
TAX PARCEL NO. 2811085030501

Line Table		
Line #	Length	Direction
L11	10.01	N36° 58' 24"W
L12	151.15	N50° 44' 08"E
L13	10.02	S35° 49' 12"E
L14	150.94	S50° 44' 08"W
L15	133.27	N50° 44' 08"E
L16	10.02	N35° 19' 05"W
L17	133.36	S50° 44' 08"W
L18	10.90	N35° 19' 05"W
L19	8.00	N26° 21' 07"E
L20	5.00	N63° 38' 31"W
L21	28.00	N26° 21' 26"E

Line Table		
Line #	Length	Direction
L22	5.00	S63° 38' 34"E
L23	28.00	N26° 21' 26"E
L24	70.97	S50° 44' 08"W
L25	10.02	N35° 19' 05"W
L26	70.28	N50° 44' 08"E
L27	37.90	S26° 21' 26"W
L28	10.00	N34° 44' 34"W
L29	104.00	N54° 45' 02"E
L30	10.00	S35° 19' 05"E
L31	104.10	S54° 45' 02"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C6	11.81'	45.00'	015°02'02"	N21°03'05"E	11.77'
C7	12.31'	55.00'	012°49'19"	N19°56'44"E	12.28'
C8	27.16'	10.00'	155°37'17"	N51°27'14"W	19.55'
C9	54.32'	20.00'	155°37'17"	S51°27'13"E	39.10'
C10	8.76'	10.00'	050°12'43"	S01°15'05"W	8.49'
C11	17.53'	20.00'	050°12'41"	S01°15'05"W	16.97'
C12	15.39'	20.00'	044°05'37"	S48°24'14"W	15.01'
C13	8.37'	10.00'	047°56'55"	S46°28'35"W	8.13'
C14	10.63'	55.00'	011°04'19"	S28°02'17"W	10.61'

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 7 of 9



COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com



EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: N/A
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", PERMANENT AREA 2

PART OF LOTS 5, 6, 7, AND 8 LOCATED IN BLOCK 3, OF THE ASSESSOR'S PLAT OF THE CITY OF STURGEON BAY, CITY OF STURGEON BAY, COUNTY OF DOOR, STATE OF WISCONSIN.

GRANTEE: AMERICAN TRANSMISSION COMPANY LLC.
W234 N2000 RIDGEVIEW PARKWAY COURT
WAUKESHA, WI 53188

GRANTOR: CITY OF STURGEON BAY
113 SOUTH 1ST AVENUE
CITY OF STURGEON BAY, WI 54235
TAX PARCEL NO. 2811085030501

EASEMENT LEGAL DESCRIPTION

Part of Lots 5, 6, 7 and 8, located in Block 3, of the Assessor's Plat of the City of Sturgeon Bay, City of Sturgeon Bay, County of Door, State of Wisconsin.

(Deep Underground Easement Area 2)

Commencing at the Southeast (SE) corner of Section 7, Township 27 North, Range 26 East; thence S88°30'55"W along the South line of said Section 7, a distance of 354.38 feet; thence N01°29'05"W, a distance of 4107.17 feet to the POINT OF BEGINNING (P.O.B.).

Thence N36°58'24"W, a distance of 10.01 feet; thence N50°44'08"E, a distance of 151.15; thence S35°49'12"E, a distance of 10.02 feet; thence S50°44'08"W, a distance of 150.94 feet to the POINT OF BEGINNING (P.O.B.).

The above described parcel contains 1,510 sqft / 0.035 acres more or less.

(Shallow Underground Easement Area 2A, 2B, 2C)

Commencing at the Southeast (SE) corner of Section 7, Township 27 North, Range 26 East; thence S88°30'55"W along the South line of said Section 7, a distance of 354.38 feet; thence N01°29'05"W, a distance of 4107.17 feet; thence N50°44'08"E, a distance of 150.94 feet to the POINT OF BEGINNING (A) (P.O.B.(A)).

Thence N50°44'08"E, a distance of 133.27 feet to a point on the Westerly right-of-way line of South 1st Avenue (50 feet wide); thence N35°19'05"W along the Westerly right-of-way line of South 1st Avenue, a distance of 10.02 feet; thence S50°44'08"W, a distance of 133.36 feet; thence S35°49'12"E, a distance of 10.02 feet to the POINT OF BEGINNING (A) (P.O.B.(A)).

Also,

Commencing at the Southeast (SE) corner of Section 7, Township 27 North, Range 26 East; thence S88°30'55"W along the South line of said Section 7, a distance of 51.89 feet; thence N01°29'05"W, a distance of 4254.94 feet to a point on the Easterly right-of-way line of South 1st Avenue (50 feet wide) and the POINT OF BEGINNING (B) (P.O.B.(B)).

Thence N35°19'05"W along the Easterly right-of-way line of said South 1st Avenue, a distance of 10.90 feet; thence 11.81 feet along a curve to the left, having a radius of 45.00 feet, a delta angle of 15°02'02", a chord bearing of N21°03'05"E, and a chord length of 11.77 feet; thence 12.31 feet along a curve to the right, having a radius of 55.00 feet, a delta angle of 12°49'19", a chord bearing of N19°56'44"E, and a chord length of 12.28 feet; thence N26°21'07"E, a distance of 8.00 feet; thence N63°38'31"W, a distance of 5.00 feet; thence N26°21'26"E, a distance of 28.00 feet; thence S63°38'34"E, a distance of 5.00 feet; thence N26°21'26"E, a distance of 28.00 feet; thence 27.16 feet along a curve to the left, having a radius of 10.00 feet, a delta angle of 155°37'17", a chord bearing of N51°27'14"W, and a chord length of 19.55 feet; thence S50°44'08"W, a distance of 70.97 feet to a point on the Easterly right-of-way line of said South 1st Avenue; thence N35°19'05"W along the Easterly right-of-way line of said South 1st Avenue, a distance of 10.02 feet; thence N50°44'08"E, a distance of 70.28 feet; thence 54.32 feet along a curve to the right, having a radius of 20.00 feet, a delta angle of 155°37'17", a chord bearing of S51°27'13"E, and a chord length of 39.10 feet; thence 8.76 feet along a curve to the left, having a radius of 10.00 feet, a delta angle of 50°12'43", a chord bearing of S01°15'05"W, and a chord length of 8.49 feet; thence 17.53 feet along a curve to the right, having a radius of 20.00 feet, a delta angle of 50°12'41", a chord bearing of S01°15'05"W, and a chord length of 16.97 feet; thence S26°21'26"W, a distance of 37.90 feet; thence 15.39 feet along a curve to the right, having a radius of 20.00 feet, a delta angle of 44°05'37", a chord bearing of S48°24'14"W, and a chord length of 15.01 feet; thence 8.37 feet along a curve to the left, having a radius of 10.00 feet, a delta angle of 47°56'55", a chord bearing of S46°28'35"W, and a chord length of 8.13 feet; thence 10.63 feet along a curve to the right, having a radius of 55.00 feet, a delta angle of 11°04'19", a chord bearing of S28°02'17"W, and a chord length of 10.61 feet to the POINT OF BEGINNING (B) (P.O.B.(B)).

Also,

Commencing at the Southeast (SE) corner of Section 7, Township 27 North, Range 26 East; thence S88°30'55"W along the South line of said Section 7, a distance of 176.38 feet; thence N01°29'05"W, a distance of 4163.89 feet to the POINT OF BEGINNING (C) (P.O.B.(C)).

Thence N34°44'34"W, a distance of 10.00 feet; thence N54°45'02"E, a distance of 104.00 feet to a point on the Westerly right-of-way line of South 1st Avenue (50 feet wide); thence S35°19'05"E along the Westerly right-of-way line of South 1st Avenue, a distance of 10.00 feet; thence S54°45'02"W along the Southeast property line of grantor parcel, a distance of 104.10 feet to the POINT OF BEGINNING (C) (P.O.B.(C)).

The above described parcels contain 3,822 sqft / 0.089 acres more or less.

Page 8 of 9





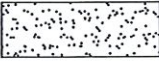


COLEMAN ENGINEERING COMPANY
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com

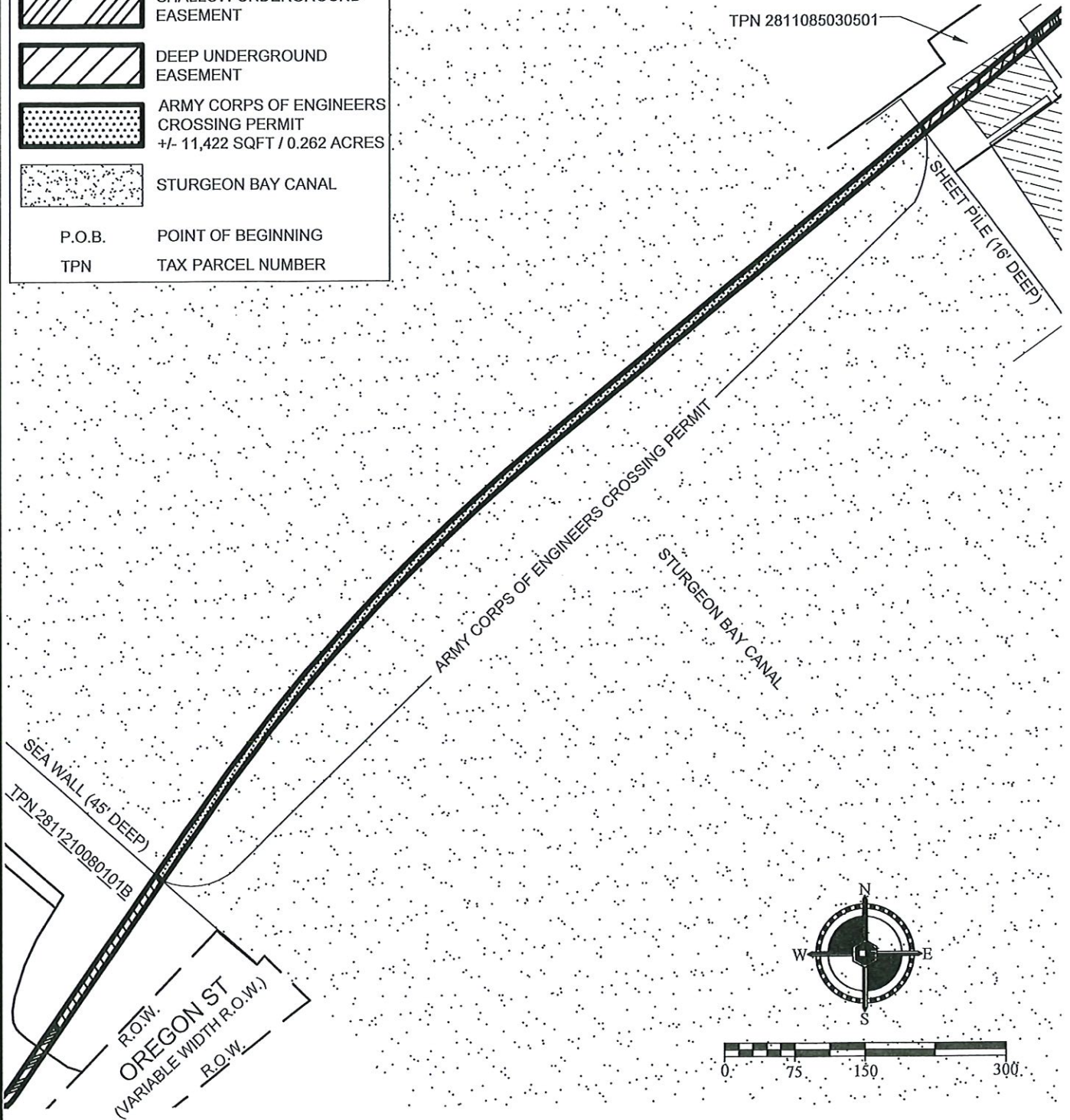


EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: N/A
REVISIONS: 9/15/20	9/29/20

EXHIBIT "A", ARMY CORPS OF ENGINEERS CROSSING PERMIT

LEGEND	
	BUILDING OUTLINE
	SHALLOW UNDERGROUND EASEMENT
	DEEP UNDERGROUND EASEMENT
	ARMY CORPS OF ENGINEERS CROSSING PERMIT +/- 11,422 SQFT / 0.262 ACRES
	STURGEON BAY CANAL
P.O.B.	POINT OF BEGINNING
TPN	TAX PARCEL NUMBER

NOTE: THE EXACT LOCATION AND WIDTH OF THE UNDERGROUND EASEMENT AREA WILL BE DETERMINED AND FINALIZED UPON COMPLETION OF PROJECT WITH AN AS-BUILT SURVEY EXHIBIT UPDATE.



BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, U.S. FEET, GRID DISTANCE Page 9 of 9

 **COLEMAN ENGINEERING COMPANY**
IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY
www.coleman-engineering.com

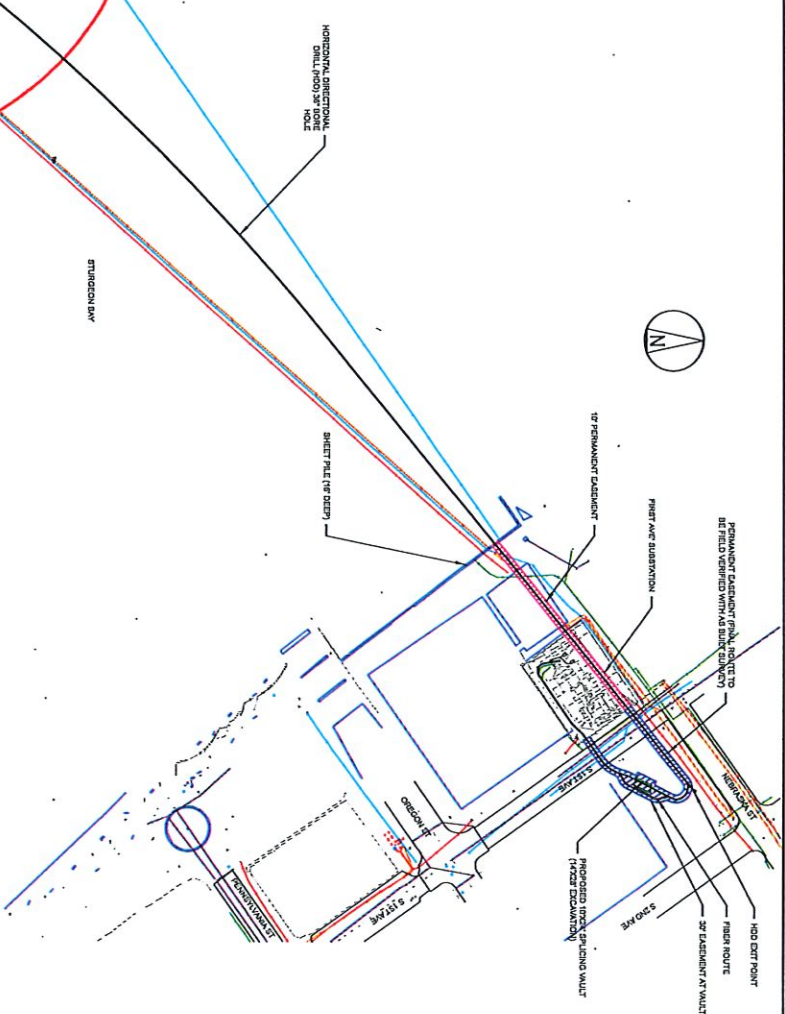
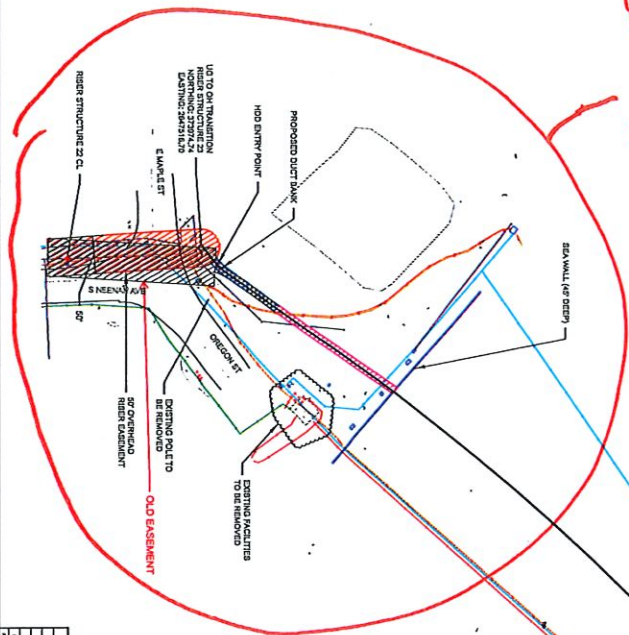
 **ATC**
AMERICAN TRANSMISSION COMPANY

EXHIBIT A	
Job # 18816-Exhibits	
DATE: 3/31/20	SCALE: 1" = 150'
REVISIONS: 9/15/20	9/29/20

W/S (\$4.75/sq ft)	Current	New	Difference	Comments
OH Esmt Area	1,307 sq ft	1,785 sq ft	+478 sq ft	
Shallow UG Esmt Area	989 sq ft	1,056 sq ft	+67 sq ft	
Deep UG Esmt Area	1,922 sq ft	1,922 sq ft	0	
			+545 sq ft	545 X \$4.75 X .75 = \$1,941-say, \$2,000 Additional \$1,000 for slight increase in severance to remainder for \$3,000 total
E/S (\$4.00/sq ft)				
Shallow UG Esmt Area	6,307 sq ft	3,822 sq ft	-2,485 sq ft	2,485 X \$4.00 X .75 = \$7,455-say, \$7,500. Using methodology in appraisal, the change would decrease \$ by \$7,500
Deep UG Esmt Area	1,510 sq ft	1,510 sq ft	0	
<p>Summary: The east side difference in less acreage of shallow easement area is due to the area beneath the parking lot being smaller based on final design of the UG facility. It still impacts the entire parking lot in that it runs through the middle of the entire parcel and restricts building on the parcel. As such, even though the appraisal allocated the dollars based on acreage, the use and utility of the lot is pretty much the same for both easement areas. The west side difference increased the easement area for the overhead portion and shallow portion and slightly increases the severance area. This calculates to an additional \$3,000.00. ATC feels it is fair and reasonable to offer the City an additional \$3,000 for the modifications of the easement area.</p>				

PRELIMINARY EASEMENT DRAWING.
 TO BE CONFIRMED BASED ON
 FINAL ROUTE DRAWING AND AS
 BUILT INFORMATION.

See enlargement

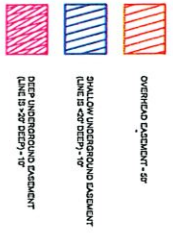


NO.	DESCRIPTION	DATE	BY	CHECKED BY

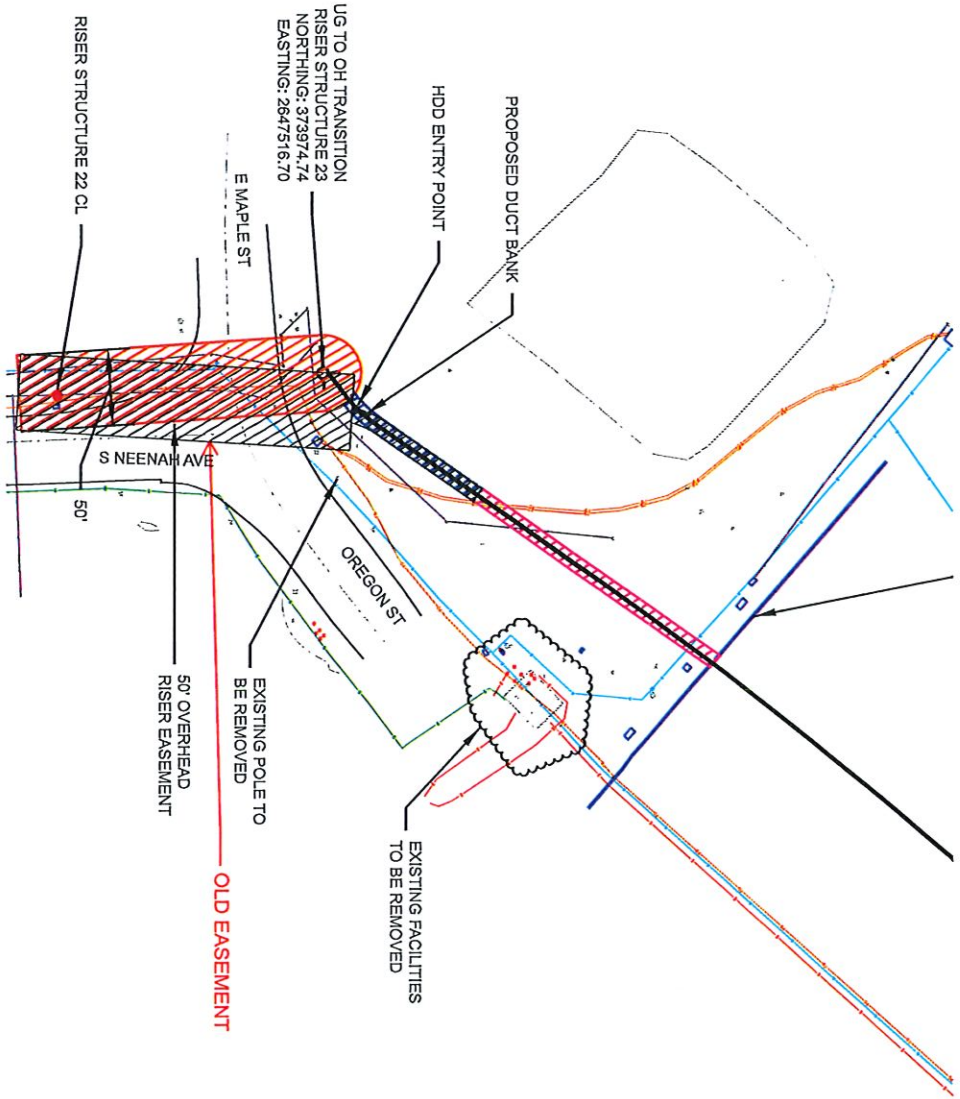


EASEMENT PLAN
 MISCELLANEOUS DRAWING
 T-46 - REPLACE UNDERGROUND CABLES (88KV)
 SKETCH - 02 -

NOTES:
 1. HORIZONTAL DIRECTION SHALL BE TO 100% CONFIRMED WITH AS BUILT DATA.



Enlargement



RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Finance/Purchasing & Building Committee, hereby recommend to approve the services agreement between the City of Sturgeon Bay and Destination Sturgeon Bay as presented.

Respectfully submitted,

FINANCE/PURCHASING & BUILDING
COMMITTEE

By: Helen Bacon, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 2020.

Introduced by _____.

Moved by Alderperson _____ seconded by

Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2020.



Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Services Agreement with Destination Sturgeon Bay

Date: October 21, 2020

Issue: Services agreement with Destination Sturgeon Bay (Sturgeon Bay Visitor Center)

For many, many years the City of Sturgeon Bay and the Sturgeon Bay Visitor Center have enjoyed a relationship and benefited from the good will of various professional staff, Common Councils and SBVC Boards. As time goes forward, departments, leadership, Councils and Boards change, with this change comes either different perspectives or loss of historic knowledge about who does what, when and where. This can lead to confusion and misunderstanding.

In 2017 the City and Destination Sturgeon Bay entered into a formal service agreement that would document the relationship between the two entities. For the most part the City and Destination Sturgeon Bay was successful in accomplishing this objective, and agreement has served both parties well.

There is one material modification to the agreement, involving the waiving of banner permit fees for promotion of events described in the contract.

Options: Approve as presented, modify and bring back to Committee, deny a formal agreement.

Recommendation: Approve the draft agreement.

**AGREEMENT BETWEEN THE CITY OF STURGEON BAY &
STURGEON BAY VISITOR & CONVENTION BUREAU, INC.**

THIS AGREEMENT is made and entered into by and between the CITY OF STURGEON BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "City") and the Sturgeon Bay Visitor & Convention Bureau, Inc., a Wisconsin non-profit, 501(c)3 non-stock corporation (the "SBVCB").

RECITALS

WHEREAS, pursuant to the provisions of Section 62 of the Wisconsin Statutes the City Council and the City of Sturgeon Bay has the authority and power to act for the government of the City and for its peace and good order as well as its health, safety, welfare and convenience; and

WHEREAS, the SBVCB, among other things, provides its members and the City of Sturgeon Bay with promotional services and events; and

WHEREAS, the City is willing to provide a financial contribution to the SBVCB to assist in facilitating commerce, tourism promotion and tourism development, recreation and promoting and support of capital investment in the community as well as creating a quality of life and positive experiences for those who live in the City of Sturgeon Bay. Under and pursuant to the terms, conditions, limitations and provisions of this Agreement through the promotion of SBVCB members and the amenities of the City of Sturgeon Bay;

NOW, THEREFORE, the Parties hereto, by their respective authorized agents and representatives do hereby agree in and to the following:

ARTICLE I: TERM AND RENEWAL

Section 1.1 – Term: The term of this Agreement shall be for a period of three (3) years commencing as of the effective date of signature hereof and ending December 31, 2023.

Section 1.2 – Renewal: This Agreement shall automatically renew for terms of one (1) year after the initial three year term.

Section 1.3 – Termination: Either part may terminate this agreement at any time during the initial or successive term or terms with at least 60 days advance notice to the other party.

ARTICLE II: PROMOTIONAL SERVICES

DEFINITIONS:

Event: An event is defined as: A gathering of people around a common rallying point to participate in an experience of narrowly defined scope. Recreational events (examples could include: races, endurance competitions, fishing tournaments, etc.), educational events (examples could include: glassblowing, ice carving, or metalworking classes), entertainment events (examples could include: concerts, movies, stand up comedy, magic, etc.) are all different types of events.

Section 2.1 – General Statement of Services: The SBVCB shall in a professional and businesslike manner promote the artistic, maritime and cultural heritage through producing and managing

events in such manner as the SBVCB shall determine subject to the terms, conditions, limitations and provisions of this Agreement.

Section 2.2 – Promotion and Management of Event Production: The SBVCB shall carry out promotion and management of events during the term of this Agreement. Such events may be held on property controlled or owned by the City and at such locations as shall be approved by the City Park and Recreation Department.

For the term of contract, the SBVCB agrees to continue to sponsor annual events, including, but not limited to the following:

- Fire & Ice Winter Weekend (February)
- St. Patrick's Day Parade (March)
- Sturgeon Bay Fine Art Fair (May)
- Sturgeon Bay Celebrates 4th of July Event (July)
- Sail Thru the Avenues Sidewalk Sale (July)
- Maritime on Madison (August)
- Harvest Festival and Street Art Auction (September)
- Christmas by the Bay (November)

The SBVCB may add or eliminate events as they deem necessary.

Section 2.3—Promotion Through City Streets: The SBVCB will provide streetscaping services to include planting seasonal plants in flowerpots purchased by SBVCB light pole banners for both holiday and year-round display and replacement lighting for holiday lights (holiday tree lighting, light pole holiday lighting) as currently located within the Main Street boundaries. City of Sturgeon Bay will maintain seasonal flowerpots and hang/take down banners and Sturgeon Bay Utilities will provide all services power related to events and lighting.

Section 2.4—Promotion Through Coast Guard Committee: The SBVCB will maintain a seat and presence on the Coast Guard Committee continuing to promote and encourage Sturgeon Bay's designation as a Coast Guard City.

Section 2.5 – Promotion Through SBVCB Services: The SBVCB shall operate a SBVCB in a facility located within the City of Sturgeon Bay that is accessible to residents and visitors alike. Services rendered through the SBVCB shall include but not be limited to: marketing services including production of publications, (operation of website (www.SturgeonBay.net), distribution, administrative, and other activities related to the operation and provision of services related to tourism development. SBVCB will continue to assist in "Movies in the Park," "Harmony by the Bay" Summer Concert Series and the City-wide Garage Sale along with any additional City sponsored events as requested.

Section 2.6 – Membership: The SBVCB shall include and market the amenities of the City of Sturgeon Bay in such annual marketing materials as the Sturgeon Bay Activity Guide and website (www.SturgeonBay.net), amenities identified as the City Parks, Library and other facilities owned or controlled by the City of Sturgeon Bay. SBVCB shall consider the City of Sturgeon Bay and its subsidiaries as members of the SBVCB in good standing.

Section 2.7 – Alternative Funding: It is the SBVCB's intention to continue to expand membership, research and apply for grants, and to look for sponsorships that will support existing or new tourism promotion and tourism development.

Section 2.8 – Change of Obligations: The SBVCB reserves the right to add or eliminate any of the items under this Article II with notice to the City, including promotions and events.

ARTICLE III: USE OF PUBLIC FACILITIES

Section 3.1 – Use of Public Facilities: For purposes of the provisions of Section 2.2 of this Agreement, the City shall, upon prior notice, make available facilities and improvements for SBVCB use. The SBVCB shall, annually, by January 15, provide a list of dates for promotional events to be held in/on City facilities by the SBVCB. Reservations shall be made in advance with priority given to events hosted by the SBVCB.

Section 3.2 – City Parks, Stages, and other City Facilities: The use and availability of space and facilities in the City of Sturgeon Bay by the SBVCB for events sponsored in whole, or in part, by the SBVCB shall be subject to the following site specific restrictions and limitations:

(a) Performances and Displays: Public performance events shall occur in accordance with the City's Ordinances.

Section 3.3 – Fees: For events sponsored in whole or in part by the SBVCB under this Agreement, the City shall provide access to, and use of, City Facilities without fee. Banner fees for promotion of said events shall be waived.

ARTICLE IV: INSURANCE AND INDEMNIFICATION

Section 4.1 – Insurance: The SBVCB agrees, both generally and specifically with respect to the services to be provided hereunder, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the City under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The SBVCB shall further require all contractors, co-sponsors of events or others with whom it may partner in connection with the promotional services to be provided hereunder, to have, carry and maintain general liability and workers compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The SBVCB shall name the City of Sturgeon Bay as additionally insured. In turn, the City will procure and maintain its own insurance, against such risks in such amounts as are customarily insured for such services. The SBVCB currently maintains liability insurance for \$2,000,000 and Workers Compensation in the amounts shown in Attachment 1.

ARTICLE V: Annual Contribution

Section 5.1 – Annual Contribution:

- Direct Contribution: Twenty five (25%) percent of the thirty (30%) percent of the prior completed year's room tax remitted to the City.
- Other remuneration including: continued event support for traffic control, signage, solid waste removal from event grounds (when necessary), City Utilities on event grounds (where available) and use of the City facilities. The City will print maps and flyers/posters for City events including Annual Rummage sale, Harmony by the Bay Concert Series and Movies in the Park.
- The City will provide watering services for streetscaping planters as well as provide placement and storage of said planters.
- The City will provide services through Sturgeon Bay Utilities to light holiday trees and light

- pole banner decorations in addition to City utilities on event grounds as noted above.
- The City will store and install light pole banners seasonally as indicated by the SBVCB through the Parks and Recreation Department.
- The City will provide snow block building labor for annual Fire & Ice weekend, weather permitting. SBVCB will provide replacement materials for forms as required.

Section 5.2 –Supplementary funding for additional promotional services

From time to time, events requiring additional funding (i.e., host fees) may be brought to the SBVCB for consideration. Therefore, SBVCB may request additional financial contributions toward expenses associated with an approved event, noting that requests may or may not be approved by the City.

Section 5.3 - Payment: The SBVCB shall receive payment from the City quarterly upon receipt of invoice from SBVCB.

Section 5.4 – Annual Reporting: The SBVCB shall report to the City on an annual basis (submitted annually in August) the success of the events sponsored in the previous year by the SBVCB under this agreement. This report may include: event revenues, expenses, approximate traffic counts, volunteer hours and weather related event information. The SBVCB will also present annually to the Finance Committee and Full Council review of SBVCB 990 tax return and supporting financial statements. .

ARTICLE VI: MISCELLANEOUS PROVISIONS

Section 6.1 – Amendments: This Agreement supersedes all prior agreements. No modification, alteration or amendment to this Agreement shall be binding upon either party hereto until such modification, alteration or amendment is reduced to writing and signed by both parties hereto.

Section 6.2 – Governing Law and Venue: This Agreement and the rights of the Parties hereunder shall be interpreted and enforced in accordance with the laws of the State of Wisconsin.

Section 6.3 – Compliance with Laws and Orders: In providing the promotional services to be provided under this Agreement the SBVCB shall attempt to comply with all local, state and federal laws, ordinances and regulations including, but not limited to local traffic laws and regulations, and federal copyright laws.

Section 6.4 – Notices: Notice to either party shall be given to the following:

IF TO CITY: CITY OF STURGEON BAY
421 MICHIGAN AVENUE
STURGEON BAY, WI 54235

IF TO SBVCB: DESTINATION STURGEON BAY
36 S. THIRD AVENUE
STURGEON BAY, WI 54235

Section 6.5 – No Third-Party Beneficiaries: This Agreement does not create any third -party benefits to any person or entity other than the Parties hereto and is solely for the consideration herein expressed.

Section 6.6 – Headings: The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define,

limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

Section 6.7 – Independent SBVCB: Notwithstanding any other representation, oral or written, between the Parties hereto, including any and all agents or representatives thereof, the SBVCB is at all times hereunder acting as a free and independent Visitor Center and not as an agent of the City.

Section 6.9 – Entire Agreement: This Agreement contains the entire agreement between the Parties with respect to the transactions contemplated by this Agreement and matters related thereto, and does hereby supersede and render null and void and of no further force or effect any and all prior agreements, drafts of agreements and understanding between the Parties.

IN WITNESS WHEREOF, the Parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

CITY OF STURGEON BAY

BY: _____
David Ward, Mayor, City of Sturgeon Bay

_____ Date

ATTEST: _____
Stephanie Reinhardt, Clerk/Treasurer

_____ Date

DESTINATION STURGEON BAY

BY: _____
Barbara Pfeifer, President, SBVCB

_____ Date

Erin Helgeson, Vice President, SBVCB

_____ Date

Jeff Miller, Treasurer, SBVCB

_____ Date

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

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking & Traffic Committee, hereby recommend extending the "No Parking Zone" on West Walnut Drive from South Elgin Ave. to South Fulton Ave.
Respectfully submitted,

PARKING & TRAFFIC COMMITTEE
By: Kirsten Reeths, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 27, 2020

* * * * *

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

Passed by the Council on the _____ day of _____, 2020.

MAYORAL APPOINTMENTS**11/3/2020****PERSONNEL COMMITTEE**

Dennis Statz

INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM

Dennis Statz

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Kelsey Fox

Born and raised in Sturgeon Bay (Class of 2005). Recently, relocated to Door County after living and working in Milwaukee for the past 14 years. Works for Door County Economic Development Corporation in the position of *Director of Communications & Workforce Development*. *Previously employed by OneTouchPoint Communications Group and Briggs and Stratton. Holds a BA from the University of Wisconsin-Milwaukee.*

NOTICE OF PUBLIC HEARING

The City of Sturgeon Bay Common Council will hold a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin on Tuesday, November 3, 2020, at 7:00 p.m. or shortly thereafter to consider a zoning code amendment to section 20.27 (Height and Area Regulations). The proposed amendment would allow buildings within the Heavy Industrial Zone (I-2 / I-2A) to be erected to a height not to exceed 120 feet provided the building is at least 300 feet from a residentially zoned property. In addition, under the proposed amendment, existing structures with side yards less than the minimum required may be expanded, as long as the existing side yard is not further encroached. The proposed amendment and related information are on file with the Community Development Department and can be viewed on the City's website (www.sturgeonbaywi.org) or at City Hall, 421 Michigan Street, weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to give testimony regarding the proposed zoning code amendment either in person at the hearing or in writing.

By order of:
City of Sturgeon Bay Common Council

ORDINANCE NO. _____

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

SECTION 1: Section 20.27(4) of the Municipal Code (Zoning Code) is hereby amended
as follows:

- (c) The maximum building height of buildings located in the I-2/I-2A Heavy Industrial districts may be increased to 120 feet, provided the building is located at least 300 feet from the boundary of a residential zoning district, which shall include the R-1, R-2, R-3, R-4, and R-M districts and shall also include the PUD district if the underlying zoning classification is one of the aforementioned districts.

SECTION 2: Section 20.27(3) of the Municipal Code (Zoning Code) is hereby amended
as follows:

- (f) Within the I-2/I-2A Heavy Industrial districts, the minimum side yard for any existing building with a side yard that is less than the minimum side yard required in subsection (2) shall be equal to the existing side yard. The intent is this provision is to allow existing buildings to be extended provided the addition is no closer to the side lot line than the existing building.

SECTION 3: The ordinance shall take effect on the day after its publication.

Approved:

David Ward
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY
HEAVY INDUSTRIAL AREA AND DIMENSIONAL CODE TEXT AMENDMENT

Background: Attached is a letter from Fincantieri Bay Shipbuilding requesting the City to amend section 20.27 of the Municipal Code (Zoning Code) so that it is consistent with the recently grant height and setback variances granted by the Zoning Board of Appeals. Those variances were related to building height and minimum side yard setbacks.

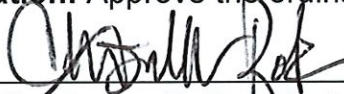
At the October 6, 2020 Plan Commission meeting, a recommendation was made to approve an amendment that would allow new buildings in the I-2/I-2A district to have an increase height up to 120 feet provided such new buildings are located at least 300 feet from a residentially zoned property. In addition, existing buildings that encroach the 20-foot side yard setback would allowed to expand using the existing side yard setback line.

The Council subsequently approved the recommendation and scheduled the public hearing. The hearing will be before the Council on November 3rd. An ordinance to implement the recommendation has been created.

Options: After the public hearing, the Council can:

- Approve the ordinance with/without changes. Two readings are required.
- Reject the ordinance.
- Refer the matter back to the Plan Commission. If there are substantive changes desired or if there are issues that need more consideration, the Plan Commission could be directed to review this issue further.

Recommendation: Approve the ordinance.

Prepared by: 
Christopher Sullivan Robinson
Planner / Zoning Administrator

Date: 10.29.20

Prepared by: 
Marty Olejniczak
Community Development Director

Date: 10-29-2020

Reviewed by: 
Josh Van Lieshout
City Administrator

Date: 10/29/20

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We the City Plan Commission, hereby recommend to approve a zoning map amendment from Central Business District (C-2) to Heavy Industrial (I-2) for a portion of the following properties owned by Fincantieri Bay Shipbuilding: 281-10-85340109B; 281-10-85371001R; 281-10-35371301R; 281-85371401; and 281-10-85360101C as illustrated in the request letter from Fincantieri Bay Shipbuilding dated October 26, 2020 (See attachment) with the condition that Fincantieri must complete a beautification plan incorporating the 3rd Avenue properties to be rezoned through a cooperative effort with the City of Sturgeon Bay. The plan must be approved by the City.

Respectfully submitted:
City Plan Commission
By: David Ward, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: October 28, 2020

Introduced by _____.

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

Passed by the Council on the _____ day of _____, 2020.

FINCANTIERI BAY SHIPBUILDING

October 26, 2020

Sturgeon Bay City Plan Commission
421 Michigan Street
Sturgeon Bay, WI 54235

VIA EMAIL

RE: Request to Amend Current I-2 Zoning in Properties Owned by Fincantieri Bay Shipbuilding

Dear City Plan Commission,

Thank you for considering the rezoning of FBS properties from commercial to heavy industrial. We hear the concerns of the community and want to be a good neighbor. We are willing to revise our Rezoning Application a second time in an attempt to address these concerns.

As you know, the original purpose of our request was to make all properties owned by FBS I-2. There are currently C-2 areas adjacent to our production areas, specifically Building 422. Our plans for this building include the movement of sections in and out of a north facing door and a small addition to accommodate a kitchen and bathroom area; both of these activities would be inhibited by C-2 zoning.

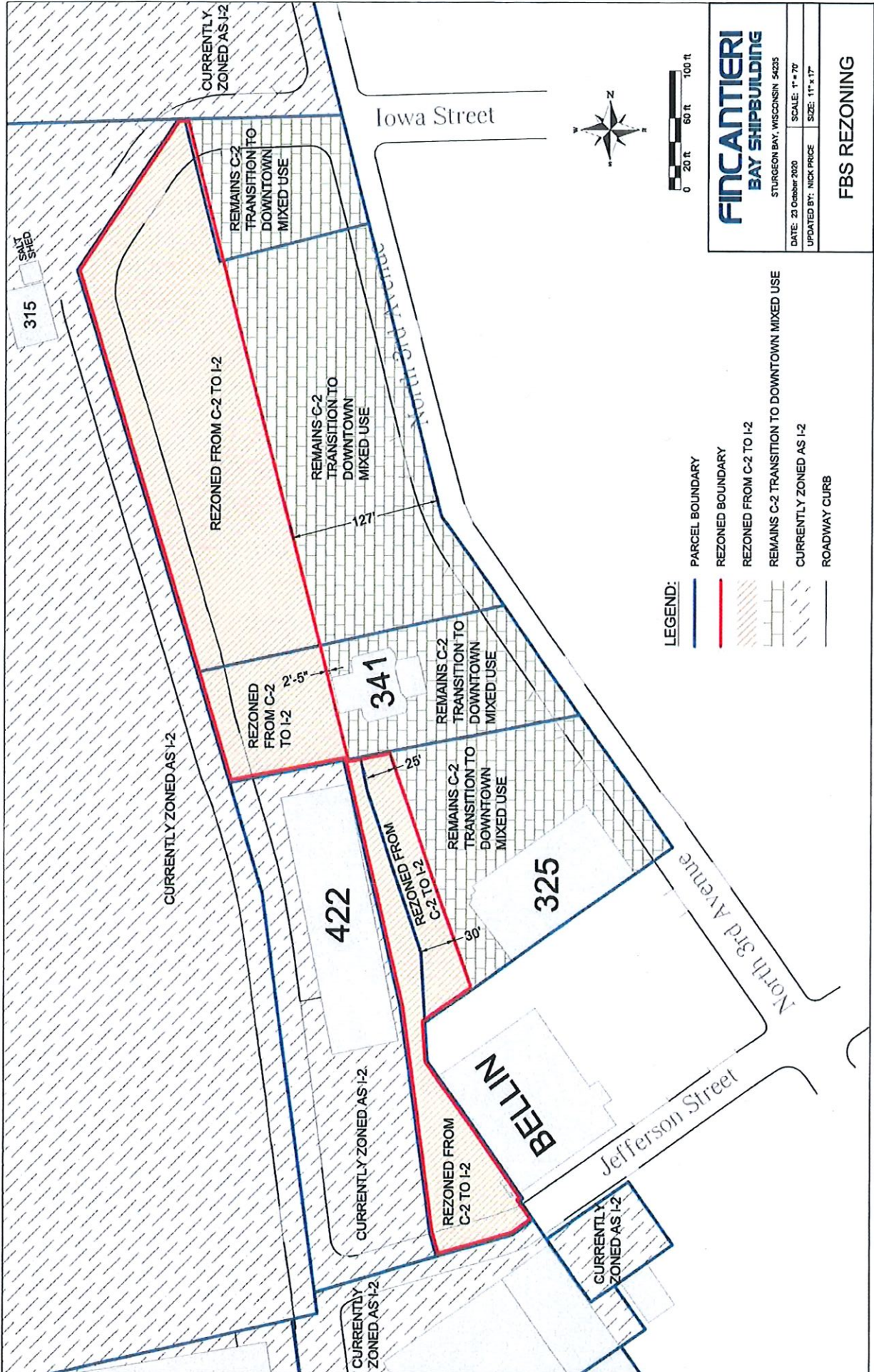
Our first revision was to leave the depot and winery buildings as C-2, but after the hearing last week, that does not seem to be enough. We are willing to further amend our request to leave the property immediately north of the depot as C-2 as well. Our plans for that area are to continue its use for parking, although we do plan to make aesthetic upgrades, including paving. This revision is meant to provide a buffer that the neighbors across the street are looking for and extend the corridor created by our first revision to allow a slightly longer transition from industrial setting to commercial setting as you enter downtown Sturgeon Bay. Please see the attached map referenced as "Revision 2".

Again, we hope that this is considered a favorable change and that it would satisfy the concerns we have heard. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Todd Thaysse
Vice President and General Manager



FINCANTIERI
BAY SHIPBUILDING

STURGEON BAY, WISCONSIN 54235

DATE: 23 October 2020 SCALE: 1" = 70'

UPDATED BY: NICK PRICE SIZE: 11" x 17"

FBS REZONING

EXECUTIVE SUMMARY

Title: Zoning Map Amendment – C-2 to I-2 for Fincantieri Bay Shipbuilding

Background: Per the attached correspondence, Fincantieri Marine Group, LLC has modified their original rezoning request by reducing the amount of land to be rezoned. The modified request would rezone the following parcels from C-2 (Central Business District) to I-2 (Heavy Industrial): parcel #281-10-85340109B; 281-10-85371001R; 281-10-35371301R; 281-10-85371401; 281-10-85360101C. However, per there modified request a strip of C-2 would be maintained as a buffer from the other uses adjacent to 3rd Avenue.

Current Zoning: *Central Business District (C-2) - This district is intended for the central business district on both the east and west sides of the city. It is intended to provide development and redevelopment opportunities consistent with the historic development pattern of the areas. Targeted uses shall be those commercial uses which do not detract from this area because of noise, smoke, odors, or disruption of traffic patterns.*

Proposed Zoning: *Heavy Industrial (I-2) - This district reserves land for all uses permitted in the I-1 district plus certain businesses that require the use of unlimited outdoor storage and production yards and involve the use of heavy outdoor equipment and machinery.*

Surrounding Zoning / Uses: Toward the north and west is additional shipyard property, which is zoned heavy industrial. Toward the east is single-family residential and central business district. Toward the south is central business district. The surrounding uses include single-family residences and two-family residences, tourist lodging, offices, health clinic, and other downtown uses.

Comprehensive Plan: The Comprehensive Plan identifies two different future land use designations for the subject area. The area comprised of the parking lot in the north part is planned to have a future use of Industrial. The current use and proposed zoning map amendment are consistent with the Comprehensive Plan. The remaining parcels (281-10-85340109B, 281-10-85371401, 281-10-85371301) have a designation of Downtown Mixed Use. The Comprehensive Plan has maintained this future land designation due to the former uses of these properties, which have acted as buffers / transitional uses from the industrial area. Because the modified rezoning maintains Central Business District along the 3rd Avenue frontage, the proposal is consistent with the intent of the Comprehensive Plan. Attached is the Comprehensive Plan Description for the Industrial land use designations.

Plan Commission: The Plan Commission reviewed this rezoning request over three meetings, which included a public hearing. There were several items discussed including their overall plan in the south yard, existing conditions / improvements of the site, effects of their operation on neighboring property, and completion of a beautification plan. Fincantieri provided a number of presentations, which resolved any issues that were brought up during the meetings. In addition, Fincantieri reduced the


total area to be rezoned in response to the Commission and public comments. The Plan Commission is recommending approval of the amended rezoning request. However, to keep this beautification plan moving forward, they are recommending to make it a condition of the approval.

Options: The Council can approve the recommendation as presented or with modifications. The 1st reading of the ordinance would occur this meeting with the 2nd reading to occur at the next Council meeting. The Council can also deny the recommendation in which case the issue would be dropped.

Recommendation: Staff recommends approval of the rezoning request from C-2 to I-2 as proposed as recommended by the Plan Commission. The request conforms to the intent and future goals of the 2040 Comprehensive Plan. The proposed development will improve the aesthetics of the property as well as remedy past and present issues presented by the surrounding neighborhoods. Fincantieri has been responsive in meeting the needs of the City and surrounding neighbors.

Prepared By:  10.29.20
Christopher Sullivan-Robinson Date
Planner / Zoning Administrator

Reviewed By:  10-29-2020
Marty Olejniczak Date
Community Development Director

Reviewed By:  10/29/20
Josh Van Lieshout Date
City Administrator

ORDINANCE NO. _____

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

SECTION 1: The following described properties are or portions thereof hereby rezoned
from Central Business District (C-2) to Heavy Industrial (I-2):

A parcel of land being part of Block 34, Lots 10 - 15 of Block 37, those
portions of Iowa street, North 1st Avenue, and Jefferson Street vacated by
a resolution recorded at Document Number 779770 in the Assessor's Map
of the City of Sturgeon Bay, and Lots 5 & 6 of Moeller's Plat, all in
Government Lot 4 of Section 6, Township 27 North, Range 26 East, City of
Sturgeon Bay, Door County, Wisconsin. More particularly described as
follows:

Commencing at the SE corner of Lot 1 of Moeller's Plat; thence S. 56°50'31"
W., 177.68 feet to the point of beginning of lands to be described; thence
continue S. 56°50'31" W., 47.54 feet; thence S. 01 °40'02" E., 32.67 feet;
thence S. 33°06'53" E., 140.84 feet to the northerly right of way line of
Jefferson Street; thence S. 56°50'31" W., 2.85 feet along said northerly right
of way line to a point where said northerly right of way terminates; thence
S. 33°09'29" E., 20.00 feet along the westerly terminus of Jefferson Street;
thence S. 56°50'31" W., 21.66 feet; thence S. 75°48'31" W., 66.66 feet;
thence N. 14°11'29" W., 20.00 feet; thence Northerly, 195.45 feet along the
arc of an 819.02 foot radius curve to the left whose chord bears N. 05°47'07"
W., 194.98 feet; thence N. 11 °28'59" W., 210.00 feet; thence S. 81 °01 '01"
W., 98.09 feet; thence N. 14°51 '29" W., 449.98 feet; thence N. 35°42'40"
E., 152.43 feet; thence S. 89°28'10" E., 8.63 feet; thence S. 12°19'10" E.,
555.49 feet; thence N. 81°01'01" E., 36.41 feet; thence S. 17°12'1 0" E.,
211.84 feet to the point of beginning.

Said parcel contains 77,275 square feet (1.77 acres). Said parcel is subject
to all easements of record.

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

Approved:

Attest:

Thad Birmingham
Mayor

Stephanie Reinhardt
City Clerk

REZONING EXHIBIT

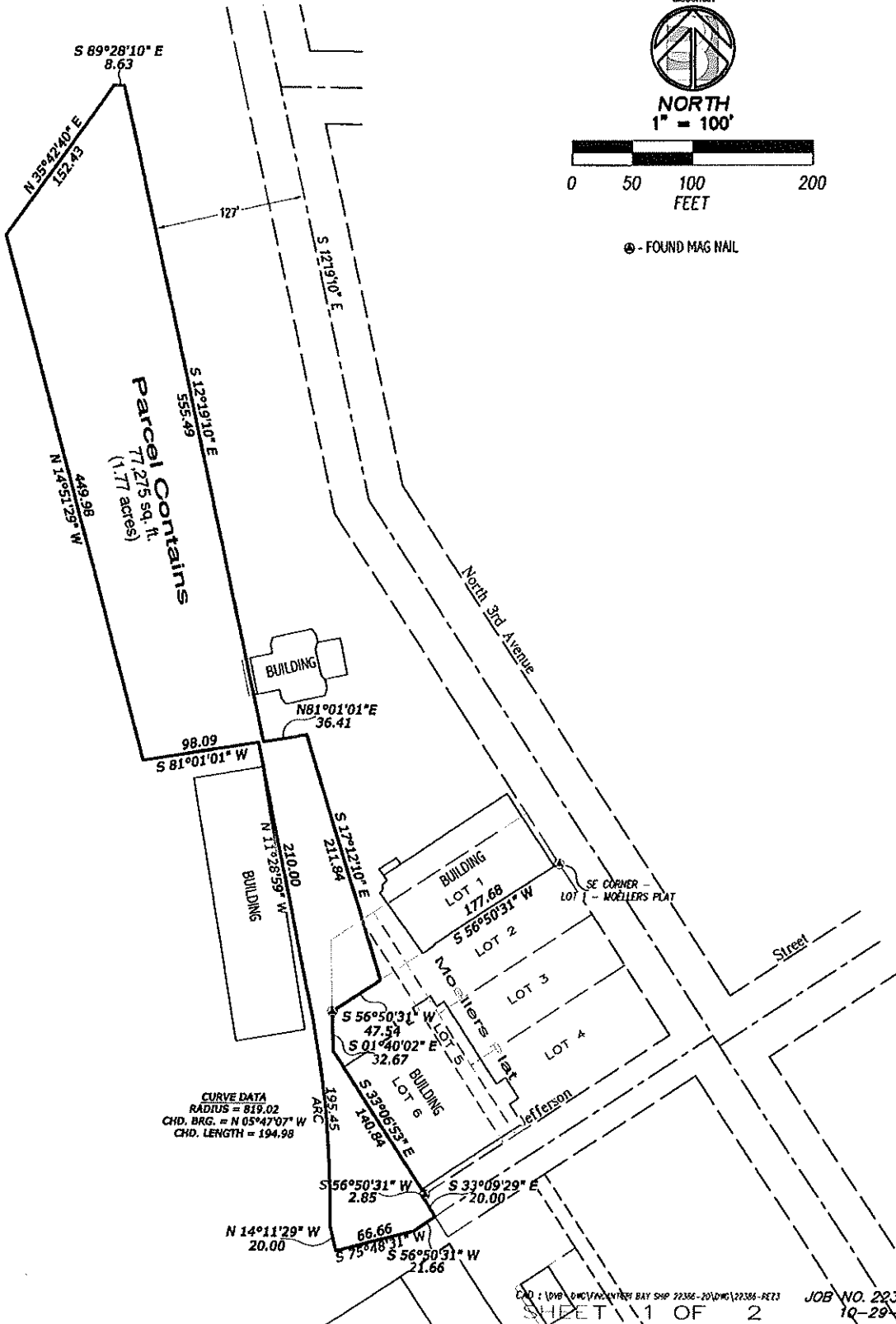
BEING:
 PART OF BLOCK 34,
 LOTS 10 - 15 OF BLOCK 37, THOSE PORTIONS OF IOWA STREET, NORTH 1st AVENUE,
 AND JEFFERSON STREET VACATED BY A RESOLUTION RECORDED AT DOCUMENT NUMBER 779770
 IN THE ASSESSOR'S MAP OF THE CITY OF STURGEON BAY,
 AND LOTS 5 & 6 OF MOELLER'S PLAT
 ALL IN:
 GOVERNMENT LOT 4 OF SECTION 6,
 TOWNSHIP 27 NORTH, RANGE 26 EAST,
 CITY OF STURGEON BAY,
 DOOR COUNTY,
 WISCONSIN



NORTH
 1" = 100'



⊗ - FOUND MAG NAIL



RP

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We the City Plan Commission, hereby recommend to approve an amendment to section 20.175(1) of the Municipal Code (Zoning Code) regarding mixed-use buildings in the C-5 zoning district by adding the following to this list of permitted uses:

Buildings containing a mixture of residential uses and commercial uses including home occupations. There shall be no maximum floor area restrictions between the uses. Home occupations shall not be limited to the standards outlined in section 20.09(2)(a) 1-7.

Respectfully submitted:
City Plan Commission
By: David Ward, Chairman

RESOLVED, that the foregoing recommendation be adopted.

Date: October 21, 2020

Introduced by _____.

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

Passed by the Council on the _____ day of _____, 2020.

STAFF REPORT

Zoning Text Amendment – Mixed-Use Buildings in the C-5 District

Background: The City's Zoning Chapter defines the Mixed Commercial – Residential (C-5) zoning district as the 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 is desirable. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.

There have been several instances where the interpretation of the code caused confusion to whether the restrictions under mixed use properties conforms to the intent of the C-5 district. Because the permitted uses in the C-5 district refer back to the C-2 Central Business District (which in turn refers to the C-1 General Commercial District), it appears that if a property owner wants to use their building(s) for a mix of commercial and residential, the residential space couldn't exceed 50 percent of the overall floor area of the building(s) on the lot. The 50 percent rule was meant for the downtown commercial zone where uses are predominantly commercial with upper residential spaces. This limitation works well in the C-1 and C-2 districts which are primarily commercial zones. But in the C-5 district, where both commercial and residential uses are permitted individually, it doesn't seem to make sense that a mixed-use building is limited to 50% residential.

Another quirk is that if a property owner wants to have a home occupation within their residence, the use is essentially limited to a personal business office and limited to no more than 25 percent of the building.

From staff's perspective, in the C-5 district there should not be a floor area restriction on the mix between residential and commercial uses. Because various commercial uses and residential uses are separately listed as permitted uses in the C-5 district, a situation where the two uses are housed within the same building should also be permitted, regardless of the amount of floor area devoted to each use. But this staff interpretation should be codified so that it is very clear going forward.

This issue was discussed with Attorney James Kalny. He believes that staff's interpretation is valid, but advises that it is a good idea to amend the code to make it clear. Thus, the zoning text amendment process was started. The amendment creates a specific permitted use for mixed-use buildings in the C-5 district and is included in the agenda packet.

Plan Commission Action: The Plan Commission unanimously recommended approval of the text amendment.

Options: The Council can:

- Approve the recommendation. A public hearing would then be scheduled and an ordinance drafted.
- Reject the recommendation. The matter would then be dropped from consideration.
- Refer the matter back to the Plan Commission for modifications or additional consideration.

City Staff Recommendation: Approve the recommendation and proceed with the public hearing and ordinance creation.

Prepared by: 
Christopher Sullivan-Robinson
Planner/Zoning Administrator

Date: 10.29.20

Prepared by: 
Marty Olejniczak
Community Development Director

Date: 10-29-2020

Reviewed by: _____
Josh Van Lieshout
City Administrator

Date: _____

EXECUTIVE SUMMARY**DATE:** October 29, 2020**TITLE:** Award of Contract for Project 2005: City Hall – Reception Area Renovations

BACKGROUND: On October 29, 2020 the Engineering Department received bids for Project 2005: City Hall – Reception Area Renovations. The attached plan was developed throughout several coordination meetings with staff members from the City Clerk, Finance, Community Development, Building Inspection, and Engineering Departments. The goal of this project was to create new reception and work areas within City Hall that would help to meet the following primary objectives:

- 1) Create a new modified reception area for the departments involved that would allow for greater security, while still allowing for a comfortable customer service experience.
- 2) Improve the staff work space areas to allow for increases in interdepartmental coordination, customer service coverage, and operational efficiencies.

In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. Five bids were received for the project and the overall results are summarized below:

\$156,850.00	RJM Construction, LLC
\$168,000.00	IEI General Contractors, Inc.
\$171,000.00	Immel Construction
\$183,130.00	Portside Builders, Inc.
\$184,287.00	Milbach Construction

After completing a review of the bids, it has been determined that the bid from RJM Construction, LLC is complete and would be the low bid. Note: all contractors that submitted bids were required to submit a prequalification reference list of past similar projects, and RJM Construction, LLC was highly recommended by several of their references.

FISCAL IMPACT: The 2021 Capital Budget included \$300,000.00 for these improvements, along with similar improvements at the Municipal Services building reception area (which will go out for bid in the near future). The contractor was instructed not to include costs for relocation of cameras, door fobs, data, or phone lines so there will be some additional costs to fully complete the project. These items of work will be completed internally with the aid of the companies that currently maintain these types of services at City Hall. However, with this bid of \$156,850.00 there should be plenty of money remaining to complete the Municipal Services project as well.

RECOMMENDATION: Award the Contract for Project 2005: City Hall – Reception Area Renovations to RJM Construction, LLC with a base bid totaling \$156,850.00.

REVIEWED BY: Stephanie Reinhardt
Stephanie Reinhardt
City Clerk / Human Resources Director

10/29/2020
Date

REVIEWED BY: Valerie Clarizio
Valerie Clarizio
Finance Director / City Treasurer

10/29/20
Date

REVIEWED BY: Marty Olejniczak
Marty Olejniczak
Community Develop. Director

10/29/2020
Date

SUBMITTED BY: Chad Shefchik
Chad Shefchik
City Engineer

10-29-2020
Date

REVIEWED BY: Josh VanLieshout
Josh VanLieshout
City Administrator

10/29/20
Date

**Project 2005
City Hall - Reception Area Renovations**

Company Name / Contact Name	Email Address	Phone Number	Bid Amount	Bid Bond
Portside Builders, Inc.	Jack Gigstead jgigstead@portsidebuilders.com	920-493-0722	\$183,130.00	Yes
MJI Building Services, LLC	Tom Yager estimating@buildwithmji.com	920-422-5641		
Milbach Construction	Jon Meshke Christinna milbconst@aol.com	920-851-1272	\$184,287.00	Yes
Zeise Construction	John Gretzinger Beckie McDermid bids@zeiseconstruction.com	920-437-5426		
RJM Construction, LLC	Dixie Minlschmidt dixie@rjmconstructionllc.com	920-984-3103	\$156,850.00	Yes
Immel Construction	Dawn dawnan@immelmanconstruction.com Ashlee Verson ashleeev@immelmanconstruction.com	920-371-1617 920-810-5107	\$171,000.00	Yes
IEI General Contractors, Inc.	Chris Berg chris@ieigc.com	920-337-2111	\$168,000.00	Yes

BID FORM & PROPOSAL

FOR

Project 2005
City Hall – Reception Area Renovations

CITY OF STURGEON BAY
DOOR COUNTY, WISCONSIN

Contractor Information:

Bidder's Name	RJM CONSTRUCTION LLC
Contact Person	RYAN MINLSCHMIDT
Business Address	601 W FOREST ST, BLACK CREEK WI 54106
Business Phone	920.984.3103 / CELL = 920-841-0821
Emergency Phone	
E-mail Address	RYAN@RJMCONSTRUCTIONLLC.COM

Bids will be received until: October 29,2020 at 9:00 AM.

TO: Office of the City Clerk
421 Michigan Street
Sturgeon Bay, WI 54235

The undersigned having familiarized themselves with the local conditions affecting the cost of the work, and having read and examined the Advertisement for Bid Proposals, Description of Work, Bid Form & Proposal and locations, hereby proposed to do all the work called for in this proposal and to furnish all labor, tools, equipment, and materials necessary for the full completion of said work in a workmanlike manner at the sums, rates, and unit prices for said work.

Bid Schedule

Total Bid Amount	\$ 156,850. ⁰⁰
------------------	---------------------------

To furnish all labor, material, tools and equipment necessary in connection with this Contract as specified amount to a total the Bid Amount of: \$ One Hundred Fifty-Six Thousand Eight Hundred Fifty & ⁰⁰/₁₀₀
 (Written amount)

Signature:  _____

By: RYAN MINLSCHMIDT

Address: 601 W FOREST ST, BLACK CREEK WI 54106

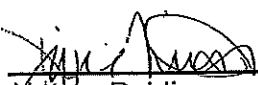
E-mail Address: RYAN@RJMCONSTRUCTIONLLC.COM

Phone No.: 920.984.3103

Dated: 10/29/20

STATE OF WISCONSIN)
 County of OUTAGAMIE) ss

Subscribed and sworn to before me on this 29TH day of OCTOBER, 2020



 Notary Public
 My Commission Expires: 1/21/22

Shefchik, Chad

From: Dixie Minlschmidt <Dixie@rjmconstructionllc.com>
Sent: Thursday, October 29, 2020 10:52 AM
To: Shefchik, Chad
Subject: RE: Sturgeon Bay Project 2005 - Addendum #1

Good morning Chad,
RJM Construction LLC received addendum 1 per email below. All addendum requirements are included in the bid submitted by RJM Construction LLC today.

Thank you in advance for your review and consideration of RJM Construction LLC for the project. Feel free to contact us at any point.

Best regards,

Dixie Minlschmidt
RJM Construction LLC
Email: dixie@rjmconstructionllc.com
Ph: 920.984.3103
Fax: 920.984.1193

601 W Forest St, Black Creek WI 54106
www.rjmconstructionllc.com

From: Shefchik, Chad [mailto:cshefchik@sturgeonbaywi.org]
Sent: Tuesday, October 20, 2020 3:46 PM
To: Jack Gigstead <jgigstead@portsidebuilders.com>; Thomas Yager <estimating@buildwithmji.com>; christina.olm@creativebusinessinteriors.com; amanda@nei-gb.com; Milbach Construction Services, Co. <milbconst@aol.com>; bids@zeiseconstruction.com; morgan.hilgart@miron-construction.com; Dixie Minlschmidt <Dixie@rjmconstructionllc.com>; dawnan@immelconstruction.com; ashleeve@immelconstruction.com
Subject: Sturgeon Bay Project 2005 - Addendum #1

Attached is addendum #1 that pretty much just addresses questions from contractors that I have met on site. I have also attached an updated bidder list.

Thanks,

Chad Shefchik
City Engineer

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

Phone: 920-746-2913

ADDENDUM #1

October 20, 2020

PROJECT: Project 2005: City Hall – Reception Area Renovations

BID DATE: October 29, 2020 at 9:00 AM

FROM: City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235

TO: All Bidders of Record

This Addendum is issued to clarify, revise, add to, or delete information in the original Bidding Documents, or in previous Addenda, and forms a part of the Contract Documents. Acknowledge receipt of this Addendum by submitting it with your Bid Form & Proposal. Failure to do so may subject bidder to disqualification. The bidder has the singular responsibility to make the Addendum available to sub-bidders that are not bidders of record.

This Addendum consists entirely of the following:

- Irrevocable Letter of Credit vs. Bonding: The Advertisement for Bid Proposals, Instructions to Bidders, and Construction Specifications note that “Bonding will not be required; however, no bid proposal will be received unless accompanied by an irrevocable letter of credit from a lending institution for an amount equal to the total cost of the project.” If a company would prefer to use bonding instead of an irrevocable letter of credit that will be acceptable provided that:
 - A bid bond equal to at least 5% of the bid proposal is submitted along with the bid proposal.
 - If awarded the project, the contractor agrees to submit Performance and Payment Bonds along with the Contract, and the costs for the required bonds are included within the price listed on the Bid Schedule.
- Construction Specifications - Page 2 – Demo Labor
Add to this section:
 - Remove all existing work stations
 - Remove any cabinets / countertops in the way of any new improvements
- Clarification: For bidding purposes assume that all improvements are new and that salvaged items from the demolition (doors, hardware, lighting, etc.) will not be reused. In addition, products noted in the cut sheets that are included within the bidding documents (rolling shutters, door hardware, doors, electrical fixtures & components, etc.) should be included in the base pricing listed on the Bid Schedule. Reuse of removed items, alternate products, and other value engineering options may be considered after awarding the contract but should not be assumed for use in the base pricing submitted on the Bid Schedule.

- Required Subcontractor Bids: The Construction Specifications include a specified contractor for the HVAC Work, Fire Alarm System, Fire Protection, and Six Work Stations sections. These contractors are familiar with the systems at City Hall, have been on site, and provided estimates that were used to create the Construction Specifications. Their bids are required to be used within the pricing submitted on the Bid Schedule. Please contact these subcontractors for a copy of their bid and pricing that is to be used. Their contact information is as follows:
 - HVAC Work
Energy Control & Design
Jeremy Balza
920-739-6885 x218
jbalza@energycontroldesign.com
 - Fire Alarm System
CEC Communications Engineering Company
Mike Servais
319-294-9000
Mservais@cecinfo.com
 - Fire Protection
Apex Fire Protection, LLC
Stacey Groshek
715-454-7025
sgroshek@apexfireprotectionwi.com
 - Six Work Stations
Atmosphere Commercial Interiors
Tina Chervenka
920-360-2547
tina.chervenka@atmosphereci.com

Construction Specifications

Date: 10-09-2019

Customer Information: Name: STURGEON BAY CITY HALL
Address: 421 MICHIGAN STREET
STURGEON BAY, WI 54235
C/O STEPHANIE REINHARDT

Job Location: 421 MICHIGAN STREET
STURGEON BAY, WI 54235

All specifications to follow include supplying the products, materials and the labor to produce, construct, and/or install in a good workmanship manner standard to the industry, unless otherwise specified

Contractor guarantees against all defects in workmanship and materials for a period of one (1) year following completion of the work as contracted

Sturgeon Bay City Hall 1st floor interior renovation as per attached bidding plan revised dated 09-24-2020 and as follows:

GENERAL NOTES

- #1. Plan is for bidding purposes only and NOT to be used for the permit.
- #2. City of Sturgeon Bay is hereby called the Owner
- #3. All dimensions (new & existing) on the bidding plan will need to be field verified and any variations to be brought to the Owner's attention.
- #4. Work to start after November 5th 2020 and to be completed finished by March 26th 2021.
- #5. Project to be quoted as work being performed during normal working hours 8:00 am to 4:30 pm weekdays.
- #6. Owner is tax exempt and where applicable tax is not to be included. Owner will provide written proper needed documentation.
- #7. Quote is based on Owner having all equipment, file cabinets and furniture vacated from the renovated area space.
- #8. Owner to have employee's limited access to the renovated work area during the construction times.
- #9. Owner to allow contractor and sub-contractor workers to use the on-site bathroom facilities.
- #10. Owner to allow contractor to use the closest parking space for a dumpster during the construction time needed.
- #11. Contractor to provide Owner with a timeline on when construction will begin, week by week on proposed work to be completed and a final completion date, timeline to be approved by the Owner before work commences.
- #12. Owner to remove all Lobby wall displays and all picture and wall hangings
- #13. Room designations signs to be by Owner
- #14. Owner is responsible for all security (including door fob's), data and phone work.
- #15. This project is to be bid as a non-prevailing wage project.
- #16. Bonding will not be required but a irrevocable letter of credit from a lending institution will be required in the amount of the total cost of the project.

PERMITS & FEES, included

- local permit cost of \$220.00 for building, HVAC and electrical work
- Owner will do the plan review "in-house" and the plan review fee to be waived per Brett Temme
- licensed Architect to submit to the Owner a remodeled floor plan to obtain the above described permit.
- electrical design and plan fee of \$1,800.00 for Cottrell Design Inc. 1500 Temple More Ln. Green Bay, WI 54313 c/o Bruce Cottrell

DEMO LABOR, per plan

- install builder walkway to the work area to protect the existing flooring
- install 4 mil visqueen to contain dust as much as possible
- remove Lobby windows and door/windows as per plan
- open Lobby wall for new door-way to the existing files area
- remove interior walls (per plan) and half wall
- open wall for electrical work to the north side work stations
- remove all the dropped acoustical ceiling with the grid system thru out the remodeled area
- remove the Lobby acoustical ceiling tile in way of the new framed wall saving the tile and grid for reinstallation.
- remove and cut back the end of wall into the copy/mail area
- bust up and remove the floor tile in the remodeled area leaving the Lobby floor tile as is
- remove all the carpeting in the remodeled area with the vinyl base
- on the assessor's side area remove the ceramic tile wall base, approx. 10 in ft

FRAMING LABOR

- install new walls as per plan with the following spec's:
 - |galvanized track 2x4---16 gauge bottom and top plates
 - |galvanized 2x4---18 gauge studs at 16" on center
 - NOTE: Frame new walls to 10' high with bracing as needed to the 2nd floor deck above where possible
 - |galvanized 2x4 U-channel for over new interior doors
 - |zinc plated self-drilling screws
 - |fill in Lobby wall where window and door/window were removed with above spec'd steel studs & plates
 - |frame in Lobby wall for new entry door into the Existing Files with above spec'd steel studs, plates and U-channel
- supply and install three rolling shutters with the following spec's:
 - |Raynor model #CA rolling counter-shutters
 - |one 4' x 4' 2" and two 8' x 3'6"
 - |aluminum slats and hood, face mounted
 - |115 volt motor operated, eclipse tube motor
 - |3-button wall stations
 - |smart logic boards allow all (3) doors to close or open simultaneously
- install interior doors "A", "B", "C" and "D" as follows:
 - |two 3' x 7' x 1 3/4" plain sliced red oak flush solid core doors, unfinished
 - |one 4' 0" x 7' x 1 3/4" plain sliced red oak flush solid core bi-fold door units, unfinished
 - |one 3' x 7'---16 gauge 5 3/4" welded hollow metal frames
 - |one 3' x 7'---16 gauge 5 3/4" welded sidelite hollow metal frame
 - |one 4' x 7'---16 gauge 5 3/4" welded cased open hollow metal frame
 - |two 1/4" tempered glass for sidelite frame, installed

FRAMING LABOR, cont'd

- install interior doors "A", "B", "C" and "D" as follows: cont'd
 - |one 3' x 7' hollow metal level 3 bullet resistant door with 20"x 30" vision lite (bullet resistant to level 3)
 - |one 3' x 7' hollow metal level 3 bullet resistant 5 7/8" frame, 2" faces
 - |six Hager BB1279 US26D 4.5" x 4.5" standard weight ball bearing hinges (3 per door)
 - |three Hager BB168 US26D 5"x 4.5" heavy weight ball bearing hinges (3 per door)
 - |two Sargent 28-10G37 LB 10-3192 US26D classroom cylindrical locks
 - |one Sargent 28-10G04 LB 10-3192 US26D classroom cylindrical locks
 - |two Sargent 281 series PSH EN door closers w/hold-open
 - |one Sargent 281 series PH4 EN door closer w/hold-open
 - |one Sargent 409 series US32D wall stop
 - |three Adam Rite 7170 series 510 628 electric strikes
 - |two Rockwood 853 1 3/4" DR US32D wire pulls
 - |one Hager 9861-48 bi-fold track hardware
 - |metal door frames to be primed painted only
 - |level 3 bullet resistant rating in compliance with UL752
 - |all hardware finish to match existing

FINISH LABOR

- new closet to have 5 rows of 16" wide white melamine shelving with white metal standards and white metal shelf brackets, all heavy duty and shelves to be adjustable

HVAC WORK, Energy Control & Design

- removal of the existing ceiling mounted diffusers as follows:
 - |removal of (5) supply air diffusers in the accounts payable area
 - |removal of (5) supply air diffusers in the assessor's area
 - |removal of one return air diffuser
- relocation of Siemens BAS thermostats as follows:
 - |relocate thermostat to the west wall of the existing closet in accounts payable
 - |relocate thermostat to the south east of newly framed wall in the assessor's area opening
- installation of the existing ceiling diffusers as follows:
 - |install (5) supply air diffusers in the accounts payable area
 - |install (5) supply air diffusers in the assessor's area
 - |install (1) return air diffuser
 - |supply and install new flexible ductwork (connecting to the existing ductwork extending to the diffuser) where needed to meet the needs of the ceiling modifications
- relocation of the southwest supply diffuser located in accounts payable to the new reception area as follows:
 - |extend the existing sheet metal duct to the new reception area
 - |allow for a maximum of 3' of flex duct to connect the diffuser to the perspective heat run
- reprogramming and calibration of the existing Siemens building automation VAV controls as follows:
 - |air volume sensor calibrations
 - |PID loop tuning
 - |confirm operation of VAV boxes V2-4 and V2-3
 - |all Siemens VAV box control programming and modifications to be performed by the existing building automation system contractor
- non-certified air balancing to confirm proper air volumes are being maintained
- items not included are as follows:
 - |new supply air diffusers, new return air diffusers and new thermostats

ELECTRICAL WORK, per electrical plan by Cottrell Design Inc revised dated 10/9/2020

- electrical disconnection as per plan
- conduit for low voltage
- seven (7) quad outlets
- fixtures, occupancy sensors and wiring as per plan
- three (3) switches
- wire for three (3) counter-top shutters
- wire for three (3) door electric strikes
- red conduit and rough in for fire alarm system
- wire for six (6) new work stations

FIREALARM SYSTEM, CEC communications engineering company

- tie into existing head end fire alarm system equipment
- provide fire alarm field system equipment
- provide field end of line UL fire resistors as required
- install, terminate and test all new head end component equipment provided
- program head ends and field data devices
- test and certify field data device activation by a Nicet II & EST3 certified technician
- test and certify field NAC device output activation by Nicet & EST3 certified technician
- provide as built CAD drawings for new field devices
- provide as built CAD drawings for new field device cabling
- as built pdf drawings for head end layouts
- provide 1 year warranty
- fees for 3rd party plans review, submittals, City fire alarm permit and AHJ one day test
- install and terminate all new field equipment
- install field EOL resistors as required
- provide fire alarm cable for new devices and its installation
- provide and install cabling for integration
- the following items are not included:
 - |duct detector
 - |security interface
 - |sprinkler interface
 - |carbon monoxide detection

SHEETROCK & PLASTERING

- 5/8" patch sheetrock walls where window and door/sidelight were removed
- patch sheetrock where walls were removed, walls opened up for new electrical, cutback wall and at new Lobby door opening into existing files area
- 5/8" sheetrock (both sides) all newly framed walls with sheetrock ending just above the acoustical ceiling tile system
- smooth plaster system all newly framed walls (both sides)
- smooth plaster patched sheetrock walls areas tying into the existing plaster to match as close as possible

ACOUSTICAL CEILING, per plan

- reinstall the removed Lobby acoustical ceiling to the newly framed wall with grid system
- install 2x2 Certainteed Vantage 10 square edge dropped acoustical ceiling in a new 15/16 grid system

NOTE: Grid system and border tiles (only) to be installed first then remaining ceiling tiles to be installed at a later date after sprinklers, fire alarms, HVAC systems have been located.

PAINTING & STAINING

- one prime all newly plastered walls and patch plastered walls
- one coat paint the Lobby affected wall from corner to corner approx. 50' and repaint the existing Hallway affected wall from corner to corner approx. 35'
- one coat paint all newly framed walls, uniform color (no accent walls)
- one coat paint all existing walls within the renovated area, uniform color (no accent walls)
- prime and paint one coat each the new metal door frames to match existing door frames
- stain, seal and varnish one coat each the new oak flush doors, stain to match existing as close as possible
- one time touch-up painting after project is complete
- all painting and staining materials to be Sherwin Williams

CABINERY, per cabinet plans dated 8.19.2020

- reception area cabinetry as follows:

- |one 24" deep x 42" high x 96" long lower cabinet with six doors and standard laminate counter-top extended over the plastered half wall
- |one 24" deep x 34" high x 48" long lower cabinet with three doors and standard laminate counter-top extended over the plastered half-wall
- |one 24" deep x 42" high x 96" long lower cabinet with six doors and standard laminate counter-top extended over the plastered half-wall
- |one 24" deep x 42" high x 48" long angled lower cabinet with two doors and standard laminate counter-top

- accounts payable & payroll clerks area cabinetry as follows:

- |one 36" deep x 36" high x 262" long angled lower cabinet with fifteen doors and standard laminate counter-top

- cabinetry spec's as follows:

- |custom cabinetry
- |frameless cabinet style
- |laminate cabinetry, ends with taped edges
- |concealed door hinges
- |flush cabinet ends and fascia
- |Northwoods Maple melamine interiors
- |standard cabinet backs
- |standard cabinet hardware
- |standard laminate counter-tops

FLOORING & BASE, per plan

- ceramic tile floor in the Reception area with a tile base
- in Lobby at the new wall, filled in door/sidelite and at new door opening install a tile base to match Existing as close as possible
- ceramic tile material (only) allowance is \$3.00 a sq. ft.
- ceramic tile base material (only) allowance is \$10.00 a ln ft.
- renovated areas to have carpet tiles with a 4" vinyl base
- carpet tiles material (only) allowance is \$3.00 a sq. ft.
- adhesive and floor prep labor is included

FIRE PROTECTION, Apex Fire Protection LLC

- add and relocate approx. nineteen (19) sprinklers and piping off of the existing sprinkler system
- all sprinklers will match existing and be centered in the ceiling tiles, any sprinklers located in areas with exposed structural (if applicable) will be brass uprights
- renovated area will meet NFPA 13 requirements and will conform to all state and local codes
- all material included, design, testing and permits included
- the design criteria is based on a .10/1500 for a light hazard group I occupancy. It is expected that the existing system meets all NFPA 13 code requirements.
- no work is proposed to alter the existing sprinkler system other than the relocating/adding new sprinklers into the renovated area.

SIX WORK STATIONS, per plans by Atmosphere Commercial Interiors dated 9/2/20

- supply and install six work stations with the following general product description based on Atmosphere plans and elevations dated 9/2/20:
 - |65" high tackable panels with 15" high fabric stackers overall 80" high
 - |42.5" high tackable panels
 - |72" wide x 48" wide x 24" deep on side & 30" deep at front-curved corner surface
 - |72" wide x 30" deep height adjustable surface
 - |24" deep x 36" wide side surface with pencil drawer
 - |24" deep x 54" wide side surface with pencil drawer
 - |24 deep x 84" wide back surface with 42" wide lateral file & box/box/file pedestal
 - |two (2) work stations to reuse existing pedestal storage-no new lower storage
 - |60" wide overhead with a task light
 - |quantity of (2) 42" wide overhead with task light
 - |each desk to receive one (1) single monitor arm and surface mounted power with three (3) outlets and two (2) USB's
 - |west side set of work stations to have a 2"x 2" power pole with-out receptacles, other work stations power to enter from adjoining side wall
- create final drawings for Owner to review including install drawings
- project coordination services to include site verification, inventory, scheduling and punch follow up
- final finishes to be determined by the Owner and quote is based on grade finishes

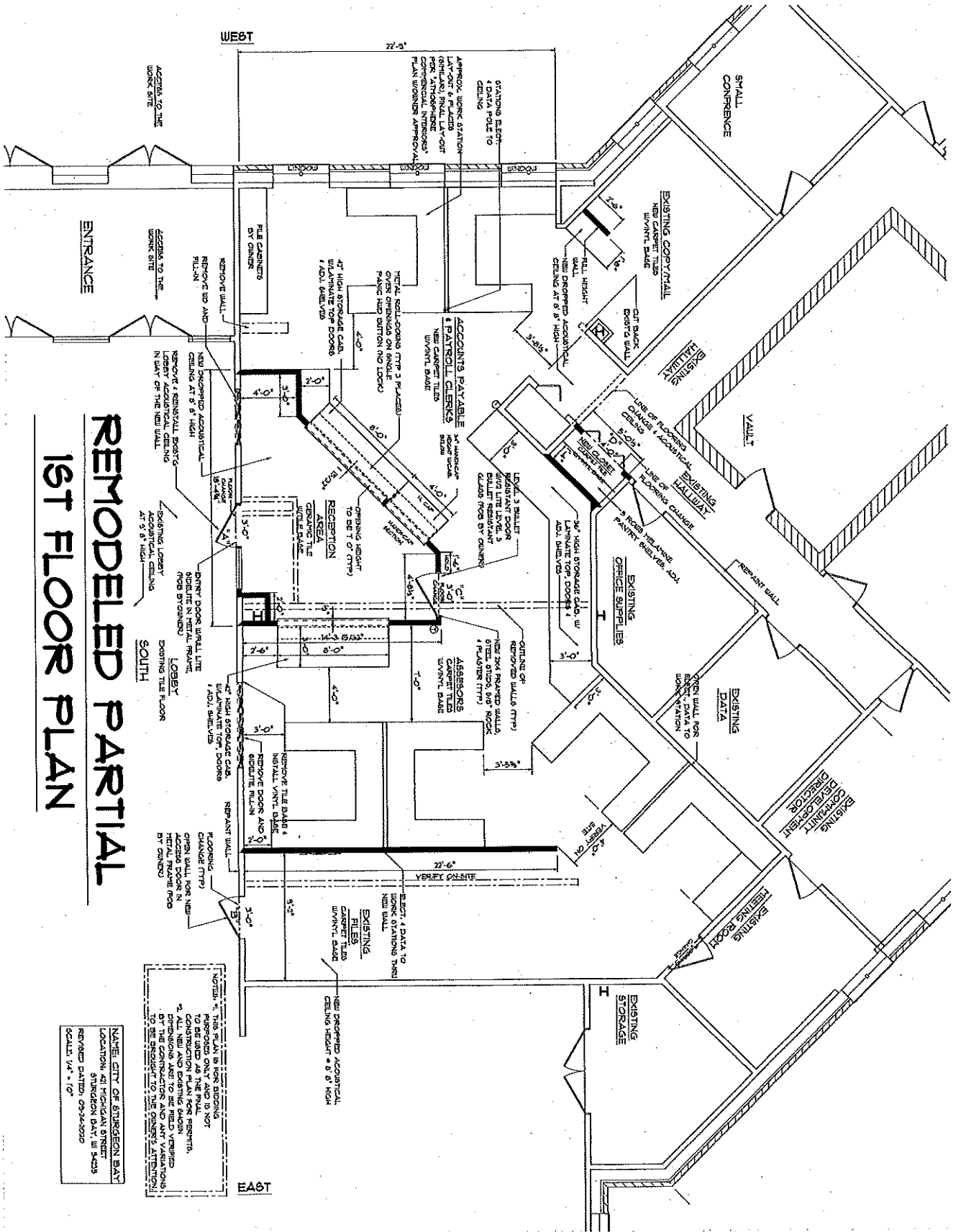
MISC ITEMS INCLUDED

- final cleaning allowance of \$500.00
- removal of all construction debris
- coordination of on-site improvements

We propose hereby to furnish material and labor, complete, in accordance with the above specifications, for the firm price sum of \$

Authorized Signature: _____

Date: _____



REMODELED PARTIAL 1ST FLOOR PLAN

NAME: CITY OF STURGEON BAY
 LOCATION: 401 MICHIGAN STREET
 STURGEON BAY, WI 54235
 REVISION DATED: 05-24-2010
 SCALE: 1/4" = 1'-0"

- NOTES:
1. ALL NEW CONSTRUCTION TO BE SHOWN WITH DASHED LINES.
 2. ALL NEW AND EXISTING DIMENSIONS TO BE SHOWN WITH DIMENSION LINES.
 3. ALL NEW AND EXISTING DIMENSIONS TO BE SHOWN WITH DIMENSION LINES.
 4. ALL NEW AND EXISTING DIMENSIONS TO BE SHOWN WITH DIMENSION LINES.