



City of Manitowoc

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

Meeting Agenda

Common Council

Monday, March 21, 2022

6:30 PM

Council Chambers

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

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 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

[22-0245](#) City Clerk administers Oath of Office and badge pinning of Captain of Patrol John Musial

[22-0246](#) City Clerk administers Oath of Office and badge pinning of Patrol Lieutenant Jason Delsman

[22-0247](#) City Clerk administers Oath of Office and badge pinning of Patrol Lieutenant Nathan Barnes

[22-0248](#) Eagles Club to present grant to Manitowoc Fire Department

[22-0249](#) Proclamation declaring the week of April 10th - April 16th, 2022 as National Public Safety Telecommunicators Week

Attachments: [Telecommunicators Week 2022](#)

E. PUBLIC HEARINGS

[22-0250](#) 6:31 PM - Public Hearing for the purpose of hearing any and all interested parties regarding the amendment to the City of Manitowoc Comprehensive Plan: to revise the Map of Future Land Use for property generally located south of Viebahn and W. Viebahn Streets and being east and west of Hecker Road

[22-0251](#) 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 R-1 Residential-Agricultural to I-1 Light Industrial for property generally located south of Viebahn and W. Viebahn Street and being east and west of Hecker Road

[22-0252](#) 6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from B-1 Office Residential District to B-4 Central Business District for property located at 435 N 8th Street

[22-0253](#) 6:34 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of proposed changes to Chapter 15: amend section 15.310(3) related to mini-warehouses; amend section 15.370(2) related to site plan letter of credits and performance agreements

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

[22-0254](#) Minutes of February 21, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 2-21-2022](#)

[22-0255](#) Thank you from The Salvation Army for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending to accept and place on file

Attachments: [Thank You The Salvation Army](#)

3. Committee of the Whole (Consent)

[22-0256](#) Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Memorial Day Picnic on 5/30/2022; Date Change: Chewy's Annual Block Party on 7/16/2022; Senior Center Open House on 5/4/2022; Food Truck Fiesta on 6/13/2022; Tuesday Tunes on Tuesdays from 6/14/2022 - 8/30/2022; Jazz at the Pool on 7/22/2022; Kenny's Softball Tournament on 7/22-7/24/2022 & 7/29-7/30/2022; Flyover Silver Creek on 9/17/2022; Fall Vendor / Craft Show on 11/12/2022; Waiver of Fees: Shop with a Cop on 12/7-12/9/2022; Cross Country Invite on 9/10/2022; Waiver of Fees: Treasure Sale on 6/3-6/5/2022; recommending acceptance of report and place on file

Attachments: [Report of Events Acted on by Special Event Committee](#)

[Fall Vendor Craft Show](#)

[Flyover Silver Creek](#)

[Chewy's Annual Block Party](#)

[Shop with a Cop](#)

[Memorial Day Picnic](#)

[Food Truck Fiesta](#)

[Open House](#)

[Tuesday Tunes](#)

[Jazz at the Pool](#)

[Kenny's Softball Tournament](#)

[Treasure Sale](#)

[Cross Country Invite](#)

4. Finance Committee (Consent)

[22-0201](#) Correction of Error on R2H Flavor Technology LLC Manufacturing Personal Property Assessment, recommending to accept and issue \$5,656.53 refund of taxes paid

Attachments: [Correction Of Error - R2H Flavor Technology LLC - Mfg PP Assessment.pdf](#)

[22-0202](#) 2022 Budget Amendment & Transfer - Fund 2130 (Room Tax), recommending to approve the request of transfers

Attachments: [Memo - 2022 Budget Amendment.Transfer Room Tax.pdf](#)

[Create org for Office of Tourism 2022.pdf](#)

[Room Tax Budget Adjustment Proof List.pdf](#)

[City of Manitowoc Budget Transfer Policy Exerpt.pdf](#)

[22-0204](#) CAWG recommends funding for Unbudgeted request from DPI for Plow/Salter for Gator at a cost not exceed \$10,000; recommending to approve the request

Attachments: [CAWG request for Gator upgrade.pdf](#)

[22-0239](#) General City Claims in the amount of \$1,976,502.20 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: [March Committee Report on Claims](#)

[2-25-2022](#)

[3-4-2022](#)

[3-11-2022](#)

[3-18-2022](#)

[22-0244](#) 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: [March Report of Licenses](#)

5. Personnel Committee (Consent)

6. Public Infrastructure Committee (Consent)

[22-0003](#) City Hall Use Policy; recommending approval

Attachments: [CITY HALL USE POLICY with FINAL 12 10.pdf](#)

[22-0186](#) Request to erect 3 crosses on the hillside located at Evergreen Cemetery, April 9 through April 18, 2022; recommending approval

Attachments: [22-0186 - Request for Crosses.pdf](#)

[22-0190](#) MS4 Permit - 2021 Annual Report; recommending approval

Attachments: [22-0190 - MS4 Permit - 2021 Annual Report.pdf](#)

[22-0263](#) Report of Director of Public Infrastructure Dan Koski of Tonnage Report for the year ending 12/31/2021. Recommending acceptance and place on file.

Attachments: [2021 Bridge Tonnage Lift Report Complete](#)

[22-0264](#) Report of Board of Public Works of February 23, 2022, of quotes received for Ready Mix Concrete for 2022 Construction Season, Project QM-22-1, recommending awarding to low quoter, Carew Concrete in the amount of \$76,055

Attachments: [QM-22-1](#)

[22-0265](#) Report of Board of Public Works of 2/23/2022 of approval to enter in AGMT-22-02 with BC Signs & Graphics for Wayfinding Signage, for a contract price of \$16,168.40; recommending acceptance and place on file

Attachments: [AGMT-22-02](#)

[22-0266](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Asphaltic Concrete Paving, WS-22-4, recommending awarding to low bidder, Vinton Construction Company, in the amount of \$598,314.16

[22-0267](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Intersection Reconstruction for Two-Way Traffic, WS-22-13; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$240,154.71

[22-0268](#) Report of Board of Public Works of 3/9/2022, of bids received for 2022 Concrete Slab Replacement Program, WS-22-11; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$136,353.44

[22-0269](#) Report of Board of Public Works of 3/9/2022, of bids received for Lincoln Park Zoo Mountain Lion Exhibit Design & Build, WB-22-16; recommending to refer the project back to the Department of Public Infrastructure for next steps

[22-0270](#) Report of Board of Public Works of 3/9/2022, of quotes received for 2022 New Single Engine Street Sweeper, QE-22-3; recommending awarding to low quoter, MacQueen Equipment, in the amount of \$281,827.00

7. Public Safety Committee (Consent)

[22-0217](#) Request for duck crossing signs to be placed on South 10th Street between Dewey Street and Grand Avenue by the retention pond; recommending to install duck crossing signs North/South direction on s. 10th St between Grand Ave and Dewey St by retention pond

Attachments: [Duck Crossing - S. 10th St. Retention Pond.pdf](#)

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

[22-0257](#) Report of Special Event Committee recommending approval for the following events subject to Council action: Easter Sun Rise Service on 4/17/2022 (Waiver of noise ordinance from 6 am to 7 am); Garden Faire Extraordinaire on 6/11/2022 (Closure of S 11th & S 1th Streets between Washington & Marshall Streets); Book & a Movie on 6/24, 7/29 & 8/26/2022 (Waiver of noise ordinance until 11:30 p.m.)

Attachments: [Easter Sun Rise Service](#)
[Garden Faire Extraordinaire](#)
[Book & a Movie](#)

2. Finance Committee

[22-0205](#) Resolution to carry forward to 2022 budget various appropriations budgeted in 2021

Attachments: [2021 to 2022 Carryforward Resolution.pdf](#)
[Carry Forward Request - Department of Public Infrastructure.pdf](#)
[Carry Forward Request - Community Development.pdf](#)

[22-0261](#) Scope of Engagement relative to the Proposed Issuance of \$3,518,000 City of Manitowoc Note Anticipation Note

Attachments: [City of Manitowoc \(NAN\) - Scope of Engagement](#)

[22-0262](#) Citizen Request for Wheel Tax Reimbursement

Attachments: [Theresa Fessler ltr request for Wheel Tax Reimbursement 3-8-2022](#)
[WIDOT Autocycle License Plate](#)

3. Personnel Committee

[22-0258](#) Resolution to approve a Commercial Driver's License (CDL) Training Policy

Attachments: [Res to approve a Commercial Driver's License \(CDL\) Policy](#)
[CDL Training Policy DRAFT 02.2022.pdf](#)

[22-0259](#) Resolution to approve a Seasonal police Department Assistant Job Description and Fill Position

Attachments: [Res to approve a Seasonal Police Dept. Assistant JD and fill position](#)
[Seasonal Police Assistant JD March 2022.pdf](#)

[22-0260](#) Resolution to approve Employee Policy Manual Revisions - March 2022

Attachments: [Res EPM Updates Personnel Committee March 2022 Final](#)
[Memo to Council re EPM Revisions 02.2022 \(1\).pdf](#)
[Current EPM-03.2022 \(clean\) for Council approval.pdf](#)

[22-0280](#) Memorandum of Understanding with Transit Teamsters regarding Payday

Attachments: [Memo re Transit Payday MOU](#)
[Transit MOU re Payday](#)

4. Public Infrastructure Committee

[22-0188](#) Potential Land Swap of Camp Vits and Woodland Dunes.

Attachments: [22-0188 - Camp Vits Woodland Dunes Land Swap.pdf](#)

- [22-0189](#) Memorandum of Understanding with Zoo Society
- Attachments:** [22-0189 Memo for LPZS MOU.pdf](#)
[Lincoln Park Zoological Society MOU \(final 3.7.22\)](#)
- [22-0271](#) Request to award Alternate #1 at a cost of \$893,647.93 with a completion date of 6/22/2022 for River Point Development, Phase 1, WS-21-15
- Attachments:** [WS-21-15](#)
- [22-0272](#) Resolution Authorizing a Harbor Assistance Program (HAP) Grant Application
- Attachments:** [Resolution Harbor Assistance Program Statement of Intentions 2022](#)
[HAP statement of intentions 2022](#)
[2022 Harbor Improvements 3 yr Intentions](#)

5. Public Safety Committee

- [22-0218](#) Ordinance to amend section 18.040 of the MMC regulating outdoor lighting.
- Attachments:** [Ord to Amend 18 040 Outdoor Lighting](#)
- [22-0219](#) Ordinance to amend section 10.390 of the MMC regulation parking (changes for two-way street conversion).
- Attachments:** [Ord to Amend Parking Regulations \(Two Way Streets\) \(002\).pdf](#)
[Proposed No Parking Ordinance Changes on North 8th St. and North 11th St. b](#)
[Map of North 8th St. at Waldo Blvd. - Modified No Parking Zone.pdf](#)
[Map of North 11th St. at Waldo Blvd. - Modified No Parking Zone.pdf](#)
[Proposed Ordinance Changes for No Parking on North 10th St., North Water St](#)
[N. 11th Menasha Ave. Intersection - New Proposed No Parking Zones \(002\).pc](#)
[N. Water St. N. 10th St. Intersection - New Proposed No Parking Zones.pdf](#)
[Proposed Ordinance Changes for No Parking Zones on S. 10th St. - Franklin St](#)
[S. 10th St. - Franklin to Washington St. - New Proposed No Parking Zones.pdf](#)
[S. 10th St. - Washington to Marshall St. - New Proposed No Parking Zones.pdf](#)
- [22-0220](#) Ordinance to amend Chapter 10 of the MMC regulating traffic (changes for two-way street conversion).
- Attachments:** [New Stop Sign and Yield Sign Required for 2-Way Traffic on N. 8th & N. 11th St](#)
[Ord revise parking on N. 10th N. Water Menasha Wisconsin Ave..docx.pdf](#)
- [22-0221](#) Ordinance to amend section 10.170, 10.210, 10.230, 10.410, 10.490, 10.730 and 10.850 of the MMC regulating traffic flow and parking within the River Point District.
- Attachments:** [Map of changes.pdf](#)
[Ord revise parking on N. 10th N. Water Menasha Wisconsin Ave..pdf](#)

6. Plan Commission

[22-0275](#) Ordinance to amend the City of Manitowoc Comprehensive Plan for the future land use of Hecker Rd. and Viebahn St. property

Attachments: [Council Ordinance Hecker Viebahn land use map amendment](#)
[PC 9-2022 Proposed Future LU](#)
[PC 9-2022 Existing Future LU](#)

[22-0276](#) Ordinance to amend sections 15.310 and 15.370 regulating Mini-Warehouses

Attachments: [Ordinance Section 15.310 and 15.370 Final](#)

[22-0277](#) Ordinance to rezone property located at 435 N 8th Street from B-1 Office-Residential District to B-4 Central Business District

Attachments: [Ordinance PC 7-2022 Merrill](#)
[PC 7-2022 Rezone](#)

[22-0278](#) Ordinance to rezone property generally located south of Viebahn and W. Viebahn Streets, and east and west of Hecker Road from R-1 Residential - Agricultural District to I-1 Light Industrial District

Attachments: [Ordinance PC 8-2022 Hecker and Viebahn](#)
[PC 8-2022 Rezone](#)

[22-0279](#) Agreement with Vandewalle & Associates for update to the City's Comprehensive Plan

Attachments: [Vandewalle & Associates Agreement](#)

J. OTHER BUSINESS

K. ADJOURN

1. Next Scheduled Common Council Meeting: Monday, April 18, 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 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