



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

**DATE:** January 13, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** Heritage Center – County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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 Collections 2020 – Final Report
  - c. Tire Collections 2020 – Final Report
  - d. Clean Sweep 2020 – Final Report
  - e. Compost Site Management
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results – Heritage Center Elec/Generator
  - d. Bid Results – Jail Inmate Visitation Area
  - e. Cellcom Contract Renewal
  - f. Annual Jail Inspection
  - g. Preventative Maintenance Plan Presentation
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
  - c. Public Safety Radio Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) - Update
  - c. 2021 Manitowoc County Fair Update
  - d. Comptroller's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: January 4, 2021

Rick Gerroll, 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, January 13, 2021

Location: Heritage Center

**Present:** Supervisors R. Gerroll, M. Linsmeier, K. Sitkiewitz, D. Dyzak, D. Zimmer

**Other County Board  
Members Present:**

**Others Attending:**

**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 Sitkiewitz, seconded by Dyzak 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** 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 and markets as included in the committee packet.

#### **Drug Collections 2020 – Final Report**

Reisenbuechler reported on the 2020 Drug Collection program noting that two collections were canceled due to the pandemic.

#### **Tire Collections 2020 – Final Report**

Reisenbuechler reported on the Tire Collections results included in the committee packet.

#### **Clean Sweep 2020 – Final Report**

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

#### **Compost Site Management**

Neuser reported on Jon Reseinbuechler and his role and accomplishments as the Operation Manager at the Recycling Center.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

No report.

#### **Bid Results – Heritage Center Elec Generator**

Neuser reported on the Manitowoc County Heritage Center – Electrical Service Replace/Emergency Generator Install 2021 included in the committee packet noting that there were six bids received and recommended the low bidder, Denor Electric. Motion was made by Zimmer, second by Sitkiewitz to approve Denor Electric with a base bid of \$73,368 and alternate 1 of \$1,650. Motion carried unanimously.

**Bid Results – Jail Inmate Visitation Area**

Neuser reported on the Manitowoc County Jail – Jail Visitation Area Remodel 2021 included in the committee packet noting that there were five bids received and were all above the budgeted amount allocated for the project; therefore, no bids will be recommended for approval. Neuser added that the project is being reviewed as well as funding.

**Cellcom Contract Renewal**

Neuser reported on the Cellcom Contract Renewal proposal included in the committee packet noting that the current contract ends March 31 and this agreement is a two year extension to the current agreement with a one time credit and lower monthly rate. Motion was made by Linsmeier, seconded by Sitkiewitz to approve the Cellcom Contract Renewal with a two year extension. Motion carried unanimously.

**Annual Jail Inspection**

Neuser reported on the Annual Jail Inspection report included in the committee packet noting that staff received positive remarks.

**Preventative Maintenance Plan Presentation**

Breit provided a Preventative Maintenance Plan presentation to the committee with documents included for review and discussion.

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

No report.

**2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**Public Safety Radio Update**

Neuser reported on the Public Safety Radio with documents included in the committee packet noting that the current system is robust and best equipment in the market.

**INFORMATION SYSEMS DIVISION****Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

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

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) – Update**

Shelton reported on the Expo Improvements 2021 (Outlay from Land Sale) included in the committee packet.

**2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

**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 Linsmeier to adjourn the meeting at 5:40pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
MEETING NOTICE**

DATE: Tuesday, February 9, 2021  
TIME: 6:00 p.m.  
PLACE: Expo Merchants Building Office  
4921 Expo Drive, Manitowoc

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

1. Regular Business – Roll Call
2. Public Comment
3. Resolution to Accept NG911 Grant.
4. Resolution Authorizing Contract for Jail Visitation Remodel and Committal of Undesignated Fund Balance.
5. Adjourn Committee

Date: January 26, 2021

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Tuesday, February 09, 2021

Location: Manitowoc County Expo, 4921 Expo Drive, Manitowoc

**Present:** Supervisors R. Gerroll, D. Dyzak, K. Sitkiewitz

**Absent & Excused:** Supervisors M. Linsmeier, D. Zimmer

### **Other County Board**

**Members Present:** None

**Called to Order:** The meeting was called to order at 6:00 p.m. by the Committee Chairperson.

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

### **Resolution to Accept NG911 Grant:**

Motion was made by Dyzak, seconded by Sitkiewitz to approve forwarding the resolution to accept the grant to the full County Board. Discussion.

Motion carried unanimously.

### **Resolution Authorizing Contract for Jail Visitation Remodel and Committal of Undesignated Fund Balance:**

Motion was made by Sitkiewitz, seconded by Dyzak to approve forwarding the joint resolution from the Finance Committee and Public Works Committee to commit the additional funding for the Jail Visitation Area Remodel project to the full County Board. Discussion.

Motion carried unanimously.

### **Adjournment**

Motion was made by Dyzak, seconded by Sitkiewitz to adjourn the meeting at 6:10pm.

Motion carried unanimously.

Minutes taken by Neuser

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Signed by Zimmer



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

DATE: February 10, 2021  
TIME: 4:30 p.m.  
PLACE: Heritage Center - County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. Leaf Mulch Commodity Pricing
  - c. Clean Sweep Final Report
  - d. Compost Site Presentation
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results - Jail Inmate Visitation Area
  - d. Annual Focus on Energy Report
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects - Update by I.S. Manager Kody Burg
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) - Update
  - c. 2021 Manitowoc County Fair Update
  - d. COVID-19 Revenue Impact
  - e. Americollect Sponsorship – Merchant Building Storage Expansion
  - f. *Facility Rental: Request for Dog Show Rental Rate*
  - g. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: February 4, 2021  
*Amended: February 5, 2021*

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, February 10, 2021

Location: Heritage Center

**Present:** Supervisors R. Gerroll, M. Linsmeier, K. Sitkiewitz, D. Dyzak, D. Zimmer

**Other County Board Members Present:** Supervisor T. Martell

**Others Attending:** G. Neuser, J. Shelton, C. Breit, J. Reisenbuechler, K. Burg

**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 Sitkiewitz, seconded by Linsmeier 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** One Ethics Code report was submitted for approval. Motion made by Zimmer, seconded by Linsmeier 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 and markets as included in the committee packet.

#### **Leaf Mulch Commodity Pricing**

Neuser reported the recycling center is producing a new product, leaf mulch, and is asking for approval to market it at \$10/yd., the same cost as woodchips. Motion made by Sitkiewitz, seconded by Dyzak to approve the leaf mulch commodity pricing. Motion carried unanimously

#### **Clean Sweep Final Report**

Reisenbuechler reported on the Clean Sweep documents as included in the committee packet, and that the 2021 Clean Sweep would be May 14 & 15. Discussion.

#### **Compost Site Presentation**

Reisenbuechler presented a PowerPoint program on Compost Site Operations. Discussion.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

No Pay Requests were presented at the meeting.

#### **Bid Results – Jail Inmate Visitation Area**

Neuser presented the bid results for the project with the staff recommendation to accept the low bid from Hamann Construction, to include Alternate#1 and #2 for \$337,689.00. Discussion. Motion was made by Sitkiewitz, seconded by Zimmer to award the project to Hamann Construction for \$337,689.00. Motion carried unanimously.

### **Annual Focus on Energy Report**

Neuser reported on the energy saving projects undertaken by DPW in 2020 and the rebate check from Focus on Energy included in the Committee packet. Discussion.

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

#### **Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on current projects in the Communications Division.

#### **2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

### **INFORMATION SYSTEMS DIVISION**

#### **Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

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

#### **Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

#### **Expo Improvements 2021 (Outlay from Land Sale) - Update**

Shelton reported on the status of 2021 projects underway and planned for 2021.

#### **2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

#### **COVID-19 Revenue Impact**

Shelton reported on the financial impact of events cancelled in 2020 and 2021 due to COVID-19 as included in the packet.

#### **Americollect Sponsorship – Merchant Building Storage Expansion**

Shelton reported on Americollect's 2021 building naming rights \$18,500 sponsorship fee and the proposed Merchant's building storage addition to be funded by the sponsorship fee. Discussion. Motion made by Linsmeier, seconded by Sitkiewitz to approve expending the \$18,500 sponsorship fee for the building addition. Motion carried unanimously.

#### **Facility Rental: Request for Dog Show Rental Fee**

Shelton reported that the Oshkosh Dog Show has inquired on renting the Expo for their May 22-23 dog show. Shelton requested approval to offer this group the same dog show rental rate as we offer the NE WI Dog Show Classic. Motion made by Dyzak, seconded by Sitkiewitz to approve offering the dog show rate to the Oshkosh group for their May event. Discussion. 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 Sitkiewitz, seconded by Linsmeier to adjourn the meeting at 5:17pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Zimmer





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

**DATE:** Wednesday, March 10, 2021

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

**PLACE:** Heritage Center – County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. Compost Awareness Week (May 2<sup>nd</sup> - May 8<sup>th</sup>) – Sale Pricing Request
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. Staffing Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. Merchant's Building Storage Addition / Americollect Sponsorship Funding
  - d. 2021 Manitowoc County Fair Update
  - e. COVID-19 Revenue Impact
  - f. Ant Hill Mob Event – Request for Refund
  - g. Dairy Promotion Committee – Request for Reduced Rental Rate
  - h. Recommendation to County Executive for Expo/Ice Center Board Appointment (Paige Soukup)
  - i. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: March 1, 2021

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, March 10, 2021

Location: Heritage Center

**Present:** Supervisors R. Gerroll, M. Linsmeier, K. Sitkiewitz, D. Dyzak, D. Zimmer

**Other County Board Members Present:** Supervisor J. Brey

**Others Attending:** G. Neuser, J. Shelton, C. Breit, K. Burg

**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 Zimmer, seconded by Linsmeier 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** 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**

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

#### **Compost Awareness Week – Sale Pricing Request**

Neuser reported on the proposed 50% off sale for screened compost during Compost Awareness Week, May 3-8, 2021, noting it was pick-up only and delivery is not part of this promotion. Motion made by Sitkiewitz, seconded by Zimmer to approve the Compost Week Sale pricing promotion. Motion carried unanimously

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Requests for Capital Projects**

No pay requests were submitted for approval.

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

#### **Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on current projects in the Communications Division.

#### **2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

### **INFORMATION SYSTEMS DIVISION**

#### **Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet, noting the new .gov website rollout scheduled for April and multi-factor authentication rollout scheduled for June/July.

#### **Staffing Update**

Burg reported that a part-time limited term employee has been added to the department and that recruitment for a full-time Desktop Support Technician is going well with interviews scheduled for next week.

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

**Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) - Update**

Shelton reported on the status of 2021 projects underway and planned for 2021.

**Americollect Sponsorship – Merchants Building Storage Expansion**

Neuser reported building code requirements that mandate a building-wide fire sprinkler system or fire-proof barrier for the addition has made the project unachievable, and that staff is looking into alternate Merchants Building projects for the sponsorship funding and will report back to the Committee once a plan is proposed.

**2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

**COVID-19 Revenue Impact**

Shelton reported on the financial impact of events cancelled in 2020 and 2021 due to COVID-19 as included in the packet.

**Ant Hill Mob Event – Request for Refund**

Shelton reported that the Ant Hill Mob has cancelled their April 23-25 event has requested a refund of their \$500 deposit. Discussion. Motion made by Sitkiewitz, seconded by Linsmeier to approve the refund. Motion carried unanimously.

**Dairy Promotion Committee – Request for Reduced Rental Rate**

Shelton reported on the request from the Dairy Promotion Committee for a \$400 rental rate for their drive-thru Farmer Appreciation Night, which is the same event & rental rate held in November 2020 which was approved by the Committee. Motion made by Zimmer, seconded by Dyzak to the \$400 rental rate for the event. Discussion. Motion carried unanimously.

**Recommendation to County Executive for Expo/Ice Center Board Appointment (Paige Soukup)**

Shelton reported that Expo Board Chairman and Vice-chairman have recommended Paige Soukup for appointment to the Expo/Ice Center Board.. Motion made by Sitkiewitz, seconded by Dyzak to recommend to the County Executive the appointment of Paige Soukup to the Expo/Ice Center Board. 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 Sitkiewitz, seconded by Linsmeier to adjourn the meeting at 5:17pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Zimmer



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

**DATE:** April 14, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** Heritage Center – County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. MRF 2020 Annual Self-Certification
  - c. Request for Clean Sweep Volunteer Meal
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results – Cato Falls & Walla Hi Park Shelters
  - d. Resolution – Easement to Wisconsin Public Service for Extending Electrical Service (Cato Falls County Park)
  - e. Resolution – Easement to WE Energies for Extending Electrical Service (Walla Hi County Park)
  - f. Ground Use Permit – “Hands Around the Courthouse”
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. Computer Resources Policy Addition – Joint Resolution w/Personnel Committee
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. 2021 Manitowoc County Fair Update
  - d. COVID-19 Revenue Impact
  - e. Shoto Conversation Club Request – Installation of Gravel Pad at Variety Tent
  - f. Finance Director’s Expo Special Revenue Fund Report
8. Adjourn Committee

Date: April 6, 2021

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, April 14, 2021

Location: Heritage Center

**Corrected Minutes May 12, 2021**

**Present:** Supervisors M. Linsmeier, K. Sitkiewitz, D. Dyzak, D. Zimmer

**Other County Board  
Members Present:**

**Others Attending:** G. Neuser, J. Shelton, C. Breit, J. Reisenbuechler, K. Burg

**Absent & Excused:** 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 Zimmer, seconded by Sitkiewitz to approve the public works committee meeting minutes as submitted. Motion carried unanimously.

**Donation Tracker** Donation tracker was submitted for approval. Motion was made by Sitkiewitz, seconded by Linsmeier to approve the Donations tracker report. Motion carried unanimously.

**Ethics Code Reports** No Ethics Code report 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 and markets as included in the committee packet.

#### **MRF 2020 Annual Self-Certification**

Reisenbuechler reported on the MRF 2020 Annual Self-Certification report submitted to the Department of Natural Resources and included in the committee packet. Discussion.

#### **Request for Clean Sweep Volunteer Meal**

Motion was made by Linsmeier, seconded by Sitkiewitz to approve the Clean Sweep Volunteer Meal up to \$500. Motion approved unanimously.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

No Pay Requests were presented at the meeting.

#### **Bid Results – Cato Falls & Walla Hi Park Shelters**

Neuser presented the bid results for the Manitowoc County Park Shelters Project with the staff recommendation to accept the low bid from Jos. Schmitt Construcion Co., Inc, to include Alternate#1 and #2 for \$656,056.00. Discussion. Motion was made by Sitkiewitz, seconded by Zimmer to award the project to Jos. Schmitt Construction Co., Inc. for \$656,056.00. Motion carried unanimously.

**Resolution – Easement to Wisconsin Public Service for Extending Electrical Service (Cato Falls County Park)**

Motion was made by Sitkiewitz, seconded by Linsmeier to recommend approval to the County Board the Resolution – Easement to Wisconsin Public Service for Extending Electrical Service (Cato Falls County Park). Motion carried unanimously.

**Resolution – Easement to WE Energies for Extending Electrical Service (~~Cato Falls County Park~~) (Walla Hi County Park)**

Motion was made by Zimmer, seconded by Sitkiewitz to recommend approval to the County Board the Resolution – Easement to WE Energies for Extending Electrical Service (~~Cato Falls County Park~~) (Walla Hi County Park). Motion carried unanimously.

**Ground Use Permit – “Hands Around the Courthouse”**

Motion was made by Linsmeier, seconded by Sitkiewitz to approve the Grounds Use Permit – “Hands Around the Courthouse” submitted by CASA of East Central Wisconsin. Motion carried unanimously.

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

No report.

**2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**INFORMATION SYSTEMS DIVISION**

**Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

**Computer Resources Policy Addition – Joint Resolution w/Personnel Committee**

Motion was made by Sitkiewitz, seconded by Linsmeier to recommend approval to the Personnel Committee and County Board the Computer Resources Policy Addition. Motion carried unanimously.

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

**Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) – Update**

Shelton reported on the status of 2021 projects underway and planned for 2021.

**2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

**COVID-19 Revenue Impact**

Shelton reported on the financial impact of events cancelled in 2020 and 2021 due to COVID-19 as included in the packet.

**Shoto Conservation Club Request – Installation of Gravel Pad at Variety Tent**

Motion made by Sitkiewitz, seconded Linsmeier by to approve Shoto Conservation Club Request – Installation of Gravel Pad at Variety Tent. 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 Linsmeier, seconded by Sitkiewitz to adjourn the meeting at 5:12 pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



# **MANITOWOC COUNTY**

## **PUBLIC WORKS COMMITTEE**

### **MEETING NOTICE**

DATE: May 12, 2021  
TIME: 4:30 p.m.  
PLACE: Heritage Center – County Board Meeting Room  
1701 Michigan Avenue, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. 2021 Drug Collection Results
  - c. Wood Mulch Donation
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. Staff Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. 2021 Manitowoc County Fair Update
  - d. COVID-19 Revenue Impact
  - e. Americollect Merchants Building Sponsorship – Building Improvement Plan
  - f. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: May 3, 2021

Rick Gerroll, 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 12, 2021

Location: Heritage Center

**Present:** Supervisors R. Gerroll, M. Linsmeier, K. Sitkiewitz

**Other County Board  
Members Present:**

**Others Attending:** G. Neuser, J. Shelton, C. Breit, J. Reisenbuechler, K. Burg

**Absent & Excused:** D. Dyzak, D. Zimmer

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Sitkiewitz, seconded by Linsmeier to approve the public works committee meeting minutes with corrections. Motion carried unanimously.

**Donation Tracker** No Donation tracker submitted for approval.

**Ethics Code Reports** No Ethics Code report 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**

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

#### **2021 Drug Collection Results**

Neuser reported on the 2021 Drug Collection results included in the committee packet.

#### **Wood Mulch Donation**

No report.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

No Pay Requests were presented at the meeting.

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

#### **Report on Activities by Public Works Director Gerry Neuser**

No report.

#### **2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.



## **INFORMATION SYSEMS DIVISION**

### **Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

### **Staff Update**

Burg reported on the new hire, David Luckey, in the IS department.

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

### **Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

### **Expo Improvements 2021 (Outlay from Land Sale) - Update**

Shelton reported on the status of 2021 projects underway and planned for 2021.

### **2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

### **COVID-19 Revenue Impact**

Neuser reported on the financial impact of events cancelled in 2020 and 2021 due to COVID-19 as included in the packet.

### **Americollect Merchants Building Sponsorship – Building Improvement Plan**

Neuser reported on the revised Building Improvement Plan for the Americollect Merchants Building Sponsorship. Motion was made by Sitkiewitz, seconded by Linsmeier to approve the Building Improvement Plan. Motion carried unanimously.

### **Finance Director's Expo Special Revenue Fund Report**

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

### **Adjournment**

Motion was made by Sitkiewitz, seconded by Linsmeier to adjourn the meeting at 4:55pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



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

DATE: Wednesday, July 14, 2021  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. RU Consolidation Grant
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results – Courthouse Restrooms Remodel Project
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. IT Security / Incident Response Plan
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. 2021 Manitowoc County Fair Update
  - d. Finance Director's Expo Special Revenue Fund Report
  - e. *Request for Waiver of Camping Fees for WisCorps Crew*
8. Adjourn Committee

Date: July 6, 2021  
*Amended: July 12, 2021*

Rick Gerroll, 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, July 14, 2021

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

**Present:** Supervisors R. Gerroll, M. Linsmeier, K. Sitkiewitz, D. Dyzak, D. Zimmer

**Other County Board  
Members Present:**

**Others Attending:** G. Neuser, J. Shelton, C. Breit, J. Reisenbuechler, K. Burg, L. Kalista; B. Wetenkamp

**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 Sitkiewitz, seconded by Linsmeier to approve the public works committee meeting minutes with corrections. Motion carried unanimously.

**Donation Tracker** Donation tracker was submitted for approval. Motion was made by Dyzak, seconded by Zimmer to approve the Donations tracker report. Motion carried unanimously.

**Ethics Code Reports** Ethics Code reports were submitted for approval. Motion was made by Sitkiewitz, seconded by Linsmeier 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 and markets included in the committee packet.

#### **RU Consolidation Grant**

Reisenbuechler reported on the Responsible Unit Consolidation Grant award spreadsheet included in the committee packet, noting the intergovernmental cooperation on this effort.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

Breit reported on the two pay requests to Hamann Construction included in the committee packet totaling \$3,730.50 and \$3,201.30 for Hamann Construction on the Jail Visitation Remodel project with a recommendation for approval. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Hamann Construction pay requests for \$3,730.50 and \$3,201.30. Motion carried unanimously.

#### **Bid Results – Courthouse Restrooms Remodel Project**

Neuser reported on the Courthouse Restrooms Remodel Project bid opening that occurred on July 13 with bid recording sheet distributed at the committee meeting. Neuser noted that four bids were received and Greenwood Project Management was low bidder at \$489,163 noting that the low bid was thirty percent higher or \$170,000 than the budgeted amount. The County Finance Director and County Executive propose funding the shortfall out of General Fund. Neuser recommended award be made to the low bidder Greenwood Project Management at \$489,163 contingent on County Board approval of additional funding to cover the shortfall.. Motion was made by Zimmer, seconded by Linsmeier to recommend approval to the County Board the low bidder Greenwood Project Management at \$489,163 contingent on County Board approval of the extra funding. Motion carried unanimously.

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

No report.

**2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**INFORMATION SYSTEMS DIVISION**

**Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

**IT Security/Incident Response Plan**

Burg and Kalista provided a presentation on the County's IT Security/Incident Response Plan.

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

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) - Update**

Shelton reported on the status of 2021 projects underway.

**2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

**Finance Director's Expo Special Revenue Fund Report**

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

**Request for Waiver of Camping Fees for WisCorps Crew**

Motion was made by Linsmeier, seconded by Sitkiewitz to waive the camping fees for July 26 through August 4, 2021. Motion carried unanimously.

**Adjournment**

Motion was made by Sitkiewitz, seconded by Linsmeier to adjourn the meeting at 5:18pm. Motion carried unanimously.

Minutes taken by Shelton

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Signed by Zimmer



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

**DATE:** Wednesday, August 11, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. 2021 Clean Sweep Reports & Notices
  - c. Composter Donation for Manitowoc County Fair
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. CDBG Funded Projects – Update
  - d. CDBG Funded Projects – Pay Requests
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
6. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. 2021 Manitowoc County Fair Update
  - d. Expo Board Recommendation Supporting the 2022 Expo Outlay from Land Sale Budget
  - e. Recommendation to the County Executive Supporting the 2022 Expo Outlay from Land Sale Budget
  - f. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: August 2, 2021

Rick Gerroll, 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 11, 2021

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

**Present:** Supervisors M. Linsmeier, D. Dyzak, D. Zimmer

### **Other County Board Members Present:**

**Others Attending:** G. Neuser, C. Breit, J. Reisenbuechler, K. Burg

**Absent & Excused:** R. Gerroll, K. Sitkiewitz

**Called to Order** The meeting was called to order at 4:33 pm by the Committee Vice-Chairperson.

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

**Donation Tracker** Donation tracker was submitted for approval. Motion was made by Linsmeier, seconded by Zimmer to approve the Donations tracker report. Motion carried unanimously.

**Ethics Code Reports** There were no Ethics Code reports were submitted for approval.

**Public Comment** The Committee Vice-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 and markets included in the committee packet.

#### **2021 Clean Sweep Reports & Notices**

Reisenbuechler reported on the 2021 Clean Sweep events and data included in the committee packet.

#### **Composter Donation for Manitowoc County Fair**

Reisenbuechler reported on the request for donation from the Master Gardeners of Manitowoc County of a home composter for the 2021 Manitowoc County fair, with the value of the composter being \$60.00. Motion was made by Linsmeier, seconded by Zimmer to approve the donation. Motion carried unanimously.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

Breit reported on the two pay requests included in the packet.

The Pay Request from Hamann Construction in the amount of \$4,745.12 on the Jail Visitation Remodel project with a recommendation for approval. Motion was made by Zimmer, seconded by Linsmeier to approve the Hamann Construction pay request for \$4,745.12. Motion carried unanimously.

The Pay Request from Denor Electric in the amount of \$21,590.00 on the Heritage Center Electrical Service and Emergency Generator Project with a recommendation for approval. Motion was made by Zimmer, seconded by Linsmeier to approve the Denor Electric pay request for \$21,590.00. Motion carried unanimously.

**CDBG Funded Projects - Update**

Neuser reported on the CDBG-funded Projects included in the committee packet.

**Pay Request(s) for Capital Projects**

Neuser reported on the pay request included in the packet.

The Pay Request from Jos. Schmitt Construction in the amount of \$81,234.61 on the Cato Falls & Walla Hi Park Pavilion Projects with a recommendation for approval. Motion was made by Linsmeier, seconded by Zimmer to approve the Jos. Schmitt Construction pay request for \$81,234.61. Motion carried unanimously.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:**  
**Report on Activities by Public Works Director Gerry Neuser.****2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**INFORMATION SYSTEMS DIVISION****Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

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

Neuser reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) - Update**

Neuser reported on the status of 2021 projects underway.

**2021 Manitowoc County Fair Update**

Neuser reported on the 2021 Manitowoc County Fair.

**Expo Board Recommendation Supporting the 2022 Expo Outlay from Land Sale Budget**

Neuser reported the Expo **Board** unanimously passed a motion recommending the Public Works Committee supports the 2022 Expo Outlay from land Sale Budget as included in the packet.

**Recommendation to the County Executive Supporting the 2022 Expo Outlay from Land Sale Budget**

Discussion was held regarding the Expo Outlay from Land Sale budget and the Expo Board's recommendation. A motion was made by Zimmer, seconded by Linsmeier to recommend to the County Executive to include the Expo Outlay from Land Sale budget as presented in the 2022 budget. Motion carried unanimously.

**Finance Director'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 Linsmeier to adjourn the meeting at 5:15pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Zimmer



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

**DATE:** Wednesday, October 13th, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. County Executive Presentation on Department of Public Works 2022 Budget
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Proclamation – America Recycles Day 2021
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. CDBG Funded Projects – Update
  - d. CDBG Funded Projects – Pay Requests
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
7. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. 2021 Manitowoc County Fair Report
  - d. Recommendation to County Executive for Expo-Ice Center Board Member Reappointments with terms expiring December 31, 2021.
  - e. Finance Director's Expo Special Revenue Fund Report
9. Adjourn Committee

Date: October 5, 2021

Rick Gerroll, 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, October 13, 2021

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

**Present:** Supervisors R. Gerroll, K. Sitkiewitz, D. Dyzak, D. Zimmer

### **Other County Board Members Present:**

**Others Attending:** County Executive B. Ziegelbauer, G. Neuser, J. Shelton, C. Breit, J. Reisenbuechler, K. Burg,

**Absent & Excused:** M. Linsmeier

**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 Dyzak, seconded by Sitkiewitz to approve the public works committee meeting minutes with corrections. Motion carried unanimously.

**Donation Tracker** Donation tracker was submitted for approval. Motion was made by Zimmer, seconded by Sitkiewitz to approve the Donations tracker report. 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.

### **County Executive Presentation on Department of Public Works 2022 Budget**

County Executive Bob Ziegelbauer presented the Public Works 2022 Budget. Discussion.

### **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 and markets included in the committee packet.

#### **Proclamation – America Recycles Day 2021**

Motion was made by Dyzak, seconded by Zimmer to approve the America Recycles Day 2021 Proclamation. Motion carried unanimously.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

Breit reported on the pay request to Denor Electric LLC included in the committee packet totaling \$18,600 for the Heritage Center Electrical Service project with a recommendation for approval. Motion was made by Sitkiewitz, seconded by Dyzak to approve the Denor Electric LLC pay request for \$18,600. Motion carried unanimously.

#### **CDBG Funded Projects – Update**

Neuser reported on the CDBG Funded Projects including photos included in the committee packet. Discussion.

#### **CDBG Funded Projects – Pay Requests**

No pay requests.

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

**Report on Activities by Public Works Director Gerry Neuser**

Neuser reported on the recent Joint Dispatch Center Board meeting and that the 911 System and Motorola Upgrades have been successfully completed.

**2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**INFORMATION SYSEMS DIVISION**

**Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

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

**Report on Activities by Facility Manager Jennell Shelton**

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) – Update**

Shelton reported on the status of 2021 projects underway.

**2021 Manitowoc County Fair Update**

Shelton reported on the 2021 Manitowoc County Fair.

**Recommendations to County Executive for Expo-Ice Center Board Member Reappointments with terms expiring December 31, 2021**

Motion was made by Sitkiewitz, seconded by Zimmer to recommend approval to the County Executive the Expo-Ice Center Board Member Reappointments with terms expiring December 31, 2021. Motion carried unanimously.

**Finance Director's Expo Special Revenue Fund Report**

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

**Adjournment**

Motion was made by Sitkiewitz, seconded by Linsmeier to adjourn the meeting at 5:08pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer



## MANITOWOC COUNTY PUBLIC WORKS COMMITTEE MEETING NOTICE

**DATE:** Wednesday, November 10<sup>TH</sup>, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** **Manitowoc County Public Health Building**  
1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. Annual Report – UWGB Manitowoc Campus CEO James Schramm
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Clean Sweep Final Report
  - c. Prescription Drug Collection Results
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. CDBG Funded Projects – Update
  - d. CDBG Funded Projects – Pier Bids
  - e. CDBG Funded Projects – Pay Requests
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
7. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
  - b. Staffing Update
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. Fairest of the Fair Proclamation
  - d. Recommendation to County Executive for Expo-Ice Center Board Members due to Vacancies (3).
  - e. Finance Director's Expo Special Revenue Fund Report
9. Adjourn Committee

Date: November 2, 2021

Rick Gerroll, 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 10, 2021

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

**Present:** Supervisors R. Gerroll, K. Sitkiewitz, D. Dyzak, D. Zimmer

### **Other County Board Members Present:**

**Others Attending:** G. Neuser, C. Breit, K. Burg,

**Absent & Excused:** M. Linsmeier

**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 Dyzak, seconded by Zimmer to approve the public works committee meeting minutes. Motion carried unanimously.

**Donation Tracker** No Donations Reports were submitted for approval.

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

**Public Comment** The Committee Chairperson called for public comment three times. Maura Jost gave a brief comment thanking all military veterans for their service.

### **Annual Report from the UWGB Manitowoc campus CEO**

This report has been rescheduled for the December Public Works Committee meeting.

### **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 and markets included in the committee packet.

### **Clean Sweep Final Report**

Neuser reported on the 2021 Clean Sweep Final report. Discussion.

### **Prescription Drug Program Collection Results**

Neuser reported on the 2021 Prescription Drug Program Collection Results. Discussion.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

Breit reported on the pay request to Hamann Construction included in the committee packet totaling \$27,172.16 for the Jail Visitation Remodeling Project with a recommendation for approval. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Hamann Construction pay request for \$27,172.16. Motion carried unanimously.

#### **CDBG Funded Projects – Update**

Neuser reported on the CDBG Funded Projects including photos included in the committee packet. Discussion.

#### **CDBG Funded Projects – Pier Bids**

Neuser reported on the ADA Accessible Piers bid opening that occurred on 11/3/21 with bid recording sheet distributed at the committee meeting. Neuser noted that only one bid was received from Pier & Waterfront Solutions LLC for \$90,800.00 and that bid was within the project budget. Discussion was held on CDBG requirements for accepting a sole bid. Motion was made by Dyzak, seconded by Sitkiewitz to recommend awarding the project to Piers & Waterfront Solutions LLC at \$90,800.00 contingent on State of Wisconsin Dept. of Administration approval to award the project to the sole bidder. Motion carried unanimously.

### **CDBG Funded Projects – Pay Requests**

Neuser reported on the pay request to Jos. Schmitt Construction included in the committee packet totaling \$245,952.00 for the Walla Hi & Cato Falls Parks Pavilion projects with a recommendation for approval. Motion was made by Zimmer, seconded by Dyzak to approve the Jos. Schmitt Construction pay request for \$245,952.00. Motion carried unanimously.

Neuser reported on the pay request to Greenwood Project Management included in the committee packet totaling \$47,662.28 for the Courthouse ADA Accessible Restrooms Remodeling projects with a recommendation for approval. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Greenwood Project Management pay request for \$47,662.28. Motion carried unanimously

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

#### **Report on Activities by Public Works Director Gerry Neuser**

No Report.

#### **2021 Capital Projects Update**

Neuser reported on the 2021 Communications Division Capital projects included in the committee packet and that the Public Safety Radio Towers Alarming Project equipment has arrived and this project will be completed before the end of the year.

### **INFORMATION SYSYEMS DIVISION**

#### **Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

#### **Staffing Update**

Burg reported the Business/Systems Analyst assigned primarily to the Human Services Dept. is resigning effective Nov. 19 and we are recruiting for his replacement with interviews happening this week. Discussion.

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

#### **Report on Activities by Facility Manager Jennell Shelton**

Neuser reported on upcoming events, fair related matters, and other Expo related matters.

#### **Expo Improvements 2021 (Outlay from Land Sale) – Update**

Neuser reported on the status of 2021 projects. Discussion.

#### **Fairest of the Fair proclamation**

The proclamation included in the committee packet was reviewed and a motion was made by Dyzak, seconded by Sitkiewitz to approve the Fairest of the Fair proclamation. Motion carried unanimously

#### **Recommendations to County Executive for Appointment of Expo-Ice Center Board Members due to Vacancies**

Motion was made by Sitkiewitz, seconded by Dyzak to recommend approval to the County Executive the Expo-Ice Center Board Member appointments with terms expiring December 31, 2024. Motion carried unanimously.

#### **Finance Director'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 Dyzak to adjourn the meeting at 4:55pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Zimmer



# **MANITOWOC COUNTY**

## **PUBLIC WORKS COMMITTEE**

### **MEETING NOTICE**

**DATE:** Wednesday, December 8, 2021  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Public Health Building  
1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered 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. Annual Report – UWGB Manitowoc Campus CEO James Schramm
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Proposed Volunteer Program and Gratuities
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2021 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results – Courthouse Chiller
  - d. CDBG Funded Projects – Update
  - e. CDBG Funded Projects – Pay Requests
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2021 Capital Projects Update
  - c. Bid Results – Public Safety Radios (ARPA Funded)
7. INFORMATION SERVICES DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.S. Manager Kody Burg
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2021 (Outlay from Land Sale) – Update
  - c. Finance Director's Expo Special Revenue Fund Report
9. Adjourn Committee

Date: November 29, 2021

Rick Gerroll, COMMITTEE CHAIRPERSON  
By: Gerard Neuser, Public Works Director

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## **MINUTES OF PUBLIC WORKS COMMITTEE**

Held Wednesday, December 8, 2021

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

**Present:** Supervisors R. Gerroll, K. Sitkiewitz, D. Zimmer, M. Linsmeier

**Other County Board  
Members Present:**

**Others Attending:** G. Neuser, J. Shelton, C. Breit, K. Burg, James Schramm

**Absent & Excused:** D. Dyzak

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Sitkiewitz, seconded by Linsmeier to approve the public works committee meeting minutes with corrections. Motion carried unanimously.

**Donation Tracker** No donation tracker was submitted for approval.

**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.

### **Annual Report – UWGB Manitowoc Campus CEO James Schramm**

Schramm provided the Annual Report on the UWGB Manitowoc Campus.

### **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 and markets included in the committee packet.

#### **Proposed Volunteer Program and Gratuities**

Motion was made by Zimmer, seconded by Linsmeier to approve the Proposed Volunteer Program and Gratuities and recommend approval to the Personnel Committee. Motion carried unanimously.

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

#### **2021 Capital Projects**

Breit reported on the 2021 Capital Projects included in the committee packet.

#### **Pay Request(s) for Capital Projects**

Breit reported on the pay request to Hamann Construction Company included in the committee packet totaling \$207,870.06 for the remodeling of the Manitowoc County Jail Visitation Area. Motion was made by Sitkiewitz, seconded by Linsmeier to approve the Hamann Construction Company pay request for \$207,870.06. Motion carried unanimously.

#### **Bid Results – Courthouse Chiller**

Neuser reported on the Courthouse Chiller Project and bid recording sheet handed out at the meeting noting that all bids came in over-budget, with Schaus Mechanical submitting the lowest bid. Neuser presented the committee with the language from the Request for Bids and Instructions to Bidders that allows the County to reject all bids and negotiate with the low bidder to bring the project in at or under budget.

Neuser requested approval for staff to work with the low bidder to negotiate the project specifications and cost and if a solution can be found to bring the project in at budget, to work with Schaus Mechanical and award them the project. Motion was made by Linsmeier, seconded by Sitkiewitz to approve staff working with the low bidder, Schaus Mechanical, to bring this project in at or below budget and if they can, to award them the work. Motion carried unanimously.

**CDBG Funded Projects – Update**

Neuser reported on the CDBG Funded Projects included in the committee packet. Discussion.

**CDBG Funded Projects – Pay Requests**

Neuser reported on the Courthouse ADA Restroom Renovation Project pay request from Greenwood Project Management for \$59,493.57. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Pay Request to Greenwood project Management for \$59,493.57. Motion carried unanimously.

Neuser reported on the Cato Falls and Walla Hi Park Pavilion Projects pay request from Jos. Schmitt Construction Company for \$87,430.78. Motion was made by Zimmer, seconded by Sitkiewitz to approve the Pay Request to Jos. Schmitt Construction Company for \$87,430.78. Motion carried unanimously.

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

No report.

**2021 Capital Projects Update**

Neuser reported on the 2021 Capital Projects included in the committee packet.

**Bid Results – Public Safety Radios (ARPA Funded )**

Neuser reported on the Manitowoc County Public Safety Radio Replacement Project and bid recording sheet handed out at the meeting, noting two contractors provided bids for the project. Motion was made by Sitkiewitz, seconded by Linsmeier to approve the low bidder, Frank's Radio Service, for the Public Safety Radio Replacement project at a cost of \$1,552,877.84. Motion carried unanimously.

**INFORMATION SYSYEMS DIVISION****Operations/Projects – Update**

Burg reported on the Capital Projects and activities included in the committee packet.

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

Shelton reported on upcoming events, fair related matters, and other Expo related matters.

**Expo Improvements 2021 (Outlay from Land Sale) – Update**

Shelton reported on the status of 2021 projects underway.

**Finance Director'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 Sitkiewitz to adjourn the meeting at 5:08pm. Motion carried unanimously

Minutes taken by Shelton

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Signed by Zimmer