



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

DATE: Wednesday, January 11, 2023  
TIME: 4:30 p.m.  
PLACE: ~~Manitowoc County Public Health Building~~  
~~1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220~~  
*Manitowoc County Communications & Technology Building*  
*1024 S. 9<sup>th</sup> St. (Room 111/112), 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 Update by UWGB Manitowoc Campus CEO Jamie Schramm
4. SOLID WASTE & RECYCLING DIVISION – Discussion and possible action on the following items:
  - a. Recycling and Solid Waste Programs
  - b. Drug Disposal 2022 – Final Report
  - c. Tire Collection 2022 – Final Report
5. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome and Facility Study
  - d. Focus on Energy – Rebate Check Received
6. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2023 Capital Projects Update
  - c. Bid Results - Sale of Surplus Public Safety Radio Equipment
7. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.T. Division Director Luke Kalista
  - b. Cyber Security Update
8. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - c. Finance Director's Expo Special Revenue Fund Report
9. Adjourn Committee

Date: January 4, 2023  
*Amended: January 6, 2023*

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 11, 2023

Location: Manitowoc County Communications & Technology Building, Conference Room 111,  
1024 South 9<sup>th</sup> St, Manitowoc, WI 54220

**Present:** Supervisors R. Gerroll, D. Weiss, K. Sitkiewitz, D. Klein

**Absent & Excused:** D. Zimmer

**Other County Board Members Present:** J. Falkowski, T. Martell, S. Maresh

**Staff Attending:** C. Breit, J. Reisenbuechler, G. Neuser

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

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

**Donation Tracker** Donation tracker was submitted. There were no donations listed and no action taken.

**Ethics Code Reports** Ethics Code Report was submitted. There were no Ethics reports listed and no action was taken.

**Public Comment** The Committee Chairperson called for public comment three times. M. Yost offered public comment.

### **Annual Update by UWGB Manitowoc Campus CEO Jamie Schramm**

Schramm updated the committee on activities, programs, and attendance at the Manitowoc Campus. Discussion.

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

#### **Recycling and Solid Waste Programs**

Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet.

#### **Drug Disposal 2022 – Final Report**

Reisenbuechler gave a report on the handout included in the committee packet, noting the collected weight of 2,111 pounds of medications collected in 2022 set a record for the program.

#### **Tire Collection 2022 – Final Report**

Reisenbuechler gave a report on the handout included in the committee packet, noting overall volumes for 2022 exceeded the annual average by over 20 tons. Discussion.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 Capital Projects included in the committee packet, concentrating on the Courthouse Child Support Agency & Branch IV Remodeling project progress.

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

Breit reported on the pay request to Hamann Construction included in the committee packet totaling \$67,019.65 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Weiss, seconded by Klein to approve the Hamann Construction pay request for \$67,019.65. Motion carried unanimously.

#### **Courthouse Dome and Facility Study**

No report.

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

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

Neuser gave a report on Public Safety Radio activities happening in the Communications Division, noting that the Microwave Replacement Project on the County's Public Safety Radio Towers is in process and nearing completion.

**2023 Capital Projects Update**

Neuser reported on the status of the 2023 Communications Division Capital projects which was included in the committee packet.

**Bid results – Sale of Surplus Public Safety Radio Equipment**

The committee reviewed the bid results for the sale of surplus public safety radios that were available after the recent radio replacements. Two bids were received and accepting the high bid of \$80,300 from Baycom was recommended. This amount exceeded the expected value by \$30,000.

Motion made by Sitkiewitz, seconded by Klein, to accept the high bid of \$80,300 from Baycom for the sale of used public safety radios. Motion carried unanimously.

**INFORMATION TECHNOLOGY DIVISION**

**Operations/Projects – Update**

Neuser reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

**Update on Cyber Security Initiatives**

Neuser reported on the latest Cyber Hygiene Report Card from the US Dept. of Homeland Security for Manitowoc County's Information Technology Division.

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

**Report on Activities**

Neuser reported on Expo and County Fair related matters. Discussion

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Neuser reported on the status of 2023 projects, noting the demolition and replacement of the Outdoor Music Pavilion has begun.

**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 Weiss, seconded by Sitkiewitz to adjourn the meeting at 5:16 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



**MANITOWOC COUNTY  
EXECUTIVE COMMITTEE  
PUBLIC WORKS COMMITTEE  
**AMENDED** (JOINT MEETING)**

DATE: Wednesday, January 11, 2023  
TIME: 5:30 P.M.  
PLACE: ~~Manitowoc County Public Health Building—Rm 207~~  
~~1028 S. 9<sup>th</sup> St., Manitowoc, WI 54220~~  
*Manitowoc County Communications & Technology Building*  
*1024 S. 9<sup>th</sup> St. (Room 111/112), 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. Call to order.
2. Roll call.
3. Public Comment.
4. Discussion and possible action on creating an Ad Hoc Committee for the Courthouse Dome Restoration Project.
5. Adjournment.

Date: January 4, 2023  
*Amended: January 6, 2023*

Tyler Martell, Executive Committee Chairperson  
Rick Gerroll, Public Works Committee Chairperson  
Prepared by Jessica Backus, County Clerk

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 THE JOINT EXECUTIVE COMMITTEE/PUBLIC WORKS COMMITTEE**

Held Wednesday, January 11, 2023

Location: Manitowoc County Communications & Technology Building, 1024 S. 9<sup>th</sup> Street, Manitowoc

**Present:** Supervisors T. Martell, K. Behnke, R. Gerroll, K. Sitkiewitz, D. Weiss, D. Klein

**Absent & Excused:** D. Zimmer

**Other County Board Members Present:** J. Brey, J. Baumann, J. Falkowski, R. Phipps, S. Maresh

**Staff Attending:** B. Ziegelbauer, P. Conrad, J. Gutman, G. Neuser, C. Breit

**Called to Order** The meeting was called to order at 5:30 pm by County Board Chairman Martell.

**Public Comment:** M. Yost offered public comment.

**Discussion and Possible Action on Creating an Ad Hoc Committee for the Courthouse Dome Restoration Project**

Chairman Martell spoke on the intent of the newly drafted resolution. Discussion.

Motion made by Gerroll, seconded by Weiss, to approve the resolution and forward it to the County Board for action at the January 17, 2023 County Board meeting. Discussion. Motion passed unanimously.

**Adjournment**

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

Minutes taken by Neuser

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Signed by Martell

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Signed by Klein



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

DATE: Wednesday, February 8th, 2023  
TIME: 4:30 p.m.  
PLACE: ~~Manitowoc County Public Health Building~~  
~~1028 South 9<sup>th</sup> Street, Conference Room #207, Manitowoc, WI 54220~~  
*Manitowoc County Administrative Office Building*  
*1110 S. 9<sup>th</sup> St. (1<sup>st</sup> Floor Conference Room), 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
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome and Facility Study
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.T. Division Director Luke Kalista
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - d. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: January 30, 2023  
*Amended: February 6, 2023*

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, February 8, 2023

Location: Manitowoc County Administration Building, 1110 South 9<sup>th</sup> St, Manitowoc

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

**Absent & Excused:**

**Other County Board  
Members Present:**

**Staff Attending:** C. Breit, L. Kalista, S. Blumreich, G. Neuser

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

**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. Motion carried unanimously.

**Donation Tracker** Donation tracker was submitted. A motion was made by Sitkiewitz, seconded by Weiss to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** Ethics Code Report was submitted. A motion was made by Weiss, seconded by Klein to approve the Ethics Code Report. Motion carried unanimously.

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

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

#### **Recycling and Solid Waste Programs**

Public Works Director Neuser gave a report on the recycling markets and handouts included in the committee packet, noting volumes of recyclables are steady, but market prices for recyclables are low. It was also noted the Master Contract for Solid Waste Disposal that Manitowoc County maintains for all our municipalities yielded a net savings in 2022 of almost \$1 million dollars for the 26 county municipalities vs the gate-rate they would have to pay if we did not maintain the Master Contract.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 Capital Projects included in the committee packet, concentrating on the Courthouse Branch IV Remodeling project progress.

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

Breit reported on the pay request to Hamann Construction included in the committee packet totaling \$75,603.85 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Zimmer, seconded by Sitkiewitz to approve the Hamann Construction pay request for \$75,603.85. Motion carried unanimously.

#### **Courthouse Dome and Facility Study**

No report.

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

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

Neuser gave a report on Public Safety Radio activities happening in the Communications Division, noting that the Microwave Replacement Project on the County's Public Safety Radio Towers has been completed, and updating the committee on the ESInet Public Safety Network being built in Wisconsin and Manitowoc County's preparations for it.

**2023 Capital Projects Update**

Neuser reported on the status of the 2023 Communications Division Capital projects which was included in the committee packet.

**INFORMATION TECHNOLOGY DIVISION**

**Operations/Projects – Update**

IT Division Director Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

**Update on Cyber Security Initiatives**

Kalista introduced Manitowoc County's Systems Engineer and Info-Sec Officer, Scott Blumreich, to the Committee and explained Scott's role in the IT division and his cybersecurity responsibilities.

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

**Report on Activities**

Neuser reported on Expo events and related matters. Discussion

**Report on 2023 Manitowoc County fair**

Supervisor Sitkiewitz, who is the Public Works Committee representative on the Expo Board, reported on the planning for the County fair and that contracts and sponsorship agreements are being signed. Discussion.

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Neuser reported on the status of 2023 projects, noting the demolition of the Outdoor Music Pavilion is near completion and construction of the new pavilion will start on or about April 1.

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

Neuser reported on the Expo Special Revenue Fund provided in the committee packet, noting 2022 was a very good year for the Manitowoc County Expo financially.

**Adjournment**

Motion was made by Weiss, seconded by Klein to adjourn the meeting at 4:56 pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Klein





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

**DATE:** Wednesday, March 8th, 2023  
**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. Contractor Compost Rate for Commercial Projects
  - c. Donation of compost products to Painting Pathways and Manitowoc County Garden
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results-CTH Heat Exchanger
  - d. Bid Results-LEC CRAC Unit
  - e. Bid Results-UWGB-MC Condensing Unit
  - f. 2022 Focus on Energy Rebate Report
  - g. CTH Grounds Use Permit-Hands around the Courthouse Event
  - h. Courthouse Dome and Facility Study
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.T. Division Director Luke Kalista
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - d. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: February 27th, 2023

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

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## MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, March 8, 2023

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

**Present:** Supervisors R. Gerroll, D. Weiss, K. Sitkiewitz, D. Klein

**Absent & Excused:** Supervisor D. Zimmer

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

**Staff Attending:** C. Breit, L. Kalista, J. Reisenbuechler, G. Neuser

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

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

**Donation Tracker** Donation tracker was submitted. A motion was made by Weiss, seconded by Sitkiewitz to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** No Report

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

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

#### **Recycling and Solid Waste Programs**

Recycling center Manager J. Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet, noting volumes of recyclables are steady and market prices for recyclables are unchanged.

#### **Contractor Compost Rate for Commercial Projects**

Reisenbuechler reported on the handout in the committee packet, noting this rate mirrors the rate charged to municipalities for non-residential loads and that the no-cost permit is an opportunity to work cooperatively with contractors and provide them with education on the proper use of the sites. Discussion. Motion by Weiss, seconded by Klein to approve the Contractor Compost Rate and Permit Program as outlined. Motion carried unanimously.

#### **Donation of compost products to Painting Pathways and Manitowoc County Community Garden**

Reisenbuechler reported on the request for a donation of compost products to Painting Pathways included in the committee packet, and the request from the Manitowoc Community Garden for leaf mulch. Discussion. Motion made by Sitkiewitz, seconded by Klein to approve the donations. Motion carried unanimously.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 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 \$99,604.65 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Klein, seconded by Weiss to approve the Hamann Construction pay request for \$99,604.65. Motion carried unanimously.

#### **Bid Results – Courthouse Heat Exchanger Project**

Bid results for this project were included in the committee packet. Discussion. Motion made by Weiss, seconded by Sitkiewitz, to award the project to the low bidder, Schaus Mechanical, at a cost of \$31,440.00. Motion carried unanimously.

**Bid Results – Law Enforcement Center Computer Room Air Conditioning Unit Project**

Bid results for this project were included in the committee packet. All bids for this project came in over-budget. Per the Request for Bids - Instructions to Bidders, the Committee may award the project to the low bidder and negotiate changes to the specifications to bring the project in at or under budget. Discussion. Motion made by Sitkiewitz, seconded by Weiss, to award the project to the low bidder, Schaus Mechanical and have staff negotiate equipment options to bring the project in at a cost not-to-exceed the budgeted amount of \$55,000.00. Motion carried unanimously

**Bid Results – UWGB-Manitowoc Campus Condensing Unit Project**

Bid results for this project were included in the committee packet. Discussion. Motion made by Klein, seconded by Sitkiewitz, to award the project to the low bidder, Helm Mechanical, at a cost of \$25,928.00. Motion carried unanimously

**Courthouse Dome and Facility Study**

The resolution creating the Ad Hoc Courthouse Dome Advisory Committee was reviewed and a brief discussion was held on the Public Works Committee's role in this potential project.

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

Neuser gave a report on Public Safety Radio activities happening in the Communications Division.

**2023 Capital Projects Update**

Neuser reported on the status of the 2023 Communications Division Capital projects which was included in the committee packet.

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

IT Division Director Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet, and gave a staffing update. Discussion.

**Update on Cyber Security Initiatives**

No report.

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

Neuser reported on Expo events and related matters. Discussion

**Report on 2023 Manitowoc County fair**

Neuser reported sponsorship agreements are being signed and community business support remains strong. Discussion.

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Neuser reported on the status of 2023 projects, noting construction of the new pavilion will start on or about April 1, and other projects will start ramping up in spring and throughout the summer.

**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 Klein to adjourn the meeting at 5:05 pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, April 12, 2023  
**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. MRF 2022 Annual Self-Certification
  - c. Compost Awareness Week Sale
  - d. Request for Clean Sweep Volunteer Meal
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Utilities Report
  - d. Courthouse Dome and Facility Study
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities by Public Works Director Gerry Neuser
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update by I.T. Division Director Luke Kalista
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - d. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: April 3, 2023

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, April 12, 2023

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

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

**Absent & Excused:**

### **Other County Board**

**Members Present:** Supervisor P. Hacker

**Staff Attending:** C. Breit, J. Reisenbuechler, G. Neuser

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

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

**Donation Tracker** Donation tracker was submitted. A motion was made by Zimmer, seconded by Sitkiewitz to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** No Report

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

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

#### **Recycling and Solid Waste Programs**

Recycling center Manager Jon Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet. Discussion.

#### **MRF 2022 Annual Self-Certification**

Reisenbuechler reported on the handout in the committee packet. Discussion.

#### **Compost Awareness Week Sale**

Reisenbuechler reported on Compost Awareness Week 2023 and the request to offer screened compost and shredded leaf mulch at 50% that week. Discussion. Motion made by Weiss, seconded by Sitkiewitz to approve the sale. Motion carried unanimously.

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

Reisenbuechler reported on Clean Sweep events, May 19 & 20, 2023 and the request to provide lunch to the volunteers and workers at a cost not-to-exceed \$500 as has been approved in the past. Discussion. Motion made by Zimmer, seconded by Sitkiewitz to approve the sale. Motion carried unanimously.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 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 \$121,778.60 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Sitkiewitz, seconded by Weiss to approve the Hamann Construction pay request for \$121,778.60. Motion carried unanimously.

#### **Utilities Report**

Public Works Director Gerry Neuser reported on the Utility Cost & Analysis Report included in the committee packet. Discussion.

**Courthouse Dome and Facility Study**

The minutes from the March 29 Ad Hoc Courthouse Dome Advisory Committee meeting were reviewed. Discussion.

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

Neuser gave a report on Public Safety Radio activities happening in the Communications Division.

**2023 Capital Projects Update**

Neuser reported on the status of the 2023 Communications Division Capital projects which was included in the committee packet.

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

Neuser reported on the Information Technology Capital Projects and Activities included in the committee packet, and gave a staffing update. Discussion.

**Update on Cyber Security Initiatives**

Neuser reported on the Cyber-security report.

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

Neuser reported on Expo events and related matters. Discussion

**Report on 2023 Manitowoc County fair**

Supervisor Sitkiewitz reported on fair preparations made by the Expo/Ice Center Board. Discussion.

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Breit reported on the status of 2023 projects, noting construction of the new music pavilion stage construction will start next week and the building construction will start on or about May 15 and the Highway Department will start site work and the rebuilding of the horse barn road in early May. Other projects will start ramping up in spring and throughout the summer.

**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 5:01 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, May 10, 2023

**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. Clean Sweep Program-Update
  - c. Spring Drug Collections Report
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome and Facility Study
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - d. Request for Reduced Merchant's Building Rental Rate
  - e. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: May 1, 2023

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 10, 2023

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

**Present:** Supervisors R. Gerroll, D. Weiss, D. Klein, D. Zimmer

**Absent & Excused:** Supervisor Sitkewitz

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

**Staff Attending:** C. Breit, L. Kalista, J. Reisenbuechler, G. Neuser

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

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

**Donation Tracker** Donation Tracker was submitted. A motion was made by Weiss, seconded by Klein to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** No Report

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

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

#### **Recycling and Solid Waste Programs**

Recycling Center Manager Jon Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet. Discussion.

#### **Clean Sweep program - Update**

Reisenbuechler reported on the upcoming program and handed out flyers to the committee. Discussion.

#### **Spring Drug Collection Report**

Reisenbuechler reported on the handout included in the meeting packet and the drive-thru collection event held at HFM-Froedert Hospital. Discussion.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 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 \$55,298.55 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Zimmer, seconded by Klein to approve the Hamann Construction pay request for \$55,298.55. Motion carried unanimously.

Breit reported on the pay request to Valley Building Services included in the committee packet totaling \$36,262.60 for the Expo Music Pavilion project. Motion was made by Klein, seconded by Weiss to approve the Valley Building Systems pay request for \$36,262.60. Motion carried unanimously.

#### **Courthouse Dome and Facility Study**

The minutes from the April 26 Ad Hoc Courthouse Dome Advisory Committee meeting and the Recommendations Document for each detail of each section of the Project were reviewed. Discussion.



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

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

Public Works Director Neuser gave a report on Public Safety Radio Towers Map and Chart of Frequencies included in the committee packet. Discussion.

**2023 Capital Projects Update**

Neuser reported on the status of the 2023 Communications Division Capital projects which was included in the committee packet.

**INFORMATION TECHNOLOGY DIVISION**

**Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

**Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report. Discussion.

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

**Report on Activities**

Neuser reported on Expo events and related matters.

**Report on 2023 Manitowoc County Fair**

Neuser reported on fair preparations made by the Expo/Ice Center Board.

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Breit reported on the status of 2023 projects, noting construction of the new music pavilion stage construction has started and the Highway Department has started site work and the rebuilding of the horse barn road.

**Request for Reduced Merchant's Building Rental Rate**

The committee reviewed the request from American Legion Post 477 to rent the Merchants Building in October 2023 for a 1-day weekday event, at a rental rate of \$250.00.

A motion was made by Zimmer, seconded by Klein to approve the reduced rental rate of \$250.00.

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 Klein to adjourn the meeting at 5:13 pm. Motion carried Unanimously.

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, June 14, 2023

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

**PLACE:** Manitowoc County Administration Office Building  
1110 South 9<sup>th</sup> Street (1<sup>st</sup> floor Conference Room), 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. Clean Sweep Program-Update
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome Project – Ad Hoc Committee recommendations
  - d. Resolution Amending Weapons Policy
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Fairest of the Fair Proclamation
  - d. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - e. Winter Storage Rates
  - f. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: June 5, 2023

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, June 14, 2023

Location: Manitowoc County Administration Building, 1110 South 9<sup>th</sup> St, Manitowoc

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

**Absent & Excused:** None

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

**Staff Attending:** C. Breit, L. Kalista, G. Neuser

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

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

**Donation Tracker** Donation Tracker was submitted. A motion was made by Zimmer, seconded by Klein to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** Ethics Report was submitted. A motion was made by Weiss, seconded by Sitkiewitz to approve the Ethics Report. Motion carried unanimously

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

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

#### **Recycling and Solid Waste Programs**

Public Works Director Gerry Neuser gave a report on the recycling markets and handouts included in the committee packet. Discussion.

#### **Clean Sweep program - Update**

Neuser reported on the program held May 19 & 20, noting 435 households and 24 farms & businesses participated this year. Discussion.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 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 \$128,839.00 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Sitkiewitz, seconded by Weiss to approve the Hamann Construction pay request for \$128,839.00. Motion carried unanimously.

Breit reported on the pay request to Schaus Mechanical included in the committee packet totaling \$20,000.00 for the Courthouse Heat Exchanger project. Motion was made by Zimmer, seconded by Weiss to approve the Schaus Mechanical pay request for \$20,000.00. Motion carried unanimously.

Breit reported on the pay request to Schaus Mechanical included in the committee packet totaling \$30,000.00 for the Law Enforcement Center Computer Room Air Conditioning Unit Replacement project. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Schaus Mechanical pay request for \$30,000.00. Motion carried unanimously.

Breit reported on the pay request to Valley Building Services included in the committee packet totaling \$67,992.38 for the Expo Music Pavilion project. Motion was made by Sitkiewitz, seconded by Zimmer to approve the Valley Building Systems pay request for \$67,992.38. Motion carried unanimously.

#### **Courthouse Dome Project – Ad Hoc Committee Recommendations**

The committee reviewed the Ad Hoc Courthouse Dome Advisory Committee 4/24/23 meeting minutes and project recommendations. Discussion.

Motion made by Zimmer, seconded by Sitkiewitz to accept the recommendations of the Ad Hoc Committee in total and without exception. Motion carried unanimously.

The next Public Works Committee meeting will be a joint meeting with the Finance Committee at 4:30 pm on July 10 at the Communications & Technology Building to discuss the project recommendations and project financing.

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

##### **Report on Activities and 2023 Capital projects**

Neuser reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. Discussion

#### **INFORMATION TECHNOLOGY DIVISION**

##### **Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

##### **Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report. Discussion.

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

##### **Report on Activities**

Neuser reported on Expo events calendar included in the committee packet.

##### **Report on 2023 Manitowoc County fair**

Supervisor Sitkiewitz reported on fair preparations made by the Expo/Ice Center Board.

##### **Fairest of the Fair Proclamation**

The committee reviewed the proclamation included in the committee packet. Motion made by Sitkiewitz, seconded by Weiss to forward the proclamation to the County Executive and County Board Chairperson for presentation at the August County Board meeting. Motion carried unanimously.

##### **Expo Improvements 2023 (Outlay from Land Sale) – Update**

Breit reported on the status of 2023 projects, noting construction of the new music pavilion stage construction is progressing on schedule and the Highway Department has completed this season's asphalt work.

##### **Winter Storage Rates**

The committee reviewed the proposal to raise winter storage rates from \$15/ft. to \$20/ft. Discussion regarding rates not being raised in over 5 years and that the winter storage season will be extended by one month.

A motion was made by Weiss, seconded by Sitkiewitz to approve the new winter storage rate of \$20/ft.

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 Klein to adjourn the meeting at 5:18 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



**MANITOWOC COUNTY  
PUBLIC WORKS COMMITTEE  
MEETING NOTICE**

DATE: Monday, July 10, 2023  
TIME: 4:40 PM  
PLACE: Manitowoc County Communications & Technology Building  
Room 111/112  
1024 S. 9<sup>th</sup> Street, Manitowoc WI 54220

This 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. Call to order by Public Works Chair Rick Gerroll:
2. Public comment regarding any matters that will be taken up by the Public Works Committee at this meeting

Discussion and possible action on the following items:

1. Approve minutes of June 14, 2023 Meeting of the Public Works Committee.
2. Approve Capital Projects Pay Request(s)

Adjournment.

Date: July 6, 2023

Rick Gerroll, Public Works Committee Chair  
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 Monday, July 10, 2023

Location: Manitowoc County Communications & Technology Building, 1024 South 9<sup>th</sup> St, Manitowoc

**Present:** Supervisors K. Sitkiewitz, D. Weiss, D. Klein, D. Zimmer

**Absent & Excused:** Supervisor R. Gerroll

### **Other County Board**

**Members Present:** County Board Chairperson T. Martell, Supervisors J. Falkowski, K. Behnke, J. Brey, J. Baumann, P. Hacker, B. Shimulunas, P. Hansen, S. Maresh

**Staff Attending:** County Executive B. Ziegelbauer, Judge R. Dewane, P. Conrad, J. Gutman, C. Breit, G. Neuser

**Called to Order** The meeting was called to order at 4:40 pm by Committee Vice-Chair Sitkiewitz.

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

**Public Comment** The Committee Vice-Chair called for public comment three times. Public comment was offered from M. Yost.

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

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

Neuser reported on the pay request to Schaus Mechanical included in the committee packet totaling \$19,692.00 for the Law Enforcement Center Computer Room Air Conditioning Unit Replacement project. This is the final pay request for this project. Motion was made by Zimmer, seconded by Weiss to approve the Schaus Mechanical pay request for \$19,692.00. Motion carried unanimously.

Neuser reported on the pay request to Valley Building Services included in the committee packet totaling \$67,992.37 for the Expo Music Pavilion project. Motion was made by Klein, seconded by Zimmer to approve the Valley Building Systems pay request for \$67,992.37. Motion carried unanimously.

Neuser reported on the pay request to Hamann Construction included in the committee packet totaling \$105,280.55 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Weiss, seconded by Klein to approve the Hamann Construction pay request for \$105,280.55. Motion carried unanimously.

#### **Adjournment**

Motion was made by Weiss, seconded by Klein to adjourn the meeting at 4:47 pm. Motion carried unanimously

Minutes taken by Neuser

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Signed by Klein



**MANITOWOC COUNTY  
PUBLIC WORKS & FINANCE COMMITTEE  
JOINT MEETING NOTICE**

DATE: Monday, July 10, 2023  
TIME: 4:50 PM  
PLACE: Manitowoc County Communications & Technology Building  
Room 111/112  
1024 S. 9<sup>th</sup> Street, Manitowoc WI 54220

This 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. Call to order by Finance Chair Paul (Biff) Hansen and Public Works Chair Rick Gerroll:
2. Public comment regarding any matters will be taken up at this meeting

Discussion and possible action on the following items:

1. Courthouse Dome & Facility Improvement Project – Scope of Work and Financing

Adjournment.

Date: July 6, 2023

Rick Gerroll, Public Works Committee Chair  
Paul (Biff) Hansen, Finance Committee Chair

By: J.J. Gutman, Finance Director  
Gerard Neuser, Public Works Director

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

## **MINUTES OF THE JOINT FINANCE COMMITTEE/PUBLIC WORKS COMMITTEE**

Held Monday July 10, 2023

Location: Manitowoc County Communications & Technology Building, Manitowoc

**Present:** Public Works Committee Chair R. Gerroll, Supervisors K. Sitkiewitz, D. Weiss, D. Zimmer, D. Klein  
Finance Committee Chair P. Hansen, Supervisors J. Brey, P. Hacker, B. Shimulunas, J. Baumann

### **Other County Board**

**Members Present:** County Board Chairperson T. Martell, Supervisors J. Falkowski, K. Behnke, S. Maresh

**Staff Attending:** County Executive B. Ziegelbauer, Judge R. Dewane, Corporation Counsel P. Conrad, Finance Director J. Gutman, Public Works Director G. Neuser, Public Works Building & Grounds Supervisor C. Breit

**Called to Order:** The meeting was called to order at 4:50 pm by Committee Chairs Hansen and Gerroll.

### **Public Comment:**

A call for public comment was made 3 times. Public comment was made by Judge Dewane and the public comment made at the July 10, 2023 4:40 pm Public Works Committee meeting by M. Yost was submitted for the record.

### **Discussion and action on the following item:**

#### **Courthouse Dome and Facility Improvement Project – Scope of Work and Financing:**

Discussion regarding the project and financing options, and a question and answer session with county staff was held.

The County Executive distributed an information packet and reiterated the importance of reviewing the FAQ information document.

The Corporation Counsel distributed a draft joint resolution from the Public Works and Finance Committees recommending proceeding with the project at a cost not to exceed thirty million dollars. No funding option was included in the draft resolution. Discussion.

All supervisors in attendance made statements on their position regarding the scope of work and financing options for the project.

Motion by Brey, seconded by Gerroll to adopt the joint resolution with an amendment to fund the project through long-term borrowing. Discussion. Motion carried 8-2 with Supervisors Hansen, Brey, Hacker, Shimulunas, Gerroll, Zimmer, Weiss and Sitkiewitz voting aye and Supervisors Baumann and Klein voting nay.

### **Adjournment:**

Motion was made by Hacker, seconded by Bauman to adjourn the meeting at 5:49pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein





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

**DATE:** Wednesday, August 9, 2023  
**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. Clean Sweep Program-Update
  - c. Compost Sites – Inspection Reports
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome Renovation Project
  - d. Courthouse Windows and HVAC System Replacement Project
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Amvets-Reduced Rental Rate Request
  - c. Report on 2023 Manitowoc County Fair
  - d. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - e. Expo Land Sale Capital Outlay Plan
  - f. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: July 31, 2023

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 9, 2023

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

**Present:** Supervisors K. Sitkiewitz, D. Weiss, D. Klein

**Absent & Excused:** Sups. R. Gerroll, D. Zimmer

**Other County Board Members Present:** None

**Staff Attending:** C. Breit, L. Kalista, J. Reisenbuechler, G. Neuser

**Called to Order** The meeting was called to order at 4:30 pm by Committee Vice-Chair Sitkiewitz.

**Minutes** Minutes were reviewed from the July 10 Committee meetings after which a motion was made by Weiss, seconded by Klein to approve the public works committee meeting minutes from both meetings. Motion carried unanimously.

**Donation Tracker** Donation Tracker was submitted. A motion was made by Klein, seconded by Weiss to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** There was no Ethics Report submitted.

**Public Comment** The Committee Vice-Chairperson called for public comment three times. No public comment was made.

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

#### **Recycling and Solid Waste Programs**

MRF Facility Manager Jon Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet. Discussion.

#### **Clean Sweep Program – Final Report**

Reisenbuechler reported on the 2023 Clean Sweep Program held May 19 & 20, noting 435 households and 24 farms & businesses participated this year and how that compared with previous years. Discussion.

#### **Compost Sites – Inspection Reports**

Reisenbuechler reported on the DNR inspections of the Recycling Center and Compost Sites, noting all areas were in compliance. Discussion.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 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 \$10,193.00 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Weiss, seconded by Klein to approve the Hamann Construction pay request for \$10,193.00. Motion carried unanimously.

Breit reported on the final pay request to Schaus Mechanical included in the committee packet totaling \$11,440.00 for the Courthouse Heat Exchanger Project. Motion was made by Klein, seconded by Weiss to approve the Schaus Mechanical pay request for \$11,440.00. Motion carried unanimously.

#### **Courthouse Dome Renovation Project**

Neuser reported on the draft Request for Proposals (RFP) for Architectural Services included in the Committee packet, and how the RFP process works and timeline for action. Discussion.

### **Courthouse Windows and HVAC System Replacement Project**

Neuser reported on the Ad Hoc Committee's recommendation and Public Works Committee's concurrence that Architectural and Engineering (A/E) services for this project would be garnered through a negotiated agreement with a local firm after interviewing those firms familiar with the Courthouse. Discussion.

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

#### **Report on Activities and 2023 Capital projects**

Neuser reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. Discussion

### **INFORMATION TECHNOLOGY DIVISION**

#### **Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

#### **Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report. Discussion.

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

#### **Report on Activities**

The committee reviewed the Expo events calendar included in the committee packet.

#### **AMVETS – Reduced Rental Rate Request**

Included in the committee packet was the request from AMVETS Post 99 for a reduced rental rate for their 2024 Dartball tournament. Motion made by Weiss, seconded by Klein to approve a 50% reduced rental rate for their event. Motion carried unanimously.

#### **Report on 2023 Manitowoc County fair**

Supervisor Sitkiewitz reported on fair preparations made by the Expo/Ice Center Board.

#### **Expo Improvements 2023 (Outlay from Land Sale) – Update**

Breit reported on the status of 2023 projects, noting construction of the new music pavilion stage construction is nearing completion and the Highway Department has completed this season's asphalt work.

#### **Expo Land Sale Capital Outlay Plan**

Neuser reported on the 6-Year Capital Outlay Plan utilizing the Land Sale Funds, and that the Expo Board unanimously recommended the Public Works Committee support of the plan. Discussion. A motion was made by Klein, seconded by Weiss to recommend that the County Executive include the 6-Year Outlay Plan as presented in his 2024 budget proposal to the County Board. 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 Weiss, seconded by Klein to adjourn the meeting at 5:10 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, September 13, 2023

**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
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome Renovation Project
  - d. Courthouse Windows and HVAC System Replacement Project
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Report on 2023 Manitowoc County Fair
  - c. Expo Improvements 2023 (Outlay from Land Sale) – Update
  - d. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: September 5, 2023

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, September 13, 2023

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

**Present:** Supervisors K. Sitkiewitz, D. Weiss, D. Klein, D. Zimmer

**Absent & Excused:** Supervisor R. Gerroll

**Other County Board Members Present:** None

**Staff Attending:** C. Breit, G. Neuser

**Called to Order** The meeting was called to order at 4:30 pm by Committee Vice-Chair Sitkiewitz.

**Minutes** Minutes were reviewed from the August 9 Committee meeting after which a motion was made by Weiss, seconded by Zimmer to approve the Public Works Committee meeting minutes. Motion carried unanimously.

**Donation Tracker** Donation Tracker was submitted. A motion was made by Zimmer, seconded by Klein to approve the Donation Tracker Report. Motion carried unanimously.

**Ethics Code Reports** There was no Ethics Report submitted.

**Public Comment** The Committee Vice-Chairperson called for public comment three times. No public comment was made.

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

#### **Recycling and Solid Waste Programs**

Public Works Director Gerry Neuser gave a report on the recycling markets and handouts included in the committee packet. Discussion.

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 Capital Projects included in the committee packet. Discussion.

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

Breit reported on the final pay request to Valley Building Services (VBS) included in the committee packet totaling \$14,442.65 for the Expo Music Pavilion project. Motion was made by Klein, seconded by Weiss to approve the VBS pay request for \$14,442.65. Motion carried unanimously

Breit reported on the final pay request to Hamann Construction included in the committee packet totaling \$5,231.00 for the Courthouse Child Support Agency & Branch IV remodeling project. Motion was made by Weiss, seconded by Klein to approve the Hamann Construction pay request for \$5,231.00. Motion carried unanimously.

Breit reported on the final pay request to Helm Mechanical included in the committee packet totaling \$25,928.00 for the UWGB-Manitowoc Campus Condensing Unit replacement project. Motion was made by Zimmer, seconded by Weiss to approve the Helm Mechanical pay request for \$25,928.00. Motion carried unanimously

#### **Courthouse Dome Renovation Project**

Neuser reported on the project timeline included in the Committee packet, and that the Requests for Proposal (RFP) have been sent out to eleven architectural firm's to-date, with RFP's due no later than Nov. 1, 2023. Discussion.

**Courthouse Windows and HVAC System Replacement Project**

Neuser reported on the project timeline included in the Committee packet, and that the three selected architectural firms invited to propose design services for the project have been contacted with two of the three already making site visits and the third visiting on Sept. 14. Formal interviews with the three firms will be scheduled in October with the selection of the preferred firm happening in late October or early November. Discussion.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:****Report on Activities and 2023 Capital projects**

Neuser reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. Discussion

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

Neuser reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

**Update on Cyber Security Initiatives**

Neuser reported on the Cyber-security report. Discussion.

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

The committee reviewed the Expo events calendar included in the committee packet.

**Report on 2023 Manitowoc County fair**

Supervisor Sitkiewitz reported on 2023 Manitowoc County fair, noting that both an overall attendance record and one-day attendance record was set. Discussion.

**Expo Improvements 2023 (Outlay from Land Sale) – Update**

Breit reported on the status of 2023 projects, noting all construction projects were completed before the county fair, and the swale work completed by the Highway Dept. south of the new music pavilion was very successful.

**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 Klein to adjourn the meeting at 5:07 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, October 11, 2023  
**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. Responsible Unit Consolidation Awards and Cooperative Agreement
  - c. Proclamation – America Recycles Day
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome Renovation Project
  - d. Courthouse Windows and HVAC System Replacement Project
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Recommendation to County Executive for Expo-Ice Center Board Member Reappointments with terms expiring December 31, 2023
  - c. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: October 2, 2023

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 11, 2023

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

**Present:** Supervisors R. Gerroll, K. Sitkiewitz, D. Weiss, D. Klein

**Absent & Excused:** Supervisor D. Zimmer

**Other County Board Members Present:** None

**Staff Attending:** C. Breit, L. Kalista, J. Reisenbuechler, G. Neuser

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

**Minutes** Minutes were reviewed from the September 13 Committee meeting after which a motion was made by Sitkiewitz, seconded by Weiss to approve the Public Works Committee meeting minutes. Motion carried unanimously.

**Donation Tracker** There were no donations to approve for the prior month.

**Ethics Code Reports** There were no Ethics Reports submitted.

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

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

#### **Recycling and Solid Waste Programs**

MRF Manager Jon Reisenbuechler gave a report on the recycling markets and handouts included in the committee packet. Discussion.

#### **Responsible Unit Consolidation Awards and Cooperative Agreement**

Reisenbuechler reported on the 2023 Responsible Unit Cooperative Agreement between Manitowoc County and all of the county's (27) municipalities, noting that this program nets extra funds for both the county's municipalities and for the Recycling Center, which is a good example of intergovernmental cooperation within Manitowoc County.

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

November 15 is America Recycles Day, which is a national program to help raise awareness and provide education about recycling. Motion was made by Weiss, seconded by Klein to approve forwarding the Proclamation designating Nov. 15, 2023 as "Manitowoc County America Recycles Day" to the County Board Chairman and County Executive. Motion carried unanimously

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

#### **2023 Capital Projects**

Buildings & Grounds Supervisor Craig Breit reported on the 2023 Capital Projects included in the committee packet. Discussion.

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

There were no Capital Project Pay Requests to approve for this meeting.

#### **Courthouse Dome Renovation Project**

Neuser reported on the project timeline, and that the Requests for Proposal (RFP) have been sent out to twelve architectural firm's to-date, with RFP's due no later than Nov. 1, 2023.

#### **Courthouse Windows and HVAC System Replacement Project**

Neuser reported on the project timeline and that formal interviews with three firms are scheduled for October 18<sup>th</sup>.



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

**Report on Activities and 2023 Capital projects**

Neuser reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. Discussion

**INFORMATION TECHNOLOGY DIVISION**

**Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

**Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report. Discussion.

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

**Report on Activities**

The committee reviewed the Expo events calendar included in the committee packet. Discussion.

**Recommendation to County Executive for Expo-Ice Center Board Member Reappointments with terms expiring December 31, 2023**

The committee reviewed the six members requesting reappointment for another 3-year term. Motion was made by Sitkiewitz, seconded by Klein to approve the recommendations and forward them to the County Executive. 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 Klein, seconded by Weiss to adjourn the meeting at 4:50 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein



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

**DATE:** Wednesday, November 8, 2023  
**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
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Courthouse Dome Renovation Project
  - d. Courthouse Windows and HVAC System Replacement Project
  - e. 2023 Tax Delinquent Properties Report
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: October 30, 2023

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 8, 2023

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

<b>Present:</b>	Supervisors R. Gerroll, D. Weiss, D. Klein,
<b>Absent &amp; Excused:</b>	Supervisors D. Zimmer, K, Sitkiewitz
<b>Other County Board Members Present:</b>	None
<b>Staff Attending:</b>	C. Breit, L. Kalista
<b>Called to Order</b>	The meeting was called to order at 4:30 pm by Committee Chair Gerroll.
<b>Minutes</b>	Minutes were reviewed from the October 11 Committee meeting after which a motion was made by Weiss, seconded by Klein to approve the Public Works Committee meeting minutes. Motion carried unanimously.
<b>Donation Tracker</b>	There were no donations to approve for the prior month.
<b>Ethics Code Reports</b>	The committee reviewed the Ethics Report included in the committee packet. Motion made Weiss, seconded by Klein to approve the report. Motion carried unanimously.
<b>Public Comment</b>	The Committee Chairperson called for public comment three times. No public comment was made.

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

#### **Recycling and Solid Waste Programs**

Asst. Public Works Director Craig Breit gave a report on the recycling markets and handouts included in the committee packet. Discussion.

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

#### **2023 Capital Projects**

Breit reported on the 2023 Capital Projects included in the committee packet. Discussion.

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

There were no Capital Project Pay Requests to approve for this meeting.

#### **Courthouse Dome Renovation Project**

Breit reported on the evaluation sheet to be used when reviewing the architectural proposals and the timeline for the evaluations and eventual interviews with short-listed firms. Discussion.

#### **Courthouse Windows and HVAC System Replacement Project**

Breit reported on the interview scoring sheet included in the committee packet and that Legacy Architecture is the selected firm for this project. Discussion.

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

#### **Report on Activities and 2023 Capital projects**

Breit reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. Discussion

## **INFORMATION TECHNOLOGY DIVISION**

### **Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet. Discussion.

### **Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report. Discussion.

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

### **Report on Activities**

The committee reviewed the Expo events calendar included in the committee packet, as well as the seasonal camping schedule at the facility. Discussion.

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

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

## **ADJOURNMENT**

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

Minutes taken by Breit

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Signed by Klein



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

**DATE:** Wednesday, December 13, 2023

**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
4. BUILDINGS AND GROUNDS DIVISION – Discussion and possible action on the following items:
  - a. 2023 Capital Projects Update
  - b. Pay Request(s) for Capital Projects
  - c. Bid Results-Heritage Center Elevator Modernization
  - d. Courthouse Dome Renovation Project
  - e. Courthouse Windows and HVAC System Replacement Project
  - f. Wisconsin Assessment Monies (WAM) Program Resolution-1910 20<sup>th</sup> St., Two Rivers Property
5. COMMUNICATIONS DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. 2023 Capital Projects Update
6. INFORMATION TECHNOLOGY DIVISION – Discussion and possible action on the following items:
  - a. Operations / Projects – Update
  - b. Cyber Security Update
7. EXPO/FAIR/ICE CENTER DIVISION – Discussion and possible action on the following items:
  - a. Report on activities
  - b. Proclamation honoring retiring Expo-Ice Center Board Chairman
  - c. Finance Director's Expo Special Revenue Fund Report
8. Adjourn Committee

Date: December 4, 2023

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, December 13, 2023

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

<b>Present:</b>	Supervisors R. Gerroll, K, Sitkiewitz D. Weiss, D. Klein, D. Zimmer
<b>Absent &amp; Excused:</b>	None
<b>Other County Board Members Present:</b>	None
<b>Staff Attending:</b>	C. Breit, L. Kalista, G. Neuser, Finance Director JJ Gutman, County Executive Bob Ziegelbauer
<b>Called to Order</b>	The meeting was called to order at 4:30 pm by Committee Chair Gerroll.
<b>Minutes</b>	Minutes were reviewed from the November 8 Committee meeting after which a motion was made by Sitkiewitz, seconded by Weiss to approve the Public Works Committee meeting minutes. Motion carried unanimously.
<b>Donation Tracker</b>	There were no donations to approve for the prior month.
<b>Ethics Code Reports</b>	There were no ethics code reports to approve from the prior month.
<b>Public Comment</b>	The Committee Chairperson called for public comment three times. No public comment was made.

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

#### **Recycling and Solid Waste Programs**

Public Works Director Gerry Neuser gave a report on the recycling markets and handouts included in the committee packet. Discussion.

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

#### **2023 Capital Projects**

Asst. Public Works Director Craig Breit reported on the 2023 Capital Projects included in the committee packet. Discussion.

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

There were no Capital Project Pay Requests to approve for this meeting.

#### **Bid Results – Heritage Center Elevator Modernization**

The committee reviewed the bids for the Heritage Center Elevator Modernization. A motion was made by Zimmer, seconded by Klein to award the project to the low bidder, Otis Elevator at a cost of 122,500.00. Motion carried unanimously.

#### **Courthouse Dome Renovation Project**

Neuser reported on the Architectural Proposals Scoring Results and which firms will be interviewed. County Executive Ziegelbauer commented on the overall project plan, timeline, and funding. Discussion.

#### **Courthouse Windows and HVAC System Replacement Project**

Neuser reported that a draft contract with Legacy Architecture is being reviewed by the Corporation Counsel, with any further action being deferred until funding is approved by the County Board. Discussion.

**Wisconsin Assessment Monies (WAM) Program Resolution - 1910 20<sup>th</sup> St., Two Rivers Property**

Neuser reported on the resolution in the committee packet, noting the program is a mechanism for the DNR to complete a site assessment and remedial action plan for any potential future developer of this brownfield site, at no cost to the county. Discussion. A motion was made by Weiss, seconded by Sitkiewitz to forward the resolution to the County Board. Motion carried unanimously.

**COMMUNICATIONS DIVISION – Discussion and Possible Action on the Following Items:****Report on Activities and 2023 Capital projects**

Neuser reported on the status of the 2023 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet, noting the ESInet project and NG (Next Generation) 911 Upgrade has been successfully implemented and tested, and will be cut-over in early January. Discussion.

**INFORMATION TECHNOLOGY DIVISION– Discussion and Possible Action on the Following Items:****Operations/Projects – Update**

IT Division Director Luke Kalista reported on the Information Technology Capital Projects and Activities included in the committee packet, noting the successful upgrade of the Law Enforcement Software Platform the week prior. Discussion.

**Update on Cyber Security Initiatives**

Kalista reported on the Cyber-security report and Managed Security Operations Center. Discussion.

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

Breit reported on the Expo events calendar and 2023 Capital projects included in the committee packet. Sitkiewitz reported on the outcomes of the last Expo Board meeting. Discussion.

**Proclamation honoring retiring Expo-Ice Center Board Chairman**

Breit reported on the draft proclamation included in the committee packet. A motion was made by Zimmer, seconded by Sitkiewitz, to forward the proclamation to the County Executive and County Board Chairman for presentation at the January County Board meeting. 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 Klein to adjourn the meeting at 5:07 pm. Motion carried unanimously.

Minutes taken by Neuser

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Signed by Klein