



City of Manitowoc

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

Meeting Minutes Finance Committee

Tuesday, November 10, 2015

5:30 PM

Council Chambers

1. Call to Order

2. Roll Call

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

3. Approval of Minutes

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

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

15-1176 November 3, 2015

Attachments: 11032015 MeetingMinutes

15-1177 November 4, 2015

Attachments: 11042015 MeetingMinutes

4. Public Comment

No public comments at this meeting.

5. Discussion and Action Items

[15-1126](#) Outdoor public ice skating rink, recommending approval of Ice Rink in downtown Farmers Market Lot for winter 2015/16. Forward to Finance Committee for approval of Room Tax advance

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

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

Moved by Able, seconded by Sitkiewitz, that this Action Item be approved as amended to remove \$20,000 from the Mayor's 2016 room tax request and use \$20,000 from the current fund balance reserves. The motion carried by the following vote:

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

[15-1178](#) 1 year Extension to current Copier Agreement with Wisconsin Document Imaging

Attachments: [MANITOWOC CITY CONTRACT 2016-2017 \(3\) COPIER EXTENSION](#)

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

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

[15-1179](#) Holiday Premium Pay for Non Protective Employees

Attachments: [Holiday pay Analysis 2015](#)

Moved by Brey, seconded by Brandel, that this Action Item be approved for funding with an effective date of 1/1/2016 and refer this item to Personnel for a change in the Employee Policy Manual. The motion carried by the following vote:

Aye: 4 - McMeans, Brandel, Sitkiewitz and Brey

Nay: 1 - Able

[15-1132](#) Capital Allocation Working Group (CAWG) Request up to \$650 for Capping of the Well at the Visitor Information Center. The Committee recommended approving the request and forwarding to CAWG and Finance.

Attachments: [15-1132.pdf](#)

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

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

[15-1135](#) Capital Allocation Work Group (CAWG) Unbudgeted Request for a 4-Post Lift and Jacks.

Attachments: [15-1135 Streets Division 4-Post Lift and Jacks Unbudgeted Request.pdf](#)

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

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

[15-948](#)

2016 Budget

- Meeting dates
- Requests for reinstatement - None Received
- Budget amendments
- Capital items and recommended borrowing level and sources of funds
- Financial Plan and Pay-As-U-Go Approach
- RFP for Assessor Services
- TIF Admin Fees
- Room Tax
- Brad Viegut, RW Baird regarding Debt Financing Options
- Mirro Razing Estimates/Project Costs

Attachments: [151015 Expenditure Restraint Program](#)[151015 Levy Limits Explanation](#)[151015 PAY AS U GO Plan from February 2015](#)[151015 Tax Levy and Debt Service Information](#)[151019 Letter Assessor Revaluation Options](#)[151019 TIF Information Ehlers Study](#)[151019 Amendment 1 Mayor recommended](#)[151021 Departmental Guidance in Preparing 2016 Budget](#)[151021 Assumptions within the budget](#)[151021 Library Budget](#)[151021 Admin Charges Detail for TIF, Grants and RLF](#)[2016 Proposed Room Tax Budget](#)[Baird financing plan _manitowoc 110415](#)[Baird Mirro _manitowoc cy \(example\)](#)[Expenditure Restraint 2016 Budget](#)[Updated Financial Plan with New Debt Numbers Mayor Proposed
2016](#)[Mirro Timeline.pdf](#)

Community Development Director Nic Sparacio and City Attorney Kathleen McDaniel spoke to the committee about 1512 Washington St. (Mirro bldg.) regarding the timeline, the estimate for borrowing, and the events to take place in the future for the city to own that parcel.

Moved by Able, seconded by Brandel, that this Action Item be accepted using the borrowing plan as laid out by Baird's scenario 2 paying the Mirro borrowing of \$2,400,000 over 3 years. The motion carried by the following vote:

Aye: 4 - McMeans, Brandel, Able and Brey

Nay: 1 - Sitkiewitz

Moved by Able, seconded by Brandel, that this Action Item be approved to remove from the Mayor's 2016 room tax budget request \$10,000 for the MAVCB brochure. The motion carried by the following vote:

Aye: 4 - McMeans, Sitkiewitz, Able and Brey

Nay: 1 - Brandel

Moved by Brey, seconded by Able, that the 2016 Budget be approved as amended and referred to Council. The motion carried by the following vote:

Aye: 4 - McMeans, Brandel, Able and Brey

Nay: 1 - Sitkiewitz

6. Adjournment

Moved by Able, seconded by Brey to adjourn. Meeting ended at 6:46pm.