



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Wednesday, August 1, 2018

5:30 PM

Council Chambers

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#### 1. Call to Order

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

#### 2. Roll Call

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

**Absent:** 1 - Sitkiewitz

Staff Present: D. Koski, G. Minikel, S. Birr, K. Dorow, C. Scheinoha, Ald. R. Gabriel

Others Present: Melissa Kersten, Corey Kaufmann, Brandon Bartow, Don Orth, Ken Sitkiewitz, John Jacobs, Noah Poklinkosh, Liz Neuser, Beau Bennett

#### 3. Approval of Minutes

[18-0798](#)

Approval of the Minutes from the July 5, 2018 Public Infrastructure Committee Meeting.

**Attachments:** [MeetingMinutes30-Jul-2018-02-57-33](#)

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Minutes from the July 5, 2018 Public Infrastructure Committee meeting were approved. The motion carried by the following vote:

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

#### 4. Public Comment

#### 5. Public Hearings

#### 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

[18-0786](#) Unimproved Right-of-Way for Future South 34th Street from Dewey Street, recommending placing on file and Mr. Bennett is not to use weed killer and to get permission to use the right-of-way

**Attachments:** [18-0786\\_201807261453](#)

Corey Kaufmann was present to discuss his concern with his neighbor Beau Bennett utilizing unimproved right-of-way and spraying weed killer.

Mr. Bennett, 1961 S. 35th Street, was present and explained that Mr. Kaufmann installed a fence that he complained to the City Inspection Department about as he didn't think it was to code. He said he parks his truck in commercial truck parking lot and maintains the path. He has been mowing and recently placed weed killer so he didn't have to mow.

The Committee was not in favor with him using the weed killer or even cutting the right-of-way without permission as it's not his property.

The Committee recommended talking with Dan and Greg in Engineering for permission to utilize the unimproved Right-of-Way.

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that in order to use the right-of-way, permission would be required from City Engineering Department and not to use any weed killer. Place on file for consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Kummer, Novak and Brey

**Abstain:** 1 - Howe

[18-0787](#) Street Light Request for alley between 954 and 948 N. 5th Street recommending to refer to Manitowoc Public Utilities for Proposal.

**Attachments:** [18-0787](#)

Melissa Kersten was present and she is requesting street lighting to be installed in the alley between 948 and 954 N. 5th Street. lighting in the alley. There is currently an utility pole at the end of the alley way and she was wondering if a light could be installed there.

The Committee recommended requesting a proposal from Manitowoc Public Utilities.

**Moved by Novak, seconded by Brey, that th Request to install of Street light in alley between 954 and 948 N. 5th Street and referred to MPU for proposal and**

**Consent Agenda. The motion carried by the following vote:**

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

**[18-0665](#)** Water Issues at 5012 Cypress Court

**Attachments:** [18-0665\\_201806261118](#)  
[18-0665\\_2018\\_10\\_02\\_10\\_05\\_30](#)

Don Orth, 5012 Cypress Court, was present. He recently had a survey of his property done and realized over half of the girth of the tree is on his property.

G. Minikel said he doesn't have a suggestion at this time. He sent the information to the City Attorney for her opinion regarding any easements and/or ordinances. This might be a civil matter between the two property owners.

L. Kummer recommended that Engineering look at diverting the water with Mr. Orth and bringing back in a month or so.

**[18-0574](#)** Request from Bartow Builders to reditch in front of property of 32 Albert Drive for proper drainage, recommend to approve and place on file for Brandon Bartow to reditch and obtain ROW Excavation Permit with City Engineering Department.

**Attachments:** [18-0574\\_201806041528](#)

Brandon Bartow was present to discuss property of 32 Albert Drive. There is water sitting in catch basin and he is asking for permission to clean up and reditch to allow for proper drainage.

He would need to obtain a Right-of-Way Excavation Permit with the City Engineering Department.

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Request from Bartow Builders to reditch in front of 32 Albert Drive was placed on file for Consent Agenda. The motion carried by the following vote:**

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

**[18-0681](#)** Request from Cheryl and Jon Saunders for painted street parking lines on both sides of their business located at 1201 South 13th Street.

**Attachments:** [18-0681](#)

**[18-0577](#)** Flooding Due to Sewer Issue on Ray Street, recommending to place on file.

**Attachments:** [18-0577\\_201806041608](#)  
[Ray Street Flooding Issue CAWG Request](#)

G. Minikel said this was approved at CAWG and is moving forward with a Class I notification.

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that**

the document be placed on file for Consent Agenda and CAWG approved a Class I to re-ditch 4100 block of Ray Street. The motion carried by the following vote:

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

[18-0785](#) Request for disposal container for cigarettes at Washington Park

**Attachments:** [2018\\_07\\_25\\_16\\_22\\_02](#)

C. Scheinoha was present to discuss the request for cigarette disposal containers at Washington Park.

M. Howe suggested purchasing the type of disposal containers that have sand above and garbage below.

J. Brey asked if Parks Dept would clean these out and C. Scheinoha said they would.

**This Request was approved**

[18-0575](#) Designated Bike/Ped Lane on Menasha Avenue for School Route, recommending placing on file.

**Attachments:** [18-0575\\_201806041530](#)

R. Gabriel was present to discuss the Menasha Ave bike/pedestrian route. Funding sources are

There was quite a bit of discussion regarding making the intersection of Menasha and N. 18th a roundabout and making safe for pedestrians. The major issue is with summer school and no crossing guards.

The Committee felt that the school would need to come forward to the City with requests of this nature.

R. Gabriel will continue to work with the people along Menasha Avenue.

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Request was placed on file for Consent Agenda. The motion carried by the following vote:**

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

[17-1031](#) Request for a designated Christmas Tree drop site in exchange for tree voucher

**Attachments:** [17-1031\\_201710061522](#)

C. Scheinoha explained that there is a DNR Grant for Christmas Tree Drop Site/voucher program. He is currently in discussing where the drop site location will be (see below). He said we will have this in place by this coming winter.

**Moved by Novak, seconded by Howe, that the Christmas Tree drop site in exchange for tree voucher be placed on file. The motion carried by the following**

vote:

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

[18-0213](#) Citizen Proposed First Responder Monument at Lakeview Park

**Attachments:** [18-0213](#)

[18-0213 Proposed monument 2018](#)

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

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

[18-0796](#) Tree Removal at Evergreen Cemetery, recommending approval of removal of the trees using Perpetual Care Funding and replacing with two new trees.

**Attachments:** [Tree Removal at Evergreen Cemetery](#)

C. Scheinoha explained that there are two trees with dead limbs that need to be removed. This is a lengthy and dangerous project and will be funding through the Perpetual Care Fund.

He received two quotes with Arbor Tech being the lowest.

L. Kummer requested that the two trees that are being removed be replaced with new trees.

**A motion was made by Mike Howe, seconded by Vice Chair Jeremiah Novak, that the Request to remove two trees in Evergreen Cemetery using Perpetual Care Funds was approved for consent agenda. The motion carried by the following vote:**

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

[18-0406](#) Tree Removal at 716 New York Avenue

There is a limb on tree overhanging into the right of way. the tree is healthy according to Chad, but it is affecting the sidewalk and the homeowner wants the tree removed.

The Tree Commission requested to poll other cities. The sidewalk replacement will be allowed and inspector on site will make sure not too many roots will be taken out.

**A motion was made by Mike Howe, seconded by Vice Chair Jeremiah Novak, that the Request to remove the tree was placed on file with approval to remove and replace sidewalk without disturbing too many tree roots. The motion carried by the following vote:**

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

[18-0788](#) Purchase of 4 new pieces of equipment from the Perpetual Care Fund

**Attachments:** [18-0788](#)

C. Scheinoha mentioned the selling and purchasing of equipment. He is recommending using perpetual care to fund this. He is recommending approximately \$37,000 for equipment purchases

J. Brey explained that we never used this fund to buy equipment (capital projects) . He's concerned it's going to drain really fast. M Howe said if this fund isn't set up for this, then we are crossing the line.

L. Kummer said we have a budget process for this.

J. Novak suggested stretching out the life of the equipment longer.

Committee felt more comfortable going through the Finance process and to bring back after the Cemetery Commission meet.

[18-0671](#) Equipment purchase (Z-Tracks and Wide Area Mower Rhino) for Parks Department, recommend to accept.

**Attachments:** [Detail of Mower Purchase](#)

Chad explained the equipment purchased and it was previously approved in CAWG.

**A motion was made by Mike Howe, seconded by Vice Chair Jeremiah Novak, that the Request for equipment purchase was referred to the Finance Committee. The motion carried by the following vote:**

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

[18-0246](#) Request to increase 2018 Budgeted amount by up to \$11,000 for replacement of Washington Park Electronic Sign (2018 budget \$20,000, current estimate \$31,000) funding to come from Room Tax Reserves, recommending referral to CAWG for discussion and to request a second proposal for consideration.

**Attachments:** [Washington Park New Sign-Purchase](#)

[18-0246\\_201806050957](#)

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Action Item was placed on file. The motion carried by the following vote:**

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

[18-0784](#) Waldo Blvd Overlay Proposal, recommending to deny the request.

**Attachments:** [18-0784\\_201807251613](#)

[18-0784-1](#)

[Waldo Blvd Overlay CAWG Request](#)

D. Koski reported that since asphalt was placed on one section of Waldo Blvd viaduct, the Mayor requested for the other side to be done. The unbudgeted amount was \$54,000. CAWG did not support as Waldo Blvd will be rebuilt in 2 years.

M. Howe questioned the spray patching, he hasn't seen that done in this area. M. Howe thought this might be a convenient way to fix roads.

**A motion was made by Vice Chair Jeremiah Novak, seconded by Mike Howe, that the Request for Waldo Blvd Overlay was denied and referred to Consent. The motion carried by the following vote:**

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

[18-0677](#)

Recommendation on a feasibility study for the Bridge Connection from Lower Schuette Park to Manitou Park

**Attachments:** [201807311414](#)

D. Koski said that we received three (3) Request for Proposals. These were reviewed, scored, discussed and informed the Committee that AECOM and Stantec issued more than they asked for, and AECOM didn't include soil borings. Their recommendation was to award to Stantec.

M. Howe suggested buying the railroad property and taking over the bridge.

D. Koski went over the scope of the work that was proposed by Stantec.

Kummer said he wouldn't be opposed to holding off signing this contract for a month to allow us time to talk to the Railroad and see if we can do more with this area after talking with them.

M. Howe suggested that there are abandoned tracks. J. Brey said the big tressel is still being used.

Chad recommended starting at local office and just getting some questions answered.

[18-0789](#)

Duty Pay Discussion, recommending receiving more information from other Municipalities and placing through the budget process

C. Scheinoha explained that since the increase in salaries took place in July, they were re-evaluating the On-Call Duty pay. It is currently \$150/week and they are looking to increase.

Chad explained that Manitowoc Public Utilities currently pays \$350/week for oncall duty.

He has requested numbers from other municipalities, but has not received

them.

The Committee would like more numbers and to place through the budget process.

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Request for increased duty pay, recommending putting through the budget process was approved for consent agenda. The motion carried by the following vote:**

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

### 18-0813

#### Request to Change Leaf Pickup Parking Ban Times

D. Koski explained that they are requesting to change leaf the pickup time. C. Scheinoha said he would like for the times to be 6:00 a.m. to 2:00 p.m.. It is currently 7:00 a.m. to 3:00 p.m.

The Tractor that is used to push leaves can't start early than parking ban. The extra hour in the morning is an important part.

The Committee recommended an Ordinance change to revise start time to 6:00 a.m.

**A motion was made by Mike Howe, seconded by Vice Chair Jeremiah Novak, that the Request to change the Ordinance to revise the leaf pickup time to 6:00 a.m. - 3:00 p.m. was approved and referred to council. The motion carried by the following vote:**

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

## 8. Adjournment

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the meeting was adjourned at 7:16 p.m. The motion carried by the following vote:**

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