



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, January 17, 2022

6:30 PM

Council Chambers

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

A. CALL TO ORDER

B. ROLL CALL

Alders Present: 10 - Jim Brey, Eric Sitkiewitz, Steven Czekala, Bill Schlei, Brett Vanderkin, John Brunner, Chad Beeman, Michael Cummings, Tim Boldt and Todd Reckelberg

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

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

Approval of the Consent Agenda

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

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

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

Aye: 8 - Brey, Sitkiewitz, Czekala, Schlei, Brunner, Beeman, Cummings and Boldt

Nay: 2 - Vanderkin and Reckelberg

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

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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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 Compensation.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

Moved by Brey, seconded by Schlei, to approve the sale subject to the land sale rebate policy of an approximate 5 acre parcel to the subdivided out of Lot 1, Block 8 in the Manitowoc I-43 Industrial Park Subdivision No.3; authorize the City to enter into the Vacant Land Offer to Purchase agreement; authorize City staff to negotiate and finalize all facets of the land sale; instruct any an all city officials to sign any document related to the land sale. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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-2022.pdf](#)

[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 KRONOS.pdf](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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 Services Clerk](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

Attachments: [Preliminary Resolution Declaring Intent to Levy Special Assessment for South 15th St. Sanitary Sewer](#)

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

5. Public Safety Committee

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

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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

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

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

Moved by Schlei, seconded by Vanderkin, to rescind the bill based on the recommendation from LifeQuest. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

Moved by Cummings, seconded by Schlei, that this Request be amended to reduce the bill by 100% based on the recommendation from Life Quest. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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

Moved by Schlei, seconded by Vanderkin, to rescind the bill based on the recommendation from LifeQuest. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

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](#)

Moved by Brey, seconded by Vanderkin, that this Quit Claim Deed be approved. The motion carried by the following vote:

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

**Moved by Brey, seconded by Czekala, that this Quit Claim Deed be approved.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

[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](#)

**Moved by Brey, seconded by Czekala, that this Quit Claim Deed be approved.
The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

J. OTHER BUSINESS

K. ADJOURN

**Moved by Czekala, seconded by Brey, that this meeting be adjourned at 7:20
p.m. The motion carried by the following vote:**

Aye: 10 - Brey, Sitkiewitz, Czekala, Schlei, Vanderkin, Brunner, Beeman, Cummings, Boldt and Reckelberg

**Mackenzie Reed-Kadow
City Clerk**