



# City of Manitowoc

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

## Meeting Minutes Finance Committee

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Monday, February 2, 2015

5:00 PM

Council Chambers

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### 1. Call to Order

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

### 2. Roll Call

**Present:** 4 - Sitkiewitz, Able, Brey and Brandel

**Absent:** 1 - McMeans

### Note

*Other present at the meeting: Finance Director/Treasurer Steve Corbeille, Comptroller Kim Lynch, Director of Public Infrastructure Dan Koski, Community Development Director Nic Sparacio, City Attorney Kathleen McDaniel, Mayor Justin Nickels, Fire Chief Todd Blaser, Alderman Jason Sladky*

### 3. Approval of Minutes

[15-097](#) Minutes of January 5, 2015

**Attachments:** [01052015 MeetingMinutes](#)

**Moved by Able, seconded by Brey to approve the Minutes as amended to add the vote to item 15-041. The motion carried by the following vote:**

**Aye:** 4 - Sitkiewitz, Able, Brey and Brandel

### 4. Public Comment

*No public comment was presented to the Committee at this meeting.*

### 5. Discussion and Action Items

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

[15-147](#) Room Tax Allocation Policy including the Discover Manitowoc Grant Policy and 2015 Room Tax Budget

**Attachments:** [Room Tax Allocation Policy.pdf](#)  
[2015 Room Tax Budget.pdf](#)  
[Room Tax Alloc Policy New.pdf](#)  
[15-147 Recommendation.pdf](#)

*Mayor Justin Nickels addressed the Committee about his proposal of the Room Tax Allocation Policy.*

**Moved by Brey, seconded by McMeans to Recommend approval with the amendment to add the Community Development Director as a voting member under Section 3(a)(i) and to remove the President of Manitowoc Area Visitor and Convention Bureau from Section 3(a)(i), but add President of Manitowoc Area Visitor and Convention Bureau as an Ex-Officio Non Voting Member of the Room Tax Allocation Board. The motion carried by the following vote:**

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

[15-169](#) Assignment of the Maritime Hotel and Convention Center Associates Lease (Best Western Property) Parcels 000-179-011 and 000-917-568

**Attachments:** [Term Sheet-CLT Hotels\\_cleanDRAFT 1-30-15.pdf](#)  
[15-169 Recommendation.pdf](#)

*Community Development Director Nic Sparacio and the City Attorney Kathleen McDaniel addressed questions from the Committee regarding the lease.*

**Moved by Able, seconded by Brandel to Authorize the Community Development Director and City Attorney to proceed with negotiations with the intentions of bringing a revised lease agreement to the February 16, 2015 Council Meeting. The motion carried by the following vote:**

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

[15-144](#) Operations Agreement with The Friends of the Manitowoc Family Aquatics Center for cost sharing operational costs of the Manitowoc Family Aquatics Center

**Attachments:** [Agreement with Friends Group.pdf](#)

*Chairman Sitkiewitz informed the Committee that there is a meeting set on February 27, 2015 8:30am with the Friends group. D Koski also addressed the committee regarding his contact with the Friends group regarding implementing a marketing plan. No formal action was taken on this matter.*

[15-148](#) City Financial Recovery Plan

**Attachments:** [Analysis of the City Levy, Rate and Capital Expenses\(The Plan\).pdf](#)

*Finance Director/Treasurer Steve Corbeille addressed the committee regarding a plan he developed for financial recovery. This is only a prediction using know variables to date. No formal action taken.*

[15-145](#) City Attorney McDaniel Claims Report

**Attachments:** [20150131012926068.pdf](#)

*City Attorney Kathleen McDaniel addressed the committee regarding the claims submitted to the city for incidents on city premise or done by city employees (ie plow hitting mailbox). She explained that she is responsible for reporting quarterly to the Finance Committee.*

**6. Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**

**Moved by Brey, seconded by McMeans, that this meeting convene in closed session. The motion carried by the following vote:**

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

**7. Reconvene from Closed Session**

**Moved by Brey, seconded by Able to reconvene in open session. The motion carried by the following vote:**

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

[15-145](#) City Attorney McDaniel Claims Report

**Attachments:** [20150131012926068.pdf](#)

**Moved by Brandel, seconded by Able that the Report be accepted and placed on file. The motion carried by the following vote:**

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

[15-146](#) Claim for Excessive Assessment CVS Pharmacy parcel 520-035-020

**Attachments:** [20150128031705493.pdf](#)  
[15-146 Recommendation.pdf](#)

**Moved by Brey, seconded by Able, that this Claim be recommended for denial and forward to Council. The motion carried by the following vote:**

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

## **8. Adjournment**

**Moved by McMeans, seconded by Brandel to adjourn. The motion carried by the following vote:**

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