



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, January 10, 2018

5:30 PM

Council Chambers

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order

L. Kummer called the meeting to order at 5:30 p.m.

2. Roll Call

Present: 4 - Kummer, Brey, McMeans and Gabriel

Absent: 1 - Soeldner

3. Approval of Minutes

[18-0037](#) Approval of Minutes from the December 6, 2017, Public Infrastructure Committee Meeting.

Attachments: [December 6, 2017 Minutes](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the December 6, 2017 Minutes were approved. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

4. Public Comment

6. Presentations

7. 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:

8. Approval of Consent Agenda

9. Discussion and Action Items

[18-0029](#) Request for property maintenance notification for weed/snow assessments to remain, recommending placing on file.

Attachments: [18-0029_201801041313](#)

L. Kummer reported an e-mail that he received from a property owner requesting to continue to send weed violation notification letters as he owns property in Manitowoc, but doesn't live here. He relied on the notices and has no other way to monitor his lawn.

The Committee said that property owners were relying on the letters.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request for weed/snow violation notifications to remain was placed on file for Consent Agenda. The motion carried by the following vote:

[18-0013](#) Request from Manitowoc Public School District (MPSD) to share cost for Municipal Field Upgrades.

Attachments: [Manitowoc -- Municipal Field Baseball Infield Renovation](#)
[Manitowoc -- Municipal Field Infield Area](#)

Chad was present and reported to the Committee that he has a \$45,000 quote for improvements. He met with the School District about helping share cost for Municipal Field Upgrades. The School District was willing to cover \$15,000 with the City's share to be \$25,000. Chad explained that he would like to discuss with other organizations that currently use this field to help fund the remaining \$5,000.

The Committee questioned where the \$25,000 would come from. S. McMeans feels we should look a bit more at the split and budgeting for in the future as there is not a demand for it at this time.

The Committees recommendation was to bring back in 3 months and to look into possibly splitting this project differently as the school utilizes this field the majority of the time.

[17-0914](#) Alderman Howe's Proposal for Street Program, recommending placing on file and if more information available in the future, can bring back to Committee.

The Committee recommended placing on file and revisiting at a later date if there is more information available.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Street Program proposal presented by Alderman Howe was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[17-1099](#)

Discussion on hiring a contractor for responding to sidewalk snow removal violations, recommending hiring EcoTech for 3 years for sidewalk snow removal violations.

Attachments: [scan0005-Sidewalk Contractor Quote](#)
[scan0006-Sidewalk Contractor Quote](#)

C. Scheinoha explained that we received quotes from two different contractors, the low bidder was Ecology Technology, Inc. This is the same contractor as we used for weed cutting.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, to recommend hiring Ecotech for a three year contract for sidewalk snow removal violations was approved for consent agenda. The motion carried by the following vote:

[18-0014](#)

Request from a downtown business owner to install a driveway to the East of the building at 1306 Washington Street.

Attachments: [18-0014_201801021311](#)
[18-0014 Pictures_201801021312](#)

G. Minikel stated that a downtown business owner was in to request approval for a driveway installation to allow easy loading for catering business. He said that they might lose one parking stall.

R. Gabriel questioned the bus stop near this location.

J. Novak was present and discussed some safety concerns that he had.

The Committee tabled the request until the property owner could be present to answer any questions.

This Request was tabled

[17-1188](#)

Request for weed notices to be sent to the Contractor for construction projects, Engineering will place language on Site Plans to remind Contractor/Owner to maintain weeds in accordance with the Ordinance at the Construction site, recommending placing on file

Attachments: [17-1188_201712011044](#)

D. Koski explained that we have added language to our site plan that will inform the owner, builder/contractor to maintain any weeds as part of the construction

process.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request to include the language on the site plan to inform contractors of the need to maintain weeds at construction site, per City Ordinance, was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0015](#) Stormwater Management Facility Maintenance Agreement with The Meyer Group of Manitowoc LLC, (Parcel #805-202-040, 2851 South 10th Street), recommending approval

Attachments: [18-0015](#) [201801021320](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Stormwater Management Facility Maintenance Agreement with The Meyer Group of Manitowoc, LLC was approved for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0020](#) Resolution to approve revised job descriptions for Bridgetender-Operations, and Operations-Electrician.

Attachments: [18-0020](#)

[JD - Bridgetender](#)

[JD - Electrician](#)

C. Scheinoha explained that these job descriptions were approved at Personnel Committee. The language and who they report to was changed.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the job descriptions for Bridgetender-Operations, and Operations- Electrician revisions were approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0030](#) Equipment Replacement Request at the Streets Department, recommending purchase of the grader.

Attachments: [18-0030](#) [201801081257](#)

C. Scheinoha reported the need for a grader as we came across one for sale in the Town of Franklin, that was maintained well and is priced right. We are looking to auction two of our graders and keeping two that were from 1984.

CAWG supported this unbudgeted item.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Request for equipment purchase at the Streets Department was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0036](#) Proposed Permanent Sewer Easement with Maritime Pointe Condominium Homeowner's Association, recommending referring to City Attorney to draft documentation to approve the agreement as proposed.

Attachments: [18-0036_201801051502](#)

G. Minikel explained that the Lawton Terrace lift station is pumping all night. He is recommending vacating the 20 ft pedestrian easement and allowing the Little Manitowoc Prairie to remain in place.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to refer to City Attorney to draft documentation to approve the agreement with vacating the 20 foot sidewalk easement and 25 year agreement for the Little Manitowoc Prairie to remain in place was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0016](#) 2017-2018 General Plow Reports

Attachments: [Plow Reports](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the General Plow Reports was placed on file within the Engineering Department. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

10. Adjournment

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Jim Brey, that the meeting was adjourned at 6:21 p.m. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

If you need accommodations for this meeting, please notify the City Clerk's office at least 48 hours in advance of the meeting (or as soon as possible after the meeting is posted, if posted less than 48 hours prior to the meeting time) at 920-686-6950. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.