



# City of Manitowoc

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

## Meeting Agenda

### Common Council

---

Monday, September 18, 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: 876 5989 6130 Password:204623.

Public input will be accepted at the meeting. Those wishing to make public comment in advance of the meeting should email [jswokowski@manitowoc.org](mailto: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

[23-0684](#) City Clerk administers Oath of Office and Badge Pinning for Officer Richard Moehling

[23-0758](#) City Clerk administers Oath of Office and Badge Pinning for Motor Pump Operator Thomas Christensen

[23-0759](#) City Clerk administers Oath of Office and Badge Pinning for Motor Pump Operator Brent MacDonald

[23-0671](#) Presentation of the Pacesetter Award from the Great Lakes St. Lawrence Seaway Corporation

[23-0747](#) Proclamation declaring October 2023 as Crime Prevention Month

Attachments:      [Proclamation for Crime Prevention Month](#)

## E. PUBLIC HEARINGS

[23-0748](#)      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 I-1 Light Industrial to B-1 Office-Residential for property located at 1920 Johnston Drive

## 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

[23-0760](#)      Mayor makes appointments to various committees

Attachments:      [Septemeber Appointments](#)  
[September Re-Appointment](#)

## 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

[23-0749](#)      Minutes of the August 21, 2023 Common Council meeting, recommending approval and place on file

Attachments:      [Meeting Minutes 8-21-2023](#)

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

[23-0767](#)      Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Cardboard City on 10/14/2023-10/15/2023; Roncalli Homecoming Tailgate on 9/29/2023; Lincoln Bonfire on 10/4/2023; Waiver of Fees: Izack Walton Appreciation on 9/28/2023; EWC Cross Country Conference Meet on 10/12/2023; recommending acceptance of report and place on file

**Attachments:**     [SE Acted On](#)  
[Waiver of Fees - Cardboard City](#)  
[SE Roncalli Homecoming Tailgate](#)  
[SE Lincoln High School Bonfire](#)  
[Waiver of Fees - Izack Walton Appreciation Dinner](#)  
[SE EWC Cross Country Conference Meet](#)

#### 4. Finance Committee (Consent)

[23-0710](#)     2022 Annual Comprehensive Financial Report with Auditor's Report; recommending to accept and place on file

**Attachments:**     [City of Manitowoc 2022 ACFR](#)  
[City of Manitowoc 2022 Auditor Management Letter](#)  
[City of Manitowoc 2022 Management Representation Letter](#)

[23-0711](#)     Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Tribbs LLC, Dba Grizzly's, 2204 Washington St.; recommending to approve the application

**Attachments:**     [Class B Intoxicating Liquor License App - Tribbs, LLC dba Grizzly's](#)

[23-0712](#)     Agreement between City of Manitowoc and Township of Newton, WI for Access and Improvement of Orchard Lane; recommending to approve entering into agreement

**Attachments:**     [Orchard Lane-Finance Discussion Memo-9.5.2023](#)  
[Orchard Lane Agreement - Final](#)

[23-0713](#)     Lease between City of Manitowoc and Petskull Brewing Company LLC for Land located in Lots 5 and 6, Block 168; recommending to approve the lease as submitted

**Attachments:**     [PetSkull Lease-Finance Discussion Memo-9.5.2023](#)  
[City of Manitowoc and Petskull Lease Agreement - Land in Lot 5 & 6, Block 168](#)  
[PetSkull Lease - Final](#)

[23-0714](#)     West Foundation Grant in the amount of \$34,000.00 to purchase two LUCAS devices for the City of Manitowoc Fire Department; recommending to accept the grant

**Attachments:**     [West Foundation Grant to Fire Department - LUCAS Devices](#)

[23-0715](#)     CAWG Request (Unbudgeted) from Engineering for amount not to exceed \$25,000 for re-lining storm sewer at N 5th and Pine; recommending to approve the request

**Attachments:** [Capital Request Form - Unbudgeted Request to Reline Storm Sewer Culvert Pij](#)  
[CAWG Request to Re-line Storm Sewer at N 5th and Pine St - Unbudgeted - C/](#)  
[Additional Information for Re-Lining Storm Sewer at 955 N. 5th St.](#)  
[23-0619 REQUEST FOR RELINING STORM SEWER N 5TH & PINE - for CAW](#)

[23-0724](#) MPU Commissioner Mark Seidl's notice of not seeking reelection/reappointment to the MPU Commission at expiration of term on September 30, 2023; recommending to place on file

**Attachments:** [M Seidl - MPU Commission Notification](#)

[23-0725](#) Request for fee reversal from Brutal Wear Open Tennis; recommending to approve the fee reversal of \$100.00

**Attachments:** [Brutal Wear Open Tennis Invoice](#)

[23-0750](#) Request from Chewy's LLC for a temporary extension of premise for the sale of liquor and/or beer in the closed section of Buffalo Street on September 9, 2023; recommending to approve

**Attachments:** [Chewy's Extension of Premise Correspondence](#)  
[Chewy's Extension of Premise](#)

[23-0751](#) General City Claims in the amount of \$12,956,458.11 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](#)  
[9-8-2023](#)  
[9-1-23](#)  
[8-25-23](#)  
[8-21-23](#)  
[8-18-23](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

[23-0727](#) Request to rescind snow removal assessment for property at 956 Circle Dr.; recommending the request be denied

**Attachments:** [956 Circle Dr](#)  
[Report of BPW - 956 Circle Drive](#)

[23-0755](#) Report of Board of Public Works of 9/6/2023 for 2nd and final payment of \$25,317.11 to Advance Construction, Inc for River Point Fill, WO-23-22; recommending payment

**Attachments:** [Advance Construction 2 & Final](#)

[23-0756](#) Report of Board of Public Works of 9/6/2023 for 1st and final payment of \$135,272.80 to Scott Construction, Inc., for Seal Coat Program, WS-23-6; recommending payment

**Attachments:** [Scott Construction 1 & Final](#)

[23-0761](#) Report of Board of Public Works of 9/6/2023, of bids received for Bayshore Trail, Project WS-23-26; recommending not awarding

**Attachments:** [Report BPW WS-23-26](#)

## 7. Public Safety Committee (Consent)

[23-0657](#) LifeQuest billing dispute call # 182A-23-1727; recommending approval

[23-0738](#) Discussion on Manitowoc Municipal Code 6.120 Lighting Fires; recommending Fire Chief and City Attorney to review and draft revision

**Attachments:** [Discuss MMC 6.120 Lighting Fires](#)

## 8. Plan Commission (Consent)

[23-0678](#) PC 16-2023: Schaller; Request to Purchase City-Owned Property, 900 Block S. 18th Street, Parcel # 000-248-031; staff recommends proceeding with the sale of the lot to Mr. Schaller with the Attorney's Office instructed to proceed with all facets of the sale

**Attachments:** [23-0678 Report to Council Schaller S 18th St](#)  
[23-0678 PC Report Schaller S 18th St](#)

[23-0679](#) PC 1-2023: TDS; Utility Easement Request, Clermont Street and Waldo Blvd.; recommending approval of the easement request

**Attachments:** [23-0679 PC Report TDS easement](#)  
[Memo TDS Easement](#)  
[Easement TDS](#)

[23-0680](#) PC 1-2023: Manitowoc Public Utilities, Utility Easement Request, Hecker Road; recommending approval of the utility easement request

**Attachments:** [23-0680 PC Report MPU Easement Hecker Rd](#)  
[Memo MPU Utility Easement Request, Hecker Road](#)  
[Utility Easement - Hecker Road](#)

[23-0681](#) PC 1-2023: Street Dedication: Community Development Authority of the City of Manitowoc, located in Blocks 148, 169, and 170 of the Original Plat of the City of Manitowoc and Adjacent Vacated Streets being part of Government Lot 3, Section 30, T19N, R24E, City of Manitowoc; recommending to approve the right-of-way dedication for River Point Drive and Buffalo Street

**Attachments:**     [23-0681 River Point Drive Dedication](#)  
                          [Memo Right-of-Way Dedication](#)

[23-0686](#)           PC 17-2023: Request for Release of Easement from Titan Property LLC at 3810 Calumet Avenue; recommending to approve the Release of the Easement

**Attachments:**     [23-0686 Titan Property LLC easement release](#)  
                          [Memo Titan Property, Release of Easement](#)  
                          [Realse of Utility Rights - Titan Property](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[23-0768](#)           Report of Special Event Committee recommending approval for the following events subject to Council action: 35th Annual Lakeshore Holiday Parade on 11/22/2023 (Road closure from S 20th St to S 8th St on Washington St, and from Washington St to Park St on 8th St from 5:30-8:30 p.m.); Homecoming Parade and Tailgate Party on 10/6/2023 (Road closure of S 9th from Green St to Grand Ave, Grand Ave from S 9th St to S 23rd from 6:00 p.m.-6:30 p.m.); Celebration of Life - Rob Roseff on 9/9/2023 (Road closure of Buffalo St from 7th St to 8th St from 1:00 p.m.-10:00 p.m.)

**Attachments:**     [SE Council Approval](#)  
                          [SE Holiday Parade](#)  
                          [SE Lincoln Homecoming Parade and Tailgate](#)  
                          [SE Celebration of Life - Rob Roseff](#)

### 2. Finance Committee

[23-0752](#)           Resolution Declaring Property at 700 East Magnolia Avenue Blighted and Authorizing the Community Development Authority to Acquire and Assist the Redevelopment of the Property

**Attachments:**     [Blight Determination - 700 E Magnolia](#)  
                          [RESOLUTION DECLARING PROPERTY AT 700 MAGNOLIA BLIGHTED](#)

[23-0753](#)           Resolution Declaring Property at 828 Memorial Drive and East Magnolia Avenue Blighted and Authorizing the Community Development Authority to Acquire and Assist the Redevelopment of the Property

**Attachments:**     [Blight Determination - 828 Memorial Drive](#)  
                          [RESOLUTION DECLARING PROPERTY AT 828 MEMORIAL BLIGHTED](#)

[23-0776](#)           Resolution Declaring Property at East Magnolia Avenue, Parcel Number 058-520-017-010, Blighted and Authorizing the Community Development Authority to Acquire and Assist the Redevelopment of the

Property

**Attachments:** [Blight Determination - Vacant Lot East Magnolia](#)  
[RESOLUTION DECLARING PROPERTY AT EAST MAGNOLIA BLIGHTED](#)

### 3. Personnel Committee

[23-0700](#) Discussion and Possible Action on Making Current City Hall Hours Permanent

**Attachments:** [Comments from staff on City Hall hours.pdf](#)

[23-0762](#) Resolution for Reorganization of Fire Department and approval of Battalion Chief Position

**Attachments:** [RESOLUTION BC FIRE RESCUE FINAL.pdf](#)

[23-0763](#) Resolution to Revise City Attorney Job Description

**Attachments:** [RES TO REVISE CITY ATTY JOB DESC FINAL](#)

[23-0764](#) Resolution for Seasonal Employment Pay Rates 2024

**Attachments:** [RES TO APPROVE SEASONAL EMPLOYMENT PAYRATES FOR 2024](#)

[23-0772](#) Resolution to Approve Side Letter of Agreement to the 2022-2024 Labor Agreement Between City of Manitowoc, and International Association of Firefighters Local 368, AFL-CIO

**Attachments:** [RES TO AMEND SIDE LETTER OF AGREEMENT AND HALF-TIME PREMIUM](#)  
[Side Letter of Agreement to the 2022-2024 Agreement](#)  
[50 mile radius map](#)

### 4. Public Infrastructure Committee

[23-0722](#) WDNR Clean Water Fund Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

**Attachments:** [Reimbursement Resolution - CWF - South 19th Street PS Rehabilitation CAjb E](#)  
[Final REIMBURSEMENT RESOLUTION - CWF - SOUTH 19TH STREET PS R](#)

[23-0723](#) Proposal from Shady Lane to implement and maintain a Hometown Heroes Banner Program

**Attachments:** [Proposal - City of Manitowoc and Hometown Heroes Banner Program](#)  
[Map - Shady Lane to Red Arrow Park](#)  
[Shady Lane Facility Map](#)

[23-0769](#) Resolution to Authorize Application for Urban Forestry Grant or Urban Forestry Catastrophic Storm Grant

**Attachments:** [MEMO for Council - Resolution Urban Forestry Grant](#)  
[FORESTRY GRANT RESOLUTION FINAL](#)

[23-0777](#) Final Resolution Authorizing Public Improvement and Levying Special Assessments Against Benefited Property in Manitowoc, Wisconsin

**Attachments:** [Final Resolution Authorizing Public Improvement and Levying Special Assessm](#)

## 5. Public Safety Committee

[23-0660](#) Request for flashing pedestrian signs at the intersections of North 18th and New York Avenue and North 18th and Wisconsin Avenue

**Attachments:** [Flashing Ped N. 18th and New York Ave and N 18th and Wisconsin Ave](#)  
[N 18th ped signs](#)  
[Aerial Map of N. 18th St. Michigan to Waldo](#)  
[Stopping Sight Distance Information](#)

[23-0739](#) Ordinance to amend section 18.090 of the Manitowoc Municipal Code regulating Electrical Permits

**Attachments:** [ORD TO AMEND 18.090 ELECTRICAL PERMITS](#)  
[ORD TO AMEND 18.090 ELECTRICAL PERMITS - Final](#)

[23-0740](#) Ordinance to amend section 16.150 of the Manitowoc Municipal Code regulating Minimum Property Maintenance Standards

**Attachments:** [PS re 16.150](#)  
[MEMO TO CC RE PROPOSED CHANGES TO 16.150](#)  
[STAFF RECOMMENDATION FOR ORDINANCE TO AMEND 16.150](#)  
[COMMITTEE RECOMMENDATION FOR ORDINANCE TO AMEND 16.150](#)

[23-0741](#) Ordinance to amend section 14.140 of the Manitowoc Municipal Code regulating Loud Noise

**Attachments:** [PS re 14.140](#)  
[ORDINANCE TO AMEND 14.140 LOUD NOISE](#)

[23-0773](#) Ordinance to amend Section 10.170 of the Manitowoc Municipal Code regulating Through Intersections

**Attachments:** [ORD AMEND 10.170 RE THROUGH INTERSECTIONS](#)

## 6. Plan Commission

[23-0757](#) Ordinance amending the amended zone map of the City of Manitowoc entitled: "Zoning Ordinance of the Municipal Code of the City of Manitowoc"

**Attachments:** [Ordinance PC 15-2023 Gulseth](#)

## J. OTHER BUSINESS



**K. ADJOURN**

*1. Next Scheduled Common Council Meeting: Tuesday, October 3, 2023 at 5:00pm 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](mailto: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**