

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**March 9, 2021**

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. Williams appeared by zoom and Alders. Bacon and Wiederanders appeared in person. Also present: Alderperson Gustafson, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Assistant Fire Chief Montevideo, Municipal Services Director Barker, and Office Accounting Assistant II Metzger. Alderperson Nault entered at 4:05pm

A motion was made by Alderperson Wiederanders, seconded by Alderperson Williams 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: Sturgeon Bay Fire Department Floor Refinishing.
5. Consideration of: Write-off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts.
6. Consideration of: Donation of Skate Park Lighting.
7. Consideration of: Sound Farmers Productions, LLC.
8. Consideration of: Selection of Legal Firms for Interviews.
9. Review bills.
10. Adjourn.

Carried.

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

Consideration of: Sturgeon Bay Fire Department Floor Refinishing.

Assistant Fire Chief Montevideo stated the refinishing of the main garage and dayroom floors at the Fire Departments main station was initially scheduled for 2020 but delayed due to COVID. The 2021 capital budget has allocated \$45,000 for this project.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the proposal from Wisconsin CTI, Inc for floor refinishing of the main eastside Fire Station, in the amount of \$44,250 with Option 1 for \$2,498 for a total cost of \$46,748. Carried.

Consideration of: Write off and/or pursue small claims action of 2019 Delinquent Personal Property tax accounts.

City Treasurer/Finance Director Clarizio presented the list of delinquent personal property tax accounts for 2019 due in 2020. Per state statute the accounts qualify for chargeback to the relevant taxing jurisdictions. Only the City portion in the amount \$ 214.58 is proposed for write-off.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to write off the following 2019 delinquent personal property tax account bills in the amount of \$214.58.

Write-off list

<u>Tax Account #</u>	<u>Name</u>	<u>Proposed Write-off Amount</u>
281-0290	Jeffrey Slavik, DDS	\$ 116.83

281-1468	NSH Dorchester LLC	\$ 1.24
281-1480	Results Personal Training LLC	<u>\$ 96.51</u>
	<b>Total</b>	<b>\$ 214.58</b>

Carried.

Consideration of: Donation of Skate Park Lighting:

Municipal Services Director Barker explained that the Friends of Sturgeon Bay Skate Park recently presented a proposal to the Park and Recreation Committee to fundraise approximately \$70,000 for lighting at the skate park, with the intention to gift the lighting to the City. The City originally budgeted for the lighting project in 2019 and again in 2020 but due to the COVID pandemic the project was not completed. The project was not considered in the 2021 budget. Mr. Barker stated the Friends of the Skate Park anticipate raising the funds in 6-12 months. They ask that the City pay the utilities once the lighting is installed and provide the 120v outlets in the observation area. There are currently three empty conduit that were placed in 2013 however SBU was able to trace the conduit but unable to determine the condition. If the conduit needs replacing the cost could range from \$5,000 to \$10,000 which would be budgeted in 2022.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the donation of Skate Park lighting from the Friends of the Sturgeon Bay Skate Park when and if it materializes. Carried.

Consideration of: Sound Farmers Productions, LLC:

City Administrator VanLieshout explained the services agreement with Sound Farmers Production, LLC for the administration of the Harmony on the Bay concert series expired after the last concert in 2020. He stated the services agreement will continue the same but with slight changes. The contract will automatically renew unless either party requires changes or notice of termination which is to be completed by August 31 of the current year. The requirement to provide an indoor venue seating 200 people has been removed.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the amendment to the Sound Farmers Productions, LLC service agreement. Carried.

Consideration of: Selection of Legal Firms for Interviews:

City Administrator VanLieshout stated that 8 legal firms responded to the RFP. They vary in size, depth and cost. Five of the respondents the city has some form of previous or current relationship. Mr. VanLieshout suggested the Committee select 4-6 firms to interview for general municipal counsel. The Committee discussed various criteria for the selection of the legal firms. The firms selected Door Kewaunee Municipal Law, Pinkert Law, Davis-Kuelthau, Conway, Olejniczak & Jerry and VandeCastle will interview March 23<sup>rd</sup> and March 24<sup>th</sup>, 2021.

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 Wiederanders, seconded by Alderperson Williams to adjourn. Carried. The meeting 4:49 pm.

Respectfully submitted,

Tricia Metzger