CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
Tuesday, December 9, 2014
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Surplus Property
4. Review of unfinished business list.
5. Review bills.
6. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 12/05/14
Time: 8:45am
By: TM

Finance /Purchasing & Building Committee Members:
Stewart Fett, Chair
Danny Wiegand, Vice Chair
Robert Schlicht Jr.

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EXECUTIVE SUMMARY

TITLE: Surplus property

BACKGROUND: As per the City's purchasing policy, when a Department Head determines that items are no longer useful the items should be submitted to the City Administrator who shall determine whether the items can be used by other departments, and if not, the list shall be submitted to the Finance/Purchasing and Building Committee for consideration of declaring the items as surplus. Once the items are declared surplus, it is the City Administrator's responsibility to determine the best method to achieve liquidation at the highest value on behalf of the City.

Please find the attached list of surplus property.

FISCAL IMPACT: There may be a nominal fee for recycling the copiers, and there may be some nominal offsetting revenues from the sale of the remaining surplus items.

OPTIONS:

1) Declare all or some of the items on the attached list as surplus, which will allow the City Administrator to determine the best means of liquidation.

2) Do not declare the items on the attached list as surplus and continue to store them.

RECOMMENDATION:

Declare the items on the attached list as surplus.

PREPARED BY: Valerie J. Clarizio — Date: 12/3/14
Valerie J. Clarizio
Finance Director/City Treasurer

REVIEWED BY: Robert Bordeau — Date: 12/4/14
Robert Bordeau
Municipal Services Director

REVIEWED BY: Tim Herlache — Date: 12/3/14
Tim Herlache
Fire Department

APPROVED BY: Stephen McNeil — Date: 12/4/14
Stephen McNeil
City Administrator

Surplus List								
Department	City Tag #	Make	Model #	Serial #	Year Acquired	General Condition	Original Cost	Location of item
Clerk/Treasurer	350	MITA Copier	DC-4090	37014951	1998	Poor	$6,730.00	Clerk/Treas Dept
Fire Department	304	Ricoh Copier	AFICIO350	A7719830809	1998	Poor	$10,900.00	Fire Department
Municipal Services	265	Robyn Jumping Jack	PT-70	344	1992	Fair	$2,300.00	Municipal Services
Municipal Services	294	Tar Kettle	100	88-230-90	1988	Fair	$9,987.00	Municipal Services

12/3/2014

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FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS

DECEMBER 9, 2014

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
GENERAL FUND					
LIABILITIES					
13075	SHAWN MADDEN	MADDEN/LONG TERM DIS PREM REIM	01-000-000-21545	171.40	
			TOTAL LIABILITIES		171.40
BALLFIELD LIGHTING					
WPPI ENG	WPPI ENERGY	12/14 ATHLETIC FLD LIGHTING	01-000-981-70000	1,365.39	
			TOTAL BALLFIELD LIGHTING		1,365.39
			TOTAL GENERAL FUND		1,536.79
CITY ASSESSOR					
04696	DOOR COUNTY TREASURER	VERITAS/GRNT ST LOT	01-130-000-51910	4,569.78	
ASSO APP	ASSOCIATED APPRAISAL	12/16/14 CONTRACT	01-130-000-55010	1,245.84	
			TOTAL		5,815.62
			TOTAL CITY ASSESSOR		5,815.62
BUILDING/ZONING CODE ENFORCEMT					
09223	INDEPENDENT INSPECTIONS, LTD	NOVEMBER PERMITS	01-140-000-55010	5,882.35	
			TOTAL		5,882.35
			TOTAL BUILDING/ZONING CODE ENFORCEMT		5,882.35
CITY HALL					
03159	CHARTER COMMUNICATIONS	11/14 CABLE SERVICE	01-160-000-58999	175.14	
19959	SUPERIOR CHEMICAL CORP	CASE AQUA SEAL	01-160-000-51850	416.54	
			TOTAL		591.68
			TOTAL CITY HALL		591.68
POLICE DEPARTMENT/PATROL					
02330	JIM OLSON MOTORS	VEHICLE MAINTENANCE/IMPALA	01-215-000-58600	218.63	
02330		VEHICLE MAINTENANCE/#60	01-215-000-58600	44.95	
02330		VEHICLE MAINTENANCE/ #20	01-215-000-58600	20.00	
02330		VEHICLE MAINTENANCE/# 10	01-215-000-58600	20.00	
02330		VEHICLE MAINTENANCE 2014 EXPLR	01-215-000-58600	20.00	
02330		VEHICLE MAINTENANCE/ #70	01-215-000-58600	256.82	
02330		VEHICLE MAINTENANCE/ WHT EXPLR	01-215-000-58600	24.95	
03075	CARQUEST OF DOOR COUNTY	4 HALOGEN CAPSULES	01-215-000-58600	26.00	
04150	DE JARDIN CLEANERS LLC	SOUTH/MEND UNIFORM PANTS	01-215-000-56800	6.00	
04575	DOOR COUNTY HARDWARE	FASTNERS	01-215-000-54999	0.75	
06650	GALLS, AN ARAMARK COMPANY	SOUTH/2 UNIFORM SHIRTS	01-215-000-52900	39.13	
HENRY	CLINT HENRY	HENRY/MEAL REIMB TRNING CONF	01-215-000-55600	31.20	
R0000048	SHELL FLEET PLUS	OUT OF TOWN FUEL	01-215-000-51650	17.93	

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
R0000048		OUT OF TOWN FUEL	01-215-000-51650	21.73	
R0000048		OUT OF TOWN FUEL	01-215-000-51650	23.92	
R0000048		OUT OF TOWN FUEL	01-215-000-51650	18.00	
R0000048		OUT OF TOWN FUEL	01-215-000-51650	27.50	
R0000048		FEDERAL EXCISE TAX CREDIT	01-215-000-51650	-6.60	
TASSOUL	MARKUS TASSOUL	TASSOUL/MEAL REIMB TRNING CONF	01-215-000-55600	27.87	
			TOTAL		838.78
			TOTAL POLICE DEPARTMENT/PATROL		838.78
POLICE DEPT. / INVESTIGATIONS					
ADVANTAG	ADVANTAGE POLICE SUPPLY, INC	TACTICAL VEST/ENGEBOSE	01-225-000-57950	1,610.00	
			TOTAL		1,610.00
			TOTAL POLICE DEPT. / INVESTIGATIONS		1,610.00
FIRE DEPARTMENT					
04575	DOOR COUNTY HARDWARE	FILTER	01-250-000-54999	23.98	
04575		MARINE SLNT	01-250-000-54999	19.99	
04575		FASTENERS	01-250-000-54999	3.78	
04575		SNAP FASTENER KIT	01-250-000-54999	6.99	
04575		HUMIDIFIER PAD	01-250-000-54999	12.99	
04575		THINNER/SYRINGES	01-250-000-54999	12.48	
04575		JB WELD EPOXY	01-250-000-54999	6.99	
04575		ASSTED MATERIALS	01-250-000-52700	93.93	
04575		FASTENERS	01-250-000-54999	1.11	
04575		FLOURESCENT BULBS	01-250-000-54999	13.98	
06380	MIKE FISH	M FISH-UNIFORM HAT & SHIRTS	01-250-000-52900	63.00	
06650	GALLS, AN ARAMARK COMPANY	DYNA MED GLOVE POUCH	01-250-000-52900	54.95	
08260	TIM HERLACHE	TRAINING MEALS	01-250-000-55600	83.31	
12549	PAUL CURTIS	CURTIS/UNIFORM BELT	01-250-000-52900	24.99	
14000	NAPA AUTO PARTS	OIL DRY	01-250-000-54999	55.93	
14525	MICHAEL FRANGIPANE	FRANGIPANE UNIFORM REIMB	01-250-000-52900	109.99	
O'REILLY	O'REILLY AUTO PARTS	WASHER FLUID	01-250-000-53000	8.98	
O'REILLY		HEADLIGHT SWITCH #6	01-250-000-53000	11.82	
O'REILLY		OIL DRY	01-250-000-54999	24.58	
			TOTAL		633.77
			TOTAL FIRE DEPARTMENT		633.77
SOLID WASTE MGMT/SPRING/FALL					
VIKING	VIKING ELECTRIC SUPPLY, INC	2-TOGGLE SWITCHES/#44 GIANT VA	01-311-000-56250	38.82	
			TOTAL		38.82
			TOTAL SOLID WASTE MGMT/SPRING/FALL		38.82

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
SNOW REMOVAL					
06012	FASTENAL COMPANY	2 -1 1/2 NYLON LOCK NUTS	01-410-000-51400	25.03	
06012		2-1 1/4 NYLON LOCK NUTS	01-410-000-51400	9.50	
19070	SCHARTNER IMPLEMENT INC	PIPE	01-410-000-51400	1.50	
19070		INSTALLATION CHARGE	01-410-000-51400	13.75	
19965	SUPERIOR SIGNALS INC	3-LED FLUSH MOUNT LIGHTS	01-410-000-51400	206.63	
R0000655	TRANSMOTION, LLC	4- HYD FITTINGS	01-410-000-51400	27.28	
R0000655		10- HYD NIPPLES	01-410-000-51400	84.50	
R0000655		10-HYD COUPLERS	01-410-000-51400	194.20	
R0000655		SHIPPING	01-410-000-51400	21.19	
			TOTAL		583.58
			TOTAL SNOW REMOVAL		583.58
STREET MACHINERY					
02330	JIM OLSON MOTORS	TRANSFER PUMUP REPAIR/FUEL TNK	01-450-000-53000	579.10	
19297	SHORE TO SHORE RENTAL, INC	20# LP TANK FILL	01-450-000-53000	19.00	
FLEETPRI	FLEETPRIDE	CASE POWER SERVICE	01-450-000-53000	146.16	
FLEETPRI		AIR GOVERNOR	01-450-000-53000	14.52	
FLEETPRI		2- EXHAUST CLAMPS	01-450-000-53000	19.18	
FLEETPRI		DRAIN VALVE	01-450-000-53000	37.89	
FLEETPRI		4-LED LIGHTS	01-450-000-53000	29.20	
FLEETPRI		4-LIGHT GROMMETS	01-450-000-53000	14.48	
INTERSTA	INTERSTATE BATTERIES	2 BATTERIES	01-450-000-53000	103.72	
O'REILLY	O'REILLY AUTO PARTS	JUMP PAK	01-450-000-53000	113.95	
O'REILLY		SPARK PLUGS	01-450-000-53000	4.38	
QUALITY	QUALITY TRUCK CARE CENTER INC	3 GAL ANTI FREEZE	01-450-000-53000	39.24	
			TOTAL		1,120.82
			TOTAL STREET MACHINERY		1,120.82
CITY GARAGE					
01469	AIRGAS NORTH CENTRAL	CYLINDER LEASE RENEWAL	01-460-000-58999	157.50	
04545	DOOR COUNTY COOPERATIVE	GLOVES	01-460-000-52350	19.79	
04575	DOOR COUNTY HARDWARE	SPIRAL BULBS	01-460-000-54999	12.99	
04966	EAGLE MECHANICAL INC	HEATER REPAIRS	01-460-000-54999	158.00	
06012	FASTENAL COMPANY	GLOVES	01-460-000-52350	76.87	
WARNER	WARNER-WEXEL WHOLESALE &	CASE FLUORESCENT BULBS	01-460-000-54999	83.70	
			TOTAL		508.85
			TOTAL CITY GARAGE		508.85
HIGHWAYS - GENERAL					
13321	LARRY JENNERJOHN	JENNERJOHN/WORK BOOT REIMB	01-499-000-56800	100.00	
19880	STURGEON BAY UTILITIES	OLD HWY SIGN	01-499-000-58000	11.07	
			TOTAL		111.07
			TOTAL HIGHWAYS - GENERAL		111.07

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
PARKS AND PLAYGROUNDS					
19959	SUPERIOR CHEMICAL CORP	DE-ICER	01-510-000-54999	162.38	
DELFOSSE	KYLE DELFOSSE	DELFOSSE/2014 WORK BOOT REIMB	01-510-000-56800	100.00	
			TOTAL		262.38
			TOTAL PARKS AND PLAYGROUNDS		262.38
MUNICIPAL DOCKS					
14920	NORTHERN ELECTRIC INC	ENERGIZE SAFETY LIGHTS/SELVICK	01-550-000-58999	1,000.00	
14920		ENERGIZE SAFETY LIGHTS/SELVICK	01-550-000-55900	233.00	
			TOTAL		1,233.00
			TOTAL MUNICIPAL DOCKS		1,233.00
WATER WEED MANAGEMENT					
R0000655	TRANSMOTION, LLC	HYDRAULIC MOTOR	01-560-000-51400	1,357.46	
			TOTAL		1,357.46
			TOTAL WATER WEED MANAGEMENT		1,357.46
COMMUNITY & ECONOMIC DEVLPMT					
R0000471	THOMSON WEST	ZONING BI-WEEKLY-PARTIAL PYMNT	01-900-000-56000	29.85	
			TOTAL		29.85
			TOTAL COMMUNITY & ECONOMIC DEVLPMT		29.85
			TOTAL GENERAL FUND		22,154.82
CAPITAL FUND					
FIRE DEPARTMENT					
EXPENSE					
PAULCONW	PAUL CONWAY SHIELDS	EXTRICATION GLOVES	10-250-000-59050	250.00	
			TOTAL EXPENSE		250.00
			TOTAL FIRE DEPARTMENT		250.00
STORM SEWERS					
EXPENSE					
14826	NORTHEAST ASPHALT, INC.	ROAD WORK-SPRCE,CIR RDGE& ALLY	10-300-000-59115	19,461.26	
			TOTAL EXPENSE		19,461.26
			TOTAL STORM SEWERS		19,461.26

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
CAPITAL FUND					
ROADWAYS/STREETS					
EXPENSE					
02130	BAUDHUIN INC	EGG HRBR RD DESIGN	10-400-000-59096	3,483.00	
14826	NORTHEAST ASPHALT, INC.	ROAD WORK-SPRCE,CIR RDGE& ALLY	10-400-000-59100	18,588.00	
			TOTAL EXPENSE		22,071.00
ANNUAL RESURFACING & BASE REP.					
14826	NORTHEAST ASPHALT, INC.	ROAD WORK-SPRCE,CIR RDGE& ALLY	10-400-110-59096	83,079.00	
			TOTAL ANNUAL RESURFACING & BASE REP.		83,079.00
			TOTAL ROADWAYS/STREETS		105,150.00
			TOTAL CAPITAL FUND		124,861.26
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
03101	CDW GOVERNMENT, INC.	ADOBE SOFTWARE	21-000-000-51100	580.00	
			TOTAL CABLE TV / GENERAL		580.00
			TOTAL CABLE TV / GENERAL		580.00
			TOTAL CABLE TV		580.00
TID #4 DISTRICT					
TID #4 DISTRICT					
VANDEW	VANDEWALLE & ASSOCIATES, INC	SERVICES THRU 11.20.14	28-340-000-58999	6,442.50	
			TOTAL		6,442.50
			TOTAL TID #4 DISTRICT		6,442.50
			TOTAL TID #4 DISTRICT		6,442.50
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
DC WASTE	DOOR COUNTY WASTE & RECYCLING	73.63 TNS RECYLCING@ 13.44/TON	60-000-000-58350	989.67	
DC WASTE		189.38 TNS GARBAGE @ 58.96/TON	60-000-000-58300	11,166.41	
JX ENT	JX ENTERPRISES, INC.	OIL FILTERS/ #39 & #41	60-000-000-53000	71.68	
JX ENT		REPLACE SOLENOID-PREHEAT GRID	60-000-000-54999	251.86	
JX ENT		CHECK ENGINE LIGHT ON REPAIR	60-000-000-54999	363.64	
			TOTAL SOLID WASTE ENTERPRISE FUND		12,843.26
			TOTAL SOLID WASTE ENTERPRISE FUND		12,843.26
			TOTAL SOLID WASTE ENTERPRISE		12,843.26
			TOTAL ALL FUNDS		166,881.84

MANUAL CHECKS

DELTA DENTAL 12/01/14 Check #76199 December Dental Insurance Various Departmental Accounts	$5,097.32
NETWORK HEALTH 12/01/14 Check # 76199 December Health Insurance Various Departmental Accounts	$65,480.00
DOOR COUNTY TREASURER 12/03/14 Check # 76253 Daniel De Meuse Special Charge 0100000016010	$222.66
TOTAL MANUAL CHECKS	**$70,799.98**

INVOICES DUE ON/BEFORE 12/16/2014

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	22,154.82	92,454.80
CAPITAL FUND	124,861.26	
CABLE TV	580.00	
TID #4 DISTRICT	6,442.50	
SOLID WASTE ENTERPRISE	12,843.26	
TOTAL --- ALL FUNDS	166,881.84	237,081.82