



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes - Final Finance Committee

---

Monday, June 2, 2014

5:00 PM

Council Chambers

---

### 1. Call to Order

*Chairman Sitkiewitz called the meeting to order at 5:00PM*

### 2. Roll Call

**Present:** 4 - McMeans, Brey, Sitkiewitz and Shaw

**Absent:** 1 - Able

Others Present:

*Mayor Justin Nickels, Alderperson Jason Sladky (6:43), Finance Director Treasurer Steve Corbeille, Assistant Finance Director Tony Scherer, Director of Public Infrastructure Dan Koski, Police Chief Tony Dick, Fire Chief Todd Blaser, WWTF Superintendent Brian Helminger and member of the local press.*

### 3. Approval of Minutes

*Note: Both minute items listed below were acted upon as one action, with one motion and one vote.*

[14-1107](#) Minutes of April 7, 2014

**Attachments:** [1000 M Finance Committee 14-04-07 Meeting Minutes.pdf](#)

**Moved by Brey, seconded by McMeans, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1044](#) Approve minutes of May 5, 2014

**Attachments:** [Finance Committee 14-05-05 Meeting Minutes.pdf](#)

**Moved by Brey, seconded by McMeans, that the Minutes be approved. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

### 4. Public Comment

*There wa no public comment offered at the meeting.*

### 5. Discussion and Action Items

[14-1169](#) Appointments to Capital Allocation Working Group per Resolution 13-086 for term June 1, 2014 through May 31, 2016: Chad Scheinoha, Operations Assistant; Police Chief Oscar Dick; Fire Chief Todd Blaser; Rahr-West Art Museum Director Greg Vadney; Director of Public Infrastructure Dan Koski; Transit/Building & Grounds Team Leader Jim Muenzenmeyer; Finance Director/Treasurer Steve Corbeille.

**Attachments:** [Resolution 13086 Capital Allocation Working Group.pdf](#)  
[Capital Allocation Working Group 2014 2016.docx](#)

**Moved by McMeans, seconded by Brey, that these appointments be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1096](#) Recommendation by Capital Allocation Working Group to Fund Unbudgeted Marina Repairs (not to exceed \$40,313, recommended funding as follows \$30,063 Harbor Improvement Fund and up to \$10,250 CAWG End of Life Fund, offset by any insurance proceeds)

**Attachments:** [Ice Damage marina.pdf](#)

*Steve Corbeille provided an explanation of the request to the Committee. A short conversation by the Committee members followed.*

**Moved by Brey, seconded by Shaw, that this Action Item be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1123](#) Recommendation by Capital Allocation Working Group to Fund Unbudgeted Car Ferry Building Water Damage Repairs (not to exceed \$11,756 CAWG End of Life Fund)

**Attachments:** [2014 Ferry Terminal Repairs.pdf](#)

*The Committee discussed insurance coverage and future preventative measures in this matter.*

**Moved by McMeans, seconded by Shaw, that this Action Item be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1125](#) Recommendation by Capital Allocation Working Group to Fund Unbudgeted Stair Replacement at Police Department (not to exceed \$2,460 CAWG End of Life Fund)

**Attachments:** [2014 PD concrete work.pdf](#)

**Moved by McMeans, seconded by Brey, that this Action Item be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1126](#) Recommendation by Capital Allocation Working Group to Fund Unbudgeted

Lincoln Park Cabin #1 Materials (not to exceed \$1532.89 from CAWG End of Life Fund)

**Attachments:** [Cabin 1 from Maritime Plumbing.pdf](#)

*The Committee discussed circumstances of the claim and the merits of using the End of Life Funds for this purpose.*

**Moved by McMeans, seconded by Brey, that this Action Item be amended to pay the \$1,532.89 from the 2014 Parks and Recreation Operating Funds and approved as amended. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Brey, Sitkiewitz and Shaw

[14-1140](#) EMS Claims Audit Report

**Attachments:** [20140520040420166.pdf](#)

*Finance Director Steve Corbeille reviewed the process and purpose of the study. Fire Chief Blaser explained his vision of future EMS billing and the use of technology to produce efficiencies in the Fire Department. The Committee discussed EMS procedures, processes & billing model with Chief Blaser. The Committee discussed a number of items regarding EMS Claims operations. Committee recommended acceptance & place on file. No official action was taken.*

## Roll Call

*Aldersperson Able joined the meeting at 5:20 PM.*

**Present:** 5 - McMeans, Able, Brey, Sitkiewitz and Shaw

[14-1139](#) Agreement with SpyGlass Group, LLC to conduct a primary telecommunications service audit

**Attachments:** [Agreement for Telecom Audit](#)

*Finance Director Steve Corbeille explained the purpose of the project and contract specifics. A discussion by the Committee followed.*

**Moved by Brey, seconded by Able, that this Agreement be recommended for approval by Common Council. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Able, Brey, Sitkiewitz and Shaw

[14-1158](#) Request for additional funding from Police Dept for New World Record / Mobile Upgrade over budgeted funds to come from CAWG End of Life Fund

**Attachments:** [2014 Police New World Software Unbudgeted Request.pdf](#)

*The request was reviewed for the Committee by Finance Director/Treasurer Steve Corbeille. The Committee held a discussion with Police Chief Tony Dick regarding the technology being purchased. The Committee discussed a possible change to CAWG language to group reserve funds by category.*

**Moved by Brey, seconded by Able, that this Action Item be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Able, Brey, Sitkiewitz and Shaw

[14-1159](#)

Request for additional funding from Fire Dept for LifePak defibrillator over budgeted funds to come from CAWG End of Life Fund

**Attachments:** [LifePak 15 Request.pdf](#)

*The Committee discussed the equipment request and useful life with Chief Blaser.*

**Moved by Able, seconded by McMeans, that this Action Item be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Able, Brey, Sitkiewitz and Shaw

## 6. Adjournment

**Moved by McMeans, seconded by Able, that the meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Able, Brey, Sitkiewitz and Shaw

*Chairperson Sitkiewitz declared the meeting adjourned at 5:53PM*