



# City of Manitowoc

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

## Meeting Agenda

### Common Council

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Monday, April 18, 2022

6:30 PM

Council Chambers

Note: This meeting will also be held via Remote Conferencing Software (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

[22-0366](#) Proclamation declaring May 14, 2022 as Hmong American Day

**Attachments:** [Hmong American Day 2022](#)

[22-0367](#) Proclamation declaring the week of May 1st - May 7th, 2022 as Professional Municipal Clerks Week

**Attachments:** [Municipal Clerks Week - 2022](#)

#### E. PUBLIC HEARINGS

[22-0252](#)

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 B-1 Office Residential District to B-4 Central Business District for property located at 435 N 8th Street

## 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

[22-0341](#)

Minutes of March 21, 2022 Common Council meeting, recommending approval and place on file

Attachments:

[Minutes 3-21-22](#)

[22-0342](#)

Thank you from Catholic Charities of the Diocese of Green Bay for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund, recommending to accept and place on file

Attachments:

[Thank You Catholic Charities](#)

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

[22-0344](#) Report of Special Events Committee relative to the approval of the following events: EWC Conference Tournament on 4/20/22; Malt City Brewfest on 7/23/22; Pig to Pig Walk on 9/10/22; Juneteenth on 6/19/22; Roncalli Softball Tournament on 5/14/22; DATE CHANGE: Manitowoc Senior Center Open House on 5/14/22; Night Marking 920 on 6/22, 7/20, & 8/10/22; Waiver of Fees: End of Year Celebration on 5/18/22; Walk/Run for Hope on 9/17/22; recommending acceptance of report and place on file

**Attachments:** [Report of Events Approved by Special Event Committee](#)  
[Walk Run for Hope](#)  
[Night Market 920](#)  
[Juneteenth](#)  
[Malt City Brewfest](#)  
[Pig to Pig Walk](#)  
[EWC Tournament](#)  
[Manitowoc Senior Center Open House](#)  
[Roncalli Softball Tournament](#)  
[End of Year Celebration](#)

#### 4. Finance Committee (Consent)

[22-0300](#) 1st Quarter 2022 Internal Control Report, recommend to accept and place on file.

**Attachments:** [1st Qrt 2022 Internal Control Report.pdf](#)

[22-0301](#) 2022 CAWG Request Update, recommend to accept and place on file.

**Attachments:** [2022 Log of CAWG Requests\\_01.pdf](#)

[22-0305](#) L22-00030 Hacker Claim for >\$5,000 Vehicle Damage caused by City, recommend to approve the claim.

**Attachments:** [DPW Accident Report Reilly - Hacker truck .pdf](#)  
[HACKER Claim \(redacted\).pdf](#)

[22-0309](#) Report of donation from Zoo Society of \$250.00 to Zoo's Easter Extravaganza Event, recommend to accept and place on file.

**Attachments:** [Zoo Society \\$250 Donation Approvals.pdf](#)

[22-0310](#) Report of donation from Newton Meats Inc. of livers and hearts for carnivores valued at \$245.63 to the Zoo, recommend to accept and place on file.

**Attachments:** [Newton Meats Donation to the Zoo.pdf](#)

[22-0315](#) Rahr-West Art Museum "Arts & Treasures" Sale/Fundraising Request, recommend to accept the request.

**Attachments:** [RWAM Art and Treasures Sale Memo.pdf](#)

[22-0316](#) CAWG recommends funding Unbudgeted request from DPI/RAHR for HVAC Improvements at cost of \$23,215, recommend to approve.

**Attachments:** [Capital-Request-Form\\_RWAM HVAC2.pdf](#)  
[CAWG approval.pdf](#)  
[ALC - Automated System Logic Proposal Manitowoc Rahr West 03-14-2022 Re QSE Rahr-West Art Museum HVAC Implementation Prop 031422.pdf](#)

[22-0347](#) 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:** [LPI Licensing Report](#)

[22-0348](#) General City Claims in the amount of \$4,484,994.85 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:** [April Committee Report on Claims](#)  
[3-25-2022](#)  
[4-1-2022](#)  
[4-8-2022](#)  
[4-8-2022 \(2\)](#)

## 5. Personnel Committee (Consent)

[22-0200](#) Request to Approve Sick Leave Policy and PTO Language Revisions; recommending to approve

**Attachments:** [Memo to Council re Sick Leave PTO revisions 04.2022 .pdf](#)  
[2022 Sick Leave- PTO Changes Recommendation rev 2.pdf](#)

## 6. Public Infrastructure Committee (Consent)

[22-0233](#) PC 12-2022: Howe: Request Use of City Owned Land for the Establishment of a Stormwater Retention Facility. Reed Avenue / Lincoln Park, recommending approval

**Attachments:** [22-0233 Report to Council Howe Request Use City Land.pdf](#)  
[HOWE-REED-HOA-60X120.pdf](#)  
[Howe Storm water pond request.pdf](#)

[22-0295](#) Surface Water complaint in the Stangel School, Cedar Ave and Cedar Court area, recommending placing on file

**Attachments:** [22-0295 Cedar Court Surface Water Email.pdf](#)

- [22-0296](#) Determine streets to submit for Department of Transportation funding under Bipartisan Infrastructure Law Bill , recommending approval of submitting 1-10 recommendations
- Attachments:** [22-0296 Email](#)
- [22-0297](#) Country Lane Ditching Project; recommending to approve staff to look into other options
- Attachments:** [22-0297 Country Lane Ditching Project.pdf](#)
- [22-0298](#) Request for Waiver of fees for Manitowoc Junior Ships Baseball, recommending approval
- Attachments:** [22-0298 Waiver of Fees for Junior Ships BB.pdf](#)
- [22-0299](#) Request for Waiver of Fees for Youth Tennis Lesson Program through YMCA, recommending approval
- Attachments:** [22-0299 Waiver of Fees for Youth Tennis program through YMCA.pdf](#)
- [22-0308](#) Manitowoc Public School District Ball Diamond Agreement, recommending approval
- Attachments:** [22-0308 MPSD Ball Daimond Agreement 2022.pdf](#)
- [22-0312](#) Silver Creek Park Ecological Restoration; recommending to approve and continue to allow the Parks Department to continue the restoration
- Attachments:** [22-0312 Memo for PI Committee Silver Creek Ecological Restoration.pdf](#)
- [22-0313](#) Request for Waiver of Fees for Special Olympics Volleyball Practice, recommending approval
- Attachments:** [22-0313 Waiver of Fees for Special Olympics VB Practice.pdf](#)
- [22-0314](#) City Facility Usage and Maintenance Agreement with Roncalli Catholic Schools for Use of City Park and Recreation Facilities, recommending approval
- Attachments:** [22-0314 RCS facility use agreement 2022 \(002\).pdf](#)
- [22-0318](#) Manitowoc Family Aquatic Center 2022 Pre-Season Update, recommending approval
- Attachments:** [22-0318 Memo Pre-season Update \(002\).pdf](#)  
[22-0318 Staff Manual 2022.pdf](#)
- [22-0354](#) Report of Board of Public Works of 3/23/2022, of bids received for 2022 Concrete Paving Program, WS-22-1; recommending awarding the base bid plus alternate to low bidder, Vinton Construction Company, in the amount of \$1,459,451.42
- Attachments:** [Report of BPW - WS-22-1](#)

[22-0355](#) Report of Board of Public Works of 3/23/2022, of bids received for 2022 Seal Coating Program, Project WS-22-6; recommending awarding to low bidder, Fahrner Asphalt Sealers, LLC, in the amount of \$131,250.74

**Attachments:** [Report of BPW - WS-22-6](#)  
[Memo WS-22-6](#)

[22-0356](#) Report of Board of Public Works of 3/23/2022, of quotes received for an Aerial Lift Truck with Chipper Box, QE-22-4; recommending awarding to low quoter, Altec, in the amount of \$245,085.00

**Attachments:** [Report of BPW - QE-22-4](#)  
[QE-22-4 Memo](#)

[22-0357](#) Report of Board of Public Works of 3/23/2022 of approval to enter into AGMT-22-04 with Treeo's Tree Service for Ash Tree Removal and Stump Grinding throughout the City for a contract price of \$24,915.00; recommending acceptance of report and place on file

**Attachments:** [Report of BPW AGMT-22-04](#)  
[AGMT-22-04](#)

[22-0358](#) Report of Board of Public Works of 4/6/2022, of bids received for 2022 Epoxy Painting, WS-22-9; recommending awarding to low bidder, Century Fence Co., in the amount of \$206,931.05

**Attachments:** [Report of BPW - WS-22-9](#)

[22-0359](#) Report of Board of Public Works of 4/6/2022, of bids received for 2022 Sewer Re-Lining, WU-22-7; recommending awarding to low bidder, Insituform Technologies USA, LLC, in the amount of \$508,212.70

**Attachments:** [Report of BPW - WU-22-7](#)

[22-0360](#) Report of Board of Public Works of 4/6/2022, of bids received for Baseball Diamond Fencing Replacement at Halvorsen & Rheume Parks, WB-22-18; recommending awarding to low bidder, Fortress Fence, in the amount of \$46,109.00

**Attachments:** [Report of BPW - WB-22-18](#)

[22-0361](#) Report of Board of Public Works of 4/6/2022, of bids received for 2022 Lincoln Park Zoo Mountain Lion Exhibit Design & Build, WB-22-16R; recommending to refer the bid to the Director of Public Infrastructure for tabulation and recommendation

**Attachments:** [Report BPW - WB-22-16R](#)

[22-0362](#) Report of Board of Public Works of 4/6/2022 of approval to enter into AGMT-22-06 with Mulch Express of Wisconsin for Furnishing and Installing wood Chips for 15 City Parks, 2 Flowerbeds, and 2 Islands at S 26th St & Calumet Ave for a contract price of \$12,450.00; recommending acceptance of report and place on file

**Attachments:** [Report of BPW AGMT-22-06](#)  
[AGMT-22-06](#)

[22-0363](#) Report of Board of Public Works of 4/6/2022 of approval to enter into AGMT-22-07 with Patriot Fence and Construction LLC for repairs to fencing at Lincoln Park and Fleetwood Park, for a contract price of \$5,495.00; recommending acceptance of report and place on file

**Attachments:** [Report of BPW - AGMT-22-07](#)  
[AGMT-22-07](#)

[22-0364](#) Report of Board of Public Works of 4/6/2022 of approval to enter into AGMT-22-08 with Schaus Mechanical for Metal Countertops at Silver Creek Park, for a contract price of \$8,560.00; recommending acceptance of report and place on file

**Attachments:** [Report of BPW - AGMT-22-08](#)  
[AGMT-22-08](#)

## 7. Public Safety Committee (Consent)

[22-0327](#) Request for a "No U-Turn" sign to be placed on Dewey Street in median across from the exit of Kwik Trip by South 42nd Street; recommending to deny the request and place on file.

**Attachments:** [RE\\_Sign Request Dewey St at Kwik Trip.pdf](#)  
[Aerial Photo of Dewey St. at Kwik Trip Festival Food.pdf](#)  
[S 42ND ST - DEWEY ST.pdf](#)

## 8. Plan Commission (Consent)

[22-0230](#) PC 10-2022: TLG Holdings LLC: Review of Subdivision Concept Plan off of Albert Drive; parcel # 756-000-210 (To-Be-Named) Subdivision; recommending to approve the Albert Drive subdivision concept plan

**Attachments:** [22-0230 Report to Council TLG Holdings Subidivision.pdf](#)  
[PC 10-2022 22005sp\\_rev3-21-22.pdf](#)

[22-0231](#) PC 13-2022: Assignment of a 1996 Conditional Use Permit to Whispering Meadows MHC LLC for the Continued Operation of a Manufactured Home Park located in the 3100 block of Viebahn Street; recommending to approve the assignment of a 1996 Conditional Use Permit to Whispering Meadows MHC LLC for the continued operation of a Manufactured Home Park located in the 3100 block of Viebahn Street

**Attachments:** [22-0231 Report to Council Whispering Meadows CUP assignment.pdf](#)  
[22-0231 PC Report Whispering Meadows MHC LLC.pdf](#)

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

[22-0345](#) Report of Special Events Committee recommending approval for the following events subject to Council action: Memorial Day Parade & Ceremony on 5/30/22 (Street Closures for parade: S 8th from Madison to Huron, Huron to Michigan, N 18th from Michigan to the Veterans Memorial); HFM/Froedert Maritime Marathon on 6/12/22 (Closure of lift bridge (no openings allowed) & one-way closure on Viebahn St & Lakeside Blvd.; waiver of noise ordinance from 6:30 am to 7:30 am); Lakeshore Balloon Glow on 8/19/22 (4 hour closure of Quay St between S 6th & S 8th Sts.); Windigo Fest on 9/30-10/2/22 (Waiver of noise ordinance to 1 am on Friday and Saturday)

**Attachments:** [Report of Special Events Requiring Council Approval](#)  
[Windigo Fest](#)  
[HFM Froedert Maritime Marathon](#)  
[Memorial Day Parade & Ceremony](#)  
[Lakeshore Balloon Glow](#)

[22-0346](#) Ordinance regulating terms of boards, commissions and committees

**Attachments:** [Ord regulating terms for committees commissions and boards](#)

### 2. Finance Committee

[22-0304](#) Review and discussion on a potential term sheet / development agreement with MTM

**Attachments:** [MTM Term Sheet - Final](#)

[22-0306](#) Ordinance amending of Manitowoc Municipal Code 3.150 - Creating A Room Tax Commission

**Attachments:** [Memo re Room Tax Ordinance Changes.pdf](#)  
[Ord to amend 3.150 creating a Room Tax Commission](#)



[22-0368](#) Resolution to approve the City of Manitowoc Acceptable Use Policy for Technology and Information Resources

**Attachments:** [Res to approve an Acceptable Use-Technology Info Policy](#)

[22-0369](#) Update from Manitowoc Public Utilities on Wastewater Treatment Facility

**Attachments:** [2022-04-14 Memo \(Comm\) WWTF Update to Common Council](#)

[22-0370](#) Resolution authorizing execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

**Attachments:** [2022-04-08 PF-Only Resoultion 2022 Manitowoc](#)

### 3. Personnel Committee

[22-0293](#) Resignation Notice of City Attorney McDaniel

**Attachments:** [McDaniel Notice of Resignation.pdf](#)

[22-0294](#) Resignation Notice of Finance Director Alfred

**Attachments:** [Alfred Resignation 03.2022.pdf](#)

[22-0349](#) Resolution to approve the revised Firefighter/Paramedic Job Description

**Attachments:** [Res to approve revisions to firefighter paramedic JD final](#)  
[Firefighter-Paramedic 10057-Rev 04-2022-Clean copy to Council](#)

[22-0350](#) Resolution to approve Employee Policy Manual Revisions, April 2022

**Attachments:** [Res EPM Updates Personnel Committee April 2022 final](#)  
[Revised EPM-04.2022 CLEAN for Council approval](#)  
[Memo to Council re EPM Revisions 04.2022 \(002\) \(1\).pdf](#)  
[Revised EPM-04.2022 with tracked changes for Council approval \(1\).pdf](#)

### 4. Public Infrastructure Committee

[22-0372](#) Resolution to proclaim May 4, 2022 as World Migratory Bird Day in the City of Manitowoc

**Attachments:** [Bird Day Resolution-2022](#)

### 5. Public Safety Committee

[22-0328](#) Ordinance to amend Section 10.390 of the MMC regulating parking on Washington Street.

**Attachments:** [Ord to Prohibit Parking on Washington at S. 12th St. final](#)  
[No Parking on Washington Street between S. 11th St and S. 12th St..pdf](#)  
[Washington St at S 12th St..pdf](#)

[22-0329](#) Ordinance to amend Section 14.110 of the MMC regulating trapping.

**Attachments:** [Trapping Ordinance Final](#)

## 6. Plan Commission

[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](#)

[22-0371](#) Resolution Creating Tax Incremental District No. 23, Approving its Project Plan and Establishing its Boundaries

**Attachments:** [TID 23 CC Resolution](#)  
[TID23\\_DistrictBoundary](#)  
[Project Plan Draft 4.4.22](#)  
[Project Plan Draft 4.15.22 - Final](#)

## J. OTHER BUSINESS

## K. ADJOURN

*1. Next Scheduled Common Council Meeting: Tuesday, April 19, 2022 at 5:00 p.m. and Monday, May 16, 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