



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Minutes

### Finance Committee

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Tuesday, August 4, 2020

5:30 PM Council Chambers. Note-Meeting will also be available via  
Remote Conferencing

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#### 1. Call to Order

#### 2. Roll Call

**Present:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

#### 3. Public Comment

Nobody spoke at public comment.

#### 4. Presentations

[20-0778](#)

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, 2019

**Attachments:** [City of Manitowoc CAP](#)

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

Signed Management Communication Revised City of Manitowoc

**This Presentation was from CLA, the Auditor regarding the 2019 CAFR.**

#### 5. Consent Agenda

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

##### REMOVAL OF CONSENT AGENDA ITEMS:

Any Committee Member may request removal of any item from the Consent Agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the Consent Agenda shall be separately considered.

## Approval of the Consent Agenda

## Approval of the Consent Agenda

**Moved by Sitkiewitz, seconded by McMeans, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0765](#) Minutes of July 7, 2020 Finance Committee meeting, recommending approval and place on file

**Attachments:** [MeetingMinutes07-Jul-2020](#)

## 6. Discussion and Action Items

[20-0790](#) Communication from City Clerk Deborah Neuser announcing her retirement effective January 7, 2021, recommend to accept and place on file.

**Attachments:** [20-0790](#)

**Moved that this Communication be accepted and placed on file. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0777](#) 2019 CAFR and Management Letter, recommend to accept and place on file.

**Attachments:** Signed Management Communication Revised City of Manitowoc

[City of Manitowoc CAP](#)

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

**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, Schlei and Brunner

[20-0773](#) Discussion and possible action on \$38,031 remaining from the COVID Small Business Grant Program, recommend to accept and place on file and advise that a formal request for the funds be submitted.

**Attachments:** [FINAL West allocation of COVID grants calc update June 1 2020 final](#)

**Moved by Sitkiewitz, seconded by Schlei, that this Action Item be accepted to place on file and advise that a formal request for the funds be submitted. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0771](#) Resolution to set rate of pay for Municipal Board of Absentee Canvassers (Central Count)

**Attachments:** [City Clerk Memo & Resolution](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0786](#) Request to revise Election Custodian Seasonal Employee Hiring Rates for 2021, recommend to set the rate.

**Attachments:** [Seasonal Employee Election Custodian](#)

**Moved by McMeans, seconded by Sitkiewitz, that this Request be accepted to set the rate. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0758](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Brix Place, LLC, 939 S. 8th St., recommend to approve license.

**Attachments:** [Brix Place Application](#)

**Moved by McMeans, seconded by Brunner, that this Application be accepted. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0759](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2007A, Tonys on Memorial LLC, 1228 Memorial Drive, recommend to approve license.

**Attachments:** [Tonys on Memorial Application](#)

**Moved by McMeans, seconded by Schlei, that this Application be accepted. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0789](#) Memorandum from Finance Director Steve Corbeille regarding staffing plan and back fill for vacancies in Finance Department/Clerk's Division, recommend to accept and place on file.

**Attachments:** [Clerk Finance Treasury Plan](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0760](#) CAWG recommendation to fund \$4,700.00 for Boards and Commissions Granicus Product, recommend to refer to the Mayor's office for inclusion into the 2021 budget.

**Attachments:** [Granicus Boards & Commissions CAWG Recommendation](#)

J Brey made a motion to approve the request, no second, motion failed for lack of a second.

**Moved by McMeans, seconded by Sitkiewitz, that this Request be referred to the Mayor's office for inclusion into the 2021 budget. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0761](#) CAWG recommendation to fund \$75,000.00 for Engineering Department Broadway Bridge Overlay/Redecking, recommend to approve the request.

**Attachments:** [Broadway Bridge CAWG Recommendation](#)

**Moved by McMeans, seconded by Brunner, that this Request be accepted. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0763](#) CAWG recommendation to fund up to \$54,401 for Manitowoc Fire Rescue Department Communication Equipment, recommend to approve request.

**Attachments:** [Communication Equipment CAWG Recommendation](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0762](#) CAWG recommendation to fund up to \$50,000.00 for Engineering department Concrete Crushing, recommend to approve the request.

**Attachments:** [Concrete Crushing CAWG Recommendation](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0764](#) Appointments to Capital Allocation Working Group for term June 1, 2020 through May 31, 2022: Adam Tegen, Community Development Director; Nick Reimer, Police Chief; Todd Blaser, Fire Chief; Greg Vadney, Director Rahr-West Art Museum; Dan Koski, Director of Public Infrastructure; Jeremy Walvoord, Buildings and Grounds/Fleet Division Manager, Steve Corbeille, Finance Director/Treasurer

**Attachments:** [CAWG Appointments](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0772](#) Update on budget for 2020 downtown improvement projects, recommend to accept and place on file.

**Attachments:** [Downtown budget update](#)  
[Downtown detail expenditure report](#)  
[2020 Budget Update](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0766](#) Funding for a Parklet Prototype, recommend to approve to prototype and spend up to \$7,500 from Room Tax fund balance.

**Attachments:** [Parklet Proposal for Finance](#)

**Moved by McMeans, seconded by Brunner, that this Request be accepted to prototype and spend up to \$7,500 from Room Tax fund balance. The motion carried by the following vote:**

**Aye:** 4 - Brey, McMeans, Schlei and Brunner

**Abstain:** 1 - Sitkiewitz

[20-0774](#) June 2020 Investment Report, recommend to accept and place on file.

**Attachments:** [2020 Investment Reconciliation June](#)

**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, Schlei and Brunner

[20-0775](#) Discussion on COVID-19 Expenses and CARES Funding, recommend to accept and place on file.

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0767](#) 2nd Quarter Budget Exception Report, recommend to accept and place on file.

**Attachments:** [2nd Quarter Budget Exception Report](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

[20-0776](#) Term Sheet for Howe Building Renovation at 702 York Street for project by East Point Rentals LLC

Mike Howe presented the project. Discussion on term sheet for funding will commence in Closed Session.

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

A Doneff presented the project. Discussions regarding the term sheet will commence in Closed Session.

## 7. Closed Session

Closed Session : The motion to convene in closed session was made by Alderperson Sitkiewitz and seconded by Alderperson Brunner. A roll call vote will be taken on the motion: 5 - Aye, 0-Nay

Following adoption of the motion, the Committee convened in closed session.

Alderperson McMeans attended closed session for item 20-0776 and left closed session at 7:38pm for discussion on item 20-0782.

Following the completion of the closed session, the Committee will reconvene in open session.

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Schlei and Brunner

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)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of 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.

The specific subject matter that may be considered in closed session is:

20-0776 Term Sheet for Howe Building Renovation at 702 York Street for project by East Point Rentals LLC

20-0782 Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

[20-0776](#) Term Sheet for Howe Building Renovation at 702 York Street for project by East Point Rentals LLC

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

## 8. Reconvene in Open Session

Open Session: The motion to reconvene in open session was made by Alderperson Schlei and seconded by Alderperson Sitkiewitz. A roll call will be taken on the motion. 4- Aye, 0-Nay, 1-left closed section at 7:38pm for discussion on 20-0782.

[20-0776](#) Term Sheet for Howe Building Renovation at 702 York Street for project by East Point Rentals LLC

No action taken.

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

**No action taken.**

## 9. Adjournment

Moved by Brunner, seconded by Schlei, to adjourn.