



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, December 16, 2024

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: 863 5787 4665 Password: 370799.

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

- [24-2084](#) City Clerk administers Oath of Office to Firefighter/Paramedic Justin Krajnik, followed by Badge Pinning
- [24-2085](#) City Clerk administers Oath of Office to Firefighter/Paramedic Jacob Krueger, followed by Badge Pinning
- [24-2107](#) Lakeshore Holiday Parade Awards

E. PUBLIC HEARINGS

- [24-2086](#) Public Hearing 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 C-1

Commercial to R-6 Multiple Family and from R-4 Single and Two Family Residential to C-1 Commercial for property located at the northwest corner of Woodland Drive and Memorial Drive. (Parcel #131-002-330 and part of 131-002-150)

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

[24-2087](#)

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

Attachments: [November 18, 2024 Common Council Minutes](#)

3. Committee of the Whole (Consent)

[24-2101](#)

Report of Special Events Committee relative to the approval of the following events: Shelltrack on 12/21/2024; Wingz Lakeside Open on 4/26/2025; and Magical Trolley Ride on 12/7/2024; recommending approval

Attachments: [SEC Acted On - 111424 to 121124](#)

[SE - Shelltrack](#)

[SE - Wingz Lakeside Open](#)

[SE - Magical Trolley Ride](#)

4. Finance Committee (Consent)

[24-2066](#)

Out of State Travel/Training Request - Tourism Dept. - Simpleview Summit - San Francisco, CA - April 6th - 9th, 2025; recommending to approve the request for the amount of \$3199.00

Attachments: [2025 Out of State Travel Request - Tourism - Simpleview Summit](#)

[24-2067](#) Out of State Travel/Training Request - Tourism Dept. - Destination Sales & Marketing Manager - Dates throughout 2025; recommending to approve the request for the four events for the amount of \$9480.00

Attachments: [2025 Travel Request - Going on Faith](#)
[2025 Travel Request - Group Travel Con](#)
[2025 Travel Request - Midwest Marketplace](#)
[2025 Travel Request - NTA Travel Exchange](#)

[24-2070](#) Poor Relief Custodial Fund - 2024 Report & Recommended Distribution; recommending to approve distributing checks in the amount of \$140.00 each for the five listed agencies

Attachments: [2024 Poor Relief Fund Distribution Memo](#)
[Fund 8100 - Poor Relief Custodial Acct Analysis Spreadsheet 2024](#)

[24-2071](#) First Amendment to City of Manitowoc TID No. 16 Development Agreement with Manitowoc Place, LLC; recommending to approve the amendment

Attachments: [1st Amendment to Development Agreement-Final Draft](#)
[1st Amendment to Development Agreement-Final](#)

[24-2088](#) General City Claims in the amount of \$2,617,759.14 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](#)
[11-15-2024](#)
[11-22-2024](#)
[11-29-2024](#)
[12-6-2024](#)

[24-2103](#) 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 acceptance

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[24-2054](#) Agreement for Transit Service Between the City of Manitowoc and the Manitowoc Public School District; recommending approval

Attachments: [MPSD City of Manitowoc MPSD and Transit Agreement](#)

[24-2055](#) Sidewalk Privilege Agreement for encroachment of a structure and retaining wall located at 4323 Conroe Street; recommending approval

Attachments: [24 2055 Sidewalk Privilege Agreement for 4323 Conroe Street](#)

[24-2058](#) Zoo Donation Tube Request for Electrical Replacement for Zoo Pond; recommending approval

Attachments: [MEMO for DPI Committee - Zoo Electrical](#)
[Manitowoc city zoo- Barn Feeder replacement](#)
[Proposal #107958](#)

[24-2090](#) Report of Board of Public Works of 11/20/2024 for 2nd & final payment of \$10,963.48 to Bodart Electric Service, Inc. for Traffic Signals DOT SISP II (S 21st St & Washington St), WS-24-12; recommending payment

Attachments: [Report of BPW WS-24-12](#)

[24-2091](#) Report of Board of Public Works of 11/20/2024 for 4th & final payment of \$7,299.40 to J Miller Electric Inc for Senior Center Generator, WO-23-20R; recommending payment

Attachments: [Report of BPW - WO-23-20R](#)

[24-2092](#) Report of Board of Public Works of 11/20/2024 of approval to enter into AGMT-24-15 with R & R Customs, LLC, to remove 13 trees in City Parcel #272-008-131, 1 tree in Right-of-Way at 3415 Chasm Lane and 1 tree in the City Right-of-Way at 1130 Tanglewood Road as outlined in "Exhibit A", R & R Customs, LLC Quote; recommending acceptance of report and place on file

Attachments: [Report of BPW - AGMT-24-15](#)

[24-2097](#) Report of Board of Public Works of 12/11/2024 for 1st & final payment of \$39,054.87 to Aqualis for 2024 Televising Miscellaneous Sewers II, WU-24-17; recommending payment

Attachments: [Report of BPW - WU-24-17](#)

[24-2098](#) Report of Board of Public Works of 12/11/2024 for 2nd & final payment of \$2,219.57 to Property Solutions Contracting LLC for Buffalo & Chicago Streetscape Planting, WO-24-25; recommending payment

Attachments: [Report of BPW - WO-24-25](#)

[24-2099](#) Report of Board of Public Works of 12/11/2024 for 4th & final payment of \$25,280.79 to Vinton Construction Company for Concrete Slab Replacement Program, WS-24-14; recommending payment

Attachments: [Report of BPW - WS-24-14](#)

[24-2100](#) Report of Board of Public Works of 12/11/2024 for 2nd & final payment of \$29,391.12 to Vinton Construction Company for Buffalo & Chicago Streetscape, WS-24-23; recommending payment

Attachments: [Report of BPW - WS-24-23](#)

[24-2105](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment

Attachments: [DOT Invoice 395-0000377052](#)
[DOT Invoice 395-0000376378](#)
[DOT Invoice 395-0000376279](#)
[DOT Invoice 395-0000375649](#)
[DOT Invoice 395-0000372120](#)
[DOT Invoice 395-0000372344](#)

[24-2106](#) Report of Board of Public Works of 12/11/2024 for 2nd & final payment of \$25,285.00 to S&S Painting and Restoration LLC for Rahr West Mansion Exterior Painting, WO-24-19R2; recommending payment

Attachments: [Report of BPW - WO-24-19R2](#)

7. Public Safety Committee (Consent)

[24-2081](#) Flashing pedestrian crossing at the intersection of Cleveland Avenue and Maritime Drive; recommending the use of mobile pedestrian crossing signs during Spring, Summer, and Fall and having city staff evaluate the location for any needed pedestrian safety enhancements.

Attachments: [Flashing ped sign at cleveland ave and maritime dr.](#)

8. Plan Commission (Consent)

[24-2027](#) PC 18-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 419 Park Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 419 Park Street and revising the annual review date to January 2026

Attachments: [24-2027 Report to Council Lotus CUP Annual Review](#)
[24-2027 PC Report Lotus Annual Review](#)

I. COMMITTEE REPORTS

1. Committee of the Whole

2. Finance Committee

[24-2068](#) Resolution establishing Election Workers compensation for 2025

Attachments: [Resolution for Elections Worker's Compensation 2025](#)

[24-2069](#) Resolution to hold Primary Election on February 18, 2025 if there are three or more candidates who file nomination papers for a City office at the April

1, 2025 Spring Election

Attachments: [Resolution for Primary Election in 2025](#)

[24-2072](#)

Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of 2025 Borrowing

Attachments: [City of Manitowoc - Reimbursement Resolution - 2025 Borrowing](#)

[24-2073](#)

2024 Budget Amendment - General Fund (1100) / Special Revenue Fund - Farmers Market (2150)

Attachments: [Memo - 2024 Budget Amend Transfer General Fund and Farmers Market Spec](#)
[2024 Budget Amend - General Fund.Farmers Market](#)
[2024 Budget Status Comm Dev - Farmers Market](#)
[Farmers Market 2024 YTD Activity](#)

[24-2104](#)

American Rescue Plan Act (ARPA) Subrecipient Agreement with Manitowoc County for Water Main Extension Phase 2 & 3

Attachments: [Memo - American Rescue Plan Act \(ARPA\) Subrecipient Agreement with Mani](#)

3. Personnel Committee

[24-2093](#)

Resolution to Revise Employee Policy Manual

Attachments: [RES EMPLOYEE POLICY MANUAL REVISIONS DEC 2024- FINAL](#)
[EMP FINAL for Council approval 12.2024](#)
[EPM TRACKED for Council approval 12.2024](#)
[Memo to Council re EPM Revisions 12..2024](#)

[24-2094](#)

Resolution to Approve the Hiring of Aiden Wagner as a Firefighter/Paramedic in the Fire Rescue Department

Attachments: [Res to hire A. Wagner for FF Paramedic- Final](#)

[24-2102](#)

Resolution to Create a Policy for the Payment of Schooling Associated with Obtaining a Paramedic License for Employees of the Manitowoc Fire Rescue Department

Attachments: [Res to Revise Hiring Process for EMTs FINAL](#)
[Firefighter-EMT Policy.2025 FINAL for Council approval 12.2024](#)
[Firefighter EMT Basic Personnel 10.7.24](#)

4. Public Infrastructure Committee

[24-2057](#)

Possible Elimination of the Island with the Reconstruction of Fleetwood Drive from Waldo Blvd to Stokes Lane

Attachments: [FLEETWOOD FOLLOWUP EMAIL FROM PI MTG](#)
[FLEETWOOD PI MTG ATTENDANCE COMMENTS](#)
[24 2057 Reconstruction of Fleetwood Drive possible Elimination of Island](#)
[Letter to Property Owners on Fleetwood Drive - Letter to Invite Property Owners](#)
[Mailing Address for Fleetwood Drive](#)
[Fleetwood Dr. - Existing Typical Section and New Proposed Typical Section with](#)
[Fleetwood Dr. Plan Sheet No. 1](#)
[Fleetwood Dr. Plan Sheets No. 2 & 3](#)
[Fleetwood Drive Island Survey](#)

[24-2060](#) Resolution for 2025 Remove and Replace Sidewalk

Attachments: [Sidewalks 2025- Final](#)

[24-2061](#) Resolution for 2025 Street Improvements

Attachments: [Street Improvements 2025- Final](#)

[24-2074](#) Resolution Updating Boundaries of the Street Snow Removal Area

Attachments: [Snow Removal Route Resolution 2024- Final](#)

[24-2075](#) Resolution for 2025 Dust Palliatives

Attachments: [Dust Palliatives 2025- Final_1](#)

5. Public Safety Committee

[24-2083](#) Joint Powers Agreement between Manitowoc County Joint Dispatch Center and the City of Manitowoc

Attachments: [Joint Powers Agmt for Approval_1](#)

6. Plan Commission

[24-2089](#) Resolution Approving the Discontinuance of a Portion of Ebony Avenue, in the interest of the Public, Pursuant to Wis. Stat. 66.1003(4)

Attachments: [RESOLUTION STREET VACATION EBONY LANE- FINAL](#)
[PC 15-2024](#)

[24-2095](#) Resolution to approve the final plat for Popp Subdivision No. 4

Attachments: [Popp #4 final plat resolution- Final](#)
[Popp #4 Subdivision Plat Unsigned.pdf](#)
[Popp #4 drainage plan final_compr.pdf](#)

[24-2096](#) Ordinance amending the amended zone map of the City of Manitowoc entitled: "Zoning Ordinance of the Municipal Code of the City of

Manitowoc" to rezone the property located at the northwest corner of Woodland Drive and Memorial Drive (Parcel #131-002-330 and part of 131-002-150)

Attachments: [Ordinance PC 18-2024 JAI Investments - Final](#)
[PC 18-2024 Rezone BW.pdf](#)
[PC 18-2024 Rezone.pdf](#)
[PC 18-2024 Sign Code.pdf](#)
[24-2025 Report to Council JAI Woodland Drive](#)

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, January 20, 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