



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, June 17, 2024

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: 840 4626 1574 Password: 205371.

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. COMMITTEE REPORTS

1. Committee of the Whole

[24-1544](#)

Review of Applicants for District 1 Alder Vacancy

- Attachments:**
- [T. Lotz D1 Application](#)
 - [A. Nichols D1 Application](#)
 - [R. Geigel D1 Application](#)
 - [B. Vanderkin D1 Application](#)
 - [A. Dubnar D1 Application](#)
 - [D. Schneider D1 Application](#)
 - [C. Engelbrecht D1 Application](#)
 - [A. Janicki D1 Application](#)

E. City Clerk Administers Oath of Office to Newly Appointed Alderperson - District 1

F. PRESENTATIONS

- [24-1508](#) City Clerk administers Oath of Office to Firefighter/Paramedic King Jerome, followed by Badge Pinning
 - [24-1509](#) City Clerk administers Oath of Office to Firefighter/Paramedic Shane Breuninger, followed by Badge Pinning
 - [24-1573](#) City Clerk administers Oath of Office to Motor Pump Operator Tyler Zastrow, followed by Badge Pinning
 - [24-1510](#) Presentation of Unit Citation to Fire Lieutenant Scott Larsen, Firefighter/Paramedic Mark Lyman, Firefighter/Paramedic Ben Riesterer, Firefighter/Paramedic William Pech
 - [24-1569](#) Proclamation declaring Manitowoc is the Specialty Malt Capital of the World
- Attachments:** [Special Malt Capital of the World Proclamation](#)
- [24-1575](#) Progress Lakeshore Annual Update

G. PUBLIC HEARINGS

- [24-1571](#) Public Hearing to be held at 6:32 p.m. for the purpose of hearing any and all interested parties in the matter of a proposed change to the Official Map located on Ebony Avenue (Portion of Parcel #818201014)

H. 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.

I. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

- [24-1574](#) Mayor makes appointments to various committees
- [24-1602](#) Appointment of Megan Marchant to the Library Board, in place of P.

Neuenfeldt, for a 3 year term expiring 6/1/2025

Attachments: [Appointment - M Marchant](#)

J. 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

[24-1572](#) Minutes of the May 20, 2024 Common Council meeting; recommending approval and place on file

Attachments: [May 20, 2024 Minutes](#)

[24-1601](#) Resignation from Patrick Neuenfeldt from the Library Board; recommending acceptance and place on file

Attachments: [Resignation - Neunenfeldt](#)

3. Committee of the Whole (Consent)

[24-1597](#) Report of Special Event Committee relative to the approval of the following waiver of fees: Elktoberfest on 9/28/2024; Manitowoc Baseball Association Jr. Ships Baseball 14U Game on 7/8/2024; recommending approval

Attachments: [SEC Acted on Waivers of Fees 051624 to 061224](#)

[Waiver of Fees - Elktoberfest](#)

[Waiver of Fees - Manitowoc Baseball Association](#)

4. Finance Committee (Consent)

[24-1540](#) Capital Asset Working Group (CAWG) Membership Appointment for term of June 1, 2024 through May 31, 2026; recommending to approve the CAWG membership appointments

Attachments: [Capital Asset Working Group Appointment 2024 - 2026](#)

[24-1541](#) Hecker/Viebahn Agricultural Land Lease Amendment #1 with Charmwood Farms; recommending to approve the lease as amended

Attachments: [Email from Community Development Director](#)
[Buck 2024 Lease Amendment Request](#)
[Hecker.Viebahn Agricultural Land Lease Amendment #1 - City Approved Draft](#)
[Hecker.Viebahn Agricultural Land Lease Amendment #1 - Original](#)

[24-1542](#) Discussion on process for Finance related policies; recommending to place on file

[24-1562](#) General City Claims in the amount of \$2,292,240.08 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](#)
[5-17-2024](#)
[5-24-2024](#)
[5-31-2024](#)
[6-7-2024](#)

[24-1590](#) 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 approval

Attachments: [Licensing Report](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[24-1563](#) Report of Board of Public Works of 5/22/2024 to approve the request to remove the notice of Noxious Weeds and the property owner waives the right to appeal the notice again for property located at 1810 S 10th Street; recommending acceptance of report and place on file

Attachments: [Report of BPW - Noxious Weed Appeal 1810 S 10th Street](#)

[24-1564](#) Report of Board of Public Works of 6/5/2024 of approval to enter into AGMT-24-07 with Northeast Asphalt, to remove and replace 4 sections of asphalt pavement located on South 26th Street between Elm Road and Jenny Road as outlined in "Exhibit A", Northeast Asphalt's Proposal and "Exhibit B", the Plans; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-24-07](#)

[24-1565](#) Report of Board of Public Works of 6/5/2024 of approval to enter into AGMT-24-08 with Glacierland Resource Conservation and Development, Inc., to restore the Maritime Bluff in Manitowoc as outlined in "Exhibit A"; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-24-08](#)

[24-1566](#) Report of Board of Public Works of 6/5/2024 of approval to enter into AGMT-24-09 with Complex Security Solutions, Inc., to install cameras at Citizen Park as outlined in "Exhibit A"; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-24-09](#)

[24-1567](#) Report of Board of Public Works of 6/5/2024 for 4th & final payment of \$12,724.30 to Vinton Construction, for River Point Fill 2, WO-23-27; recommending payment

Attachments: [Report of BPW WO-23-27](#)

[24-1568](#) Report of Board of Public Works of 6/5/2024 for 5th & final payment of \$8,832.00 to Philippi Quality Construction, Inc, for Park Restroom Renovations, WB-23-23; recommending payment

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

[24-1591](#) Report of Board of Public Works of 4/24/2024, of bids received for 2024 Grading & Graveling and Utility Construction for Popp Subdivision #4 - Project #WS-24-8; recommending awarding to low bidder Vinton Construction Company, in the amount of \$534,110.87

Attachments: [Report of BPW WS-24-8](#)

7. Public Safety Committee (Consent)

[24-1551](#) Flashing pedestrian crosswalk on Waldo Boulevard at North 23rd Street; recommending to deny the request

Attachments: [Request for flashing ped crossing at Waldo Blvd and N 23rd St.](#)
[2007 Traffic Counts from Waldo & N. 23rd St. and Waldo & Fleetwood Dr.](#)
[WALDO BLVD - N 23RD ST - 5-28-21 - 5-28-24 \(002\)](#)

[24-1557](#) FEMA Port Authority Security Grant; recommending to approve applying for the grant

Attachments: [Port Security Grant Request](#)
[Port Security Grant 2024](#)

8. Plan Commission (Consent)

K. COMMITTEE REPORTS

1. Committee of the Whole

[24-1577](#) Gravel Pit Watermain Construction Options

[24-1598](#) Report of Special Events Committee recommending approval for the following events subject to Council Action: War on the Shore on 8/1/2024 - 8/4/2024 (Waiver of alcohol at Citizen Park); Brick's & Courthouse Pub Block Party on 6/29/2024 (Closure of Washington Street between Brick's and Courthouse Pub); Outdoor Movie Night on 8/8/2024 (Waiver of Sound Ordinance); St. Francis of Assisi Parish Picnic on 8/9/2024 - 8/11/2024 (Road Closure for N 14th St between Menasha Ave and Waldo Blvd); Kiwanis Car Show on 8/10/2024 - 8/11/2024 (Waiver of Alcohol in Washington Park for 8/11/2024, 8/10/2024 was previously approved)

Attachments: [SEC Council Approved 051624 to 061224](#)
[SE War on the Shore](#)
[SE Brick's & Courthouse Pub Block Party](#)
[SE Outdoor Movie Night](#)
[SE St Francis of Assisi Parish Picnic](#)
[SE Kiwanis Car Show](#)

2. Finance Committee

[24-1439](#) Resolution to carry forward to 2024 budget, various appropriations budgeted in 2023

Attachments: [2023 to 2024 Carryforward Resolution](#)
[2023 Carryover Request from Departments w Finance Approval.Denial](#)
[Carry Forward Request policy](#)
[2023 to 2024 Carryforward Resolution - FINAL](#)

[24-1585](#) Two Year Operator License (#240063) for L. Miglieri

Attachments: [Two Year Operator License \(#240063\) for L. Miglieri](#)
[Letter from City Clerk to L. Miglieri](#)

[24-1586](#) Two Year Operator License (#240073) for A. White

Attachments: [Two Year Operator License \(#240073\) for A. White](#)
[Letter from City Clerk to A. White](#)

[24-1588](#) Alcohol Beverage License Application (BBR-2414\CWN-2409) for Broken Plate Catering LLC

Attachments: [Alcohol Beverage License Application \(BBR-2414.CWN-2409\) for Broken Plate](#)
[Letter from City Clerk to Broken Plate Catering LLC](#)

[24-1589](#) Cigarette, Tobacco & Electronic Vaping Device Retail License Application (CIG-2437) for P. Bellin DBA 920 CBD LLC

Attachments: [Cigarette, Tobacco & Electronic Vaping Device Retail License Application \(CIG-](#)
[Letter from City Clerk to P. Bellin dba 920 CBD LLC](#)

[24-1594](#) Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Attachments: [2024-06-03 MEMO 2025 SDWLP Reimbursement Resolution](#)
[2025 SDWLP LSL REIMBURSEMENT RESOLUTION-FINAL](#)

[24-1600](#) Request from Brix Place LLC for a temporary extension of premise for the sale of liquor and/or beer on Washington Street between S 7th Street and S 8th Street on 6/29/2024 from the hours of 2:00 p.m. - 10:00 p.m.

Attachments: [Extension of Premise - Brix Place LLC](#)

3. Personnel Committee

[24-1595](#) Resolution to Revise Employee Policy Manual

Attachments: [RES EMPLOYEE POLICY MANUAL REVISIONS JUNE 2024- FINAL](#)
[Memo to Council re EPM Revisions 6.2024](#)
[EMP with revisions for next update 2.2024](#)
[EMP FINAL for Council approval 6.2024](#)

[24-1596](#) Resolution to Revise Drug and Alcohol-Free Workplace Policy

Attachments: [RES TO REVISE DRUG AND ALCHOL POLICY- FINAL](#)
[Memo to Council re D&A Revisions 06.2024](#)
[D&A Policy Revised with Alcohol language 02.2024](#)
[D&A Policy FINAL for Council approval 06.2024](#)

[24-1599](#) Resolution to Revise Training, Membership and Tuition Reimbursement Policy

Attachments: [RESOLUTION TO REVISE TRAINING MEMBERSHIP AND TUITION REIMB.-F](#)
[Memo Tuition Policy Revision 06.2024](#)
[Training, Membership, and Tuition Reimbursement Policy FINAL for council app](#)

4. Public Infrastructure Committee

[24-1535](#) Bayshore Trail Right of Entry Agreement

Attachments: [BAYSHORE TRAIL ACCESS AGREEMENT](#)
[2024-03-18 Manitowoc Trail Plans](#)
[Description of Property Map](#)

[24-1592](#) Request for two DPI staff to travel to Florida for the Transit Mobility Alliance Conference (Faster Conference)

Attachments: [Transit Mobility Alliance Conference](#)
[Out of State Travel Request](#)

5. Public Safety Committee

[24-1553](#) Ordinance to amend Section 16.010 of the MMC regulating Building Regulations

Attachments: [ORDINANCE TO AMEND 16.010 BUILDING REGULATIONS](#)

[24-1554](#) Ordinance to amend Section 17.085 of the MMC regulating Permits Required

Attachments: [ORDINANCE TO AMEND 17.085 PERMITS REQUIRED](#)

[24-1555](#) Ordinance to amend Section 18.090 of the MMC regulating Electrical Permits

Attachments: [ORDINANCE TO AMEND 18.090 ELECTRICAL PERMITS](#)

[24-1556](#) Automatic Aid Agreement between the City of Manitowoc and the Branch Fire Rescue Department.

Attachments: [AutomaticAidAgreement-MFRD BFRD CA Draft](#)
[AUTOMATIC AID AGREEMENT- FINAL 1](#)

[24-1593](#) Ordinance to amend Section 10.170 of the Manitowoc Municipal Code regulating Through Intersections - South 15th Street

Attachments: [ORD AMEND 10.170 RE THROUGH INTERSECTIONS- S. 15TH STREET- FIN](#)

6. Plan Commission

[24-1576](#) Consideration and possible action on a "Resolution Creating Tax Incremental District No. 24, Approving its Project Plan and Establishing its Boundaries."

Attachments: [Project Plan - 5.7.24](#)
[CC Resolution Final](#)

[24-1578](#) Ordinance to amend Section 22.010 of the Manitowoc Municipal Code regulating "Official Map - Master Subdivision Plans"

Attachments: [Ordinance Abbey Ridge LLC](#)
[Report to Council Abbey Ridge](#)

L. OTHER BUSINESS

M. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, July 15, 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 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