

**PUBLIC INFRASTRUCTURE COMMITTEE
MEETING MINUTES**

August 12, 2013
6:53 p.m.

MEMBERS PRESENT

Dave Soeldner
Jim Brey
Jason Sladky
Scott McMeans (arrived 7:12 p.m.)
Jill Hennessey (arrived 7:25 p.m.)

STAFF PRESENT

Dan Koski
Greg Minikel
Sonja Birr
Jim Muenzenmeyer
Brian Helminger

OTHERS

Jamie Zastrow, Mainly Mtwc
Anton Doneff, 915 S. 11th St

MEMBERS ABSENT

Announcement that meeting is being taped and audio tape will be available to the public on City's website

D. Soeldner made an announcement that the meeting is being recorded and will be posted to the City website.

Discussion and possible approval of minutes of previous Public Infrastructure Committee meeting (July 8th, 2013)

J. Brey made a motion to approve the minutes from the July 8th meeting. J. Sladky seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding a request to delay sidewalk repairs on S. 8th and Jay Street

D. Soeldner informed the Committee that a letter was previously submitted from Anton Doneff requesting a one year deferral on the sidewalk maintenance in front of the Schuette Building at the corner of 8th & Jay Streets. Doneff Companies is looking to do some renovation work to the building, which will require vehicles and scaffolding on the sidewalk. He would like to defer for one more year to allow for some of the renovations to take place.

G. Minikel reminded the Committee that this is the second request, as he was granted a one year delay last year by the previous Dept. Director.

D. Koski said that Mr. Doneff was in to discuss some of the changes to the building. D. Koski said that he informed Mr. Doneff that he will need to obtain approval from the Public Infrastructure

Committee, since this was the 2nd time he was asking for an extension or delay.

J. Sladky was concerned if there would be a trip and fall, would there be a liability against the City because this sidewalk was scheduled for repairs. G. Minikel said it was one of their concerns, and D. Koski said that there is definitely an identified trip hazard, but there are worse areas throughout the City. He is also concerned with damaging the sidewalk with planned improvements.

J. Brey said it has already been deferred a year and isn't really in support of delaying for another year.

D. Soeldner said that if building improvements will be made, we should delay any sidewalk repairs at this time.

J. Brey made a motion for a one-year deferment of sidewalk. D. Soeldner seconded the motion.

J. Brey said that he is supporting one more year and that is it.

Motion carried 2-1 (Ayes: J. Brey and D. Soeldner; Nay: J. Sladky)

Discussion and possible action regarding the Mainly Manitowoc's Street Scaping Plan for the downtown area

G. Minikel said that he worked to put some costs together which included York Street (7th - 9th Street) to mill and overlay with asphalt, which will include new curb, gutter and sidewalks. He estimated a budget amount of \$220,000. He also stated that assessments are hard to figure out without knowing if this will be a reconstruct, which would be a 60/40 split and cost approximately \$50/foot for asphalt and curb work.

D. Soeldner thanked Greg for putting these numbers together; however, he is not comfortable presenting these numbers to the business owners. And the City can't afford to do the work entirely. We are committed to improving the downtown, but who will pay for it.

J. Brey asked Jamie Zastrow about the Business Improvement District and if Mainly Manitowoc had discussions with current downtown business owners. Jamie said that they have met and there are mixed emotions. They would like to see improvements, but the most important question is "how much will this cost." Jamie said that typically it isn't appropriate for the Organization managing funds to pursue improvements, the business owners would need to come

forward. She said that if there is interest from property owners, it would be wise to bring them forward.

Jamie Zastrow said that she can discuss with other communities to see what they have done to improve their downtown.

J. Sladky said that our downtown is quite large when we look at the side streets and how it branches off. He was wondering if other cities just concentrate on the main street or if they improve side streets as well.

Discussion and possible action on the WWTF Change Task Order

Brian Helminger was present to discuss the changes that need to be made to the Technical Services Agreement with Strand Associates Task Order #13-01 to make changes to the Scope of Services, Compensation and Schedule.

Brian said he previously met with Straun Boston. Straun didn't foresee a problem with any of the changes, but said it requires Council approval.

J. Brey made a motion to approve the Task Order Amendment as submitted. J. Sladky seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding the Transit Building water damage

J. Muenzenmeyer reported on July 29th, one of the transit drivers came into work and noticed a large amount of water on the floor of the driver's room. Jim estimated from video obtained that this water was present for almost 2 days before it was noticed.

Jim proposed replacing the carpeting and removing the dry wall 2 feet up and replacing. There are 2 cabinets that need to be replaced along with baseboards and repainting. He received a quote from Hamann for \$15,551.00 for repairs. Jim said that the City's insurance has a \$50,000 deductible. He said that his plan of action would be to contact Hamann as they are the General Contractor. The building is under warranty. Jim said that he has not met with the City Attorney yet, as he wanted to get the opinion of the Public Infrastructure Committee members.

S. McMeans asked how this occurred and Jim explained that there was a faulty valve under the sink. The driver was able to turn off the

valve when he came in; however this leaked out for 2 days. He suggests going forward with the repairs and following the warranty process.

J. Brey made a motion to approve repairs to be made and to follow the warranty process. S. McMeans seconded the motion.

Motion carried. J. Sladky refrained from any conversation regarding this matter.

Discussion and possible action on weed ordinance

S. McMeans said that he received a letter from a Constituent that said she has been walking in the street in the Woodridge Subdivision due to so many overhanging trees over the sidewalks. S. McMeans questioned how we monitor these situations. He mentioned possibly forming a Nuisance Block Watch Committee. The City would educate the group and allow them to monitor their neighborhoods and report any problem areas through photos to the City. They could act as the front line contact for their neighborhoods.

G. Minikel said the Ordinance requires trimming any tree branches that hang lower than 10 feet over the sidewalk. This use to be done by the Park Workers in the past, but since the 2012 re-org, they have not had the staff or time to continue this work.

J. Sladky asked if the Property owners are responsible for trimming trees over the sidewalks and if the homeowner is responsible for maintaining the trees in the terrace area. G. Minikel thought that the trees in the terrace were maintained by the City only.

D. Koski said that we have been working on a case by case basis. He said that he likes the idea of forming neighborhood groups to help monitor their own neighborhoods and report any Ordinance violations to the City.

D. Koski said in New Richmond they drafted an Ordinance that required a landscaping plan that needed to be signed off by neighboring property owners in cases where lots were not cut on a regular basis. D. Soeldner asked Dan Koski to provide the Committee with a copy of the Ordinance from New Richmond to discuss at the next Public Infrastructure meeting.

Discussion and possible action regarding the proposed stormwater pond at Dufek and West Drive

D. Soeldner informed the Committee that the cost effectiveness has gone down from the original application; we could possibly lose our funding.

D. Soeldner recommended building one pond which would be a savings of approximately \$200,000 and full grant funding, which would still not be guaranteed. We were trying to bring in development by building the pond, but Dave said that he is leaning towards walking away.

G. Minikel said that we will not be allowed another extension. We could re-submit for 2015.

J. Brey asked about the TIF and asked if some of that funding would be available for the pond. G. Minikel said he can check with Dave Less. J. Brey said things might turn around in the future and we will be able to sell more lots.

S. McMeans said that we should plan accordingly and apply for 2015.

D. Soeldner said the Committee will re-visit after checking with Dave Less and the TIF District.

Discussion and possible action on snow removal assessment

Tabled until next meeting.

Discussion and possible action regarding a permanent street sweeping parking ban exemption for the Carferry and Lakeside Foods

Tabled until next meeting.

Discussion and possible action regarding a complaint about the condition of the Farmers Market Parking lot at S. 8th & Quay Street

D. Soeldner informed the Committee that there is a pothole that needs to be fixed and the Mayor's Office has received some complaints.

G. Minikel said that we need to maintain the parking lot as there is a functional lease according to Dan Koski.

The Committee feels that this is a staff level decision and determine what would be best to fix at this time.

For right now all we can do is cold mix patch at this time as reconstruction keeps getting pushed back.

Discussion and possible action regarding the proposed 2014 Capital Improvement Program as determined by the Capital Allocation Work Group (CAWG)

D. Koski said that he was very impressed with the CAWG process. He would like the Public Infrastructure Committee to review where the projects are, the Engineering Staff was pleased with the turn out.

G. Minikel said he would like to reconstruct Huron Street (N. 11th - N. 13th Street) with concrete. The utilities in this area are 80-90 years old and to mill and overlay with asphalt would not extend the life of the street as much as concrete would. The downside of milling and overlaying with asphalt is that the new asphalt pavement will have reflective cracking from the concrete pavement below and we will end up crackfilling within 2-3 years and the street will look similar to its current condition within the next 5-10 years.

Discussion and possible action regarding the existing DOT Local Roads Improvement Program (LRIP) project (2010-2011 program) on Dewey Street from South 10th to South 18th Street

G. Minikel recommended transferring Dewey Street LRIP funding to Huron Street. He needs to check on the sunset date and report back to the Committee.

Discussion and possible action regarding proposed rate increases for the 2013-2014 snow shoveling complaints

G. Minikel would like more time to look at this. He also noted that it has been about 10 years since we looked at the fee structure.

J. Sladky stated that he would like to increase the fees, similar to what the Committee did with the weed cutting fees. This is not a service that should be provided by the City.

S. McMeans asked if the rates are not working and should we contract the work out?

J. Hennessey asked what the current rate was.

G. Minikel believed it to be approximately \$100, but would like more time to check into the fees and current rates.

The minimum charge for weed cutting is \$300. The Committee agreed that this needs to be revisited in the near future.

D. Koski said with contracting out, the City would pay up front and may not recoup costs right away because it might be put on the tax roll. S. McMeans said that we could factor these costs into the fees.

The Committee will discuss more at another meeting.

The next meeting is scheduled for September 9, 2013.

S. McMeans made a motion to adjourn and J. Brey seconded the motion. The meeting adjourned at 7:52 p.m.

A handwritten signature in black ink, consisting of a stylized, cursive 'D' followed by a comma and the letters 'P.E.'.

Dan Koski, P.E.
Director of Public Infrastructure