



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, June 19, 2023

6:30 PM

Council Chambers

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

This meeting is being conducted both in Council Chambers at City Hall and via Zoom to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit *6 to mute and unmute themselves. Members of the public may call to listen in at 888 475 4499 US Toll-free, Meeting ID: 893 9628 6649 Password: 669106.

Public input will be accepted at the meeting. Those wishing to make public comment in advance of the meeting should email jswokowski@manitowoc.org or call 920-686-6952 with their comment no later than 12:00 p.m. central the day of the meeting. Emailed public input will be attached to the agenda and made part of the public record.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[23-0510](#) City Clerk administers Oath of Office and badge pinning of Detective Sergeant Erik Kowalski

[23-0511](#) Proclamation declaring June 19th, 2023 as Juneteenth

Attachments: [Juneteenth Proclamation](#)

E. PUBLIC HEARINGS

F. PUBLIC INPUT

Members of the public will be permitted to speak at the Common Council meeting each month on any matter of public interest. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Common Council.

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[23-0512](#)

Mayor makes appointments to various committees

Attachments:

[June Appointments](#)

H. CONSENT AGENDA

These items will be approved by one motion unless any member of the Council wishes to remove an item for discussion.

1. Removal of Consent Agenda Items

Any Common Council Member may request removal of any item from the consent agenda, and such item shall be removed without debate or vote. Any item or part thereof removed from the consent agenda shall be separately considered.

2. Miscellaneous

[23-0513](#)

Minutes of May 15, 2023 Common Council meeting, recommending approval and place on file

Attachments:

[MeetingMinutes 5-15-2023](#)

3. Committee of the Whole (Consent)

[23-0530](#)

Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Manitowoc County Breakfast on the Farm on 6/11/23; Waiver of Fees: Manitowoc Noon Rotary Picnic on 7/19/23; Waiver of Fees: School Supply Giveaway on 8/18/23 - 8/21/23; Spunky Mutt and Strutt on 9/30/23; City of Manitowoc Employee Picnic on 8/17/23; Manitowoc Marine Band Concerts on 6/8/23, 6/22/23, 7/13/23, 7/28/23, 8/11/23; ManitoWalk VS ALS on 8/26/23; recommending approval

Attachments:

[SE Acted on by Special Event Committee](#)

[SE Breakfast on the Farm - Waiver of Fees](#)

[SE Noon Rotary Picnic - Waiver of Fees](#)

[SE School Supply Giveaway - Waiver of Fees](#)

[SE Spunky Mutt and Strutt](#)

[SE Employee Picnic](#)

[SE Manitowoc Marine Band Concerts](#)

[SE ManitoWalk VS ALS](#)

4. Finance Committee (Consent)

- [23-0379](#) 1st Qtr 2023 Claims Report from City Attorney's Office; recommending to accept and place on file
Attachments: [Jan-Mar 2023 Claims Report to Finance Committee](#)
- [23-0482](#) Request to increase Dept of Infrastructure Credit Card Limit from \$2,000 to \$5,000; recommending to approve the request
Attachments: [Request to increase DPI Credit Card Limit Email](#)
- [23-0483](#) CAWG Request (Unbudgeted) from Rahr West Museum for \$53,000 for security cameras and storage hardware; recommending to approve the request
Attachments: [Capital-Request-Form RWAM Security Cams 4.2023](#)
[CAWG Request \(Rahr-West; Unbudgeted\) Emails with Explanations, ETC.](#)
[MPU - Museum Switching Wireless - #13371 v2](#)
[Rahr West Museum PSEC Upgrades Rev2](#)
- [23-0485](#) Assessor Services RFP Results and Authorization for Staff to continue negotiations with chosen firm; recommending to continue negotiations with Associated Appraisal Consultants for a four year contract
Attachments: [Finance Assessor Recommendation Memo 6-6-23](#)
- [23-0487](#) Out of State Travel Request - Community Development/Finance - Brownsfield Conference in Detroit, MI, August 8th - 11th; recommending to approve the request
Attachments: [2023 Brownfields Conference Travel Request](#)
- [23-0488](#) L23-00093 - Lugiari Claim for >\$5,000 Received April 28, 2023; recommending to refer to the City Attorney's Office
Attachments: [Lugiari Claim.pdf](#)
- [23-0489](#) L23-00097 Neidl Claim >\$5,000 for sewer backup at 1106 Memorial Drive, Manitowoc, WI 54220; recommending to refer to the City Attorney's Office
Attachments: [NEIDL Claim](#)

[23-0516](#) General City Claims in the amount of \$5,353,664.18 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: [Claim Report](#)

[5-12-2023](#)

[5-19-2023](#)

[5-26-2023](#)

[5-30-2023](#)

[6-2-2023](#)

[6-7-2023](#)

[6-9-2023](#)

[6-16-2023](#)

[23-0528](#) 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](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[23-0390](#) N. 41st Street request to pave Archer St. to south, recommending placing on file

Attachments: [23-0494 631 N Water Street Recommendation from Engineering](#)

[23-0390 NORTH 41st ARCHER TO SOUTH.pdf](#)

[N. 41st St. - Archer to South \(2\)](#)

[N. 41st St. - Archer to South](#)

[23-0439](#) Pedestrian Crossing Sign Installation and Maintenance Agreement with First German Ev. Lutheran Church to install Two (2) Rectangular Rapid Flashing Beacons Pedestrian Crossing Signs at the north crosswalk of South 8th and Marshall Street, recommending approval.

Attachments: [Ped Crossing Sign Installation and Maintenance Agreement - First German](#)

[23-0467](#) Request to fill in the ditch at 4506 Harvest Circle, recommending design approval by Engineering Staff

Attachments: [23-0467-1 Recommendation Memo](#)

[23-0467 Harvest Circle - Request to fill Ditch](#)

[23-0520](#) Report of Board of Public Works of 5/24/2023 of request to appeal snow removal assessment for property at 1111 N 18th Street; recommending that this request be approved with the recommendation that the property owner pay the \$65 it cost the City to remove the snow, and if the property owner has another offense, they wave the opportunity to request to rescind

Attachments: [Appeal for Snow Removal 1111 N 18th St](#)

[23-0524](#) Report of Board of Public Works of 5/24/2023, of bids received for 2023 Storm Sewers & Ditching Project, WU-23-19, recommending awarding to low bidder Essential Sewer and Water, in the amount of \$73,680.50

Attachments: [Report of BPW WU-23-19](#)

[23-0538](#) Report of Board of Public Works of 6/14/2023 for 1st and Final payment of \$43,097.89 to Green Bay Pipe & TV, for 2023 Televising Miscellaneous Sewers I, WU-23-5; recommending payment

Attachments: [Green Bay Pipe & TV 1&F](#)

[23-0539](#) Report of Board of Public Works of 6/14/2023, of bids received for 2023 Asphalt Paving Program III, Project WS-23-12; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$375,964.30

Attachments: [WS-23-12](#)

[23-0540](#) Report of Board of Public Works of 6/14/2023, of bids received for Park Restroom Renovations, Project #WB-23-23; recommending awarding to low bidder, Philippi Quality Construction, Inc. in the amount of \$147,940.00

Attachments: [WB-23-23](#)

[23-0541](#) Report of Board of Public Works of 6/14/2023, of bids received for Playground Equipment & Installation at Rheaume & Riverview Parks, Project #WB-23-24; recommending not awarding

Attachments: [WB-23-24](#)

[23-0542](#) Report of Board of Public Works of 6/14/2023, of bids received for Senior Center Generator - Rebid, Project #WO-23-20R; recommending awarding to low bidder, J. Miller Electric, Inc., in the amount of \$145,988.00

Attachments: [WO-23-20R](#)

7. Public Safety Committee (Consent)

[23-0505](#) LifeQuest hardship request, call 182A-23-0319; recommending approval

8. Plan Commission (Consent)

[23-0451](#) PC 12-2023: Iverson - Request to Purchase City-Owned Land, Maritime Drive. Parcel #'s 000-003-000 & 820-103-100; Community Development staff recommends the following: i) the City retain the two lots, ii) the City does not designate the lots as parkland and iii) the City and Iverson's enter into a use agreement for the patio that extends onto the City property

Attachments: [23-0451 Report to Council Iverson](#)
[23-0451 PC Report Iverson- Maritime Drive - Land Purchase](#)

[23-0452](#) PC 13-2023: Wheeler - Request City Interest in Acquiring Wheeler Property off of Menasha Avenue. Parcels 718-002-010 & 718-003-030; Community Development staff recommends that the City take no action on this offer and place the request on file

Attachments: [23-0452 Report to Council Wheeler](#)
[23-0452 PC Report Wheeler Menasha Ave](#)

I. COMMITTEE REPORTS

1. Committee of the Whole

[23-0518](#) Legal Service Agreement between the City of Manitowoc and Attorney Joseph D. Thuermer for prosecuting services

Attachments: [Manitowoc Contract](#)

[23-0519](#) Request from Petskull Brewing to amend the original approved road closure of N 11th Street on June 24th, 2023 to include June 23rd, 2023

Attachments: [Petskull June 24th Event Request](#)
[Slam I Am Concert](#)

[23-0526](#) Settlement Agreement between Lowe's Home Center, LLC and the City of Manitowoc regarding assessed property value and property tax for the Tax Years 2019, 2020 and 2022

Attachments: [3YD3156-Settlement Agreement.pdf](#)

[23-0529](#) Report of Special Event Committee for the following events subject to Council Action: Block Party 1000 N 16th St on 9/3/2023 (Road closure of N 16th St from Waldo Blvd to Wisconsin Ave); July 3rd Celebration on 7/3/2023 (Road closure of Quay St from S 8th to S 6th from 8 a.m. on July 3rd to 2 a.m. on July 4th, Waiver of Sound Ordinance); Sputnikfest on 9/9/2023 (Road closure of Park Street from 7th St to 9th St and N 8th St from State St to St Clair St from 12:00 p.m. 9/8/2023 to 12:00 p.m. 9/10/2023); Parish Picnic on 8/11/2023 - 8/13/2023 (Road closure of N 14th St between Menasha Ave and Waldo Blvd); Block Party 3900 Seneca Ln on 8/12/2023 (Road closure of Seneca Ln from 4:00-11:00 p.m.)

Attachments: [SE with Common Council Action](#)
[SE Block Party 1000 N 16th St](#)
[SE July 3rd Celebration](#)
[SE Sputnikfest](#)
[SE Parish Picnic](#)
[SE Block Party 3900 Seneca Ln](#)

2. Finance Committee

[23-0486](#) Ordinance amending of Manitowoc Municipal Code 11.110 - Mobile Food Vendors and 11.130 - Direct Sellers and Direct Purchasers

Attachments: [Ord to Restrict Mobile Food and Direct Sellers](#)

[23-0514](#) Memorandum of Understanding with the Wisconsin Elections Commission to apply for the 2023 Absentee Ballot Envelope Subgrant Program

Attachments: [2023 Envelope Subgrant Announcement](#)
[2023 Envelope Subgrant MOU](#)

[23-0515](#) Renewal agreement with DocuSign

Attachments: [DocuSign Agreement](#)

[23-0517](#) Request from Holla LLC for a permanent extension of premise for the sale of liquor and/or beer in the front parking lot bordered by 6th Street and Maritime Drive

Attachments: [Holla Extension of Premise](#)

[23-0527](#) Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Attachments: [2023-05-24 MEMO 2024 SDWLP Reimbursement Resolution](#)
[2024 LSL REIMBURSEMENT RESOLUTION 1.pdf](#)

3. Personnel Committee

- [23-0465](#) Request to Renew Concordia University Agreement Partnership
- Attachments:** [Memo Concordia University Partnership Agreement 06.2023](#)
[Concordia University Agreement 2023](#)
- [23-0532](#) Resolution for Revisions to Article 9, Article 10, and Article 14 of the Employee Policy Manual - June 2023
- Attachments:** [Memo to Council re EPM Revisions.pdf](#)
[RES EPM UPDATES JUNE 2023 REV.pdf](#)
[EPM Revisions 2023 FINAL for Council Approval track changes](#)
[EPM Revisions 2023 FINAL for Council Approval](#)
- [23-0533](#) Resolution for Revisions to Employee Benefits and Compensation Policy
- Attachments:** [Memo re Recommendations for 2024 Benefits and Compensation](#)
[RES EPM UPDATES PERSONNEL COMMITTEE FOR 2024.pdf](#)
- [23-0534](#) Resolution To Reclassify The Fire Rescue Administrative Positions On The Compensation Plan Structure
- Attachments:** [RES TO RECLASSIFY THE FIRE RESCUE ADMIN ASST. POSITION REV.pdf](#)
- [23-0535](#) Resolution To Increase Pay Rate For The Rahr-West Art Museum Visitor Services Clerk Position on the Compensation Plan Structure
- Attachments:** [RES TO RECLASSIFY RWAM VISITOR SERVICES CLERK REV.pdf](#)
- [23-0536](#) Resolution for One-Time Exception To Exceed 115% Of PTO Allocation For City Of Manitowoc Employee
- Attachments:** [RES TEMP EPM UPDATES FOR BG REV.pdf](#)

4. Public Infrastructure Committee

- [23-0523](#) Request for an easement with Wisconsin Public Services to proceed with repairs, maintenance and reconstruction of the gas line for the property located at 3001 S 10th Street in the City of Manitowoc
- Attachments:** [MEMO TO COMMON COUNCIL RE WPS EASMENT AT SILVER CREEK PAR](#)
[WPS Easement Agreement-Unsigned](#)
- [23-0525](#) Report of Board of Public Works of 6/19/2023, of bids received for River Point Fill, WO-23-22
- [23-0537](#) Report of revised WS-23-2, River Point Development Phase 2, Bid Tab

5. Public Safety Committee

[23-0502](#) Ordinance for no parking on North 9th Street adjacent to the McMullen and Pitz Construction Company driveway for the distance of one parking stall.

Attachments: [McMullen & Pitz Request](#)
[Picture #1](#)
[Proposed Zone for No Parking from McMullen & Pitz driveway](#)
[ORD AMEND PARKING ON N 9TH ST 1](#)

[23-0543](#) Request to set up Tom Drill's hut on Quay Street for Christmas in July fundraiser

Attachments: [Tom Drill Hut - Christmas in July Request](#)
[Christmas in July Map](#)

6. Plan Commission

[23-0453](#) PC 14-2023: Hartfield - Request to Purchase City-Owned Land, Between Broadway and Conroe Streets, Part of Lots 2, 3, and 4, Block 14 Subdivision of Manitowoc Rapids. Parcel # 450-014-010

Attachments: [23-0453 Report to Council Hartfield](#)
[23-0453 PC Report Hartfield - Broadway St - Land Purchase](#)

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, July 17, 2023 at 6:30pm in the Common Council Chambers at City Hall.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-686-6950 or the City's ADA Coordinator at (920) 686-6990 or e-mail cityattorney@manitowoc.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

Mackenzie Reed
City Clerk