



# City of Manitowoc

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

## Meeting Minutes

### Common Council

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Monday, February 19, 2018

6:30 PM

Council Chambers

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#### A. CALL TO ORDER

#### B. ROLL CALL

**Alderspersons Present:** 10 - Dave Soeldner, Jim Brey, Mike Howe, Scott McMeans, Eric Sitkiewitz, Lee H. Kummer, Steven Czekala, Jeremiah Novak, Todd Lotz and Rhienna Gabriel

#### C. PLEDGE OF ALLEGIANCE & INVOCATION

#### D. PRESENTATIONS

#### E. PUBLIC HEARINGS

#### F. PUBLIC INPUT

#### G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[18-0184](#) Appointment of Eugene Runnoe to Zoological Board for the open at large position for a one year term ending 6/1/19.

**Attachments:** [18-0184](#)

**Moved by Brey, seconded by McMeans, that this Appointment be approved. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

#### H. CONSENT AGENDA

##### 1. Removal of Consent Agenda Items

None

##### Approval of the Consent Agenda

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

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

## 2. Miscellaneous

[18-0147](#) Communication from WI DNR providing public notice of intent to reissue a Wisconsin Pollutant Discharge Elimination System (WPDES) Permit No. WI-0024601-09-0. Recommending acceptance and place on file.

**Attachments:** [18-0147](#)

[18-0163](#) Report of 2017 activities of Great Lakes Utilities (GLU) as required by Resolution. Recommending acceptance and place on file.

**Attachments:** [18-0163](#)

[18-0181](#) Minutes of January 29, 2018 Council meeting, recommending approval and place on file.

**Attachments:** [CC Minutes 1-29-18](#)

## 3. Committee of the Whole (Consent)

[18-0185](#) Report of Special Events Committee relative to approval of the following events: Lean on the Lakeshore - Hiking with Jeff Edgar on 1/20/2018; WAIVER OF FEES - Manitowoc Fish & Game Meetings, use of Lincoln Park Cabin 1 January-June & August-October 2018; Use of Wenger Bandwagon Outside City Limits - Mishicot Riverfest 7/31/18-8/6/18 (Referred to PI Committee); Ruff Runners/Walkers for WPGSR on 4/28/2018; recommending acceptance of report and place on file.

**Attachments:** [18-0185](#)

[Lean on the Lakeshore](#)

[Fish & Game Meetings](#)

[Ruff Runners](#)

## 4. Finance Committee (Consent)

[18-0059](#) Report of City Clerk of proposed schedule of assessments for 2018 Weights and Measures licenses, recommend to accept and place on file.

**Attachments:** [2018WMAssess.pdf](#)

[18-0062](#) Claim of Manitowoc Asset Improvement, LLC, Case No. 1:18-cv-035, recommend to accept and refer to the City Attorney.

**Attachments:** [Manitowoc Asset Improvement, LLC](#)

[18-0082](#) Rahr- West Museum Board Request to Adjust Rental Rates, recommend to accept.

**Attachments:** [Rahr West Rental Rates 18-0082](#)

- [18-0084](#) Quarterly CAWG Report for December 31, 2017, recommend to accept and place on file.  
**Attachments:** [CAWG Quarterly Report 12 31 17](#)
- [18-0088](#) Request to hire an Intern for Community Development for May-August, recommend to accept using the usual posting process.  
**Attachments:** [Community Development Intern JD 01 18.pdf](#)
- [18-0125](#) Communication from City Assessor on 2017 Tax Roll Omitted Parcels: 835-102-050, 835-102-060, 835-201-020 (Meijer Stores) and 449-006-020 (Apex Leasing), recommend to accept and place on file.  
**Attachments:** [Omitted Letter\\_01-25-2018 \(3\)](#)
- [18-0127](#) Report on Expenditures Toward Demolition of Former Mirro Plant 9, 1512 Washington Street, recommend to accept and place on file.  
**Attachments:** [Memo to Council-Mirro Budget Performance 02-08-18](#)
- [18-0128](#) Minutes of the August 17, 2017 Power Supply Project Committee Great Lakes Utilities meeting, recommending acceptance and place on file.  
**Attachments:** [18-0128](#)
- [18-0129](#) Minutes of the December 15, 2017 Manitowoc Public Utilities Commission meeting. Recommending acceptance and place on file.  
**Attachments:** [18-0129](#)
- [18-0130](#) Minutes of December 19, 2017 Great Lakes Utilities Board of Directors meeting. Recommending acceptance and place on file.  
**Attachments:** [18-0130](#)
- [18-0131](#) Report of 2017 Municipal Court Revenues & Caseload Statistics. Recommending acceptance and place on file.  
**Attachments:** [18-0131](#)
- [18-0132](#) Minutes of the January 29, 2018 Finance Committee meeting. Recommending acceptance and place on file.  
**Attachments:** [Finance Minutes 1-29-18](#)
- [18-0133](#) 2018 Capital Financing Plan, recommend to accept and place on file.  
**Attachments:** [2018 Timeline Financing CIP](#)

[18-0135](#) 4th Quarter Claims Report from City Attorney, recommend to accept and place on file.

**Attachments:** [00081351](#)

[18-0149](#) General City Claims in the amount of \$7,624,914.99 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:** [18-0149](#)

[2-16-18](#)

[2-9-18](#)

[2-2-18](#)

[1-26-18](#)

[1-19-18](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

[18-0097](#) Request from the Jefferson Community Learning Center for waiver of fees or reduced rate for programming through the Lincoln Park Zoo, recommending approval subject to conversation with Friends of the Zoo Society.

**Attachments:** [18-0097](#) [201801290939](#)

[18-0098](#) Additional Lighting Request for additional lighting in the Forefront and City Parking Lot at 10th and York Street, recommending working with MPU for costs and forwarding to CAWG.

**Attachments:** [18-0098](#) [201801291000](#)

[18-0104](#) Calumet Avenue/Washington Street State Projects, recommending approval for request for reconstruction with DOT.

**Attachments:** [18-0104](#) [201802011517](#)

[18-0105](#) Lower Schuette Park Budget Discussion. Recommending to direct Department of Public Infrastructure to draft RFP to do study for bridge over Manitowoc River.

[18-0110](#) Proposed Natural Lawn Language for Ordinance, recommending placing on file.

**Attachments:** [Proposed Natural Lawn Ordinance 111517](#)

[18-0112](#) Request for City to Assist Property Owners with a Vacant Lot on Foxfire Court to extend the Storm Sewer to help with water issue in area, recommending placing on file.

**Attachments:** [18-0112\\_201801301059](#)

[18-0114](#) Amendment to Stantec's Master Services Agreement (MSA) for the Lawton Terrace Sanitary Sewer Project, Change Order/Amendment #4 for Construction Inspection Services, recommending approving the Amendment.

**Attachments:** [18-0114\\_201802010923](#)

[18-0120](#) Request for the Wenger Bandwagon to go outside City Limits, recommending approval.

**Attachments:** [Wenger Bandwagon](#)

[18-0134](#) Request for Permission to Operate a Mobile Cookie Booth on City Property, recommending approval.

**Attachments:** [18-0134\\_201802021552](#)

[18-0148](#) Report of Director of Public Infrastructure Dan Koski of Tonnage Report for the year ending 12/31/17. Recommending acceptance and place on file.

**Attachments:** [18-0148](#)

[18-0156](#) Progress Invoice in the amount of \$2,934.82 from Wisconsin Department of Transportation for Waldo Blvd., CTHR - 8th St. project no. 39515003700. Recommending payment.

**Attachments:** [18-0156](#)

[18-0165](#) Report of Board of Public Works of 2/7/18 for 2nd and Final payment of \$29,070.11 to Vinton Construction for 2017 Asphalt Concrete Paving Program, WS-17-4, recommending payment.

**Attachments:** [18-0165](#)

[18-0166](#) Report of Board of Public Works of 2/7/18 for 1st and Final payment of \$11,244.00 to A.C.E. Building Services for Office Remodel Work at Manitowoc Senior Center, recommending payment.

**Attachments:** [18-0166](#)

[18-0167](#) Report of Board of Public Works of 2/7/18, of bids received for 2018 Lawton Terrace Sanitary Sewer, Project WU-18-2, recommending awarding to low bidder, Kip Gulseth Construction Company Inc. in the amount of \$239,995.21.

**Attachments:** [18-0167](#)  
[WU-18-2 bid tab signed\\_201802160949](#)

[18-0182](#) Report of Board of Public Works of 2/7/18, of bids received for 2018 City of Manitowoc Tree Cutting, Project WO-18-11, recommending not awarding.

**Attachments:** [18-0182](#)  
[WO-18-11 bid tab signed\\_201802160948](#)

## 7. Public Safety Committee (Consent)

[17-0041](#) Citizen request for pedestrian warning lights on the southeast corner of S 23rd St. and Dewey St. Recommending to deny the request.

**Attachments:** [S. 23rd and Dewey St.](#)  
[S 23TH ST - DEWEY ST PED STUDY](#)  
[Pedestrian Warning Lights S 23rd St. and Dewey St.](#)

## 8. Plan Commission (Consent)

### I. COMMITTEE REPORTS

#### 1. Committee of the Whole

[18-0186](#) Report of Special Events Committee Recommending approval for the following event subject to Council action: St. Patrick's Day Parade on 3/17/18 (Street closure for parade from S. 8th & Washington to Bank First National on N. 8th St.).

**Attachments:** [18-0186](#)  
[St. Patrick's Day Parade](#)

**Moved by McMeans, seconded by Brey, that this Report be approved. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

#### 2. Finance Committee

[18-0172](#) Termination of Sidewalk Privilege Agreement with Automotive Manitowoc, LLC.

**Attachments:** [18-0172](#)

**Moved by Brey, seconded by McMeans, that this Agreement be entered into. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0174](#) Temporary Construction Easement from Maritime Pointe Condominium Owners Association for Lawton Terrace Gravity Sanitary Sewer.

**Attachments:** [18-0174](#)

**Moved by Brey, seconded by McMeans, that this Easement be approved. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0175](#) Permanent Easement from Maritime Pointe Condominium Owners Association for Lawton Terrace Gravity Sanitary Sewer.

**Attachments:** [18-0175](#)

**Moved by Brey, seconded by McMeans, that this Easement be approved. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

### 3. Personnel Committee

[18-0176](#) Resolution to authorize job description approvals directly to the Council agenda.

**Attachments:** [18-0176](#)

**Moved by Sitkiewitz, seconded by Czekala, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0177](#) Resolution to approve revised job descriptions for Transit Clerk-Operations Division, Administrative Support Specialist-DPW-Operations Division, and Part-time Administrative Support Specialist-Senior Center - Recreation Division.

**Attachments:** [18-0177](#)

[JD Administrative Support Specialist-DPW-Operations - Clean](#)

[JD Administrative Support Specialist-DPW-Operations](#)

[JD Transit Clerk](#)

[JD Transit Clerk - Clean](#)

[JD Admin Support Specialist - SeniorCenterRecDept](#)

[Administrative Support Specialist-Senior Center-29 hrs-JD-CLEAN  
VERSION 1.2018](#)

**Moved by Sitkiewitz, seconded by Czekala, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0179](#) Resolution to approve the Seasonal Hiring Policy for 2018.

**Attachments:** [18-0179](#)

[Seasonal Employment Policy](#)

**Moved by Sitkiewitz, seconded by Czekala, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

#### 4. Public Infrastructure Committee

[18-0014](#) Request from a downtown business owner to install a driveway to the East of the building at 1306 Washington Street.

**Attachments:** [18-0014\\_201801021311](#)

[18-0014 Pictures 201801021312](#)

**Moved by Kummer, seconded by Soeldner, that this Request be approved. The motion carried by the following vote:**

**Aye:** 9 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak and Lotz

**Nay:** 1 - Gabriel

[18-0100](#) Ordinance to amend section 3.070 of the Manitowoc Municipal Code establishing the Board of Public Works and giving them authority to award contracts under \$25,000.

**Attachments:** [18-0100](#)

**Moved by Kummer, seconded by Soeldner, that this Ordinance be adopted subject to budgeted contracts. The motion carried by the following vote:**



**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0180](#) Ordinance to amend Section 13.050 of the Manitowoc Municipal Code regulating Removal of Noxious Weeds.

**Attachments:** [18-0180](#)  
[Weeds Appeal form](#)

**Moved by Kummer, seconded by Soeldner, that this Ordinance be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0183](#) Resolution to reassign DPI employees and request approval for a two month training overlap.

**Attachments:** [18-0183](#)  
[Maintenance Employees Reassignment 2018](#)

**Moved by Kummer, seconded by Soeldner, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0101](#) Letter received from Wisconsin DNR regarding plume delineation and update on remediation efforts.

**Attachments:** [18-0101\\_201802051245](#)  
[18-0101.1\\_201802051245](#)

**Moved by Kummer, seconded by Soeldner, to direct City Attorney and Department of Public Infrastructure to install new well at 3008 S. 26th St., address the additional plume delineation work and the three reverse osmosis systems as presented. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0115](#) Request for Visually Impaired Person Sign in 1400 block of North 23rd Street.

**Attachments:** [18-0115\\_201801311148](#)

**Moved by Kummer, seconded by Soeldner, that this Request be approved with the Department of Public Infrastructure selecting location and requesting that the visually impaired individual or his representative notify the City when he relocates. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

## 5. Public Safety Committee

[18-0164](#) Manitowoc Sex Offender Residency Board Appeal for Wendy Nelsen.

**Moved by Howe, seconded by Soeldner, that this Request be denied. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

[18-0173](#) Ordinance to amend Section 10.390 of the Manistowoc Municipal Code regulating Parking Prohibited.

**Attachments:** [18-0173](#)

**Moved by Howe, seconded by Soeldner, that this Ordinance be adopted. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

## 6. Plan Commission

## J. OTHER BUSINESS

## K. ADJOURN

**Moved by McMeans, seconded by Brey, that this meeting be adjourned at 6:47 PM. The motion carried by the following vote:**

**Aye:** 10 - Soeldner, Brey, Howe, McMeans, Sitkiewitz, Kummer, Czekala, Novak, Lotz and Gabriel

**Deborah Neuser  
City Clerk**