



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Wednesday, June 3, 2020

5:30 PM

Council Chambers

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#### 1. Call to Order

The meeting was called 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, C. Hall, A. Tegen, L. Majerus, Ald. Czekala

#### 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.

[20-0570](#) Approval of the Minutes from the May 6, 2020 Public Infrastructure Committee Meeting

**Attachments:** [May 6, 2020 Minutes.pdf](#)

**A motion was made by John Brunner, seconded by Jim Brey, that the Minutes from the May 6, 2020 Meeting were approved. The motion carried by the following vote:**

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

#### 6. Discussion and Action Items

[20-0568](#) Potential Parks Improvements in the Silveridge Subdivision

**Attachments:** [Silveridge Park Map for proposed park.pdf](#)

S. Czekala was present to inform the Committee of constituents within the Silveridge Subdivision expressed interest in upgrading the park.

D. Koski said this has been discussed in the past and he distributed a map for a proposed soccer field and pedestrian walkways.

C. Hall recommended getting feedback from the residents of Silveridge Subdivision. J. Brey asked for suggestions if they are unable to attend the upcoming meeting.

Will bring back in July.

[20-0565](#) North 41st Street (Archer Street to the South) Paving

**Attachments:** [20-0565 North 41st Street paving.pdf](#)  
[20-0565 Subdivision Map.pdf](#)

G. Minikel informed the Committee that we received a call from a property owner on North 41st Street regarding a retaining wall. When on site, the City Inspector was told the gravel road was in need of re-grading and adding more gravel. The neighbors had been digging ditches to drain the water from gravel to inlets.

J. Novak recommended graveling this area more often. Committee recommended grading and graveling N. 41st Street (Archer to the South).

**A motion was made by Chairperson Jeremiah Novak, seconded by John Brunner, that the Request for paving of North 41st Street was placed on file with the Engineering Department. The motion carried by the following vote:**

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

[20-0353](#) Request to approve Part-time Zoo job description and to conduct recruitment process to fill position

**Attachments:** [Memo PT Zoo JD for PC.Council items.pdf](#)  
[Zoo Maintenance Education and Animal Care PT\(3.2020\).pdf](#)

D. Koski informed the Committee that the Personnel Committee passed the request for a part-time zoo position. He explained that with only 2 full-time staff currently at the Zoo, it would be beneficial to be able to have someone to fill in for time off and for retirements in time. The Mayor is also aware and is in support of this position.

**A motion was made by Jim Brey, seconded by Vice Chair Courtney Hansen, that the Request to create and conduct recruitment to fill the new position was approved with Resolution to be drafted and referred to council. The motion carried by the following vote:**

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

[20-0559](#) 2020 Budget Amendment due to Transit CARES Act Funding, recommend to accept the CARES Act Funding for 100% of the estimated net deficit from January 20 thru December 31, 2020 and save the unused local share in Transit to assist in future years.

**Attachments:** [Memo PI Transit CARES Act Funding.pdf](#)  
[Copy of CARES Scenarios](#)

J. Novak said the Transit Cares Act Fund was approved at Finance Committee.

D. Koski briefly explained to the Committee the Transit CARES Act.

**A motion was made by Jim Brey, seconded by Vice Chair Courtney Hansen, that the City approve using the CARES Act Funding for 100% of our estimated net deficit from January 20 - December 31, 2020 and save the unused local share in the Transit Special Revenue fund to assist in funding transit in future years. This was placed on the Consent agenda. The motion carried by the following vote:**

[20-0566](#) Reimbursement Resolution for the Safe Drinking Water Loan Program

**Attachments:** [20-0566 DRAFT - Reimbursement Resolution SDWLP.pdf](#)

D. Koski informed the Committee that this is related to contaminated water issue and is to install watermain to locations specified.

**A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that the Resolution for Safe Drinking Water Loan Program was approved and referred to council. The motion carried by the following vote:**

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

[20-0573](#) Preliminary Resolution Declaring Intent to Levy Special Assessment for Roneta Lane

**Attachments:** [Preliminary Resolution Declaring Intent to Levy Special Assessment for Roneta Lane.pdf](#)

D. Koski explained that we had a request last year for paving of Roneta Lane. There are currently 3 houses on 4 of the lots. As part of the statutory process, we are looking for approval of the preliminary resolution.

**Moved by Brunner, seconded by Hansen, that the Resolution declaring intent to levy special assessment for Roneta Lane be approved and referred to council. The motion carried by the following vote:**

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

[20-0567](#) Request for sidewalks on Pheasant Lane

**Attachments:** [20-0567 Sidewalks on Pheasant Lane.pdf](#)

G. Minikel explained we received an e-mail regarding installation of new sidewalks on Pheasant Lane. The City was not installing new sidewalk for a period of time. G. Minikel was looking for committee direction on new sidewalks and thoughts on budgeting for new sidewalks again.

J. Brey said we should consider putting back in the budget, but doesn't see it happening right now.

The Committee agreed to have the Engineering Department budget for an amount appropriate to install new sidewalks and then letting Engineering determine the locations.

G. Minikel asked if we should put through as a request for 2021 and J. Brey said he doesn't foresee this being included in the budget right now.

**A motion was made by John Brunner, seconded by Vice Chair Courtney Hansen, that these Request for new sidewalk on Pheasant Lane was placed on file with the Engineering Department. The motion carried by the following vote:**

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

[20-0569](#)

Railroad Crossings at Revere and South 21st Street

J. Nokak explained that the Mayor has requested this be placed on the agenda.

The Committee recommended working with the railroad to try to get them to repair some of these crossing that are in poor condition.

**A motion was made by Jim Brey, seconded by Vice Chair Courtney Hansen, that the Request to work with Railroad to repair the tracks at several crossings, particularly at Revere and South 21st Street was placed on file with Engineering Department. The motion carried by the following vote:**

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

## 7. Previously Tabled Items

[19-1304](#)

Status Update on the Consultant's Report for the Bridge from Manitou to Lower Schuette

**Attachments:** [19-1304 rpt Schuette Park Bridge Recommendations reduced.pdf](#)

D. Koski reported that we have received the updated plan for the Lower Schuette Bridge from Stantec, with their recommendation. He asked that the Committee review and bring back next month.

[20-0115](#)

Stormwater Drainage concerns from Northwinds into Southbrook Apartments

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

L. Majerus explained that that one property is draining onto another property and causing ponding. She recommends that the Engineering staff work with the affected property owners to try to resolve.

**A motion was made by Chairperson Jeremiah Novak, seconded by John Brunner, that the Engineering Department work with the affected property owners to try to resolve. The Request was placed on file with Engineering Department. The motion carried by the following vote:**

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

[20-0452](#) Washington Street Repairs - South 14th Street to South 25th Street

**Attachments:** [20-0452 Recommendation Letter from Rep Tittl.pdf](#)  
[20-0452 Washington Street Repairs - S 14th to S 25th Street.pdf](#)  
[20-0452 Washington Street Repairs - S 14th Street to S 25th Street.pdf](#)

J. Novak said that we received a letter supporting reconstruction of Washington Street from the State Senator and State Representative to be sent to the WI DOT requesting them to include this project in their 2021-2022 State Budget.

The Committee recommended to keep moving forward to try to get this street replaced.

**A motion was made by Chairperson Jeremiah Novak, seconded by Jim Brey, that the City try to work with the State to get this street replaced. The Request was placed on file within the Engineering Department. The motion carried by the following vote:**

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

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

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

A. Tegen was present and discussed the Briess lot electrical fees that he researched with other cities. He said all but one City did not charge any event electrical fees for events.

The Committee recommended no electrical fee charges for the Briess Lot events.

**A motion was made by Chairperson Jeremiah Novak, seconded by Jim Brey, that the Electrical Fee Request for Special Events was placed on file for Consent Agenda, with no fees to be charged for electrical usage. The motion carried by the following vote:**

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

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

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

**A motion was made by Jim Brey, seconded by Chairperson Jeremiah Novak, that the Request was placed on file within Engineering Department. The motion carried by the following vote:**

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

## 8. Adjournment

**A motion was made by Jim Brey, seconded by John Brunner, that the meeting was adjourned at 6:15 p.m. The motion carried by the following vote:**

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