



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, November 15, 2021

6:30 PM

Council Chambers

Note - Meeting will also be available via  
Remote Conferencing (Zoom)

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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 Zoom to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public input are asked to keep their microphone muted until public input is opened to improve audio quality for all attendees. Those using their phone to call in may hit \*6 to mute and unmute themselves. Members of the public may call to listen in at 888 475 4499 US Toll-free, Meeting ID: 893 9628 6649 Password: 669106.

Public input will be accepted at the meeting. Those wishing to make public comment in advance of the meeting should email [mreedkadow@manitowoc.org](mailto:mreedkadow@manitowoc.org) or call 920-686-6951 with their comment no later than 12:00 p.m. central the day of the meeting. Emailed public input will be attached to the agenda and made part of the public record.

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

[21-1083](#) Swearing in of Police Department Facility K9 Mali

#### E. PUBLIC HEARINGS

[21-1085](#) 6:30 PM - Public Hearing for the purpose of hearing any citizen or taxpayer on the proposed budget for the upcoming year.

[21-1087](#) 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-1 Residential-Agricultural District to R-4 Single and Two-Family District for property located on South 15th Street.

[21-1088](#)

6:32 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from I-2 Heavy Industrial to R-6 Multiple Family for the southerly 275 feet of Block 246 of the Original Plat (Parcel ID: 052-000-246-000.00).

## 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

[21-1101](#)

Mayor to make the following appointments: Barb Schmidt to Crime Prevention Committee and Kim Novak to the Transit Commission

## 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

[21-1090](#)

Minutes of October 18, 2021 Common Council meeting, recommending approval and place on file.

**Attachments:** [CC Minutes - 10-18-21](#)

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

[21-1106](#)

Report of Special Events Committee relative to the approval of the following events: Waiver of Fees - Library In-Service on 10/23/21; Brutal Wear Open Tennis Tournament on 8/5-8/7/22; recommending acceptance of report and place on file.

**Attachments:** [SE Report - Events acted on by SE Committee](#)  
[Waiver of Fees - Library In-Service](#)  
[Brutal Wear Open](#)

### 4. Finance Committee (Consent)

[21-1067](#)

3rd Qtr 2021 Budget Exception Report, recommend to accept and place on file.

**Attachments:** [3rd QTR 2021 Investment Report.pdf](#)

- [21-1068](#) 3rd Qtr 2021 Claims Report from City Attorney, recommend to accept and place on file.  
**Attachments:** [Jan-Sept 2021 Claims Report to Finance Committee.pdf](#)
- [21-1069](#) 3rd Qtr 2021 Investment Reconciliation Report, recommend to accept and place on file.  
**Attachments:** [3rd QTR 2021 Investment Report.pdf](#)
- [21-1070](#) Tax Levy Certification from Lakeshore Technical College for Fiscal Year 2021-2022, recommend to accept and place on file.  
**Attachments:** [LTC 2022 Tax Levy Apportionment.pdf](#)  
[LTC 2022 Tax Levy Certification.pdf](#)
- [21-1071](#) Tax Levy Certification from Manitowoc Public School District for Fiscal Year 2021-2022, recommend to accept and place on file.  
**Attachments:** [MPSD 2022 Tax Levy Certification.pdf](#)
- [21-1072](#) Revolving Loan Fund Policy and Application Creation, recommend to accept and place on file.  
**Attachments:** [Policy Manual - Final.pdf](#)  
[RLF Application - Final.pdf](#)  
[RLF Loan Packet - Final.pdf](#)
- [21-1074](#) L21-00156 Rupp Claim for violation of illegal search / child removal in amount of \$100,000.00 or return of child, recommend to deny the claim.  
**Attachments:** [LC21-00156 RUPP Claim.pdf](#)
- [21-1075](#) L21-00161 Giese Claim for new roof installation from improper City inspection of failed 2019 roof install in amount of \$40,000, recommend to deny the claim.  
**Attachments:** [LC21-00161 GIESE Claim.pdf](#)
- [21-1076](#) LC21-00162 Artisan & Truckers Casualty Co. Subr. / Ruth Bautista Claim for vehicle damage when DPI truck rear ended insured's vehicle @ County Road B & 310 Roundabout in amount of \$5,401.87, recommend to approve the claim.  
**Attachments:** [LC21-00162 ARTISAN & TRUCKERS CASUALTY CO. SUBRO.BAUTISTA Cla](#)
- [21-1080](#) L21-00166 Peckarsky Notice of Circumstance of Claim, recommend to place on file.  
**Attachments:** [L21-00166 PECKARSKY Claim.pdf](#)
- [21-1082](#) Tax Levy Certification from Manitowoc County for Fiscal Year 2022, recommend to accept and place on file.  
**Attachments:** [Manitowoc County 2021 Levy for 2022 Budget Certification.pdf](#)

[21-1108](#) General City Claims in the amount of \$2,504,546.13 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:** [November Claims](#)  
[11-12-21](#)  
[11-5-21](#)  
[10-29-21](#)  
[10-22-21](#)

[21-1109](#) 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 License Report](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

[21-0951](#) Driveway Inlet Curb Head Replacement Policy, recommended for approval

**Attachments:** [21-0951 Driveway Inlet Curb Head Replacement Policy.pdf](#)

[21-1058](#) Agreement with JT Engineering for the Design Services of Phase 2 for the DOT's SISP Funding for South 8th & Franklin Street. (Related to the State/Municipal Agreement (SMA) that was approved at the October Council Meeting for Project No. 3700-30-39), recommending approval contingent on City Attorney Department review.

**Attachments:** [21-1058 8th Franklin JT Engineering Contract.pdf](#)  
[8th Franklin scope of services](#)

[21-1059](#) Agreement with JT Engineering for the Design Services of Phase 2 for the DOT's SISP Funding for South 21st & Washington Street. (Related to the State/Municipal Agreement (SMA) that was approved at the October Council Meeting for Project No. 3700-30-40/45), recommended approval upon City Attorney's Department review.

**Attachments:** [21-1059 21st Washington JT Engineering Contract.pdf](#)  
[21st Washington scope of services](#)

[21-1060](#) Harvest Circle (South Leg) - Culverts and Ditches, recommending including in CAWG ranking for 2023.

**Attachments:** [21-1060 Email regarding Harvest Circle Culverts and Ditches.pdf](#)  
[Harvest Cir. \(South Leg\) - Ditch & Culvert Elevations.pdf](#)

[21-1062](#) Storm Drain Emblems, recommended for approval.

**Attachments:** [21-1062 Email Regarding Storm Drain Emblems.pdf](#)

[21-1092](#) Report of Board of Public Works of final payments to contractors for agreements under \$25,000.00, recommending acceptance and place on file

**Attachments:** [BPW Agmt Final Payment Report - Nov](#)

[21-1095](#) Report of Board of Public Works of 11/3/21 for 1st and Final payment of \$14,278.93 to Green Bay Pipe & TV for 2021 Televising Miscellaneous Sewers II, WU-21-19, recommending payment.

**Attachments:** [WU-21-19 Final Payment](#)

[21-1097](#) Report of Board of Public Works of 11/3/21 for 1st and Final payment of \$52,600.00 to Vinton Construction Company for 2021 Camp Vits Privy Supply & Install, WS-21-23, recommending payment.

**Attachments:** [WS-21-23 Final Payment](#)

[21-1099](#) Report of Board of Public Works of 11/3/21 of approval to enter into an agreement with Garage Door Specialty, Inc. to install roll up doors for the concession stand at Silver Creek Park, for a contract price of \$14,800.00; recommending acceptance and place on file

**Attachments:** [AGMT-21-16 Garage Door Specialty](#)

## 7. Public Safety Committee (Consent)

## 8. Plan Commission (Consent)

[21-1036](#) PC 1-2021: Fager; Quit Claim Deed for S. 15th Street purposes, recommending acceptance of the quit claim deed.

**Attachments:** [21-1036 Report to Council Fager S 15th St.pdf](#)  
[21-1036 PC Report Fager Quit Claim Deed - S 15th Street.pdf](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[21-1107](#) Report of the Special Events Committee recommending approval of the following event subject to Council action: Metro Jam on 6/17-6/18/22 (waiver of rules prohibiting alcohol in the park)

**Attachments:** [SE Report - Needing Council action](#)  
[Metro Jam](#)

- [21-1112](#) Resolution establishing policies, procedures, and fees related to City owned parking lots  
**Attachments:** [Res to update downtown parking policies](#)
- [21-1113](#) Ordinance to amend Section 15.510 of the Municipal Code regulating Limited Time Parking in City Parking Lots  
**Attachments:** [Ord to update offstreet lot regulations](#)
- [21-1114](#) Transfer of the Waste Water Treatment Facility to Manitowoc Public Utilities
- [21-1115](#) Ordinance to amend Chapter 31 of the MMC regulating signs to allow for larger Monument Signs  
**Attachments:** [Manitowoc Seed sign](#)  
[Sign Approval Meeting with City \(1\)](#)  
[Monument Sign Ordinance](#)

## 2. Finance Committee

- [21-0835](#) L21-00092 Koehler Claim for substantial water damage from heavy rain storm at 1305 South 31st Street  
**Attachments:** [L21-00092 KOEHLER Claim.pdf](#)  
[J Koehler 5.jpg](#)  
[J Koehler 4.jpg](#)  
[J Koehler 3.jpg](#)  
[J Koehler 2.jpg](#)  
[J Koehler 1.jpg](#)
- [21-0836](#) L21-00122 Bridgeview Bar Claim for sewer backup/basement flooding from heavy rain storm at 2 Maritime Drive  
**Attachments:** [L21-00122 BRIDGEVIEW BAR Claim.pdf](#)
- [21-0837](#) L21-00127 Wierman Claim for basement flooding from heavy rain storm at 1622 South 23rd Street  
**Attachments:** [L21-00127 WIERMAN Claim.pdf](#)
- [21-0959](#) L21-00147 HER Claim (1620 South 23rd Street) Basement flooding from heavy rain storm flooding \$35,658.00  
**Attachments:** [HER Claim.pdf](#)
- [21-0960](#) L21-00148 GATES Claim (1618 South 23rd Street) Basement flooding from heavy rain storm flooding \$8,947.88  
**Attachments:** [GATES Claim\\_1.pdf](#)

[21-0961](#) L21-00149 HUNGERFORD Claim (4547 Andrea Court) Basement flooding from heavy rain storm flooding >\$5,000.00

**Attachments:** [HUNGERFORD Claim.pdf](#)

[21-1081](#) L21-00167 Cherney Claim for flooding from heavy rain storm at 1610 Holly Dr, recommend to deny the claim.

**Attachments:** [LC21-00167 Cherney Claim Form.pdf](#)

## 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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

[21-0835](#) L21-00092 Koehler Claim for substantial water damage from heavy rain storm at 1305 South 31st Street

**Attachments:** [L21-00092 KOEHLER Claim.pdf](#)

[J Koehler 5.jpg](#)

[J Koehler 4.jpg](#)

[J Koehler 3.jpg](#)

[J Koehler 2.jpg](#)

[J Koehler 1.jpg](#)

[21-0836](#) L21-00122 Bridgeview Bar Claim for sewer backup/basement flooding from heavy rain storm at 2 Maritime Drive

**Attachments:** [L21-00122 BRIDGEVIEW BAR Claim.pdf](#)

[21-0837](#) L21-00127 Wierman Claim for basement flooding from heavy rain storm at 1622 South 23rd Street

**Attachments:** [L21-00127 WIERMAN Claim.pdf](#)

[21-0959](#) L21-00147 HER Claim (1620 South 23rd Street) Basement flooding from heavy rain storm flooding \$35,658.00

**Attachments:** [HER Claim.pdf](#)

[21-0960](#) L21-00148 GATES Claim (1618 South 23rd Street) Basement flooding from heavy rain storm flooding \$8,947.88

**Attachments:** [GATES Claim\\_1.pdf](#)

[21-1081](#) L21-00167 Cherney Claim for flooding from heavy rain storm at 1610 Holly Dr, recommend to deny the claim.

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**Reconvene in Open Session**

[21-0835](#) L21-00092 Koehler Claim for substantial water damage from heavy rain storm at 1305 South 31st Street

**Attachments:** [L21-00092 KOEHLER Claim.pdf](#)

[J Koehler 5.jpg](#)

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[21-0960](#) L21-00148 GATES Claim (1618 South 23rd Street) Basement flooding from heavy rain storm flooding \$8,947.88

**Attachments:** [GATES Claim 1.pdf](#)

[21-1081](#) L21-00167 Cherney Claim for flooding from heavy rain storm at 1610 Holly Dr, recommend to deny the claim.

**Attachments:** [LC21-00167 Cherney Claim Form.pdf](#)



21-1054 2022 Executive Budget

**Attachments:** [Executive Budget Letter to Council 10.18.2021.pdf](#)  
[2022 Executive Budget Presentation.pdf](#)  
[2022 Executive Proposed Capital.pdf](#)  
[2022 Budget Borrowing Scenarios.pdf](#)  
[Memo 2022 Budget Request Summary HR.pdf](#)  
[Muni HR Dept Structure Comparables.pdf](#)  
[Police Detective Add Request.pdf](#)  
[Police Detective Add Justification.pdf](#)  
[2022 Forestry Tree Budget Email.pdf](#)  
[Forestry Tree Planted and Removed.pdf](#)  
[Forestry Operating Budget 2021.pdf](#)  
[DPI Fees Proposed 2022.pdf](#)  
[DPI Laborer Pay Increase Recommendation.pdf](#)  
[DPI Laborer Job Description.pdf](#)  
[Seasonal Wage Recommendations for 2022.pdf](#)  
[Staff Engineer Position Justification 2022.pdf](#)  
[DPI Engineer Dept Overtime Analysis.pdf](#)  
[DPI Staff Engineer Cost Analysis.pdf](#)  
[Lincoln Park Zoo Master Plan.pdf](#)  
[2022 Gravel Pit Budget Est.pdf](#)  
[Parks Gound and Maint. Priority List 2022.pdf](#)  
[Transit Utility Clerk Request.pdf](#)  
[Transit Utility Clerk Cost Analysis.pdf](#)  
[2022 Harbor Improvements Requests Email.pdf](#)  
[Riverpoint District 2022 Exhibit.pdf](#)  
[Alder Reckelberg Finance Docs.pdf](#)

21-1073 Letter of interest to purchase a portion of the property located 1512 Washington Street

**Attachments:** [Mirro Purchase Agreement.pdf](#)  
[Mirro Housing Design.pdf](#)  
[WAF Mirro Interest Letter.pdf](#)

21-1105 Resolution to hold Primary Election on February 15, 2022 if there are three or more candidates who file nomination papers for a City office at the April 5, 2022 Spring Election.

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

### 3. Personnel Committee

[21-1100](#) 2022-2024 Agreement with International Association of Firefighters, Local 368, AFL-CIO

**Attachments:** [Final Contract Clean](#)  
[Final Contract for Redlining and Approval](#)

[21-1110](#) Resolution to approve revised Social Media Policy

**Attachments:** [RES TO APPROVE A CITY SOCIAL MEDIA POLICY](#)  
[Social Media Policy October 21](#)

[21-1111](#) Resolution to approve a Staff Engineer Position and new job description

**Attachments:** [Res to approve addition of Staff Engineer position JD](#)  
[Staff Engineer JD October 2021](#)

[21-1116](#) Resolution to approve a \$1,000 sign-on bonus to newly hired part-time Transit Drivers effective January 1, 2022 through December 31, 2022

**Attachments:** [Res sign on bonus transit drivers 2022](#)

[21-1118](#) Resolution to approve the addition of a full-time Transit Utility Driver Position and the new job description

**Attachments:** [Res to approve addition of FT Transit Utility Driver position JD](#)  
[Transit Utility Driver JD](#)

[21-1119](#) Resolution to approve four additional DPI Laborer Positions - one in the Parks Division and three in the Streets Division

**Attachments:** [Res approve hiring additional DPI Laborers - 1 Parks 3 Streets](#)

[21-1120](#) Resolution to approve revised and reclassified job description of Lead Inspector to Inspector Supervisor

**Attachments:** [Res rename reclassify Lead Inspector to Inspector Supervisor](#)  
[JD Inspector Supervisor \(formerly Lead Inspector\)](#)

[21-1121](#) Resolution to approve additional Police Detective Position

**Attachments:** [Res to approve an additional Police Detective Position](#)  
[Police Detective 10101](#)

[21-1132](#) Resolution to approve proposed three Tourism Department job descriptions

**Attachments:** [jcl edits Res to approve 3 proposed new Tourism Department Job Descriptions](#)  
[Destination Marketing Manager Job Description - Clean Draft](#)  
[Director of Tourism Job Description - Clean Draft](#)  
[Media and Special Events Coordinator Job Description - Clean Draft](#)

[21-1133](#) Resolution to approve the addition of a Human Resources Assistant position and new Job Description

**Attachments:** [HR Assistant JD](#)  
[Res to approve addition of a Human Resources Assistant JD](#)

#### 4. Public Infrastructure Committee

[21-1057](#) Resolution for 2022 Department of Public Infrastructure Fees

**Attachments:** [21-1057 Memo PI DPI Fees for 2022.pdf](#)  
[21-1057 Res for 2022 DPI Fees .pdf](#)  
[21-1057 Fees Proposed 2022 Final.pdf](#)

[21-1063](#) Final Camp Vits Logging Plan Review

**Attachments:** [21-1063 - Email Regarding Silver Creek Park and Vits.pdf](#)  
[Vits Timber Sale - Bid Notice.pdf](#)  
[MN-0158...FOR...Non-MFL Timber Sale - Arch Hit \(Vits Woods.msg\)](#)  
[Vits Timber Sale ER Assessment.pdf](#)  
[Vits Timber Sale NHI Results.pdf](#)

[21-1102](#) Resolution to install and maintain one non-ornamental, 50 Watt, LED open-bottom style, street light between 631 S. 25th St. and 2415 Western Ave.

**Attachments:** [Resolution non-ornamental lighting S 25th Street](#)

[21-1103](#) Temporary Access Easement Agreement at 1320 Dueno Street for South 14th Street Lift Station Improvements

**Attachments:** [Temporary Access Easement 1320 Dueno St](#)

[21-1104](#) Permanent Easement at 1320 Dueno Street for South 14th Street Lift Station Improvements

**Attachments:** [Permanent Easement 1320 Dueno St](#)

#### 5. Public Safety Committee

#### 6. Plan Commission

[21-1037](#) PC 43-2021: Schwalbe; Request to Purchase City-Owned Property, Corner of Cleveland Avenue and Maritime Drive.

**Attachments:** [21-1037 Report to Council Schwalbe Purchase City Land.pdf](#)  
[21-1037 PC Report Schwalbe Request - Corner Cleveland & Maritime.pdf](#)

[21-1134](#) Resolution to create Ward Number 37, population two (2), for the S. 15th St. #2 Annexation Area, and that Ward 37 be combined with the 31st Ward for voting purposes and uses a common polling place as established for the 7th Aldermanic District

**Attachments:** [Resolution S 15th #2 Fager-2 Annexation](#)  
[Fager Direct Annexation Petition](#)

[21-1135](#) Ordinance to annex territory (South 15th St. #2) from Town of Manitowoc as part of the 7th Aldermanic District and the 37th Ward of the City

**Attachments:** [Ordinance S 15th #2 Fager Annexation](#)  
[Fager Direct Annexation Petition](#)

[21-1136](#) Ordinance to rezone property south of Viebahn St. and east of South 15th St. from R-1 Residential-Agricultural District to R-4 Single & Two-Family District

**Attachments:** [Ordinance PC 41-2021 Fager R-1 to R-4](#)  
[PC Report 21-1033](#)

[21-1137](#) Ordinance to rezone Block 246 of the Original Plat from I-2 Heavy Industrial to R-6 Multiple Family - Residential District

**Attachments:** [Ordinance PC 42-2021 Block 246](#)  
[PC 42-2021 Rezone Map.pdf](#)  
[PC Report - 21-1034](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, December 20, 2021 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.

**Mackenzie Reed-Kadow**  
**City Clerk**