



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, December 5, 2018

5:30 PM

Council Chambers

1. Call to Order

Chairman Kummer called the meeting to order at 5:30 p.m.

2. Roll Call

Present: 4 - Kummer, Novak, Brey and Sitkiewitz

Absent: 1 - Howe

Staff Present: D. Koski, G. Minikel, S. Birr, D. Larson, K. Dorow, C. Scheinoha, Ald Gabriel

Others Present: Martin Gregory, Terry Roehrborn, Brandon Bartow, Jim Schaus, Carol Sitkiewitz, Ruby Orth, Ken Sitkiewitz, Don Orth, Jeff Roberts, Leon Levenhagen, Ed Hansen, Rhienna Gabriel, Steve Czekala, Barb Bacon, Katie Brennan

3. Approval of Minutes

[18-1259](#) Approval of Minutes from the November 7th Public Infrastructure Committee Meeting

Attachments: [11-8-18 Minutes](#)

A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Minutes of the November 7th meeting was approved. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

4. Public Comment

Jim Schaus was present on behalf of the Midwest Garden and Antique Farm Machinery to discuss property he is interested in utilizing on South 15th Street. J. Brey recommended putting together a plan in writing and submitting to City.

5. Public Hearings

6. Presentations

7. Discussion and Action Items

[18-1022](#) Update on Red Arrow Park Memorials

Attachments: [18-1022 2018_09_28_14_37_30](#)

Ed Hanson was present and thanked the Committee for their support and informed them of the six (6) flag poles that were installed to be flying service flags.

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the update on Red Arrow Park Memorials was placed on file. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1244](#) Snow Plowing Exemption for Lutheran High School around Football Field, recommending placing on file

Attachments: [18-1244](#)

Terry Roehrborn was present from Lutheran High School to discuss a letter dated back to 1984 approving an exemption from removing sidewalk snow around the football field.

The Committee said that this is a permanent exemption until MLHS requires property to be utilized for any other than recreation or agricultural uses.

R. Gabriel said that there are people that utilize this sidewalk. Ald Kummer said that there is an exemption in place.

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the Request for Snow Removal Exemption for Lutheran High School around football field was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1256](#) Request for an Additional Alley Light at 939 North 8th Street

Attachments: [18-1256](#)

Kathleen Brennan was present to request installation of an alley light on an existing pole (#5F-4131) in the 900 Block of N. 8th Street.

A motion was made by Vice Chair Jeremiah Novak, seconded by Jim Brey, that the Request for an additional Alley light off of N 8th Street on Pole 5F-4131 was approved and referred to council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1251](#) Kayak Launch near Lincoln Park Zoo off of Reed Avenue, recommending moving forward with the project and forwarding to City Attorney to draft an Agreement when ready.

Attachments: [18-1251](#)

D. Larson was present and said the Zoo Board was not interested in funding the

kayak launch through the Zoo Tube Donations.

Martin Gregory was present to discuss his interest in the kayak launch which will not require removing. He is looking for permission to go ahead with the project. Jim Kettlers team would be willing to write the grant request for the kayak launch. Lowes would also consider making donations of materials.

Most of the parts are plastic and shouldn't require much maintenance.

E. Sitkiewitz said since we have requests for launches all within a triangular trail, we should look at getting proposals for all three.

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the Request to move forward with the Kayak Launch by Lincoln Park Zoo Project was approved for consent agenda. The Committee recommended forwarding to City Attorney's Office to draft an Agreement when ready. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1261](#)

Request from Brandon Bartow to discuss the possibility of constructing a 50 x 100 building at Miracle League Park.

Brandon Bartow was present to discuss possibly constructing a 50 x 100 building at Miracle League Park. He explained to the Committee the location of the pond.

G. Minikel said it shouldn't be an issue as it is not affecting the proposed parking lot.

Brandon Bartow will bring back a formal proposal in January.

[18-1249](#)

Tree near 5012 Cypress Court and Drainage Issue

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

Leon Levenhagen, 5055 Brookfield Circle was present and informed the Committee that he wishes to keep the willow tree. He said that 5012 Cypress Court had the storm sewer drain installed to remove standing water and had cleaned this past summer. Since then there hasn't been an issue with standing water.

He has had the willow tree trimmed and believes that if the tree was not there, there would be a greater water problem. He does not want to cut the tree down until an honest appraisal of the situation is done.

D. Orth, 5012 Cypress Court, informed the Committee that since he's had his storm sewer cleaned out it is working fine, they pulled out 12 feet of root. It isn't fair that the majority of this tree is on his property and he is required to pay for this sewer to be cleaned as it is filled with the tree roots. The tree roots are pushing the drain up. D. Orth believes it is restricting the water.

Ken Sitkiewitz, explained that his sump pump runs continuously and if the water was re-routed there wouldn't be an issue.

The Committee discussed and believed this to be more of a civil matter and not something the City should be involved with.

Jeff Roberts, 5104 Edgewood Lane was present and has lived there over 30 years and has been affected by standing water coming within feet of his house. He said that he and Don Orth are most affected by the water.

E. Sitkiewitz reported that this area is meant to drain and it's not draining. There shouldn't be anything in the drainage easement.

Ruby Orth expressed that her concern is that the sewer will become blocked up again with tree roots and this will be an ongoing process. The majority of the tree is on their property and they would like to see removed.

D. Koski said that they met with City Attorneys after they received the letter from Mr. Levenhagen. They can't say that the tree is the cause of this flooding.

Lee Kummer said the next step would be to get an estimate and bring back for discussion next month.

[18-1241](#) Request for a One-Way sign at the Exit from the West of the Lake Office and New Parking Lot, recommending approval of the sign

Attachments: [18-1241](#)

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Request for One-Way sign at the Exit from the West of the Lake Office and new parking lot was granted for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

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

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

This Request was tabled

[18-1127](#) Kayak Launch Donation for Manitou Park, recommending placing on file with a donation of \$6,000.

Attachments: [18-1127](#) [201811051203](#)

C. Scheinoha was present looking for approval to move forward with private solicitation for the ADA Kayak Launch for Manitou Park.

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Request for a Kayak Launch Donation of \$6,000 was placed on file for Consent Agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1260](#) Proposed Cemetery Fees Increase

Attachments: [18-1260 Cemetery Proposed Fee Increases](#)

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the Request to Increase Cemetery Fees was approved and referred to council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1240](#) Discussion on Sale of City Land/Parkland

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Communication regarding sale of City Land/Parkland was placed on file. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1257](#) Permit Patch Discussion

This Request was tabled

[18-1242](#) Sidewalk Shoveling Violation Procedure

Attachments: [18-1242](#)

C. Scheinoha explained that this is the first year to be contracting our City sidewalk snow removal. We will assess the abutting property owner and without notification as our Ordinance requires snow and ice to be removed within 24 hours.

He checked with other cities and was informed that they do not send out notifications as it's in their Ordinance.

A motion was made by Vice Chair Jeremiah Novak, seconded by Jim Brey, that the procedure to hire a Contractor to remove snow and ice from properties as required by the City in violation with the Ordinance without notification was approved and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1222](#) Request to Backfill Transit Division Manager and Job Description Changes, recommending approval.

Attachments: [Transit Division Manager JD 12.2018](#)

A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Request to backfill the Transit Division Manager and Job Description changes was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1224](#) Approval to fill 3 DPI Laborer Positions and Approval to fill the new Operations Parks Planner Position and Approve the Job Description-Effective January 1, 2019, recommending approval.

Attachments: [DPI Laborer 1.2018.pdf](#)
[Operations Parks Planner JD 11.2018.pdf](#)
[Department of Public Infrastructure Org Chart Proposed 112918.pdf](#)

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the Request to approve and fill 3 DPI Laborer Positions and approval to fill the new Operations Parks Planner Position and approve the job description effective January 1, 2019 was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1243](#) Request for a driveway widening greater than 35 feet for MTM Plant at 4330 Expo Drive, recommending approval

Attachments: [18-1243_201811291452](#)

G. Minikel reported that MTM is requesting a wider than 35 foot driveway approach to allow for semi maneuvering.

A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Request for a driveway widening greater than 35 feet was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

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

The Committee discussed the downtown Farmer's Market Lot reconstruction. E. Sitkiewitz wanted to get the communication going on this.

J. Brey is not in favor of making Quay Street a one-way street. L. Kummer suggested closing off the street during the Farmer's Market.

L. Kummer said that he would like to know more of the long range plan and not just localized to this area.

E. Sitkiewitz said that Quay Street and the Farmer's Market were targeted for focus of where budget monies would be spent.

The Committee will discuss more in February.

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

The Committee will discuss in February.

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

E. Sitkiewitz requested Committee to start thinking about ideas to have regarding sledding / skating and utilizing the Fieldhouse for winter activities. Will discuss more in February.

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

The Committee discussed exploring the idea to contract concessions. Recommendation to look at the Two Rivers facilities and what they use, and to put a package together and bring back to the Committee.

[18-1245](#) Resolution for 2019 Public Works Program

Attachments: [18-1245_201811291452](#)

A motion was made by Jim Brey, seconded by Vice Chair Jeremiah Novak, that the Resolution was adopted and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1246](#) Resolution for City-Wide Sidewalk Construction and Repair

Attachments: [Res 2019 Sidewalk New Replace Program](#)

A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Resolution was adopted and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1247](#) Resolution for 2019 Seal Coating Program

Attachments: [Res 2019 Seal Coating Program](#)

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the Resolution was adopted and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

[18-1248](#) Resolution for 2019 Dust Palliatives

Attachments: [Res 2019 Dust Palliatives Program](#)

A motion was made by Eric Sitkiewitz, seconded by Vice Chair Jeremiah Novak, that the Resolution was adopted and referred to Council. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz

8. Adjournment

A motion was made by Jim Brey, seconded by Eric Sitkiewitz, that the meeting was adjourned at 7:19 p.m. The motion carried by the following vote:

Aye: 4 - Kummer, Novak, Brey and Sitkiewitz