



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** Tuesday, February 13th, 2024  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the December 12<sup>th</sup>, 2023 meeting minutes.  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Sunshine Trust driveway access - refer to Corporation Counsel
4. CTH R - Approval for LRIP SMA 18195 and LRIP SMA 17818
5. Update - 2023 County and State year-end budget
6. Update - 2024 items for bid
7. Update - 6'-20' Bridge inventory
8. Update - DOT High capacity brine maker- Future Brine facility-Sand salt storage
9. Update - DOT STH 310 project
10. Update - Refueling Readiness Grant
11. Overtime Report
12. Vouchers
13. Next Meeting Date: March 13<sup>th</sup>, 2024

Dated: February 8th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

HIGHWAY COMMITTEE MINUTES  
February 13, 2024

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department Conference Meeting Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 13th day of February 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Maresh, and Vogt

**Excused:** Supervisor Gerroll

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, Corporation Counsel Peter Conrad

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Vogt to approve the minutes from the December 12th, 2023 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** None

**Sunshine Trust-Driveway Access-Refer to Corporation Counsel**

Supervisor Chair Behnke explained to the highway committee an update on the refusal of Sunshine Trust to remove the previously denied driveway access.

Supervisor Engelbrecht made a motion to refer Sunshine Trust to Corporation Counsel for legal action, seconded by Supervisor Vogt. Motion carried.

No further discussion.

**CTH R – Approval for LRIP SMA 19195 and LRIP SMA 17818**

Commissioner Grotegut explained to the committee the Vinton Construction was the low and only bidder from the previous CTH R bid opening. Grotegut shared the preconstruction meeting is scheduled for February 29<sup>th</sup> and tentative start date is March 11<sup>th</sup>. Brief discussion took place.

Supervisor Maresh made a motion to approve the Vinton Construction as low bidder on CTH “R” LRIP SMA 19195 and LRIP SMA 17818 funding, seconded by Supervisor Engelbrecht. Motion carried.

**Update – 2023 County and State Year-End Budget**

Commissioner Grotegut provided an overview of the final budget numbers for 2023, County Executive Ziegelbauer provided highway fund balance information as well. Discussion included the county costs involved during county roads snow removal for a major snow event, and the extra projects there were completed in 2023, while still under budget. Brief discussion took place.

**Update- 2024 Items for Bid**

Commissioner Grotegut provided the committee with the recent publicized bids for asphalt, milling, pulverizing for our 2024 project season. The bid opening is set for March 4 at our highway department conference room.

### **Update- 6’–20’ Bridge Inventory**

Commissioner Grotegut updated the committee on the recent bridge inventory that is required by the WisDOT for all county/town/village/city structures in our county. Grotegut explained the process for this bridge inventory and inspection project. Grotegut also explained, Gary Mueller our Certified Bridge Inspector has a good start on our system already and will help our Towns and Villages, if requested for the inventory portion of this project. Brief discussion took place.

### **Update – DOT High Capacity Brine Maker-Future Brine Facility-Sand Salt Storage**

Commissioner Grotegut updated the committee on the current brine maker and the future plans for a high capacity brine maker with funding from the state. Grotegut also added the department has a future need to add a separate brine facility to include storage for sand and other material. The committee asked Grotegut to bring an estimate and project details to the committee for a future discussion. Brief discussion on salt brine and the benefits to using it versus using only salt.

### **Update – DOT STH 310 Project**

Commissioner Grotegut provided the committee on a WisDOT recent update on the STH 310 project from Columbus St. to CTH P was bumped up from 2025 to now be completed in 2024. No further discussion.

### **Update – Refueling Readiness Grant**

Commissioner Grotegut updated the committee on the application for a Refueling Readiness Grant he applied for, which would be used for a future transfer switch at the St. Nazianz Shop. Brief discussion took place.

### **Overtime Report**

The Committee reviewed the Overtime Reports. Commissioner Grotegut updated the committee on our overtime report status versus last year at this time, which included the huge blizzard last month. Brief discussion took place.

### **Vouchers**

The Committee reviewed the vouchers dated December 5th, 2023 through January 30th, 2024. Supervisor Vogt made a motion to approve the vouchers, seconded by Supervisor Engelbrecht. Motion carried.

### **Next Meeting Date**

March 19th, 2024 - prior to the County Board Meeting

### **Adjournment**

Supervisor Engelbrecht made a motion to adjourn, seconded by Supervisor Maresh. Motion carried. Meeting adjourned at 4:44 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: Tuesday, March 19th, 2024  
TIME: 5:00 p.m.  
PLACE: The Heritage Center  
1701 Michigan Avenue  
Lower Level Education Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the February 13th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Approval of Asphalt bids
4. Approval of Milling bids
5. Approval of Reclaiming Bids
6. Approval of Cold in Place Bids
7. Village of St. Nazianz –Proposed no Parking on CTH C
8. Update – Highway personnel
9. Update – Safety Meeting - Hours
10. Update- Proposal on building maintenance updates for St. Nazianz and Reedsville outline shops
11. Tom Bare – Donation for Airport Forklift
12. New Sublease Hanger 22 Lot 1729
13. Update – Airport Land Use and Operations Seminar
14. Overtime Report
15. Vouchers
16. Next Meeting Date: April 9th, 2024

Dated: March 12, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

HIGHWAY COMMITTEE MINUTES  
March 19, 2024

The Manitowoc County Highway Committee convened into an open session at The Heritage Center, Lower Level Education Room, 1701 Michigan Avenue, Manitowoc, Wisconsin at 5:00 P.M. on this 19th day of March 2024.

Supervisor Behnke called the meeting to order at 5:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, Maresh, and Vogt

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer

**Approval of Minutes:** Supervisor Gerroll made a motion, seconded by Supervisor Engelbrecht approve the minutes from the February 13<sup>th</sup>, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** None

**Approval of Asphalt Bids**

Commissioner Grotegut presented the committee with the bid results from the recent 2024 Hot Mix Asphalt bid results. Northeast asphalt was the lowest asphalt bid received. This asphalt will be used for LRIP CHI and CHI-S funding for various highway projects in Manitowoc County. Brief discussion took place.

Supervisor Engelbrecht made a motion to award the 2024 Hot Mix Asphalt bid to Northeast Asphalt, seconded by Supervisor Vogt. Motion carried.

No further discussion.

**Approval of Milling Bids**

Commissioner Grotegut presented the committee with the bid results from the recent 2024 Asphalt Milling bid opening. MCC Inc. was the lowest milling bid received. The asphalt milling will be used on LRIP CHI and CHI-S funded projects for various highway projects in Manitowoc County.

Supervisor Vogt made a motion to award the 2024 Asphalt Milling bid to MCC Inc., seconded by Supervisor Engelbrecht. Motion carried.

**Approval of Reclaiming Bids**

Commissioner Grotegut presented the committee with the bid results from the recent 2024 Reclaiming bid opening. Northeast Asphalt had the lowest reclaiming bid received. The asphalt reclaiming will be performed on CTH T.

Supervisor Maresh made a motion to award the 2024 Reclaiming bid to Northeast Asphalt, seconded by Supervisor Gerroll. Motion carried.

### **Approval of Cold in Place Bids**

Commissioner Grotegut presented the committee with the bid results from the recent 2024 Cold in Place bid opening. WK Construction Company had the lowest bid received. The Cold in Place will be used for LRIP CHI and CHI-S funding for CTH Z and CTH NN highway projects in Manitowoc County.

Supervisor Engelbrecht made a motion to award the 2024 Cold in Place bid to WK Construction Company, seconded by Supervisor Gerroll. Motion carried.

### **Village of St. Nazianz – Proposed No Parking on CTH C**

Commissioner Grotegut updated the committee on the no parking request received from the Village of St. Nazianz for “no parking” on the CTH “C” on the north and south side from CTH “A” east 300 feet to 5<sup>th</sup> Street. Brief discussion took place.

Supervisor Gerroll made a motion to approve the “No Parking” request on CTH “C” on both the north and south side from CTH “A” east 300 feet to 5<sup>th</sup> Street, seconded by Supervisor Vogt. Motion carried.

### **Update – Highway Personnel**

Commissioner Grotegut updated the committee on the current open positions and the current status on applicants. Brief discussion took place.

### **Update – Safety Meeting - Hours**

Commissioner Grotegut provided an overview of the departments scheduled two day spring safety meeting/training and the start date of our construction season schedule which includes four ten hour days.

### **Update – Proposal on building maintenance updates for St. Nazianz and Reedsville outline shops**

Commissioner Grotegut updated the committee on the WisDOT shared expense of the Reedsville salt shed, and the updates proposed on the deteriorating sheet metal at St. Nazianz county shop. Brief discussion took place.

Supervisor Maresh made a motion to approve the move ahead on the budgeted scheduled maintenance at the St. Nazianz and Reedsville outline shops, seconded by Supervisor Engelbrecht. Motion carried.

### **Tom Bare – Donation for Airport Forklift**

Commissioner Grotegut provided the committee on the airport status of a forklift replacement and Tom Bare’s offer to donate for the purchase of a forklift for the airport. Brief discussion took place. Commissioner Grotegut and the Highway Committee is thankful to Tom Bare for his generous donation of a forklift for the county airport.

Supervisor Vogt made a motion to approve the proposed resolution accepting the monetary donation for the Manitowoc County Airport forklift, seconded by Supervisor Gerroll. Motion carried.

### **New Sublease Hangar 22 Lot 1729**

Commissioner Grotegut updated the committee on the new sublease request received from James Grossman for Hangar 22 Lot 1729 EAA Chapter 383.

Supervisor Maresh made a motion to approve the sublease to James Grossman in Hangar 22 Lot 1729, seconded by Supervisor Engelbrecht. Motion carried.

### **Update - Airport Land Use and Operations Seminar**

Commissioner Grotegut provided the committee with information on an upcoming Airport Lane Use and Operations Seminar which be attended by Grotegut and the airport manager.

Commissioner Grotegut also updated the committee on the status of the airport lighting project. Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. Brief discussion took place.

**Vouchers**

The Committee reviewed the vouchers dated February 6th, 2024 through March 5th, 2024.

Supervisor Gerroll made a motion to approve the vouchers, seconded by Supervisor Vogt. Motion carried.

**Next Meeting Date**

April 9th, 2024

**Adjournment**

Prior to the adjournment, Supervisor Chair Behnke thanked Supervisor Vogt for his dedication to both the Highway Committee and the County Board, as this is Supervisor Vogt's final highway committee meeting before his terms ends.

Supervisor Vogt made a motion to adjourn, seconded by Supervisor Gerroll. Motion carried.

Meeting adjourned at 5:29 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: Tuesday, April 9th, 2024  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the March 19th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. 2024 Gravel & Crushing Bid approval
4. Bridge Aid updates – Adding structural liners, approval
5. Dead Deer Disposal update
6. Chip Seal Stone update
7. 2023-25 Salt Usage update
8. Proposed Storage update
9. Personnel updates
10. Employee Financial Wellness Meeting update
11. Jurisdictional Transfer for CTH R, CL, CS approval
12. Overtime Report
13. Vouchers
14. Next Meeting Date: May 14th, 2024

Dated: April 2nd, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



HIGHWAY COMMITTEE MINUTES  
April 9, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 9th day of April 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, and Maresh

**Excused:** Supervisor Vogt

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, Bruce Boettcher

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Gerroll to approve the minutes from the March 19th, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** None

**2024 Gravel & Crushing Bid Approval**

Commissioner Grotegut presented the committee with the bid results from the recent 2024 Gravel & Crushing Bid opening for road gravel material. Peters Concrete was the lowest crushing bid received. This material will be used for future various county highway shouldering projects in Manitowoc County. In addition, there will be some crushing for the CTH R project. Brief discussion took place. Supervisor Engelbrecht made a motion to award the 2024 Gravel & Crushing Bid to Peters Concrete, seconded by Supervisor Maresh. Motion carried.

**Bridge Aid Updates-Adding Structural Liners, Approval**

Commissioner Grotegut discussed with the committee the proposed structural liner updates to be added to the “Requirements for Requesting County Aid Reimbursement” for all towns, villages and cities. Supervisor Gerroll made a motion to approve the updates made to the bridge aid requirements, seconded by Supervisor Engelbrecht. Motion carried.

**Dead Deer Disposal Update**

Commissioner Grotegut updated the committee with the status of our current dead deer disposal contractor, and the early termination of his contract. Grotegut would like to put this disposal out to bid in the future, but in mean time the department will be disposing at an approved landfill. Brief discussion took place.

**Chip Seal Stone Update**

Commissioner Grotegut presented the committee with the material costs associated with the planned chip sealing projects for this year, and compared the cost difference between granite and limestone. Due to the higher cost difference between granite and limestone price per ton, the county will continue to use limestone when chip sealing in 2024. Brief discussion took place.

**2023-2025 Salt Usage Update**

Commissioner Grotegut updated the committee on the salt usage from 2023-2024 and the projected salt price for the 2024-2025 winter season. Grotegut provided to the committee the history on salt usage and salt/brine mixture usage. Brief discussion took place.

**Proposed Storage Update**

Commissioner Grotegut updated the committee on the proposed plans for a future salt/sand storage facility.

Grotegut provided pictures/drawings of the storage facility. The committee asked the Grotegut to continue receiving more information on the details of costs associated with this project and keep the highway committee updated. Brief discussion took place.

**Personnel Updates**

Commissioner Grotegut updated the committee on the current open positions and the current status on applicants. No further discussion.

**Employee Financial Wellness Meeting Update**

Commissioner Grotegut updated the committee on our department recently offering our employees small group meetings with M3/Voya Representatives presenting financial wellness topics which included retirement, pension benefits, and financial daily budgeting. Brief discussion took place.

**Jurisdictional Transfer for CTH R, CL, CS Approval**

Commissioner Grotegut provided the committee with the 8 resolutions for future jurisdictional transfers proposed in sections 1, 2, 3, 4, 5, 7, 8, and 9.

Supervisor Engelbrecht made a motion to approve the proposed jurisdictional transfer resolutions on the map that includes sections 1,2,3,4,5,7,8,9 and was seconded by Supervisor Gerroll. Motion carried.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated March 12th, 2024 through April 2nd, 2024.

Supervisor Gerroll made a motion to approve the vouchers, seconded by Supervisor Maresh. Motion carried.

**Next Meeting Date**

May 14th, 2024

**Adjournment**

Prior to the adjournment, Supervisor Chair Behnke thanked Supervisor Gerroll for his dedication and years of service as a County Board & Highway Committee supervisor. The other supervisors and Commissioner Grotegut also thanked Supervisor Gerroll for his years of service.

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Engelbrecht. Motion carried.

Meeting adjourned at 4:43 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: Tuesday, May 14th, 2024  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the April 9th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Discussion and possible action regarding election of Vice Chair
4. Discussion and possible action regarding election of 2nd Vice Chair
5. CORD AA/Park Ave at 1st Street in the City of Kiel – Recommendation from Traffic and Safety Committee
6. CORD C/CORD CR – Recommendation from Traffic and Safety Committee
7. Proposed controlled access segment
8. Highway Safety Improvement Program – CTH A and CTH X
9. Update – salt and brine storage facility
10. Update – Personnel
11. Update – DOT Rest Area Proposed Improvements
12. Update – current projects
13. Update – Seventeen Year Plan
14. Overtime Report
15. Vouchers
16. Next Meeting Date: June 11th, 2024

Dated: May 7th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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HIGHWAY COMMITTEE MINUTES  
May 14, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 14th day of May 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Brey, Engelbrecht, Maresh, and Phipps

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Maresh to approve the minutes from the April 9th, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** None

**Discussion and possible action regarding election of Vice-Chair**

Supervisor Behnke opened the floor to nominations for the Highway Committee Vice-Chair. Supervisor Brey made a motion to nominate Supervisor Engelbrecht for the Vice-Chair. No other nominations were made.

Motion made by Supervisor Phipps to appointment Supervisor Engelbrecht to Highway Committee Vice-Chair, seconded by Supervisor Maresh. Motion carried.

**Discussion and possible action regarding election of 2nd Vice-Chair**

Supervisor Behnke opened the floor to nominations for the Highway Committee 2nd Vice-Chair. Supervisor Engelbrecht made a motion to nominate Supervisor Maresh for the 2nd Vice-Chair. No other nominations were made.

Motion made by Supervisor Brey to appointment Supervisor Maresh to the Highway Committee 2nd Vice-Chair, seconded by Supervisor Engelbrecht. Motion carried.

**CORD AA/Park Ave at 1<sup>st</sup> Street in the City of Kiel – Recommendation from Traffic and Safety Committee**

Commissioner Grotegut updated the committee on the role of the TSC Committee and what takes place during the committee meetings as an overview to the new committee highway members. Commissioner Grotegut updated the committee on the TSC recommendations at the CORD AA/Park Ave at 1<sup>st</sup>. Street to allow the City of Kiel to install crossing lights at this crossing at their cost. Brief discussion took place.

Supervisor Brey made a motion to approve the recommendations from TSC at CORD AA Park Ave at 1<sup>st</sup> Street in the City of Kiel to install lights at this crossing at their cost, seconded by Supervisor Phipps. Motion carried.

### **CORD C/CORD CR – Recommendation from Traffic and Safety Committee**

Supervisor Grotegut updated the committee on the TSC recommendations at CORD C/CORD CR after reviewing the past 5 years of accidents at this intersection. Grotegut explained the TSC recommendations included moving the Do Not Enter sign to a separate post, and Grotegut also recommended to the committee to paint white stop lines/bars at this intersection along with updating the painted arrows. Brief discussion took place.

Supervisor Engelbrecht made a motion to approve the recommendations from TSC at CORD C/CORD CR on the addition of separate post for the Do Not Enter sign, along with the painting of white stop lines/bars and updating the painted arrows at this intersection, seconded by Supervisor Maresh. Motion carried.

### **Proposed controlled access segment**

Commissioner Grotegut presented the committee an overview on a map of the current controlled access highway segments in the county. Grotegut mentioned an area on CTH V between CTH R and I-43 that currently does not have controlled access at this time. Brief discussion took place.

Supervisor Brey made a motion to approve Commissioner Grotegut to proceed and move forward on the addition of gaining a controlled access segment on CTH V from I-43 east to CTH R seconded by Supervisor Maresh. Motion carried.

### **Highway Safety Improvement Program – CTH A and CTH X**

Commissioner Grotegut provided information on Highway Safety Improvement Programs through a federal government for prior approved segments on CTH JJ and CTH VV. Grotegut updated the committee on another opportunity for a Highway Safety Improvement Program for the intersection at CTH A and CTH X. Brief discussion took place.

### **Update – salt and brine storage facility**

Commissioner Grotegut updated the committee on updates on the proposed plans for a future salt/sand storage facility since the previous meeting, which included the states funding toward the brine maker. Grotegut provided pictures/drawings of the storage facility. The committee had previously asked Grotegut to continue receiving more information on the details of costs associated with this project and keep the highway committee updated. Brief discussion took place.

### **Update - Personnel**

Commissioner Grotegut updated the committee on our new operations manager recently hired, the filled foreman position from within the department. There are currently 2 open highway maintenance positions, and an open janitor/maintenance position. Brief discussion took place.

### **Update – DOT Rest Area Proposed Improvements**

Commissioner Grotegut updated the committee on the DOT Rest Area Proposed Improvements that the DOT has planned to begin in 2025. With the added parking area in the rest areas on I-43, our department will be required to have more time in routine maintenance for the state. Brief discussion took place.

### **Update – current projects**

Commissioner Grotegut provided the committee with current projects which includes road construction projects on CTH VV, active crushing in our quarry, Cold in Place projects on CTH NN and CTH Z, with future summer projects on CTH T, CTH V, CTH R current updates. Discussion took place.

**Update – Seventeen Year Plan**

Commissioner Grotegut provided the committee on the Seventeen Year Plan for paving, chips sealing and bridge projects to remain on track. Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated April 9th, 2024 through May 7th, 2024.

Supervisor Engelbrecht made a motion to approve the vouchers, seconded by Supervisor Maresh. Motion carried.

**Next Meeting Date**

June 11th, 2024

**Adjournment**

Supervisor Brey made a motion to adjourn, seconded by Supervisor Engelbrecht. Motion carried.

Meeting adjourned at 5:07 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** Tuesday, June 11th, 2024  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the May 14th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Michael Kleinhans Request for Access on CTH A
4. Deer Removal Contract update
5. 2025 Preliminary Equipment request
6. Airport Project Update
7. Manitowoc Shop Tour
8. Overtime Report
9. Vouchers
10. Next Meeting Date: July 9th, 2024

Dated: June 4th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

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## HIGHWAY COMMITTEE MINUTES

June 11, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 11th day of June 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Brey, Engelbrecht, Maresh, and Phipps

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Maresh to approve the minutes from the May 14th, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** None

### **Michael Kleinhans Request for Access on CTH A**

Commissioner Grotegut gave an overview of Mr. Kleinhans request for access on CTH A. The property was subdivided off years ago and retained the original farm field access. There are currently five access points within the mile which would allow for one more access. Brief discussion took place.

Motion made by Supervisor Brey to approve the request received from Michael Kleinhans for an agriculture driveway access on CTH A in the location approved by the Patrol Superintendent, seconded by Supervisor Engelbrecht. Motion carried.

### **Deer Removal Contract Update**

Commissioner Grotegut provided an update on the bid opening and received zero bids for the Dead Deer Removal bid opening. Grotegut mentioned to the committee the current procedure being used by area counties to include removal on county highways and dispose as needed. Discussion took place regarding the procedure going forward to include landfill drop off in Brown County and also include roadside abandonment.

### **2025 Preliminary Equipment Request**

Commissioner Grotegut updated the committee on the 2025 preliminary equipment request as to allow for reservation for a tandem axle plow truck in 2025. Discussion took place.

Supervisor Engelbrecht made a motion to approve the request for the order placement for a 2025 tandem axle truck for the highway fleet, seconded by Supervisor Brey. Motion carried.

### **Airport Project Update**

Supervisor Grotegut updated the committee on the current airport LED lighting project status, crack sealing and line painting projects. The airport receives federal funding for the majority of these projects with minimal cost to the county. No further discussion took place.

### **Manitowoc Shop Tour**

Commissioner Grotegut provided a shop tour of our Hwy 310 Shop to the Highway Committee members. Brief discussion took place throughout the tour on future location of brine and sand salt storage facility.



**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated May 14th, 2024 through May 28th, 2024.

Supervisor Engelbrecht made a motion to approve the vouchers, seconded by Supervisor Maresh. Motion carried.

**Next Meeting Date**

July 9th, 2024

**Adjournment**

Commissioner Grotegut thanked Supervisor Behnke for his 20 years of service to the Highway Committee. Behnke was recognized at the recent Wisconsin County Highway Association Conference.

Supervisor Brey made a motion to adjourn, seconded by Supervisor Maresh. Motion carried.

Meeting adjourned at 4:23 p.m. with the shop tour to follow.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** Tuesday, July 9th, 2024  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the June 11<sup>th</sup>, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Kurt Tripler Request for Access on CTH Q
4. Ken Weber Request for Access on CTH B
5. Controlled access on CTH V – update
6. MP Systems Lease Extension
7. Request for Consent to Assignment Schneck Trust
8. Fall hours of operation – update
9. Projects - update
10. Overtime Report
11. Vouchers
12. Next Meeting Date: August 13th, 2024

Dated: June 27th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## HIGHWAY COMMITTEE MINUTES

July 9, 2024

Amended Minutes 9/10/2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 9th day of July 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Kevin Behnke, Jim Brey, Lee Engelbrecht, Susie Maresh, and Matthew Phipps

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, Steve Trippler, Kurt Trippler, Dave Trippler, Ken Weber, Dan Schneider, William Rexses

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Brey to approve the minutes from the June 11th, 2024 meeting. Motion carried.

### **Regular Business:**

**(Public Comment):** William Rexses spoke to ask about getting approval for county highways for a UTV/ATV trail access and the process was recommended to attend a Traffic and Safety Meeting as the Highway Committee is advised by this committee.

### **Kurt Trippler Request for Access on CTH Q**

Commissioner Grotegut gave an overview of Kurt Trippers request for access on CTH Q. This driveway request is within a controlled access and has already been denied in years past. Trippler family explained their hardship of not having access to enter their land without a driveway. Discussion took place between committee members and information exchanged between Trippler family members and the highway committee members.

Motion made by Supervisor Brey to deny the request received from Kurt Trippler for a driveway access on CTH Q, seconded by Supervisor Maresh. Upon discussion and vote, the motion carried with 4 ayes and 1 nay. Supervisor M. Phipps voted no.

### **Ken Weber Request for Access on CTH B**

Commissioner Grotegut gave an overview of the driveway hardship request received from Ken Weber for access on ~~CTH Q~~ CTH B within a controlled access. Ken Weber was not aware of the need for county permit, but within city limits and received a permit from the city on a lot that has a curb cutout. Discussion took place between committee and Ken Weber. Further discussion took place.

Motion made by Supervisor Engelbrecht to approve the request received from Ken Weber for a residential driveway access on CTH B in the location which was approved with a permit signed by the City of Manitowoc, seconded by Supervisor Maresh. Motion carried.

**Controlled Access on CTH V - update**

Commissioner Grotegut updated the committee on the recent request for a secondary access request on a parcel on CTH V. Brief discussion took place.

**MP Systems Lease Extension**

Supervisor Grotegut provided the committee with information on a recent MP Systems Lease Extension request in the Yanda Pit, as the current lease has a term date of ending on August 31, 2024 and MP Systems is requesting a one month extension to end on September 30, 2024. Motion made by Supervisor Engelbrecht to approve the one month lease extension in our Yanda Pit with MP Systems to now end on September 30, 2024, seconded by Supervisor M. Phipps. Motion carried.

**Request for Consent to Assignment Schneck Trust**

Commissioner Grotegut updated the committee on a recent request for Consent to Assignment in Hangar #2/Lot 1471 received from Sarah A. Driscoll Trust to Jason Schneck Trust. Brief discussion took place. Motion made by Supervisor Brey to approve the Consent to Assignment from Sarah A. Driscoll Trust to Jason Schneck Trust, seconded by Supervisor Maresh. Motion carried.

**Fall Hours of Operation – update**

Commissioner Grotegut updated the committee on our planned fall safety meetings dates and our upcoming fall hours of operations to begin on October 28, 2024. Brief discussion took place.

**Projects - update**

Commissioner Grotegut provided the Highway Committee members with an update on current completed and upcoming road projects/misc. projects. Grotegut added the highway department has completed paving 11 of 19 miles thus far this construction season with chip sealing to start this week. CTH T reclamation/paving project will be starting next week, followed by paving of CTH CL and ending with CTH V. Grotegut provided a status on the CTH R project being on schedule. Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated June 4th, 2024 through June 25th, 2024. Supervisor Engelbrecht made a motion to approve the vouchers, seconded by Supervisor M. Phipps. Motion carried.

**Next Meeting Date**

August 13th, 2024

**Adjournment**

Supervisor Engelbrecht made a motion to adjourn, seconded by Supervisor Brey. Motion carried. Meeting adjourned at 4:45 p.m.

Submitted by:  
Gregory M. Grotegut  
Highway Commissioner



**MANITOWOC COUNTY**  
**HIGHWAY COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: Tuesday, September 10th, 2024  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the July 9th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. *Land Leases for Airport and Highway*
4. Airport Improvements Update
5. Sale of Airport Hanger
6. Recommendation from Traffic and Safety Improvement to CTH F and Marken Road
7. CTH XX Village of Cleveland STP Funds Updated
8. Village of Francis Creek Street Request
9. Kingsbridge Pier Updated to Budget for 2025
10. CTH Q Bridge at Shoto Replace With Multiplate
11. Cash Account 5 year Averages
12. Equipment Request for 2025
13. Proposed Projects for 2025
14. Project Updates for 2024
15. Overtime Report
16. Vouchers
17. Next Meeting Date: October 8th, 2024

Dated: September 4th, 2024

*Amended: September 9th, 2024*

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## HIGHWAY COMMITTEE MINUTES

September 10, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 10th day of September 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Kevin Behnke, Lee Engelbrecht, and Matthew Phipps

**Excused:** Supervisor Jim Brey, Supervisor Susie Maresh

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, County Board Supervisor Dylan Hammel

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor M. Phipps to approve as amended the minutes from the July 9th, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** N/A

### **Land Leases for Airport and Highway**

Commissioner Grotegut updated the committee on the airport and highway land lease expiring at the end of 2024 and the renewal with updated rental amount per acre.

Motion made by Supervisor M. Phipps to approve the new airport land lease and terms with Chupita Farms, seconded by Supervisor Engelbrecht. Motion carried.

Motion made by Supervisor Engelbrecht to approve the new highway land lease and terms with Chupita Farms, seconded by Supervisor M. Phipps. Motion carried.

Brief discussion took place.

### **Airport Improvements Update**

Commissioner Grotegut gave an overview of the airport improvement updates with the lighting contract being completed, crack filling and lines have been completed and the future regarding a drainage study plan. Grotegut updated the committee on future airport roof improvements. Grotegut also mentioned the future tree removal/trimming needed within the airspace at the airport and the plan going forward. Brief discussion took place.

### **Sale of Airport Hangar**

Commissioner Grotegut updated the committee regarding hangar owner Tom Bare's offer of the county purchasing his hangar, prior to listing for sale. Brief discussion to place.

Motion made by Supervisor Engelbrecht to deny the purchase offer of Tom Bare's airport hangar, seconded by Supervisor M. Phipps. Motion carried.

### **Recommendation from Traffic and Safety to CTH F and Marken Road**

Supervisor Grotegut provided the committee with information of the recommendation from Traffic and Safety on CTH F and Market Road to cut the trees to improve the vision at this intersection.

Motion made by Supervisor M. Phipps to move forward with the recommendation from Traffic and Safety on CTH F and Marken Road to cut the trees by the intersection, seconded by Supervisor Engelbrecht. Motion carried.

### **CTH XX Village of Cleveland STP funds updated**

Commissioner Grotegut updated the committee on the STP Funds for CTH XX in the Village of Cleveland. The construction that was scheduled for 2027 is now moved to 2029 to receive the STP funds. Brief discussion took place.

### **Village of Francis Creek Street Request**

Commissioner Grotegut updated the committee on the letter received from the Village of Francis Creek requesting a street access onto CTH V. Brief discussion took place.

Motion made by Supervisor Engelbrecht to approve the street addition for parcel 032-015-016-011.00 request pending the denial of the previous driveway permit number 2024-0166 Ref 4039 and any other access requests for this parcel onto CTH V, seconded by Supervisor Behnke. Motion carried.

### **Kingsbridge pier updated to budget for 2025**

Commissioner Grotegut provided the Highway Committee members with an update on Kingsbridge upcoming 20 Ton posting after a structural analysis of this bridge. The department is working on a short term solution to get the bridge to a 40 ton weight limit until the bridge is able to be funded for replacement. Brief discussion took place.

### **CTH Q Bridge at Shoto replace with multiplate**

Commissioner Grotegut provided the Highway Committee members with the current status of the CTH Q Bridge at Shoto Road and the possible replacement utilizing a multi-plate verses a structure. Grotegut provided the committee with pictures of the bridge and the current bridge rating which is 57 which does not allow the department to apply for funding for future replacement. Brief discussion took place.

### **Cash account 5 year averages**

Commissioner Grotegut provided the Highway Committee members with a breakdown of the departments cash account and his recent meeting with the county auditor. Grotegut provided an overview of our current inventory on material and the investment inventory plays in our cash account.

Brief discussion took place.

### **Equipment request for 2025**

Commissioner Grotegut provided the Highway Committee members with a projected 2025 equipment request and provided explanation regarding each individual request. Brief discussion took place.

Motion made by Supervisor Behnke to pass on the equipment request for the 2025 budget onto the county executive and county finance director for approval, seconded by Supervisor Engelbrecht. Motion carried.

### **Proposed Projects for 2025**

Commissioner Grotegut provided the Highway Committee members with an update on the proposed projects for the 2025 budget and broke down each project with the details. Brief discussion took place.

Motion made by Supervisor M. Phipps to forward the projects proposed for the 2025 highway budget for approval to county executive and finance director, seconded by Supervisor Engelbrecht. Motion carried.

### **Project updates for 2024**

Commissioner Grotegut provided the Highway Committee members with a current project update for 2024 which included completed projects and remaining projects.

Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated July 2nd, 2024 through September 3rd, 2024.

Supervisor Engelbrecht made a motion to approve the vouchers, seconded by Supervisor M. Phipps. Motion carried.

**Next Meeting Date**

October 8th, 2024

**Adjournment**

Supervisor Engelbrecht made a motion to adjourn, seconded by Supervisor M. Phipps. Motion carried.

Meeting adjourned at 4:47 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner





## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** Tuesday, November 12th, 2024  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the September 10th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Broadwind Sublease approval
4. State RMA approval – DMA update
5. Bridge update
6. Traffic and Safety update
7. Winter/Brine Facility update
8. Safety Day/Operation hours update
9. WCHA Winter Conference update
10. Overtime Report
11. Vouchers
12. Next Meeting Date: December 10th, 2024

Dated: November 5th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## HIGHWAY COMMITTEE MINUTES

November 12, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 12th day of November 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Kevin Behnke, Jim Brey, Lee Engelbrecht, Susie Maresh and Matthew Phipps

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor M. Phipps to approve the minutes from the September 10th, 2024 meeting. Motion carried.

**Regular Business:**

**(Public Comment):** N/A

### **Broadwind Sublease Approval**

Commissioner Grotegut updated the committee on the sublease agreement between Broadwind Heavy Fabrication, Inc and Practorian Renewables, LLC. to scrap out towers on the counties land.

Motion made by Supervisor Brey to approve the sublease terms with Broadwind/Practorian Renewables, LLC, seconded by Supervisor M. Phipps. Motion carried.

Brief discussion took place.

### **State RMA Approval-DMA Update**

Commissioner Grotegut gave an overview of the WisDOT RMA (Routine Maintenance Agreement) for 2025 which is the same amount as the current year. Grotegut updated the committee also on the 2025 projected DMA from the state for our Manitowoc County highways. Brief discussion took place.

Motion made by Supervisor Engelbrecht to approve the WisDOT RMA and DMA for 2025, seconded by Supervisor Maresh. Motion carried.

### **Bridge Update**

Commissioner Grotegut updated the committee regarding the bridge inventory that was recently completed by our county engineering technician. Grotegut also updated the committee on the sufficiency rating of 4 potential county bridges that will be part of the 2025 program cycle. Grotegut mentioned the Old Bridge Road which is owned by the railroad, but lies within the Town of Cato. The Town of Cato will be responsible for the cost of the inspection performed by an outside engineering firm moving forward.

Brief discussion to place.

### **Traffic and Safety Update**

Supervisor Grotegut provided the committee with information of the recommendation from Traffic and Safety on intersection at CTH P and CTH R. Grotegut recommended to add red reflective tape to the stop sign, as the previous sign had this type of reflective tape as well.

Motion made by Supervisor Brey to move forward with the recommendation from Traffic and Safety on a reflector to be added to the stop sign at the intersection of CTH P and CTH R, seconded by Supervisor Maresh. Motion carried.

**Winter/Brine Facility Update**

Commissioner Grotegut updated the committee on current status of plow trucks ready for winter plowing/salting along with the cost per ton on our salt pricing for this winter season. Grotegut also spoke about the state request for documenting cost of cleanup on the brine machines on a regular basis. Grotegut also discussed some counties using solar salt for brine production. Motion made by Supervisor Engelbrecht to approve the signing of the DMA and memorandum from the state on the winter/brine facility funding, seconded by Supervisor Maresh. Motion carried.

Brief discussion took place.

**Safety Day/Operation Hours Update**

Commissioner Grotegut updated the committee on our departments recent Safety Day/Winter Rodeo. Grotegut updated the committee on our current eight hour day schedule. Grotegut provided the committee on personnel updates and possible future work day scheduling changes. Brief discussion took place.

**WCHA Winter Conference Update**

Commissioner Grotegut provided the Highway Committee members with the dates January 13-15, 2025 for the upcoming WCHA Winter Highway Conference along with a draft agenda. Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated September 10th, 2024 through October 29th, 2024.

Supervisor Maresh made a motion to approve the vouchers, seconded by Supervisor Brey. Motion carried.

**Next Meeting Date**

December 10th, 2024

**Adjournment**

Supervisor Maresh made a motion to adjourn, seconded by Supervisor Brey. Motion carried.

Meeting adjourned at 4:37 p.m.

Submitted by:

Gregory M. Grotegut

Highway Commissioner



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: Tuesday, December 10th, 2024  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the November 12th, 2024 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Driveway Request CTH XX
4. Airport Mechanic Revocable License Agreement
5. Airport Fees
6. Airport Petition
7. Hanger Lot # 1645 Ground Lease Renewal
8. Yanda Pit Lease Agreement
9. Brown/Manitowoc County Jurisdictional Transfer County BB
10. County Budget 2024 Review
11. Overtime Report
12. Vouchers
13. Next Meeting Date: January 21st, 2025

Dated: December 5th, 2024

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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## HIGHWAY COMMITTEE MINUTES

December 10, 2024

The Manitowoc County Highway Committee convened into an open session at The Manitowoc County Highway Department, Conference Room, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 10th day of December 2024.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Kevin Behnke, Jim Brey, Lee Engelbrecht, Susie Maresh and Matthew Phipps

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, Jim Theyerl

**Approval of Minutes:** Supervisor Maresh made a motion to approve the minutes from the November 12th, 2024 meeting, seconded by Supervisor Engelbrecht. Motion carried.

### **Regular Business:**

**(Public Comment):** Jim Theyerl came to the meeting and gave a letter to the committee regarding a bump on CTH B.

### **Driveway Request CTH XX**

Commissioner Grotegut updated the committee on a driveway request on CTH XX west of Cleveland for agricultural use along with the removal of two existing driveways received from Orthland Dairy Farm. Brief discussion took place.

Motion made by Supervisor Brey to approve the driveway request on CTH XX pending the removal of two existing driveways, seconded by Supervisor Engelbrecht. Motion carried. One abstains Matthew Phipps.

### **Airport Mechanic Revocable License Agreement**

Commissioner Grotegut provided the committee with renewal agreement terms for the airport mechanic with Welches Aviation Services, LLC. Brief discussion took place.

Motion made by Supervisor Engelbrecht to approve the Airport Mechanic Revocable License Agreement, seconded by Supervisor M. Phipps. Motion carried.

### **Airport Fees**

Commissioner Grotegut updated the committee regarding the fees at the airport have not changed since 2018. Grotegut provided current hangar rent, handling fees, and ramp parking fees. Brief discussion to place.

Motion made by Supervisor M. Phipps to approve the updated airport fees on hanger rent, handling fees, and ramp parking fees, seconded by Supervisor Maresh. Motion carried.

Grotegut also provided the committee with current land leases for hangar owners and a map of the airport hangar owners. Grotegut mentioned most leases have different property descriptions and square footages outside of building dimensions.

Motion made by Supervisor Engelbrecht to set the ground lease fees starting in 2025 based on the current lease square footage at the rate of 15 cents for private, 20 cents for commercial for new leases, seconded by Supervisor Brey. Motion carried.

**Airport Petition**

Commissioner Grotegut provided the committee with a resolution petition for airport improvement aid and designating the secretary of transportation as agent. Brief discussion took place.  
Motion made by Supervisor Brey to approve the airport petition and to move this resolution to the county board, seconded by Supervisor M. Phipps. Motion carried.

**Hangar Lot # 1645 Ground Lease Renewal**

Commissioner Grotegut provided the committee with information on the terms for the ground lease renewal for hangar lot #1645. This was a commercial lease and will now be a private lease moving forward.  
Motion made by Supervisor Engelbrecht to approve the ground lease renewal terms for Hangar Lot #1645, seconded by Supervisor Maresh. Motion carried.

**Yanda Pit Lease Agreement**

Commissioner Grotegut provided the committee with a 1 year lease agreement with information.  
Motion made by Supervisor Maresh to approve the Yanda Pit Lease Agreement, seconded by Supervisor Engelbrecht. Motion carried

**Brown/Manitowoc County Jurisdictional Transfer County BB**

Commissioner Grotegut provided the committee with information on the Brown and Manitowoc County Jurisdictional Transfer on CTH BB. Brief discussion took place.  
Motion made by Supervisor Engelbrecht to approve Brown/Manitowoc County Jurisdictional Transfer on County BB, seconded by Supervisor M. Phipps. Motion carried.

**County Budget 2024 Review**

Commissioner Grotegut updated the committee our current 2024 budget year to date. Brief discussion took place.

**Overtime Report**

The Committee reviewed the Overtime Reports. No further discussion.

**Vouchers**

The Committee reviewed the vouchers dated November 5th, 2024 through December 3rd, 2024. Supervisor Maresh questioned some larger purchases for equipment.  
Supervisor Engelbrecht made a motion to approve the vouchers, seconded by Supervisor Maresh. Motion carried.

**Next Meeting Date**

January 21st, 2025

**Adjournment**

Supervisor Engelbrecht made a motion to adjourn, seconded by Supervisor Maresh. Motion carried.  
Meeting adjourned at 4:42 p.m.

Submitted by:  
Gregory M. Grotegut  
Highway Commissioner