

## Sonja Birr

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**From:** Michael Cummings  
**Sent:** Wednesday, March 8, 2023 7:18 PM  
**To:** Eric Sitkiewitz - D6; Sonja Birr  
**Cc:** James Brey - D4; Bill Schlei; Shawn Alfred; Dan Koski; Jeremy Walvoord; barry manitowoctransport.com; Curtis Hall; Justin Nickels  
**Subject:** Re: Rollaire Sake Center Improvements

Sonja... please place on the next PI agenda for discussion.

To Manitowoc's Success!

Michael Cummings  
Manitowoc D3 Alderman

On Mar 8, 2023 1:47 PM, Eric Sitkiewitz - D6 <esitkiewitz@manitowoc.org> wrote:  
Good afternoon Alderperson Cummings,

I would request that this item below placed on your next Public Infrastructure agenda. It sounds like Curtis has already started working with the Lembergers and can provide an update to the committee for guidance on how to move forward.

Thank you,

Eric J. Sitkiewitz

Alderperson District 6  
City of Manitowoc  
900 Quay Street  
Manitowoc, WI 54220  
esitkiewitz@manitowoc.org  
Phone (920) 686-1324

Sent from my iPad

On Feb 24, 2023, at 4:19 PM, Curtis Hall <chall@manitowoc.org> wrote:

Hi all,

JJ Walvoord(Building and Grounds Manager) and I also met with the Lembergers last week. We support their efforts and would love to see the currently unused space in the building activated. We don't currently have any plans for that space and feel like it would be a win:win to further explore these facility improvements. This would allow all parties to complete some much needed updates and mitigate some existing significant safety concerns with the current set-up.

1. I suggest getting this on the PI agenda for initial discussion
2. All of these details will need to be figured out. We don't know what we don't know. The first step will need to be the completion of an engineered plan. We do not have structural

engineers on staff so this will need to be subbed out. Rollaire is proposing opening up a structural wall so engineered design will be necessary. Construction cost will not be known until a design is complete so its hard to negotiate cost structure and impacts on lease until we have design and ball park construction estimate.

- a. Who pays for design? Who is responsible to seek design quotes? Is it up to the City to plan this renovation? If so then we can start getting quotes for design. If its Rollaire then I suggest they bring a Design proposal and a funding recommendation to PI when that item is on the agenda.
- b. Once we have a design... who pays for construction?
  - i. I would imagine that if the Rollaire funds a portion or a bulk of the design/construction cost then we should be able to maintain a similar cost lease extension
  - ii. If there is a cost share or City contribution to the construction then I would imagine there would be a potential lease increase to balance the cost recovery model
3. No formal plans. Hopefully being used by someone and this seems to make sense to activate that space and generate revenue for both parties.
4. I discussed this meeting with our division management staff(even though JJ was at a conference) and based on Dans guidance I would be the point of contact as my staff currently handle all of the Rollaire facility use, reservations and monthly billing.

Hope that helps keep the ball rolling...

Thanks,



Curtis Hall | City of Manitowoc  
Parks and Recreation Division Manager  
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Phone: (920) 686-3061

Our Mission: The Manitowoc Parks and Recreation Divisions are committed to improving the quality of life for all Manitowoc's residents and visitors. This is accomplished by providing and promoting well maintained parks, facilities, and public open spaces as well as offering a variety of lifelong recreational opportunities and special events for people of all ages.

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**From:** Eric Sitkiewitz - D6 <esitkiewitz@manitowoc.org>

**Sent:** Friday, February 24, 2023 3:52 PM

**To:** James Brey - D4 <jbrey@manitowoc.org>; Bill Schlei <bschlei@manitowoc.org>; Shawn Alfred <salfred@manitowoc.org>; Dan Koski <dkoski@manitowoc.org>; Curtis Hall <chall@manitowoc.org>

**Cc:** barry manitowoctransport.com <barry@manitowoctransport.com>; Justin Nickels

<jnickels@manitowoc.org>

**Subject: Rollaire Sake Center Improvements**

Greetings all,

Last week I met with Barry and Lynn Lemberger, they own and operate the Rollaire Sake Center inside of the armory at Citizen Park. They are interested in expanding the footprint of their operation and are interested in utilizing some unused space in the building for their operation.

A few questions that came up during the conversation:

1. Which committee is best to work through this? Finance oversaw the lease but possibly Public Infrastructure because of the park buildings modifications?
2. Before anyone spends any money on a renovation plan, a potential cost structure and lease extension should have some framework, thoughts?
3. Future plan for use of the existing unused space?

Looking for some direction for Barry and Lynn to work through their ideas.

Any thoughts on how it would be best to proceed and who can be a single point of contact with the city?

Thank you and have a nice weekend,

Eric J. Sitkiewitz

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