



# City of Manitowoc

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

## Meeting Agenda

### Common Council

---

Monday, February 15, 2016

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.

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

[16-0013](#)

Clerk administers Oath of Office of Assistant Police Chief Scott Luchterhand.

#### E. PUBLIC HEARINGS

[16-0114](#)

Public Hearing to be held at 6:40 p.m. for the purpose of hearing any and all interested parties in the matter of a proposed change to the Official Map to: (1) remove a portion of Lone Oak Lane generally located between S. 15th and S. 19th Streets and north of Lissa Lane from the Official Map (2) add an Official Map cul-de-sac at the end of the dedicated Lone Oak Lane to insure that vehicles can turn around without needing to enter on to private property.

**Attachments:**

[16-0114.pdf](#)

#### 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

[16-0113](#)

Appointment of Christel Ericson to Manitowoc Crime Prevention Committee, Lincoln High School Student Representative.

**Attachments:**

[16-0113.pdf](#)

[16-0123](#) Appointment of Michelle Doneff to Library Board, in place of Charles Clark, for unexpired term ending 7/1/17.

## 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

[16-0111](#) Minutes of Common Council of Monday, January 18, 2016, recommending approval and place on file.

**Attachments:** [16-0111.pdf](#)

[16-0151](#) Minutes of Community Development Authority of 12/16/15; Industrial Development Corporation of 7/30/15; Plan Commission of 12/17/15; Manitowoc Public Utilities Commission of 10/12/15, 11/23/15 & 12/14/15; Wastewater Treatment Facility of 11-17-15; recommending acceptance and place on file.

**Attachments:** [cda 12-16-15.pdf](#)  
[industrial dev.pdf](#)  
[plan comm.pdf](#)  
[mpu10-12-15.pdf](#)  
[mpu11-23-15.pdf](#)  
[mpu12-14-15.pdf](#)  
[wwtf.pdf](#)

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

[16-0149](#) Report of Special Events Committee relative to approval of the following events: Library to Library Walk on 8/20/16; Ice on 8th on 2/6/16; recommending acceptance of report and place on file.

**Attachments:** [report 16-0149.pdf](#)  
[ice.pdf](#)  
[library walk.pdf](#)

[16-0150](#) Report of Special Events Committee recommending approval of the following events subject to Council action: Carol Rose Wester Memorial Race on 8/13/16 (waiver of noise ordinance and waiver of rule prohibiting dogs in parks); St. Patrick's Parade on 3/11/16 (street closure of Washington St. from S. 8th to 402 N. 8th); recommending approvals.

**Attachments:** [report 16-0150.pdf](#)  
[carol rose wester.pdf](#)  
[st pats.pdf](#)

#### 4. Finance Committee (Consent)

[16-0080](#) Recommend adjusting Assessment on parcel 835-401-033 Manitowoc Cinema LLC, due to palpable error and rescind 2015 tax of \$5,134.44, recommending approval.

**Attachments:** [20160127022701841](#)

[16-0081](#) Write off 2013 Balance (\$88.77) on parcel 341-001-011 due to error with Lottery Credit, recommending approval.

**Attachments:** [20160127022727618](#)

[16-0082](#) Rescind 2015 taxes \$1,633.66 on parcel 565-000-030, due to palpable error, recommending approval.

**Attachments:** [20160127022756372](#)

[16-0102](#) Exercise 60 day termination clause under "Agreement For Lease of Telephone System and Maintenance" d. November 2, 2009, with Creative Solutions, Inc., recommending authorizing Finance Director to exercise 60 day notice to coincide with implementation of new phone system with actual date of notice to be determined administratively based upon deployment schedule for new phone system.

**Attachments:** [20160129010854904](#)

[16-0127](#) General City Claims in the amount of \$8,027,973.76 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:** [16-0127.pdf](#)  
[1-22-16.pdf](#)  
[1-22-16 lottery.pdf](#)  
[1-29-16.pdf](#)  
[2-5-16.pdf](#)  
[2-12-16.pdf](#)

#### 5. Licensing, Permits and Inspections Committee (Consent)

[16-0115](#) Report of City Plan Commission relative to request from Shady Lane, Inc. for amendment to 2011 Conditional Use Permit to increase capacity from an 88 bed to a 151 bed CBRF, recommending adoption of the recommendations.

**Attachments:** [16-0115.pdf](#)

[16-0117](#) Communication from Girl Scout Troop 8544 for permission to operate a mobile cookie booth to sell Girl Scout Cookies out of vehicles while parked on City property, recommending approval of the request.

**Attachments:** [girl scout request.pdf](#)  
[Municipal Code Direct Seller.pdf](#)

[16-0118](#) Farmers' Market Ad Hoc Committee meeting summary of January 7, 2016 meeting, recommending placing on file.

**Attachments:** [16-0118.pdf](#)

[16-0134](#) Report of City Plan Commission relative to Partial Release of Easement rights to allow for a building expansion for the Kaysun Corporation with partial release attached.

**Attachments:** [16-0134.pdf](#)

[16-0135](#) Three Partial Easement Assignments with Consent relative to easements with Central Brown County Water Authority assigning ownership of fiber optic portion to NSight, with Plan Commission Report attached recommending authorizing the assignment of easement rights.

**Attachments:** [PC report.pdf](#)  
[manitowoc marina.pdf](#)  
[manitowoc yacht club.pdf](#)  
[remain parcels pt. 1.pdf](#)  
[remain parcels pt. 2.pdf](#)

## 6. Parks and Recreation Committee (Consent)

[16-0121](#) Report of Board of Public Works of January 27, 2016 for Kayak Launcher at Schuette Park for 2nd and Final Payment to Port-A-Pier in the amount of \$7,505.50, recommending payment.

**Attachments:** [port-a-pier.pdf](#)

[16-0057](#) Request from James Kaufmann, Manitowoc Bandits, to reduce their fees to \$1,500.00 for the use of Municipal Field for the 2016 baseball season, recommending granting request.

**Attachments:** [16-0057 Bandits rent reduction](#)

[16-0058](#) Request from St. Mary/St. Michael School for a donation for their Winterfest auction or raffle to support the operation of their school, recommending place on file.

**Attachments:** [16-0058 St Mary St Michael donation](#)

[16-0059](#) Request from Candice Giesen for a donation for the 32nd Annual Roncalli Pierside Auction on April 30th which provides funding for tuition assistance and general expenses of the school, recommending place on file.

**Attachments:** [16-0059 Roncalli Auction](#)

## 7. Personnel Committee (Consent)

## 8. Public Infrastructure Committee (Consent)

[16-0096](#) Leaf Pickup RIE Results. The Committee recommended placing on file and referring to Consent agenda.

**Attachments:** [RIE comparison 2015.pdf](#)  
[12-16-15 meeting memo.pdf](#)

[16-0100](#) Policy for dumpsters in street during winter months (Right-of-Way Use Permits). The Committee recommended reviewing and tightening up the policy for parking dumpsters in the Right of Way during winter months and placed on consent agenda.

**Attachments:** [20160128093104088.pdf](#)

[16-0101](#) Strand Associates Technical Services Agreement dated April 11, 2013 and Amendment No. 1 dated June 2015. The Committee recommended approving the Agreement and Amendment for Consent agenda.

**Attachments:** [20160129135202607.pdf](#)

[16-0120](#) Report of Board of Public Works of January 27, 2016 for Professional Services for Photogrammetric Survey Program for 2nd and Final Payment to Surdex Corporation in the amount of \$85,166.79, recommending payment.

**Attachments:** [surdex.pdf](#)

[16-0131](#) Report of Director of Public Infrastructure Dan Koski of Port of Manitowoc Tonnage Report for year ending December 31, 2015, recommending acceptance and place on file.

**Attachments:** [16-0131.pdf](#)

[16-0132](#) Report of Board of Public Works of February 3, 2016 for Dewey St. Stormwater Pond Herbiciding for 3rd and Final Payment to Lakeshore Cleaners, Inc. in the amount of \$6,378.48, recommending payment.

**Attachments:** [16-0132.pdf](#)

## 9. Public Safety Committee (Consent)

## I. STANDING COMMITTEE REPORTS

### 1. Committee of the Whole

[16-0124](#) Additional Services Addendum with Tyler Technologies Inc. to provide additional services as stated therein for the sum of \$45,500.00.

**Attachments:** [tyler\\$45,500.pdf](#)

[16-0125](#) Additional Services Addendum with Tyler Technologies Inc. to provide additional services as stated therein for the sum of \$56,500.00.

**Attachments:** [tyler\\$56,600.pdf](#)

### 2. Finance Committee

### 3. Licensing, Permits and Inspections Committee

[16-0020](#) Ordinance amending Section 22.010 of the Municipal Code to remove a portion of Lone Oak Lane from the Official Map.

**Attachments:** [16-0020.pdf](#)

[16-0116](#) Report of City Plan Commission relative to Priority One Investments LLC d/b/a TLC Homes, Inc. request for a conditional use permit for the establishment of an adult day services use located at 1004 N. 17th St.

**Attachments:** [16-0116.pdf](#)

[16-0119](#) Resolution to install, operate and maintain four non-ornamental, 250 watt, Cobra style, high pressure sodium street lights in the 7100 and 7200 blocks of Calumet Ave.

**Attachments:** [16-0119.pdf](#)

[16-0122](#) Report of City Plan Commission relative to annual review of Community Living Arrangements in the City of Manitowoc recommending Council approve the licenses for these facilities for 2016.

**Attachments:** [16-0122.pdf](#)

[16-0136](#) Report of City Plan Commission relative to amending Section 15.270(2) of Chapter 15 of the Municipal Code regarding laboratories in a "B-3" General Business District, recommending calling for public hearing.

**Attachments:** [report 16-0136.pdf](#)

[ord 16-0136.pdf](#)

[16-0139](#) Report of City Plan Commission relative to amending Section 15.050 of the amended zone map to rezone property north of Dewey St. and between S. 30th and S. 35th St. from "R-6" Multiple Family District to "I-1" Light Industrial District, recommending Clerk to call for public hearing.

**Attachments:** [16-0139 report.pdf](#)  
[16-0139 ord.pdf](#)

[16-0152](#) Report of Licensing, Permits and Inspections Committee recommending granting of the following licenses: PS-16006 Secondhand Article Dealer, Modern Mantras, 1416 Washington St.; PS-16007 Secondhand Article Dealer, ECO ATM, Inc., 4115 Calumet Ave.; TMP-1602 Class "B" Temporary Beer, Manitowoc Co. Domestic Violence Center, 2000 Mirro Dr.; TMPW-1603 Class "B" Temporary Wine, Manitowoc Co. Domestic Violence Center, 2000 Mirro Dr.

**Attachments:** [16-0152.pdf](#)

#### 4. Parks and Recreation Committee

[16-0061](#) Manitowoc Confined Disposal Facility (CDF) Enhancement Project headed up and funded by the U.S. Fish & Wildlife Service, whose purpose is to establish a habitat to encourage migrating birds and discourage gulls (located adjacent to the Manitowoc Marina in an area under the jurisdiction of the U.S. Army Corps of Engineers), recommending that P. Braun draft a letter of City support for the project.

**Attachments:** [16-0061 Manitowoc CDF Enhancement Area](#)  
[16-0061 CDF Letter of Support 020316](#)

[16-0146](#) Agreement with Manitowoc Youth Baseball Association (MYBA) for the City to release \$50,000 of parkland dedication funds to MYBA for the new baseball complex at Citizen's Park, with funds to be returned to the City if the project does not begin in 2016.

**Attachments:** [16-0146.pdf](#)

#### 5. Personnel Committee

[16-0141](#) Resolution to approve revisions to the Employee Policy Manual to include wage exceptions for moving employees two steps during the annual review process with justification and Mayor and Common Council approval.

**Attachments:** [16-0141.pdf](#)  
[comp guidelines.pdf](#)

[16-0142](#) Resolution to move the Police Department Office Manager from Step 2 to Step 4, Grade K under the Compensation Pay Plan effective July 1, 2016.

**Attachments:** [16-0142.pdf](#)

- [16-0145](#) Resolution to approve the hiring of sworn Police Officers up to the 2016 budgeted amount.
- Attachments:** [16-0145.pdf](#)  
[request.pdf](#)
- [16-0147](#) Resolution to approve offering \$500 sign-on bonus to newly hired part-time Transit drivers effective 2/15/16 through 12/31/16, with pro-rated payback clause.
- Attachments:** [transit driver.pdf](#)
- [16-0148](#) Resolution to approve implementing a voluntary short term disability plan for employees effective March 1, 2016.
- Attachments:** [16-0148.pdf](#)

## 6. Public Infrastructure Committee

- [16-0094](#) Request for Mini Sewer at 1035 North 16th Street.
- Attachments:** [20160127162304991.pdf](#)
- [16-0098](#) Request from Developer for Utility and Street Improvements for Homestead Road.
- Attachments:** [20160127163248300.pdf](#)
- [16-0099](#) Donation of Ambulance to the race track.
- [16-0112](#) Agreement with Dave's Tree Service, Inc. to remove trees and stumps at various locations for the 2016 Sidewalk Program at a cost of \$18,472.50.
- Attachments:** [16-0112.pdf](#)
- [16-0128](#) Report of Board of Public Works on quotes received for Underwater Bridge Inspection, QO-16-2.
- Attachments:** [16-0128.pdf](#)  
[qo-16-2bidtab.pdf](#)
- [16-0129](#) Report of Board of Public Works of January 27, 2016 of bids received for 2016 Televising Miscellaneous Sewers I, WU-16-5.
- Attachments:** [16-0129.pdf](#)  
[bid tab wu16-5.pdf](#)
- [16-0130](#) Report of the Board of Public Works of bids received for 2016 Sewer Re-Lining Project, WU-16-7.
- Attachments:** [16-0130.pdf](#)  
[bid tab wu16-7.pdf](#)



[16-0143](#) Ordinance to amend Deposit Schedule for violations of Section 7.210(3) of the Municipal Code regulating snow removal and deposits.

**Attachments:** [16-0143.pdf](#)

[16-0144](#) Ordinance to amend the general chapter penalty for violations of Chapter 7 of the Municipal Code to a forfeiture not to exceed \$1,000.00 plus court costs.

**Attachments:** [16-0144.pdf](#)

## 7. Public Safety Committee

[16-0140](#) Contract with Bartolotta Fireworks for fireworks display for St. Patrick's Day on March 11, 2016.

**Attachments:** [16-0140.pdf](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, March 21, 2016, at 6:30pm in the Common Council Chambers at City Hall.*

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

**Jennifer Hudon  
City Clerk**