

FINANCE/PURCHASING & BUILDING COMMITTEE
November 10, 2020

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. Ald. Wiederanders and Ald. Williams appeared virtually via Zoom. Also present: City Administrator VanLieshout, City Treasurer/Finance Director Clarizio, Municipal Services Director Barker and Deputy Clerk/Treasurer Spittlemeister. City Administrator VanLieshout appeared virtually via Zoom.

A motion was made by Alderperson Williams, seconded by Alderperson Wiederanders to adopt the following agenda, removing item 7 and postpone to a future agenda:

1. Roll call.
2. Adoption of agenda.
3. Public comment on agenda items and other issues related to finance & purchasing.
4. Consideration of: Fee schedule changes.
5. Consideration of: Establish reserve account for Public Art and update the Reserve Policy section of the Fiscal Management Policy accordingly.
6. Consideration of: Process & Procedure for Monetary Donations to the City.
- ~~7. Consideration of: Property Swap between the City and Claire Morkin: 110 N Joliet Ave/Otumba Park.~~
8. Review bills.
9. Adjourn.

Carried.

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

Consideration of: Fee schedule changes

City Treasurer/Finance Director Clarizio introduced the fee schedule changes that were brought forth as a result from Committee of the Whole budget meetings. Mr. Barker stated most of the vendors he spoke with were in favor of the increased farm market fees. With the proposed changes, farm market fees will be similar with other markets in the area.

Fee Type	Current Fee	Proposed Fee	Date of Last change	Estimated Increased Income
Farm Market Fees				
Daily Vendor Farm Market Fee	20.00	40.00	12/3/2013	
Daily Vendor Farm Market Fee Half Space or Grass	15.00	30.00	12/3/2013	
Seasonal Vendor Farm Market Fee Per Space	150.00	300.00	12/3/2013	
Seasonal Vendor Farm Market Fee Extended Season	175.00	350.00	12/3/2013	
Seasonal Vendor Farm Market Fee Half Space or Grass	90.00	180.00		
Total - Farm Market Proposed Estimated Increased Income				15,000.00
Marina Slip Fee	2,600.00	2,700.00	2020	2,200.00
Commercial Slip Fee - Special Charge for Water Weed Program	48.00	60.00	2011	7,764.00
Large item Pick up & Brush Collection	25.00	35.00	5/17/2016	1,320.00
Total Proposed Estimated Increased Income				26,284.00

Ms. Clarizio mentioned that there is no longer a short season farm market. The fee on the fee list for the extended season is the actual fee for the seasonal farm market vendors. The Seasonal Vendor Farm Market Fee for 2021 will change to \$350.00. This leads to the removal of the \$150.00 seasonal vendor farm market fee per space. Also, the addition of a seasonal vendor farm market fee half space/grass was included as part of the fee schedule changes. This current amount collected is \$90.00 and will change to \$180.00 for 2021.

Moved by Alderperson Williams, seconded by Alderperson Wiederanders to approve and recommend to Common Council the resolution establishing increases to the above listed fees with exceptions. Carried.

Consideration of: Establish reserve account for Public Art and update the Reserve Policy section of the Fiscal Management Policy accordingly

At the Committee of the Whole, Mayor Ward suggested establishing a reserve account for public art. The balance of \$10,000 would be added to the budget each year until the reserve account reached \$100,000, then replenish as needed. The pieces that would be purchased will be big and durable, requiring a good foundation and crane for placement. These costs could also be taken from the reserve account. Items the City would like to purchase will need to be in the budget in order to draw from the reserve account once established.

Moved by Alderperson Bacon, seconded by Alderperson Wiederanders to recommend to Common Council to establish the Public Art reserve account and update the Reserve Policy of the Fiscal Management Policy accordingly. Carried.

Consideration of: Process & Procedure for Monetary Donations to the City

During the budget process, Council members briefly discussed the process for accepting monetary donations. If the dollar amounts are smaller, the City could run revenues and expenses through the current budget. However, if the City would like to solicit donations for larger projects, it may be beneficial for the City to partner with a 3rd party, such as the Door County Community Foundation. For a small fee, this partnership would provide administrative tasks such as donor records and tax letters to donors among other things.

Committee Members suggested putting together a list of projects for the City and ask Bret Bicoy from the Door County Community Foundation, Inc. to give a presentation. Moved by Alderperson Williams, seconded by Alderperson Wiederanders to move forward to establish potential relationship with the Door County Community Foundation, Inc. for acceptance of community gifts with final project list approved by Common Council. 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 4:43 pm.

Respectfully submitted,

Laurie Spittlemeister
Deputy Clerk/Treasurer