



# City of Manitowoc

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

## Meeting Minutes

### Common Council

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Monday, May 17, 2021

6:30 PM

Council Chambers

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

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#### 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

- [21-0447](#) Presentation of Eagles Club Police Officer, Officer Kayla Rocklewitz and Firefighter of the Year, Captain Garrett Grissom
- [21-0454](#) Proclamation declaring the Month of May 2021 as Building Safety Month
- [21-0483](#) Proclamation declaring the week of May 22nd - May 28th, 2021 as National Safe Boating Week
- [21-0491](#) Proclamation declaring the month of May 2021, Asian American, Native Hawaiian, and Pacific Islander Heritage Month

#### E. PUBLIC HEARINGS

- [21-0448](#) MPU Presentation of Great Lakes Utilities Reciprocating Internal Combustion Engine Project Update
- [21-0450](#) 6:31 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 District to R-4 Single- and Two-Family District for the southern 25' of property located at 3201 Packer Lane  
**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 Manitowoc Herald Times Reporter on May 3 & 10, 2021. (Proof of publication is on file in the City Clerk's office).**  
  
**Community Development Director Adam Tegen provided an overview of the proposed zone change.**

The following persons appeared to address the Council regarding this matter:

No interested parties appeared.

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

[21-0451](#)

6:32 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 an Adult Day Care Facility located at 2005 Johnston Drive

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 Manitowoc Herald Times Reporter on May 3 & 10, 2021. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the Conditional Use Permit request.

The following persons appeared to address the Council regarding this matter:

No interested parties appeared.

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

[21-0452](#)

6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Adaptive Reuse Conditional Use Permit for the establishment of an Office, Employee Training, and Remote Monitoring located at 1004 N. 17th 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 Manitowoc Herald Times Reporter on May 3 & 10, 2021. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the Conditional Use Permit request.

The following persons appeared to address the Council regarding this matter:

No interested parties appeared.

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

[21-0453](#)

6:35 p.m. - Public Hearing for the purpose of hearing any and all interested parties in the matter of the Analysis of Brownfield Cleanup Alternatives at the River Point District (former CN Peninsula site) located in and around 1110 Buffalo Street and 1 North 10th Street, Manitowoc, Wisconsin

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 Manitowoc Herald Times Reporter on May 3 & 10, 2021. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the Brownfield Revolving Loan funds.

The following persons appeared to address the Council regarding this matter:

No interested parties appeared.

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

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.

[21-0449](#) Previously Submitted Public Input

## G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[21-0481](#) Appointments by Mayor to various Committees, Boards, and Commissions.

**Moved by Czekala, seconded by Sitkiewitz, that these Appointments be confirmed. The motion carried by the following vote:**

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

**Motion made by Sitkiewitz to nominate Alderperson Jim Brey to serve on the Plan commission for ensuing one year term ending 4/18/2022, seconded by Czekala.**

**There being no other nominations, Mayor Nickels closed the nominations.**

**Alderperson Jim Brey was elected to serve on the Plan Commission for a one year term ending 4/18/2022 by the following vote:**

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

## H. CONSENT AGENDA

### 1. Removal of Consent Agenda Items

None

### 2. Miscellaneous

### 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

- [21-0443](#) Minutes of April 19, 2021 Common Council meeting, recommending approval and place on file.
- [21-0444](#) Minutes of April 20, 2021 Common Council Organizational Session, recommending approval and place on file
- [21-0445](#) Communication from Wisconsin DNR relative to Water Main Plan and Specification Approval for water main replacement on Custer Street, recommending acceptance and place on file.
- [21-0446](#) Communication from Wisconsin DNR relative to Water Main Plan and Specification Approval for water main extension on River Point Drive, York Street, North 11th Street, and Buffalo Street; recommending acceptance and place on file
- [21-0455](#) Resignation from Fred Hazlewood from Library Board effective June 1, 2021, recommending acceptance and place on file

**3. Committee of the Whole (Consent)**

- [21-0459](#) Report of Special Events Committee relative to approval of the following events: Cares Enough to Wear Pink Walk/Run on 10/23/2021; Carferry Maiden Voyage on 5/20/2021; Manitowoc Sunrise Rotary Annual Lighthouse on 7/4/2021; WAIVER OF FEES: End of Year Celebration on 6/2/2021; 8th Grade Farewell on 6/8/2021; recommending acceptance of report and place on file

**4. Finance Committee (Consent)**

- [21-0305](#) 1st Quarter 2021 Internal Controls Report, recommend to accept and place on file.
- [21-0307](#) 2021 CAWG Request Update, recommend to accept and place on file.
- [21-0420](#) Request from Manitowoc County Expo/Fair entertainment pavilion purveyors to extend live band music performances on Friday, August 27 and Saturday, August 28, 2021 to 11:30 p.m. with beer sales ending at Midnight and with music stopping at 11:00 p.m. on Tuesday, Wednesday, Thursday, and Sunday and beer sales discontinuing at 11:30 p.m., recommending to approve the request.
- [21-0421](#) 2021 - 1st Quarter Budget Exception Report, recommend to accept and place on file.
- [21-0423](#) 2021 - 1st Quarter Claims Report, recommend to accept and place on file.
- [21-0424](#) Request to rescind 2020 real estate taxes in the amount of \$18,881.45 due to

palpable error on Real Property Parcel 000-120-070, Wisconsin Public Service Corp., recommend to rescind the taxes.

- [21-0429](#) Delinquent Payment Event Filing, recommend to accept and place on file.
- [21-0430](#) Request to reimburse fees for closure of Popp's Riverwalk Citgo, Inc., recommend to approve the request in the amount of \$250.00.
- [21-0431](#) Fund statement balance from Lakeshore Community Foundation for K-9 Preservation Fund, recommend to accept and place on file.
- [21-0432](#) Forestry Budget Transfer to Public Works, recommend to create Forestry line for budget in the Public Works budget.
- [21-0460](#) 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
- [21-0461](#) General City Claims in the amount of \$2,456,692.25 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.
- [21-0464](#) Report of the Industrial Development Corporation; recommending to approve of a lease with AMMO, Inc.

## 5. Personnel Committee (Consent)

- [21-0467](#) Manitowoc Professional Firefighters International Association of Firefighters Local 368 executed contract, recommending to accept and place on file.

## 6. Public Infrastructure Committee (Consent)

- [21-0433](#) Manitowoc Public Utilities Estimate #E2021-11 Reconfigure 8th & Maritime Drive, recommending approval
- [21-0436](#) Request for Access over Unimproved Right of Way on Braun Court, recommending approval
- [21-0437](#) Lakeshore Mini Storage LLC Stormwater Management Facility Maintenance Agreement, recommending approval and entering into the agreement
- [21-0438](#) Request to break out a separate Forestry Budget from the Parks Budget, recommending approval
- [21-0468](#) Agreement for Professional Services with Collins Engineers, Inc. for Underwater Bridge Inspections, recommending to place on file
- [21-0469](#) Outdoor Recreation Aids Grant Contract with WI DNR for Camp Vits Public Access Development, recommending to place on file

- [21-0470](#) Outdoor Recreation Aids Grant Contract with WI DNR for Bayshore Recreation Trail Development, recommending to place on file
- [21-0471](#) Report of Board of Public Works of 4/21/2021, of a request for a Sidewalk Privilege Agreement located at 1033 S. 8th Street for the reconstruction of the stair entrance, recommending to approve the request and have the City Attorney draft the agreement
- [21-0472](#) Report of Board of Public Works of 4/21/2021 of approval to enter into AGMT-21-09 with Philippi Quality Construction, Inc for Red Arrow Park building upgrades for a contract price of \$23,528.00, recommending acceptance and place on file
- [21-0473](#) Report of Board of Public Works of 4/21/2021 of approval to enter into AGMT-21-08 with Fortress Fence, for installation of high galvanized chain link fence at Municipal Field, for a contract price of \$15,560.00, recommending acceptance and place on file
- [21-0474](#) Report of Board of Public Works of 4/21/2021 to adopt the Emergency Resolution to Authorize Emergency Repair/Replacement of Fuel Pumps at Streets Shop, recommending acceptance and place on file.
- [21-0475](#) Report of Board of Public Works of 5/5/2021 of approval to enter into AGMT-21-10 with Hamann Construction for work at Washington Park Bathroom for a contract price of \$14,937.00; recommending acceptance and place on file
- [21-0476](#) Report of Board of Public Works of 5/5/2021, of a request for a Sidewalk Privilege Agreement amendment located at 812 S. 8th Street, recommending to approve the request contingent on receiving the updated legal description and to have the City Attorney draft and amended sidewalk privilege agreement
- [21-0479](#) Report of Board of Public Works of 5/5/2021, of bids received for Building Automation System Upgrades for Safety Building & City Hall, WB-21-21, recommending awarding upgrades for Safety Building to AES, Inc in the amount of \$159,764.00 and upgrades for City Hall to Automated Logic Wisconsin in the amount of \$59,931.00
- [21-0484](#) Report of Board of Public Works of final payments to contractors for Agreements under \$25,000.00, recommending acceptance and place on file.

## 7. Public Safety Committee (Consent)

## 8. Plan Commission (Consent)

- [21-0401](#) PC 11-2021: Langman Holdings LLC/ Vista Care / Priority One Investments: Request for a Conditional Use Permit pursuant MMC 15.370(29) for the establishment of an Adult Day Care Facility, located at 2005 Johnston Drive; recommending to approve the request for a Conditional Use permit for the establishment of an Adult Day Care Facility for up to 40 individuals pursuant to the submittal packet and provided conditions

[21-0402](#) 14-2021: Vista Care / Priority One Investments: Request for an Adaptive Reuse Conditional Use Permit pursuant to 15.150(3)k for the establishment of an Office for Training and Remote Monitoring located at 1004 N. 17th Street; The Community Development Department recommends approval of an Adaptive Reuse Conditional Use Permit to Vista Care / Priority One Investments for property located at 1004 N. 17th Street for the establishment of an Office, Training and Monitoring Center with conditions as listed

[21-0404](#) PC 13-2021: Schmitz; Release of Easement, 3201 Packer Lane; recommending to approve the request for the Release of Easement

[21-0405](#) PC 9-2021: City of Manitowoc, Matters Referred to Plan Commission Rahr-West Art Museum; Review of Building Addition Site Plan pursuant to WI Statute 62.23(5), recommending approval of the concept and construction of the Rahr-West Art Museum addition

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[21-0456](#) Proposal from Herald Times Reporter to publish Council proceedings, legal notices, display ads and ordinances, for the contract year beginning June 1, 2021.

**Moved by Czekala, seconded by Sitkiewitz, to accept the proposal and enter into the contract. The motion carried by the following vote:**

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

[21-0457](#) Ordinance to repeal Section 3.330 of the MMC disbanding the Citizens Advisory Committee

**Moved by Czekala, seconded by Sitkiewitz, 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

[21-0458](#) Report of Special Events Committee relative to approval of the following events: Metro Jam on 8/20 - 8/21/2021 ( Waiver of rules prohibiting alcohol in the park; closure of S 12th Street between Washington & Marshall Streets); Lincoln High School Graduation on 6/11/2021 - Rain Date of 6/12/2021 (Street Closures: S 9th from Columbus to Green Streets and S 8th south of Columbus Street); Manitowoc's Garden Faire Extraordinaire (Closure of s 11th & S 12th Streets between Washington and Marshall Street); Maritime Bay Classic on 6/21 - 6/22/2021 (Street closures: Maritime Dr. from N 8th St. to Buffalo St.; Chicago St from N 8th St to Maritime Dr., and N 8th St from Maritime Dr. to Chicago St.; Additional street closures on day 2: Buffalo St. from N 6th St to Maritime Dr. and N 6th St from Buffalo St. to Maritime Dr.)

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

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

## 2. Finance Committee

[21-0427](#) Potential Lease of Property to AMMO, Inc.

**Moved by Brey, seconded by Sitkiewitz, to enter into a 2 year lease with Ammo Incorporated for the portion of parcel 449-008-010 north of Vitz Drive extended at a cost of \$3,400 per year as outlined in the letter dated 4-26-2021. Staff authorized to develop and sign the necessary document to complete the transaction. The motion carried by the following vote:**

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

[21-0462](#) Request from Chewy's LLC for permanent premise extension to include table and chairs located outside along the north side of the building for Sidewalk Cafe Permit

**Moved by Brey, seconded by Sitkiewitz, 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

[21-0463](#) Request from Chewy's LLC for temporary premise extension into the closed section of Buffalo Street for a event on July 10, 2021

**Moved by Brey, seconded by Sitkiewitz, 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

## 3. Personnel Committee

[21-0466](#) Resolution to Revise Employee Policy Manual Language Update-May, 2021

**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

[21-0465](#) Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

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

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



#### 4. Public Infrastructure Committee

[21-0425](#)

Request to use Schuette Park Donation Tube Funds for maintenance project for Community Built Playground

**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

[21-0426](#)

Request to use funds from the Miracles Donation tube for Miracles Field Fence Repair

**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

[21-0418](#)

Ordinance to amend MMC § 8.170, Names and Locations of Parks

**Moved by Brunner, seconded by Brey, 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

#### 5. Public Safety Committee

[21-0480](#)

Ordinance to amend Section 15.430(12) of the MMC regulating parking Areas Development and Maintenance

**Moved by Schlei, seconded by Vanderkin, that this Ordinance be adopted subject to Plan Commission approval. The motion carried by the following vote:**

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

#### 6. Plan Commission

[21-0482](#)

Ordinance for a rezone from R-1 Residential-Agricultural District to R-4 Single- and Two-Family Residential District for property located at 3201 Packer Lane.

**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

#### J. OTHER BUSINESS

#### K. ADJOURN

**Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at**

7:48 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**