

**FINANCE/PURCHASING & BUILDING COMMITTEE**  
**February 28, 2023**

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:01 pm by Chairperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon and Wiederanders were present. Alderperson Williams was excused. Also present: City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Fire Chief Dietman, Police Chief Henry, Community Development Director Olejniczak and Office Accounting Assistant II Metzger.

A motion was made by Alderperson Wiederanders, seconded by Alderperson Williams 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: US Cellular Tower Site Lease Request-Big Hill.
5. Consideration of: Write-off 2021 Delinquent Personal Property Taxes.
6. Review bills.
7. Adjourn.

Carried.

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

Consideration of: US Cellular Tower Site Lease Request-Big Hill.

City Administrator Van Lieshout stated several months ago US Cellular approached the City to place a new cell tower next to the water utility facilities at Big Hill Park. The Finance Committee reviewed and forwarded a recommendation to the Common Council for approval. At that time the Fire Chief informed the Council of proposed plans involving public safety communication resulting in the matter being tabled. The proposed lease presented includes favorable terms for the city than initially presented. The terms include a base rental rate of \$16,200 per year, increasing by 12% every 5 years versus the previous offer of \$7,500, increasing by 10% every 5 years. A sublease revenue sharing piece was added stating 25% of the sublease revenue will be retained by the City. By separate agreement US Cellular will allow co-location with public safety and operations equipment without a charge. Mr. Van Lieshout noted the downside is giving 3,600 sq. ft of park space and the lease term of 50 years, however, the City would have the option to exit the lease at 5-year increments.

Fire Chief Dietman explained that the County currently houses all the communications for public safety for the City and entire County. There is a communication upgrade that will happen in 2025, with activation in 2025 or 2026. The site location at Big Hill park is a prime site for coverage in the city. The ability to co-locate on the tower will save both the City and County considerable cost and prevent the need to put up an additional tower.

Dan Kane, Door County Emergency Management and Communications Director commented that one tower currently extends coverage for a majority of the city. The current system has difficulty penetrating certain structures. The new tower will provide more mappable area and coverage.

Chief Henry added communications are critical, certain structures like schools, big box, Wal-Mart and the hospital are very difficult to get in with communication. There are workarounds in place but having a site there can help communication.

Mr. Olejniczak added the Park and Recreation Committee reviewed the initial proposal agreeing the tower would not impact the park and unanimously approved the lease area.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the site lease request from US Cellar for a new cell tower at Big Hill park. Carried.

Consideration of: Write off 2021 Delinquent Personal Property Taxes:

City Treasurer/Finance Director Clarizio presented the list of delinquent personal property tax accounts for 2021 due in 2022. The state allows municipalities to charge back to the relevant taxing jurisdictions for qualifying accounts. There are 4 delinquent accounts that are proposed for write-off of the City's portion in the amount of \$69.90.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to write off the following 2021 delinquent personal property tax account bills in the amount of \$69.90.

Write-off list

<u>Tax Account #</u>	<u>Name</u>	<u>Proposed Write-off Amount</u>
281-1221	Madison Ave Tattoo, LLC	\$ 21.91
281-1285	Lepack Jostsons, Inc	\$ 37.20
281-1454	Cut Hut	\$ 1.14
281-1600	Ascension at Home	\$ 9.65
<b>Total</b>		<b>\$69.90</b>

Carried.

Review bills

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

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to adjourn. Carried. The meeting 4:24pm.

Respectfully submitted,  
Tricia Metzger