

CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY MARCH 14, 2023
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: Termination of TID #1 (Industrial Park TID)
5. Consideration of: Amendment to TID #7 Project Plan.
6. Review bills.
7. 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: 3/10/23

Time: 9:40 am

By: LS

Finance/Purchasing & Building Committee Members:

Helen Bacon, Chair

Seth Wiederanders, Vice Chair

Dan Williams

EXECUTIVE SUMMARY

TITLE: Terminate TID #1 (Industrial Park TID)

BACKGROUND: On April 19, 2022 the Common Council adopted a resolution to extend the life of TID #1 for one year for affordable housing. TID #1 had previously recovered its costs and had remained open as a donor TID to TID #2. Under Wisconsin Tax Increment Law, districts are allowed to stay open an additional year provided 75% of the tax increments received during the additional year are used to benefit affordable housing and the remaining tax increments are used to improve the city's housing stock.

The year 2023 is the extended year, and the city should receive \$823,514.67 in tax increment.

It is now time to terminate TID #1, and to do that the Council will need to pass a TID termination resolution (attached). Once the Council approves the resolution, the City Clerk will file it with the Wisconsin Department of Revenue by the April 15, 2023 deadline.

Upon termination of the TID, the \$40,994,900 in TID increment value will return to the tax roll and the taxing jurisdictions will begin receiving the associated taxes. However, through the levy limit worksheet, the state limits the tax benefit to the jurisdictions and the City will only realize about \$121,000 in revenue on an annual basis to support City operations.

FISCAL IMPACT: Estimate is that roughly \$121,000 will be available to the City for budget purposes on an annual basis.

RECOMMENDATION: Approve the TID #1 (Industrial Park) termination resolution and forward it to the Common Council for approval.

PREPARED BY:

Valerie J. Clarizio
Valerie J. Clarizio
Finance Director/City Treasurer

3/7/23
Date

REVIEWED BY:

Marty Olejniczak
Marty Olejniczak
Community Development Director

3/7/2023
Date

REVIEWED BY:

Josh VanLieshout
Josh VanLieshout
City Administrator

3/7/23
Date

Tax Incremental District (TID) Termination Resolution

City _____ of _____ Sturgeon Bay _____ TID 1 Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, the City _____ of _____ Sturgeon Bay _____ created TID 1 on 09 20, 1991, and adopted
(month) (day) (year)
a project plan in the same year, and

WHEREAS, all TID 1 projects were completed in the prescribed allowed time; and:

☒ WHEREAS, sufficient increment was collected as of the 2021 tax roll, payable 2022, to cover TID 1
(year) (year)
project costs.

☐ WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City _____ of _____ Sturgeon Bay _____ terminates TID 1; and

BE IT FURTHER RESOLVED, that the City _____ Clerk shall notify the Wisconsin Department of Revenue (DOR),
within sixty (60) days of this resolution or prior to the deadline of April 15, 2023, whichever comes first, that the TID
(year)
has been terminated; and

BE IT FURTHER RESOLVED, that the City _____ Clerk shall sign the required DOR Final Accounting Submission
Date form (PE-223) agreeing on a date by which the City _____ shall submit final accounting information to DOR;
and:

☒ BE IT FURTHER RESOLVED, that the City _____ Treasurer shall distribute any excess increment collected after
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as
determined in the final audit by the City _____'s auditor, Wipfli LLP
(auditor name)

☐ BE IT FURTHER RESOLVED, that the City _____ of _____ Sturgeon Bay _____ shall accept all remaining debts for
TID 1 as determined in the final audit by the City _____ auditor, _____
(auditor name)

Adopted this 4 day of April, 2023
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

(Mayor/Head of Government Signature)

(Clerk Signature)



MEMO

To: Finance Committee
From: Stephanie Servia, Planner/ Zoning Administrator
Date: March 9, 2023
Subject: Proposed Modification to Tax Increment District #7 Boundary Amendment

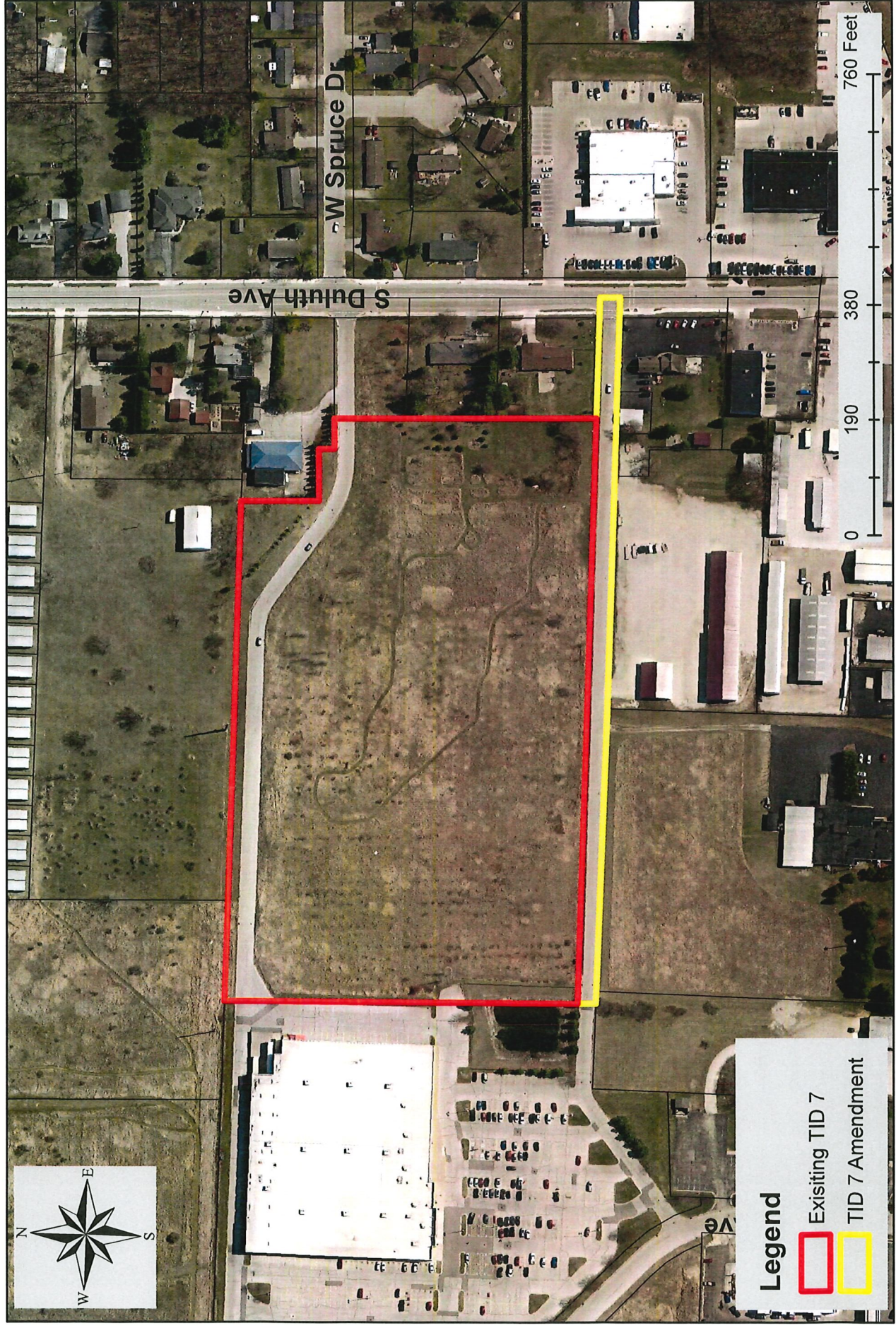
On May 17th, 2022 the Tax Incremental District No. 7 was created. This Tax incremental financing project was created for a 12.6-acre single parcel site located between Duluth Avenue and the Target department store. The site is within the City limits. A developer is proposing to construct 96 total apartment units over two phases of construction. The units are proposed to be two-bedroom units with attached garages. The developer is requesting \$1,500,000 in the form of developer-financed tax incremental financing.

Common Council wishes to propose an addition to TID #7 which will include the frontage road between north Duluth Avenue to south Ashland Avenue. There are a number of unanswered questions related to the parcel including the property title, and the process to acquire the parcel as right-of-way. Further we believe that some portion of property will need to be acquired by Target

The project plan has multiple projects associated with TID #7, one of which is street improvements. The project plan states that these improvements may include: *"repaving and other improvements to streets in the vicinity of the apartment project that are impacted by traffic from the new development."* City Staff believes that the language in the project plan is vague enough that the frontage road could possibly be included. There is \$181,000 available for these improvements however the money was intended for projects on S. Hudson Avenue and S. Ashland Avenue.

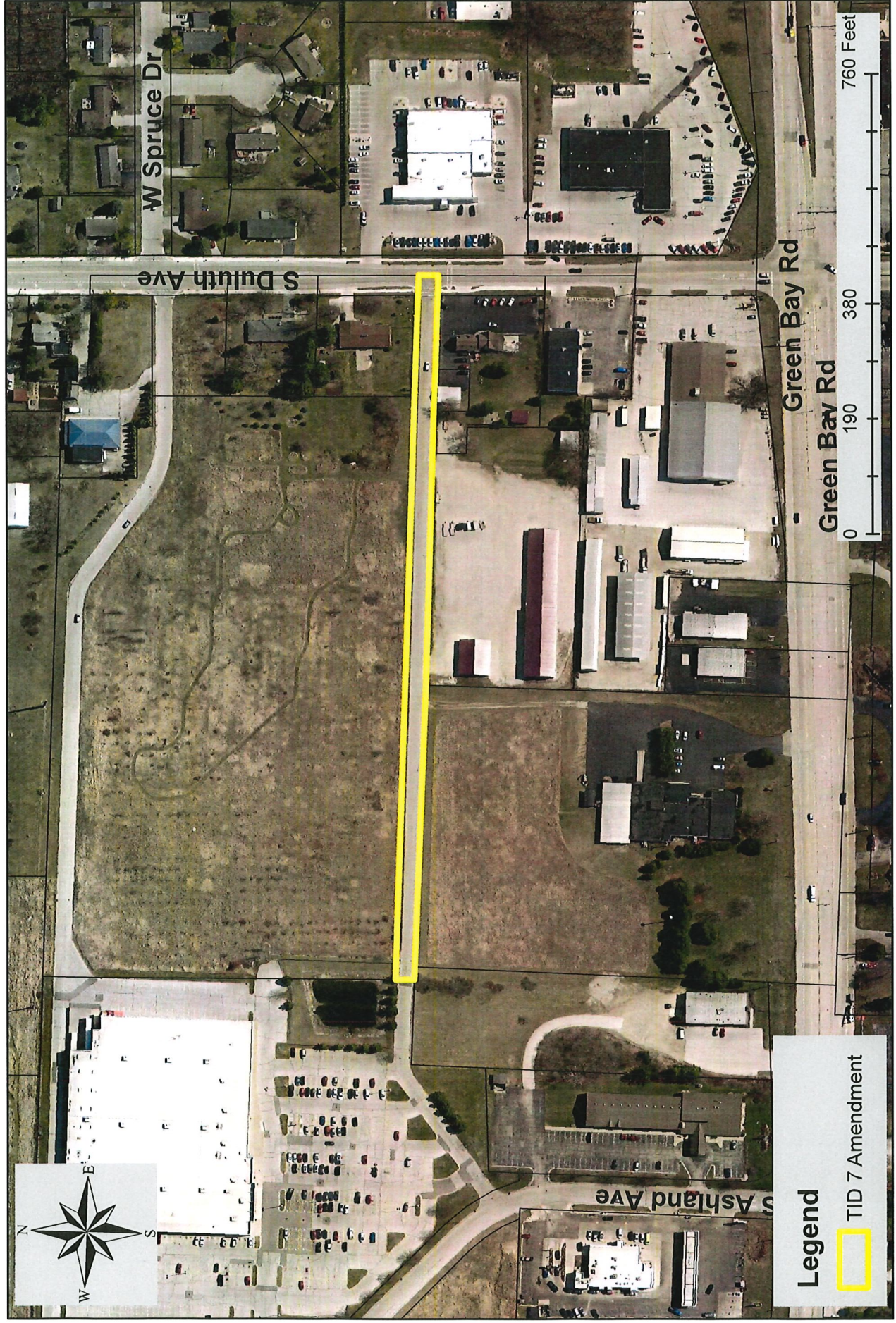
PIN	First Name	Last Name	Attention	Mail Addr	City	State	Zipcode	Municipal	Prop Addr
0200112272544D2	MARIA	ANTINK		3137 S DULUTH AVE	STURGEON BAY	WI	54235	TOWN OF NASEWAUPEE	3137 S DULUTH AVE
0200112272544E	PAUL A	BSCHERER		3127 S DULUTH AVE	STURGEON BAY	WI	54235	TOWN OF NASEWAUPEE	3129 S DULUTH AVE
	2.00E+13	PAUL A		3127 S DULUTH AVE	STURGEON BAY	WI	54235	TOWN OF NASEWAUPEE	3127 S DULUTH AVE
	2.00E+14	PAUL A		3127 S DULUTH AVE	STURGEON BAY	WI	54235	TOWN OF NASEWAUPEE	3129 S DULUTH AVE
2816612001510B		EMK PROPERTIES LLP		PO BOX 39	ST GERMAIN	WI	54558	CITY OF STURGEON BAY	622 S ASHLAND AVE
2816612001510C1		TARGET CC C/O MAIL STOP CC-10-30		PO BOX 9456	MINNEAPOLIS	MN	55440	CITY OF STURGEON BAY	410 S ASHLAND AVE
2816612001600C		5TH FLOOR INVESTMENTS LLC		2035 LARSEN RD	GREEN BAY	WI	54303	CITY OF STURGEON BAY	1058 GREEN BAY RD
2816612001604C		SBMP REAL ESTATE LLC		1018 GREEN BAY RD	STURGEON BAY	WI	54235	CITY OF STURGEON BAY	1018 GREEN BAY RD
	2.81661E+12	PREMIER SB DULUTH AVENUE LLC		3120 GATEWAY RD	BROOKFIELD	WI	53045	CITY OF STURGEON BAY	901 W SPRUCE DR
	RIGHT OF WAY								

Amendment to TID #7: Frontage Road, N. Duluth to Ashland

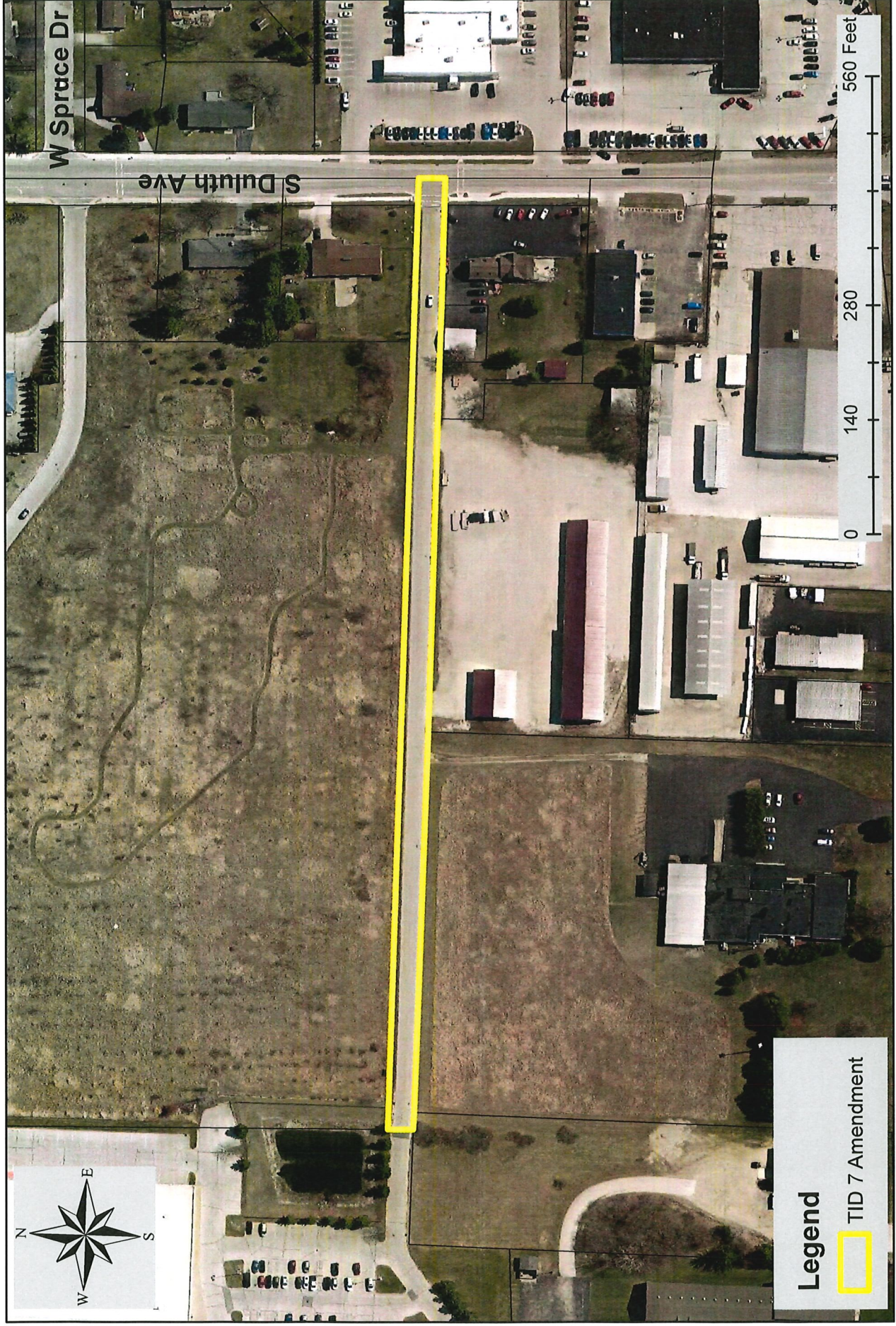


1 inch = 224.43 feet

Amendment to TID #7: Frontage Road, N. Duluth to Ashland



Amendment to TID #7: Frontage Road, N. Duluth to Ashland



1 inch = 166.67 feet

DATE: 03/09/1923
TIME: 12:32:40
ID: AP443ST0.WOW

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/21/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
GENERAL FUND				
ASSETS				
R0001769	SUBWAY	OVERPAYMENT SUBWAY 2811281	01-000-000-12320	1.89
TOTAL ASSETS				1.89
TOTAL GENERAL FUND				1.89
CITY COUNCIL				
03133	CELLCOM WISCONSIN RSA 10	02/23 3 ALDER CELLPHONES	01-105-000-58999	100.16
TOTAL				100.16
TOTAL CITY COUNCIL				100.16
LAW/LEGAL				
BUELOW	BUELOW, VETTER, BUIKEMA,	02/23 LABOR MATTERS	01-110-000-57900	715.00
TOTAL				715.00
TOTAL LAW/LEGAL				715.00
CITY CLERK-TREASURER				
04650	DOOR COUNTY REGISTER OF DEEDS	3.2.23 RECORDING FEES	01-115-000-56350	90.00
04650		COPIES	01-115-000-56350	1.50
TOTAL				91.50
TOTAL CITY CLERK-TREASURER				91.50
COMPUTER				
04696	DOOR COUNTY TREASURER	02/23 INTERNET	01-125-000-55550	100.00
04696		02/23 4G INTERNET	01-125-000-55550	375.00
TOTAL				475.00
TOTAL COMPUTER				475.00
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISALS	03/23 CONTRACT	01-130-000-55010	4,916.67
TOTAL				4,916.67
TOTAL CITY ASSESSOR				4,916.67
BUILDING/ZONING CODE ENFORCEMT				

INVOICES DUE ON/BEFORE 03/21/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
DCI	DOOR COUNTY INSPECTIONS, LLC	02/23 PERMITS	01-140-000-55010	20,260.86
		TOTAL		20,260.86
		TOTAL BUILDING/ZONING CODE ENFORCEMENT		20,260.86
CITY HALL				
02975	CAMERA CORNER	100 KEY FOBS	01-160-000-54999	675.00
02975		SHIPPING	01-160-000-54999	30.38
CINTAS	CINTAS FIRE PROTECTION	5 YR SPRINKLER INSPECTION	01-160-000-58999	4,440.00
		TOTAL		5,145.38
		TOTAL CITY HALL		5,145.38
INSURANCE				
MCCLONE	MCCLONE AGENCY, INC	04/23 WORK COMP	01-165-000-58750	12,661.00
MCCLONE		04/23 GEN LIABILITY	01-165-000-56400	2,818.00
MCCLONE		04/23 POLICE LIABILITY	01-165-000-57150	1,452.00
MCCLONE		04/23 PUBLIC OFFICIAL LIABILIT	01-165-000-57400	2,407.00
MCCLONE		04/23 CYBER LIABILITY	01-165-000-55450	293.00
MCCLONE		04/23 AUTO LIABILITY	01-165-000-55200	1,506.00
MCCLONE		04/23 AUTO PHYSICAL DAMAGE	01-165-000-55200	2,338.00
		TOTAL		23,475.00
		TOTAL INSURANCE		23,475.00
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	02/23 CITY HALL PHONE SVC	01-199-000-58200	40.91
04696		02/23 FIRE PHONE SVC	01-199-000-58200	11.08
04696		02/23 MUN SVC PHONE SVC	01-199-000-58200	16.19
04696		02/23 POLICE PHONE SVC	01-199-000-58200	23.48
OFFICE	OFFICE ENTERPRISES INC	POSTAGE METER SINGLE LABELS	01-199-000-57250	38.43
PULSE	PENINSULA PULSE	02/23 PUBLICATIONS	01-199-000-57450	712.68
QUADPOST	QUADIENT FINANCE USA INC	POSTAGE METER FUNDING	01-199-000-57250	1,000.00
WIPFLI	WIPFLI LLP	PROGRESS BILL 12.31.22 AUDIT	01-199-000-55150	17,000.00
		TOTAL		18,842.77
		TOTAL GENERAL EXPENDITURES		18,842.77
POLICE DEPARTMENT				
15890	PACK AND SHIP PLUS	SHIPPING/22-00518	01-200-000-57250	20.03
		TOTAL		20.03
		TOTAL POLICE DEPARTMENT		20.03

INVOICES DUE ON/BEFORE 03/21/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
POLICE DEPARTMENT/PATROL				
04575	DOOR COUNTY HARDWARE	LITHIUM BATTERY	01-215-000-54999	6.99
14875	NWTC GREEN BAY	DIVE PADI CERT/ZACH/ALBERTSON	01-215-000-55600	250.00
ZACH	JAKE ZACH	PADI CERT MEAL EXPNSE/ZACH	01-215-000-55600	9.76
ZACH		TRAINING MEAL EXPENSES/ZACH	01-215-000-55600	182.39
TOTAL				449.14
TOTAL POLICE DEPARTMENT/PATROL				449.14
FIRE DEPARTMENT				
FIRE DEPARTMENT				
04575	DOOR COUNTY HARDWARE	PUTTY KNIFE/SPACKLING	01-250-000-54999	10.38
04575		ROLLER	01-250-000-54999	11.99
04575		BRACKETS/TAPE/STRAP	01-250-000-54999	75.93
04575		ELECTRICAL TAPE/FASTENERS	01-250-000-54999	10.99
04575		PAD VNY PROT	01-250-000-54999	9.18
04575		LIQUID WAX	01-250-000-54999	20.58
04575		PRIMER	01-250-000-54999	47.99
04575		ROLLER	01-250-000-54999	11.99
04575		CAULK	01-250-000-54999	5.59
04575		BRACKET	01-250-000-54999	56.97
04575		WEATHERSTRIP	01-250-000-54999	25.98
04575		ANCHORS/TOGGLE STRAP/FLAG	01-250-000-54999	78.56
04575		STL CLAMP RUB CUSH	01-250-000-54999	9.58
EMERNET	EMERGENCY NETWORKING	ANNUAL RMS	01-250-000-56000	5,090.00
EMERTECH	EMERGENCY TECHNICAL DECON	GEN CLEAN-INSPECT/REPAIR	01-250-000-56250	8,061.35
FIRE SRV	FIRE SERVICE, INC.	DOOR LATCH E707	01-250-000-53000	150.93
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	BATTERY CHARGER	01-250-000-53000	52.99
O'REILLY		TOGGLE SWITCH/BATTERY TENDER	01-250-000-53000	83.97
O'REILLY		CREDIT	01-250-000-53000	-52.99
O'REILLY		COPPER LUGS/CIRCUIT BRKR	01-250-000-53000	75.96
O'REILLY		BATTERY/WIRE LOOM	01-250-000-53000	168.12
O'REILLY		CORE RETURN	01-250-000-53000	-10.00
O'REILLY		HOSE CLAMPS/ANTIFREEZE	01-250-000-53000	48.08
O'REILLY		RELAY	01-250-000-53000	5.65
O'REILLY		MINI BULB	01-250-000-53000	13.42
O'REILLY		OIL FILTER/OIL	01-250-000-53000	81.19
PULSE	PENINSULA PULSE	PART TIME EMPLOY ADVERT	01-250-000-56000	149.62
TOTAL FIRE DEPARTMENT				14,294.00
TOTAL FIRE DEPARTMENT				14,294.00
SNOW REMOVAL				
SNOW REMOVAL				
02835	BROOKS TRACTOR, INC	GASKETS	01-410-000-51400	37.92
19240	SERVICE MOTOR CO	SKID SHOE	01-410-000-51400	76.02
19240		CUTTING EDGE	01-410-000-51400	54.34
19240		BOLTS	01-410-000-51400	18.36
JBTRUCK	JB TRUCK SERVICE, LLC	PLOW SPRING	01-410-000-51400	51.44
TOTAL SNOW REMOVAL				238.08
TOTAL SNOW REMOVAL				238.08

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INVOICES DUE ON/BEFORE 03/21/2023

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GENERAL FUND				
STREET SIGNS AND MARKINGS				
12110	LANGE ENTERPRISES INC	48 STREET SIGNS	01-420-000-52600	1,039.20
12110		SHIPPING	01-420-000-52600	33.60
TOTAL				1,072.80
TOTAL STREET SIGNS AND MARKINGS				1,072.80
STREET MACHINERY				
04545	DOOR COUNTY COOPERATIVE/NAPA	8QT OIL CAN	01-450-000-52150	23.55
06012	FASTENAL COMPANY	HARDWARE	01-450-000-52150	14.95
O'REILLY	O'REILLY AUTO PARTS-FIRST CALL	WIPER BLADES	01-450-000-52150	33.14
O'REILLY		WIPER BLADE	01-450-000-52150	18.54
O'REILLY		WIPER BLADE	01-450-000-52150	16.57
O'REILLY		TARP STRAPS	01-450-000-52150	28.43
TOTAL				135.18
TOTAL STREET MACHINERY				135.18
CITY GARAGE				
AMERWELD	AMERICAN WELDING & GAS, INC	ARGON BOTTLE SWAP	01-460-000-58999	70.27
AMERWELD		MONTHLY CYLINDER RENTAL	01-460-000-58999	148.28
COVANTA	COVANTA ENVIRONMENTAL SLTN LLC	OIL STORAGE TANK SLUDGE DISPSL	01-460-000-58999	1,480.32
TOTAL				1,698.87
TOTAL CITY GARAGE				1,698.87
PARK & RECREATION ADMIN				
17700	QUILL CORPORATION	OFFICE SUPPLIES	01-500-000-51950	35.77
PULSE	PENINSULA PULSE	ADVERTISING	01-500-000-57450	100.94
TOTAL				136.71
TOTAL PARK & RECREATION ADMIN				136.71
PARKS AND PLAYGROUNDS				
03025	CAPTAIN COMMODOES INC	DOG PARK PORT A POTTI	01-510-000-58999	110.00
TOTAL				110.00
TOTAL PARKS AND PLAYGROUNDS				110.00
WATER WEED MANAGEMENT				
38290	HI TEC FABRICATION	CONVEYOR STEEL PANEL	01-560-000-51400	311.59
TOTAL				311.59

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GENERAL FUND				
			TOTAL WATER WEED MANAGEMENT	311.59
COMMUNITY & ECONOMIC DEVLPMT				
WESTBEND	WEST BEND MUTUAL INSURANCE CO	NOTARY BOND/SOMMERS	01-900-000-56000	20.00
			TOTAL	20.00
			TOTAL COMMUNITY & ECONOMIC DEVLPMT	20.00
			TOTAL GENERAL FUND	92,510.63
CAPITAL FUND				
PATROL				
	REVENUE			
19240	SERVICE MOTOR CO	2001 CASE W/LOADER TRADE IN	10-000-000-48100	-8,000.00
			TOTAL REVENUE	-8,000.00
			TOTAL PATROL	-8,000.00
CITY HALL				
	CITY HALL EXPENSE			
02975	CAMERA CORNER	DOOR SECURITY	10-160-000-59040	1,232.00
02975		OFFICE SECURITY UPGRADE	10-160-000-59040	1,029.00
AUGUST	AUGUST WINTER & SONS, INC.	HEATER BURNER ASSMBLY REPLCE	10-160-000-59999	1,496.00
HENKEL	HENKEL FLOORING SERVICE LLC	OFFICE SEC UPGRADE/FLOORING	10-160-000-59040	1,450.00
VIKING	VIKING ELECTRIC SUPPLY, INC	OFFICE SEC UPGRADE LIGHTS	10-160-000-59040	316.16
			TOTAL CITY HALL EXPENSE	5,523.16
			TOTAL CITY HALL	5,523.16
GENERAL EXPENDITURES				
14490	NEENAH FOUNDRY	PROJ 2301 CASTINGS SBU PORTN	10-199-000-51525	14,287.93
R0000421	WI DEPT OF TRANSPORTATION	HWY 42/57 INTERSCTN-CNTY PRTN	10-199-000-51525	456.27
			TOTAL	14,744.20
			TOTAL GENERAL EXPENDITURES	14,744.20
STORM SEWERS				
	EXPENSE			
14490	NEENAH FOUNDRY	PROJ 2301 CASTINGS CITY PORTN	10-300-000-59115	2,586.00
			TOTAL EXPENSE	2,586.00
			TOTAL STORM SEWERS	2,586.00

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INVOICES DUE ON/BEFORE 03/21/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
ROADWAYS/STREETS				
ROADWAYS/STREETS				
R0000421	WI DEPT OF TRANSPORTATION	HWY 42/57 INTERSECTN-CITY PRTN	10-400-000-59095	1,057.15
TOTAL ROADWAYS/STREETS				1,057.15
TOTAL ROADWAYS/STREETS				1,057.15
PARKS AND PLAYGROUNDS				
PARKS AND PLAYGROUNDS				
19240	SERVICE MOTOR CO	2022 FARMALL W/LOADER	10-510-000-59065	29,250.00
TOTAL PARKS AND PLAYGROUNDS				29,250.00
TOTAL PARKS AND PLAYGROUNDS				29,250.00
TOTAL CAPITAL FUND				45,160.51
TID #4 DISTRICT				
TID #4 DISTRICT				
TID #4 DISTRICT				
CEDARCO	CEDAR CORPORATION	WEST WTRFRONT PROJECT	28-340-000-58999	2,632.50
TOTAL TID #4 DISTRICT				2,632.50
TOTAL TID #4 DISTRICT				2,632.50
TOTAL TID #4 DISTRICT				2,632.50
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04603	HALRON LUBRICANTS INC	275 G DSL EXHAUST FLUID	60-000-000-51650	788.32
GFLNVIR	GFL ENVIRONMENTAL, INC	178.97 TON GARBAGE	60-000-000-58300	12,619.18
GFLNVIR		58.76 TON RECYCLING	60-000-000-58350	978.94
JX ENT	JX ENTERPRISES, INC.	CAMSHAFT	60-000-000-53000	55.81
TOTAL SOLID WASTE ENTERPRISE FUND				14,442.25
TOTAL SOLID WASTE ENTERPRISE FUND				14,442.25
TOTAL SOLID WASTE ENTERPRISE				14,442.25
TOTAL ALL FUNDS				154,745.89

MANUAL CHECKS

DELTA DENTAL \$6,310.88
03/01/23
Check # 91579
03/23 Dental Insurance
Various Departmental Accounts

EFT GROUP INSURANCE \$121,987.02
03/01/23
Check # 91579
03/23 Health Insurance
Various Departmental Accounts

SPECTRUM \$181.98
03/07/23
Check #91626
02/23 Statement Charges
Various Departmental Accounts

AT&T FIRST MOBILITY \$1,530.43
03/07/23
Check # 91627
02/23 Police Cellphone Statement
01-215-000-58250

MANN COMMUNICATION \$5,442.42
03/07/23
Check # 91628
03.07.23 Contract
21-000-000-55015

TOTAL MANUAL CHECKS \$ 135,452.73

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CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 03/21/2023

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
GENERAL FUND		92,510.63	227,963.36	
CAPITAL FUND		45,160.51		
TID #4 DISTRICT		2,632.50		
SOLID WASTE ENTERPRISE		14,442.25		

TOTAL --- ALL FUNDS		154,745.89	290,198.62	