



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

DATE: January 11, 2017
TIME: 4:45 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. Drug Disposal Program update and 2016 Grant Final Report
 - c. Educational Outreach Partnership / City of Manitowoc KAB Grant
 - d. FOWRD-Future of Wisconsin's Recycling Development
 - e. EPA 2016 Recycling Economic Information Report and WDNR Responsible Unit Reports
 - f. Recent PSA's – Christmas Light Recycling and Holiday Tree Drop Off
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. UW Manitowoc Renovation Project - Update
 - b. Michigan Ave Campus (Heritage Center) 2017 Project – Updates
 - c. Human Services HVAC Project–Update including Pay Request(s)
 - d. 2017 Budgeted Projects Report
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. 2017 County Fair Grounds Preparations
 - c. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: January 4, 2017

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, January 11, 2017

Location: Manitowoc County Recycling Center, 3000 Basswood Dr, Manitowoc

Present: Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Zimmer, D. Dyzak
Advisory Committee Members: B. Wolf

Other County Board Members Present: None
Absent & Excused: None

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

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

Vouchers No vouchers.

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

Ethics Code Reports None.

Public Comment The Committee 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

MRF Manager Jon Reisenbuechler reported on the spreadsheets, charts, and graphs provided in the committee packet noting that market activity is normal and the patterns have not changed. Discussion was held on the plastic markets and prices, recycling center processing equipment status and replacement status, and various programs.

Drug Disposal Program Update and 2016 Grant Final Report

Reisenbuechler reported on the results of the 2016 Drug Collection program and the final report on the drug grant submitted to the state. Discussion.

Education Outreach Partnership / City of Manitowoc KAB Grant

Reisenbuechler reported on the grant received by the City of Manitowoc where they cited the educational component partnership with Manitowoc County, and how the County partners with most of the County's municipalities. Discussion.

FOWRD-Future of Wisconsin's Recycling Development

Public Works Director Gerry Neuser reported on the final FOWRD Report included in the committee packet. Discussion included the economics of the Recycling industry and the State's role in releasing recycling grant funds.

EPA 2016 Recycling Economic Information Report and WDNR Responsible Unit Reports

Neuser reported on the reports in the Committee packet and how the information could be used to extrapolate statistics in the FOWRD report. Discussion.

Recent PSA's – Christmas Light Recycling and Holiday Tree Drop-off

Reisenbuechler reported on the Public Service Announcements (PSA) in the Committee packet and on both programs. Discussion.

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

No report.

Adjourn Solid Waste Advisory Committee

Motion was made by Zimmer, seconded by Gerroll to adjourn the Solid Waste Advisory portion of the meeting at 5:35pm. Motion carried unanimously.

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

UW-Manitowoc Renovation Project – Update

Neuser reported on the UW-Manitowoc Renovation Project noting that bid documents were released on January 9th and bids are due February 6th, and will be presented to the Public Works Committee at the February meeting. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported that construction is planned to start on January 23rd and a pre-construction meeting with the architect and contractors was held on Jan. 9th. Discussion.

Human Services HVAC Project – Update Including Pay Request(s)

Neuser reported on the Human Services HVAC project noting that the project is complete, and the only remaining items are the closeout submittal documents. Neuser recommended approval of Pay Request #4 in the amount of \$66,441.00 and Pay Request #5 in the amount of \$17,167.80, with Pay Request #4 to be paid immediately and Pay Request #5 to be held until all closeout documents are received. Motion was made by Gerroll, seconded by Cavanaugh to approve both pay requests as submitted and withhold payment of Pay Request #5 as described. Motion carried unanimously.

2017 Budgeted Projects Report

Neuser reported on the major capital projects that will be managed by the Public Works Department in 2017. Discussion.

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

Report on Activities by Public Works Director Gerry Neuser

No Report.

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

Report on Activities

Neuser reported on the activities calendar in the committee packet and the status of the Ice Center compressor motor repair. Discussion.

2017 County Fair Grounds Preparations

Neuser reported that the planning process to prepare the grounds in anticipation of the 2017 County Fair is well underway and there will be significant work happening on the grounds this spring and summer. Discussion included civil engineering and funding of the work from the proceeds of the Expo Land sale.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Discussion included the accounting of the revenues and expenses related to the Expo Land Sale and how the accounting would be presented on future reports.

Adjournment

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

Minutes taken by Neuser

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: February 8, 2017
TIME: 4:45 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. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Equipment updates
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update including Project Bid Results
 - b. Michigan Avenue Campus (Heritage Center) 2017 Project – Update
 - i. Pay Requests
 - ii. Furniture Bid Results
 - iii. Data Wiring Bid Results
 - c. Courthouse First Floor Office Relocations
 - d. Two Rivers Brownsfields - update
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2017 County Fair Grounds Preparations Update
 - c. Expo Board Appointment – Recommendation to County Executive
 - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: January 31, 2017

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

Held Wednesday, February 8, 2017

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

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

**Other County Board
Members Present:**

Absent & Excused: D. Zimmer

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

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

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

Public Comment The Committee 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 Master Solid Waste Contract noting the year-end report realized a \$606,000 savings for those municipalities participating in the program.

Recycling Center Processing Equipment Replacement Update

Neuser reported that request for proposals (RFP) are due February 28 for the main larger baler and will have at the next committee meeting for approval. Neuser reported that a new skid steer was purchased through Miller St. Nazianz as the low bidder and is part of the 2017 budget. Neuser added that the second smaller baler to be scheduled for replacement once the main baler has been replaced. Discussion.

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

UW-Manitowoc Renovation Project – Update including Project Bid Results

Neuser reported that the bids were due Monday, February 6th but were postponed due to feedback received from the majority of the bidders noting concerns with the complexity of the project more time was required to prepare an adequate bid. Neuser added that the bids are due in one month and will not change the construction schedule but will change the equipment purchase timeline. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Project – Update

Neuser reported that the project is going well and framing and drywall work is being completed now with drywall to finish next week. Neuser added that asbestos was found and abated.

Pay Requests – No pay requests.

Furniture Bid Results – Neuser reported on the RFPs presented and included in the committee packet noting three vendors replied with proposals. Neuser provided a brief summary of the quality of the furniture noting metal gauge used, quality of furniture noted upon personal inspection, aggregate scoring process, and all three proposals came in under budget. Neuser noted that staff's recommendation is Lakeshore Business Interiors, Manitowoc with Invincible furniture. Discussion. Motion was made by Gerroll, seconded by Dyzak to approve Lakeshore Business Interiors, Manitowoc with Invincible furniture bid for the Michigan Avenue Campus project at \$43,018.00. Motion carried unanimously.

Data Wiring Bid Results

Neuser reported on the Data Wiring bid results noting that two contractors replied with bids. Discussion. Motion was made by Gerroll, seconded by Cavanaugh to approve Heartland Business Systems for the Data Wiring project at \$13,183.34. Motion carried unanimously.

Courthouse First Floor Office Relocations

Neuser reported on the county executive's proposed Courthouse First Floor Office relocations reviewing the concept drawing provided at the committee meeting and noting that this was informational only. Neuser provided a detailed review adding that a security wall is already budgeted for the Treasurer's Offices and County Clerk's Offices, and those funds would be sufficient for any remodeling required to accomplish the new layout. Neuser added that the files located in the Register in Probate's basement vault area could be relocated to the vault area under her new office space.

Two Rivers Brownsfields – Update

Neuser reported on the Two Rivers Brownsfields property noting that all groundwater testing that was planned has been completed and a request for closure will be submitted to the WI Department of Natural Resources (WDNR) soon. The Committee will be updated as developments arise.

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

Report on Activities by Public Works Director Gerry Neuser

Neuser reported on the Cato Radio Tower noting that the 800 system is up and the gateway frequency will be shut down soon. Neuser added that interest has been received in the site and staff has requested the interested party to submit a formal offer to purchase, noting that the purchaser agrees to support the Towns of Cato & Manitowoc Rapids antennae that are currently on the tower. Discussion.

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

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on the fair convention, Reedsville Knights of Columbus – Polka Pavilion not returning this year, grants submissions, hiring of seasonal workers, and the Ice Center.

2017 County Fair Grounds Preparations Update

Neuser updated the committee on County Fair Grounds Preparations noting that a meeting with the Executive Working group, made up of the Expo-Ice Center board chair, vice chair, and chairs of the subcommittees, is meeting tomorrow at 6:30pm to review the layout created by Steinbrecher & Meneau Inc (SMI). Discussion.

Expo Board Appointment – Recommendation to County Executive

Krizek reported on the two interviews held with Scott Konik and Marilyn Lentz noting both had experience and knowledge of the fair and would be good members of the Expo Board. Krizek added that the Expo-Ice Center board chair and vice chair recommended Scott Konik to replace Dan Schaut. Krizek noted that upon another board vacancy, the position would be offered to Marilyn Lentz. Motion was made by Cavanaugh, seconded by Dyzak to recommend to the county executive the approval of the appointment of Scott Konik to the Expo board. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the additional Expo Maintenance & Improvements (Activity 54620) provided at the committee meeting noting the circled portions that the committee will want to review each month with special attention to the Sale of the Land, Outlay from Expo Land Sale where the account is charged for approved budgeted items, and Operating Transfer to General Funds where the \$120,000 was transferred back to the county's general fund (money borrowed for the multi-purpose building construction).

Neuser reported on the Expo Special Revenue Fund provided in the committee packet noting that this was a good year with Expo Activities, which is a rental revenue and expense account, showed a larger expense of \$9,000 for the network system integration at Expo; Fair Activities right where expected; Ice Center Activities shows a one month additional revenue due to payment restructuring of the 2015-2016 ice season; and Maintenance Activities showing the sale proceeds.

Adjournment

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

Minutes taken by Krizek



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
AMENDED MEETING NOTICE
Revised for new item 4.e. and additions to 4.b.

DATE: March 8, 2017
TIME: 4:45 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. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Additional Drug drop box location
 - c. Meal for Clean Sweep Workers
 - d. Earth Day Donations
 - e. Equipment updates including Main Baler Bid Results
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update including Project Bid Results and Asbestos Abatement Bid results
 - b. Michigan Avenue Campus (Heritage Center) 2017 Project – Update *Including pay request(s) and dedication plaque*
 - c. Trusty & Community Service Programs – Annual Report
 - d. MCOC Condensing Unit Bid Results
 - e. *Request for use of Courthouse Grounds Event*
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Cato Radio Tower – Decommissioning
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Expo Site Improvements – Bid Results
 - c. Comptroller's Expo Special Revenue Fund Report

7. Adjourn Committee

Date: February 28, 2017
Amended: March 3, 2017 2:30 p.m.

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

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MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, March 8, 2017

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

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

**Other County Board
Members Present:**

Absent & Excused:

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

Minutes Minutes were reviewed from the previous Committee meeting after which a motion was made by 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 Gerroll, seconded by Zimmer to approve the donation trackers. Motion carried unanimously.

Ethics Code Reports No ethics code reports were submitted.

Public Comment The Committee 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 Master Solid Waste Contract. Reisenbuechler gave a markets report noting that the plastic market price is the same, HDP was down but has stabilized with the possibility of an upward trend in the market.

Additional Drug Drop Box Location

Neuser reported on the additional drop box location at the Sheriff's department. Reisenbuechler added that the drug disposal program started in 2006 and has grown and now has the addition of drop box locations at the Cities of Manitowoc and Two Rivers Police departments as well as the additional Sheriff's department drop box location. Reisenbuechler added that promotion of the new drop box will begin. Discussion included that a grant covered the drop box purchase, volumes increased at drop box locations, and review of locations and hours when drop boxes are accessible to the public.

Meal for Clean Sweep Workers

Neuser reported on the Clean Sweep Event annual request for meal for clean sweep volunteer workers with Reisenbuechler adding the annual savings to the program by using volunteers is approximately \$5,000.00. Motion was made by Gerroll, seconded by Cavanaugh to approve the meal for the Clean Sweep Workers. Motion carried unanimously.

Earth Day Donations

Reisenbuechler reported on the Earth Day program including the Healthy Kids Day and Drug Disposal program and the request for Earth Day Door Prize donations included in the committee packet. Motion was made by Dyzak, seconded by Zimmer to approve the Earth Day Door Prize donations. Motion carried unanimously.

Equipment Updates including Main Baler Bid Results

Neuser reported on the equipment updates including the main baler issues noting that the main baler replacement was included in the 2017 budget for \$250,000. Neuser added that there were two proposals submitted as noted in the Bid Recording Sheet included in the committee packet. Reisenbuechler prepared a proposal score sheet which included an aggregate score. Neuser recommended the purchase of the main baler for \$228,915 through Recovery Systems Company. Motion was made by Gerroll, seconded by Cavanaugh to approve the main baler bid of \$228,915 through Recovery Systems Company. Motion carried unanimously.

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

UW-Manitowoc Renovation Project – Update including Project Bid Results and Asbestos Abatement Bid Results

Neuser reported on the UW-Manitowoc Renovation project noting that seven general contractors attended the mandatory pre-bid walk-thru and requested the bid information and three submitted bids as outlined in the Bid Tabulation sheet included in the committee packet. Neuser gave an explanation of the bid results with alternates noting that alternates 2 and 14 were excluded. Neuser added that the overall project was budgeted at \$5,000,000 and staff's recommendation is A.C.E. Building Services for \$4,114,697. Motion was made by Gerroll, seconded by Dyzak to approve A.C.E. Building services for \$4,114,697. Motion carried unanimously. Discussion included contingency, base bid included copper, and removal of alternates 2 and 14.

Neuser reported on the Asbestos Abatement bids noting that six general contractors requested the bid information and three completed the required walk through and all three submitted the bid paperwork as noted in the Bid Recording Sheet included in the committee packet. Neuser added that a Proposal Score Sheet was also prepared to include an aggregate score. Neuser recommended Advanced Asbestos Removal Inc for the Asbestos Abatement project. Motion was made by Zimmer, seconded by Cavanaugh to approve Advanced Asbestos Removal Inc for \$56,000. Motion carried unanimously.

Michigan Avenue Campus (Heritage Center) 2017 Project – Update; Including Pay Request(s) and Dedication Plaque

Neuser reported that the Michigan Avenue Campus project is on time and on budget. Neuser added that the Aging and Disability Resource Services (ADRC) and County Veteran Service Office (CVSO) will be moving in the week prior to Easter. Neuser presented the first and second pay requests that were reviewed by staff and the architect and recommended for approval for first pay request for \$113,108.04 as well as second pay request for \$105,769.33. Motion was made by Gerroll, seconded by Zimmer to approve pay requests for \$113,108.04 and \$105,769.33. Motion carried unanimously.

Neuser reported on the dedication plaque that is to be supplied and funded by the Contractors and Architect and language included in the committee packet. Discussion. Motion was made by Dyzak, seconded by Cavanaugh to approve the Dedication Plaque. Motion carried unanimously.

Trusty & Community Service Programs – Annual Report

Doreen Bessert, public works worksite placement coordinator, reported on the Trusty and Community Service Programs as well as the summary of hours included in the committee packet. Bessert noted that in 2016, there were 22,254 hours worked which is a full-time equivalent of 10.7 positions. Neuser added that hours have decreased due to less trusty workers and is an historic low. Neuser also acknowledged the work that Bessert has done with the program.

MCOC Condensing Unit Bid Results

Neuser reported on the Manitowoc County Office Complex (MCOC) Condensing Unit bid results included in the committee packet noting that this is the last of the large air conditioning condensers needing replacement and budgeted at \$30,000 with two bids received. Staff's recommendation is the low bid with Schaus Roofing & Mechanical Contractors Inc. for \$28,448. Motion was made by Cavanaugh, seconded by Zimmer to approve Schaus Roofing & Mechanical Contracts Inc. for \$28,448. Motion carried unanimously.

Request for Use of Courthouse Grounds Event

Neuser reported on the request for use of the Courthouse Grounds included in the committee packet noting that this is an annual request from Lakeshore CAP for their "Hands Around the Courthouse" event. Motion was made by Gerroll, seconded by Dyzak to approve the request for use of the Courthouse. Motion carried unanimously.

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

No report.

Cato Radio Tower – Decommissioning

Neuser reported on the Cato Radio Tower decommissioning noting that staff has been approached by a wireless broadband company and the State of Wisconsin State Patrol for potential sale of the tower and land for their use. Neuser added that if a sale happens conditional use language will be added that allows the Towns of Cato and Manitowoc Rapids to remain on any future tower at a nominal lease of \$1 per year. Discussion.

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

Krizek reported on upcoming Expo-Ice Center events and donations of two AEDs for use in the Merchants and Exhibition buildings.

Expo Site Improvements – Bid Results

Neuser reported on the Expo Site Improvements bid results included in the committee packet with review of the grounds layout and work to be completed. Motion was made by Dyzak, seconded by Zimmer to approve Triple P d/b/a Peters Concrete Co for \$265,248. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the Expo Special Revenue Fund provided in the committee packet noting that the Ice Center had a very good year and was a result of the change in the Ice Center User Groups contract.

Adjournment

Motion was made by Dyzak, seconded by Cavanaugh 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: April 12, 2017

TIME: 4:45 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
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 - 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. Equipment updates including Manual Tie Baler Bid Results
 - c. Potential Landfill tour – July 2017
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. UW Manitowoc Renovation Project - Update including Pay Request(s)
 - b. Michigan Ave Campus (Heritage Center) 2017 Project – Updates including Pay Request(s)
 - c. Courthouse Toilet Rooms Remodel Bid Results
 - d. Jail HVAC DDC Project Proposal Results
 - e. HSD Roof E Project Bid Results
 - f. May 2017 Public Works Committee Meeting location change to Heritage Center
7. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Cato Radio Tower – Decommissioning/Update
 - c. Microwave Links Project – Final Report
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Fairest of the Fair Proclamation
 - c. Expo Site Improvements - Update
 - d. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: April 4, 2017

Donald Weiss, COMMITTEE CHAIRPERSON

By: Gerard Neuser, Public Works Director

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MINUTES OF PUBLIC WORKS COMMITTEE & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, April 12, 2017

Location: Manitowoc County Recycling Center, 3000 Basswood Dr, Manitowoc

Present: Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Zimmer, D. Dyzak
Advisory Committee Members: D. Kieckbusch, H. Jannette

Other County Board Members Present: None

Absent & Excused: None

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

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

Vouchers No vouchers.

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

Ethics Code Reports None.

Public Comment The Committee 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

MRF Manager Jon Reisenbuechler reported on the spreadsheets, charts, and graphs provided in the committee packet noting that market activity is normal and the patterns have not changed. Discussion was held on the plastic markets and prices of HDPE slightly increasing, recycling center processing equipment status and equipment replacement status, meetings with Waste Management on the billing issues involving municipalities using ADS for services, WDNR enforcement on business who are not recycling, and the cost of running an effective recycling program.

Equipment Updates including Manual Tie Baler Bid Results

Reisenbuechler presented the Manual Tie Baler bid results. Motion was made by Gerroll, seconded by Zimmer to purchase the APEX Baler for \$70,880 with no performance bond required. Discussion. Motion carried unanimously.

Potential Landfill Tour – July 2017

Neuser reported that the Committee is invited to tour the Ridgeview Landfill every other year and July 2017 would be the next opportunity. There has been no turnover in the Committee since the last tour, and Solid Waste Advisory member Jannette reported there have been no changes at the landfill since the last tour. Discussion. Consensus of the committee to forgo a tour this year.

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

No report.

Adjourn Solid Waste Advisory Committee

Motion was made by Dyzak, seconded by Zimmer to adjourn the Solid Waste Advisory portion of the meeting at 5:10pm. Motion carried unanimously.

BUILDING AND GROUNDS DIVISION – Discussion and possible action on the following items:**UW-Manitowoc Renovation Project – Update**

Neuser reported on the UW-Manitowoc Renovation Project noting that a preconstruction meeting has been held and construction activities will begin immediately after commencement on or about May 22, 2017. Discussion. Neuser also reported the LED lighting and other energy-savings improvements contracted by the State of WI are nearing completion. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported that construction is substantially complete and relocation of the Aging & Disability Services (ADRC) and County Veteran Service Office (CVSO) are underway. Neuser added that there are a few items to complete and the interior office doors are on back order with a delivery date of May 8. Neuser presented pay application #3 from Mike Koenig Construction Inc. in the amount of \$145,103.90 for approval. Discussion. Motion was made by Gerroll, seconded by Cavanaugh to approve Pay Application #3 for \$145,103.90. Motion carried unanimously. Neuser also reported on the difficulty working with Comcast regarding the live broadcasting County Board meetings from the Heritage Center. Discussions with Comcast began in December 2016 and staff having issues with getting a commitment from Comcast on the equipment and backhaul network required, however staff remains optimistic this will work out in time for the May County Board meeting. Discussion.

Courthouse Toilet Rooms Remodel Bid Results

Neuser reported on the bid results included in the Committee packet. Motion was made by Gerroll, seconded by Dyzak to award the project to the low bidder, Mike Koenig Construction Inc. in the amount of \$19,040 with no performance bond required. Discussion. Motion carried unanimously.

Jail HVAC DDC Project – Proposal Results

Neuser reported on the bid results presented to the Committee at the meeting for the Jail HVAC DDC Project. Motion was made by Gerroll, seconded by Dyzak to award the project to Energy Control & Design Inc. in the amount of \$231,965 which will include the performance bond requirement. Discussion. Motion carried unanimously.

HSD Roof E Project Bid Results

Neuser reported on the bid results included in the Committee packet for the HSD Roof E project. Motion was made by Dyzak, seconded by Zimmer to award the project to the low bidder, Schaus Roofing & Mechanical Inc., in the amount of \$11,642.00 with no performance bond required. Discussion. Motion carried unanimously.

May 2017 Public Works Committee meeting location change to Heritage Center

At the suggestion of the Committee Chairman, it was proposed that the PW Committee holds their next regular meeting at the newly remodeled Heritage Center, and include a tour of the building. By consensus of the Committee it was approved to hold the next meeting at that location.

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

Neuser reported that the DPW is starting the process for the replacement/upgrade of the County phone System which will convert the system to an IP-based phone system. Neuser added that this upgrade is the normal planned progression and has been budgeted for and planned for some time. Discussion.

Cato Radio Tower – Decommissioning/Update

Neuser reported that an offer to purchase the Cato tower and property from a private wireless provider has been received and that staff is waiting on another offer to arrive from the State of WI. Neuser added that offers to purchase are expected to be submitted to the public works committee by early-to-mid summer for their review and action. Discussion.

Microwave Links Project – Final Report

Neuser reported the Microwave links connectivity project is 100% complete and no longer using the copper AT&T land-lines for tower-to-tower connectivity. Discussion.

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

Expo facility manager Jennell Krizek reported on the activities calendar in the committee packet and events being held on the grounds. Discussion.

Fairest of the Fair Proclamation

Krizek presented the proclamation included in the Committee packet for approval, noting the Expo Board unanimously approved forwarding it to the PW Committee. Motion was made by Zimmer, seconded by Cavanaugh to approve the Fairest of the Fair proclamation. Discussion. Motion carried unanimously.

Expo Site Improvements – Update

Neuser reported that a preconstruction meeting has been held and activities are planned to start on or about May 1. Discussion.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

Motion made by Dyzak, seconded by Zimmer to adjourn the meeting at 5:55pm. Motion carried unanimously.

Minutes taken by Neuser

Signed by Zimmer



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: May 10, 2017
TIME: 4:45 p.m.
PLACE: Manitowoc County Heritage Center
1701 Michigan Avenue, Manitowoc, WI
County Board Room

NOTE: LOCATION CHANGE THIS MEETING ONLY

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. Heritage Center Facility Tour
2. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Equipment updates
 - c. Ag Plastic Recycling Update – UW Extension Efforts
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update including Window Replacement Bid Results
 - b. Michigan Avenue Campus (Heritage Center) 2017 Project – Update including Pay Request(s)
 - c. USDA Lease – Tenant Improvements
 - d. Department Staffing
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Cato Radio Tower – Decommissioning/Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Expo Site Improvements – Update
 - c. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: May 3, 2017

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, May 10, 2017

Location: Manitowoc County Heritage Center, 1701 Michigan Avenue, Manitowoc
County Board Room

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

Other County Board

Members Present: Supervisors J. Brey, K. Behnke, S. Maresh

Absent & Excused: D. Dyzak

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

Minutes Minutes were reviewed from the previous Committee meeting after which a motion was made by Cavanaugh, 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 with a brief explanation of the UW-Manitowoc Foundation donations related to alternate bid #2 for twenty-four replacement windows. Motion was made by Gerroll, seconded by Cavanaugh to approve the donation trackers. Motion carried unanimously.

Ethics Code Reports No ethics code reports were submitted.

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

Heritage Center Facility Tour

Committee and county board supervisors toured the Heritage Center Facility.

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 noting that plastic markets prices are up slightly. Neuser added that Clean Sweep is scheduled for next weekend with Ag and Businesses on Friday and are fee based and households on Saturday which is a free event for County residents.

Equipment Updates

Neuser reported on the order of two balers with the main, larger baler arrival scheduled for June and the secondary, smaller baler scheduled for late July. Neuser added that the end loader and skid steer have been replaced and will be working on modifications of the conveyers to fit the new balers. Neuser noted that all equipment purchases are part of the scheduled budget and all costs are on budget.

Ag Plastic Recycling Update – UW Extension Efforts

Neuser reported on the Ag plastic recycling program in Manitowoc County noting the UW-Extension newsletter article provided in the committee packet. Neuser added that this new county-wide effort is being handled by a private company and is being supported by the UW-Extension. Discussion.

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

UW-Manitowoc Renovation Project – Update including Window Replacement Bid Results

Neuser reported on the UW-Manitowoc Renovation project noting that contracts are signed, equipment is ordered and contractors to start on May 23. Neuser added that asbestos abatement has already started. Neuser stated that A.C.E. is the general contractor and working with local contractors. Neuser reported on the bid recording sheet included in the committee packet noting that only one bid for the window replacement was received for \$108,748. Neuser noted that the window replacement project is being fully funded by UW-Manitowoc Foundation as shown in the previously approved donation tracker. Motion was made by Cavanaugh, seconded by Zimmer to approve A.C.E. bid for the window replacement project for \$108,748. Motion carried unanimously.

Michigan Avenue Campus (Heritage Center) 2017 Project – Update; Including Pay Request(s)

Neuser reported on the Michigan Avenue Campus (Heritage Center) project noting the tour taken at the beginning of the meeting. Neuser reported on the parking and the overall project completion. Neuser recommended for approval the pay request for \$70,601.50 that was reviewed by staff and the architect and noted there is a retainage fee still remaining that will be submitted for approval at the next meeting. Motion was made by Gerroll, seconded by Cavanaugh to approve the pay request for \$70,601.50. Motion carried unanimously.

USDA Lease – Tenant Improvements

Neuser reported on the USDA Lease with a detailed explanation of the USDA intent to lease after current lease expired in 2016. Neuser gave a brief description of the requested tenant improvements including a data processing unit room with HVAC system and humidity control with a complete rewiring of the leased area to Category 6 standards. Neuser noted that the USDA agreed to pay the tenant improvements over the 10-year lease agreement at an additional interest of 3.65%. Neuser reported that the funds were not budgeted; therefore, the resolution included in the committee packet notates how the funding will be transferred from the jail capital outlay to office complex outlay. Motion was made by Gerroll, seconded by Zimmer to recommend to the county board approval of the resolution as presented in the committee packet. Discussion included that the forthcoming resolution was explained to the Finance committee on Monday. Motion carried unanimously.

Department Staffing

Neuser reported on the resignation from the previous Building and Grounds Supervisor and interviews were conducted with the promotion of Craig Breit, a current public works employee. Neuser also commended Bill Jones, present at the meeting, for work on the technology provided in the new County Board Room and being used at the committee meeting, and at the upcoming county board meetings.

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

Neuser reported on the current project for the next phase of the phone system upgrade, adding that funds have been placed in reserves for over nine years in anticipation of the upgrade and replacement of the current phone system. Neuser added that this will likely be a one-year process and expectations are 2018 for the phone upgrades.

Cato Radio Tower – Decommissioning/Update

Neuser reported on the Cato Radio Tower decommissioning noting that negotiations are still underway with the State of WI with a June 12 deadline to submit an offer to purchase or lease the tower. Neuser added that there is a standing offer from a private company and a recommendation will be provided at the next committee meeting.

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 Expo-Ice Center events and the Herald Times Reporter insert distributed at the committee meeting.

Expo Site Improvements – Update

Neuser reported on the Expo Site Improvements.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

Motion was made by Zimmer, seconded by Gerroll to adjourn the meeting at 5:38pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: June 14, 2017
TIME: 4:45 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. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Equipment updates
 - c. 2017 Tire Recycling Program Rates
 - d. Out of State Travel – Ethics Code Report
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s)
 - b. Michigan Avenue Campus (Heritage Center) 2017 Project – Update including Final Pay Request
 - c. Sheriffs Surplus Property – Auction
 - d. Society of St. Vincent de Paul request letter dated 5/12/17
 - e. Conditional Use Permit for 1910 20th Street Two Rivers-Approval for Utility Truck & Trailer Rental and Storage
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Discussion and possible action on the sale of public property.

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

No action will be taken in closed session.

If the Committee convenes in closed session, it will reconvene in open session.
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Expo Site Improvements – Update including Pay Request(s)
 - c. Expo Barn Roofs
 - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: June 6, 2017

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, June 14, 2017
Location: Manitowoc County Public Health Building

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

**Other County Board
Members Present:**

Absent & Excused: D. Zimmer

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

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

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

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

Public Comment The Committee 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 Master Solid Waste Contract noting that most of the solid waste and recycling volumes come from the cities of Manitowoc and Two Rivers, as they have the largest populations. Neuser added that there was a substantial decrease in Solid Waste being delivered to the Ridgeview landfill by both cities waste haulers, and the cities have been notified that under their Solid Waste Agreement with the County, all municipal solid waste should go to Ridgeview. Neuser reported that the county corporation counsel has been notified and that this should be resolved quickly.

Equipment Updates

Neuser reported that the new large baler has been installed and is more efficient. Neuser added that the secondary baler should be delivered and installed later this month, and there will be conveyor modifications and refurbishments happening afterward.

2017 Tire Recycling Program Rates

Neuser presented the new 2017 Tire Recycling Program Rates provided in the committee packet for approval. Motion was made by Gerroll, seconded by Cavanaugh to approve the 2017 Tire Recycling Program Rates. Motion carried unanimously.

Out of State Travel – Ethics Code Report

Neuser reported on his approved upcoming Out of State Travel to represent the Wisconsin Counties Solid Waste Management Association at the national conference in September 2017. A report was given on the Out of State travel policy process, noting that the county executive and county board chair must approve the request and then the approved request is reported to the public works committee along with detailed information on the conference and reimbursements. Out of State travel information to that effect was included in the committee packet.

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

UW-Manitowoc Renovation Project – Including Pay Request(s)

Neuser reported on the UW-Manitowoc Renovation project noting that a project meeting was held today and Unit B demolition is completed. Neuser added that construction is right on schedule with a few changes uncovered by unforeseen conditions. This is typical in any remodel project, and no pay requests have been submitted to date.

Michigan Avenue Campus (Heritage Center) 2017 Project – Update; Including Final Pay Request

Neuser reported on the Michigan Avenue Campus (Heritage Center) project noting the project is complete. Neuser submitted final pay request of \$22,872.81 for approval. Motion was made by Dyzak, seconded by Gerroll to approve the final pay request of \$22,872.81. Motion carried unanimously.

Sheriff's Surplus Property – Auction

Neuser reported on the Sheriff's Surplus Property auction request to use Massart Auctioneer Inc to auction off surplus property consisting of evidence seized which was retained until the court case was complete. Motion was made by Gerroll, seconded by Cavanaugh to approve the Sheriff's request to use Massart Auctioneer Inc to auction off surplus property. Motion carried unanimously.

Society of St. Vincent de Paul Request Letter dated 5/12/17

Neuser reported on the Society of St. Vincent de Paul Request letter dated 5/12/17 included in the committee packet that unusable and unsalable furniture be donated to St. Vincent de Paul. Motion was made by Cavanaugh, seconded by Dyzak to approve Society of St. Vincent de Paul request for unusable and unsalable furniture. Motion carried unanimously.

Conditional Use Permit for 1910 20th Street Two Rivers-Approval for Utility Truck & Trailer Rental and Storage

Neuser reported on the Conditional Use Permit for 1910 20th Street Two Rivers and request for approval for a utility truck and trailer rental and storage and included in the committee packet. Motion was made by Dyzak, seconded by Gerroll to approve the Conditional Use Permit for 1910 20th Street Two Rivers for utility truck and trailer rental and storage. Motion carried unanimously.

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

Neuser reported on the County-wide internal phone system replacement noting that the reserve funds are still lower than the phone system replacement costs. Neuser added that system replacement is still being scheduled for 2018, pending sufficient funding.

Discussion and Possible Action on the Sale of Public Property

Motion was made by Cavanaugh, seconded by Gerroll to convene in closed session at 5:11pm. Motion carried unanimously.

Motion was made by Gerroll, seconded by Cavanaugh to reconvene open session at 5:24pm. Motion carried unanimously.

Motion was made by Gerroll, seconded by Weiss to forward and recommend to the Manitowoc County Board the Cato Tower Sale Resolution as distributed at the meeting. Motion carried unanimously.

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

Krizek reported on the upcoming fair, the fairest of the fair Jennifer Binversie, Expo staff are doing a great job, and the ongoing positive partnership with Meijer including the use of parking on the Meijer property for the week of the county fair.

Expo Site Improvements – Update including Pay Request(s)

Neuser reported on the Expo Site Improvements, noting the project was substantially complete and full completion should be achieved within a few weeks.

Expo Barn Roofs

Neuser reported on the Expo Barn Roofs noting that there are substantial issues with the roofs after the past winter and spring storms and are in need of replacement immediately to mitigate further damage to the buildings instead of waiting until 2018 as had been planned. Neuser recommended for approval the use of regular Expo Reserve funds to fund the roof replacements for both Barn A and Barn B. Motion was made by Gerroll, seconded by Cavanaugh to approve the use of regular Expo Reserve funds to fund the roof replacements for both Barn A and Barn B. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

Motion was made by Dyzak, seconded by Gerroll to adjourn the meeting at 5:44pm. Motion carried unanimously

Minutes taken by Krizek

Signed by Zimmer



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

DATE: July 12, 2017

TIME: 4:45 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. Donations Spreadsheets
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Equipment Updates – including tour of Recycling Center
 - c. Clean Sweep Results
 - d. Clean Sweep Commendation
 - e. Potential meetings location change for 2018
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. UW Manitowoc Renovation Project - Update including Pay Request(s)
 - b. 2017 Tax Delinquent Properties – Report
 - c. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Request(s)
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. Expo Site Improvements – Update including pay request(s)
 - c. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: June 28, 2017

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 12, 2017

Location: Manitowoc County Recycling Center, 3000 Basswood Dr, Manitowoc

Present: Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Dyzak
Advisory Committee Members: D. Kieckbusch, H. Jannette, S. Ahl

Other County Board Members Present: J. Brey, B. Ziegelbauer

Absent & Excused: D. Zimmer

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

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

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

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

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

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the Recycling and Solid Waste Programs included in the committee packet.

Equipment Updates – including tour of Recycling Center

Reisenbuechler reported on the new equipment including the loader, baler, and bobcat currently in operation.

Tour of Recycling Center conducted by Reisenbuechler.

Clean Sweep Results

Reisenbuechler reported on the Clean Sweep results provided in the committee packet.

Clean Sweep Commendation

Neuser presented the Clean Sweep Commendation included in the committee packet for approval. Motion was made by Dyzak, seconded by Gerroll to approve the Clean Sweep Commendation. Motion carried unanimously.

Potential Meetings Location Change for 2018

Consensus of the committee was to have all meetings including the Solid Waste Advisory committee meetings at the Public Health Department unless a special meeting location is requested.

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 Dyzak to adjourn the Solid Waste Advisory portion of the meeting at 5:32 pm. Motion carried unanimously.

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

UW-Manitowoc Renovation Project – Update; Including Pay Request(s)

Neuser reported on the UW-Manitowoc Renovation project noting that a project meeting was held today. Neuser reviewed both Phase 1 and Phase 2 of the projects including the new library location on the first floor has been gutted and demolition complete and asbestos abatement underway with some unforeseen conditions found that will require planned for contingency funding. Neuser presented the first pay request which was reviewed and recommended for approval by staff and the architect for \$431,433.95. Motion was made by Cavanaugh, seconded by Gerroll to approve the pay request for \$431,433.95. Motion carried unanimously.

2017 Tax Delinquent Properties - Report

Neuser reported on the 2017 Tax Delinquent Properties noting that originally started with thirty-nine tax delinquent properties and down to twenty-eight after letters sent to property owners regarding past due taxes. Neuser added that there are two properties that did not fulfill the current tax payback agreement and were acquired by the County. These properties will go to the Finance committee for approval of the assessed values, and then advertised for sale.

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

Neuser reported on Law Enforcement Center DDC Replacement Project and Upgrade noting that the current DDC system was installed in 1991 and is obsolete, and that the system replacement is part of the capital improvement plan passed in the 2017 budget. Neuser added that the engineering and contractor investigation has been completed. Neuser recommended for approval the pay request for \$24,500 noting that there was no architect or engineer to approve payment as all design was done through public works staff. Motion was made by Gerroll, seconded by Dyzak to approve the pay request for \$24,500. Motion carried unanimously.

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

Report on Activities by Public Works Director Gerry Neuser

Neuser reported on the sale of the Cato Tower which is fully consummated and county no longer owns. Neuser added that the funds from the sale as well as telephone system reserve funds will be used to upgrade the County's phone system in 2018. Discussion.

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

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on the upcoming fair, sponsorships, and other events at the Expo grounds.

Expo Site Improvements – Update including Pay Request(s)

Neuser reported on the Expo Site Improvements noting that the project is complete. Neuser recommended the first pay request for approval which was reviewed by staff and the engineering firm for \$239,635.60 with \$12,600 held in retainage. Motion was made by Gerroll, seconded by Dyzak to approve the first pay request for \$239,635.60. Motion carried unanimously. Discussion.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

Motion was made by Cavanaugh, seconded by Dyzak to adjourn the meeting at 5:56pm. Motion carried unanimously

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: August 9, 2017
TIME: 4:45 p.m.
PLACE: Manitowoc County Expo Office
4921 Expo Drive, Manitowoc
NOTE LOCATION CHANGE

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Tour of Expo Grounds
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Equipment updates
 - c. Manitowoc Disposal Past Due Amounts
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
 - b. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
 - c. Utility Easement and Resolution, Van Horn – Manitowoc County Office Complex
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Expo Site Improvements – Update including Pay Request(s)
 - c. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: August 1, 2017

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, August 9, 2017

Location: Manitowoc County Expo Office, 4921 Expo Drive, Manitowoc

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

Other County Board Members Present:

Absent & Excused: R. Gerroll

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

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

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

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

Tour of Expo Grounds
Tour conducted by Neuser.

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

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

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

Equipment Updates

Neuser reported on the equipment updates, noting final deliveries of conveyors/hoppers would be delayed until approximately October 1.

Manitowoc Disposal Past Due Amounts

Neuser reported on Manitowoc County Solid Waste Account Aging Report – Receivables of 6/30/2017 included in the committee packet with detailed explanation pertaining to Manitowoc Disposal past due accounts over multiple years with a recurring balance of approx. \$28,000, 90+ days past due. Neuser added that Manitowoc Disposal has been communicated with for over a year regarding the past due account balance and agreed to become current in the payments and carry no Over 90 day past due balances as of August 1, 2017. Recent payments were received last week and as of August 7, 2017 the 90 day past due balance is approx. \$5,000. Motion was made by Dyzak, seconded by Zimmer to approve corporation counsel to pursue legal means against Manitowoc Disposal to collect money in arrears. Discussion. Motion carried unanimously.

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

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

Neuser reported on the UW-Manitowoc Renovation project noting the first phase, the old county boardroom and bookstore/office areas which will become the new library are scheduled for completion prior to Labor Day and the remainder of the project to be complete by January 2, 2018. Neuser added that the project is going well and on schedule with the asbestos abatement of the entire project at ninety percent completion. Neuser presented pay request #2 for \$234,606.30 which was reviewed and recommended for approval by the architect and staff. Motion was made by Cavanaugh, seconded by Zimmer to approve pay request #2 for \$234,606.30. Motion carried unanimously.

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

Neuser reported on Law Enforcement Center DDC (Direct Digital Control) Replacement Project and Upgrade provided in the committee packet. Neuser added that the project is projected to be completed by mid-November. Neuser presented pay request #2 of \$5,000 which was reviewed and recommended for approval by staff, reminding the committee there is no architect on this project as it was staff engineered. Motion was made by Dyzak, seconded by Zimmer to approve pay request #2 of \$5,000. Motion carried unanimously.

Utility Easement and Resolution, Van Horn – Manitowoc County Office Complex

Neuser reported on the Utility Easement and Resolution included in the committee packet with a detailed explanation of the private sanitary lateral installed without proper approvals under the former First Chrysler ownership in 2001, and that this easement formally documents and approves the existence of the lateral. Motion was made by Zimmer, seconded by Dyzak to recommend approval to the county board of the Utility Easement and Resolution. Motion carried unanimously.

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

No report.

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

Krizek reported on the upcoming fair, sponsorships, and the Ribbon Cutting Ceremony set for Wednesday, August 23 at 7pm.

Expo Site Improvements – Update including Pay Request(s)

Neuser reported on the Expo Site Improvements noting that there are no pay requests and holding a retainage with expectation of the final pay request to be submitted in September.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

Motion was made by Zimmer, seconded by Cavanaugh to adjourn the meeting at 5:54pm. Motion carried unanimously

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: September 13, 2017
TIME: 4:45 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
 - b. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
 - c. Office Complex-Federal Area Lease- Update
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on 2017 County Fair by Facility Manager Krizek
 - b. Report on activities by Facility manager Jennell Krizek
 - c. Recommendation for reappointments for Expo-Ice Center Board Members with term expiring Dec. 31, 2017
 - d. Expo Site Improvements – Update including Pay Request(s)
 - e. Expo Land Sale Capital Expenditures – 2018 Budget
 - f. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: September 6, 2017

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, September 13, 2017

Location: Manitowoc County Public Health Building – 1028 South 9th St, Manitowoc

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

**Other County Board
Members Present:**

Absent: D. Zimmer

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

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

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

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

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

Recycling and Solid Waste Programs

Neuser reported on the Recycling and Solid Waste Programs included in the committee packet. Neuser noted that the markets are steady or slightly up, volumes are up, and the new equipment is running well.

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

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

Neuser reported on the UW-Manitowoc Renovation project reviewing in detail change order #1 for the project noting that contingency funds were built in to the project budget to handle expected change orders, which are normal and customary in any project of this size. Neuser presented pay request #3 for \$785,990.10, which includes change order #1. Pay Request #3 was reviewed and recommended by staff and the architect to pay. Motion was made by Gerroll, seconded by Cavanaugh to approve pay request #3 for \$785,990.10. Motion carried unanimously. Neuser added that Phase 1 of the project, the Library Renovation, is complete and Phase 2 of the project is on schedule.

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

Neuser reported on Law Enforcement Center DDC (Direct Digital Control) Replacement Project and Upgrade provided in the committee packet. Neuser added that the project is on track to be completed by November 15. Neuser presented pay request #3 of \$40,000 which was reviewed and recommended for approval by staff. Motion was made by Gerroll, seconded by Dyzak to approve pay request #3 of \$40,000. Motion carried unanimously.

Office Complex-Federal Area Lease-Update

Neuser reported on the Office Complex-Federal Area Lease noting that tenant improvements are complete and project costs are lower than projected at \$81,006.72. Neuser added that funds not used will be transferred back to the Law Enforcement Center's DDC Replacement project funds.

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

Report on Activities by Public Works Director Gerry Neuser

Neuser reported on the following:

- Public Safety Radio – Motorola System Upgrade to be completed by end of November.
- Data connectivity project underway at the Recycling Facility that will allow the facility computers to be located on the county network.
- Phone System upgrade scheduled for 2018.

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

Report on 2017 County Fair by Facility Manager Jennell Krizek

Krizek reported on the attendance for the 2017 County Fair noting that attendance was normal with a slight decrease as compared to 2016, which was attributed to the cancellation of the demo derby on Sunday. Krizek added that the new grounds layout was well received. Krizek noted that state fair documents submittals are almost complete and is a requirement to receive the state grant.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on the upcoming events.

Recommendations for Reappointments for Expo-Ice Center Board Members with Term Expiring Dec. 31, 2017

Neuser presented the recommendations for reappointments for the Expo-Ice Center board members with terms expiring on December 31, 2017 and included in the committee packet. Motion was made by Dyzak, seconded by Cavanaugh to recommend approval to the county executive the reappointments for the Expo-Ice Center Board members with term expiring Dec. 31, 2017. Motion carried unanimously.

Expo Site Improvements – Update including Pay Request(s)

Neuser reported on the Expo Site Improvements noting that the final retainage payment of \$10,612.40 is being submitted for approval. Motion was made by Cavanaugh, seconded by Gerroll to approve the final retainage payment of \$10,612.40. Motion carried unanimously.

Expo Land Sale Capital Expenditures – 2018 Budget

Neuser reported in detail on the Expo Land Sale Capital Expenditures-2018 budget provided in the committee packet. Discussion included the dairy cattle barn replacement and future budget items. Motion was made by Gerroll, seconded by Dyzak to recommend approval to the county executive the Expo Land Sale Capital Expenditures-2018 Budget to include construction of a new dairy cattle barn. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer



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

DATE: October 11, 2017

TIME: 4:45 p.m.

**NOTE LOCATION PLACE: Manitowoc County Public Health Building
Conference Room 207, 1028 South 9th Street, Manitowoc**

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Spreadsheets
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Woodland Compost Site – Closing date and Restricted Access
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. UW Manitowoc Renovation Project - Update including Pay Request(s) and/or Change Orders
 - b. UW Manitowoc Energy Conservation Project Report
 - c. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Request(s)
7. 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 Biennial Upgrade: Report
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Comptroller's Expo Special Revenue Fund Report
9. Adjourn Public Works Committee

Date: October 3, 2017

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 11, 2017

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

Present: Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Dyzak, D. Zimmer
Advisory Committee Members: D. Kieckbusch, S. Ahl

**Other County Board
Members Present:**

Absent & Excused:

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

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

**Donations/
Spreadsheets** 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 Ethics Code report was submitted for approval. Motion was made Gerroll, seconded by Dyzak to approve the ethics code report. Motion carried unanimously.

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

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the Recycling and Solid Waste Programs included in the committee packet.

Woodland Compost Site – Closing Date and Restricted Access

Reisenbuechler reported on the Woodland Compost site closing site for the winter on November 16 with restricted access and reopening in April. Discussion included Basswood site open all year round, and that staff should start investigating possible alternate site near Two Rivers in case the Woodland site lease is not renewed in 2019.

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

Kieckbusch reported on the process for the Town of Two Rivers Recycling center by utilizing totes for recycling, their inability to get new totes, and the need for totes going forward. Discussion. MRF manager Jon Reisenbuechler to look into the issue and report back to Kieckbusch.

Adjourn Solid Waste Advisory Committee

Motion was made by Dyzak, seconded by Zimmer to adjourn the Solid Waste Advisory portion of the meeting at 5:20pm. Motion carried unanimously.

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

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

Neuser reported on the UW-Manitowoc Renovation project noting that the new library is complete and fully occupied and the old library location as well as the rest of Founders Hall in Unit “C” has been gutted, reframed for the new layout, mechanical systems installed, and drywall is up in many areas. Neuser added that the project is on schedule with approximately fifty workers onsite daily to complete the project. Neuser presented the pay request #4 which was reviewed and recommended for approval by staff and the architect for \$760,305.90. Motion was made by Cavanaugh, seconded by Zimmer to approve the pay request for \$760,305.90. Motion carried unanimously.

Action Needed:

- Schedule public works committee meeting at UW-Manitowoc in January 2018 for tour of completed project.

UW-Manitowoc Energy Conservation Project Report

Neuser reported on the UW-Manitowoc Energy Conservation Project Report provided in the committee packet noting an energy savings of \$72,000 over three years with the 1,064 light fixtures updated or replaced with LED technology and the entire project was paid for by the State of Wisconsin. Neuser added that the project planning started in 2011 and is now complete in 2017.

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

Neuser reported on Law Enforcement Center DDC Replacement Project and Upgrade noting that the new DDC system installation is going well. Some of the existing components were found to not be working properly and with the upgrade are now operational. Neuser recommended for approval the pay request for \$25,500. Motion was made by Gerroll, seconded by Dyzak to approve the pay request for \$25,500. Motion carried unanimously.

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

No report.

Public Safety Radio System Biennial Upgrade: Report

Neuser reported on the Public Safety Radio System Biennial upgrade noting that the software and hardware are upgraded every other year in order to be supported by Motorola with the project to be completed by November 15.

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

Krizek reported on the upcoming winter storage program for RV's, boats, and vehicles, Rummage-A-Rama, 2017 and 2018 fair, and Agribusiness tour.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: November 8, 2017
TIME: 4:45 p.m.
PLACE: Manitowoc County Public Health Building
Conference Room 207, 1028 South 9th Street, Manitowoc

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Two Rivers Compost Site - Update
 - c. Potential Accounts Receivable Write offs
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
 - b. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
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. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: October 31, 2017

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 8, 2017

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

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

**Other County Board
Members Present:**

Absent & Excused: R. Gerroll

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

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

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

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

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

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

Recycling and Solid Waste Programs

Neuser reported on the Recycling and Solid Waste Programs.

Two Rivers Compost Site – Update

Neuser reported on the Two Rivers Compost Site noting that the lease is due in seventeen months and researching alternate sites. Discussion included lease extension.

Potential Accounts Receivable Write Offs

Neuser reported on the Potential Accounts Receivable Write Offs included in the committee packet. Motion was made by Cavanaugh, seconded by Dyzak to approve the Accounts Receivable Write Offs. Motion carried unanimously.

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

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

Neuser reported on the UW-Manitowoc Renovation project noting that the project is going well and that he attended a tour with the county executive, the regional dean, and regional facilities director. Neuser added that the project is on schedule to be completed by the end of the year. Neuser presented pay application #5 which was reviewed and recommended for approval by staff and the architect for \$595,340.30. Motion was made by Zimmer, seconded by Cavanaugh to approve pay application for \$595,340.30. Motion carried unanimously.

Action Needed:

- Schedule public works committee meeting at UW-Manitowoc in January 2018 for tour of completed project.

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

Neuser reported on Law Enforcement Center DDC Replacement Project and Upgrade noting that the new DDC system installation is going well and 90% complete. Neuser recommended for approval the pay application for \$90,000. Motion was made by Zimmer, seconded by Dyzak to approve the pay application for \$90,000. Motion carried unanimously.

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

Neuser reported on the Motorola project noting that the updates to be completed by end of November.

Neuser reported on the phone system replacement noting that the project is scheduled for 2018 and possible equipment purchase in fourth quarter of 2017 to realize substantial savings.

Neuser reported on the county's video conferencing provider and transferring from BadgerNet to another provider by year end, as BadgerNet is shutting down. DPW is working with the I.S. Department on this conversion.

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

Krizek reported on winter storage program, Rummage-A-Rama, and the dairy cattle barn.

Comptroller's Expo Special Revenue Fund Report

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

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer



**MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
MEETING NOTICE**



DATE: December 13, 2017
TIME: 4:45 p.m.
PLACE: Manitowoc County Public Health Building
Conference Room 207, 1028 South 9th Street, Manitowoc

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Two Rivers Compost Site - Update
 - c. Tire Collection Final Report
 - d. Waste Management Surety Bond Requirement Waiver 2018 & 2019
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
 - b. UW-Manitowoc Renovation Project – Pay Request Separate Contract for Window Replacement (Alt#2)
 - c. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
 - d. Surplus Property – Copper from Courthouse Façade – offer to purchase
 - e. January 2018 Meeting Location Change
 - f. Approval of Manitowoc Place – SNDA
 - g. Two Rivers School Street Property – DNR Site Closure and potential sale procedure
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. Horse Barn Office Building – Roof Replacement
 - c. Dairy Cattle Barn Demolition – Bid Results
 - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: December 7, 2017

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.



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: December 19, 2017
TIME: 6:30 p.m.
PLACE: Heritage Center
1701 Michigan Ave., Manitowoc WI 54220
Meeting Room 013 (Lower Level)

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Waste Management Surety Bond Requirement Waiver 2018 & 2019
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Including Pay Request(s) and/or Change Orders
 - b. UW-Manitowoc Renovation Project – Pay Request Separate Contract for Window Replacement (Alt#2)
 - c. Law Enforcement Center DDC Replacement Project & Upgrade including Pay Requests(s)
 - d. Surplus Property – Copper from Courthouse Façade – offer to purchase
 - e. January 2018 Meeting Location Change
 - f. Approval of Manitowoc Place – SNDA
5. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Horse Barn Office Building – Roof Replacement
 - b. Dairy Cattle Barn Demolition – Bid Results
6. Adjourn Committee

Date: December 14, 2017

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 19, 2017

Location: Heritage Center, 1701 Michigan Ave, Meeting Room 013 (Lower Level), Manitowoc

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

**Other County Board
Members Present:**

Absent & Excused:

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

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

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

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

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

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

Waste Management Surety Bond Requirement Waiver 2018 & 2019

Neuser reported on the Waste Management Surety Bond Requirement waiver included in the committee packet noting that the contract expires May of 2019 and Waste Management is requesting waiver of the surety bond through the end of the contract. Neuser added that the committee has waived the surety bond for 2-year periods in the past and corporation counsel has no issues with the waiver. Motion was made by Dyzak, seconded by Cavanaugh to waive the surety bond requirement. Motion carried unanimously.

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

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

Neuser reported on the UW-Manitowoc Renovation project. Neuser presented pay application #6 which was reviewed and recommended for approval by staff and the architect for \$1,160,336.65 and also recommend approval of change order #2 for \$137,174.00, which is part of pay application #6. Discussion included remaining contingency. Motion was made by Gerroll, seconded by Zimmer to approve pay application #6 for \$1,160,336.65 and change order #2 for \$137,174.00. Motion carried unanimously.

UW-Manitowoc Renovation Project – Pay Request Separate Contract for Window Replacement (Alt#2)

Neuser reported on the UW-Manitowoc Renovation Project and separate pay request for contracted window replacement, pay application #2. Neuser noted that the UW-Manitowoc Foundation previously funded the county account with a donation of \$108,748 to cover the pay application #2 of the same amount. Motion was made by Gerroll, seconded by Dyzak to approve pay application #2 for \$108,748. Motion carried unanimously.

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

Neuser reported on Law Enforcement Center DDC Replacement Project and Upgrade noting the project is substantially complete. Neuser recommended for approval the pay application for \$32,500. Motion was made by Gerroll, seconded by Cavanaugh to approve the pay application for \$32,500. Motion carried unanimously.

Surplus Property – Copper from Courthouse Façade – Offer to Purchase

Neuser reported on the surplus property offer to purchase copper from courthouse façade with email provided in the committee packet noting that three coppers were previously sold at \$500 and request is for the final remaining copper at \$600. Motion was made by Dyzak, seconded by Zimmer to approve the offer to purchase of the copper from courthouse façade for \$600.

January 2018 Meeting Location Change

Neuser confirmed the January 2018 meeting location change to UW-Manitowoc with Rich Haen, UW Regional Facilities Director, conducting the tour. Motion was made by Gerroll, seconded by Dyzak to move the January 2018 meeting to UW-Manitowoc. Motion carried unanimously.

Approval of Manitowoc Place – SNDA

Neuser reported on the Verizon and Manitowoc Place lease agreement and noted that since the county currently holds a mortgage this agreement basically protects Verizon's interest and investment. Neuser added that the County Board approved this agreement in 2014 but it was never executed. Neuser noted that the agreement has been approved by the Finance committee and would be a joint resolution from the Finance and Public Works committee to the county board. Motion was made by Gerroll, seconded by Dyzak, to recommend approval to the county board the approval of Manitowoc Place – SNDA. Motion carried unanimously.

EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:**Horse Barn Office Building – Roof Replacement**

Neuser recommended for approval the Horse Barn Office Building – Roof Replacement project as outlined in the committee packet noting that Horse-A-Rama will be fully funding the project. Motion was made by Gerroll, seconded by Cavanaugh to approve the Horse Barn Office Building – Roof Replacement project fully funded by Horse-A-Rama. Motion carried unanimously.

Dairy Cattle Barn Demolition – Bid Results

Neuser reported on the Dairy Cattle Barn Demolition Bid results provided in the committee packet recommending the low bidder, Spielvogel Excavating at \$12,410. Motion was made by Gerroll, seconded by Cavanaugh to approve Spielvogel Excavating at \$12,410 for the Dairy Cattle Barn Demolition. Motion carried unanimously.

Adjournment

Motion was made by Gerroll, seconded by Zimmer to adjourn the meeting at 6:46pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer