



# City of Manitowoc

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

## Meeting Minutes Finance Committee

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Monday, March 3, 2014

6:15 PM

Council Chambers

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**Meeting will begin at posted time or immediately following the joint meeting of Finance and Parks and Recreation Committees which ever is later.**

### 1. Call to Order

*Chairman McMeans called the meeting to order at 6:22 PM*

### 2. Roll Call

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

*Finance Director Steve Corbeille, Asst Finance Director Anthony Scherer, Asst. City Attorney Kathleen McDaniel, Deputy Fire Chief Gregg Kadow, Deputy Fire Chief Todd Blaser, DPW Business Manager Karen Dorow, HTR Reporter C Mathews*

### 3. Approval of Minutes

[14-131](#)

Approve/Amend Minutes of January 28th, 2014

**Moved by Able, seconded by Sitkiewitz, these Minutes be accepted and placed on file. The motion carried by the following vote:**

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

### 4. Public Comment

*There was no public comment provided at the meeting.*

**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.**

**The specific matters to be considered in closed session are items #14-071 and #14-031.**

[14-071](#)

Claim of Holy Family Memorial, Inc. for refund of 2013 real property taxes and personal property taxes for various properties.

[14-031](#)

Claim for excessive assessment from SCP 2006-C23-114 LLC #854/CVS Pharmacy on parcel number 520-035-020.

### Convene To Closed Session

**Moved by Able, seconded by Brey, to convene to closed session. The motion carried by the following vote:**

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

*Following adoption Committee convened to closed session*

### Reconvene In Open Session. Possible action on items #14-071 and #14-031

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

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

## 5. Presentations

[14-132](#)

Update on the Fundraising Activities for the Preservation and Restoration of Historic Beer Murals

*The Mayor was not in attendance to provide the report. Chairman McMeans instructed the Finance Director to place the item on the next agenda and invite the Mayor to attend and present his fundraising ideas to the Committee*

## 6. Discussion and Action Items

[14-133](#)

Purchase Granicus VoteCast for iLegislate

**Moved by Able, seconded by Brey, that this Action Item be approved with the condition of a 60 day trial period and recommended to Council for adoption. The motion carried by the following vote:**

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

**Nay:** 1 - Martell

[14-074](#)

Agreement for management services for the 2014 Farmers' Market.

**Moved by Brey, seconded by Able, that this Agreement be accepted and recommended to Council for adoption. The motion carried by the following vote:**

**Aye:** 4 - McMeans, Able, Martell and Brey

**Nay:** 1 - Sitkiewitz

[14-190](#)

Recommend write-off of account balance of customer #45460

**Moved by Able, seconded by Martell, that this Action Item be accepted and**

**recommended to Council for approval. The motion carried by the following vote:**

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

[14-191](#)

Recommendations from Finance Director for strengthening Internal Controls for deterring and detecting fraud

*Summary provided by S Corbeille*

*No action taken*

[14-130](#)

Succession planning and organizational structure of the Finance Department

*Agenda item was not taken up due to time constraint*

[14-070](#)

Agreement for management of Farmers' Market with Mainly Manitowoc of the day-to-day operations of the Market for the term ending January 31, 2016.

*Agenda item was not taken up due to time constraint*

## **7. Adjournment**

**Moved by Brey, seconded by Able, to adjourn. The motion carried by the following vote:**

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

*Chairman McMeans declared the meeting adjourned at 7:03 PM*