



# City of Manitowoc

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

## Meeting Minutes

### Finance Committee

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Wednesday, May 11, 2016

6:30 PM

Council Chambers

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Meeting will start at 6:30 p.m. or immediately following Committee of the Whole meeting

#### 1. Call to Order

#### 2. Roll Call

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

#### 3. Approval of Minutes

[16-0290](#) February 11, 2016

**Attachments:** [16-02-11\\_Meeting\\_Minutes](#)

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

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

**Abstain:** 1 - Kummer

[16-0388](#) April 5, 2016

**Attachments:** [16-04-05\\_Meeting\\_Minutes](#)

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

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

**Abstain:** 1 - Kummer

#### 4. Public Comment

No public comment at this meeting.

#### 5. Consent Items

[16-0387](#) Manitowoc Public Utilities Commission, March 14, 2016

**Attachments:** [20160426221110467](#)

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

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

[16-0453](#) Manitowoc Public Utilities Commission, April 11, 2016

**Attachments:** [20160510194748807](#)

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

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

[16-0307](#) Licensing, Permits and Inspection Committee, April 6, 2016

**Attachments:** [16-0307.pdf](#)

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

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

[16-0392](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$17,400 as an unbudgeted request to remedy safety conditions on islands along Memorial Drive

**Attachments:** [20160426225818602](#)

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

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

[16-0454](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$4,645 for assembly of three bleachers as an unbudgeted request due to technical requirements of assembly.

**Attachments:** [bleacher assembly](#)

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

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

## 6. Discussion and Action Items

[16-0394](#) Request to fund Mayor's Request to fund a Discover Manitowoc Grant in the amount of \$15,000 to the Maritime Museum to be used for SubFest from Room Tax Funds

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

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

[16-0451](#) Professional Services Agreement to Administer the City of Manitowoc Housing Community Development Block Grant (CDBG)/Revolving Loan Programs with MSA Professional Services

Nic Sparacio, Community Development Director spoke to the committee regarding the content of the draft agreement. He said there are a couple of issues to clarify. The Finance Committee will take this agreement up at Council on May 16, 2016 for a Motion and Vote.

[16-0456](#) Staff report detailing the cooperative condemnation process for 1512 Washington Street

**Attachments:** [Memo-Council 5-9-16](#)  
[Blight Determination](#)  
[Blight Determination Exhibits](#)

**Moved by Able, seconded by Sitkiewitz, that this Report be accepted to adopt the recommendation and place on file. The motion carried by the following vote:**

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

[16-0452](#) Resolution Declaring the Complex located at 1512 Washington St. Blighted

**Attachments:** [Resolution Mirro](#)

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

[16-0385](#) Notice of Determination Briess Industries, Inc VS. Wisconsin Department of Revenue 81-36-251-P-000085734

**Attachments:** [20160426022628760](#)

**Moved by Sitkiewitz, seconded by Able, that this Action Item be accepted and referred to City Clerk for refund and place on file. The motion carried by the following vote:**

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

[16-0386](#) Notice of Determination Parker Hannifin VS. Wisconsin Department of Revenue 81-36-251-R-000025146

**Attachments:** [20160426022611020](#)

**Moved by Sitkiewitz, seconded by Able, that this Action Item be accepted and referred to City Clerk for refund and place on file. The motion carried by the following vote:**

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

[16-0393](#) Update/Report on Petitioners at Polling Locations on April 5, 2016

The Finance Committee has elected to hold this item from discussion until the requestor, Alderman Sladky is present. This item will reappear at the June Finance Committee meeting.

[16-0389](#) Request to equip the Planning/Engineering Conference Room as an additional meeting room for recording meetings via Granicus

The Finance Committee elected to hold from discussing the need for an additional room for granicus due to the structure change (reducing the number of standing committees from 6 to 4) of the committees.

**This Action Item was discussed**

[16-0390](#) Appointments selected by Finance Committee for Council confirmation to Capital Allocation Working Group per Resolution 13-086 for term June 1, 2016 through May 31, 2018: Chad Scheinoha, Operations Assistant; Police Chief Nick Reimer; 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 establishing CAWG](#)  
[Capital Allocation Working Group 2016 2018](#)

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

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

[16-0370](#) Recommendation to replace Tyler CLT IAS 4.0 Tax Billing and Collection Software with Transcendent Technologies, LLC (Appleton, WI) Ascent Land Records Suite (Upfront cost \$46,000, reoccurring Annual Maintenance after year 1 \$10,050)

**Attachments:** [Revised 3-18 C - Manitowoc Ascent LR Proposal 2016 v2](#)  
[Revised 5-9 Ascent Land Records Software License Agreement](#)  
[Revised 5-9 Time-Expenses Services Agreement](#)  
[Ascent 1](#)  
[Ascent 2](#)  
[Ascent 3](#)

**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

[16-0371](#) Purchase Accela Special Assessment Module for Springbrook ERP Software \$7,050 with annual reoccurring costs for Maintenance/Support \$1,050

**Attachments:** [Accela Special Assessment Module Purchase](#)

**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

[16-0455](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$16,550 for purchase and data transfer of Tax Billing & Collection Software including Accela Special Assessment Module for Springbrook as an unbudgeted request.

**Attachments:** [CAWG Tax System and SA Module](#)

No discussion or action is needed on this item. The request has been withdrawn. The funds are already in the budget.

**This Action Item was discussed**

[16-0391](#) Capital Allocation Working Group (CAWG) recommendation to deny funding up to \$1,700 to beautify the corridor between the Manitowoc Public Library and Farmer's Market Site due to using borrowed funds to fund an operational expense.

**Attachments:** [20160510231206408](#)

**Moved by Able, seconded by Sitkiewitz, that this Action Item be accepted as denied and referred to the Room Tax Commission. The motion carried by the following vote:**

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

## 7. Adjournment

**Moved by Sitkiewitz, seconded by Kummer to adjourn.**