



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, February 19, 2024

6:30 PM

Council Chambers

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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: 812 5347 8149 Password: 184156.

Public input will be accepted at the meeting. Those wishing to make public comment in advance of the meeting should email [jswokowski@manitowoc.org](mailto: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

- [24-1131](#) City Clerk administers Oath of Office to Battalion Chief Charles Olson, followed by Badge Pinning
- [24-1211](#) City Clerk administers Oath of Office to Fire Lieutenant Tyler Kiel, followed by Badge Pinning
- [24-1212](#) City Clerk administers Oath of Office to Fire Lieutenant Brent MacDonald, followed by Badge Pinning
- [24-1213](#) City Clerk administers Oath of Office to Fire Lieutenant Scott Valleskey, followed by Badge Pinning
- [24-1210](#) Presentation from Manitowoc Public Utilities on 2024 Private Lead Service Line Replacement Program

**Attachments:**     [2024-02-13 \(MEM\) City Council - 2024 LSL Replacement Program](#)  
[2024 LSL Replacement Program - City Council](#)

## 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

## 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

[24-1207](#)     Minutes of the January 15, 2024 Common Council meeting;  
recommending approval and place on file

**Attachments:**     [January Meeting Minutes](#)

[24-1208](#)     Thank you letters from Salvation Army, Catholic Charities of the Diocese of Green Bay, and Society of St. Vincent de Paul for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund; recommending to accept and place on file

**Attachments:**     [Salvation Army Thank You Letter](#)  
[Catholic Charities of the Diocese of Green Bay Thank You Letter](#)  
[Society of St Vincent de Paul Thank You Letter](#)

[24-1209](#)     Resignation from Megan Marchant from Manitowoc Public Library Board, effective 2/1/2024; recommending acceptance and place on file

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

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

[24-1231](#)     Report of Special Events Committee relative to approval of the following events: Sexual Assault Awareness 5k on 4/27/2024; Cool City Car Cruise on 6/28/2024; Promenade the Park for Parkinson's on 4/20/2024; Downtown Manitowoc Farmers Market on Saturdays 5/4/2024 -

10/26/2024, with the exception of 7/27/2024; Spring Vendor Fair on 4/13/2024; ZION Rally on 6/22/2024; EWC Softball Jamboree on 4/17/2024; Roncalli Softball Tournament on 5/11/2024; End of Summer Pool Party on 8/2/2024; recommending acceptance of report and place on file

**Attachments:** [SEC Acted On 011124 - 021424](#)  
[SE Sexual Assault Awareness 5k](#)  
[SE Cool City Car Cruise](#)  
[SE Promenade the Park for Parkinson's](#)  
[SE Downtown Farmers Market](#)  
[SE Spring Vendor Fair](#)  
[SE ZION Rally](#)  
[SE Roncalli Softball Tournament](#)  
[SE EWC Softball Jamboree](#)  
[SE End of Summer Pool Party](#)

#### 4. Finance Committee (Consent)

[23-0955](#) L23-00129 B. Perkins Claim for damages >\$5,000; recommending to approve the settlement

[24-1161](#) Presentation by Brad Viegut from Robert W. Baird & Co. Inc. on City's 2024 Debt Financing Plan; recommending to place on file

**Attachments:** [City of Manitowoc 2024 Debt Financing Plan - Baird Presentation](#)

[24-1162](#) 4th Quarter 2023 Claims Report from City's Attorney's Office; recommending to accept and place on file

**Attachments:** [Jan-Dec 2023 Claims Report to Finance Committee](#)

[24-1163](#) 2023 Municipal Court Revenues & Caseload Statistics Report; recommending to accept and place on file

**Attachments:** [2023 Municipal Court Revenues & Caseload Statistics](#)

[24-1166](#) Granicus Subscription Renewal for Closed Captioning Services for Period of Performance March 18, 2024 - March 17, 2025; recommending to approve the contract

**Attachments:** [Granicus Closed Captioning Services](#)

[24-1167](#) Addendum to Assessor Services Contract with Associated Appraisal Consultants for years 2024 through 2027; recommending to approve the addendum

**Attachments:** [Contract Amendment - Finance Memo 2-6-24](#)  
[City of Manitowoc - Monthly Parking Permit Addendum A](#)

- [24-1169](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2362A, Hop Locker LLC, for HopLocker, 822 Franklin St; recommending to approve the application
- Attachments:** [Class B License, TAV-2362A](#)
- [24-1170](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2372, Manitowoc Business Development, LLC, for Spices Restaurant & Bar, 2328 N. Rapids Rd; recommending to approve the application
- Attachments:** [Class B License, TAV-2372](#)
- [24-1171](#) Out of State Travel Request - Tourism Dept. - Select Traveler Conference in Buffalo, NY - March 16-20, 2024; recommending to approve the request
- Attachments:** [Out of State Travel Request - Select Traveler Conference March 2024](#)
- [24-1172](#) L24-00002 Star Self Storage 26th, LLC Claim; recommending to uphold the assessment and deny the claim
- [24-1175](#) American Rescue Plan Act (ARPA) Sub Recipient Agreement with Manitowoc County Amendment for inclusion of Project Change Orders; recommending to approve the amended agreement
- Attachments:** [2021-FN-19T\(A\) Subrecipient Agreement Amendment \(City of Manitowoc - Pha](#)
- [24-1176](#) American Rescue Plan Act (ARPA) Subrecipient Agreement with Manitowoc County for Private Residence Connections; recommending to approve the agreement
- Attachments:** [2021-FD-19T2 ARPA Subrecipient Agreement \(City of Manitowoc - Private Resi](#)
- [24-1190](#) National Fish and Wildlife Foundation Grant Agreement; recommending to accept the grant
- Attachments:** [FY2023 SOGL Grant Agreement](#)
- [24-1214](#) General City Claims in the amount of \$15,888,915.95 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:** [1-12-2024](#)  
[1-16-2024](#)  
[1-19-2024](#)  
[1-26-2024](#)  
[1-26-2024a](#)  
[2-2-2024](#)  
[2-2-2024a](#)  
[2-9-2024](#)

[24-1215](#) Report of Finance Committee to grant the various licenses subject to approvals, inspections, insurance, payment of license fees and meeting State Statute requirement, as detailed therein

**Attachments:** [LPI Licensing Report](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

[23-1040](#) Request for Farmer's Market to be relocated to South 8th Street (Washington Street to Quay Street), recommending placing on file

**Attachments:** [23-1040 8th St Market Location Memo](#)

[24-1177](#) Assist to Transport Lease Agreement; recommending approval contingent on City Attorney review and approval

**Attachments:** [Assist to Transport Agreement](#)  
[Public Transit Lease Agreement.pdf](#)  
[AMENDMENT TO PUBLIC TRANSIT LEASE AGREEMENT\\_1](#)

[24-1178](#) Request for Michelle Michels to Escort a One Day Senior Center Trip to Chicago, IL; recommending approval

**Attachments:** [24-1178 Out of State Request \(July 2024\)](#)

[24-1179](#) Request by Property Owner for Driveway not to be Replaced at 2704 South 14th Street during the Asphalt Reconstruction on Viebahn Street; recommending granting the variance

**Attachments:** [24-1179 2704 S 14th Street Driveway Variance Request](#)

[24-1180](#) Request for Turn Arrow at the Traffic Signal at the South 21st and Western Avenue Intersection; recommending denying request

**Attachments:** [24-1180 Request for Turn Arrow at Western and S 21st Street.pdf](#)

[24-1181](#) Request to Erect Three Crosses on the Hillside of Evergreen Cemetery from March 23rd to April 1st, 2024; recommending approval

**Attachments:** [24-1181 Request for Crosses at Evergreen Cemetery](#)

[24-1182](#) BIL Funding Application FFY25 STP-Local Program Application; recommending not pursuing funding

**Attachments:** [24-1182 STP FFy25 Local Application.pdf](#)

[24-1191](#) 2023 Harbor Activity and Bridge Lift Report; recommending placing on file

**Attachments:** [24-1191 2023 Harbor Activity and Bridge Lift Report](#)

[24-1216](#) Report of Board of Public Works of 1/24/2024, of bids received for 2024 Televising Miscellaneous Sewers I, WU-24-5; recommending awarding to

low bidder, Green Bay Pipe & TV, LLC, in the amount of \$40,882.48

**Attachments:** [Report of BPW - WU-24-5](#)

[24-1217](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment

**Attachments:** [WI DOT Invoice 395-0000337106](#)

[WI DOT Invoice 395-0000337074](#)

[24-1218](#) Report of Board of Public Works of 2/7/2024 for 2nd & final payment of \$40,469.58 to Vinton Construction Company, for 2023 Asphaltic Concrete Paving II, WS-23-11; recommending payment

**Attachments:** [Report of BPW WS-23-11](#)

[24-1219](#) Report of Board of Public Works of 2/7/2024 for 5th & final payment of \$106,529.27 to Vinton Construction Company, for 2023 Concrete Paving I, WS-23-1; recommending payment

**Attachments:** [Report of BPW WS-23-1](#)

[24-1220](#) Report of Board of Public Works of 2/7/2024 for 7th & final payment of \$45,173.56 to Vinton Construction Company, for 2023 Asphaltic Concrete Paving Program, WS-23-4; recommending payment

**Attachments:** [Report of BPW WS-23-4](#)

[24-1221](#) Report of Board of Public Works of 2/7/2024 for 2nd & final payment of \$7,496.14 to Kip Gulseth Construction Company Inc, for 2023 Sanitary Sewer Relay Project, WU-23-8; recommending payment

**Attachments:** [Report of BPW WU-23-8](#)

[24-1229](#) Report of Board of Public Works of the 2/7/2024, of bids received for 2024 Asphalt Paving - Lincoln Park Tennis Courts 1, 2, & 3 Repaving, WS-24-15; recommending awarding to Vinton Construction Company, in the amount of \$434,019.90

**Attachments:** [Report of BPW WS-24-15](#)

[24-1230](#) Report of Board of Public Works of 2/7/2024, of bids received for River Point Development - Phase 3, WS-24-2; recommending awarding Base Bid and Alternate #1 and Alternate #2 to Vinton Construction, in the amount of \$1,339,743.56

**Attachments:** [Report of BPW WS-24-2](#)

[Memo Riverpoint Development Phase 3](#)

## 7. Public Safety Committee (Consent)

[24-1203](#) Manitowoc Fire Rescue billing dispute, incident number 23-2465; recommending to deny the request

[24-1204](#) Maniwoc Fire Rescue billing reversal request, incident number 23-4214; recommending to approve the request

## 8. Plan Commission (Consent)

[24-1146](#) PC 36-2019: Grow it Forward Inc; Annual Review - Conditional Use Permit for an Adaptive Reuse pursuant to Chapter 15.370(29) located at 1501 Marshall Street; recommending to approve the annual review and remove the annual review condition for Grow it Forward's Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street

**Attachments:** [24-1146 Report to Council Grow it Forward CUP review](#)  
[24-0046 PC Report CUP Annual Review 2024](#)

[24-1148](#) PC 2-2024: Annual Review of Community Living Arrangements pursuant to MMC 15.370(19)b; pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangements for 2024

**Attachments:** [24-1148 Report to Council CLAs](#)  
[24-1148 PC Report Annual Review of CLAs](#)

[24-1149](#) PC 3-2024: Chapter 15 Zoning Code Rewrite; recommending to enter into an agreement with Graef/Civitek Consulting to perform the Zoning Code Rewrite project

**Attachments:** [24-1149 Report to Council Zoning Code Rewrite](#)  
[24-1149 PC Report Zoning Code Rewrite](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[24-1232](#) Report of Special Event Committee recommending approval for the following events, subject to Council action: Lakeshore Balloon Glow on 8/16/2024 (Road closure of Quay Street from 6th to 8th Streets); Turkey Trot on 11/28/2024 (Road closure for route: using parts of Jaycee Dr, S 9th St, Dewey St, Lakeside Blvd, Viebahn St, S 10th St, Silver Creek Road, S 15th St, S 18th St, S 8th St, Manitou St, S 11th St and Summit St. Waiver of Sound Ordinance from 7am-8am at Red Arrow Park); Scenic Shore Bike Ride on 7/27/2024 - 7/28/2024 (Waiver of park hours for overnight camping at Red Arrow Park on Saturday, July 27 to Sunday, July 28, 2024); Acoustic Fest on 8/17/2024 (Waiver of Alcohol in Washington Park)

**Attachments:**     [SEC Council Approval 011124 - 021424](#)  
                          [SE Scenic Shore Bike Ride](#)  
                          [SE Lakeshore Balloon Glow](#)  
                          [SE Turkey Trot](#)  
                          [SE Acoustic Fest](#)

## 2. Finance Committee

[24-1168](#)           Two Year Operator's License Application #230376 for Sarah Lee Tegelman

**Attachments:**     [Two Year Operator License #230376 - Tegelman, S](#)

[24-1173](#)           Resolution Authorizing the Issuance and Establishing Parameters for Sale of Not to Exceed \$7,615,000 General Obligation Promissory Notes

**Attachments:**     [Manitowoc C of - 24 GOPNs - Parameters Resolution](#)

[24-1174](#)           Resolution Authorizing the Issuance of Not to Exceed \$7,450,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$7,450,000 Note Anticipation Notes in Anticipation Thereof

**Attachments:**     [Manitowoc C of - 24 NAN - Parameters Resolution](#)

[24-1188](#)           Scope of Engagement relative to the Proposed Issuance of \$7,450,000 City of Manitowoc Note Anticipation Notes

**Attachments:**     [City of Manitowoc \(NANs\) - Scope of Engagement - \\$7.45mm NAN](#)

[24-1189](#)           Scope of Engagement relative to the Proposed Issuance of \$7,615,000 City of Manitowoc General Obligation Promissory Notes

**Attachments:**     [City of Manitowoc \(NANs\) - Scope of Engagement - \\$7.615mm GOPN](#)

[24-1223](#)           Wastewater Treatment Facility Stack Filter Project Request

**Attachments:**     [MPU WWTF Stack Filter Project Request](#)

[24-1224](#)           Sale of City owned Property in 700 block of S. 21 St.; Parcel 000-196-040

## 3. Personnel Committee

## 4. Public Infrastructure Committee

[24-1183](#)           2022 BRIC Grant Award for the Design of Rubick Field Dry Detention Basin and Grand Avenue Storm Sewer Improvements.

**Attachments:**     [24-1183 2022 BRIC Grant Award e-mail 1](#)  
                          [24-1183 BRIC Grant Approval E-mail #2](#)  
                          [24-1183 BRIC Memo to PI from Greg Minikel.pdf](#)



[24-1222](#) Request for a Girl Scout Mobile Cookie Booth for 2024

**Attachments:** [Girl Scout Mobile Cookie Booth Request](#)

## 5. Public Safety Committee

[24-1202](#) An Ordinance to amend Section 11.145 of the MMC regulating Recycling and Salvage Operations.

**Attachments:** [ORDINANCE TO AMEND 11.145](#)

[24-1228](#) Resolution for Adopting Fee Schedule for Building/HVAC/Fire Alarm/Fire Suppression and Plumbing

**Attachments:** [RES TO ADOPT FEE SCHEDULE](#)  
[Plan Review Fee Schedule - Manitowoc](#)

## 6. Plan Commission

[24-1147](#) PC 4-2024: Request from Lakeshore Humane Society to Lease or Purchase Land from the City in Indian Creek Park.

**Attachments:** [24-1147 Report to Council Lakeshore Humane Society](#)  
[24-1147 PC Report Lakeshore Humane Society](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, March 18, 2024 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](mailto: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**