

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, March 9, 2016

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

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

**Other County Board
Members Present:**

Absent:

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

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

Vouchers No vouchers.

**Donations/
Spreadsheets** Donation Tracker reports were submitted; there were no donations for the month of February.

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

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

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

Recycling and Solid Waste Programs

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

Recycling Center Processing Equipment Replacement Update

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

Recycling Center Receivable Write Off

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

2016 Drug Collection Program

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

Earth Day Donations Request

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

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

Courthouse B-15 Remodel Project – Update

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

Focus on Energy Letter Dated 2/11/2016

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

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

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

Department of Public Works Storage Garage – Update

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

Request for Use of Courthouse Grounds Event

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

2016 Budget

No report.

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

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

Cellphone Contract – Proposal Results

Neuser reported on the current cellphone contract that expires May 16, 2016 and Request for Proposals for a new contract with three proposals having been received. Neuser added that Cellcom submitted the lowest cost proposal which will be reducing the County’s overall costs by approximately ten percent. Motion was made by Cavanaugh, seconded by Zimmer to accept the proposal from Cellcom and enter in to a three-year contract. Motion carried unanimously.

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

Krizek reported on upcoming calendar events at the Expo grounds as well as fair information including the Lifetime Membership ID Card process and the West Foundation grant submitted for the multi-purpose building construction.

Comptroller’s Expo Special Revenue Fund Report

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

Adjournment

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

Minutes taken by Krizek

Signed by Cavanaugh