



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

---

Monday, November 14, 2016

5:30 PM

Council Chambers

---

#### 1. CALL TO ORDER

#### 2. ROLL CALL

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

Staff Present: D. Koski, G. Minikel, S. Birr, J. Muenzenmeyer, Chief Blaser, C. Scheinoha, D. Larson

#### 3. APPROVAL OF MINUTES

[16-1066](#) Approval of Minutes from the October 10th, 2016 Public Infrastructure Committee Meeting

**Attachments:** [October 10 2016 Minutes.pdf](#)

**A motion was made by Vice Chair Mike Howe, seconded by Alderperson Scott McMeans, that the Minutes from October 10th, 2016 meeting be approved. The motion carried by the following vote:**

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

#### 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

[16-1044](#) Proposed Winter Parking Ban - Starting January 3, 2017 for the new bus routes

**Attachments:** [16-1044-1.pdf](#)

**This Request was approved**

[16-1046](#) Conservation Easements for the Little Manitowoc River Restoration Project with landowners, Steve Metzger, Kristin Dectherage-Veleke and James

Coulson, recommending approval (enter into the easements).

**Attachments:** [16-1046.pdf](#)

[16-1052](#) Temporary Cul de Sac Easement Agreement with Manitowoc County for use as a turnaround area for the City's maintenance vehicles located at the terminus of Meijer Lane.

**Attachments:** [16-1052.pdf](#)

## Approval of the Consent Agenda

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

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

## 5. DISCUSSION AND ACTION ITEMS

[16-0536](#) Main Street Hanging Banners for In Courage Fundraiser, recommending denial.

**Attachments:** [16-0536](#)  
[20160608111005370.pdf](#)

D. Soeldner explained that this was discussed several months ago and would like to make a decision on how to proceed with the Banners requested by In Courage.

D. Koski reported that he did look into other cities, and found that most cities have a permit system in place in which there is a charge, insurance requirements and time limit per pole.

City of Milwaukee actually does the banner installation and removal.

S. McMeans, J. Brey and L. Kummer thought it might be more work than it's actually worth. They were looking at the long term and don't want to set a present.

**A motion was made by Alderperson Lee H. Kummer, seconded by Vice Chair Mike Howe, that the Request for hanging banners for In Courage Fundraiser was denied and referred to Consent Agenda. The motion carried by the following vote:**

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

[16-0940](#) Renegotiation of Cellular Contract with AT&T on Revere Drive and authorize City Attorney and Fire Chief to negotiate contract terms.

**Attachments:** [16-0940.pdf](#)

Chief Blaser was present to discuss the contract with the Committee.

**A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, to refer to City Attorney for renegotiate the lease and bring back the terms and refer to council. The motion carried by the following vote:**

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

[16-0944](#) Camp Vits Mountain Bike Trail Update from Adopt-A-Park Volunteers

**Attachments:** [16-0944.pdf](#)

C. Scheinoha was present and has no updates at this time. Will bring back to future meeting.

**This Presentation was discussed**

[16-0946](#) Proposed Forestry Fee of \$25 for 1 ton load of wood left on homeowner's property.

**Attachments:** [16-0946.pdf](#)

C. Scheinoha informed the Committee that at the last Tree Commission meeting there was a fee of \$25 proposed to leave the cut down terrace tree at the property, if the property owner wants it.

Currently, if the property owner did not want the wood, the Parks Department used a list of interested individuals. The wood would be delivered with a \$50 fee. C. Scheinoha explained that we would like to charge \$25 to leave the wood at the property.

**A motion was made by Alderperson Lee H. Kummer, seconded by Vice Chair Mike Howe, that the Request to approve the \$25 fee for 1 ton load of wood left on homeowners property. The motion carried by the following vote:**

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

[16-0957](#) Railroad Quiet Zones

**Attachments:** [16-0957.pdf](#)  
[16-0957-1.pdf](#)  
[16-0957-2.pdf](#)

There was nothing new to update at this time. The Committee reported that the study was removed from the Mayor's budget.

J. Brey explained that he would like to bring back a revised resolution with updates for Council approval. It would be too costly to install gates and signals to every intersection.

**This Request was discussed**

[16-1012](#) Request to advertise and fill Bridgetender position due to retirement.

**Attachments:** [Bridgetender-Operations JD 10.2015](#)

**A motion was made by Alderperson Scott McMeans, seconded by Vice Chair**

**Mike Howe, that the Request to advertise and fill the bridgetender position was approved and referred to council. The motion carried by the following vote:**

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

[16-1013](#) Transit Department re-organization.

**Attachments:** [Full Time Transit Operations Supervisor Justification Report 2017](#)  
[Transit Operations Supervisor - DRAFT](#)  
[Transit Clerk II JD 4.2013](#)

J. Muenzenmeyer was present to go over and further explain the re-organization that he put together.

S. McMeans said it was discussed at Finance Committee and he feels this position is a valuable position to be added.

M. Howe said we need to start filling some voids and is in support of the re-organization.

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request to approve the reorganization plan was approved and referred to council. The motion carried by the following vote:**

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

[16-1040](#) First Amendment to 2016 Section 5311 Capital Assistance Contract with State of Wisconsin for replacement vehicle for Maritime Metro Transit.

**Attachments:** [20161101112839874.pdf](#)

J. Muenzenmeyer would like to amend a contract with the State to allow us to buy a vehicle and backfill the funds next year.

The new vehicle proposed is to be a mini-bus and will replace a van that needs to be taken out of service due to mechanical issues. This new vehicle will allow for running routes when buses break down. It has a motorized lift and you does not require a CDL to drive it.

**A motion was made by Alderperson Scott McMeans, seconded by Vice Chair Mike Howe, that the Request for amendment to the Capital Grant to purchase replacement vehicle for the Maritime Metro Transit was approved and referred to council. The motion carried by the following vote:**

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

[16-1043](#) Underground Facilities Locating and Marking Service Agreement with Excel Underground for Underground Locating (2017-2018), recommending entering into agreement.

**Attachments:** [Revised Service Agreement for Underground Locating \(2017-2020\).pdf](#)

G. Minikel reported that he sent out RFP's for the service agreement for Underground locating and Excel Underground, LLC is the only one that was returned. It is currently a two year contract.

S. McMeans asked if there was any reason we couldn't do a 4 year agreement. If not this year, maybe next time we send out.

**Moved by Brey, seconded by McMeans, that this Service Agreement for Underground Locating be entered into for Consent Agenda. The motion carried by the following vote:**

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

[16-1050](#) Resolution for the Closure of the Archer Street & Rapids Road Intersection.

**Attachments:** [16-1050-1.pdf](#)  
[20161208113017386.pdf](#)

G. Minikel reported that there was a neighborhood meeting and there was no objection.

**A motion was made by Vice Chair Mike Howe, seconded by Alderperson Lee H. Kummer, that the Request to draft resolution for closure of the Archer Street & Rapids Road Intersection was approved and referred to council. The motion carried by the following vote:**

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

[16-1061](#) Proposals for consulting services related to updating Comprehensive Outdoor Park and Recreation Plan, recommending awarding to Martenson & Eisele, Inc. in the amount not to exceed \$14,894.00.

**Attachments:** [16-1061.pdf](#)

D. Koski recommended approving the contract. L. Kummer asked if it is worth it and D. Koski said in order to apply for grants, we need this in place. It is also a great tool for projecting facilities people would like to see, and what the City should be focusing on and budgeting for.

**Moved by Kummer, seconded by McMeans, to award the contract per recommendation and refer to council. The motion carried by the following vote:**

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

[16-1062](#) Brush Violation at 1130 S. 13th Street and 1113 S. 13th Street, recommending waiving fine and changing notification period for future infractions to five (5) business days.

**Attachments:** [16-1062.pdf](#)

The Committee felt the property owner was not allowed enough time to remove brush from terrace and decided to waive the fee and modify any future correspondence to reference 5 business days and not just 5 days.

**A motion was made by Alderperson Scott McMeans, seconded by Alderperson Lee H. Kummer, to waive the brush removal fin and change the otifications period for future infractions to five (5) business days was approved for consent agenda. The motion carried by the following vote:**

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

[16-1063](#) Request for a "Caution Hidden Driveway" Sign On Spring Street, Committee recommending approving request

**Attachments:** [16-1063.pdf](#)

The Committee was in favor of the request to place a "Caution Hidden Driveway" sign on Spring Street.

**A motion was made by Alderperson Jim Brey, seconded by Vice Chair Mike Howe, that the Request to place a "Caution Hidden Driveway" sign on Spring Street was approved for consent agenda. The motion carried by the following vote:**

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

[16-1068](#) Report from Chad Scheinoha and Denise Larson on the WPRA Conference

Chad Scheinoha and D. Larson were present to give the Committee a report on the WPRA Conference they attended. They both highlighted areas in attendance and key note speakers. The networking with other cities in very beneficial.

Chad received alot of information on Grants. M. Howe recommended choosing top 5 topics and documenting.

D. Larson has been a part of these conventions for many years. She received good information on Senior Centers, Rules and reports for Aquatic Center's death and injury reports that go to State.

L. Kummer recommended putting together a youth organization for ideas. He suggested that Sail would be a good organization to ask some of these questions to.

**This Report was discussed**

## 6. Adjournment

**A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the meeting was adjourned at 6:36 p.m. The motion carried by the following vote:**

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