



## **MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE**

**DATE:** February 14, 2018  
**TIME:** 4:45 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site-Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
  - c. Coenen Site
  - d. Hecker & Viebahn Property
5. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Krizek
  - b. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - c. Comptroller's Expo Special Revenue Fund Report
6. Adjourn Committee

Date: February 6, 2018

Donald Weiss, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, February 14, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors D. Weiss, B. Cavanaugh, D. Dyzak, R. Gerroll

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer

**Called to Order** The meeting was called to order at 4:45 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Gerroll, seconded by Dyzak to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/  
Spreadsheets** No donation trackers were submitted for approval.

**Ethics Code Reports** Ethics Code reports were submitted for approval. Motion was made Gerroll, seconded by Dyzak to approve the ethics code reports. Motion carried unanimously.

**Public Comment** Randy Boris, President of the Manitwo Flyers, provided public input and gave a brief summary of the Manitwo Flyers and their desire to remain on the current site.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:**

#### **Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs.

#### **Two Rivers Compost Site – Update**

Neuser reported on the Two Rivers Compost Site noting a meeting with the Two Rivers City Engineers will be held Friday to review two possible compost site locations. Neuser added that the current lease is through May 2019.

### **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items:**

#### **UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders**

Neuser reported on the UW-Manitowoc Renovation project noting that the project to be completed by March 1 with an open house on March 7. Neuser gave a detailed explanation of change order #3. Neuser presented pay application #8 which includes change order #3 which was reviewed and recommended for approval by staff and the architect for \$92,212.00 and will leave in \$75,000 retainage. Motion was made by Dyzak, seconded by Cavanaugh to approve pay application #8 including change order #3 for \$92,212.00. Motion carried unanimously.

#### **Law Enforcement Center DDC Replacement Project & Upgrade including Pay Request(s)**

Breit reported on Law Enforcement Center DDC Replacement Project and Upgrade noting that the new DDC system installation is substantially complete, and the contractor, Energy Control & Design, has completed sequence operation testing and all that remains is smoke compartmentalization testing. Breit added that there will be a real time simulation done to ensure operations are working correctly. Breit recommended for approval the pay application for \$20,485, leaving \$4,965 in retainage. Motion was made by Gerroll, seconded by Dyzak to approve the pay application for \$20,485. Motion carried unanimously.

**Coenen Site**

Neuser presented a brief summary of the Coenen Site property including pictures of the site provided at the meeting. Neuser added that the current lease expires in 2020. Discussion included potential sale of property vs. continued leasing, Manitow Flyers year to year lease on their 26 acre parcel, and potential community impact with sale of property. Motion was made by Gerroll, seconded by Cavanaugh to have public works staff begin initial steps to sell the Coenen Site property by listing it for sale on the website and in AG publications. Motion carried unanimously.

**Hecker and Viebahn Property**

Neuser reported on the Hecker and Viebahn property maps provided in the committee packet noting that staff recommended placement of a For Sale sign. Discussion. Motion was made by Gerroll, seconded by Dyzak to approve placement of a For Sale sign on the Hecker and Viebahn property. Motion carried unanimously.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:****Report on Activities by Public Works Director Gerry Neuser**

No report.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:****Report on Activities by Facility Manager Jennell Krizek**

Krizek reported on the upcoming Fairest of the Fair competition set for April 15, seasonal hires, and fair sponsorships.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

Neuser reported on the dairy cattle barn and presented the down payment of \$106,898 to Valley Building Systems for approval. Motion was made by Gerroll, seconded by Dyzak to approve the down payment of \$106,898 to Valley Building Systems. Motion carried unanimously.

Neuser reported on the capital outlay projects including requests for bids for Expo roof projects, HVAC replacements, and door replacement projects.

Krizek reported on the community support of the construction of the new dairy cattle barn.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Dyzak, seconded by Cavanaugh to adjourn the meeting at 5:49pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Zimmer



**MANITOWOC COUNTY**  
**PUBLIC WORKS COMMITTEE**  
**AMENDED MEETING NOTICE**  
*Revised for new item 5.c.*

DATE: March 14, 2018  
TIME: 4:45 p.m.  
PLACE: Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site-Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
  - c. Request for use of Courthouse Grounds Event
  - d. Bid Results Human Services Building Roof B
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. Phone System Upgrade
  - c. *Discussion and Action Regarding I.S. Director*
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Krizek
  - b. Fairest of the Fair Proclamation
  - c. Bid Results Expo Merchants Bathroom and Milk Parlor Roofs
  - d. Bid Results Expo HVAC Units
  - e. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - f. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: March 6, 2018  
*Amended: March 12, 2018 4:00 p.m.*

Donald Weiss, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, March 14, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors D. Weiss, B. Cavanaugh, D. Dyzak, R. Gerroll

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer

**Called to Order** The meeting was called to order at 4:45 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Gerroll, seconded by Cavanaugh to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/  
Spreadsheets** Donation trackers were submitted for approval. Motion was made by Gerroll, seconded by Dyzak to approve the donations trackers. Motion carried unanimously.

**Ethics Code Reports** No Ethics Code reports were submitted for approval.

**Public Comment** Ralph Sczygelski, candidate for Manitowoc County judge, gave a brief introduction.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:**

#### **Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs.

#### **Two Rivers Compost Site – Update**

Neuser reported on the Two Rivers Compost Site noting there will be another meeting scheduled with the City of Two Rivers. Neuser added that the staff is working on a compost site in close proximity of the existing Two Rivers site, and if possible would like to secure this year to allow for site prep so it could open in May 2019. Discussion included land spreading of the current site compost or possible haul to new site.

### **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items:**

#### **UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders**

Neuser reported on the UW-Manitowoc Renovation project noting that the project is complete with a few punch list items, and the open house was well attended. Neuser presented pay application #9 which was reviewed and recommended for approval by staff and the architect for \$35,000.00 and will leave in \$40,000 retainage. Motion was made by Cavanaugh, seconded by Gerroll to approve pay application #9 for \$35,000. Motion carried unanimously.

#### **Law Enforcement Center DDC Replacement Project & Upgrade including Pay Request(s)**

Breit reported on Law Enforcement Center DDC Replacement Project and Upgrade noting that the new DDC system installation is complete with a few punch list items and retainage being held.

#### **Request for Use of Courthouse Grounds Event**

Motion was made by Gerroll, seconded by Dyzak to approve the request for use of the Courthouse for the Lakeshore CAP-CASA for the Annual Hands Around the Courthouse Event. Motion carried unanimously.

#### **Bid Results Human Services Building Roof B**

Motion was made by Gerroll, seconded by Cavanaugh to approve low bidder Schaus Roofing & Mechanical Contractors, Inc. for the Human Services Roof B Replacement for \$12,633 and to not include alternate 1 performance bond. Motion carried unanimously.

### **COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:**

#### **Report on Activities by Public Works Director Gerry Neuser**

No report.

**Phone System Upgrade**

Neuser reported on the phone system upgrade with cutover to new IP system on April 24.

**Discussion and Action Regarding I.S. Director**

Neuser gave a detailed report on the upcoming retirement of the current IS Director, the interview of three internal applicants and six external applicants to replace the IS Director, and the interview selection committee concluding and recommending that the course of action should be to create an IS division within the Public Works department and promote from within an IS Manager to lead that division. This recommendation will be presented at the joint committee meeting being held immediately following this Public Works Committee meeting. The outcome of that joint committee meeting may then be recommended for approval to the full county board on March 20. Discussion.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:****Report on Activities by Facility Manager Jennell Krizek**

Krizek reported on the upcoming Fairest of the Fair competition set for April 15, seasonal hires, and fair sponsorships.

**Fairest of the Fair Proclamation**

Motion was made by Dyzak, seconded by Cavanaugh to approve the Fairest of the Fair proclamation. Motion carried unanimously.

**Bid Results Expo Merchants Bathroom and Milk Parlor Roofs**

Motion was made by Gerroll, seconded by Dyzak to approve low bidder Schaus Roofing & Mechanical Contractors, Inc. for the Expo Roof Replacements for \$33,720 and to not include alternate 1 performance bond. Motion carried unanimously.

**Bid Results Expo HVAC Units**

Motion was made by Gerroll, seconded by Dyzak to approve Schaus Roofing & Mechanical Contractors, Inc. for the Expo HVAC Equipment Replacement for \$94,370 and to not include alternate 1 performance bond. Motion carried unanimously.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

No pay requests.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Cavanaugh, seconded by Gerroll to adjourn the meeting at 5:17pm. Motion carried unanimously

Minutes taken by Krizek

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Signed by Zimmer



**MANITOWOC COUNTY**  
**PUBLIC WORKS COMMITTEE**  
**JOINT MEETING NOTICE**

DATE: March 14, 2018

TIME: 5:30 p.m.

PLACE: Manitowoc County Public Health Building  
2<sup>nd</sup> Floor Conference Room 207  
1028 South 9<sup>th</sup> Street, Manitowoc WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Roll call
2. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of the Public Works Department
3. Adjournment

Date: March 13, 2018

Donald Weiss, Public Works Committee Chair  
By: Sharon Cornils, Personnel Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Public Works Committee  
March 14, 2018

PRESENT: Supervisors Weiss, Cavanaugh, Dyzak, Gerroll.

The meeting was called to order at 5:30 p.m. with roll call showing Supervisors Weiss, Cavanaugh, Dyzak and Gerroll present. Supervisor Zimmer was excused.

A motion to approve a resolution Authorizing Restructuring of Information Systems Department into a Division of the Public Works Department was made by Supervisor Gerroll, seconded by Supervisor Dyzak and carried 4-0.

A motion to adjourn was made at 6:10 p.m. Meeting adjourned at 6:10 p.m.

Minutes taken by Sharon Cornils, Personnel Director

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Secretary

Date





**MANITOWOC COUNTY**  
**PUBLIC WORKS COMMITTEE**  
**JOINT MEETING NOTICE**

**DATE:** April 3, 2018

**TIME:** 4:45 p.m.

**PLACE:** Communications and Technology Building  
1024 South 9<sup>th</sup> Street, Manitowoc

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular business (roll call, previous minutes, correspondence)
2. Public comment
3. Joint meeting discussion and possible action regarding recommended restructure of the Information Systems Department into a division of Public Works Department
4. Adjournment

Date: March 23, 2018

Donald Weiss, Committee Chairperson  
By: Gerard Neuser, Public Works Director

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Public Works Committee  
April 3, 2018

PRESENT: Supervisors Weiss, Dyzak, Gerroll, Zimmer.

The meeting was called to order at 4:52 p.m. with roll call showing Supervisors Weiss, Dyzak, Gerroll and Zimmer present. Supervisor Cavanaugh was excused.

A motion to approve Authorizing Restructuring of Information Systems Department into a Division of the Public Works Department was made by Supervisor Dyzak, seconded by Supervisor Zimmer and carried 3-1, with Supervisor Weiss voting no.

A motion to adjourn was made by Supervisor Dyzak, seconded by Supervisor Gerroll and carried 4-0.

Meeting was adjourned at 7:06 p.m.

Minutes taken by Sharon Cornils, Personnel Director

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Secretary

Date



**MANITOWOC COUNTY**  
**PUBLIC WORKS COMMITTEE**  
**AMENDED MEETING NOTICE**  
***Revised for new items 5.d and 5.e.***

DATE: May 9, 2018  
TIME: 4:30 p.m. **NOTE: STARTING TIME NOW 4:30 PM**  
PLACE: Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Election of Officers
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Waste Tire Collection Program Pricing
  - c. Two Rivers Compost Site-Update
  - d. Clean Sweep Program - Updated
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center CCTV System Upgrade Bid Results
  - c. Advertisement for Land Sales – Update
  - d. ***Discussion and possible action on the sale of public property.***  
*The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, the meeting may require a closed session in order to deliberate or negotiate regarding the sale of certain Manitowoc County owned real property located in the county of Manitowoc for bargaining reasons.*  
*No action will be taken in closed session.*  
*If the Committee convenes in closed session, it will reconvene in open session.*
  - e. ***Sale of County property***
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. Phone System Upgrade
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Krizek
  - b. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - c. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: May 1, 2018  
***Amended May 8, 2018 @ 3:45 p.m.***

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, May 9, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, R. Hoffman, D. Gauger

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer

**Called to Order** The meeting was called to order at 4:30 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Dyzak, seconded by Hoffman to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/  
Spreadsheets** Donation trackers were submitted for approval. Motion was made by Gauger, seconded by Dyzak to approve the donations trackers. Motion carried unanimously.

**Ethics Code Reports** No Ethics Code reports were submitted for approval.

### **Election of Officers**

David Dyzak was nominated by Dave Gauger as the committee Vice Chairperson. After three calls for other nominations a motion was made by Gauger, seconded by Hoffman, that nominations be closed and unanimous ballot be cast for Dyzak as committee vice chair. Motion carried unanimously.

Don Zimmer was nominated by David Dyzak as the committee Secretary. After three calls for other nominations a motion was made by Hoffman, seconded by Gauger, that nominations be closed and unanimous ballot be cast for Zimmer as committee secretary. Motion carried unanimously.

**Public Comment** Randy Boris, Manitou Flyers, provided public input on the bid submitted for Manitowoc County Real Property located in the county of Manitowoc along with Paul Dvorak who is assisting with the purchase of the property.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:**

#### **Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs.

#### **Waste Tire Collection Program Pricing**

Neuser reported on the two Waste Tire Collection program flyers noting the price increase for 2018 with a recommendation to retroactively approve the waste tire collection price increase. Motion was made by Hoffman, seconded by Gauger to retroactively approve the Waste Tire Collection program price increase for 2018. Motion carried. Dyzak voted no.

#### **Two Rivers Compost Site – Update**

No report.

#### **Clean Sweep Program – Update**

Neuser reported on the Clean Sweep program noting that this year will achieve 1,000,000 pounds of hazardous waste material collected since 1985. Neuser added that a presentation will be provided at the next county board meeting.

**BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items:  
UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders**

Neuser reported that a pay request and change order will be submitted for approval at the next meeting.

**Law Enforcement Center CCTV System Upgrade Bid Results**

Neuser reported on the Law Enforcement Center CCTV System upgrade bid results provided in the committee packet noting that the bid is for replacement and update of video surveillance equipment with a total project budget of \$350,000. The base bid received is for the core system and does not include replacement of cameras, which are expected to now be added by Change Order. Neuser added that four companies were at the pre-bid meeting but only received one bid as shown in the bid results included in the committee packet. Motion was made by Gauger, seconded by Hoffman to approve the Pieper Electric Inc dba Systems Technology bid of \$205,509 and future change orders to replace cameras as long as the overall cost of the project does not exceed the budgeted funds. Motion carried unanimously.

**Advertisement for Land Sales – Update**

Neuser reported on the Advertisement for Land Sales provided in the committee packet noting that advertisements were placed in local media.

**Discussion and possible action of the sale of public property**

Committee did not enter into closed session.

**Sale of County Property**

Motion was made by Gauger, seconded by Dyzak to refuse the offer of \$40,530 for the Sale of County Property. Motion carried unanimously.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:**

**Report on Activities by Public Works Director Gerry Neuser**

No Report, however Neuser stated that the Information Systems (IS) Department reports to the Finance Committee and as interim director he would report to the Finance Committee as required.

**Phone System Upgrade**

Neuser reported on the phone system upgrade noting that the upgrade is completed.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:**

**Report on Activities by Facility Manager Jennell Krizek**

Krizek reported on the upcoming fair, fairest of the fair reception set for May 14 at 6pm, seasonal staff, and upcoming events.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

Neuser presented for approval of pay application 2 for \$140,865 and change order for \$55,841 both included in the committee packet and have been reviewed by staff and recommend for approval. Motion was made by Hoffman, seconded by Dyzak to approve pay application 2 for \$140,865 and change order for \$55,841. Motion carried unanimously.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Dyzak, seconded by Gauger to adjourn the meeting at 5:22pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Zimmer



# MANITOWOC COUNTY

## PUBLIC WORKS COMMITTEE

### MEETING NOTICE

DATE: June 13, 2018  
TIME: 4:30 p.m. **NOTE: STARTING TIME NOW 4:30 PM**  
PLACE: Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
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  - b. Previous Minutes
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2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site-Update
  - c. Clean Sweep Program - Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders
  - c. Advertisement for Land Sales - Update
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Krizek
  - b. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - c. CP Feeds Signage Approval Request
  - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: June 5, 2018

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, June 13, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, D. Gauger

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer, C. Hoffman

**Called to Order** The meeting was called to order at 4:30 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Gauger, seconded by Dyzak to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/** Donation trackers were submitted for approval. Motion was made by Dyzak, seconded

**Spreadsheets** by Gauger to approve the donations trackers. Motion carried unanimously.

**Ethics Code Reports** No ethics Code reports were submitted for approval.

**Public Comment** The Committee Chairperson called for public comment three times. No public comment.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items: Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs.

#### **Two Rivers Compost Site – Update**

Neuser reported that public works is waiting for communication from the City of Two Rivers on proceeding towards a partnership for the Two Rivers Compost site.

#### **Clean Sweep Program – Update**

Neuser reported on the Clean Sweep program noting that the one million pound mark was achieved.

### **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items: UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders**

Neuser reported that the parking lot behind the building has been replaced by Northeastern Asphalt, four basement windows were replaced, and holding a retainer of \$40,000 until punch list items completed. Neuser added that the UW-Manitowoc Foundation is dissolving due to the merger with UW-Green Bay and under one sole operated foundation.

#### **Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders**

Neuser reported that engineering is being complete and Craig Breit will be the point person on the project.

#### **Advertisement for Land Sales – Update**

No update.

### **COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items: Report on Activities by Public Works Director Gerry Neuser**

No report.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:  
Report on Activities by Facility Manager, Jennell Krizek**

Krizek reported on the upcoming fair, fairest of the fair upcoming speaking engagements, seasonal hires, dairy barn updates.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

Motion made by Dyzak, seconded by Gauger to approve the pay application for \$140,865 to Valley Building Systems. Motion carried unanimously.

**CP Feeds Signage Approval Request**

Krizek presented the CP Feeds Signage Approval Request included in the committee packet noting that the Expo-Ice Center Board recommended approval. Motion was made by Gauger, seconded by Dyzak to approve the CP Feeds Signage. Motion carried unanimously.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Dyzak, seconded by Gauger to adjourn the meeting at 4:45pm. Motion carried unanimously

Minutes taken by Krizek

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Signed by Zimmer





## **MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE**

**DATE:** August 8, 2018  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site-Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders
  - c. Advertisement for Land Sales – Update
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
6. INFORMATION SERVICES DEPARTMENT – Discussion and possible action on the following items:
  - a. Operations / Projects Update
  - b. Staffing Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Krizek
  - b. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - c. Request to Improved Electrical Service at Rock Pavillion
  - d. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: July 30, 2018

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, August 8, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, C. Hoffman, D. Gauger

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer

**Called to Order** The meeting was called to order at 4:30 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Gauger, seconded by Dyzak to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/  
Spreadsheets** Donation trackers were submitted for approval. Motion was made by Dyzak, seconded by Gauger to approve the donations trackers. Motion carried unanimously.

**Ethics Code Reports** No Ethics Code reports were submitted for approval.

**Public Comment** The Committee Chairperson called for public comment three times. No public comment.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items: Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs and markets as included in the committee packet.

### **Two Rivers Compost Site – Update**

No report.

### **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items: UW-Manitowoc Renovation Project – Update; Including Pay Request(s) and/or Change Orders**

Neuser reported on the UW-Manitowoc Renovation project noting that the project is complete. Neuser presented pay application #10 which was reviewed and recommended for approval by staff and the architect for \$43,142.00. Motion was made by Dyzak, seconded by Cavanaugh to approve pay application #10 for \$43,142.00. Motion carried unanimously.

### **Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders**

Breit reported on Law Enforcement Center CCTV System Upgrade and presented the first pay request which was reviewed and recommended for approval by staff for \$25,000.00. Motion was made by Gauger, seconded by Hoffman to approve the first pay request for \$25,000.00. Motion carried unanimously.

### **Advertisement for Land Sales – Update**

Neuser reported on the advertisement for Land Sales noting that public works department has received some inquiries on the Hecker/Viebahn property from the advertisement sign. Committee consensus to add advertisements signs at the other properties.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:**

**Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on the following:

- Public Safety Radio Systems – Liberty Radio tower was hit by lightning and Neuser displayed the lightning damaged tower-top amp component.
- Phone Systems and A/V areas – normal operations.
- Systems engineer working at the Expo on the sound system and data network connectivity in preparation for the fair.

**INFORMATION SERVICES DEPARTMENT**

**Operations/Projects – Update**

Kody Burg, new Information Systems manager, provided a self-introduction. Neuser reported on the upcoming interviews for the system administrator position for human services.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:**

**Report on Activities by Facility Manager Jennell Krizek**

Krizek reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

Neuser reported on Expo Improvements including door replacements, HVAC replacements, and grounds infrastructure improvements as well as the new Dairy Cattle Barn.

**Request to Improved Electrical Service at Rock Pavilion**

Shelton presented the Cleveland Snowmobile Club request for improved electrical service at the Rock Pavilion. Motion was made by Dyzak, seconded by Gauger to approve the Cleveland Snowmobile Club request for improved electrical service at the Rock Pavilion. Motion carried unanimously.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Dyzak, seconded by Gauger to adjourn the meeting at 5:26pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



## **MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE**

**DATE:** September 12, 2018  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site-Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
  - b. Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders
  - c. Advertisement for Land Sales – Update
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
6. INFORMATION SERVICES DEPARTMENT – Discussion and possible action on the following items:
  - a. Operations / Projects Update
  - b. Staffing Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Facility manager Jennell Shelton
  - b. Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and /or Change Orders
  - c. 2018 County Fair Report
  - d. Expo Board Recommendation on 2019 Budget
  - e. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: September 5, 2018

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, September 12, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, C. Hoffman, D. Gauger, D. Zimmer

**Other County Board  
Members Present:**

**Absent & Excused:**

**Called to Order** The meeting was called to order at 4:30 pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Zimmer, seconded by Gauger to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/  
Spreadsheets** Donation trackers were submitted for approval. Motion was made by Hoffman, seconded by Dyzak to approve the donations trackers. Motion carried unanimously.

**Ethics Code Reports** Ethics Code reports were submitted for approval. Motion was made Dyzak, seconded by Zimmer to approve the ethics code reports. Motion carried unanimously.

**Public Comment** The Committee Chairperson called for public comment three times. No public comment.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:**

#### **Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs and markets as included in the committee packet noting that the facility is undergoing an LED upgrade and utilizing Focus on Energy funds.

#### **Two Rivers Compost Site – Update**

Neuser reported that there has been contact with the City of Two Rivers with the potential of the City of Two Rivers moving to a new location for their concrete crushing operations and a possible opportunity to partner with them to host a new Two Rivers Compost Site location. Neuser added that there has also been additional discussion with the current owner of the Woodland Compost Site on renewing that contract past May of 2019 with all options are being considered.

### **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items:**

#### **UW-Manitowoc Renovation Project – Update; Including Pay Request(s) and/or Change Orders**

Introduction of Paul Pinkston, UW-Green Bay Director of Facilities Management and Planning. Neuser noted that the renovation project is complete and this item would be removed from future agendas.

#### **Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders**

Breit reported on Law Enforcement Center CCTV System Upgrade and presented the second pay request which was reviewed and recommended for approval by staff for \$30,000.00 noting that the system has been demonstrated. Currently we are waiting on final material delivery with project installation to begin at end of October. Motion was made by Gauger, seconded by Zimmer to approve the pay request for \$30,000.00. Motion carried unanimously.

#### **Advertisement for Land Sales – Update**

Neuser reported on the advertisement for Land Sales noting the Coenen Property signs have been ordered. Neuser added that there has been contact from the current leasee regarding sale of the Hecker and Viebahn property.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:  
Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on the following:

- Public Safety Radio Systems – Large storm on August 28 took out the tower link between the Communications Building and the Liberty Site near St. Nazianz, which affected that area and the City of Kiel. The Joint Dispatch center moved to their backup control stations during this outage. Due to this incident, the following steps are being taken:
  - Tower crew was brought on site to realign the microwave dishes, which resulted in a 15 db increase in signal strength
  - New dedicated backup control station is being installed for the City of Kiel.
  - Implementation of a redundant loop for microwave communications for the City of Kiel and the southern areas of the County.
  - Investigation of the replacement of the T1-based microwave signal conversion equipment to Ethernet-based to upgrade the entire system for faster recovery in the event of a weather-induced loss of signal.

**INFORMATION SERVICES DEPARTMENT**

**Operations/Projects – Update**

Burg reported on the Information Systems Update provided in the committee packet reviewing each item and provided detail.

**Staffing Update**

Burg reported on the Information Systems (I.S.) Division and is now fully staffed with the I.S. Manager as a working manager allowing for more resources than ever before in the field with good progress being made on all projects.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:**

**Report on Activities by Facility Manager Jennell Krizek**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements (Outlay from Land Sale) – Update including Pay Request(s) and/or Change Orders**

Neuser reported on Dairy Cattle Barn and recommended the final pay request of \$73,959. Motion was made by Hoffman, seconded by Gauger to approve the final pay request of \$73,959. Motion carried unanimously.

**2018 County Fair Report**

Shelton reported on the county fair including final attendance numbers and state reporting status.

**Expo Board Recommendations on the 2019 Budget**

Neuser presented the Expo Board's unanimous recommendation of the 2019 Expo Capital Budget to the Public Works Committee, for recommendation to the county executive. Motion was made by Dyzak, seconded by Zimmer to recommend approval to the county executive the 2019 Expo Capital Budget. Motion carried unanimously.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Zimmer, seconded by Hoffman to adjourn the meeting at 5:03pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



## **MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE**

DATE: October 9, 2018  
TIME: 6:15 p.m.  
PLACE: Heritage Center  
1701 Michigan Avenue, Manitowoc  
Employee Lunch Room, Second Floor, Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donations Reports
  - d. Ethics Code Reports
2. Public Comment
3. Offer to Purchase Vacant Property from Country Visions - Discussion and possible action
4. Adjourn Committee

Date: October 2, 2018

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Tuesday, October 9, 2018

Location: Heritage Center, 1701 Michigan Avenue, Manitowoc,  
Employee Lunch Room, Second Floor, Room 207

**Present:** Supervisors R. Gerroll, D. Dyzak, C. Hoffman, D. Gauger

**Other County Board  
Members Present:**

**Absent & Excused:** D. Zimmer

**Called to Order** The meeting was called to order at 6:15 pm by the Committee Chairperson.

**Minutes** No previous minutes were submitted for approval.

**Donations Reports** No Donations reports were submitted for approval.

**Ethics Code Reports** No Ethics Code reports were submitted for approval.

**Public Comment** The Committee Chairperson called for public comment three times. No public comment.

### **Offer to Purchase Vacant Property from Country Visions – Discussion and Possible Action**

Neuser reported on the Offer to Purchase Vacant Property from Country Visions and the related County Board resolution included in the committee packet. Motion was made by Dyzak, seconded by Gauger to recommend approval to the Manitowoc County Board of the Offer to Purchase Vacant Property from Country Visions and approval of forwarding the related resolution authorizing the sale to the County Board. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Zimmer





## MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: December 12, 2018  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Manitowoc  
Conference Room 207

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business – Review and possible Action
  - a. Roll Call
  - b. Previous Minutes
  - c. Donation Reports
  - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Two Rivers Compost Site- Update
  - c. 2019 Capital Equipment Purchases – Update
  - d. 2019 Solid Waste & Recycling Agreements - Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. Tax Delinquent Properties - Update
  - b. Law Enforcement Center CCTV System Upgrade -including Pay Request(s) and/or Change Orders
  - c. Discussion and possible action on the sale of public property.

*The Committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, the meeting may require a closed session in order to deliberate or negotiate regarding the sale of certain Manitowoc County owned real property located in the county of Manitowoc for bargaining reasons.*

*No action will be taken in closed session.*

*If the Committee convenes in closed session, it will reconvene in open session.*
  - d. Sale of County Property – Buck
  - e. Sale of County Property – Sinkula
  - f. Sale of County Property – JASA Foundation
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
6. INFORMATION SERVICES DEPARTMENT
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. Staffing Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Vietnam Veterans Traveling Memorial Wall fee.
  - b. Report on activities by Facility manager Jennell Shelton
  - c. Expo Improvements (Outlay from Land Sale) - Update
  - d. Recommendation for appointment for Expo-Ice Center Board member with term expiring 12/31/2018
  - e. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Public Works Committee

Date: November 30, 2018

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, December 12, 2018

Location: Manitowoc County Public Health Building, Conference Room 207, 1028 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, C. Hoffman, D. Gauger, D. Zimmer

**Other County Board Members Present:** Supervisor K. Behnke, J. Falkowski, Peter Conrad

**Absent & Excused:**

**Called to Order** The meeting was called to order at 4:30 pm by the Committee Vice Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Hoffman, seconded by Gauger to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donations/Spreadsheets** No Donation trackers were submitted for approval.

**Ethics Code Reports** Ethics Code reports were submitted for approval. Motion was made Zimmer, seconded by Gauger to approve the ethics code reports. Motion carried unanimously.

**Public Comment** Paul Dvorak, Reedsville, commented on the JASA Foundation and asked for consideration of the Manitowoc Flyers' offer to purchase for the Coenen property land sale.

### **SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:**

#### **Recycling and Solid Waste Programs**

Neuser reported on the Recycling and Solid Waste Programs and markets included in the committee packet noting that plastics markets are currently slightly down but overall 2018 was a good financial year for the program.

#### **Two Rivers Compost Site – Update**

No report.

#### **2019 Capital Equipment Purchases – Update**

Neuser reported on the 2019 Capital Equipment Purchases included in the committee packet.

#### **2019 Solid Waste & Recycling Agreements – Update**

Neuser reported on the 2019 Solid Waste and Recycling Agreements noting that all agreements expire May 1, 2019 and working with corporation counsel and the recycling facility manager on new agreements. Neuser added once the Master Agreement is complete that specific solid waste and recycling agreements will be forwarded to municipalities. Discussion.

## **BUILDING AND GROUNDS DIVISION – Discussion and Possible Action on the Following Items:**

### **Tax Delinquent Properties – Update**

Breit reported on the Tax Delinquent Properties noting that nine properties were acquired and have sold five. Discussion.

#### **Action Needed:**

- Add In-Rem Property Sales on next Public Works Committee meeting agenda.

### **Law Enforcement Center CCTV System Upgrade – Including Pay Request(s) and/or Change Orders**

Breit reported on Law Enforcement Center CCTV System Upgrade and recommending pay application #4 for approval for \$106,386. Breit added that the project punchlist will be completed tomorrow and training was conducted for staff, Breit and Jon Benzinger. Motion was made by Dyzak, seconded by Zimmer to approve pay application #4 for \$106,386. Motion carried unanimously.

### **Discussion and Possible Action on the Sale of Public Property**

Motion was made by Hoffman, seconded by Gauger to enter into close session at 4:50pm. Motion carried unanimously.

Motion was made by Zimmer, seconded by Dyzak to enter into open session at 5:15pm. Motion carried unanimously.

### **Sale of County Property – Buck**

No report.

### **Sale of County Property – Sinkula**

Motion was made by Zimmer, seconded by Gauger to recommend forwarding a resolution for the Sale of County Property to Brent Sinkula to the County Board. Motion carried. Hoffman voted no.

### **Sale of County Property – JASA Foundation**

Motion was made by Zimmer, seconded by Gauger to reject the Sale of County Property to the JASA Foundation. Motion carried. Hoffman voted no.

## **COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:**

### **Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on the following:

- Microwave Redundancy Project – Project is approx. eighty percent complete with projection to be done by end of year, weather-permitting.
- Public Safety Radio Microwave Backhaul Conversion Project – this project to begin first quarter 2019.

## **INFORMATION SERVICES DEPARTMENT**

### **Operations/Projects – Update by I.S. Manager Kody Burg**

Burg reported on the Operations and Projects update noting the My Avatar project is on track, the law enforcement switch replacement project is kicking off, and the countywide Windows 10 upgrade project is approx. 68% percent complete.

### **Staffing Update**

Burg reported that the new hire, Nick O'Connor, Systems Administrator, has begun employment.

**EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:  
Vietnam Veterans Traveling Memorial Wall Fee**

Shelton reported on the Vietnam Veterans Traveling Memorial Wall possibly coming to the Expo, with a unanimous recommendation for approval from the Expo-Ice Center Board to waive the rental fee. Motion was made by Gauger, seconded by Hoffman to waive the rental fee for the Vietnam Veterans Traveling Memorial Wall. Motion carried unanimously.

**Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters as well as an update on the Meijer construction.

**Expo Improvements (Outlay from Land Sale) – Update**

No report.

**Recommendations for Appointment for Expo-Ice Center Board Member with Term Expiring 12/31/2018**

Motion was made by Dyzak, seconded by Hoffman to recommend approval to the county executive the Board Member Appointment to the Expo-Ice Center Board. Motion carried unanimously.

**Comptroller's Expo Special Revenue Fund Report**

Neuser reported on the Expo Special Revenue Fund provided in the committee packet.

**Adjournment**

Motion was made by Zimmer, seconded by Gauger to adjourn the meeting at 5:31pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer