



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, June 20, 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

[22-0538](#)

City Clerk administers Oath of Office and Badge Pinning for various Manitowoc Fire Rescue Department Employees

#### E. PUBLIC HEARINGS

[22-0539](#)

6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for an Adaptive Reuse located at 1127 & 1133 S. 16th Street

[22-0540](#) 6:32 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from R-6 Multiple Family to I-2 Heavy Industrial for property located at the Southwest Corner of S. 16th and Clark Streets

[22-0541](#) 6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit located at 5005 Vista Road for the establishment of a 20-bed Community Based Residential Facility

## 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

[22-0544](#) Mayor makes the following appointment: Crime Prevention Committee - Anissa Fencil (term: 6/21/2022 - 6/1/2023)

## 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

[22-0542](#) Minutes of May 16, 2022 Common Council meeting, recommending approval and place on file

**Attachments:** [Minutes 5-16-22](#)

[22-0543](#) Minutes of June 7, 2022 Common Council meeting, recommending approval and place on file

**Attachments:** [Minutes 6-7-2022](#)

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

[22-0550](#) TID No. 21 Development Agreement with Kona Realty LLC, recommending acceptance and place on file

**Attachments:** [TID 21 Development Agreement](#)

[22-0560](#) Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Breakfast on the Farm on 6/12/2022; Cool City Classic Car Cruise on 6/24/2022; Waiver of Fees: Blood Drives on 7/6/2022, 9/6/2022, 1/13/2023; Residential Block Party - 700 Block Hamilton St on 7/9/2022; Human Trafficking Awareness Drive on 9/3/2022; Waiver of Fees: Fall Kick Off on 9/11/2022; Hornet Hustle on 9/25/2022; recommending acceptance of report and place on file

**Attachments:** [Events approved by SEC 2022-05-12 to 2022-06-15](#)

[Breakfast on the Farm](#)

[Cool City Classic Car Cruise](#)

[American Red Cross Blood Drive](#)

[Residential Block Party](#)

[Human Trafficking Awareness Drive](#)

[Fall Kick Off](#)

[Hornet Hustle](#)

#### 4. Finance Committee (Consent)

[22-0509](#) Request to add the Director of Tourism as a permanent voting member of the Special Events Committee, recommending to approve the request

**Attachments:** [Tourism Request](#)

[22-0511](#) Request from Manitowoc County Expo/Fair entertainment pavilion purveyors to extend live band music performances on Friday, August 26th and Saturday, August 27, 2022 to 11:30 p.m. with beer sales ending at Midnight and with music stopping at 11:00 p.m. on Wednesday, Thursday, and Sunday and beer sales discontinuing at 11:30 p.m.; recommending to approve the request

**Attachments:** [Fair Request](#)

[22-0513](#) CAWG request for Unbudgeted funds to purchase a Traffic Counter, recommending to approve the request

**Attachments:** [Traffic Counter](#)

[22-0514](#) L20-00117 Brotski Claim for >\$5,000 for Injuries from City Street, recommending to deny the claim

**Attachments:** [Brotski Claim](#)

[22-0516](#) Donation to Parks Department for sign indicating the Vetter Trailhead in Camp Vits; recommending to approve and accept the donation

**Attachments:** [Vetter Trailhead Sign](#)  
[Vetter Trailhead Sign Installed 1](#)  
[Vetter Trailhead Sign Installed 2](#)

[22-0517](#) Request to enter into agreement with DocuSign, recommending to enter into the agreement

**Attachments:** [Clerk Memo](#)  
[Adoption Consulting Lite \(AC-Lite\) Datasheet](#)  
[DRAFT - City of Manitowoc- 500 Envelopes\\_DocuSign Order Form FX2\\_2022-\(](#)  
[DocuSign University Overview](#)  
[DocuSign Premier Support Plan Datasheet](#)

[22-0546](#) General City Claims in the amount of \$5,081,811.63 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:** [Committee Report on Claims](#)  
[5-20-2022](#)  
[5-27-2022](#)  
[6-3-2022](#)  
[6-10-2022](#)  
[6-14-2022](#)  
[6-17-2022](#)

[22-0547](#) 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)

[22-0483](#) Update on WPPA Grievance Resolution; recommending to approve and place on file

**Attachments:** [MOU re Seasonal Police Assistant 2022.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[22-0486](#) Revised Task Order for AECOM, recommending approval

**Attachments:** [Newton Pit Bal 2022 Services -Task Order final 051722.pdf](#)

[22-0551](#) Progress Invoice from Wisconsin Department of Transportation totaling \$1,024.75; recommending payment

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

[22-0552](#) Report of Board of Public Works of 5/25/2022 for 6th and final payment of \$43,705.95 to Vinton Construction Company for N 8th St & Maritime Dr Intersection Improvements, WS-21-13; recommending payment

**Attachments:** [6th & Final Payment - Vinton Construction Co](#)

[22-0553](#) Report of Board of Public Works of 6/8/2022 for 2nd and final payment of \$4,015.41 to Highway Landscapers Inc. for Magnolia Ave Retaining Wall Replacement, WB-21-27; recommending payment

**Attachments:** [2nd & Final Payment to Highway Landscapers Inc.](#)

[22-0554](#) 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 BPW - Payment](#)

[22-0555](#) Report of Board of Public Works of 5/25/2022, of bids received for 2022 Sanitary & Storm Sewer Construction, WU-22-8; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$287,766.27

**Attachments:** [Report of BPW WU-22-8](#)

## 7. Public Safety Committee (Consent)

[22-0527](#) Sex Offender Residency Board Appeal for Joseph William Berres; recommending to approve the request

## 8. Plan Commission (Consent)

### I. COMMITTEE REPORTS

#### 1. Committee of the Whole

[22-0545](#) Resolution to approve the Organizational Structure of the City Clerk and Finance Departments

**Attachments:** [Mayor Memo](#)

[Res reorg structure of City Clerk and Finance Departments final](#)

[DRAFT Finance with names-06.2022.pdf](#)

[DRAFT City Clerk with names-06.2022.pdf](#)

[22-0561](#)

Report of Special Event Committee recommending approval for the following events subject to Council action: Manitowoc Salmon Derby on 7/1-7/4/2022 (Waiver of noise ordinance until 11:30 pm on Fri. & Sat, extension of fermented beverage sales on City property until 11:30 pm); July 3rd Celebration on 7/3/2022 (Closure of Quay St from 6th to 8th, waiver of noise ordinance until 11:30 pm); Fourth on the Shore/Subfest on 7/4/2022 (Street closures for parade: S 8th St from Madison to Maritime Dr and Maritime Dr from N 8th St to Huron with closure of parking lanes. Fourth on the Shore/Fireworks Closures: Parking lane on E side of Maritime Dr, southbound traffic from Memorial/Waldo roundabout onto Maritime Dr to be detoured up Cleveland Ave; closure of S pier); Parish Picnic on 8/12-8/14/2022 (Road closure on N 14th St between Waldo Blvd & Menasha Ave); Car, Motorcycle, & Vintage Camper Show on 8/14/2022 (Closure of S 11th & 12th Streets between Washington & Marshall Streets; waiver of rules prohibiting alcohol in the park

**Attachments:**

[Manitowoc Salmon Derby](#)  
[Events for Council Approval 2022-05-12 to 2022-06-15](#)  
[Car, Motorcycle & Vintage Camper Show](#)  
[St Francis of Assisi Parish Picnic](#)  
[Fourth on the Shore -Subfest](#)  
[July 3rd Celebration](#)

## 2. Finance Committee

[22-0515](#)

Pelion Plan Agreement and Resolution update as required by the IRS

**Attachments:**

[Resolution to approve restatement of Pelion FICA Retirement etc. Plan final](#)  
[ASC1013-AA Packages-Basic Plan Document](#)  
[ASC1013-AA Packages-City of Manitowoc-IRS Letter](#)  
[ASC1013-AA Packages-City of Manitowoc-Resolution](#)  
[ASC1013-AA Packages-City of Manitowoc-Trust Agreement](#)  
[ASC1013-AA Packages-City of Manitowoc-Adoption Agreement](#)  
[ASC1013-AA Packages-City of Manitowoc-Letter of Explanation](#)  
[ASC1013-AA Packages-City of Manitowoc-Summary Plan Description](#)  
[Pelion Plan](#)

[22-0548](#)

Report of the Industrial Development Corporation of protective covenants for the I-43 Hecker-Viebahn Industrial Park

**Attachments:**

[IDC Report](#)

## 3. Personnel Committee

[22-0479](#) Request to Purchase Unbudgeted ACA Module in UKG for 2022

**Attachments:** [Memo PC.Council ACA module UKG.pdf](#)  
[Q-40926 City of Manitowoc ACA 4.28.22.pdf](#)

[22-0549](#) Resolution to approve a Professional Service Agreement with Carlson Dettmann Consulting for Market Measurement and Pay Plan Management Services

**Attachments:** [City of Manitowoc WI Market Update Final for Council approval](#)  
[Res approve Professional Service Agmt. w. Carlson Dettmann for market meas](#)

#### 4. Public Infrastructure Committee

[22-0488](#) Donation Tube Request for Alpaca Materials

**Attachments:** [Alpaca Acquisition Memo.pdf](#)

[22-0556](#) Agreement with Bodart Electric Service, Inc to complete the traffic signal upgrade on the connecting highway intersection at South 8th and Franklin St

**Attachments:** [Memo - Staff Recommendations to Common Council for Agreement with Bodart Bodart Agreement](#)

[22-0557](#) Stormwater Management Facility Maintenance Agreement with Setzer Properties ZGBY, LLC located at the NE quadrant of Viebahn St and S 42nd St

**Attachments:** [Pond Maintenance agreement \(002\)](#)

#### 5. Public Safety Committee

#### 6. Plan Commission

[22-0461](#) PC 15-2022: Cream Community Development, LLC: Request for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1127 & 1133 S. 16th Street.

**Attachments:** [22-0461 Report to Council Cream Community CUP.pdf](#)  
[22-0461 PC Report\\_Cream Community\\_CUP.pdf](#)

[22-0463](#) PC 17-2022: Core Treatment: Request for a Conditional Use Permit pursuant to 15.150(3)f located at 5005 Vista Road for the establishment of a 20-bed Community Based Residential Facility.

**Attachments:** [22-0463 Report to Council Core Treatment 5005 Vista CUP.pdf](#)  
[22-0463 PC Report Core Treatment Services.pdf](#)

[22-0558](#) Ordinance to rezone property located at the SW Corner of S 16th and Clark Streets

**Attachments:** [Ordinance PC 16-2022 WAF](#)  
[PC 16-2022 Rezone BW](#)

[22-0559](#) Resolution to adopt the Public Participation Plan for the update of the Comprehensive Plan for the City of Manitowoc

**Attachments:** [Manitowoc Comp Plan Update - Public Participation Plan 5.25.22](#)  
[PPP CC Resolution Manitowoc 6-20-22](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, July 18, 2022 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**