



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, April 15, 2024

6:30 PM

Council Chambers

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 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

[24-1382](#) Proclamation declaring April 26, 2024 as Arbor Day

Attachments: [Arbor Day](#)

[24-1383](#) Proclamation declaring the week of May 5 - May 11, 2024 as Professional Municipal Clerks Week

Attachments: [Professional Municipal Clerks Week](#)

[24-1384](#) Proclamation declaring May 12-18, 2024 as National Police Week and May 15, 2024 as Peace Officers' Memorial Day

Attachments: [National Police Week; Peace Officers' Memorial Day](#)

E. PUBLIC HEARINGS

[24-1385](#)

Public Hearing to be held at 6:31 p.m. for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from R-6 Multiple Family to B-2 Neighborhood Business for property located at southwest corner of Western Avenue and S 21st Street. (000196040)

[24-1386](#)

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 in zone from B-3 General Business to R-6 Multiple Family for property located on Memorial Drive. (816103180)

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

[24-1387](#)

Minutes of the March 18, 2024 Common Council meeting; recommending approval and place on file

Attachments:

[Meeting Minutes 3-18-2024](#)

[24-1401](#)

Resignation from Brian Portzen from Transit Commission effective immediately; recommending acceptance and place on file

Attachments:

[Resignation - Portzen](#)

3. Committee of the Whole (Consent)

[24-1407](#)

Report of Special Events Committee relative to approval of the following events: Walk to End Alzheimer's on 9/7/2024; Manitowoc Garden Faire Extraordinaire on 6/8/2024; Manitowoc Marine Band Concerts on 6/20/2024, 7/11/2024, 7/18/2024 and 8/2/2024; George Spontgen/Glen Graff Miracles Softball/Bocce Tournament on 6/29/2024; Malt City Brewfest on 7/27/2024; MPSD Summer Band and Orchestra Concert on

8/8/2024; recommending approval

Attachments:

[SEC Acted On 031424 to 041024](#)

[SE Manitowoc Garden Faire Extraordinaire](#)

[SE Manitowoc Marine Band Concerts](#)

[SE Gerge Spontgen-Glenn Graff Miracles Softball-Bocce Tournament](#)

[SE Malt City Brewfest](#)

[SE MPSD Summer Band and Orchestra Concert](#)

[SE Walk to End Alzheimer's](#)

24-1409

Report of Special Events Committee relative to the approval of the following waiver of fees: Special Olympics Bocce Practice on Mondays from 6/10/2024 through 9/2/2024; Special Olympics Saturday Softball Practice on Saturdays from 6/1/2024 through 9/7/2024; Special Olympics Tuesday Softball Practice on Tuesdays from 6/4/2024 through 9/9/2024; recommending approval

Attachments:

[SEC Acted on Waiver of Fees](#)

[Waiver of Fees - Special Olympics Saturday Softball Practice](#)

[Waiver of Fees - Special Olympics Bocce Practice](#)

[Waiver of Fees - Special Olympics Tuesday Softball Practice](#)

4. Finance Committee (Consent)

24-1263

Manitowoc Recreation Private Swim Lessons at Manitowoc Family Aquatic Center; recommending to revise the DPI fee schedule as submitted

Attachments:

[Private Lessons memo for approval](#)

24-1340

2024 Budget Amendment for Special Revenue Funds 2130 (Room Tax) and 2131 (MIRA); recommending to approve MIRA'S Fund Balance be transferred from Room Tax Fund (2130) to MIRA Special Revenue Fund Account 2131

Attachments:

[Memo to Finance MIRA Special Revenue Fund](#)

[Fund 2130 2023 Summary Trial Balance - with Calcs by Finance Director](#)

[Fund 2131 2024 Summary Trial Balance](#)

24-1341

Special Events Committee Membership Appointment; recommending to accept and place on file

Attachments:

[Special Events Committee Membership 2024-2026](#)

[Special Event Policy](#)

24-1342

Two Year Operator's License Application #230396 - Seeber, Samantha; recommending to approve the two year operators license

Attachments: [Two Year Operator License - #230396 - S. Seeber](#)
[Letter to S. Seeber from City Clerk re Two Year Operator License](#)

[24-1343](#) Pawnbroker License Application PS-2403A for Todd M. Jadowski d/b/a L & B Pawn, 1022 S. 10th St; recommending denial of the license

Attachments: [Pawnbroker License - PS-2403A - T. Jadowski](#)
[Letter to T. Jadowski from City Clerk re Pawnbroker License](#)

[24-1344](#) Request from Manitowoc County Expo/Fair entertainment pavilion purveyors to extend live band music performances on Friday, August 23rd and Saturday, August 24th to 11:30 pm with beer sales ending at Midnight and with music stopping at 11:00 pm on Wednesday, August 21st, Thursday August 22nd, and Sunday August 25th with beer sales ending at 11:30 pm; recommending to approve the request

Attachments: [Request Memo for Manitowoc County Expo Fair entertain pavilion purveyors](#)

[24-1345](#) Braun Building Lease Amendment; recommending to approve the lease amendment and authorize City Attorney to finalize details

Attachments: [Right of Entry Agreement Final](#)

[24-1346](#) Manitowoc Refueling Project; recommending to proceed with the project for over five million dollars per City Ordinance; not to exceed 15 million

[24-1388](#) General City Claims in the amount of \$1,933,707.33 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](#)
[3-15-2024](#)
[3-18-2024](#)
[3-19-2024](#)
[3-22-2024](#)
[3-29-2024](#)
[4-5-2024](#)

[24-1397](#) 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: [LPI Licensing Report](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[24-1331](#) PC 1-2024: Request for a Gas Easement; Wisconsin Public Service

Corporation, South of Franklin Street, parts of SW 1/4 of the NW 1/4, Section 30, Township 19 North, Range 24 East. (Parcel #'s 000-253-040, 000-254-040, 000-365-010, & 000-255-040), recommending approval

Attachments: [Easement C of Manitowoc_3317738_3379129](#)

[24-1361](#) St Marys Cement HAP Grant Dredging Project, recommending approval of the project

Attachments: [24-1361 ST MARYS CEMENT HAP GRANT](#)

[24-1393](#) Report of Board of Public Works of 3/20/2024 of approval to enter into AGMT-24-03 with Mulch Express of Wisconsin, to furnish and install certified wood chips for city playgrounds, flowerbeds and islands at South 26th and Calumet Avenue as outlined in "Exhibit A"; recommending acceptance of report and place on file

Attachments: [Report of BPW AGMT-24-03](#)

[24-1394](#) Report of Board of Public Works of 3/20/2024 of approval to enter into AGMT-24-04 with Automated Logic, to install and Automated Logic WebCTRL Building Automated System (BAS) for Manitowoc City Hall Module upgrades as outlined in "Exhibit A"; recommending acceptance of report and place on file

Attachments: [Report of BPW AGMT-24-04](#)

[24-1395](#) Report of Board of Public Works of 4/3/2024, of bids received for Asphalt Paving II Program - Project WS-24-4; recommending awarding to low bidder Vinton Construction Company, in the amount of \$622,536.11

Attachments: [Report of BPW WS-24-4](#)

[24-1396](#) Report of Board of Public Works of 4/3/2024, of bids received for Bayshore Trail Project - Project WS-24-18; recommending awarding Base Bid and Supplemental Bid for \$1,552,436.02 to Vinton Construction Company

Attachments: [Report of BPW WS-24-18](#)

[24-1399](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment

Attachments: [DOT Invoice 395-0000345842](#)

[DOT Invoice 395-0000345810](#)

[DOT Invoice 395-0000342861](#)

[DOT Invoice 395-0000342817](#)

[DOT Invoice 395-0000339831](#)

[DOT Invoice 395-0000339799](#)

7. Public Safety Committee (Consent)

[24-1381](#) Manitowoc Fire Rescue billing dispute, call #182A-23-1620; recommending to deny the request

8. Plan Commission (Consent)

[24-1265](#) PC 1-2024: Release of Easements; Eastpoint Land Development, LLC, The Preserve at Lincoln Park Subdivision. Release of 40' Access Easement & Reduce 12' utility easement to 6' on Lot 16, Block 3; recommending to approve the release of easements

Attachments: [Release of Platted Access Easement - Reed Avenue](#)

I. COMMITTEE REPORTS

1. Committee of the Whole

[24-1355](#) Former Lakeshore and Mid-Cities Mall Properties

Attachments: [Manitowoc Lakeshore Mall - Purchase and Sale Agreement w Exhibit A](#)

[24-1408](#) Report of Special Events Committee recommending approval for the following events subject to Council Action: Sputnikfest on 9/7/2024 (Road Closure: Park Street from N 7th Street through N 9th Street starting at 12:00 p.m. on 9/6/2024 to 12:00 p.m. on 9/8/2024. N 8th Street from State Street through St. Clair Street starting at 8:00 a.m. on 9/6/2024 to 9/8/2024 at 8:00 p.m.)

Attachments: [SEC Council Approval 031424 to 041024](#)
[SE Sputnikfest](#)

2. Finance Committee

[24-1338](#) Ordinance to amend Manitowoc Municipal Code 26.030 - Municipal Judge

Attachments: [Memo to Finance Re 26.030 Revision](#)
[ORDINANCE TO AMEND 26.030 MUNICIPAL JUDGE](#)

[24-1347](#) Discussion and possible action on term sheet with Odyssey Hotels

Attachments: [ANR Manitowoc Hotel Term Sheet - Final](#)

[24-1398](#) Re-Record the Existing Covenants for the Portion of the ITEC Industrial Park Lying east of Silver Creek

Attachments: [Report of IDC - Re-Record the Existing Covenants](#)

3. Personnel Committee

[24-1389](#) Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

- Attachments:** [Res to Hire Related Seasonals for Seasonal Employment](#)
- [24-1390](#) Resolution for Pay Rate for Seasonal Assistant at the Police Department
- Attachments:** [Memo to Personnel Committee 2024 Seasonal Police Asst Wages](#)
[City of Manitowoc Seasonal \(LTE Continual\) Employee Hiring Rates - 2024](#)
[Seasonal Police Assistant Job Description](#)
[RESOLUTION FOR SEASONAL POLICE ASSISTANT PAY FINAL 1](#)
- [24-1391](#) Resolution for Employee Policy Manual: Article 14 - Duty Pay Rate
- Attachments:** [Memo Duty Pay Rate March 2024](#)
[RES EPM UPDATES-DUTY PAY RATE CHANGE 2024 FINAL](#)
[Duty Pay Change EPM](#)
- [24-1392](#) Resolution for One-Time Bonus for Transit Operations Supervisor, Kevin Bottesi
- Attachments:** [Memo One Time Payment K Botteski March 2024](#)
[RESOLUTION FOR ONE-TIME BONUS FOR K. BOTTESI FINAL](#)

4. Public Infrastructure Committee

- [24-1359](#) Resolution approving the City of Manitowoc and City of Two Rivers adjusted Urban Area Boundary
- Attachments:** [24-1359 RESOLUTION APPROVING CITY OF MANITOWOC AND CITY OF TWO RIVERS ADJUSTED URBAN AREA BOUNDARY](#)
- [24-1402](#) Resolution to proclaim May 11, 2024 as World Migratory Bird Day in the City of Manitowoc
- Attachments:** [BIRD DAY RESOLUTION-2024 - FINAL](#)

5. Public Safety Committee

- [24-1339](#) K9 Memorial Statue Fundraising Program
- Attachments:** [Memo from Assistant Chief regarding request. pdf](#)
[Liberty2](#)
[Brown County Sheriff monument](#)

6. Plan Commission

- [24-1328](#) PC 18-2022: Manitowoc Cooperative Ministry/First Presbyterian Church, Review of the Conditional Use Permit for a Transitional Housing Warming Shelter located 502 N. 8th Street.

Attachments: [24-1328 Report to Council First Presbyterian Warming Shelter](#)
[24-1328 PC Report First Presbyterian Warming Shelter annual review](#)

[24-1400](#) Ordinance amending Section 7.010 and 7.020 of the Municipal Code to rename Clay Pit Road to Chiefs Way

Attachments: [ORDINANCE TO AMEND 7.010 STREET NAMES AND NUMBERS](#)
[24-1278 Report to Council Rename to Chiefs Way](#)
[24-1278 PC Report Rename Clay Pit Road to Chiefs Way](#)
[24-1278 Report to Council Rename to Chiefs Way - Updated](#)

[24-1405](#) Ordinance to amend Section 15.050 of the MMC to rezone the property located at the southwest corner of Western Avenue and S 21st Street (000196040) from R-6 Multiple-Family to B-2 Neighborhood Business

Attachments: [ORDINANCE PC 6-2024 SWETLIK R-6 TO B-2- FINAL](#)
[PC 6-2024 Rezone](#)
[Report to Council Swetlik R-6 to B-2](#)

[24-1406](#) Ordinance to amend Section 15.050 of the MMC to rezone the property located on Memorial Drive (816103180) from B-3 General Business to R-6 Multiple Family

Attachments: [ORDINANCE PC 7-2024 TERRA INTERESTS B-3 TO R-6- FINAL](#)
[PC 7-2024 Rezone](#)
[Report to Council Terra Interests B-3 to R-6](#)

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Tuesday, April 16, 2024 at 5:30pm 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