



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, August 17, 2015

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

[15-764](#) Tom Karman, CPA Shareholder Schenck, SC. review of 2014 Comprehensive Annual Financial Report (CAFR) and Management Letter

**Attachments:** [2014 Management Letter](#)  
[2014 Comprehensive Annual Financial Report](#)

[15-818](#) Peter Wills of Progress Lakeshore will have bi-annual update.

**Attachments:** [progress lake.pdf](#)

#### E. PUBLIC HEARINGS

[15-871](#) 6:35 p.m. - Public Hearing for the purpose of hearing any and all interested parties in the matter of the Analysis of Brownfield Cleanup Alternatives at the former Mirro Plant 3 building located at 2402 Franklin Street, Manitowoc, Wisconsin.

#### F. PUBLIC INPUT

*Members of the public will be permitted to speak at the first or second scheduled Common Council meeting of 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

[15-832](#) Communication from Mayor Justin M. Nickels submitting his veto of Resolution 15-580 for storm sewer connection fee refunds.

**Attachments:** [15-832Veto.pdf](#)

[15-828](#) Appointment of Tyler Caulum in place of Kathleen McDaniel on Sustainable Manitowoc Committee for unexpired term ending 2/15/18.

## 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

[15-827](#) Minutes of Common Council meeting of July 20, 2015, recommending approval and place on file.

**Attachments:** [15-827.pdf](#)

[15-830](#) Minutes of Community Development Authority of 5/13/15 and 6/10/15; Manitowoc Public Utilities Commission of 5/26/15; Police and Fire Commission of 6/9/15, recommending acceptance and place on file.

**Attachments:** [15-830.pdf](#)

[15-833](#) Public Notice from Wisconsin Dept. of Natural Resources of air pollution permit application review of Manitowoc Public Utilities, 701 Columbus St., recommending placing on file.

**Attachments:** [15-833.pdf](#)

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

[15-868](#) Report of Special Events Committee recommending approval of the following events subject to Council action: Lincoln High School Homecoming Parade on 10/9/15 (street closures), recommending acceptance of report and approval of recommendations.

**Attachments:** [LHS Home Parade.pdf](#)  
[report \(2\).pdf](#)

[15-869](#) Report of Special Events Committee relative to approval of the following events: Request to waive fee for delivery of traffic control items for Neighborhood Watch Block Party in the 1700 block of S. 13th Street (recommending denial); Residential Block Party in 2100 block of S. 22nd St.; Grow it Forward National Night Out at Community Garden; Residential Block Party in 800 block of Indian Bluff Dr.; Residential Block Party in 2600 block Knuell St.; Residential Block Party in 1000 block of N. 16th St.; Lincoln High School Homecoming Fireworks; Residential Block Party in Kuhl St., recommending acceptance of report and place on file.

**Attachments:** [report \(3\).pdf](#)  
[Block S13.pdf](#)  
[block S22.pdf](#)  
[NatlNightOut.pdf](#)  
[BlockIndianBluff.pdf](#)  
[BlockKnuell.pdf](#)  
[BlockN16.pdf](#)  
[LHSFire.pdf](#)  
[BlockKuhl.pdf](#)

#### 4. Finance Committee (Consent)

[14-1247](#) Summons and Complaint of CVS Pharmacy, Inc. vs. City of Manitowoc, Case No. 14 CV 247, of June 4, 2014, recommending placing on file (case settled).

**Attachments:** [14-1247.pdf](#)

[15-819](#) General City Claims 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:** [15-819.pdf](#)

#### 5. Licensing, Permits and Inspections Committee (Consent)

[15-811](#) Agreement with Headwaters Resources 1, LLC for GIS services, recommending approval of the contract.

**Attachments:** [15-811.pdf](#)

[15-845](#) Report of City Plan Commission (PC 1-2015) relative to quit claim deed from John S. Lukas for Ebony Avenue purposes with quit claim deed attached, recommending acceptance of deed and place on file.

**Attachments:** [15-845.pdf](#)

[15-846](#) Report of City Plan Commission (PC 1-2015) relative to quit claim deed from Abbey Ridge LLC for Ebony Avenue purposes with quit claim deed attached, recommending acceptance of deed and place on file.

**Attachments:** [15-846.pdf](#)

[15-847](#) Report of City Plan Commission relative to request from Kaysun Corporation for a release of easement at 5500 West Drive which request was subsequently withdrawn, recommending no Council action be taken and place request on file.

**Attachments:** [15-847.pdf](#)

[15-852](#) Report of Plan Commission relative to Manitowoc County tax foreclosure properties expressing no interest in pursuing acquisition of any of the properties, recommending placing on file.

**Attachments:** [15-852.pdf](#)

[15-854](#) Report of Plan Commission relative to request for a non-animated billboard at 1320 Washington Street, Novak's Service Center along with a request that in lieu of landscaping around the base of the sign, a \$1,000 donation be given to the Park Board, recommending approval of the off-premise billboard and denial of the payment in lieu of landscaping and that the landscaping be completed per the sign ordinance.

**Attachments:** [15-854.pdf](#)

[15-855](#) Report of Plan Commission relative to request for a fixed animated sign at Cenex Convenience Store, 311 N. Rapids Rd., recommending approval of the request.

**Attachments:** [15-855.pdf](#)

[15-856](#) Report of Plan Commission relative to request from John Thompson for placement of fill in a P-1 Conservancy District off of Menasha Avenue, recommending approval.

**Attachments:** [15-856.pdf](#)

[15-857](#) Report of Plan Commission's annual review of Ramirez Auto Repair and Towing's conditional use permit for operation of a wrecker service at 1545 S. 41st Street, recommending that Council renew the 2014 CUP for 2015 with an annual review in July, 2016.

**Attachments:** [15-857.pdf](#)

[15-860](#) Report of Plan Commission relative to status of extension of a special permit for a parking lot in a residential district for Saunders at 1205 S. 13th Street and recommends that Council extend permit to September 30, 2015 and if upgrades are not made to the parking lot to appease the Code, a citation will be sent after September 30th.

**Attachments:** [15-860.pdf](#)

**6. Parks and Recreation Committee (Consent)**

[15-770](#) Request from Edgar J. Hansen, CSM (ret) 32nd Red Arrow Infantry Brigade Combat Team, to provide necessary documentation required by TACOM to obtain a piece of military equipment for display at Red Arrow Park, recommending granting approval for south hill of Red Arrow Park for placement of military equipment by Mr. Edgar Hansen

**Attachments:** [15-770 Military equip for Red Arrow](#)

[15-836](#) Quit Claim Deed from Manitowoc County for purchase of vacant land on Reed Avenue by Little Manitowoc River for park purposes, recommending acceptance of deed and place on file.

**Attachments:** [15-836.pdf](#)

**7. Personnel Committee (Consent)****8. Public Infrastructure Committee (Consent)**

[15-820](#) Report of the Board of Public Works of August 5, 2015, of quotes received for ferric chloride for the Wastewater Treatment Facility, recommending awarding the low quote to Kemira Companies, Inc.

**Attachments:** [15-820 Report.pdf](#)

[15-821](#) Report of Board of Public Works of August 5, 2015 for Park Maintenance Building Roof for 1st and Final Payment to Schaus Roofing and Mechanical in the amount of \$14,940.00, recommending payment.

**Attachments:** [15-821.pdf](#)

[15-822](#) Report of Board of Public Works of August 5, 2015 for Hexagon Park Shelter Roof at Lincoln Park for 3rd and Final Payment to Jim Reif Builders, Inc. in the amount of \$6,807.00, recommending payment.

**Attachments:** [15-822.pdf](#)

[15-823](#) Report of Board of Public Works of August 5, 2015 for Service Counter and Roll-up Door at City Hall for 1st and Final Payment to Hamann Construction Co. in the amount of \$14,791.00, recommending payment.

**Attachments:** [15-823.pdf](#)

[15-825](#) Report of Board of Public Works of July 8 & 22, 2015 on 2014 special assessments, recommending acceptance of report and approval of the assessments.

**Attachments:** [15-825.pdf](#)

[15-826](#) Report of Board of Public Works of July 22, 2015 setting ten year installment plan interest rate at 7.5% for 2014 assessments levied in 2015, recommending acceptance of report and place on file.

**Attachments:** [15-826.pdf](#)

[15-858](#) Report of Board of Public Works of August 12, 2015 for Re-roof and Re-side garage at Gravel Pit for 4th and Final Payment to Mike Check Builders, Inc. in the amount of \$1,155.40, recommending payment.

**Attachments:** [15-858.pdf](#)

[15-859](#) Progress Invoice from Wisconsin Dept. of Transportation in the amount of \$63.86 for 8th Street, Madison St - Washington St, Project No. 4347-04-71, recommending payment.

**Attachments:** [15-859.pdf](#)

## 9. Public Safety Committee (Consent)

[15-682](#) EMS contract for the Expo events for the County Fair, recommending approval of the contract.

**Attachments:** [PS 15-682 Ambulance Agrmnt -Expo](#)

[15-707](#) Request from L Wagner for extension of noise curfew for "Campfest" at Mtwc Co Expo/Fair Grounds Friday September 11 and Saturday September 12, 2015, recommending approval of request.

**Attachments:** [PS 15-707 Wagner Campfest Noise](#)

[15-728](#) Key Performance 2nd Quarter - Fire Department, recommending acceptance and place on file.

**Attachments:** [PS 15-728 MFD Performance 2nd Qtr](#)

[15-729](#) Fire Department monthly report - June 2015, recommending acceptance and place on file.

**Attachments:** [PS 15-729 MFD - June 2015](#)

[15-745](#) Police Department monthly report - June 2015, recommending acceptance and place on file.

**Attachments:** [PS 15-745 MTPD June 2015](#)

[15-747](#) Firefighter/Paramedic Tyler Kiel request for permission to hold MFD Local 368 7th Annual MDA Fill the Boot Drive on August 13, 14 & 15, 2015 to benefit local children who suffer from Muscular Dystrophy, recommending approval of the request.

**Attachments:** [PS 15-747 Fill the Boot 2015](#)

## I. STANDING COMMITTEE REPORTS

## 1. Committee of the Whole

## 2. Finance Committee

[15-734](#) 2014 Comprehensive Annual Financial Report & Management Letter from Schenck, SC

**Attachments:** [management letter.pdf](#)  
[2014 Comprehensive Annual Financial Report](#)

[15-815](#) Resolution to borrow \$184,713 for a 20 year period from the Board of Commissioners of Public Lands of Wisconsin (State Trust Fund Loan) to be used for financing affordable housing units as part of Mirro Plant #3 renovation.

**Attachments:** [20150806213657870](#)

[15-848](#) Report of Plan Commission relative to proposed creation of new Tax Incremental Financing (TIF) District No. 18 (Mid Cities Mall area), recommending to Council that staff is authorized to proceed with creation of TID 18.

**Attachments:** [15-848.pdf](#)

[15-849](#) Report of Plan Commission relative to proposed amendments to the Project Plan for Tax Incremental Financing (TIF) District No. 15 (Harbor Town and Dewey Street area) and proposed resolution adopting the amendments, recommending approval of the amendments to the project plan as well as the resolution.

**Attachments:** [15-849.pdf](#)

[15-851](#) Resolution to approve Project Plan Text Amendment No. 3 to Tax Incremental Financing District No. 15.

**Attachments:** [15-851.pdf](#)

[15-861](#) Resolution to approve hiring of a replacement Account Clerk position within the Finance Department, at Grade E, according to the Compensation Plan and Employee Policy Manual.

**Attachments:** [15-861.pdf](#)

## 3. Licensing, Permits and Inspections Committee

[15-712](#) Ordinance amending MMC 12.050 granting the MPU Commission to enter into construction contracts up to \$5,000,000 and sell electrical services outside of the City

**Attachments:** [15-712.pdf](#)  
[15-712amend.pdf](#)

[15-812](#) Proposal for full-time Electrical Inspector.

**Attachments:** [Electrical Inspector JD 4.2013.pdf](#)  
[Memo-Electrical Inspector Proposal.pdf](#)  
[Revised Memo.pdf](#)

[15-813](#) Resolution to revise land sale credit policy for Manitowoc I-43 Industrial Park with similar resolution by Industrial Development Corporation attached.

**Attachments:** [15-813IndDev.pdf](#)  
[15-813 \(2\).pdf](#)

[15-853](#) Report of Plan Commission relative to a request from TLC Homes Inc. for a conditional use permit for an adaptive reuse at 1004 N. 17th Street for an adult day care facility and office use recommending denial of the request for the reasons stated in the report.

**Attachments:** [15-853.pdf](#)

[15-862](#) Ordinance to recreate Section 11.010(11) of the Municipal Code authorizing the issuance of "Class A" Cider licenses.

**Attachments:** [15-862.pdf](#)

[15-863](#) Report of Licensing, Permits and Inspections Committee with the following licenses for granting: No. AMC-1501, "Class A" Cider license of Kwik Trip Inc. 637, Jamie Vergenz, Agent, 401 N. 8th St.; No. AMC-1502, "Class A" Cider license of Kwik Trip Inc. 656, Kristine Traeger Agent, 2315 Menasha Ave.; No. AMC-1503, "Class A" Cider license of Kwik Trip, Inc. 636, Tanya Lehman, Agent, 2819 Meadow Lane; No. AMC-1504, "Class A" Cider license of Kwik Trip, Inc. 627, Donald Ziegler, Agent, 910 Hamilton St.; No. AMC-1505, "Class A" Cider license of Kwik Trip, Inc. 611, Kimberly Kennedy, Agent, 2102 Washington St.; No. AMC-1506, "Class A" Cider license of Kwik Trip, Inc. 491, John DuPont, Agent, 2103 S. 42nd St.; No. TAV-1541 Eastwynn Theatres, Inc., change of agent to Bonnie Ruotsala, 2555 S. 44th St.

**Attachments:** [15-863.pdf](#)

[15-870](#) Resolution to increase the Electrical Inspector position from part-time to full-time, effective January 1, 2016.

**Attachments:** [15-870.pdf](#)

#### 4. Parks and Recreation Committee

[15-670](#) Silveridge Park options

**Attachments:** [15-670 Silver Ridge Aerial](#)  
[15-670 Silveridge playground examples](#)  
[15-670 Silveridge Survey Results - 2015](#)



[15-761](#) Resolution creating parkland dedication fees leveraging policy.

**Attachments:** [15-761.pdf](#)

[15-829](#) Contract with Miller & Associates-Sauk Prairie Inc. to furnish labor, equipment and material to install playground equipment at Red Arrow Park.

**Attachments:** [15-829.pdf](#)

[15-844](#) Contract with Lakeland Landscape Service to furnish labor and material to provide landscaping at the Rahr West Art Museum for the sum of \$7,322.00.

**Attachments:** [15-844.pdf](#)

## 5. Personnel Committee

[15-824](#) Resolution approving the Training, Membership and Tuition Reimbursement Policy effective January 1, 2016.

**Attachments:** [15-824.pdf](#)

[15-840](#) Resolution increasing the Municipal Judge's salary effective May 1, 2016 and May 1, 2018.

**Attachments:** [15-840.pdf](#)

[15-841](#) Resolution to approve the revised job description and reclassification of the DPI Administrative Assistant from Grade G to Grade H, Step 1, of the Compensation Plan, effective upon passage of this resolution.

**Attachments:** [15-841.pdf](#)

[15-850](#) Resolution granting HR Director and Department Head flexibility for increased PTO level.

**Attachments:** [Res approve PTO deviation 8-17-2015 \(2\)](#)

## 6. Public Infrastructure Committee

[15-660](#) Joint Driveway Easement Agreement with Tower Tavern Real Estate LLC for egress to North Water Street.

[15-831](#) Term Sheet relative to Forefront Dermatology Parking Project, 924 York Street.

## 7. Public Safety Committee

[15-740](#) Petition requesting reconsideration of the denial of document 15-615 requesting waiver of hazmat fee.

**Attachments:** [PS 15-740 Koschnick Appeal](#)  
[201508140806.pdf](#)

[15-742](#) Ordinance to amend Section 10.490 establishing two-hour parking zones on Chicago Street.

**Attachments:** [15-742.pdf](#)

[15-842](#) Ordinance to amend Sections 10.390, 10.470 and 10.490 of the Manitowoc Municipal Code to revise no parking zones on portions of South 15th Street, South 16th Street and Washington Street.

**Attachments:** [15-842.pdf](#)

[15-843](#) Ordinance to amend portions of Section 10.390 of the Manitowoc Municipal Code to revise parking on Franklin Street from South 21st Street to South 26th Street.

**Attachments:** [15-843.pdf](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, September 21, 2015 at 6:30pm in the Common Council Chambers at City Hall.*

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

**Jennifer Hudon  
City Clerk**