

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, April 10, 2024

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

- Present:** Supervisors R. Gerroll, K. Sitkiewitz, D. Weiss, D. Klein
- Absent & Excused:** Supervisor D. Zimmer
- Other County Board Members Present:** County Board Chairman Tyler Martell
- 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 March 13, 2024 Committee meeting after which a motion was made by Weiss, seconded by Klein to approve the Public Works Committee meeting minutes. Motion carried unanimously.
- Donation Tracker** The committee reviewed the donation tracker reports for March. A motion was made by Sitkiewitz, seconded by Weiss to approve the donations tracker report. Motion carried unanimously.
- Ethics Code Reports** There were no ethics code reports to approve from the prior month.
- 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 reported on the recycling markets and quarterly handouts included in the committee packet. Discussion.

MRF (Material Recovery Facility) 2023 Self-Certification

Reisenbuechler reported on the 2023 self-certification, noting quantities of recyclables processed and the very low residual rate. Discussion.

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

2024 Capital Projects

Asst. Public Works Director Craig Breit reported on the 2024 Capital Projects included in the committee packet. Discussion.

Pay Request(s) for Capital Projects

Included in the packet was a pay request for \$22,246.00 from Schaus Mechanical for the replacement of the Make-up Air Unit in the Patrol Car Storage Garage at the Law Enforcement center. Motion made by Klein, seconded by Sitkiewitz to approve the Pay Request. Motion carried unanimously.

Bid Results-UWGB Manitowoc Campus Asphalt Maintenance Project

Bid results for this project were presented at the meeting. Discussion. Motion by Weiss, seconded by Klein to accept the lowest qualified bid of \$35,730.00 submitted by Popp Enterprises, to include all three asphalt areas on the campus, and not to require a performance and labor & material bond. Motion carried unanimously.

Courthouse Dome Renovation Project

Neuser reported staff is working on securing a crane and contractor to perform temporary repairs on the sections of the dome that are leaking into the courthouse attic. Discussion.

Courthouse Windows and HVAC System Replacement Project

Neuser reported the design development phase of the project is ending and the construction document phase has begun. The project is on schedule to have bidding documents available for contractors in early May with bids due in early June. Discussion.

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

Report on Activities and 2024 Capital projects

Neuser reported on the status of the 2024 Communications Division Capital Projects, the Public Safety Radio System, and other Communications projects which were included in the committee packet. 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 with the addition of the new desktop support position tickets for IT service are clearing more quickly. Discussion.

Donation of Surplus Property to Two Rivers Fire Department

Kalista reported on the donation request received from the Two Rivers Fire Department (TRFD) for a plotter the County no longer uses, noting that the equipment is over 15 years old and has no real value. Motion by Weiss, seconded Sitkiewitz, to donate the surplus equipment to the TRFD. Motion carried unanimously.

Update on Cyber Security Initiatives

Kalista reported on the Cyber-security report.

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

Report on Activities

Breit and Sitkiewitz reported on the outcomes of the last Expo Board meeting. Breit reported on the Expo April Events Calendar and 2024 Capital Projects included in the committee packet.

Building rental Deposit Refunds

Breit reported that staff is recommending a change in the deposit policy as included in all rental contracts, as the current policy allows late cancellations with very little risk. Late cancellations do not afford enough lead time to re-rent the facility. The new policy would state that any cancellation made within 120 days of the event the renter would forfeit the full amount of the security deposit. Cancellations made between 121 days and 180 days would forfeit 50% of the security deposit. For any cancellation made more than 180 days before the scheduled event, the renter would be charged a \$100 processing fee, and their entire security deposit would be returned to them minus this fee. Discussion.

A motion was made by Sitkiewitz, seconded by Klein to approve the new cancellation policy. Motion carried unanimously.

Approval of County Fair Entertainment Contracts

Included in the packet as the list of 2024 entertainment contracts approved by the Expo-Ice Center Board and sent to the Public Works Committee for their approval per County code.

A motion was made by Sitkiewitz, seconded by Weiss to approve the contracts. 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

After outgoing Committee Chairman Gerroll was applauded and thanked for his service on the Public Works Committee and County Board, a motion was made by Klein, seconded by Sitkiewitz to adjourn the meeting at 5:12 pm. Motion carried unanimously.

Minutes taken by Neuser

Signed by Klein