

FINANCE COMMITTEE MINUTES
December 16, 2013
City Hall, First Floor Hearing Room #111 (West)

Finance Chairperson Scott McMeans called the meeting to order at 6:00 PM

Present: Alderpersons Scott McMeans, Christopher Able, James Brey, Eric Sitkiewitz and Tyler Martell

Absent: None

Also Present: Mayor Justin Nickels, Alderpersons Jill Hennessey, Dave Soeldner and Jason Sladky, Finance Director/Treasurer Steve Corbeille, Assistant Finance Director Tony Scherer, City Planner Dave Less, Deputy City Planner Paul Braun, Director of Public Infrastructure Dan Koski, Recreation Team Leader Denise Larson, Interim Fire Chief Gregg Kadow, Deputy Fire Chief Todd Blaser, EDC Director Connie Loden, Friends of the Manitowoc Aquatic Center members and HTR media.

Approval of Minutes

Motion by Alderperson Brey, second by Alderperson Sitkiewitz to approve the minutes of the November 20, 2013 Finance Committee Meeting. Motion carried unanimously.

Public Input

There was no public input presented to the Finance Committee at this meeting.

Contract Between City and Economic Development Corporation (EDC)

Alderperson Scott McMeans provided the Committee with the first amendment to the contract for the principal service agreement with the Economic Development Corporation (EDC) and spoke to the amendment changes. Alderperson James Brey spoke to the issue as it relates to Manitowoc County's lack of participation and his recent efforts to convince Manitowoc County to become a viable participant in the EDC. Alderperson Brey further questioned whether or not towns and villages within the County should have the opportunity to use the resources of the EDC if they are not participating financially in the organization. EDC Executive Director Connie Loden stated that their practice in these cases has been to listen to the municipality's situation and then refer them to other resources for assistance.

Alderperson McMeans recommended signing the amendment, but in addition draft a side letter of agreement to include three articles the City would like the Economic Development Corporation to address over the term of the contract. The first item was for the EDC to make a presentation twice a year to the Committee of the Whole in order to provide an update on their activities in realizing their goals and objectives with an opportunity for the Committee of the Whole to interact with questions, discussion and input. The second element would be to establish agreed upon measurements and criteria for determining the

effectiveness and success of the EDC's efforts. The third point discussed would be to allow the EDC to manage the administration (non-monetary) portion of the revolving loan fund to include clerical matters like the application process and customer service activities.

The Committee then discussed the proposal brought forward by Alderman McMeans.

Motion by Alderperson McMeans, second by Alderperson Sitkiewitz to enter into the amended contract between the City of Manitowoc and the Economic Development Corporation with a side letter of agreement to be drafted by the City Attorney's Office reflecting the City's additional requirements to accompany the contract document.

A short discussion followed. Alderperson McMeans then called for a vote on the motion. Motion carried unanimously.

Funding for the Manitowoc Family Aquatic Center

Alderperson McMeans turned the floor over to Alderperson Sitkiewitz. Alder Sitkiewitz explained to the Committee his reasons for placing this item to the agenda. For discussion purposes Alderman McMeans requested Friends of the Manitowoc Family Aquatic Center representative Amy Fricke-Weigel join the Committee at the head table.

The Committee and Ms. Fricke-Weigel discussed the agreement currently in place and the responsibilities of each partner. They further discussed how both parties would like to proceed, discussing the intent of the agreement, amendments to the current agreement, deficit operations, future budgets, recommendations for operational improvements, capital improvements and future plans & discussions.

City of Manitowoc – Debt Reduction Plan

Due to time limitations, Chairman McMeans postponed the discussion on debt reduction to a future meeting.

City-Wide Contract Management/Administration Solution

Alderman McMeans expressed his concern that items like the agreement with the Friends of the Manitowoc Family Aquatic Center tend to be executed and overlooked in later years. The Chairman expressed his desire to set up a system that would track all the City's agreements and remind alders and managers of their existence in order that they can be reviewed and invoke the appropriate action regarding each document. Finance Director/Treasurer Steve Corbeille conveyed two plausible options that may resolve this matter, one being the Granicus legislative solution being implemented shortly and the second being a software package about to be implemented in the Attorney's Office.

The Committee had a short discussion, agreeing that the some type of automated tracking system needs to be put in place. Chairman McMeans asked that the item be placed on the next Finance Committee meeting agenda.

Set Next Meeting Date

The next meeting date will be at the call of the chair.

Adjournment

Motion by Alderperson Sitkiewitz, second by Alderperson Able to adjourn. Motion carried unanimously. Chairman McMeans declared the meeting adjourned at 6:31 PM.

Respectfully Submitted,

Alderman Scott McMeans
By: Anthony Scherer
Assistant Finance Director

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