



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, August 15, 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 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Brett Vanderkin, Chad Beeman, Michael Cummings, Tim Boldt, Todd Reckelberg and Darian Kaderabek

Alders Absent: 1 - Bill Schlei

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[22-0687](#)

City Clerk administers Oath of Office and badge pinning of Officer Matthew Baughman and Officer Jacob Shillcox

[22-0688](#)

City Clerk administers Oath of Office and badge pinning of Lieutenant Adam Theel, Motor Pump Operator Tammy Halle, Motor Pump Operator Kevin Wilke, and Motor Pump Operator Kevin Fabian

[22-0689](#)

Commendation to Brayden Hunnicutt

[22-0690](#)

Key to the City presented to Angel Her, Miss Hmong USA America Nation 2022 and Miss America Nation 2022

E. PUBLIC HEARINGS

F. PUBLIC INPUT

Mayor declared the meeting open for public input. In accordance with policy, the public input portion of the meeting is not made a part of the official record.

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[22-0691](#)

Mayor makes the following appointments: Crime Prevention Committee - Nathan Hay; Transit Commission - Brian Portzen

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

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

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

2. Miscellaneous

[22-0693](#) Minutes of June 20, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 6-20-22](#)

[22-0694](#) Minutes of August 8, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 8-8-22](#)

3. Committee of the Whole (Consent)

[22-0696](#) Report of the Special Events Committee relative approval of the following events: WAIVER OF FEES - Noon Rotary Picnic on 6/29/2022; Manitowoc Marine Band Concerts on 6/24, 7/21 and 7/28/2022; Running-a-Fair on 8/24/2022; Lakeshore Foster Families and Friends Picnic on 5/20/2023; Scenic Shore Bike Race on 7/23-7/24/2022; 2022 Pickle Open on 6/25-6/26/2022; Jr. Ships Baseball Tournament on 7/08-7/10/2022; Unity Walk on 9/18/2022; Manitowalk vs. ALS on 8/27/2022; Rob's Ride on 8/28/2022; 5k Fun Run/Walk on 8/13/2022; WAIVER OF FEES - School Supply Giveaway on 8/19-8/22/2022; Beaver Classic Disc Golf Tournament on 8/20/2022; WAIVER OF FEES - Annual Celebration of Clients on 9/23/2022; WAIVER OF FEES - Manitowoc County Fair on 8/24-8/28/2022; Walk to End Alzheimer's on 9/17/2022; Fall into the Zoo on 9/17/2022; recommending acceptance of reports and place on file.

Attachments: [SEC Acted On 2022-06-16 to 2022-08-10 \(002\).pdf](#)
[WoF Noon Rotary Picnic.pdf](#)
[Mtwc Marine Band Concerts.pdf](#)
[Running-a-Fair.pdf](#)
[Lakeshore Foster Families Picnic.pdf](#)
[Scenic Shore Bike Race.pdf](#)
[2022 Pickle Open.pdf](#)
[Jr Ships Baseball Tournament.pdf](#)
[Unity Walk.pdf](#)
[Manitowalk vs ALS.pdf](#)
[Rob's Ride.pdf](#)
[5k Fun Run-Walk.pdf](#)
[WoF School Supply Giveaway.pdf](#)
[Beaver Classic Disc Golf Tournament.pdf](#)
[WoF Annual Celebration of Clients.pdf](#)
[WoF Mtwc County Fair.pdf](#)
[Walk to End Alzheimer's.pdf](#)
[Fall into the Zoo.pdf](#)

4. Finance Committee (Consent)

[22-0577](#) L20-00117 Brotski Claim for >\$5,000 for Injuries from City Street, recommend to deny claim.

[22-0581](#) 2nd Quarter Fraud Detection and Prevention Report, recommend to accept and place on file.

Attachments: [Internal Controls to Prevent and Detect Fraud](#)

[22-0582](#) 2nd Quarter CAWG Listing Report, recommend to accept and place on file.

Attachments: [2022 Log of CAWG Requests 02](#)

[22-0583](#) CAWG request from the Manitowoc Fire Rescue Department for Extrication Equipment, recommend to approve the request.

Attachments: [Fire Extrication Equipment](#)

[22-0584](#) CAWG Request from the Manitowoc Fire Rescue Department for PPE Firefighting Gear, recommend to approve the request.

Attachments: [Fire-PPE](#)

[22-0585](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Jens Pfeffer Funeral Home LLC, dba Lakeshore Life Celebration Center, 3616 Waldo Blvd., recommend to approve the application.

Attachments: [Lakeshore Life Celebration Center App](#)

[22-0586](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Jens Pfeffer Funeral Homes LLC, dba All Care Center, 925 S. 14th St., recommend to approve the application.

Attachments: [All Care Center App](#)

[22-0626](#) 2nd Quarter Budget Exception Report; recommending to approve and place on file

Attachments: [02_2022 Budget Exception Report for Fin Comm](#)

[22-0627](#) 2nd Quarter 2022 Investment Report; recommending to approve and place on file

Attachments: [2nd Qtr 2022 Investment Reconciliation](#)

[22-0628](#) Claims Report January 2022 - June 2022; recommending to approve and place on file

Attachments: [Jan-June 2022 Claims Report to Finance Committee](#)

[22-0629](#) CAWG Request from the Manitowoc Fire Rescue Department for LP-15 Cardiac Monitor; recommending to approve the request

Attachments: [CAWG request for cardiac monitor](#)

[22-0630](#) CAWG Request from Parks & Rec Department for Comprehensive Parks & Rec Plan, recommending to approve the request in the amount of \$25,000

Attachments: [Comp Plan parks_rec](#)

[22-0631](#) US District Court Waiver of the Service of a Summons Civil Action No. 22-C-452; recommending to refer to CVMIC

[22-0632](#) Wireless Telecommunications Equipment and Service Agreement with Cellcom; recommending to approve the new agreement

Attachments: [cellcom renewal 2022-2024](#)

[22-0633](#) Request from the Department of Tourism for a credit card for the Destination Sales & Marketing Manager; recommending to approve the request

Attachments: [Memo - credit card request for Dept of Tourism](#)

[22-0677](#) 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](#)

- [22-0678](#) Request for a permanent Extension of Premise from Topsy Tomato located at 1228 Memorial Drive; recommending approval
Attachments: [Topsy Tomato Pub & Pizza Premise Extension](#)
- [22-0679](#) Request for a permanent Extension of Premise from Mi Tequila located at 4411 Calumet Ave; recommending approval
Attachments: [Mi Tequila LLC Extension of Premise](#)
- [22-0680](#) July General City Claims in the amount of \$2,476,609.42 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: [July Claims](#)
[7-15-2022](#)
[7-8-2022](#)
[7-8-22](#)
[7-1-22](#)
[6-24-2022](#)
[6-24-22](#)
- [22-0681](#) General City Claims in the amount of \$2,988,365.82 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: [August Claims](#)
[8-12-2022](#)
[8-5-2022](#)
[7-29-2022](#)
[7-22-22](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

- [22-0635](#) Waldo Boulevard Grass Restoration, recommending approval for treatment of weeds, planting seed and communicating with property owners
- [22-0636](#) Maritime Bluff and Shoreline Restoration Plan Deliverable, recommending approval of plan
Attachments: [22-0636 Maritime Bluff and Shoreline Restoration Plan.pdf](#)
[MARITIME BLUFF & SHORELINE RESTORATION PLAN.pdf](#)
- [22-0637](#) Washington Park Metro Jam Monument, recommending approval of funded monument

Attachments: [22-0637 Washington Park Metro Jam Monument.pdf](#)

[22-0638](#) Request to install 70' wide driveway at Color Craft, 5631 West Drive, recommending approval for the widened driveway

Attachments: [22-0638 Request for widened driveway at Color Craft.pdf](#)
[22-0638 Driveway Extension for Color Craft.pdf](#)

[22-0639](#) Request to trim garden along the sidewalk on the northeast end of Parking Lot to allow for Parking Garage Access at 814 S 8th Street, recommending approval

Attachments: [22-0639 814 S 8th Street Parking Garage Access Request.pdf](#)

[22-0640](#) Request to install a 63 foot driveway for Sadoff Iron and Metal, recommending approval for widened driveway

Attachments: [22-0640 Request for widened driveway at Sadoff Iron and Metal Co.pdf](#)
[22-0640 New Driveway off of South 26th Street - Sadoff Iron and Metal.pdf](#)
[22-0640 MAP.pdf](#)

[22-0641](#) Request for crosswalk light installation for Alliance Laundry, recommending approval for crosswalk lights

Attachments: [22-0641 Flashing Pedestrian Crossing Signs for Alliance Laundry.pdf](#)
[22-0641 Alliance Laundry request for 2 LED Flashing Crosswalks.pdf](#)

[22-0643](#) Stormwater Management Facility Maintenance Agreement with Setzer Properties ZGBY, LLC at 42nd and Viebahn Street, recommending approval

Attachments: [22-0643 Stormwater Management Facility Maintenance Agreement for Fed Ex on S. 39th Street.pdf](#)

[22-0644](#) Stormwater Management Facility Maintenance Agreement for Kona Realty, LLC at 5500 West Drive, recommending approval

Attachments: [22-0644 Stormwater Management Facility Maintenance Agreement for Kaysun on West Drive.pdf](#)

[22-0647](#) Chief's Football Field Expansion, recommending approval of expansion discussion with funding to be determined

Attachments: [22-0647 Manitowoc Chiefs Football Field Expansion Request.pdf](#)

[22-0652](#) Reduction in Transit scheduling due to staffing shortages, recommending approval if qualified drivers aren't obtained.

[22-0699](#) Report of Board of Public Works of 7/20/2022 for 1st and final payment of \$46,109.00 to Fortress Fence for Baseball Diamond Fencing Replacement at Halvorsen & Rheaume Parks, WS-22-18; recommending payment

Attachments: [Final Payment Fortress Fence](#)

[22-0701](#) Report of Board of Public Works of 7/20/2022 for 1st and final payment of \$68,050.00 to McMullen & Pitz for Boat Dock Fender System, WO-22-19, recommending payment

Attachments: [Final Payment McMullen & Pitz](#)

[22-0702](#) Report of Board of Public Works of 8/3/2022 for 5th and Final payment of \$65,861.12 to Vinton Construction Company for Camp Vits Parking Lot & Trail, WS-21-24; recommending payment

Attachments: [Final Payment Vinton Construction](#)

[22-0703](#) Report of Board of Public Works of 7/6/2022, of bids received for Manitowoc City Hall Re-Roofing Project, WB-22-21; recommending awarding base bid to low bidder, Crafts Inc, in the amount of \$179,361.00

Attachments: [Report of BPW - WB-22-21](#)

[22-0704](#) Report of Board of Public Works of 7/6/2022, of bids received for New PVC Re-Roofing System at Manitowoc Public Library, WB-22-22; recommending awarding alternate 1, in the amount of \$225,543.00

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

[22-0705](#) Report of Board of Public Works of 8/3/2022, of bids received for Playground Equipment for Parks - Rebid, WB-22-20R; recommending awarding to low bidder, Lee Recreation, in the amount of \$113,731.00

Attachments: [Report of BPW - WB-22-20R](#)

[22-0706](#) Report of Board of Public Works of 8/3/2022, of bids received for Lincoln Park Tennis Court Resurface Project, WS-22-24; recommending awarding to low bidder, Munson Inc., in the amount of \$53,719.00

Attachments: [Report of BPW - WS-22-24](#)

[22-0707](#) Report of Board of Public Works of 7/20/2022 of approval to enter into AGMT-22-12 with McMullen & Pitz Construction Company for repairs to the sheet pile cap east of Bud Tower - Manitowoc Harbor for a contract price of \$16,400.00; recommending acceptance of report and place on file

Attachments: [AGMT-22-12](#)

[22-0708](#) Report of Board of Public Works of final payments to contractors for agreements under \$25,000.00; recommending acceptance and place on file

Attachments: [Report of Final Payments](#)

[22-0709](#) Report of Quotes received for QE-22-5 Mobile 4 Column Lift System with Remote Control, QE-22-6 Heavy Duty Truck Wheel Balancer, QE-22-7 Rotary

Heavy-Duty Tire Changer; recommending approval to US Petroleum Equipment for the three quotes received

Attachments: [Quotes US Petroleum Equipment](#)

7. Public Safety Committee (Consent)

[22-0592](#) Police Department request for special distribution from the City of Manitowoc K-9 Preservation Fund, recommend to approve the request.

Attachments: [2023 CHEVROLET TAHOE 4WD PPV
emergency lighting and electronics estimate
Email - special distribution request](#)

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

[22-0700](#) Report of Special Events Committee Recommending approval for the following events subject to Council action: Residential Block Party - Delta St. on 8/12/2022 (Closure on Delta St. from 44th St. to 4310 Delta St.); Residential Block Party - Country Lane on 7/30/2022 (Closure of Country Ln from Deerfield Ln to Kellner St.); Hispanic Heritage Celebration on 9/16/2022 (Waiver of alcohol in Washington Park); AmVets Fundraiser on 9/10/2022 (Closure for small section on Divison St. right outside Renegades Bar.); Block Party - N 16th St. on 9/4/2022 (Closure from Waldo Blvd. to Wisconsin Ave. on N 16th St.); Halfway to St. Patrick's on 9/17/2022 (Closure on Jay St. from 8th St. to Big Jay's Smoke Shop); Block Party - Porche Ct. on 9/11/2022 (Closure of Porche Ct.)

Attachments: [Council Approval Form 2022-06-16 to 2022-08-10.pdf](#)
[Residential Block Party - Delta St.pdf](#)
[Residential Block Party - Country Ln.pdf](#)
[Hispanic Heritage Celebration.pdf](#)
[AmVets Fundraiser.pdf](#)
[Residential Block Party - N 16th St.pdf](#)
[Halfway to St. Patrick's.pdf](#)
[Residential Block Party - Porche St..pdf](#)

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

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

2. Finance Committee

[22-0684](#) 2021 Annual Comprehensive Financial Report with Auditors' report

Attachments: [Manitowoc Annual Comprehensive Financial Report 12.31.2021](#)
[Management Letter and Board Communication](#)

Auditor appeared via Zoom to present to Council on 2021 Report

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

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

[22-0578](#) Possible discussion and action on remediation at former Mirro site - 1512 Washington Street

Moved by Brey, seconded by Sitkiewitz, to enter into the Agreement with Godfrey and Kahn S.C. The motion carried by the following vote:

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

[22-0682](#) Request for Extension of Premise for Renegades LLC located at 1421 S 39th Street for an event on 9/10/2022

Attachments: [Renegades Extension of Premise](#)

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

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

[22-0683](#) Request for Extension of Premise for Moores Pub LLC located at 811 Jay Street for an event on 9/17/2022

Attachments: [Moores Pub LLC Extension of Premise](#)

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

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

[22-0685](#) Request for Extension of Premise for the Eagles Club located at 823 Hamilton Street for an event on 10/8/2022

Attachments: [Eagles Extension of Premise](#)

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

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

[22-0692](#) Update from Manitowoc Public Utilities on the Wastewater Treatment Facility

Attachments: [2022-07-15 Memo \(Comm\) WWTF Update to Common Council](#)

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

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

3. Personnel Committee

[22-0695](#) Ordinance to amend section 3.010(8) to set the salary for Common Council Members

Attachments: [3.010 Ord increase Alderperson compensation for terms beginning 2023 2024](#)

Moved by Brey to amend the Ordinance to \$355 per month, motion failed for lack of second

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

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

Nay: 1 - Brey

4. Public Infrastructure Committee

[22-0686](#) Financial Assistance Agreement for the 2022 Lead Service Line Program

Attachments: [Manitowoc SDW 5191-15 LSL FAA Final](#)

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

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

[22-0697](#) Municipal Water Installment Agreements with Various Property Owners

Attachments: [Municipal Water Agreements](#)

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

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

[22-0698](#) Resolution Authorizing a Harbor Assistance Program (HAP) Grant Application

Attachments: [Appl Resolution city](#)

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

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

5. Public Safety Committee

[22-0661](#) An Ordinance to amend Chapter 31 of the MMC regulating Signs.

Attachments: [Ord to revise Chapter 31 regulating Signs - Final](#)
[Sign Code Changes Summary](#)

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

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

[22-0664](#) Demolition Permit Request by McMahon, Inc., agent for Holy Family Convent of the Franciscan Sisters of Christian Charity, for demolition of a structure in excess of 100,000 cubic feet located at 2406 S. Alverno Road, pursuant to Section 16.070(1)(b) of the Manitowoc Municipal Code

Attachments: [2406 S Alverno Demo Permit App](#)

**Moved by Reckelberg, seconded by Vanderkin, that this Request be approved.
The motion carried by the following vote:**

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

[22-0712](#) Ordinance to revise parking in the City owned parking lot adjacent to the Wastewater Treatment Facility

Attachments: [10.510 Ord to regulate parking in Fisherman's Lot WWTF](#)

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

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

6. Plan Commission

J. OTHER BUSINESS

K. ADJOURN

Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at 7:31 p.m. The motion carried by the following vote:

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

**Mackenzie Reed-Kadow
City Clerk**