



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, August 17, 2020

6:30 PM

Council Chambers

Note-Meeting will also be available via Remote  
Conferencing

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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 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 888 475 4499 US Toll-free, Meeting ID: 849 0963 8330 Password: 096548.

Those wishing to make public comment should email [mreedkadow@manitowoc.org](mailto:mreedkadow@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

[20-0813](#) Recognition of WOMT Radio's Recent Awards from the Wisconsin Broadcasters Association

[20-0826](#) Commendation to Manitowoc County Deputy Jonathon Schwede

**Attachments:** [COMMEND Schwede Jonathon](#)

#### E. PUBLIC HEARINGS

[20-0814](#) 6:31 p.m. - 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 regulating off-street parking and loading.

[20-0815](#) 6:32 p.m. - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from "P-1" Conservancy to "R-5" Low Density Multiple-Family District for property located in the 1100 block of Bayshore Drive.

[20-0816](#) 6:33 p.m. - 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; Proposed changes: Amendment to Chapter 15.030 and 15.310(3) Removing Recycling Facilities as a Conditional Use in the C-1 Commercial Zoning District

[20-0817](#) 6:34 p.m. - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for the establishment of a Transitional Housing Use located at 1114 S. 11th Street, for a maximum overnight capacity of up to 10 individuals

## 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

## 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

[20-0825](#) Minutes of July 20, 2020 Common Council Meeting, recommending acceptance and place on file.

Attachments: [July 20, 2020 Council Minutes](#)

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

[20-0846](#) Report of Special Events Committee relative to approval of the following events: Date Change - Residential Block Party - 2100 Block S. 22nd St. on 9/26/2020; Manitowoc Junior Ships Baseball Tournament on 7/25-7/26/2020; Waiver of Fees - Manitowoc Noon Rotary Meeting on 8/6/2020; Waive of Fees: KAN Cool School Supply Giveaway on 8/15/2020; Waiver of Fees: Blood Drive on 9/9/2020; Scrimmage Baseball Games on 8/2/2020; Date Change - Hornet Hustle on 10/4/2020; recommending acceptance of report and place on file.

**Attachments:** [Special Event Committee Events Acted On](#)  
[Block Party - 2100 Block S. 22nd St Date Change](#)  
[Junior Ships Baseball Tournament](#)  
[Manitowoc Noon Rotary](#)  
[KAN Cool School Supply Giveaway](#)  
[ARC Blood Drive](#)  
[Scrimmage Baseball Games](#)  
[Hornet Hustle Date Change](#)

#### 4. Finance Committee (Consent)

[20-0758](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Brix Place, LLC, 939 S. 8th St., recommend to approve license.

**Attachments:** [Brix Place Application](#)

[20-0759](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2007A, Tonys on Memorial LLC, 1228 Memorial Drive, recommend to approve license.

**Attachments:** [Tonys on Memorial Application](#)

[20-0760](#) CAWG recommendation to fund \$4,700.00 for Boards and Commissions Granicus Product, recommend to refer to the Mayor's office for inclusion into the 2021 budget.

**Attachments:** [Granicus Boards & Commissions CAWG Recommendation](#)

[20-0766](#) Funding for a Parklet Prototype, recommend to approve to prototype and spend up to \$7,500 from Room Tax fund balance.

**Attachments:** [Parklet Proposal for Finance](#)

[20-0767](#) 2nd Quarter Budget Exception Report, recommend to accept and place on file.

**Attachments:** [2nd Quarter Budget Exception Report](#)

[20-0772](#) Update on budget for 2020 downtown improvement projects, recommend to accept and place on file.

**Attachments:** [Downtown budget update](#)  
[Downtown detail expenditure report](#)  
[2020 Budget Update](#)

[20-0773](#) Discussion and possible action on \$38,031 remaining from the COVID Small Business Grant Program, recommend to accept and place on file and advise that a formal request for the funds be submitted.

**Attachments:** [FINAL West allocation of COVID grants calc update June 1 2020 final](#)

[20-0774](#) June 2020 Investment Report, recommend to accept and place on file.

**Attachments:** [2020 Investment Reconciliation June](#)

[20-0775](#) Discussion on COVID-19 Expenses and CARES Funding, recommend to accept and place on file.

[20-0777](#) 2019 CAFR and Management Letter, recommend to accept and place on file.

**Attachments:** Signed Management Communication Revised City of Manitowoc

[City of Manitowoc CAP](#)

[Signed Final Report and Financial Statements City of Manitowoc](#)

[20-0790](#) Communication from City Clerk Deborah Neuser announcing her retirement effective January 7, 2021, recommend to accept and place on file.

**Attachments:** [20-0790](#)

[20-0818](#) General City Claims in the amount of \$4,892,177.51 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:** [August Claims](#)

## 5. Personnel Committee (Consent)

[20-0734](#) Request from Local 662 to enter into 2021 DPW Wage Agreement, recommending to send letter and place on file.

**Attachments:** [DPW Wage Only 2021 Request.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[20-0761](#) CAWG recommendation to fund \$75,000.00 for Engineering Department Broadway Bridge Overlay/Redecking, recommend to approve the request.

**Attachments:** [Broadway Bridge CAWG Recommendation](#)

[20-0762](#) CAWG recommendation to fund up to \$50,000.00 for Engineering department Concrete Crushing, recommend to approve the request.

**Attachments:** [Concrete Crushing CAWG Recommendation](#)

- [20-0769](#) Request to use donation tube funds for transformation of bird exhibit to a porcupine exhibit, recommending approval with Zoo Society matching the contribution
- Attachments:** [20-0769 Request for conversion to small mammal exhibit memo, price quotes a](#)  
[20-0769 Standards for keeping porcupines in captivity.pdf](#)
- [20-0770](#) Masterplan for Lincoln Park Zoo, recommending approval
- Attachments:** [20-0770 Zoo Masterplan Funding Memo.pdf](#)
- [20-0779](#) Request for sidewalk and/or pedestrian crossings in triangular area of Rapids Rd/Waldo Blvd to North 40th Street, recommending placing on file as Bike and Pedestrian Plan will address sidewalk at this location.
- Attachments:** [20-0779 Report a Concern for sidewalk at location of N. Rapids and Waldo Blvd](#)  
[20-0779 Photos and Map for Sidewalk location.pdf](#)  
[20-0779 Estimate for sidewalk at N. Rapids and Waldo Blvd location.pdf](#)
- [20-0783](#) Stormwater Management Facility Maintenance Agreement for GLTD Holdings, LLC (Color Craft), recommending approval
- Attachments:** [20-0783 Stormwater Management Maintenance Agreement for GLTD - Color Cr](#)
- [20-0784](#) Request for wider driveway approach at 2728 Knuell Street, recommending approval of 32.6' driveway approach width
- Attachments:** [20-0784 Widen driveway at 2728 Knuell Street - emails and photo.pdf](#)
- [20-0785](#) Flooding concerns at 955 North 5th Street, recommending forwarding a request to CAWG for \$50,000 to install larger inlets and televising misc sewers in the area.
- Attachments:** [20-0785 955 N 5th Street - Initial email from property owner.pdf](#)  
[20-0785 Photos from 955 N 5th Street and flooding emails.pdf](#)  
[20-0785 955 N 5th Street sand bags.pdf](#)  
[Proposed Inlets for Flooding at 955 North 5th Street 20-0785.pdf](#)
- [20-0788](#) Request for approval of updated Parks and Recreation Logo, recommending approval of logo submitted by DPI and planed on file
- Attachments:** [20-0788 Parks and Recreation Logo email.pdf](#)  
[2nd copy of Parks and Rec Logo.pdf](#)  
[FW\\_LOGO.pdf](#)
- [20-0820](#) Report of Board of Public Works of 8/5/2020 for 2nd and Final payment of \$2,214.85 to Green Bay Pipe & TV, LLC for 2020 Televising Miscellaneous Sewers I, WU-20-5, recommending payment.
- Attachments:** [WU-20-5 Final Payment](#)

[20-0821](#) Report of Board of Public Works of 8/5/2020 for 1st and Final payment of \$12,450.00 to Mulch Express of Wisconsin for 2020 Furnish & Install Wood Chips to 15 Playgrounds, 2 Islands and 2 Flowerbeds, AGMT-20-03, recommending payment.

**Attachments:** [AGMT-20-03 Final Payment](#)

[20-0822](#) Report of Board of Public Works of 8/5/20 for 1st and Final payment of \$5,266.00 to Hubbart Electric Inc. for Light Poles at Riverwalk, AGMT-20-06, recommending payment.

**Attachments:** [AGMT-20-06 Final Payment](#)

[20-0823](#) Report of Board of Public Works of 8/5/2020 for 1st and Final payment of \$15,600.00 to Hutchinson Property Services for Ball Diamond & Field Maintenance at Lincoln Park & West Field Park, AGMT-20-07, recommending payment.

**Attachments:** [AGMT-20-07 Final Payment](#)

[20-0824](#) Report of Board of Public Works of 8/5/2020 for 8th and Final payment of \$1,106.06 to AECOM for Project #60135471 (82518) Former Town of Newton Gravel Pit, recommending payment.

**Attachments:** [AECOM Final Payment](#)

[20-0839](#) Progress Invoice from WI DOT for Waldo Blvd. project #39515003776 in the amount of \$2,553.32, recommending payment.

**Attachments:** [Progress Invoice 20-0839](#)

[20-0840](#) Progress Invoice from WI DOT for Waldo Blvd. project #39515003777 in the amount of \$299,213.69, recommending payment.

**Attachments:** [Progress Invoice 20-0840](#)

[20-0844](#) Report of Board of Public Works of 7/22/2020 of approval to enter into AGMT-20-05 with Lakeland Landscape to provide and plant trees for Concrete and Asphalt Reconstruction areas of the City of Manitowoc as designed and provided by the City Engineering Department and the City Forester for a contract price of \$6,693.00; recommending acceptance and place on file.

**Attachments:** [AGMT-20-05](#)

[20-0845](#) Report of Board of Public Works of 8/5/2020 of approval to enter into AGMT-20-12 with Thor Industrial Services to replace decking on path on east side of 8th St. bridge for a contract price of \$7,200.00; recommending acceptance and place on file.

**Attachments:** [AGMT-20-12](#)

## 7. Public Safety Committee (Consent)

[20-0805](#) LifeQuest EMS hardship request, calls 182A-19-2927 and 182A-19-2741, recommending to approve the request

[20-0806](#) LifeQuest EMS hardship request, calls 182A-19-3573 and 182A-19-3536, recommending approval of a payment plan

## 8. Plan Commission (Consent)

[20-0712](#) Release of Easement ; Lot 3 & Lot 4, Block 5, Doneff Addition No. 3, recommending approval

**Attachments:** [20-0712 Report to Council River Bluff Easement Release.pdf](#)  
[20-0712 PC Report River Bluff Release of Easement.pdf](#)

[20-0720](#) Manitowoc Public Utilities: Request for an Electrical Utility Easement from the City of Manitowoc located at 900 Maritime Drive, south of the Little Manitowoc River Walkway, recommending to approve granting of the utility easement to MPU and authorize the Mayor and Clerk to sign the easement document.

**Attachments:** [20-0720 Report to Council MPU Easement Request.pdf](#)  
[20-0720 PC Report MPU Easement 900 Maritime Drive.pdf](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[20-0842](#) Report of Special Events Committee recommending approval of the following events subject to Council action: Windigo Fest on 10/2-10/4/2020 (waiver of noise ordinance until 1 a.m. Friday & Saturday); Drive In Movie on 8/21/2020 (Closure of Quay St. From S. 8th to the Wharf; waiver of noise ordinance until 11 p.m.)

**Attachments:** [SE Report - Events needing Council Approval](#)  
[Windigo Fest](#)  
[Drive In Movie](#)

[20-0843](#) Resolution Affirming Mayoral Declaration of Emergency

**Attachments:** [Extension of Resolution Affirming Mayoral Declaration of Emergency](#)

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

## Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

20-0782 Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

## Reconvene in Open Session

[20-0782](#) Letter of Intent from Doneff's Schuette Building for property located in the 800 Block of Franklin Street

**Attachments:** [Franklin LOI 072820](#)

## 2. Finance Committee

[20-0764](#) Appointments to Capital Allocation Working Group for term June 1, 2020 through May 31, 2022: Adam Tegen, Community Development Director; Nick Reimer, Police Chief; Todd Blaser, Fire Chief; Greg Vadney, Director Rahr-West Art Museum; Dan Koski, Director of Public Infrastructure; Jeremy Walvoord, Buildings and Grounds/Fleet Division Manager, Steve Corbeille, Finance Director/Treasurer

**Attachments:** [CAWG Appointments](#)

[20-0771](#) Resolution to set rate of pay for Municipal Board of Absentee Canvassers (Central Count)

**Attachments:** [City Clerk Memo & Resolution](#)

[20-0776](#) Term Sheet for Howe Building Renovation at 702 York Street for project by East Point Rentals LLC

**Attachments:** [Howe Term Sheet - Final](#)

[20-0827](#) Two year operator license application #200215 for Courtney Siebert, requesting Council approval and waiver of MMC 11.010(4) requiring applicants be Manitowoc County residents continuously for a period of not less than one year.

**Attachments:** [Application - Courtney Siebert](#)  
[PD Recommendation](#)



[20-0828](#) Two year operator license application #200212 for Kylie Bowman, requesting Council approval and waiver of MMC 11.010(4) requiring applicants be Manitowoc County residents continuously for a period of not less than one year.

**Attachments:** [Application - Bowman](#)  
[PD Recommendation](#)

[20-0829](#) Resolution to Fill Vacancies and Have an Overlap in the Finance Department

**Attachments:** [Res - Finance Dept Vacancies](#)  
[Finance Director Memo](#)

[20-0835](#) Contribution Request from Eternal Flame Fundraising Committee

**Attachments:** [Eternal Flame Request](#)

[20-0836](#) CAWG recommendation to fund up to \$50,000 for Department of Public Infrastructure for storm inlets and restoration work in the N. 5th St. and Pine St. area

**Attachments:** [CAWG Approval](#)  
[Concept Plans for Additional Inlets for N. 5th and Pine St. Flooding Issues](#)  
[Capital Request for Unbudgeted Installation of New Storm Inlets on N. 5th Linc](#)

[20-0838](#) Resolution to Approve Seasonal Hiring Rate for Election Custodian for 2021

**Attachments:** [Seasonal Employee Election Custodian](#)  
[Res - Election Custodian Rate of PAY](#)

### 3. Personnel Committee

[20-0436](#) Police Six Month Contract Approval

**Attachments:** [2019 Wage Information.pdf](#)  
Police Contract 2020 TAs.pdf  
Draft---PD Contract Markup.pdf  
PD 6 month Contract Markup 8.2020.pdf

[20-0837](#) Resolution to Approve Pandemic Response Policy

**Attachments:** [Pandemic Response Policy](#)  
[Res - Pandemic Response Policy](#)

[20-0841](#) Ordinance to set Mayor's salary for 2021-2024

**Attachments:** [Ordinance to set Mayor's Salary 2021-2024](#)

### 4. Public Infrastructure Committee

[20-0112](#) Pedestrian Sign Installation and Maintenance Agreement with Alliance Laundry

**Attachments:**

[Ped Crossing Sign Installation & Maintenance Agreement](#)

[Exhibit A - Alliance Laundry Systems - S. 30th St. - LED Ped-Crossing Sign Loc](#)

[Exhibit B - Trafficalm Systems LED Ped-Crossing Signs](#)

[Email re Ped crossing agmt](#)

[20-0112 Email regarding crossing sign.pdf](#)

[20-0112 plans and photos of placement of pedestrian signs.pdf](#)

## 5. Public Safety Committee

[20-0763](#) CAWG recommendation to fund up to \$54,401 for Manitowoc Fire Rescue Department Communication Equipment.

**Attachments:**

[Communication Equipment CAWG Recommendation](#)

[Finance Recommendation](#)

[20-0801](#) An ordinance to amend section 14.575 of the MMC regulating Sexual Offender Residency Restrictions.

**Attachments:**

[Ord to amend 14 to revise the Sex Offender Residency Language](#)

[Memo re sex offender ordinance revision](#)

[20-0802](#) An ordinance to amend section 8.250 of the MMC regulating parks and park facility Exclusions.

**Attachments:**

[Ord to Amend 8](#)

[Memo re parks exclusion ordinance amendment](#)

[20-0847](#) Ordinance to amend 10.390 of the Manitowoc Municipal Code regulating Parking Prohibited on North 12th Street

**Attachments:**

[Ord to Amend 10.390 Parking on North 12th Street](#)

## 6. Plan Commission

[20-0531](#) Ordinance to Amend Chapter 15.030 Definitions, 15.430 Off-Street Parking and Loading Regulations and 15.510 Mobile Home Parks, Mobile Homes, Manufactured Homes and Recreational Vehicles.

**Attachments:**

[Ord to Amend 15.430 Off Street Parking and Loading\\_1](#)

[20-0531 Report to Council off street parking.pdf](#)

[20-0531 PC Report Off Street Parking July report.pdf](#)

[20-0531 PC Report Off Street Parking May report.pdf](#)

[20-0711](#) Ordinance to Rezone property located in the 1100 block of Bayshore Drive from “P-1” Conservancy to “R-5” Low Density Multiple-Family District.

**Attachments:** [Ord - Rezone 1100 Blk Bayshore Dr](#)  
[20-0711 Report to Council Bay Pointe P-1 to R-5.pdf](#)  
[20-0711\\_PC Report Bay Point Rezone.pdf](#)

[20-0719](#) Ordinance to Amend Chapter 15.030 Definitions and 15.310(3) Removing Recycling Facilities as a Conditional Use in the C-1 Commercial Zoning District.

**Attachments:** [Ord to Amend ch 15](#)  
[20-0719 Report to Council Remove Recycling from C-1.pdf](#)  
[20-0719\\_PC Report Amend Ch 15 Remove Recycling in C1.pdf](#)

[20-0753](#) PC 25-2020: Lighthouse Recovery Community Center; Request for a Conditional Use Permit Under Section 15.230(3)k and 15.370(27) for Property at 1114 S. 11th Street for the establishment of a Transitional Housing Use for a maximum overnight capacity of up to 10 individuals.

**Attachments:** [20-0753 Report to Council Lighthouse Transitional CUP.pdf](#)  
[20-0753 PC Report Lighthouse Recovery Center.pdf](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, September 21, 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](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.

**Deborah Neuser**  
**City Clerk**