



City of Manitowoc

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

Meeting Minutes

Finance Committee

Tuesday, August 6, 2019

6:00 PM

Council Chambers

1. Call to Order

2. Roll Call

Present: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

3. Public Comment

A representative from Grow it Forward spoke about her concern with the Mobile Food Trucks impeding on a Special Event.

4. Approval of Minutes

[19-0830](#) Minutes of June 24, 2019 Finance Committee meeting, recommending approval and place on file.

Attachments: [Finance Minutes 6-24-19](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0831](#) Minutes of MPU Commission meetings of May 28, 2019 & June 18, 2019, recommending acceptance and place on file.

Attachments: [MPU Commission minutes 5-28-19](#)

[MPU Commission minutes 6-18-19](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

5. Presentations

[19-0798](#) Bryan Grunewald, Principal, State and Local Government, CLA (CliftonLarsonAllen LLP) presentation of Management Letter and Comprehensive Annual Financial Report (CAFR) for year ended December 31, 2018, recommend to accept and place on file.

Attachments: [Signed Final Report and Financial Statements - City of Manitowoc](#)

Signed Management Letter - City of Manitowoc

Corrective Action Plan - City of Manitowoc

Moved by McMeans, seconded by Novak, that this Presentation be accepted and place on file. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

6. Discussion and Action Items

[19-0860](#) Policy establishing Responsible Bidder Criteria, recommend to approve the policy.

Attachments: [Responsible Bidder Policy](#)

Moved by Sitkiewitz, seconded by Novak, that this Policy be approved. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0722](#) Agreement to Fundraise and Build Phase Three of the Manitowoc Family Aquatic Center

Attachments: [Aquatic Center](#)

[Manitowoc Aquatic-Architectural Plans](#)

[Manitowoc Aquatic-Civil Site Plans](#)

[Manitowoc Progress 2019.07.05](#)

[FW_Aquatic Center Expansion](#)

Moved by McMeans, seconded by Novak, that this Agreement be accepted. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0861](#) Update on agreement between the City and Grow it Forward regarding the Farmer's Market, recommend to place on file.

Attachments: [2019 Farmers Market Agreement final](#)

[2019 Marketing Strategic Plan](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0835](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, for Dead by Dawn Productions, 719A Franklin St./901-903 S. 8th St., recommend to approve the application.

Attachments: [Dead by Dawn Tavern Application](#)

Moved by Novak, seconded by Lotz, that this Request be accepted and approve the application. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0844](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, for One More Time LLC, On The Rocks at 101 Maritime Dr., recommend to approve the application.

Attachments: [On the Rocks Application](#)

Moved by Novak, seconded by McMeans, that this Application be accepted and approve the application. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0875](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, for Chi You, LLC, Chi You at 1517 Washington Street

Attachments: [Chi You, LLC Application](#)

This request will be held. The City Clerk will reach out to the applicant and inform them of their options. The city is at the maximum licenses they can approve due to state statutes.

[19-0834](#) Ordinance to amend 11.010 of the Municipal Code regulating "Class A" License Regulations

Attachments: [Ord Amending 11.010\(10\)\(b\) on Class A](#)

An amendment to the motion was made from a request the City Clerk made to strike language referencing residency being in Manitowoc County.

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0833](#) Policy for new "Class B" Retail Intoxicating Liquor & Fermented Malt Beverage License (Tavern), recommend to approve the policy.

Attachments: [New Tavern Application Policy](#)

Moved by McMeans, seconded by Lotz, that this Policy be accepted. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0863](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$49,530.00 as an unbudgeted request for Finance/Clerk Division to purchase Badger Books (E-Poll Books), recommend to approve the request.

Attachments: [CAWG Recommendation - Badger Books](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0158](#) Lease with 205 N 8th St LLC for Parking Lot

Attachments: [19-0158](#)
[205 N 8th LLC Parking Lot Lease with City of Manitowoc - Final Proforma of Parking Lot Lease Proposal](#)

Moved by McMeans, seconded by Lotz, that this Agreement be referred to the Committee of the Whole. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0832](#) Ordinance to create section 11.100 of the Municipal Code regulating Mobile Food Vendors

Attachments: [Mobile Food Vendor Ordinance - draft](#)

The ordinance language will be modified by the City Attorney to include language regarding Special Events, parking next to restaurants and open concessions. The ordinance will first be effective January 1, 2020.

[19-0836](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$25,757.93 as an unbudgeted request for Public Safety to purchase Squad Car Cradlepoint Routers and Antennas, recommend to approve the request.

Attachments: [CAWG Request - Cradlepoint Routers & Antennas](#)

Moved by McMeans, seconded by Novak, that this Report be accepted. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0837](#) Communication from Manitowoc County Treasurer of public notice of the tax foreclosure action in Rem 2019. Recommending placing on file.

Attachments: [2019 County Foreclosures](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0843](#) Lakeshore Community Foundation quarterly performance report, recommend to accept and place on file.

Attachments: [2019 Q2 LCF Performance Report](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0852](#) Potential offer from Mishawaka Land & Timber Co. to purchase the rights to cell tower lease, recommend to place on file.

Attachments: [Mishawaka Land & Timber Co.](#)

Moved by Novak, seconded by Lotz, that this Request be placed on file. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0856](#) 2nd Quarter 2019 Report of Internal Controls, recommend to accept and place on file.

Attachments: [2019_02 Check List for Finance Committee](#)

Moved by McMeans, seconded by Novak, that this Report be accepted and place on file. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0857](#) 2nd Quarter 2019 Report of the Capital Allocation Working Group (CAWG) activities, recommend to accept and place on file.

Attachments: [2019_02 Log of CAWG Requests](#)

Moved by McMeans, seconded by Novak, that this Report be accepted and place on file. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0858](#) 2nd Quarter 2019 Budget Exception Report, recommend to accept and place on file.

Attachments: [02_2019_Budget Exception Report](#)

Moved by McMeans, seconded by Novak, that this Report be accepted and place on file. The motion carried by the following vote:

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

[19-0859](#) Lowe's Home Centers, LLC Summons and Complaint 2019 Assessment, Case number 2019CV000332, recommend to accept and refer to the City Attorney.

Attachments: [Lowe's Summons & Complaint](#)

Moved by McMeans, seconded by Novak, that this Summons and Complaint be accepted and referred to the City Attorney. The motion carried by the following vote:

[19-0862](#) Claims report from City Attorney, January through June 2019, recommend to accept and place on file.

Attachments: [Claims Report to Finance Committee Jan to June 2019.pdf](#)

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

Aye: 5 - Brey, McMeans, Sitkiewitz, Lotz and Novak

7. Adjournment

Moved by McMeans, seconded by Novak, to adjourn.