



City of Manitowoc

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

Meeting Minutes

Finance Committee

Tuesday, August 2, 2016

6:00 PM

Council Chambers

1. Call to Order

The meeting was called to order at 6:59pm.

2. Roll Call

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

3. Approval of Minutes

[16-0715](#) July 5, 2016

Attachments: [16-07-05 Meeting Minutes no attachments](#)

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

4. Public Comment

No public comment at this meeting.

5. Presentations

No presentations were scheduled for this meeting.

6. Discussion and Action Items

[16-0617](#) Report of City Clerk of summary of fees collected for leased parking stalls for 2015-16.

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

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

16-0724 Claims Report from City Attorney

Attachments: [Open Claims Report for Finance Committee 7-26-2016](#)
[Denied Claims in 2016 for Finance Committee 7-26-2016](#)
[Open Claims Report for Finance Committee 7-26-2016](#)
[Denied Claims in 2016 for Finance Committee 7-26-2016](#)

City Attorney Kathleen McDaniel reported on the claims against the City of Manitowoc.

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

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

16-0721 Proposal by Progress Lakeshore to provide administrative services for City of Manitowoc industrial and commercial Revolving Loan Funds.

Attachments: [16-0721 Progress Lakeshore RLF Admin](#)

Community Development Director Nic Sparacio spoke to the committee about working with Progress Lakeshore for services regarding loan administration.

The committee would like to see a report on the current loans and balances.

The committee would like the language in the contract clarified regarding putting controls around the process and clarifying any rates paid in the contract for services provided.

16-0722 Request by the Community Development Department to eliminate the "City Assessor" position and to create and fill the "Assessment and Property Listing Technician" position.

Attachments: [16-0722 A Assessment and Property Listing Technician](#)
[16-0722 B City Assessor JD 4.2013](#)

This is informational only at this time. The cost from a RFP for Assessor services and software need to be evaluated before the new position is fully approved.

16-0723 Request by the Community Development Department to release a Request for Proposals for assessor services including Statutory Assessor services, annual maintenance services, and assessment software.

Attachments: [16-0723 DRAFT Assessor RFP 8-1-16](#)

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

[16-0712](#) Recommendation of Capital Allocation Working Group (CAWG) to fund up to \$5,000 to develop plans and design services for renovation of Silver Creek Fieldhouse

Attachments: [08_SC fieldhouse](#)

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

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

[16-0713](#) Recommendation of Capital Allocation Working Group (CAWG) to fund up to \$2,750 for Access Control System for the Rahr-West Art Museum

Attachments: [08_Rahr Access control](#)

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

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

[16-0714](#) Report from Capital Allocation Working Group on Unbudgeted/End of Life and Capital Maintenance Requests thru June 30, 2016

Attachments: [0_Log of Unbudgeted and ELF](#)
[2016 Capital Maintenance](#)

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

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

[16-0711](#) 2017 Budget Discussion

Attachments: [2017 Budget Instructions and Guidelines MAYOR FINAL](#)

Information only about the timeline and approach of the budget to educate the new alders.

7. Adjournment

Moved by E Sitkiewitz and seconded C Able to ajourn.