



# City of Manitowoc

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

## Meeting Agenda

### Common Council

---

**Monday, July 21, 2025**

**6:30 PM**

**Council Chambers**

**Note: This meeting will also be held via remote conferencing software (Zoom)**

---

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: 811 9599 9875 Password: 678557.

Public input will be accepted at the meeting. Those wishing to make public comment in advance of the meeting should email [mreed@manitowoc.org](mailto:mreed@manitowoc.org) or call 920-686-6951 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**

- [25-0519](#) City Clerk administers Oath of Office to Motor Pump Operator Michael Loritz, followed by Badge Pinning
- [25-0505](#) City Clerk administers Oath of Office to Police Officer Austin Schisel, followed by Badge Pinning
- [25-0506](#) City Clerk administers Oath of Office to Police Officer Kaden Laurent, followed by Badge Pinning
- [25-0507](#) Annual Update from Progress Lakeshore

**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**[25-0504](#)

Minutes of the June 16, 2025 Common Council meeting; recommending approval and place on file

**Attachments:**

[Meeting Minutes 6-16-2025](#)

**3. Committee of the Whole (Consent)**[25-0528](#)

Report of Special Events Committee relative to the approval of the following events: Gumby's Glow Run on 7/12/25, Outdoor Movie Night on 7/17/25, Solitary Confinement on 9/25/25, Manitowalk VS ALS on 8/16/25; recommending acceptance of report and place on file

**Attachments:**

[061225 - 071625 SEC Acted On](#)

[Gumby's Glow Run](#)

[Outdoor Movie Nights](#)

[Solitary Confinement](#)

[Manitowalk Vs ALS](#)

[25-0531](#)

Report of Special Events Committee relative to the approval of the following waiver of fees: City Employee Picnic on 8/7/25; recommending acceptance of report and place on file

**Attachments:**

[Waivers Acted On 062525 - 071625](#)

[City Employee Picnic](#)

**4. Finance Committee (Consent)**

[25-0492](#) Request from PetSkull Brewing for a temporary extension of premises for sale of liquor and/or beer on the North 11th Street boulevard between York Street and Buffalo Streets and Buffalo Street between North 10th and North 11th Streets for Manitowoc MetalFest 3 on 9/12/2025 - 9/13/2025 from 11:00 a.m. - 11:00 p.m.; recommending to approve the request

**Attachments:** [Extension of Premises Request - PetSkull - 9.12.25 to 9.13.25](#)

[25-0493](#) Request from Da Brick House (dba The Fat Seagull) for a temporary extension of premises for sale of liquor and/or beer at 807 Quay Street for their annual street party event on 7/26/25 - 7/27/25 from 11:00 a.m. - 10:00 p.m.; recommending to approve the request

**Attachments:** [Extension of Premises Request - Fat Seagull - 7.26.25 to 7.27.25](#)

[25-0497](#) L25-00058 Martinez Claim for Damages >\$5,000; recommending to deny the claim

**Attachments:** [Notice of Claim](#)

[25-0517](#) General City Claims in the amount of \$10,528,265.98 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](#)

[7-11-2025](#)

[7-4-2025](#)

[6-27-2025](#)

[6-23-2025](#)

[6-20-2025](#)

[6-20-2025a](#)

[6-13-2025](#)

[25-0533](#) Report of Finance Committee to grant various licenses subject to approvals, inspections, insurance, payment of license fees and meeting State Statute requirements, as detailed therein

**Attachments:** [License Report July 2025](#)

## **5. Personnel Committee (Consent)**

## **6. Public Infrastructure Committee (Consent)**

[25-0515](#) Report of Board of Public Works of 7/9/2025 for 3rd & final payment of \$9,087.52 to Visu Sewer for 2025 Re-Lining Sewer Project, WU-25-7; recommending payment

**Attachments:** [Report of BPW - WU-25-7](#)

**7. Public Safety Committee (Consent)****8. Plan Commission (Consent)****I. COMMITTEE REPORTS****1. Committee of the Whole**[25-0529](#)

Report of the Special Events Committee recommending approval of the following events subject to Council Action: St. Francis of Assisi Parish Picnic on 8/9-10/25 (Road closure of N. 14th St., between Menasha Ave. and Waldo Blvd., Friday 8am - Sunday 1pm); Lincoln High School Homecoming Parade on 10/10/25 (Road closure of S. 9th St. from Green St. to Grand Ave. and Grand Ave. from S. 9th St. to S. 23rd St. from 5:30pm - 6pm); War on the Shore on 7/31-8/3/25 (Waiver of alcohol prohibition in MYBA Complex); Manitowoc Heating Anniversary on 8/16/25 (Road closure of Buffalo St. from N. 10th to N. 9th St. from 8am - 8pm); Hoods and Hops Car Show on 10/5/25 (Road closure of N. 9th St. from York to Chicago, and Buffalo St. from N. 10th to just past Maretti's Deli from 8am - 4:30pm)

**Attachments:**[061225-071625 SEC Council Approval](#)[St Francis Picnic](#)[Lincoln Homecoming](#)[War on the Shore](#)[Manitowoc Heating Anniversary](#)[Hoods and Hops Car Show](#)**2. Finance Committee**[25-0495](#)

Two Year Operator's License Application (#240400) for M. Loewenbein

**Attachments:**[Two Year Operators License \(#240400\) for M. Loewenbein](#)[City Clerk Letter M. Loewenbein](#)[25-0496](#)

Two Year Operator's License Application (#250174) for C. Orth

**Attachments:**[Two Year Operators License \(#250174\) for C. Orth](#)[City Clerk Letter C Orth](#)[25-0508](#)

Request from Chewy's LLC for a temporary extension of premises for the sale of liquor and/or beer in the closed section of Buffalo Street on 8/2/2025 from 12:00 p.m. to 10:00 p.m.

**Attachments:**[Extension of Premises - Chewy's](#)

[25-0516](#) Out of State Travel/Training Request - Community Development Director Adam Tegen - for 2025 EPA National Brownfields Conference in Chicago, IL on August 5, 2025 - August 8, 2025

**Attachments:** [Out of State Travel Request Form - Tegen - EPA](#)

[25-0518](#) Two Year Operator's License Application (#250196) for K. Franjose

**Attachments:** [Two Year Operator App #250196 - K. Franjose](#)  
[City Clerk Letter to K. Franjose](#)

[25-0520](#) Resolution Authorizing a Harbor Assistance Program (HAP) Grant Application pursuing crane platform extension in Manitowoc, WI

**Attachments:** [HAP Resolution July 2025.docx](#)  
[Cover Letter](#)

[25-0521](#) Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

**Attachments:** [Manitowoc LSL 5191-19 PF Resolution- Final](#)  
[Manitowoc LSL 5191-19 FAA Signature Page.pdf 1](#)  
[Manitowoc LSL 5191-19 FAA.pdf 1](#)  
[Manitowoc LSL 5191-19 Attachments.pdf 1](#)

### 3. Personnel Committee

[25-0522](#) Resolution to Approve Seasonal Employment Pay Rates for 2026

**Attachments:** [RES TO APPROVE SEASONAL EMPLOYMENT PAYRATES FOR 2026- FINA](#)  
[2026 Seasonal Payrates-Appendix B-Final](#)  
[2026 Seasonal Payrates-DRAFT](#)

[25-0524](#) Resolution to Approve New and Revised Job Descriptions in the Department of Public Infrastructure - Zoo Reorganization

**Attachments:** [RESOLUTION FOR ZOO REORGANIZATION- FINAL](#)  
[Memo Zoo Re Org Request June 2025](#)  
[Zoo Re-org Outline-updated for Council](#)  
[DPI org chart](#)  
[Zoo Team Leader Job Description DRAFT](#)  
[Animal Zookeeper Clean copy for Council](#)  
[Education Zookeeper Job Description DRAFT](#)  
[Education Zookeeper Clean copy for council](#)  
[Animal Zookeeper Job Description DRAFT](#)

[25-0532](#) Resolution to Approve Revised Job Description for Associate Planner in the Community Development Department

**Attachments:** [RES TO REVISE JOB DESCRIPTION FOR ASSOC. PLANNER- FINAL](#)  
[Memo Associate Planner 07.2025](#)  
[Associate Planner Clean copy for Council 07.2025](#)  
[Associate Planner Draft w redline for Council 07.2025](#)  
[Associate Planner Classification and Market Analysis 7.14.25](#)

#### **4. Public Infrastructure Committee**

[25-0525](#) Engineering Services Contract with the WI DOT and JT Engineering for the design of E. Albert Dr. - Johnston Dr. to Mirro Dr. Reconstruction

**Attachments:** [DOT - City of Manitowoc - JT Engineering Contract](#)  
[24-1730](#)  
[Recommendation Memo for E. Albert Dr. - Johnston to Mirro Dr. - 3-Party Agree](#)

[25-0526](#) Resolution Authorizing the Removal of Three (3) Non-ornamental Street Lights at the 1000 Block of S. 10th St.

**Attachments:** [Resolution Non-Ornamental Lighting S 10th Street- Final](#)  
[2025-06-11 LTR \(Greg Minikel\) Resolution for Removal of Street Lighting on S. 10th St](#)  
[Map of S 10th St](#)  
[RE External Subway Manitowoc 10th and Washington](#)

[25-0527](#) Amendment #1 to WEM State-Local Building Resilient Infrastructure & Communities Agreement 2022 BRIC Grant, City of Manitowoc Flood Control Design

**Attachments:** [Recommendation Memo to Council for 2022 BRIC Grant Management Cost Am](#)

#### **5. Public Safety Committee**

#### **6. Plan Commission**

[25-0530](#) Resolution Approving the Discontinuance of a Portion of an Un-named Street, in the Interest of the Public, Pursuant to Wis. Stat. 66.1003(4)

**Attachments:** [Resolution for Street Vacation- Final](#)

#### **J. OTHER BUSINESS**

#### **K. ADJOURN**

*1.Next Scheduled Common Council Meeting: Monday, August 18, 2025 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**