



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, December 19, 2022

6:30 PM

Council Chambers

**Note: This meeting will also be held via remote conferencing software (Zoom)**

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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.

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: 893 9628 6649 Password: 669106.

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

[22-1049](#)

City Clerk administers Oath of Office and Badge Pinning of Police Officer Alexia Zak

[22-1050](#)

Lakeshore Holiday Parade Awards

#### E. PUBLIC HEARINGS

#### 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

[22-1051](#)

Mayor makes the following appointment: Crime Prevention Committee - Haelee Bauer

## 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

[22-1052](#)

Minutes of the November 21, 2022 Joint Common Council and Manitowoc Public Utilities Commission meeting, recommending approval and place on file

**Attachments:**

[Minutes 11-21-22 Joint](#)

[22-1053](#)

Minutes of the November 21, 2022 Common Council meeting, recommending approval and place on file

**Attachments:**

[Minutes 11-21-22](#)

[22-1080](#)

Minutes of the December 7, 2022 Common Council Special Meeting, recommending approval and place on file

**Attachments:**

[Minutes 12-7-22](#)

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

[22-1086](#)

Report of the Special Events Committee relative to approval of the following events: American Red Cross Blood Drives on various dates in 2022 & 2023; Flyover Silver Creek on 9/9/23; EWC Softball Jamboree on 4/19/23; 5th Annual Roncalli Softball Tournament on 5/13/23; Sexual Assault Awareness Month 5K on 4/29/23; recommending acceptance of report and place on file.

**Attachments:**

[SEC Acted On 2022-11-17 to 2022-12-14](#)

[American Red Cross Blood Drive](#)

[Flyover Silver Creek](#)

[EWC Softball Jamboree](#)

[Roncalli Softball Tournament](#)

[Sexual Assault Awareness Month 5k](#)

### 4. Finance Committee (Consent)

[22-1032](#) Request from the Attorney's Office for a credit card for the Assistant City Attorney, with a credit limit of \$2,000; recommending to approve the request

**Attachments:** [RE Attorney US Bank Purchasing Card](#)

[22-1054](#) General City Claims in the amount of \$3,376,761.44 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:** [Claims](#)  
[12-9-22](#)  
[12-12-22](#)  
[12-16-22](#)  
[12-2-22](#)  
[11-25-22](#)  
[12-2-22 WWTF](#)  
[12-9-22 WWTF](#)

[22-1055](#) 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

**Attachments:** [LPI Licensing Report](#)

## 5. Personnel Committee (Consent)

[22-1009](#) Request to Add Payroll Deduction Option for Employees for Edvest; recommending to approve the request

**Attachments:** [Edvest Info and Services 2022.pdf](#)  
[Edvest Service Agreement-12-2022.pdf](#)  
[Edvest Payroll Direct Deposit Guide-12-2022.pdf](#)  
[Edvest College Made Simple Flyer-12-2022.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[22-1019](#) Request for \$3,000 from Zoo Donation Tube for annual landscaping, recommending approval of donation tube funds

**Attachments:** [22-1019 Zoo donation tube fund request for landscaping services '22](#)

[22-1020](#) Request for Out of State Travel for Jeremy Walvoord for Transit Bus Summit 2023 in Dallas, Texas, February 20th through February 23, 2023, recommending approval

**Attachments:** [22-1020 Out of State Travel Request - JJ Walvoord](#)

- [22-1021](#) BRIC Building Resilient Infrastructure & Communities Program) Grant for Stormwater Project Design for South 23rd Street (Division Street - Grand Avenue), recommending applying for the Grant
- Attachments:** [22-1021 BRIC Notification for Grant Funding](#)  
[Alternative Analysis](#)
- [22-1022](#) Stormwater Management Facility Maintenance Agreement for parcel # 052-756-000-210.00 located on Albert Drive, recommending approval
- Attachments:** [22-1022 Stormwater Management Facility Maintenance Agreement TLG Holding](#)
- [22-1024](#) Stormwater Management Facility Maintenance Agreement for Parcel #052-817-203-031.00 located in the SW 1/4 of the NW 1/4 of Section 17, T19N, R24E, City of Manitowoc, recommending approval
- Attachments:** [22-1024 Stormwater Management Facility Maintenance Agreement with Briight](#)
- [22-1025](#) Stormwater Management Facility Maintenance Agreement with Wisconsin Aluminum Foundry Company, Inc., for Parcel #052-000-208-180.00 located at 838 South 16th Street, recommending approval
- Attachments:** [WAF Stormwater Agreement](#)
- [22-1026](#) Obligations and Potential Liability for Airport Drainage Channel; recommending to place on file
- Attachments:** [22-1026 Memo from CA for Potential Liability for Airport Drainage Channel](#)
- [22-1027](#) Reed Avenue Reconstruction Discussion, recommending approval of Option 4A Design (14 foot Islands to remain, Roadway narrows by 6 feet each side with parking on both sides, and installation of a 10 foot multi-use asphalt path on south side only).
- Attachments:** [Typical Drawings for Reed Avenue](#)
- [22-1028](#) Enterprise Fleet Lease Insurance Addendum, recommending approval
- Attachments:** [Fleet Lease Insurance Addendum](#)
- [22-1029](#) Lease and Sublease Agreement to Support a Potential Solar Power Project on City Owned Property
- Attachments:** [Site Lease for Solar Installation - CITY-MPU](#)  
[Site Sublease for Solar Installation - MPU-Solar Company](#)
- [22-1062](#) Report of Board of Public Works of 11/30/2022 for 3rd & final payment of \$4,854.28 to Vinton Construction Company for 2022 concrete Intersection Recon Cleveland Ave at Maritime Dr, WS-22-12; recommending payment
- Attachments:** [Vinton - Final Payment](#)

[22-1063](#) Agreement between WisDOT and The City for a \$900,000 Harbor Assistance Grant related to the Konecrane/Broadwind/City Centre LLC project; recommending approval

**Attachments:** [HAP Agreement](#)

[22-1064](#) Report of Board of Public Works of 12/15/2022 of approval to enter into AGMT-22-15 with Fortress Floors for Floor Coatings for Park Facilities, for a contract price of \$22,096.50; recommending acceptance of report and place on file

**Attachments:** [Report of BPW - WO-22-27](#)  
[Report AGMT-22-15](#)  
[AGMT-22-15](#)

[22-1065](#) Report of Board of Public Works of 12/15/2022 of approval to enter into AGMT-22-16 with Highway Landscapers, Inc. for Guardrail at Camp Vits, for a contract price of \$15,789.59; recommending acceptance of report and place on file

**Attachments:** [Report AGMT-22-16](#)  
[AGMT-22-16](#)

[22-1066](#) Progress invoice from Wisconsin Department of Transportation totaling \$19.76; recommending payment

**Attachments:** [WI DOT Progress Invoice](#)

[22-1067](#) Progress Invoice from Wisconsin Department of Transportation totaling \$145.46; recommending payment

**Attachments:** [Progress Invoice - WI DOT](#)

[22-1068](#) Progress Invoice from Wisconsin Department of Transportation totaling \$23.50; recommending payment

**Attachments:** [DOT Progress Invoice](#)

[22-1069](#) Progress Invoice from Wisconsin Department of Transportation totaling \$31.59; recommending payment

**Attachments:** [WI DOT Progress Invoice](#)

[22-1070](#) Report of Board of Public Works of 12/15/2022 for 3rd & final payment of \$14,468.78 to Vinton Construction Company for Concrete Slab Replacement, WS-22-11; recommending payment

**Attachments:** [WS-22-11 Final Payment](#)

[22-1071](#) Report of Board of Public Works of 12/15/2022 for 1st & final payment of \$45,843.50 to Northern Pipe Inc for Televising II Misc Sewers, WU-22-25; recommending payment

**Attachments:** [WU-22-25 Final Payment](#)

[22-1072](#) Report of Board of Public Works of final payments to contractors for agreements under \$25,000.00; recommending acceptance and place on file

**Attachments:** [Report of Final Payments - Agreements under \\$25k](#)

## 7. Public Safety Committee (Consent)

## 8. Plan Commission (Consent)

# I. COMMITTEE REPORTS

## 1. Committee of the Whole

## 2. Finance Committee

[22-1011](#) Resolution establishing Compensation of Election Pollworkers for 2023

**Attachments:** [Election inspector pay - MR](#)  
[ResolutionPayElec23](#)

[22-1031](#) L22-00046 CHASE (TIKR HOLDINGS LLC) Claim (1035 S 10th St) sewer backup/broken sewer lateral \$19,634.60

[22-1056](#) Resolution approving the 2023 Tourism Fee Schedule

**Attachments:** [Res for 2023 Tourism Fees](#)  
[Memo to Room Tax Commission 2023 Tourism Fees](#)  
[Proposed Tourism 2023 Fee Schedule](#)

## 3. Personnel Committee

[22-1000](#) Agreement with City of Manitowoc Transit Employees, Teamsters Local No. 662 for 2023-2025

**Attachments:** [Teamsters Agreement Local No. 662](#)

[22-1057](#) Resolution to revise the job title from Zoo Maintenance Education and Animal Care (Part-time) to Zookeeper (Full-time)

**Attachments:** [Res to revise PT Zoo Maintenance Edu Animal Care to FT Zookeeper final](#)  
[Zookeeper JD](#)

[22-1058](#) Resolution to revise and reprice the Community Service Worker to Community Service Worker Supervisor/Fleet Maintenance

**Attachments:** [Res revise reprice CSW to CSW Supervisor Fleet Maintenance JD final\\_1](#)  
[CSW Supervisor Fleet Maintenance JD 11.2022](#)

[22-1059](#) Resolution to approve revisions to the Employee Policy Manual - December 2022

**Attachments:** [Res EPM Updates Personnel Committee December 2022 final](#)  
[EPM Changes - Clean](#)  
[EPM Revisions Memo](#)  
[EPM Revisions 12.2022 DRAFT](#)

[22-1060](#) Resolution to approve the Seasonal Hiring Policy and Payrates for 2023

**Attachments:** [Res to approve Seasonal Employment Policy Payrates for 2023](#)  
[Seasonal Hiring Policy](#)  
[Appendix A](#)  
[Appendix B-2023 Seasonal Payrates](#)  
[Appendix C](#)  
[Appendix D](#)

[22-1061](#) Resolution to Revise and Reprice Multiple Job Descriptions: Cemetery Team Leader, Arborist-Forester, and Park Team Leader; and to approve the New Senior DPI Laborer Job Description

**Attachments:** [Res revise JD's Cemetery Team Leader Arborist Park Team Leader Sr. DPI Lat](#)  
[Memo 2022 DPI Job Description Revisions 11.2022](#)  
[Arborist-Forester-Clean copy for Council](#)  
[DPI Laborer JD-Clean copy for Council](#)  
[Senior DPI Laborer JD-Clean copy for Council](#)  
[Park Team Leader-Clean copy for Council](#)  
[Cemetery Team Leader-Clean copy for Council](#)

#### 4. Public Infrastructure Committee

[22-1073](#) Resolution for 2023 Dust Palliatives

**Attachments:** [Dust Palliatives 2023](#)

[22-1074](#) Resolution for 2023 Sidewalk Program

**Attachments:** [Sidewalks 2023](#)

[22-1075](#) Resolution for 2023 Sealcoating

**Attachments:** [Sealcoating 2023](#)

[22-1076](#) Resolution for 2023 Street Improvements

**Attachments:** [Street Improvements 2023](#)

[22-1077](#) Resolution for Non-Ornamental Lighting - S 39th Street Extension

**Attachments:** [Resolution for Street Lighting 39th Street Extension](#)

[22-1078](#) The Manitowoc Lutheran High School Federation, Inc.; Quit Claim Deed for a 1.89 acre parcel of land at the intersection of Waldo Boulevard and North Rapids Road

## 5. Public Safety Committee

## 6. Plan Commission

[22-1079](#) Resolution to approve the final subdivision plat for Creekwood Estates

**Attachments:** [Creekwood Estates final plat resolution](#)  
[22-0886 Report to Council Creekwood Estates Final Plat](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, January 16, 2023 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](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-Kadow**  
**City Clerk**