



# City of Manitowoc

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

## Meeting Minutes

### Common Council

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Monday, February 17, 2025

6:30 PM

Council Chambers

Note: This meeting will also be held via remote conferencing software (Zoom)

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#### A. CALL TO ORDER

#### B. ROLL CALL

**Alderspersons Present:** 10 - Chad Beeman, Michael Cummings, Tim Boldt, Todd Reckelberg, Brett Norell, Bill Schlei, Eric Sitkiewitz, Jim Brey, William DeBaets and Brett Vanderkin

#### C. PLEDGE OF ALLEGIANCE & INVOCATION

#### D. PRESENTATIONS

[25-0120](#)

City Clerk administers Oath of Office to Detective Alex Nebel, followed by Badge Pinning

[25-0121](#)

City Clerk administers Oath of Office to Captain of Detectives Cooper Schmidt, followed by Badge Pinning

[25-0122](#)

City Clerk administers Oath of Office to Police Lieutenant Matthew Klein, followed by Badge Pinning

[25-0123](#)

Commendation by Mayor Nickels to commend, congratulate and wish a happy retirement to K9 Neko

#### E. PUBLIC HEARINGS

[25-0124](#)

Public Hearing to be held at 6:31 p.m. for the purpose of hearing any and all interested parties in the matter of a proposed change in zone from R-4 Single and Two Family Residential to R-6 Multiple Family for property located east of Kinglet Drive and South of Viebhan Street. (Parcel 801-102-061)

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 February 3, 2025 and February 10, 2025. (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.)

[25-0125](#)

Public Hearing to be held at 6:32 p.m. for the purpose of hearing any and all interested parties in the matter of a proposed Amendment to a Conditional Use Permit for the expansion of an existing Manufactured Home Park for property located east of Kinglet Drive and South of Viebahn Street. (Parcel 801-102-061)

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 February 3, 2025 and February 10, 2025. (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.)

## **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 part of the official record.

[25-0126](#)

Previously submitted Public Input

## **G. APPOINTMENTS AND BUSINESS PRESENTED BY THE MAYOR**

## **H. CONSENT AGENDA**

### **1. Removal of Consent Agenda Items**

None

### **Approval of the Consent Agenda**

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

**Aye:** 8 - Beeman, Cummings, Boldt, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

**Abstain:** 2 - Reckelberg and Norell

### **2. Miscellaneous**

[25-0127](#)

Minutes of the January 20, 2025 Common Council meeting; recommending approval and place on file

[25-0128](#)

Thank you letters from Salvation Army and Society of St. Vincent de Paul for donation from the Schuette, Wernecke, Wilda, Rank Christmas Fund; recommending to accept and place on file

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

[25-0139](#) Report of Special Events Committee relative to the approval of the following events: Spring Vendor Craft Fair on 4/12/2025; Ultimate Lakeshore Weekend on 6/20/2025-6/22/2025; Sing Along Play Along on 7/9/2025; Sexual Assault Awareness Month Fun Run on 4/19/2025; Downtown Manitowoc Farmers Market on Saturdays from 5/3/2025-10/25/2025; and Manitowoc Area Pickleball Tournament on 8/9/2025; recommending approval

[25-0140](#) Report of Special Events Committee relative to the approval of the following waiver of fees: AMVETS Memorial Day Picnic on 5/26/2025; and Manitowoc Police Shop with a Cop on 12/10/2025-12/12-2025; recommending approval

**4. Finance Committee (Consent)**

[25-0074](#) Presentation by Brad Viegut from Robert W. Baird & Co. Inc. on City's 2025 Debt Financing Plan; recommending to place on file

[25-0081](#) 4th Qtr. 2024 Claims Report; recommending to accept and place on file

[25-0082](#) Out of State Travel Request - Community Development - GIS Coordinator - 2025 ESRI User Conference in San Diego, CA - July 14-18, 2025; recommending to approve the request

[25-0089](#) Settlement of Damage to Red Arrow Park Tennis Courts; recommending to accept the settlement proposal and direct the City Attorney to execute the property damage release and any further documents as he determines is necessary to conclude this matter

[25-0090](#) L24-00125 Claim for Damages - E. Allain; recommending to deny the claim and place on file

[25-0129](#) General City Claims in the amount of \$2,395,654.38 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

**5. Personnel Committee (Consent)**

[25-0071](#) Request for Out of State Travel Request for the City of Attorney to the IMLA Mid-Year Seminar in Washington D.C. for April 25-28, 2025; recommending to approve the request

**6. Public Infrastructure Committee (Consent)**

[25-0097](#) Mobile Cookie Booth Request; recommending approval

[25-0098](#) Request to Erect Crosses at Evergreen Cemetery; recommending approval

[25-0099](#) Transit Development Plan Update for Maritime Metro; recommending approval

with City Attorney review

- [25-0100](#) City Facility Usage and Maintenance Agreement Between The City of Manitowoc and Roncalli Catholic School; recommending approval
- [25-0101](#) City Facility Usage and Maintenance Agreement Between The City of Manitowoc and Manitowoc Youth Baseball Association; recommending approval
- [25-0103](#) Request to Use Metal Detector on City Property at the corner of Viebahn Street and Hecker Road; recommending approval with signed liability waiver that is only for that particular parcel. Notification of dates and timeline entering property with the City Staff and to fill in any holes that will potentially be made.
- [25-0104](#) Request for Michelle Michels to escort a 1-day Senior Center trip to Lake County, IL in May 2025; recommending approval
- [25-0105](#) Request for Michelle Michels to escort a 3-day Senior Center trip to Dubuque, Iowa in September 2025; recommending approval
- [25-0130](#) Port of Manitowoc - Tonnage and Harbor Activity Report for year 1-01-2024 through 12-31-2024; recommending to accept and place on file
- [25-0131](#) Report of Board of Public Works of 1/29/2025 for an appeal for snow removal assessment for property located at 3713 Division Street; recommending to rescind the assessment and not allow the property owner to appeal if it happens again
- [25-0132](#) Report of Board of Public Works of 1/29/2025 for an appeal for snow removal assessment for property located at 910 Mac Arthur Street; recommending to rescind the assessment and not allow the property owner to appeal if it happens again
- [25-0138](#) Various Progress Invoices from the Wisconsin Department of Transportation; recommending payment
- [25-0143](#) Report of Board of Public Works of 2/12/2025 of an appeal for snow removal assessment for property located at 1801 S 39th Street; recommending to deny the appeal for December 23rd, 2024 and uphold the appeal for December 26th, 2024
- [25-0144](#) Report of Board of Public Works of 2/12/2025 of an appeal for noxious weed assessment for property located at 3304 Mero Street; recommending to uphold the appeal and not allow the property owner to appeal if it happens again
- [25-0145](#) Report of Board of Public Works of 2/12/2025 of approval to enter into AGMT-25-01 with Mulch Express, to furnish and install certified wood chips for City Playgrounds, Flowerbeds and islands at South 26th and Calumet Avenue as outlined in "Exhibit A", Mulch Express Proposal; recommending acceptance of report and place on file
- [25-0146](#) Report of Board of Public Works of 2/12/2025, of bids received for 2025 Televising Miscellaneous Sewers I - Project WU-25-5; recommending awarding

to Green Bay Pipe & TV, LLC in the amount of \$49,087.24

- [25-0147](#) Report of Board of Public Works of 2/12/2025, of bids received for 2025 Sewer Re-Lining - Project #WU-25-7; recommending awarding to Visu-Sewer in the amount of \$363,501.00

## **7. Public Safety Committee (Consent)**

- [25-0111](#) Downtown Core Sign Code and Design Review Overlay District Map Update; recommending to approve the Downtown Core Sign Code and Design Review Overlay map amendments
- [25-0113](#) Sex Offender Residency Board Appeal for Rondal Brueggeman; recommending to approve the appeal
- [25-0114](#) Sex Offender Residency Board Appeal for Ryan Zellner; recommending to approve the appeal

## **8. Plan Commission (Consent)**

- [25-0043](#) PC 2-2025: Annual Review of Community Living Arrangements pursuant to MMC 15.370(19)b; pursuant to section 15.370(19) the Plan Commission has reviewed the Community Living Arrangements and is recommending to the Council to approve the associated licenses for the Community Living Arrangements for 2025
- [25-0044](#) PC 6-2023: Annual Review McMullen & Pitz Construction Co.; Conditional Use Permit for the Establishment of a Contractor's Storage Yard pursuant to 15.330(4) located off of S. 26th and Franklin Streets; recommending to approve the annual review of the Conditional Use Permit to McMullen & Pitz Construction Company / 110 East 310 LLC for the continued use of a Contractor's Equipment Storage Yard in I-1 Light Industrial zoning district pursuant to the conditions
- [25-0045](#) PC 23-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 1111 Marshall Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 1111 Marshall Street
- [25-0046](#) PC 24-2023: Annual Review: Lotus Recovery Homes: Conditional Use Permit for the Operation of a Transitional Housing at 404, 406 & 408 N. Lake Street; recommending to approve the re-issuance of the Conditional Use Permit to Lotus Recovery Homes Inc. for the transitional housing use located at 404, 406 and 408 N Lake Street

- [25-0047](#) PC 25-2023: Annual Review : The Haven of Manitowoc County; Conditional Use Permit for the Operation of a Transitional Housing at 826 S. 19th Street; recommending to approve the re-issuance of the Conditional Use Permit to The Haven of Manitowoc County for the transitional housing use located at 826 S 19th Street

## I. COMMITTEE REPORTS

### 1. Committee of the Whole

- [25-0141](#) Report of the Special Events Committee recommending approval for the following events subject to Council Action: Metro Jam on 6/20/2025-6/21/2025 (Waiver of alcohol at Washington Park); and Sputnikfest on 9/6/2025 (Road closure of Park Street from N 7th Street through 9th Street from 12:00 p.m. on 9/5/2025 to 8:00 a.m. on 9/7/2025, and closure on N 8th Street from State Street through St. Clair Street during the same time frame)

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

- [25-0142](#) Resolution Authorizing Submission of the US DOT Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Grant on behalf of Briess Malt & Ingredients Co.

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

### 2. Finance Committee

- [25-0083](#) Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$8,680,000 General Obligation Promissory Notes

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

- [25-0084](#) Resolution Authorizing the Issuance of Not to Exceed \$7,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$7,000,000 Note Anticipation Notes in Anticipation Thereof

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0085](#) Resolution Authorizing the Issuance of Not to Exceed \$9,000,000 General Obligation Promissory Notes and Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$9,000,000 Taxable Note Anticipation Notes in Anticipation Thereof

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0086](#) Scope of Engagement Re: Proposed Issuance of \$8,680,000 City of Manitowoc (the "City") General Obligation Promissory Notes (the "Securities")

**Moved by Brey, seconded by Reckelberg, to authorize and approve the city entering into the agreement. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0087](#) Scope of Engagement Re: Proposed Issuance of \$7,000,000 City of Manitowoc (the "City") Note Anticipation Notes (the "Securities")

**Moved by Brey, seconded by Reckelberg, to authorize and approve the city entering into the agreement. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0088](#) Scope of Engagement Re: Proposed Issuance of \$9,000,000 City of Manitowoc (the "City") Taxable Note Anticipation Notes (the "Securities")

**Moved by Brey, seconded by Reckelberg, to authorize and approve the city entering into the agreement. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0091](#) Application for "Class B" Intoxicating Liquor & Fermented Malt Beverage License, TAB-2471, Brittian LLC, 905 Washington St

**Moved by Brey, seconded by Reckelberg, that this Application be denied. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0136](#) Report of IDC relative to the Option and Right of First Refusal with GLTD Holdings LLC for property located off of West Drive (Parcel # 447-003-050)

**Moved by Brey, seconded by Reckelberg, to approve the request and instruct City staff to complete all items related to the Right of First Refusal. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0137](#) Report of IDC relative to the AMMO / Olin Winchester, LLC; Request for

Approval of an Assignment and Assumption of a Land Lease and Option to Purchase (part of Parcel # 449-008-010)

**Moved by Brey, seconded by Reckelberg, to approve the assignment and assumption and instruct City Staff to complete all items related to the Land Lease and Option to Purchase. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

### 3. Personnel Committee

[25-0073](#) Resolution to Revise Seasonal Employment Policy 2025

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0134](#) Resolution for Part-Time Police Officer

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

### 4. Public Infrastructure Committee

[25-0148](#) Agreement with CivicPlus for CivicRec software for the Parks and Recreation Department

**Moved by Cummings, seconded by Reckelberg, that this Agreement be approved. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

### 5. Public Safety Committee

[25-0115](#) Resolution adopting the Manitowoc County hazard mitigation plan 2025-2030

**Moved by Boldt, seconded by Norell, that this Resolution be adopted. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

### 6. Plan Commission

[25-0042](#) PC 20-2024: Whispering Meadows MHC LLC; Request to Amend a Conditional Use Permit for the expansion of an existing Manufactured Home Park



**Moved by Brey, seconded by Schlei, to approve Whispering Meadows MHC LLC's request for a boundary amendment of a Conditional Use Permit that was issued in 2022. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0057](#)

PC 3-2025: City of Manitowoc / Redeemer Lutheran Church: Sale of City-Owned Parcel along N. 16th Street. (Parcel # 155-008-120)

**Moved by Brey, seconded by Schlei, to proceed with the sale of the lot with the Attorney's Office instructed to proceed with all facets of the sale and Redeemer Lutheran Church paying for any of the following costs: drafting of legal descriptions, easement preparation, survey costs, recording costs and closing costs. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

[25-0135](#)

Ordinance amending the amended zone map of the City of Manitowoc entitled: "Zoning Ordinance of Municipal Code of the City of Manitowoc" to rezone the property located east of Kinglet Drive and south of Viebahn Street from R-4 Single and Two Family Residential to R-6 Multiple Family

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

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

## **J. OTHER BUSINESS**

## **K. ADJOURN**

**A motion was made by Schlei, seconded by Sitkiewitz, this meeting be adjourned at 6:58 p.m. The motion carried by the following vote:**

**Aye:** 10 - Beeman, Cummings, Boldt, Reckelberg, Norell, Schlei, Sitkiewitz, Brey, DeBaets and Vanderkin

**Mackenzie Reed  
City Clerk**