

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**January 25, 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, City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker, Door County Economic Development Director of Business Julie Schmelzer 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: Amendment to the Joint City-County Revolving Loan Fund Manual.
5. Consideration of: City Donation of Land in the Industrial Park.
6. Consideration of: Surplus Property
7. Consideration of: Professional Services for Bradley Lake Restoration Project.
8. Consideration of: Watermain Replacement Cost Share Proposal.
9. Consideration of: Sale of Home, Accessory Buildings and Approximately 1.75 acres at 1317 Shiloh Road.
10. 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: Sale of Home, Accessory Buildings and Approximately 1.75 acres at 1317 Shiloh Road.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.
11. Review bills.
12. Adjourn.

Carried.

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

Consideration of: Amendment to the Joint City-County Revolving Loan Fund Manual:

Door County Economic Development Director of Business Development Julie Schmelzer explained that the Door County Economic Development Corporation has several different loan programs, one that is funded jointly by the City and County. The other loan programs stipulate that payments are required to be made by ACH transmittal. The City-Joint revolving loan manual does not state this requirement and it is the only program that DCEDC has issue with collecting payments. She stated they are requesting the manual be amended to reflect the ACH transmittal payment requirement. In addition, to the ACH amendment, Ms. Schmelzer stated that there are two loan programs under this manual, a regular program and micro loan program. The manual currently reads that all applications must be accompanied by a fee, the regular program section state the fee is \$100, the micro loan section does not state a fee, therefore the request is to clean up the language to clarify the fee is \$100 regardless of which program the applicant is

applying for. She stated both the County and DCEDC board have reviewed and approved the changes the City is the final approval.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the proposed amendments to the Sturgeon Bay Door County Economic Development revolving loan fund manual as presented. Carried.

Consideration of: City Donation of Land in the Industrial Park:

Door County Economic Development Director of Business Development Julie Schmelzer explained that the Door County Economic Development Corporation (DCEDC) is proposing a project to address the affordable workforce housing shortage in Door County. A housing study commissioned in 2019 found that for workforce housing to be affordable pricing needs to range from \$125,000-\$199,000. However not only is there a housing shortage, construction worker shortage but also builder who do not build in this price range. DCEDC is proposing a modular home manufacturing facility. She stated that DCEDC has reached out the NWTC about running a home-builders program. The program would allow students to go to school, apprentice in the manufacturing facility building the modular home and earn wages. The homes would be sold at an affordable price point of \$99,000 and \$159,000. DCEDC is currently in the process of applying for federal grants to fund the project. DCEDC is not in a position to purchase the land but as a criteria for the grant the land has to be in place, therefore they are requesting a donation of land from the City. The land request is for two lots located in the Industrial Park. The lots would provide adequate manufacturing and storage space and are easily accessed. The location is close enough to NWTC for students traveling between classes and the facility. The initial plan for the first year is to construct 14 homes. City Administrator VanLieshout commented that if the site location for project adjusts the City has made the commitment to DCEDC for land donation. Ms. Schmelzer commented that the homes manufactured in the facility are going to stay in Door County.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to approve the donation of land to the Door County Economic Development Corporation for a modular home manufacturing facility. Carried.

Consideration of Surplus Property:

City Administrator VanLieshout stated that copier no longer works and doesn't have any value.

<u>Item</u>	<u>General Condition</u>	<u>Yr. acquired</u>	<u>Original cost</u>
Ricoh Copier	Poor	2015	\$ 7,995.00

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to declare the Ricoh copier as surplus and allow the City Administrator to determine the best method of liquidation. Carried.

Consideration of: Professional Services for Bradley Lake Restoration Project:

Municipal Services Director Barker stated Foth Infrastructure & Environment LLC submitted a proposal for the restoration of the eastern shoreline at Bradley Lake. The proposal in the amount of \$42,500 includes, project management, permitting, final design/plans and specifications, ecological designs, bidding and contract award. Mr. Barker explained that there were two grants that the City was able to change the scope of use, \$200,000 of grant funds which must be used September 2022 will apply towards this restoration project.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the services agreement with Foth Infrastructure and Environment, LLC in the amount of \$42,500 for the Bradley Lake restoration project. Carried.

Consideration of: Watermain Replacement Cost Share Proposal:

City Administrator VanLieshout explained that there is a 490-foot section of watermain that was built decades ago that has over time been extended to serve other businesses. The capacity of the 6” pipe is unable to support the additional demands of the proposed KwikTrip. KwikTrip has presented the City with a proposal to split the cost of replacing the watermain in an amount to the City not to exceed \$46,000.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the watermain replacement cost share proposal with KwikTrip in an amount not to exceed \$46,000. Carried.

Consideration of: Sale of Home, Accessory Buildings and Approximately 1.75 acres at 1317 Shiloh Road.

City Administrator VanLieshout explained that the City purchased 20 acres located at 1317 Shiloh Road for business expansion. Upon direction by the Finance Committee and Common Council the single-family home and accessory buildings on the property were listed for sale. One offer was received from Turning Point, LLC in the amount of \$330,000 with 5% down. They have one contingency, that is to delay sewer and water connection until no later than January 20, 2027.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council to accept the offer from Turning Point to purchase approximately 1.75 acres, home and accessory buildings in “as is” condition, located at 1317 Shiloh Road in the amount of \$330,000, with the contingency that municipal water and sanitary sewer connection occurs no later than January 20, 2027. Carried.

The Committee did not enter into closed session.

Review bills

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

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting 4:45pm.

Respectfully submitted,

Tricia Metzger