



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, January 17, 2022

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 [abaryenbruch@manitowoc.org](mailto:abaryenbruch@manitowoc.org) or call 920-686-6952 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

- [22-0037](#) City Clerk administers Oath of Office and badge pinning for the promotion of Assistant Chief Jason Freiboth
- [22-0038](#) City Clerk administers Oath of Office and badge pinning for the promotion of Deputy Chief Corie Pusel
- [22-0039](#) City Clerk administers Oath of Office and badge pinning for the promotion of Detective Rebecca Schuettpelz

#### E. PUBLIC HEARINGS

## 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

[22-0040](#)

Minutes of December 20, 2021 Common Council meeting, recommending approval and place on file

**Attachments:**

[Minutes 12-20-21](#)

[22-0065](#)

Thank you from The Salvation Army for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending to accept and place on file

**Attachments:**

[The Salvation Army Thank You Letter](#)

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

[22-0061](#)

Report of Special Events Committee relative to approval of the following events: Touch the Trucks on 7/13/2022; Trunk or Treat on 10/25/2022; WAIVER OF FEES: Christmas Community Dinner on 12/22/2021; recommending acceptance of report and place on file

**Attachments:**

[Report of Special Events acted on by Special Event Committee](#)

[Touch the Trucks](#)

[Trunk or Treat](#)

[Christmas Community Dinner](#)

### 4. Finance Committee (Consent)

[22-0013](#)

Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Novak's Elbow Room, 702 Buffalo St., recommend to approve the application.

**Attachments:**

[Class B Application - Novak's Elbow Room.pdf](#)

- [22-0014](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, Petskull Brewing Company LLC, 1015 Buffalo St, recommend to approve the application.
- Attachments:** [Class B Application - Petskull.pdf](#)
- [22-0017](#) Communication from City Assessor on 2021 Tax Roll Omitted Parcel: 446-001-300, recommend to accept and place on 2022 omitted property tax roll resulting in additional taxes in the amount of \$2,502.36 for 2021.
- Attachments:** [Letter from Assessor - Omitted Tax - B Buchko Letter.pdf](#)
- [22-0018](#) Report of City Clerk of proposed schedule of assessments for 2022 Weights and Measures licenses, recommend to accept and place on file.
- Attachments:** [Weights & Measures - 2022.pdf](#)
- [22-0019](#) Out of State Travel Request - Finance Dept - Springbrook User Conference Portland, OR, recommend to approve the request.
- Attachments:** [Out of State Travel Request - Finance Dept - Springbrook User Conf.pdf](#)
- [22-0020](#) 2021 Capital Allocation Working Group Request Log, recommend to accept and place on file.
- Attachments:** [2021 Log of CAWG Requests\\_04 2021.pdf](#)
- [22-0021](#) 4th Quarter 2021 Internal Controls To Prevent And Detect Fraud Report, recommend to accept and place on file.
- Attachments:** [4th Qtr 2021 Internal Control Fraud Report.pdf](#)
- [22-0023](#) 2022 Debt Borrowing Scenarios Report, recommend to accept and place on file.
- Attachments:** [Baird - Tentative Financing Plan 2022](#)
- [22-0043](#) General City Claims in the amount of \$14,353,004.91 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:** [January Report on Claims](#)
- [1-14-2022](#)
- [1-7-2022](#)
- [12-31-2021](#)
- [12-24-2021](#)

## 5. Personnel Committee (Consent)

## 6. Public Infrastructure Committee (Consent)

- [22-0001](#) 2022 Urban Forestry Grant Agreement, recommending approval.
- Attachments:** [22-0001 - Urban Forestry Grant emails.pdf](#)  
[22-0001 - Urban Forestry Grant.pdf](#)
- [22-0005](#) Zoo Society Request to include fund raising link on City website, recommending approval.
- Attachments:** [22-0005 - Lincoln Park Zoo Society Button on City Website.pdf](#)
- [22-0006](#) Technical Services Agreement with Strand Associates Inc., for the S. 14th Street Lift Station and Force Main construction related services. Recommending approval.
- Attachments:** [22-0006 - Agreement with Strand for S. 14th St Lift Station.pdf](#)
- [22-0008](#) Memorandum of Understanding with City Centre LLC located at 500 South 16th Street. Recommending approval subject to City Attorney review.
- Attachments:** [Memo of Understanding - V4 - City and MPU Edits](#)
- [22-0009](#) 405 N 40th Street Contract, recommending approval.
- Attachments:** [Agmt for garages over sanitary lines.pdf](#)  
[Exhibit A - N 40th Vacation.pdf.pdf](#)  
[Exhibit B - Standard Utility Easement Conditions.pdf.pdf](#)
- [22-0024](#) MMT Assist to Transport Agreement for 2022-24, recommending approval.
- Attachments:** [22-0024 AGMT- Paratransit Svcs- Assist to Transport - 2022-2024.pdf](#)  
[22-0024 EXHIBITS Paratransit Services Agreement 2022-2024.pdf](#)
- [22-0056](#) Report of Board of Public Works of 1/5/2022 for 1st and final payment of \$109,200.00 to Custom Manufacturing, Inc., for Camp Vits Bridge Supply and Install, WS-21-22, recommending payment
- Attachments:** [Custom Manufacturing Inc. Payment](#)
- [22-0057](#) Report of Board of Public Works of 1/5/2022 for 5th and final payment of \$35,124.99 to Vinton Construction Company, for 2021 Asphaltic Concrete Paving Program, WS-21-4, recommending payment
- Attachments:** [Vinton Construction Company Payment](#)
- [22-0058](#) Report of Board of Public Works of 1/5/2022 for 1st and final payment of \$58,078.64 to Lunda Construction, for Repair of West Counterweight of the S.S. Badger Car Ferry Ramp, WS-21-28, recommending payment
- Attachments:** [Lunda Construction Payment](#)

[22-0059](#) Report of Board of Public Works of 1/5/2022 of approval to enter into agreement with Lakeshore Forest Products, Inc., for the sale of timber, for a contract price of \$4,752.00, recommending acceptance and place on file

**Attachments:** [Timber Sale - Lakeshore Forest Products](#)

[22-0060](#) Report of Board of Public Works of 1/5/2022 of approval to enter into AGMT-22-01 with Vinton Construction Company for Vits Drive Stormwater Pond - Outlet Structure Modifications, for a contract price of \$14,075.57; recommending acceptance and place on file

**Attachments:** [AGMT-22-01](#)

## 7. Public Safety Committee (Consent)

[21-0978](#) Request for left turn arrows on Calumet Avenue at South 30th Street and South 35th Street recommending to have seasonal employees do the study

**Attachments:** [RE\\_ External\\_ Street light suggestion....pdf](#)  
[City of Manitowoc Traffic Studies Proposal.pdf](#)  
[TADI traffic count proposal.pdf](#)

[22-0030](#) Discussion regarding the alley way between Rankin Street and Kemper Street; recommending to move "Do Not Enter" sign closer to alleyway entrance on Rankin Street

**Attachments:** [1957 Vacation - Rankin Street and Kemper Street Alley Way.pdf](#)  
[Vacation of East-West Alley btwn Rankin Kemper.pdf](#)

[22-0033](#) Discussion regarding pedestrian traffic at the intersection of South 23rd Street and Dewey Street; recommending to install advanced pedestrian warning signs on Dewey Street in both directions of travel

**Attachments:** [Traffic Count Summary 2017 - S. 23rd & Dewey St..pdf](#)  
[City of Manitowoc Traffic Studies Proposal.pdf](#)  
[TADI traffic count proposal.pdf](#)

## 8. Plan Commission (Consent)

### I. COMMITTEE REPORTS

#### 1. Committee of the Whole

[22-0062](#) Report of Special Event Committee recommending approval for the following events subject to Council action: St. Patrick's Day Parade on 3/12/2022 (Closure of 8th Street from Washington Street to Bank First (402 N 8th St.)

**Attachments:** [Report of Special Events Requiring Common Council Action](#)  
[St. Patrick's Day Parade](#)

[22-0063](#) Resolution Rescinding the Room Tax Allocation Policy

**Attachments:** [Res for Room Tax Fund Allocation 2022](#)

[22-0068](#) Request to Accept River Point Clean Fill Donation

**Attachments:** [Council Memo - Fill Donation](#)

## 2. Finance Committee

[22-0012](#) Report of donation from D. Hoffmann of \$1,925 to Zoo for outdoor education presentation area & mobile education cart

**Attachments:** [Zoo Donation of \\$1,925 Approval Emails.pdf](#)

[22-0015](#) Resolution to set rate of pay for Municipal Board of Absentee Canvassers (Central Count) for 2022

**Attachments:** [Resolution for Municipal Board of Absentee Canvassers \(Central Count\) 2022 C](#)

[22-0016](#) Resolution establishing Compensation of Election Pollworkers' for 2022

**Attachments:** [Resolution for Election Pollworkers 2022 Compensation.pdf](#)

[22-0066](#) Resolution to Establish the Downtown Residential Investment Grant Funded by the Healthy Neighborhood Initiative

**Attachments:** [Downtown Residential Investment Grant Resolution](#)

[Downtown Residential Investment grant guidelines - 2021](#)

[22-0067](#) Report of the Industrial Development Corporation of a Land Sale of a Portion of Parcel #449-008-010 to Harvest Digital Industries, Inc

**Attachments:** [Report to Council Harvest Industries Inc](#)

## 3. Personnel Committee

[22-0044](#) Resolution to approve Seasonal Employment Policy and Payrates for 2022

**Attachments:** [Res to approve Seasonal Employment Policy Payrates for 2022 final](#)

[2022 Seasonal Hiring Policy-CLEAN COPY.pdf](#)

[Appendix A-Fair Labor Standard Act Qualified Seasonal Recreation Positions-2/](#)

[Appendix B 2022 Seasonal Payrates Final.pdf](#)

[Appendix C-List of Acceptable Documents.pdf](#)

[Appendix D-HOW TO INITIATE A TERMINATION OF AN EMPLOYEE IN KROI](#)

[22-0045](#) Resolution to reclassify the Police Property Evidence Clerk position

**Attachments:** [Res Reclassify PD Evidence Clerk Job Description and Comp Grade jcl edits 1](#)

[Property Evidence Clerk 10104 CLEAN COPY](#)

[22-0055](#) Resolution to Part-Time Rahr-West Art Museum Visitor Services Clerk Related to Elected Officials, Department Heads, or Supervisory Personnel

**Attachments:** [Res approve hiring of related employee-Tierney Dewane RWAM Visitor Service](#)

[22-0064](#) Request to adopt revisions to the Pandemic Protocol Policy as outlined by the Human Resources Director

**Attachments:** [FINAL Revised Pandemic Protocols - City of Manitowoc-clean 01.2022](#)  
[Pandemic Protocols - City of Manitowoc-with proposed changes 01.2022](#)

#### 4. Public Infrastructure Committee

[22-0002](#) Ordinance to amend section 17.090 regulating Lead Service Lateral Replacements

**Attachments:** [Ord to amend 17.090 regulating lead service lateral replacement](#)  
[22-0002 2021-12-30 proposed LSL ordinance language changes.pdf](#)

[22-0004](#) Preliminary Resolution for S. 15th Street Sanitary Sewer

**Attachments:** [Preliminary Resolution Declaring Intent to Levy Special Assessment for South 1](#)

#### 5. Public Safety Committee

[22-0031](#) Resolution for 2022 Building Inspection Fees.

**Attachments:** [BI Fee Structure Documentation](#)  
[Res for 2022 Building Inspection Fees](#)  
[BI Fee Memo](#)

[22-0032](#) Ordinance to amend 16.070 of the MMC regulating razing of buildings.

**Attachments:** [Ord to amend 16.070 Razing of Buildings](#)

[22-0034](#) LifeQuest hardship request, call 182A-21-3691.

[22-0035](#) LifeQuest hardship request, call 182A-21-4407.

[22-0036](#) LifeQuest hardship request, call 182A-21-3922.

#### 6. Plan Commission

[21-1170](#) PC 1-2021: Lulloff, Quit Claim Deed for Pierce Drive

**Attachments:** [21-1170 Report to Council Lulloff Pierce Dr.pdf](#)  
[21-1170 PC Report Lulloff Quit Claim Deed for Pierce Drive.pdf](#)

[21-1171](#) PC 1-2021: Theis, Quit Claim Deed for Pierce Drive

**Attachments:** [21-1171 Report to Council Theis Pierce Dr.pdf](#)  
[21-1171 PC Report Theis Quit Claim Deed for Pierce Drive.pdf](#)

[21-1172](#) PC 1-2021: Sweeting, Quit Claim Deed for Pierce Drive

**Attachments:** [21-1172 Report to Council Sweeting Pierce Dr.pdf](#)  
[21-1172 PC Report Sweeting Quit Claim Deed for Pierce Drive.pdf](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Monday, February 21, 2022 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