



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

DATE: January 5, 2011  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Expo Office – 4921 Expo Drive

*Note: Solid Waste Advisory Committee will meet in February instead of January*

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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
3. Courthouse Grounds After Hours Policy – Follow up and discussion
4. Discussion & Action on Complex Office Space Needs – Jeff Beyer
5. Tax Deed Properties – Foreclosures – Review, Discussion and Action
6. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
7. County Radio & Antenna Project – Discussion and action; Saxonburg Tower; Two Rivers Tower - Jeff Beyer; Pay Requests and Change Orders
8. Communication from City of Manitowoc – Regarding Viebahn Tower – Discussion and Action
9. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes
10. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
11. 2011 and 2010 Budgets - Discussion
12. Adjourn Committee

Date: December 27, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, January 5, 2011

Location: Manitowoc County Expo Office

**Present:** Supervisor Behnke, D. Weiss, N. Vogt, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek, V. Mellon

**Absent & Excused:** P. Hansen

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Korinek, seconded by Weiss to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers.

**Public Input** Board Chairperson called for public input three times. No public input given.

### ***Courthouse Grounds After Hours Policy – Follow Up and Discussion***

No Report.

#### **Action Needed:**

- Courthouse Grounds After Hours Policy – Follow Up and Discussion – place on next PW committee agenda.
- Atty Steve Rollins to prepare information for the committee.

### ***Discussion and Action on Complex Office Space Needs – Jeff Beyer***

Beyer reported that the County Executive has asked Public Works to research and prepare other options to reduce capital outlay and will be working on this issue at the end of January.

#### **Action Needed:**

- Discussion and Action on Complex Office Space Needs – Jeff Beyer – place on next PW committee agenda.

### ***Tax Deed Properties – Foreclosures – Review, Discussion and Action***

Beyer reported on the letter provided in the committee packet regarding Manitowoc County Tax Foreclosed Real Estate that will be sent to the Finance Committee for approval next week.

### ***Jail Security System Project – Update; Pay Requests and Change Orders – Gerry Neuser***

Neuser reported there were issues on the recording system and are working on them. No other requests or information to report on.

### ***County Radio & Antenna Project – Discussion and Action; Saxonburg Tower; Two Rivers Tower – Jeff Beyer; Pay Requests and Change Orders***

Beyer reported on the progress of the project as well as presented pay requests and change orders for approval to include the following:

- W911 – Pay Request #1 for \$65,237.91. Motion was made by Weiss, seconded by Vogt to approve Pay Request #1 for W911 for \$65,237.91. Motion carried unanimously.
- Towers – Change Order #4 for \$8,994.24, for work on Town of Liberty for winter cost. Explanation. Pay Request #2 for \$408,895.24 for; C&T building, 50 percent of the tower costs, plus permits, changing of footings from slab to caissons. Caissons to be finished this week; Town of Liberty – includes 50 percent for the tower, delivery fees, and permits. To be completed within the week; Franklin Tower – 50 percent of generator and shelters costs; Maribel Tower – for generator and electrical. Shelters has not been delivered and no specific delivery date. Holding \$99,620.00 until shelters are approved.

- Motion was made by Vogt, seconded by Korinek to approve pay request #2 for \$408,895.24 and change order #4 for \$8,994.24. Motion carried unanimously.
- Two Rivers Tower – The proposed 250 foot tower to potentially be located in the City's commercial park was denied last week due to distance from the airport. Another request was made to decrease the height of the tower. Currently working on alternative sites. Discussion on location and parameters.

Discussion. All pay requests and change orders provided in the committee packet for review.

#### **Communication from City of Manitowoc – Regarding Viebahn Tower – Discussion and Action**

Beyer reported on the communication received from the City of Manitowoc which was provided in the committee packet regarding turning the tower over to the city. Beyer added that the Cato Tower has three townships interested. Motion was made by Korinek, seconded by Weiss to approve Public Works to begin discussions on towers and turning them over to respective city or towns. Motion carried unanimously.

Beyer reported on the following pertaining to the radio equipment:

- The radio equipment will be in WI next week and will inventory upon arrival.
- Installation will be started by end of January.
- Final inspection of consoles next week.
- Liberty tower is complete.
- Franklin tower is up.
- C&T tower construction will begin next week and construction completed by next meeting.
- Shelters delayed.
- Three sites ready for shelters.
- The Saxonburg site shelter will be stored until final dicession is made on this site.
- Kiel site is ready for radio equipment.
- Cleveland shelter will store until approved.
- W911 equipment in manufacturing and installation will be in March or April.
- RFPs will be reviewed for mobile data terminals for March, April, May.
- Met with two vendors via phone for the mobile data terminals .
- Fleet Management process begins Jan 18.

Discussion.

#### **Expo/Fair/Ice Center – Update, Jennell Krizek; Review & action on Expo and Ice Center Board Finances; Agendas and minutes**

Krizek reported on the past and upcoming events at the Expo grounds for the month of December. Beyer reported on the current financials as well as additional information related to Expo events.

Beyer noted that the there is a Hog Rally in Two Rivers and the rally committee would like to do a flat track race at the Expo. December there will be a dart ball tournament.

#### **Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the financials highlighting the negative number for the Ice Center facility. Behnke added the clarity of how the message has been relayed to the Ice Center subcommittee with regards to the negative financial picture.

Beyer reported that the recycling facility was awarded a prescription drug grant and is provided in the committee packet. The MRFTurf newsletter was also provided in the committee packet.

**Adjournment**

Motion was made by Weiss, seconded by Vogt to adjourn the meeting at 5:10pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
& SOLID WASTE ADVISORY COMMITTEE  
MEETING NOTICE**

DATE: February 9, 2011  
TIME: 4:30 p.m.  
PLACE: Recycling Center – 3000 Basswood, 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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
- SOLID WASTE**
3. Recycling Program – Markets, Jon Reisenbuechler
4. 2010 Drug Collection Program - Jon Reisenbuechler
5. Review and Action on the following Other Solid Waste Items -2010 Tire Collection Program;2011 Clean Sweep Grant Application
6. Adjourn Solid Waste Committee
- PUBLIC WORKS**
7. Courthouse Grounds After Hours Policy – Follow up and discussion
8. Discussion & Action on Complex Office Space Needs Update – Jeff Beyer
9. Tax Deed Properties – Bid Results; 916 Chicago-vacant lot; Foreclosures - Discussion and Action
10. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
11. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Recording Equipment, Project Timeline
12. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season
13. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
14. Adjourn Committee

Date: February 2, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, February 9, 2011

Location: Recycling Center

**Present:** Supervisor Behnke, D. Weiss, N. Vogt

**Also Present:** J. Beyer, G. Neuser, J. Krizek, V. Mellon, S. Ahl, H. Jannette, R. Wegner

**Absent & Excused:** P. Hansen, D. Korinek

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Weiss, seconded by Vogt to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Motion made by Weiss, seconded by Vogt to approve the donation spreadsheet. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Solid Waste**

#### ***Recycling Program – Markets, Jon Reisenbuechler***

Reisenbuechler reported on the prepared recycling documents provided in the committee packets including Residential and Commercial Solid Waste Tonnages, Total Tons of Recyclables Shipped, MRF Revenues, Screened Compost Sales, Woodchip Sales, Plastic Shipments – Tonnage and Revenues, Mixed Paper – Tonnage and Revenues, OCC – Tonnage and Revenues, Annual Electronics Shipments, Monthly Electronics Shipments, and Market Trends. Reisenbuechler added that year end very good, electronics has been a good year, and plastics doing well and noted that recycling is doing experimental sorts. Discussion.

#### ***2010 Drug Collection Program – Jon Reisenbuechler***

Reisenbuechler reported that it was a good year with disposal costs being the same, participation and collection increased, and was approved for a shared grant.

#### **Review and Action on the following Other Solid Waste Items – 2010 Tire Collection Program; 2011 Clean Sweep Grant Application**

##### ***2010 Tire Collection Program***

Reisenbuechler reported that the tire collection will be similar to 2010 with comparable rates.

##### ***2011 Clean Sweep Grant Application***

Reisenbuechler reported the Clean Sweep grant was approved and will be share between four counties.

### **Public Works**

#### ***Courthouse Grounds After Hours Policy – Follow Up and Discussion***

No Report.

##### **Action Needed:**

- Courthouse Grounds After Hours Policy – Follow Up and Discussion – place on next PW committee agenda.
- Atty Steve Rollins to prepare information for the committee.

#### ***Discussion and Action on Complex Office Space Needs – Jeff Beyer***

No report. Beyer noted PW is working on alternative ideas and has been placed on hold.

##### **Action Needed:**

- Discussion and Action on Complex Office Space Needs – Jeff Beyer – place on next PW committee agenda.

***Tax Deed Properties – Bid Results; 916 Chicago-vacant lot; Foreclosures – Discussion and Action Bid Results***

Beyer reported on two proposals provided in the committee packet for the sale of two parcels. Beyer added that bids have been received and forwarding to the Finance committee for approval.

***916 Chicago-vacant lot***

Neuser reported on the 916 Chicago Street lot that is being is being leveled and made into a vacant lot, there appears to be an interested party in purchasing the lot. Neuser added that PW is seeking the advice of Corp Counsel for the sale of the lot.

**Action Needed:**

- 916 Chicago-vacant lot – place on next PW committee agenda.

***Foreclosures***

Beyer reported that a list will be generated in March or April of properties that will need to be reviewed.

**Action Needed:**

- Foreclosures – place on next PW committee agenda.

***Jail Security System Project – Update; Pay Requests and Change Orders – Gerry Neuser***

Neuser reported there were no pay requests or change orders before the committee for this meeting. The video software supplier has met with the security equipment supplier to troubleshoot the integration issues between them. All Video System PC's will be changed by the contractor to accommodate multiple video cards, and increased network storage will be added to the system. If this work remedies the video issue, a final pay request should come before the committee soon. Discussion.

**Action Needed:**

- Jail Security System Project – Update; Pay Requests and Change Orders – Gerry Neuser – place on next PW committee agenda.

***County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers, Recording Equipment, Project Timeline***

Beyer reported on the progress of the project as well as presented pay requests and change orders for approval to include the following:

- Motorola Equipment – Has arrived in state. Motion was made by Vogt, seconded by Weiss to approve Pay Request #2 for \$3,788,692. Motion carried unanimously.
- Portables and Mobiles – Equipment in is at Frank's Radio to be completed in one to two days. Motion was made by Weiss, seconded by Vogt to approve Pay request #1 for \$1,304,808.00. Motion carried unanimously.
- Consoles – final inspection to be completed on Friday. Motion was made by Vogt, seconded by Weiss to approve Pay Request #1 for \$72,488.74. Motion carried unanimously.
- Towers – Motion was made by Weiss, seconded by Vogt to approve Pay Request #3 for \$64,098.00 for delivery of towers. Motion carried unanimously.
- Other Projected Costs – Cool weather extras were explained and \$6,620.00 remains for the direct contract to be complete.
- Frequency Issues – report on frequency issues and the need for more frequencies. Due to expansion of the area of coverage for existing frequencies, letters of concurrences were sent out and two were denied. Recommendation to lease a pair of part 22 frequencies at \$500 per month for 10 years. Discussion. Motion was made by Vogt, seconded by Weiss to approve the lease of a pair of part 22 frequencies at \$500 per month for 10 years. Motion carried unanimously.
- Two Rivers Tower – FAA approval with height limitation. Ordered propagation maps for reviewing. Potential commercial park or cellular location. Meeting with City of Two Rivers with recommendation and feedback. Need final approvals on height limitations.
- Saxonburg – Use nuclear power plant location. Running propagation maps to see if this will cover the Tisch Mills area.

- Cleveland – Procedural issues for conditional use permit and timing. By March 8 will have final CPU approved to get shelter and location.
- Maribel – Location for LP tank is not in a good location and will need to be switched.
- Kiel – Will be putting necessary items on tower and site is doing well.
- Other location – Shelter provider issues with orders and project is out approximately 2 months.
- Cato Tower – Still making final decisions.
- Manitowoc – Still making final decisions.

Discussion. All pay requests and change orders provided in the committee packet for review.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review & action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season**

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the past and upcoming events at the Expo grounds for the month of February. Beyer reported on the current financials as well as additional information related to Expo events.

***2011-12 Skating Season***

Beyer reported that a financial report will be provided at the March County Board meeting and that he attended a joint meeting with Figure Skating and Hockey where a preliminary outline was presented on the concerns with the Ice Center. Figure Skating and Hockey preliminary plan includes: obtaining \$5,000 in advertising, eliminating the labor costs of removal and installation of ice, Skate-a-Thon expansion, a more aggressive purchase of ice, and make the pro shop more profitable.

**Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the financials noting that the 2010 budget was good and met targets as well as reduced deficit. Beyer added that the Holiday House contract was due and recommended that the contract run through May 2013 to align with other contracts. The consensus of the committee was to have the Holiday House contract run through to May 2013.

Beyer reported on the retirement of one worker in the PW department on April 8 and this position to be eliminated. Beyer added that the staff at Human Services would move to the courthouse and will need to work out on the staffing for the buildings.

Beyer noted the trustee and community service hours worked in 2010 which was provided in the committee packet.

Beyer reported on employee recognition and awards that was included in the committee packet.

**Adjournment**

Motion was made by Weiss, seconded by Vogt to adjourn the meeting at 5:28pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen





# **MANITOWOC COUNTY**

## **PUBLIC WORKS COMMITTEE**

### **MEETING NOTICE**

**DATE:** March 15, 2011 - Tuesday  
**TIME:** 5:30 p.m.  
**PLACE:** UW- Manitowoc – 705 Viebahn, 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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
3. Courthouse After hours Request – Use of Branch II Courtroom by Citizens Academy-Discussion & Action
4. Tax Deed Properties – 916 Chicago-Vacant Lot; Foreclosures – Discussion and Action
5. County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers; Recording Equipment
6. Request from local business for temporary use of Parking Lot – Discussion & Action
7. Cell phone contract expires July 2011 – Discussion & Action
8. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; Parking Lot Lights
9. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
10. Adjourn Committee

Date: March 8, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON

By: Jeffery Beyer, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE MEETING**

Held Wednesday, March 15, 2011

Location: UW-Manitowoc

**Present:** Supervisor K. Behnke, D. Weiss, N. Vogt, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Blaha, S. Rollins, M. Waack

**Absent & Excused:** P. Hansen

**Called to Order** The meeting was called to order at 5:30pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Vogt, seconded by Weiss to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Courthouse Grounds After Hours Request – Use of Branch II Courtroom by Citizens Academy – Discussion & Action**

Beyer reported on the courthouse grounds after hours request which has been given initial approval by the judges. Motion was made by Weiss, seconded by Korinek to approve the courthouse grounds after hours request – use of branch II courtroom by Citizens Academy. Motion carried unanimously.

### **Tax Deed Properties – 916 Chicago-Vacant Lot; Foreclosures – Discussion and Action**

Beyer reported that the finance committee approved advertising the vacant lot at the new appraised price of \$17,000, done by the appraiser. Beyer added that there are three properties to advertise and will draw up the necessary paperwork.

### **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers; Recording Equipment**

Beyer reported on the progress of the project to include the following:

- Recording Equipment – Received (2) bids, CyberTech bid of \$299,330 and Northland bid of \$419,073.96. The low bid from CyberTech was \$24,330 higher than budgeted. The low bid is complete and a letter in the Committee packet references the proposal. Discussion. Motion was made to approve the proposal from Cybertech of \$299,000. Motion carried unanimously.
- Two Rivers Tower – The Committee reviewed the two options for the Two Rivers Radio Site and agreed to use the US Cellular tower. Using the US Cellular tower versus the Two Rivers “Greenfield” tower site will save approximately \$148,800. The Two Rivers Greenfield tower would be limited in height to 180 feet, while the US Cellular tower would have 260 feet available. The added height improves radio propagation in the NE corner of the County far better than the current Saxonberg site, which makes the Saxonberg radio site redundant and expendible, and it would also allow the County the ability to site a tower in the Two Creeks area for better coverage in the Nuclear Plant and Point Beach State Forest areas, where there currently is very poor coverage. To locate on the US Cellular tower Manitowoc County will have to replace the upper guy wires at a cost of approximately \$15,000. Yearly lease will be approximately \$1,200. The lease to be reviewed by corporation counsel and public works. Motion was made by Vogt, seconded by Korinek to approve the US Cellular tower, discontinue the Saxonburg tower, and move forward with investigating a new tower in the Town of Two Creeks. Motion carried unanimously.

- Saxonburg – Plan to use for the immediate future but will pursue looking at a Greenfield site by the Nuclear Power Plant.
- Kiel Site – Ready to go. Radio equipment arrived, antennae equipment coming in.
- Maribel Site – Ready for equipment. Radio arrived, another month to two months for antennae equipment.
- C&T – Radio equipment will be installed in the new consoles in two weeks.
- Cleveland Site – Approval to put shelter and receive equipment in about two months. This will be a VHS site only.
- Two Rivers Site – Over two months left. Looking at maps for Saxonburg and speaking with existing landowners.
- W911 Equipment – Complete for installation in June as well as recording equipment. Delays with Two Rivers tower has caused a new completion date of November 1.

#### **Request from local business for temporary use of Parking Lot – Discussion & Action**

Beyer reported that a local business would like to use the courthouse parking lot next to the Denrick building during removal of a shed. Request would include 2 parking spots to place a dumpster and the project will take approximately three months. Consensus from the committee was to approve the request.

#### **Cell phone contract expires July 2011 – Discussion & Action**

Beyer reported on the current Cellcom contract, terms, and the expiration of the current contract. Motion was made by Vogt, seconded by Weiss to prepare an RFP to include cellular service, programming costs, and new phones. Motion carried unanimously.

#### **Expo/Fair/Ice Center – Update, Jennell Krizek; Review & action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season**

Beyer reported on the 2011 skating season and the proposal received from both user groups, Manitowoc County Youth Hockey Association and Manitowoc County Figure Skating Club, these two groups were asked to put a plan together in October and each month since. Beyer added the presentation was received on March 14 and there were concerns with the proposal; for example, no reassurances to avoid a negative budget. Beyer to highlight concerns and address to the two user groups and will copy the public works committee when the email is sent out.

Beyer reported on the financial report included in the committee packet and looks good with deferred revenues. Beyer explained the need for a financial plan from the two user groups and expressed concerns with higher projected costs with electric and gas. Beyer reviewed the MPU letter pertaining to costs that was included in the committee packet.

#### **Expo/Fair/Ice Center – Update, Jennell Krizek**

Krizek reported on the upcoming events at the Expo and Ice Center events including the hockey tournament, rummage-a-rama, figure skating show, blade bash, country vision coop event, and bingo.

#### **Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the conference attended in Green Bay. Motion was made by Vogt, seconded by Weiss to approve the lodging for Jeff Beyer, PW director, for the meeting in Green Bay. Motion carried unanimously.

Beyer reported on the Fox Lane tax property and will advertise to sell and look to demolish.

Neuser reported on the failed patchwork at the courthouse stair plinths, the contractors are aware of the issue and will repair. Discussion.

Beyer reported a flag pole will be placed at the C&T building and has been funded by Nancy Crowley.

Beyer reported on the recycling proposal in the governor's budget. Beyer added that the proposal could lead to a decrease in volume and revenues. Discussion.

### **Adjournment**

Motion was made by Weiss, seconded by Vogt to adjourn the meeting at 6:25pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
& SOLID WASTE ADVISORY COMMITTEE  
MEETING NOTICE**

DATE: April 13, 2011  
TIME: 4:30 p.m.  
PLACE: Recycling Center – 3000 Basswood, 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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input

**SOLID WASTE**

3. Recycling Program – Markets, Jon Reisenbuechler
4. 2011 Drug Collection Program - Jon Reisenbuechler
5. Review and Action on the following Other Solid Waste Items -2011 Tire Collection Program
6. Adjourn Solid Waste Committee

**PUBLIC WORKS**

7. Courthouse Grounds After Hours Policy – Follow up and discussion
8. Tax Deed Properties – Bid Results
9. Coenen Site Lease/Manitowoc Flyers Crop Land – Discussion and Action
10. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
11. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Recording Equipment, Project Timeline
12. Radio Tower-Cato Tower-Request from Towns of Manitowoc Rapids, Liberty, Cato & Franklin – discussion and action
13. Excel Underground Diggers Hotline Service Agreement – Discussion and action
14. Authorization to accept funding of lodging from State of Wisconsin for seminar in Eau Claire – Discussion and Action
15. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; Fairest of Fair Proclamation
16. C & T Building Meeting Rooms useage – Directors Report
17. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
18. Adjourn Committee

Date: April 5, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, Public Works Director

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## MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, April 13, 2011

Location: UW-Manitowoc

**Present:** Supervisor K. Behnke, D. Weiss, N. Vogt, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek, S. Ahl, R. Wegner, D. Kieckbusch, J. Reisenbuechler

**Absent & Excused:** P. Hansen

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Vogt, seconded by Weiss to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Korinek, seconded by Weiss to approve the donation tracker. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Solid Waste**

#### ***Recycling Program – Markets, Jon Reisenbuechler***

Reisenbuechler reported on the prepared recycling documents provided in the committee packets including Residential and Commercial Solid Waste Tonnages, Total Tons of Recyclables Shipped, MRF Revenues, Screened Compost Sales, Woodchip Sales, Plastic Shipments – Tonnage and Revenues, Mixed Paper – Tonnage and Revenues, OCC – Tonnage and Revenues, Annual Electronics Shipments, Monthly Electronics Shipments, and Market Trends. Reisenbuechler added that February was on track and is typically slower as reflected in the revenues, good prices on plastics, mixed paper remained the same, and a large shipment of electronics went out in February. Discussion.

#### ***2011 Drug Collection Program – Jon Reisenbuechler***

Reisenbuechler reported on the March 3 drug collection held in Mishicot, attendance was good. Beyer added that MRF is working with ADRC on a mail back drug collection program with ADRC coordinating and program paid for through a grant. This is a limited program running through Sep 2012.

### **Review and Action on the following Other Solid Waste Items – 2010 Tire Collection Program; 2011 Clean Sweep Grant Application**

#### ***2011 Tire Collection Program***

No Report.

#### ***2011 Clean Sweep Grant Application***

Reisenbuechler reported on the upcoming Clean Sweep programs and a flyer was included in the committee packets. Beyer added that a meal is typically provided to volunteers which is covered under the clean sweep budget. Reisenbuechler added that the program is in need of volunteers. Motion was made by Vogt, seconded by Weiss, to provide a meal to the volunteers. Motion carried unanimously.

Beyer reviewed information in the committee packet including:

- Updating the recycling and disposal guide.
- Communication between Waste Management and DNR clarifying acceptance of PCBs.
- Communication from DNR regarding cutting of funding by 40% and sending out letter pertaining to the funding cuts.
- Recycling Means Business informational document. A coordinated one-day event was on March 9 where an educational training was provided and met with elected officials in Madison.
- EPA Communication
- WI Association Joint Letter
- Resolutions

- **Funding Strategies**

Beyer added that would like to put together a resolution opposing the budget prior to the next county board meeting to review and approve the resolution.

**Action Needed:**

- Staff to prepare a resolution prior to the next county board meeting.
- Schedule a PW meeting prior to the next county board meeting.

Reisenbuechler reported on the free electronics recycling plan to be done in the first half of the year and the next drug collection is during Earth Day, Apr 16, from 10am-2pm.

**Public Works**

**Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

**Tax Deed Properties – Bid Results**

Beyer reported on the bid results and easement issues for the sale of 916 Chicago Street property. Beyer added the appraised value is \$17,000, total expenses \$38,261.68, and bid amount is \$5,000. Beyer noted that the finance committee has approved the sale.

Beyer reported on the property on School Street in Two Rivers and that the County had received an offer of \$65,000 to purchase. Offer to purchase includes an agreement of 5-year lease payments to be applied to the final sale which allows time to investigate for site contamination. Staff does not support and would recommend a counter-offer sale price of \$250,000 as the property is assessed at \$380,000. There is possibly some site contamination issues due to adjacent properties having known contamination. Staff requests the approval of the Committee to negotiate with the proposer in an effort to move this property back onto the tax rolls and help in whatever way reasonable to remediate the site and adjoining sites. Discussion. Motion was made by Weiss, seconded by Vogt, to approve the PW staff to negotiate the sale of the School Street property and report back to the Committee. Motion carried with all voting yes except Korinek who abstained.

**Coenen Site Lease/Manitwo Flyers Crop Land – Discussion and Action**

Beyer reported on the Manitwo Flyers lease and gave a description of the property and the lease agreement. Motion was made by Korinek, seconded by Vogt to allow PW staff to negotiate Coenen Additional acreage amendment to lease agreement expiring 12/2014 and present to PW committee for final approval. Motion carried unanimously.

**Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

Neuser reported on the jail security system performance testing of the software updates. Neuser added that a final payment of \$43,000 will be due once the performance testing is accepted. A Pay Application will be presented to the Committee at that future date.

**County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers; Recording Equipment, Project Timeline**

Beyer presented the Towers pay request #4 for approval. Motion was made by Vogt, seconded by Weiss to approve pay request #4 for \$152,690.40. Motion carried unanimously.

Beyer reported on the progress of the project to include the following:

- All towers in good shape and shelters in all areas except Two Rivers, Cleveland and Saxonburg.
- Town of Liberty and Franklin shelters are in.
- 45 days all towers should be in except Two Creeks.
- Dispatch equipment inspected in May and will be turned on for setup and testing in June or July.
- Kiel and Maribel radio equipment has been delivered.
- Two Rivers – shelter within 45 days, and working on permits.
- Saxonburg – Corporate counsel working on terminating lease due to propagation issues and moving this site to a different location in the NE corner of the County. We estimate to have this new site secured and the tower and shelter installed within 90 days, with the radio equipment installed after.

- Sirens – Point Beach replacing all sirens as the current system does not meet NRC code. They plan to put in a UHF radio system and take space on new tower to improve reception. Point Beach will pay for the installation of the UHF system.
- Frequencies – Preliminary approvals done. Increase costs in filtering of approximately \$32,000. Costs for removal of towers approximately \$22,000 for Cato; \$12,000 for C&T; and \$16,000 for Viebahn.
- Additions to project – UPS Systems increase approximately \$80,000; alarm systems \$80,000; monitors, \$20,000; and costs installation of mobile units for highway.
  - Information will be included in next month's packet.
- Portable/Modules – can be updated through software and if not included in project can cost more than \$200,000 in less than five years.
- Mobile Data Terminals – Updating laptops total cost of \$40,000.
- Project Timeline – around November 1-15, 2011, dispatch up and running.
- Grants have been applied for.
- Recording System – Working with contractor and some rewiring needs to be done for the system to work properly. Will provide more information and projected costs at the next meeting. The contractor is offering a 5-year extended warranty at ½ price for a total cost of \$115,000 (\$20,000+ per year).

***Radio Tower-Cato Tower-Request from Towns of Manitowoc Rapids, Liberty, Cato & Franklin – Discussion and Action***

Beyer reported on the request to deed the property and radio tower located on highway J in the Town of Cato, to the Township of Cato provided in the committee packet. Beyer added that the microwave antennae will need to be removed. Discussion. Motion was made by Vogt, seconded by Weiss to remove the microwave antennae and pursue transfer of ownership. Motion carried unanimously.

***Excel Underground Diggers Hotline Service Agreement – Discussion and Action***

Neuser reported on the C&T Building service agreement expense of \$40 per month for all tickets and stand by services. Motion was made by Korinek, seconded by Weiss to approve the service agreement expense of \$40 per month for all tickets and stand by services. Motion carried unanimously.

***Authorization to accept funding of lodging from State of Wisconsin for seminar in Eau Claire – Discussion and Action***

Beyer reported on the upcoming meeting in Eau Claire on interoperability in WI. Discussion. Motion was made by Weiss, seconded by Korinek to approve the acceptance of the payment for lodging. Motion carried unanimously.

***Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; Fairest of the Fair Proclamation***

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events and noted that the Superintendent-Assistant Superintendent training was on Monday.

***2011-12 Skating Season***

Beyer reported on the presentation from MCFSC and MCYHA that was presented to the Ice Center subcommittee. Beyer added that the revenue generating proposal needs more equity and will provide a counter proposal. Beyer noted that the contracts for both clubs will be reviewed and submitted to the clubs and will include a total of 680 hours at \$167 per hour and any funds the clubs raise will go back to the clubs' own budget. Beyer addressed the increasing utility costs and expectation of more volunteer hours during the 2010-2011 season were factors to be addressed. Beyer reported that Dairy Queen has donated booths to the Ice Center.

***Fairest of the Fair Proclamation***

Beyer presented the Fairest of the Fair proclamation for approval. Motion was made by Vogt, seconded by Korinek recommend for approval to the County Board the Fairest of the Fair proclamation. Motion carried unanimously.

***Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities***



Beyer reported on the financial report included in the committee packet and on target.

Beyer reported on the use of the meeting room in the C&T building with a provided schedule.

Beyer reported that UW Manitowoc thanked the committee for the lighting in the library and the library has seen an increase in traffic. Beyer informed the committee that there will be energy audits being conducted and studies being completed on energy saving upgrades.

Beyer reported that adjustments have been made in staffing and have moved staff accordingly.

### **Adjournment**

Motion was made by Weiss, seconded by Vogt to adjourn the meeting at 5:52pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



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

**DATE:** May 11, 2011

**TIME:** 4:30 p.m.

**PLACE:** Manitowoc County Expo Office – 4921 Expo Drive, 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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Tour of Expo/Ice Center Facility
3. Public Input
4. Update on State Budget regarding Recycling - Jeff Beyer
5. MRF Summer Staff – City of Manitowoc/Business Recycling Education Program -Discussion
6. Courthouse Grounds After Hours Policy – Follow up and discussion
7. Tax Deed Properties – Properties to be advertised - Discussion
8. Coenen Site Lease (K. Sprang) amendment review – Discussion and Action
9. Cell phone RFP results – Discussion and Action
10. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
11. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Recording Equipment, Project Timeline
12. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season
13. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
14. Adjourn Committee

Date: May 3, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, May 11, 2011

Location: Manitowoc County Expo Office

**Present:** Supervisor K. Behnke, D. Weiss, N. Vogt, D. Korinek, P. Hansen

**Also Present:** J. Beyer, G. Neuser, J. Krizek

**Absent & Excused:** None.

### **Called to Order**

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

### **Minutes**

Minutes were reviewed from the previous Committee meeting after which a motion was made by Vogt, seconded by Weiss to approve the minutes as submitted. Motion carried unanimously.

### **Vouchers/Donations**

No vouchers. Donation tracker was submitted for approval. Motion was made by Korinek, seconded by Weiss to approve the donation tracker. Motion carried unanimously.

### **Tour of Expo/Ice Center Facility**

Committee toured the Expo/Ice Center facility.

### **Public Input**

Board Chairperson called for public input three times. No public input given.

### **Update on State Budget regarding Recycling – Jeff Beyer**

Beyer updated the committee on the status on the resolution and noted that the state is making changes to the budget to fund eighty percent with mandates still in place; therefore a resolution was not created. Discussion.

### **MRF Summer Staff – City of Manitowoc/Business Recycling Education Program – Discussion**

Beyer requested to hire summer staff for the recycling facility to promote recycling and noted the city pays for the time applied to the project. Motion was made by Vogt, seconded by Hansen to approve the hire of summer staff for the recycling facility to promote recycling with the city to pay for the time applied to the project. Motion carried unanimously.

### **Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

### **Tax Deed Properties – Properties to be advertised – Discussion**

Beyer reported on two properties that the finance committee approved advertising for notice next week and will be notifying neighbors of the notice. Beyer added that there are 31 parcels to review and more houses for 2011. Discussion.

### **Coenen Site Lease (K. Sprang) amendment review – Discussion and Action**

Beyer reported on the meeting with Sprang on the Coenen Site Lease and to recommend a modification to the lease agreement to \$95 per acre for the 11 acres that are included in the Manitowoc lease and account separately from the main Coenen land lease. Motion was made by Hansen, seconded by Korinek to approve the modification of the Coenen Site lease agreement with K. Sprang to \$95 per acre for 11 acres. Motion carried unanimously.

### **Cell Phone RFP results – Discussion and Action**

Beyer reviewed the cell phone RFP results provided in the committee packet. Motion was made by Vogt, seconded by Weiss to approve the Cellcom RFP for 3 years. Motion carried unanimously.

#### **Action Needed:**

- Staff to prepare list of cell phone users for each department.

## **Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

No Report.

## **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers; Recording Equipment, Project Timeline**

Beyer presented the Towers change order #5 for modifications to Cleveland Water Tower for approval. The Change is required to allow our antennae feed line to enter the water tower enclosure. Motion was made by Korinek, seconded by Hansen to approve change order #5 for \$4,875.00 for modifications to Cleveland Water Tower to accept the County's antenna line. Motion carried unanimously.

Beyer presented the Recording System Change Order #1 for additional wiring and Pay Request #1 against the contract balance. Motion was made by Weiss, seconded by Vogt to approve change order #1 for \$34,859.00 and pay request #1 for \$167,094.50. Motion carried unanimously.

Beyer reported on the Radio Project Update - Proposed Future Expenses spreadsheet included in the committee packet including:

Additional filtering required due to the nature of the radio frequencies obtained to date.

- Additional miscellaneous costs associated with site work and equipment needs at the (8) tower sites
- Over-The-Air-Programming (OTAP) feature for the main radio system and for each mobile and portable radio
- UPS units at all sites
- Alarm systems at all sites
- Touchscreen Monitors for Dispatch
- Remodel of the existing ( 1992) Dispatch Center after it is vacated
- Existing Tower deconstruction
- Recording System warranty option
- Installation of mobile radios into Sheriff's squads and Highway Dept. vehicles
- Upgraded Computers for the Sheriff's squads

Motion was made by Hansen, seconded by Weiss to approve the Proposed Future Expenses included in the submitted report, with OTAP not being included DONE at this time but later in summer contingent upon available funding. Motion carried unanimously.

Beyer reported on the tower project to include the following:

- Two Creeks Site: Land lease completed with Nextera Energy ( Point Beach Nuclear Plant ). Town of Two Creeks approved the CUP. Board of Adjustment had no issues during their site visit and will act on the CUP request Monday 5/16. Point Beach contacted on use of tower space for their siren system.
- Cleveland Site: Shelter in place and working on feed line conduit into the water tower. Site work and antennae installation to follow but should be complete in 30-60 days.
- Maribel Site: installing antennas within the next three weeks and site work completion in 30-60 days.
- Kiel, Franklin, and Liberty Sites: all sites should be 100% completed with site work and antennae installation within 60 days.
- Two Rivers Site: slow process with the tower lease with USCC, but still progressing. All site work and antennae installation hopefully to be completed by end of July.
- City of Manitowoc ( C&T Building ) Site: Site work is complete and antennae installation to begin in approximately 1-week.
- County Siren System: actively working on now. Point Beach to put in it's own UHF siren system and will cover all costs. Remaining siren systems in the County must be compatible with our radio equipment and municipalities have been informed of this..
- Frequencies: 800 frequencies – must change limitations for amount of power on the county border; we have to reduce the amount of power and radio signal bleedover at the County borders. This affects the Kiel and Town of Franklin sites and some minor re-design by Motorola is required.
- Frequencies: VHF frequencies – An issue with signal bleedover to the west and north of the County border may make the Part 22 frequency planned for County Fire's main frequency unworkable. An

agreement with these neighboring Counties will be required, but it is unlikely a workable arrangement will be reached, so a re-design using Part 90 splinter frequencies is being pursued, with the other option being using a UHF frequency for Emergency Management (EM) and moving the VHF EM frequency over to County Fire's working channel. This issue will impact the completion date of the overall project, and may also cause an increase in cost for the project. Exact delay and potential cost implications are still to be determined.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season**

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events. Beyer reported on the County Highway request for Expo to be the liaison for possible purchase of beer and soda for their September conference. The Expo can set up the distributor with the Highway Dept., but any purchase and subsequent billing will be between those two parties, and the Expo will not be involved.

***2011-12 Skating Season***

Beyer reported on the 2011-2012 Ice Skating season provided in the committee packet. Discussion.

**Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the financial report included in the committee packet and on target.

Beyer reported on the PW staff and summer staff.

**Adjournment**

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 6:20pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
FINANCE COMMITTEE  
(Joint Meeting)**

DATE: July 19, 2011

TIME: 6:15 p.m.

PLACE: U. W. Manitowoc - Cafeteria

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 and acted upon at the meeting:

**JOINT MEETING**

1. Regular Business (Roll Call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Review and Action on Agreement for sale of 2022 School Street Property
4. Review and Action on Resolution for sale of 2022 School Street Property
5. Adjourn Meeting

Date: July 11, 2011

Kevin Behnke, PUBLIC WORKS COMMITTEE CHAIRPERSON  
Mary Muench, FINANCE COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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.

Joint Finance/Public Works Committee  
UW-Manitowoc, 705 Viebahn St., City of Manitowoc, WI  
July 19, 2011

Attendance: Chairperson Mary Muench, Chairperson Kevin Behnke, Supervisor Jim Brey, Supervisor Greg Dufek, Supervisor Chuck Hoffman, Supervisor Rita Metzger, Supervisor Hansen, Supervisor Korinek, Supervisor Weiss, and Supervisor Vogt.

Also Present: Chairperson Paul Tittl, Supervisor Melvin Waack, Supervisor Chuck Hoffman, Comptroller Todd Reckelberg, Charlie Mathews, Mike Konecny, Public Works Director Jeff Beyer, Assistant Public Works Director Gerry Neuser, Corporation Counsel Steven Rollins, Treasurer Cheryl Duchow, and County Clerk Jamie Aulik.

Call to Order: The meeting was called to order by Chairperson Behnke at 6:15 p.m.

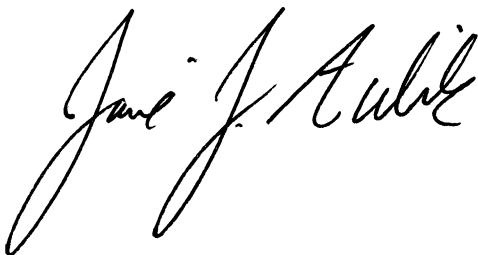
Public Input: Chairperson Behnke opened public input 6:15 p.m. No one present wished to speak, therefore Chairperson Behnke closed public input at 6:15 p.m.

Review and Action on the Resolution Authorizing Lease with Option to Purchase 2022 School St., Two Rivers (Chard Development, LLC.): Director Beyer explained the lease agreement and said that there were two minor details that were being ironed out. Corporation Counsel Rollins said that when the county sells tax deeded property, the purchaser receives a quit claim deed not a warranty deed as was requested by the potential purchaser. The other detail dealt with the possibility of contamination on the property. There was an understanding that the price of the property would be reduced if contamination was found on the premises.

Supervisor Hansen made a motion to approve the Lease with option to purchase contingent on Corporation Counsel Rollins' two amendments being incorporated into the final agreement, and forward the resolution to the County Board for approval, seconded by Supervisor Brey. Upon vote, the motion passed unanimously.

Adjournment: Motion by Chairperson Muench, seconded by Supervisor Hansen to adjourn the meeting at 6:19 p.m. Upon vote, the motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, reading "Jamie J. Aulik". The signature is written in a cursive, flowing style with a large initial "J" and "A".

Jamie J. Aulik  
Manitowoc County Clerk



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
& SOLID WASTE ADVISORY COMMITTEE  
AMENDED MEETING NOTICE**

***Revised for Additional Item 5.A.***

DATE: August 10, 2011  
TIME: 4:30 p.m.  
PLACE: Recycling Center – 3000 Basswood, 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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input

**SOLID WASTE**

3. Recycling Program – Markets, Jon Reisenbuechler
4. 2011 Drug Collection Program - Jon Reisenbuechler
5. Review and Action on the following Other Solid Waste Items – 2012 Clean Sweep & Drug Disposal Grant Resolution
- 5.A. Carton Recycling – Review & Action***
6. Adjourn Solid Waste Committee

**PUBLIC WORKS**

7. Courthouse Grounds After Hours Policy – Follow up and discussion
8. Concealed Weapons Carry Guidelines – Discussion
9. “Blacktop” project – Hancock & 9<sup>th</sup> Street – Discussion and Action
10. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
11. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Recording Equipment, Project Timeline
12. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; Purchase of Skates; Eastern WI Stock Car Agreement; Horse-A-Rama Agreement & Request
13. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
14. Adjourn Committee

Date: August 2, 2011  
***Amended August 9, 2011***

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, August 10, 2011

Location: Recycling Center – 3000 Basswood, Manitowoc

**Present:** Supervisor K. Behnke, N. Vogt, D. Korinek, P. Hansen

**Also Present:** J. Beyer, G. Neuser, J. Krizek, D. Kieckenbusch, H. Jannette, S. Ahl, S. Rollins, J. Reisenbuechler

**Absent & Excused:** D. Weiss

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

**Minutes** Minutes were reviewed from the previous Committee meetings after which a motion was made by Vogt, seconded by Korinek to approve the minutes from June and July as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Hansen, seconded by Korinek to approve the donation tracker. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Solid Waste**

#### ***Recycling Program – Markets, Jon Reisenbuechler***

Reisenbuechler reported on the prepared recycling documents provided in the committee packets including Residential and Commercial Solid Waste Tonnages, Total Tons of Recyclables Shipped, MRF Revenues, Screened Compost Sales, Woodchip Sales, Plastic Shipments – Tonnage and Revenues, Mixed Paper – Tonnage and Revenues, OCC – Tonnage and Revenues, Annual Electronics Shipments, Monthly Electronics Shipments, and Market Trends. Reisenbuechler added the month of June was a wet month, amount of shipping about average, there was a spike in May for plastics and OCC, screen compost had record sales, woodchip sales were up, mixed paper remain steady, and a large free electronic collection was held in June and served approximately 510 households. Discussion.

#### ***2011 Drug Collection Program – Markets, Jon Reisenbuechler***

Reisenbuechler reported on the July 7 drug collection noting that the number of households had decreased. Reisenbuechler added the next drug collection is scheduled for September 1 in Kiel.

#### ***Review and Action on the following Other Solid Waste Items – 2012 Clean Sweep & Drug Disposal Grant Resolution***

Beyer presented the 2012 Clean Sweep and Drug Disposal Grant Resolution. Motion was made by Hansen, seconded by Korinek to approve the 2012 Clean Sweep and Drug Disposal Grant Resolution. Motion carried unanimously.

#### ***Carton Recycling – Review & Action***

Reisenbuechler presented the carton recycling program through Manitowoc County to recycle cartons at a 5-year guaranteed market and pricing. Committee discussion included having a firm review the facility and report back to the committee on the impact. Beyer added there is approximately \$20,000-\$30,000 allocated for upgrades and \$160 per ton for cartons as the present market price. Motion was made by Hansen, seconded by Vogt to proceed and review. Motion carried unanimously.

Beyer reviewed other items included in the committee packet including: WI Recycling Fact Sheet, Recycling Supply Chain, Educational Material, Composting, and Inspection.

### ***Adjourn Solid Waste Committee***

#### ***Courthouse Grounds After Hours Policy – Follow Up and Discussion***

No Report.

### **Concealed Weapons Carry Guidelines - Discussion**

Beyer reported on the concealed weapons carry guidelines. Rollins added that the guideline goes into effect on November 1 and prohibits weapons, concealed firearms in certain locations. Rollins will continue to research information and bring back to the committee. Discussion.

### **“Blacktop” Project – Hancock & 9<sup>th</sup> Street – Discussion and Action**

Beyer reported that proposals were received for the blacktop project for Hancock and 9<sup>th</sup> Street. Motion was made by Vogt, seconded by Hansen to approve the lowest bid by Manitowoc County Highway Department for \$20,959. Motion carried unanimously.

### **Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

Neuser reported that there were no pay requests submitted for this month and the two unresolved issues with the video portion of the project remaining; 1 – a stutter effect on the live & recorded viewing portion of the video; 2 – Amount of storage needed for recording of video meeting the thirty days threshold. Neuser added that the system has been upgraded and performance has improved but the stutter effect is still an issue. Neuser noted that the company was given a thirty day window to complete, extending the completion deadline to August 15; Faith Technologies but has shown good faith with constant work on the system, but we will be holding final pay request of \$40,000 until all specifications are met.

### **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers, Recording Equipment, Project Timeline**

Beyer made a request for approval the following which were included in the committee packet:

- Change order #7 for \$14,325.20
- Pay request #6 for \$343,273.20

Motion was made by Hansen, seconded by Vogt to approve change order #7 for \$14,325.20 and pay request #6 for \$343,273.20 once work is complete. Motion carried unanimously.

Beyer reported on the following:

- Miscellaneous expenses for each tower, included in the committee packet.
- Three main towers, C&T, Liberty, and Franklin, antennae up.
- Maribel, Two Rivers, antennae up by September.
- By end of September, 911 systems and the recording systems in the new dispatch center will be completed or near completed.
- December 15, old dispatch center shutdown and the new dispatch center occupied.
- By February 7, all new frequencies up and running – will run both old and new frequencies for 3 months.
- Project completion by end of November 2012.
- City of Manitowoc interested in old Viebahn site.
- Cato Tower – 4 townships interested.
- Provachek Site – Provachek interested in acquiring the tower which would be a potential savings of \$16,000 by not having to demo the site. Discussion.
- Frequencies – do not have final licenses and waiting for signatures. Have released the projected since they have been reviewed.

### **Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; Purchase of Skates; Eastern WI Stock Car Agreement; Horse-A-Rama Agreement & Request**

#### ***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events.

#### ***2011-12 Skating Season***

Beyer reported that the contracts have been received and letter of credit in place. Beyer added that the volunteers will be putting the ice in.

#### ***Purchase of Skates***

Beyer requested the purchase of ice skates as the Ice Center skate supply is diminished. Beyer added that quotes were received from two companies and will be purchasing skates.

**Eastern WI Stock Car Agreement**

Beyer reported on Eastern WI Stock Car Racing's current financial status and the request to reduce the rental rate. Beyer added that Expo has had to reduce the rental rate in previous years. Beyer noted that a weekly financial report is required and would provide an addendum to the agreement. Motion was made by Vogt, seconded by Hansen to discount the rental rate of \$1,400 to \$700 for the balance of the 2011 racing season and if financials show a profit, the rental rate would go back to \$1,400. Motion carried unanimously.

**Horse-A-Rama Agreement & Request**

Beyer reported on the Horse-A-Rama event held at the Expo grounds and elaborated on the history of the event. Beyer presented the Horse-A-Rama proposal to rent the grounds for \$5,000, staff and board to not work the gates, and to have \$5,000 in capital improvements each year with the option of averaging out based on the size of the project. Beyer added that Horse-A-Rama would like to black top the area by the horse arena, add a storage unit, and move Horse Barn A and replace with a new barn. Consensus from the committee was to proceed.

**Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the following:

- The budget is now in process. UW Manitowoc continues to state that they have been underfunded for operational costs. Beyer noted that upon research of all funding (operational, capital projects, and debt service) from Manitowoc County to UW Manitowoc, the allocation of support per student at UW Manitowoc from the County is in the middle of the pack as compared to other 2-year UW campuses.
- Utility costs are increasing: Water & sewer 24%, electrical 4%, gas 1%, district heat 8%.
- Maintenance insurance program on electronic equipment to be reviewed.
- Transfer of contracted employees to county employees. Reviewing the financial impact.
- Reviewed the financial reports from the Comptrollers office with the Committee.

Neuser reported on the air cooled condensers and their high replacement costs now that R22 refrigerant replacements are no longer viable. Neuser added there are approximately 17 units to rebuild and replace over time.

**Action Needed:**

- Staff to prepare a list of air handling unit locations.

**Adjournment**

Motion was made by Hansen, seconded by Korinek to adjourn the meeting at 6:28pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



**MANITOWOC COUNTY**  
**PUBLIC WORKS COMMITTEE**  
**AMENDED MEETING NOTICE**  
***Revised for Additional Item 3.A.***

DATE: Sept. 14, 2011  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Admin Building – Conference Room A

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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
3. Waste Tire Collection – Jeff Beyer – Discussion & Action
- 3.A. Recycling Consolidation Grant – Review & Action*
4. Courthouse Grounds After Hours Policy – Follow up and discussion
5. Courthouse Office Space – Discussion and Action
6. Concealed Weapons Carry Guidelines – Follow up and discussion
7. HVAC Equipment Inventory - Discussion
8. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
9. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Project Timeline
10. Expo/Fair/Ice Center –Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011 Fair update
11. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities
12. Adjourn Committee

Date: Sept. 6, 2011  
*Amended September 13, 2011*

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, September 14, 2011

Location: Manitowoc County Admin Building – Conference Room A

**Present:** Supervisor K. Behnke, N. Vogt, P. Hansen, D. Weiss

**Also Present:** J. Beyer, G. Neuser, J. Krizek

**Absent & Excused:** D. Korinek

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

**Minutes** Minutes were reviewed from the previous Committee meetings after which a motion was made by Hansen, seconded by Weiss to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Vogt, seconded by Hansen to approve the donation tracker. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Waste Tire Collection – Jeff Beyer – Discussion & Action**

Beyer reported that a flyer was included in the committee packet for the Waste Tire Collection and a good turn out to date.

### **Recycling Consolidation Grant – Review & Action**

Beyer reported that the recycling grant is included in the committee packet and explained that the municipalities can receive additional grant money and require a consolidation agreement. Discussion. Motion was made by Hansen, seconded by Vogt, to allow the Public Works Director to enter into and develop Cooperative Agreements for educational materials promoting recycling with other municipalities. Motion carried unanimously.

### **Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

### **Courthouse Office Space – Discussion and Action**

Beyer reported that more information is needed.

### **Concealed Weapons Carry Guidelines**

Beyer reported that there were discussions with Attorney Rollins and the committee needs to make a decision on the concealed weapons in County buildings issue. Discussion on prohibiting weapons in all county buildings, being consistent with what other municipalities are doing, and what are considered weapons. Motion was made by Vogt, seconded by Hansen to develop a concealed weapons carry guideline for all buildings banning concealed weapons from all county buildings, with the option of the Public Works Committee granting variances for the Expo Buildings per event. Motion carried unanimously.

### **HVAC Equipment Inventory – Discussion**

Neuser reported that staff is working with a contractor and doing inventory and will be using as a budgeting tool for future discussions.

### **Jail Security System Project**

Neuser reported that at this time will not be recommending final payment.

### **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers, Recording Equipment, Project Timeline**

Beyer reported on the following:

- Invoice received for the feeder cable antennae surround on the Cleveland Tower for \$2,812.89. Motion was made by Weiss, seconded by Hansen to approve the feeder cable antennae surround invoice for \$2,812.89. Motion carried unanimously.

- Radio system – Two Rivers shelter was delayed three weeks, but will be delivered September 23. This is the last shelter to be set.
  - Expect all antennae and microwave dishes to be installed by end of September.
  - Consoles will be programmed and powered up in October with final inspection by October 29.
  - Dispatcher training in November, and December 5 is the scheduled move in date.
  - Old dispatch vacant by December 6 and remodel of the old dispatch center begins in January.
  - New frequencies go live between February 9 and March 9.
  - There will be a three month cutover to new frequencies after which the old radio frequencies will be shut down.
  - Once complete, removal of old towers will begin.
  - Frequency acquisition is progressing without incident.
  - Tomorrow will have second meeting with Outagamie and Winnebago counties on possibly sharing our main system controller.
- Note – staff to provide information to show no additional costs to Manitowoc County for this joint venture and that Outagamie and Winnebago counties will pay some capital outlay for the controller as well as annual maintenance contract costs as part of any agreement.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011 Fair Update**

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events.

***No other reports.***

**Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the following:

- Current financial information for the Expo facility.
- New Recycling Consolidation grant.
- 2012 budget submitted and still reviewing having Expo's contracted employees becoming County employees as part of the final budget. Discussion.
- UW Manitowoc discussion. Possible movement to a 4-year school and conducting a facility study using information already on hand vs. hiring a consultant. County staff will work with UW staff and report back to the committee periodically.
- Carton Council – engineer on site with recommendation on increasing the amount of cartons being recycled.
- Tax delinquent property – utilizing online auction site and pursuing with Finance Committee.
- Radio project – reviewed microwave corridors between towers. Will need County Board approval at October meeting.

**Action Needed:**

- Beneficial Re-use of Street Sweepings Report – next agenda.

**Adjournment**

Motion was made by Vogt, seconded by Hansen to adjourn the meeting at 5:35pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
& SOLID WASTE ADVISORY COMMITTEE  
MEETING NOTICE**

DATE: October 12, 2011  
TIME: 4:00 p.m.  
PLACE: Ridgeview Landfill Education Center  
6207 Hempton Lake Road, Whitelaw WI 54247

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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Tour of Landfill Site and Franklin Tower Radio Site
3. Public Input

**SOLID WASTE**

4. Recycling Program – Markets, Jon Reisenbuechler
5. 2011 Drug Collection Program - Jon Reisenbuechler
6. Carton Recycling Follow up – Discussion & Action
7. Beneficial Re-use of Street Sweepings Report – Discussion and Action
8. Update on Ridgeview Landfill Site Operation
9. Solid Waste & Recycling Contracts – Discussion and action
10. Review and Action on the following Other Solid Waste Items: Compost Site – DOT Market
11. Adjourn Solid Waste Committee

**PUBLIC WORKS**

12. Courthouse Grounds After Hours Policy – Follow up and discussion
13. Courthouse Office Space Follow up – Discussion and Action
14. Concealed Carry – Review, Discussion, & Action
15. Snow Shoveling – need for temporary help – Discussion and Action
16. Manitowoc Rapids Courthouse Property – Addition of historical marker – Discussion and Action
17. Office Complex Trees – Discussion and Action
18. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
19. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Recording Equipment, Project Timeline, Microwave Corridors between towers, Old Dispatch Center Remodel; Alarm System
20. Multi County use of Manitowoc County System Controller – Discussion and Action
21. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011/2012 Fair
22. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Tax Properties
23. Adjourn Committee

Date: October 5, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, October 12, 2011

Location: Ridgeview Landfill Education Center

**Present:** Supervisor K. Behnke, N. Vogt, P. Hansen, D. Weiss, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, R. Shimek, S. Ahl, D. Kieckbusch, Gail Braun, Kurt Kietzer, Mike Wolter, Ray Seegers, Richard Wegan

**Absent & Excused:**

**Called to Order** The meeting was called to order at 4:00pm by the Committee Chairperson.

**Minutes** Minutes were reviewed from the previous Committee meetings after which a motion was made by Vogt, seconded by Korinek to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Weiss, seconded by Vogt to approve the donation tracker. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Tour of Landfill Site and Franklin Tower Radio Site**

Committee and guests toured the Landfill Site and Franklin Tower Radio Site.

### **Solid Waste**

#### ***Recycling Program – Markets, Jon Reisenbuechler***

Reisenbuechler reported on the prepared recycling documents provided in the committee packets including Residential and Commercial Solid Waste Tonnages, Total Tons of Recyclables Shipped, MRF Revenues, Screened Compost Sales, Woodchip Sales, Plastic Shipments – Tonnage and Revenues, Mixed Paper – Tonnage and Revenues, OCC – Tonnage and Revenues, Annual Electronics Shipments, Monthly Electronics Shipments, and Market Trends. Reisenbuechler added revenues were up, no screen compost in August, no sifted compost sales; wood chips were at record sales, and plastics holding. Beyer added that staff is currently looking at contracting the screening of compost. Discussion.

#### ***2011 Drug Collection Program – Jon Reisenbuechler***

Reisenbuechler reported that the next drug collection will be held at Crime Prevention Day.

#### ***Carton Recycling Follow up – Discussion & Action***

Beyer reported that the engineer came in with three different carton recycling options and explained the advantages and disadvantages. Beyer explained the shipping and storing charges along with the current market prices as well as guarantees for a 5-year market plan to do the renovation. Beyer added that MRF is considering adding a second bin. Motion was made by Hansen, seconded by Weiss to move forward with an agreement. Motion carried unanimously.

#### ***Beneficial Re-use of Street Sweepings Report – Discussion and Action***

Beyer reported on the re-use of street sweepings and the advantages and disadvantages including no market for material produced. Until a suitable market is found for the re-claimed sweepings material, it is recommended to the Committee to not pursue this program.

#### ***Update on Ridgeview Landfill Site Operation***

Beyer introduced Kurt Kietzer. Kietzer gave an explanation of PCB's coming to and proposed to come to the Ridgeview landfill site. An update on the Ridgeview Landfill Site operations was also presented.

#### ***Solid Waste & Recycling Contracts – Discussion and Action***

Beyer reported that seventeen communities signed the cooperative agreement for the 2012 Consolidation Grant.



**Review and Action on the following Other Solid Waste Items: Compost Site – DOT Market**

Reisenbuechler reported on the pilot project on reusable compost for use with the DOT and would obtain a higher price per yard. Discussion.

Beyer reported on the upcoming America Recycles Day. Motion was made by Vogt, seconded by Korinek to forward to the America Recycles Day Proclamation to the county board for approval. Motion carried unanimously.

Beyer reported on the importance of the Drug Collection program with information provided in the committee packet.

Beyer reported on the 2011 Earth Day program and included pictures and information in the committee packet.

**Adjourn Solid Waste Committee**

Motion was made by Korinek, seconded by Weiss to adjourn the Solid Waste Committee meeting at 5:31pm.

**Public Works****Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

**Courthouse Office Space Follow Up – Discussion and Action**

No Report.

**Concealed Carry – Review, Discussion, & Action**

Beyer reviewed the insert provided in the committee packet. Discussion. Committee recommended fine tuning the language by Tuesday's county board meeting and addressing issues with Corp Counsel.

**Action Needed:**

- Staff to email "weapon" language to review and revise and pass on recommendations to Corp Counsel.

**Snow Shoveling – need for temporary help – Discussion and Action**

Beyer reported on the trustee program for Manitowoc County and that trustees are currently not available for snow shoveling work on County properties due to low census in the jail and the alternate sentencing being done by the courts. As trustees shoveled all the county's sidewalks, there is a need for a temporary employee during the snow-winter months. Motion was made by Hansen, seconded by Korinek to pursue a seasonal employee for snow removal. Motion carried unanimously.

**Manitowoc Rapids Courthouse Property – Addition of historical marker – Discussion and Action**

Beyer reported on a historical marker that needs to be relocated by the City of Manitowoc, and the Manitowoc Rapids Courthouse property is the logical location for it. The plan has been reviewed and approved by the historical society. Motion was made by Korinek, seconded by Vogt to allow the City to relocate the historical marker to the Rapids Courthouse site at the City's expense. Motion carried unanimously.

**Office Complex Trees – Discussion and Action**

Beyer reported on the costs of removing trees at the Office Complex of approximately \$1,500 to \$2,600. Discussion. Motion was made by Vogt, seconded by Weiss to approve the removal of the trees at the Office Complex. Motion carried unanimously.

**Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

No Report.

**County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers, Recording Equipment, Project Timeline, Microwave Corridors between towers, Old Dispatch Center Remodel; Alarm System**

Beyer reported on the following:

- Project timetable has not changed.
- C&T Open House – Saturday.
- Old Dispatch to be remodeled as a backup center with work to begin in Jan. 2012

- Alarm systems are ready to go into the radio shelters and staff will work directly with our current security contractor to complete this project.
- Tri-County Agreement on Shared Radio System Controller – discussions with Winnebago County and Outagamie County continue. If an agreement is brought to conclusion our system will gain a direct connection (ISSI) to the State radio system, the Over-the-Air-Programming (OTAP) upgrade, and also the upgrade to the latest Motorola software version. Maintenance and upkeep of the controller will be paid on a percentage of each county's users, which will be a reduction in on-going maintenance costs to Manitowoc County. A draft agreement is planned to be completed soon with a final agreement planned to be brought to the County Board in November.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011 Fair Update**

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events.

***No other reports.***

**Public Works Director Report: Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services; Department Activities**

Beyer reported on the following:

- Current financial information for the Expo facility.
- Proposed budget to include reserves of \$25,000 to be used to offset the tax levy dollars.

**Adjournment**

Motion was made by Weiss, seconded by Korinek to adjourn the meeting at 6:16pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



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

**DATE:** November 2, 2011  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Expo Office

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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
3. Courthouse Grounds After Hours Policy – Follow up and discussion
4. Courthouse Office Space – Discussion and Action
5. Concealed Weapons Carry Guidelines – Discussion and Action
6. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
7. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Consoles; Old Dispatch Center Remodel; Towers, Project Timeline, Motorola Pay Request for \$315,724.35.
8. Multi County Use of Manitowoc County System Controller – Discussion and Action
9. Expo/Fair/Ice Center –Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011/2012 Fair update; Storage Rental Rates 2011-2012 Season
10. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report
11. Adjourn Committee

Date: Oct 25, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, November 2, 2011

Location: Manitowoc County Expo Office

**Present:** Supervisor K. Behnke, N. Vogt, P. Hansen, D. Weiss, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek, S. Rollins, N. Bohman, J. Albright

**Absent & Excused:**

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

**Minutes** Minutes were reviewed from the previous Committee meetings after which a motion was made by Vogt, seconded by Korinek to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Korinek, seconded by Weiss to approve the donation tracker. Motion carried unanimously.

**Public Input** Nick Bohman and Jimmy Albright introduced themselves and currently attend Roncalli High School.

### **Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

### **Courthouse Office Space – Discussion and Action**

Beyer reported that the County Executive has relocated from the Courthouse basement to the third floor and the Coroner will be moving into the County Executive's old space at the end of November. Beyer added that the Coroner's vacated space at the Office Complex will then be used for the ADRC and Veteran's Office space needs.

### **Concealed Weapons Carry Guidelines – Discussion and Action**

Beyer reported on the concealed weapons carry guidelines draft document and the resolution of policy provided in the committee packet. Motion was made by Vogt, seconded by Hansen to recommend the concealed weapons carry guidelines and resolution of policy to the county board. Motion carried. Korinek voted no. Discussion included Rollins explanation of the existing employee policy and definitions along with the changes as well as the personnel policy has similar definitions.

### **Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

No Report.

### **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Consoles, Old Dispatch Center Remodel; Towers, Project Timeline, Motorola Pay Request for \$315,724.35**

Beyer reported on the following information provided in the committee packet:

- Completion of three major stages last week
  - R56 review of all installations completed by third party.
  - Dispatch console furniture final inspection passed.
  - Motorola radio system in dispatch inspection passed
- 911 system and dispatch cutover scheduled for Dec.6th.
- December 6 will be the permanent move-in date for dispatch
- Recording equipment installed and being optimized.
- Training for dispatchers scheduled for mid-to-late November.
- March 9th the new 800 frequencies will come online; followed by a 3 month timeframe for all users to switch over to the new frequencies.
- May through July – Old radio system towers and equipment pulled out.
- By November next year, 100% completed.
- Issues with frequencies – preliminary approval for testing. Needs approval to go to FCC.
- VHF frequency for public safety has been approved by regional planning.
- The Part 22 frequency purchase is near completion with the payment check for \$60,000 to be issued very soon.

- Remodel of old dispatch was advertised by legal notice and at the plan houses; received one bid for \$55,700 by Hamann Construction.

Consensus of the committee to move forward with remodel.

- Our current Security Integrator has begun installing the radio shelter and courthouse panic alarms into the new JDC.

- Various sites ( Cleveland, Maribel, Liberty and Two Creeks ) require a T1 data line installation. End of November for completion is expected, but full completion may not be until March 2012. If so will not be able to complete final coverage testing until March 2012.

- Four change orders were submitted for approval for the Motorola Contract.

Motion was made by Hansen, seconded by Korinek to approve Change Order #2 for \$31,192; Change Order #3 for \$106,299; Change Order #4 a credit of \$43,867.62; and Change Order #5 for \$31,292 and Pay Request #3 for \$315,724.35. Motion carried unanimously.

- Consoles – Pay Request #2 for \$27,159.26 was submitted.

Motion was made by Weiss, seconded by Vogt to approve Pay Request #2 for \$27,159.26. Motion carried unanimously.

- Recording System – Change order #2 as a deduct for \$71,550 was submitted for approval. After Committee review a motion was made by Hanson, seconded by Vogt, to approve the change order as a deduct for \$71,550. Motion carried unanimously.

- Towers – Change order #8 for \$10,350 and a Pay Request #7 for \$199,759 was submitted for approval. Beyer added that \$20,000 will be held from the pay request until completion of punch list items.

- Motion was made by Vogt, seconded by Weiss to approve change order #8 for \$10,350 and Pay Request #7 for \$199,759. Motion carried unanimously.

**Action Needed:**

- **Staff to prepare an itemized list with total project balance sheet and email to the committee.**

**Multi County Use of Manitowoc County System Controller – Discussion and Action**

Beyer reported that the proposed agreement is in Corp Counsel for review and will review with other counties and bring back final draft to the committee for final approval. Discussion.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011/2012 Fair Update; Storage Rental Rates 2011-2012 Season**

**Expo/Fair/Ice Center – Update, Jennell Krizek**

Krizek reported on the upcoming events at the Expo and Ice Center events.

Beyer reported on the storage rental rates and consensus of the committee to approve the rental rate.

Beyer reported on the dog show contracts and fees. Consensus of the committee was to follow the same process as the Manitowoc County Kennel Club rental rates and fees.

**Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report**

Beyer reported on the following:

- Snow removal budget – met with personnel director and will hire contracted services for \$25-\$30 for snow removal and service will provide own equipment. Consensus of the committee was to proceed with contracted service.
- Impound area at highway building – full and needs more area, fenced in area for impounds. Staff to prepare costs and find funding to address issue.
- Clean Sweep grants – reduced 50% from last year. Will do main program, with no collection in Kiel or the collection of latex paints. Reviewing other ideas for the program.
- Behnke also reported that \$25,000 of reserve money would be taken annually from Expo funds as part of the 2012 budget proposal.

**Adjournment**

Motion was made by Hansen, seconded by Korinek to adjourn the meeting at 5:35pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen



# **MANITOWOC COUNTY**

## **PUBLIC WORKS COMMITTEE**

### **MEETING NOTICE**

**DATE:** December 14, 2011  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Administration Office  
Conference Room A

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 and acted upon at the meeting:

1. Regular Business (Roll Call, Previous Minutes, Vouchers, Donations Spreadsheets, etc.)
2. Public Input
3. Recycling Center Receivables Writeoffs – Discussion and Action
4. Courthouse Grounds After Hours Policy – Follow up and discussion
5. UW-Manitowoc – Request for renaming of Hillside 204 – Discussion and Action
6. Concealed Weapons Carry Guidelines – Discussion and Action
7. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
8. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Consoles; Old Dispatch Center Remodel; Towers, Project Timeline, Project Balance Sheet
9. Multi County Use of Manitowoc County System Controller – Discussion and Action
10. Expo/Fair/Ice Center –Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011/2012 Fair update; Ice Rental Agreements with Figure Skating and Hockey
11. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; UW-Manitowoc Update – Performance Contracting; Comptrollers Report
12. Adjourn Committee

Date: Dec 6, 2011

Kevin Behnke, COMMITTEE CHAIRPERSON  
By: Jeffery Beyer, 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 MEETING**

Held Wednesday, December 14, 2011

Location: Manitowoc County Administration Office; Conference Room A

**Present:** Supervisor K. Behnke, D. Weiss, D. Korinek

**Also Present:** J. Beyer, G. Neuser, J. Krizek

**Absent & Excused:** N. Vogt, P. Hansen

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

**Minutes** Minutes were reviewed from the previous Committee meetings after which a motion was made by Weiss, seconded by Korinek to approve the minutes as submitted. Motion carried unanimously.

**Vouchers/Donations** No vouchers. Donation tracker was submitted for approval. Motion was made by Korinek, seconded by Weiss to approve the donation tracker. Motion carried unanimously.

**Public Input** Board Chairperson called for public input three times. No public input given.

### **Recycling Center Receivables Writeoffs – Discussion and Action**

Beyer presented the recycling center receivables write off request for outstanding receivables provided in the committee packet. Discussion. Motion was made by Weiss, seconded Korinek to approve the request to write off the recycling center receivables. Motion carried unanimously.

#### **Action Needed:**

- Place Recycling Center Receivable Process on next solid waste subcommittee meeting.

### **Courthouse Grounds After Hours Policy – Follow Up and Discussion**

No Report.

### **UW-Manitowoc – Request for renaming of Hillside 204 – Discussion and Action**

Beyer presented the request for renaming of Hillside Hall Room 204 at the UW Manitowoc as provided in the committee packet. Beyer explained building or facility naming requests versus room naming requests and presented the UW Colleges Administrative Policy #54 as supporting information. Motion was made by Korinek, seconded by Weiss to grant the request for renaming of Hillside Hall Room 204. Motion carried unanimously.

### **Concealed Weapons Carry Guidelines – Discussion and Action**

Beyer reported on the concealed weapons carry guidelines provided in the committee packet explaining that the guidelines follow state requirement and would be in line with the current personnel policy. Discussion. Motion was made by Korinek, seconded by Behnke to submit the Concealed Weapons Carry Guidelines as is to the County Board for approval. Motion carried unanimously.

### **Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser**

Neuser reported that there were two video-related issues that are causing delay in closing out this project; one with video camera call-up delays, which has been fixed, and the other with video "stutter" on both live and recorded video. The security contractor has been working on the stutter issue non-stop and has made progress with the recorded video portion. We are hopeful that the live video stutter issue will also be fixed soon. Should this issue continue into January, staff plans to meet with our project consulting engineers and determine if the issue should be brought to the bonding company for resolution.

### **County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Consoles, Old Dispatch Center Remodel; Towers, Project Timeline, Project Balance Sheet**

Beyer reported on the following information provided in the committee packet:

- Presented pay request #4 for \$31,192 for approval for the Motorola Contract/Radio System. Motion was made by Korinek, seconded by Weiss to approve pay request #4 for \$31,192 for the Motorola Contract/Radio System. Motion carried unanimously.

- Presented pay request #2 for \$196,732.95 for the W-911 contract for approval. Motion was made by Weiss, seconded by Behnke to approve pay request #2 for \$196,732.95 for the W-911 contract. Motion carried unanimously.
- Dispatch moved in on Tuesday 12/6 at 6am, and the old dispatch center shut down at 9am. Few glitches and no issues over the weekend.
- Remodel of the old dispatch center will begin in January, with the space being divided for use as a backup dispatch center and work room for the Sheriff's Department Patrol division. Construction is planned to be completed by March 1, with the backup console(s) installation happening right after.
- Tower work is completed.
- Project Timeline – new frequencies set to come online March 9 and be optimized during the following 3 months.
- Project Funds Balance Sheet – provided in the committee packet and emailed prior to the meeting. Explained the additional note on the balance sheet and the reserve money.
- Issues with scanning on VHF/UHF frequency for the sheriff. Police department could not hear what the sheriff was doing. Currently, working on a solution to put a transmitter on the old Cato tower. This would emit sheriff's frequency and everyone in county can monitor as long as not encrypted. Sheriff priority – can do a reserve and put police departments on 800 talk group and sheriff can hear and keep as priority.

**Action Needed:**

- A future Public Works Committee meeting will be held at the C&T Building, with a tour of the building included as part of the meeting

**Multi County Use of Manitowoc County System Controller – Discussion and Action**

Beyer reported that he met with Winnebago and Outagamie counties and reviewed in detail the proposed multi county use of Manitowoc County's controller. It was determined that the connectivity and maintenance costs for the other counties were more than anticipated, and made the shared-use plan financially unworkable. Beyer added that this is a closed issue and will not be moving forward.

**Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo and Ice Center Board Finances; Agendas and minutes; Discussion and action on the following items: 2011-12 Skating Season; 2011/2012 Fair Update; minutes; Ice Rental Agreements with Figure Skating and Hockey**

***Expo/Fair/Ice Center – Update, Jennell Krizek***

Krizek reported on the upcoming events at the Expo and Ice Center events.

Beyer reported on the reduction in the contract of \$10,000 request from the youth hockey organization included in the committee packet. Beyer added that the comptroller reviewed and could only grant up to \$5,000. Beyer added that both user groups are meeting to address issues and bring back to the next Ice Center subcommittee meeting. Discussion.

**Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report**

Beyer reported on the budget provided in the committee packet.

**Adjournment**

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 5:16pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen