



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, February 7, 2018

5:30 PM

Council Chambers

Pursuant to Section 19.84(2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the above-referenced will be held at the date, time and location listed above.

Notice is hereby given that a majority of the Common Council of the City of Manitowoc, or a standing committee of that body, may be present at this meeting to gather information about the subject matter over which they have decision making responsibility.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order

The meeting was called to order at 5:30 p.m. by L. Kummer.

2. Roll Call

Present: 4 - Kummer, Brey, McMeans and Gabriel

Absent: 1 - Soeldner

Staff Present: D. Koski, G. Minikel, S. Birr, J. Muenzenmeyer, D. Larson, K. Dorow, K. McDaniel

Others Present: Ald Novak, Ald Czekala, Ald Sitkiewitz, Brian LaFleur, Jacque LaFleur, Tom Romuald, Mary Romuald, Jenny Kuntzweil, Mike Wood, Cindy Wood, Gary Ploederl, Jack Ploederl, Bill Jansky, Jim Wilka

3. Approval of Minutes

[18-0138](#) Approval of Minutes from January 10, 2018 Public Infrastructure Committee Meeting.

Attachments: [Minutes 1-10-18](#)

A motion was made by Alderperson Scott McMeans, seconded by Alderperson

Rhienna Gabriel, that the Minutes from the January 10, 2018 meeting were approved. The motion carried by the following vote:

Aye: 4 - Kummer, 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: None

[18-0102](#) General Plow Reports - January

Attachments: [General Plow Report](#)

Aye: 4 - Kummer, Brey, McMeans and Gabriel

8. Approval of Consent Agenda

9. Discussion and Action Items

[18-0110](#) Proposed Natural Lawn Language for Ordinance, recommending placing on file.

Attachments: [Proposed Natural Lawn Ordinance 111517](#)

D. Koski explained to the Committee that he put together language for a proposed natural lawn ordinance, as a request made from a previous meeting that a developer requested assistance in helping maintain vacant lots.

This revised Ordinance proposal will allow natural lawns to be permitted if a written plan is accepted.

There were subdivision residents present to discuss their concerns.

Michael and Cindy Wood, 2205 crossing meadows Drive, explained that they have been living in the subdivision for 12 years and want to know who will police this and wanted to know if they would have the opportunity to look at the plan. Cindy had concerns about the vermon issue and the runoff of chemicals if chemicals are used to control weeds.

Tom and Mary Romuald, 7220 Ridgeway Lane, said that the developer is not taking care of this Subdivision. Is concerned about her children riding bikes and can't see through the uncontrolled intersection as these weeds grow to a height

of 3-4 feet. The tax payers are maintaining these properties.

S. McMeans explained it was good to hear two sides of the story and we need to explore the gaps that we are hearing to get a better understanding.

J. Brey said he is in favor of stopping Ordinance from going any further.

R. Gabriel explained that the concept isn't bad, but questioned the natural height on natural species. D. Koski said he would have to look into it and possibly put a height requirement on certain species.

S. McMeans explained that the Developer came to the Committee to try to help him. He is concerned with the current state of maintenance of the Subdivision and would like more time to explore what is going on out there.

D. Koski explained this Ordinance would apply throughout the entire City.

The Committee suggested bringing the Developer back in to ask more questions.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the proposed Natural Lawn Language for Ordinance was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 3 - Brey, McMeans and Gabriel

Abstain: 1 - Kummer

[18-0112](#)

Request for City to Assist Property Owners with a Vacant Lot on Foxfire Court to extend the Storm Sewer to help with water issue in area, recommending placing on file.

Attachments: [18-0112](#) [201801301059](#)

Brian and Jacque LaFleur, 4821 Reminker Lane, were present to discuss drainage issue on Foxfire Court. They said that there is a lot of water coming into their yard and the storm sewer is quite a distance away.

They didn't notice the drainage issue until after the lot was cleared out of stumps, trees and brush. The lot has been vacant a long time.

S. McMeans explained it's a low lying area and everyone has 1-2 sump pumps. He recommended evaluating beyond the frost line.

G. Minikel said it's a classic private drainage issue. The drainage plat shows it was supposed to run a different way than what it currently is running.

S. McMeans explained that we don't want to set precedence.

The owners wanted the City for assistance as the water issue if from neighboring lots and not their lot. They wanted the City to extend the storm sewer to alleviate some of this water.

The Committee recommended talking with adjoining property owners to see if they would be willing to assist with this issue and that the City can help with these discussions.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request for City to assist to extend storm sewer on vacant lot on Foxfire Court was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0014](#)

Request from a downtown business owner to install a driveway to the East of the building at 1306 Washington Street.

Attachments: [18-0014_201801021311](#)

[18-0014 Pictures_201801021312](#)

Joe Schuh, 1306 Washington Street, was present to request installation of driveway to east of building. He is looking to re-open restaurant and needs to load for catering company.

R. Gabriel asked if delivery would be brought in the front would they be going through customers to bring in supplies. He explained that now they would have to as he is no longer able to use the area that he typically did due to new owner and chainlink fence. R. Gabriel said she has concerns with putting in a driveway and vision safety as building is right up to the sidewalk with a bus stop in front of the building.

J. Muenzenmeyer said that he would have to look into rerouting or eliminating the current bus stop.

L. Kummer asked Engineers if they are ok with installing a driveway. D. Koski said he is ok with it as it will be controlled by the employees only and not customers.

G. Minikel informed Mr. Schuh that a permit for the driveway would be required.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request for driveway at 1306 Washington Street was approved and referred to council. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

Nay: 1 - Gabriel

[18-0098](#)

Additional Lighting Request for additional lighting in the Forefront and City Parking Lot at 10th and York Street, recommending working with MPU for costs and forwarding to CAWG.

Attachments: [18-0098_201801291000](#)

D. Koski explained that there was a request for additional lighting in the Forefront and City parking lot at 10th and York Street as there were some reported issues with the safety of female employees walking to their vehicles.

The estimate was for approximately \$5,000 to install additional lighting. It is possible that one light would be adequate enough.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request for additional lighting in the Forefront and City Parking lot on 10th and York Street be approved to work with MPU for costs and send to CAWG was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0115](#) Request for Visually Impaired Person Sign in 1400 block of North 23rd Street.

Attachments: [18-0115_201801311148](#)

The Committee discussed these signs and J. Brey said they are typically installed for children. There are really no requirements and R. Gabriel said that she doesn't fully understand the categories and usage for these particular signs.

S. McMeans recommended putting together a policy for the protocol for these signs. J. Brey recommended that the DPI determine placement of these signs.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the Request for a Visually Impaired Person Sign in 1400 block of North 23rd Street with DPI selecting location and requesting that the visually impaired individual or his representative notify the City when he relocates was approved and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0134](#) Request for Permission to Operate a Mobile Cookie Booth on City Property, recommending approval.

Attachments: [18-0134_201802021552](#)

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that these Request for a mobile cookie booth on City property was approved for consent agenda. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and McMeans

Nay: 1 - Gabriel

[18-0097](#) Request from the Jefferson Community Learning Center for waiver of fees or reduced rate for programming through the Lincoln Park Zoo, recommending approval subject to conversation with Friends of the Zoo Society.

Attachments: [18-0097_201801290939](#)

D Larson was present to discuss the request for a waiver of fees or reduced

rate program.

S. McMeans asked if this was brought to the Friends of the Zoo. He recommended discussing with the Friends of the Zoo Society.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Request was approved for consent agenda subject to conversation with Friends of the Zoo Society. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0111](#)

Request for a Weed Assessment Reduction for 1230 South 10th Street (Parcel #000-316-160).

Attachments: [18-0111](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Lee H. Kummer, that these Request was denied and referred to Council. The motion failed by the following vote:

Aye: 2 - Kummer and Gabriel

Nay: 2 - Brey and McMeans

The Committee recommended inviting property owner to next meeting to discuss.

This Request was tabled

[18-0108](#)

Weed Ordinance Proposed Update, recommending approval of the change to the Ordinance subject to a revision reflecting that the 48 hours notice is physically placed on the offending property and approve the Weed Appeal form.

Attachments: [Weeds Appeal form](#)

[Weed Ordinance Revised](#)

D. Koski explained that there is an appeals form

K. McDaniel explained that they need to give a 48 hour notification according to State Statutes.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, to approve the change to the Ordinance subject to a revision reflecting that the 48 hours notice is physically placed on the offending property and to approve the Weed Appeal form for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0114](#)

Amendment to Stantec's Master Services Agreement (MSA) for the Lawton Terrace Sanitary Sewer Project, Change Order/Amendment #4 for Construction Inspection Services, recommending approving the Amendment.

Attachments: [18-0114_201802010923](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the Amendment #4 to Stantec's Master Service Agreement for Lawton Terrace Sanitary Sewer Project was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0013](#)

Request from Manitowoc Public School District (MPSD) to share cost for Municipal Field Upgrades.

Attachments: [Manitowoc -- Municipal Field Baseball Infield Renovation](#)
[Manitowoc -- Municipal Field Infield Area](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Request to share costs for Municipal Field upgrades was placed on file. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0120](#)

Request for the Wenger Bandwagon to go outside City Limits, recommending approval.

Attachments: [Wenger Bandwagon](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Jim Brey, that the Request for the Wenger Bandwagon to go outside City Limits was approved for Consent. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0091](#)

Resolution to reassign DPI employees and to request approval for two month overlap.

Attachments: [Maintenance Employees Reassignment 2018.pdf](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Resolution to reassign DPI Employees and to request approval for two month overlap was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0090](#)

Resolution to approve revised job description for PT Administrative Support Specialist-Senior Center-DPI.

Attachments: [Administrative Support Specialist-Senior Center JD 1.2018.pdf](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, that the Resolution to approve revised job description for PT Administrative Support Specialist-Senior Center-DPI was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0028](#) Revised Job Descriptions for the Operations Division Support Staff, recommending approval and forwarding to Council and not Personnel.

Attachments: [Administrative Support Specialist - Clerk III. JD 1-18](#)
[Operations - Clerk II JD 1-18](#)

E. Sitkiwitz explained that these can go right to Council as they are in process of approving any job descriptions with just language changes to get approved without coming through Personnel.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Request for revised job descriptions for the Operations Division Support Staff was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0113](#) Request to Fund and Install a 25' x 46' Concrete Slab for a Large Corporate Donation - Lower Henry Schuette Park.

J. Muenzenmeyer was present to inform the Committee of a donation that was presented by a Large Corporation that wants to stay unanimous. They requested the City to provide a large concrete slab to hold this equipment.

He has only received one price quote and will obtain more once it gets approved with Finance Committee. This was recently approved at CAWG as an unfunded request.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that these Request to fund and install a 25' x 46' concrete slab and refer to Finance Committee at cost not to exceed \$8,000 was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0116](#) 2019 Potential Park and Trail Projects

Attachments: [Copy of 2019 Parks Projects](#)

L. Kummer explained to the Committee that he would like to put together a list to present to the Mayor to include in his budget.

D. Koski explained that it would be beneficial to have these discussions earlier to help out department with what they would need to do and allow time to do this. In May we would have the assistance of our seasonals.

[18-0119](#) Safety on Mariner's Trail across from former Mid City Mall's Site.

L. Kummer wanted a short discussion and would like a ball park dollar amount put together by Engineering staff without spending a lot of staff time and discussing at meeting in May.

The Engineers are to look at moving lanes to the west. R. Gabriel said maybe a few other departments could collaborate.

D. Koski questioned the priorities for the next 6 months and G. Minikel explained that the DOT would want us to follow their stipulations.

[18-0118](#)

2019/2020/2021 Major Road Projects (Reed Avenue, S. 30th Street, Custer Street, Viebahn Street)

The Mayor put this together and his recommendation was to have the Public Infrastructure look at and determine which roads to look at and when. Will discuss further next month.

[17-1031](#)

Request for a designated Christmas Tree drop site in exchange for tree voucher

Attachments: [17-1031_201710061522](#)

[18-0100](#)

Ordinance to amend section 3.070 of the Manitowoc Municipal Code establishing the Board of Public Works and giving them authority to award contracts under \$25,000.

Attachments: [18-0100](#)

K. McDaniel explained that this came out of a BPI process and a request from Board of Public Works.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the Ordinance was approved as amended and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0104](#)

Calumet Avenue/Washington Street State Projects, recommending approval for request for reconstruction with DOT.

Attachments: [18-0104_201802011517](#)

G. Minikel reported that we are starting to have discussions with the DOT regarding future plans for USH 151 Calumet Avenue and Washington Street.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to go on record for reconstruction of Washington Street and Calumet Avenue and that the Request was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0105](#)

Lower Schuette Park Budget Discussion. Recommending to direct Department of Public Infrastructure to draft RFP to do study for bridge over

Manitowoc River.

L. Kummer reported that we should start the engineering for a bridge in Lower Schuette Park. Engineering Department should work to find a consultant for this project.

J. Brey said he is really impressed with this project and thinks it will be highly utilized.

D. Koski said that there are a few consulting firms that would be qualified. We will work to put together an RFP.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Scott McMeans, to direct Public Infrastructure to draft a Request for Proposal (RFP) to do study for bridge over Manitowoc River was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

18-0106

Spring Cleanup

Attachments: [Spring Brush Cleanup Ordinance Rev](#)

D. Koski explained that we switched up the system for Spring Cleanup.

Property North of the Manitowoc River: Brush pickup shall occur the first week in April and yard waste pickup shall occur the third week in April, weather permitting.

Property South of the Manitowoc River: Brush pickup shall occur the second week in April and yard waste pickup shall occur the fourth week in April, weather permitting.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Jim Brey, that the amendment to the Ordinance was approved and referred to council. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

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)(g) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The specific subject matter that may be considered in closed session is:

Letter received from Wisconsin DNR regarding plume delineation and update on remediation efforts.

10. Closed Session

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, to convene in closed session. The motion carried by the following

vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

[18-0101](#)

Letter received from Wisconsin DNR regarding plume delineation and update on remediation efforts.

Attachments: [18-0101_201802051245](#)
[18-0101.1_201802051245](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Lee H. Kummer, to direct City Attorney and Public Infrastructure to install a new well at 3008 South 26th Street, address the additional plume delineation work and the three (3) Reverse Osmosis Systems as presented was approved and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

11. Reconvene in Open Session

A motion was made by Alderperson Jim Brey, seconded by Alderperson Lee H. Kummer, to reconvene in open session. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

12. Adjournment

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the meeting was adjourned at 8:33 p.m. The motion carried by the following vote:

Aye: 4 - Kummer, Brey, McMeans and Gabriel

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.