



# City of Manitowoc

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

## Meeting Minutes

### Common Council

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Monday, December 17, 2018

6:30 PM

Council Chambers

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#### A. CALL TO ORDER

#### B. ROLL CALL

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

**Alderspersons Absent:** 1 - Rhienna Gabriel

#### C. PLEDGE OF ALLEGIANCE & INVOCATION

Rev. Dr. Matthew L. Sauer provided the invocation

#### D. PRESENTATIONS

[18-1280](#) Presentation of Lakeshore Holiday Parade awards

[18-1296](#) I Will Challenge

**Moved by McMeans, seconded by Brey, that the Common Council will actively support V22. The motion carried by the following roll call vote:**

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

[18-1165](#) Presentation on Rental Registration

**Attachments:** [Rental Registration](#)

#### 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

[18-1282](#) Mayor makes the following appointments: Citizens Advisory Committee: Staate Hayward for a three year term expiring June 1, 2021 (in place of E. Rappe), Katherym Feo Rodriguez for unexpired term ending June 1, 2020 (in place of G. Wallace), Jennifer Estrada for unexpired term ending June 1, 2020 (in place of E. Schultz); Library Board: Abbey Quistorf for unexpired term ending July 1, 2019 (in place of A. Myers); Committee on Aging: Re-appointment of Ruth Malzahn term expiring June 1, 2021; Zoological Board: Re-appointment of Wayne Utterstedt term expiring June 1, 2022; Crime Prevention Committee: Memphys Seizert (in place of C. Ericson, Lincoln Rep), Katherine Andrastek (in place of V. Wetenkamp), and Amy M. Lundberg (in place of J. Verhelst) for indefinite terms.

**Attachments:** [Abbey Resume 12-2018](#)

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

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

## H. CONSENT AGENDA

### 1. Removal of Consent Agenda Items

None

### Approval of the Consent Agenda

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

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

### 2. Miscellaneous

[18-1286](#) Minutes of November 19, 2018 Common Council meeting, recommending approval and place on file.

**Attachments:** [Minutes 11-19-18](#)

[18-1290](#) Communication from WI DNR relative to water main extension approvals, recommending acceptance and place on file.

**Attachments:** [18-1290](#)

[18-1291](#) Communication from WI DNR of Public Notice of Intent to Reissue a WI Pollutant Discharge Elimination System Permit for Lakeside Foods Inc., Manitowoc Plant, 508 Jay St., Manitowoc, WI, recommending acceptance and place on file.

**Attachments:** [18-1291](#)

[18-1292](#) Communication from Public Service Commission of Wisconsin, recommending acceptance and place on file.

**Attachments:** [Public Service Commission](#)

[18-1293](#) Communication from State Senator LeMahieu's office regarding the Extraordinary Session, recommending to place on file.

**Attachments:** [18-1293](#)

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

### 4. Finance Committee (Consent)

[18-0788](#) Purchase of 4 new pieces of equipment from the Perpetual Care Fund, recommendation from Public Infrastructure to approve the request consistent with Finance Committee approval, recommend to place on file.

**Attachments:** [18-0788](#)

[18-1114](#) 3rd Quarter Budget Exception Report, recommend to accept and place on file.

**Attachments:** [A Revenues 3rd Quarter 2018](#)  
[a Expenses 3rd Quarter 2018](#)

[18-1226](#) Final Audit Tax Incremental District Number Eleven (TID# 11), recommend to accept and place on file.

**Attachments:** [Financial Statements-2018 Manitowoc TID 11 FS-1182018](#)

[18-1227](#) Final Audit Tax Incremental District Number Thirteen (TID# 13), recommend to accept and place on file.

**Attachments:** [Financial Statements-2018 Manitowoc TID 13 FS-1182018](#)

[18-1229](#) Minutes of November 5, 2018 Finance Committee meeting, recommending approval and place on file.

**Attachments:** [Minutes 11-5-18](#)

[18-1230](#) Minutes of the November 13, 2018 Finance Committee meeting, recommending approval and place on file.

**Attachments:** [Min 11-13-18](#)

[18-1231](#) Minutes of the MPU Commission meeting of October 15, 2018, recommending acceptance and place on file.

**Attachments:** [MPU Minutes 10-15-18](#)

[18-1233](#) Request for Theatre Licenses to be granted on a calendar year, recommend to approve the request.

**Attachments:** [18-1233](#)

[18-1234](#) Communication regarding Apportionment of State and County 2018 Property Taxes and Charges, recommend to accept and place on file.

**Attachments:** [18-1234](#)

[18-1235](#) Petition/Application and Amended Petition/Application for Restraining Order, recommend to accept to refer to the City Attorney.

**Attachments:** [18-1235](#)

[18-1236](#) Approval of downtown façade grant program, recommend to adopt the grant program.

**Attachments:** [downtown facade grant application](#)  
[downtown facade grant](#)  
[Report to Finance - Downtown Facade Program](#)

[18-1238](#) Copier Maintenance Agreement, recommend to enter into the agreement.

**Attachments:** [Copier MANITOWOC 2019 CONTRACT](#)

[18-1250](#) Waiver of right of first refusal for land sale in Industrial Park, recommend to waive our right.

**Attachments:** [Memo to Finance.pdf](#)

[18-1284](#) General City Claims in the amount of \$3,258,832.07 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:** [18-1284](#)  
[11-30-18](#)  
[12-3-18](#)  
[12-7-18](#)  
[12-14-18](#)  
[11-23-18](#)

[18-1285](#) Report of Finance Committee to grant the various licenses subject to approvals, inspections, insurance, payment of licenses fees and meeting State Statute requirements, as detailed therein. Recommending acceptance.

**Attachments:** [December Licenses](#)

## 5. Personnel Committee (Consent)

[18-1225](#) Tuition Reimbursement Policy Revisions, recommending approval.

**Attachments:** [Training, Membership, and Tuition Reimbursement Policy REV 2018 Draft.pdf](#)  
[Tuition Reimbursement Final](#)

## 6. Public Infrastructure Committee (Consent)

[18-1127](#) Kayak Launch Donation for Manitou Park, recommending placing on file with a donation of \$6,000.

**Attachments:** [18-1127\\_201811051203](#)

[18-1241](#) Request for a One-Way sign at the Exit from the West of the Lake Office and New Parking Lot, recommending approval of the sign

**Attachments:** [18-1241](#)

[18-1243](#) Request for a driveway widening greater than 35 feet for MTM Plant at 4330 Expo Drive, recommending approval

**Attachments:** [18-1243\\_201811291452](#)

[18-1244](#) Snow Plowing Exemption for Lutheran High School around Football Field, recommending placing on file

**Attachments:** [18-1244](#)

[18-1251](#) Kayak Launch near Lincoln Park Zoo off of Reed Avenue, recommending moving forward with the project and forwarding to City Attorney to draft an Agreement when ready.

**Attachments:** [18-1251](#)

[18-1294](#) Report of Board of Public Works of 11/28/2018 for 2nd and Final payment of \$2,038.04 to Seiler Bros. Construction for Maritime Museum Sidewalk Replacement, WS-18-17, recommending payment.

**Attachments:** [18-1294](#)

[18-1304](#) Report of Board of Public Works of 12/12/2018 for 1st and Final payment of \$14,528.00 to Fortress Fence for Red Arrow Park - Fence, recommending payment.

**Attachments:** [18-1304](#)

[18-1305](#) Report of Board of Public Works of 12/12/2018 for 3rd and Final payment of \$82,599.79 to Michels Pipe Services for 2018 Re-Lining Sanitary Sewer, WU-18-7, recommending payment.

**Attachments:** [18-1305](#)

## 7. Public Safety Committee (Consent)

[18-1267](#) Request for a street sign reference speeding in the 2400 block of Michigan Avenue, recommending to deny the request.

**Attachments:** [2406 Michigan Ave](#)

[18-1268](#) Waiver of loud noise ordinance for a Spanish Christmas party at the Manitowoc County Expo, recommending approval.

**Attachments:** [Waiver of Noise Ordinance - Raul Bustamante Huerta](#)

## 8. Plan Commission (Consent)

### I. COMMITTEE REPORTS

#### 1. Committee of the Whole

[18-1209](#) Resolution to approve adoption of the City of Manitowoc Downtown Master Plan

**Attachments:** [18-1209 Report to Council Downtown Master Plan Adoption](#)

[18-1209\\_PC 4-2016 Staff Report\\_Nov 2018](#)

[2018-1217\\_Manitowoc-DT-MP](#)

[Res 18-1209](#)

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

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

[18-1157](#) Update on Acquisition of the Canadian National Peninsula

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

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

## 2. Finance Committee

[18-1232](#) Resolution establishing election official's wages for 2019.

**Attachments:** [18-1232](#)

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

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

[18-1297](#) Consideration of an Amended Initial Resolution Regarding Industrial Development Revenue Bond Financing for Red Line Plastics, LLC Project. Information with respect to the job impact of the project will be available at the time of consideration of the Amended Initial Resolution.

**Attachments:** [18-1297](#)

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

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

[18-1308](#) Loan Agreement with State Infrastructure Bank for Loan to Carferry

**Attachments:** [SIB Loan Agreement MANITOWOC 20181214](#)

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

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

[18-1309](#) Loan Agreement between City and Lake Michigan Carferry for Repayment of Loan from State Infrastructure Bank

**Attachments:** [Loan Agreement Between City and Carferry for SIB Loan](#)  
[Carferry Amortization Schedule](#)

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

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

## 3. Personnel Committee

[18-1218](#) Resolution for Bonus Pay for Community Development Employees Paul Braun and Lisa Mueller

**Attachments:** [Res 18-1218](#)

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

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

[18-1289](#) Resolution to backfill positions within Police, Fire, Transit departments and DPI Laborers consistent with 2019 Budget.

**Attachments:** [Res 18-1289](#)

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

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

[18-1310](#) Resolution to reclassify Police Training Lieutenant and Captain of Detectives positions from working 1950 hours to 2080 hours

**Attachments:** [Res 18-1310](#)  
[comp plan draft with PD changes 12.2018](#)

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

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

#### 4. Public Infrastructure Committee

[18-1242](#) Sidewalk Shoveling Violation Procedure

**Attachments:** [18-1242](#)

**Moved by Kummer, seconded by Novak, to approve the new procedure to proceed without written notice. The motion carried by the following vote:**

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

[18-1245](#) Resolution for 2019 Public Works Program

**Attachments:** [18-1245\\_201811291452](#)

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

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

[18-1246](#) Resolution for City-Wide Sidewalk Construction and Repair

**Attachments:** [Res 2019 Sidewalk New Replace Program](#)

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

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



[18-1247](#) Resolution for 2019 Seal Coating Program

**Attachments:** [Res 2019 Seal Coating Program](#)

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

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

[18-1248](#) Resolution for 2019 Dust Palliatives

**Attachments:** [Res 2019 Dust Palliatives Program](#)

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

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

[18-1256](#) Request for an Additional Alley Light at 939 North 8th Street

**Attachments:** [18-1256](#)

**Moved by Kummer, seconded by Novak, that this Request be approved so long as there is no cost for the fixture. The motion carried by the following vote:**

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

[18-1260](#) Proposed Cemetery Fees Increase

**Attachments:** [18-1260 Cemetery Proposed Fee Increases](#)

**Moved by Kummer, seconded by Novak, to approve the proposed fee increase. The motion carried by the following vote:**

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

[18-1287](#) Resolution to backfill Transit Manager Position and approve revised job description.

**Attachments:** [Transit Division Manager JD 12-2018](#)

[18-1287](#)

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

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

[18-1288](#) Resolution to fill DPI Laborer and Parks Planner positions

**Attachments:** [Res 18-1288](#)

[Operations Parks Planner JD 11.2018\\_1](#)

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

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

[18-1295](#) Agreement between the City of Manitowoc and the Aging & Disability Resource Center of the Lakeshore Senior Nutrition Program regarding the dining site.

**Attachments:** [ADRC Facility Use Agreement](#)

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

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

[18-1298](#) Resolution to apply for a WI DNR Grant for Recreational Boating Facilities.

**Attachments:** [Res 18-1298](#)

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

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

[18-1299](#) Resolution to install and maintain one, non-ornamental, 100 Watt, open-bottom style, high pressure sodium, street light in the alley way behind 939 N. 8th St.

**Attachments:** [Res 18-1299](#)

[Map](#)

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

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

[18-1300](#) Maintenance agreement between the City of Manitowoc and Grow it Forward, Inc. for use of City Parkland.

**Attachments:** [Grow it Forward](#)

[Grow It Forward 007](#)

[scan0190](#)

[Approved Planting List](#)

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

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

[18-1306](#) Maintenance Agreement between the City of Manitowoc and Manitowoc Youth Baseball Softball Ltd. for use of Softball and Baseball Fields

**Attachments:** [MYBA Agreement](#)

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

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

[18-1307](#) Ordinance to abolish the Wastewater Treatment Facility (WWTF) Board and vest management authority of the WWTF in Manitowoc Public Utilities

**Attachments:** [Ord 18-1307](#)

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

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

**5. Public Safety Committee**

**6. Plan Commission**

**J. OTHER BUSINESS**

**K. ADJOURN**

**Moved by McMeans, seconded by Brey, that this meeting be adjourned at 7:24 p.m. The motion carried by the following vote:**

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

**Deborah Neuser  
City Clerk**