



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, February 3, 2021

5:30 PM

Council Chambers

1. Call to Order

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

2. Roll Call

Present: 4 - Novak, Brey, Vanderkin and Brunner

Absent: 1 - Hansen

3. Public Comment

Staff Present: D. Koski, G. Minikel, S. Birr, C. Hall, B. Wetenkamp, L. Majerus, Katelin Dorow

Others Present: Jim Kettler, Paul Klueker

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.

[21-0116](#)

Approval of the Minutes from the January 6, 2021 Public Infrastructure Committee Meeting.

Attachments: [January 6, 2021 Minutes.pdf](#)

Moved by Brey, seconded by Brunner, that this Minutes be approved. The motion carried by the following vote:

Aye: 4 - Novak, Brey, Vanderkin and Brunner

6. Discussion and Action Items

[21-0113](#) Request to Erect Three Crosses on Hillside located at Evergreen Cemetery March 27 through April 5, 2021

Attachments: [21-0113 Crosses at Evergreen Cemetery on hillside.pdf](#)

A motion was made by Jim Brey, seconded by John Brunner, that the Request to erect three (3) crosses on hillside at Evergreen Cemetery was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Novak, Brey, Vanderkin and Brunner

[21-0112](#) Approval of LNRP Habitat Restoration Sign content and Installation along Little Manitowoc River Watershed

Attachments: [21-0112 Approval of LNRP Habitat Restoraton Sign along Little Manitowoc River.pdf](#)

Jim Kettler, LNRP, was present and informed the Committee he as been working on the Little Manitowoc watershed project since 2012 with construction being finished in 2018. They are looking to put in grant funded signage throughout the area. The DNR has approved and will be erecting them in Spring.

A motion was made by John Brunner, seconded by Jim Brey, that the Reques for signage along the Little Manitowoc River Watershed was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Novak, Brey, Vanderkin and Brunner

[21-0073](#) PC 8-2021: Manitowoc Lutheran High School Request to Purchase City Owned Property.

Attachments: [21-0073 MLHS Request City Land Report to Council.pdf](#)

[21-0073 PC Report MLHS Request to Purchase City Owned Property.pdf](#)

[21-0073 MLHS Request to purchase property.pdf](#)

[21-0073 Maps - Drawings for MLHS.pdf](#)

Paul Kluenker was present as he is part of the Steering Committee at MLHS. They are requesting to purchase City owned property, and recommended that the city retain enough property that would be required for a future roundabout.

The Plan Commission previously approved the purchase. Mr. Kluenker wasn't sure how to proceed and wanted some direction. They would like an ingress/egress driveway from Rapids Road to eliminate traffic throughout the neighborhoods.

G. Minikel drew up a map to help everyone understand. Greg said we could proceed with an agreement for the parking lot. The driveway request was drafted in an agreement.

J. Brey stated that this is a County Truck Road. The County wants to be involved. G. Minikel said the driveway needs approval higher than staff level.

J. Novak said there are still many questions and recommended the staff at MLHS work with City staff on details and to bring back at a later day. This will be brought back when ready.

This Action Item was discussed

[21-0121](#) Request for Extension of operating hours for the Mobile Cookie Truck

Attachments: [21-0121 mobile cookie booth-2.pdf](#)

This request is for permission to sell Girl Scout cookies out of family vehicles for a period of February 21 through April 30th. The vehicles will be marked and parked on city property including streets, parking lots and parks.

A motion was made by Chairperson Jeremiah Novak, seconded by John Brunner, for the Request to sell Girl Scout cookies out of marked vehicles on City property for the period of February 21 through April 30th was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Novak, Brey, Vanderkin and Brunner

[21-0104](#) Baseball Diamond Use Agreements

Attachments: [21-0104 American Legion Baseball Municipal Field Agreement 2021.pdf](#)
[21-0104 MPSD Ball Daimond Agreement 2021.pdf](#)

C. Hall was present to discuss the agreements that come through every year. There are no changes to be made this year. He informed the Committee that they are working to develop a Comprehensive Agreement with the and in previous agreements. No changes this year. Looking to develop a comprehensive agreement.

A motion was made by Jim Brey, seconded by John Brunner, that the Request to approve the Baseball Diamond Use Agreements was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Novak, Brey, Vanderkin and Brunner

[21-0105](#) Proposed 2021 AC Schedule and Pricing Adjustments

Attachments: [21-0105 MEMO for DPI Committee - MFAC Schedule.pdf](#)
[21-0105 Updated Proposed Schedule.pdf](#)

Katelin Dorow was present and C. Hall explained to the Committee their recommendations for the Aquatic Center schedule. They are looking to increase the operating hours by creating 2 sessions. This would hopefully spread out the attendance. They are proposing closing on Mondays to the public and operating 6 days a week. Mondays would be reserved for swimming lessons, tot time and pool aerobics. If there is any maintenance that could be done on that day as well.

Curt discussed the phasing in of staff which would provide better control of staff time and cut down on some of the costs.

There will be a fee increase, but looking to bring family membership down.

J. Brey mentioned looking into cost of lighting to allow for night operation.

A motion was made by Jim Brey, seconded by John Brunner, that the Request for Aquatic Center schedule and pricing adjustments was approved for consent agenda. The motion carried by the following vote:

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

[21-0107](#) Contract/Agreement with L.W. Allen for the Lift Station SCADA Upgrade

Attachments: [21-0107 LW Allen Agreement for Lift Station SCADA System Upgrade.pdf](#)

G. Minikel informed the Committee that we are looking to upgrade the SCADA system. He said the upgrade is budgeted for 2021.

A motion was made by Chairperson Jeremiah Novak, seconded by John Brunner, that the Agreement with L.W. Allen for the lift station SCADA upgrade was approved for consent agenda. The motion carried by the following vote:

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

[21-0108](#) State/Municipal Agreement (SMA) for the DOT SISF Traffic Signal Modifications on Connecting Highways

Attachments: [21-0108 State Municipal Agreement \(SMA\) for DOT SISF Traffic Signal Modifications.pdf](#)
[21-0108 State Municipal Agreement for DOT SISF Traffic Signal.pdf](#)

G. Minikel said that funding was approved and this has been budgeted between 2021 and 2022.

A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that the State/Municipal Agreement for the DOT SISF Traffic Signal modifications on connecting highways was approved for consent agenda. The motion carried by the following vote:

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

[21-0109](#) Agreement with JT Engineering for Traffic Signal Modification Design

Attachments: [21-0109 Shawano Signals Contract-draft 020221.pdf](#)

A motion was made by Jim Brey, seconded by Brett Vanderkin, that the Agreement with JT Engineering for Traffic Signal Modification design was approved for consent agenda. The motion carried by the following vote:

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

[21-0110](#) Custer Street - 2700 Block to S. 39th Street - Removal of Parking on one side of the street

Attachments: [21-0110 Custer Street - 29th to 39th.pdf](#)

G. Minkel reported that we will be reconstructing Custer Street and are planning to include a bike lane as part of the design. We will need to remove parking on one side of the street. The bus stops are located on the northside of the street and the recommendation would be to allow parking on northside of street, as the bus will stop in a parking lane.

J. Brunner asked if plan to hold a public hearing. G. Minkel said that we would send a letter to affected property owners to inform them of the plan.

J. Brey was concerned about the Hope House as the parking there is heavily utilized. D. Koski said we could reach out to them beforehand.

G. Minkel said the letter will go out before the Public Safety meeting in March.

A motion was made by Chairperson Jeremiah Novak, seconded by Vice Chair Courtney Hansen, that the Request for removal of parking on one side of Custer Street from 2700 block to S. 39th Street was approved for consent agenda. The motion carried by the following vote:

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

[21-0111](#)

Proposed Permanent and Temporary Easement at 1320 Dueno Street for South 14th Street Lift Station Improvements

Attachments: [21-0111 Proposed Permanent & Temporary Easement at 1320 Dueno St.pdf](#)
[21-0111 Dueno Street proposed area for easement.pdf](#)

G. Minikel said that the S 14th Lift Station was on docket for a while. The recommendation is for an easement of a portion of a front yard. The owner recommended adequate lighting and shrubs be planted. The staff is drafting an easement document.

A motion was made by Chairperson Jeremiah Novak, seconded by John Brunner, that the Easement was approved and the City Staff is to work with Attorney's Office to draft the agreement. for consent agenda. The motion carried by the following vote:

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

7. Previously Tabled Items

8. Adjournment

A motion was made by Jim Brey, seconded by John Brunner, that the meeting was adjourned at 6:29 p.m. The motion carried by the following vote:

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