



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Monday, May 8, 2017

5:30 PM

Council Chambers

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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 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

Chairman Lee Kummer called the meeting or order at 5:34 p.m.

#### 2. Roll Call

**Present:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

#### 3. Approval of Minutes

[17-0388](#) Approval of the Minutes from March 13, 2017 Public Infrastructure Committee Meeting

**Attachments:** [March 13, 2017 Minutes](#)

**A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the Minutes from the March 13, 2017 Meeting were approved. The motion carried unanimously.**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

#### 4. Consent Agenda

These items will be approved by one motion unless any Committee Member wishes to remove an item for discussion.

REMOVAL OF CONSENT AGENDA ITEMS: None

## Approval of the Consent Agenda

Moved by Soeldner, seconded by Brey, to accept the Consent Agenda Items and recommendations of the various committees The motion carried by the following vote:

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0378](#) Request for permission to distribute the Buddy Poppy to various businesses throughout the City May 19th - May 20th, 2017, recommending approval.

**Attachments:** [17-0378](#)

[17-0471](#) Ayres Proposal for professional services to work with the City for the WisDOT Waldo Blvd Sanitary Sewer special provisions, time schedule, and fee for services, recommending entering into the contract.

**Attachments:** [17-0471](#)

[17-0472](#) O'Connor's Concessions request to sell Concessions for 2017 Season, recommending approval.

**Attachments:** [17-0472](#)

**This Request was approved for consent agenda**

## 5. Approval of Consent Agenda

## 6. Discussion and Action Items

[17-0387](#) Request to Rescind Snow Shoveling Assessment for Magic Carwash/Plenty O Suds, LLC at 3601 Calumet Ave

**Attachments:** [17-0387](#)

S. Birr explained that the owner of the Magic Car Wash called and stated they were in the process of construction and only had a PO Box and weren't aware of the sidewalk Ordinance.

D. Soeldner reported that a PO box is a proper mailing address and most cities have the Ordinance in place to keep sidewalks clean of snow and ice.

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, that the Request was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0379](#) Request to Rescind Special Assessment of \$300 for Parcel #412-004-080 (943 N. 8th Street), recommended rescinding assessment.

**Attachments:** [17-0379](#)

D. Koski said that the property owner was not notified as this property was sold.

**A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request to rescind the Special Assessment as presented was approved for consent agenda. The motion carried by the following vote:**

[17-0119](#) Request for Street Lights at 1840 Abbey Ridge Lane

**Attachments:** [17-0119.pdf](#)

John Lucas, 1871 Nagel Ave, was present to discuss the request for street lights. He would like to be put on a 5-year payment plan for street lighting. MPU estimated installing 7 lights.

John Lucas said Abbey Ridge consisted of 3 different entities (I, II, and III)

The Committee was in favor of placing street lighting on Abbey Ridge Lane, with funding in 2018 Budget.

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request for street lighting on Abbey Ridge Lane be approved, with funding in the 2018 budget, and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0010](#) County Highway "R" Reconstruction - Custer Street to Broadway Street - Roadway Lighting

**Attachments:** [17-0010.pdf](#)  
[17-0010-2](#)

G. Minikel explained that we received an estimate from Steve Bacalzo.

The Committee had discussion and wanted to Engineering Dept to explore more and check to see if grant funding would be available and bring back at next meeting.

[17-0373](#) Approval to hire Operator at WWTF to bring staffing level back to prior to 2012.

**Attachments:** [17-0373](#)  
[17-0373 WWTF Operator JD](#)

Mike Jaeger was present to discuss hiring another Operator at WWTF. He explained that a retirement prior to 2012, was not filled due to the budget crisis. They have had several operators come and go since then.

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Rhienna Gabriel, to approve hiring an Operator at WWTF and was referred to the Personnel Committee. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0455](#) Resolution to request the hiring one additional part-time Transit driver above and

beyond approved number for 2017.

**Attachments:** [17-0455.pdf](#)

D. Koski informed the Committee about the recent FMLA issues with the full-time drivers. J. Muenzenmeyer recommended hiring an additional part-time driver, which shouldn't affect anything budgetarily with the exception of the uniform.

**A motion was made by Alderperson Scott McMeans, seconded by Alderperson Dave Soeldner, that the Resolution to hire an additional part-time Transit driver was approved and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0382](#)

Request for Porta Pottie at Lower Henry Schuette Park to be funded by Friends of Manitowoc River Watershed (FOMRW) and Lakeshore Natural Resources Partnership (LNRP)

**Attachments:** [17-0382](#)

**A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request for Porta Pottie at Lower Henry Schuette Park to be funded by FOMRW and LNRP was approved and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0374](#)

Red Arrow Memorial Project Update

**Attachments:** [17-0374](#)

Dennis Harding, 803 Summit Street, was present to discuss the Red Arrow project. The Friends of Red Arrow have planted 16 trees at the park. The bricks that were solicited are ready to go in. There are four (4) sponsors for trees and will have a tree dedication ceremony. There is a Cannon in Two Rivers that they are working on getting permission to move it to Red Arrow Park.

July 15th, 2017 is the date to rededicate the Park. They will need to obtain traffic control and the Fire Department will be involved.

[17-0375](#)

2017 Work at Silver Creek Park Disc Golf Course Update

**Attachments:** [17-0375](#)

Jim Van Lanen, 4121 Martin Lane, Two Rivers was present to discuss the Silver Creek Park Disc Golf.

He explained that 9 fairways were added to park due to land dedication. They are looking to put in 2 more safety walls for additional protection, 5 more benches will be added. He explained that the bridge is being utilized quite a bit.

S. McMeans said the improvements have been steady and working hard staying towards vision.

[17-0464](#) Approval of funds from Cemetery Perpetual Care Fund and Zoo Donation Tube for new gator

**Attachments:** [17-0464 201706011059](#)

**This Request was tabled**

[17-0465](#) Approval of Funds from CAWG for Asphalt Sealing of Washington Park

[17-0466](#) Approval of Funds from CAWG for new trash cans at Washington Park

[17-0136](#) Parks Comprehensive Plan Updates

**Attachments:** [17-0136.pdf](#)

[17-0136 Little Manitowoc River Coastal Wetland Restoration](#)

[17-0136 Riverwalk Concept Plan](#)

C. Scheinoha gave an update and said it's moving along nicely.

The Riverwalk project was discussed.

[17-0265](#) Revised Street Tree Planting Policy and Tree Maintenance and Removal Policy, recommending approval of revised policies.

**Attachments:** [17-0265.pdf](#)

C. Scheinoha informed the Committee of the policy and changes that were made. He said that there will be door hangers to inform citizens.

All proposed changes were approved by the Tree Commission.

**A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the revised Street Tree Planting Policy and Tree Maintenance and Removal Policy were approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0381](#) Request for Downtown Street Plantings

**Attachments:** [2017\\_05\\_11\\_11\\_12\\_39.pdf](#)

Jeremiah Novak was present to discuss the planter holders that were to be donated for the downtown planters. The City would decide where to place these six planters as well as bolt them down.

After further discussion, the Committee decided that they would like to see a picture of the proposed design of these planters before they will approve.

[16-0836](#) Sidewalk Privilege Agreement for 941 North 15th Street, recommending placing on file.

**Attachments:** [16-0836.pdf](#)

D. Koski explained that property owner came forth last year, and we would revisit in Spring if there were any other concerns. The DPW monitored the snow removal over the winter months.

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, that the request for a Sidewalk Privilege Agreement was placed on file for Consent Agenda as there were no further concerns. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0140](#) Request from Clear Wireless, LLC to the City of Manitowoc for Acceptance of Removal and Restoration of Communication Tower Agreement, dated February 10, 2011, recommending execution of the agreement.

**Attachments:** [17-0140.pdf](#)

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to approve the agreement for consent agenda. The Agreement was reviewed and approved by the City Attorney; therefore the Committee recommends execution of the Agreement. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[15-943](#) Special Assessment Policy compared to a Wheel Tax or other funding option, recommending placing on file.

**Attachments:** [20151203150342881.pdf](#)

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Jim Brey, that the Report on Wheel Tax was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[16-0284](#) Request from Oak Park Developers, LLC for expansion of the River Ridge Subdivision to extend Roneta Lane and Nicyssa Lane and the unnamed north/south street from Sunset Road to Remiker Lane.

**Attachments:** [20160330120850420.pdf](#)

G. Minikel said that he spoke with Mike Check and they would still like to pursue this. They are looking for the City to fund Stormsewer.

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request be referred to CAWG for ranking and analysis. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0480](#) Stantec Proposal for Lawton Terrace Lift Station Replacement with a New Gravity Sanitary Sewer, recommending support for Stantec Proposal and recommend entering into contract.

**Attachments:** [17-0480](#)

[17-0480task order.pdf](#)

[17-0480 Stantec Master Services Agreement](#)

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Rhienna Gabriel, to support the Stantec Proposal with recommendation for Council to enter into Contract for the same. The Request was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0481](#) Trail Connectivity Discussion and schedule a special Public Infrastructure field trip to tour locations for possible trail connections.

L. Kummer discussed the field trip to parks to discuss connectivity and park improvements on May 30th at 5:30 p.m.

[17-0482](#) Additional Tree removal for sidewalk complaints for various locations, recommended approval of adding trees to a contract within the budget.

G. Minikel explained that we are adding additional tree removals to the budget. An Agreement has been sent out to Asplundh for additional tree removal work.

**Moved by McMeans, seconded by Brey, that the Request for a contract for additional removal of trees and strumps be approved within budget and referred for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0141](#) Snow Plowing Policies for cul-de-sacs and discussion of possible policy changes, recommending approval of plowing policies for cul-de-sacs.

**A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Rhienna Gabriel, to approve the Request for cul de sacs plowing policies as presented. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0383](#) Manitowoc Public Utilities Pump Station and Reservoir, Park and Recreation Improvements

**Attachments:** [17-0383](#)

C. Scheinoha explained that Citizen Park is reconstructing the tennis courts. MPU agreed to fund some of the project and would like to see an agreement for future maintenance by the City of the facility.

Document to be drafted and brought back to June Meeting.

[17-0467](#) Request to draft Resolution to backfill the part-time Administrative Support Specialist in the Engineering Department, recommending backfilling the position.

**Attachments:** [Administrative Support Specialist-Part Time-DPI- 11.2016](#)

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request to backfill the part-time Administrative Support Specialist in Engineering was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0468](#) Temporary Access Easement Agreement over Unopened Street on Golet Drive

**Attachments:** [17-0468](#)

[17-0468-1](#)

[17-0468-2](#)

[17-0468-3](#)

G. Minikel said that there is a potential issue as a person inquired about access. There was discussion and the Committee recommended bringing back to June meeting.

[17-0469](#) Waldo Boulevard Traffic Control

**Attachments:** [17-0469](#)

**This Request was tabled**

[17-0470](#) Subdivision Pond Maintenance

**Attachments:** [17-0470](#)

**This Request was tabled**

## 7. Adjournment

7:53 adjournment

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.