



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Monday, May 9, 2016

5:30 PM

Council Chambers

1. Call to Order

2. Roll Call

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

Staff: 6 - Koski, McDaniel, Minikel, Dorow, Larson and Scheinoha

Also present M. Nessmann, B, Helminger

3. Approval of Minutes

[16-0426](#) Minutes to be approved from Public Infrastructure Committee Meeting on April 4, 2016, recommending approval and place on file for Consent Agenda.

Attachments: [April 4 2016 Minutes.pdf](#)

Moved by Brey, seconded by McMeans, that the Minutes from the April 4, 2016 Public Infrastructure meeting be approved and placed on file for consent agenda. The motion carried by the following vote:

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

[16-0418](#) Parks and Recreation Committee Meeting Minutes from March 22, 2016 Meeting, recommending approval and place on file for Consent Agenda.

Attachments: [16-0418 PR minutes 03-22-16.pdf](#)

Moved by McMeans, seconded by Brey, that the Minutes from the March 22, 2016 Park and Recreation Meeting be approved and placed on file for consent agenda. The motion carried by the following vote:

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

[16-0415](#) Maritime Metro Transit Development Program Review Minutes from March 31, 2016 Meeting, recommending approval and place on file.

Attachments: [16-0415.pdf](#)

Moved by McMeans, seconded by Brey, that the Minutes from the March 31, 2016 Maritime Metro Transit Development Program Review be approved and placed on file for consent agenda. The motion carried by the following vote:

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

4. Discussion and Action Items

[16-0404](#) Recommendation for Acceptance of Capacity, Management, Operation and Maintenance Program Development, recommending entering into contract at a fee of \$15,300.00 and referred to Council.

Attachments: [16-0404 RFP Evaluation - CMOM](#)

B. Helminger gave a summary of the proposal. All three proposals came in under budget of \$25,000.00. There was a committee that independently evaluated the quotes. The committee agreed on Strand for the work based on proposal content and experience. Cost will be \$15,330.00 including one presentation. Moved by Brey to enter into contract at a fee of \$15,330.00, second by Howe. The motion carried by the following vote:

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

[15-1296](#) Senior Center Guest Pass fees, recommending approve fee structure of \$2 per day and \$5 per week for visitors. Policy to be reviewed by committee in one year and referred to Council.

Attachments: [15-1296 Senior Guest Pass Survey](#)
[15-1296 Member Pass Survey Results](#)

D. Larsen gave a short background on guest passes. Senior Center members voiced concerns about non-members using the Senior Center and participating in Senior Center Activities without paying the membership fee. The Committee on Aging requested a guest pass fee be implemented. The Committee on Aging supported having a guest pass fee. It was discussed at the Park & Recreation Committee meeting earlier this year and they requested a survey to determine support for the guest pass fees. The survey was completed with favorable responses and was presented at the last Park & Recreation Committee Meeting. A citizen came to that meeting expressing concerns to the committee about how we plan on tracking members and non-members. The Committee requested more information on how we would keep track of members and non-members. D. Larsen and D. Koski have discussed this and are working on a plan on how that will be done. The plan would include shutting some entry doors down and having a computerized check in system. Once everything is planned out it will be brought back to the committee.

S. McMeans explained why the Park & Recreation Committee had been concerned about having something in place to track members and fees.

Motion by McMeans to approve the implementation for guest pass fee structure, \$2.00 per day, \$5.00 per week, at the Senior Center, with the policy to be reviewed by Committee in one year. Seconded by Howe. Motion carried by the following vote:

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

[16-0448](#) Summer hours and staffing requirements at the Manitowoc Family Aquatic Center

This item was more for information for the committee than any action. D. Larsen

gave a summary of hours. Mini Golf opened on the first of May.

Mini Golf:

Spring - May 1 - June 9, Monday through Friday 5:00 pm - 8:00 pm and Saturday and Sunday 12:30 pm - 7:00 pm.

Summer - June 10 - September 4, Sunday through Thursday 12:30 pm - 8:00 pm and Friday and Saturday 12:30 pm - 10:00 pm.

Fall - September 5 - September 30, Monday through Friday 5:00 pm - 8:00 pm and Saturday and Sunday 12:30 pm - 7:00 pm.

Aquatic Center:

June 4 & 5 - 12:30 - 6:30 pm

June 11 - August 21 - Daily 12:30 pm - 6:30 pm.

August 27 & 28 and Sept 3 & 4 - 12:30 pm - 6:30 pm.

Tot Time - July 6 - August 10 - Monday and Wednesday 10:00 am - 12:00 pm.

D. Larsen handed out the summer brochure for the Aquatic Center and Mini Golf that she just received. The Mini Golf season has started out well so far.

[16-0406](#)

Request from Redeemer Lutheran Preschool for waiver of fees for a zookeeper presentation at Preschool, recommending approving the request.

Attachments: [16-0406.pdf](#)

Moved by Brey, seconded by Howe, that this Request for waiver of fees be approved for consent agenda. The motion carried by the following vote:

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

[16-0424](#)

Request to reimburse funds for mini-golf and aquatic center special events from room tax monies previously transferred to the general fund, recommending approving the request.

Attachments: [16-0424 Memo - room tax monies.pdf](#)

K. Dorow explained that room tax funds were transferred to the general account to cover waiver of fees for special events. Since the Aquatic Center and Mini Golf are self supporting, we are requesting approval to transfer funds from the general fund to the Aquatic Center/Mini Golf budget to cover waiver of fees approved by the Special Events Committee per fee policy for Aquatic Center/Mini Golf special events. K. McDaniel did not see a problem with doing this. Moved by McMeans to approve the transfer of room tax funds to Mini Golf and Aquatic Center for events approved by the Special Events Committee per policy for Mini Golf and Aquatic Center rentals that is already in place, seconded by Brey. Motion carried by the following vote:

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

[16-0412](#)

Request to close Citizen Park Tennis Courts until maintenance funding can be obtained and maintenance performed, recommending deny request, keep courts open during 2016 season and explore options to fully fund repairs in 2017 budget.

Attachments: [16-0412 Recc to close CP Tennis courts.pdf](#)

C. Scheinoha explained that the Parks Team Leader came to him concerned about the nets for CP Tennis Courts. They are ragged and have holes and would probably serve their purpose but they look bad. C. Scheinoha gave approval to put up new nets. The new nets were too big, the CP courts are narrower than the other courts. CP nets need to be custom ordered and are fairly expensive. The courts are in rough shape and have some dips in them where water collects. In 2013 the project was approved to fund a portion of the repairs and MPU would fund a portion as the courts are over a water reservoir. A special tiling system was quoted for the repair that would breathe. MPU decided not contribute to the repair. City approved funds were moved to fund the Red Arrow Park Tennis Court reconstruction. Alder Soeldner asked just how bad the courts are? He suggested putting up the old nets for this year and look at doing something for next year unless trips are a hazard. Staff has requested through CAWG the last two years to do some short-term (5 - 7 years) patching and painting but it did not make the final list. D. Larsen is working with the Manitowoc Tennis Association and they are working on looking for a grant. Alder Kummer was at the park and took pictures of some problems with the shelters. He feels we need to keep it open. Alder Brey feels that we need to have a good facility especially with the MYBA fields being built there. Staff should go back to CAWG and see how we can fund it for next year. Moved by Howe to deny request and keep courts open for 2016 and explore options to fully fund repairs in 2017 budget. Seconded Kummer. Motion carried by the following vote:

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

5. Closed Session

Moved by Brey, seconded by Howe, that this be convene in closed session. The motion carried by the following vote:

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

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The specific subject matter that may be considered in closed session is:

[16-0419](#) Existing Alley Pavement on Private Property in Alley number 8C Bounded by Lincoln, N. 8th Street, Pine Street and Waldo Blvd.

Attachments: [16-0419.pdf](#)

6. Open Session

Moved by McMeans, seconded by Brey, to reconvene in open session. The motion carried by the following vote:

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

[16-0419](#) Existing Alley Pavement on Private Property in Alley number 8C Bounded by Lincoln, N. 8th Street, Pine Street and Waldo Blvd.

Attachments: [16-0419.pdf](#)

Moved by McMeans, to instruct the City Attorney to negotiate on behalf of the city with property owner for the purchase of the affected property. Seconded by Howe. Motion carried by the following vote:

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

[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](#)

Nothing new to report.

[16-0403](#)

Remedy Safety Conditions on the Islands on Memorial Drive.

Attachments: [16-0403.pdf](#)

C. Scheinoha reported that there is a safety issue with sand building up on the islands along Memorial Drive. They are raised about 18" from the pavement in some areas. If a mower tire would fall off the grassy area the mower would fall into a traffic lane. Two Rivers and the County did this to their medians from Magnolia to Two Rivers a few years ago. They came out with an excavator and scraped the islands off and reseeded. C. Scheinoha got a quote from an excavator and the County. The County was considerably less. Thought would be to have them remove topsoil and sod down to top of curb and have Lakeland Landscape come in and reseed and hydromulch. D. Koski reported that this was approved at CAWG but there were questions about what would be the best way to restore the area. If we make them impervious we may have stormwater implications. We recommend to put back as grass. Alder Brey had some concerns about the project and is this something the county can legally do. He would like staff to make sure that this would be OK. Alder Kummer asked about restoring with wild/natural grasses that would need less maintenance. C. Scheinoha stated that would be more expensive than restoring with grass. He also said he approached West Of The Lake Gardens and they like the project but would not want to fund or provide labor at this time. Moved by Brey to approve request and refer to finance. Seconded by Howe. Motion carried by the following vote:

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

[16-0405](#)

Michigan Avenue Snow Dump Recommendations.

Attachments: [16-0405.pdf](#)

Alder Soeldner reviewed the request. The Committee thinks it is worth while to do. Would plan on closing it at the top of the hill so there will still be an area for parking. Signs have been put up stating the area has camera surveillance and it has been helpful. Moved by Howe, seconded by Kummer to approve the concept of the gate and direct staff to obtain cost estimates. Motion carried by the following vote:

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

[16-0407](#) CAWG Request for Bleacher Assembly Payment, recommending approval and refer to Finance Committee. Finance Committee approves.

Attachments: [16-0407.pdf](#)

Staff is requesting \$4,645.00 from CAWG to assemble the bleachers for Citizen Park. C. Scheinoha got two bids, a local contractor and and the vendor we got the bleachers from. Moved by Brey, seconded by Howe to approve the request. Motion carried by the following vote:

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

[16-0408](#) Stormwater Management Facility Maintenance Agreement with Kona Realty, LLC (Kaysun) at 5500 West Drive, recommending approval and entering into agreement.

Attachments: [20160504113411461.pdf](#)

Moved by Howe, seconded by Kummer to approve the agreement. Motion carried by the following vote:

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

[16-0411](#) Request for Porta-John at Fleetwood Park, recommending denial of request and place on file.

Attachments: [16-0411 Fleet wood porta john request.pdf](#)

C. Scheinoha stated that he got an email from Alder Sladky about a request for a Porta-John at Fleetwood Park. There has not been one there in the past. The cost is about \$600.00. Moved by Howe, seconded by McMeans to deny the request and place on file. Motion carried by the following vote:

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

[16-0413](#) Payment approval for Schuette Park Community Built Playground, recommending approval of request and authorize expenditure.

Attachments: [16-0413 CBP reimbursement 05-03-16.pdf](#)

C. Scheinoha requesting reimbursement from the Community Built Playground Maintenance Fund for repair work made inside the fenced in area. Moved by McMeans, seconded by Brey to approve the request. Motion carried by the following vote:

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

[16-0416](#) Request from Manitowoc Housing Authority for exemption from special

assessment for concrete paving assessment, recommending referring to the Board of Public Works.

Attachments: [16-0416.pdf](#)

Alder Soeldner asked if this would be better to have addressed by Board of Public Works. They are tax exempt but are not exempt from special assessments for improvements. Moved by Kummer, seconded by McMeans to refer to the Board of Public Works and have the City Attorney provide the board with the legal aspects prior to the meeting. Motion carried by the following vote:

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

[16-0425](#)

Transfer of Sewers from City to Manitowoc Public Utilities on S. 7th Steet (Madison St. - Columbus St), recommending approval of transfer.

Attachments: [16-0425.pdf](#)

G Minikel gave a summary of the transfer. There are no other properties hooked up to this line. MPU is willing to take over maintenance. Moved by Howe, seconded by Kummer to transfer from the City of Manitowoc to Manitowoc Public Utilities, seconded by Kummer. Motion carried by the following vote:

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

[16-0437](#)

Request from O'Connor's Concessions to sell concessions in the City of Manitowoc for 2016 season, recommending approval.

Attachments: [16-0437 O'Connor's Concessions](#)

Moved by Brey, seconded by McMeans to approve the request. Motion carried by the following vote:

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

7. Adjournment

The meeting was adjourned.