

**CITY OF STURGEON BAY**  
**FINANCE/PURCHASING & BUILDING COMMITTEE**  
***TUESDAY DECEMBER 27, 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: Declare a 2009 Kawasaki Mule Utility Vehicle Surplus.
5. Consideration of: National Estuarine Research Reserve Potential Headquarters Site – West Waterfront Property.
6. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Development Agreement with Fleet Farm for development project on recently annexed property along south side of Highway 42/57 across from Grant Avenue.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

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: 12/22/22  
Time: 3:50pm  
By: LS

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

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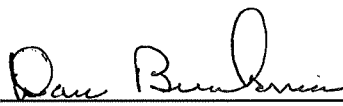
## EXECUTIVE SUMMARY


**TITLE:** Declare a 2009 Kawasaki Mule Utility Vehicle Surplus

**BACKGROUND:** The Sturgeon Bay Police Department has a 2009 Kawasaki Mule 4X2 Utility Vehicle to declare as surplus. It was obtained from the Federal Government Surplus Program in 2014 for a delivery charge of roughly \$100. The police department no longer has a use for this machine. Additionally, it was offered to other city departments with no interest.

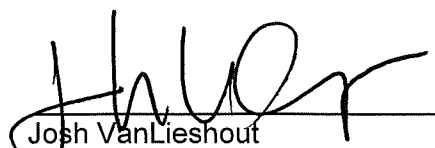
**FISCAL IMPACT:** Minimum \$500

**RECOMMENDATION:** To declare the machine as surplus and seek competitive sealed bids. A minimum bid of \$500 will be required.

**PREPARED BY:**  12/12/22  
Dan Brinkman  
Assistant Police Chief  
Date

**APPROVED BY:**  12-13-22  
Clint Henry  
Chief of Police  
Date

**APPROVED BY:**  12/13/22  
Valerie Clarizio  
City Treasurer/Finance Director  
Date

**Approved By:**  12-21-22  
Josh VanLieshout  
City Administrator  
Date

## EXECUTIVE SUMMARY

**Title:** National Estuarine Research Reserve Potential Headquarters Site – West Waterfront Property

**Background:** The Green Bay National Estuarine Research Reserve (NERR) is proposed to consist of several protected properties ringing the waters of Green Bay, including properties in the City of Sturgeon Bay that are owned by Crossroads at Big Creek, Door County Land Trust, and the Wisconsin DNR. In addition to the conserved lands, the Green Bay NERR will have central space where public outreach, laboratory analysis, and operation aspects are headquartered. The City of Sturgeon Bay formed an ad hoc committee to investigate and promote the locating of the NERR headquarters facility within the City limits. In addition to certain privately-owned sites, the Committee identified and recommended three City-owned sites for the NERR facility. These potential sites are located at Sawyer Park, Sunset Park, and at the foot of Nautical Drive (former E-dock area). The Finance Committee and Common Council then approved including those potential sites in the NERR prospectus that the ad hoc committee will share with the NERR Site Selection Committee.

Recently, another site has been identified. The parkland at the West Waterfront redevelopment area – specifically the area to the northeast and southeast of the grain elevator – is being proposed for consideration. This region was restricted from building development due to the development agreement between the City and WWP Development. Recently, WWP Development informed City staff that their development project will no longer happen. Members of the ad hoc committee then met with officials from the Maritime Museum and Sturgeon Bay Historical Society to discuss the idea of having the NERR headquarters on the West Waterfront. James Dallman, architect for the grain elevator renovation, verified that a NERR building could fit near the grain elevator. The conclusion was a NERR building would be a great asset to the Maritime Museum and overall neighborhood, if located there.

Therefore, the Ad Hoc NERR Committee requests that the City add the West Waterfront site to list of potential NERR headquarters sites. It is noted that ultimately the National Oceanic and Atmospheric Administration (NOAA) will make the final site selection in conjunction with the NERR Site Selection Committee that was formed by UWGB, the local sponsor of the Green Bay NERR. The use of any City-owned site for the NERR facility would be subject to further investigation, negotiations and approvals by multiple parties.

**Options:** Approve listing the West Waterfront park area as a potential NERR headquarters site or reject that site.

**Recommendation:** Approve listing the West Waterfront park area as potential NERR headquarters site in the prospectus being prepared by the ad hoc NERR Committee.

Prepared by: Martin Olejniczak  
Martin Olejniczak, Community Development Director

12-21-2022  
Date

Reviewed by: Val Clarizio  
Val Clarizio, Finance Director

\_\_\_\_\_  
Date

Reviewed by: Josh Van Lieshout  
Josh Van Lieshout, City Administrator

12/21/22  
Date



# Potential NERR Headquarters Site: West Waterfront Park Area

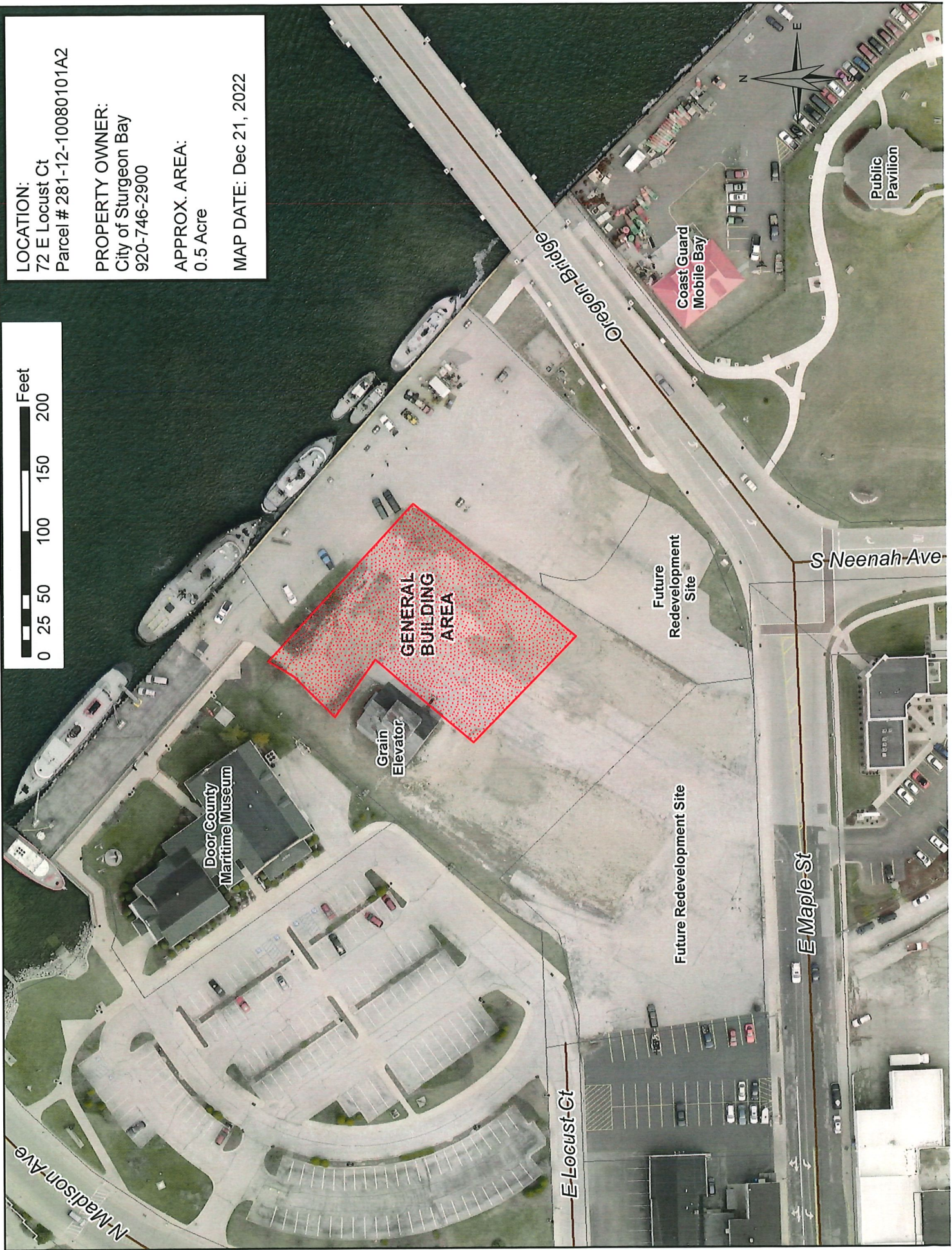


LOCATION:  
72 E Locust Ct  
Parcel # 281-12-10080101A2

PROPERTY OWNER:  
City of Sturgeon Bay  
920-746-2900

APPROX. AREA:  
0.5 Acre

MAP DATE: Dec 21, 2022





DATE: 12/21/1922  
TIME: 14:00:34  
ID: AP443ST0.WOW

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CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0001766	CANOPY REFRESH	SIGN DEPOSIT REFUND/CANAPY	01-000-000-23168	50.00
TOTAL LIABILITIES				50.00
2017 CAPITAL PROJECTS & EQUIP				
01761	ASSOCIATED TRUST COMPANY	GO REFUND BOND 11.14.17	01-000-901-70002	475.00
TOTAL 2017 CAPITAL PROJECTS & EQUIP				475.00
2018 CAPITAL PROJ & EQ				
01761	ASSOCIATED TRUST COMPANY	GO PROM NOTE 11.6.18	01-000-904-70002	475.00
TOTAL 2018 CAPITAL PROJ & EQ				475.00
TOTAL GENERAL FUND				1,000.00
CITY COUNCIL				
12300	LEAGUE OF WI MUNICIPALITIES	2023 MEMBERSHIP RENEWAL	01-105-000-56000	3,845.23
TOTAL				3,845.23
TOTAL CITY COUNCIL				3,845.23
CITY CLERK-TREASURER				
04696	DOOR COUNTY TREASURER	COLLECTION FEE	01-115-000-58100	7,493.20
R0000394	SAFEGUARD BUSINESS SYSTEMS	2022 W-2'S	01-115-000-51600	84.80
R0000394		200 W-2 ENVELOPES	01-115-000-51600	147.58
R0000394		2022 1099NEC	01-115-000-51600	110.12
R0000394		2022 1099MISC COPY A	01-115-000-51600	15.08
R0000394		2022 1099MISC COPY B	01-115-000-51600	15.08
R0000394		2022 1099 ENVELOPES	01-115-000-51600	36.68
R0000394		SHIPPING	01-115-000-51600	29.08
WCMA	WCMA	2023 DUES-CLARIZIO	01-115-000-56000	50.00
TOTAL				7,981.62
TOTAL CITY CLERK-TREASURER				7,981.62
ADMINISTRATION				
WCMA	WCMA	2023 DUES/VANLIESHOUT	01-120-000-56000	197.04
TOTAL				197.04
TOTAL ADMINISTRATION				197.04
COMPUTER				
HARRIS	HARRIS COMPUTER SYSTEMS	2023 FINANCIAL SOFTWARE	01-125-000-55550	12,486.80
HEARTBUS	HEARTLAND BUSINESS SYSTEMS, LLC	23 MS EXCHANGE LICENSES	01-125-000-55550	1,035.00

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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
GENERAL FUND				
HEARTBUS		59 O365 LICENSES	01-125-000-55550	13,806.00
HEARTBUS		22 MS VIRUTAL MACH LICENSES	01-125-000-55550	3,124.00
		TOTAL		30,451.80
		TOTAL COMPUTER		30,451.80
CITY HALL				
12100	LAMPERT YARDS INC	LUMBER	01-160-000-54999	95.22
		TOTAL		95.22
		TOTAL CITY HALL		95.22
GENERAL EXPENDITURES				
EHLERS	EHLERS & ASSOCIATES, INC.	ARBITRAGE REPORTING	01-199-000-57000	2,250.00
STAPLES	WISCONSIN DOCUMENT IMAGING LLC	STAPLES-W3422 COPIER	01-199-000-55650	54.90
		TOTAL		2,304.90
		TOTAL GENERAL EXPENDITURES		2,304.90
POLICE DEPARTMENT				
23578	WISCONSIN CHIEF OF POLICE ASSN	MEMBERSHIP RENEW/BRNKMAN	01-200-000-56000	100.00
23578		MEMBERSHP RENEW/HOUGAARD	01-200-000-56000	100.00
		TOTAL		200.00
		TOTAL POLICE DEPARTMENT		200.00
POLICE DEPARTMENT/PATROL				
04590	HUMANE SOCIETY	2023 1ST QTR ANIMAL CONTROL	01-215-000-55100	3,750.00
23830	WOLTER ENGRAVING	PFC COMMISSIONER PLATES	01-215-000-54999	95.65
23830		PFC COMMISSIONER	01-215-000-54999	15.15
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	WIPER BLADES/FORENSIC VEHICLE	01-215-000-58600	13.06
ALADTEC	ALADTEC, INC	ANNL SUBSCRIPTION RENEWAL	01-215-000-58999	2,751.00
CUSTOM	CUSTOM SERVICE INFORMATION LLC	ANNL POLICY UPDATE SVC 2023	01-215-000-58999	550.00
R0000608	AUTO ZONE, INC	WIPER BLADES/ASST CHIEF VEH	01-215-000-58600	30.19
		TOTAL		7,205.05
		TOTAL POLICE DEPARTMENT/PATROL		7,205.05
SNOW REMOVAL				
	SNOW REMOVAL			
06012	FASTENAL COMPANY	6" BOLTS	01-410-000-51400	202.62
		TOTAL SNOW REMOVAL		202.62

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GENERAL FUND				
SNOW REMOVAL				
SNOW REMOVAL				
TOTAL SNOW REMOVAL				202.62
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	BEARING	01-450-000-53000	47.07
04545		BEAM	01-450-000-53000	13.81
04545		LONG SPRING	01-450-000-53000	57.95
04545		EXACT FIT BLADE	01-450-000-53000	17.82
13655	MONROE TRUCK EQUIPMENT, INC	MOTOR	01-450-000-53000	370.06
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	CREEPER/SUPPLIES	01-450-000-53000	107.98
O'REILLY		ADAPTER	01-450-000-53000	21.99
O'REILLY		CAPSULE	01-450-000-53000	43.92
O'REILLY		HOSE/CRIMP	01-450-000-53000	38.07
O'REILLY		WIPER BLADES	01-450-000-53000	15.98
QUALITY	QUALITY TRUCK CARE CENTER INC	FILTER/SHOCK	01-450-000-53000	89.62
QUALITY		TURN SWITCH	01-450-000-53000	254.39
TOTAL				1,078.66
TOTAL STREET MACHINERY				1,078.66
PARK & RECREATION ADMIN				
INFOSEND	INFOSEND, INC	CITY NEWSLETTER	01-500-000-54999	700.14
PULSE	PENINSULA PULSE	2023 ADVERTISING	01-500-000-57450	1,463.70
TOTAL				2,163.84
TOTAL PARK & RECREATION ADMIN				2,163.84
PARKS AND PLAYGROUNDS				
04545	DOOR COUNTY COOPERATIVE/NAPA	SOLENOID	01-510-000-51900	46.99
13360	MENARDS-GREEN BAY EAST	LUMBER	01-510-000-51800	517.89
13360		HARDWARE	01-510-000-54999	75.99
19880	STURGEON BAY UTILITIES	TRAVELING METER WATER USAGE	01-510-000-58650	725.41
TOTAL				1,366.28
TOTAL PARKS AND PLAYGROUNDS				1,366.28
MUNICIPAL DOCKS				
PIER	PIER & WATERWAY SOLUTIONS,LLC	ANNUAL DOCK REMOVAL	01-550-000-55900	1,226.00
TOTAL				1,226.00
TOTAL MUNICIPAL DOCKS				1,226.00
TOTAL GENERAL FUND				59,318.26

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INVOICES DUE ON/BEFORE 01/03/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	01.03.2023 CONTRACT	21-000-000-55015	5,442.38
TOTAL CABLE TV / GENERAL				5,442.38
TOTAL CABLE TV / GENERAL				5,442.38
TOTAL CABLE TV				5,442.38
TOTAL ALL FUNDS				64,760.64



**MANUAL CHECKS**

SPECTRUM	\$146.94
12/21/22	
Check # 91257	
11/22 Cable Statement Charges	
01-160-000-58999	
SOUTHERN DOOR SCHOOL DISTRICT	\$395.08
12/21/22	
Check # 91258	
10/22 & 11/22 Mobile Home Tax Payment	
01-000-000-41300	
STURGEON BAY SCHOOL DISTRICT	\$4,525.57
12/21/22	
Check # 91259	
11/22 Mobile Home Tax Payment	
01-000-000-41300	
<b>TOTAL MANUAL CHECKS</b>	<b>\$5,067.59</b>

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CITY OF STURGEON BAY  
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VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
-----				
SUMMARY OF FUNDS:				
GENERAL FUND		59,318.26		64,385.85
CABLE TV		5,442.38		
		-----		
TOTAL --- ALL FUNDS		64,760.64		69,828.23