



City of Manitowoc

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

Meeting Minutes

Common Council

Monday, June 20, 2022

6:30 PM

Council Chambers

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

A. CALL TO ORDER

B. ROLL CALL

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

C. PLEDGE OF ALLEGIANCE & INVOCATION

D. PRESENTATIONS

[22-0538](#)

City Clerk administers Oath of Office and Badge Pinning for various Manitowoc Fire Rescue Department Employees

E. PUBLIC HEARINGS

[22-0539](#)

6:31 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit for an Adaptive Reuse located at 1127 & 1133 S. 16th Street

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on June 6, 2022 and June 13, 2022. (Proof of publication is on file in the City Clerk's Office)

No parties appeared to speak on this matter.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

[22-0540](#)

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-6 Multiple Family to I-2 Heavy Industrial for property located at the Southwest Corner of S. 16th and Clark Streets

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on June 6, 2022 and June 13, 2022. (Proof of publication is on file in the City Clerk's Office)

No parties appeared to speak on this matter.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

[22-0541](#)

6:33 PM - Public Hearing for the purpose of hearing any and all interested parties in the matter of a proposed Conditional Use Permit located at 5005 Vista Road for the establishment of a 20-bed Community Based Residential Facility

Mayor declared the meeting open for a public hearing on this matter.

City Clerk reported that the notice of the public hearing was published in the Herald Times Reporter on June 6, 2022 and June 13, 2022. (Proof of publication is on file in the City Clerk's Office)

Karen Kaderabek spoke of the concerns of the security and safety of the neighborhood as it is a residential area.

A email was submitted against the request because of the area being a residential neighborhood and it will affect the safety and security of the neighborhood.

Mayor declared the public hearing closed. (A recording of the entire public hearing is on file in the City Clerk's Office).

G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR

[22-0544](#)

Mayor makes the following appointment: Crime Prevention Committee - Anissa Fencil (term: 6/21/2022 - 6/1/2023)

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

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

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.

H. CONSENT AGENDA

1. Removal of Consent Agenda Items

Approval of the Consent Agenda

Moved by Czekala, seconded by Sitkiewitz, 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, Beeman, Cummings, Boldt, Reckelberg and Kaderabek

2. Miscellaneous

[22-0542](#) Minutes of May 16, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 5-16-22](#)

[22-0543](#) Minutes of June 7, 2022 Common Council meeting, recommending approval and place on file

Attachments: [Minutes 6-7-2022](#)

3. Committee of the Whole (Consent)

[22-0550](#) TID No. 21 Development Agreement with Kona Realty LLC, recommending acceptance and place on file

Attachments: [TID 21 Development Agreement](#)

[22-0560](#) Report of Special Events Committee relative to approval of the following events: Waiver of Fees: Breakfast on the Farm on 6/12/2022; Cool City Classic Car Cruise on 6/24/2022; Waiver of Fees: Blood Drives on 7/6/2022, 9/6/2022, 1/13/2023; Residential Block Party - 700 Block Hamilton St on 7/9/2022; Human Trafficking Awareness Drive on 9/3/2022; Waiver of Fees: Fall Kick Off on 9/11/2022; Hornet Hustle on 9/25/2022; recommending acceptance of report and place on file

Attachments: [Events approved by SEC 2022-05-12 to 2022-06-15](#)

[Breakfast on the Farm](#)

[Cool City Classic Car Cruise](#)

[American Red Cross Blood Drive](#)

[Residential Block Party](#)

[Human Trafficking Awareness Drive](#)

[Fall Kick Off](#)

[Hornet Hustle](#)

4. Finance Committee (Consent)

[22-0509](#) Request to add the Director of Tourism as a permanent voting member of the Special Events Committee, recommending to approve the request

Attachments: [Tourism Request](#)

[22-0511](#) Request from Manitowoc County Expo/Fair entertainment pavilion purveyors to extend live band music performances on Friday, August 26th and Saturday, August 27, 2022 to 11:30 p.m. with beer sales ending at Midnight and with music stopping at 11:00 p.m. on Wednesday, Thursday, and Sunday and beer sales discontinuing at 11:30 p.m.; recommending to approve the request

Attachments: [Fair Request](#)

[22-0513](#) CAWG request for Unbudgeted funds to purchase a Traffic Counter, recommending to approve the request

Attachments: [Traffic Counter](#)

[22-0514](#) L20-00117 Brotski Claim for >\$5,000 for Injuries from City Street, recommending to deny the claim

Attachments: [Brotski Claim](#)

[22-0516](#) Donation to Parks Department for sign indicating the Vetter Trailhead in Camp Vits; recommending to approve and accept the donation

Attachments: [Vetter Trailhead Sign](#)

[Vetter Trailhead Sign Installed 1](#)

[Vetter Trailhead Sign Installed 2](#)

[22-0517](#) Request to enter into agreement with DocuSign, recommending to enter into the agreement

Attachments: [Clerk Memo](#)

[Adoption Consulting Lite \(AC-Lite\) Datasheet](#)

[DRAFT - City of Manitowoc- 500 Envelopes DocuSign Order Form](#)

[FX2 2022-05-31](#)

[DocuSign University Overview](#)

[DocuSign Premier Support Plan Datasheet](#)

[22-0546](#) General City Claims in the amount of \$5,081,811.63 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: [Committee Report on Claims](#)

[5-20-2022](#)

[5-27-2022](#)

[6-3-2022](#)

[6-10-2022](#)

[6-14-2022](#)

[6-17-2022](#)

[22-0547](#) 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](#)

5. Personnel Committee (Consent)

[22-0483](#) Update on WPPA Grievance Resolution; recommending to approve and place on file

Attachments: [MOU re Seasonal Police Assistant 2022.pdf](#)

6. Public Infrastructure Committee (Consent)

[22-0486](#) Revised Task Order for AECOM, recommending approval

Attachments: [Newton Pit Bal 2022 Services -Task Order_final_051722.pdf](#)

[22-0551](#) Progress Invoice from Wisconsin Department of Transportation totaling \$1,024.75; recommending payment

Attachments: [DOT Progress Invoice](#)

[22-0552](#) Report of Board of Public Works of 5/25/2022 for 6th and final payment of \$43,705.95 to Vinton Construction Company for N 8th St & Maritime Dr Intersection Improvements, WS-21-13; recommending payment

Attachments: [6th & Final Payment - Vinton Construction Co](#)

[22-0553](#) Report of Board of Public Works of 6/8/2022 for 2nd and final payment of \$4,015.41 to Highway Landscapers Inc. for Magnolia Ave Retaining Wall Replacement, WB-21-27; recommending payment

Attachments: [2nd & Final Payment to Highway Landscapers Inc.](#)

[22-0554](#) Report of Board of Public Works of final payments to contractors for agreements under \$25,000.00; recommending acceptance and place on file

Attachments: [Report of BPW - Payment](#)

[22-0555](#) Report of Board of Public Works of 5/25/2022, of bids received for 2022 Sanitary & Storm Sewer Construction, WU-22-8; recommending awarding to low bidder, Vinton Construction Company, in the amount of \$287,766.27

Attachments: [Report of BPW WU-22-8](#)

7. Public Safety Committee (Consent)

[22-0527](#) Sex Offender Residency Board Appeal for Joseph William Berres; recommending to approve the request

8. Plan Commission (Consent)

I. COMMITTEE REPORTS

1. Committee of the Whole

[22-0545](#) Resolution to approve the Organizational Structure of the City Clerk and

Finance Departments

Attachments: [Mayor Memo](#)[Res reorg structure of City Clerk and Finance Departments final](#)[DRAFT Finance with names-06.2022.pdf](#)[DRAFT City Clerk with names-06.2022.pdf](#)

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

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

[22-0561](#)

Report of Special Event Committee recommending approval for the following events subject to Council action: Manitowoc Salmon Derby on 7/1-7/4/2022 (Waiver of noise ordinance until 11:30 pm on Fri. & Sat, extension of fermented beverage sales on City property until 11:30 pm); July 3rd Celebration on 7/3/2022 (Closure of Quay St from 6th to 8th, waiver of noise ordinance until 11:30 pm); Fourth on the Shore/Subfest on 7/4/2022 (Street closures for parade: S 8th St from Madison to Maritime Dr and Maritime Dr from N 8th St to Huron with closure of parking lanes. Fourth on the Shore/Fireworks Closures: Parking lane on E side of Maritime Dr, southbound traffic from Memorial/Waldo roundabout onto Maritime Dr to be detoured up Cleveland Ave; closure of S pier); Parish Picnic on 8/12-8/14/2022 (Road closure on N 14th St between Waldo Blvd & Menasha Ave); Car, Motorcycle, & Vintage Camper Show on 8/14/2022 (Closure of S 11th & 12th Streets between Washington & Marshall Streets; waiver of rules prohibiting alcohol in the park

Attachments: [Manitowoc Salmon Derby](#)[Events for Council Approval 2022-05-12 to 2022-06-15](#)[Car, Motorcycle & Vintage Camper Show](#)[St Francis of Assisi Parish Picnic](#)[Fourth on the Shore -Subfest](#)[July 3rd Celebration](#)

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

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

2. Finance Committee

[22-0515](#)

Pelion Plan Agreement and Resolution update as required by the IRS

Attachments: [Resolution to approve restatement of Pelion FICA Retirement etc. Plan final](#)
[ASC1013-AA Packages-Basic Plan Document](#)
[ASC1013-AA Packages-City of Manitowoc-IRS Letter](#)
[ASC1013-AA Packages-City of Manitowoc-Resolution](#)
[ASC1013-AA Packages-City of Manitowoc-Trust Agreement](#)
[ASC1013-AA Packages-City of Manitowoc-Adoption Agreement](#)
[ASC1013-AA Packages-City of Manitowoc-Letter of Explanation](#)
[ASC1013-AA Packages-City of Manitowoc-Summary Plan Description](#)
[Pelion Plan](#)

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

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

[22-0548](#) Report of the Industrial Development Corporation of protective covenants for the I-43 Hecker-Viebahn Industrial Park

Attachments: [IDC Report](#)

Moved by Brey, seconded by Sitkiewitz, to create the I-43 Hecker-Viebahn Protective Covenants and Authorize the Industrial Development Corporation to act as the City's agent to promote, develop and manage the I-43 Hecker-Viebahn industrial Park per the responsibilities detailed in the by-laws of the Industrial Development Corporation. The motion carried by the following vote:

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

3. Personnel Committee

[22-0479](#) Request to Purchase Unbudgeted ACA Module in UKG for 2022

Attachments: [Memo PC.Council ACA module UKG.pdf](#)
[Q-40926 City of Manitowoc ACA 4.28.22.pdf](#)

Moved by Sitkiewitz, seconded by Vanderkin, to approve the request. The motion carried by the following vote:

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

[22-0549](#) Resolution to approve a Professional Service Agreement with Carlson Dettmann Consulting for Market Measurement and Pay Plan Management Services

Attachments: [City of Manitowoc WI Market Update Final for Council approval](#)
[Res approve Professional Service Agmt. w Carlson Dettmann for market measurement_pay plan final](#)

**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, Beeman, Cummings, Boldt,
Reckelberg and Kaderabek

4. Public Infrastructure Committee

[22-0488](#) Donation Tube Request for Alpaca Materials

Attachments: [Alpaca Acquisition Memo.pdf](#)

**Moved by Cummings, seconded by Brey, to approve the request. The motion
carried by the following vote:**

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

[22-0556](#) Agreement with Bodart Electric Service, Inc to complete the traffic signal
upgrade on the connecting highway intersection at South 8th and Franklin St

Attachments: [Memo - Staff Recommendations to Common Council for Agreement
with Bodart for DOT's SISP Traffic Signal Project at South 8th
Franklin St
Bodart Agreement](#)

**Moved by Cummings, seconded by Brey, to enter into the agreement. The motion
carried by the following vote:**

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

[22-0557](#) Stormwater Management Facility Maintenance Agreement with Setzer
Properties ZGBY, LLC located at the NE quadrant of Viebahn St and S 42nd St

Attachments: [Pond Maintenance agreement \(002\)](#)

**Moved by Cummings, seconded by Brey, to enter into the agreement. The motion
carried by the following vote:**

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

5. Public Safety Committee

6. Plan Commission

[22-0461](#) PC 15-2022: Cream Community Development, LLC: Request for a Conditional
Use Permit for an Adaptive Reuse pursuant to 15.370(29) located at 1127 &
1133 S. 16th Street.

Attachments: [22-0461 Report to Council Cream Community CUP.pdf](#)
[22-0461 PC Report Cream Community CUP.pdf](#)

**Moved by Brey, seconded by Sitkiewitz, to approve the Conditional Use Permit.
The motion carried by the following vote:**

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

[22-0463](#) PC 17-2022: Core Treatment: Request for a Conditional Use Permit pursuant to 15.150(3)f located at 5005 Vista Road for the establishment of a 20-bed Community Based Residential Facility.

Attachments: [22-0463 Report to Council Core Treatment 5005 Vista CUP.pdf](#)
[22-0463 PC Report Core Treatment Services.pdf](#)

Moved by Brey, seconded by Sitkiewitz, to approve the Conditional Use Permit. The motion carried by the following vote:

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

[22-0558](#) Ordinance to rezone property located at the SW Corner of S 16th and Clark Streets

Attachments: [Ordinance PC 16-2022 WAF](#)
[PC 16-2022 Rezone BW](#)

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

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

[22-0559](#) Resolution to adopt the Public Participation Plan for the update of the Comprehensive Plan for the City of Manitowoc

Attachments: [Manitowoc Comp Plan Update - Public Participation Plan 5.25.22](#)
[PPP CC Resolution Manitowoc 6-20-22](#)

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

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

J. OTHER BUSINESS

K. ADJOURN

Moved by Czekala, seconded by Sitkiewitz, that this meeting be adjourned at 7:08 p.m. The motion carried by the following vote:

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

**Mackenzie Reed-Kadow
City Clerk**