



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda

### Common Council

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Monday, February 18, 2019

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.

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

[19-0169](#) City Clerk administers oath of office to Police Officer Eric Schultz, followed by badge pinning

#### E. PUBLIC HEARINGS

[19-0171](#) 6:30 p.m. - Public Hearing relating to proposed industrial development revenue bond financing for Red Line Plastics, LLC project

**Attachments:** [TEFRA Notice - Red Line Plastics](#)

[19-0172](#) 6:35 p.m. - Public Hearing regarding the proposed amendment to the City of Manitowoc Comprehensive Plan to revise the Map of Future Land Use for property located at 1013 Viebahn Street, generally located at the southwest corner of Viebahn and S. 10th Streets. The proposed revision is to change the future land use classification from "Planned Neighborhood" to "Office/Industrial"

**Attachments:** [19-0172](#)

[19-0173](#) 6:38 p.m. - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from "R-5" Low Density Multiple Family District and "C-1" Commercial District to the "I-1" Light Industrial for property located at 1013 Viebahn Street

**Attachments:** [19-0173](#)

## 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

[19-0170](#)

Mayor makes the following appointments: Curtis Hall to Plan Commission, ex officio member; Committee on Aging: Deborah Bonk for unexpired term ending 6/1/19 (pl. of D. Duchon), Lydia Groeschel for unexpired term ending 6/1/22 (pl. of G. Erickson)

## 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

[19-0174](#)

Minutes of January 21, 2019 Common Council meeting, recommending approval and place on file.

**Attachments:**

[Minutes January 21, 2019](#)

[19-0184](#)

Report of 2018 activities of Great Lakes Utilities (GLU) as required by Resolution. Recommending acceptance and place on file.

**Attachments:**

[2019-02-12 Ltr GLU Update to City Council \(A3334043x9DEB4\)](#)

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

[19-0187](#)

Communication from Alder Gabriel, recommending to place on file.

**Attachments:**

[19-0187](#)

[19-0187 \(2\)](#)

[19-0188](#) Report of Special Events Committee relative to approval of the following events: Yoga at Washington Park on 8/3/19; Assumption in the Park on 8/15/19; 5K Run/Walk/Roll for Ascend Services on 9/28/19; and Date Change for Snow Ball Waiver of Fees from 2/21/19 to 2/28/19; recommending acceptance of report and place on file.

**Attachments:** [19-0188](#)

[Yoga at Washington Park](#)

[Assumption in the Park](#)

[Ascend 5K](#)

[Snow Ball](#)

#### 4. Finance Committee (Consent)

[19-0080](#) Discussion and possible action for a Sustainable Transportation and Development Strategies Resolution, recommend to place on file.

**Attachments:** [19-0080 Sustainable Transportation](#)

[19-0156](#) Minutes of January 2, 2019 Finance Committee meeting, recommending approval and place on file.

**Attachments:** [Minutes January 2, 2019](#)

[19-0157](#) Minutes of MPU Commission meetings of November 26, 2018 and December 10, 2018; recommending acceptance and place on file.

**Attachments:** [MPU Commission Minutes 11-26-18](#)

[MPU Commission Minutes 12-10-18](#)

[19-0159](#) Discussion and possible action on Application for "Class B" Tavern License for True Endeavors, LLC, Brennan Seehafer, Agent, 606 Quay St., recommend to grant the license with amended premise subject to approvals, inspections, payment of license fees and meeting State Statute requirements as well as having an approved premise in place by June 30, 2019 that meets State Building and Fire Codes.

**Attachments:** [True Endeavors, LLC Tavern License Request](#)

[19-0159](#)

[19-0161](#) Discussion and possible action on waiver of fees for Night Market 920 2019 events, recommend to waive fees.

**Attachments:** [Night Market 920](#)

20190213101027276

[19-0162](#) 2018 Claims Report from City Attorney McDaniel, recommend to accept and place on file.

**Attachments:** [19-0162](#)

[19-0163](#) 2018 Municipal Court Revenues & Caseload Statistics, recommend to accept and place on file.

**Attachments:** [19-0163](#)

[19-0168](#) Investment Report, recommend to accept and place on file.

**Attachments:** [2018 Bank Reconciliation](#)

[19-0181](#) General City Claims in the amount of \$7,301,877.18 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:** [19-0181](#)

[2-1-19](#)

[2-8-19](#)

[2-15-19](#)

[1-25-19](#)

[19-0183](#) Request to rescind 2018 real estate taxes in the amount of \$4,779.05 due to palpable error on Real Property Parcel 788-011-060, ABP Homes LLC and refund overpayment of \$743.33, recommend to approve the request.

**Attachments:** [19-0183](#)

[19-0185](#) 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, recommending acceptance.

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

## 5. Personnel Committee (Consent)

[19-0114](#) Alder Gabriel's Request to Compensate a DPI Employee, recommending to place on file

**Attachments:** [Alder Gabriel Email Correspondence 1.2019](#)

[19-0115](#) Out of State Travel Request-PD-Tyler Tech Conference-April 7-10, 2019-Dallas, TX, recommending approval

**Attachments:** [PD Out of State Travel Request.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[19-0021](#) Request for additional lighting in S. 9th Street and Jay Street parking lot, recommending placing on file.

**Attachments:** [19-0021\\_201901071602](#)

- [19-0031](#) Highway 151 and South 57th Street Intersection Discussion, recommending getting a quote from the contractor and placing on file
- Attachments:** [19-0031\\_201901081002](#)
- [19-0126](#) Increase for Monthly Bus Pass from \$26 to \$28, recommending approving
- Attachments:** [19-0126\\_201901311605](#)
- [19-0128](#) Winter Parking Ban Ordinance Revision to include S. 16th Street from Washington to Clark Street and from Wollmer Street to 650 feet north of Wollmer Street, recommending placing on file.
- Attachments:** [19-0128](#)
- [19-0130](#) Request to update Cemetery Fees to Round Numbers as recommended by the Cemetery Commission Chairman and requested by Funeral Homes, recommending approval.
- Attachments:** [19-0130](#)  
[19-0130 2019 Fee schedule - rounded](#)
- [19-0131](#) Request from MPU to Install a Large Pad Mount Transformer on Buffalo Street to the East of N. 8th Street, recommending approval
- Attachments:** [19-0131\\_201901311405](#)
- [19-0132](#) Request from Miracle League of the Lakeshore to place Event Advertising on Park Property, recommending approval.
- Attachments:** [19-0132](#)
- [19-0133](#) Request for an additional 2 blocks to be added to the Downtown Snow Removal Route to include Park Street from the Rahr West to North 10th Street, recommending to place on file.
- Attachments:** [19-0133](#)
- [19-0135](#) Request to purchase a Z-Track Mower from the Perpetual Care Fund as recommended by the Cemetery Commission, recommending approval.
- Attachments:** [19-0135\\_201901311410](#)
- [19-0136](#) Request for Use of Wenger Bandwagon for Mishicot Riverfest July 30th through August 4th, 2019, recommending to approve the request.
- Attachments:** [19-0136](#)
- [19-0140](#) Review of the six month trial period of the Token Transit Agreement, recommending placing on file
- Attachments:** [19-0140 Token Transit update for PI 02-2019](#)
- [19-0141](#) Request to Amend the Downtown Snow Pickup Route to include S. 10th Street to Division Street, recommending to place on file.
- Attachments:** [19-0141](#)

[19-0175](#) Report of Board of Public Works of 1-23-19 for 4th and Final payment of \$143,412.54 to Vinton Construction for 2018 Calumet Avenue Reconstruction, WS-18-13, recommending payment.

**Attachments:** [19-0175](#)

[19-0176](#) Report of Board of Public Works of 1/23/19, of bids received for 2019 Televising Miscellaneous Sewers I, Project WU-19-5, recommending awarding to low bidder, Green Bay Pipe & TV, LLC in the amount of \$49,432.68.

**Attachments:** [WU-19-5](#)

[19-0177](#) Report of Board of Public Works of January 23, 2019 of approval to enter into a contract with Chris Lewis Tree Surgery to remove trees and stumps at various locations, AGMT-19-01, for a contract sum of \$10,374.62, recommending acceptance and place on file.

**Attachments:** [AGMT 19-01](#)

[19-0178](#) Report of Board of Public Works of January 23, 2019 of approval to enter into a contract with Chris Lewis Tree Surgery for 2019 Ash Tree Removal at various locations, AGMT-19-02, for a contract sum of \$11,625.00, recommending acceptance and place on file.

**Attachments:** [AGMT-19-02](#)

[19-0179](#) Report of Board of Public Works of January 23, 2019 of approval to enter into a contract with Patriot Fence & Construction LLC to replace/repair fencing and gate adjustments at Municipal Field, AGMT-19-03, for a contract sum of \$7,050.00, recommending acceptance and place on file.

**Attachments:** [AGMT-19-03](#)

[19-0180](#) Report of Board of Public Works of January 23, 2019 of approval to enter into a contract with Trail Genius LLC for mapping of City of Manitowoc Trails/Parks, AGMT-19-04, for a contract sum of \$5,500.00, recommending acceptance and place on file.

**Attachments:** [AGMT-19-04](#)

## 7. Public Safety Committee (Consent)

[19-0052](#) Manitowoc Sex Offender Residency Board Appeal for Jonas Ellwart, recommending to place on file.

[19-0154](#) Request for "No Truck Route" signs on South 35th Street between Calumet Avenue and Dewey Street, recommending to place on file.

[19-0155](#) Lifequest billing hardship request 182A-18-4859, recommending to reduce the bill by \$310.

## 8. Plan Commission (Consent)

[19-0078](#) PC 9-2018: East Point Rentals, LLC / Mike Howe: Request to Amend the Comprehensive Plan's Future Land Use Map for Property at 1013 Viebahn Street. Recommending to amend the Future Land Use Map from Planned Neighborhood to Office/Industrial.

**Attachments:** [19-0078 Council Report Howe Land Use Map](#)  
[19-0078 Howe future land use amendment](#)

[19-0079](#) PC 03-2019; East Point Rentals, LLC / Mike Howe: Request to Rezone the Property at 1013 Viebahn Street from "R-5" Low Density Multiple Family District and "C-1" Commercial District to the "I-1" Light Industrial District. Recommending i) approval of the rezoning request and ii) instruct the City Clerk to call for a public hearing at the Common Council's February 18th meeting.

**Attachments:** [19-0079 Council Report Howe Rezone](#)  
[19-0079 Howe Rezone 1013 Viebahn St](#)

[19-0084](#) PC 7-2019: Downtown Wayfinding Signs, recommend that the Plan Commission go on record in support of the Downtown Wayfinding sign project.

**Attachments:** [19-0084 Council Report Wayfinding Signs](#)  
[19-0084 Wayfinding Signs](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[19-0189](#) Report of Special Events Committee recommending approval for the following event subject to Council action: St. Patrick's Day Parade on 3/15/19 (Street Closure for parade from S. 8th & Washington Sts. to Bank First National on N. 8th St.)

**Attachments:** [19-0189](#)  
[St. Patrick's Day Parade](#)

### 2. Finance Committee

[19-0076](#) Proposed TIF Development Agreement with Webster Family Holdings, LLC dba Red Line Plastics

**Attachments:** [Redline - Development Agreement - Red Line Plastics-20065077-v4 and Develc](#)

- [19-0160](#) Ordinance to amend Section 11.260 of the Manitowoc Municipal Code regulating Sidewalk Cafes
- Attachments:** [19-0160](#)  
[Ordinance to Revise 11.260 Sidewalk Cafes](#)
- [19-0164](#) Report of City Clerk of proposed schedule of assessments for 2019 Weights and Measures licenses
- Attachments:** [19-0164](#)
- [19-0165](#) Resolution authorizing and designating public depositories
- Attachments:** [Res 19-0165](#)
- [19-0166](#) An Ordinance to amend Section 11.220 of the Manitowoc Municipal Code regulating Animal Licenses, Section 11.220(4) Chickens.
- Attachments:** [Ord 19-0166](#)
- [19-0167](#) Presentation of the Budget Book
- Attachments:** [Budget Book 2019](#)
- [19-0182](#) Final Resolution Regarding Industrial Development Revenue Bond Financing for Red Line Plastics, LLC Project
- Attachments:** [Final Resolution - Red Line](#)  
[Comm Sign Pg - 2018 Finance](#)
- [19-0186](#) Ordinance amending the amended zone map to rezone the property at 1013 Viebahn St. from "R-5" Low Density Multiple Family District and "C-1" Commercial District to the "I-1" Light Industrial District.
- Attachments:** [Ord 19-0186](#)
- [19-0195](#) Ordinance to amend the City of Manitowoc Comprehensive Plan to revise the Map of Future Land Use for property located at 1013 Viebahn Street, generally located at the southwest corner of Viebahn and S. 10th Streets.
- Attachments:** [Ord 19-0195](#)  
[19-0078 Council Report Howe Land Use Map](#)
- [19-0201](#) Collateral Assignment of Development Agreement and Tax Increment Financing Note relative to Schuette Building LLC Development Agreement
- Attachments:** [Collateral Assignment of Development Agreement and Tax Increment Financi...](#)

### 3. Personnel Committee



[19-0072](#) Resolution to revise Employee Policy Manual for Overtime/Call-in-Pay language change

**Attachments:** [Redline OT Call In Pay Proposed Language Change 2018](#)  
[Res 19-0072](#)  
[Call in policy MEMO](#)  
[Final Overtime-Call in pay EPM Change](#)

[19-0196](#) Resolution to Adopt a Drug and Alcohol Free Workplace Policy for all Employees

**Attachments:** [Res 19-0196](#)  
[\\_FINAL Drug Free Workplace Policy \(All employees\) \(2018\)](#)  
[\\_FINAL Drug and Alcohol DOT Regulated Employees](#)

[19-0197](#) Resolution to approve revised Employee Policy Manual

**Attachments:** [\\_EPM-City with Library Final rev 2.2019](#)  
[Memo to Council re EPM Revisions 1.2019](#)  
[Res 19-0197](#)

[19-0198](#) Resolution to approve the Seasonal Hiring Policy for 2019

**Attachments:** [Res 19-0198](#)  
[2019-SEASONAL HIRING POLICY-Final- with Appendix-02-2019](#)

[19-0200](#) Resolution to fund the Donation of Leave Time Policy bank for implementation

**Attachments:** [Res 19-0200](#)

#### 4. Public Infrastructure Committee

[18-1249](#) Tree near 5012 Cypress Court and Drainage Issue

**Attachments:** [18-1249 201812051654](#)  
[201812051712](#)

[19-0134](#) Snow Removal training for Local Contractors

**Attachments:** [19-0134](#)

[19-0142](#) Proposed Changes to the Cemetery Rules and Regulations as Recommended by Cemetery Commission

**Attachments:** [19-0142 Rules Regulations handout for PI 02-2019](#)

#### 5. Public Safety Committee

[19-0150](#) Ordinance to Amend 10.830 Bicycle Registrations.

**Attachments:** [Ord to amend 10.830 Bicycle License Registration Fees](#)

## 6. Plan Commission

[19-0082](#) PC 4-2019: Discussion and Possible Action on an Option and Right of First Refusal with Jagemann Stamping of Parcel 449-006-030 (Lot 1, Certified Survey Map, Volume 33, Page 199).

**Attachments:** [19-0082 report to council jagemann option](#)  
[19-0082 Jagemann Option](#)

[19-0083](#) PC 5-2019: Discussion and Possible Action on Land Sale of Parcel 449-004-050 (Lot 5 Block 4, Manitowoc I-43 Industrial Park Subdivision #3) to Apex Leasing.

**Attachments:** [19-0083 report to council Apex Leasing sale](#)  
[19-0083 Apex Land Purchase](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, March 18, 2019 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.

**Deborah Neuser**  
**City Clerk**