



City of Manitowoc

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

Meeting Minutes

Finance Committee

Monday, November 6, 2017

6:00 PM

Council Chambers

1. Call to Order

2. Roll Call

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

3. Approval of Minutes

[17-1106](#) Finance October 26, 2017

Attachments: [MeetingMinutes 26-Oct-2017](#)

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

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

4. Public Comment

No public comment at this meeting.

5. Presentations

No presentations at this meeting.

6. Discussion and Action Items

[17-1127](#) Skate Park Funding Agreement

Moved by Sitkiewitz, seconded by Lotz, that the Finance Committee supports the project and instructs the City Attorney to draft the necessary agreement and to use money from the Parkland Dedication fund. The motion carried by the following vote:

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

[17-0989](#) Development Agreement Between the City and Doneff's Schuette Building LLC for Tax Incremental Financing Assistance

No action to be taken on this item at this meeting. Progress is being made on the agreement, but was not ready for this meeting.

[17-1107](#) Resolution to extend Tax Increment Financing District No. 13 for one year in order to improve the City's housing stock in accordance with Ch. 66.1105(6)(g), Wis. Stats

Attachments: [TID Extensions](#)
[5422Home overview](#)
[TID 13 Carryover Resolution](#)

Moved by McMeans, seconded by Sitkiewitz, that this Resolution be adopted and referred to Council and the City Attorney change the 5422Home Overview to remove Manitowoc County reference. The motion carried by the following vote:

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

[17-1045](#) Resolution to Backfill RWAM Administrative Assistant Position Prior to Current Employee Retirement with revised job description.

Attachments: [RWAM Admin Support Spec 11.2017](#)
[00071452 RES RWAM Backfill AdminAsst](#)

Moved by Sitkiewitz, seconded by Howe, that this Resolution be adopted and referred to Council. The motion carried by the following vote:

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

Notice is hereby given that the above governmental body will adjourn to 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 matter which will be considered in the closed session is Claim by Melissa Bennett presentation by City Attorney McDaniel.

Alder Howe immediately left closed session upon disclosing he had a conflict.

A motion was made by Alderperson Eric Sitkiewitz, seconded by Alderperson Scott McMeans, to convene in closed session.. The motion carried by the following vote:

Aye: 4 - Brey, McMeans, Sitkiewitz and Lotz

Abstain: 1 - Howe

[17-1114](#) Claim #L17-00097 Melissa Bennett \$25,000 received 10-16-2017, recommend to deny the claim.

Return to Open Session for possible action on Claim.

A motion was made by Alderperson Eric Sitkiewitz, seconded by Alderperson Scott McMeans, to reconvene in open session.. The motion carried by the following vote:

Aye: 4 - Brey, McMeans, Sitkiewitz and Lotz

Abstain: 1 - Howe

[17-1114](#) Claim #L17-00097 Melissa Bennett \$25,000 received 10-16-2017, recommend to deny the claim.

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

Aye: 4 - Brey, McMeans, Sitkiewitz and Lotz

Abstain: 1 - Howe

[17-1120](#) 3rd Quarter 2017 Claims Report from City Attorney McDaniel

Attachments: [3rd Quarter 2017 Claims Report](#)

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

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

[17-1102](#) 2017 Poor Fund Report and Recommended Distribution, recommend to accept.

Attachments: [17-1102](#)

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

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

[17-1066](#) Palpable Error on Personal Property Parcel # 000-307-447 De Lage Landen Operational Services (Assessment \$59,096 overstated), recommend approval of adjustment.

Attachments: [Palpable Error 000307447](#)

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

[17-1116](#) Certification of 2017 Levy Manitowoc Public School District, recommend to accept and place on file.

Attachments: [MPSD Levy 2017](#)

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

[17-1110](#) Certification of 2017 Levy from Lakeshore Technical College, recommend to accept and place on file.

Attachments: [Lakeshore Tech College Levy](#)

Moved by McMeans, seconded by Lotz, 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

- [17-0995](#) 2018 Budget Discussion
- Meeting dates, times, etc.
 - Capital Borrowing
 - General Review of Budgets
 - New Position Requests
 - Library Allocation

Attachments: [prs capital financing plan manitowoc 102317](#)

[2017 Final Equated SOA](#)

[2017 Tax LEVY by Fund](#)

[2018 CAPITAL BUDGET for Dept use](#)

[2018 Levy Rate Worksheet 171026](#)

[Human Resources Generalist JD 11.2017](#)

[Streets Laborer JD](#)

[Backlogged items and deficiencies in the Streets Division](#)

[Job Description - Maintenance Mechanic 2017](#)

[MFRD 2018 Code Enforcement DL&NS](#)

[Position Request detail 2018 Budget](#)

[Staff Attorney Revised JD for 2018 Budget.pdf](#)

[Business Housing Dev Planner-with percents](#)

[Staff Roles-Neighborhood Programs](#)

[Farmers Market Income & Expenses 10-31-2017](#)

[2018 Budget Highlights](#)

7. Adjournment

Moved by Howe, seconded by Lotz, to adjourn. The motion carried by the following vote:

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