



City of Manitowoc

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

Meeting Minutes

Public Infrastructure Committee

Wednesday, June 7, 2017

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 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

2. Roll Call

Present: 3 - Kummer, Brey and Gabriel

Absent: 2 - Soeldner and McMeans

Staff Present: D. Koski, G. Minikel, S. Birr, J. Muenzenmeyer, C. Scheinoha, D. Larson and P. Braun

Public Present: Christopher Allie, Peter Allie, Allen Ziebell, Amber Daus

3. Approval of Minutes

[17-0605](#) Approval of minutes from May 8, 2017 Public Infrastructure Committee Meeting.

Attachments: [May 8, 2017 Minutes](#)

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Minutes from the May 8, 2017 meeting be approved. The motion carried by the following vote:

Aye: 3 - Kummer, Brey and Gabriel

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

Approval of the Consent Agenda

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

Aye: 3 - Kummer, Brey and Gabriel

[17-0580](#) Request from Manitowoc Heat for a flat fee of \$400 to use Municipal Field, recommending approval.

Attachments: [17-0580](#) [201706011044](#)

[17-0576](#) Temporary Exemption to Section 10.1015 Street Sweeping Parking Ban for Lakeside Foods and the Carferry, recommending approval.

Attachments: [17-0576](#) [201706011105](#)

[17-0571](#) Bus Stop serving ADRC, recommending approval.

Attachments: [17-0571](#) [201706011059](#)

[17-0572](#) Request to fill the Bridgetender Vacant Position.

Attachments: [17-0572](#) [201706011109](#)

5. Approval of Consent Agenda

6. Discussion and Action Items

[17-0573](#) Waldo Boulevard Box Culvert

Attachments: [17-0573](#) [201706011109](#)

[17-0583](#) Request for the use of metal detectors in parks and beach areas.

Attachments: [17-0583](#) [201706011342](#)

Allen Ziebell, 813 Marshall Street, was present for permission to use a metal detector in city parks.

C. Scheinoha said the committee passed a policy and the City Attorney will need to draft an Ordinance.

The Committee was ok with Mr. Ziebell using the metal detector as long as he was respectful and abided by the policy until an Ordinance was in place.

This Request was approved[17-0567](#)

Request for an encroachment into the Right-of-Way for the Forest Creek Apartments for an extension of an existing berm and for a wall around a sign, Public Infrastructure Committee approved request

Attachments: [17-0567](#) [201706011101](#)

Peter Allie was present looking for approval to build a berm and place signage in the Apartment Complex Right-of-Way.

G. Minikel said that a legal description would be required by a land surveyor.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the Request was approved for consent agenda. The motion carried by the following vote:

Roll Call

Present: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0574](#)

Request from 1311 Spring LLC, Peter and Alex Allie, for a Sidewalk Privilege Agreement for right-of-way encroachment of a berm on Spring Street, Public Infrastructure Committee approved request

Attachments: [17-0574](#) [201706011107](#)

Peter Allie was present to discuss building a berm on property on Spring Street to improve visibility and create a shield from Spring Street, as there are many trespassers.

S. McMeans thought it would provide more barrier to the residents.

L. Kummer suggested talking to the neighbors, and questioned if this would create an issue if they were to extend the trail someday.

The staff said that the berm wouldn't pose an issue with the trail, in fact, it would be beneficial.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the Request be approved subject to securing legal description for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0565](#)

Approval to allow dogs in the City Parks

Attachments: [17-0565](#) [201706011105](#)

This Request was tabled[17-0578](#)

Request for access over unimproved right-of-way at the S. 14th Street Community Garden and Community Gardening on 4 acres of private land

adjacent to the S. 14th Street Community Garden.

Attachments: [G.I.F. to grow wheat SW of S 14th St. Parkland](#)
[S 14th street](#)

Amber Daus was present and is requesting access over unimproved right-of-way at S. 14th Street.

The Committee discussed and thought it would be best to have discussions with the neighbors and to bring back to the November meeting.

This Request was discussed

[16-0185](#) Raised Flower Bed in Terrace Areas.

Attachments: [20160303162204779.pdf](#)

This Action Item was placed on file

[17-0011](#) General Plow Reports

Attachments: [17-0011-1.pdf](#)
[GP Report March 2 2017.docx](#)
[17-0011 Downtown Pickup 3-3-17.docx](#)
[17-0011-3](#)

[17-0604](#) Recommended Changes to Chapter 8 Regarding Plants in Terraces

Attachments: [17-0604_201706060956](#)

C. Scheinoha explained the change in Chapter 8 Ordinance in regards to plants in the terrace.

D. Koski said this would follow the weed ordinance and would require approval and submission of planting plan.

L. Kummer said he has concerns and was wondering how we would enforce this, as it could become a trend. R. Gabriel also expressed concern that gardening takes time and what happens if it is no longer maintained.

C. Scheinoha said it would be treated like a weed ordinance.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Rhienna Gabriel, that the recommended changes to Chapter 8 be approved and refer to City Attorney for drafting of Ordinance approving the change. This Request was approved and referred to council. The motion carried by the following vote:

Aye: 4 - Kummer, Soeldner, McMeans and Gabriel

Nay: 1 - Brey

J. Brey made a recommendation to amend the motion to not include anything edible to be used as plantings in the medians. Motion failed for lack of second.

[17-0581](#)

Zoo Camera upgrades to come from zoo donations, Public Infrastructure Committee recommended approving upgrades to Zoo cameras with funding to come from Zoo donations.

Attachments: [17-0581](#) [201706011042](#)

D. Larson explained to the Committee that the cameras need to be updated.

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Jim Brey, that the Request was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0582](#)

Senior Center replacement furniture and office security to come from Senior Funds

This Request was placed on file as funding no longer available.

[17-0464](#)

Approval of funds from Cemetery Perpetual Care Fund and Zoo Donation Tube for new gator, Public Infrastructure recommended approval of funds from Cemetery Perpetual Care Fund and Zoo Donation Tube for purchase or lease of new gator.

Attachments: [17-0464](#) [201706011059](#)
[2017_06_15_12_22_33.pdf](#)

C. Scheinoha explained the need to purchase new gators.

Discussion took place regarding how much is in the fund and how much gets added each year. The option to lease was also discussed; however, if not cost effective, then the funding should come from the Perpetual Care Fund and Zoo Donation Tube.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Rhienna Gabriel, that the funds for purchase or lease of a new gator come from the Cemetery Perpetual Care Fund and Zoo Donation Tube was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0603](#)

Repair of Sheet Wall Cap along the Manitowoc River adjacent to Quay Street, Public Infrastructure approved expenditures for repairs to sheet wall cap and referred to CAWG.

Attachments: [Sheet Wall Photo 1](#)
[Sheet Wall Photo 2](#)
[Sheetwall cap location](#)

P. Braun was present to discuss the damage that was done to sheet wall cap

and he received a rough estimate for the repairs. The insurance company denied claim as in was under \$25k.

He would like approval to bring to CAWG and then Finance. He explained that we will reuse as much as we possibly can.

L. Kummer suggested finding out who was tied up there. C. Scheinoha explained that the bridgetenders log who ties up and will have to check the records.

Recommendation to have City Attorney draft letter to be sent to potential responsible parties from the bridgetenders log.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Jim Brey, that the request to approve expenditures and refer to CAWG was approved. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0584](#)

Discussion regarding the Armory Ceiling reconditioning

J. Muenzenmeyer explained to the Committee the condition of the the ceiling at the Armory. He asked for a cost estimate to screw down the entire ceiling and said it will cost approximately \$4-\$5K.

L. Kummer recommended exposing the natural ceiling and restoring the wood work. J. Muenzenmeyer said that he would need to look at lighting and other issues before any restoration could take place.

L. Kummer said that volleyball players are popping tile out.

Discussion was held regarding funding from Friends group. Finance Committee keeps track of the donations.

The Friends group said they will continue to fund raise.

The Committee recommended obtaining cost estimates.

[17-0579](#)

Request to refinish the gymnasium floor at the Armory, Public Infrastructure Committee approved the request.

Attachments: [17-0579](#) [201706011045](#)

J. Muenzenmeyer explained that the floor at Armory needs to be refinished, and is estimated at about \$17,000.

Rollaire is aware and this will require 3 weeks from start to finish.

S. McMeans recommended coordinating the floor and ceiling refinish/repairs.

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Scott McMeans, that the Request to refinish gymnasium floor at the Armory was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0585](#) Sommerville DPW HVAC Design Services

J. Muenzenmeyer explained to the Committee the issue at Department of Public Works. There are several areas with little or no ventilation, and it is not a safe condition, he would like to move forward shortly after budget process.

We received only one proposal for the design and that was from Sommerville for \$43,000.

S. McMeans recommended moving to the budget process.

The Committee recommended soliciting for more bids. S. McMeans wants verification of funds available through CAWG and a discussion with the Mayor and putting this into the budget.

[17-0570](#) Silver Creek Fieldhouse Rental Fees, Public Infrastructure Committee recommended approving the rental fee schedule.

Attachments: [17-0570_201706011100](#)
[Memo to PI 6-7-17](#)

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Dave Soeldner, that the Request to approve the rental fee schedule was approved for consent agenda. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0577](#) Approval to spend maintenance funds for sign upgrades at the Community Build Playground, Public Infrastructure Committee recommendation to refer to CAWG for budget.

Attachments: [17-0577_201706011100](#)
[17 Manitowoc-City Silver Creek Park Revised Quote for Message Board with...](#)

C. Scheinhof explained that there is vandalism and signs are run down and in need of repair.

S. McMeans recommended taking to CAWG and request for budget.

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

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0136](#) Parks Comprehensive Plan Updates

Attachments: [17-0136.pdf](#)

[17-0136 Little Manitowoc River Coastal Wetland Restoration](#)

[17-0136 Riverwalk Concept Plan](#)

C. Scheinoha updated the Committee and said things are going good and many surveys have been received.

[17-0383](#)

Manitowoc Public Utilities Pump Station and Reservoir, Park and Recreation Improvements

Attachments: [17-0383](#)

C. Scheinoha informed the Committee that the City Attorney is presently working on an agreement.

[17-0602](#)

Request from the Manitowoc County Human Services Board for passes from the Aquatic Center and Mini Golf Course to be used as prizes for the Foster Care Picnic, Public Infrastructure Committee approved request for passes for 5 adult and 5 child passes for Aquatic Center and 5 passes for Mini Golf.

J. Brey explained that June is foster care month and Manitowoc County is requesting Aquatic Center and Mini Golf Course passes to be used as prizes. They are requesting 5 adult, 5 youth and 5 mini golf for a total of \$62.50.

The Committee thought there was a policy in place on how to handle these requests, as we would like to stay consistent. Will have to look in a policy regarding the donated pass requests.

A motion was made by Alderperson Scott McMeans, seconded by Alderperson Dave Soeldner, that the Request for donated passes was approved for consent agenda. The motion carried by the following vote:

Aye: 4 - Kummer, Soeldner, McMeans and Gabriel

Abstain: 1 - Brey

[17-0575](#)

Request from Wellness Committee for a donation of a family Aquatic Center pass as a prize for the Wellness Fair, recommending approving the request.

Attachments: [17-0575_201706011106](#)

[16-235 Ticket Pass Donation Policy](#)

Committee suggested bringing back to a future meeting with a policy in place.

[17-0568](#)

Request for an Ordinance change for the 5 and 10 year interest rates for assessments.

The Committee recommended adjusting the interest rate to allow people the ability to pay for special assessments at a more competitive interest rate.

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Dave Soeldner, that the Request for an Ordinance change for the 5 and 10 year interest rates for assessments be directed to City Attorney to revise Ordinance to set interest rate at the City borrowing rate at time funds are borrowed for project but rate to be rounded up to the next full percent. The request was approved

and referred to council. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0569](#) Seal Coating Assessments and Corner Lot Reductions

Attachments: [17-0569 201706011100](#)

G. Minikel explained that there is currently no reduction for corner lots for sealcoating.

L. Kummer said it seemed inconsistent.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Dave Soeldner, to instruct the City Attorney to amend the current Ordinance to include sealcoating to be treated the same as concrete for the corner lot reduction. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0596](#) Request from Kerry Group for a driveway curb-cut width variance for the new truck dock/warehouse area, Public Infrastructure Committee approved the request for driveway variance.

Attachments: [17-0596 201706021113](#)
[kerry-mani_5-24-17_A1](#)

A motion was made by Alderperson Dave Soeldner, seconded by Alderperson Rhienna Gabriel, that the Request for driveway variance be approved for consent agenda.. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0010](#) County Highway "R" Reconstruction - Custer Street to Broadway Street - Roadway Lighting

Attachments: [17-0010.pdf](#)
[17-0010-2](#)

This Request was tabled

[17-0468](#) Temporary Access Easement Agreement over Unopened Street on Golet Drive

Attachments: [17-0468](#)
[17-0468-1](#)
[17-0468-2](#)
[17-0468-3](#)

This Request was placed on file

[17-0469](#) Waldo Boulevard Traffic Control, Public Infrastructure Committee recommending placing on file.

Attachments: [17-0469](#)

G. Minikel explained the detour, closures and traffic control.

[17-0470](#) Subdivision Pond Maintenance, Public Infrastructure Committee referred to City Attorney to contact affected/adjoining property owners and explain the legal status of the Subdivision Pond.

Attachments: [17-0470](#)

G. Minikel explained the ponds aren't under city ownership.

After further discussion, the committee recommended referring to City Attorney to reach out to affected property owners.

A motion was made by Alderperson Jim Brey, seconded by Alderperson Scott McMeans, that the pond maintenance request be referred to City Attorney to contact affected/adjoining property owners and explain the legal status of the Subdivision Pond. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, Brey, McMeans and Gabriel

[17-0597](#) Discussion on pedestrian bridges crossing Manitowoc River between Manitou Park and Lower Schuette Park.

D. Koski thought this should be a priority to keep the kids safe and keep them from leaning over bridge.

L. Kummer is recommending putting numbers together to present to the Mayor.

[17-0595](#) Modifications to the Mariner's Trail at YMCA, Yacht Club and Little Manitowoc River

L. Kummer suggested getting cost estimates and presenting to City Attorney to see if agreements need to be drafted.

7. Adjournment

A motion was made by Alderperson Rhienna Gabriel, seconded by Alderperson Dave Soeldner, that the Public Infrastructure Committee meeting be adjourned at 8:19 p.m. The motion carried by the following vote:

Aye: 5 - Kummer, Soeldner, 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.

