

FINANCE/PURCHASING & BUILDING COMMITTEE
November 12, 2019

A meeting of the Finance/Purchasing & Building Committee was called to order at 4:00 pm by Alderperson Bacon in the Council Chambers, City Hall. Roll call: Alderpersons Bacon and Wiederanders were present. Alderperson Williams was excused. Also present: Mayor Ward, Alderperson Nault, City Administrator Van Lieshout, City Treasurer/Finance Director Clarizio, Community Development Director Olejniczak, Fire Chief Dietman and Receptionist Metzger. Planning/ Zoning Administrator Sullivan-Robinson entered at 4:05pm.

A motion was made by Alderperson Wiederanders, seconded by Alderperson Bacon 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: Request to Waive On-Street Winter Parking Permit.
5. Consideration of: Proposed Increase of Mooring Fees at Marina.
6. Consideration of: Joint City/County Revolving Loan Fund.
7. Consideration of: Funds Transfers for New Part-time Fire Inspection Position.
8. 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: Offer to Purchase Property known as West Side Field located at 37 W. Redwood Street.

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.

9. Review bills.
10. Adjourn.

Carried.

The following spoke during public comment on agenda items: Scott Moore 947 Pennsylvania St; Richard Soukup 819 N 4th Ave; Carl Bridenhagen 1028 W Maple St; Jim Schuessler 500 N 9th Court.

Consideration of: Request to Waive On-Street Winter Parking Permit:

City Administrator Van Lieshout stated that Rose Wodack is requesting a waiver of the on-street winter parking permit fee. She has received a waiver of the winter parking permit in the past.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders recommend to Common Council to waive the on street winter parking permit for Rose Wodack in the amount of \$55.00. Carried.

Consideration of: Proposed Increase of Mooring at Marina:

City Administrator VanLieshout stated the City owns the marina in front of Stone Harbor Resort and that Stone Harbor has allowed the slip holders to utilize the pool, wireless internet and exercise equipment without additional cost. However, due to maintenance, repairs and replacement costs, Stone Harbor is requesting compensation for use of their amenities. Mr. VanLieshout stated an increase of \$100 plus tax to the seasonal slip rental fee would then be paid to Stone Harbor for the use of their amenities.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to increase the seasonal slip rental fee by \$100.00 plus tax. Carried.

Consideration of: Joint City/County Revolving Loan Fund.

City Administrator VanLieshout explained that both the City and County separately operate revolving loan fund programs (RLF). The original proceeds for this program came from the state using federal Community Development Block Grants (CDBG). The state determined that the guidelines issued by the Federal Government were not being followed therefore the program is closing out. The close out program (CDBG-CLOSE) will collect revolving loan funds that were considered federal funds, then reissue the funds back to the municipalities as grants for CDGB qualifying projects. The City's funds are defederalized therefore they do not have to be returned, the County funds are federalized and must be returned to the state and have a qualifying CDBG project approved for the funds to be returned. Mr. VanLieshout stated that both the City and County would like to continue the RLF program, therefore a proposal was created that the City's defederalized funds would become part of a countywide RLF program. After months of collaboration between the City, County and Door County Economic Development to create one large RLF program, a new program manual was drafted. The process now is to adopt the new manual. All of the funds would be transferred and kept at the Door County Economic Development and they will continue to administer the program. Mr. VanLieshout explained that part of this proposal involves the County applying for CDBG funds for the qualifying Northpointe Development West Side School affordable housing project. The City's defederalized funds of \$875,000 would be matched with the County providing approximately \$1.7 million available for this project. Community Development Director Olejniczak stated that if the combined program is not working as intended there are ways to end the collaboration.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the joint City- County Revolving Loan Fund as proposed. Carried.

Consideration of: Funds Transfer for New Part-time Fire Inspection Position.

Fire Chief Dietman explained that this would be a line item transfer from the approved 2020 Fire Department Budget. Initially the intention was to fund for a new full time Fire Inspection/Fire Prevention position but during the budget process the funding was not available. Chief Dietman stated that to meet the obligations to complete inspections in 2020 the overtime line was increased by \$30,000. However a part-time 24hour/week position at \$25.00 can be funded by transferring the funds allocated in the 2020 overtime line to the part-time hourly line in the amount of \$31,200. He stated that the base wage of \$31,200 plus taxes, Medicare and retirement for an annual total of \$38,881.44 requires a ¾ vote from the Common Council.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to approve the line item transfer from 01-250-000-50210 Overtime to 01-250-000-50520 Wages-Part-Time Hourly in the amount of \$31,200 from the Sturgeon Bay Fire Departments 2020 approved operating budget. Carried.

After Alderperson Bacon announced the statutory basis, it was moved by Alderperson Wiederanders, seconded by Alderperson Bacon to convene in closed session. Roll call: Alderpersons Bacon and

Wiederanders voted aye. Carried. The meeting moved into closed session at 4:45 pm. The meeting reconvened in open session at 5:15pm.

Moved by Alderperson Wiederanders, seconded by Alderperson Bacon to recommend to Common Council to approve the offer to purchase the West Side Field by Northpointe Development Corporation. Carried.

Community Development Director Olejniczak stated that the offer to purchase the West Side Field has the base price of \$850,000, it would be deferred for 15 year with an interest rate of 3.68%. There are contingencies, based on if the developer receives the tax credits expected, the phase 1 environmental report is at the expense and satisfaction of the developer, and final approval is received on the planned 40 units or the purchase would not happen. In addition, Mr. Olejniczak stated the payment after 15 years is \$1,319,200.

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 Bacon, seconded by Alderperson Wiederanders to adjourn. Carried. The meeting adjourned at 5:22 pm.

Respectfully submitted,

Tricia Metzger