



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Wednesday, February 6, 2019

5:30 PM

Council Chambers

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#### 1. Call to Order

Meeting was called to order at 5:30 p.m. by Chairman Lee Kummer.

#### 2. Roll Call

**Present:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

Staff Present: D. Koski, G. Minikel, S. Birr, C. Scheinoha, C. Hall

Others Present: Laura Ziemer, Don Orth, Ken Sitkiewitz, Carol Sitkiewitz, Ruby Orth, Amber Daus, Donna Firman, Leon Levenhagen, Jon Richards, Dan Diederichs, Steve Diederichs

#### 3. Approval of Minutes

[19-0138](#) Approval of Minutes from the January 9th, 2019 Public Infrastructure Committee

**Attachments:** [January 9, 2019 Minutes](#)

**A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Minutes from the January 9th Public Infrastructure Committee meeting was approved. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

#### 4. Public Comment

#### 5. Public Hearings

#### 6. Presentations

#### 7. Discussion and Action Items

[19-0137](#) Proposed Sealant Ban Ordinance

**Attachments:** [19-0137](#)  
[19-0137 -1](#)

Jon Richards was present to answer any questions regarding the proposed Sealant Ban Ordinance within the city Ordinance.

Mike Howe asked if this would affect contractors and if they use this product. He said he would like some feedback from the larger local companies.

Jon said that there are other products available.

E. Sitkiewitz asked if there could be credits applied towards stormwater. He also questioned the enforcement mechanism that will be used.

M. Howe said that he will not support until we get feedback from contractors.

The draft Ordinance will come back to PI Committee in March for review.

**A motion was made by Jim Brey, seconded by Eric Sitkiewitz, to refer to City Attorney to Draft Ordinance to ban the use and sale of Coal Tar Sealant products and return to Public Infrastructure for review. The motion carried by the following vote:**

**Aye:** 4 - Kummer, Novak, Brey and Sitkiewitz

**Nay:** 1 - Howe

[19-0132](#) Request from Miracle League of the Lakeshore to place Event Advertising on Park Property, recommending approval.

**Attachments:** [19-0132](#)

**A motion was made by Vice Chair Jeremiah Novak, seconded by Eric Sitkiewitz, that the Request to place event advertising on park property was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[18-1249](#) Tree near 5012 Cypress Court and Drainage Issue

**Attachments:** [18-1249](#) [201812051654](#)  
[201812051712](#)

D. Koski presented two (2) quotes to remove the tree, grind stump and landscape for \$2400.

Leon Levenhagen, 5066 Brookfield Circle, was present and said that drainage has always been an issue in this area. He questioned what tests have been performed to determine that the willow tree is the sole cause of restricted positive surface drainage within the standard utility easement along the lot line, and who ran the tests. He does not want the tree to be removed and if it does it's against his request and said the property owners requesting that it be

removed pay the cost for removal.

Don Orth, 5012 Cypress Court said that this was strictly a drainage issue and the tree is in the easement and doesn't belong there. He put in the private drainage pipe but has had to have it rotor rootered because of the roots causing blockage from the willow tree.

Ruby Sitkiewitz said the best chance at properly draining is to free the pipe from tree roots.

Motion was made to remove the tree within 30 days. The City Engineers said that it would be best to remove when the frost is out of the ground.

M. Howe asked who was responsible for the pipe. Don Orth has been maintaining this pipe.

M. Howe voted against as he believes this is one-sided and isn't guaranteed this will resolve the drainage issue.

**A motion was made by Vice Chair Jeremiah Novak, seconded by Jim Brey, that the Request to help drainage issue by taking down the tree and cost split 50/50 between affected properties unless resolved between property owners on or before May 1, 2019, was approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Kummer, Novak, Brey and Sitkiewitz

**Nay:** 1 - Howe

[19-0131](#) Request from MPU to Install a Large Pad Mount Transformer on Buffalo Street to the East of N. 8th Street, recommending approval

**Attachments:** [19-0131](#) [201901311405](#)

Dan Diederichs and Steve Diederichs were present and are looking to have the transformer installed on the 700 block of Buffalo Street as they would like to use the parking lot area for outdoor seating.

**A motion was made by Mike Howe, seconded by Vice Chair Jeremiah Novak, to approve the request to install the pad mount transformer on Buffalo Street to the East of N. 8th Street in the 700 block, was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0126](#) Increase for Monthly Bus Pass from \$26 to \$28, recommending approving

**Attachments:** [19-0126](#) [201901311605](#)

Marlo Kohlmann, Interim Transit Supervisor, was present and said that this has already been approved in the Transit Development Program.

**A motion was made by Eric Sitkiewitz, seconded by Mike Howe, that the Request to increase the monthly bus pass was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0140](#) Review of the six month trial period of the Token Transit Agreement, recommending placing on file

**Attachments:** [19-0140 Token Transit update for PI 02-2019](#)

Marlo Kohlmann submitted a report indicating that the token transit is working well.

**A motion was made by Vice Chair Jeremiah Novak, seconded by Eric Sitkiewitz, that the update on Token Transit was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[18-1257](#) Permit Patch Discussion

**This Request was tabled**

[19-0021](#) Request for additional lighting in S. 9th Street and Jay Street parking lot, recommending placing on file.

**Attachments:** [19-0021\\_201901071602](#)

**A motion was made by Eric Sitkiewitz, seconded by Jim Brey, that the Request for additional lighting in parking lot on S. 9th and Jay Street was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0141](#) Request to Amend the Downtown Snow Pickup Route to include S. 10th Street to Division Street, recommending to place on file.

**Attachments:** [19-0141](#)

J. Novak explained that he is receiving the same complaint from a constituent regarding the City pushing snow front of his house which results in him losing a parking spot and making it a dangerous area to park. Every year it is the same as he has a small terrace and the City is always coming back after plowing to clean up his sidewalk. He would like the snow to be picked up as we do in the downtown route.

C. Scheinoha explained that our route ends two properties away. The terrace in this area is smaller than average terraces.

Discussion ensued about the snow pickup. The Committee recommended using their judgment the night they are picking up snow as to grab from this corner.

**A motion was made by Eric Sitkiewitz, seconded by Mike Howe, that the Request to amend the downtown snow pickup route was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 4 - Kummer, Brey, Howe and Sitkiewitz

**Nay:** 1 - Novak

[19-0133](#) Request for an additional 2 blocks to be added to the Downtown Snow Removal Route to include Park Street from the Rahr West to North 10th Street, recommending to place on file.

**Attachments:** [19-0133](#)

**A motion was made by Vice Chair Jeremiah Novak, seconded by Mike Howe, that the Request to add 2 blocks to the downtown snow removal route was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0031](#) Highway 151 and South 57th Street Intersection Discussion, recommending getting a quote from the contractor and placing on file

**Attachments:** [19-0031](#) [201901081002](#)

G. Minikel informed the Committee that the WI DOT requested for the City to work with the contractor for a price to do the additional work.

**A motion was made by Jim Brey, seconded by Mike Howe, that these Request was placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0128](#) Winter Parking Ban Ordinance Revision to include S. 16th Street from Washington to Clark Street and from Wollmer Street to 650 feet north of Wollmer Street, recommending placing on file.

**Attachments:** [19-0128](#)

**A motion was made by Mike Howe, seconded by Eric Sitkiewitz, that the Request for winter parking ban Ordinance revision was placed on file for Consent Agenda. The motion carried by the following vote:**

[19-0130](#) Request to update Cemetery Fees to Round Numbers as recommended by the Cemetery Commission Chairman and requested by Funeral Homes, recommending approval.

**Attachments:** [19-0130](#)  
[19-0130 2019 Fee schedule - rounded](#)

**A motion was made by Eric Sitkiewitz, seconded by Mike Howe, that the Request to update Cemetery Fees to round numbers was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0142](#) Proposed Changes to the Cemetery Rules and Regulations as Recommended by Cemetery Commission

**Attachments:** [19-0142 Rules Regulations handout for PI 02-2019](#)

C. Scheinoha asked if there were any questions regarding the proposed changes to the Cemetery Rules and Regulations as presented by Cemetery Commission.

L. Kummer wanted the language removed "Birdbaths are not allowed on individual gravesites".

**Moved by Kummer, seconded by Sitkiewitz, that the changes to Cemetery Rules and Regulations taking out the language about birdbaths not allowed on individual gravesites request be approved. The motion failed by the following vote:**

**Aye:** 2 - Kummer and Novak

**Nay:** 3 - Brey, Howe and Sitkiewitz

**A motion was made by Eric Sitkiewitz, seconded by Jim Brey, that the Request to approve the Cemetery Rules and Regulations as recommended by the Cemetery Commission was approved and referred to council. The motion carried by the following vote:**

**Aye:** 3 - Brey, Howe and Sitkiewitz

**Nay:** 2 - Kummer and Novak

[19-0134](#) Snow Removal training for Local Contractors

**Attachments:** [19-0134](#)

C. Scheinoha was approached with a request for snow plow training. The charge would be the labor rate and provided to local contractors.

**A motion was made by Jim Brey, seconded by Mike Howe, that the Request for snow plow training provided by the City was approved and referred to council. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0135](#) Request to purchase a Z-Track Mower from the Perpetual Care Fund as recommended by the Cemetery Commission, recommending approval.

**Attachments:** [19-0135 201901311410](#)

C. Scheinoha said that they are looking to replace the oldest lawnmower in the City. They would trade in and purchase the new one.

**A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Request to purchase a Z-Track mower from the Perpetual Care Fund was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[19-0136](#) Request for Use of Wenger Bandwagon for Mishicot Riverfest July 30th through August 4th, 2019, recommending to approve the request.

**Attachments:** [19-0136](#)

**A motion was made by Jim Brey, seconded by Mike Howe, that these Request for use of Wenger Bandwagon for Mishicot Riverfest July 30th through August 4th, 2019 was approved for consent agenda. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[18-1031](#) Update on Design of Pedestrian Bridge over the Little Manitowoc River

**Attachments:** [18-1031](#) [201810031412](#)  
[18-1031](#)

The Committee would like to see bridge to be done by Memorial Day. G. Minikel said he is still working on obtaining the permit from the DNR. Chad Scheinoha and Curt Hall will be assisting with the process.

Will bring back updates next meeting.

[18-1252](#) Design of Farmer's Market Lot Reconstruction

There was a meeting held with the Mayor regarding the Farmer's Market Parking Lot. L. Kummer said the focus should be on the Parking Lot and not Quay Street at this time. Power within the Parking Lot was discussed.

M. Howe requested a preliminary design of the lot for the Committee to review. He requested that we keep the ball rolling.

The Public Infrastructure Committee should be the ones approving the designs and funding.

D. Koski informed the Committee of a meeting on February 18th. He's hoping to be able to start putting together a plan after this meeting.

Will discuss at next meeting.

[18-1253](#) Design for Quay Street from South 8th Street to South 6th Street

[18-1254](#) Design for Silver Creek Ice Skating / Sledding Hill and Utilization of the Fieldhouse for Winter Activities

This will be for the Winter of 2020.

**A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Request was placed on file. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz

[18-1255](#) Discussion on Contracting for Concession Services throughout the City of Manitowoc

**Attachments:** [18-1255](#) [201902051559](#)

Bring back in April for further discussion. Looking to outsource the concessions throughout other parks throughout the City.

## 8. Adjournment

**A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the meeting was adjourned at 7:18 p.m. The motion carried by the following vote:**

**Aye:** 5 - Kummer, Novak, Brey, Howe and Sitkiewitz