



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, December 19, 2022

6:30 PM

Council Chambers

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

A. CALL TO ORDER

B. ROLL CALL

Alderspersons Present: 10 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, Chad Beeman, Michael Cummings, Tim Boldt, Todd Reckelberg and Darian Kaderabek

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

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.

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[22-1051](#)

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

Moved by Czekala, seconded by Sitkiewitz, that this Appointment be approved.

The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

H. CONSENT AGENDA

1. Removal of Consent Agenda Items

None

Approval of the Consent Agenda

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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 Holdings LLC, Albert Drive](#)

[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 Bright Horizon Properties](#)

[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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

Moved by Brey, seconded by Sitkiewitz, to approve the Claim in the amount of \$19,634.60. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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](#)

**Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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](#)

**Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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](#)

**Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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](#)

**Moved by Sitkiewitz, seconded by Vanderkin, that this Resolution be adopted.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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 Laborers final](#)
[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

4. Public Infrastructure Committee

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

Attachments: [Dust Palliatives 2023](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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

Attachments: [Sidewalks 2023](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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

Attachments: [Sealcoating 2023](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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

Attachments: [Street Improvements 2023](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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

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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

[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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

J. OTHER BUSINESS

K. ADJOURN

Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at 6:59 p.m. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

Mackenzie Reed
City Clerk / Deputy Treasurer