CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY, AUGUST 9, 2022
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: Request for Door County Economic Development for 2023 Funding.

5. Consideration of: Request from Destination Sturgeon Bay for 2023 Funding.

6. Consideration of: Award of Bid for City Hall AC Chiller Replacement.

7. Review bills.

8. 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: 08/4/22
Time: 1:55p.m
By: TM

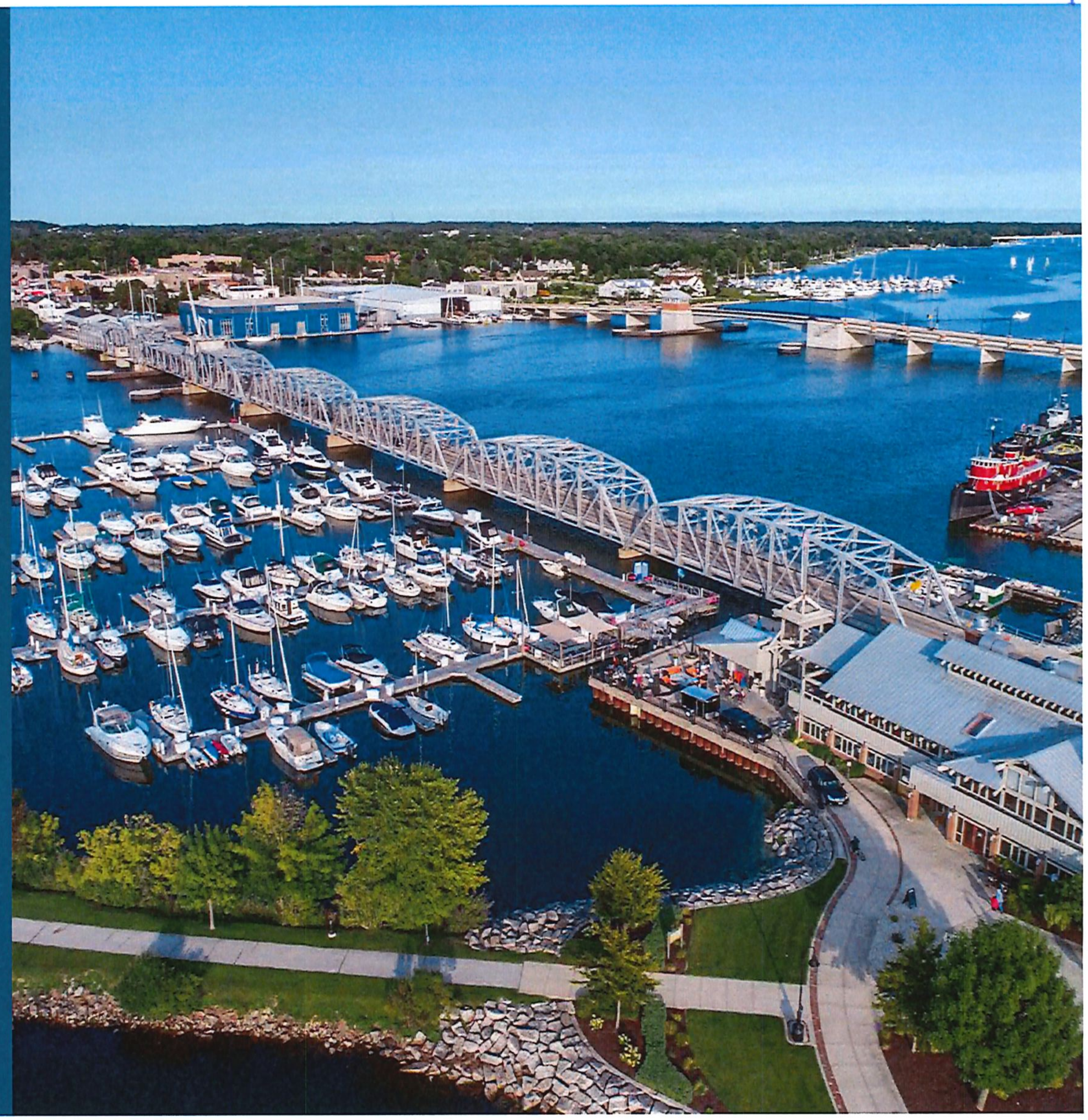
Finance/Purchasing & Building Committee Members:
Helen Bacon, Chair
Seth Wiederanders, Vice Chair
Dan Williams

A

DOOR COUNTY
Economic Development Corporation
Business by Nature

City of Sturgeon Bay

Finance Committee
August 9, 2022



4

About DCEDC

The Door County Economic Development Corporation (DCEDC) is a public/private partnership dedicated to improving the economic vitality of the county and its residents.

Founded in 1989, DCEDC has been successful in helping existing businesses create and retain thousands of jobs through a myriad of programs and initiatives.

Our mission is to influence meaningful change that promotes the economic development of Door County in ways that enhance the unique qualities of our community and ensure long-term viability through responsible stewardship.

Our Investors

Our nearly 100 investors represent diverse interests of Door County

- **Communities across Door County**
- **Businesses across all industries**
  - Manufacturing
  - Healthcare
  - Financial Services
  - Real Estate and Construction
  - Retail
  - Small Business

For all seasons! County of Door

City of Sturgeon Bay

SBU Sturgeon Bay Utilities

bellin health

Door County Medical Center

Fincantieri Bay Shipbuilding

Hatco Corporation

Nicolet National Bank

Sister Bay

Town of Liberty Grove Door County, Wisconsin

Renards Artisan Cheese

Rosewood Dairy Inc

Bank of Luxemburg

Your life. Your community. Your bank.

Nsight

TTX Therma-Tron-X, Inc.

DCEDC Strategic Framework

Business Advancement and Advocacy

Provide programs, initiatives and services that support the success of all businesses in Door County regardless of size and sector

Entrepreneurial Growth

Encourage the development, growth and sustainability of entrepreneurial endeavors in Door County through the creation of a robust entrepreneurial ecosystem

Sustainable Living

Focus on factors affecting the livability of Door County for all socioeconomic groups and / or impacting business growth and prosperity

Communications and Engagement

Provide effective communications to investors, constituents, partners and community as well as soliciting input and engagement from the same audiences

2021-2022 DCEDC Accomplishments

- **Revamped Business Retention Prorgam**
  - Expanded outreach and enhanced consistency
- **Individual Business Assistance**
  - Provided to more than 325 businesses
- **Grant Connection and Promotion for Businesses**
  - More than 1,940 grants approved for a total of more than $14.7M
- **DCEDC Administered Loans**
  - Cares Act loan program helped 12 businesses receive a total of $526,000
  - Sturgeon Bay Door County Economic Development revolving loan fund program helped three businesses secure a total of $335,000

2021-2022 DCEDC Accomplishments

- **Business Incubator Facilitation**
  - 21 Tenants
- **Youth Apprenticeship Program**
  - 47 Students Placed in Door County Businesses
- **Workforce Development Programs**
  - Facilitated Creation of CNC Machining Pathways Program
  - Individual Engagement with Businesses
- **Promotion of Manufacturing in Community**
  - Organized Manufacturing Day celebration in 2021
  - Tours of Manufacturing Facilities
  - Manufacturing Fun Fact Trading Cards and Creators Clue
  - Helped Facilitate Manufacturing Day Summit at NWTC

DCEDC Partnerships Enhancing Economic Development in Door County

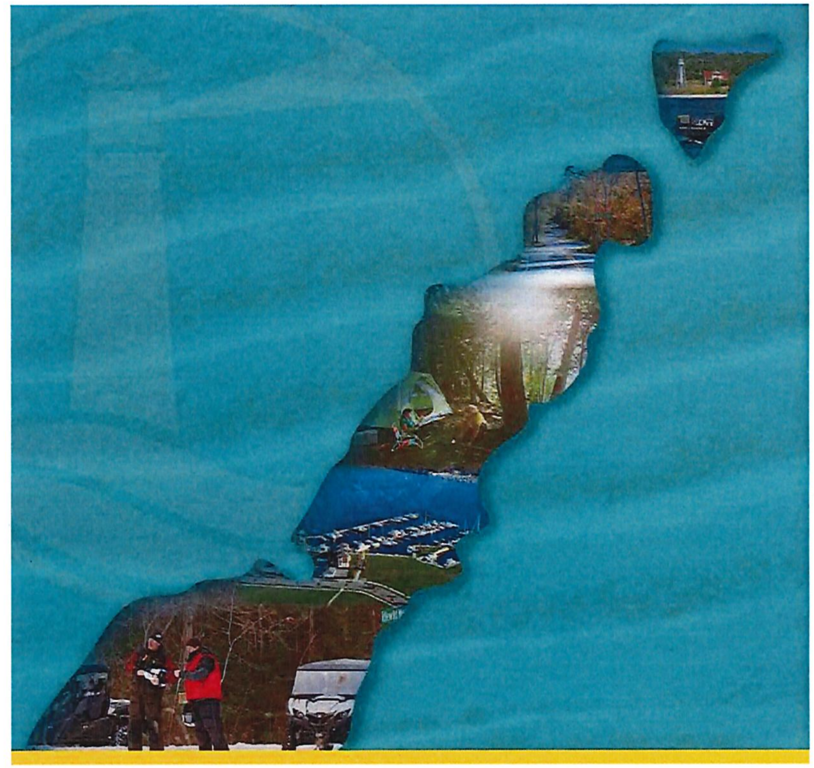
- Broadband Facilitation
- Affordable Housing Coalition
- Child Care Collaboration

Value of a Regional Approach

Each community in Door County is unique, which is what makes the county special. Appreciating and understanding the specific needs of each community is vital toward successful economic development in Door County.

That being said, there are common challenges that face all Door County communities, including housing shortages, infrastructure and labor deficiencies.

Collaborating to address these challenges - as well as marketing toward drawing opportunities to Door County - enhances the possibilities for economic development success.



About the New Executive Director

Michelle Lawrie has more than 20 years experience in economic development at regional and local levels

Greater Phoenix, Western Maricopa County, DeForest, Wisconsin

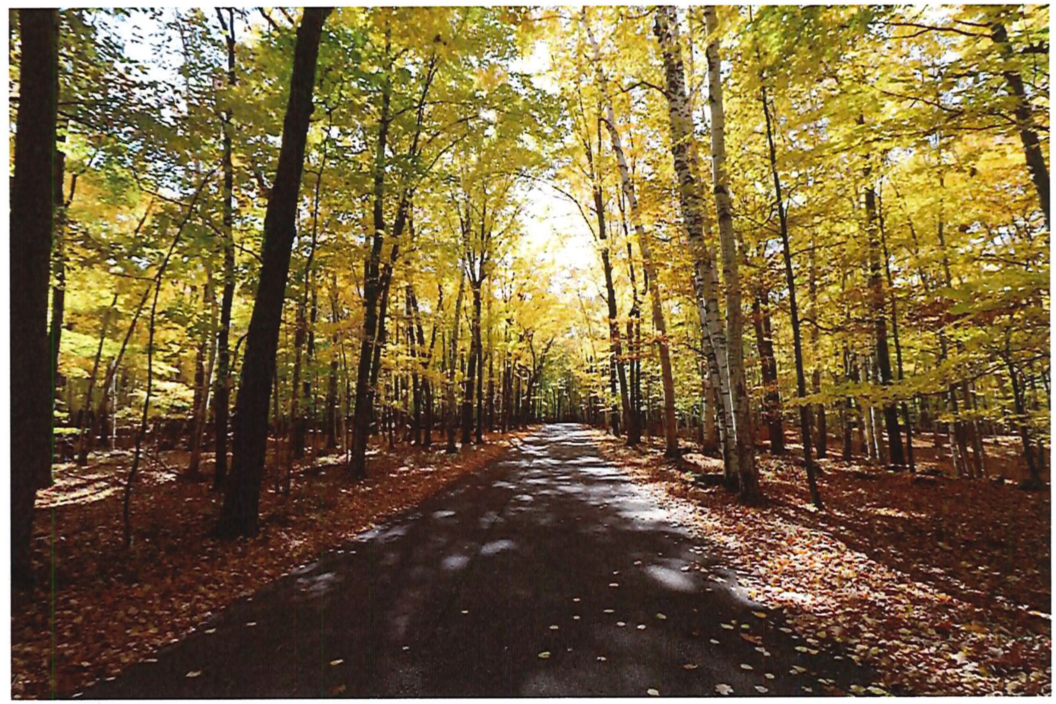
- Advocacy
- Community Development
- Product Improvement
- Coalition Building
- Business Attraction and Retention
- Entrepreneurial Development

Major Upcoming Events for DCEDC

01 Development of 2023-2025 Strategic Plan

02 Developers Tour of Door County in 2022 / 2023

03 Legislative Days in January / February 2023



Request of the City of Sturgeon Bay

Maintain Annual
Contribution of $31,700

THANK YOU

CONTACT US

michelle@doorcountybusiness

920.743.3113

doorcountybusiness.com

5

5

DESTINATION
STURGEON BAY
DOOR COUNTY

Ensuring a first-class visitor experience, helping local businesses grow, and enhancing Sturgeon Bay's quality of life.

August 4, 2022

City of Sturgeon Bay
Finance/Purchasing & Building
421 Michigan Street
Sturgeon Bay, WI 54235

To Chair Bacon, Vice-Chair Wiederanders, and Council President Williams,

Thank you for the opportunity to present to the Finance Committee regarding the work of Destination Sturgeon Bay.

There are several items of note:

1. Per our agreement with the City of Sturgeon Bay, Destination Sturgeon Bay is again requesting twenty-five (25%) of the thirty (30%) percent of the 2021 room tax remitted to the City – this amount totaling **$69,607.87**.

2. As of this writing, our Federal Tax Return Form 990 for 2021 has not yet been filed as we have been granted an extension through our accountant, Bacon CPA, LLC.

3. At the upcoming Committee Meeting, I will also present an overview of our 2022 season, a breakdown of our 2022 revenue streams, and what Destination Sturgeon Bay has planned for the upcoming 2023 season.

It's been another great year for us at Destination Sturgeon Bay. With the continued promotion of activities & events and changes in staffing and organizational structure, I am excited to share the growth of Sturgeon Bay and all its assets with our residents, businesses, and guests.

With gratitude,

Cameryn Ehlers-Kwaterski
Executive Director
(608) 712-3723

Destination Sturgeon Bay
36 S. 3rd Avenue • Sturgeon Bay, WI 54235 • (920) 743-6246
vacation@sturgeonbay.net • sturgeonbay.net

6 6

Executive Summary

Date: August 4, 2022

Title: Award of Bid for City Hall AC Chiller Replacement

Background: In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and advertised. No bids were received. After receiving no bids, I contacted several different AC installation contractors to seek bids. Three companies provided bids:

Energy Control & Design, Inc,
Appleton, WI
(1) New Dakin 80 Ton Chiller
Final Cost: $128,830.00
Or (1) New Carrier 80 Ton Chiller
Final Cost: $96,071.00

Trane Commercial
Appleton, WI
(1) New Trane 80 Ton Chiller
Final Cost: $107,000.00

August Winter & Sons, Inc
Appleton, WI
(1) New Trane 80 Ton Chiller
Final Cost $99,650.00
Or (1) New Carrier 80 Ton Chiller
Final Cost $98,600.00

The 2022 capital budget line 10-160-000-59015 included $140,000 for the purchase and installation of a new air conditioning chiller for City Hall.

Fiscal Impacts: $96,071.00 for the purchase and installation of one new Carrier 80 Ton Chiller.

Recommendation: Staff recommends purchasing (1) New 80 ton Carrier chiller from Energy Control & Design and have them install the unit at a price not to exceed $96,071.00. There will be additional funds required to make the new chiller communicate with our existing computer monitoring system.

Prepared By: Mike Barker, Municipal Services Director — Date: 4 AUG 2022

Reviewed By: Valerie J. Clarizio — Valerie Clarizio, Finance Director — Date: 8/4/22

Reviewed By: Josh VanLieshout, City Administrator — Date: 8/4/22

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
GENERAL FUND					
LIABILITIES					
R0001747	JANDU PETROLEUM #2	OVERPAYMENT/JANDU #2	01-000-000-23169	65.07	
R0001748	HILLCREST COURT	TREE DEPOSIT REFUND/HILLCREST	01-000-000-23163	400.00	
			TOTAL LIABILITIES		465.07
BALLFIELD LIGHTING					
WPPI ENG	WPPI ENERGY	08/22 ATHLETIC LIGHT PROJECT	01-000-981-70000	1,365.39	
			TOTAL BALLFIELD LIGHTING		1,365.39
			TOTAL GENERAL FUND		1,830.46
CITY CLERK-TREASURER					
9535	IIMC	ANNL MEMBER FEE/REINHARDT	01-115-000-56000	175.00	
APT	ASSOC. OF PUBLIC TREASURERS	MEMBER RENEWAL/CLARIZIO	01-115-000-56000	159.00	
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	AA BATTERIES/DYMO LABELS	01-115-000-51950	106.34	
			TOTAL		440.34
			TOTAL CITY CLERK-TREASURER		440.34
COMPUTER					
03101	CDW GOVERNMENT, INC.	2 24" MONITORS	01-125-000-55550	299.16	
			TOTAL		299.16
			TOTAL COMPUTER		299.16
CITY ASSESSOR					
ASSO APP	ASSOCIATED APPRAISALS	08/22 CONTRACT	01-130-000-55010	4,916.67	
			TOTAL		4,916.67
			TOTAL CITY ASSESSOR		4,916.67
BUILDING/ZONING CODE ENFORCEMT					
DCI	DOOR COUNTY INSPECTIONS, LLC	07/22 PERMITS	01-140-000-55010	6,762.28	
			TOTAL		6,762.28
			TOTAL BUILDING/ZONING CODE ENFORCEMT		6,762.28
PUBLIC WORKS ADMINISTRATION					
04696	DOOR COUNTY TREASURER	MSHA TRAINING	01-150-000-55600	306.51	
			TOTAL		306.51

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL PUBLIC WORKS ADMINISTRATION		306.51
GENERAL EXPENDITURES					
PULSE	PENINSULA PULSE	07/22 PUBLICATIONS	01-199-000-57450	494.33	
			TOTAL		494.33
			TOTAL GENERAL EXPENDITURES		494.33
POLICE DEPARTMENT					
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	MISC OFFICE SUPPLIES	01-200-000-51950	59.05	
			TOTAL		59.05
			TOTAL POLICE DEPARTMENT		59.05
POLICE DEPARTMENT/PATROL					
02005	BAY ELECTRONICS, INC.	RADIO REPAIR	01-215-000-57550	52.50	
CRABB	ANDREW CRABB	WORK BOOT REIMBURSE/CRABB	01-215-000-52900	100.00	
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 80 MAINTENANCE	01-215-000-58600	21.00	
JIM FORD		EXPLORER MAINTENANCE	01-215-000-58600	346.26	
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	54.66	
JIM FORD		SQUAD 80 MAINTENANCE	01-215-000-58600	654.88	
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	484.70	
JIM FORD		SQUAD 30 MAINTENANCE	01-215-000-58600	21.00	
JIM FORD		INV VEHICLE MAINTENANCE	01-215-000-58600	50.65	
NELSON	NELSON TACTICAL	2 UNIFORM PANTS/ENGEBOSE	01-215-000-52900	210.00	
			TOTAL		1,995.65
			TOTAL POLICE DEPARTMENT/PATROL		1,995.65
STORM SEWERS					
10750	PREMIER CONCRETE INC	CONCRETE	01-300-000-51150	642.50	
			TOTAL		642.50
			TOTAL STORM SEWERS		642.50
ROADWAYS/STREETS					
04696	DOOR COUNTY TREASURER	DEER PICK UP	01-400-000-54999	80.50	
14826	NORTHEAST ASPHALT, INC.	4.01 TON ASPHALT	01-400-000-52200	320.80	
			TOTAL		401.30
			TOTAL ROADWAYS/STREETS		401.30

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
SNOW REMOVAL					
SNOW REMOVAL					
R0000655	TRANSMOTION, LLC	COUPLERS	01-410-000-51400	383.30	
R0000655		NIPPLE ASSEMBLY	01-410-000-51400	154.15	
R0000655		FREIGHT	01-410-000-51400	18.29	
			TOTAL SNOW REMOVAL		555.74
			TOTAL SNOW REMOVAL		555.74
STREET SIGNS AND MARKINGS					
04276	DIAMOND VOGEL PAINT CENTER	24 PAILS WHITE TRAFFIC PAINT	01-420-000-52100	2,266.80	
04696	DOOR COUNTY TREASURER	SIGNS	01-420-000-52600	31.99	
19275	SHERWIN WILLIAMS	PUMP PROTECTION	01-420-000-52100	24.68	
			TOTAL		2,323.47
			TOTAL STREET SIGNS AND MARKINGS		2,323.47
STREET MACHINERY					
04545	DOOR COUNTY COOPERATIVE/NAPA	MIXED GAS	01-450-000-53000	92.15	
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	FRONT ELECTRONIC CONTROLLER	01-450-000-52150	316.25	
			TOTAL		408.40
			TOTAL STREET MACHINERY		408.40
PARKS AND PLAYGROUNDS					
03025	CAPTAIN COMMODES INC	PORT A POTTI-DOG PARK	01-510-000-58999	110.00	
13049	MAY'S SPORT CENTER	SPRING	01-510-000-51900	14.27	
13360	MENARDS-GREEN BAY EAST	BEETLE TRAPS/BAIT	01-510-000-54999	46.38	
WILLEMS	WILLEMS LANDSCAPE SERVICE	PLAYGROUND MULCH & DELIVERY	01-510-000-51760	900.00	
WILLEMS		PLAYGROUND MULCH & DELIVERY	01-510-000-51760	900.00	
			TOTAL		1,970.65
			TOTAL PARKS AND PLAYGROUNDS		1,970.65
MUNICIPAL DOCKS					
20070	TAPCO	MONTHLY HOSTING FEE	01-550-000-58999	50.00	
			TOTAL		50.00
			TOTAL MUNICIPAL DOCKS		50.00
WATER WEED MANAGEMENT					
03025	CAPTAIN COMMODES INC	PORT A POTTI/HRVSTR SHORE SITE	01-560-000-58999	110.00	
			TOTAL		110.00

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL WATER WEED MANAGEMENT		110.00
			TOTAL GENERAL FUND		23,566.51
CAPITAL FUND					
CITY HALL					
CITY HALL EXPENSE					
05500	ENERGY CONTROL AND DESIGN INC	BOILER REPAIR/PARTS-LABOR	10-160-000-59999	1,875.52	
			TOTAL CITY HALL EXPENSE		1,875.52
			TOTAL CITY HALL		1,875.52
PARKS AND PLAYGROUNDS					
PARKS AND PLAYGROUNDS					
06580	FOTH AND VAN DYKE	PROJCT MANAGEMENT	10-510-000-59025	848.30	
06580		GRANT ADMIN & SUPPORT	10-510-000-59025	524.20	
06580		PROJECT MANAGEMENT	10-510-000-59025	561.70	
06580		CONSULTANTS	10-510-000-59025	379.50	
06580		BIDDING & AWARD	10-510-000-59025	1,793.50	
06580		TESTING	10-510-000-59025	214.50	
06580		EXEMPTION REQUEST	10-510-000-59025	623.50	
12100	LAMPERT YARDS INC	6-1"X8"X8' PINE	10-510-000-59075	109.26	
			TOTAL PARKS AND PLAYGROUNDS		5,054.46
			TOTAL PARKS AND PLAYGROUNDS		5,054.46
			TOTAL CAPITAL FUND		6,929.98
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
15890	PACK AND SHIP PLUS	EQUIPMENT REPAIR SHIPPING	21-000-000-56250	23.92	
			TOTAL CABLE TV / GENERAL		23.92
			TOTAL CABLE TV / GENERAL		23.92
			TOTAL CABLE TV		23.92
TID #5 DISTRICT					
TID #5 DISTRICT					
TID #5 DISTRICT					
EMC	ENVIRONMENTAL MANAGEMENT	PRE DEMO INSPECT-SUNSET SCHOOL	29-350-000-59143	5,860.00	
			TOTAL TID #5 DISTRICT		5,860.00
			TOTAL TID #5 DISTRICT		5,860.00
			TOTAL TID #5 DISTRICT		5,860.00

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
ONESOURC	ONESOURCE PARTS	TOGGLE SWITCH	60-000-000-53000	5.63	
ONESOURC		SHIPPING	60-000-000-53000	18.84	
			TOTAL SOLID WASTE ENTERPRISE FUND		24.47
			TOTAL SOLID WASTE ENTERPRISE FUND		24.47
			TOTAL SOLID WASTE ENTERPRISE		24.47
COMPOST SITE ENTERPRISE FUND					
COMPOST SITE ENTERPRISE FUND					
COMPOST SITE ENTERPRISE FUND					
03025	CAPTAIN COMMODES INC	PORT A POTTI-COMPOST SITE	64-000-000-58999	110.00	
			TOTAL COMPOST SITE ENTERPRISE FUND		110.00
			TOTAL COMPOST SITE ENTERPRISE FUND		110.00
			TOTAL COMPOST SITE ENTERPRISE FUND		110.00
			TOTAL ALL FUNDS		36,514.88

MANUAL CHECKS

WISCONSIN PUBLIC SERVICE 08/01/2022 Check # 90621 07/22 Statement Charges Various Departmental Accounts	$263.82
EBC 08/01/22 Check #90622 07/22 FSA/PEB/COBRA 01-600-000-50510	$181.00
SUN LIFE FINANCIAL 08/01/2022 Check # 90623 08/22 Short- & Long-Term Disability 01-000-000-21545	$2,224.33
EFT GROUP INSURANCE 08/01/2022 Check # 90624 08/22 Health Insurance Various Departmental Accounts	$111,511.98
TOTAL MANUAL CHECKS	**$114,181.13**

INVOICES DUE ON/BEFORE 08/16/2022

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	~~23,566.51~~	137,747.64
CAPITAL FUND	6,929.98	
CABLE TV	23.92	
TID #5 DISTRICT	5,860.00	
SOLID WASTE ENTERPRISE	24.47	
COMPOST SITE ENTERPRISE FUND	110.00	
TOTAL --- ALL FUNDS	~~36,514.88~~	150,696.01