



City of Manitowoc

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

Meeting Minutes

Finance Committee

Thursday, February 11, 2016

5:30 PM

Council Chambers

1. Call to Order

2. Roll Call

Present: 3 - McMeans, Brandel and Brey

Absent: 2 - Sitkiewitz and Able

3. Approval of Minutes

[16-0138](#) December 1, 2015

Attachments: [12012015 MeetingMinutes](#)

Moved by Brandel, seconded by Brey, that this Minutes be accepted. The motion failed by the following vote:

Aye: 3 - McMeans, Brandel and Brey

4. Public Comment

No public comment at this meeting.

5. Discussion and Action Items

[16-0104](#) City Attorney Kathleen McDaniel Quarterly City Claims Report

Attachments: [Attorney Claim Report 160202](#)

Moved by Brey, seconded by Brandel, that this Action Item be accepted and referred to the City Attorney. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0106](#) Claim for Excessive 2015 Assessment Menard, Inc., parcel 835-203-011

Attachments: [20160129193558496](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted and referred to the City Attorney. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0079](#) Argent, A Division of West Bend v. Manitowoc Housing Authority, et al.
15-CV-503

Attachments: [20160127022650790](#)

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

Aye: 3 - McMeans, Brandel and Brey

[16-0137](#) Claim for Excessive Assessment Holy Family Memorial 2015

Attachments: [20160203232215564](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted and referred to the City Attorney. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0085](#) Wisconsin Housing and Economic Development Authority, Assignee of United One Credit Union v. City of Manitowoc et al, 75-CV-523

Attachments: [20160127025140832](#)

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

Aye: 3 - McMeans, Brandel and Brey

[16-0080](#) Recommend adjusting Assessment on parcel 835-401-033 Manitowoc Cinema LLC, due to palpable error and rescind 2015 tax of \$5,134.44, recommending approval.

Attachments: [20160127022701841](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0081](#) Write off 2013 Balance (\$88.77) on parcel 341-001-011 due to error with Lottery Credit

Attachments: [20160127022727618](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0082](#) Rescind 2015 taxes \$1,633.66 on parcel 565-000-030, due to palpable error, recommending approval.

Attachments: [20160127022756372](#)

Moved by Brey, seconded by Brandel, that this Action Item be accepted. The motion carried by the following vote:

[16-0083](#) Update on status of Granicus Software and next steps

Finance Director S Corbeille updated the committee about giving Granicus a chance to fix our issues before pursuing another solution. They are being proactive currently to fix our issues by cleaning up our setup features and doing additional training. References for another solution has been sought but no action will be taken to move forward at this time. This update is informational only and no committee action needs to be taken.

[16-0093](#) Eternal Flame Fund Status and recommendations for future fundraising and investment of funds

Finance Director S Corbeille informed the committee of the financial status of the Eternal Flame fund. He and City Attorney K McDaniel proposed some fund raising and investment ideas. The idea would be to make the community aware of fundraising efforts.

Moved by Brey, seconded by Brandel, that this Action Item be accepted to authorize fundraising activity. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0084](#) Additional Credit Card for Police Department Lt. Paul Behrendt with a limit of \$2,000

Attachments: [20160128011257733](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0103](#) Options for replacement/upgrade of City Tax Billing/Collection Software

Finance Director S Corbeille explained the city's current software platform for the Assessment, Special Assessment and Tax Collection system. With upgrades to the system needed and a retirement in the Assessor office, there is an immediate need to look at new solutions for these functions. Demonstrations of several solutions have been looked at. There are a multitude of ways the city could go, and actually save money in doing so.

[16-0105](#) Quarterly Report of Capital Allocation Working Group (CAWG)

Attachments: [20160129021116127](#)

Moved by Brey, seconded by Brandel, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0088](#) CAWG Recommend Funding up to \$6,000 for the Unbudgeted Request from DPI for replacement of Loop Detectors @ 30th and Calumet

Attachments: [20160127204137883](#)

Moved by Brey, seconded by Brandel, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0091](#) CAWG Recommend Funding up to \$19,000 for the Unbudgeted Request from DPI for replacement of Bucket Truck #59 via purchase from MPU

Attachments: [20160127204144384](#)

Moved by Brandel, seconded by Brey, that this Action Item be accepted. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

[16-0092](#) City Policy regarding Allocation of Interest to Individual Fund Balances and setting limits on Balances contained within Fund Balances

The Committee instructed the Finance Director to draft a resolution to set funds to allocate interest, establish a method for allocation and set limits to fund balances for the non-lapsing funds. No action from the committee is needed until the resolution is ready for acceptance.

[16-0102](#) Exercise 60 day termination clause under "Agreement For Lease of Telephone System and Maintenance" d. November 2, 2009, with Creative Solutions, Inc., recommending authorizing Finance Director to exercise 60 day notice to coincide with implementation of new phone system with actual date of notice to be determined administratively based upon deployment schedule for new phone system.

Attachments: [20160129010854904](#)

Moved by Brey, seconded by Brandel, that this Action Item be accepted to authorize the Finance Director to exercise the 60 day notice to coincide with implementation of the new phone system. Actual date of notice to be determined administratively based upon deployment schedule for new phone system. The motion carried by the following vote:

Aye: 3 - McMeans, Brandel and Brey

6. Adjournment

Moved by Brey, seconded by Brandel, to adjourn at 6:48pm.