



# City of Manitowoc

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

## Meeting Minutes

### Finance Committee

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Thursday, July 6, 2017

6:00 PM

Council Chambers

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#### 1. Call to Order

#### 2. Roll Call

**Present:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

#### 3. Approval of Minutes

[17-0687](#) Finance Committee June 6, 2017

**Attachments:** [MeetingMinutes 06-Jun-2017](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

#### 4. Presentations

Representatives of Schenck SC were present to review some highlights in the 2016 Comprehensive Annual Financial Report.

#### 5. Public Comment

No public comment at this meeting.

#### 6. Discussion and Action Items

[17-0688](#) 2016 Management Letter and Comprehensive Annual Financial Report, presented by Tom Karman, CPA and Shareholder with Schenck SC, recommend to accept and place on file.

**Moved by McMeans, seconded by Sitkiewitz, that this item be accepted and placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0680](#) 2017CV000252 Brenda Marie Hawpetoss vs. City of Manitowoc et al

**Attachments:** [2017CV000252 hawpetoss](#)

**Moved by McMeans, seconded by Lotz, that this Summons and Complaint be accepted and referred to the City Attorney. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0681](#) Requesting the State of Wisconsin pass legislation to allow cities the ability to enact a local sales tax (.05%)

**Attachments:** [Sales Tax Legislative Request](#)

**Moved by Howe, seconded by Sitkiewitz, that this Action Item be accepted to create a resolution asking the State of Wisconsin to enact legislation allowing cities to enact a half percent sales tax. The motion carried by the following vote:**

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0682](#) Recommended Credit Card Limits for City Employees, recommend to accept.

**Attachments:** [Current CC Holders List July 2017](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0683](#) Requests from Property Owners to waive interest on 2016 Property Taxes, recommend to place on file.

**Attachments:** [20170629101556957](#)

[2016 Department of Revenue Pub Explaining Interest on Property Taxes](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0693](#) Quarterly Investment Report - Finance Director

**Attachments:** [2017 May Bank Reconciliation](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0691](#) Annual Review of City Investment Policy (Chapter 5 of Guidebook), recommend to accept and place on file.

**Attachments:** [Guide Book Policy Manual MASTER](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0692](#) Capital Allocation Working Group (CAWG) - 2nd Quarter 2017 Report

**Attachments:** [2017 Log of CAWG Requests](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0684](#) CAWG approval of up to \$4,500 to replace Granicus Server, with on going monthly software fee of \$100/per month

**Attachments:** [CAWG Action Sheet Granicus Server](#)  
[Manitowoc Digital Encoder 5.4.17 Granicus](#)

No action needed on this item.

[17-0685](#) CAWG approval of up to \$15,360 unbudgeted for Garbage Truck to make up difference between budget and actual bid

**Attachments:** [CAWG Unbudgeted Garbage Truck](#)

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0686](#) CAWG request of up to \$24,500 unbudgeted for Manitowoc River Harbor Sheet Wall Repair

**Attachments:** [CAWG Request Manitowoc River Sheetwall Repair](#)

The project will be expensed with the Capital Asset Replacement Program funds.

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

[17-0696](#) CAWG Unbudgeted request for Network Upgrade Equipment not to exceed \$38,600

**Attachments:** [Network Upgrade 2017](#)

No action required for this item.

[17-0697](#) CAWG unbudgeted request for Community Built Playground Sign Upgrades not to exceed \$787.00

**Attachments:** [Community Built Playground Sign Upgrades](#)

No action required for this item.

[17-0568](#) Request for an Ordinance change for the 5 and 10 year interest rates for assessments.  
  
This item was referred to a joint committee meeting of the Department of Public Infrastructure and Finance to be held prior to the Council meeting on July 17, 2017.

[17-0695](#) Development Agreement for Dowco Tax Incremental Financing Assistance, recommend to accept.

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

**Aye:** 5 - Brey, McMeans, Sitkiewitz, Howe and Lotz

## 7. Adjournment

**Moved by S McMeans, seconded by E Sitkiewitz to adjourn.**