



City of Manitowoc

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

Meeting Minutes

Finance Committee

Tuesday, May 1, 2018

6:00 PM

Council Chambers

1. Call to Order

2. Roll Call

Present: 4 - Brey, Lotz, Sitkiewitz and Williams

Excused: 1 - McMeans

3. Approval of Minutes

[18-0409](#) Minutes of the April 10, 2018 Finance Committee meeting.
Recommending acceptance and place on file.

Attachments: [Finance Minutes 4-10-18](#)

Moved by Lotz, seconded by Sitkiewitz, that the Minutes be accepted. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

4. Public Comment

No public comment at this meeting.

5. Discussion and Action Items

[18-0413](#) 1st Quarter Claims Report from City Attorney, recommend to accept and place on file.

Attachments: [pdf Claims Report to Finance Committee 1 to 3 2018](#)

Moved by Sitkiewitz, seconded by Lotz, that this Report be accepted and placed on file. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0411](#) Notice of Claim from Tracy Virnoche, #L18-00029, recommend to accept to allow the payment up to \$7,500.

Attachments: [Virnoche Claim](#)
[Virnoche Claim Addition-Restoration & Cleaning Invoice](#)
[KMM Memo to Finance Com re Virnoche Claim](#)

Moved by Sitkiewitz, seconded by Lotz, that this Summons and Complaint be accepted to allow the payment up to \$7,500. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0408](#) Request from ALDI Inc. for a Class "A" Liquor License in order to showcase their wine selection that is currently under 100 square feet.

Attachments: [ALDI Request](#)
[ALDI Photos](#)
[18-0408](#)

No action on this item until more information is obtained. This request would require the city to change an ordinance.

[18-0308](#) Information on Alternatives for City-Wide Revaluation for Assessment Purposes, recommend to authorize staff to draft a RFP for Options B, C, D and E.

Attachments: [Revaluation Alternatives Analysis](#)
[Contract Options - City of Manitowoc](#)

Community Development Director Nic Sparacio and representatives of Accurate Appraisers spoke with the committee regarding the alternatives for revaluation. They spoke of several options of how they could approach the revaluation. Maintaining the data was a concern for all.

Moved by Sitkiewitz, seconded by Williams, that this Report be accepted to authorize staff to draft a RFP for Options B, C, D and E. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0242](#) Programs to Improve Housing Stock within the City of Manitowoc

Attachments: [Rental Rehab Program Overview](#)
[Owner Occupied Rehab Program Overview](#)
[Sold on Oshkosh Overview](#)
[Curb Appeal Program Overview FINAL](#)

No discussion on this item.

[18-0246](#) Request to increase 2018 Budgeted amount by up to \$11,000 for replacement of Washington Park Electronic Sign (2018 budget \$20,000, current estimate \$31,000) funding to come from Room Tax Reserves, recommending referral to CAWG for discussion and to request a second proposal for consideration.

Attachments: [Washington Park New Sign-Purchase](#)

The Capital Allocation Work Group took no action on this item. They need a second cost proposal. The Finance Committee referred this item back to CAWG.

[18-0302](#) Request for Storm Sewer at 1703 Lilac Drive due to Water Issue

Attachments: [18-0302_201803291214](#)

The Capital Allocation Work Group discussed this item and came to the conclusion that the DPW crews would do the work. No action taken on the item. Referred back to Public Infrastructure Committee for discussion.

[18-0342](#) Request from Capitol Civic Centre for \$100,000.00 from the Room Tax Reserve Fund for renovations to the Capitol Civic Centre.

Attachments: [1 CCC LOBBY EXPANSION - Old Pub Space](#)
[2 CCC LOBBY EXPANSION STAIRS](#)
[3 CCC 2nd FLOOR PANORAMA](#)
[4 CCC 2nd FLOOR LOBBY RESTROOMS](#)
[5 CCC NEW SEATING](#)
[6 CCC NEW LOBBY BAR -- will be larger than rendering indicates](#)
[7a CCC Economic Impact](#)
[7b CCC ACT TWO PROJECTS BUDGET](#)
[7c CCC 2017-18 BOARD OF DIRECTORS](#)

Moved by Sitkiewitz, seconded by Lotz, that this Request be accepted and refer to Room Tax Commission. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0401](#) CAWG request to fund up to \$1,515 toward purchase of Coin Counter/Sorter

Attachments: [CAWG Coin Counter Sorter](#)

Moved by Sitkiewitz, seconded by Williams, that this Action Item be accepted.
The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0402](#) CAWG Request to fund up to \$4,487 toward replacement of Large Drill Press

Attachments: [CAWG Large Drill Press](#)

Moved by Sitkiewitz, seconded by Lotz, that this Action Item be accepted. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0414](#) CAWG Request to approve up to \$16,750 for replacement of Crafcro Router

Attachments: [CAWG Router](#)

Moved by Sitkiewitz, seconded by Williams, that this Action Item be accepted. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0403](#) Transfer General Fund Unassigned Fund Balance to cover deficit in Aquatic Center Fund to cover accumulated deficit since opening in the amount of \$96,318.07

Attachments: [Aquatic Center Financials 2018 YE](#)
[Governmental Funds Balance Sheet December 31 2018](#)

Moved by Sitkiewitz, seconded by Lotz, that this Action Item be accepted. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0412](#) Ordinance to repeal Section 11.010(2)(e) of the Manitowoc Municipal Code regulating Transfers of "Class B" Retail Intoxicating Liquor and Fermented Malt Beverage License (Tavern) and related fee.

Attachments: [18-0412 explanation 18-0412.pdf](#)

Moved by Sitkiewitz, seconded by Williams, that this Ordinance be accepted. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0415](#) City Letters of Partner Organization and Critical Resources to support Grow It Forward Inc. application for USDA Farmers Market Promotion Program Grant, recommend to authorize the Community Development Director to sign the letters of support.

Attachments: [PartneringOrganizationLetterFY2018](#)
[CriticalResourceInfrastructureLetterFY2018](#)

Moved by Williams, seconded by Sitkiewitz, that this Action Item be accepted to authorize the Community Development Director to sign the letters of support. The motion carried by the following vote:

Aye: 4 - Brey, Lotz, Sitkiewitz and Williams

[18-0404](#) Update on proposed vehicle leases through Enterprise for 2018

Attachments: [17-0641 - resolution Enterprise Lease](#)
[2018 Fleet Plan City of Manitowoc scenario 1](#)

Finance Director Steve Corbeille updated the committee about the lease program.

6. Adjournment

Moved by T Lotz, seconded by E Sitkiewitz to adjourn.