



# City of Manitowoc

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

## Meeting Minutes

### Public Infrastructure Committee

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Monday, February 1, 2016

6:30 PM

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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 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

D. Soeldner called the meeting to order at 6:30 p.m.

#### 2. Roll Call

**Present:** 4 - Soeldner, Schema, Hennessey and Brandel

**Absent:** 1 - Brey

Staff Present: Dan Koski, Greg Minikel, Sonja Birr, Randy Junk, Chad Scheinoha, Karen Dorow

Public Present: Irv Seiler, Mike Wergin, Mike Retzinger, Don Leist, Mike Check

#### 3. Approval of Minutes

[16-0109](#) Public Infrastructure Committee Minutes from the December 7, 2015 meeting.

**Attachments:** [12-7-15 Meeting Minutes.pdf](#)

A motion was made by Alderperson Patrick Brandel, seconded by Alderperson Jill Hennessey, that the minutes for the December 7, 2015 meeting were approved. The motion carried by the following vote:

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

#### 4. Discussion and Action Items

##### [16-0108](#)

Snow removal policies and procedures.

D. Soeldner explained he will welcome any members in the audience to come forward.

Mike Wergin 1664 Atlanta Circle for 30 years. He was present to express his concerns with the last snow storm. He was unable to get to work and explained his expectations with certain services to be in a timely fashion. He wanted to know what happened and if it will happen again.

J. Hennessey suggested allowing D. Koski to explain what happened.

D. Koski said this was not a typical snow fall with 11 inches and in between the snow there was rain and sleet. This has been the largest snow event since staff was changed. There were breakdowns, newer employees due to retirements, City contractor did not show up, plows were getting stuck as well as other cars which made plowing more difficult. The plows were also unable to put down the wings on the plow because of the amount of heavy wet snow. D. Koski explained that the drivers worked 60 hours in 3 days working on snow removal.

D. Soeldner explained that nobody is questioning the effort; however, his frustration was the main streets were plowed down to concrete and none of the side streets were plowed. He also felt the Mayor put on social media that not all streets will be plowed and he put it on at 5:00 p.m. at night.

Mike Retzinger of 802 Sarah Miles Lane was present and said he is a concerned citizen, who pays some of the highest taxes in the city. His concern was the plowing of the culdesacs and asked if it could be done differently as it was pushed to the end of the culdesac and put in neighbor's driveway at least 5 feet high and 5 feet wide. He feels there has to be a better way to get the streets plowed in a timely fashion and not to push snow to the end of the culdesac.

Dan Koski said we recently changed the way we plowed the culdesacs in 2012, prior to his employment with the City. The change was a result of a Business Process Improvement due to the staff reduction. It has reduced plowing time by 10-12 percent overall with a 5 percent savings in cul de sacs.

Irv Seiler, Seiler Brothers Construction was present and said he takes care of plowing his culdesac. He said the culdesacs are the problem as there is nowhere to push the snow and to maneuver the equipment.

P. Brandel questioned if we have sufficient and adequate equipment and if there was enough staff.

D. Koski explained to the Committee that when the staff reduction occurred we knew that when a major snow storm hit, our staff limitations would become apparent. The level of service agreed upon in November 2011 by the Council was that the first path throughout the City for a storm of this magnitude would be completed in 24 hours and we got it done in 20 hours. He explained how the process would have been prior to 2012. The reason Vinton Construction did not show up for this storm was a communication issue and Vinton assured Randy Junk that this wouldn't happen again.

P. Brandel asked if Vinton uses their own equipment and D. Koski responded yes, three graders from Vinton were not there to assist.

Other Council members expressed their constituent concerns.

D. Soeldner questioned plowing once down the middle of the street to allow drivers to get out. D. Koski explained the reason for the side streets looking like they weren't plowed. The streets became compacted from vehicles and the plows were plowing on top of the snow. They put down a brine to loosen it up, which made it appear to not be plowed. The main streets are done first as they are the emergency, bus and business routes. At one point in 2012 they did try the one pass through residential streets and that didn't work. Every street was done the same night.

J. Hennessey thanked the public that came in and appreciated that they didn't blame the plow drivers, as they want to do a good job and get it done. She stated that we should look at our resources without trying to control every situation, that is why we have the PI staff to help determine the resources that we need. The Council ultimately set the resources and the budget, it is not a result of the DPI. They knew in 2011 that the level of service was going to change. Approximately 23 percent of the staff was new.

A. Schema asked what the staffing level would be to allow for one driver on northside and one on southside while other drivers were sleeping, as it was before 2012.

D. Soeldner said we could talk about additional staffing during the next budget process.

J. Sladky questioned the times on the map online were the accurate times the streets were plowed. He said there are accuracy issues.

E. Sitkiewitz wanted to know if there were any changes to not repeat what happened in last snow storm.

S. McMeans point is we need the right resources lined up to make sure these things are available and working. If we don't have the right resources we are going to have problems.

P. Brandel believes the situation with Vinton changed things. A. Schema said there were issues with the storm alone. D. Koski said it's hard to find people who want to work as seasonals with CDL's or available to be on-call, he also explained the equipment that was breaking down and how that played a part in the plowing operations. M. Howe asked if the County could help out with backup.

D. Soeldner said he is optimistic about the next storm.

#### [16-0094](#)

Request for Mini Sewer at 1035 North 16th Street.

**Attachments:** [20160127162304991.pdf](#)

Irv Seiler, Seiler Brothers Construction was present on behalf of John Steinbrecker (1035 North 16th Street) He explained the situation at the residence and the property owner is requesting a mini sewer to hook up sump pump and downspout. His sump pump can't keep up with the water seeping up through the floor.

D. Soeldner recommended putting in a larger sewer with the Waldo Boulevard reconstruction.

G. Mlnikel said he has a request in to see if this could be done with Waldo project. He

explained there is funds in the 2015 Storm Sewer Budget that could be used to pay for the mini sewer up terrace.

**Moved by Brandel, seconded by Schema, that this Request for a mini storm sewer with funding coming from the 2015 Storm Sewer budget be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0098](#)

Request from Developer for Utility and Street Improvements for Homestead Road.

**Attachments:** [20160127163248300.pdf](#)

Mike Check was present and has submitted a letter requesting installation of rough road for the section of Homestead Road between Knuell Street and Red Fox Lane as well as the in ground infrastructure on an assessment basis as each lot is sold. There would be a total of four (4) lots developed on Homestead Road.

This would be part of the 2017 budget and is estimated at approximately \$125,000.

**Moved by Hennessey, seconded by Schema, that the Request from Oak Park Developers, LLC for utility and street improvements for Homestead Road be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0097](#)

Forfeitures for plowing lots into streets.

**Attachments:** [20160204160307913.pdf](#)

D. Koski explained that we would like to increase the forfeiture schedule for businesses plowing their private lots into the city streets making it difficult and timely for plow drivers.

The Committee recommended increasing the schedule to \$500 + costs 1st Offense/ \$750 + costs 2nd Offense/\$1,000 + costs 3rd Offense.

A. Schema said we are not a snow plow service.

**Moved by Soeldner, seconded by Hennessey, that the Request for a change in the forfeiture schedule be approved to increase for 1st Offense \$500 + costs (per season), 2nd Offense \$750 + costs and 3rd Offense \$1,000 + cost. The Committee recommended that the Request be approved and referred to council. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0096](#)

Leaf Pickup RIE Results. The Committee recommended placing on file and referring to Consent agenda.

**Attachments:** [RIE comparison 2015.pdf](#)  
[12-16-15 meeting memo.pdf](#)

D. Koski said the results of the RIE for leaf pickup went very well. He said that Public Infrastructure has more improvement ideas and they have modified the parking ticket plan.

Danny Harms from MPD kept track of violators and gave a warning for 1st offense and ticketed for anything thereafter.

D. Soeldner said the presence of the crews in the neighborhoods was very positive and J. Hennessey said the first year went very smoothly.

D. Koski said they were picked up faster and not getting into the storm sewers like we originally thought.

**Moved by Schema, seconded by Hennessey, that this Report be placed on file for Consent Agenda. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[15-1253](#) Shift Premiums for Street Sweepers.

**Attachments:** [Shift Premium](#)

The Committee recommended keeping hours as is (3:00 a.m. to 11:00 a.m.).

**Moved by Schema, seconded by Hennessey, that this Request for shift premium for street sweepers be referred to the Personnel Committee and the hours 3:00 a.m. to 11:00 a.m. stay as it currently is. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0091](#) CAWG Recommend Funding up to \$19,000 for the Unbudgeted Request from DPI for replacement of Bucket Truck #59 via purchase from MPU

**Attachments:** [20160127204144384](#)

D. Koski explained that one of their bucket trucks is out of service and MPU is trading one in. We have the option to purchase the bucket truck at a low cost of \$19,000. R. Junk said the truck is really in good shape and DPW has all records as they serviced it. He said there is a 15 year life expectancy and is a great deal for the City.

**Moved by Brandel, seconded by Schema, that this Action Item be referred to Finance Committee. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0100](#) Policy for dumpsters in street during winter months (Right-of-Way Use Permits). The Committee recommended reviewing and tightening up the policy for parking dumpsters in the Right of Way during winter months and placed on consent agenda.

**Attachments:** [20160128093104088.pdf](#)

G. Minikel said that we received a dumpster in Right of Way request for an extended period of time. He would like the Committee to direct him on putting together a stricter policy for dumpster placement in winter months.

**Moved by Soeldner, seconded by Schema, that this request to change the Right of Way Use Permit Policy for the winter months be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0095](#)

Dewey Street Special Assessments.

The Committee recommended giving more thought to the assessments for Dewey Street and bringing back to another PI Committee meeting.

[16-0099](#)

Donation of Ambulance to the race track.

This is a request by a private organization and the Committee had a hard time giving a large donation using the tax payers money.

**Moved by Hennessey, seconded by Schema, that this Action Item to donate an ambulance to the race track be denied and referred to Council. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

[16-0101](#)

Strand Associates Technical Services Agreement dated April 11, 2013 and Amendment No. 1 dated June 2015. The Committee recommended approving the Agreement and Amendment for Consent agenda.

**Attachments:** [20160129135202607.pdf](#)

**Moved by Hennessey, seconded by Schema, that this Technical Agreement dated April 11, 2013 and Amendment #1 dated June 2015, with Strand Associates be approved for consent agenda. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

## 5. Adjournment

**Moved by Schema, seconded by Hennessey, that this meeting be adjourned at 8:17 p.m. The motion carried by the following vote:**

**Aye:** 4 - Soeldner, Schema, Hennessey and Brandel

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.