



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, May 15, 2023

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: 893 9628 6649 Password: 669106.

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

- [23-0425](#) City Clerk administers Oath of Office and badge pinning of Firefighter/Paramedic Seth Loberger
- [23-0426](#) City Clerk administers Oath of Office and badge pinning of Firefighter/Paramedic Ben Molnar
- [23-0427](#) City Clerk administers Oath of Office and badge pinning of Firefighter/Paramedic Tyler Tews
- [23-0428](#) Proclamation declaring the month of May 2023 as Building Safety Month

Attachments: [Building Safety Month Proclamation](#)

[23-0429](#) Proclamation declaring May 15th - 21st, 2023 as National Police Week and May 15th, 2023 as Peace Officers' Memorial Day

Attachments: [Peace Officers' Proclamation](#)

[23-0441](#) State of the City Address by Mayor Nickels

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

[23-0445](#) Mayor makes appointments to various committees

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

[23-0430](#) Minutes of April 17, 2023 Common Council Joint Meeting with the Plan Commission, recommending approval and place on file

Attachments: [Joint CC and Plan Commission Minutes](#)

[23-0431](#) Minutes of April 17, 2023 Common Council meeting, recommending approval and place on file

Attachments: [MeetingMinutes 4-17-23](#)

[23-0432](#) Minutes of May 1, 2023 Common Council Special Meeting, recommending approval and place on file

Attachments: [MeetingMinutes 5-1-23](#)

[23-0433](#) Minutes of April 18, 2023 Common Council Organizational Session, recommending approval and place on file

Attachments: [MeetingMinutes Organizational Session 4-18-23](#)

3. Committee of the Whole (Consent)

[23-0434](#) Report of Special Events Committee relative to approval of the following events: Roncalli Middle School Picnic on 5/16/2023; Silver Creek Beer Garden on 6/25/2023 and 8/6/2023; Lighthouse Grass Volleyball on 7/2/2023; recommending approval

Attachments: [Roncalli Middle School Picnic](#)
[Silver Creek Beer Garden](#)
[Lighthouse Grass Volleyball](#)

4. Finance Committee (Consent)

[23-0248](#) Citizen request for wheel tax reimbursement; recommending to deny the request

Attachments: [T Fessler Wheel Tax Request 2023](#)

[23-0373](#) 1st Qtr 2023 Investment Report ; recommending to accept and place on file

Attachments: [2023 Investment Reconciliation](#)

[23-0374](#) 2023 Capital Allocation Working Group (CAWG) Request Log Report; recommending to accept and place on file

Attachments: [2023 Log of CAWG Requests](#)

[23-0375](#) 1st Qtr 2023 Internal Controls To Prevent and Detect Fraud Report; recommending to accept and place on file

Attachments: [2023_01 Check List for Finance Committee](#)

[23-0377](#) 1 Qtr 2023 Budget Exception Report; recommending to accept and place on file

Attachments: [Q1 2023 Budget Exception Report](#)

[23-0378](#) Request from Baymont Inn for waiver of December 2022 Room Tax late filing penalties and interest; recommending to deny the request

Attachments: [Baymont Inn - December 2022 Room Tax Late Filing Fee Dispute Emails](#)
[Baymont Inn - December 2022 Room Tax Late Filing Fee Dispute Letter](#)
[MCC 23.050 - Room Tax](#)

[23-0380](#) L23-00088 Second Look/Erie Ins/Dondling Subro Claim for >\$5,000 of Vehicle Damage; recommending to refer to City Attorney; recommending to accept and place on file

Attachments: [L23-00088 Second Look.Erie Ins.Dondling Subro Claim](#)
[Second Look - Auto Subrogation Demand Letter](#)
[PROOF OF PAYMENT](#)

- [23-0381](#) Approval of the Quadricycle (Pedal Pub) Revised Routes from Big Hitter Worldwide LLC; recommending to approve the request
- Attachments:** [MTW Route Revision Proposal](#)
- [23-0383](#) Agreement with MSA to complete Manitowoc Marina Dock Renovations assessment and design plans; recommending to approve the agreement
- Attachments:** [05571031 Manitowoc Marina Proposal](#)
[MSA Dock Replacement probable costs 2022](#)
- [23-0385](#) Agreement with Appraisal Specialist of Wisconsin for valuation of various properties; recommending to approve the agreement
- Attachments:** [Manitowoc 2023 Letter of Engagement](#)
- [23-0392](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Our World LLC, 2315 Washington St.; recommending to approve the Class B Intoxicating Liquor and Fermented Malt Beverage License
- Attachments:** [Our World LLC Class B Liquor License Application](#)
- [23-0393](#) Discussion on staff recommendation regarding Wheel Tax Ordinance; recommending to place on file
- Attachments:** [MCC - Wheel Tax - Section 23.200 Motor Vehicle Registration Fee](#)
- [23-0394](#) Memorandum of Agreement for Weights and Measures Inspection; recommending to enter into the Memorandum of Agreement
- Attachments:** [FY23 Weights and Measures MOA](#)
- [23-0436](#) General City Claims in the amount of \$2,933,049.87 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:** [Claims](#)
[4-21-2023](#)
[4-28-2023](#)
[5-5-2023](#)
- [23-0438](#) 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)

- [23-0384](#) Stormwater Management Facility Maintenance Agreement with Seehafer Specialized Logistics at 4009 Viebahn Street; recommending entering into agreement.
- Attachments:** [23-0384 STORMWATER AGREEMENT FOR SEEHAFER SPECIALIZED LOGI](#)
- [23-0386](#) 3 Party Design Engineering Contract: between WI D.O.T.; City of Manitowoc; Ayres Associates - S. 30th Street (Dewey to Viebahn); recommending entering into agreement.
- Attachments:** [23-0386 THREE PARTY DESIGN SERVICES CONTRACT W CITY, DOT & AY](#)
- [23-0397](#) Stormwater Pond Agreement with Dramm Corporation; recommending entering into agreement.
- Attachments:** [23-0397 STORMWATER MANAGEMENT ACCESS & MAINT AGREEMENT W](#)
- [23-0416](#) Report of Board of Public Works of 4/19/2023 request to rescind the snow removal assessment for the property located at 2337 S 22nd Street; recommending to rescind the assessment noting that if the current property owner has another offense, they wave future requests to rescind
- Attachments:** [Appeal for Snow Assessment 2337 S 22nd](#)
- [23-0417](#) Report of Board of Public Works on 4/19/2023 of request to rescind snow removal assessment for Parcel #000-263-030; recommending denying the request
- Attachments:** [Appeal for Snow Assessment 000-263-030](#)
- [23-0418](#) Report of Board of Public Works of 4/19/2023, approval to rescind the noxious weed assessment for 1119 Menasha Ave as they were billed in error; recommending to rescind the assessment
- Attachments:** [Noxious Weed Assessment 1119 Menasha Ave](#)
- [23-0419](#) Report of Board of Public Works of 4/19/2023 of approval to enter into AGMT-23-05 with Mulch Express of Wisconsin to furnish and install certified wood chips for City playgrounds, flowerbeds and islands at South 26th and Calumet Ave as outlined in "Exhibit A", Mulch Express' Proposal, for a contact price not to exceed \$16,200; recommending acceptance of report and place on file
- Attachments:** [Report of BPW - AGMT-23-05](#)
- [23-0420](#) Report of Board of Public Works of 5/3/2023 of approval to enter into AGMT-23-06 with Americas Landscape Lawn Service, LLC for grass cutting and trimming services for properties in non-compliance with City weed ordinance for a three year term at a rate of time and material; recommending acceptance of report and place on file
- Attachments:** [Report of BPW - AGMT-23-06](#)

[23-0421](#) Report of Board of Public Works of 5/3/2023 of approval to enter into AGMT-23-07 with Fortress Fence to furnish and install 10' high galvanized chain link fence at Westfield Park as outlined in "Exhibit A", Fortress Fence Proposal, for a contract price not to exceed \$10,560.00; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-23-07](#)

[23-0422](#) Report of Board of Public Works of 5/3/2023, of bids received for Parks Security Cameras, WO-23-21, recommending awarding to low bidder Complex Security Solutions, Inc, in the amount of \$44,664.34

Attachments: [Report of BPW WO-23-21](#)

[23-0423](#) Report of Public Works of 5/3/2023 for 2nd & final payment of \$180,456.00 to Crafts Inc for Manitowoc Public Library Re-Roof Project, WB-22-22; recommending payment

Attachments: [Report of BPW Crafts Inc Final Payment WB-22-22](#)

[23-0424](#) Report of Board of Public Works of final payments to contractors for Agreements under \$25,000.00; recommending acceptance and place on file

Attachments: [Report of BPW - Final Payments](#)

7. Public Safety Committee (Consent)

[23-0405](#) Request to buyout two Enterprise vehicle leases for the Police Department; 2019 Toyota Sienna and 2020 Ford F-150; recommending approval

Attachments: [Enterprise lease buyout](#)
[Memo - Public Safety Committee - Enterprise Lease Buyout](#)
[PD Toyota Sienna and 2020 Ford F150 Buyout Analysis](#)

[23-0406](#) Request to install curb ramps on South 8th Street in front of the Capitol Civic Centre; recommending approval and the Capitol Civic Centre to work with city staff

Attachments: [CCC Curb cut request](#)
[CCC CURB RAMP Proposal](#)

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

[23-0435](#) Report of Special Event Committee for the following events subject to Council Action: Manitowoc Salmon Derby on 6/30/2023-7/4/2023 (Waiver of sound ordinance); Acoustic Fest on 7/15/2023 (Waiver of alcohol at Washington Park); Kiwanis Car Show on 8/13/2023 (Waiver of alcohol at Washington Park); Slam I Am Concert on 6/24/2023 (Road closure of N 11th St north of Buffalo St and Buffalo St from 11th to 10th Street); Fourth on the Shore on 7/4/2023 (Road closure for parade (see map), waiver of sound, extension of premise for alcohol license)

Attachments: [Manitowoc Salmon Derby](#)
[Acoustic Fest](#)
[Kiwanis Car Show](#)
[Slam I Am Concert](#)
[Fourth on the Shore](#)

2. Finance Committee

[23-0395](#) Resolution supporting redevelopment of former ShopKo property

Attachments: [Not of App Behnke](#)
[0054 Brief in Support of Motion for Summary Judgment-2023-04-14 - 34828212](#)
[0001.014 Isolated Complaint-2023-02-13 - 34844767.1](#)
[Shopping Center Parcel Map - 34845841.1](#)
[Resolution - Behnke](#)

[23-0376](#) Resolution to carry forward to 2023 budget various appropriations budgeted in 2022

Attachments: [Carry Forward 2022 to 2023 Request Resolution](#)

[23-0437](#) Request from Petskull Brewing Company LLC for a temporary extension of premise on 6/24/2023 to extend the premise off of the patio into the fenced in area on Buffalo St and on N 11th St, including the parking lot north of Buffalo St and east of N 11th St

Attachments: [PetSkull Extension of Premise](#)

[23-0440](#) Resolution authorizing staff to apply to the Wisconsin Department of Natural Resources ("WDNR") Wisconsin Boating Infrastructure Grant

Attachments: [Res to apply for DNR BIG Grant \(002\)](#)

[23-0446](#) Resolution to create a Department of Tourism within the City of Manitowoc's organizational structure

Attachments: [RES TO ADD TOURISM TO CITY.pdf](#)

[23-0443](#) Ordinance to amend Section 3.010(5)(a) and 3.010(6)(a) of the Municipal Code to assign committee responsibility for the Department of Tourism and committee oversight of the Department of Tourism and City Clerk

Attachments: [ORD REVISING 3.010\(5\) ADDING TOURISM.pdf](#)

3. Personnel Committee

[23-0359](#) Resolution to Hire Seasonal Employees Related to Elected Officials, Department Heads, or Supervisory Personnel

Attachments: [Resolution to hire related seasonals for seasonal employment 2023](#)

[23-0444](#) Charter Ordinance to amend Section 2.070 of the Manitowoc Municipal Code regulating indefinite tenure for appointments of City officers to include the Director of Tourism

Attachments: [REVISION OF 2.070 CHARTER ORD.pdf](#)

4. Public Infrastructure Committee

[23-0387](#) Request from 631 N. Water Street to pay portion of cost to change Driveway Approach Angle

Attachments: [23-0387 631 N WATER STREET DRIVEWAY ANGLE.pdf](#)
[631 N Water St Staff Recommendation](#)

[23-0388](#) Request from Girl Scout Troop 8209 for a little "Beach Library" at Red Arrow.

Attachments: [23-0388 REQUEST FOR BEACH LIBRARY EMAIL.pdf](#)
[LETTER FROM GIRL SCOUT TROOP FOR TOY BOX FOR BEACH.pdf](#)

[23-0439](#) Pedestrian Crossing Sign Installation and Maintenance Agreement with First German Ev. Lutheran Church to install Two (2) Rectangular Rapid Flashing Beacons Pedestrian Crossing Signs at the north crosswalk of South 8th and Marshall Street

Attachments: [Ped Crossing Sign Installation and Maintance Agreement - First German](#)

5. Public Safety Committee

6. Plan Commission

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, June 19, 2023 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