



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE
AMENDED Joint Meeting

DATE: THURSDAY, January 21, 2016
TIME: ~~4:45 p.m.~~ **5:00 p.m.**
PLACE: Communications & Technology Building
Room 111
1024 S. 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 and acted upon at the meeting:

JOINT MEETING

1. Roll Call
2. Discussion and Action regarding the Resolution on Sale of a portion of the Expo Property
3. Adjourn Meeting

Date: January 13, 2016

Amended: January 15, 2016

Donald Weiss, PUBLIC WORKS COMMITTEE CHAIRPERSON
Paul (Biff) Hansen, FINANCE COMMITTEE CHAIRPERSON
By: Gerard Neuser, Public Works Director and
Todd H. Reckelberg, Comptroller/Auditor

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 & FINANCE JOINT COMMITTEE MEETING

Held Thursday, January 21, 2016

Location: Manitowoc County Communication & Technology Building, 1024 South 9th St, Room 111, Manitowoc

Present: Supervisors D. Weiss, D. Dyzak, B. Cavanaugh, R. Gerroll, D. Zimmer, P. Hansen, G. Dufek, T. Holschbach, R. Metzger, M. Williams

Other Supervisors Present: J. Brey, R. Henrickson, J. Baumann, S. Maresh, R. Vogel, M. Kopecky, K. Behnke

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

Roll Call Introductions were done by committee members and county staff.

Discussion and Action Regarding the Resolution on Sale of a Portion of the Expo Property

Hansen provided a brief informational summary of the joint committee meeting with Finance and Public Works committees to discuss the potential sale of the property.

Weiss reported on the history of the potential sale noting that the supervisors will review the offer in the joint meeting to make a recommendation.

Presentation was completed by Gerard Neuser and Todd Reckelberg reviewing the Expo Property Sale – Statements and Responses handout and the Expo Special Revenue Fund Pro-forma Revenue & Expense Summary by Activity including Balance Sheet provided to the committee.

Discussion included amendment language to the resolution, future options for use of funds from potential sale, current and future financials, economic impact, current grandstand and race program.

Motion was made by Cavanaugh, seconded by Gerroll to call the question. Motion was carried unanimously.

Finance Committee – Motion was made by Williams, seconded by Holschbach to recommend to the county board approval of the Resolution Accepting Real Estate Option Contract for the Sale of Approximately 27.5 Acres of Expo Property and Authorizing the County to Execute the Agreement and Effectuate the Sale Upon Exercise of the Option. Motion Carried 4-1. Metzger voting no.

Public Works Committee – Motion was made by Dyzak, seconded by Zimmer to recommend to the county board approval of the Resolution Accepting Real Estate Option Contract for the Sale of Approximately 27.5 Acres of Expo Property and Authorizing the County to Execute the Agreement and Effectuate the Sale Upon Exercise of the Option. Motion Carried 4-1. Cavanaugh voting no.

Recommendation by the committees to move the Real Estate Option Contract for the Sale of Approximately 27.5 Acres of Expo Property and Authorizing the County to Execute the Agreement and Effectuate the Sale Upon Exercise of the Option to the top of the County Board agenda.

Adjournment

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

Minutes taken by Neuser

Signed by Cavanaugh



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: February 10, 2016
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update
 - b. 2015 Budget
 - c. 2016 Budget
 - d. UW-Manitowoc Renovation Project – Proposal for Architectural & Engineering Services
 - e. Department of Public Works Storage Garage – Bid Results
 - f. Land Lease: Hecker Hecker & Viebahn property – request to Renegotiate lease
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Letter from Fond du Lac County Communications and Emergency Management
 - c. Cellphone Contract – Request for Proposal
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Expo Merchant's Building – request to waive rental fee
 - b. Report on activities by Facility manager Jennell Krizek
 - c. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: February 2, 2016

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

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MINUTES OF PUBLIC WORKS COMMITTEE

Wednesday, February 10, 2016

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: Supervisors J. Brey, K. Behnke, J. Falkowski, M. Kopecky

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

Minutes Minutes were reviewed from the previous Committee meetings of January 13, 2016 and January 21, 2016, after which a motion was made by Gerroll, seconded by Zimmer to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

Vouchers No vouchers.

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

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

Public Comment The Committee Chairperson called for public comment three times. Public Input was offered by Peter Vander Kinter regarding the Hecker Hecker & Viebahn property with a request to renegotiate the current land lease contract.

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 this spreadsheet depicts the entire 2015 year and shows a \$700,000 savings to municipalities. Neuser also reported on additional plastics markets pricing graphs that were distributed at the committee meeting that show the downturn in the plastics markets.

Recycling Center Processing Equipment Replacement Update

No report.

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

Courthouse B-15 Remodel Project – Update

Neuser reported on the construction schedule included in the committee packet for the courthouse remodel B-15 remodel project. Neuser presented the first pay request for approval from Mike Koenig Construction Company Inc. for \$4,190.45. Motion was made by Zimmer, seconded by Gerroll to approve the pay request for \$4,190.45 to Mike Koenig Construction Company Inc. Motion carried unanimously. Discussion included pay requests will be on future agendas through May.

2015 Budget

Neuser reported that the 2015 public works budget had a good year and approximately \$62,000 will be placed back in the general fund. Neuser attributed the outcome to lower utility costs and savings on administrative items.

2016 Budget

No report.

UW-Manitowoc Renovation Project – Proposal for Architectural & Engineering Services

Neuser reported on the proposal submitted by Bray Architects distributed at the committee meeting and noting the history with Bray Architects and UW Manitowoc. Neuser reported that the facility taskforce recommends approval to contract with Bray Architects for the lab remodel design and engineering.

Motion was made by Gerroll, seconded by Cavanaugh to contract with Bray Architects for the lab remodel engineering. Motion carried unanimously. With this approval the matter will now be forwarded to the Finance committee for funding, with a resolution likely to be before the entire County Board at their March meeting. Discussion included bonding for the eventual renovation project and long term planning, also known as visioning for the future.

Department of Public Works Storage Garage – Bid Results

Neuser reported on the bid results included in the committee packet for the Manitowoc County Law Enforcement Storage Garage Addition. Neuser recommended approval of the low bidder, R Turner Construction, LLC for \$104,693. Motion was made by Zimmer, seconded by Dyzak to approve the low bidder R Turner Construction, LLC for \$104,693. Motion carried unanimously.

Land Lease: Hecker Hecker & Viebahn Property – Request to Renegotiate Lease

Weiss reported that corporation counsel has reviewed the request and due to the bankruptcy status of the leasee, corporation counsel must work with the bankruptcy attorney. Discussion included process of leases noting that leases are placed out for public bid and not renegotiated.

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

No report.

Letter from Fond du Lac County Communications and Emergency Management

Neuser reported on the email received from Jim McNabb, Fond du Lac County Communication and Emergency Management Director acknowledging the work completed by Bill Jones, public works communication engineer. Neuser noted that Jones' experience and specific knowledge of the 911 system was a "definite asset" to their project and that Mr. Jones is an everyday asset to the Public Works Department and Manitowoc County Government

Cellphone Contract – Request for Proposal

Neuser reported that the current 5-year contract with Cellcom expires this year. Neuser added that request for proposals have been advertised and sent to all local cellular providers with proposals being due March 1, 2016. A recommendation for the next contract will be before the Public Works Committee at their March meeting.

EXPO/FAIR/ICE CENTER DIVISION – Discussion and Possible Action on the Following Items:**Expo Merchant's Building – Request to Waive Rental Fee**

Krizek reported on the request to waive the rental fee by the Manitowoc County sheriff's department for training. Motion was made by Gerroll, seconded by Cavanaugh to approval the waiver of the rental fee. Motion carried unanimously. Discussion included requests for waiver of rental fee process – Neuser provided information noting that all waivers must pass through public works committee for approval.

Report on Activities by Facility Manager Jennell Krizek

Krizek reported on upcoming calendar events at the Expo grounds.

Krizek reported on the lifetime membership passes noting that there will no longer be an expiration date and lifetime membership passes will remain effective for the lifetime of the member. Behnke added that all members will be properly identified and communication will be forthcoming.

Brey reported on the "raise the roof" campaign and communication received regarding acknowledging donors. Krizek reported, that per the campaign, bleachers were to be engraved and a plaque was to be placed and neither was completed. Krizek noted that the project would be difficult to replicate all donors names without proper documentation.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting December was a snapshot of the 2015 year with Expo and County Fair financial activities having a good year. Neuser added that the Ice Center activities financials were down due to major repairs as well as the Maintenance activities for improvements and water main breaks. Neuser added that 2015 ended in the red and \$3,500 was transferred from the reserve account.

Adjournment

Motion was made by Gerroll, seconded by Dyzak to adjourn the meeting at 4:59pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: March 9, 2016
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Vouchers
 - d. Donations Spreadsheets
 - e. Ethics Code Reports
2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement Update
 - c. Recycling Center Receivable Write Off
 - d. 2016 Drug Collection Program
 - e. Earth day donations request
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. Courthouse B-15 Remodel Project – Update; Pay Requests
 - b. Focus on Energy Letter Dated 2/11/2016
 - c. UW-Manitowoc Renovation Project – Joint Resolution on Financing of Architectural Design fees.
 - d. Department of Public Works Storage Garage – Update
 - e. Request for use of Courthouse Grounds Event
 - f. 2016 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Cellphone Contract – Proposal Results
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: March 1, 2016

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

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MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, March 9, 2016

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:

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

Minutes Minutes were reviewed from the previous committee meeting after which a motion was made by 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; there were no donations for the month of February.

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 given.

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

Recycling and Solid Waste Programs

Neuser reported on the Estimated Savings by Area under Master Solid Waste Contract included in the committee packet noting that the markets are the same. Neuser updated the Committee on the status of the bills to restore RU Grant Funding, adding that the state assembly approved Bill AB 515 and SB 340 should be coming up for a vote soon.

Recycling Center Processing Equipment Replacement Update

Neuser reported on the Major Equipment Replacement Schedule 2017-2023 included in the committee packet and provided a brief history of the equipment and that the majority of it was purchased when the recycling center was built in 1994. Neuser added that the schedule is a seven year plan and will be phased in to future budget plans. Discussion.

Recycling Center Receivable Write Off

Neuser reported on the letter dated November 15, 2015, to PlasticsRUs, LLC, for payment of money owed of \$12,324, an email from the County Corporation Counsel, and the Request to Write Off Uncollectible Account" included in the committee packet. Neuser added that before materials were shipped to PlasticsRUs that their references were checked and other PlasticsRUs customers had no issues. Discussion included future practices when dealing with new businesses and potentially obtaining an "Irrevocable Letter of Credit" prior to conducting business. Motion was made by Cavanaugh, seconded by Zimmer to approve the write off of money owed by PlasticsRUs, LLC, for \$12,324. Motion carried unanimously.

2016 Drug Collection Program

Neuser reported on the Drug Collections for Manitowoc County flyer provided in the committee packet noting that the flyer includes upcoming collection dates and the new collection process.

Earth Day Donations Request

Neuser presented the email request for Earth Day Donations included in the committee packet. Neuser added that the material being donated is used for Earth Day raffle prizes and has been the past practice. Motion was made by Dyzak, seconded by Gerroll to approve the Earth Day Donation Request. Motion carried unanimously.

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

Courthouse B-15 Remodel Project – Update

Neuser reported that there were no pay requests at this time, the project was eight days in and completed through the demolition phase with no issues. Neuser added that the project completion date is May 1.

Focus on Energy Letter Dated 2/11/2016

Neuser reported on the Focus on Energy letter dated February 11, 2016 included in the committee packet. Neuser noted that the incentive received for 2015 was \$7,463.21 and included the chiller rebate and lighting upgrade rebates.

UW-Manitowoc Renovation Project – Joint Resolution on Financing of Architectural Design Fees

Neuser reported on the draft Resolution Appropriating \$322,000 from the General Fund Undesignated and Transferring to the UW Manitowoc Capital Project Fund for Architectural and Engineering Services and Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing included in the committee packet. Neuser added that a task force was started in 2012, a formal report provided to the County Board in 2014, tours of the affected areas were given to the County Board in 2014, and there has been widespread support of the project. Discussion. Motion was made by Gerroll, seconded by Zimmer to recommend to the county board approval of the Joint Resolution appropriating the funds of \$322,000 from the General Fund Undesignated and Transferring to the UW Manitowoc Capital Project Fund for Architectural and Engineering Services and Declaring Official Intent to Reimburse Expenditures. Motion carried unanimously.

Department of Public Works Storage Garage – Update

Neuser reported that the contract has been signed with R.Turner Construction LLC and weather permitting to begin project by May 1.

Request for Use of Courthouse Grounds Event

Neuser reported on the Lakeshore CAP – Children’s Safety Network request to hold the 4th Annual “Hands Around the Courthouse” event. Motion was made by Gerroll, seconded Cavanaugh to approve the request from Lakeshore CAP. Motion carried unanimously.

2016 Budget

No report.

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

Neuser reported on the issue with the public safety VHF radio interference in the northern part of the County. Neuser added that Bill Jones, public works communications systems engineer, has been working with the Village of Bellevue and the FCC to resolve the issue and Village of Bellevue will be replacing their VHF frequency to mitigate the issue. Neuser reported that Manitowoc County and Bellevue are cost sharing the approximate \$2,900 cost of the replacement of the existing frequency.

Cellphone Contract – Proposal Results

Neuser reported on the current cellphone contract that expires May 16, 2016 and Request for Proposals for a new contract with three proposals having been received. Neuser added that Cellcom submitted the lowest cost proposal which will be reducing the County’s overall costs by approximately ten percent. Motion was made by Cavanaugh, seconded by Zimmer to accept the proposal from Cellcom and enter in to a three-year contract. 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 upcoming calendar events at the Expo grounds as well as fair information including the Lifetime Membership ID Card process and the West Foundation grant submitted for the multi-purpose building construction.

Comptroller’s Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting accounts status are what can be expected with only one month of experience in the year.

Adjournment

Motion made by Zimmer, seconded by Dyzak to adjourn the meeting at 5:14pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Cavanaugh



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

AMENDED MEETING NOTICE

Revised for new item 5.b.

DATE: May 11, 2016
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. Donations Reports
 - d. Ethics Code Reports
2. Election of Officers
3. Public Comment
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement Update
 - c. Solid Waste Advisory Board Appointments Expiring July 2016
 - d. 2016 Drug Collection Program
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. USDA Request – People’s Garden at Manitowoc County Office Complex
 - b. *Request for use of Courthouse Grounds Event***
 - c. Courthouse B-15 Remodel Project – Update; Pay Requests; Change Orders
 - d. UW-Manitowoc Renovation Project – Update
 - e. Department of Public Works Storage Garage – Update
 - f. Hecker & Viebahn Property – Update
 - g. 2016 Budget
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Report
7. 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 Fair Proclamation
 - c. Multi-Purpose Barn - Update
 - d. Comptroller’s Expo Special Revenue Fund Report
8. Adjourn Committee

Date: May 3, 2016

Amended: May 9, 2016 @ 11:05 a.m.

Donald Weiss, COMMITTEE CHAIRPERSON

By: Gerard Neuser, Public Works Director

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MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, May 11, 2016

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

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

**Other County Board
Members Present:**

Absent & Excused: Supervisor R. Gerroll

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

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

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

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

Election of Officers

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

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

Public Comment The Vice 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 spreadsheet on tipping fee savings provided in the committee packet, as well as the press release from the Associated Recyclers of Wisconsin that was provided in the committee packet. Discussion. Neuser reported that markets are slightly up for natural HDPE plastics and fiber and mixed products have remained steady. Neuser added that compost deliveries have begun and the compost sites have been very busy.

Recycling Center Processing Equipment Replacement Update

Neuser reported that the baler has been repaired at a cost of \$5,000 by JWR Inc. Neuser added that the baler needs to be relined, but will not be completed as a capital purchase of a new baler is scheduled for 2017.

Solid Waste Advisory Appointments Expiring July 2016

Neuser reported on the solid waste advisory appointments included in the committee packet and recommended for approval, noting that Kris August and Bob Wolf were new appointees. Discussion included history of the solid waste advisory committee. Motion was made by Cavanaugh, seconded by Dyzak to recommend approval to the county executive the solid waste advisory appointments. Motion carried unanimously.

2016 Drug Collection Program

Neuser reported on the 2016 Drug Collection Program results included in the committee packet. Discussion.

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

USDA Request – People’s Garden of Manitowoc County Office Complex

Neuser reported on the request submitted and included in the committee packet from the USDA for a People’s Garden to be located on the southwest side of the Manitowoc County Office Complex. Discussion included the construction of the garden, current and future USDA lease, ramifications on previous rejected requests, future of the garden, and maintenance.

Action Needed:

- Place USDA Request – People’s Garden of Manitowoc County Office Complex on next committee agenda.
- Staff to contact USDA to attend and present at the next committee meeting.

Request for Use of Courthouse Grounds Event

Neuser reported on the Request for Use of the Courthouse for a grounds event included in the committee packet. Neuser reported that any use of the Courthouse Grounds by any party requires a permit per county policy. Neuser added that the \$100 nonrefundable fee has been paid, but also requires liability insurance, a \$250 refundable security deposit fee, and a payment of \$1,560 to cover additional security expenses. Required pre-payment of the \$1,560 fee to cover security costs is at the discretion of the committee. Neuser noted that the group has been informed of all fees owed. Discussion included area of the demonstration, fees, and past practices. Motion was made by Cavanaugh, seconded by Dyzak to approve the Request for Use of the Courthouse for Grounds Event demonstration with permits and all expenses including the \$250 refundable security deposit and pre-payment of security expenses of \$1,560 to be paid prior to the demonstration. Motion carried unanimously.

Courthouse B-15 Remodel Project – Update; Pay Requests; Change Orders

Neuser reported on the Courthouse B-15 Remodel project noting that the project is complete. A pay request for \$69,820.50 by the general contractor was submitted for approval, leaving the retainage amount of \$8,818.12 to be retained until punch list items are complete. Neuser added that the B-15 area has been occupied since May 2 and an Open House is scheduled for Friday, May 13 from 3:30pm-4:30pm. Neuser noted that Mike Koenig Construction handled the project in a professional and timely manner. Motion was made by Dyzak, seconded by Zimmer to approve the pay request for \$69,820.50. Motion carried unanimously.

UW-Manitowoc Renovation Project – Update

Neuser reported on the UW Manitowoc Renovation project noting that design and development meetings with the architectural firm are happening ever two weeks. Neuser added that the project will be bid out by the end of the year with construction schedule to begin in June 2017 and completion by January 2018. Discussion included the budget has been determined and the architects are designing construction within those budget parameters.

Department of Public Works Storage Garage – Update

Neuser reported on the Public Works Storage Garage project noting that the frame of the building is up and everything is progressing well. Discussion.

Hecker & Viebahn Property – Update

Neuser reported that this property is one of the last available pieces of development property along the 1-43 & 151 exchange, and some thought should be given to the future of this land. The current Ag lease, possible discussed. This item to remain on the agenda for future meetings to discuss and debate options for this property.

2016 Budget

No report.

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

No report.

Microwave Connectivity Report

Neuser updated the committee on the status of the microwave connectivity project, noting that and RFP should be ready to be sent out by June.

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

Krizek reported on Lifetime Membership ID cards, Agricultural Multi-Purpose building, fair insert, and seasonal hires.

Fairest of the Fair Proclamation

Neuser presented the fairest of the fair proclamation for approval. Motion was made by Cavanaugh, seconded by Zimmer to approve the fairest of the fair proclamation. Motion carried unanimously.

Multi-Purpose Building Update

Neuser reported on the multi-purpose building noting that the contract has been signed with Valley Building Systems and project will begin soon with anticipated completion date of end of July.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting Expo Activities are doing better than last year, Fair Activities reflects the fair aid being received and beginning to see revenue for the upcoming fair, Ice Center Activities reflects all but the final rental payment and the Maintenance Activities are steady.

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY
PUBLIC WORKS COMMITTEE
AMENDED MEETING NOTICE
Revised for new item 4.a.

DATE: June 8, 2016
TIME: **5:00** p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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2. Public Comment
3. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
 - a. Recycling and Solid Waste Programs
 - b. Recycling Center Processing Equipment Replacement Update
 - c. Future of Wisconsin Recycling Development Committee -Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. *Request for use of Courthouse Grounds Event-Amended*
 - b. Veterans Memorial – Request for Waterline
 - c. USDA Request – People’s Garden at Manitowoc County Office Complex-Update
 - d. Courthouse B-15 Remodel Project – Update; Pay Requests; Change Orders
 - e. UW-Manitowoc Renovation Project – Update
 - f. UW Manitowoc Energy Conservation Project – Update
 - g. Two Rivers Brownsfields Property - Update
 - h. Department of Public Works Storage Garage – Update
 - i. Hecker & Viebahn Property – Update
 - j. Heritage Center (Michigan Avenue Campus) 2017 Planning
 - k. 2016 Budget
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Report
 - c. Phone System Converged Data Project
 - d. Cato Radio Tower - Update
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Meijer Plan Submittals
 - c. Multi-Purpose Barn - Update
 - d. Comptroller’s Expo Special Revenue Fund Report
 - e. Expo Long Term Planning
7. Adjourn Committee

Date: June 1, 2016
Amended: June 3, 2016 @ 3:15 p.m.

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

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

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

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, June 8, 2016

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

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

Other County Board

Members Present: J. Brey

Absent & Excused:

Called to Order The meeting was called to order at 5:00pm 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 Tracker Reports were submitted for approval. Motion was made by Gerroll, seconded by Dyzak to approve the donation tracker report. Discussion 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 report provided in the committee packet. Neuser noted the Town of Schleswig and Valders have an asterisk denoted next to the area name as they do not ship recyclables to the recycling center; therefore, they pay \$5 per ton more tipping fee than the other municipalities listed. All markets remain stable and unchanged from last month's report.

Recycling Center Processing Equipment Replacement Update

Neuser reported that the main drive conveyer failed on May 27 and is an unbudgeted item with a \$7,000 estimated cost to repair. Neuser added that all recycling equipment is aging and this is another example of the needed replacement plan that will commence in 2017. Neuser noted that due to the conveyor issue, the amount of recyclables processed will decrease until repairs are made.

Future of Wisconsin Recycling Development Committee – Update

Neuser reported that this Committee, of which he is a member, was established per the request of a state senator to review efficiency, funding, and the future of Wisconsin's recycling law. Neuser added that the work of this committee is basically complete and a White Paper will be issued to the legislators sometime this fall.

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

Request for Use of Courthouse Grounds Event – Amended

Neuser reported that the County Corporation Counsel reviewed the Courthouse Grounds Use Policy and determined the requirement for a pre-paid excess costs was not appropriate in the request for a permit from Jacalynn West/Megan McGuiness, and recommended that the Public Works Committee approves the permit application without that stipulation. Motion made by Gerroll, second by Zimmer to approve the permit without the prepayment of excess security costs and to require the refundable security deposit of \$250 as well as the certificate of insurance. Discussion. Motion passed unanimously.

Veterans Memorial – Request for Waterline

Neuser reported on request submitted and included in the committee packet for a request for a waterline at the Veterans Memorial. Motion made by Zimmer, seconded by Dyzak to approve installing the waterline. Discussion. Motion passed unanimously.

USDA Request – People’s Garden of Manitowoc County Office Complex

Neuser reported on the request from the USDA employees at the Manitowoc County Office Complex to install and maintain a vegetable garden at the office complex. Marilyn Lentz of the USDA also appeared and answered questions posed by the committee. Motion made by Zimmer, seconded by Gerroll to deny the request. Discussion. Motion passed unanimously.

Courthouse B-15 Remodel Project – Update; Pay Requests; Change Orders

Neuser reported on the Courthouse B-15 Remodel project noting no pay request was presented by the General Contractor in time for this meeting.

UW-Manitowoc Renovation Project – Update

Neuser reported on the UW-Manitowoc Renovation project, reviewing the preferred option of the UW Planning Task Force that would incorporate the current County Board room space. Richard Haen, the new Regional Facilities Director of the UW Campuses, was introduced and also commented on the current plan. Discussion.

UW Manitowoc Energy Conservation Project

Neuser reported that the UW-Manitowoc Energy Conservation Project was approved by the State Building Commission and signed by the Governor, and this \$485,000 state-funded project will now become a reality.

Two Rivers Brownsfields Property Update

Neuser reported on the Two Rivers Brownsfields property and status of the Site Assessment Grant reimbursement. The WEDC has amended the contract dates, WDNR site closure is in process, and reimbursement of the grant funds are expected within a year.

Department of Public Works (DPW) Storage Garage – Update

Neuser reported that the Public Works Storage Garage is 90% complete and the DPW will be moving into the building within the next few weeks.

Hecker & Viebahn Property – Update

The Committee discussed the property; specifically that the property is one of the last attractive parcels for economic development on the I-43/Hwy 151 interchange, and listing the property as available on the Locate in Wisconsin Economic Development website was a reasonable approach to managing this property while it is under lease.

Heritage Center (Michigan Ave. Campus) 2017 Planning

Neuser reported on the progress to date in the planning of moving Aging and Disability Resource Center (ADRC) and the Veterans Service Office into this building in 2017. Discussion included moving the County Board from the UW-Manitowoc Campus to the 2nd floor auditorium in the Heritage building to provide a permanent home for the County Board, where desks will not need to be set up and taken down every month. Discussion.

2016 Budget

No report.

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

No report.

Microwave Connectivity Report

Neuser reported that Requests for Proposal for this project have been issued with responses due on July 11. It is expected that staff will have a recommendation for the committee on which contractor should be awarded the work at their July meeting.

Phone System Converged Data Project

Neuser reported on the Phone System Converged Data Project noting that planning of the project in cooperation with the Information Systems Department is ongoing and we expect to complete the project this year.

Cato Radio Tower – Update

Neuser reported on the Cato Radio Tower noting that the latest inspection by the tower climbing crew revealed further corrosion of the guy anchors and slack in the guy lines. Because of this, the tower crew will no longer climb the tower to inspect it, or change the FAA required warning lights. This effectively signals the end-of-life of this tower within the next year. Meetings are planned this month with the users of the radio tower to inform of the situation.

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 crowning of the 2016 Manitowoc County Fairest of the Fair Nichole Schoenberger, upcoming Expo events, and the donation from the Jaycees for \$2,000 to support the County Fair's Ag Adventureland educational tent.

Meijer Plan Submittals

Neuser reported on the Meijer plan submittals included in the committee packet and added that he is attending all the engineering meetings for this project that are being held at City hall. Neuser added that the first option to purchase will expire in July and it is expected that Meijer will execute the second option to purchase. Neuser reviewed the site plan with discussion on the addition by Meijer of providing a fully improved and concreted south Drive/street. Discussion. Jim Brey noted that the Meijer plan and rezoning was discussed at a City of Manitowoc public hearing and common council meeting.

Multi-Purpose Building Update

Neuser reported on the multi-purpose building noting that groundbreaking will be held on June 13 at 9am and any Public Works Committee member wishing to attend should meet at the site that day. Neuser added that Krizek successfully worked with Orion Inc. on a sponsorship/donation for the project and Orion will be donating all of the interior LED lights for the new Multi-Purpose building.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet noting Expo Activities is an expense account and holds the funds for the new site sign until the sign is complete, Fair Activities will continue to increase from revenue for the upcoming fair, Ice Center Activities will have one large capital expense for a Make Up Air Unit of approximately \$15,000, and the Maintenance Activities reflects donations and county general fund money for the new multi-purpose building.

Expo Long Term Planning

Neuser reported on the Expo Long Term plan noting that the intent is for Expo to remain at the current site for the foreseeable future, to reinvest in the property to improve it, and that there are no plans to move it. County Executive Bob Ziegelbauer added that Expo is to remain at the current location and relocation is not in the picture as it would be an unwise move that would likely be the end of the Expo Center as a multi-use facility. Ziegelbauer explained that the current surrounding facilities (e.g. hotels, stores, restaurants) are a benefit for the Expo as the year-round activities that take place at the Expo rely on the close proximity of these facilities and without them, the viability of being a 52-week-a-year facility would be in doubt. Zeigelbauer reminded the committee that the County Fair is only one week a year, and we cannot forget that the Expo is a 52-week-a-year business. Discussion by the committee centered on the need to put this issue to rest, that they agreed in principle to the long term plan of keeping the Expo on its current site for the long term with no plans to move, and that the meeting minutes should reflect that position. For all intents and purposes the committee considers this a closed issue.

Adjournment

Motion made by Dyzak, seconded by Zimmer to adjourn the meeting at 6:35pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: August 10, 2016
TIME: 4:30 p.m.
PLACE: **Manitowoc County Expo Office (NOTE LOCATION CHANGE)
4921 Expo Drive, Manitowoc**

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. Electronics Recycling Annual Report
5. **BUILDINGS AND GROUNDS DIVISION** – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update
 - b. Michigan Avenue Campus (Heritage Center) 2017 Planning – Update
 - c. Magnolia Avenue Property (052-818-402-010.00) – Appraised Value
6. **COMMUNICATIONS DIVISION** – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Project – Update; Pay Requests
 - c. Telephone System Converged Data Project - 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. Horse-A-Rama Signage Request
 - c. Manitowoc County Ice Center Make Up Air Unit – Bid Results
 - d. Multi-Purpose Barn - Update
 - e. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: August 2, 2016

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 10, 2016

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

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

**Other County Board
Members Present:**

Absent & Excused:

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

Minutes Minutes were reviewed from the previous committee meeting after which a motion was made by Gerroll, seconded by Zimmer 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 Cavanaugh, seconded by Dyzak to approve the donation tracker report. Motion carried unanimously.

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

Tour of Expo Grounds Tour was provided of the Expo grounds including review of the buildings, the new digital promotional sign, and the new agricultural multi-purpose building.

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

Public Works Director Gerry Neuser reported that one of the three balers broke down and needed a ram to be replaced. Neuser added that whenever one of the balers breaks down the facility cannot do a full sort and must comingle plastics which excludes that recyclable from a higher commodity market and results in lower prices. Neuser reported on the state of the recycling markets and the industry in general, with less packaging equaling lower volumes of recyclables being processed, and market prices for plastics remaining at low levels continues to be a budget challenge.

Electronics Recycling Annual Report

Neuser reported that on the electronics report included in the committee packet noting that of the 170,000 tons of electronics recycled, with over 141,000 tons of that amount being television sets. Neuser added that there is a user fee charged for most items, as the program is run as a break-even program as a service to the general public.

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 the project is in the “Costing Phase”. The schematic design process is finished and the architectural firm will now be certain the cost of the project as proposed does not exceed the budget. Neuser added if the cost does exceed budget then scaling back of items will begin. Richard Haen, Regional Facilities Director for the UW Colleges commented on several aspects of the renovation project and the overlapping energy savings project that is being funded by the UW Colleges. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Planning noting that the project is also in the “Costing Phase” and will begin developing the development of construction drawings and specifications once the cost estimate for the project is received from the architect. Neuser reviewed the potential layout with discussion of the layout. Discussion included potential removal of the wall between the 2nd floor County Board Room and the rooms behind it, noting that the previous accordion wall that in place in the early 1990’s would no longer be feasible without demolition of the kitchen behind it. Removal of the wall section to the south of this area is a masonry bearing wall, and it is uncertain if it can be removed, and if so, at what cost. Discussion ensued regarding the potential to have meetings at another site if needed to accommodate extremely large attendance should there be a contentious matter before the County Board.

Magnolia Avenue Property (052-818-402-010.00) – Appraised Value

Neuser reported on the Magnolia Avenue Property (052-818-402-0100.00) included in the committee packet noting that the property is for sale at \$162,500, has never had an offer made on it, and recommends that a new appraisal be completed in an effort to sell the property to mitigate the annual maintenance costs and return the property to the tax rolls. Motion was made by Gerroll, seconded by Zimmer to recommend to the Finance Committee to approve a new appraisal to be conducted on the Magnolia Avenue Property (052-818-402-010.00). 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's Public Safety Radio System and that the Cities of Manitowoc and Two Rivers 800 MHz talk groups have been added to the system and successfully performance tested.

Microwave Connectivity Project – Update; Pay Requests

Neuser reported on the Microwave Connectivity Project noting that the project is in the "Mobilization Phase" and working with the winning bidder, Future Tech. Neuser added that the equipment is ordered and we expect the project to be completed in about ninety days. No pay requests were submitted.

Telephone System Converged Data Project – Update

Neuser reported on the Telephone System Converged Data Project noting that the project is also in the "Mobilization Phase". Neuser added this technology project, converting our phone system infrastructure to a Voice Over Internet Protocol (VOIP) system, is being completed in partnership with County's Information Systems Department with an anticipated completion of the project in about ninety days.

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

Expo Facility Manager Jennell Krizek reported on the upcoming Manitowoc County Fair, fairest of the fair update, and a reminder of the Ribbon Cutting Ceremony for the new multi-purpose building set for August 23 at 7:30pm during the county fair.

Horse-A-Rama Signage Request

Neuser reported on the Horse-A-Rama (HAR) Signage email request included in the committee packet along with a picture of the request design. Neuser added that HAR was the major sponsor of the new Agricultural Multi-Purpose Building donating \$100,000 towards the new building. Motion was made by Gerroll, seconded by Dyzak to approve the HAR Signage Request. Motion carried unanimously.

Manitowoc County Ice Center Make Up Air Unit – Bid Results

Neuser reported on the Ice Center Make Up Air Unit bid results included in the committee packet noting that three contractors requested the material and two contractors submitted bids. Motion was made by Zimmer, seconded by Cavanaugh to approve the low bidder, Schaus Roofing and Mechanical Contractors Inc., for \$16,977. Motion carried unanimously.

Multi-Purpose Building Update

Neuser reported that the tour covered the building update and overall very pleased with the project.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reported that Expo Activities runs as a deficit account and the payment for the digital sign will be drawn out and revenues still coming in from Festival Foods for the sign over the next two years totaling \$13,000; Fair Activities will fluctuate until November-December, Ice Center Activities is holding well and the Make Up Air Unit of \$17,000 will be coming out of this account, and the Maintenance Activities reflects funds from the multi-purpose building donations and the general reserve funds and payment of multi-purpose building will be drawn out of this account.

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: September 14, 2016
TIME: 4:30 p.m.
PLACE: Manitowoc County Public Health Building
1028 South 9th Street, Manitowoc, WI
Conference Room 207

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

1. Regular Business – Review and possible Action
 - a. Roll Call
 - b. Previous Minutes
 - c. 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. Annual Clean Sweep & Pharmaceutical Collection Grant Applications
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update
 - b. Michigan Avenue Campus (Heritage Center) 2017 Planning – Update
 - c. HVAC Equipment Replacement Schedule and 2016-2025 Capital Project Report
 - d. Human Services HVAC project - update
 - e. 2016 Tax Delinquent Properties
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Project – Update; Pay Requests
 - c. Telephone System Converged Data Project – Update
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. 2016 County Fair Recap
 - c. Expo Land Sale – Certified Survey Map Approval
 - d. Multi-Purpose Barn - Final Update
 - e. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: September 7, 2016

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 14, 2016

Location: Manitowoc County Public Health Building, 1028 S. 9th St., Manitowoc

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

Other County Board Members Present: Supervisor J. Brey, Supervisor J. Falkowski

Absent & Excused: None

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

Minutes Minutes were reviewed from the previous committee meeting after which a motion was made by Gerroll, seconded by Zimmer 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 No Ethics Code Reports were submitted.

Public Comment Jerold Korinek, Chairman of the Town of Franklin, thanked the public works director for assistance with the wireless internet system coordination and installation on the County Radio Tower in the Town of Franklin.

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

Recycling and Solid Waste Programs

Public Works Director Gerry Neuser reported on the estimated savings by municipality provided in the committee packet that reflects the money saved by each municipality that is part of the County's master contract with Ridgeview Landfill. Neuser reported on markets and volumes and that the trend of lower commodity prices for recyclables and lower volumes of recyclables continues across the industry. Neuser noted that all processing equipment is running and the MRF staff is accomplishing full sorts.

Annual Clean Sweep & Pharmaceutical Collection Grant Application

Neuser reported that the recycling facility manager is currently working on grants for the Annual Clean Sweep & Pharmaceutical collection, and projected that Household Hazardous Wastes collected in the annual Clean Sweep events to reach 1,000,000 pounds by 2018. Neuser added that there is a pharmaceutical collection in Kiel on September 15 and at Crime Prevention Day on October 22.

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 there was a meeting held today with 50% completion of the documentation for the construction phase and the committee is continuing to work on the design-details phase. Neuser added that bids to be submitted in January 2017 with construction to begin in early spring 2017. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Planning noting that the project space planning phase is complete, the construction documents phase is beginning, and the bid process to be out at the end of the year with a projected project completion date of April 1, 2017.

HVAC Equipment Replacement Schedule and 2016-2025 Capital Project Report

Neuser reported the HVAC Equipment Replacement Schedule and 2016-2025 Capital Project report that was presented to the finance committee and provided in the committee packet. Neuser highlighted the replacement schedule with emphasis on ensuring the replacement of equipment per the schedule or as needed. Neuser added that the capital projects are not included in the normal annual budget and are referenced as projects over and above those projects that are considered normal. Neuser noted that the life expectancy is based on ASHRAE standards and staff does consider the operation of the equipment versus the life expectancy to determine replacement time. Neuser added that the continued support of the County Executive and County Board makes both of these plans achievable, and the buildings mechanical systems are in good repair.

Human Services HVAC Project – Update

Neuser reported on the Human Services HVAC project, noting that boilers and all HVAC equipment not originally replaced in the 1991 remodel are scheduled to be replaced as well as end-of-life equipment installed in 1991.

2016 Tax Delinquent Properties

Neuser reported on the 2016 Tax Delinquent Properties noting that those properties that are delinquent four or more years on taxes with no payment plan are reverted to the county. Neuser added that out of sixty-eight tax delinquent properties on this year's In Rem list, there are twenty still considered delinquent, with the anticipation this number will possibly reduce to about ten within the next few months.

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

No report.

Microwave Connectivity Project – Update; Pay Requests

Neuser reported on the Microwave Connectivity Project noting that the materials are arriving soon and will be installed with a completion date of November 21.

Telephone System Converged Data Project – Update

Neuser reported on the Telephone System Converged Data Project noting that phase 1 is complete and PBX phone system is residing on the data network backbone. Neuser added that phase 2 to be completed within 1-2 months.

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

Expo Facility Manager Jennell Krizek reported on the upcoming newsletter and other activities at the Expo grounds.

2016 County Fair Recap

Krizek reported on the county fair noting that sponsorships were approximately \$28,000 which is up from previous years and attendance has maintained and was approximately 40,000 for 2016.

Expo Land Sale – Certified Survey Map Approval

Neuser reported on the Expo Land Sale and presented the Certified Survey Map (CSM) for approval and provided a copy of the CSM at the committee meeting for review. Neuser added that the CSM has been reviewed by the City of Manitowoc, and there are no changes in boundaries since the initial presentation. Motion was made by Gerroll, seconded by Cavanaugh to recommend for approval to the Manitowoc County Board the Certified Survey Map. Motion carried unanimously.

Multi-Purpose Building Update

Krizek reported that the multi-purpose building is complete and was well received at the fair. Discussion.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reported that Expo Activities will reflect the payment for the digital sign revenues still coming in from Festival Foods for the sign and to be paid in full in the next 1-2 months; Fair Activities will change dramatically with revenues and invoices still coming in from fair; Ice Center Activities will reflect make up air handling unit, new freezer, and new concession stand door totaling \$21,000, and the Maintenance Activities will change dramatically once final payments of the multi-purpose building are accounted for.

Request was made to move future meeting times to 4:45pm and consensus agreed.

Adjournment

Motion made by Dyzak, seconded by Gerroll to adjourn the meeting at 5:06pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

DATE: November 9, 2016
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. Drug Collection Update
 - c. Tire Collection Results
 - d. Request for donation (2017 thru 2021) of Sifted Compost by Grow It Forward Manitowoc
 - e. Free Wood Mulch Offer
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update
 - b. Michigan Avenue Campus (Heritage Center) 2017 Planning – Update
 - c. Human Services HVAC project – update including Pay Request(s)
 - d. Potters Field Property-Encroachment Issue – Update
 - e. Surplus Property – Copper from Courthouse façade
 - f. Office Complex - Federal Area Lease
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Project – Update; Pay Requests
 - c. Cato Tower
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Small Animal Building Addition request
 - c. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: November 1, 2016

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 9, 2016

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

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

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 Cavanaugh, 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 Dyzak, seconded by Cavanaugh to approve the donation tracker report. Motion carried unanimously.

Ethics Code Reports No Ethics Code Reports were submitted.

Public Comment No public comment.

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 document provided in the committee packet.

Discussion followed on how the municipalities qualify for the landfill tipping fee reduction and why certain municipalities are not included.

Neuser reported that the main baler's processing unit broke down in October and there are no longer parts available for this piece of the equipment and a work-around fix was implemented. Neuser added that the baler was down for approximately one month which will show a revenue loss due to having to comeingle plastics. Neuser reported that the PET plastic market is down, with other material commodity prices remaining stable.

Drug Collection Update

Neuser reported on the Drug Collection final results included in the committee packet noting that the number of households remains steady with more prescriptions being collected as a result of advertising and marketing efforts.

Tire Collection Results

Neuser reported on the Tire Collection final results included in the committee packet noting that the program is run as a break even program but realized a \$1,000 profit for 2016. Discussion included collection of tires on a continual basis would pose logistic and environmental issues; therefore, done annually.

Request for Donation (2017 thru 2021) of Sifted Compost by Grow It Forward Manitowoc

Neuser reported on the email thread provided in the committee packet and the ongoing partnership with Grow It Forward. Neuser recommended approval of the request for the donation of sifted composted by Grow It Forward Manitowoc for 2017 through 2021. Motion was made by Gerroll, seconded by Dyzak to approve the request for the donation of sifted compost by Grow It Forward for 2017 through 2021. Motion carried unanimously.

Free Wood Mulch Offer

Neuser reported on the Free Wood Mulch news release provided in the committee packet. Neuser noted that the request was submitted for approval to the committee chair and requested a retroactive approval by the entire committee of the free mulch program. Motion was made by Zimmer, seconded by Gerroll to retroactively approve the free mulch program for November and December. Motion carried unanimously.

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

UW-Manitowoc Renovation Project – Update

Rich Haen, UW-Manitowoc Regional Facilities Director, reported on the upcoming UW-Manitowoc Renovation project with a detailed explanation of the blue print plan provided at the committee meeting. Haen added that eighty (80) percent of the project plans are complete and include boiler and other equipment replacements. Neuser noted that Bray Architect to have the plans complete by December with bids received in January, presented to the committee for approval in January or February and construction to begin in May/June 2017. Discussion included budget and campus visioning planning for the future.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Planning noting plans to be complete by November 18 and out for request for proposal (RFP) with results to be presented to the committee for approval in December and project to begin in January 2017.

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

Neuser reported the Human Services HVAC project noting that the project is going well. Neuser added that the boilers, pumps, chiller, and air handling unit have been installed and project to be complete by end of the month. Neuser recommended the pay request of \$91,298.80 to Schaus Roofing and Mechanical and has been reviewed by the architect and staff. Motion was made by Gerroll, seconded by Cavanaugh to approve the pay request of \$91,298.80 to Schaus Roofing and Mechanical. Motion carried unanimously.

Potters Field Property – Encroachment Issue – Update

Neuser reported on Potters Field Property Encroachment issue noting that the property owner with the treehouse encroachment intends to make an offer to purchase the area of property that includes the treehouse which is approximately twenty feet and will be presented to the committee for approval. Neuser added that the other two property owners with encroachment issues have moved their property from the said area.

Surplus Property – Copper from Courthouse Facade

Neuser reported on the Copper from the Courthouse Façade that has been stored as since the 2010 roof replacement providing pictures of the surplus property. Neuser provided an explanation of the property noting that the property was part of the courthouse, removed, and has been stored for six years with no current repurpose and that all surplus property goes through the committee for action. Gerroll noted that he will bring the information to an architect for potential value. Discussion.

Action Needed:

- Topic to remain on the next committee agenda with possible action on disposition or retention.

Office Complex – Federal Area Lease

Neuser reported on the Office Complex lease with the USDA which was established back in 1996 with the current lease expired one year ago. Neuser added that the USDA has submitted a request for lease proposal and the public works business manager, Jill Zich, is working on the request with some of the conditions being reviewed by corporation counsel. Neuser noted that the lease agreement is for \$54,000 annually and currently on a month-to-month agreement. Discussion.

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

Report on Activities by Public Works Director Gerry Neuser

No report.

Microwave Connectivity Project – Update; Pay Requests

Neuser reported on the Microwave Connectivity Project noting that the project has connected the radio towers with redundant microwave loops and the equipment has been installed and is in the process of being aligned. Neuser presented the pay request for \$120,325 for payment of all material. Motion was made Gerroll, seconded by Zimmer to approve the pay request of \$120,325. Motion carried unanimously.

Cato Tower

Neuser reported on the meeting with the Towns of Manitowoc Rapids and Cato and noted that they expressed interest in purchasing the Cato Tower. Neuser added that this would be a cost savings for the County by not having to remove the tower, and the county executive is aware and supports the potential purchase. Discussion included the recent notification to Kiel pertaining to the availability of discounted-price 800 MHz radios.

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

Expo Facility Manager Jennell Krizek reported on the Expo activities noting that the Lakeshore Job Fair event had over 70 businesses and 430 attendees, the annual Hang Family New Year, storage revenue has exceeded budgeted revenue, and the upcoming Rummage-A-Rama rummage sale. Krizek added that the Ice Center compressor #1 motor is down and has not been sent out by the user groups for repair and only running on one compressor at this time. Krizek noted that this is a concern and could result in loss of ice but the user groups are still contractually obligated for payments.

Small Animal Building Addition Request

Krizek recommended for approval the Small Animal Building Addition request provided in the committee packet noting that this will be fully funded by the committee. Motion was made by Gerroll, seconded by Cavanaugh to approve the Small Animal Building Addition request. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reported that Expo Activities is comparable to last year and final revenue and expenses coming in for the digital sign; Fair Activities comparable to last year with final numbers by end of December; Ice Center Activities equal to last year with the makeup air handling unit being replaced now and concessions door has been replaced; and the Maintenance Activities is the capital fund and will reflect all expenses including the \$43,000 from reserves for the multi-purpose building.

Adjournment

Motion made by Dyzak, seconded by Zimmer to adjourn the meeting at 5:37pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer



MANITOWOC COUNTY

PUBLIC WORKS COMMITTEE

MEETING NOTICE

DATE: December 14, 2016
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. 2017 Clean Sweep (Ag, Household, & Drug) Allocations
 - c. Uncollectible Debt Write off
 - d. Approval for staff to attend WI Integrated Resource Mgmt. Conference, including overnight stay
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
 - a. UW-Manitowoc Renovation Project – Update
 - b. Michigan Avenue Campus (Heritage Center) 2017 Project – Update, bid results
 - c. Human Services HVAC project – update including Pay Request(s)
 - d. Potters Field – Vacant Land Offer to Purchase
 - e. Surplus Property – Copper from Courthouse façade – offer to purchase
 - f. Office Complex - Federal Area Current Lease Extension
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Public Works Director Gerry Neuser
 - b. Microwave Connectivity Project – Update; Pay Requests
6. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
 - a. Report on activities by Facility manager Jennell Krizek
 - b. Lester's Building Fan Project
 - c. Resolution for Sale of Expo Property to Meijer Stores
 - d. Comptroller's Expo Special Revenue Fund Report
7. Adjourn Committee

Date: December 6, 2016

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

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MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, December 14, 2016

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

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

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 Cavanaugh, seconded by Zimmer 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 No Ethics Code Reports were submitted.

Public Comment No public comment.

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 document provided in the committee packet noting an estimated savings of \$600,000 for 2016 will be realized for those participating in the County Master Contract and Recycling Agreements. Neuser added that Solid Waste tonnages are down across the industry with Manitowoc County noticing a decrease of 300 tons per month, equivalent to 10 percent. Neuser noted that the recycling tonnages and markets are down which is also a common trend industrywide, and 2016 revenues are down related to the main baler breakdowns throughout 2016.

2017 Clean Sweep (Ag, Household, & Drug) Allocations

Neuser reported on the 2017 Clean Sweep programs noting an increase in the grant amount for the Household Hazardous Waste & Agricultural program and a small decrease in pharmaceutical program. Discussion.

Uncollectible Debt Write Off

Neuser reported on the uncollectible debt included in the committee packet noting that the customers had an issue with the delivery charge and miscommunication of location of delivery. Neuser noted that the client would be required to prepay for any future services. Motion was made by Zimmer, seconded by Cavanaugh to write off the uncollectible debt for Todd and Karen Luce for \$30.50. Motion carried unanimously.

Approval for Staff to Attend WI Integrated Resource Mgmt. Conference, Including Overnight Stay

Neuser reported on the request for staff (public works director and Manitowoc recycling facility manager) to attend the WI Integrated Resource Management conference to include an overnight stay noting that the conference is in WI and is less than 45 miles in distance from Manitowoc and the cost of the conference and overnight accommodations has been approved and included in the budget. Motion was made by Gerroll, seconded by Dyzak to approve staff to attend the WI Integrated Resource Management Conference to include overnight accommodations for the next two conference years, 2017 and 2018. 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 providing a Project Production Schedule with meeting dates for Schematic Design, Design Development, and Construction Documentation. Neuser added that the steering committee meetings have been completed, bidding documents to be reviewed for discrepancies, schedule for bidding documents on January 9 and awarding the project in February. Discussion included Request for Proposal (RFP) process and how information is disseminated.

Michigan Avenue Campus (Heritage Center) 2017 Project – Update; Bid Results

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Project noting the Bid Recording Sheet provided at the committee meeting recommending the low bid from Mike Koenig Construction to include alternate A-1 at \$438,608. Neuser added that the project is budgeted at \$500,000 and the bid plus alternate will allow reserves for contingencies. Motion was made by Gerroll, seconded by Zimmer to approve the low bid with alternate A-1 at \$438,608. Motion carried unanimously.

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

Neuser reported the Human Services HVAC project including the pay request of \$108,194.55 which was reviewed by staff and the architect and recommends approval. Neuser added that the HVAC is undergoing air balancing and a final pay request will likely be submitted at the next committee meeting. Motion was made by Cavanaugh, seconded by Gerroll to approve the pay request of \$108,194.55. Motion carried unanimously.

Potters Field Property – Vacant Land Offer to Purchase

Neuser reported on Potters Field Property vacant land offer to purchase noting that records may not be accurate and a potential of unmarked graves. Neuser added that the Finance committee, the Corporation Counsel, and department of public works staff do not recommend the sale, and the landowner has been made aware of this position. Motion was made by Zimmer, seconded by Cavanaugh to not approve the sale of the Potters Field property and to have the treehouse removed per the encroachment policy. Motion carried unanimously. Discussion included staff to contact owner of the treehouse and work out a schedule to remove the treehouse from the Potters Field property.

Surplus Property – Copper from Courthouse Façade – Offer to Purchase

Neuser reported on the Copper from the Courthouse Façade referring to the Disposal of Surplus Personal Property, paragraph 2.03, section 3a-3c, provided in the committee packet as well as the email from Stuart Grannen for the offer to purchase for \$500 each, total of \$2,000 for all four. Motion was made by Dyzak, seconded by Zimmer to approve the offer to purchase of the Copper from Courthouse Façade to Stuart Grannen for \$2,000. Motion carried unanimously.

Office Complex – Federal Area Current Lease Extension

Neuser reported on the Office Complex Federal Area Current Lease extension for the Farm Service Agency (FSA) draft provided in the committee packet noting that the extension is for October 1, 2015 through September 30, 2017. Neuser added that the FSA is working towards a ten year lease agreement. Motion was made by Cavanaugh, seconded by Gerroll to approve the Federal Area lease extension for the Farm Service Agency for October 1, 2015 through September 30, 2017. Motion carried unanimously.

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

Report on Activities by Public Works Director Gerry Neuser

Neuser reported that the City of Manitowoc and City of Two Rivers are using the 800Mhz law enforcement radio system, and the City of Kiel has purchased dual band radios and will be moving forward to join the 800mhz radio system also.

Microwave Connectivity Project – Update; Pay Requests

Neuser reported on the Microwave Connectivity Project recommending approval of the final pay request for \$52,032. The project has been tested for confirmed transmission speed and quality. Motion was made by Gerroll, seconded by Zimmer to approve the final pay request for \$52,032. Motion carried unanimously.

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

Expo Facility Manager Jennell Krizek reported on the Expo activities noting that the Expo received a Gannett Foundation grant for \$2,250 for the multi-purpose building.

Lester's Building Fan Project

Krizek recommended for approval the Lesters Building Fan project request provided in the committee packet noting that this will be fully funded by the market animal committee through donations. Motion was made by Cavanaugh, seconded by Dyzak to approve the Lesters Building Fan project request. Motion carried unanimously.

Resolution for Sale of Expo Property to Meijer Stores

Neuser presented the draft Resolution Approving Sale of 28.4 Acres of Real Property at the Manitowoc County Expo Center Grounds for approval and provided in the committee packet. Discussion. Motion was made by Dyzak, seconded by Zimmer to recommend approval to the County Board the draft Resolution Approving Sale of 28.4 Acres of Real Property at the Manitowoc County Expo Center Grounds. Motion carried unanimously.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reported that Expo Activities will show one more final payment from Festival Foods for the digital sign; Fair Activities comparable to last year with final numbers by end of December with wages being shown over a twelve month period and projected to be at an approximate \$110,000 profit; Ice Center Activities about the same reminding the committee that rent payments were deferred last season, make up air handling unit payment to come out and the risks are now limited with the type of contract in place with the user groups; and the Maintenance Activities is the capital fund and reflects expenses from the multi-purpose building, wiring, asphalt and other projects. Discussion included the proceeds from the sale of the Expo property.

Adjournment

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

Minutes taken by Krizek

Signed by Zimmer