



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, February 19, 2024

6:30 PM

Council Chambers

A. CALL TO ORDER

B. ROLL CALL

Alders Present: 9 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, Chad Beeman, Michael Cummings, Tim Boldt and Todd Reckelberg

Alders Absent: 1 - Darian Kaderabek

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[24-1131](#) City Clerk administers Oath of Office to Battalion Chief Charles Olson, followed by Badge Pinning

[24-1211](#) City Clerk administers Oath of Office to Fire Lieutenant Tyler Kiel, followed by Badge Pinning

[24-1212](#) City Clerk administers Oath of Office to Fire Lieutenant Brent MacDonald, followed by Badge Pinning

[24-1210](#) Presentation from Manitowoc Public Utilities on 2024 Private Lead Service Line Replacement Program

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 part of the official record.

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

H. CONSENT AGENDA

1. Removal of Consent Agenda Items

None

Approval of the Consent Agenda

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

2. Miscellaneous

- [24-1207](#) Minutes of the January 15, 2024 Common Council meeting; recommending approval and place on file
- [24-1208](#) Thank you letters from Salvation Army, Catholic Charities of the Diocese of Green Bay, and Society of St. Vincent de Paul for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund; recommending to accept and place on file
- [24-1209](#) Resignation from Megan Marchant from Manitowoc Public Library Board, effective 2/1/2024; recommending acceptance and place on file

3. Committee of the Whole (Consent)

- [24-1231](#) Report of Special Events Committee relative to approval of the following events: Sexual Assault Awareness 5k on 4/27/2024; Cool City Car Cruise on 6/28/2024; Promenade the Park for Parkinson's on 4/20/2024; Downtown Manitowoc Farmers Market on Saturdays 5/4/2024 - 10/26/2024, with the exception of 7/27/2024; Spring Vendor Fair on 4/13/2024; ZION Rally on 6/22/2024; recommending acceptance of report and place on file

4. Finance Committee (Consent)

- [23-0955](#) L23-00129 B. Perkins Claim for damages >\$5,000; recommending to approve the settlement
- [24-1161](#) Presentation by Brad Viegut from Robert W. Baird & Co. Inc. on City's 2024 Debt Financing Plan; recommending to place on file
- [24-1162](#) 4th Quarter 2023 Claims Report from City's Attorney's Office; recommending to accept and place on file
- [24-1163](#) 2023 Municipal Court Revenues & Caseload Statistics Report; recommending to accept and place on file
- [24-1166](#) Granicus Subscription Renewal for Closed Captioning Services for Period of Performance March 18, 2024 - March 17, 2025; recommending to approve the contract
- [24-1167](#) Addendum to Assessor Services Contract with Associated Appraisal Consultants for years 2024 through 2027; recommending to approve the addendum
- [24-1169](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License,

TAV-2362A, Hop Locker LLC, for HopLocker, 822 Franklin St; recommending to approve the application

[24-1170](#) Application of "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2372, Manitowoc Business Development, LLC, for Spices Restaurant & Bar, 2328 N. Rapids Rd; recommending to approve the application

[24-1171](#) Out of State Travel Request - Tourism Dept. - Select Traveler Conference in Buffalo, NY - March 16-20, 2024; recommending to approve the request

[24-1172](#) L24-00002 Star Self Storage 26th, LLC Claim; recommending to uphold the assessment and deny the claim

[24-1175](#) American Rescue Plan Act (ARPA) Sub Recipient Agreement with Manitowoc County Amendment for inclusion of Project Change Orders; recommending to approve the amended agreement

[24-1176](#) American Rescue Plan Act (ARPA) Subrecipient Agreement with Manitowoc County for Private Residence Connections; recommending to approve the agreement

[24-1190](#) National Fish and Wildlife Foundation Grant Agreement; recommending to accept the grant

[24-1214](#) General City Claims in the amount of \$15,888,915.95 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

[24-1215](#) Report of Finance Committee to grant the various licenses subject to approvals, inspections, insurance, payment of license fees and meeting State Statute requirement, as detailed therein

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[23-1040](#) Request for Farmer's Market to be relocated to South 8th Street (Washington Street to Quay Street), recommending placing on file

[24-1177](#) Assist to Transport Lease Agreement; recommending approval contingent on City Attorney review and approval

[24-1178](#) Request for Michelle Michels to Escort a One Day Senior Center Trip to Chicago, IL; recommending approval

[24-1179](#) Request by Property Owner for Driveway not to be Replaced at 2704 South 14th Street during the Asphalt Reconstruction on Viebahn Street; recommending granting the variance

[24-1180](#) Request for Turn Arrow at the Traffic Signal at the South 21st and Western Avenue Intersection; recommending denying request

- [24-1181](#) Request to Erect Three Crosses on the Hillside of Evergreen Cemetery from March 23rd to April 1st, 2024; recommending approval
- [24-1182](#) BIL Funding Application FFY25 STP-Local Program Application; recommending not pursuing funding
- [24-1191](#) 2023 Harbor Activity and Bridge Lift Report; recommending placing on file
- [24-1216](#) Report of Board of Public Works of 1/24/2024, of bids received for 2024 Televising Miscellaneous Sewers I, WU-24-5; recommending awarding to low bidder, Green Bay Pipe & TV, LLC, in the amount of \$40,882.48
- [24-1217](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment
- [24-1218](#) Report of Board of Public Works of 2/7/2024 for 2nd & final payment of \$40,469.58 to Vinton Construction Company, for 2023 Asphaltic Concrete Paving II, WS-23-11; recommending payment
- [24-1219](#) Report of Board of Public Works of 2/7/2024 for 5th & final payment of \$106,529.27 to Vinton Construction Company, for 2023 Concrete Paving I, WS-23-1; recommending payment
- [24-1220](#) Report of Board of Public Works of 2/7/2024 for 7th & final payment of \$45,173.56 to Vinton Construction Company, for 2023 Asphaltic Concrete Paving Program, WS-23-4; recommending payment
- [24-1221](#) Report of Board of Public Works of 2/7/2024 for 2nd & final payment of \$7,496.14 to Kip Gulseth Construction Company Inc, for 2023 Sanitary Sewer Relay Project, WU-23-8; recommending payment
- [24-1229](#) Report of Board of Public Works of the 2/7/2024, of bids received for 2024 Asphalt Paving - Lincoln Park Tennis Courts 1, 2, & 3 Repaving, WS-24-15; recommending awarding to Vinton Construction Company, in the amount of \$434,019.90
- [24-1230](#) Report of Board of Public Works of 2/7/2024, of bids received for River Point Development - Phase 3, WS-24-2; recommending awarding Base Bid and Alternate #1 and Alternate #2 to Vinton Construction, in the amount of \$1,339,743.56

7. Public Safety Committee (Consent)

- [24-1203](#) Manitowoc Fire Rescue billing dispute, incident number 23-2465; recommending to deny the request
- [24-1204](#) Manitowoc Fire Rescue billing reversal request, incident number 23-4214; recommending to approve the request

8. Plan Commission (Consent)

[24-1146](#) PC 36-2019: Grow it Forward Inc; Annual Review - Conditional Use Permit for an Adaptive Reuse pursuant to Chapter 15.370(29) located at 1501 Marshall Street; recommending to approve the annual review and remove the annual review condition for Grow it Forward's Adaptive Reuse Conditional Use Permit located at 1501 Marshall Street

[24-1148](#) PC 2-2024: Annual Review of Community Living Arrangements pursuant to MMC 15.370(19)b; pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangements for 2024

[24-1149](#) PC 3-2024: Chapter 15 Zoning Code Rewrite; recommending to enter into an agreement with Graef/Civitek Consulting to perform the Zoning Code Rewrite project

I. COMMITTEE REPORTS

[24-1222](#) Request for a Girl Scout Mobile Cookie Booth for 2024

Moved by Czekala, seconded by Boldt, that this Request be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

1. Committee of the Whole

[24-1232](#) Report of Special Event Committee recommending approval for the following events, subject to Council action: Lakeshore Balloon Glow on 8/16/2024 (Road closure of Quay Street from 6th to 8th Streets); Turkey Trot on 11/28/2024 (Road closure for route: using parts of Jaycee Dr, S 9th St, Dewey St, Lakeside Blvd, Viebahn St, S 10th St, Silver Creek Road, S 15th St, S 18th St, S 8th St, Manitou St, S 11th St and Summit St. Waiver of Sound Ordinance from 7am-8am at Red Arrow Park); Scenic Shore Bike Ride on 7/27/2024 - 7/28/2024 (Waiver of park hours for overnight camping at Red Arrow Park on Saturday, July 27 to Sunday, July 28, 2024); Acoustic Fest on 8/17/2024 (Waiver of Alcohol in Washington Park)

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

2. Finance Committee

[24-1168](#) Two Year Operator's License Application #230376 for Sarah Lee Tegelman

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1173](#)

Resolution Authorizing the Issuance and Establishing Parameters for Sale of Not to Exceed \$7,615,000 General Obligation Promissory Notes

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1174](#)

Resolution Authorizing the Issuance of Not to Exceed \$7,450,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$7,450,000 Note Anticipation Notes in Anticipation Thereof

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1188](#)

Scope of Engagement relative to the Proposed Issuance of \$7,450,000 City of Manitowoc Note Anticipation Notes

Moved by Brey, seconded by Reckelberg, to approve the scope of engagement relative to the issuance of \$7,450,000.00 City of Manitowoc Note Anticipation Notes. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1189](#)

Scope of Engagement relative to the Proposed Issuance of \$7,615,000 City of Manitowoc General Obligation Promissory Notes

Moved by Brey, seconded by Reckelberg, to approve teh scope of engagement relative to the issuance of \$7,615,000.00 City of Manitowoc General Obligation Promissory Notes. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1223](#)

Wastewater Treatment Facility Stack Filter Project Request

Moved by Brey, seconded by Reckelberg, per 12.050(1) Large Construction Projects, regarding construction projects exceed \$5,000,000, the MPU Commission requests approval to proceed with the Wasterwater Treatment Facility Stack Filter Project. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1224](#)

Sale of City owned Property in 700 block of S. 21 St.; Parcel 000-196-040

Moved by Brey, seconded by Reckelberg, to proceed with parcel #000-196-040 for \$2500.00 and to instruct the City Attorney's Office to contact Ms. Swetlik with this offer with the original conditions as set by the Plan Commission and approved by the Common Council. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

3. Personnel Committee

4. Public Infrastructure Committee

[24-1183](#) 2022 BRIC Grant Award for the Design of Rubick Field Dry Detention Basin and Grand Avenue Storm Sewer Improvements.

Moved by Czekala, seconded by Boldt, that this Request be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

5. Public Safety Committee

[24-1202](#) An Ordinance to amend Section 11.145 of the MMC regulating Recycling and Salvage Operations.

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

[24-1228](#) Resolution for Adopting Fee Schedule for Building/HVAC/Fire Alarm/Fire Suppression and Plumbing

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

6. Plan Commission

[24-1147](#) PC 4-2024: Request from Lakeshore Humane Society to Lease or Purchase Land from the City in Indian Creek Park.

Moved by Brey, seconded by Sitkiewitz, to support the request to sell or lease approximately 2.5 acres of a portion of Indian Creek Park with the Plan Commission requesting to review the final site plan prior to construction. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

J. OTHER BUSINESS

K. ADJOURN

A motion was made by Sitkiewitz, seconded by Czekala, that this meeting be adjourned at 7:12 p.m. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Beeman, Cummings, Boldt and Reckelberg

**Mackenzie Reed
City Clerk**