



## **CITIZENS ADVISORY COMMITTEE MEETING**

**CITY HALL, First Floor Conference Room West**

**Tuesday, February 5th, 2019 at 4:00 PM**

### **MINUTES**

**Present:** Ken Sitkiewitz, Daniel Becker, Janet Breuer, Theresa Collins, Katherym Feo Rodriguez, Staate Hayward, June Kramer, Ralph Kramer, Ben Stalvey, and Jennifer Estrada

**Absent:** Rhienna Gabriel (excused), Mary Balte (excused), Mayor Justin Nickels (excused), Joanne Vogds, Ngu Devin Tita, and Anna Marie Wood

**Guest:** Stacey Groll, Assistant to Mayor Justin M. Nickels

**Minutes:** Theresa Collins, Secretary

- I. Call meeting to order
  - a. Meeting was called to order by Ken Sitkiewitz at 4:01 p.m.
- II. Approval of January Meeting Minutes
  - a. Passed without change.
- III. Diversity Discussion with Mayor Nickels (Stacey attended in Mayor Nickels' absence)
  - a. Mayor Nickels proposed (via Stacey Groll) that our committee host a candidate's forum for the Alderpersons
    - i. We will ask Rhienna Gabriel to excuse herself from the planning of this candidate's forum to prevent any perceived conflict of interest.
    - ii. Possible dates for the forum to be held from 6 to 8 p.m. in Council Chambers, live streamed:
      1. Monday, March 25<sup>th</sup>
      2. Tuesday, March 26<sup>th</sup>
      3. Thursday, March 28<sup>th</sup> (we will push for this one because it has the least community schedule conflicts)
    - iii. Questions for the forum:
      1. Questions from the committee will be discussed in more detail at the next Citizen Advisory Committee meeting. Committee members should strive to poll the public and bring suggested questions to the meeting for discussion.
      2. Open it up to the public at the forum after we have asked our questions
      3. City of Manitowoc Facebook page; Stacey Groll will compile questions received from Facebook users from that page. Stacey Groll will release the initial post and we will share with our additional posts.
      4. We will post on our personal pages to solicit questions as well.

- iv. Marketing
    - 1. Stacey Groll will put together a simple factual press release once we have a date and will publicize it on Facebook and city signage.
    - 2. Stacey Groll will contact Jason Ring (Visitor's Bureau) to Karen Nichols (Chamber) to get the word out
    - 3. Stacey Groll will contact each candidate to invite them to attend
  - v. Refreshments: Ken will bring bars and water, June will bars, Katherym will bring coffee, Daniel is bringing cookies, Jennifer will also bring something.
  - vi. We will finalize these questions at the next Citizen Advisory Committee meeting
  - vii. Moderator: Theresa Collins
  - viii. Time Keeper: June Kramer
  - ix. Jennifer Estrada will bring in translator equipment
  - x. Translator: Katherym Feo Rodriguez
  - xi. Volunteers to gather index cards from audience: several from committee members
  - xii. Introduction comments by Ken Sitkiewitz
  - xiii. We will hold the event regardless of individual candidate absences and no candidate for Alderman will be excluded. All candidates on the Aldermanic ballot will be invited to attend, regardless or whether or not someone is running against them.
  - xiv. If someone is a write-in and not on the ballot, they will not be allowed to present as a candidate at the forum.
- b. Panera Bread opened yesterday.
  - c. There is a wine bar going in on the board walk.
  - d. LTC is moving in across the street from the Maritime Museum.

#### IV. HTR Article – Final Draft Discussion

- a. We will submit the article that Ken Sitkiewitz wrote for February
- b. Stacey will submit article for March
- c. Jennifer Estrada will submit for April
- d. These articles shall be written by committee members and submitted to Stacey Groll to submit to the HTR after it is approved through the Mayor's office. No committee member shall submit an article directly to the HTR.

#### V. Other Discussion

- a. Mayor Nickels will not be at next month's meeting, so the diversity discussion will be postponed until April.
- b. April Kroner, city's new Community Development Director, will be our guest. She will introduce herself and tell us about her position.

#### VI. Adjournment – 4:59 p.m.

Next meeting Tuesday 3/05/19 at 4 p.m. in First Floor Conference Room West