



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, October 7, 2020

5:30 PM

Council Chambers

1. Call to Order

J. Novak called the meeting to order at 5:30 p.m.

2. Roll Call

Present: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

Staff Present: D. Koski, G. Minikel, S. Birr, L. Majerus (via zoom)

Others Present: Gerry Neuser, Amber Daugs

3. Public Comment

4. Presentations

5. Consent Agenda

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS: None

Any Committee 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.

[20-0997](#)

Approval of the Minutes from the September 2nd Public Infrastructure Committee meeting.

Attachments: [September 2, 2020 Minutes.pdf](#)

A motion was made by Jim Brey, seconded by John Brunner, that the Minutes from the September 2nd, 2020 meeting were approved. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

6. Discussion and Action Items

[20-0989](#) Proposed Composting Agreement with Manitowoc County

Attachments: [20-0989 Proposed Composting Agreement with Manitowoc County.pdf](#)

Gerry Neuser, Public Works Director from Manitowoc County was present. The County drafted a legal Composting Agreement to replace a letter that was previously used.

A motion was made by Jim Brey, seconded by John Brunner, that the Composting Agreement was entered into for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0987](#) Updated Grow it Forward Community Greenhouse Agreement

Attachments: [20-0987 Revised Community Garden Agreement 2020.pdf](#)

Amber Daugs was present at the meeting and expressed her gratitude for the City's support of the greenhouse. D. Koski explained that the agreement was updated to include the greenhouse and the concrete slab, to updated names and to extended the contract from 3 years to 5 years.

A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that the Grow it Forward Community Greenhouse Agreement was entered into for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0985](#) Revisions to the Special Event Guidelines & Policy

Attachments: [20-0985 Special Event Instructions 10-01-20.pdf](#)

D. Koski informed the Committee that there were updates made to the guidelines and instructions in the Special Events Policy.

A motion was made by Jim Brey, seconded by John Brunner, that the Special Event Policy was approved for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0986](#) Donation of Concrete Slab at Municipal Field

Attachments: [20-0986 Donation of Concrete Slab at Municipal Field.pdf](#)

A motion was made by Jim Brey, seconded by John Brunner, that the donation of concrete slab at Municipal Field was placed on file and referred to Council. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0988](#) Approval of Donation of Tennis/Pickleball Court Improvements

D. Koski said the Tennis Club said they will be donating nets and net straps and new netting behind the Pickleball courts at Citizen Park to support local tennis and pickleball.

A motion was made by Chairperson Jeremiah Novak, seconded by Jim Brey, that the donation of tennis/pickleball court improvent request was placed on file and referred to Council. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0993](#) Revised Cemetery Rules & Regulations, Fee Schedule and Purchase Agreement

Attachments: [20-0993 Fee schedule 10-20-20 \(2\).pdf](#)
[20-0993 Purchase Agreement Revisions 10-01-20 \(2\).pdf](#)
[20-0993 Rules Regulations 10-1-20 \(2\).pdf](#)

A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that the Cemetery Rules and Regulations, Fee Schedule and Purchase Agreement was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0990](#) Abatement of Nuisance Report

Attachments: [20-0990 Abatement of Nuisance Report.pdf](#)

D. Koski informed the Committee that this report is generated from the Tree Commission annually, with assessments generated against the properties.

A motion was made by Jim Brey, seconded by Chairperson Jeremiah Novak, that the Report was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0991](#) Capital Project Request for unbudgeted Deck Repairs & Polymer Overlay on Broadway Street Bridge, recommend to accept the request.

Attachments: [20-0991 CAWG Request for Deck Repairs & Polymer Overlay Bridge.pdf](#)

A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that the Capital Project Request for unbudgeted Deck Repairs & Polymer Overlay on Broadway Street Bridge was approved for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0992](#) Capital Project Request for unbudgeted Cat Walk for Cleaning Off Salters, recommend to accept the request.

Attachments: [20-0992 Cat walk System for Salters.pdf](#)

A motion was made by Jim Brey, seconded by Vice Chair Courtney Hansen, that the Capital Project Request for unbudgeted cat walk for cleaning off salters was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-1000](#) Capital Project Request for unbudgeted Stump Grinder for DPI, recommend to accept the request.

Attachments: [20-1000 CAWG Request for Stump Grinder.pdf](#)

A motion was made by John Brunner, seconded by Jim Brey, that the Capital Project Request for unbudgeted stump grinder was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-0994](#) Stormwater Management Facility Maintenance Agreement with Bayshore Development Landowner's Association, Inc. for Bayshore Drive.

Attachments: [20-0994 Stormwater Management Facility Maintenance Agreement.pdf](#)

A motion was made by Jim Brey, seconded by Vice Chair Courtney Hansen, that the Stormwater Management Facility Maintenance Agreement for Bayshore Drive was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

7. Previously Tabled Items

[20-0890](#) Discussion regarding Maintenance of Culverts within City

Attachments: [20-0890 Culvert Responsibility - Discussion.pdf](#)

This Request was placed on file within the Engineering Department

[20-0781](#) Discussion regarding Ordinance for traffic regulations

This Request was tabled within the Engineering Department

[20-0645](#) Rules for Evergreen Cemetery in planting of gravestone flowers

Attachments: [20-0645 Cemetery dispute over flowers and regulations.pdf](#)

[Cemetery Photo 1.jpg](#)

[Cemetery Photo 2.jpg](#)

[Cemetery Photo showing the sod that was planted when flowers taken out.JPG](#)

L. Majerus explained that we reviewed the policy and reorganized and modified plantings in the Cemetery based on quadrant.

This Request was approved and filed in Engineering Department

8. Convene in Closed Session

A motion was made by Jim Brey, seconded by John Brunner, that the meeting was convene in closed session. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The specific subject matter that may be considered in closed session is:

[20-1008](#) Discussion regarding potential sale of City-owned property on Spring Street

The Committee directed Liz Majerus how to proceed forward.

9. Reconvene in Open Session

A motion was made by Jim Brey, seconded by John Brunner, that the meeting was reconvene in open session. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner

[20-1008](#) Discussion regarding potential sale of City-owned property on Spring Street

This Request was placed on file within Engineering Department

10. Adjournment

A motion was made by Jim Brey, seconded by John Brunner, that the meeting was adjourned at 6:06 p.m. The motion carried by the following vote:

Aye: 5 - Novak, Brey, Vanderkin, Hansen and Brunner