



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, March 21, 2022

6:30 PM

Council Chambers

Note - Meeting will also be available via Remote
Conferencing (Zoom)

A. CALL TO ORDER

B. ROLL CALL

Alderspersons Present: 10 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, John Brunner, Chad Beeman, Michael Cummings, Tim Boldt and Todd Reckelberg

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

- [22-0245](#) City Clerk administers Oath of Office and badge pinning of Captain of Patrol John Musial
- [22-0246](#) City Clerk administers Oath of Office and badge pinning of Patrol Lieutenant Jason Delsman
- [22-0247](#) City Clerk administers Oath of Office and badge pinning of Patrol Lieutenant Nathan Barnes
- [22-0248](#) Eagles Club to present grant to Manitowoc Fire Department
- [22-0249](#) Proclamation declaring the week of April 10th - April 16th, 2022 as National Public Safety Telecommunicators Week

Attachments: [Telecommunicators Week 2022](#)

E. PUBLIC HEARINGS

- [22-0250](#) 6:31 PM - Public Hearing for the purpose of hearing any and all interested parties regarding the amendment to the City of Manitowoc Comprehensive Plan: to revise the Map of Future Land Use for property generally located south of Viebahn and W. Viebahn Streets and being east and west of Hecker Road

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 February 18, 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).

[22-0251](#)

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 generally located south of Viebahn and W. Viebahn Street and being east and west of Hecker Road

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 March 7 & 14, 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).

[22-0253](#)

6:34 PM - Public Hearing for the purposed of hearing any and all interested parties in the matter of proposed changes to Chapter 15: amend section 15.310(3) related to mini-warehouses; amend section 15.370(2) related to site plan letter of credits and performance agreements

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 March 7 & 14, 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).

F. PUBLIC INPUT

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

H. CONSENT AGENDA

1. Removal of Consent Agenda Items

None

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: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

2. Miscellaneous

[22-0254](#) Minutes of February 21, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 2-21-2022](#)

[22-0255](#) Thank you from The Salvation Army for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending to accept and place on file

Attachments: [Thank You The Salvation Army](#)

3. Committee of the Whole (Consent)

[22-0256](#) Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Memorial Day Picnic on 5/30/2022; Date Change: Chewy's Annual Block Party on 7/16/2022; Senior Center Open House on 5/4/2022; Food Truck Fiesta on 6/13/2022; Tuesday Tunes on Tuesdays from 6/14/2022 - 8/30/2022; Jazz at the Pool on 7/22/2022; Kenny's Softball Tournament on 7/22-7/24/2022 & 7/29-7/30/2022; Flyover Silver Creek on 9/17/2022; Fall Vendor / Craft Show on 11/12/2022; Waiver of Fees: Shop with a Cop on 12/7-12/9/2022; Cross Country Invite on 9/10/2022; Waiver of Fees: Treasure Sale on 6/3-6/5/2022; recommending acceptance of report and place on file

Attachments: [Report of Events Acted on by Special Event Committee](#)

[Fall Vendor Craft Show](#)

[Flyover Silver Creek](#)

[Chewy's Annual Block Party](#)

[Shop with a Cop](#)

[Memorial Day Picnic](#)

[Food Truck Fiesta](#)

[Open House](#)

[Tuesday Tunes](#)

[Jazz at the Pool](#)

[Kenny's Softball Tournament](#)

[Treasure Sale](#)

[Cross Country Invite](#)

4. Finance Committee (Consent)

[22-0201](#) Correction of Error on R2H Flavor Technology LLC Manufacturing Personal Property Assessment, recommending to accept and issue \$5,656.53 refund of taxes paid

Attachments: [Correction Of Error - R2H Flavor Technology LLC - Mfg PP Assessment.pdf](#)

[22-0202](#) 2022 Budget Amendment & Transfer - Fund 2130 (Room Tax), recommending to approve the request of transfers

Attachments: [Memo - 2022 Budget Amendment.Transfer Room Tax.pdf](#)
[Create org for Office of Tourism 2022.pdf](#)
[Room Tax Budget Adjustment Proof List.pdf](#)
[City of Manitowoc Budget Transfer Policy Exerpt.pdf](#)

[22-0204](#) CAWG recommends funding for Unbudgeted request from DPI for Plow/Salter for Gator at a cost not exceed \$10,000; recommending to approve the request

Attachments: [CAWG request for Gator upgrade.pdf](#)

[22-0239](#) General City Claims in the amount of \$1,976,502.20 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: [March Committee Report on Claims](#)
[2-25-2022](#)
[3-4-2022](#)
[3-11-2022](#)
[3-18-2022](#)

[22-0244](#) 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: [March Report of Licenses](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[22-0003](#) City Hall Use Policy; recommending approval

Attachments: [CITY HALL USE POLICY with FINAL 12 10.pdf](#)

[22-0186](#) Request to erect 3 crosses on the hillside located at Evergreen Cemetery, April 9 through April 18, 2022; recommending approval

Attachments: [22-0186 - Request for Crosses.pdf](#)

[22-0190](#) MS4 Permit - 2021 Annual Report; recommending approval

Attachments: [22-0190 - MS4 Permit - 2021 Annual Report.pdf](#)

[22-0263](#) Report of Director of Public Infrastructure Dan Koski of Tonnage Report for the year ending 12/31/2021. Recommending acceptance and place on file.

Attachments: [2021 Bridge Tonnage Lift Report Complete](#)

[22-0264](#) Report of Board of Public Works of February 23, 2022, of quotes received for Ready Mix Concrete for 2022 Construction Season, Project QM-22-1, recommending awarding to low quoter, Carew Concrete in the amount of \$76,055

Attachments: [QM-22-1](#)

[22-0265](#) Report of Board of Public Works of 2/23/2022 of approval to enter in AGMT-22-02 with BC Signs & Graphics for Wayfinding Signage, for a contract price of \$16,168.40; recommending acceptance and place on file

Attachments: [AGMT-22-02](#)

[22-0266](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Asphaltic Concrete Paving, WS-22-4, recommending awarding to low bidder, Vinton Construction Company, in the amount of \$598,314.16

Attachments: [Report of BPW - WS-22-4](#)

[22-0267](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Intersection Reconstruction for Two-Way Traffic, WS-22-13; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$240,154.71

Attachments: [Report of BPW - WS-22-13](#)

[22-0268](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Concrete Slab Replacement Program, WS-22-11; recommending to refer the bid to the Director of Public Infrastructure for tabulation and recommendation

Attachments: [Report of BPW - WS-22-11](#)

[22-0269](#) Report of Board of Public Works of 3/9/2022, of bids received for Lincoln Park Zoo Mountain Lion Exhibit Design & Build, WB-22-16; recommending to refer the project back to the Department of Public Infrastructure for next steps

Attachments: [Report of BPW - WB-22-16](#)

[22-0270](#) Report of Board of Public Works of 3/9/2022, of quotes received for 2022 New Single Engine Street Sweeper, QE-22-3; recommending awarding to low quoter, MacQueen Equipment, in the amount of \$281,827.00

Attachments: [Report of BPW - QE-22-3](#)

7. Public Safety Committee (Consent)

[22-0217](#) Request for duck crossing signs to be placed on South 10th Street between Dewey Street and Grand Avenue by the retention pond; recommending to install duck crossing signs North/South direction on s. 10th St between Grand Ave and Dewey St by retention pond

Attachments: [Duck Crossing - S. 10th St. Retention Pond.pdf](#)

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

[22-0257](#) Report of Special Event Committee recommending approval for the following events subject to Council action: Easter Sun Rise Service on 4/17/2022 (Waiver of noise ordinance from 6 am to 7 am); Garden Faire Extraordinaire on 6/11/2022 (Closure of S 11th & S 1th Streets between Washington & Marshall Streets); Book & a Movie on 6/24, 7/29 & 8/26/2022 (Waiver of noise ordinance until 11:30 p.m.)

Attachments: [Easter Sun Rise Service](#)
[Garden Faire Extraordinaire](#)
[Book & a Movie](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

2. Finance Committee

[22-0205](#) Resolution to carry forward to 2022 budget various appropriations budgeted in 2021

Attachments: [2021 to 2022 Carryforward Resolution.pdf](#)
[Carry Forward Request - Department of Public Infrastructure.pdf](#)
[Carry Forward Request - Community Development.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0261](#) Scope of Engagement relative to the Proposed Issuance of \$3,518,000 City of Manitowoc Note Anticipation Note

Attachments: [City of Manitowoc \(NAN\) - Scope of Engagement](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0262](#) Citizen Request for Wheel Tax Reimbursement

Attachments: [Theresa Fessler Itr request for Wheel Tax Reimbursement 3-8-2022](#)
[WIDOT Autocycle License Plate](#)

Moved by Brey, seconded by Sitkiewitz, to approve the request and refund \$40.00. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

3. Personnel Committee

[22-0258](#) Resolution to approve a Commercial Driver's License (CDL) Training Policy

Attachments: [Res to approve a Commercial Driver's License \(CDL\) Policy](#)
[CDL Training Policy DRAFT 02.2022.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0259](#) Resolution to approve a Seasonal police Department Assistant Job Description and Fill Position

Attachments: [Res to approve a Seasonal Police Dept. Assistant JD and fill position](#)
[Seasonal Police Assistant JD March 2022.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0260](#) Resolution to approve Employee Policy Manual Revisions - March 2022

Attachments: [Res EPM Updates Personnel Committee March 2022 Final](#)
[Memo to Council re EPM Revisions 02.2022 \(1\).pdf](#)
[Current EPM-03.2022 \(clean\) for Council approval.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0280](#) Memorandum of Understanding with Transit Teamsters regarding Payday

Attachments: [Memo re Transit Payday MOU](#)
[Transit MOU re Payday](#)

Moved by Sitkiewitz, seconded by Vanderkin, that this Memorandum of Understanding be approved. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

4. Public Infrastructure Committee

[22-0188](#) Potential Land Swap of Camp Vits and Woodland Dunes.

Attachments: [22-0188 - Camp Vits Woodland Dunes Land Swap.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0189](#) Memorandum of Understanding with Zoo Society

Attachments: [22-0189 Memo for LPZS MOU.pdf](#)
[Lincoln Park Zoological Society MOU \(final 3.7.22\)](#)

Moved by Brunner, seconded by Brey, that this Memorandum of Understanding be approved. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0271](#) Request to award Alternate #1 at a cost of \$893,647.93 with a completion date of 6/22/2022 for River Point Development, Phase 1, WS-21-15

Attachments: [WS-21-15](#)

Moved by Brunner, seconded by Brey, that this Request be approved. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0272](#) Resolution Authorizing a Harbor Assistance Program (HAP) Grant Application

Attachments: [Resolution Harbor Assistance Program Statement of Intentions 2022](#)
[HAP statement of intentions 2022](#)
[2022_Harbor_Improvements_3_yr_Intentions](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

5. Public Safety Committee

[22-0218](#) Ordinance to amend section 18.040 of the MMC regulating outdoor lighting.

Attachments: [Ord to Amend 18.040 Outdoor Lighting](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0219](#) Ordinance to amend section 10.390 of the MMC regulation parking (changes for two-way street conversion).

Attachments: [Ord to Amend Parking Regulations \(Two Way Streets\)_\(002\).pdf](#)

[Proposed No Parking Ordinance Changes on North 8th St. and North 11th St. between Pine and Waldo Blvd..pdf](#)

[Map of North 8th St. at Waldo Blvd. - Modified No Parking Zone.pdf](#)

[Map of North 11th St. at Waldo Blvd. - Modified No Parking Zone.pdf](#)

[Proposed Ordinance Changes for No Parking on North 10th St., North Water St., Menasha Ave. and Wisconsin Ave. .pdf](#)

[N. 11th Menasha Ave. Intersection - New Proposed No Parking Zones \(002\).pdf](#)

[N. Water St. N. 10th St. Intersection - New Proposed No Parking Zones.pdf](#)

[Proposed Ordinance Changes for No Parking Zones on S. 10th St. - Franklin St. to Marshall St..pdf](#)

[S. 10th St. - Franklin to Washington St. - New Proposed No Parking Zones.pdf](#)

[S. 10th St. - Washington to Marshall St. - New Proposed No Parking Zones.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0220](#) Ordinance to amend Chapter 10 of the MMC regulating traffic (changes for two-way street conversion).

Attachments: [New Stop Sign and Yield Sign Required for 2-Way Traffic on N. 8th & N. 11th St.pdf](#)

[Ord revise parking on N. 10th N. Water Menasha Wisconsin Ave..docx.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0221](#) Ordinance to amend section 10.170, 10.210, 10.230, 10.410, 10.490, 10.730 and 10.850 of the MMC regulating traffic flow and parking within the River Point District.

Attachments: [Map of changes.pdf](#)

[Ord revise parking on N. 10th N. Water Menasha Wisconsin Ave..pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

6. Plan Commission

[22-0275](#) Ordinance to amend the City of Manitowoc Comprehensive Plan for the future land use of Hecker Rd. and Viebahn St. property

Attachments: [Council Ordinance Hecker Viebahn land use map amendment](#)
[PC 9-2022 Proposed Future LU](#)
[PC 9-2022 Existing Future LU](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0276](#) Ordinance to amend sections 15.310 and 15.370 regulating Mini-Warehouses

Attachments: [Ordinance Section 15.310 and 15.370 Final](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0278](#) Ordinance to rezone property generally located south of Viebahn and W. Viebahn Streets, and east and west of Hecker Road from R-1 Residential - Agricultural District to I-1 Light Industrial District

Attachments: [Ordinance PC 8-2022 Hecker and Viebahn](#)
[PC 8-2022 Rezone](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[22-0279](#) Agreement with Vandewalle & Associates for update to the City's Comprehensive Plan

Attachments: [Vandewalle & Associates Agreement](#)

Moved by Brey, seconded by Czekala, to enter into the agreement. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

J. OTHER BUSINESS

K. ADJOURN

Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at 7:04 p.m. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

**Mackenzie Reed-Kadow
City Clerk**