



# City of Manitowoc

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

## Meeting Minutes

### Common Council

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Monday, June 19, 2023

6:30 PM

Council Chambers

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#### A. CALL TO ORDER

#### B. ROLL CALL

**Alderspersons Present:** 9 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, Chad Beeman, Tim Boldt, Todd Reckelberg and Darian Kaderabek

**Alderspersons Absent:** 1 - Michael Cummings

#### C. PLEDGE OF ALLEGIANCE & INVOCATION

**Alderspersons Present:** 10 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, Chad Beeman, Michael Cummings, Tim Boldt, Todd Reckelberg and Darian Kaderabek

#### 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

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

#### G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[23-0512](#) Mayor makes appointments to various committees

**Attachments:** [June Appointments](#)

Mayor makes the following appointments: Crime Prevention (term: expires 6/1/2025), Brittany Boyer (term: 6/1/2025); Police and Fire Commission: Al Schema (term: expires 4/30/2028); Brownfields Advisory: James

Lemerond (term: expires 6/1/2025), David Diedrich (term: expires 6/1/2025), Mike Huck (term: expires 6/1/2025), Terrance Fox (term: expires 6/1/2025); Zoning Board of Appeals: Howard Zimmerman (term: expires 6/1/2026), Jean Wakefield (term: expires 6/1/2026), Don Orth (term: expires 6/1/2026), Joe Mrotek (term: expires 6/1/2026); Library Board: Michelle Doneff (term: expires 6/1/2026), Steph Lambert (term: expires 6/1/2026)

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

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

## H. CONSENT AGENDA

### 1. Removal of Consent Agenda Items

None

### Approval of the Consent Agenda

**Moved by Sitkiewitz, seconded by Czekala, 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, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

### 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 Maintance 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 Rheame & 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](#)

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

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

[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](#)

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

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

[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](#)

**Committee of the Whole discussed Settlement Agreement between Lowe's Home Center, LLC and the City of Manitowoc. Moved by Brey, seconded by Czekala to**

**adopt the Settlement Agreement. Motion carried unanimously. Moved by Sitkiewitz, seconded by Czekala, that this Settlement Agreement be adopted. The motion carried by the following vote:**

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

[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](#)

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

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

## 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](#)

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

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

[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](#)

**Moved by Brey, seconded by Reckelberg, that this Memorandum of Understanding be entered into. The motion carried by the following vote:**

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

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

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

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

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

[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](#)

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

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

[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](#)

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

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

### 3. Personnel Committee

[23-0465](#) Request to Renew Concordia University Agreement Partnership

**Attachments:** [Memo Concordia University Partnership Agreement 06.2023](#)  
[Concordia University Agreement 2023](#)

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

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

[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](#)

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

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

[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](#)

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

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

[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](#)

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

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

[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](#)

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

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

[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](#)

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

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

#### 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 PARK](#)  
[WPS Easement Agreement-Unsigned](#)

**Moved by Czekala, seconded by Boldt, that this Request for Easement be approved. The motion carried by the following vote:**

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

[23-0525](#) Report of Board of Public Works of 6/19/2023, of bids received for River Point Fill, WO-23-22

**Attachments:** [WO-23-22](#)

**Moved by Czekala, seconded by Boldt, that this Report be awarded to low bidder, Advance Construction Inc., in the amount of \$202,964.50. The motion carried by the following vote:**

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

[23-0537](#) Report of revised WS-23-2, River Point Development Phase 2, Bid Tab

**Attachments:** [6.19.2023 Memo Exhibits](#)  
[6.19.2023 Report to Council River Point Bid Add Alt](#)

**Moved by Czekala, seconded by Boldt, that this Report be approved to include the additional award of Add Alternates A2, A4, and A5 at a total cost of \$166,165.00. The motion carried by the following vote:**

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

## 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](#)

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

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

[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](#)

**Moved by Cummings, seconded by Kaderabek, that this Request be approved, excluding option #3. The motion carried by the following vote:**

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

## 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](#)

**Moved by Brey, seconded by Sitkiewitz, that this Request be approved with the Attorney's Office instructed to proceed with all facets of the sale and Mr. Hartfield paying for any of the following costs: drafting a legal description, survey costs, recording costs and closing costs. The motion carried by the following vote:**

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

## J. OTHER BUSINESS

## K. ADJOURN

**A motion was made by Sitkiewitz, seconded by Brey, that this meeting be adjourned at 7:00 p.m. The motion carried by the following vote:**

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

**Mackenzie Reed**  
**City Clerk**