

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY, AUGUST 12, 2025
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Sale of Surplus Property.
5. Consideration of: Request for Exclusivity Period for Due Diligence – Portside Builders/Jim Connard.
6. Review bills.
7. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the City Committees may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of a Committee, does attend, this may constitute a meeting of the aforementioned Committee and is noticed as such, although no formal action will be taken at this meeting.

Posted:
Date: 08/8/25
Time: 8:15am
By: TM

Finance/Purchasing & Building Committee Members:
Helen Bacon, Chair
Seth Wiederanders, Vice Chair
Dan Williams

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Executive Summary

Date: 07 August 2025

Title: Sale of Surplus Property

Background: Due to the purchase of new equipment or the non-use of equipment, I am requesting the sale of surplus property.

Chevrolet P-6 One Ton Dump:	New truck was purchased and is in service.
Ford LN700 Water Tank Truck:	Truck is in poor condition, was used back when city crews took on major street paving projects. No longer needed.
Ford P-15 Dump Truck:	Truck was once used for aquatic weeds. Requires a CDL w/ manual endorsement to operate. Seasonal employees are not required to have a CDL.
Ford Explorer:	Vehicle has been replaced, replacement is in service.
GM Transmission:	Transmission was purchased 12-15 years ago for a truck. Truck was replaced and this has been in the crate on a shelf since.

Fiscal Impacts: Unknown. Unsure how the bids will come in.

Recommendation: Staff recommends approving the sale of the listed surplus items via sealed bid.

Prepared By:



Mike Barker
Municipal Services Director

Date: 07 AUG 2025

Reviewed By:



Valerie Clarizio
Finance Director

Date: 8/7/25

Reviewed By:

Josh VanLieshout
City Administrator

Date: _____

Surplus List

[illegible]

8/7/2025

STAFF REPORT

Community Development Department

Title: Request for Exclusivity Period for Due Diligence – Portside Builders / Jim Connard

Background

Portside Builders, in partnership with developer Jim Connard, is requesting an exclusivity period of approximately 12 months to conduct due diligence related to a proposed development project. The project is being proposed for a City-owned lot located at 1259 Division Road, parcel #281-68-17000902, north of the City compost site and GFL Environmental. The conceptual plan includes a mix of workforce housing, single-family homes, duplex units, and garage/living space combinations. The project details are summarized below and further outlined in the attached letter and concept map from Portside/Connard. As illustrated in the attached map:

- Concept lots outlined in **blue** represent proposed workforce, single-family, and duplex units.
 - 30 workforce housing lot/home packages
 - 14 single-family lots
 - 11 duplex buildings (22 condominium units total)
- Concept lots outlined in **red** represent proposed garage units with potential living quarters.
 - 32 large garage units intended for RV/boat storage, potentially with smaller integrated living spaces, similar to the Boat House Motor Condos under construction on S 18th Avenue and Utah Street.

The development lot and area to the south is currently zoned Agricultural. The area to the west has industrial zoning and the areas to the north and east have residential zoning (R-2 and R-3). Note that the Ahnapee Trail is planned to run through this lot, however, the exact path is unknown and is shown on the attached map in concept only. The property was acquired by the City in May of 2024 in order to complete the trail connection.

Portside anticipates completing its due diligence and obtaining all required City approvals by August 1, 2026. Full build-out of the project is expected to take approximately 6 to 7 years. The city has had success partnering with JPEJ, LLC and Portside Builders on the Geneva Ridge project which a portion of the proposal is intended to mimic. City staff does not have any concerns regarding this request or the requested amount of time.

Requested Financial Incentives


Portside intends to request City assistance through a Tax Increment District (TID), similar to the Geneva Ridge Development (TID 10). The anticipated request includes:

- \$20,000 per single-family lot
- \$20,000 per duplex unit
- An undetermined amount for infrastructure support related to the garage/living units

These amounts are preliminary and will be refined during the due diligence and financial analysis process.

Prepared by: 
Becky Kerwin, Community Development Director

8/6/2025
Date

Prepared/
Reviewed by: 
Stephanie Servia, Planner/Zoning Administrator

8/6/2025
Date

Prepared/
Reviewed by: 
Josh Van Lieshout, City Administrator

8/6/2025
Date



810 S. Lansing Avenue, Sturgeon Bay, WI 54235
Phone: (920) 746-1092 Fax: (920) 746-1099
email: sturgeonbay@portsidebuilders.com
website: www.portsidebuilders.com

*Dedicated to Excellence in Residential and
Light Commercial Construction*

August 4, 2025

City of Sturgeon Bay
Attn: Josh VanLieshout, City Administrator
Stephanie Servia, Zoning/Planning Administrator
421 Michigan Street
Sturgeon Bay, WI 54235

RE: Exclusivity Period for Due Diligence for Development Proposal

Dear Josh and Stephanie,

We are writing today to request a 12-month exclusivity period for a due diligence analysis and to further define a proposal for the development of the land just north of the city compost site, on the west side of Division Street. To that end, please find below a preliminary explanation of our proposed concept, along with a preliminary site plan prepared by Santec Engineering (attached) showing the various housing types to be offered for sale to the public.

Summary of proposed concept is as follows:

1. 30 workforce lot/home packages;
2. 14 single family lots;
3. 11 duplex buildings, totaling 22 condo units;
4. 32 large garage units for RV/Boat storage, with possible smaller living spaces inside

Included with this development would be extension of the Ahnapee Trail from the southwest to the northeast.

The estimated sales value of the development is as follows:

1. 30 workforce lot/homes \$9,750,000;
 2. 14 single family lots \$7,000,000;
 3. 11 duplex buildings \$9,350,000;
 4. 32 large garage units \$8,000,000;
- Total Budget \$34,100,000

Fox Valley Office: 980 American Drive, Neenah, WI 54956

Fran Shefchik - Company Founder & Chairman of the Board



810 S. Lansing Avenue, Sturgeon Bay, WI 54235
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City of Sturgeon Bay

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The estimated timeline for this project would include the due diligence period, along with completion of all city approvals, by August 1, 2026, followed by a 6 to 7-year period for full buildout of all units noted above.

The developer will be asking for city assistance through a TID. City investment would be similar to the Geneva Ridge development for the workforce homes, \$20,000 per single family lot, \$20,000 per each duplex unit, and the yet to be determined infrastructure cost for the large garage units. This infrastructure cost will be finalized once the cost budget is completed. The final amount needed by the city can be finalized once all final cost estimates for the project are completed.

At the conclusion of the due diligence exclusivity period, in the event that the project budget makes financial sense and the city approvals are in process, but the development agreement is not yet completed, we would ask to have the exclusivity period extended. This would allow time to complete the development agreement and all related city approvals.

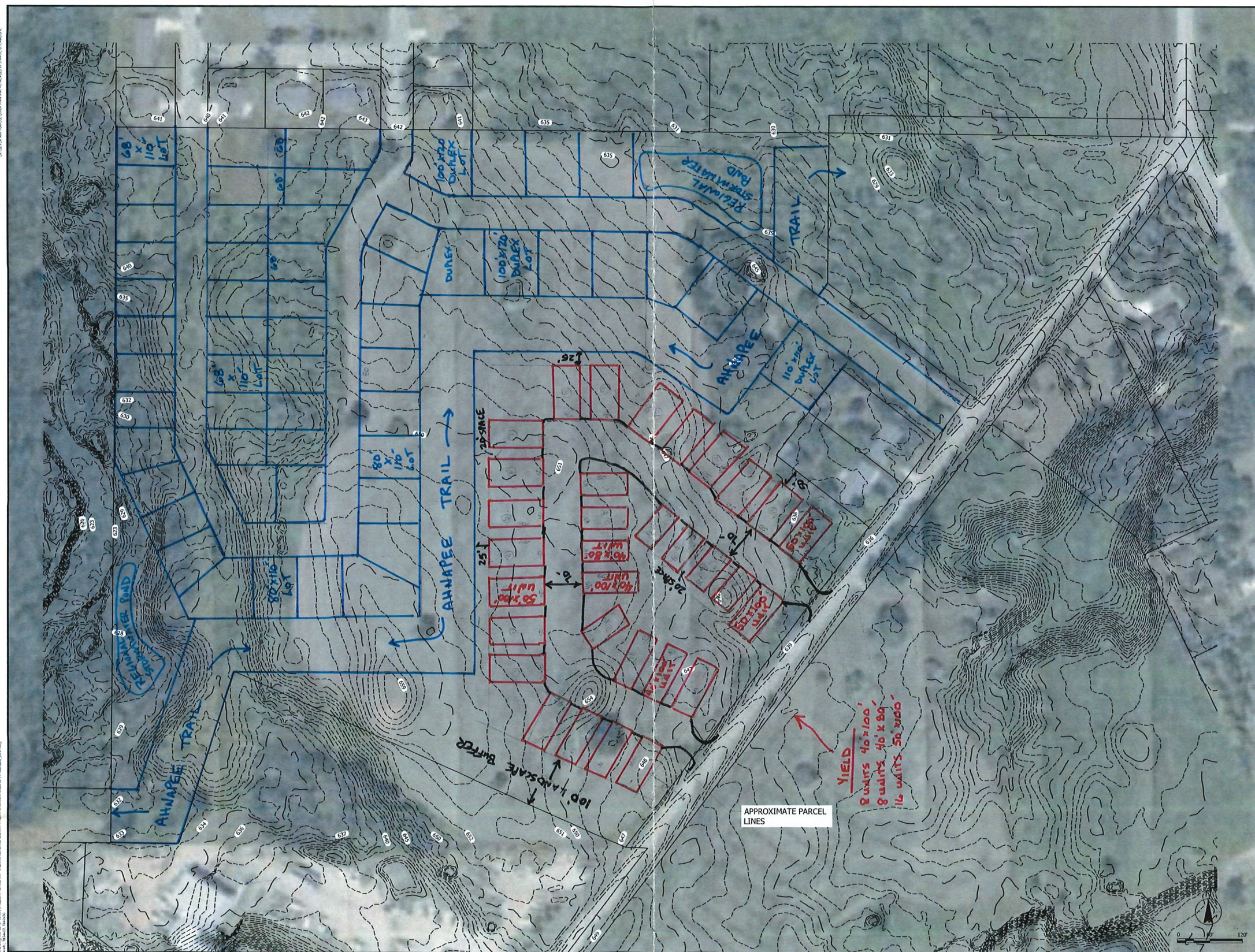
We look forward to working with the city on this project and thank you in advance for your consideration of this first step.

Sincerely,

Jim Connard, Developer

Paul Shefchik, PortSide Builders, Inc. (Agent)

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BASE MAP
DIVISION RD
STURGEON BAY, DOOR COUNTY, WI 54235

DATE OF ISSUANCE	
May 21, 2025	
NO	REVISION DATE
SURVEY	
DIRXAN	MTA
DESIGNED	
CHECKED	
APPROVED	
PROJECT NO. 193002002	
SHEET NUMBER	
C001	

DATE: 08/08/2025
TIME: 07:32:50
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 08/19/2025

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
REVENUE				
R0001893	CYNTHIA HAYES	2ND LAUNCH PASS REFND/C HAYES	01-000-000-46210	23.70
R0001893		2ND LAUNCH PASS REFND/C HAYES	01-000-000-24214	1.18
R0001893		2ND LAUNCH PASS REFND/C HAYES	01-000-000-24215	0.12
R0001894	TODD BAULDRY	2ND LAUNCH PASS RFND/T BAULDRY	01-000-000-46210	23.70
R0001894		2ND LAUNCH PASS RFND/T BAULDRY	01-000-000-24214	1.18
R0001894		2ND LAUNCH PASS RFND/T BAULDRY	01-000-000-24215	0.12
TOTAL REVENUE				50.00
TOTAL GENERAL FUND				50.00
CITY CLERK-TREASURER				
13920	ASSOC. OF PUBLIC TREASURERS OF	MEMBERSHIP RENEWAL/CLARIZIO	01-115-000-56000	159.00
TOTAL				159.00
TOTAL CITY CLERK-TREASURER				159.00
COMPUTER				
04696	DOOR COUNTY TREASURER	07/25 INTERNET	01-125-000-55550	100.00
04696		07/25 SHAREFILE	01-125-000-55550	133.00
04696		07/25 3RD QTR SOFTWARE	01-125-000-55550	1,314.62
04696		07/25 TECH SUPPORT	01-125-000-55550	135.23
04696		07/25 4G INTERNET	01-125-000-55550	375.00
TOTAL				2,057.85
TOTAL COMPUTER				2,057.85
PUBLIC WORKS ADMINISTRATION				
US BANK	US BANK EQUIPMENT FINANCE	COPIER CONTRACT	01-150-000-56250	129.00
TOTAL				129.00
TOTAL PUBLIC WORKS ADMINISTRATION				129.00
CITY HALL				
KRAMER	ROBERT KRAMER	HEARING PROTECTION:KRAMER	01-160-000-56800	165.98
TOTAL				165.98
TOTAL CITY HALL				165.98
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	07/25 PHONE SVC:CITY HALL	01-199-000-58200	42.37
04696		07/25 PHONE SVC:FIRE	01-199-000-58200	6.83
04696		07/25 PHONE SVC:MUN SVC	01-199-000-58200	20.90
04696		07/25 PHONE SVC:POLICE	01-199-000-58200	26.71
16961	PUBLIC ADMINISTRATION ASSOC.	UPDATE COMPNSTN/CLSIFCTN PLN	01-199-000-57000	2,000.00
CEDARCO	CEDAR CORPORATION	STORM WATER UTILITY CREATION	01-199-000-57000	4,500.00
PULSE	PENINSULA PULSE	07/25 PUBLICATIONS	01-199-000-57450	1,110.97
TOTAL				7,707.78
TOTAL GENERAL EXPENDITURES				7,707.78
FIRE DEPARTMENT				
FIRE DEPARTMENT				

DATE: 08/08/2025
TIME: 07:32:50
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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 08/19/2025

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
FIRE DEPARTMENT				
FIRE DEPARTMENT				
18448	RENNERTS FIRE EQUIP SER INC	6" BUTTERFLY VALVE T712	01-250-000-53000	2,522.32
18448		PUMP TEST/DOT INSPECT E706	01-250-000-56250	873.93
18448		PUMP TEST/DOT INSPECT E707	01-250-000-56250	615.12
18448		PUMP TEST/DOT INSPECT T711	01-250-000-56250	565.12
18448		PUMP TEST/DOT INSPECT T712	01-250-000-56250	565.12
18448		PUMP TEST/DOT INSPECT TRK 724	01-250-000-56250	712.34
18448		FLD SVC KIT 3/4" DRAIN	01-250-000-56250	272.12
FIRE SRV	FIRE SERVICE, INC.	DOOR STRAPS REPLACEMENTS	01-250-000-53000	2,191.46
PSYCHOLO	PSYCHOLOGIE CLINIQUE S.C	FIREFIGHTER PSYCH EVAL	01-250-000-57100	650.00
STREAM	STREAMLIGHT	12 V BATTERY/E707	01-250-000-56250	133.28
STREAM		CHARGER KIT/E707	01-250-000-56250	70.80
TOTAL FIRE DEPARTMENT				9,171.61
TOTAL FIRE DEPARTMENT				9,171.61
LARGE ITEM PICKUP / LEAF COLL				
GFLENVIR	GFL ENVIRONMENTAL, INC	2.38TN MSW:2 TVS:2 FREON:1 ELC	01-311-000-58400	424.29
TOTAL				424.29
TOTAL LARGE ITEM PICKUP / LEAF COLL				424.29
STREET SIGNS AND MARKINGS				
19275	SHERWIN WILLIAMS	EQUIPMENT/STREET LINE PAINTER	01-420-000-52100	41.99
19275		STRAINERS/STREET LINE PAINTING	01-420-000-52100	53.80
TOTAL				95.79
TOTAL STREET SIGNS AND MARKINGS				95.79
CURB/GUTTER/SIDEWALK				
04545	DOOR COUNTY COOPERATIVE/NAPA	FASTSET CONCRETE MIX	01-440-000-51200	51.96
10750	PREMIER CONCRETE INC	CONCRETE	01-440-000-51200	3,422.00
TOTAL				3,473.96
TOTAL CURB/GUTTER/SIDEWALK				3,473.96
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	5 G HYDFL	01-450-000-52150	52.53
04575	DOOR COUNTY HARDWARE	FASTENERS	01-450-000-53000	3.80
20725	T R COCHART TIRE CENTER	4 RECAPS	01-450-000-53000	968.00
20725		FLAT	01-450-000-52850	30.00
20725		2 RECAPS/CASINGS/DISPOSAL	01-450-000-52850	546.00
20725		6 TIRES/DISMOUNT/MOUNT/DISPSL	01-450-000-53000	1,119.30
20725		TIRES/DISPOSALS	01-450-000-52850	242.00
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BATTERY/CORE CHARGE	01-450-000-52700	156.50
TOTAL				3,118.13
TOTAL STREET MACHINERY				3,118.13
CITY GARAGE				
02005	BAY ELECTRONICS, INC.	FIRE ALARM TWO WAY COMM REPAIR	01-460-000-58999	412.50
04545	DOOR COUNTY COOPERATIVE/NAPA	CASE GREASE	01-460-000-54999	159.90
AMERWELD	AMERICAN WELDING & GAS, INC	GAS BOTTLE RENTAL	01-460-000-58999	169.52
TOTAL				741.92

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 08/19/2025

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
CITY GARAGE				
TOTAL CITY GARAGE				741.92
PARK & RECREATION ADMIN				
11545	MAPLE STREET SIGN CO.	HARMONY ON THE BAY SPONR BNNER	01-500-000-52250	354.80
TOTAL				354.80
TOTAL PARK & RECREATION ADMIN				354.80
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODOES INC	PORT A POTTI RENTAL:DOG PARK	01-510-000-58999	125.00
04545	DOOR COUNTY COOPERATIVE/NAPA	FUSE	01-510-000-51400	3.99
04545		SUPPLIES	01-510-000-54999	18.99
04545		FASTENERS	01-510-000-54999	10.95
04545		2 HOSE NOZZLES/SHOVELS	01-510-000-54999	75.95
04545		FLY TRAPS	01-510-000-51850	44.94
04575	DOOR COUNTY HARDWARE	MAG 2" COMBO	01-510-000-54999	26.99
08225	HERLACHE SMALL ENGINE	EDGER BLADE	01-510-000-51400	11.70
13049	MAY'S SPORT CENTER	BLADES	01-510-000-51400	29.95
19240	SERVICE MOTOR CO	THROTTLE REPAIR	01-510-000-53000	230.55
20725	T R COCHART TIRE CENTER	FLAT TIRE REPAIR:PARKS EQUIP	01-510-000-51900	40.00
20725		4 TIRES/DISPOSALS	01-510-000-51900	520.00
AUDIO	AUDIO ELECTRONICS	CIRCUIT/OUTLET INSTALL: SUNSET	01-510-000-58999	247.50
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	OIL FILTER	01-510-000-51400	31.47
SEPTIC	SEPTIC MAINTENANCE OF DOOR CTY	URINAL DRAIN CLEANOUT	01-510-000-58999	150.00
VIKING	VIKING ELECTRIC SUPPLY, INC	CONDUIT	01-510-000-54999	20.35
TOTAL				1,588.33
TOTAL PARKS AND PLAYGROUNDS				1,588.33
BALLFIELDS				
BALLFIELDS				
20900	TRUGREEN LIMITED PARTNERSHIP	GRUB CONTROL:KIWANIS FLD	01-520-000-56500	175.00
20900		GRUB CONTROL:LIONS FLD	01-520-000-56500	175.00
TOTAL BALLFIELDS				350.00
TOTAL BALLFIELDS				350.00
MUNICIPAL DOCKS				
AUDIO	AUDIO ELECTRONICS	FISH GRINDER REPAIR	01-550-000-58999	82.50
TOTAL				82.50
TOTAL MUNICIPAL DOCKS				82.50
WATER WEED MANAGEMENT				
01675	AQUARIUS SYSTEMS	CUTTER BAR	01-560-000-51400	154.00
01675		WEAR STRIP	01-560-000-51400	94.00
01675		SHIPPING	01-560-000-51400	31.63
03025	CAPTAIN COMMODOES INC	PORT A POTTI: WTR WEEDS SITE	01-560-000-58999	255.39
04575	DOOR COUNTY HARDWARE	FASTENERS	01-560-000-51400	6.36
04575		FASTENERS	01-560-000-51400	6.80
04575		FASTENERS	01-560-000-51400	2.18
06012	FASTENAL COMPANY	BOLTS	01-560-000-51400	2.57
TOTAL				552.93
TOTAL WATER WEED MANAGEMENT				552.93
TOTAL GENERAL FUND				30,223.87

INVOICES DUE ON/BEFORE 08/19/2025

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
CITY HALL				
CITY HALL EXPENSE				
CATER	TODD CATER	SEWAGE LINE REPAIR/SUNSET PRK	10-160-000-59999	1,599.37
TOTAL CITY HALL EXPENSE				1,599.37
TOTAL CITY HALL				1,599.37
ROADWAYS/STREETS				
ROADWAYS/STREETS				
GB HIGH	GREEN BAY HIGHWAY PRODUCTS LLC	100 SAND BAGS	10-400-000-59096	46.00
TOTAL ROADWAYS/STREETS				46.00
TOTAL ROADWAYS/STREETS				46.00
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
CEDARCO	CEDAR CORPORATION	PEDESTRIAN TRAIL CONSTRCT PHSE	10-510-000-59075	1,200.00
TOTAL PARKS AND PLAYGROUNDS				1,200.00
TOTAL PARKS AND PLAYGROUNDS				1,200.00
TOTAL CAPITAL FUND				2,845.37
TID #10 DISTRICT				
TID #10 DISTRICT				
TID #10 DISTRICT				
R0000421	WI DEPT OF TRANSPORTATION	MAPLE/OREGON BRIDGE	32-310-000-59095	130.33
R0000421		S DULUTH AVE PRELIM	32-310-000-59095	2,929.84
TOTAL TID #10 DISTRICT				3,060.17
TOTAL TID #10 DISTRICT				3,060.17
TOTAL TID #10 DISTRICT				3,060.17
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
20725	T R COCHART TIRE CENTER	2 TIRE CHANGES/DISPOSALS	60-000-000-52850	92.00
20725		4 TIRE CHANGES	60-000-000-52850	160.00
GFLENVIR	GFL ENVIRONMENTAL, INC	286.07 TN GARBAGE	60-000-000-58300	21,189.18
GFLENVIR		99.41 TN RECYCLING	60-000-000-58350	1,758.56
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	HYD FLUID	60-000-000-52050	84.99
TOTAL SOLID WASTE ENTERPRISE FUND				23,284.73
TOTAL SOLID WASTE ENTERPRISE FUND				23,284.73
TOTAL SOLID WASTE ENTERPRISE				23,284.73
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
COMPOST SITE ENTERPRISE FUND				
03025	CAPTAIN COMMODOES INC	PORT A POTTI RENTAL: COMPOST	64-000-000-58999	115.00
TOTAL COMPOST SITE ENTERPRISE FUND				115.00
TOTAL COMPOST SITE ENTERPRISE FUND				115.00
TOTAL COMPOST SITE ENTERPRISE FUND				115.00
TOTAL ALL FUNDS				59,529.14

MANUAL CHECKS

DELTA DENTAL	\$6,184.89
08/04/25	
Check # D001636	
08/25 Dental Insurance	
Various Departmental Accounts	
 EFT GROUP INSURANCE	 \$139,201.34
08/04/25	
Check # D001637	
08/25 Health Insurance	
Various Departmental Accounts	
 MANN COMMUNICATION	 \$5,540.21
08/05/25	
Check # 95542	
08/25 Contract	
21-000-000-55015	
 TOTAL MANUAL CHECKS	 \$150,926.44

DATE: 08/08/2025
TIME: 07:32:51
ID: AP4430ZN

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 08/19/2025

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

GENERAL FUND	30,223.87	175,610.10
CAPITAL FUND	2,845.37	
TID #10 DISTRICT	3,060.17	
SOLID WASTE ENTERPRISE	23,284.73	
COMPOST SITE ENTERPRISE FUND	115.00	
<i>cash</i>	5540.21	
TOTAL --- ALL FUNDS	59,529.14	210,455.58