



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Minutes

### Common Council

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Monday, January 20, 2020

6:30 PM

Council Chambers

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#### A. CALL TO ORDER

#### B. ROLL CALL

**Alders Present:** 9 - Jim Brey, Eric Sitkiewitz, Lee H. Kummer, Steven Czekala, Mike Williams, Scott McMeans, Jeremiah Novak, Todd Lotz and Courtney Hansen

#### C. PLEDGE OF ALLEGIANCE & INVOCATION

#### D. PRESENTATIONS

#### E. PUBLIC HEARINGS

[20-0028](#)

6:33 p.m. Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from its Town of Manitowoc classification of "RR" Rural Residential to "R-4" Single and Two Family Residential for property located at 1803 Viebahn St., effective upon its annexation to the City of Manitowoc.

Mayor declared the meeting open for a public hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from its Town of Manitowoc classification of "RR" Rural Residential to "R-4" Single and Two Family Residential for property located at 1803 Viebahn St., effective upon its annexation to the City of Manitowoc.

City Clerk reported that the notice of the hearing was published in the Manitowoc Herald Times Reporter on 1/6/2020 & 1/13/2020. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the proposed rezoning.

The following persons appeared to address the Council regarding the proposed change:

No interested parties appeared.

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

## 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

[20-0074](#)

Mayor to make the following appointments in place of Mike Howe: Public Safety Chair - Todd Lotz, Public Safety Member - Jeremiah Novak, Public Infrastructure Member - Steve Czekala, Public Safety Vice Chair - Courtney Hansen

**Moved by Sitkiewitz, seconded by McMeans, that these Appointment be approved. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

## H. CONSENT AGENDA

## 1. Removal of Consent Agenda Items

None

## Approval of the Consent Agenda

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

## 2. Miscellaneous

[20-0029](#) Minutes of December 16, 2019 Common Council meeting, recommending approval and place on file.

**Attachments:** [CC Min - 12-16-19](#)

[20-0030](#) Communication from Ted (Edward) Vallis resigning from Manitowoc Industrial Development Corporation, recommending acceptance and place on file.

**Attachments:** [Vallis Resignation](#)

[20-0031](#) Thank you from The Salvation Army for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending placing on file.

**Attachments:** [Thank you - Salvation Army](#)

## 3. Committee of the Whole (Consent)

[20-0071](#) Report of Special Events Committee relative to approval of the following event: Waiver of Partial Fees - Fish & Game Monthly Meetings; recommending acceptance of report and place on file.

**Attachments:** [January SE Report](#)  
[Waiver of Fees - Fish & Game Meetings](#)

## 4. Finance Committee (Consent)

[20-0012](#) 4th Quarter Claims Report from City Attorney; recommend to accept and place on file.

**Attachments:** [Claims Report to Finance Committee Jan to Dec 2019.pdf](#)

[20-0015](#) Report of City Clerk of summary of fees collected for leased parking stalls for 2019; recommend to accept and place on file.

**Attachments:** [2019 Leased Parking Report](#)

[20-0016](#) Report of City Clerk of proposed schedule of assessments for 2020 Weights and Measures licenses; recommend to accept and place on file.

**Attachments:** [2020 Weights & Measures](#)

[20-0032](#) General City Claims, recommending that the claims be allowed and ordered paid and Mayor, Clerk and Finance Director/Treasurer are instructed to issue the necessary order.

**Attachments:** [January Claims](#)

[12-27-2019](#)

[1-3-2020](#)

[1-10-2020](#)

[1-17-2020 \(2\)](#)

[1-17-2020](#)

[12-20-2019](#)

## 5. Personnel Committee (Consent)

[20-0004](#) Out of State Travel Request-Finance-Springbrook User Conference-May 11-14, 2020-Portland, OR, recommending approval.

**Attachments:** [Out of State Travel-Finance Springbrook.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[20-0006](#) Request for new right turn lane at Southwest corner of N. 11th Street and Waldo Blvd., recommending placing on file and the Engineering Dept to perform traffic counts of the Waldo Blvd/N 11th Street Intersection in July 2020 and obtaining accident reports for 6 months.

**Attachments:** [20-0006 Letter of request for reanalyze traffic flow on N 11th and Waldo Blvd](#)  
[20-0006 Email regarding sw corner of N 11th and Waldo Blvd](#)

[20-0007](#) Request for roadwork in the 1300 and 1400 block of South 26th Street, recommending approval of patching in Spring and including reconstruction in 2021 budget.

**Attachments:** [Memo Staff Recommendations to Committee - Item #20-0007](#)  
[Request to Reconstruct 1300-1400 blocks of South 26th St.](#)  
[20-0007 email regarding 1300 and 1400 block of South 26th Street](#)

- [20-0020](#) Purchase wind screen from Carron Net for Lincoln Park Zoo birds of a prey exhibit with the donation tube funds, recommending approval
- Attachments:** [New Wind Screen in BOP exhibit recommendations to committee 2](#)  
[20-0020 Lincoln Park Zoo Birds of Prey Exhibit Netting](#)
- [20-0021](#) Watermain Petitions for Bayshore Drive, recommending approval
- Attachments:** [20-0021 Water Petition for Bayshore Drive Development](#)
- [20-0022](#) Concrete versus Asphalt for South 29th Street and South 13th Street, recommending to bid both projects with asphalt and concrete.
- [20-0023](#) Proposed 2020 Aquatic Center Schedule, recommending approval
- Attachments:** [Memo- MFAC Schedule 2020](#)  
[20-0023 2020 Aquatic Center Schedule](#)
- [20-0025](#) High Water Levels impacting Mariner's Trail, recommending to place on file.
- Attachments:** [20-0025 email requesting looking at Mariner's Trail behind YMCA](#)  
[20-0025 Photos of erosion along Mariners Trail](#)
- [20-0038](#) Report of Board of Public Works of 12/18/19 for 1st and Final payment of \$8,895.00 to Maritime Plumbing and Mechanical, LLC for Install Drinking Fountain at Halvorsen Park, AGMT-19-16, recommending payment.
- Attachments:** [Final Payment AGMT-19-16](#)
- [20-0039](#) Report of Board of Public Works of 1/8/2020 for 1st and Final payment of \$6,600.00 to Chris Lewis Tree Surgery for Removal of Trees at Lincoln Park, AGMT-19-22, recommending payment.
- Attachments:** [Final Payment AGMT-19-22](#)
- [20-0040](#) Report of Board of Public Works of 1/8/2020 for 6th and Final payment of \$37,020.11 to Highway Landscapers, Inc. for 2019 Asphaltic Concrete Paving Program, WS-19-4, recommending payment.
- Attachments:** [Final Payment WS-19-4](#)
- [20-0046](#) Progress invoices from WI Department of Transportation for Waldo Blvd project, recommending payment.
- Attachments:** [Waldo Blvd Progress Invoices](#)

[20-0048](#) Report of Board of Public Works of 1/8/2020, of quotes received for Sewer Jetter with Front Mount Hose Reel, Project QE-20-2, recommending not to award.

**Attachments:** [QE-20-2](#)  
[QE-20-2 Tab](#)

[20-0049](#) Report of Board of Public Works of 1/8/2020 of appeal for snow removal assessment for property at 411 State Street, recommending to deny the appeal.

**Attachments:** [Snow assessment appeal - 411 State Street](#)  
[Communication 411 State Street](#)  
[411 State St.](#)

[20-0052](#) Report of Board of Public Works of 1/8/2020, of bids received for Tree & Stump Removal of Sidewalk Remove & Replace Program, Project WO-20-11, will re-bid, recommending not to award.

**Attachments:** [WO-20-11](#)

## 7. Public Safety Committee (Consent)

## 8. Plan Commission (Consent)

[19-1323](#) PC 39-2019: Koenig; Petition for Direct Annexation from the Town of Manitowoc to the City of Manitowoc - 1803 Viebahn Street, recommending to approve the annexation petition as presented and recommend a zoning classification of R-4 Single and Two Family Residential and require dedication of Viebahn Street.

**Attachments:** [19-1323 PC Report 1803 Viebahn St](#)  
[19-1323 Report to Council Koenig Annexation](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[19-1326](#) Possible acquisition of 1216 Washington Street

**Moved by Sitkiewitz, seconded by McMeans, that this Action Item be placed on file. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0026](#) 2020 Operations of the Manitowoc Farmers Market

**Attachments:** [Tegen memo to COW Proposal 1-17-2020.pdf](#)

**Moved by Sitkiewitz, seconded by McMeans, to hire a manager for the 2020 Farmers Market at a cost not to exceed \$6,000.00. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0050](#) Resolution to extend water service in the City of Manitowoc and to provide municipal water to impacted properties in the Town of Newton

**Attachments:** [Res - extend water to impacted properties in Town of Newton](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

## 2. Finance Committee

[20-0011](#) Ordinance amending Municipal Code 12.170 regulating opening of fire hydrants.

**Attachments:** [Ord - opening of fire hydrants](#)

[Ord 20-0011 signed](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0013](#) Erdman Claim for Hedge Damage

**Attachments:** [Hedge Claim 856 N 13th St](#)

[ERDMAN Claim.pdf](#)

[City Attorney recommendation to Finance on Erdmann Claim](#)

Committee did indicate that property owner could submit a new claim should the hedge not green up within the next year or two.

**Moved by Brey, seconded by McMeans, that this Claim be denied. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0033](#) Ordinance to implement Central Count of Absentee Ballots on Election Day

**Attachments:** [Ord - Central Count](#)

[Ord 20-0033 signed](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0034](#) Scope of Engagement relative to proposed issuance of \$9,905,000 City of Manitowoc Note Anticipation Note

**Attachments:** [Scope of Engagement \\$9.905M Note Anticipation Note](#)

**Moved by Brey, seconded by McMeans, that this Action Item be approved. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0035](#) Resolution Authorizing the Issuance of \$9,905,000 General Obligation Promissory Notes and the Issuance and Sale of a \$9,905,000 Note Anticipation Note in Anticipation Thereof

**Attachments:** [Res - \\$9.905M GOPN & NAN](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0036](#) Resolution Providing for the Sale of Approximately \$2,000,000 General Obligation Promissory Notes

**Attachments:** [Res - \\$2M GOPN](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0037](#) Resolution Providing for the Sale of Approximately \$9,905,000 General Obligation Refunding Bonds

**Attachments:** [Res - Sale of \\$9.905M GORB](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0070](#) Ordinance to rescind Section 11.080 of the Municipal Code regulating Hearse Licenses

**Attachments:** [Ord - Hearse Licenses](#)  
[Ord 20-0070 signed](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen



[20-0073](#) Palpable error on the following manufacturing personal property accounts:  
Dowco Inc, Red Line Plastics LLC, and Eck Industries Inc

**Attachments:** [Palpable Error - Manufacturing PP](#)

**Moved by Brey, seconded by McMeans, accept the corrected assessments and authorize the Clerk/Finance to send corrected tax bills. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

### 3. Personnel Committee

[20-0072](#) Resolution to revise drug and alcohol prevention policy for DOT-regulated drivers

**Attachments:** [Res - revise EPM](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

### 4. Public Infrastructure Committee

[19-1284](#) Stormwater Management Facility Maintenance Agreement with Calumet Avenue Manitowoc LLC.

**Attachments:** [19-1284 Stormwater Management Maintenance Agreement for Calumet Ave LLC](#)

**Moved by Novak, seconded by Kummer, that this Agreement be entered into. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0008](#) Resolution for Reconstruct of Reed Avenue from 150 feet east of N. 2nd to North 8th Street in 2022 and Request for Funding under the 2020-2021 Local Roads Improvement Program (LRIP)

**Attachments:** [20-0008 Resolution to reconstruct Reed Ave](#)

**Moved by Novak, seconded by Kummer, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0051](#) Agreement between the City of Manitowoc and the Aging & Disability Resource Center of the Lakeshore Senior Nutrition Program regarding the dining site.

**Attachments:** [Facility Use Agreement - ADRC Dining Site](#)  
[Facility Use Agreement - Signed](#)

**Moved by Novak, seconded by Kummer, that this Agreement be entered into. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0053](#) Resolution Modifying Fee Schedule for Department of Infrastructure

**Attachments:** [Res - DPI Fees](#)

**Moved by Novak, seconded by Kummer, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

## 5. Public Safety Committee

## 6. Plan Commission

[20-0055](#) Ordinance to annex certain territory from the Town of Manitowoc to the City of Manitowoc as part of the 7th Aldermanic District and the 31st ward of the City

**Attachments:** [Ord - Annex Ward 31](#)  
[Ord 20-0055 Signed](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0054](#) Resolution creating ward #31, population two (2) for the Viebahn South #28 Annexation Area and combine with wards #13 & 14 for voting purposes.

**Attachments:** [Res - Ward 31 Annexation](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

[20-0056](#) Ordinance rezoning the recently annexed tract of land generally located south of Viebahn St. and west of S. 18th St. from "R-R" Rural Residential - Manitowoc County zoning to "R-4" Single and Two Family Residential District

**Attachments:** [Ord - rezone ward 31](#)  
[Ord 20-0056 Signed](#)

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

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

## J. OTHER BUSINESS

## K. ADJOURN

**Moved by Sitkiewitz, seconded by McMeans, that this meeting be adjourned at 6:54 p.m. The motion carried by the following vote:**

**Aye:** 9 - Brey, Sitkiewitz, Kummer, Czekala, Williams, McMeans, Novak, Lotz and Hansen

**Deborah Neuser**  
**City Clerk**