



City of Manitowoc

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

Meeting Minutes

Finance Committee

Tuesday, July 11, 2023

5:30 PM

Council Chambers

Meeting also available via Remote Conferencing-Software
(Zoom)

1. Call to Order

2. Roll Call

Present: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

Absent: 1 - Schlei

3. Public Comment

Finance Committee Chair Alderperson Brey declared the meeting open for public input. In accordance with policy, the public input portion of the meeting is not made part of the official record.

4. 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

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

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0553](#)

Minutes of the June 6, 2023 Finance Committee meeting, recommending approval and place on file

Attachments: [06-06-2023 Finance Committee Minutes](#)

[23-0557](#)

GFOA's Certificate of Achievement for Excellence in Financial Reporting for Year End 2021, recommending place on file

Attachments: [GFOA Award Certificate](#)
[Announcement of Award](#)
[Press Release](#)

5. Discussion and Action Items

[23-0554](#) 2nd Quarter 2023 CAWG Requests Report, recommending to accept and place on file

Attachments: [2023 Log of CAWG Requests Q2](#)

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

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0555](#) 2nd Quarter 2023 Internal Controls to Prevent and Detect Fraud Report, recommending to accept and place on file

Attachments: [2023_02 Check List for Finance Committee](#)

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

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0556](#) 2nd Quarter 2023 Claims Report from City Attorney's Office

Attachments: [Claims Report Q2 2023](#)

This Report was discussed but no motion was made. Will bring back to August meeting for a motion.

[23-0558](#) Service Fee Agreement with USI Insurance Services LLC ("USI"), recommending approval

Attachments: [City of Manitowoc & USI Fee Agreement 2024-2026](#)

Moved by Reckelberg, seconded by Sitkiewitz, that this Agreement be approved. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0559](#) City of Manitowoc Claims Policy & Process Discussion, recommending to place on file

Attachments: [Proposed Claims Policy 2016](#)

Moved by Czekala, seconded by Sitkiewitz, that this Document be placed on file. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0560](#) City of Manitowoc & Wireless Propco, LLC Easement and Assignment Agreement for Cell Tower at 736 Revere Drive, recommending to approve the

easement and assignment and to direct staff to consummate the deal commensurate with the terms therein and further authorize Interim City Attorney and Mayor to execute any documents necessary to complete the transaction.

Attachments: [Memo to Finance Re Easement on Cell Tower.pdf](#)
[22-WI0021 Easement_Final.pdf](#)
[22-WI0021 NPA_Final.pdf](#)
[23-0100](#)
[Wireless Propco Ltr Enc LOI.pdf](#)

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

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0561](#) Ordinance to amend Section 11.030 of the MMC regulating Adult Entertainment Taverns

Attachments: [Memo to Finance Committee re Proposed Revision to MMC 11.030_1 - Copy](#)
[Exotica Reports](#)
[MMC 11.030 ORD Amendment.pdf](#)

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

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0562](#) City of Manitowoc & U.S. Army Reserve Lease at 3125 S. 10th Street 50 Year Extension Request

Attachments: [Manitowoc Extension Request Letter 21June23](#)

This Agreement was discussed and held for further discussion

[23-0567](#) Resolution authorizing Payment In-Lieu of On-Site Stormwater Management Practice for 4221 Calumet Ave.

Attachments: [Fee in Lieu Request](#)
[SP 7-2023 Club Car Wash](#)
[PAYMENT IN-LIEU OF ON-SITE SWM FOR CLUB CAR WASH Resolution](#)

This Resolution was approved

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0192](#) Term Sheet for Tax Incremental Financing for project located at 2434 S. 39th Street (FedEx)

Attachments: [FedExTerm Sheet - Draft](#)

**Moved by Reckelberg, seconded by Czekala, that this Term Sheet be approved.
The motion carried by the following vote:**

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

6. Closed Session

Finance Committee Chair Alderperson Brey read the notice to convene in Closed Session:

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 subject matter that may be considered in closed session is:

- [23-0563](#) L23-00097 Neidl Claim for >\$5,000 for sewer backup at 1106 Memorial Drive, Manitowoc, WI 54220, recommending to authorize the City Attorney to settle the claim in the amount of \$17,866.14
- [23-0564](#) L23-00093 - Lugiari Claim for >\$5,000 for damages caused by City road, recommending to deny the claim
- [23-0565](#) Hecker Rd Parcel 052-802-201-000 Transfer from City of Manitowoc to Manitowoc Public Utilities (MPU)
- [23-0566](#) Potential Purchase of River Point Property at 00 Buffalo St. River Point PUD, recommend to authorize the Community Development Director to finalize the purchase

Moved by Czekala, seconded by Sitkiewitz, that this be convene in closed session. The motion carried by the following roll call vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

7. Reconvene in Open Session

Moved by Reckelberg, seconded by Sitkiewitz, that this meeting be reconvened in open session. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

- [23-0563](#) L23-00097 Neidl Claim for >\$5,000 for sewer backup at 1106 Memorial Drive, Manitowoc, WI 54220, recommending to authorize the City Attorney to settle the claim in the amount of \$17,866.14

Moved by Czekala, seconded by Sitkiewitz, that this Claim be approved for payment not to exceed \$17,866.14. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0564](#)

L23-00093 - Lugiari Claim for >\$5,000 for damages caused by City road, recommending to deny the claim

Moved by Sitkiewitz, seconded by Reckelberg, that this Claim be denied. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

[23-0566](#)

Potential Purchase of River Point Property at 00 Buffalo St. River Point PUD, recommend to authorize the Community Development Director to finalize the purchase

Moved by Reckelberg, seconded by Sitkiewitz, to authorize the Community Development Director to finalize the purchase. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala

8. Adjournment

Moved by Reckelberg, seconded by Czekala, that this be adjourned. The motion carried by the following vote:

Aye: 4 - Brey, Sitkiewitz, Reckelberg and Czekala