



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, June 15, 2020

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.

This meeting is being held in Council Chambers and is also being conducted via remote conferencing software due to a state of emergency and federal, state, and local guidance on gatherings. Members of the public may call to listen in at +1 877 853 5257 US Toll-free, Meeting ID: 868 1119 0278 Password: 449497.

Those wishing to make public comment without attending the live meeting should email cityclerk@manitowoc.org or call 686-6952 with their comment no later than 3:00 p.m. Central the day of the meeting.

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

[20-0588](#) Proclamation declaring June 21, 2020 as the 150 Year Building Anniversary on behalf of First Presbyterian Church

Attachments: [First Presbyterian Church Proclamation](#)

[20-0612](#) Presentation to outgoing Alderperson Todd Lotz

E. PUBLIC HEARINGS

[20-0586](#) 6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of proposed changes to Chapter 15 of the Manitowoc Municipal code regarding the Downtown Design Review Area and Historic Preservation.

[20-0587](#)

6:32 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of the establishment of a Community Living Arrangement in a R-4 Single and Two Family Zoning District pursuant to Manitowoc Municipal Code 15.150(3)f located in the 1700 Block of Mirro Drive.

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

[20-0605](#)

Appointments by Mayor to various Committees, Boards, and Commissions.

Attachments:

[Alder Appointments](#)[Citizen Appointments](#)

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

[20-0589](#)

Minutes of May 18, 2020 Common Council meeting, recommending approval and place on file.

Attachments:

[CC Min - 5-18-20](#)[20-0590](#)

Communication from Wisconsin DNR announcing award of 2020 Recycling Grant to Responsible Units to the City of Manitowoc, recommending acceptance and place on file.

Attachments:

[WI DNR Communication - Recycling Grants](#)

3. Committee of the Whole (Consent)

[20-0604](#)

Report of temporary premises extensions for the sale of liquor and/or beer due to following social distancing best practices in compliance with City Resolution 20-0518 adopted by the Common Council on May 18, 2020, recommending acceptance of report and place on file.

Attachments:

[Premises Extension Report](#)

[20-0610](#) Report of Special Events Committee relative to approval of the following events: Wilson Student Farewell Parade on 6/11/2020; Waiver of Fee Date Change: YP Connect-Decades Dual Kickball Game on 8/11/2020; recommending acceptance of report and place on file.

Attachments: [Special Event Committee Events Acted On 5-14-20 to 6-10-20](#)
[Waiver of Fees Date Change - YP Kickball](#)
[Wilson Jr. High Farewell Parade](#)

4. Finance Committee (Consent)

[20-0415](#) Possible change to alcohol licensing fees, recommend to place on file.

Attachments: [Summary Trial Balance](#)
[Staff email - License Fees](#)
[20-0415](#)

[20-0553](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$9,866.94 as an unbudgeted request for Finance/Clerk Division to purchase additional Badger Books (E-Poll Books), recommend to approve request.

Attachments: [Badger Book CAWG Request](#)

[20-0554](#) Request from Ante LLC, d/b/a Digger Dave's for permanent extension of premise to license TAV-2008 to include tables and chairs on sidewalk in front of Digger Dave's property, recommend to approve the request.

Attachments: [Digger Dave's Request](#)

[20-0555](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-1965A, for Kathie's Act II, LLC, 701 Franklin St., recommend to approve the request.

Attachments: [Kathies Act II Application](#)

[20-0557](#) Request from Sun Development & Management Corporation (Manitowoc Lodging Associates LLP) for a waiver of Failure to File Penalties in the amount of \$1,158.40 for Baymont Inn Room Tax, recommend to deny the request.

Attachments: [Baymont Request](#)

[20-0559](#) 2020 Budget Amendment due to Transit CARES Act Funding, recommend to accept the CARES Act Funding for 100% of the estimated net deficit from January 20 thru December 31, 2020 and save the unused local share in Transit to assist in future years.

Attachments: [Memo PI Transit CARES Act Funding.pdf](#)
[Copy of CARES Scenarios](#)

[20-0562](#) Kerry Inc. V Wisconsin Department of Revenue Petitions for Review of Determination by State Board of Assessors for Manufacturing Properties: 633 S. 20th St., 1226 S. Water St., 4343 Expo Dr., & 4502 Expo Dr., recommend to accept and place on file.

Attachments: [Kerry Inc. Acknowledgment of Receipt](#)
[Kerry 633 S. 20th](#)
[Kerry 1226 S. Water St.](#)
[Kerry 4343 Expo](#)
[Kerry 4502 Expo](#)

[20-0595](#) General City Claims in the amount of \$5,368,330.31 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: [June Claims](#)
[6-5-2020](#)
[6-9-2020](#)
[6-12-2020](#)
[5-22-2020](#)
[5-29-2020](#)

[20-0603](#) 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: [June Licenses](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[20-0127](#) Briess Lot Electrical Usage, recommending placing on file with no electrical usage fees to be charged.

Attachments: [20-0127 Briess Lot Electrical Usage Memo.pdf](#)
[20-0127 Briess Lot Electrical Usage Summary Summer 2019.pdf](#)

[20-0353](#) Request to approve Part-time Zoo job description and to conduct recruitment process to fill position, recommending approval

Attachments: [Memo PT Zoo JD for PC.Council items.pdf](#)
[Zoo Maintenance Education and Animal Care PT\(3.2020\).pdf](#)

[20-0591](#) Report of Board of Public Works of 5/20/20 for 4th and Final payment of \$18,194.83 to Vinton Construction for 2019 Concrete Paving, WS-19-1, recommending payment.

Attachments: [WS-19-1 Final Payment](#)

[20-0592](#) Report of Board of Public Works of 5/20/20 for 3rd and Final payment of \$29,906.12 to Vinton Construction for 2019 Sanitary Sewer Construction, WS-19-8, recommending payment.

Attachments: [WS-19-8 Final Payment](#)

[20-0593](#) Report of Board of Public Works of 5/27/20 for 4th and Final payment of \$18,588.88 to Dorner Inc. for 2019 Bayshore Drive Sanitary Sewer Construction, WU-19-17, recommending payment.

Attachments: [WU-19-17 Final Payment](#)

[20-0594](#) Report of Board of Public Works of 5/27/20 of approval to enter into AGMT-20-06 with Hubbart Electric, Inc. for installation of new light pole bases and power located on the Riverwalk by City Hall, for a contract price of \$5,266.00, recommend acceptance and place on file.

Attachments: [AGMT-20-06 Hubbart Electric](#)

[20-0601](#) Report of Board of Public Works of 6/3/20 of approval to enter into AGMT-20-07 with Hutchinson Property Services for the maintenance of the ball diamonds and fields at Lincoln Park and West Field Park for a contract price of \$15,500.00, recommending acceptance and place on file.

Attachments: [AGMT-20-07 Hutchinson Property Services](#)

7. Public Safety Committee (Consent)

[20-0563](#) Capital Allocation Working Group (CAWG) recommendation to fund up to \$5,995.00 as an unbudgeted request for the Police Department to trade-in 2012 CVSA Dell Model to Current Model CVSA III - Dell Rugged 14 Model Series and Dell 4-year PPro-Support Onsite Hardware Service Warranty with Accident Protection, recommend to approve the request.

Attachments: [EULA NFS -2018 - New CVSA Systems](#)
[Manitowoc PD \(WI\) CVSA Trade in for III Est.5982](#)
[The New CVSA III Instrument](#)
[Capital Project Request Form](#)

[20-0583](#) Request to remove pedestrian stop at the intersection of Crawford Boulevard and South Rapids Road, recommending to approve the request.

Attachments: [Proposed plan for replacement of traffic signals with yield signs at rapids and cr:](#)
[Crawford Blvd and South Rapids Road replacement of traffic signals](#)
[S. Rapids and Crawford Blvd signals](#)

8. Plan Commission (Consent)

[20-0527](#) PC 14-2020/14-2019: Assignment of a Conditional Use Permit from J&K School Hill LLC to Excel Auto LLC located at 1118 S. 10th Street for the Continued Operation of a Wrecker Service and Used Car Sale business, recommend to transfer the 2019 Conditional Use Permit from J & K School Hill, LLC to Excel Auto LLC.

Attachments: [20-0527 PC Report Excel Auto CUP.pdf](#)
[20-0527 Report to Council Excel Auto CUP.pdf](#)

[20-0534](#) PC 1-2020: Quit Claim Deeds from the City of Manitowoc for Viebahn Street, West Viebahn Street and Hecker Road, recommend to approve and accept the quit claim deeds and instruct the City Clerk to record the deeds at the Manitowoc County Register of Deeds office after Council approval.

Attachments: [20-0534 PC Report Hecker Viebahn W Viebahn qc deeds.pdf](#)
[20-0534 Report to Council Hecker Viebahn W. Viebahn QC Deeds.pdf](#)

I. COMMITTEE REPORTS

1. Committee of the Whole

[20-0585](#) Communication from Alderman Todd Lotz resigning as Alderperson for District 7 effective June 16, 2020

Attachments: [Lotz Resignation](#)

[20-0584](#) Procedure to fill District 7 Aldermanic Vacancy due to resignation of Alderman Todd Lotz

[20-0611](#) Report of Special Events Committee recommending approval for the following events subject to Council action: 4th of July Parade on 7/4/20 (Closure of S. 8th St. from Madison to Maritime Dr. & Maritime Dr. from N. 8th St. to Waldo with closure of parking lanes); Night Market 920 on various nights from 7/8/20-9/16/20 (original request was not approved in March. Special Event Committee is recommending approval provided the organizer submits a plan on how they will maintain social distancing guidelines and how they will clean and sanitize; fees waived for supplies and equipment, event organizer to pay the assessed delivery fees)

Attachments: [Special Events for Council Approval - 05-14-20 to 6-10-20](#)
[Night Market 920](#)
[4th of July Parade](#)

2. Finance Committee

[20-0558](#) TIF Project Report and Term Sheet for 939 South 8th St.

Attachments: [Report to Finance Committee with Attachments \(002\)](#)
[Brix Exterior Facades 05-29-2020.pdf](#)

[20-0564](#) Ordinance to amend various sections of Chapters 2 and 3 of the Municipal Code in order to update references

Attachments: [ORD- MMC reference clean up](#)

[20-0596](#) Request from Bridgeview Bar for extension of premises into their parking lot for an event on June 27, 2020.

Attachments: [Bridgeview Premises Extension Request](#)

[20-0597](#) Contract with AT&T to move from Copper PRI circuits to Fiber circuits

Attachments: [ATT Service Guide - IP Flex](#)
[Customer Signature Page](#)
[Master Agreement Online](#)
[ATT DEDICATED INTERNET PRICING SCHEDULE](#)
[ATT IP FLEXIBLE REACH AND ATT IP TOLL-FREE PRICING SCHEDULE](#)
[Product Comparison 10M both locations 6-10-2020](#)
[AT&T email](#)

[20-0598](#) 2020 HAVA Coronavirus Air, Relief and Economic (CARES) Subgrant Program Agreement for costs incurred due to the pandemic affecting the 2020 federal elections

[20-0602](#) Report of Industrial Development Corporation of 6/10/20 recommending the sale of Lots 1, 2, 3, & 4 in Block 3, Manitowoc I-43 Industrial Park No. 1 to Bank First, N.A.

Attachments: [Report to Council Bank First](#)

3. Personnel Committee

[20-0549](#) Resolution to Revise Employee Policy Manual Language Update-June, 2020

Attachments: [Res - EPM Updates](#)
[Memo to Council re EPM Revisions 06.2020.pdf](#)
[Employee Policy Manual Recommended Revisions 6.2020.pdf](#)
[Employee Policy Manual Clean Copy for Council 6.2020.pdf](#)

[20-0571](#) Resolution to revise the Employee Policy Manual to include revisions to the Extended Leave Policy post COVID-19 Pandemic

Attachments: [Res - Extended Leave Policy](#)
[Memo to Council re Extended Leave Revisions 06.2020.pdf](#)
[Extended Leave revisions 6.2020.pdf](#)
[Sick Leave other municipalities 2018.pdf](#)

[20-0607](#) Resolution to backfill and overlap the Finance Director/Treasurer position due to retirement

Attachments: [Res - Finance Director Treasurer](#)

4. Public Infrastructure Committee

[20-0566](#) Reimbursement Resolution for the Safe Drinking Water Loan Program

Attachments: [Res - Reimbursement for SDWLP](#)
[20-0566 DRAFT - Reimbursement Resolution SDWLP.pdf](#)

[20-0573](#) Preliminary Resolution Declaring Intent to Levy Special Assessment for Roneta Lane

Attachments: [Preliminary Resolution Declaring Intent to Levy Special Assessment for Roneta](#)

[20-0606](#) Resolution to create and fill a Part-time Zoo Maintenance Education and Animal Care position

Attachments: [Res - Create and Fill PT Zoo Maintenance and Education and Animal Care Pos](#)
[Memo & JD Zoo Maintenance](#)

5. Public Safety Committee

[20-0463](#) Ordinance to amend Section 10.570; 15.030; and 15.430 of the Manitowoc Municipal Code regulating Off-Street Parking and Loading.

Attachments: [Need to rescind](#)
[Ord to Amend 15](#)

[20-0581](#) An Ordinance to amend Section 10.170; 10.230; and 10.390 of the Manitowoc Municipal Code regulating parking and traffic on Bayshore Drive and Bay Pointe Road.

Attachments: [Ord revise parking and traffic on Bayshore Drive and Bay Pointe Road](#)
[Bayshore Drive and Bay Pointe Road communication](#)

6. Plan Commission

[20-0526](#) PC 5-2020: Vichil Properties LLC, d.b.a. Samaritan Group Homes: 1700 Block Mirro Drive, Request for a Conditional Use Permit for the establishment of a Community Living Arrangement in a R-4 Single and Two Family Residential Zoning District pursuant to 15.150(3)f.

Attachments: [20-0526 PC Report Samaritan Group Home Mirro Dr.pdf](#)
[20-0526 Report to Council Samaritan CLA.pdf](#)
[Memo from Director of Public Infrastructure](#)

[20-0530](#) PC 17-2020: Review of Location and Architectural Design of the Blue Rail Restroom Building Pursuant to §62.23(5) "Matters Referred to City Plan Commission".

Attachments: [20-0530 Report to Council Blue Rail Bathroom.pdf](#)
[20-0530 PC Report Blue Rail bathroom.pdf](#)

[20-0599](#) Ordinance to repeal section 15.290, amend section 15.650, and create section 15.790 of the Municipal Code regulating the Downtown Design Review Area and Historic Preservation

Attachments: [Ord - Ch. 15](#)
[Report to Council and PC document 20-0532](#)

[20-0600](#) Ordinance to rename a portion of Johnston Drive to Bayshore Drive

Attachments: [Ord - Rename portion of Johnston Dr](#)
[Report to Council and PC Doc 20-0533](#)

[20-0608](#) Ordinance to annex certain territory from the Town of Newton to the City of Manitowoc as part of the 9th Aldermanic District and the 17th, 18th, 21st, 23rd, 24th, 25th, 26th and 28th Wards of the City

Attachments: [Ord - Annex Ward 32](#)
[PC report to Council](#)

[20-0609](#)

Resolution to create Ward Number 32, population zero (0), for the Hecker #3 Annexation Area to be combined with the 17th, 18th, 21st, 23rd, 24th, 25th, 26th and 28th Wards for voting purposes and use a common polling place as established for the 9th Aldermanic District

Attachments:[Res - Annex Ward 32](#)[PC report to Council](#)**J. OTHER BUSINESS****K. ADJOURN**

1. Next Scheduled Common Council Meeting: Monday, July 20, 2020 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 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.

Deborah Neuser
City Clerk