



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, October 11, 2017

5:30 PM

Council Chambers

1. Call to Order

L. Kummer called the meeting to order at 5:31 p.m.

2. Roll Call

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

Staff Present: D. Koski, G. Minikel, S. Birr, K. Dorow, C. Scheinoha; Ald Novak, Ald Howe

Others Present: Jim VanLanen Jr., Scott Reinhard, Derek Holly, Pauline Haelfrisch, Mike Sgarioto

3. Approval of Minutes

[17-1036](#)

Approval of Minutes from the September 6, 2017 Public Infrastructure Committee Meeting.

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

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

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

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

[17-1032](#) Request from Manitou Manor Apartments for a concrete slab, bench, sign post with receptacle for a designated smoking area

Attachments: [17-1032_201710061527](#)

Pauline Haelfrisch, Manitou Manor, was present to recommend the need for a concrete slab to be placed at their property to allow for a bench and a pos with sign designating the smoking area as well as a receptacle for cigarette butts. The apartments will be smoke free January 1, 2018.

D. Koski said that once we allow one, we will be setting presedence.

Smoking areas need to be as far as 25 feet away from building. Pauline said if they don't provide a designated area, they will be smoking on sidewalk.

The motion failed for lack of second and Pauline withdrew her request.

[17-0914](#) Alderman Howe's Proposal for Street Program

M. Howe was present to discuss with the committee a plan he is recommending get our infrastructure under control. This plan would layout sections of the City. This would allow for budgeting a long term cycle instead of short term. He would like to create a GIS map that is user friendly to find out age and condition of streets and approximate time line for repairs.

D. Soeldner said we currently have something like this in place with our 5 year Capital plan.

R. Gabriel likes the idea and sees as a resource from city staff. Would like to see staff make into a tool.

D. Koski said we use Paser ratings as one tool for rating the streets.

The Committee recommended referring to staff to establish a long term plan with assitance of M. Howe.

[17-1030](#) Request for Silver Creek Disc Park Upgrades from Donation Tube Funds and Room Tax Funds.

Attachments: [17-1030_201710061518](#)

[17-1030](#)

Jim VanLanen was present and explained to the Committee that there was a shortfall of funds of \$2,651.00. He is recommending approval of these additional funds to pay contractors/suppliers as required.

J. Brey said that this should be brought to Finance Committee to approve the

funding from the Room Tax and donation tube.

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, that the Request to fund \$1500 from donation tube was approved and the additional \$1151 to be funded by Room Tax was referred to the Finance Committee at Common Council. The motion carried by the following vote:

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

[17-1024](#)

Request to rescind the weed cutting violation at the vacant lot on Stoney Brook Drive that was gifted to Manitowoc Lutheran High School, Committee recommended to deny the request.

Attachments: [17-1024_201710061421](#)

Scott Reinhard, from Manitowoc Lutheran High School was present. He explained that this property that was in violation of the weed ordinance was land that was gifted to the School. For the last 7 years they have paid taxes and mowed. However, due to short custodial staff, they fell behind and not able to get to this property to cut. He said they will, from this point forward, hire someone to take care of this property. They are requesting a one time forgiveness.

D. Soeldner said that we have these appeals all the time and he feels they would be inconsistent if they approve his request. He also said it was not a good enough reason to appeal. S. McMeans explained the trap is to find out if challenges are real issues to waive the fee.

The Committee explained that beginning March 1, 2018, courtesy letters will no longer be sent out to property owners.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request to rescind the weed cutting violation at vacant lot on Stoney Brook Drive, was denied for consent agenda. The motion carried by the following vote:

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

[17-1025](#)

Request to rescind weed cutting invoice for 2220 Stoney Brook Court, Committee recommended granting the request.

Attachments: [17-1025_201710061440](#)

Derek Holly was present and informed the Committee that he received the invoice from Action Realty. The property was purchased and notification was never sent to him as it was the second violation and sale of property transaction occurred during the second violation, however records didn't indicate this at the time, so a letter wasn't sent.

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, that the Request to rescind the weed cutting invoice for 2220 Stoney Brook Court was granted for consent agenda. The motion carried by the following vote:

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

[17-0597](#) Discussion on pedestrian bridges crossing Manitowoc River between Manitou Park and Lower Schuette Park.

Attachments: [Manitowoc, WI 180'](#)

[IMG_3020](#)

[IMG_3022](#)

[IMG_3027](#)

This Request was tabled

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

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

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

[17-0136 Riverwalk Concept Plan](#)

[October Draft Comp Park &](#)

[Rec Plan AFTER Sept 22 2017 Mtg Version4 \(2\)](#)

[Appendices A thur G](#)

[201710101545](#)

This Report was tabled

[17-1013](#) Stormwater Management Facility Maintenance Agreement for St Vincent Hospital of the Hospital Sisters of the Third Order of St Francis at 4810 Expo Drive, Parcel #826-403-115, recommended approval of agreement

Attachments: [17-1013_201710041514](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Dave Soeldner, that the Stormwater Management Agreement for 4810 Expo Drive, was approved for consent agenda. The motion carried by the following vote:

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

[17-0979](#) DPI Re-Organization due to Retirement October, 2017, recommending approval.

Attachments: [Department of Public Infrastructure Org Chart Proposed 092517.pdf](#)

[Operations Division Manager JD 09.2017](#)

[Streets Team Leader JD 9.2017](#)

[Transit Division Manager JD 09.2017](#)

[Buildings and Grounds Division Manager JD 09.2017](#)

D. Koski gave a brief update on the restructure and how it will be more efficient and improved for future recruiting and succession planning.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the Request for DPI Re-Organization due to Retirement, was approved and referred to Council. The motion carried by the following vote:

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

[17-0981](#) Resolution to Backfill WWTF Electrician Position Prior to Current Employee Retirement

Attachments: [WWTF Electrician JD 2016.pdf](#)

[17-0981](#)

Moved by Brey, seconded by Gabriel, that this Resolution be approved for consent agenda. The motion failed by the following vote:

Aye: 2 - Brey and Gabriel

Nay: 3 - Kummer, Soeldner and McMeans

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, to approve the Resolution for up to 6 months from date employment commences was approved and referred to Council. The motion carried by the following vote:

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

[17-1009](#) Request for Street Lights on Paul Road from Joseph Road to approximately 700 feet to the South.

Attachments: [Paul Road 1](#)

[Paul Road 2](#)

[Paul Road 3](#)

[Paul Road - coach lights](#)

[PaulRoad_LightsAndPoles](#)

[PaulRoad_LightTypes](#)

[PaulRoad_NoLightZone](#)

[201710120849](#)

This Request was tabled

[17-1015](#) Discussion on Lakefront Heron Sculpture located on Waldo Blvd Wayside.

Attachments: [17-1015_201710041627](#)

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request for Lakefront Heron Sculpture on Waldo Blvd wayside was placed on file. The motion carried by the following vote:

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

[17-1026](#) Request made by the Special Events Committee for a Vendor Agreement for a food truck in City right-of-way, recommending approval without a Vendor Agreement to be submitted

Attachments: [17-1026](#) [201710061445](#)

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the request for a food truck in City right-of-way in front of Pet Skull Brewery without a Vendor Agreement was approved for consent agenda. The motion carried by the following vote:

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

[17-1027](#) Request for Zoo Parking Street Signs, recommending approval to redirect the traffic to Reed Avenue parking lot.

Attachments: [17-1027](#) [201710061449](#)

D. Koski stated that a request from staff was made about the parking around the zoo. It gets congested and poses a safety issue. The request is to redirect them to the Reed Avenue parking lot.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request for zoo parking street signs was approved for consent agenda. The motion carried by the following vote:

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

[17-1028](#) Public Works Petition from James Check, to cause permanent paving, sidewalks, storm and sanitary sewers and other public utilities to be installed on Homestead Road as described therein and shown on the attached map, recommending acceptance of petition with copy to be sent to Director of Public Works, recommending approval and placing on file.

Attachments: [17-1028](#) [201710061456](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Dave Soeldner, that these Public Works Petition for Homestead Road was accepted and placed on file for consent agenda. The motion carried by the following vote:

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

[17-1029](#) Public Works Petition from James Check, to cause permanent paving, sidewalks, storm and sanitary sewers and other public utilities to be installed on Nicysa Lane as described therein and shown on the attached map, recommending acceptance of petition with copy to be sent to Director of Public Works, recommending accepting and placing on file.

Attachments: [17-1029](#) [201710061458](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Dave Soeldner, that the Public Works Petition for Nicyssa Lane was accepted and placed on file for consent agenda. The motion carried by the following vote:

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

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

Attachments: [17-1031_201710061522](#)

C. Scheinoha explained that he would like to see the City support a program like this. The constituent would bring their Christmas tree to recycle center in return for a voucher for a tree to plant in their yard. The trees would range from \$2-\$18 per tree. This will eliminate anyone having to pick them up.

Chad said there will be more trees on private property and will decrease the maintenance time from picking them up. Typically 50-100 trees are picked up annually.

[17-1041](#) Request for Henry Schuette Park Kiosk sign from Donation Tube Funds, recommending approval

Attachments: [Schuette park message board kiosk](#)

C. Scheinoha recommended replacing the current Kiosk in front of the restroom building at Schuette Park as its been vandalised. Funding will be from donation tube.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request for new kiosk at Henry Schuette Park was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, 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 6:40 p.m. The motion carried by the following vote:

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