



# City of Manitowoc

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

## Meeting Minutes

### Finance Committee

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Tuesday, September 6, 2016

6:00 PM

Council Chambers

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#### 1. Call to Order

#### 2. Roll Call

**Present:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

#### 3. Approval of Minutes

[16-0815](#) August 2, 2016

**Attachments:** [16-08-02 Meeting Minutes](#)

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

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

#### 4. Public Comment

No comment from the public.

#### 5. Presentations

#### 6. Discussion and Action Items

[16-0810](#) Contract with Stantec for project management of demolition located at 1512 Washington St (Mirro), recommend approval contingent upon City Attorney review and approve up to \$10,000 of project funds to create bid documents.

**Attachments:** [16-0810 Mirro Demolition work plan DRAFT 9-1-16](#)

**Moved by Able, seconded by Czekala, that this Agreement be accepted contingent on the approval by the City Attorney's review and approve up to \$10,000 to be paid upfront for the creation of bid documents. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

**[16-0811](#)** Establish District #6 Polling Location

City Clerk Jennifer Hudon discussed with the committee her concerns about finding a polling location for District #6. The committee granted her permission to pursue and establish a location.

**This Action Item was discussed**

**[16-0643](#)** CAWG Request amended by Public Safety for a cost not to exceed \$16,000 - Enlarge Women's Locker Room at Manitowoc Police Dept

**Attachments:** [16-0643](#)

**Moved by Czekala, seconded by Able, that this Request be accepted to reinstate the initial request to \$28,000. The motion failed by the following vote:**

**Aye:** 2 - Able and Czekala

**Nay:** 3 - McMeans, Sitkiewitz and Kummer

**Moved by Sitkiewitz, seconded by Kummer, that this Request be accepted at a cost not to exceed \$16,000. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Sitkiewitz, Kummer and Czekala

**Nay:** 1 - Able

**Closed Session pursuant to 19.85(1)(e), which allows for a governmental body to go into closed session to discuss "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

**To Wit:**

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

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

**Reconvene in Open Session**

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

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

**[16-0829](#)** Performance by Progress Lakeshore on 2014-2016 Services Agreement and Renewal or Extension of Future Services Agreement

**Attachments:** [Services Agreement 2014-2016](#)  
[PL City of Manitowoc Presentation 2016](#)

**This Action Item was discussed in Closed Session. No action taken at this time.**

- [16-0812](#) Update on Implementation of software systems for Property Taxes and Special Assessments  
-Special Assessment Payment Procedure

**Attachments:** [special assessment minimum](#)

Finance Director Steve Corbeille recommends the minimum special assessment amount for a payment plan be increased to a billing that is over \$500. He will initiate with the City Attorney's office the documentation needed to make that ordinance change.

He also informed the committee that the new special assessment system will not accept payments in advance. Any additional principal payments will come off the backend of the assessment so the tax roll will still include a portion of the outstanding amount. We have allowed a different practice in the past to what the actual bills state regarding the 5 year plan. This can no longer be done.

**This Action Item was discussed**

- [16-0816](#) Recommendation by CAWG to fund up to \$5,654 unbudgeted request from Police Dept for a Folder/Stuffer Machine

**Attachments:** [PD folder stuffer](#)

**Moved by Able, seconded by Kummer, that this Action Item be accepted. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

- [16-0814](#) Request to extend Liquor License #TAV-1662 on September 24, 2016 from 7am to 6pm, to their fenced in parking lot for Three T's Inc., Theodore J. Frisch, Agent, 2202 Marshall Street, recommending to accept and approve.

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

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

- [16-0817](#) Process for Plan Commission recommendations to Common Council, role of the Finance Committee

**Attachments:** [16-0817 Council Rules](#)

The committee stated they want the recommendations coming from Plan Commission to go to the Non-Consent area on the Common Council agenda under the Finance Committee.

**This Action Item was discussed**

[16-0813](#) Appointment of David Diedrich to serve as a member of the Manitowoc Public Utilities Commission for a five year term, October 1, 2016 through September 30, 2021, recommend for election.

**Moved by Able, seconded by Sitkiewitz, that this Appointment be accepted for election of MPU commissioner. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

[16-0809](#) Results/Award of RFP for Assessor Services for the City of Manitowoc

**Attachments:** [16-0809 Grota City of Manitowoc Pricing Proposal](#)  
[16-0809 Grota City of Manitowoc Response to 2017 RFP](#)  
[16-0809 Preliminary Scoring 9-1-16](#)  
[16-0809 Tyler Technologies Assessment Services Proposal](#)

The committee would like this item brought through the budget.

**This Action Item was discussed**

[16-0722](#) Request by the Community Development Department to eliminate the “City Assessor” position and to create and fill the “Assessment and Property Listing Technician” position.

**Attachments:** [16-0722 A Assessment and Property Listing Technician](#)  
[16-0722 B City Assessor JD 4.2013](#)

The committee would like this item brought through the budget.

**This Action Item was discussed**

[16-0771](#) Ordinance to amend the Official Map of the City of Manitowoc in an area located South of Homestead Road and north of North Union Rd., recommending adoption of the ordinance.

**Attachments:** [16-0771.pdf](#)

**Moved by Sitkiewitz, seconded by Able, that this Ordinance be adopted. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

[16-0711](#) 2017 Budget Discussion

**Attachments:** [2017 Budget Instructions and Guidelines MAYOR FINAL](#)

[16-0673](#) Tourism Services Agreement with the Manitowoc Area Visitor and Convention Bureau and the City of Two Rivers, recommend entering into the Agreement.

**Attachments:** [00027006.pdf](#)  
[00027005.pdf](#)

**Moved by Able, seconded by Kummer, that this Agreement be accepted. The motion carried by the following vote:**

**Aye:** 5 - McMeans, Sitkiewitz, Able, Kummer and Czekala

## 7. Adjournment

**Moved by E Sitkiewitz and seconded by L Kummer to adjourn.**