



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, February 15, 2021

6:30 PM

Council Chambers

Note-Meeting will also be available via Remote Conferencing

A. CALL TO ORDER

B. ROLL CALL

Alderspersons Present: 9 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Jeremiah Novak, Courtney Hansen, Bill Schlei, Brett Vanderkin, John Brunner and Aaron Bailey

Alderspersons Absent: 1 - Scott McMeans

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[21-0142](#)

City Clerk administers Oath of Office followed by badge pinning for Police Officer Jeremy Sonnenburg and Police Officer Joe McDonald

[21-0148](#)

Proclamation declaring February 2021, Black History Month

E. PUBLIC HEARINGS

[21-0145](#)

6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed changes for amendment to the Comprehensive Zoning Ordinance Section 15.330(2) allowing ammunition manufacturing and storage as a permitted use.

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Manitowoc Herald Times Reporter on February 1 & 8, 2021. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the proposed zone change.

The following persons appeared to address the Council regarding this matter:

No interested parties appeared.

Mayor declared the public hearing closed. (A recording of the entire public

hearing is on file in the City Clerk's office).

[21-0146](#)

6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from R-6 Multiple Family District to B-2 Neighborhood Business District for the property located at 2105 Western Avenue

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Manitowoc Herald Times Reporter on February 1 & 8, 2021. (Proof of publication is on file in the City Clerk's office).

Community Development Director Adam Tegen provided an overview of the proposed zone change.

The following persons appeared to address the Council regarding this matter:

Tracy Hunt & Kassie Swetlik spoke on this matter.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's office).

F. PUBLIC INPUT

Mayor declared the meeting open for public input. In accordance with policy, the public input portion of the meeting is not made a part of the official record.

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

H. CONSENT AGENDA

1. Removal of Consent Agenda Items

None

2. Miscellaneous

Approval of the Consent Agenda

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0147](#)

Report of 2020 activities of Great Lakes Utilities (GLU) as required by Resolution. Recommending acceptance and place on file.

- [21-0149](#) Thank you from Catholic Charities for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending placing on file.
- [21-0151](#) Communication from WI DNR of proposed revocation of an Air Pollution Control Permit for Tramontina US Cookware Inc, located at 2005 Mirro Dr., recommending acceptance and place on file.
- [21-0160](#) Minutes of January 18, 2021 Common Council meeting, recommending approval and place on file.

3. Committee of the Whole (Consent)

- [21-0152](#) TID No. 19 Development Agreement with Brix Place LLC, recommending to accept and place on file.
- [21-0167](#) TID No. 22 Development Agreement with 1015 Buffalo LLC, recommend to place on file.
- [21-0180](#) Report of Special Events Committee relative to approval of the following events: Hot Chocolate Fundraiser on 2/19 to 2/21/2021; WAIVER OF FEES: Shop with a Cop on 12/9/2021; CANCELED: (WAIVER OF FEES): Blood Drive; Tuesday Tunes on 6/15/2021 - 8/24/2021; Food Truck Day on 6/17/2021; Dog Days of Summer on 6/26/2021; After Hours at the Pool on 6/30, 7/14, & 8/11/2021; Jazz at the Pool on 7/22/2021; Splash Time on 7/24 & 8/21/2021; Customer Appreciation Day on 8/21/2021; Teen Night on 8/21/2021; Back to School Pool Party on 8/28/2021; recommending acceptance of report and place on file.

4. Finance Committee (Consent)

- [21-0085](#) Refunding Bond Presentation from Baird, recommend to accept and place on file.
- [21-0100](#) 4th Quarter Claims Report from City Attorney, recommend to accept the report and place on file.
- [21-0101](#) Lakeshore Community Foundation quarterly performance report, recommend to accept and place on file.
- [21-0102](#) Fund statement balances from Lakeshore Community Foundation for K-9 Preservation Fund and Eternal Flame and Veterans Memorial Fund, recommend to accept and place on file.
- [21-0115](#) Request to install Speed Display Board on Waldo Boulevard, recommend to accept request and not to exceed a cost of \$750.
- [21-0155](#) General City Claims in the amount of \$8,540,761.50 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.

[21-0177](#) 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.

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[21-0105](#) Proposed 2021 AC Schedule and Pricing Adjustments, recommending approval

[21-0107](#) Contract/Agreement with L.W. Allen for the Lift Station SCADA Upgrade, recommending approval of agreement

[21-0108](#) State/Municipal Agreement (SMA) for the DOT SISP Traffic Signal Modifications on Connecting Highways, recommending approval of the agreement

[21-0109](#) Agreement with JT Engineering for Traffic Signal Modification Design, recommending approval of the agreement

[21-0110](#) Custer Street - 2700 Block to S. 39th Street - Removal of Parking on one side of the street, recommending approval of the design and sending an informational letter to affected property owners and having a discussion with Hope House regarding parking changes.

[21-0111](#) Proposed Permanent and Temporary Easement at 1320 Dueno Street for South 14th Street Lift Station Improvements, recommending approval of the easement and Engineering to work with Attorney's Office to draft Agreement.

[21-0112](#) Approval of LNRP Habitat Restoration Sign content and Installation along Little Manitowoc River Watershed, recommending approval and installation in Spring 2021

[21-0113](#) Request to Erect Three Crosses on Hillside located at Evergreen Cemetery March 27 through April 5, 2021, recommending approval.

[21-0121](#) Request for Extension of operating hours for the Mobile Cookie Truck, recommending approval for the period of February 21st through April 30th, 2021.

[21-0157](#) Progress invoices from WI Department of Transportation for Waldo Blvd project, recommending payment.

[21-0168](#) Report of Director of Public Infrastructure Dan Koski of Tonnage Report for the year ending 12/31/20. Recommending acceptance and place on file.

[21-0169](#) Report of Board of Public Works of 1/20/2021 of approval to enter into AGMT-21-01 with LaMahieu Tree Service for 2021 Tree Removal and Stump Grinding at various locations within the 2021 City Sidewalk Replacement District for a contract price of \$9,148.54, recommending acceptance of report and place on file.

- [21-0170](#) Report of Board of Public Works of 1/20/2021 of approval to enter into AGMT-21-01 with LaMahieu Tree Service for 2021 Ash Tree Removal at various locations for a contract price of \$19,950.00 recommending acceptance of report and place on file.
- [21-0171](#) Report of Board of Public Works of 1/20/2021 of approval to enter into AGMT-21-03 with Lakeland Landscape for 2021 Tree Planting along Bayshore Drive and Bay Point Road for a contract price of \$14,077.00, recommending acceptance of report and place on file.
- [21-0172](#) Report of Board of Public Works of 1/26/2020 of approval to reduce snow removal assessment from \$300 to \$91 for property located at 819 Sarah Lynn Ct., recommending acceptance of report and place on file.
- [21-0173](#) Report of Board of Public Works of 1/26/2020 of approval to reduce snow removal assessment from \$300 to \$98 for property located at 801 Sarah Lynn Ct., recommending acceptance of report and place on file.
- [21-0174](#) Report of Board of Public Works of 1/26/2020 of approval to reduce snow removal assessment from \$300 to \$91 for property located at 509 Wild Oak Dr., recommending acceptance of report and place on file.
- [21-0175](#) Report of Board of Public Works of 1/26/2020 of approval to reduce snow removal assessment from \$300 to \$91 for property located at 1009 Sarah Miles Ct., recommending acceptance of report and place on file.
- [21-0176](#) Report of Board of Public Works of 2/3/2021, of bids received for 2021 Seal Coating Program, WS-21-6, recommending awarding to low bidder, Fahrner Asphalt Sealers, LLC, in the amount of \$111,130.23.
- [21-0181](#) Report of Board of Public Works of 2/3/2021 of approval to enter into AGMT-21-04 with Otis Elevator Company for Optiguard Door Protection System for Public Safety Building and Rahr-West Art Museum for a contract price of \$10,000.00, recommending acceptance of report and place on file.

7. Public Safety Committee (Consent)

- [21-0131](#) LifeQuest hardship request, call 182A-20-3581. Recommending approval of payment plan.

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

- [21-0156](#) Resolution extending the mask requirement in City buildings through April 30, 2021
- Moved by Czekala, failed for a lack of second, that this resolution be amended to exclude city facilities that are rented.**

Moved by Hansen, seconded by Novak, that this Resolution be adopted. The motion carried by the following vote:

Aye: 8 - Brey, Sitkiewitz, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

Nay: 1 - Czekala

[21-0179](#) Report of Special Events Committee Recommending approval for the following events subject to Council action: St. Patrick's Day Celebration on 3/13/2021 (Closure of 8th Street from Washington Street to Bank 1st National (402 N 8th St.); Sunrise Easter Sunday on 4/4/2021 (Waiver of noise ordinance from 5:30 a.m. to 7:00 a.m.); Movie & a Book on 6/25/2021, 7/23/2021, & 8/27/2021 (Waiver of noise ordinance until 11:30 p.m.).

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

2. Finance Committee

[21-0047](#) Resolution Terminating TID District 10 and Authorizing Treasurer to Distribute Excess Increment to Overlaying Districts

Moved by Brey, seconded by Schlei, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0048](#) Resolution Terminating TID District 12 and Authorizing Treasurer to Distribute Excess Increment to Overlaying Districts

Moved by Brey, seconded by Schlei, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0099](#) Amendment to Ordinance Section 11.100 of the Municipal Code to clarify license fee for Mobile Food Vendor License.

Moved by Brey, seconded by Schlei, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0103](#) 2021 Budget Amendment to include \$135,000 to the contingency and offsetting the Fund Balance Applied

Moved by Brey, seconded by Schlei, that the budget amendment be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0117](#) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,600,000 Taxable General Obligation Promissory Notes

Moved by Brey, seconded by Schlei, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0118](#)

Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,700,000 General obligation Refunding Bonds

Moved by Brey, seconded by Schlei, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0119](#)

Scope of Engagement relative to the Proposed Issuance of \$2,700,000 City of Manitowoc General Obligation Refunding Bonds

Moved by Brey, seconded by Schlei, that this Request be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0120](#)

Scope of Engagement relative to the Proposed Issuance of \$2,600,000 City of Manitowoc Taxable General Obligation Promissory Notes

Moved by Brey, seconded by Schlei, that this Request be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0150](#)

Report of 2020 Municipal Court Revenues & Caseload Statistics

Moved by Brey, seconded by Schlei, that this Report be accepted and placed on file. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0153](#)

Report of Industrial Development Corporation of 1/13/21 recommending to approve the land sale and site plan for the Dramm Corporation, for a new building located on Lot 8, Block 1, I-43 Industrial Park No.2, encompassing 15.62 acres

Moved by Brey, seconded by Schlei, that the Industrial Development Corporation recommendation be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0154](#)

Report of Industrial Development Corporation of 1/13/21 recommending to approve the land sale to AMMO Inc. and to go on record in support of the text amendment permitting ammunition manufacturing and storage in the I-1 Light Industrial Zoning District in the I-43 Industrial Park regarding parcel ID's 449-007-010, 449-007-011, and 449-007-020

Moved by Brey, seconded by Schlei, that the Industrial Development Corporation recommendation be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0164](#) Resolution to approve Rahr-West Art Museum Strategic Plan 2020-2025

Moved by Brey, seconded by Schlei, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0178](#) Agreement for Management Services for 2021-2023 Manitowoc Farmers' Market

Moved by Brey, seconded by Schlei, that this Agreement be adopted with term dates 221-2022. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

3. Personnel Committee

[20-0898](#) Police Contract Bargaining

Moved by Czekala, seconded by Hansen, that this Agreement be approved as outlined. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0079](#) 2021 Deputy Fire Chief Request for Approval of Job Description Revisions

Moved by Czekala, seconded by Hansen, that this Request be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

4. Public Infrastructure Committee

[21-0162](#) Final Resolution authorizing public improvement and levying special assessments against benefited property located on North Rapids Road

Moved by Novak, seconded by Hansen, that this Resolution be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0163](#) Delayed Assessment Agreement with Debra, Shirley, and Randall Kapitz for a sanitary sewer assessment at 1608 North Rapids Road

Moved by Novak, seconded by Hansen, that this Agreement be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0165](#) Sidewalk Privilege Agreement with Coffey Enterprises, LLC

Moved by Novak, seconded by Hansen, that this Agreement be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0166](#) Agreement between the City of Manitowoc and the Aging & Disability Resource Center of the Lakeshore Senior Nutrition Program regarding the dining site.

Moved by Novak, seconded by Hansen, that this Agreement be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

5. Public Safety Committee

[20-1203](#) Ordinance to regulate outdoor lighting.

Moved by Czekala, seconded by Novak, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 7 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Brunner and Bailey

Nay: 2 - Schlei and Vanderkin

[21-0135](#) Request for reconfiguration of intersection of Cleveland Ave. and Maritime Dr.

Moved by Czekala, seconded by Novak, that this request be approved but not to exceed \$100,000 for 2022 Budget. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0143](#) Resolution to backfill Assistant Chief of Fire Rescue

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0144](#) Resolution to backfill Building Inspector position due to a retirement

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

6. Plan Commission

[21-0070](#) PC 33-2019: Holy Family Memorial / Core Treatment Services Annual Review of a Conditional Use Permit for the establishment of a Transitional Housing Residential Treatment Center in the B-1 Office - Residential Zoning District located at 3 Riverview Drive.

Moved by Brey, seconded by Sitkiewitz, that the annual review of the Conditional Use Permit be approved with the removal of the annual review condition. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0071](#) PC 4-2020: Michael Plate. d.b.a. Plate Enterprises: Annual Review of a

Conditional Use Permit - for the operation of a Recycling Facility Located 1107 Franklin Street.

Moved by Brey, seconded by Sitkiewitz, that the annual review of the Conditional Use Permit be approved. The motion carried by the following vote:

Aye: 8 - Brey, Sitkiewitz, Czekala, Hansen, Schlei, Vanderkin, Brunner and Bailey

Nay: 1 - Novak

[21-0072](#)

PC 5-2020: Knutson, Annual Review of a Conditional Use Permit for an Open Sales Lot located at 2020 Dufek Drive.

Moved by Brey, seconded by Sitkiewitz, that the annual review of the Conditional Use Permit be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0076](#)

PC 2-2021: Annual Review of Community Living Arrangements.

Moved by Brey, seconded by Sitkiewitz, that the annual review of Community Living Arrangements be approved. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0158](#)

Resolution to approve the revised fee schedule for the Community Development Department

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

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0159](#)

Ordinance to amend Chapter 15 of the Municipal Code to allow ammunition manufacturing in a "I-1" Light Industrial Zone

Moved by Brey, seconded by Sitkiewitz, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

[21-0161](#)

Ordinance for a rezone from R-6 Multiple Family District to B-2 Neighborhood Business District for property located at 2105 Western Avenue.

Moved by Brey, seconded by Sitkiewitz, that this Ordinance be adopted. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, March 15, 2021 at 6:30pm in the Common Council Chambers at City Hall.

Moved by Sitkiewitz, seconded by Schlei, that this meeting be adjourned at 7:32 p.m. The motion carried by the following vote:

Aye: 9 - Brey, Sitkiewitz, Czekala, Novak, Hansen, Schlei, Vanderkin, Brunner and Bailey

**Mackenzie Reed-Kadow
City Clerk**