



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Wednesday, February 5, 2020

5:30 PM

Council Chambers

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#### 1. Call to Order

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

#### 2. Roll Call

**Present:** 4 - Novak, Kummer, Brey and McMeans

**Absent:** 1 - Czekala

Staff Present: D. Koski, G. Minikel, S. Birr, L. Majerus, A. Tegen, Katelin Dorow, M. Black, C. Hall, N. Mueller

Others Present: Jim Kettler, Melissa Curran, Andy Ford, Mark Nickels

#### 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.

[20-0121](#) Approval of the Public Infrastructure Committee Minutes from the January 8th, 2020 meeting.

**Attachments:** [January 8, 2020 Minutes.pdf](#)

**A motion was made by Scott McMeans, seconded by Vice Chair Lee H. Kummer, that the Minutes from the January 8, 2020 meeting were approved. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

## 6. Discussion and Action Items

### [20-0111](#) LNRP Schuette Park Restoration Proposal

**Attachments:** [20-0111 LNRP Schuette Park Restoration Proposal.pdf](#)

Jim Kettler and Melissa Curran from Stantec were present to discuss the restoration plan for Lower Henry Schuette Park. The restoration will include removal of invasive species and planting new trees.

There was discussion regarding the staircase as it is decaying.

C. Hall and M. Black were present and said they have funding budgeted for this staircase.

The Committee was in favor of the proposal that was submitted by Stantec.

**A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Lower Henry Schuette Park Restoration Plan was approved and referred to Council. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

### [20-0112](#) Pedestrian Sign Maintenance Agreement with Alliance Laundry, recommending entering into agreement and working with Engineering for sign location and type of sign requested.

**Attachments:** [20-0112 Pedestrian Sign Maintenance Agreement for Alliance Laundry.pdf](#)  
[20-0112 Email regarding crossing sign.pdf](#)  
[20-0112 plans and photos of placement of pedestrian signs.pdf](#)

Andy Ford, Plant Manager of Alliance Laundry was present and explained why he would like pedestrian signage and what kind of signs he preferred.

Engineering will work with Alliance Laundry and draft agreement to be approved by Attorney's office.

**A motion was made by Jim Brey, seconded by Scott McMeans, to enter into agreement for Pedestrian Sign Maintenance with Alliance Laundry and work with Engineering for proper signage installation for Consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

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

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

D. Koski informed the Committee that Doneff requested that we table until the March meeting.

This Request was tabled

[20-0116](#) Request for permission to operate a Mobile Cookie Booth, recommending approval of the request

**Attachments:** [20-0116 Request for permission to operate a Mobile Cookie Booth.pdf](#)

**A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Request for permission to operate a Mobile Cookie Booth was approved for Consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

[20-0113](#) Agreement for Professional Services with McMahon Associates, Inc. for Sanitary Sewer & Lateral Reconstruction, recommending entering into Agreement

**Attachments:** [20-0113 Agreement for PS with McMahon for Sanitary Sewer & Lateral Reconstruction.pdf](#)

G. Minikel reported that this is the 2020 Agreement for construction of Waldo Blvd.

**A motion was made by Vice Chair Lee H. Kummer, seconded by Scott McMeans, to enter into Agreement for Professional Services with McMahon & Associates for Sanitary Sewer & Lateral Reconstruction was approved for Consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

[20-0114](#) Request to fill Vacant Bridgetender Position

**A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that these Request was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

[20-0117](#) Storm Sewer Inlets for North 12th Street between Waldo Blvd and Windiate Street, recommending approval for additional inlets

**Attachments:** [20-0117 Request to Install Storm Inlets for N 12th Street.pdf](#)  
[20-0117 CAWG Request - new storm inlets.pdf](#)

D. Koski informed the Committee that this was approved at CAWG for funding of inlets on North 12th Street between Waldo and Windiate.

**A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Request for additional inlets for North 12th Street between Waldo Blvd and Windiate Street was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

[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](#)

Kaitlyn Dorow, Recreation Team Leader, informed the Committee that we are looking to create Partnership with the Manitowoc Public Library.

S. McMeans said he supports partnership but struggles with it as there is not a policy in place for interdepartment transfers. He would like to instruct Finance Dept, Mayors Office and Parks and Recreation Dept to create an internal policy for interdepartment partnerships. Committee approval wouldn't be necessary once a policy is established and could be approved at the operational level.

The Committee agreed to create a policy that will be budgeted annually. When the donations are gone they are gone.

Kristin Stroeger said they are looking to grow awareness and provide year round access with other institutions.

The Committee recommended bringing back in a month with a policy.

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

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

The Committee recommended bringing back in a month with a policy.

#### [20-0125](#) Purchase of a z-track lawn mower from Cemetery Perpetual Care Fund, recommending approval

**Attachments:** [20-0125 2020 Cemetry z-trak Request Memo.pdf](#)  
[20-0125 Riesterer & Schnell Quote.pdf](#)  
[20-0125 Eis Implement Quote.pdf](#)

**A motion was made by Vice Chair Lee H. Kummer, seconded by Jim Brey, that the Request to purchase a z-track lawn mower from Cemetery Perpetual Care Fund was approved for Consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

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

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

Nick Mueller, Community Development, was present and informed the Committee that we looked at the charges for last years electrical fees during the summer months.

J. Novak said he doesn't feel this is accurate as not everyone was aware that this service was available.

The Committee discussed and recommended creating a formula to be used to determine fees to charge for electrical connection, and to bring back next month.

## 7. Previously Tabled Items

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

D. Koski informed the Committee that we will have consultant recommendations on March 6th.

L. Kummer said this is a large project. He also suggested looking into Ice Age Donations.

Will bring back next month.

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

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

## 8. Closed Session

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:

**A motion was made by Vice Chair Lee H. Kummer, seconded by Scott McMeans, that the meeting was convene in closed session. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

[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 Vice Chair Lee H. Kummer, seconded by Scott McMeans, that the meeting was reconvene in open session. The motion carried by the following vote:**

**Aye:** 4 - Novak, Kummer, Brey and McMeans

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

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

The Committee recommended bringing back next month after further

negotiations with the owner.

## 10. Adjournment

A motion was made by Scott McMeans, seconded by Jim Brey, that the meeting was adjourned at 7:15 p.m. The motion carried by the following vote:

**Aye:** 4 - Novak, Kummer, Brey and McMeans