



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

DATE: January 14, 2015
TIME: 4:30 p.m.
PLACE: Recycling Center – 3000 Basswood Drive, Manitowoc

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Electronic Meeting Packets
 - c. Clean Sweep Grants
4. Solid Waste Advisory Committee input on Solid Waste & Recycling programs – discussion only
5. Adjourn Solid Waste Advisory Committee
6. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Razing of old Public Health Building – Update
 - b. Department Staffing Report
 - c. 2015 Budget
7. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. CDC – HPV Poster Request by N. Cohen, Health Department
 - c. 2015 Fair
 - d. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: January 6, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE MEETING & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, January 14, 2015

Location: Recycling Center – 3000 Basswood Drive, Manitowoc

Present: Supervisors D. Weiss, D. Dyzak, R. Gerroll, B. Cavanaugh, D. Zimmer, R. Wegner
Also Present: G. Neuser, J. Krizek, J. Reisenbuechler, Amy Wergin
Absent:

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 Dyzak to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

Vouchers No vouchers.

**Donations/
Spreadsheets** Donation trackers was submitted for approval. Motion was made by Gerroll, seconded by Cavanaugh to approve the donation trackers. Motion carried unanimously. Krizek reported on the donation from JS Solutions noting that the donation was towards the purchase of four security cameras at the Expo grounds.

Ethics Code Reports No report.

Public Comment Board Chairperson called for public input three times. No public comment given.

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the Estimated Savings by Area Under Master Solid Waste Contract provided in the committee packet noting that the numbers will not change much each month but the report consistently shows the financial benefit to County taxpayers by being party to the Master Solid Waste and Recycling Contracts. Discussion.

Reisenbuechler reported on the recycling reports provided in the committee packet noting that solid waste tonnages are at an historical low with commercial tons lower than normal which would result in less solid waste in the landfill each year which is a positive result. Compost sales are down for the year due to the endloader being down and inability to sift material. Reisenbuechler added that the price increases to recycle electronics were implemented and the public has been understanding.

Electronic Meeting Packets

Neuser reported on the change from printing committee meeting packets and going to electronic meeting packets to save time, money and to become more efficient. Neuser added that this was the last meeting where hard-copy packets would be distributed, but packets could be printed per a supervisor's or advisory committee member's request.

Clean Sweep Grants

Neuser reported that Reisenbuechler prepares grant requests annually to the WI Department of Agriculture, Trade and Consumer Protection (DATCP), and also does the required follow-up reporting. Reisenbuechler reported on the DATCP grant for Clean Sweep – Unwanted Prescription Drug Collections and HHW and Ag Collections provided in the committee packet noting that both grants are in partnership with Fond du Lac and Sheboygan Counties and the grant is split three ways. Reisenbuechler added that the Drug Collection grant would be used to cover prescription drug disposal costs and will be soliciting other agencies to help with funding for advertising. Reisenbuechler noted that the Clean Sweep grant was reduced; therefore, will be reducing the advertising budget. Once the projects are complete a report is submitted to DATCP for review and payment of the grant. Discussion.

Solid Waste Advisory Committee Input on Solid Waste & Recycling Programs – Discussion Only

No report.

Adjourn Solid Waste Advisory Committee

Motion was made by Gerroll, seconded by Zimmer to adjourn the Solid Waste Advisory Committee meeting at 4:56pm. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:**Razing of old Public Health Building – Update**

Neuser updated the committee on the razing of the old public health building noting that the contractor is on site and working internally to remove wood, plaster, and other material inside to prepare for removal of the building. Neuser added that once the external work begins that work must be complete within thirty days, with all work to be completed by contract by April 1 2015.

Department Staffing Report

Neuser reported that public works has hired a building and grounds supervisor, Wesley Hockers. Neuser added that Hockers started on Monday, January 11. Neuser reported that public works has an offer to Michael Zielinski for a night custodian position with an anticipated start date of February 11.

2015 Budget

Neuser reported that there has been little snow, and little overtime due to the little need for snow plowing and overall a good year to start. Neuser added that if any committee member has questions regarding the budget to contact him at the public works office at any time.

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

Neuser reported that 2015 will be a busy year with two large projects, the 911 system upgrade and the Motorola Public Safety Radio system upgrade.

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

Krizek reported that the TIDBITS newsletter will be electronic only starting with the next issue and reported on other upcoming events at the Expo grounds.

CDC – HPV Poster Request by N. Cohen, Health Department

Amy Wergin, public health officer, reported on the HPV Vaccine flyer provided in the committee packet noting that the health department is encouraging immunization and has received funding from the state. Wergin added that the HPV vaccine is a vaccine to prevent cancer and there have been issues from parents about the vaccine. Wergin requested that flyers and banners be placed at the Expo grounds. Discussion included sign placement, partnership with both healthcare facilities, and the health department conducting a direct mailing, as well as that this is a decision for parents to make for their children and that getting the information out is all that is being approved, not that the committee either condones or disapproves of the vaccine. Motion was made by Gerroll, seconded by Cavanaugh to approve the public health department request to place posters at the Expo grounds. Motion carried unanimously.

2015 Fair

Krizek reported on the annual state fairs convention noting that there was good information on marketing the fair as well as other worthwhile sessions offered. Cavanaugh reported that the fairest did well at the competition and placed in the top ten out of forty other contestants. Krizek also reported that the Gannett Foundation (Herald Times Reporter) issued a grant of \$2,000 to be used for the bleacher campaign.

Neuser updated the committee on the possible billboard on the I-43 highway frontage, noting that a meeting was held with the City of Manitowoc and the Expo grounds is not zoned properly to place a billboard at this location, nor would a current rezoning make the property compliant for a billboard. Discussion.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that the Expo Activities Profit & Loss (P&L) are down, attributable to the loss of \$6,000 from the 2014 Winterfest event and the public works director retirement payout. Neuser added that the P&L Fair is at \$121,000 profit with other expenses still coming in, and the Ice Center is in the black. Neuser noted that Maintenance P&L covered additional costs for black top, roof repairs and the 2014 water infrastructure project. Neuser added that there will be another water infrastructure project for 2015.

Adjournment

Motion was made by Zimmer, seconded by Gerroll to adjourn the meeting at 5:21pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: February 11, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Discontinuation of Shingle Recycling Program
 - c. 2014 Prescription Drug Grant Final Report
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Razing of old Public Health Building – Update
 - b. Brownsfield Properties – SAG Grant Award
 - c. 2014 Year End and 2015 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2015 Fair
 - c. EWSC Racing Extension Request
 - d. Horse-A-Rama 2015
 - e. Expo Capital Expense (Capital Outlay / Capital Projects) Items List
 - f. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: February 2, 2015

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

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

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MINUTES OF PUBLIC WORKS COMMITTEE MEETING & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, February 11, 2015

Location: Manitowoc County Public Health Building – 1028 South 9th Street, Manitowoc WI
Conference Room 207

Present: Supervisors D. Weiss, D. Dyzak, R. Gerroll, B. Cavanaugh
Also Present: G. Neuser, J. Krizek, S. Ahl
Absent and Excused: D. Zimmer

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 Dyzak to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

Vouchers No vouchers.

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

Ethics Code Reports Ethics Code Report was submitted for approval. Motion was made by Gerroll, seconded by Dyzak to approve the donation tracker. Motion carried unanimously

Public Comment Board Chairperson called for public input three times. No public comment given.

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

Neuser reported on the Estimated Savings by Area Under Master Solid Waste Contract included very month in the committee packet which illustrates a \$60,000 average monthly savings to the County municipalities. Neuser reported on the Governor's proposed cuts to the recycling and waste reduction grants and other recycling and solid waste programs included as additional documentation to the packet. Neuser added that if ultimately approved, a reduction of 22% in Basic Recycling Grant awards would be realized by all municipalities in Manitowoc County. Discussion included funding of programs, how municipalities garbage and recycling collections are funded, that recycling programs are state mandated, and that the Governor's grant reduction proposal would be for 2015-2016 .

Neuser distributed Clean Sweep Flyers for the upcoming program.

Neuser reported on the recyclables market noting that PET plastics prices have substantially decreased and if they continue to stay low or decline more it would affect the bottom line budget at year end.

Discontinuation of Shingle Recycling Program

Neuser reported on the discontinuation of the shingle recycling program and the draft press release included in the committee packet. Neuser added that the program was successful, but that the low volumes at the end of last season make the program financially non-viable. Consensus to discontinue the program and run the press release.

2015 Prescription Drug Grant Final Report

Neuser reported on the 2014 Drug Disposal Program Final Report and that it took in approx. 1400 lbs. of pills/pharmaceuticals in Manitowoc County. Discussion included pharmaceuticals being flushed into the water system and their effects on Lake Michigan, that outreach and education to the public has been done, and that DPW is one of the partner agencies along with the metro drug unit and health department that adminstrates the program. Discussion.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Razing of old Public Health Building – Update

Neuser updated the committee on the razing of the old public health building noting that the interior has been gutted to the outside walls and taking down the building will be weather-dependent, with that work being scheduled towards the end of February or one of the first two weekends in March. Discussion.

Brownsfield Properties – SAG Grant Award

Neuser reported on the site assessment grant awarded to Manitowoc County, noting that a kick off meeting with our engineering firm has happened. Neuser added that the grant is not to remediate the site but to identify what the level of contamination is on the site. This phase of the project should be completed by the end of summer. Discussion.

2014 Year End and 2015 Budget

Neuser reported that 2014 closed as a good year budget-wise, with utility expenses down and that although there were three retirees in 2014 who received payout of vacation and other benefits there was little effect on the budget since new employees were not hired until 2015.

No report on the 2015 Budget status as it is very early in the year and no trends have emerged.

Supervisor Cavanaugh questioned staffing levels and if the new Buildings & Grounds Supervisor was on board yet. Neuser reported that Wesley Hockers, buildings & grounds supervisor, has one month in and doing well. Neuser added that the second shift custodian started today, and with the exception of a part-time maintenance person at Expo, the department is back to full staffing levels for the first time in eight months.

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

Report on Activities by Public Works Direct Gerry Neuser

Neuser reported that there are two major projects, the 911 and Motorola upgrades planned for 2015 and will update the Committee throughout the year on progress of these two projects.

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

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events, Ice Center update, and fair update. Krizek added that staff is still working on the bleacher campaign with approx. \$6,000 to raise for the final bleacher. Krizek reported that staff is currently working on hiring a new expo maintenance person.

2015 Fair

No further report.

EWSC Racing Extension Request

Neuser reported on the EWSC racing extension request letter included in the committee packet. Discussion included extension request for five years and the request for proposal process should the Committee choose to accept proposals from other racing providers.

Action Needed:

- Staff to contact corporate counsel on EWSC contract extension.

Horse-A-Rama 2015

Neuser reported on the horse-a-rama contract and the language for payment for use of the grounds including the money to be used and approved for capital improvements. Discussion regarding past deferment which is no longer in practice.

Expo Capital Expense (Capital Outlay/Capital Projects Items List

Neuser reported on the Expo capital expense list provided in the committee packet. Neuser added that the list is prioritized by year and compiled to be a more achievable list for the Expo grounds.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that the Ice Center ended on a positive year with no large capital projects and the Expo Activity Fund closed with approx. \$21,000 added to the reserve fund. Neuser added that the fair ended with \$101,000 profit.

Adjournment

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

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: March 11, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Proposed State Budget cut to Recycling Grants to Responsible Units
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Request for use of Courthouse Grounds Event
 - b. Razing of old Public Health Building - Update
 - c. Courthouse Electrical Service Upgrade - Update
 - d. Brownsfield Properties – SAG Grant Award
 - e. 2015 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. 911 System Upgrade
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2015 Fair
 - c. EWSC Racing Extension Request vs. new Contract
 - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: March 3, 2015

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

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MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, March 11, 2015

Location: Manitowoc County Public Health Building – 1028 South 9th Street, Manitowoc WI
Conference Room 207

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

Also Present: G. Neuser, J. Krizek, Wesley Hockers, Bob Ziegelbauer

Absent and Excused:

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

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

Vouchers No vouchers.

**Donations/
Spreadsheets** Donation trackers submitted included no February activity.

Ethics Code Reports No Ethics Code Reports submitted for approval.

Public Comment Board Chairperson called for public input three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the Estimated Savings by Area Under Master Solid Waste Contract included every month in the committee packet which illustrates a \$60,000 average monthly savings to the County municipalities.

Proposed State Budget Cut to Recycling Grants to Responsible Units

Neuser reported on additional information and explanation of the Governor's proposed cuts to the recycling and waste reduction grants and other recycling and solid waste programs included as additional documentation to the packet. Neuser noted that the Governor's proposal is for a one year budget cut. Neuser added that corporation counsel has received the draft resolution opposing the budget cuts and Corporation Counsel will revise the draft for review and possible approval by the Executive Committee of the County Board. Discussion included tipping fees, mandated programs and community impact, and uses of the grants by the municipalities.

Action Needed:

- Schedule tour of Ridgeview Landfill Site for July. Once scheduled notify County Board for tour participation.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Request for Use of Courthouse Grounds Event

Neuser reported on the courthouse grounds event request included in the committee packet by Lakeshore CAP to raise awareness against child abuse. Motion was made by Gerroll, seconded by Zimmer to approve the request for use of the Courthouse grounds. Motion carried unanimously. Discussion included application fee of \$100 for all courthouse grounds events for processing fees, power, and staff if needed.

Razing of old Public Health Building – Update

Neuser updated the committee on the razing of the old public health building noting that the building came down on Saturday and Sunday and went well. Neuser added that there was damage to a light pole and Manitowoc Public Utilities (MPU) was notified prior to the razing regarding the light pole and decided to leave the pole in place during the razing. Neuser added that MPU or the demolition contractor will be handling the replacement of the pole and any associated costs. Neuser reported that the backfilling should be complete early next week.

Courthouse Electrical Service Upgrade – Update

Neuser reported that the overhead electrical service has been replaced and the project engineer and staff conducted a walk through today and the installation passed inspection. Neuser added that the upgrade has been complete for one week without incident.

Brownsfield Properties – SAG Grant Award

Neuser reported on the Brownsfield Properties noting that everything is signed and first week of April will be drilling monitoring wells to assess the site and then develop a remediation plan. Discussion.

2015 Budget

No report.

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

Neuser reported that there are two major projects planned for 2015; the 911 and Motorola Public Safety Radio upgrades.

911 System Upgrade

Neuser reported that the 911 upgrade is completed and without incident. Neuser added that the 911 texting feature has not been implemented yet and waiting for the dispatch center to provide public education with an anticipated end of year roll out.

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

Krizek reported on upcoming grounds events, Ice Center update, and fair update. Krizek added that Fire & Ice event is up in attendance. Krizek reported that ice will come out on Monday and budgeted cement work was done at the Exhibition building.

2015 Fair

Krizek reported that the grandstand contracts are complete and that the Expo and the Herald Times Reporter (HTR) have formed a partnership and the HTR will create the brochures, pocket cards and other marketing material. Krizek added that the Fairest of the Fair applications are due on May 1 with the competition to be held on May 20.

EWSC Racing Extension Request vs. New Contract

Neuser reported on the Eastern WI Stock Car (EWSC) racing extension request submitted to Corporation Counsel noting that per the Corp. Counsel there were no issues with negotiating an extension. Motion was made by Gerroll, seconded by Cavanaugh to approve a five (5) year extension with EWSC. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet.

Adjournment

Motion was made by Dyzak, seconded by Zimmer to adjourn the meeting at 5:00pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



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

Revised for New Item 3.g.

DATE: April 8, 2015
TIME: 4:30 p.m.
PLACE: Recycling Center – 3000 Basswood Drive, Manitowoc

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Earth Day Raffle Prizes
 - c. Meal for Clean Sweep Workers
 - d. Landfill Tour – July 8, 2015
 - e. Drug Collections Schedule
 - f. MRF Annual Self Certification
 - g. ***Request for donation of Unscreened Compost and Woodchips by Grow It Forward Manitowoc***
4. Solid Waste Advisory Committee input on Solid Waste & Recycling programs – discussion only
5. Adjourn Solid Waste Advisory Committee
6. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Annual Volunteer (Trusty and Community Service) Report by Doreen Bessert
 - b. Razing of old Public Health Building – Update
 - c. Courthouse Electrical Service Upgrade – Update
 - d. Two Rivers Brownsfield Properties – SAG update
 - e. Bid Results HSD Roof A
 - f. UW Manitowoc – Maintenance Program
 - g. 2015 Budget
7. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. 911 System Upgrade – Update
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Vietnam Veterans Dance: Rental Rate Reduction Request
 - b. Report on activities by Facility Manager Jennell Krizek
 - c. Fairest of the Fair Proclamation
 - d. 2015 Fair
 - e. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: March 31, 2015
Amended: April 6, 2015

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

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MINUTES OF PUBLIC WORKS AND SOLID WASTE ADVISORY COMMITTEE MEETING

Held Wednesday, April 8, 2015

Location: Manitowoc County Recycling Center – 3000 Basswood Drive, Manitowoc

Present: Supervisors D. Weiss, D. Dyzak, R. Gerroll, B. Cavanaugh, D. Zimmer, D. Kieckbusch, R. Wegner

Also Present: G. Neuser, J. Krizek, J. Reisenbuechler, Doreen Bessert

Absent and Excused: H. Jannette, D. Koski, R. Neils, S. Ahl

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

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

Vouchers No vouchers.

Donations/ Spreadsheets Donation tracker were submitted for approval. Motion was made by Zimmer, seconded by Dyzak to approve the donation tracker. Motion carried unanimously.

Ethics Code Reports No Ethics Code Reports submitted for approval.

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the reports provided in the committee packet noting the new format.

Reisenbuechler reported on the following: markets are down, plastics prices are down 40% and while the County has a fixed contract for paper, paper has become harder to ship. The MRF is currently storing as much material as possible until the markets recover. Discussion on lower solid waste tonnages at the landfill, how weather affects tonnages, and March revenue.

Earth Day Raffle Prizes

Reisenbuechler reported on the drug disposal program partnered with the Earth Day event that brings in approx. 200-600 people. Reisenbuechler added that there will be booths including a recycling center booth and MRF plays key role with the Earth Day event. Reisenbuechler requested to donate door prizes at a value of approx. \$85. Motion was made by Cavanaugh, seconded by Gerroll to approve MRF donations of approximately \$85 to the Earth Day event. Motion carried unanimously.

Meal for Clean Sweep Workers

Reisenbuechler reported on the Clean Sweep event which is covered under the WI Department of Agriculture, Trade and Consumer Protection (DATCP) grant. Reisenbuechler noted that volunteers are used at the event and saves approx. \$4,000 to \$5,000 in labor costs. Reisenbuechler requested a meal for the volunteers and workers as has been done every year in the past, at a cost of \$500. Motion was made by Gerroll, seconded by Dyzak to approve the meal for the volunteers and workers at a cost of \$500. Motion carried unanimously.

Landfill Tour – July 8, 2015

Reisenbuechler reported on the Landfill tour scheduled for July 8 and will include the Solid Waste Advisory committee. Neuser added that the county board will also be invited to attend.

Action Needed:

- Staff to send out invite to county board members at the June County Board meeting with RSVP to the Public Works Office. The invite to include a map.

Drug Collection Schedule

Reisenbuechler reported on the drug collection program included in the committee packet. Discussion.

MRF Annual Self Certification

Reisenbuechler reported on the annual certifications included in the committee packet and are required to be completed for tracking and reporting to the Department of Natural Resources (DNR). Reisenbuechler added that the DNR uses the report to conduct comparisons to what haulers are reporting.

Request for Donation Unscreened Compost and Woodchips by Grow It Forward Manitowoc

Reisenbuechler reported on a request from Grow It Forward Manitowoc for the donation of unscreened compost and wood mulch. Reisenbuechler elaborated on the nonprofit organization and the intention to use the compost at a plot of land located by Monroe School. Reisenbuechler added that the donation request of unscreened compost would not affect recycling revenue and the value is approx. \$90. Reisenbuechler noted that there was a request for mulch and that the donation would be a 1:1 ratio, the organization would purchase one yard and receive one yard of donated mulch. Motion was made by Gerroll, seconded by Zimmer to approve the donation request of unscreened compost at no cost and mulch at a 1:1 ratio and the donation would not include any delivery. Motion carried unanimously.

SOLID WASTE ADVISORY COMMITTEE INPUT ON SOLID WASTE AND RECYCLING PROGRAMS – Discussion Only

Discussion on hauling processes and how different municipalities in the County contract for their waste hauling.

Adjournment

Motion was made by Zimmer, seconded by Dyzak to adjourn the Solid Waste Advisory committee meeting at 4:56pm. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Annual Volunteer (Trusty and Community Service) Report by Doreen Bessert

Neuser introduced Doreen Bessert along with providing background information on Bessert's responsibilities for public works and the county. Bessert reported on the information provided in the committee packet noting that work accomplished by Trusty workers accounts for the equivalent of 10 full time positions and the work accomplished by court-ordered community clients' accounts for approximately 1.5 full time positions. Bessert reported that community service hours were down due to agency staff turnover and less hours sentenced by the courts. Discussion included work assignments and worker to need ratio.

Razing of old Public Health Building – Update

Neuser reported that the site is filled, compacted and sidewalk repaired and will be paved by highway department in May.

Courthouse Electrical Service Upgrade – Update

Neuser reported project is complete with only a little landscaping left to be done.

Two Rivers Brownsfield Properties – SAG Update

Neuser reported on the Brownsfield Properties noting that the initial site assessment of test soil borings by Ayers and Associates started this week.

Bid Results HSD Roof A

Neuser reported on the HSD Roof A bid results included in the committee packet. Neuser noted that there were four bids received with the low bidder being Hernandez Roofing LLC. Neuser added that Hernandez Roofing LLC meets specifications, had good references, and are required to provide a performance bond. Motion was made by Gerroll, seconded by Zimmer to approve the lower bidder Hernandez Roofing LLC for the HSD Roof A project. Motion carried unanimously.

UW Manitowoc – Maintenance Program

Neuser reported on the UW Manitowoc maintenance program noting that the buildings are owned by the county and staffed by the college. Neuser added that there is a new maintenance supervisor and the regular and preventative maintenance has markedly improved.

2015 Budget

No report.

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

Report on Activities by Public Works Direct Gerry Neuser

Neuser reported on the major projects in the division with detailed explanation of the public works involvement in the process with the infrastructure with relation to the Motorola system adding that the Public Safety Radio System current system is in need of an upgrade. Neuser added that the upgrade is budgeted and will be completed this summer.

911 System Upgrade

Neuser reported that the 911 upgrade is completed without the texting ability at this time noting that testing will happen with rollout of the texting feature to begin with the hearing impaired community. Neuser added that Bill Jones, public works communications systems engineer, was responsible for conducting research on the 911 upgrade and has saved the county thousands of dollars over what would have been expected with a standard PC-based system.

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

Vietnam Veterans Dance: Rental Rate Reduction Request

Krizek reported on the request from the Vietnam Veterans for reduction in rental rate to \$500 and is included in the committee packet. Motion was made by Zimmer, seconded by Dyzak to approve the rental rate of \$500 for the Vietnam Veterans dance. Motion carried unanimously.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events and reported on the revenue generated with the dog show. Krizek noted that Bob McNeil has started at the Expo grounds.

Fairest of the Fair Proclamation

Krizek presented the Fairest of the Fair proclamation included in the committee packet for approval. Motion was made by Gerroll, seconded by Zimmer to recommend approval to the county board the Fairest of the Fair proclamation for Anna Gries. Motion carried unanimously.

2015 Fair

Krizek reported on the upcoming Fairest of the Fair competition & reception set for May 20 noting that this will be the 35th Annual Competition. Krizek reported on the market animal committee request to hold the market animal banquet on Thursday of the market animal sale in the Ice Center after the dairy cattle show. Krizek reported that after discussions with the health department, the health department recommended that the banquet not be held in the Ice Center or in the lobby.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet.

Krizek reported on the Ice Center noting that Bassett Mechanical is scheduled to review the potential leak in the main floor of the ice rink.

Neuser reported on the special Public Works committee meeting set for 6:45pm prior to the April 14, 2015, county board meeting to review the Harbortown Development resolution for sign easement reassignment.

Adjournment

Motion was made by Cavanaugh, seconded by Dyzak to adjourn the meeting at 5:40pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
AMENDED MEETING NOTICE
Revised for New Item 3.

DATE: April 14, 2015
TIME: 6:45 p.m.
PLACE: UW-Manitowoc
705 Viebahn Street, Manitowoc, WI
Cafeteria

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
2. Assignment of Harbor Town Center Sign Easement – Discussion and Possible Action
- 3. Coenen Property Lease – Discussion and Possible Action***
4. Adjourn Committee

Date: April 8, 2015
Amended: April 9, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Tuesday, April 14, 2015

Location: UW Manitowoc, 705 Viebahn St., Manitowoc

Present: Supervisors D. Weiss, D. Dyzak, R. Gerroll, B. Cavanaugh, D. Zimmer,
Also Present: G. Neuser, B. Zeigelbauer, P. Conrad

Called to Order The meeting was called to order at 6:45 pm by the Committee Chairperson.

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

Assignment of Harbor Town Center Sign Easement – Discussion and Possible Action

Corporation Counsel Conrad reported that Dewey Properties LLC has sold properties in Harbor Town Center to American Realty, and part of the sale is the reassignment of the sign lease for the Expo Grounds. A resolution re-assigning that lease will need to be approved by the entire County Board, and the public works committee has reviewed the draft resolution. Discussion. Motion made by Gerroll, seconded by Dyzak to approve the resolution approving the Assignment of Harbor Town Center Sign Easement and forwarding it to the County Board. Motion carried unanimously.

Coenen Property Lease – Discussion and Possible Action

Neuser reported that the lease holder for the Coenen property, Charmwood Farms, has requested to terminate the lease due to the unforeseen condition of monitoring wells on the site. These wells preclude him from farming using liquid manure. In consultation with the Corp. Counsel, it was decided to terminate the lease with Charmwood Farms and entering into a lease for the property with the next high bidder, Johnson Farms. Johnson Farms has farmed the land previously and is aware of the wells. Discussion. Motion made by Dyzak, seconded by Zimmer to terminate the Coenen property lease with Charmwood farms and enter into a 5 year lease for the Coenen Property with Johnson Farms. Motion carried unanimously. A short discussion was then held on the eventual removal of the wells on this property.

Adjournment

Motion was made by Dyzak, seconded by Zimmer to adjourn the meeting at 6:50pm. Motion carried unanimously.

Minutes taken by Neuser

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: May 13, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Earth Day Event-Report
 - c. Tire Collection Pricing
 - d. Grow It Forward Community Garden Update
 - e. Ag Film Recycling
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Expo Drive House Sale
 - b. Courthouse B-15 Remodel Project
 - c. UW-Manitowoc Water Heater Replacement Project
 - d. UW-Manitowoc ESG Project Update
 - e. Coroner's Office Move
 - f. 2014 In-Rem Properties
 - g. Brownsfield Properties - Site Assessment Study Update
 - h. 2015 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Public Safety Radio System Upgrade
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2015 Fair
 - c. Proposed Replacement Site Sign
 - d. Ice Center Mechanical Repairs
 - e. 2015-2016 Ice Center Contract
 - f. 2016-2020 Race Track Contract
 - g. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: May 5, 2015

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

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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 13, 2015

Location: Manitowoc County Public Health Building – 1028 S. 9th Street, Manitowoc WI Room 207

Present: Supervisors D. Weiss, R. Gerroll, B. Cavanaugh, D. Zimmer
Also Present: G. Neuser, J. Krizek
Absent and Excused: D. Dyzak

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

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

Vouchers No vouchers.

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

Ethics Code Reports Ethics Code Reports was submitted for approval. Motion was made by Cavanaugh, seconded by Zimmer to approve the ethics code report. Motion carried unanimously.

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the reports provided in the committee packet. Neuser added that plastics prices are up \$85 per ton since the last meeting and with the higher prices the recycling center is starting to again ship out plastics.

Earth Day Event - Report

Neuser reported on the Earth Day Drug Disposal program results provided in the committee packet with approximately 118 households participating.

Tire Collection Pricing

Neuser reported on the Tire Collection program and the draft flyer provided in the committee packet. Neuser added that the program is funded through a fee charged per tire and requests approval for an increase of \$.50 per tire from last year to maintain the program at a break-even status financially. Motion was made by Zimmer, seconded by Cavanaugh to approve the \$.50 per tire charge. Motion carried unanimously.

Grow It Forward Community Garden Update

Neuser reported on the Community Garden with an article from the Herald Times Reporter (HTR) included in the committee packet. Neuser added that the event was a success and the recycling center donated mulch and compost to Grow It Forward and the Grow It Forward group has now made a donation of lumber to the Manitowoc County Expo.

AG Film Recycling

Neuser reported on the UW Extension article included in the committee packet regarding recycling of silo bags and other agricultural plastic films. Neuser added that staff would like to, in conjunction with the UW-Extension Dairy Agent, research the viability of having this type of recycling program in Manitowoc County in 2016. A motion was made by Cavanaugh, seconded by Weiss to direct the Public Works Director to work on this project and report back to the Committee any findings. Motion passed unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:**Expo Drive House Sale**

Neuser reported on the proposed Expo Drive House sale and provided details of the acquisition of the house. Neuser added that the sale details were reviewed by the Comptroller, County Executive, and Corporation Counsel and a joint resolution to the County Board from Public Works and Finance will be on the County Board agenda for the May 19th meeting. The resolution passed the finance committee on Monday May 11. Motion was made by Zimmer, seconded by Gerroll to recommend approval to the County Board the sale of the Expo Drive house. Motion carried unanimously.

Courthouse B-15 Remodel Project

Neuser reported that the April 16 meeting with the B-15 user group and architect was canceled and will meet on May 20 to discuss the courthouse B-15 remodel project. Neuser added that the architect will develop a plan and construction budget for the remodel after assessing the needs.

UW-Manitowoc Water Heater Replacement Project

Neuser reported on the UW Manitowoc water heater replacement project and that a request for bids will be published on May 24. Bids submitted will be presented for approval at the June Public Works Committee meeting. Neuser added that the project was a budgeted 2015 project.

UW-Manitowoc ESG Project Update

Neuser reported on the UW Manitowoc Energy Savings Group (ESG) project which includes updating and changing light fixtures and other energy saving modifications. Other similar projects at other 2-year campuses have recently been approved and it is hoped the UW Manitowoc project will be considered this summer. Neuser added that this is a state funded project.

Coroner's Office Move

Neuser reported that the coroner's office move to the Administration building – a more secure site - will begin on May 20. Discussion.

2015 In-Rem Properties

Neuser reported on the tax delinquent properties currently under review to determine which properties the county will begin In-Rem action on. Neuser reported on the treasurer's process for acquiring past payments and the public work staff's assessment process of the properties. Neuser added that there are currently forty-three properties in review and that number will most likely be reduced to ten or less that the County will take possession of.

Brownsfield Properties – Site Assessment Study Update

Neuser reported on the Brownsfield properties site assessment study noting that wells are installed and are currently being monitored. Neuser added that there is an underground fuel tank that will need to be removed and the pipeline that runs through the property is currently being evaluated and will be reported at the next meeting. Neuser noted that Site Assessment Grant (SAG) work will be done by the end of summer.

2015 Budget

Neuser reported that budget is on track.

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

Neuser reported on the projects being handled by Bill Jones, communications engineer. Neuser added that Jones is responsible for public safety, radio, telephone, Public Works proprietary computer systems and any audio and visual systems.

Public Safety Radio System Upgrade

Neuser reported that the initial phase of the Motorola Public Safety Radio upgrade is now underway and that project should be completed by August 1.

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

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events and reported on the water infrastructure project that has an anticipated completion in the month of June. Krizek added that the race season is underway and Eastern WI Stock Car Racing (EWSC) is doing well.

2015 Fair

Krizek reported on the fairbook insert in the Lakeshore Chronicle and completed by the HTR at no cost to the Expo.

Proposed Replacement Site Sign

Krizek reported on the proposed replacement site sign located in the committee packet and funds are currently being raised to cover the sign costs.

Ice Center Mechanical Repairs

Neuser reported on the three major repairs that will need to be completed at the Ice Center including an underground Freon leak, Glycol Tank repair and Glycol pipes repair. Neuser added that there is money currently in reserves that will be depleted to cover the expenses up to \$27,000.

2015-2016 Ice Center Contract

Neuser reported on the Ice Center contract noting that there is only one contract. The agreement is written in the Manitowoc Youth Hockey name but is considered “the user group contract”. Neuser added that the contract is a facility rental contract only and in previous contracts was to cover direct costs, maintenance and capital improvements. Neuser reported that corporation counsel has recommended that no money be held in reserves for capital improvements and all ice activity related repairs will be the users’ responsibility. Neuser added that this concept has been reviewed with the county executive, the user group liaison and staff. All are in agreement to remove capital improvement/reserve language. Neuser reported that the contract is in the final stages of draft form.

2016-2020 Race Track Contract

Neuser reported that the draft of the five year race track with EWSC is in the completion stages and will be ready for signature soon.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet.

Adjournment

Motion was made by Zimmer, seconded by Cavanaugh to adjourn the meeting at 5:25pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: June 10, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Clean Sweep Event-Report
 - c. 2014/2015 Drug Collection Results
 - d. Ridgeview Tour Invitation to County Board
 - e. UW Stevens Point Cooperative Internship Agreement
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project - Update
 - b. UW-Manitowoc Water Heater Project Bid results
 - c. Brownsfield Properties - Site Assessment Study Update
 - d. 2015 Budget / 2016 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Public Safety Radio System Upgrade
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2015 Fair
 - c. Proposed Replacement Site Sign
 - d. Ice Center Mechanical Repairs
 - e. 2015-2016 Ice Center Contract
 - f. 2016-2020 Race Track Contract
 - g. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: June 2, 2015

Donald Weiss, COMMITTEE CHAIRPERSON

By: Gerard Neuser, Public Works Director

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

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

MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, June 10, 2015

Location: Manitowoc County Public Health Building – 1028 S. 9th Street, Manitowoc WI Room 207

Present: Supervisors D. Weiss, R. Gerroll, D. Dyzak, D. Zimmer
Also Present: G. Neuser, J. Krizek, Jim Brey, James Falkowski, Marcus Neseemann
Absent and Excused: B. Cavanaugh

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

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

Vouchers No vouchers.

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

Ethics Code Reports No ethics code reports submitted.

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the reports provided in the committee packet, as well as the current market prices for recyclables.

Clean Sweep Event-Report

Neuser reported on the photo of the traffic lines at the start of the collection that was included in the committee packet noting that the event was well attended. A more detailed report with statistics will be given by the Recycling Center manager at the July meeting.

2014/2015 Drug Collection Results

Neuser reported on the drug collection results provided in the committee packet noting that a total of 638 pounds was collected in Manitowoc County in the time period noted. Discussion included drop off sites at City of Manitowoc and Two Rivers police departments during normal business hours.

Ridgeview Tour Invitation to County Board

Neuser reported on the draft invitation included in the committee packet and upon approval to be included in the June county board mailing. The committee approved the invitation by consensus.

UW Stevens Point Cooperative Internship Agreement

Neuser reported on the UW Stevens Point cooperative internship agreement that is reimbursing the County for the wages of the intern currently working at the recycling facility.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Courthouse B-15 Remodel Project – Update

Neuser reported on the kick off meeting held on May 20. The goal of the project is to improve the security in this area. Neuser added there are preliminary drawings in development stage that will be taken back to the group for review, and if a workable plan is developed, then it will be considered for possible funding as a 2016 project.

UW-Manitowoc Water Heater Project Bid Results

Neuser reported on the bid recording sheet for the UW-Manitowoc Hillside Hall Water Heater project with bids from Luisier Plumbing and Range Line Plumbing provided to the committee. Neuser added bids were received based on the design build specification and voluntary alternates to the base bid. Neuser noted that the alternates were reviewed by the County's plumbing designer and were all found to be acceptable. Discussion. Motion was made by Gerroll, seconded by Dyzak to approve the Range Line Plumbing voluntary alternate #3 for \$18,992. Motion carried unanimously.

Brownsfield Properties – Site Assessment Grant Study Update

Neuser reported that there is a meeting scheduled with the engineers, the business owner who is leasing the site, and the County to review the site assessment study information compiled to-date, and an update will be provided at the next meeting. Also reported was that the underground fuel tank on the site was removed last week.

2015 Budget/2016 Budget

No report.

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

Neuser reported that it has been a quiet spring with no rain/storm and associated lightning issues affecting the radio towers and equipment. Neuser added that the public safety radio system is in good working order and the telephone system is due for a software upgrade and the telephone system reserve account has been set aside for this. This upgrade will happen later this year or early next year.

Public Safety Radio System Upgrade

Neuser reported that Motorola upgrade is underway and the week of July 6-13 the hard switchover will happen with the latest version of the software being completed during this timeframe.

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

Krizek reported on upcoming grounds events including upcoming Holstein show, private parties, and horse shows.

2015 Fair

Krizek reported on the 2015 Manitowoc County Fairest of the Fair Cheyenne Mueller, past and upcoming radio shows, and Golden K meeting.

Proposed Replacement Site Sign

Krizek provided an update on the proposed replacement site sign.

Ice Center Mechanical Repairs

Neuser reported on the Ice Center repairs including x-ray of the coils embedded in the concrete which is the first step in locating the Freon leak. Neuser added that the Freon that leaked during the last ice season will need to be replaced and will be approximately \$6,000. Discussion.

2015-2016 Ice Center Contract

Neuser reported that the contract is in review with corporation counsel and projected to be signed by August 1.

2016-2020 Race Track Contract

Neuser reported the contract is in the final draft stages and waiting on the inventory list and then to submit for Eastern WI Stock Car racing for signature.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reviewed the Expo, Fair and Ice Center profit and loss lines adding that there is capital money in the Ice Center reserves that will be used towards the repairs and that the maintenance account will see an increase in expenses for the water infrastructure project.

Neuser reported on the issues with the Walters building posts adding that a structural engineer was onsite to evaluate and waiting on pricing. Neuser added that other buildings were also checked the posts in those pole buildings were fine.

Adjournment

Motion was made by Zimmer, seconded by Gerroll to adjourn the meeting at 5:04pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



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

DATE: July 8, 2015

TIME: 4:00 p.m.

PLACE: Ridgeview Landfill – 6207 Hempton Lake Rd, Whitelaw

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
 - e. Ethics Code Reports
2. Tour of landfill
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Clean Sweep Commendation
 - c. Clean Sweep Results
 - d. Drug Collection Flyer
5. Solid Waste Advisory Committee input on Solid Waste & Recycling programs – discussion only
6. Adjourn Solid Waste Advisory Committee
7. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. E-mail from Charles Clark
 - b. Resolution Authorizing Out-Of-State travel C. Breit
 - c. Resolution – Maintenance Garage Replacement
 - d. Courthouse B-15 Remodel Project - Update
 - e. Two Rivers Brownsfield Properties – SAG update
 - f. 2015 Budget
8. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. 911 System Upgrade – Update to Text to 911
 - c. Public Safety Radio Upgrade - Update
9. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Surplus Property – Water Truck
 - b. Walters Building – Building Replacement/Funding
 - c. Report on activities by Facility Manager Jennell Krizek
 - d. Ice Center Mechanical Repairs-Update
 - e. 2015 Fair
 - f. Comptroller's Expo Special Fund Reports
10. Adjourn Public Works Committee

Date: June 30, 2015

Donald Weiss, COMMITTEE CHAIRPERSON

By: Gerard Neuser, Public Works Director

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

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

MINUTES OF PUBLIC WORKS COMMITTEE & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, July 8, 2015

Location: Ridgeview Landfill – 6207 Hempton Lake Road, Whitelaw

Present:	Supervisors D. Weiss, R. Gerroll, D. Dyzak, D. Zimmer, B. Cavanaugh, H. Jannette, R. Wegner
Also Present:	G. Neuser, J. Krizek, J. Reisenbuechler, Stephanie Jepson, Jerold Korinek, Allen Nohl, Glenn Nohl, John Dugan, Kurt Keitzer, Jim Brey
Absent:	S. Ahl, D. Kieckbusch, D. Koski, R. Neils
Called to Order	The meeting was called to order at 4:00 pm by the Committee Chairperson.
Minutes	Minutes were reviewed from the previous Committee meetings after which a motion was made by Cavanaugh, seconded by Gerroll to approve the public works committee meeting minutes as submitted. Motion carried unanimously.
Vouchers	No vouchers.
Donations/ Spreadsheets	Donation trackers were submitted for approval. Motion was made by Gerroll, seconded by Dyzak to approve the donation trackers. Motion carried unanimously.
Ethics Code Reports	No ethics code reports submitted.
Tour of Landfill Management on	Tour of Landfill was preceded by a presentation by Kurt Keitzer of Waste landfill construction and operation.
Public Comment	Board Chairperson called for public comment three times. No public comment given.

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

Reisenbuechler introduced Stephanie Jepson, intern for the recycling facility.

Reisenbuechler reported on the reports included in the committee packet noting the following: solid waste averages from County municipalities at the landfill are lower, recyclables tonnages and revenues are down due to holding material in storage until commodity prices rebound, which they have somewhat lately and so are now shipping, compost sales have been very good with a lot of interest and positive feedback, electronics continue to come in at a steady pace. Discussion.

Clean Sweep Commendation

Reisenbuechler reported on the Clean Sweep Commendation Proclamation included in the committee packet that will be presented by the County Board Chairman and County Executive at the July County Board meeting.

Clean Sweep Results

Reisenbuechler reported on the Household Hazardous Waste Clean Sweep results noting that participation is steady, but has declined since we stopped accepting latex paint. Reisenbuechler noted that businesses saved an estimated \$9,000 at the Ag & Business Clean Sweep collection.

Drug Collection Flyer

Reisenbuechler reported on the drug collection flyer included in the committee packet noting that procedures have changed and drugs are to be placed in zip lock bags and can mix controlled with uncontrolled substances. Reisenbuechler added that liquids should be kept in original container. Drug collection flyer will be provided in the county board packet. Discussion.

Solid Waste Advisory Committee Input on Solid Waste & Recycling Programs – Discussion Only

Information was distributed on landfill bans and WI Waste Reduction.

Adjourn Solid Waste Advisory Committee

Motion was made by Dyzak, seconded by Zimmer to adjourn the Solid Waste and Advisory committee meeting at 5:17pm. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

E-Mail from Charles Clark

Weiss reported on the e-mail received from Dean Charles Clark and included in the committee packet.

Resolution Authorizing Out-Of-State Travel C. Breit

Neuser requested approval for the resolution authorizing out-of-state travel for Craig Breit, public works staff, for training as a new staff member. Motion was made by Gerroll, seconded by Cavanaugh to approve the resolution authorizing out-of-state travel for Craig Breit. Motion carried unanimously.

Resolution – Maintenance Garage Replacement

Neuser requested approval for the resolution appropriating \$45,000 from the general fund undesignated and transferring to the public health capital project fund for completion of public works garage/storage included in the committee packet. Discussion included current storage is in the former juvenile detention center sally port garage, trustees ability to access the garage as they do most of the downtown campus outdoor maintenance, storage and storage needs to be close to the downtown campus, and that the project will be submitted out for bids. Motion was made by Gerroll, seconded by Zimmer to recommend approval to the finance committee for resolution appropriating \$45,000 from the general fund undesignated and transferring to the public health capital project fund for completion of public works garage/storage. Motion carried unanimously.

Action Needed:

- Staff to obtain and report via email the committee the general fund balance.

Courthouse B-15 Remodel Project – Update

Neuser reported that preliminary design plans and the architect's opinion on probable cost will be available at the next Public Works Committee meeting, and there is a meeting scheduled with the courthouse security committee later this month.

Two Rivers Brownsfield Properties – SAG Update

Neuser reported that field work is done, data taken, and the bound report will be completed soon. Neuser also reported on the abandoned U.S. Venture-owned underground pipeline that traverses the property. U.S. Venture has requested that the WDNR close the contamination case and turn over future monitoring to the County. Neuser added that this information has been sent to corporation counsel for his review and anticipated response to the WDNR declining this proposal. Discussion.

2015 Budget/2016 Budget

No report.

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

Report on Activities by Public Works Direct Gerry Neuser

No report.

911 System Upgrade – Update to Text to 911

Neuser reported that 911 System Upgrade is complete and we are testing with cellphone carriers with August 1 as the target date for the Joint Dispatch Center to begin to report accepting text messages via 911.

Public Safety Radio Upgrade – Update

Neuser reported that the Motorola Public Safety Radio upgrade is going well.

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

Neuser reported on the 1966 Oshkosh water truck currently located at the Expo grounds that is not working and has no title and request to either place on the auction site or scrap. Motion was made by Weiss, seconded by Gerroll to scrap the water truck. Motion carried unanimously.

Walters Building – Building Replacement/Funding

Neuser reported on the meeting with Weiss to review the Walters building replacement noting that two bids were received to tear down the Walters building and the need to expedite this removal to be ready for the County Fair. Bids were received from Kintgen & Sons for \$10,000 and Bob Braun Excavating for not to exceed \$9,500. Motion was made by Gerroll, seconded by Zimmer to accept Bob Braun's Excavating bid of not to exceed \$9,500 for removal of the Walters building. Motion carried unanimously. Discussion included that Horse-A-Rama will be donating \$100,000 to the new building with a total cost planned to be approximately \$150,000.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events including upcoming Monaco Rally, Badger Brews & Que and other private parties.

Ice Center Mechanical Repairs – Update

Neuser reported that the Freon leak has been repaired and was exactly where the leak was suspected to be located. Neuser added that next item to be repaired is the Glycol piping.

2015 Fair

Krizek reported on the 2015 Manitowoc County Fair.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that no significant change. Neuser added that the Ice Center profit and loss will change dramatically with the upcoming repairs adding that the future Ice Center contract will hold the user groups accountable for any and all future capital outlay.

Neuser reported that an Expo-Ice Center board member resigned this week and submitted his resignation via email to Supervisor Falkowski and County Clerk Jamie Aulik.

Adjournment

Motion was made by Gerroll, seconded by Zimmer to adjourn the meeting at 5:43pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: August 12, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Future of Wisconsin Recycling Development Committee
 - c. Compost lab results
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update including Preliminary Design
 - b. Brownsfield Properties - Site Assessment Study Update
 - c. Focus on Energy Rebate \$5,946.19
 - d. Heritage Center Building Lease
 - e. UW Manitowoc – Chancellor's Award
 - f. 2015 Budget / 2016 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. 911 System Upgrade – Update to Text to 911
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Walters Building Replacement – Update
 - b. Report on activities by Facility manager Jennell Krizek
 - c. 2015 Fair Update
 - d. Ice Center Mechanical Repairs – Update
 - e. Surplus Property-Grader Sale
 - f. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: August 4, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, August 12, 2015

Location: Manitowoc County Public Health Building, 1028 South 9th Street, Manitowoc WI Room 207

Present: Supervisors D. Weiss, R. Gerroll, D. Zimmer, B. Cavanaugh

Also Present: G. Neuser, J. Krizek, Todd Humphrey, Andra Humphrey, John Tienor, Mark Jens, Marcus Neseman

Absent and Excused: D. Dyzak

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

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

Vouchers No vouchers.

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

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

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the Estimated Savings by Area under the Master Solid Waste Contract included in the committee packet and also noted that the recycling commodities markets have rebounded some, but are still on the low end of the scale.

Future of Wisconsin Recycling Development Committee

Neuser reported on the committee formed at the request of the State Senate on the future of recycling in Wisconsin, noting that the state may be switching to a performance-based recycling program.

Compost Lab Results

Neuser reported on the compost site lab results included in the committee packet noting an analysis was completed on the composition of the compost piles. Discussion.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Courthouse B-15 Remodel Project – Update including Preliminary Design

Neuser reported on the preliminary draft floor plan presented at the committee meeting noting that the plans were a schematic design and will move on to the design development phase and then to bid. Neuser added that the positive reasons for the remodel were to increase safety by providing waiting rooms off of the hallway, new client-counselor conference room and direct egress for the Judges to and from the bench. Discussion.

Brownsfield Properties – Site Assessment Study Update

Neuser reported on the site assessment grant used to fund the site assessment study. Neuser added that there will be a meeting next week. Discussion.

Focus on Energy Rebate \$5,946.19

Neuser reported on the Focus on Energy rebate applied for after the chiller was installed. Neuser added that the rebate has been received for \$5,946.19 and requested from the committee a recommendation of either placing the money back in the Jail Assessment Fund, the fund used to pay for the initial chiller, or use towards other energy efficient projects. Motion was made by Cavanaugh, seconded by Gerroll to put the Focus on Energy rebate of \$5,946.19 back in the jail assessment fund. Discussion. Motion carried unanimously.

Heritage Center Building Lease

Neuser reported on the Historical Society's return of the Heritage Center building back to Manitowoc County in 2017. Neuser added that the building will be potentially used for county board meetings and other departmental space needs.

UW Manitowoc – Chancellor’s Award

Neuser reported on the UW Manitowoc Chancellor’s Award awarded to the maintenance staff and included in the committee packet.

2015 Budget/2016 Budget

Neuser reported that by going to electronic packets for both Public Works Committee and Expo-Ice Center Board meetings that over \$2,000 has been saved in printing costs.

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

Report on Activities by Public Works Direct Gerry Neuser

No report.

911 System Upgrade – Update to Text to 911

Neuser reported that the system upgrade to text to 911 is seventy-five percent complete. Neuser added that once the system is fully tested Joint Dispatch will proceed to roll out the program.

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

Walters Building Replacement – Update

Neuser reported that the Walters building is down and the site has been compacted by the Highway Dept. Neuser added that the tent is coming in on Friday for the fair. Neuser added that a Request for Proposal (RFP) has been developed and has been sent out to potential bidders. Neuser added that proposals are due back September 8th and will then be evaluated with anticipated acceptance later this fall. Discussion on the RFP including performance specifications, state plan approval, and budget.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on the past large events including Monaco and Badger Brews & Que as well as upcoming private parties.

2015 Fair

Krizek reported on the 2015 Manitowoc County Fair.

Ice Center Mechanical Repairs – Update

Neuser reported on the Ice Center repairs noting that the Freon leak in the Ice Center floor has been repaired and that the Glycol pipe is on the list to be repaired next. Neuser added that the Glycol Tank repair and other projects are on hold and will need to replace approximately \$6,000 worth of Freon lost due to the leak.

Surplus Property – Grader Sale

Neuser reported on the Expo grader taken in to the highway department for a blown transmission with estimated repairs at a minimum of \$5,000. Neuser stated that he is asking the Committee for permission to deem the grader as surplus property and dispose of it in one of the ways allowed under the County Code. Discussion was then held on options to dispose of the grader, one of which is by private sale. Eastern WI Stock Car Racing (EWSC) representatives attending the meeting asked for the opportunity to purchase the grader at scrap value. Mark Jens spoke on behalf of EWSC and their request to purchase the grader at scrap value, repair it, and use it for their racing program on the Expo grounds, and that EWSC would allow Expo use of the grader during the week of fair. Motion was made by Gerroll, seconded by Zimmer to approve the sale of the grader at scrap value of \$500 to EWSC. Motion carried unanimously.

Comptroller’s Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that the Ice Center is currently in the positive until the repairs are completed and that the maintenance reserve fund will go down if approved to use the funds for a new building to replace the Walters Building.

Adjournment

Motion was made by Gerroll, seconded by Zimmer to adjourn the meeting at 5:01pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: September 9, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Heritage Center (Historical Society)
1701 Michigan Avenue, Manitowoc, WI
3rd Floor Conference Room

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
 - e. Ethics Code Reports
2. Tour of Building
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. America Recycles Day proclamation
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update
 - b. Brownsfield Properties - Site Assessment Study Update
 - c. Maintenance Garage Replacement
 - d. Tax Delinquent Property-Update
 - e. 2015 Budget / 2016 Budget
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. 911 System Upgrade – Update to Text to 911
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Walters Building Replacement – Update for Requests for Proposals received
 - b. Report on activities by Facility manager Jennell Krizek
 - c. 2015 Fair Preliminary results
 - d. Ice Center Mechanical Repairs – Update
 - e. Ice Center User Groups Contract
 - f. Expo Board Re-appointments
 - g. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: September 1, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, September 9, 2015

Location: Manitowoc County Heritage Center (Historical Society), 1701 Michigan Ave, Manitowoc WI
3rd Floor Conference Room

Present: Supervisors D. Weiss, D. Zimmer, B. Cavanaugh, D. Dyzak

Also Present: G. Neuser, J. Krizek, Amy Meyer, Norb Vogt, Jerry Vetting

Absent and Excused: R. Gerroll

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

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

Vouchers No vouchers.

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

Ethics Code Reports There were no Ethics Code Reports presented for approval.

Tour of Building: Amy Meyer, Executive Director of the Manitowoc County Historical Society provided a tour of the Manitowoc County Heritage Center.

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the Estimated Savings by Area under the Master Solid Waste Contract included in the committee packet noting that most of the markets are steady with the exception of the plastics markets which has declined and is the most volatile. Discussions included plastic's inventory.

America Recycles Day Proclamation

Neuser reported on the America Recycles Day proclamation included in the committee packet.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Courthouse B-15 Remodel Project – Update

Neuser reported that Architects and engineers will review the mechanical infrastructure of the Courthouse basement on October 1 as part of the design development phase.

Brownsfield Properties – Site Assessment Study Update

Neuser reported on the site assessment study noting that the study is complete and has been submitted to the Department of Natural Resources (DNR) and the grant amount awarded for the study will be sent once the paperwork has been processed. Neuser added that the property is county owned and there is no obligation to remediate the contamination that remains. Neuser noted that the leasee would like to own the property and will make that determination once the study is reviewed. Discussion on lease terms, insurance and leasing or owning options with the county's preference to sell the property.

Maintenance Garage Replacement

Neuser reported on the maintenance garage replacement noting that public works has contracted with Gene Maloney, architect, for engineering. Bidding is planned for some time this winter with construction planned for the spring.

Tax Delinquent Property – Update

Neuser reported that there are 4 properties that will be presented to the Finance Committee for their concurrence on the appraised values at their next meeting. By October there could possibly be up to 24 more tax delinquent properties. Neuser discussed the In Rem process and the steps necessary to sell tax delinquent properties.

2015 Budget/2016 Budget

Neuser reported that 2015 budget looks good and the 2016 budget is complete and has been submitted to the comptroller for review, then will be sent to the county executive for review. Discussion.

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

No report.

911 System Upgrade – Update to Text to 911

Neuser reported that text to 911 project is complete with the exception of one carrier, Cellcom. Neuser added that once certified, text to 911 service will be live with all carriers. Formal roll-out of the service is up to the Joint Dispatch Center.

EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items: Walters Building Replacement – Update for Requests for Proposals Received

Neuser reported that six request for proposals (RFPs) were received. Neuser added that the proposal with the best plan and price will be selected by a committee comprised of DPW, Expo, UW-Extension, and Horse-a-Rama Inc. representatives. A recommendation from that committee will be presented to the PW committee for review and possible approval at the October meeting. Neuser added that there were 18 inquiries on the project with six RFPs submitted.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on the water infrastructure project status. Neuser provided a sample of piping used previously and being replaced between the Exhibition building and the horse barns.

Krizek reported on the Event Promotional sign noting that funds have been raised and working on contracts with Larry's Distributing and Festival Foods for the sign.

2015 Fair Preliminary Results

Krizek reported on the 2015 Manitowoc County Fair noting attendance up and working on post wrap up meetings.

Ice Center Mechanical Repairs – Update

Neuser reported that repairs ordered and budgeted within the user contract. Neuser added that the Freon replacement could cost between \$6,000 and \$20,000.

Ice Center User Groups Contract

Neuser reported that the contract was signed today. Neuser added that corporation counsel revised the contract language and the user groups are now responsible to create reserves for all future ice related equipment expenses.

Expo Board Re-Appointments

Neuser reported that there are three confirmed reappointments and one opening on the board. Neuser added that the board is a working board and the appointment comes from the county executive after approval from the PW committee and the Expo-Ice Center board.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that the Expo Activities Account is having a great year with expenses being offset by increased rental revenue and lower expenses. Neuser added that the county fair expenses are coming in and the Ice Center repairs have been ordered. Neuser reported that with the water infrastructure project completed and the demolition of the building, expenses will increase and will be reflected in upcoming reports. Neuser reported that the new building may be built in spring if funding is adequate.

Adjournment

Motion was made by Zimmer, seconded by Dyzak to adjourn the meeting at 5:45pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



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

DATE: October 14, 2015
TIME: 4:30 p.m.
PLACE: Recycling Center – 3000 Basswood Drive, Manitowoc

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement
 - c. Responsible Units Grants
4. Solid Waste Advisory Committee input on Solid Waste & Recycling programs – discussion only
5. Adjourn Solid Waste Advisory Committee
6. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project - Update
 - b. UW Manitowoc – Science Labs Remodel Project - Update
 - c. Tax Delinquent Property - Update
 - d. 2015 Budget / 2016 Budget
 - e. Capital Improvements 5 year plan
 - f. Historical Society Building - Update
7. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Phone System Software Upgrade
 - c. Text-to-911 Implementation - Update
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Walters Building Replacement – Update for Request to award to Contractor
 - b. Expo Site Signage - Update
 - c. Report on activities by Facility Manager Jennell Krizek
 - d. Ice Center Mechanical Repairs – Update
 - e. Expo Board Reappointments
 - f. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: October 6, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, October 14, 2015

Location: Recycling Center – 3000 Basswood Drive, Manitowoc

Present:	Supervisors D. Weiss, D. Dyzak, B. Cavanaugh, H. Jannette, D. Kieckbusch
Also Present:	G. Neuser, J. Krizek, J. Reisenbuechler, Marcus Nesemann
Absent:	R. Gerroll, D. Zimmer, S. Ahl, R. Wegner, D. Koski, R. Neils
Called to Order	The meeting was called to order at 4:30 pm by the Committee Chairperson.
Minutes	Minutes were reviewed from the previous Committee meetings after which a motion was made by Dyzak, seconded by Cavanaugh to approve the public works committee meeting minutes as submitted. Motion carried unanimously.
Vouchers	No vouchers.
Donations/ Spreadsheets	Donation trackers were submitted for approval. Motion was made by Dyzak, seconded by Cavanaugh to approve the donation trackers. Motion carried unanimously.
Ethics Code Reports	Ethics code report was submitted for approval. Motion was made by Dyzak, seconded by Cavanaugh to approve the ethics code report. Motion carried unanimously.
Public Comment	Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the reports included in the committee packet noting the following: Solid waste tonnages are lower which could be a reflection of light-weighting of packaging, recycling volumes that divert waste, and a reflection of the economy. This is an industry trend. Recyclables shipped are down for August due to holding back of material due to the low market prices, but did begin shipping again in September; plastic sees the most pricing fluctuations and is the most volatile market; compost sales is decreasing now with end of the season. Reisenbuechler added that overall compost sales did well with the modest rate increase helping the bottom line and selling the new grade of almost-finished compost at \$1.50 per yard. Reisenbuechler reported on electronics recycling noting ongoing concerns with CRT glass. Neuser asked both the Solid Waste Advisory Committee and PW Committee to be aware of any “backyard electronics recyclers” in their areas, and to report any activity like that to him or the Recycling Center Manager. Discussion.

Recycling Center Processing Equipment Replacement

Neuser reported that the recycling center, built in 1994, is at the point where capital re-investment in the processing equipment (balers, etc.) will be necessary soon, or a change in processing of recyclables will be necessary, adding that he and the recycling center manager have been studying the issue for the past year. Discussion included the dwindling recycling fund reserve account and the number of balers in use. Neuser noted that there will be monthly updates to the Committee on this issue as all options are currently being studied.

Responsible Units Grants

Neuser reported on the information included in the Committee packet and the proposal by Sen. Cowles to refund a part of the 2016 budget cut to the RU Grant program. Discussion.

Solid Waste Advisory Committee Input on Solid Waste & Recycling Programs – Discussion Only

Harvey Jannette, Town of Franklin, reported that with the lower solid waste volumes coming to the Ridgeview Landfill, that revenues to the Town from Ridgeview that were once at \$650,000 have now decreased to approximately \$300,000, and also added that the contract with Ridgeview is coming up for renegotiation in 2018.

Adjourn Solid Waste Advisory Committee

Motion was made by Dyzak, seconded by Cavanaugh to adjourn the Solid Waste and Advisory committee meeting at 4:55pm. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:**Courthouse B-15 Remodel Project – Update**

The architect and engineers did a site survey on October 1 and are currently in the design-development phase. The Clerk of Court is trying to schedule an 8-week window in 2016 to vacate B-15 to accomplish the work.

UW Manitowoc – Science Labs Remodel Project – Update:

Dyzak reported on the meeting with the task force and the County Executive, noting that the task force has accepted the option to remodel. Dyzak added that the task force would like to consider a phase 2 option that would be a plan for the next building project; an addition for added space to the campus. This phase 2 plan would be a future plan only, one that the UW Foundation could use to raise funds. Dyzak noted that the remodel will not add space to the campus but will modernize the science and art facilities and solve safety issues. Discussion included Request for Proposals (RFP) for architectural services, county board meeting room move to the Heritage Center, and major mechanical infrastructure work to be completed as part of this project.

Tax Delinquent Property – Update

Neuser reported that the treasurer and corporation counsel have completed the In Rem process and have acquired eleven additional properties, which brings the total for this year to fifteen tax delinquent properties. Public Works will now secure and maintain the properties and manage the advertisements and sales. Discussion.

2015 Budget/2016 Budget

Neuser reported that the 2015 budget is in good shape. No update on the 2016 budget.

Capital Improvements 5 Year Plan

Neuser reported on the capital improvements five year plan as proposed by the County Executive for the 2016 (and beyond) budgets. Neuser reviewed each line item with the committee providing a detailed explanation. Discussion.

Historical Society Building – Update

No update. Per the committee this agenda item will be removed from the agenda and added when needed.

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

No report.

Phone System Software Update

Neuser reported that the contracts are signed and the software upgrade will be completed this fall. Neuser added that the phone system is basically a large, vital computer system that is in need of periodic upgrades with total future replacement funding already being planned. Neuser added that phone system upgrades and the eventual replacement of the system are funded through an internal fee charged to each department by phone line use.

911 System Upgrade – Update to Text to 911

Neuser reported the 911 system's Text-to-911 feature has been fully tested with the cell carriers. The Joint Dispatch Center (JDC) will be publicly announcing this new service soon.

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

Walters Building Replacement – Update for Request to Award to Contractor

Neuser reported on the RFP proposals submitted by the contractors for the Walters Building replacement that was included in the committee packet. Neuser reviewed the selection and interview process of the top (4) contractors, as well as those who made up the review committee, including two members from Horse-A-Rama, the UW-Extension AG agent, and DPW staff. Neuser added that there will be a meeting next week to choose the contractor we would like to work with, and that recommendation will be presented to the PW Committee for their approval at the November meeting. It was noted that all the builders understand that full funding needs to be in place prior to a contract being signed, but we are hopeful that will be in place by spring so a new building can be ready by County Fair 2016. Discussion.

Expo Site Signage – Update

Neuser reported on the rendering included in the committee packet noting that the sign is fully funded with the major contributors being Larry's Distributing and Festival Foods. Neuser added that staff met on-site with the City of Manitowoc Building Inspector who recommended and approved moving the sign location from its current location at the Expo exit gate to a more central area on the grounds along Rapids Road, with plans to erect the sign in 2016. Neuser reviewed the site map included in the committee packet for possible sign location at the Dewey Street - Rapids Road intersection. Discussion. Motion was made by Dyzak, seconded by Cavanaugh to approve the site location immediately north and west of the Dewey Street - Rapids Road intersection. Motion carried unanimously.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events including upcoming Crime Prevention Day and Vietnam Veterans Dance as well as the 2015 state fair paperwork has been submitted.

Ice Center Mechanical Repairs – Update

Neuser reported that all planned repairs are complete and the ice system was started on October 1. Neuser reported that Compressor #1 had a bearing that seized and the user groups are responsible for these additional repairs per the new contract. Discussion was held on the age of the ice-making system, and the details of the new contract with the User Groups.

Expo Board Reappointments

Neuser reported on the Expo board reappointments included in the committee packet noting that four are reappointments and one, Jeremy Hawig, is a new appointment for a vacant seat on the board. Motion made by Cavanaugh, seconded by Dyzak to approve the Expo board reappointments and the new appointment of Jeremy Hawig. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that the fair revenues did not post in time for the report, which is why the fair activity is in the red. This will change next month when all revenues are posted. Neuser reviewed each profit and loss line noting that by the end of the year, the Ice Center activity will be down substantially due to the planned repairs, and the maintenance activity, which is an expense-only activity, now reflects the expenses of the demolition of the Walters Building, the major water infrastructure project, and three water main break repairs we had this summer.

Adjournment

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

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: November 11, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement - Update
 - c. Ag Plastic Recycling
 - d. Responsible Unit Grants
 - e. Wood Mulch / Tree Exchange
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update
 - b. Request from Historical Society
 - c. 2015 Budget / 2016 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Walters Building Replacement – Recommended contractor approval request
 - b. Horse-A-Rama 2015 Capital Improvement
 - c. MCYHA Ice Center Rental Payment Plan
 - d. 4-H Request for Building Use
 - e. Report on activities by Facility manager Jennell Krizek
 - f. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: November 4, 2015

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, November 11, 2015

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

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

Also Present: G. Neuser, J. Krizek, J. Reisenbuechler, Doug Barry, David Pawlowski, Dick Pollen

Absent and Excused: D. Zimmer

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

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

Vouchers No vouchers.

Donations/ Krizek provided an explanation of the Crime Prevention Day in-kind donation noting that the

Spreadsheets building is donated at no cost to for this annual event, and that the recycling center and metro-drug unit participate in the event with a drug collection. Donation trackers were submitted for approval. Motion was made by Dyzak, seconded by Gerroll to approve the donation trackers. Motion carried unanimously.

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

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the Annual Estimated Savings by Area under Master Solid Waste Contract provided in the committee packet noting that markets are still low and projected to remain low for the next three to four years and that incoming recycling volumes are maintaining steady.

Recycling Center Processing Equipment Replacement – Update

Neuser reported that the recycling facility, which is now 20 years old, is due for major equipment replacement and the department is creating a ten year capital outlay plan to address the needs and plan for future budgets. Neuser added that as part of the continuous review of the recycling operation, a transfer station idea was reviewed but the cost of transportation of the recyclables to a regional recycling center was prohibitive, and maintaining the current operation appears to be in the county's best interest. Neuser noted that the ten year capital outlay plan will include replacement for four major balers and up to eleven conveyors. Discussion included regional operations done at other counties, trucking fees, and lost revenue if recyclables are sent to a regional recycling center.

Ag Plastic Recycling

Neuser reported on the Trial/Pilot program for baling agricultural plastics at the Manitowoc County Recycling Center. White paper and WDNR publication provided in the committee packet. Supervisor Cavanaugh commented on the program running in Green County and the committee may want to analyze this program in the future for potential ideas.

Responsible Units Grants

Neuser reported the state of SB340, reinstating \$2.3 million in the recycling grant fund and included potential revenues gained to each municipality due to the reinstatement.

Wood Mulch/Tree Exchange

Neuser reported on the agreement between the recycling facility and Riverside Landscaping for trade of excessive mulch at the recycling center for trees. Neuser noted that Riverside Landscaping planted the trees. Neuser added that this was also included in the donation tracker.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Courthouse B-15 Remodel Project – Update

Neuser reported that bidding on the B-15 remodel project should happen before the end of the year, and construction is planned for March/April 2016, assuming bids come in at budget. Discussion.

Request from Historical Society

Neuser reported on the request from the Manitowoc County Historical Society included in the committee packet to use two storage rooms for a period of two to three years, 2017 through no later than 2020 and referenced the floor plan included in the committee packet. Motion was made by Gerroll, seconded by Cavanaugh to approve the request from the Manitowoc County Historical Society with the lease agreement to be prepared by corporation counsel to mitigate risks with items stored during this period. Motion carried unanimously.

Action Needed:

- Staff to contact corporation counsel to prepare a lease agreement.

2015 Budget/2016 Budget

Neuser reported that the 2015 budget is on budget and the 2016 budget was approved.

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

Report on Activities by Public Works Direct Gerry Neuser

No report.

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

Walters Building Replacement – Recommended contractor approval request

Neuser reported the finalists and the final contractor selected for construction of the multi-purpose building, which is Valley Building Systems. Neuser reviewed the elevation and building design included in the committee packet noting that the committee was comprised of two members from Horse-A-Rama, Scott Gunderson – UW-Extension, and staff. Neuser added that once funding is secured, Expo will work to develop a final plan with Valley Building Systems. Motion was made by Gerroll, seconded by Cavanaugh to approve Valley Building Systems as the contractor for the multi-purpose building. Motion carried unanimously. Discussion on building specifications including building size, commitment of \$100,000 from Horse-A-Rama, \$45,000 from Expo reserves, and working on securing grants and additional funds.

Horse-A-Rama 2015 Capital Improvement

Neuser reported on the \$10,000 contract agreement with Horse-A-Rama, where \$5,000 is paid up front for horse event with the following \$5,000 to be used for capital improvements. Neuser reviewed the letter provided in the committee packet and recommended for approval of the \$5,000 to be used towards capital improvement for the multi-purpose building. Motion was made by Cavanaugh, seconded by Dyzak to approve the \$5,000 capital outlay to be used for the multi-purpose building. Motion carried unanimously.

MCYHA Ice Center Rental Payment Plan

Manitowoc County Youth Hockey representative Doug Barry, Figure Skating representative David Pawlowski, and Expo-Ice Center board vice chair and liaison to both user groups Dick Pollen were in attendance to discuss the user group request provided in the committee packet. Barry provided a revised letter to the committee due to a calculation error. Barry reported on the current status of the Ice Center including failure of Compressor #1 bearing and the need to replace the compressor completely. Barry requested a reconfiguration of the current payment schedule and to take the remaining \$83,200 balance over a five payment installment plan versus the current four payment installment. Barry added to replace the compressor, fifty percent is required as a down payment. Pawlowski reported on the Ice

Center and the benefit to the community and the economic impact on the community noting that over 5,000 use the Ice Center for public skate, figure skating show brings in approximately 3-4,000, and the hockey tournaments bring in approximately 1,500 per weekend. Pawlowski added that \$30,000 Expo reserves and \$26,500 from the user groups was applied for the recognized repairs prior to the start of the season. Discussion. Motion was made by Gerroll, seconded by Cavanaugh to approve the restructured payment plan to five installments of \$16,640 each with the final payment on April 1, 2016. Motion carried unanimously.

4-H Request for Building Use

Krizek reported on the request included in the committee packet from Kevin Palmer, 4-H Extension. Krizek noted that there were no scheduling conflicts and these events would occur during the week and stated that fees have been waived in the past. Motion was made by Gerroll, seconded by Weiss to approve the building rental request and waive the cost. Motion carried unanimously.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events including Rummage-A-Rama, Friday Night Skate at the Ice Center, and public skate.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that Expo Activities is doing better, Fair Activities will not change much prior to end of the year and was a good year, Ice Center Activities repairs being paid for and the \$30,000 reserves will be depleted with the user groups being completely responsible for the ice making equipment, and the Maintenance Activities are higher due to the damage done to the Exhibition building and insurance check not received to date, the water infrastructure project, and the three water main leaks.

Adjournment

Motion was made by Gerroll, seconded by Dyzak to adjourn the meeting at 5:24pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE

2nd AMENDED MEETING NOTICE

Revised for New Item 4.d.

Revised for New Item 4.e.

DATE: December 9, 2015
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement Update
 - c. Waste Management Surety Bond Requirement Waiver 2016 & 2017
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update
 - b. 2015 Budget / 2016 Budget
 - c. UW-Manitowoc Renovation Project – Update
 - d. Chard Development – Request for Conditional Use Permit for 1910 20th St., Two Rivers***
The Committee may convene in closed session pursuant to Wis. Stats §19.85(1) (e) to consider the following matters:
e. Potential Sale of Public Property – No action will be taken in closed session
If the Committee has convened in closed session it will reconvene in open session.
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Vietnam Veterans of America Chapter 731 11/12/16 Rental Rate
 - b. Report on activities by Facility manager Jennell Krizek
 - c. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: December 1, 2015

Amended: December 4, 2015 @ 2:39 p.m.

Amended: December 8, 2015 @ 8:35 a.m.

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, December 9, 2015

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

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

Also Present: G. Neuser, J. Krizek, Kevin Behnke, Jim Falkowski, Jim Brey, Bob Ziegelbauer, Rick Henrickson, Mark Kopecky, Marcus Neumann

Absent: D. Zimmer

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

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

Vouchers No vouchers.

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

Spreadsheets Dyzak to approve the donation trackers. Motion carried unanimously.

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

Public Comment Board Chairperson called for public comment three times. No public comment given.

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

Recycling and Solid Waste Programs

Neuser reported on the Annual Estimated Savings by Area under Master Solid Waste Contract provided in the committee packet. Neuser reported that recycling markets are holding steady, but are still at the low end of the spectrum as they have been throughout the year. Projections are that markets will remain low at least through the first quarter of 2016. Neuser added that because of the low market prices the end of the year revenue will be under projected levels, but the recycling center manager has been cutting expenses to help compensate.

Recycling Center Processing Equipment Replacement – Update

Neuser reported that the equipment replacement report is being compiled and anticipates to provide the report at the next meeting as long as accurate pricing for the report arrives in time for the meeting.

Waste Management Surety Bond Requirement Waiver 2016 & 2017

Neuser reported on the email received and included in the committee packet from Kurt Kietzer, Waste Management, requesting the waiver of the surety bond for 2016 and 2017. Motion was made by Gerroll, seconded by Cavanaugh to approve the request for waiver of the surety bond for 2016 and 2017. Discussion. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:

Courthouse B-15 Remodel Project – Update

Neuser reported that construction documents on the B-15 remodel project are complete and distributed a layout for the committee members to review. Neuser gave a detailed explanation of the layout noting the judge's chambers, public waiting areas, and improvements on security. Neuser noted that the layout was done in cooperation with the courthouse security committee and they have all signed off on it. Neuser added that the request for bids will be out by December 21, and should have returned bids for committee review and action at the January meeting.

2015 Budget/2016 Budget

No report.

UW-Manitowoc Renovation Project – Update

Neuser reported on the meeting held with the chairpersons of the UW-Manitowoc facility task force and the regional dean noting that there will be an interview in early January with the architectural firm that did the initial renovation study. Contingent on a successful interview, this firm will be hired to create the construction documents for the project.

Chard Development – Request for Conditional Use Permit for 1910 20th St., Two Rivers

Neuser reported on the email communication request for a conditional use permit from Chard Development to use the current leased lot at 1910 20th St., Two Rivers, for storage of RV's. Discussion. Motion was made by Dyzak, seconded by Gerroll to approve the conditional use permit for 1910 20th St., Two Rivers. Motion carried unanimously.

Potential Sale of Public Property – No action will be taken in closed session

If the Committee has convened in closed session it will reconvene in open session

Motion was made by Cavanaugh, seconded by Gerroll to convene the public works committee meeting in closed session at 4:40pm. Motion carried unanimously.

Motion was made by Gerroll, seconded by Dyzak to reconvene the public works committee meeting in open session at 4:55pm. Motion carried unanimously.

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

Report on Activities by Public Works Direct Gerry Neuser

Neuser reported that the phone system software upgrade has been completed with one issue remaining, the loss of voicemail service for the UW-Manitowoc Campus. The software contractor is working on a patch to the software to rectify the issue.

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

Vietnam Veterans of America Chapter 731 11/12/16 Rental Rate

Krizek reported on the request from the Vietnam Veterans of America Chapter 731 for a reduced rental rate of \$500 for the November 2016 event. Krizek noted that this request was previously approved for 2015. Motion was made by Dyzak, seconded by Cavanaugh to approve the Vietnam Veterans reduced rental rate of \$500. Motion carried unanimously.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming grounds events including Rummage-A-Rama and noted that staff is doing well along with the new staff person, Bob McNeil.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting that there were no Ice Center revenues posted for October, which is why there appears to be a larger than expected negative balance in that activity. This activity balance will come back into the expected range once the revenues get recorded.

Adjournment

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

Minutes taken by Krizek

Signed by Cavanaugh