



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, December 6, 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: 3 - Kummer, Brey and McMeans

Absent: 2 - Soeldner and Gabriel

Staff Present: D. Koski, G. Minikel, S. Birr, C. Scheinoha, K. Dorow, J. Muenzenmeyer

Others Present: Mark Gates, Mike Karbon, Paul Roekle

3. Approval of Minutes

[17-1192](#) Approval of Minutes from the November 8th, 2017 Public Infrastructure Committee Meeting.

Attachments: [November 8, 2017 Minutes](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Minutes from the November 8th, 2017 meeting were approved. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

4. Public Comment

5. Public Hearings

6. Presentations

7. Discussion and Action Items

[17-1093](#) Insurance denial of claim for removal of tree due to premature death as a result of a car accident, recommended denying the relief but no collection action for 12 months.

Attachments: [17-1093_201710260947](#)
[ACCIDENT PHOTOS-TREE_201710261249](#)
[ACCIDENT-POLICE REPORT_201710261250](#)
[17-1093_201712011410](#)

Mike Karbon was present to discuss the invoice he received from the City for a tree that was struck in an auto accident. Mr. Karbon didn't feel this invoice was accurate as the accident was the fault of the other party and she did not have insurance. He felt he has suffered enough and the bill should be sent to her.

To date, the tree has not yet been removed or replaced. The City Attorney's recommendation was not to rescind the invoice. After further discussion, the Committee recommended allowing 12 months to pay the invoice. This would allow some time to try to collect from the other party involved. The Committee felt that someone should pay for this damage.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to deny the relief requested, but no collection action for 12 months was referred for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[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](#)

Michael Smits contacted Alderman Kummer requesting a change in construction project notifications looking for a change in the construction projects and weed notices.

D. Koski said we can include on the site plan and will bring back next month.

[17-1187](#) Request to rescind weed assessments at parcels 673-002-010 and 674-002-160 within the Shar-Ann Subdivision, located south of Dewey Street between South 22nd and South 23rd Street, recommended denying the request and placing on file.

Attachments: [17-1187_201712010949](#)
[PARCEL # 673-002-010_201712011058](#)
[PARCEL # 674-002-160_201712011059](#)

Paul Roeckle, 2225 Victoria Drive, has lots within Shar-Ann Subdivision that received weed violations. He requested something to be done to try to allow more time from notification to get the work done.

S. McMeans said that we receive numerous weed violations and we have to remain firm on our policies.

L. Kummer also explained that as of March 1, 2018 we will no longer mail out notification letters as people are depending on them and it isn't cost efficient for the City to do these letters anymore.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request to rescind weed assessments for 2 lots within Shar-Ann Subdivision was denied and placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1090](#)

Update from Ed Hanson regarding the "new" monument location at Red Arrow Park, recommended referring to City Attorney to enter into an agreement to use western diamond for Memorial.

Attachments: [17-1090_201712041015](#)

D. Koski explained that the test holes were done and the findings were to be in suitable condition.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to refer to City Attorney to enter into an agreement to use the western diamond for memorial for Consent Agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1092](#)

Discussion regarding potential street vacation, land purchase or donation for properties in the area of Archer Street, N. 41st Street and Manitowoc River, Weinberger property

Attachments: [17-1092_201710260933](#)
[17-1092- MAPS_201710260935](#)

This Request was tabled

[17-1186](#)

Wisconsin Public Service Corporation Easement - Waldo Blvd - City of Manitowoc Gas Easement

Attachments: [17-1186_201712010950](#)

G. Minikel explained that Wisconsin Public Service drafted an easement to put in gas main on Waldo Blvd by Manitowoc River.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the gas easement for WPSC for Waldo Blvd was approved subject to approval by City Attorney for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1184](#)

Resolution for seven (7) Ornamental Street Lights at Abbey Ridge and Ravenswood Lanes.

Attachments: [17-1184](#) [201712010953](#)

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Resolution for ornamental street lights at Abbey Ridge and Ravenswood Lane was approved and referred to council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1190](#) Snow Plowing Policies/Procedures, recommended placing on file.

Attachments: [17-1190](#) [201712011411](#)

[2017SaltRoutes](#)

[2017SnowRoutes](#)

[2017SnowSaltRoutes](#)

Chad Scheinoha explained the snow plowing plan, procedures and the snow book.

There is a lot of information on the City website.

S. McMeans said that with the manpower changes, we've made improvements. J. Brey said that everyone is doing an excellent job.

J. Novak questioned what can be done on 8th Street to allow for parking before snow gets picked during the day of the snow storm. D. Koski said it's a conversation that can be had internally.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Snow Plowing Policies/Procedures was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1191](#) Request for change in the downtown snow pick-up route and additional street to be added, recommended placing on file

Attachments: [17-1191](#) [201712011511](#)

C. Scheinoha and J. Novak received a call about winter parking and possibly changing the downtown snow pick-up route by 2 blocks.

The Committee was not in favor of doing this for one property owner.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request for additional downtown snow plowing was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1193](#) Survey and Design Engineering for Calumet Avenue - S. Rapids to I-43

Reconstruction, recommended entering into agreement with McMahon Associates for Professional Services.

Attachments: [17-1193 AYRES 201712040906](#)

[17-1193](#)

G. Minikel explained that we received Professional Services Proposals for Engineering Design of Calumet Avenue. The met with two (2) consultants that provided us separate proposals. The recommendation was to work with McMahon as they were the lower quote.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Agreement with McMahon for survey and design engineering for Calumet Avenue - S. Rapids Rd to 1-43 Reconstruction was approved for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[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](#)

L. Kummer said they would utilize the Fire Department resources to check out area they would like to build pedestrian bridges between Manitou Park and Lower Schuette Park and will report back in January.

[17-1202](#)

Request to approve revised Job Descriptions for Cemetery Team Leader, Fleet Team Leader, Parks Team Leader, Arborist-Forester, DPI Laborer, and Maintenance Mechanic

Attachments: [Arborist-Forester](#)

[Cemetery Team Leader](#)

[DPI Laborer](#)

[Fleet Team Leader](#)

[Maintenance Mechanic](#)

[Parks Team Leader](#)

D. Koski explained that these are the new positions approved through the budget process. The majority were just cleaned up.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the revised job descriptions for Cemetery Team Leader, Fleet Team Leader, Parks Team Leader, Arborist-Forester, DPI Laborer, and Maintenance Mechanic was approved for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1203](#) Request to Backfill the Part-time DPI Administrative Support Specialist at the Senior Center/Recreation Department, recommended backfilling the position.

Attachments: [Administrative Support Specialist-Senior Center JD 2016](#)

D. Koski informed the Committee that the employee that accepted another position within the City will start her new position on December 18th.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request to Backfill the Part-time DPI Administrative Support Specialist at the Senior Center/Recreation Department was approved for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1204](#) Request to Backfill the Part-time DPI Administrative Support Specialist for Transit, recommended backfilling the position.

Attachments: [Transit Clerk 12.2017](#)

D. Koski informed the Committee that the employee that accepted another position within the City will start her new position on December 18th.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request to Backfill the Part-time DPI Administrative Support Specialist for Transit was approved for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1181](#) Resolution for 2018 Street and Infrastructure Improvements to be included in the 2018 Public Works Program.

Attachments: [17-1181_201712010955](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Resolution for 2018 Street and Infrastructure Improvements to be included in the 2018 Public Works Program and was approved and referred to Council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1182](#) Resolution for 2018 Dust Palliatives.

Attachments: [17-1182_201712010955](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Resolution for 2018 Dust Palliatives was approved and referred to Council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1183](#) Resolution for 2018 City-wide Sidewalk Construction and Repair Program.

Attachments: [17-1183_201712010954](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Resolution for 2018 City Wide Sidewalk Construction and Repair Program be approved and referred to Council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

[17-1189](#) Resolution for 2018 Seal Coating Program.

Attachments: [17-1189_201712011044](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Resolution for 2018 Street and Infrastructure Improvements to be included in the 2018 Public Works Program and was approved and referred to Council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

8. Adjournment

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Public Infrastructure Meeting was adjourned at 6:40 p.m. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

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.