



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, November 20, 2017

6:30 PM

Council Chambers

A. CALL TO ORDER

B. ROLL CALL

Alders Present: 10 - Dave Soeldner, Jim Brey, Mike Howe, Scott McMeans, Eric Sitkiewitz, Lee H. Kummer, Steven Czekala, Jeremiah Novak, Todd Lotz and Rhienna Gabriel

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

E. PUBLIC INPUT

Mayor declared the meeting open for public input. In accordance with policy, the public input portion of the meeting is not made a part of the official record.

F. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[17-1103](#)

Mayor to disband Transit Development Plan Review Committee.

Moved by McMeans, seconded by Brey, that this Committee be disbanded. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

G. CONSENT AGENDA

1. Removal of Consent Agenda Items

Approval of the Consent Agenda

Moved by McMeans, seconded by Brey, to accept the Consent Agenda Items and recommendations of the various committees. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

2. Miscellaneous

[17-1095](#) Minutes of October 16, 2017 Council meeting, recommending approval and place on file.

Attachments: [17-1095](#)

[17-1143](#) Public Notice of Air Pollution Control Permit Application Review of Briess Industries, Inc., 605 Washington St. Recommending placing on file.

Attachments: [17-1143](#)

[17-1145](#) Public Notice of Air Pollution Control Permit application review of Broadwind Towers, 101 S. 16th Street, Manitowoc, recommending placing on file.

Attachments: [17-1145](#)

3. Committee of the Whole (Consent)

[17-1150](#) Report of Special Events Committee relative to approval of the following events: Evergleams on 8th on 11/17/17-1/7/18; WAIVER OF FEES - Parent/Teacher Conferences on 10/12/17; Shelltrack Bike Race on 12/16/17; Zoo Boo on 10/28/17; Garden Fair on 6/9/18; DATE CHANGE - Winter Farmers Market tabled until April 2018; REVISION - Ugly Sweater Run/Walk on 11/11/17. Recommending acceptance of report and place on file.

Attachments: [17-1150](#)

[Evergleams on 8th](#)

[Parent-Teacher Conferences](#)

[Shelltrack Bike Race](#)

[Zoo Boo](#)

[2018 Garden Fair](#)

[Winter Farmers Market](#)

[Ugly Sweater Run](#)

4. Finance Committee (Consent)

[17-1050](#) No Street Access Agreement with Stephen Spindler, 4018 Springhill Drive, prohibiting any new access points within the P-1 Zoning area. Recommending placing on file.

Attachments: [17-1050](#)

[17-1066](#) Palpable Error on Personal Property Parcel # 000-307-447 De Lage Landen Operational Services (Assessment \$59,096 overstated), recommend approval of adjustment.

Attachments: [Palpable Error 000307447](#)

- [17-1102](#) 2017 Poor Fund Report and Recommended Distribution, recommend to accept.
Attachments: [17-1102](#)
- [17-1110](#) Certification of 2017 Levy from Lakeshore Technical College, recommend to accept and place on file.
Attachments: [Lakeshore Tech College Levy](#)
- [17-1114](#) Claim #L17-00097 Melissa Bennett \$25,000 received 10-16-2017, recommending to deny the claim.
- [17-1116](#) Certification of 2017 Levy Manitowoc Public School District, recommend to accept and place on file.
Attachments: [MPSD Levy 2017](#)
- [17-1120](#) 3rd Quarter 2017 Claims Report from City Attorney McDaniel, recommending to accept and place on file.
Attachments: [3rd Quarter 2017 Claims Report](#)
- [17-1127](#) Skate Park Funding Agreement. Recommending to use money from the Parkland Dedication Fund and to enter into the agreement.
Attachments: [Skate Park Fundraising Agreement](#)
- [17-1128](#) General City Claims in the amount of \$4,048,958.22 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: [17-1128](#)
[11-17-17](#)
[11-10-17](#)
[11-3-17](#)
[10-27-17](#)
[10-20-17](#)
- [17-1144](#) Report of Finance Committee to grant the various licenses subject to approvals, inspections, insurance, payment of licenses fees and meeting State Statute requirements, as detailed therein. Recommending acceptance.
Attachments: [17-1144](#)
- [17-1148](#) Communication regarding Apportionment of State and County 2017 Property Taxes and Charges. Recommending acceptance and place on file.
Attachments: [17-1148](#)

[17-1149](#) Warranty Deed from Bruce J. and Renee L. Conard for gift in lieu of condemnation of property at 422 and 424 N. 10th St. Recommending acceptance with Deed to be recorded with Register of Deeds.

Attachments: [17-1149](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[17-1086](#) Amendment No. 2 to Task Order No. 16-01 with Strand Associates, Inc. for Fiscal Sustainability Planning including 2017 and 2018 Collection System Infiltration/Inflow (I/I) Program Assistance, recommending approval of Amendment.

Attachments: [17-1086.pdf](#)

[17-1087](#) Amendment No. 4 to Task Order No. 15-01 with Strand Associates, Inc. for Wastewater Treatment Facilities Improvements, recommending approval of Amendment.

Attachments: [17-1087.pdf](#)

[17-1088](#) Request to rescind weed charge for parcel #692-008-040 (Ridgeway Ct), as owner stated property was cut by private contractor, recommended placing on file.

Attachments: [17-1088_201710260855](#)

[17-1089](#) Request to rescind weed charge for parcel #692-005-070 (Silver Ridge Dr), as owner stated property was cut by private contractor, recommending placing on file.

Attachments: [17-1089_201710260903](#)

[17-1094](#) Request to rescind weed charge for parcel #826-403-115 (4810 Expo Drive) as property was considered an active construction site (Prevea Health), recommending denying the request.

Attachments: [17-1094_201710261310](#)

[17-1096](#) Report of Board of Public Works relative to staff request to rescind seal coating assessment for 2930 Lindbergh Dr. Recommending approving the request.

Attachments: [17-1096](#)

[17-1097](#) Report of Board of Public Works of 10/25/2017 for 1st and Final payment of \$32,942.85 to Lee's Color Studio for Manitowoc Marina Exterior Painting, WB-17-23, recommending payment.

Attachments: [17-1097](#)

[17-1098](#) Report of Board of Public Works of 10/25/2017 for 3rd and Final payment of \$25,497.09 to Michels Pipe Services for 2017 Re-Lining Sanitary Sewer, WU-17-7, recommending payment.

Attachments: [17-1098](#)

[17-1101](#) Request from Terence Fox regarding Subdivision Ordinance, recommended placing on file and drafting a Subdivision Ordinance to be brought back to Committee pertaining to weed cutting.

Attachments: [17-1101_201710271451](#)

[17-1138](#) Report of Board of Public Works of 11/08/2017 for 6th and Final payment of \$2,629.62 to Seiler Bros for 2017 Remove & Replace Existing Sidewalks, WS-17-3, recommending payment.

Attachments: [17-1138](#)

7. Public Safety Committee (Consent)

[17-1142](#) EMS LifeQuest billing dispute. Recommending to set up a payment plan.

8. Plan Commission (Consent)

H. COMMITTEE REPORTS

1. Committee of the Whole

2. Finance Committee

[17-1045](#) Resolution to Backfill RWAM Administrative Assistant Position Prior to Current Employee Retirement with revised job description.

Attachments: [RWAM Admin Support Spec JD](#)

[17-1045](#)

Moved by Brey, seconded by McMeans, that this Resolution be adopted. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1051](#) No Street Access Agreement with Jan Paulus, 3906 Springhill Drive for remaining footage not billed.

Attachments: [17-1051](#)

Moved by Brey, seconded by McMeans, that this Agreement be entered into. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1107](#) Resolution to extend Tax Increment Financing District No. 13 for one year in order to improve the City's housing stock in accordance with Ch. 66.1105(6)(g), Wis. Stats

Attachments: [TID Extensions](#)
[5422Home overview](#)
[TID 13 Carryover Resolution](#)

Moved by Brey, seconded by McMeans, that the "Who Qualifies?" portion of the 5422Home program be changed from "Homebuyers moving into the City from outside Manitowoc County" to "Homebuyers moving into the City of Manitowoc." The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

Moved by Brey, seconded by McMeans, that this Resolution be adopted as amended. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1146](#) Scope of Engagement relative to Proposed Issuance of \$9,764,459 City of Manitowoc Taxable Sewerage System Revenue Bonds, Series 2017.

Attachments: [17-1146](#)

Moved by Brey, seconded by McMeans, that this Communication be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1147](#) Resolution Authorizing the Issuance and Sale of up to \$9,764,459 Taxable Sewerage System Revenue Bonds, Series 2017, and Providing for other Details and Covenants with Respect thereto, and Approval of Related \$10,494,459 Financial Assistance Agreement.

Attachments: [17-1147](#)
[Exhibit A](#)

Moved by Brey, seconded by McMeans, that this Resolution be adopted. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1155](#) Sales Order Agreement with Election Systems & Software for new voting equipment.

Attachments: [17-1155](#)

Moved by Brey, seconded by McMeans, that this Agreement be entered into. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

I. PUBLIC HEARINGS

[17-1104](#) 6:35 PM - Public Hearing for the purpose of hearing any citizen or taxpayer on the proposed budget for the upcoming year.

Attachments: [17-1104](#)

Mayor declared the meeting open for a public hearing for the purpose of hearing any and all interested parties in the matter of the proposed budget for the upcoming year.

City Clerk reported that the notice of the hearing was published in the Herald-Times-Reporter on November 3, 2017. (Proof of publication is on file in the City Clerk's office).

The following persons appeared to address the Council regarding the proposed item:

No interested parties appeared.

Mayor declared the public hearing closed. (A recording of the entire hearing is on file in the City Clerk's office).

J. COMMITTEE REPORTS

1. Finance Committee

[17-0995](#) General City budget of proposed 2017 levy for 2018, in the amount of \$15,368,720 including the Manitowoc Public Library, with \$1,032,023 in proposed tax incremental financing.

Attachments: [2018 Budget Binder](#)
[Report of Finance Committee](#)
[prs capital financing plan manitowoc 102317](#)
[2017 Final Equated SOA](#)
[2017 Tax LEVY by Fund](#)
[2018 CAPITAL BUDGET for Dept use](#)
[2018 Levy Rate Worksheet 171026](#)
[Human Resources Generalist JD 11.2017](#)
[Streets Laborer JD](#)
[Backlogged items and deficiencies in the Streets Division](#)
[Job Description - Maintenance Mechanic 2017](#)
[MFRD 2018 Code Enforcement DL&NS](#)
[Position Request detail 2018 Budget](#)
[Staff Attorney Revised JD for 2018 Budget.pdf](#)
[Business Housing Dev Planner-with percents](#)
[Staff Roles-Neighborhood Programs](#)
[Farmers Market Income & Expenses 10-31-2017](#)
[2018 Budget Highlights](#)
[Expenditure Restraint Program](#)
[2018 Expenditure Restraint Worksheet](#)
[Proposed 2018 Budget Amendments](#)
[Finance Committee Recommended Levy](#)
[Adjustments](#)
[Tax Levy Change Budget Worksheet](#)
[Tax Rates per \\$1000 of Assessed Valuation](#)
[2017 School Tax Credit First dollar Credit Lottery Credit](#)
[2018 Levy Rate Worksheet 171114 FINAL](#)

Finance Director/Treasurer Steve Corbeille provided an overview of changes to the budget made and approved by the Finance Committee and answered questions.

Moved by McMeans, seconded by Howe, to add the requirement for the Mayor to present to the Common Council no later than January 31, 2018, a comprehensive Blight Program to include, in part:

- 1. A 3 year plan of blight elimination work including estimate cost and revenues and prioritization of areas and properties to include goals and objectives.**
- 2. Established process flow from "identified project work to resale/redevelopment of property" - including departments and positions responsible including**

timelines for each major step or milestone.

The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

Moved by Brey, seconded by McMeans, that the budget be adopted as amended.

The motion carried by the following vote:

Aye: 9 - Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

Nay: 1 - Soeldner

2. Personnel Committee

[17-1105](#) Out of State Travel/Training Request from Community Development for EPA Brownsfields National Conference.

Attachments: [17-1105](#)

Moved by Sitkiewitz, seconded by Czekala, that this Request be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1108](#) Out of State Travel/Training Request from Police Department for Heckler & Koch Armorer Class.

Attachments: [17-1108](#)

Moved by Sitkiewitz, seconded by Czekala, that this Request be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

3. Public Infrastructure Committee

[17-0136](#) Parks Comprehensive Plan Updates.

Attachments: [17-0136.pdf](#)

[17-0136 Little Manitowoc River Coastal Wetland Restoration](#)

[17-0136 Riverwalk Concept Plan](#)

[October Draft_Comp_Park &](#)

[Rec_Plan_AFTER_Sept_22_2017_Mtg_Version4\(2\)](#)

[Appendices_A_thru_G](#)

[201710101545](#)

Moved by Kummer, seconded by Soeldner, that this Plan be adopted. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1112](#) Agreement between the City of Manitowoc and the Aging & Disability Resource Center of the Lakeshore Senior Nutrition Program regarding the dining site.

Attachments: [17-1112](#)

Moved by Kummer, seconded by Soeldner, that this Agreement be entered into. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1151](#) Ordinance to adjust rates for sewer service charges effective January 1, 2018.

Attachments: [17-1151](#)

Moved by Kummer, seconded by Soeldner, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1156](#) Resolution to install two ornamental, 100 Watt, coach light style, high pressure sodium, street lights in the 2200 block of Paul Road.

Attachments: [17-1156](#)

Moved by Kummer, seconded by Soeldner, that this Resolution be adopted. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

4. Public Safety Committee

[17-1137](#) Manitowoc Sex Offender Residency Board Appeal for Kim M. Fellers.

Moved by Howe, seconded by Soeldner, that this Request be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1140](#) Extension of LifeQuest Billing services.

Attachments: [LifeQuest Contract Extension 2018-2020](#)

Moved by Howe, seconded by Soeldner, that this Contract be extended. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

5. Plan Commission

[17-1069](#) City of Manitowoc / Color Craft Graphic Arts: Release of Easement, Lot 7, Block 3, I-43 Industrial Park.

Attachments: [17-1069 Release of Easement City Color Craft](#)
[17-1069](#)

Moved by Brey, seconded by McMeans, that this Easement be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1070](#) Stanleas III, LLC Quit Claim Deed for Homestead Road.

Attachments: [17-1070 Quit Claim Deed Homestead Road](#)
[17-1070](#)

Moved by Brey, seconded by McMeans, that this Deed be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[17-1071](#) Stanleas III, LLC Quit Claim Deed for Nicyssa Lane.

Attachments: [17-1071 Quit Claim Deed Nicyssa Lane](#)
[17-1071](#)

Moved by Brey, seconded by McMeans, that this Deed be approved. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

K. OTHER BUSINESS

L. ADJOURN

Moved by McMeans, seconded by Brey, that this meeting be adjourned at 7:08 PM. The motion carried by the following vote:

Aye: 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

**Deborah Neuser
City Clerk**