

MINUTES OF PUBLIC WORKS COMMITTEE

Held Wednesday, September 14, 2016

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

- Present:** Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Zimmer, D. Dyzak
- Other County Board Members Present:** Supervisor J. Brey, Supervisor J. Falkowski
- Absent & Excused:** None
- 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 Zimmer to approve the public works committee meeting minutes as submitted. Motion carried unanimously.
- Vouchers** No vouchers.
- Donations/ Spreadsheets** Donation Tracker Reports were submitted for approval. Motion was made by Gerroll, seconded by Dyzak to approve the donation tracker report. Motion carried unanimously.
- Ethics Code Reports** No Ethics Code Reports were submitted.
- Public Comment** Jerold Korinek, Chairman of the Town of Franklin, thanked the public works director for assistance with the wireless internet system coordination and installation on the County Radio Tower in the Town of Franklin.

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

Recycling and Solid Waste Programs

Public Works Director Gerry Neuser reported on the estimated savings by municipality provided in the committee packet that reflects the money saved by each municipality that is part of the County's master contract with Ridgeview Landfill. Neuser reported on markets and volumes and that the trend of lower commodity prices for recyclables and lower volumes of recyclables continues across the industry. Neuser noted that all processing equipment is running and the MRF staff is accomplishing full sorts.

Annual Clean Sweep & Pharmaceutical Collection Grant Application

Neuser reported that the recycling facility manager is currently working on grants for the Annual Clean Sweep & Pharmaceutical collection, and projected that Household Hazardous Wastes collected in the annual Clean Sweep events to reach 1,000,000 pounds by 2018. Neuser added that there is a pharmaceutical collection in Kiel on September 15 and at Crime Prevention Day on October 22.

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

UW-Manitowoc Renovation Project – Update

Neuser reported on the UW-Manitowoc Renovation Project noting that there was a meeting held today with 50% completion of the documentation for the construction phase and the committee is continuing to work on the design-details phase. Neuser added that bids to be submitted in January 2017 with construction to begin in early spring 2017. Discussion.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Planning noting that the project space planning phase is complete, the construction documents phase is beginning, and the bid process to be out at the end of the year with a projected project completion date of April 1, 2017.

HVAC Equipment Replacement Schedule and 2016-2025 Capital Project Report

Neuser reported the HVAC Equipment Replacement Schedule and 2016-2025 Capital Project report that was presented to the finance committee and provided in the committee packet. Neuser highlighted the replacement schedule with emphasis on ensuring the replacement of equipment per the schedule or as needed. Neuser added that the capital projects are not included in the normal annual budget and are referenced as projects over and above those projects that are considered normal. Neuser noted that the life expectancy is based on ASHRAE standards and staff does consider the operation of the equipment versus the life expectancy to determine replacement time. Neuser added that the continued support of the County Executive and County Board makes both of these plans achievable, and the buildings mechanical systems are in good repair.

Human Services HVAC Project – Update

Neuser reported on the Human Services HVAC project, noting that boilers and all HVAC equipment not originally replaced in the 1991 remodel are scheduled to be replaced as well as end-of-life equipment installed in 1991.

2016 Tax Delinquent Properties

Neuser reported on the 2016 Tax Delinquent Properties noting that those properties that are delinquent four or more years on taxes with no payment plan are reverted to the county. Neuser added that out of sixty-eight tax delinquent properties on this year's In Rem list, there are twenty still considered delinquent, with the anticipation this number will possibly reduce to about ten within the next few months.

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

No report.

Microwave Connectivity Project – Update; Pay Requests

Neuser reported on the Microwave Connectivity Project noting that the materials are arriving soon and will be installed with a completion date of November 21.

Telephone System Converged Data Project – Update

Neuser reported on the Telephone System Converged Data Project noting that phase 1 is complete and PBX phone system is residing on the data network backbone. Neuser added that phase 2 to be completed within 1-2 months.

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

Expo Facility Manager Jennell Krizek reported on the upcoming newsletter and other activities at the Expo grounds.

2016 County Fair Recap

Krizek reported on the county fair noting that sponsorships were approximately \$28,000 which is up from previous years and attendance has maintained and was approximately 40,000 for 2016.

Expo Land Sale – Certified Survey Map Approval

Neuser reported on the Expo Land Sale and presented the Certified Survey Map (CSM) for approval and provided a copy of the CSM at the committee meeting for review. Neuser added that the CSM has been reviewed by the City of Manitowoc, and there are no changes in boundaries since the initial presentation. Motion was made by Gerroll, seconded by Cavanaugh to recommend for approval to the Manitowoc County Board the Certified Survey Map. Motion carried unanimously.

Multi-Purpose Building Update

Krizek reported that the multi-purpose building is complete and was well received at the fair. Discussion.

Comptroller's Expo Special Revenue Fund Report

Neuser reported on the cover letter and balance sheet provided in the committee packet. Neuser reported that Expo Activities will reflect the payment for the digital sign revenues still coming in from Festival Foods for the sign and to be paid in full in the next 1-2 months; Fair Activities will change dramatically with revenues and invoices still coming in from fair; Ice Center Activities will reflect make up air handling unit, new freezer, and new concession stand door totaling \$21,000, and the Maintenance Activities will change dramatically once final payments of the multi-purpose building are accounted for.

Request was made to move future meeting times to 4:45pm and consensus agreed.**Adjournment**

Motion made by Dyzak, seconded by Gerroll to adjourn the meeting at 5:06pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer