



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, February 17, 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: 818 8040 1578 Passcode: 861773.

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

[25-0120](#)

City Clerk administers Oath of Office to Detective Alex Nebel, followed by Badge Pinning

[25-0121](#)

City Clerk administers Oath of Office to Captain of Detectives Cooper Schmidt, followed by Badge Pinning

[25-0122](#)

City Clerk administers Oath of Office to Police Lieutenant Matthew Klein, followed by Badge Pinning

[25-0123](#) Commendation by Mayor Nickels to commend, congratulate and wish a happy retirement to K9 Neko

Attachments: [K9 Neko Commendation 2-17-25](#)

E. PUBLIC HEARINGS

[25-0124](#) 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-4 Single and Two Family Residential to R-6 Multiple Family for property located east of Kinglet Drive and South of Viebhan Street. (Parcel 801-102-061)

[25-0125](#) 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 Amendment to a Conditional Use Permit for the expansion of an existing Manufactured Home Park for property located east of Kinglet Drive and South of Viebahn Street. (Parcel 801-102-061)

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.

[25-0126](#) Previously submitted Public Input

Attachments: [Public Input - J. Patterson - CUP Lotus Recovery Homes](#)
[Public Input - J. Patterson - CUP for Park, Marshall and Lake Street](#)
[Public Input - J. Patterson - Aldermna Should not Abdicate Their Duties](#)

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

[25-0127](#) Minutes of the January 20, 2025 Common Council meeting; recommending approval and place on file

Attachments: [Common Council Meeting Minutes 1-20-2025](#)

[25-0128](#) Thank you letters from Salvation Army and Society of St. Vincent de Paul for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund; recommending to accept and place on file

Attachments: [Salvation Army Thank You Letter](#)
[Society of St Vincent de Paul Thank You Letter](#)

3. Committee of the Whole (Consent)

[25-0139](#) Report of Special Events Committee relative to the approval of the following events: Spring Vendor Craft Fair on 4/12/2025; Ultimate Lakeshore Weekend on 6/20/2025-6/22/2025; Sing Along Play Along on 7/9/2025; Sexual Assault Awareness Month Fun Run on 4/19/2025; Downtown Manitowoc Farmers Market on Saturdays from 5/3/2025-10/25/2025; and Manitowoc Area Pickleball Tournament on 8/9/2025; recommending approval

Attachments: [011625 - 021225 SEC Acted On](#)
[SE - Spring Vendor Craft Fair](#)
[SE - Ultimate Lakeshore Weekend](#)
[SE - Sing Along Play Along](#)
[SE - Sexual Assault Awareness Month Fun Run](#)
[SE - Downtown Manitowoc Farmers Market](#)
[SE - Manitowoc Area Pickleball Tournament](#)

[25-0140](#) Report of Special Events Committee relative to the approval of the following waiver of fees: AMVETS Memorial Day Picnic on 5/26/2025; and Manitowoc Police Shop with a Cop on 12/10/2025-12/12-2025; recommending approval

Attachments: [Waivers Acted On 011625-021325](#)
[Waiver of Fees - AMVETS Memorial Day Picnic](#)
[Waiver of Fees - Manitowoc Police Shop with a Cop](#)

4. Finance Committee (Consent)

[25-0074](#) Presentation by Brad Viegut from Robert W. Baird & Co. Inc. on City's 2025 Debt Financing Plan; recommending to place on file

Attachments: [prs finance committee plan manitowoc 02.04.25](#)

[25-0081](#) 4th Qtr. 2024 Claims Report; recommending to accept and place on file

Attachments: [City Attorney Quarter 4 Claims Report 2024](#)

[25-0082](#) Out of State Travel Request - Community Development - GIS Coordinator - 2025 ESRI User Conference in San Diego, CA - July 14-18, 2025; recommending to approve the request

Attachments: [Out of State Travel Request Form - Jeremy - San Diego CA 2025](#)
[Out of State Travel Request Form - Jeremy - San Diego 2025](#)

[25-0089](#) Settlement of Damage to Red Arrow Park Tennis Courts; recommending to accept the settlement proposal and direct the City Attorney to execute the property damage release and any further documents as he determines is necessary to conclude this matter

Attachments: [Red Arrow Park - Proposed Release of All Claims](#)

[25-0090](#) L24-00125 Claim for Damages - E. Allain; recommending to deny the claim and place on file

Attachments: [Emily Allain Adjudication of Contempt of Court 12 11 2024](#)
[Emily Allain correspondence BJ054426-1](#)

[25-0129](#) General City Claims in the amount of \$2,395,654.38 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](#)
[1-17-2025](#)
[1-24-2025](#)
[1-31-2025](#)
[2-7-2025](#)

5. Personnel Committee (Consent)

[25-0071](#) Request for Out of State Travel Request for the City of Attorney to the IMLA Mid-Year Seminar in Washington D.C. for April 25-28, 2025; recommending to approve the request

Attachments: [Out of State Travel Reg for Mid-Year Seminar 2025](#)

6. Public Infrastructure Committee (Consent)

[25-0097](#) Mobile Cookie Booth Request; recommending approval

Attachments: [Mobile Cookie Booth Permission Request 01.23.2025](#)

[25-0098](#) Request to Erect Crosses at Evergreen Cemetery; recommending approval

Attachments: [Request to erect crosses at cemetery](#)

[25-0099](#) Transit Development Plan Update for Maritime Metro; recommending approval with City Attorney review

Attachments: [Maritime Metro BLRPC TDP contract 2025](#)
[City Of Manitowoc - 2024 5304 grant agreement](#)
[5304 Certs & Assurances - 2025 Awards](#)
[Federal Clauses Non-Vehicles](#)

[25-0100](#)

City Facility Usage and Maintenance Agreement Between The City of Manitowoc and Roncalli Catholic School; recommending approval

Attachments:

[Memo for PI Committee 2025 RCS Facility Usage and Maintenance Agreement](#)

[RCS facility use agreement 2025 Signed](#)

[RCS facility use agreement 2025 w. TrackChanges EGN Edits](#)

[25-0101](#)

City Facility Usage and Maintenance Agreement Between The City of Manitowoc and Manitowoc Youth Baseball Association; recommending approval

Attachments:

[Memo for PI Committee 2025 MYBA Facility Usage and Maintenance Agreement](#)

[MYBA Facility Use Agreement 2025 \(Clean\)](#)

[MYBA Facility Use Agreement 2025 w. TrackChanges EGN EDITS](#)

[25-0103](#)

Request to Use Metal Detector on City Property at the corner of Viebahn Street and Hecker Road; recommending approval with signed liability waiver that is only for that particular parcel. Notification of dates and timeline entering property with the City Staff and to fill in any holes that will potentially be made.

[25-0104](#)

Request for Michelle Michels to escort a 1-day Senior Center trip to Lake County, IL in May 2025; recommending approval

Attachments:

[May IL Out of State Memo for approval](#)

[25-0105](#)

Request for Michelle Michels to escort a 3-day Senior Center trip to Dubuque, Iowa in September 2025; recommending approval

Attachments:

[September IA Out of State Memo for approval](#)

[25-0130](#)

Port of Manitowoc - Tonnage and Harbor Activity Report for year 1-01-2024 through 12-31-2024; recommending to accept and place on file

Attachments:

[Ltr to US Coast Guard -2024](#)

[25-0131](#)

Report of Board of Public Works of 1/29/2025 for an appeal for snow removal assessment for property located at 3713 Division Street; recommending to rescind the assessment and not allow the property owner to appeal if it happens again

Attachments:

[Report of BPW - 3713 Division Street](#)

[25-0132](#)

Report of Board of Public Works of 1/29/2025 for an appeal for snow removal assessment for property located at 910 Mac Arthur Street; recommending to rescind the assessment and not allow the property owner to appeal if it happens again

Attachments:

[Report of BPW - 910 Mac Arthur Street](#)

[25-0138](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment

Attachments: [Invoice 395-0000380733](#)
[Invoice 395-0000380939](#)
[Invoice 395-0000380717](#)
[Invoice 395-0000383599](#)

[25-0143](#) Report of Board of Public Works of 2/12/2025 of an appeal for snow removal assessment for property located at 1801 S 39th Street; recommending to deny the appeal for December 23rd, 2024 and uphold the appeal for December 26th, 2024

Attachments: [Report of BPW - 1801 S 39th St](#)
[1801 S 39th - Dec 23 Removal](#)
[1801 S 39th - Dec 26 Removal](#)
[1801 S 39th Property Owner Request](#)

[25-0144](#) Report of Board of Public Works of 2/12/2025 of an appeal for noxious weed assessment for property located at 3304 Mero Street; recommending to uphold the appeal and not allow the property owner to appeal if it happens again

Attachments: [Report of BPW - 3304 Mero Street](#)
[3304 Mero](#)
[3304 Mero Property Owner Request](#)

[25-0145](#) Report of Board of Public Works of 2/12/2025 of approval to enter into AGMT-25-01 with Mulch Express, to furnish and install certified wood chips for City Playgrounds, Flowerbeds and islands at South 26th and Calumet Avenue as outlined in "Exhibit A", Mulch Express Proposal; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-25-01](#)

[25-0146](#) Report of Board of Public Works of 2/12/2025, of bids received for 2025 Televising Miscellaneous Sewers I - Project WU-25-5; recommending awarding to Green Bay Pipe & TV, LLC in the amount of \$49,087.24

Attachments: [Report of BPW - WU-25-5](#)

[25-0147](#) Report of Board of Public Works of 2/12/2025, of bids received for 2025 Sewer Re-Lining - Project #WU-25-7; recommending awarding to Visu-Sewer in the amount of \$363,501.00

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

7. Public Safety Committee (Consent)

[25-0111](#) Downtown Core Sign Code and Design Review Overlay District Map Update; recommending to approve the Downtown Core Sign Code and Design Review Overlay map amendments

Attachments: [Downtown sign code poposal request](#)
[Design Review Sign Guidelines Amendment](#)
[SignCode_DowntownOverlay_Proposed](#)

[25-0113](#) Sex Offender Residency Board Appeal for Rondal Brueggeman; recommending to approve the appeal

[25-0114](#) Sex Offender Residency Board Appeal for Ryan Zellner; recommending to approve the appeal

8. Plan Commission (Consent)

[25-0043](#) PC 2-2025: Annual Review of Community Living Arrangements pursuant to MMC 15.370(19)b; pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangements for 2025

Attachments: [25-0043 Report to Council CLAs](#)
[25-0043 PC Report Annual Review of CLAs](#)

[25-0044](#) PC 6-2023: Annual Review McMullen & Pitz Construction Co.; Conditional Use Permit for the Establishment of a Contractor's Storage Yard pursuant to 15.330(4) located off of S. 26th and Franklin Streets; recommending to approve the annual review of the Conditional Use Permit to McMullen & Pitz Construction Company / 110 East 310 LLC for the continued use of a Contractor's Equipment Storage Yard in I-1 Light Industrial zoning district pursuant to the conditions

Attachments: [25-0044 Report to Council McMullen Pitz CUP Annual Review](#)
[25-0044 PC Report McMullen Pitz CUP Annual Review](#)

[25-0045](#) PC 23-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 1111 Marshall Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 1111 Marshall Street

Attachments: [25-0045 Report to Council Lotus Annual Review](#)
[25-0045 PC Report Lotus 1111 Marshall Street Annual Review](#)

[25-0046](#) PC 24-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 404, 406 & 408 N. Lake Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 404, 406 and 408 N Lake Street

Attachments: [25-0046 Report to Council Lotus Annual Review](#)
[25-0046 PC Report Lotus Lake Street Annual Review](#)

[25-0047](#) PC 25-2023: Annual Review : The Haven of Manitowoc County; Conditional Use Permit for the Operation of a Transitional Housing at 826 S. 19th Street; recommending to approve the re-issuance of the Conditional Use Permit to The Haven of Manitowoc County for the transitional housing use located at 826 S 19th Street

Attachments: [25-0046 Report to Council Lotus Annual Review](#)
[25-0047 PC Report The Haven Annual Review](#)

I. COMMITTEE REPORTS

1. Committee of the Whole

[25-0141](#) Report of the Special Events Committee recommending approval for the following events subject to Council Action: Metro Jam on 6/20/2025-6/21/2025 (Waiver of alcohol at Washington Park); and Sputnikfest on 9/6/2025 (Road closure of Park Street from N 7th Street through 9th Street from 12:00 p.m. on 9/5/2025 to 8:00 a.m. on 9/7/2025, and closure on N 8th Street from State Street through St. Clair Street during the same time frame)

Attachments: [011625 - 021225 SEC Council Approval](#)
[SE - Metro Jam](#)
[SE - Sputnikfest](#)

[25-0142](#) Resolution Authorizing Submission of the US DOT Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Grant on behalf of Briess Malt & Ingredients Co.

Attachments: [PROTECT GRANT Council Resolution- FINAL](#)

2. Finance Committee

[25-0083](#) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$8,680,000 General Obligation Promissory Notes

Attachments: [City of Manitowoc \(GOPNs\) - Parameters Resolution](#)

[25-0084](#) Resolution Authorizing the Issuance of Not to Exceed \$7,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$7,000,000 Note Anticipation Notes in Anticipation Thereof

Attachments: [City of Manitowoc \(NAN\) - Parameters Resolution](#)

[25-0085](#) Resolution Authorizing the Issuance of Not to Exceed \$9,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$9,000,000 Taxable Note Anticipation Notes in Anticipation Thereof

Attachments: [City of Manitowoc \(TNANs\) - Parameters Resolution](#)

[25-0086](#) Scope of Engagement Re: Proposed Issuance of \$8,680,000 City of Manitowoc (the "City") General Obligation Promissory Notes (the "Securities")

Attachments: [City of Manitowoc \(GOPNs\) - Scope of Engagement](#)

[25-0087](#) Scope of Engagement Re: Proposed Issuance of \$7,000,000 City of Manitowoc (the "City") Note Anticipation Notes (the "Securities")

Attachments: [City of Manitowoc \(NANs\) - Scope of Engagement](#)

[25-0088](#) Scope of Engagement Re: Proposed Issuance of \$9,000,000 City of Manitowoc (the "City") Taxable Note Anticipation Notes (the "Securities")

Attachments: [City of Manitowoc \(TNANs\) - Scope of Engagement](#)

[25-0091](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAB-2471, Brittiann LLC, 905 Washington St

Attachments: [Memo to Finance Re Brittiann LLC Class B License Application](#)

[2024 TAV - BRITTIANN LLC - APPLICATION](#)

[Brittiann LLC Denial Letter](#)

[905Washington BufferMap](#)

[B. Perkins CCAP](#)

[J. Golden CCAP](#)

[J. Golden Farmers Market Application](#)

[25-0136](#) Report of IDC relative to the Option and Right of First Refusal with GLTD Holdings LLC for property located off of West Drive (Parcel # 447-003-050)

Attachments: [IDC Report to Council Color Craft GLTD ROFR](#)

[25-0137](#) Report of IDC relative to the AMMO / Olin Winchester, LLC; Request for Approval of an Assignment and Assumption of a Land Lease and Option to Purchase (part of Parcel # 449-008-010)

Attachments: [IDC Report to Council Ammo Olin Winchester](#)

3. Personnel Committee

[25-0073](#) Resolution to Revise Seasonal Employment Policy 2025

Attachments: [RES REVISE SEASONAL EMP POLICY 2025- FINAL](#)
[2025 Seasonal Hiring Policy-FINAL with revisions for Council-clean](#)
[2025 Seasonal Hiring Policy-FINAL with revisions for Council](#)
[2025 Seasonal Hiring Policy-FINAL with revisions-2025-jcl review](#)

[25-0134](#) Resolution for Part-Time Police Officer

Attachments: [Res to approve a part-time Police Officer position- FINAL](#)
[Part-Time Police Officer](#)
[2025 Comp Plan w PT Police Officer for approval](#)

4. Public Infrastructure Committee

[25-0148](#) Agreement with CivicPlus for CivicRec software for the Parks and Recreation Department

Attachments: [Manitowoc WI - CivicRec Special Quote for Feb 2025 signing](#)

5. Public Safety Committee

[25-0115](#) Resolution adopting the Manitowoc County hazard mitigation plan 2025-2030

Attachments: [Manitowoc County Approvable Pending Adoption WEM](#)
[MC Resolution-Hazard Mitigation Plan Adoption](#)
[Resolution Adopting Manitowoc County Hazard Mitigation Plan 2025-2030](#)

6. Plan Commission

[25-0042](#) PC 20-2024: Whispering Meadows MHC LLC; Request to Amend a Conditional Use Permit for the expansion of an existing Manufactured Home Park

Attachments: [25-0042 Report to Council Whispering Meadows CUP](#)
[25-0042 PC Report Whispering Meadows amendment](#)

[25-0057](#) PC 3-2025: City of Manitowoc / Redeemer Lutheran Church: Sale of City-Owned Parcel along N. 16th Street. (Parcel # 155-008-120)

Attachments: [25-0057 Report to Council Redeemer Lutheran Church land sale](#)
[25-0057 PC Report N 16th Street](#)

[25-0135](#)

Ordinance amending the amended zone map of the City of Manitowoc entitled: "Zoning Ordinance of Municipal Code of the City of Manitowoc" to rezone the property located east of Kinglet Drive and south of Viebahn Street from R-4 Single and Two Family Residential to R-6 Multiple Family

Attachments:

[Ordinance PC 19-2024 Whispering Meadows MHC- FINAL](#)

[25-0041 Report to Council Whispering Meadows](#)

J. OTHER BUSINESS**K. ADJOURN**

1. Next Scheduled Common Council Meeting: Monday, March 17, 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 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