



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, November 16, 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: 883 5318 1941 Password: 773826.

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

[20-1120](#)

Commendation to Manitowoc County Chapter of Barbershoppers/Clipper City Chordsmen on their Seventy-Fifth Anniversary

**Attachments:**

[COMMEND Clipper City Chords Anniv 2020](#)

#### E. PUBLIC HEARINGS

[20-1115](#)

6:30 PM - Public Hearing for the purpose of hearing any citizen or taxpayer on the proposed budget for the upcoming year.

[20-1116](#)

6:31 p.m. - Public hearing for the purpose of hearing any and all interested parties in the matter of a proposed change to the Official Map and Street Vacation of a proposed city initiated street vacation of a portion of Johnston Drive

- [20-1117](#) 6:32 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for Adaptive Reuse located at 1127 & 1133 S. 16th St. pursuant to 15.370(29)
- [20-1118](#) 6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for Adaptive Reuse located at 1034 S. 18th St. pursuant to 15.370(29)
- [20-1119](#) 6:34 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 the Comprehensive Zoning Ordinance Section 15.370(27) regarding Conditional Use Permits.

## 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

- [20-1121](#) Mayor appoints Horst Abel in place of G. Pheffer and Timothy Randerson in place of N. Levendusky to the Municipal Tree Commission for unexpired terms ending 6/1/2022
- [20-1139](#) Mayor appoints Katherine Halla and RJ Skrepenski to Rahr-West Art Museum Board

## 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

- [20-1122](#) Minutes of October 19, 2020 Common Council meeting, recommending approval and place on file.  
**Attachments:** [CC Min 10-19-20](#)
- [20-1123](#) Minutes of October 27, 2020 Common Council Special Meeting, recommending approval and place on file.  
**Attachments:** [CC Min 10-27-20](#)

[20-1124](#) Public Notice of an Air Pollution Control Permit Application Review of Wisconsin Aluminum Foundry, located at 838 S. 16th St. Manitowoc, WI, recommending acceptance and place on file

**Attachments:** [WAF Air Pollution Control Permit Application Review](#)

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

### 4. Finance Committee (Consent)

[20-1002](#) 3rd Quarter 2020 Internal Controls to Prevent and Detect Fraud Report, recommend to accept and place on file.

**Attachments:** [2020\\_03 Check List for Finance Committee.docx](#)

[20-1096](#) Report of anonymous donation to the Parks and Recreation department being transferred from the Library Playground project per request of donor, recommend to approve the transfer.

**Attachments:** [Staff memo - Playground Equipment Donation](#)

[20-1097](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAV-2007, 1228 Memorial Dr. LLC, d/b/a Wisco-tech, 1228 Memorial Dr., recommend to approve the license.

**Attachments:** [Wisco-tech application](#)

[20-1098](#) Policy for use of City Parklet, recommend to approve the policy.

**Attachments:** [Parklet Request Form for Finance](#)

[20-1099](#) Hecker/Viebahn Agricultural Land Lease with Charmwood Farms, recommend to enter into the agreement.

**Attachments:** [Agricultural Lease - Finance Overview](#)

[20-1100](#) Tax Levy Certification from Lakeshore Technical College for Fiscal Year 2020-2021, recommend to accept and place on file.

**Attachments:** [LTC Tax Levy Certification](#)

[20-1102](#) 3rd Quarter Claims Report from City Attorney, recommend to accept and place on file.

**Attachments:** [3rd Quarter Atty Claims Report](#)

[20-1103](#) 3rd Quarter 2020 Budget Exception Report, recommend to accept and place on file.

**Attachments:** [2020\\_3rd QTR Budget Exception Report](#)

[20-1104](#) 3rd Quarter 2020 Investment Reconciliation Report, recommend to accept and place on file.

**Attachments:** [3rd Qtr 2020 Investment Reconciliation](#)

[20-1106](#) 2020 Poor Fund Report and Recommended Distribution, recommend to distribute \$100 each to the 5 groups.

**Attachments:** [Misc Poor Relief Fund Information](#)  
[100 yr article](#)  
[RE\\_Poor Fund for Finance Committee agenda](#)

[20-1107](#) Tax Levy Certification from Wisconsin Department of Public Instruction for Fiscal Year 2020-2021, recommend to accept and place on file.

**Attachments:** [WI DPI Tax Levy Certification](#)

[20-1108](#) Copier Maintenance Agreement with Wisconsin Document Imaging for 2021-2023, recommend to approve the agreement.

**Attachments:** [2021 -2023 COPIER CONTRACT RENEWAL](#)  
[RFP- ScoreCard](#)

[20-1125](#) General City Claims in the amount of \$2,916,080.80 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:** [10-30-20 \(2\)](#)  
[10-30-2020](#)  
[11-6-2020](#)  
[11-13-2020](#)  
[10-23-2020](#)

[20-1126](#) 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:** [November Licenses](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

[20-1130](#) Report of Board of Public Works of 10/21/20 of approval to enter into AGMT-20-14 with Schaus Mechanical for Sheetmetal Work at Lincoln Park Zoo for a contract price of \$6,661.00, recommending acceptance of report and place on file.

**Attachments:** [AGMT-20-14](#)

[20-1131](#) Report of Board of Public Works of 10/21/20 of approval to enter into AGMT-20-15 with Hutchinson Property Services for Maintenance of Ball Diamonds and Fields at Municipal Field for a contract price of \$6,900.00, recommending acceptance of report and place on file.

**Attachments:** [AGMT-20-15](#)

[20-1132](#) Report of Board of Public Works of 11/11/2020 for 1st and Final payment of \$50,000.00 to Vinton Construction Co. for Crushed Concrete, QM-20-6, recommending payment.

**Attachments:** [QM-20-6 Final Payment](#)

[20-1133](#) Report of Board of Public Works of 11/11/2020 for 1st and Final payment of \$6,693.00 to Lakeland Landscape Services for 2020 Tree Planting for Concrete and Asphalt Streets Reconstruction, AGMT-20-05, recommending payment.

**Attachments:** [Lakeland Landscape Final Payment](#)

[20-1134](#) Progress Invoice from WI DOT for Waldo Blvd. project #39515003776 in the amount of \$6,724.56, recommending payment.

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

[20-1135](#) Report of Board of Public Works of 11/11/2020 of approval to reduce snow removal assessment from \$600 to \$300 for property located at 904 N. 9th St., recommending acceptance of report and place on file.

**Attachments:** [Snow removal appeal - 904 N. 9th](#)

## 7. Public Safety Committee (Consent)

## 8. Plan Commission (Consent)

[20-1056](#) PC 31-2020: Manitowoc County: Review of County-Owned Tax Foreclosure Properties, recommend to place on file with no further action taken

**Attachments:** [20-1056 PC 31-2020 Report Manitowoc County Tax Foreclosure.pdf](#)

[20-1057](#) PC 1-2020: BayPointe Developers, LLC: Quit Claim Deed for Bay Pointe Road, recommending acceptance of the Quite Claim Deed

**Attachments:** [20-1057 Report to Council Bay Pointe Road Quit Claim deed.pdf](#)

[20-1057 PC Report Bay Pointe Road Quit Claim Deed.pdf](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[20-1048](#) Status of Alderperson as Qualified Elector

**Attachments:** [CMC Investigations Report Alder Aaron P. Bailey- Redacted](#)

[CMC Investigation Addendum 10-25-2020-Redacted](#)

[20-1087](#) Process for handling complaint alleging Alderperson Aaron Bailey does not reside in District 7

**Attachments:** [Citizen Complaint - COW](#)

[20-1049](#) Amendment to Council Rules for 2020-2021

**Attachments:** [October 2020 Proposed Changes to Council Rules\\_1](#)  
[October 2020 Proposed Changes to Council Rules Clean\\_1](#)

[20-1127](#) Resolution Affirming Mayoral Declaration of Emergency

**Attachments:** [Res - Affirm Mayoral Decl. of Emergency](#)

[20-1128](#) Resolution Extending the Mask Requirement in City Buildings

**Attachments:** [Res - Extend mask requirement](#)

## 2. Finance Committee

[20-1046](#) Agreement with MPU for Electric Vehicle Charging Station

**Attachments:** [Agreement with MPU for Electric Vehicle Charging Station](#)

[20-1069](#) General City budget of proposed 2020 levy for 2021, in the amount of \$16,802,886 with \$617,061 in proposed tax incremental financing.

**Attachments:** [Proposed 2020 Levy for 2021](#)  
[2020 Tax LEVY FINAL to Council](#)  
[2020 Tax RATE FINAL to Council](#)  
[Amendments and Departmental requests to increase 2021 budget Finance Corr](#)  
[Tax Levy Change Budget Worksheet 2021 FINAL to Council](#)  
[Tax Levy Change Budget Worksheet 2021 201012](#)  
[Copy of 2021 Capital Budget Mayor Proposed FINAL](#)  
[Executive Budget Letter to Council 10-19-2020](#)  
[Downtown Budget 2021](#)  
[Copy of Copy of North 8th Street - RR Tracks to Indian Creek Drive \(2020 - 6' C](#)  
[Copy of WASHINGTON ST. - SOUTH 15TH TO SOUTH 18TH ST. \(ASPH.\)](#)  
[2021 Council Budget](#)  
[2021 Budget Limit - 2022 Expenditure Restraint Program Payment](#)  
[Known Budgetary Impacts 2020 to 2021](#)  
[2020 Tax Levy Worksheet 201110](#)  
[Amendments and Departmental requests to increase 2021 budget Finance Corr](#)  
[2020 Tax RATE 201110](#)  
[2020 Tax LEVY 201010](#)

[20-1095](#) Resolution to hold Primary Election on February 16, 2021 if there are three or more candidates who file nomination papers for a City office at the April 6, 2021 Spring Election.

**Attachments:** [Res - Spring Primary 2021](#)

[20-1101](#) Resolution to Approve Authorized Representative to File Applications for Financial Assistance from State of Wisconsin Safe Drinking Water Loan Program

**Attachments:** [MPU SDWLP Resolution](#)

[20-1109](#) Downtown discussion including possible acceptance of Donation for a Community Tribute to Jean and Sandy Wolfmeyer

**Attachments:** [Granite Sample](#)  
[Fountain Slab Harder to Maintain](#)  
[Fountain Slab Easiest Maintenance](#)  
[Cleaning the Pump](#)  
[Carved Stone Creations Pamphlet](#)  
[Slab Layout Diagram](#)  
[LC Permission Letter](#)  
[Jean and Sandy Wolfmeyer Community Tribute Draft](#)

[20-1137](#) Resolution authorizing extra pay for Municipal Board of Absentee Canvassers (Central Count) for November 3, 2020 Presidential Election

**Attachments:** [Res establishing extra pay for Central Count Election workers 11-3-2020](#)

[20-1138](#) Resolution to hire seasonal intern at Rahr-West Art Museum

**Attachments:** [Res to hire a seasonal intern at the RWAM 11-16-2020](#)  
[Collections Intern Job Description](#)

### 3. Personnel Committee

[20-1073](#) Resolution to Backfill Vacant Positions up to the Budgeted Amount Through 2021 for Transit Drivers, Police Officers, Firefighters, WWTF Operators, Seasonals, and DPI Laborers.

**Attachments:** [Res fill vacant Transit Drivers Police Officers Firefighters DPI Laborers 2021.pdf](#)  
[Transit Driver PT March 2020.pdf](#)  
[Police Officer JD 6.2016.pdf](#)  
[Firefighter Paramedic MFD JD 4.2013.pdf](#)  
[Operator-WWTF- Job description.pdf](#)  
[DPI Laborer 1.2018.pdf](#)

[20-1074](#) Resolution to Approve Offering a \$500 Sign-On Bonus to Newly Hired Part-Time Transit Drivers for 2021 with a Pro-Rated Payback if the New Hire Did Not Retain Continued Employment with the City of Up to One Year From the Date of Hire

**Attachments:** [MEMO for Personnel Committee - \\$500 Sign-on Bonus.pdf](#)  
[Res to approve PT Transit Driver \\$500 bonus 2021.pdf](#)

[20-1075](#) Resolution to Hire B&G Maintenance Mechanic Related to Elected Officials, Department Heads, or Supervisory Personnel

**Attachments:** [Res to hire Ted Marcelle as Bldgs. Grounds Mechanic 11-16-2020 edits.pdf](#)

[20-1076](#) Resolution Approving Revised Pandemic Response Protocols Policy

**Attachments:** [Memo PC Pandemic Policy 11.2020.pdf](#)  
[Revised Pandemic Protocols - City of Manitowoc-Revised-11.2020.pdf](#)  
[Final Pandemic Protocols - City of Manitowoc-Revised-11.2020.pdf](#)  
[Res to approve a revised Pandemic Response Policy.pdf](#)

[20-1114](#) Resolution to Create and Fill a Transit Driver Team Leader Position

**Attachments:** [Transit Driver TEAM LEADER 7.27.20](#)  
[MEMO for Personnel Committee - Team Lead](#)  
[Res to create fill a Transit Driver Team Leader - Final](#)

#### 4. Public Infrastructure Committee

[20-1078](#) Maritime Metro Transit Routes 3 and 5 Updates and Monthly Fare Increase

**Attachments:** [20-1078 Maritime Metro Updates & Increases.pdf](#)

[20-1079](#) Underground Facilities Locating and Marking Service Agreement with EXCEL Underground, LLC

**Attachments:** [Service Agreement for Underground Locating \(2021-2024\).pdf](#)

[20-1080](#) Request for Additional Funding for North 5th and Pine Street Flooding Issues

**Attachments:** [20-1080 Additional Funding - N 5th and Pine Street Flooding Issues.pdf](#)

[20-1081](#) Bicycle and Pedestrian Master Plan with Bay Lakes Regional Planning Commission Amendment 01

**Attachments:** [20-1081 Bay Lakes Regional Planning Amendment 01 for Bicycle & Pedestrian](#)

[20-1083](#) Snowmobile Club Trail Agreement - Hecker / Viebahn City Property

**Attachments:** [20-1083 Manitowoc County Planning Park Memo of Agreement for Snowmobile](#)  
[20-1083 snowmobile trail.pdf](#)



[20-1084](#) Approval to Accept Safe Drinking Water Loan from the Wisconsin Department of Natural Resources

**Attachments:** [Memo Council Safe Drinking Water Loan 2021](#)  
[RE\\_ External\\_ City of Manitowoc Safe Drinking Water Loan Project](#)

[20-1086](#) Request for Off Season Family Combo Membership Promotion Rate of \$299

**Attachments:** [20-1086 MEMO for DPI Committee - MFAC Promo Combo Rate.pdf](#)

[20-1129](#) Supplemental Task Order from AECOM for \$662,900.00 for 2020 and 2021 Balance of Services for project at former Newton Gravel Pit.

**Attachments:** [AECOM Task Order](#)

## 5. Public Safety Committee

## 6. Plan Commission

[20-1051](#) PC 33-2020: Canam Trust / Glastonbury Holdings LLC / Evergreen Real Estate Group: Request for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1127 & 1133 S. 16th Street

**Attachments:** [20-1051 Report to Council Evergreen Adaptive Reuse CUP.pdf](#)  
[20-1051 PC Report Evergreen Real Estate CUP.pdf](#)

[20-1052](#) PC 35-2020: Manitowoc Property Management, LLC; Request for a Conditional Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1034 S. 18th Street

**Attachments:** [20-1052 Report to Council 1034 S 18th St Manitowoc Property Management Ad](#)  
[20-1052 PC Report\\_Manitowoc Prop Mgmt CUP.pdf](#)

[20-1053](#) Resolution Approving an Amendment to the Project Plan of Tax Incremental District No. 17, City of Manitowoc, Wisconsin.

**Attachments:** [Res - TIF 17 Amendment](#)  
[Resolution\\_10.28.2020 Plan Commission SIGNED](#)  
[Project Plan 10.19.20 - Finalized](#)  
[20-1053 Report to Council Tif 17 amendment.pdf](#)  
[20-1053 PC Report TID 17 amendment.pdf](#)  
[Project Plan 10.19.pdf](#)  
[Public Comment Bob Z TIF 17.pdf](#)

[20-1055](#) PC 32-2020: Amendment to the Comprehensive Zoning Ordinance Section 15.370(27) - regarding Conditional Use Permits.

**Attachments:** [20-1055 Report to Council CUP Ordinance Amendment .pdf](#)  
[20-1055 PC Report\\_Zoning Amendment 15.370\(27\) re CUP.pdf](#)  
[15.370 Ord to conform with State Statutes Conditional Use Permits 11-16-2020](#)

[20-0956](#) Resolution Approving the Discontinuance of a Portion of Johnston Drive

**Attachments:** [20-0956 Report to Council Johnston Dr Vacation.pdf](#)  
[20-0956 PC Report Johnston Drive.pdf](#)  
[Johnston Drive Street Vacation](#)

[20-1113](#) Ordinance amending Section 22.010 of the Municipal Code entitled: "Official Map - Master Subdivision Plans" for portion of Johnston Drive Street Vacation

**Attachments:** [Ord - Johnston Dr Vacation](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, December 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**