



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, March 11, 2020

5:30 PM

Council Chambers

1. Call to Order

2. Roll Call

Present: 5 - Novak, Kummer, Brey, McMeans and Czekala

Staff Present: D. Koski, G. Minikel, S. Birr, C. Hall, Katelin Dorow, A. Tegen, L. Majerus, C. Peot

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:

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.

[20-0253](#) Approval of the minutes from the February 5, 2020 Public Infrastructure Committee Meeting

Attachments: [February 5, 2020 Minutes.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Minutes from the February 5th, 2020 meeting were approved. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

6. Discussion and Action Items

[20-0221](#) Maritime Metro Transit Route 6B for Waldo Blvd 2020 Reconstruction, recommending approval

Attachments: [20-0221 MEMO for DPI Committee - DPI LETTERHEAD - MMT 15th Waldo 2020.pdf](#)
[20-0221 MMT Route 6B for Waldo Blvd 2020 Recon.pdf](#)

Moved by Kummer, seconded by Brey, that this Request be approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0222](#) City of Manitowoc MS4 Permit for 2019, recommending to place on file

Attachments: [20-0222 2019 Memo requesting action for MS4 Permit.pdf](#)
[20-0222 2019 MS4 Permit.pdf](#)
[20-0222 2019 MS4 Permit New requirements.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the MS4 Report was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0269](#) Request to fill the Operations Manager position within the Department of Public Infrastructure

A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Request to fill the Operations Manager position was approved. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0223](#) Request to fill Custodian position due to a retirement

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Request to fill the Custodian position was approved. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0224](#) Special Event Fees

Attachments: [20-0224 Special Event Fees.pdf](#)
[20-0224 Special Event Fee Memo PI 3-11-20.pdf](#)

D. Koski explained that a BPI was held and the event fee that was created was to be used to replace picnic tables and benches that are in need of replacing.

J. Brey made a motion to approve the request and J. Novak seconded; however, after further discussion the motion was rescinded.

The Committee discussed further and would like the Special Event Fee of \$50/Event to be paid by room tax monies to be removed from the Fee schedule.

A motion was made by Jim Brey, seconded by Vice Chair Lee H. Kummer, that the fee Request of additional cancellation fees was approved for consent

agenda.

The motion was amended by Kummer.

A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Special Event Fees Request was approved as amended to strike out Special Event Fees to be paid from Room Tax for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0274](#)

Stormwater Management Maintenance Agreement with Meijer Stores Limited Partnership, a Michigan Limited Partnership, recommending approval

Attachments: [20-0274 Stormwater Maintenance Agreement for Meijer.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Stormwater Management Maintenance Agreement with Meijer Stores Limited Partnership Agreement was approved for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0276](#)

Stormwater Management Maintenance Agreement with MTM Real Estate LLC, recommending approval

Attachments: [20-0276 Stormwater Maintenance Agreement for MTM.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Scott McMeans, that the Stormwater Management Maintenance Agreement with MTM Real Estate, LLC was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0271](#)

Concession Stand Operation Agreement with The Konop Companies, Inc. for 2020 season

Attachments: [20-0271 Memo- MFAC concessions contract.pdf](#)

[20-0271 Concession Stand Operation Agmt_March 2020.pdf](#)

D. Koski explained that this is related to outsourcing the concessions with a Request for Proposal. The City Attorney has reviewed and waiting for Konops to respond back.

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Concessions Agreement was approved pending no changes from Konops and will be forwarded for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0270](#)

Parks and Recreation Ticket & Pass Donation Policy, recommending approval with amendment to #2 on the policy to add the portion of at least

25%

Attachments: [20-0270 Park and Recreation Ticket and Pass Donation Policy.pdf](#)
[20-0270 Memo- PR Donation Policy.pdf](#)

C. Hall and D. Koski explained that this policy was previously approved and recently updated. This will allow the departments to make decisions without bringing to Committee.

The Committee requested that at least 25% of the event profits be given to a City Department.

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Park and Recreation Ticket and Pass Donation Policy was approved with at least 25% of event profits to be given to City Department for Consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0251](#) Request to place a shed on City Property adjacent to 1726 Nagle Avenue

Attachments: [20-0251 1726 Nagle Ave Shed Request Memo.pdf](#)
[20-0251 Shed on City Property Request for 1726 Nagle Avenue.pdf](#)

This Request was tabled

[20-0252](#) Storm Sewer Easement Acquisition for 1018 and 1030 W. Crescent Drive

Attachments: [20-0252 Memo requesting action for Storm Sewer Easement Acquisition for 1018 and 1030 W Crescent Drive - 2.pdf](#)
[20-0252 Storm Sewer Easement Acquisition for 1018 and 1030 W Crescent Drive.pdf](#)
[20-0252 Storm Sewer Easement Acquisition for 1018 and 1030 W Crescent Drive - 3.pdf](#)
[20-0252 Storm Sewer Easement Acquisition for 1018 and 1030 W Crescent Drive - 2.pdf](#)

L. Kummer made a motion to Approve the Storm Sewer Easement Acquisitions and reimburse up to \$5,000 for disturbing property to the owners.

G. Minikel explained that there is existing storm sewer, however, there is no easement. We will be disturbing the area replacing the storm sewer and are requesting compensation to the affected two property owners.

L. Kummer approved the City Attorney to draft the easement not to exceed reimbursements not to exceed \$5,000. J. Novak seconded the motion.

After further discussion regarding compensation to property owners, L. Kummer recommended looking for a construction easement.

G. Minikel explained we need to begin the process as we are looking to coordinate with the Waldo Blvd project. Will work on in the next week or so.

A motion was made by Scott McMeans, seconded by Steven Czekala, to amend the motion to remove the compensation to property owners of up to \$5,000 off the

original motion and approve the easement acquisitions for Consent Agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0255](#) Concrete Increase for permit patches, recommending approval

Attachments: [20-0255 Permanent street restoration 2020 .pdf](#)
[20-0255 2020 permit patch memo.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Concrete Increase permit patch Request was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

7. Previously Tabled Items

[20-0115](#) Stormwater Drainage concerns from Northwinds into Southbrook Apartments

Attachments: [20-0115 Stormwater Drainage from Northwinds into Southbrook Apts.pdf](#)

This Request was tabled

[19-1304](#) Status Update on the Consultant's Report for the Bridge from Manitowoc to Lower Schuette

C. Hall said he will have something more by next months meeting.

[20-0118](#) Partnership between the Manitowoc Public Library and the Manitowoc Family Aquatic Center

Attachments: [20-0118 Partnership between MPL and MFAC.pdf](#)
[20-0118 Passes for Partnership between MPL and MFAC.pdf.pdf](#)
[20-0118 Example of a pass.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Steven Czekala, that the Request was placed on file. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0119](#) Manitowoc Family Aquatic Center Pass for Eggstravaganza

Attachments: [20-0119 Manitowoc Family Aquatic Center Pass for Eggstravaganza.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Scott McMeans, that the Request was placed on file. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0018](#) Village Square Building and possible 2 Level Parking Ramp

Attachments: [20-0018 Parking Ramp for Downtown e-mail](#)

[20-0254](#) Process used to commission Briess Riverside Park

Attachments: [20-0254 Briess Lot Spend Budget 8.19.pdf](#)

A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, for Request to be placed on file with Engineering Department. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0127](#) Briess Lot Electrical Usage

Attachments: [20-0127 Briess Lot Electrical Usage Summary Summer 2019.pdf](#)

N. Mueller was present. The Committee requested coming up with an amount to charge to start recouping some of the costs.

This will be discussed at an upcoming Special Events Committee.

8. Closed Session

A motion was made by Scott McMeans, seconded by Steven Czekala, that the meeting convened in closed session. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

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:

[20-0018](#) Village Square Building and possible 2 Level Parking Ramp

Attachments: [20-0018 Parking Ramp for Downtown e-mail](#)

9. Reconvene in Open Session

A motion was made by Scott McMeans, seconded by Steven Czekala, that the meeting was reconvene in open session. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala

[20-0018](#) Village Square Building and possible 2 Level Parking Ramp

Attachments: [20-0018 Parking Ramp for Downtown e-mail](#)

This agenda item was discussed in closed session. Further communication and progress was made. Will bring back to discuss further at next months meeting.

10. Adjournment

Moved by Brey, seconded by McMeans, that the meeting was adjourned at 6:58 p.m. The motion carried by the following vote:

Aye: 5 - Novak, Kummer, Brey, McMeans and Czekala