

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**April 26, 2022**

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. Also present: Mayor Ward, Alderperson Nault, Alderperson Reeths, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, and Office Accounting Assistant II 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: Request from Sturgeon Bay Historical Society to amend the Teweles & Brandeis Grain Elevator (Granary) Development Agreement to allow an additional eleven (11) months for substantial completion.
5. Consideration of: 2021 Audit
6. Consideration of: Technology Upgrades for the Community Room.
7. Review bills.
8. Adjourn.

Carried.

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

Consideration of: Request from Sturgeon Bay Historical Society to amend the Teweles & Brandeis Grain Elevator (Granary) Development Agreement to allow an additional eleven (11) months for substantial completion.

Beth Renstrom, Sturgeon Bay Historical Society Executive Director proposed an amendment to extend the Teweles & Brandeis Grain Elevator (Granary) development agreement for 11 months, until April 30, 2023. Supply chain issues have caused delays with materials, primarily windows and electric panels. The project is at a standstill until they know if the extension is granted. She stated the next immediate phase of the project will be to install the columns, put sheer walls in place and frame out the windows.

Alderperson Williams remarked that the amendment presented, other than a date change and comments to supply chain issues, does not provide any accountable conditions. Progress on this project over the past year has been minimal, materials could have been ordered a year ago. While the rationale for the extension is understood the process should have been handled differently.

Ms. Renstrom commented that the project just received state approval based on what was spec'd for the windows, for everything. There were some adjustments based on cost increases.

Alderperson Williams remarked that 3 years ago when the City asked for plans and processes they were never provided, and had they been we would not be in this position today. Going forward there have to be contingencies put in place for this extension. If the extension is approved today, in 60 days the City should see purchase orders. If there are delays then the City needs to see documentation that substantiates the delays. The City needs to be protected and this agreement presented today does not provide any protection to the City if some of these perimeters don't happen, the City needs some sort of recourse. Tangible positive proof is needed.

Ms. Renstrom noted that they do a monthly update call with the construction crew, architect and team, City Administrator and the Community Development Director so they are aware of the progress.

Alderson Williams stated that the City still has never received any plans, nor received any subsequent documents that outline what is going to happen. There is a process for every building that is constructed in the City especially if that project has a development agreement which includes the process of how the project will proceed, which has again never been done, none of the steps have been taken.

Ms. Renstrom questioned what processes have not been done? Alderson Williams commented that materials could have been ordered a year ago. Ms. Renstrom interjected that they didn't have a design a year ago. Alderson Williams restated that is the point, 3 years ago we asked for a plan.

Ms. Renstrom commented that changes have been made since this project began and she felt there is a good working relationship with the City and would like that to continue. She stated that during the monthly update calls she was not made aware that they were not doing what was necessary. Alderson Williams agreed that the relationship has improved.

City Administrator VanLieshout stated this project started about 6 months prior to the expiration of the development agreement. That is not how the process works and it is not an adequate amount of time for a project of this scale. He reiterated that Alderson Williams is asking for documentation as a measure of progress for this Committee and the Council, that steps are being taken towards the completion of the project. He explained when the City has money invested, or the project is on public land, the projects have a development agreement approved by the Council. The agreement outlines certain terms that include performance reports. The Granary project involves City investment.

Mayor Ward summarized the history of the Granary project, adding that the goal is to ensure this project is completed and reassure the public. Therefore, going forward, he outlined potential conditions:

- Status updates on permits and permission that are needed or acquired
- Establish milestones
- Monthly updates for the next 12 months with copies of purchase orders.

The Committee continued discussion on the suggested conditions.

Moved by Alderson Williams, seconded by Alderson Wiederanders to recommend to Common Council to conditionally approve the extension to the Sturgeon Bay Historical Society, Teweles & Brandeis Grain Elevator development agreement, and direct Staff to draft conditions including status updates, establish milestones and monthly updates for 12 months. Carried.

#### Consideration of: Technology Upgrades for the Community Room:

City Administrator VanLieshout informed the Committee that this item came back to Finance after it was denied by the Community Protection & Services Committee. At this time the project will not move forward until issues with IT services are resolved. However, when ready an RFP will go out for bids.

#### Review bills

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

Moved by Alderson Williams, seconded by Alderson Wiederanders to adjourn. Carried. The meeting adjourned at 4:49 pm.

Respectfully submitted,

Tricia Metzger