



City of Manitowoc

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

Meeting Minutes

Finance Committee

Thursday, November 7, 2019

6:00 PM

Council Chambers

1. Call to Order

2. Roll Call

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

3. Public Comment

4. Presentations

[19-1199](#)

Presentation by Brad Viegut from Baird on the overall borrowing plan, including specific discussion around 2020 budget for the City of Manitowoc

Attachments: [CIP meeting manitowoc cy](#)

5. 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

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

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

[19-1189](#)

Minutes of October 1, 2019 Finance Committee meeting, recommending approval and place on file.

Attachments: [Finance Minutes 10-1-19](#)

[19-1190](#) Minutes of various MPU Commission meetings, recommending acceptance and place on file.

Attachments: [MPU Commission Minutes 8-12-19](#)
[MPU Commission Minutes 9-9-19](#)

6. Discussion and Action Items

[19-1192](#) Resolution to hold Primary Election on February 18, 2020 if there are three or more candidates who file nomination papers for a City office at the April 7, 2020 Spring Election.

Attachments: [Res - Spring 2020 Primary](#)

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

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

[19-1194](#) Resolution establishing election official's wages for 2020.

Attachments: [Res - 2020 Election Wages](#)

Moved by McMeans, seconded by Novak, that this Resolution be accepted and referred to Council. The motion carried by the following vote:

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

[19-1197](#) Ordinance to amend Section 11.060 of the Municipal Code regulating Taxicab Vehicle License and Taxicab Driver's Licenses

Attachments: [Taxicab Licenses](#)
[Sample License](#)

Moved by McMeans, seconded by Novak, that this Ordinance be accepted and referred to Council. The motion carried by the following vote:

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

[19-1191](#) Request from Don Murray for refund of 2019-2020 Liquor License and Adult Entertainment License for TLM Investments, Inc. d/b/a Top Hat Lounge; recommend to deny the request.

Attachments: [Don Murray Request](#)

Moved by McMeans, seconded by Lotz, that this Request be approved for consent agenda to deny the request. The motion carried by the following vote:

Aye: 4 - Brey, McMeans, Sitkiewitz and Lotz

Nay: 1 - Novak

[19-1193](#) Ordinance amending Municipal Code 12.170 regulating opening of fire hydrants.

Moved by McMeans, seconded by Sitkiewitz, that this Ordinance be accepted and referred to Council to place on file. The motion carried by the following vote:

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

[19-1195](#) Close-out Certificate from State of WI Department of Administration for DNR Project #4679-10

Attachments: [Close-out certificate DOA](#)

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

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

[19-1196](#) Certification of 2019 Levy from Lakeshore Technical College; recommend to accept and place on file.

Attachments: [LTC 2019 Tax Levy](#)

Moved by McMeans, seconded by Lotz, that this Report be approved for consent agenda and place on file. The motion carried by the following vote:

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

[19-1198](#) Request to increase annual parking lease rate from \$300 per year to \$350 per year

Moved by Novak, seconded by McMeans, that this Request be accepted and referred to Council. The motion carried by the following vote:

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

[19-1200](#) Procedures for Operating an Anonymous Financial Complaint; recommend to adopt the procedures.

Attachments: [anonymous complaint draft for approval KMM edits](#)

Moved by McMeans, seconded by Sitkiewitz, that this Action Item be approved for consent agenda to adopt the procedures. The motion carried by the following vote:

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

[19-1203](#) Final Audit - Tax Incremental District 14; recommend to accept and place on file.

Attachments: [Signed Final Report and Financial Statements - City of Manitowoc TID 14](#)
[TID 14 Final PE 110](#)

Moved by Sitkiewitz, seconded by McMeans, that this Report be approved for consent agenda and place on file. The motion carried by the following vote:

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

[19-1204](#) Final Audit - Tax Incremental District 15; recommend to accept and place on file.

Attachments: [TID 15 Final PE 110](#)

Moved by Sitkiewitz, seconded by McMeans, that this Report be approved for consent agenda and place on file. The motion carried by the following vote:

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

7. Previously Tabled Items

- [19-1178](#) 2020 Executive Budget Review
- 2020 Borrowing
 - 2020 Capital Projects
 - General Budget Review

Attachments: [Final Equated 2019 Statement of Assessment](#)
[2020 CAWG FUNDED AND UNFUNDED ITEMS](#)
[2019 Tax Levy RATE Worksheet](#)
[2019 Tax Levy by FUND FINAL SOA](#)
[Known Budgetary Impacts](#)
[DPI Recommended fees 2020](#)

Action Items:

Motion by E Sitkiewitz, second by S McMeans; Remove from the proposed borrowing \$275,000 for the Union Park bandshell. 5-aye 0-nay

Motion by E Sitkiewitz, second by J Brey; Remove from the proposed borrowing \$175,000 for the N 8th St New Sidewalk. 4-aye 1-nay (S McMeans)

Motion by E Sitkiewitz, second by J Novak; Add to the borrowing \$192,500 to replace Fleet #43(5 yard truck) and Add \$222,500 to replace Fleet #73(tandem dump). 5-aye 0-nay (This leaves a remainder of \$35,000 left from what was previously reduced)

Motion by E Sitkiewitz, second by J Novak; Add \$40,000 to the Police Dept budget for a Community Service Worker and Add \$4,500 to the Community Development salary budget and Reduce \$44,500 from the Pay Plan contingency fund. The results are budget neutral. 5-aye 0-nay

Motion by J Novak, second by S McMeans; Add S 7th St Concrete from Franklin to Marshall \$650,000, Remove S 13th St \$300,000, Remove the Blue Rail Bathrooms \$205,000, Remove the Splash Pad \$100,000. Current construction at the Briess facility is the reason for the delay of the reconstruction of S 7th Street. The motion was Withdrawn.

Motion by J Novak, second by S McMeans; Remove from the proposed borrowing \$100,000 and include the \$50,000 borrowing from 2019 for Splash Pads and Add this \$150,000 to Trails as indicated in the Parks Plan.
5-aye 0-nay

Discussion Items:

TIF Borrowing
Gravel Pit

Union Park Bandshell
Staff issues from Personnel Committee
DPI Fees and Fee Increases
Parking Lot Fund
E & W Crescent
CDBG Projects

Follow Up:

The committee would like a list of projects that comprise the proposed borrowing request of \$600,000 for the Gravel Pit.

The committee would like to see a performance of anticipated activity at Silver Creek park if the Wedding structures are put in place in 2020. How much would it be used in 2020 being a short year for use and planning and then what would the future look like.

Check with the CDBG program to see if Mirro could be an eligible site.

8. Adjournment

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

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