

## MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, May 11, 2016

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

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

**Other County Board  
Members Present:**

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

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

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

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

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

### **Election of Officers**

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

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

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

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

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

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

#### **Recycling Center Processing Equipment Replacement Update**

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

### **Solid Waste Advisory Appointments Expiring July 2016**

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

### **2016 Drug Collection Program**

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

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

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

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

#### **Action Needed:**

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

#### **Request for Use of Courthouse Grounds Event**

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

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

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

#### **UW-Manitowoc Renovation Project – Update**

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

#### **Department of Public Works Storage Garage – Update**

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

**Hecker & Viebahn Property – Update**

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

**2016 Budget**

No report.

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

No report.

**Microwave Connectivity Report**

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

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

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

**Fairest of the Fair Proclamation**

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

**Multi-Purpose Building Update**

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

**Comptroller’s Expo Special Revenue Fund Report**

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

**Adjournment**

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

Minutes taken by Krizek

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Signed by Zimmer