



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, September 19, 2022

6:30 PM

Council Chambers

Note: This meeting will also be held via remote conferencing software (Zoom)

A. CALL TO ORDER

B. ROLL CALL

Alders Present: 9 - Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, Chad Beeman, Michael Cummings, Tim Boldt, Todd Reckelberg and Darian Kaderabek

Alders Absent: 1 - Jim Brey

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[22-0790](#) City Clerk administers Oath of Office and Badge Pinning of Officer Casey Clarksen

[22-0795](#) Proclamation declaring the Month of October 2022 as Crime Prevention Month

Attachments: [Crime Prevention Month 2022](#)

[22-0796](#) Proclamation declaring the week of October 2 - 8, 2022 as Mental Illness Awareness Week

Attachments: [Mental Illness Awareness Week 2022](#)

E. PUBLIC HEARINGS

[22-0791](#) 6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for the establishment of a Transitional Housing Warming Shelter located at 502 N. 8th Street
Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on September 4, 2022 and September 12, 2022. (Proof of publication is on file in the City Clerk's Office)

Matt Sauer spoke in favor of the Conditional Use Permit. Dawn Kasen represented The Haven in Manitowoc which is in favor of the Conditional Use Permit. Donna Firman spoke in favor of the Conditional Use Permit.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

F. COMMITTEE REPORTS

1. Plan Commission

[22-0716](#) PC 18-2022: Manitowoc Cooperative Ministry, First Presbyterian Church; Conditional Use Permit for establishment of a Transitional Housing Warming Shelter; 502 N. 8th Street

Attachments: [22-0716 Report to Council Warming Shelter First Presbyterian](#)
[22-0716 PC Report First Presbyterian Warming Shelter](#)

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

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

G. PUBLIC HEARINGS

[22-0792](#) 6:32 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from R-1 Residential-Agricultural to I-1 Light Industrial for property located at 4009 Viebahn Street

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on September 4, 2022 and September 12, 2022. (Proof of publication is on file in the City Clerk's Office)

No interested parties appeared to address the Council regarding this item.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

H. COMMITTEE REPORTS

1. Plan Commission

[22-0717](#) PC 19-2022: Seehafer Broadcasting Corporation; Request to Rezone Property from R-1 Residential - Agricultural to I-1 Light Industrial located at 4009 Viebahn Street.

Attachments: [22-0717 Report to Council Seehafer 4009 Viebahn St](#)
[22-0717 PC Report Seehafer 4009 Viebahn St.pdf](#)

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

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

I. PUBLIC HEARINGS

[22-0793](#)

6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of the proposed change to Chapter 15 related to Setback from Major Streets

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on September 4, 2022 and September 12, 2022. (Proof of publication is on file in the City Clerk's Office)

No interested parties appeared to address the Council regarding this item.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

J. COMMITTEE REPORTS

1. Plan Commission

[22-0719](#)

PC 21-2022: Amendment to Zoning Code Chapter 15.390(14) Setbacks from Major Streets.

Attachments: [22-0719 Report to Council Setbacks Major Streets](#)
[22-0719 PC Report Setbacks Major Streets.pdf](#)

Moved by Czekala, seconded by Sitkiewitz, to approve the text amendments to the Zoning Code - Section 15.390(14) Setbacks from Major Streets. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

K. PUBLIC INPUT

L. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

M. CONSENT AGENDA

1. Removal of Consent Agenda Items

Aldersperson Boldt requested to remove 22-0756 from the Consent Agenda.

Approval of the Consent Agenda

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

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

2. Miscellaneous

[22-0797](#) Minutes of August 15, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 8-15-2022](#)

[22-0798](#) Minutes of September 6, 2022 Common Council Special Meeting, recommending approval and place on file

Attachments: [Minutes 9-6-22](#)

3. Committee of the Whole (Consent)

[22-0809](#) Report of the Special Events Committee relative approval of the following events: Homecoming Tailgate on 10/07/2022; Human Trafficking Awareness on 9/24/2022; Waiver of Fees - Manitowoc County Drug Court Picnic on 9/17/2022; Waiver of Fees - Cardboard City on 10/15 to 10/16/2022; recommending acceptance of report and place on file

Attachments: [SEC Acted On - 2022-08-11 to 2022-09-15](#)

[Homecoming Tailgate.pdf](#)

[Human Trafficking Awareness Drive.pdf](#)

[Waiver of Fees - Drug Court Picnic.pdf](#)

[Waiver of Fees - Cardboard City.pdf](#)

4. Finance Committee (Consent)

[22-0753](#) Memorandum of Understanding between Partners for Community Development and the City of Manitowoc; recommending to approve the Memorandum of Understanding

Attachments: [Memo to Finance for MOU - Partners](#)

[Signed Partners and City of Manitowoc MOU TW revisions](#)

[22-0754](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Sack Realty LLC, dba Train Wreck, 835 S 15th Street; recommending to approve the license

Attachments: [Sack Realty LLC Application](#)

[22-0760](#) S & C Lowe's Home Centers, LLC Summons & Complaint for 2021 Tax Assessment; recommending to refer to legal counsel

Attachments: [S C Lowes Home Centers LLC . City 2022 Tax Assessment](#)

[22-0800](#) Report of Finance Committee to grant the various licenses subject to approvals, inspections, insurance, payment of license fees and meeting State Statute requirements, as detailed therein

Attachments: [LPI Licensing Report](#)

[22-0801](#) General City Claims in the amount of \$9,292,389.02 enumerated on list thereof, recommending that the claims be allowed and ordered paid and Mayor, Clerk and Finance Director/Treasurer are instructed to issue the necessary order

Attachments: [Committee Report on Claims](#)

[8-19-2022](#)

[8-26-2022](#)

[9-2-2022](#)

[9-9-2022](#)

[9-16-2022](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[22-0805](#) Report of Board of Public Works of 9/7/2022, of bids received for 2022 Televising Miscellaneous Sewers II, WU-22-25; recommending awarding to low bidder, Northern Pipe, Inc., in the amount of \$49,915.87

Attachments: [Report of BPW - WU-22-25](#)

[WU-22-25 Northern Pipe Letter](#)

[WU-22-25 Green Bay Pipe Letter](#)

[22-0806](#) Report of Board of Public Works of 9/7/2022 for 3rd and final payment of \$73,745.83 to Century Fence Co. for 2022 Epoxy Pavement Marking Program, WS-22-9; recommending payment

Attachments: [Report of BPW - Final Payment Century Fence](#)

[22-0807](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment

Attachments: [DOT Progress Invoices](#)

7. Public Safety Committee (Consent)

[22-0776](#) LifeQuest Billing Dispute, call 182A-21-4173, recommend to deny the request.

8. Plan Commission (Consent)

[22-0718](#) PC 20-2022: Rivers Bend Property Holdings, LLC; Assignment of a Conditional Use Permit; 960 N. Rapids Road; recommending to approve the assignment of the Conditional Use Permit to the River's Bend Property Holdings LLC for up to a 100 bed nursing home located at 960 S. Rapids Road subject to the following conditions

Attachments: [22-0718 Report to Council Rivers Bend CUP](#)
[22-0718 PC Report Rivers Bend CUP assignment.pdf](#)

[22-0720](#) PC 1-2022: Setzer Properties ZGBY, LLC; Quit Claim Deed for Viebahn Street, S. 39th Street and an Un-Named East/West Street; recommending to accept the quit claim deed for S. 39th Street, Viebahn Street and an Un-named east/west street

Attachments: [22-0720 Report to Council Fed Ex Setzer 39th Viebahn unnamed](#)
[22-0720 PC Report Setzer Viebahn S 39th qc deed.pdf](#)

N. COMMITTEE REPORTS

1. Committee of the Whole

[22-0799](#) Resolution in Recognition of Curt Witynski and Gail Sumi of the League of Wisconsin Municipalities

Attachments: [Res recognition of League Witynski Sumi retirements](#)

Moved by Czekala, seconded by Sitkiewitz, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[22-0808](#) Report of Special Events Committee recommending approval for the following events subject to Council action: Hoods and Hops Classic Car Show on 10/09/2022 (Road closure on 10/9/2022 for 9th St. From York St to Chicago St.); Turkey Trot on 11/24/2022 (Road closure approval of several roads. See event application.); Homecoming Parade and Tailgate on 09/30/2022 (Road closure of Grand Avenue from S 9th St to S 21st St.); Residential Block Party - 800 Block of N 13th St. on 10/15/2022 (Street closure on N 13th St in front of 825 N 13th St.)

Attachments: [SEC Council Approval - 2022-08-11 to 2022-09-15](#)
[Craft Creek Brewing.pdf](#)
[Turkey Trot.pdf](#)
[Homecoming Parade and Tailgate.pdf](#)
[Residential Block Party - 800 Block N 8th St..pdf](#)

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

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

2. Finance Committee

[22-0756](#) Request for Amendment to Manitowoc Tool & Manufacturing LLC Development Agreement; recommending to approve the amendment to the agreement and to include a possible amendment for the pond

Attachments: [First Amendment to Development Agreement MTM - Council Version](#)

Moved by Sitkiewitz, seconded by Reckelberg, to approve the amendment to the agreement and include a possible amendment for the pond. The motion carried by the following vote:

Aye: 8 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Reckelberg and Kaderabek

Abstain: 1 - Boldt

3. Personnel Committee

[22-0743](#) Benefit Plan Recommendations for 2023

Attachments: [Memo Health Wellness Plan Recommendations 2023.pdf](#)
[10-3 Special Council Committee Meeting Short Version.pdf](#)
[10-3 Special Council Committee Meeting v1-REV.pdf](#)

Moved by Sitkiewitz, seconded by Vanderkin, that this Request be referred to the Personnel Committee. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[22-0802](#) Resolution to approve revised Pandemic Revised Protocols Policy Employee Policy Manual

Attachments: [Res revise EPM updates to COVID-19 protocols Sept 2022](#)
[Memo to PC Pandemic Policy 09.2022](#)
[Revised Pandemic Protocols for Council - City of Manitowoc-09-20-2022](#)

Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[22-0803](#) Resolution to approve pay outs to Wastewater Treatment Facility Employees of their old sick leave banks

Attachments: [RES TO APPROVE OLD SICK LEAVE BANK PAYOUTS TO WWTF EMPLOYEES](#)

Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[22-0804](#) Ordinance to set the Mayoral Salary at Grade Q Market Rate of the Employee Policy Manual for the 2025-2028 four-year term

Attachments: [Ord to set Mayoral Salary at Grade Q Market Rate of EPM 2025-2028](#)

Moved by Sitkiewitz, seconded by Vanderkin, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

4. Public Infrastructure Committee

[22-0765](#) Hecker Road and Viebahn Street Utility, Stormwater and Street Design Proposal

Attachments: [raSmith Proposal Maniwoc Utility Stormwater and Street Design 22-0765 HECKER & VIEBAHN UTILITY & STREET PROPOSAL](#)

Moved by Cummings, seconded by Czekala, to approve the proposal. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

5. Public Safety Committee

[22-0774](#) Ordinance to amend section 10.750 of the MMC regulating heavy traffic routes.

Attachments: [Ord to amend 10.750 Heavy Traffic Routes Other Vehicle Restrictions Maps of DOT Connecting Highways Before & After August 15, 2022](#)

Moved by Schlei, seconded by Reckelberg, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

6. Plan Commission

[22-0721](#) PC 1-2022: JAI Petroleum and Investments, LLC; Quit Claim Deed for N. Rapids Road

Attachments: [22-0721 0722 Report to Council JAI Plank Road N Rapids Road qc deed](#)
[22-0721 0722 PC Report JAI Petroleum N Rapids and Plank Roads.pdf](#)

Moved by Czekala, seconded by Sitkiewitz, to approve the deed. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[22-0722](#) PC 1-2022: JAI Petroleum and Investments, LLC; Quit Claim Deed for Plank Road

Attachments: [22-0721 0722 Report to Council JAI Plank Road N Rapids Road qc deed](#)
[22-0721 0722 PC Report JAI Petroleum N Rapids and Plank Roads.pdf](#)

Moved by Czekala, seconded by Sitkiewitz, to approve the deed. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

O. OTHER BUSINESS

P. ADJOURN

Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at 7:19 p.m. The motion carried by the following vote:

Aye: 9 - Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

**Mackenzie Reed-Kadow
City Clerk**