



Public Works Department

Jeff Beyer, Department Director

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PUBLIC NOTICE

Please take notice that members of the Manitowoc County Public Works Committee are invited to tour the UW-Manitowoc Campus.

This tour is scheduled for Thursday, February 2, 2012 at 4 p.m. at the UW-Manitowoc campus, 705 Viebahn St., City of Manitowoc.

The supervisors are invited for information purposes only. A quorum may be present, but no County Board business will take place.

Jeff Beyer
Public Works Director
Manitowoc County

Dated



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: February 8, 2012
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. Solid Waste Tipping Fees Report from Staff – Discussion and Action
4. Perforator for MRF – Discussion & Action
5. Courthouse Grounds After Hours Policy – Follow up and discussion
6. Concealed Weapons Carry Guidelines – Discussion and Action
7. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
8. UW-Manitowoc Facility Planning Task Force – Discussion and Action
9. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Consoles; Old Dispatch Center Remodel-Pay Request; Towers, Project Timeline, Project Balance Sheet
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; 2012 Fair update; Ice Rental Agreements with Figure Skating and Hockey; Milk Parlor Door
11. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update
12. Adjourn Committee

Date: Feb 1, 2012

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 8, 2012

Location: Manitowoc County Administration Office
Conference Room A

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

Also Present: J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, Jim Blaha, Gary Kennedy, Atty. Steve Rollins, S. Ahl

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 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 Korinek to approve the donation tracker. Motion carried unanimously.

Public Input Blaha reported on the current status of the Public Health Department building that was considered to be temporary housing for the health department in 1995. Blaha added that it has now been 17 years of temporary housing for the department and the building simply no longer functions for their needs. It has major heating system issues, space issues, and parking issues, and would like the committee to re-visit the moving of the Public Health Department into an appropriate location for it to serve the 1500-plus clients it sees monthly.

Solid Waste Tipping Fees Report from Staff – Discussion and Action

Beyer reported on the Solid Waste Tipping Fees report provided in the committee packet noting that the report will be presented to the county board. Beyer also reviewed market graphs and savings to county municipalities who are signatories to the County Master Contract. Discussion.

Perforator for MRF – Discussion and Action

Beyer reported on the replacement of the current baler fluffer instead of installing a perforator. Costs were new - \$40,000 and used - \$7,000. Discussion. Motion was made by Hansen, seconded by Vogt to approve the expenditure of the used fluffer at a cost of \$7,000. Motion carried unanimously.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No Report.

Concealed Weapons Carry Guidelines – Discussion and Action

Rollins reported on the proposed concealed weapons carry guidelines and explained the process of mirroring the state's policy and combining the current employee policy. Kennedy recommended that the concealed weapons not be allowed at the highway department due to various safety concerns that he has. Discussion. Motion was made by Hansen, seconded by Vogt to include the main highway department building to not allow anyone to conceal carry in the building. Motion failed. Hansen voted yes. Vogt, Korinek, Weiss, and Behnke voted no. Motion was made by Korinek, seconded by Weiss to recommend for approval the Concealed Weapons Carry Guidelines to the county board. Motion carried 4-0, with Hansen abstaining.

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

Neuser reported that the security system contractor brought in engineers from both the software company and the camera manufacturer to troubleshoot the video pause issue. The software company suspects it is a software issue and they will work on a software patch to correct the problem.

UW-Manitowoc Facility Planning Task Force – Discussion & Action

Beyer reported on the original 1962 UW System / County of Manitowoc agreement and subsequent agreements provided in the committee packet. Beyer added that there is a facility wide energy audit and upgrade project in process, and information on it will be handed out at the next UW Manitowoc Planning Task Force meeting.

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

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

- Presented change order #6 for \$3,985.00 for the Motorola Contract/Radio System microwave and additional equipment. Motion was made by Korinek, seconded by Weiss to approve change order #6 for \$3,985.00. Motion carried unanimously.
- Presented pay request #3 for \$56,776.63 for the recording system. Motion was made by Hansen, seconded by Vogt to approve pay request #3 for \$56,776.63. Motion carried unanimously.
- Remodel of the Backup Dispatch Center is approx. 80% complete. Pay Request #1 to Hamann Construction for \$45,396.70 was presented for payment. Motion was made by Weiss, seconded by Vogt to approve Pay Request at the cost of \$45,396.70. Motion carried unanimously.
- All punch list items have been completed on the tower sites.
- AT&T issue – has been resolved and approx. 45 day out to completion and another 3 months beyond the completion date for completion of project.
- VHF Channels – authorized system to be tested on the VHF channels on all but three towers. The remaining three sites will be brought online once T1 connectivity is available. Testing should commence in March and April.

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; 2012 Fair Update; Ice Rental Agreements with Figure Skating and Hockey; Milk Parlor Door
Expo/Fair/Ice Center – Update, Jennell Krizek

Krizek reported on the upcoming events at the Expo and Ice Center events, including the electronics sale, Brewfest, Fire & Ice Convention, Figure Skating show, and date ice will be removed.

Beyer added that skating season coming to an end and contracts have been paid. Beyer added that discussions will begin for next year's ice season and there is a concern on the ability to obtain a letter of credit from the Hockey association, so a decision will need to be made if this will be a requirement for the 2012-2013 skating season.

Beyer reported that the Expo Foundation is requesting supplemental funding for remodeling of the milk parlor doors. Beyer noted that there will be plumbing repairs at the Ice Center for approx. \$5,000, and a compressor rebuild for \$10,000, which makes a commitment to the Milk parlor remodel unaffordable at this time. Motion was made by Vogt, seconded by Korinek to recommend not to supplement the milk parlor doors remodel until after review of the financials after county fair so as to better determine how much if any capital money would be available for that project. Motion carried unanimously.

Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update

Beyer reported on the budget provided in the committee packet. Beyer noted that a report will be provided to the county board.

Beyer reported on the School Street property meeting with Rick Carey. Beyer noted that the liability exemption was reviewed and DNR verified as well as with the department of commerce.

Beyer reported that interviews will be conducted tomorrow for the new Communications Engineer position that is replacing the former Communications Division Manager position. There are five scheduled interviewees with an approved salary range for the position of \$53,119 to \$73,529.

Adjournment

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 5:42pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hansen



**MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
MEETING NOTICE
(Before County Board Meeting)**

DATE: February 28, 2012
TIME: 6:30 p.m.
PLACE: UW-Manitowoc
705 Viebahn Street, Manitowoc

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

1. Regular Business (Roll call, Previous Minutes, Vouchers, etc.)
2. Public Input
3. Resolution approving grant for improving sort line at MRF for carton recycling - Review and Action
4. Resolution approving DNR grant for phase 1 and 2 studies on Two Rivers Tax Deed Properties – Review and Action
5. Resolution approving Department of Commerce grant for phase 1 and 2 studies on Two Rivers Tax Deed Properties – Review and Action
6. Adjourn Committee

Date: February 21, 2012

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

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MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Tuesday, February 28, 2012

Location: U. W. Manitowoc

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

Also Present: J. Beyer, Atty. Steve Rollins

Absent & Excused:

Called to Order The meeting was called to order at 6:30pm by the Committee Chairperson.

Minutes No Minutes

Vouchers/Donations No vouchers.

Public Input No Public Input

Resolution for approval of contract with Carton Council – Discussion and Action

The committee reviewed the resolution with the Carton Council, after review and discussion a motion was made by Korinek, seconded by Weiss, to approve the resolution and forward to the County Board for approval. Motion carried unanimously.

Resolution to apply for, and if successful accept any grants for the clean up of the properties in Two Rivers – Discussion and Action

The committee reviewed the resolution with to apply for clean up of the properties in Two Rivers, after review and discussion a motion was made by Weiss, seconded by Korinek, to approve the resolution and forward to the County Board for approval. Motion carried unanimously.

As note Korinek indicated that a pipe line runs on the edge of the property and should be looked at as part of this work.

Public Works Director Report: Update

Beyer reported that the Veterans Officer had requested that the Committee consider including the Office Complex as a building not allowing concealed carry. Will review and act on this request at the next regular committee meeting.

Adjournment

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 6:35 pm. Motion carried unanimously.

Minutes taken by Beyer

Signed by Hansen



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: March 6, 2012
TIME: 4:30 p.m.
PLACE: Manitowoc County Administration Office
1110 S. 9th St., Conference Room A, 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 Grounds After Hours Policy – Follow up and discussion
4. Concealed Weapons Carry Guidelines – Discussion and Action
5. Communications & Technology Building Server Room Upgrades – Gerry Neuser
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-Change Order & Pay Request; Towers, Project Timeline, Project Balance Sheet; 911 Hardware & Software Support Agreement; T-Mobile Agreement.
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; 2012 Fair update; Ice Rental Agreements with Figure Skating and Hockey
9. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update
10. Adjourn Committee

Date: Feb 28, 2012

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

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MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, March 6, 2012

Location: Manitowoc County Administration Office
Conference Room A

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

Also Present: J. Beyer, G. Neuser, J. Krizek, Bill Jones, Jane Babcock, Patricia Koppa

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 Hansen 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 Committee Chairperson called for public input three times. No public input given. Beyer introduced the new Public Works employee, Bill Jones.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No Report.

Concealed Weapons Carry Guidelines – Discussion and Action

Babcock, CVSO and located in the Office Complex, reported on concerns on individuals allowed to carry a concealed weapon in the office complex. Discussion. Motion was made by Hansen, seconded by Weiss to include the office complex for posting to not allow the carry of concealed weapons and send communication to personnel to include employees in the ban. Motion carried. Korinek and Behnke voted no.

Action Needed:

- Staff to send communication to personnel and corporation counsel regarding the motion.
- Topic needs to be added to the March county board meeting.

Koppa reported on concerns that security modifications are being made at the highway department but not at other facilities adding a request for a panic button and security barrier/counter for her department.

Action Needed:

- Staff to look into installing a panic button or similar security alarm.

Communications & Technology Building Server Room Upgrades – Gerry Neuser

Neuser reported on the server room HVAC upgrade information provided in the committee packet. Project total cost was \$14,000. A Focus on Energy grant was received for \$2,600. Annual energy savings from the implementation of this project is projected to be \$4,200, resulting in a project payback period of less than 3 years.

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

Neuser reported that final pay request is still pending and working with the security contractor on the video pause issue. Neuser added that the company is providing weekly updates and it still appears that a software patch needs to be identified and written to fix the problem. Discussion.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Consoles; Old Dispatch Remodel-Change Order & Pay Request; Towers; Project Timeline; Project Balance Sheet; 911 Hardware & Software Support Agreement; T-Mobile Agreement

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

- Installing new consoles in back up dispatch center and by mid next week will be approximately 95% complete. Radio Equipment in the backup center will be installed March 14-16.

- Old dispatch remodel – submitted change order #1 for a deduct to the contract of \$612.00. Motion was made by Korinek, seconded by Vogt to approve the old dispatch remodel deduct-change order #1 for - \$612.00. Motion carried unanimously.
- Towers all complete with one warranty item on the Beacon controller on tower by St. Nazianz.
- Timeline – test out of the radio system signal strength the week of April 9th-13th. The next month will be for testing mobiles & portables. By end of that 30 day period will finalize radio templates with the rollout schedule to be highway dept. first and then the sheriff's department.
- Motorola – submitted change order #7 for \$42,380.00. Motion was made by Hansen, seconded by Vogt to approve change order #7 for \$42,380.00. Motion carried unanimously.
- Proposals from AT&T for maintenance on the 911 software/hardware would have a cost of approximately \$35,000 per year. Possibility of bypassing AT&T and go directly to manufacturer for upgrades and have new PW staff person do the upgrades.
- T-Mobile has proposed to pay Manitowoc County approximately \$85,000 to discontinue the Saxonberg microwave link by June 15. The agreement has been reviewed by corp counsel. Motion was made by Korinek, seconded by Weiss to approve T-Mobile's proposal to discontinue the Saxonberg microwave link by June 15. 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; 2012 Fair Update; 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, including the upcoming Gallagher – In Person show and Shipbuilders Credit Union event in 2013.

Beyer reported that discussions have started on the 2012-2013 skating season and both user groups notified of the 3% increase. Discussion on the increase of electrical and water usage. Beyer added that one invoice was due on March 1 and the next invoice due at the end of the week.

Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update

Beyer reported on the following items:

- A letter regarding the scarcity and cost of R22 provided in the committee, along with the cover letter from Tweet garot Mechanical regarding the ongoing HVAC equipment survey that's in process.
- Residual herbicide in compost info provided in the committee packet, and the PW Director reported there are no issues of residual herbicides in our compost.
- Information on upcoming 911 fees was discussed along with the possible financial impact to Manitowoc County that could be as much as \$120,000 annually and that charges could start as soon as the end of 2012.
- Courthouse Tuckpointing - Tuckpointing failures continue and are increasing as has been reported in the past. Per direction and approval of the County Executive, getting estimated costs for a tuckpointing maintenance project and hope to have info available for the next meeting.

Action Needed:

- Place on the agenda – 911 Fees: Impact and Surcharges.
- Place on the agenda – Tuck Pointing Costs.
- Staff to contact AT&T representative to attend PW committee meeting to discuss 911 surcharges.

Adjournment

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 5:42pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hansen



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

DATE: April 11, 2012
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. 2012 Drug Collection Program - Jon Reisenbuechler
5. Review and Action on the following Other Solid Waste Items – 2012 Clean Sweep; Earth Day - Update
6. Adjourn Solid Waste Committee

PUBLIC WORKS

7. Courthouse Grounds After Hours Policy – Follow up and discussion
8. Concealed Weapons Carry Signage – Discussion and Action
9. UW-Manitowoc Facility Planning Task Force – Discussion and Action
10. UW-Manitowoc Cross connection and other County Buildings inspection results – impact and repairs needed – Discussion and Action
11. Sale of Coenen Property to WDOT – Discussion and Action
12. Courthouse Tuckpointing Project Costs – Discussion and Action
13. Telephone System 911 Fees and Surcharges Impact – Discussion and Action
14. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
15. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Towers, Project Timeline, Cato Tower; 911 System-Maintenance Contract
16. 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; Request to provide lunch for Volunteer Exhibition Bldg work day on 5/19/12; Fairest of the Fair proclamation
17. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report
18. Adjourn Committee

Date: April 3, 2012

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

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MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, April 11, 2012

Location: Recycling Center – 3000 Basswood, Manitowoc

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

Also Present: J. Beyer, G. Neuser, J. Krizek, R. Wegner, D. Kieckbusch, Atty S. Rollins

Absent & Excused: D. Weiss, 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 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 Vogt, seconded by Korinek to approve the donation tracker. Motion carried unanimously.

Public Input Committee 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 tip fees at landfills remain the same, good start for revenues for 2012 due to price of plastic, wood and chip compost sales to ramp in spring, paper/OCC about the same and the electronics collection going strong. Discussion.

2012 Drug Collection Program – Jon Reisenbuechler

Reisenbuechler reported on the upcoming drug collection program and flyers included in the committee packet with a presentation at LTC to promote the program.

Review and Action on the following Other Solid Waste Items – 2012 Clean Sweep; Earth Day – Update

Beyer reported on the 2012 Clean Sweep and Earth Day event included in the committee packet. Beyer submitted the request for volunteer lunch to be provided at the Clean Sweep event. Motion was made by Korinek, seconded by Vogt to provide lunch to the volunteers at the Clean Sweep event. Motion carried unanimously.

PUBLIC WORKS

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No Report.

Concealed Weapons Carry Signage – Discussion and Action

Beyer reported on the concealed weapons carry signage along with additional information provided by Atty. Rollins. Motion was made by Korinek, seconded by Vogt to support not posting signs regarding prohibiting of open carry and the allowance of concealed carry in the buildings it would apply to. Motion carried unanimously.

UW Manitowoc Facility Planning Task Force – Discussion and Action

Beyer reported that a meeting was conducted two weeks ago, a meeting to be held tomorrow to review data and begin analysis of the data. Discussion.

UW Manitowoc Cross Connection and other County Buildings Inspection Results – Impact and Repairs Needed – Discussion and Action

Beyer reported on the cross connection study recently completed. Most County Buildings have only minor issues that can be addressed as normal repair work. However, Beyer added the UW Manitowoc campus needs \$25,000 to \$100,000 to address their multiple violations. The wide-range in the estimate is due to

how the code violations are addressed. Beyer reported that input will be required from the plumbing contractor on code compliance and UW staff on how the issues will affect classes, which will somewhat determine how the corrective work will happen. This work will be planned for over the summer break. Beyer recommended delay of the budgeted roof replacement project until 2013 and using those funds for repairing the defined plumbing cross-connection code violations. Motion was made by Vogt, seconded by Korinek to delay the roof project and use those funds for the plumbing code corrections. Motion carried unanimously.

Sale of Coenen Property to WDOT – Discussion and Action

Beyer reported on the sale of the Coenen property to the WDOT. Beyer reported that the WDOT contacted public works to obtain files on the property and Beyer has contacted Atty. Rollins as public works and WDOT are currently in negotiations for the sale. Beyer added that the WDOT wants the files to review the wetland bank engineering work that has been completed. Beyer is waiting on the corporation counsel's recommendation. Discussion.

Courthouse Tuckpointing Project Costs – Discussion and Action

Beyer reported that the engineering costs are \$22,800 and with adding in possible reimbursable expenses to the engineering firm the cost should be under \$25,000. There is still enough money left in the Courthouse Renovation Project to fund this engineering work.

Motion was made by Korinek, seconded by Vogt to use the remaining funds from the courthouse renovation project for the courthouse tuckpointing engineering. Motion carried unanimously.

Telephone System 911 Fees and Surcharges Impact – Discussion and Action

Beyer presented a draft letter in the Committee packet pertaining to the telephone system 911 fees and surcharges and it's financial impact to the County in 2013. Depending on when the fees and surcharges are levied, there could also be some financial impact for later in 2012. Discussion.

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

Neuser reported on the software patch installation and that the patch resulted in no improvement for the video pause issue. Neuser added that the contractor and software company are studying the results and are currently working on another software patch to remedy the issue. Discussion.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Towers; Project Timeline; Cato Tower; 911 System-Maintenance Contract

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

- Presented change order #8 for a credit of \$28,516. Motion was made by Korinek, seconded by Vogt to approve change order #8 for a credit of \$28,516. Motion carried unanimously.
- Presented pay request #2 for \$9,691.30. Motion was made by Vogt, seconded by Korinek to approve pay request #2 for \$9,691.30. Motion carried unanimously.
- New frequencies being tested to ensure coverage of the county and will have results by April 23. A 30 day burn-in period and testing of mobiles & portables radios, as well as radio and console templates will then follow.
- Cutovers to the new frequencies to begin Monday, May 21,.
- All cutovers to be completed by September 1.
- By mid-October, old towers will be decommissioned.
- Issue – Will use the emergency government channel for a shared County / Cities police channel when they are working on joint incidents. This arrangement was OK'd by all parties including the EG Director.
- Issue – Cato Tower. Received proposal from the towns which is unacceptable. Will be rewriting it to include 50% maintenance cost-share and the towns only occupying open locations on the tower as designated by the County. Will be meeting with corp counsel to discuss..
- Issue - Manitowoc Viebahn tower – meeting with the city of Manitowoc who is interested in acquiring the tower at no charge. The County could agree to this as long as they accept the tower as-is with no guarantee of condition or any County liability.
- All tower work and dispatch console work completed, recording equipment almost complete.
- W911 system is complete.
- All Motorola installations and testing to be complete by May 21.

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; Request to provide lunch for Volunteer Exhibition Bldg work day on 5/19/12; Fairest of the Fair Proclamation

Krizek reported on the upcoming events at the Expo and Ice Center events, including fair sponsorships from Orion, Lowes, and Seiler Bros. Krizek also reported on the upcoming newsletter and Facebook addition to enhance the fair.

Beyer reported on the Packerland Kennel Dog Request for use of the facility for dog shows. Motion was made by Vogt, seconded by Korinek to continue the current program of \$1.50 per dog but to not exceed the total building fee rental. Motion carried unanimously.

Beyer presented the Volunteer Exhibition building work day lunch request. Motion was made by Vogt seconded by Korinek to approve the Volunteer Exhibition building work day lunch request for May 19, 2012. Motion carried unanimously.

Beyer presented the Fairest of the Fair proclamation included in the committee packet. Motion was made by Vogt, seconded by Korinek to approve the Fairest of the Fair proclamation for Kelsey Haelfrisch. Motion carried unanimously.

Beyer reported on the 2012-2013 Ice Season. Discussion. Committee instruction to have all negotiations completed by May 15, 2012.

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 items:

- Review of the Comptrollers report noting that Expo is in the positive for the first two months.
- 52 tax-delinquent properties to review.
- Joint Dispatch Center – presented the JDC Support Directory for the committee's review.

Adjournment

Motion was made by Vogt, seconded by Korinek to adjourn the meeting at 5:30pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hansen



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: May 9, 2012
TIME: 4:30 p.m.
PLACE: Manitowoc County Administration Office
Conference Room A
1110 S. 9th St., Manitowoc, WI 54220

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. Election of Officers
3. Public Input
4. County Building Use Policy – Discussion and Action
5. Earth Day, Drug Collection 2012, and Clean Sweep – Update
6. Courthouse Grounds After Hours Policy – Follow up and discussion
7. Sale of Coenen Property to WDOT – Update, Discussion and Action
8. UW-Manitowoc Facility Planning Task Force – Update, Discussion, and Action
9. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
10. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Cato Tower; Towers, Project Timeline, Project Balance Sheet; 911 Hardware & Software Support Agreement
11. 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; 2012 Fair update; Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Season
12. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update
13. Adjourn Committee

Date: May 1, 2012

Donald Weiss, 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 9, 2012

Location: Manitowoc County Administration Office – Conference A

Present: Supervisor D. Weiss, D. Korinek, B. Cavanaugh, P. Tittl, R. Gerroll

Also Present: J. Beyer, G. Neuser, J. Krizek, Atty. S. Rollins, P. Hansen, K. Behnke, anonymous attendee

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 Gerroll, 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 Tittl, seconded by Cavanaugh to approve the donation tracker. Motion carried unanimously.

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

Election of Officers

David Korinek was nominated by Rick Gerroll as the vice chairperson. After three calls for other nominations a motion made by Tittl, seconded by Gerroll, that nominations be closed and unanimous ballot be cast for Korinek as committee vice chair. Motion carried unanimously.

Rick Gerroll was nominated by Paul Tittl as the secretary. After three calls for other nominations a motion made by Korinek, seconded by Tittl, that nominations be closed and unanimous ballot be cast for Gerroll as committee secretary. Motion carried unanimously.

County Building Use Policy – Discussion and Action

Beyer reported on the anonymous letter received pertaining to issues of county building use policy and specifically the Governor's recent visit to the Highway Dept. Beyer explained that the Highway Department policy regarding scheduling of the building is done through the Highway Commission and not through Public Works adding that the letter also noted ethics violations which should go to the Ethics Committee, not Public Works.

Atty. Rollins noted that the anonymous letter quoted the ethics policy. The procedure to file an ethics complaint is explained in the ethics policy. It is up to the complainant to refer the issue to the ethics board, and to date, no referral has been made. Beyer explained the process for use of county buildings that Public Works has jurisdiction over, and that use of the buildings require some association with the county. A copy of that Building Use Policy was included in the committee packet.

Rollins added that there have been other governmental agencies, from municipalities to federal government departments that have used County facilities, and per the policy are allowed to use them when not being used by the county. Discussion.

Earth Day, Drug Collection 2012, and Clean Sweep – Update

Beyer reported on the Earth Day Collection event and drug disposal program included in the committee packet. Beyer provided a brief explanation of the recycling manager's duties and responsibilities.

Beyer reported on the upcoming Clean Sweep program scheduled for May 18 and 19. Discussion.

Beyer reported on the carton recycling costs that were quoted at higher than expected. Beyer added with the sales of heavy equipment items auction from the recycling items could help offset these costs. Beyer explained the need to eliminate one bailer to alleviate costs and will analyze and prepare a proposal for next meeting.

Action Needed:

- Staff to prepare a proposal and add to the next PW committee meeting agenda.

Beyer reported on the market and tonnage trends provided in the committee packet.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No action. Beyer provided the committee with a brief explanation with courthouse use requests that have not met requirements. Rollins and PW staff to review.

Sale of Coenen Property to WDOT – Update, Discussion, and Action

Beyer reported on the sale of Coenen property to the WDOT with a brief history and explanation noting that the County is currently in negotiations with the WDOT. This negotiation has been ongoing for approximately one year. The committee discussed the need to protect the County's wetbank credit interest throughout the negotiations and if a sale is consummated the proceeds should be used for future property purchases or capital investments such as a new Public Health Department Building or UW Manitowoc project. Beyer added that upon any sale of the property, the PW committee would compile a list of Capital Projects where the sale funds could be allocated to. Discussion.

UW Manitowoc Facility Planning Task Force – Discussion and Action

Beyer provided the committee with a brief history noting building and plumbing issues, and the current Facility Master Planning meetings that are taking place monthly. Beyer added that the comprehensive Facility Master Plan will be presented to the committee once reviewed and approved by UW Manitowoc. Korinek to attend the Facility Master Planning meetings with Beyer as the County Board/Public Works Committee liaison.

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

Neuser provided a brief history of the 2009-2010 Jail Security System Upgrade Project, noting the camera system video pause issue and the final pay request of \$40,000 being held until this final issue is resolved.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Cato Tower; Towers; Project Timeline; Project Balance Sheet; 911 Hardware & Software Support Agreement

Beyer gave a brief history of the county radio and antenna project and reported on the following information provided in the committee packet:

- The new radio system, both 800 MHz and VHF, has been tested and passed.
- Sheriff's Dept. and Highway Dept. currently testing mobile and portable 800 MHz radios
- Any changes to the radio templates that may be needed due to this testing to be done after May 21.
- By Sep 1 start decommissioning old radio equipment.
- 911 System – working well. Minor glitches but nothing that was not anticipated. Fine tuning of this system can take up to 1 year.
- Approximately another year for full completion of all aspects of the project..
- Maps included in committee packets shows VHF coverage with old system vs. new system. There is now much more extensive radio coverage with 98.9% County coverage for paging.

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; 2012 Fair Update; Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Season

Krizek reported on the upcoming events at the Expo and Ice Center events, including private parties, Shrine Circus. Discussion on rental rates were provided.

Beyer reported on the skating season contracts along with a brief history of the Ice Center. Beyer added that the user groups are down on numbers and working on negotiations for the 2012-2013 season with needs for certain guarantees to be made along with a quality assurance program to be written in the agreements. Beyer also noted that the groups do not have the funds to obtain a letter of credit. PW staff to present recommendations at next meeting.

Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update

Beyer reported on the following items:

- Beyer reported on the Expo Fund budget provided in the committee packet.
- Two Rivers School Street property sale – provided a brief history of the lease with option to buy on the contaminated property. Paperwork has been submitted for Brownsfield funding.

Adjournment

Motion was made by Tittl, seconded by Gerroll to adjourn the meeting at 5:48pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
AMENDED MEETING NOTICE
for Addition to Item 4.

DATE: June 13, 2012
TIME: 4:30 p.m.
PLACE: Health Department Building
823 Washington Street
Manitowoc WI 54220

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. Tour of Health Department Facility
4. Drug Collection 2012, and Clean Sweep – Update; *Resolution – Discussion and Action*
5. Waste Tire Program – Discussion and Action
6. Carton Recycling Program – Equipment costs and sale of equipment offset – Discussion and Action
7. Electronic Collection Program, June 22, 2012 Discussion and Action
 - a. Program Highlights
 - b. Meal for event workers
8. Courthouse Grounds After Hours Policy – Follow up and discussion
9. Sale of Coenen Property to WDOT – Update, Discussion and Action
10. Request for Grass Clippings – Discussion and action
11. UW-Manitowoc Facility Planning Task Force – Update, Discussion, and Action
12. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
13. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Cato Tower; Towers, Project Timeline, Project Balance Sheet; 911 Hardware & Software Support Agreement
14. 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; 2012 Fair update; Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Season; Horse A Rama Horse Barn A
15. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update
16. Adjourn Committee

Date: June 5, 2012
Amended: June 12, 2012

Donald Weiss, 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, June 13, 2012

Location: Health Department Building

Present: Supervisor D. Weiss, D. Korinek, B. Cavanaugh, P. Tittl, R. Gerroll

Also Present: J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, J. Blaha, S. Ahl, A. Wergin

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 Gerroll, 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 Cavanaugh to approve the donation tracker. Motion carried unanimously.

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

Tour of Health Department Facility

Blaha provided a tour of the Health Department Facility to review current structural issues with the committee.

Drug Collection 2012, and Clean Sweep – Update, Resolution – Discussion and Action

Reisenbuechler reported on the April drug collection held during Earth Day. Reisenbuechler added that the next drug collection will be July 12 in Mishicot.

Reisenbuechler reported on clean sweep noting that clean sweep has been held since 1985. Reisenbuechler added that latex paint was not collected at the clean sweep to keep costs down.

Beyer presented the volunteer resolution provided in the committee packet thanking the volunteers for assistance with clean sweep. Motion was made by Tittl, seconded by Korinek to recommend for approval by the county board the volunteer resolution. Motion carried unanimously. Beyer added that there has been over 800,000 lbs of hazardous material properly recycled and disposed of and not deposited at the local landfill site.

Action Needed:

- Staff to provide a Clean Sweep graph from 1985 to present to be added to the county board packet.

Waste Tire Program – Discussion and Action

Reisenbuechler reported on the waste tire collection for September 10-22 with a draft flyer provided in the committee packet. Beyer provided an explanation on the rates and market structure. Motion was made by Cavanaugh, seconded by Gerroll to approve the flyer for the waste tire collection. Motion carried unanimously.

Carton Recycling Program – Equipment costs and sale of equipment offset – Discussion and Action

Beyer provided the committee with history of the National Carton program request for the carton recycling program. Beyer added that an upgrade is required for the sorting lines and have received a \$25,000 grant. Beyer noted that the actual proposals are much higher than anticipated at \$60,000 on up and are currently looking for alternative options.

Action Needed:

- Staff to provide proposals at next committee meeting.

Electronic Collection Program, June 22, 2012 Discussion and Action; Program Highlights; Meal for event workers

Reisenbuechler reported on the June 22 free electronics collection program, flyer provided in the committee packet. Beyer added that volunteers and staff work at the event and presented a request to provide lunch and refreshments for work crew. Motion was made by Gerroll, seconded by Korinek to approve the request to provide lunch for the work crew at the electronics collection. Motion carried unanimously.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

Sale of Coenen Property to WDOT – Update, Discussion, and Action

No report.

Request for Grass Clippings – Discussion and Action

Neuser presented a citizen request to cut the 10 acres of grass behind the UW Office Complex to be used to feed animals. Beyer added that a liability waiver form will be signed. Motion was made by Tittl, seconded by Cavanaugh to approve a one year agreement to cut the grass behind the UW Office Complex. Motion carried unanimously.

UW Manitowoc Facility Planning Task Force – Update, Discussion, and Action

Beyer reported that the next task force meeting will be June 28 and information has been compiled on safety, plumbing, and HVAC data with a report to be prepared. Beyer added that a walk through to evaluate Plumbing cross-connection deficiencies was completed and alternative plumbing options were discussed to accomplish the required repairs at a lower cost than previously anticipated and reported to the Committee.

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

Neuser reported that a software patch to correct the video pause issue is scheduled to be released later this month and an update will be provided at the July committee meeting.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Cato Tower; Towers; Project Timeline; Project Balance Sheet; 911 Hardware & Software Support Agreement

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

- Presented Motorola pay request #5 for \$315, 724.35. Motion was made by Korinek, seconded by Gerroll to approve pay request #5 for \$315, 724.35. Motion carried unanimously.
- Motorola – The new Radio System is up and running with all specifications met. Portable and mobile radios are being programmed and subscriber unit radio conversions will progress throughout the summer with completion by Sept. 1, 2012.
- Cato Tower – four townships interested in sharing tower space on the tower for their town radio systems. The agreement includes a 50 percent maintenance cost share with the County.
- City of Manitowoc and Viebahn Tower – City of Manitowoc would like to take ownership of the Viebahn tower. This will save the county the cost of taking the tower down. The agreement also includes a fiber optic connection from the C&T Building to the Evergreen radio tower which will allow the county to discontinue paying monthly charges for the existing telephone link, and will improve the City of Manitowoc system quality and reliability.
- All big expense items complete.
- Portables and mobiles are being programmed.

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; 2012 Fair Update; Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Season; Horse A Rama Horse Barn A

Krizek reported on the upcoming events at the Expo and Ice Center events, including private parties and a camping group scheduled for 2013. Discussion on rental rates were provided. Krizek noted that concrete repair work is being completed in the Ice Center.

Beyer reported on negotiations completed with the user groups for 2012-2013 ice season and the agreements were reviewed and approved by the comptroller and the county executive and forwarded to the attorney for review.

Beyer presented the building request from Horse-A-Rama. Beyer added that the group will need to provide a grading and drainage plan and staff was reviewing the requested location as there are potential issues.

Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report; School Street Sale-Update

Beyer reported on the following items:

- Beyer presented the request from EWSC to reduce the rental rate from \$1,400 to \$700 due to financial issues. Beyer provided history of EWSC contract and past rate reductions. No action was taken by the committee.
- Discussion of the health department building and the direction of the county executive to evaluate the needs as well as bring a proposal to the PW committee adding that a building size of 15,000 square feet is needed.
- Beyer reported on the Expo Fund budget provided in the committee packet.
- Staffing changes – resignation received and filled with a temporary posting into the vacant position.
- HVAC report was distributed for review.
- Communication letter received on public forum area at the fair and will respond via letter.

Adjournment

Motion was made by Gerroll, seconded by Tittl to adjourn the meeting at 5:50pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



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

DATE: July 11, 2012
TIME: 4:30 p.m.
PLACE: Recycling Center – 3000 Basswood, Manitowoc, WI 54220

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. 2012 Electronics Collection Program – Update - Jon Reisenbuechler
5. Carton Recycling Program Equipment Proposals
6. Business Outreach Program – Discussion and Action
7. Compost Site Hours – Discussion and Action
8. Adjourn Solid Waste Committee

PUBLIC WORKS

9. Courthouse Grounds After Hours Policy – Follow up and discussion
10. UW-Manitowoc Facility Planning Task Force – Discussion and Action
11. Sale of Coenen Property to WDOT – Update
12. Appointment to Courthouse Security Committee – Discussion and Action
13. Resolution on Health Department Building – Discussion and Action
14. Law Enforcement Center Roof Replacement Bid results – Discussion and Action
15. Jail Security System Project – Update; Pay Requests and Change Orders, Gerry Neuser
16. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Cato Tower, Viebahn Tower, Saxonburg Tower, Towers, Project Timeline, Project Balance Sheet, 911 System-Maintenance Contract
17. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Season; Horse A Rama Barn A; 2012 Fair; Paving
18. Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report
19. Adjourn Committee

Date: July 3, 2012

Donald Weiss, 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, July 11, 2012

Location: Recycling Center

Present: Supervisor D. Weiss, D. Korinek, B. Cavanaugh, P. Tittl, R. Gerroll

Also Present: J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, D. Kieckbusch, S. Ahl, Harvey Jannette, Biff Hansen, Bob Ziegelbauer

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 Cavanaugh, 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 Tittl, seconded by Korinek to approve the donation tracker. Motion carried unanimously.

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

SOLID WASTE

Recycling Program – Markets, Jon Reisenbuechler

Beyer 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. Beyer added that revenue staying steady, paper volumes are down, plastic prices are up and advertising has been good. Discussion.

2012 Electronics Collection Program – Update – Jon Reisenbuechler

Reisenbuechler reported on the electronics program held at the Manitowoc County Highway Shop on June 22. 375 households participated and late afternoon thunderstorms were a factor. Reisenbuechler added that 4 out of the 6 semi-trailers were filled at the free collection and there were no traffic issues. Discussion.

Carton Recycling Program Equipment Proposals

No report.

Business Outreach Program – Discussion and Action

Beyer reported on this joint project with the city of Manitowoc, with the city funding a portion of the expense, and communication was provided in the committee packet. Beyer added that an intern is working on this program and also doing public education.

Compost Site Hours – Discussion and Action

Beyer reported that at the request of the Two Rivers City Manager, staff would like to extend the Woodland Drive compost site closing time to 6pm. There is no cost impact to extend the hours. Motion was made by Korinek, seconded by Gerroll to approve the extended hours of the compost site at the Woodland Drive to 6pm. Motion carried unanimously.

Other Solid Waste

Reisenbuechler reported that the drug collection program is tomorrow from 1pm-5pm in Mishicot.

Beyer reported that the compost site looks great.

Discussion on Ridgeview Landfill Site and need to review and determine if going to retain and contract in the future.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

UW Manitowoc Facility Planning Task Force – Discussion, and Action

Korinek reported that the meeting went well. Discussion. Beyer added that there is a need for a preventative maintenance program and will follow up in September-October.

Sale of Coenen Property to WDOT – Update

Beyer reported that the WDOT has decided not to pursue purchase.

Appointment to Courthouse Security Committee – Discussion and Action

Beyer reported that a courthouse security committee has been formed and a position is open for a PW committee representative to attend. Motion was made by Korinek, seconded by Gerroll to nominate Tittl to attend as the designated committee member.

Resolution on Health Department Building – Discussion and Action

Ziegelbauer presented two Public Health Department building options that are being offered to the County; the Michigan Shores/United One Building and the Holy Family Memorial Building on Reed Avenue. Ziegelbauer reported that an offer to purchase has been made on the Michigan Shores/United One building and a response should be received by next week with the potential for counter proposals. Ziegelbauer noted that if this option becomes reality the timeline would be to move the health department in the first quarter of next year with some flexibility in the schedule. Ziegelbauer then reported on the second building prospect being offered to the County, the Holy Family Memorial Reed Avenue building. Holy Family Memorial is seeking to trade their Reed Avenue building plus a yet to be negotiated amount of cash for the Manitowoc County Office Complex and land that is adjacent to their Harbor Town Campus. Ziegelbauer added that if through negotiations this becomes a viable option, more meetings will be required with all the County departments at the Office Complex to determine if such a move is acceptable, and with the Public Works Committee to keep them informed of progress. Discussion.

Law Enforcement Center Roof Replacement Bid results – Discussion and Action

Beyer reported on the bids included in the committee packet for replacement of the roof on the 1962 sheriff's department building with a recommendation to go with Schaus Roofing who submitted the low bid. Motion was made by Tittl, seconded by Cavanaugh to approve the roof replacement through Schaus on the base bid and alternate #1. Motion carried unanimously.

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

Neuser reported that no pay requests were being presented and the latest software patch installation is scheduled for the end of July.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Action on the following items: Cato Tower; Viebahn Tower; Saxonburg Tower; Towers; Project Timeline; Project Balance Sheet; 911 System-Maintenance Contract

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

- New and old system will be operational until September 1. Operating both systems means some interference will occur which is unavoidable.
Frank's radio is converting all rural fire departments, police departments, and EMS radios to narrow-band and will complete their work by Sept. 1
- After Sept. 1 the jail tower will be taken down and all old radio equipment will be de-commissioned.
- Cato Tower – Keeping up to use as an interop tower location. Generator to be removed and have request from WCUB and WOMT, and the County's Emergency Government Director to have the generator donated to the radio stations to use to supply emergency power service since we use them to broadcast our Emergency Government announcements..
- Viebahn – done with sale contract language with the City of Manitowoc and complete in next couple of days.
- Saxonburg – Owner of site interested in assuming tower and working on language to transfer ownership. This transfer would save \$18,000 in decommissioning costs.
- Have eliminated dedicated phone lines to Kiel and now using the microwave connection to communicate with them. This has saved monthly telephone line fees and made a more reliable connection to Kiel.
- Punch list items on the system can be expected to occur through the next year.

- Maintenance contracts on the radio system and other communication division systems will be brought to the committee soon.

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: Ice Rental Agreements with Figure Skating and Hockey 2012-2013 Seson; Horse-A-Rama Barn A; 2012 Fair; Paving

Krizek reported on the upcoming events at the Expo and Ice Center events, including a \$4,000 donation received from the Blue Line Club, Jr. Fair entries are up and the Open Class entries are due July 15.

Beyer reported that contracts are out for the 2012-2013 Ice Season.

Beyer reported on the horse arena presented by the Horse-A-Rama club included in the committee packet for initial discussions

Beyer presented on the black top repairs needed at the Expo grounds with costs included in the committee packet. Motion was made by Gerroll, seconded by Cavanaugh to approve the black top repair costs. Motion carried unanimously.

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 items:

- Expo Fund budget provided in the committee packet.
- Discussion on follow up of communication reply letter sent back to Kallas for Congress request.
- Other material provided in the committee packet.

Adjournment

Motion was made by Gerroll, seconded by Korinek to adjourn the meeting at 5:46pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
MEETING NOTICE

Amended for Addition to Item 7.

DATE: August 8, 2012
TIME: 4:30 p.m.
PLACE: Manitowoc County Administration Office
1110 S. 9th Street, Manitowoc, WI
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 at the meeting:

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
2. Public Input
3. 2013 Clean Sweep/Drug Collection Grant(s) – Discussion and possible action
4. Recycling and Solid Waste Programs – Discussion and possible action
5. Carton Recycling Program Equipment Proposals – Discussion and possible action
6. Courthouse Grounds After Hours Policy – Follow up and discussion
7. Health Department Building – Update; Discussion and possible action *on replacement building and related issues*
8. October Public Works Committee Meeting Date Change – Discussion and possible action
9. UW-Manitowoc Facility Planning Task Force – Update, discussion, and possible 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 possible action on the following items: Cato Tower; Viebahn Tower, Saxonburg Tower, Bid Results on Radio Tower Removal, Towers, Project Timeline, Project Balance Sheet; 911 Hardware & Software Support Agreement; Update on overall Radio Project
12. Expo/Fair/Ice Center –Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012 Fair update; Horse A Rama Horse Barn; Electronic Bill Board(s)
13. Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield work
14. Adjourn Committee

Date: July 31, 2012
Amended: August 6, 2012 @ 11:23 a.m.

Donald Weiss, 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 8, 2012

Location: Manitowoc County Administration Office, 1110 S. 9th Street, Manitowoc, Conference Room A

Present: Supervisor D. Korinek, B. Cavanaugh, R. Gerroll

Also Present: J. Beyer, J. Krizek, J. Reisenbuechler, Bob Ziegelbauer

Absent & Excused: D. Weiss, P. Tittl

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

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

Vouchers/Donations

No vouchers. Donation tracker was submitted for approval with additional information provided on the Expo donation tracker including the in-kind food donation from Festival Foods. Motion was made by Gerroll, seconded by Cavanaugh to approve the donation tracker. Motion carried unanimously.

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

2013 Clean Sweep/Drug Collection Grant(s) – Discussion and possible action

Beyer reported on the 2013 Clean Sweep/Drug Collection grants. Discussion. Motion was made by Gerroll, seconded by Cavanaugh to approve the Resolution that would be forward to the County Board for the 2013 Clean Sweep/Drug Collection grants. Motion carried unanimously. Reisenbuechler added that there was a lower attendance for the drug collection this year.

Recycling and Solid Waste Programs – Discussion and possible action

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. Beyer added that plastic prices dropped and were expected to come back up. Discussion.

Carton Recycling Program Equipment Proposals – Discussion and possible action

Beyer reported that a grant was received for \$25,000 from the carton counsel and approximately \$25,000 in equipment was sold. Beyer added that there is rebuild work that needs to be done and should be within budget. Estimated cost for the equipment to handle the cartons was not to exceed \$50,000. Motion was made by Cavanaugh, seconded by Gerroll to approve the equipment proposals. Motion carried unanimously.

Other Solid Waste

Beyer reported that there were articles included in the packet for committee review as well as the 2011 report for WI on the State Clean Sweep Grant program.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

Health Department Building – Update; Discussion and possible action on replacement building and related issues

Beyer reported on discussions for the public health building options, United One building and HFM building. County Executive Ziegelbauer noted that there was an offer made on the United One building of \$600,000; a counter offer of \$650,000; and a final offer that was accepted of \$610,000 adding that the project total would be approximately \$1.5 million with enough space for the health department and additional space for another small department. County Executive also added that the HFM building was considerably more. Beyer reviewed the estimates of costs and timetable included in the committee packet and noted that there will be a meeting with the public health department, finance committee, and will be placed on the next county board agenda. Motion was made by Gerroll, seconded by Cavanaugh to recommend to the county board for approval. Motion carried unanimously.

Action Needed:

- Place on next County Board agenda.

October Public Works Committee Meeting Date Change

Beyer noted that he and Reisenbuechler would not be attendance for the Oct 10 meeting and the meeting for October could be rescheduled or remain on Oct 10 with staff still available to attend.

Action Needed:

- Place on next committee agenda.

UW Manitowoc Facility Planning Task Force – Update, discussion, and possible action

Korinek reported on the UW Manitowoc Facility Planning Task Force meeting with the committee wanting to redo the strategic plan as well as review future needs. Beyer added that enrollment continues to increase and plumbing repairs are underway. Discussion.

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

Beyer reported that Thursday will be the next software patch update and by end of the week the roof replacement is projected to be completed.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and possible action on the following items: Cato Tower; Viebahn Tower; Saxonburg Tower; Bid Results on Radio Tower Removal; Towers; Project Timeline; Project Balance Sheet; 911 Hardware & Software Support Agreement; Update on overall Radio Project

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

- End of next week all Fire departments will be converted over.
- Highway and Sheriff will be done by end of the month, or shortly after, with everyone converted over at that point.
- Issues on VH side for fire departments for portable coverage. Meeting with Motorola to address issues and solutions.
- 911 Hardware – completing maintenance agreement and will have at next committee meeting. Possibility to use PW staff or work with another provider.
- Bid on radio towers, it was the Committee consensus that the County goes with low bid and will proceed as the project directs.

Expo/Fair/Ice Center – Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012 Fair update: Horse A Rama Horse Barn; Electronic Billboard(s)

Krizek reported on the upcoming events at the Expo and Ice Center events, including the upcoming fair, the completion of asphalt work on the north side of the Merchants building.

Beyer reported on the Horse-A-Rama horse barn request provided in the committee packet explaining that Horse-A-Rama would like to pay for a new horse arena building and that Expo would pay for all related expenses for the placement of this building with an approximate cost of \$52,000. Motion was made by Gerroll, seconded by Cavanaugh to recommend review and consideration of the horse arena after the final 2012 County Fair financials have been prepared. Motion carried unanimously.

Action Needed:

- Place on agenda in November or after the final financials are prepared.

Beyer reported on the electronic billboard sign on Rapids Road and an option to place a sign on I-43. Discussion. Motion was made by Cavanaugh, seconded by Gerroll to move forward on the electronic billboard signs by obtaining competitive proposals. Motion carried unanimously.

Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield Work

Beyer reported on the following items:

- Expo Fund budget provided in the committee packet.
- Fairest of the Fair at the next county board meeting.
- Other material provided in the committee packet.

Adjournment

Motion was made by Cavanaugh, seconded by Gerroll to adjourn the meeting at 5:32pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: September 12, 2012
TIME: 4:30 p.m.
PLACE: Manitowoc County Administration Office
1110 S. 9th Street, Manitowoc, WI
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 at the meeting:

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
2. Public Input
3. Recycling and Solid Waste Programs – Update; Discussion and possible action
4. Courthouse Grounds After Hours Policy – Follow up and discussion
5. October Public Works Committee Meeting Date Change – Discussion and possible action
6. UW-Manitowoc Facility Planning Task Force/Building Fire System – Update, discussion, and possible action
7. Jail Security System Project – Update; Discussion, and possible action - Pay Requests and Change Orders, Gerry Neuser
8. County Radio & Antenna Project - Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Cato Tower Lease Agreement; Donation of Decommissioned Cato Generator-WOMT, Resolution on sale of Viebahn Tower, Resolution on Sale of Saxonburg Tower, Towers, Project Timeline; 911 Hardware & Software Support Agreement
9. Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building.
10. Expo/Fair/Ice Center –Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/2013 Fairs; Horse-A-Rama Barn
11. Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield work, Expo Board Members with Terms Expiring December 31, 2012
12. Adjourn Committee

Date: Sept 4, 2012

Donald Weiss, 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 12, 2012

Location: Manitowoc County Administration Office, 1110 S. 9th Street, Manitowoc, Conference Room A

- Present:** Supervisor D. Korinek, B. Cavanaugh, D. Weiss, P. Tittl
- Also Present:** J. Beyer, J. Krizek, J. Reisenbuechler, G. Neuser
- Absent & Excused:** R. Gerroll
- 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 Tittl, seconded by Korinek to approve the minutes as submitted. Motion carried unanimously.
- Vouchers** No vouchers.
- Donations** Donation tracker was submitted for approval. Motion was made by Tittl, seconded by Korinek to approve the donation tracker. Motion carried unanimously.
- Public Input** Committee Chairperson called for public input three times. No public input given.

Recycling and Solid Waste Programs – Discussion and possible action

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 there were no drastic changes, shipped less in July, compost was good for August, and no electronics shipped.

Reisenbuechler reported on the Drug Collection held on September 7 in Kiel with a record attendance.

Beyer informed the committee that recycling would like to purchase a single axle truck with plow through the online auction and would like to spend up to \$12,000. Consensus of the committee was to move forward.

Beyer reported that the Clean Sweep programs accounting were completed for all Counties we partner with and extra grant monies will be coming to the County to offset our program. The carton processing conversion is in progress with completion scheduled for later this year where after we will begin accepting and processing cartons.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

October Public Works Committee Meeting Date Change – Discussion and possible action

Discussion of meeting date change. Consensus to keep the October meeting date the same.

UW Manitowoc Facility Planning Task Force/Building Fire System – Update, discussion, and possible action

Korinek reported on the UW Manitowoc Facility Planning Task Force meeting with the committee prioritizing a needs list. Beyer reviewed the proposal options 1 and 2 included in the committee packet. Discussion. Motion made by Weiss, seconded by Korinek to proceed with option 2 with one change being the replacement of item C.1b with item M.3. Motion carried unanimously.

Jail Security System Project – Update, Discussion, and Possible Action; Pay Requests and Change Orders, Gerry Neuser

Neuser reported the project is complete, software repaired and recommend for final payment of \$40,831.81. Motion was made by Tittl, seconded by Cavanaugh to approve the final payment, Pay Request #13 for \$40,831.81. Motion carried unanimously.

County Radio & Antenna Project – Update, Discussion and possible action on the following items: Pay Requests & Change Orders; Cato Tower Lease Agreement; Donation of Decommissioned Cato Generator – WOMT; Resolution on sale of Viebahn Tower; Resolution on sale of Saxonburg Tower; Towers, Project Timeline; 911 Hardware & Software Support Agreement

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

- Resolutions for Viebahn Tower and Saxonburg Tower both included in the committee packet for approval. Motion was made by Korinek, seconded by Cavanaugh to approve both resolutions. Motion carried unanimously.
- Decommission of Cato Generator to WOMT – Motion was made by Tittl, seconded by Cavanaugh to approve the donation of the Cato Generator to WOMT. Motion carried unanimously.

Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building

Beyer reported on the health department building project with recommendation to use Somerville Architecture firm to do all engineering work. Discussion on public parking and parking after hours. Motion was made by Cavanaugh, seconded by Weiss to approve Somerville Architecture firm for building project. Motion carried unanimously.

Action Needed:

- Staff to follow up on public parking and parking after hours at current health department building location – place on next agenda.

Expo/Fair/Ice Center – Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/013 Fairs; Horse-A-Rama Horse Barn

Krizek reported on the upcoming events at the Expo and Ice Center events, including the Puli Club and Manitowoc County Kennel Club Dog Shows, Woman's Expo, ice to go in October 1, fair state reports completed, and streamlining process for payment of premiums through accounting.

Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield Work; Expo Board Members Terms Expiring December 31, 2012

Beyer reported on the following items:

- Expo Fund budget provided in the committee packet.
- County Fair estimated financials included in the committee packet.
- Expo-Ice Center board terms expiring and appointments included in the committee packet.

Adjournment

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

Minutes taken by Krizek

Signed by Gerroll



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

DATE: October 10, 2012
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 at the meeting:

1. Regular Business
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 2. Public Input
- SOLID WASTE**
3. Recycling and Solid Waste Programs – Update; Discussion and Possible Action - Gerry
 4. Proclamation for America Recycles day-November 15th – Discussion and Possible Action - Gerry
 5. Adjourn Solid Waste Committee
- PUBLIC WORKS**
6. Courthouse Grounds After Hours Policy – Follow up and discussion
 7. UW-Manitowoc Facility Planning Task Force – Discussion and Action
 8. Juvenile Detention Facility – Discussion and possible action on Public Works Department Responsibility/Role related to potential closure of facility. - Gerry
 9. County Radio & Antenna Project - Status; Update; Pay Requests & Change Orders; Discussion and action on the following items: Cato Tower Town Agreement, Viebahn Tower, Saxonburg Tower, Towers, Project Timeline, Project Balance Sheet, 911 System-Maintenance Contract
 10. Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building; Follow up from 9/12/12 meeting regarding public parking and parking after hours at current health department building location- will be addressed at future meeting.
 11. Expo/Fair/Ice Center – Update, Jennell Krizek; Review and action on Expo Board Finances; Agendas and minutes; Discussion and action on the following items: Horse A Rama Barn A; 2012 Fair
 12. Assistant Public Works Director Report: Review and Action on Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report
 13. Adjourn Committee

Date: October 2, 2012

Donald Weiss, 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 10, 2012

Location: Manitowoc Recycling Center, 3000 Basswood, Manitowoc

Present: Supervisor D. Korinek, B. Cavanaugh, D. Weiss, P. Tittl, R. Gerroll

Also Present: G. Neuser, J. Krizek, Richard Wegner, Harvey Jannette, Donna Kickenbusch

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 Gerroll, seconded by Cavanaugh to approve the minutes as submitted. Motion carried unanimously.

Vouchers No vouchers.

Donations Donation tracker was submitted for approval. Motion was made by Gerroll, seconded by Korinek to approve the donation tracker. Motion carried unanimously.

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

SOLID WASTE

Recycling and Solid Waste Programs – Update; Discussion and Possible Action – Gerry

Neuser reported that Beyer and Reisenbuechler were at the fall solid waste & recycling conference. Neuser added that plastics prices were down and tire collection results were included in the committee packet. Carton recycling was discussed and Neuser reported that the carton recycling had not been publicized yet as we are waiting for installation of the carton recycling equipment.

Proclamation for America Recycles day – November 15th – Discussion and Possible Action – Gerry

Neuser presented the America Recycles Day proclamation. Consensus of the committee was to support the America Recycles Day proclamation and forward to the county board for final approval.

PUBLIC WORKS

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

UW Manitowoc Facility Planning Task Force – Update, discussion, and possible action

Korinek reported on the UW Manitowoc Facility Planning Task Force meeting. The task force narrowed down priorities to five categories with laboratory space programming and replacing 1962 era infrastructure being the highest priorities. Korinek added that Beyer would be meeting with the alumni association to solicit donations for any future project.

Juvenile Detention Facility – Discussion and Possible Action on Public Works Department

Neuser reported on the proposed decommissioning of the Juvenile Detention Facility, addressing systems that Public Works would be responsible for mothballing:

- Plumbing – shutting off isolation valves and draining the system, installing waste pipe plugs in toilets and sinks: estimated costs under \$1,000.00.
- Elevator Control Rework – Remove touchscreen control and replace key switches with standard pushbuttons: approximate cost of \$1,500.
- Security System – would leave up and operating as the main jail's backup center in the event of a security breach to Central Control.

Discussion.

County Radio & Antenna Project – Status; Update; Pay Requests & Change Orders; Discussion and Possible Action on the Following Items: Cato Tower Town Agreement; Viebahn Tower; Saxonburg Tower; Towers, Project Timeline; Project Balance Sheet; 911 System-Maintenance Contract

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

- No pay requests or Change Orders.
- Jail Tower taken down last week, scrap metal cut and hauled away.
- Cato Tower Town Agreement – Will email copy to the committee members for their review. Will be placed on the November agenda for action.
- Viebahn Tower Agreement – Executed by the county and waiting for the city to sign.
- Saxonburg Tower Agreement – County equipment has been removed and keys to be handed over to the land owner as of 10/12/12.
- 911 Systems Service Contract – contract and tariff required for every 911 line. Will be added to tax levy. Motion was made by Gerroll, seconded by Cavanaugh to approve the 911 systems service contract. Motion carried unanimously.

Action Needed:

- Staff to email the Cato Tower Towns Agreement to Committee members
- Staff to email details of Town's share of maintenance costs at Cato Tower to Committee members
- Staff to email the 911 Service Contract Agreement to Committee members
- Staff to email Tower Removal RFP to Committee members
- Staff to place Cato Tower Towns Agreement on next agenda.

Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building; Follow up from 9/12/12 meeting regarding public parking and parking after hours at current health department building location- will be addressed at future meeting

Neuser reported that a tour was conducted with Somerville Architects and Engineers to field verify existing conditions prior to the planning phase. Neuser added that there will be a meeting with public health staff later this month or early in November to begin that process. The scope of the project was discussed and it was reported that we are planning a total remodel of 1st floor and only selective or code-required remodeling on the other floors. A storage and maintenance garage is also planned.

Neuser noted that the County now owns the building and is the landlord for the businesses that remain, which include: United One Credit Union, LBR Tax Services, and McMann Law Office.

Neuser added that the project timeline is to start 1st floor remodeling after the first of the year. All tenants will be out by mid-year 2013, where after the Public Health Dept. will move in.

Neuser reported on after hours parking in the current Courthouse / Health Dept. parking lot, and that it has been and is used by the general public after hours.

Expo/Fair/Ice Center – Update, Jennell Krizek; Review and possible action on Expo Board Finances; Agendas and minutes; Discussion and possible action on the following items: Horse-A-Rama Barn A; 2012 Fair

Krizek reported on the upcoming events at the Expo and Ice Center events, including the Crime Prevention Day and private parties.

Neuser reported on the proposed Horse-A-Rama Inc. indoor riding arena building, and Horse-A-Rama's request for the County to fund the civil work needed. Staff is waiting for all 2012 county fair accounting to be complete before addressing this issue with the Public Works Committee and Expo Board.

Assistant Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Report;

Neuser reported on the following items:

- Expo Fund budget provided in the committee packet.
- County Fair estimated financials included in the committee packet.
- Tax delinquent properties – increased an additional (12) properties; (2) are still occupied by renters. (1) went back to the owner. All empty structures on these properties have been secured by the county.
- 2013 Clean Sweep grants were awarded and our joint program's share increased by approx. \$18,000 over the 2012 amount.
- UW Manitowoc still meeting on energy projects that may be funded by the State of Wisconsin – have narrowed down the scope to (2) options; (1) having no County buy-in, and the other having some County buy-in. County buy-in allows the project to leverage State dollars to increase the scope of the project for a fraction of what the County would have to pay solely on its own. The Committee will be consulted for direction as the process moves through the submittal process.

Action Needed:

- Staff to email list and website link for tax delinquent properties.

Adjournment

Motion was made by Gerroll, seconded by Tittl to adjourn the meeting at 5:20pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: November 14, 2012
TIME: 4:45 p.m.
PLACE: Manitowoc County Administration Office
1110 S. 9th Street, Manitowoc, WI
Conference Room B

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
2. Public Input
3. Recycling and Solid Waste Programs – Update; Discussion and possible action
4. Tire Collection 2012 Results - Discussion
5. Courthouse Grounds After Hours Policy – Follow up and discussion
6. UW-Manitowoc Facility Planning Task Force – Update, discussion, and possible action
7. Purchase of Mail Route Van – Discussion and possible action
8. Equipment Reciprocal Agreement with Manitowoc Health Care Center – Discussion and possible action
9. County Radio & Antenna Project - Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Cato Tower Lease Agreement; Resolution & Agreement on sale of Viebahn Tower; Towers, Project Timeline; 911 Hardware & Software Support Agreement; Radio Maintenance Agreement.
10. Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building.
11. Expo/Fair/Ice Center –Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/2013 Fairs; Horse-A-Rama Barn; Electronic Signage at Expo Location
12. Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield work; 2013 Budget
13. Adjourn Committee

Date: November 6, 2012

Donald Weiss, 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 14, 2012

Location: Manitowoc County Administration Office, Manitowoc, Conference Room B

Present: Supervisor D. Korinek, B. Cavanaugh, D. Weiss, P. Tittl

Also Present: J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, Frank Rodriguez

Absent & Excused: R. Gerroll

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

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

Vouchers No vouchers.

Donations Donation tracker was submitted for approval. Motion was made by Cavanaugh, seconded by Korinek to approve the donation tracker. Motion carried unanimously.

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

SOLID WASTE

Recycling and Solid Waste Programs – Update; Discussion and Possible Action

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.

Tire Collection 2012 Results - Discussion

Reisenbuechler reported on the prepared Tire Collection results provided in the committee packet noting that the collection went well.

Beyer reported that the carton recycling equipment is in the process of being installed. Public education and outreach is being scheduled to get information to the community.

Discussion on leaf collection process and an issue with the City of Two Rivers bringing leaves to the Woodland Drive site. The Woodland site cannot handle that volume of leaves and staff will contact the City of Two Rivers and direct them to bring their leaves to the Basswood site.

Courthouse Grounds After Hours Policy – Follow Up and Discussion

No report.

UW Manitowoc Facility Planning Task Force – Update, discussion, and possible action

Beyer reported that discussions will continue in January. Beyer also reported the UW geography class is using a potential building addition as a teaching opportunity for the students where they will be using site plans and topography mapping to site the addition. Beyer will be attending the class to present information on Monday 11/19.

Purchase of Mail Route Van – Discussion and possible action

Beyer provided an overview of the mail route process to the committee and the recommendation to purchase a van based on the condition of the van currently being used. Discussion. Motion was made by Cavanaugh, seconded by Weiss to purchase a mail route van in the 2012 budget year. Motion carried unanimously.

Equipment Reciprocal Agreement with Manitowoc Health Care Center – Discussion and possible action

Neuser reported on the verbal reciprocal agreement currently with the Manitowoc County Health Care Center and Public Works to include occasional use of a one-person lift by the MHCC. Motion was made by Tittl, seconded by Korinek to approve the equipment reciprocal agreement with the Manitowoc Health Care Center. Motion carried unanimously.

County Radio & Antenna Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Cato Tower Lease Agreement; Resolution & Agreement on sale of Viebahn Tower; Towers, Project Timeline; 911 Hardware & Software Support Agreement; Radio Maintenance Agreement

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

- No pay requests or Change Orders.
- Cato Tower Town Agreement – was emailed to the committee after the previous meeting. Motion was made by Cavanaugh, seconded by Korinek to approve the Cato Tower Town Agreement. Motion carried unanimously.
- Resolution & Agreement on sale of Viebahn Tower – will be coming back from the county board to the committee to be redone as Manitowoc Public Utilities declined to take part in the agreement. Beyer noted that the tower is no longer being used by the County and we have ongoing liability for it, and unless an agreement with the City of Manitowoc is completed soon, the tower should be decommissioned and taken down. Motion was made by Korinek, seconded by Cavanaugh to approve notification to the City of Manitowoc that resolution needs to be completed within thirty (30) days. Motion carried unanimously.
- 911 Systems Service Contract – agreement has been signed with Intrado who will be the supplier of both the software and hardware.
- Radio System – a software maintenance agreement will be signed with Motorola at \$62,800 per year. The hardware replacement program is approximately \$150,000 per year, which is unaffordable for the County, and replacement of hardware will have to happen on a case by case basis.
- Recording Equipment – Still working on an integration issue, but no major issues at this time.

Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building

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

- No pay requests or change orders.
- Preliminary floor plan – first draft.
- Meeting with Public Health tomorrow to review draft noting that more lobby room was a main concern.
- Site plan for the garage was reviewed and being submitted to the City of Manitowoc for approval.
- Old Public Health Building – have started the process to submit paperwork for demolition and has hired Bob Faye of Old Northwest Research for historical background to get approval. As part of this process staff is currently obtaining costs on roofing replacement, mechanical systems replacement, and electrical updating of the building.
- Final line drawings to be complete by December.

Expo/Fair/Ice Center – Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/2013 Fairs; Horse-A-Rama Barn; Electronic Signage at Expo Location

Krizek reported on the upcoming events at the Expo and Ice Center events, including the rummage sale, public skate, and storage.

Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield Work; 2013 Budget

Beyer reported on the 2012 budget projecting approximately \$104,000 net revenue for the fair. Beyer added that Expo is working on building the reserve account of \$150,000 and would not recommend supporting the horse-a-rama project now. Beyer reported that there is approximately \$88,000 in the reserve fund. Motion was made by Tittl, seconded by Cavanaugh to approach Horse-A-Rama for the donation now and place into a reserve account for the horse arena. Motion carried unanimously.

Beyer reported that staff is working on obtaining an electronic billboard on I-43 and also on Rapids Road and currently working on zoning issues. Beyer added there is a meeting tomorrow at 8am with our civil engineering consultant to discuss the issue..

Beyer reported on two Expo-Ice Center board members who are not attending meetings based on the attendance document provided in the committee packet adding that the Expo-Ice Center board recommended to send these board members a letter requesting their attendance or resignation from the board.

Beyer reported that one Public Works employee is currently on extended medical leave, and will be looking at filling the position with a permanent replacement.

Adjournment

Motion was made by Tittl, seconded by Korinek to adjourn the meeting at 6:00pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Gerroll



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: December 12, 2012
TIME: 4:30 p.m.
PLACE: Manitowoc County Administration Office
1110 S. 9th Street, Manitowoc, WI
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 at the meeting:

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
2. Public Input
3. Recycling and Solid Waste Programs – Update; Discussion and possible action
4. 2013 Grant Awards – Discussion
5. Drug Collection Sites (Including Satellite sites) – Discussion and possible action
6. Courthouse Grounds After Hours Policy – Follow up and discussion
7. UW-Manitowoc Facility Planning Task Force – Update, discussion, and possible action
8. Purchase of 7 passenger vehicle to replace Public Works 2003 Impala – Discussion and possible action
9. County Radio & Antenna Project - Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Resolution & Agreement on sale of Viebahn Tower; Towers, Project Timeline; Revised 911 User Agreement
10. Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building
11. Expo/Fair/Ice Center –Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/2013 Fairs; Electronic Signage at Expo Location
12. Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield work; 2013 Budget
13. Adjourn Committee

Date: December 4, 2012

Donald Weiss, 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 12, 2012

Location: Manitowoc County Administration Office, Manitowoc, Conference Room B

Present: Supervisor D. Korinek, B. Cavanaugh, D. Weiss, R. Gerroll

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

Absent & Excused: P. Tittl

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 Korinek, seconded by Gerroll to approve the minutes as submitted. Motion carried unanimously.

Vouchers No vouchers.

Donations Donation tracker was submitted for approval. Motion was made by Gerroll, seconded by Cavanaugh to approve the donation tracker. Motion carried unanimously.

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

Recycling and Solid Waste Programs – Update; Discussion and Possible Action

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 noted there was a spike in revenues due to shipment of compost. Committee consensus was to provide quarterly recycling reports.

2013 Grant Rewards

Beyer reported on the Clean Sweep and Drug Collection grants with an increase in the grant amount. Reisenbuechler reported on the carton equipment installation funded through the carton council and the next step to do community outreach.

Drug Collection Sites (Including Satellite Sites) – Discussion and possible action

Reisenbuechler reported on the 2012 drug collection results provided in the committee packets noting that the rural events are slower with approximately 5-10 households due to drop boxes in central locations. Beyer recommended to the committee to hold four collections for 2013. Consensus of the committee was to hold four collections for 2013.

Courthouse Grounds After Hours Policy – Follow up and discussion

No report.

UW Manitowoc Facility Planning Task Force – Update, discussion, and possible action

Beyer reported that a geography class presentation was completed and will resume working on the campus master plan in mid-January.

Purchase of 7 passenger vehicle to replace Public Works 2003 Impala – Discussion and possible action

Beyer reported on the 2003 impala and the recommendation to replace it with a 7 passenger mini-van at a cost of approximately \$22,000, as there is often a need for a vehicle with more seating space than a car.

Beyer presented a report on the status of the 2012 DPW budget and that there were enough remaining funds to purchase this vehicle. The proposed purchase was also reviewed by the Comptroller and County Executive. Motion was made by Gerroll, seconded by Korinek to purchase the 7 passenger mini-van to replace the 2003 Impala using the available 2012 funds. Motion carried unanimously.

County Radio & Antenna Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Resolution & Agreement on sale of Viebahn Tower; Towers, Project Timeline; Revised 911 User Agreement

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

- Motorola project complete. Recommend approval of pay request #6 for \$311,036.68. Motion was made by Gerroll, seconded by Weiss to approve pay request #6 for \$311,036.88. Motion carried unanimously.
- Viehbahn Tower – MPU withdrew and contract being rewritten. New contract will need to be approved by committee and then by the county board. New contract will be presented once revisions are made.
- 911 Fee agreement – was originally approved and another phone company would like to be added into the contract which will need to be reapproved. Frontier is the phone company that wants to be included and AT&T is the coordinator. Additional cost of \$1,652 per year will be added to AT&T contract. Motion was made by Cavanaugh, seconded by Korinek to revise the agreement to add the additional phone company. Motion carried unanimously.

Health Department Building Project – Update; Discussion and possible action on the following items: Pay Requests & Change Orders; Engineering; Razing of old Public Health Building

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

- Line drawings of the proposed remodeling were provided to the committee for their information and review. DPW staff and Health Department staff have approved the line drawings. Drawings will now be presented to Board of Health for approval. Once all approvals are made final engineering and plans will be developed.

Consensus of the committee was to move forward.

Expo/Fair/Ice Center – Update, Jennell Krizek; Agendas and minutes; Discussion and possible action on the following items: 2012/2013 Fairs; Electronic Signage at Expo Location

Krizek reported on the upcoming events at the Expo and Ice Center, including the rummage sale, public skate, and storage.

Neuser reported on the issues with the ice center compressor refrigerant leaks and glycol leaks, and required Olympia repairs.

Beyer reported on the following:

- Mission statement being worked on by the Expo-Ice Center board and will present to the committee for approval.
- WI Association of Fairs conference in January with Beyer and Krizek attending.
- Electronic signage – met with the city of Manitowoc regarding the possibility of erecting signs on the grounds. More information to be presented after the first quarter of 2013.

Public Works Director Report: Review and possible action on the following items: Budgeted Items; Unbudgeted Items; Staffing and Contracted Services; Department Activities; Comptrollers Expo Special Revenue Fund Report; School Street Sale & Brownsfield Work; 2013 Budget

Beyer reported on staffing issues: advertising for two half-time custodial positions due to notices of a retirement. Beyer added that another employee will be out for three to six months for surgery. Discussion.

Beyer reported on the Expo Fund Financial Report included in the board packet.

Beyer reported on the School Street Sale and Brownsfield work noting that phase two portion was approved and boring complete. Beyer added that report will be completed soon.

Adjournment

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

Minutes taken by Krizek

Signed by Gerroll