

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**April 25, 2023**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:31 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon, Wiederanders and Williams were present. Also present: City Administrator VanLieshout, Finance Director/ City Treasurer Clarizio, Community Development Director Olejniczak 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: 2022 Audit
5. Consideration of: Acquisition of Stormwater Easement from Tall Pines Estates.
6. Consideration of: Lease between the City of Sturgeon Bay and Genesis Behavioral Services, Inc.  
For property located at 911 N 14<sup>th</sup> Ave.
7. Consideration of: Lease between the City of Sturgeon Bay and DoCo LLC, Inc for former launch Ramp located south of the Michigan Street Bridge and north of 120 Madison Ave.
8. Consideration of: Computer Migration: Service and Security Upgrades, and Hardware and Software Costs.
9. Review bills.
10. Adjourn.

Carried.

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

Consideration of: 2022 Audit:

Brian Anderson of WIPFLI summarized the management communication letter, and findings that comprise the audit ending December 31, 2022, for the City of Sturgeon Bay and Sturgeon Bay Utilities.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to accept the WIPFLI CPA's and Consultants 2022 financial audit report for the City of Sturgeon Bay and place it on file. Carried.

Consideration of: Acquisition of Stormwater Easement from Tall Pines Estates.

Community Development Director Olejniczak explained the city has been working to connect Alabama Place and N 12<sup>th</sup> Place. There is a lot of water runoff from Alabama Place that needs to be resolved. The city has been working with Stantec to devise a plan to channel the runoff. A portion of the Krueger property the city purchased will be needed for storm water management. In addition, the water will need to be directed through the new development. The most effective way to accomplish this is to connect with Tall Pines Estates stormwater management pond but an easement is needed. City Staff and Brian and Sarah Bonovich of Tall Pines Estates have negotiated a tentative agreement. The Bonovichs' will give the city the easement at no cost in exchange the city would agree to the following:

- There would be no special assessment or other charges applied to the Tall Pines Estates property for the new street bordering their parcel or for sanitary sewer/water extensions.
- The City will fill the drainage ditch/swale along the north edge of the Tall Pines Estates property and restore it.

- The City/Sturgeon Bay Utilities will restore the lawn/landscaping within the existing utility easement after the sanitary sewer and water mains are extended through Tall Pines Estates.
- Street tree species to be planted along the Alabama Place bordering Tall Pines Estates shall be Autumn Blaze Maples or other species approved by Tall Pines Estates.

Mr. Olejniczak added that the intention is to begin construction in 2023, plans are in the final engineering stages and DNR for permits. The project expenses will be repaid from TID #6.

Moved by Alderperson Wiederanders, seconded by Alderperson Williams to recommend to Common Council approve the acquisition of the stormwater easement from Tall Pines Estates based upon the following terms:

- There would be no special assessment or other charges applied to the Tall Pines Estates property for the new street bordering their parcel or for sanitary sewer/water extensions.
- The City will fill the drainage ditch/swale along the north edge of the Tall Pines Estates property and restore it.
- The City/Sturgeon Bay Utilities will restore the lawn/landscaping within the existing utility easement after the sanitary sewer and water mains are extended through Tall Pines Estates.
- Street tree species to be planted along the Alabama Place bordering Tall Pines Estates shall be Autumn Blaze Maples or other species approved by Tall Pines Estates.

Carried.

Consideration of: Lease between the City of Sturgeon Bay and Genesis Behavioral Services, Inc. for property located at 911 N 14<sup>th</sup> Ave.

City Administrator Van Lieshout explained the city acquired the premises located at 911 N. 14<sup>th</sup> Avenue in 2016 and continued its use renting as a transitional rooming facility, leased initially with ATTIC Correctional Services, which then transitioned to Genesis Behavioral Services, Inc. The house itself is in poor condition and in all probability, this is the last time the City should renew the lease. Since 2018 the monthly rent has been \$1,325. Genesis Behavioral Services, Inc has agreed to the city's proposed monthly rent increases that by the end of the lease term will reach \$1,850.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the lease between the City of Sturgeon Bay and Genesis Behavioral Services for rental of the property located at 911 N 14<sup>th</sup> Avenue. Carried.

Consideration of: Lease between the City of Sturgeon Bay and DoCo LLC, Inc for former launch ramp located south of the Michigan Street Bridge and north of 120 Madison Ave.

City Administrator Van Lieshout explained Jim Patterson has requested to operate a boat tour from City owned property north of the Door County Maritime Museum. Mr. Patterson is proposing to purchase and install a floating dock system that will operate 2 boats. The proposed lease specifies a 3year term he would like a 5year lease and language restricting the city from withdrawing the lease from him. The lease is drafted with the city providing a 180-day notice whereas Mr. Patterson provides a 10-day notice. At full value the lease is \$5,000 per season, however the cost is reduced until 75% of his investment is recaptured.

Moved by Alderperson Bacon, seconded by Alderperson Williams to recommend to Common Council to approve the lease agreement as presented between the City of Sturgeon Bay and DoCo, LLC Inc. for the former launch ramp located south of the Michigan Street Bridge and north of 120 Madison Avenue. Carried.

Consideration of: Computer Migration: Service and Security Upgrades, and Hardware and Software Costs.  
Finance Director/ City Treasurer Clarizio advised the Committee that during the migration from the County to Heartland Business Systems (HBS) for technology services unforeseen issues arose identifying the need for different equipment and software that had not been planned for. At this time the city is taking steps to distance further from the County than planned. Ms. Clarizio stated it would be proactive to invest time and money now than reactive with some of the computer equipment. Presently there are 18 staff members on thin clients, they are pass-thru devices preferred by the County but are prone to problems, Heartland's preference is towers. The challenge is the thin clients are tied to the County and the towers are now HBS, this is causing confusion with help desk tickets involving all three providers, County, HBS and the financial software provider which in turn incurs additional costs. We are trying to transition to more upfront costs than long term costs. Ms. Clarizio stated the costs are more than budgeted. The request is to transfer \$50,000 from the Cable TV fund. The City is required to keep 200% in this fund however even with the transfer of \$50,000 the fund balance requirement would still be 138% over the threshold. A ¾ vote from the Common Council is required.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to recommend to Common Council to approve the transfer of \$50,000 from excess Cable TV Fund revenues to General Fund Operating and Capital Fund Computer budgets. Carried.

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 adjourned at 5:37 pm.

Respectfully submitted,  
Tricia Metzger