

MINUTES OF PUBLIC WORKS COMMITTEE & SOLID WASTE ADVISORY COMMITTEE

Held Wednesday, October 12, 2016

Location: Manitowoc County Recycling Center, 3000 Basswood Dr, Manitowoc

- Present:** Supervisors D. Weiss, B. Cavanaugh, R. Gerroll, D. Zimmer, D. Dyzak; Advisory Committee Members: H. Jannette, D. Kieckbusch
- Other County Board Members Present:** Supervisor J. Baumann
- Absent & Excused:** None
- Called to Order** The meeting was called to order at 4:45 pm by the Committee Chairperson.
- Minutes** Minutes were reviewed from the previous committee meeting after which a motion was made by Gerroll, seconded by Cavanaugh 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 Zimmer to approve the donation tracker report. 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.
- Public Comment** The Committee Chairperson called for public comment three times. No public comment given.
- Public works director Gerry Neuser introduced and gave a brief description of work duties for the public works management staff including Doreen Bessert, Wesley Hockers, Bill Jones as well as Jon Reisenbuechler and Jennell Krizek.

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

Recycling and Solid Waste Programs

Reisenbuechler reported on the spreadsheets, charts, and graphs provided in the committee packet noting that activity is normal and the patterns are the same. Reisenbuechler added that there is a slight increase in revenues due to recent High Density Polyethylene (HDPE) shipments. September will see an increase in revenue from the tire collection, it has been a slow year for compost sales compared to 2015, and electronics volumes are slightly less than last year.

America Recycles Day Proclamation

Reisenbuechler reported on the America Recycles Day proclamation provided in the committee packing noting that promotion will begin in November with press releases and internet communications. Discussion.

2017 DATCP Grants

Reisenbuechler reported on the 2017 DATCP grant applications for Clean Sweep and the Drug Disposal programs. Neuser added that this program is a three county wide partnership and Reisenbuechler prepares and submits the grant for the three counties including Manitowoc. Discussion.

Drug Collection Updates

Reisenbuechler reported on the preliminary numbers for the Drug Collection with 87 households for the Kiel collection. Reisenbuechler added that a more comprehensive report will be provided at the next meeting. Discussion.

Tire Collection Results

Reisenbuechler reported on the preliminary numbers that approximately 74 tons were collected at the Tire Collection and a more comprehensive report will be provided at the next meeting.

State Tipping Fee Exemption for Residue

Neuser reported on the State Tipping Fee Exemption for Residue provided in the committee packet noting that the residual rate is a percentage of the garbage remaining after recycling is complete and is currently a very low 3.4%. Neuser added that this percentage provides a savings of approximately \$382 and is comprised of an exemption on tax on the tipping fees. Reisenbuechler added that approximately \$2,000 has been saved to date.

AG Plastic Recycling

Neuser reported on the pilot study conducted approximately a year ago and the movement of a recycling plastics program in WI farms. Neuser reported on the email included in the committee packet and provided by Scott Gunderson, Dairy Agriculture (AG) agent. Discussion included restriction of certain types of plastics to be recycled by farm owners.

Holiday House Operations Agreement

Neuser reported on the Holiday House Operations agreement with negotiations to amend the agreement with Holiday House and Manitowoc County to include the recycling center manager position under the county. Neuser added that Holiday House agreed to the transfer and will transition the status of the recycling center manager to county as of Jan.1 2017.

Solid Waste Advisory Committee Input on Solid Waste & Recycling Programs – Discussion Only

No report.

Adjourn Solid Waste Advisory Committee

Motion was made by Cavanaugh, seconded by Zimmer to adjourn the Solid Waste Advisory portion of the meeting at 5:21pm. Motion carried unanimously.

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 the next design meeting is scheduled for October 26 and construction documents will be 80% complete at that time. Neuser added that the schedule will be as follows: Request for Bids in January 2017, Bid Opening and presentation to the public works committee in February 2017 and completion of project by January 2018.

Michigan Avenue Campus (Heritage Center) 2017 Planning – Update

Neuser reported the Michigan Avenue Campus (Heritage Center) 2017 Planning noting that the construction plans are 80% complete. Neuser added that the schedule is planned as follows: Request for bids in December 2016 and Bid Opening and presentation to the public works committee in December with construction starting in January 2017. Discussion included: no additional parking lot as there is ample parking for staff and customers and will look at restriping the current parking lot, the remodel project will not include removal of the wall in the proposed county board meeting room, and both Aging and Disability Resource Center and the Veterans office will occupy the Michigan Avenue Campus.

Action Needed:

- Blue prints to be provided at next public works committee meeting.

Human Services HVAC Project – Update Including Pay Request(s)

Hockers reported on the Human Services HVAC project noting that major equipment has been delivered and on schedule. Neuser recommended approval of the first pay request provided in the committee packet that was reviewed by staff and the architect for \$60,253.75. Motion was made by Gerroll, seconded by Cavanaugh to approve the first pay request for \$60,253.75. Motion carried unanimously. Neuser added that this is the first phase of the ten year capital improvement plan.

2016 Tax Delinquent Properties

Neuser reported on the 2016 Tax Delinquent Properties noting that judgments were completed on October 5 and acquired ten properties with structures and thirty-one vacant properties with eight of the ten structured properties likely being condemnable. Neuser added that the vacant lots are located in the Executive Estates Subdivision. Neuser noted that corporation counsel has begun researching on sale of the vacant lots and a determination on how to market them will be made in the upcoming months. Neuser reported that Jill Zich, Business Manager for public works, prepares all the paperwork for the tax delinquent properties advertising, sales, and notices to the Finance Committee, which is detailed and time consuming.

Potters Field Property-Encroachment Issue

Neuser reported on the Potters Field Property Encroachment issue with map included in the committee packet noting that a survey was completed by Steinbrecher & Meneau Inc (SMI) and determined three property owners have encroached on the county property. Neuser added that contact has been made with the three property owners and the treehouse has yet to be removed, the fence has already been moved, and a garden is yet to be removed.

2017 Budget

Neuser reported on the upcoming proposed 2017 and to contact public works with any additional questions regarding the proposed 2017 budget.

Neuser reported on the Advisory Board Roundtable "Planning for Change" document included in the committee packet for informational purposes only, noting that Bessert is on the advisory board. Bessert reported on her participation in providing articles and interviews.

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

Jones reported on the Microwave Connectivity project providing financial information as well as a brief outline of the project. Discussion.

County-Wide 800MHz Radio System

Neuser provided the committee with a County-Wide 800MHz Radio System presentation and distributed a hardcopy of the presentation to the committee. Discussion throughout the presentation.

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 Expo events, the completion of the 2016 fair reports, fair theme of "Barnyard Mardi Gras" for the 2017 Manitowoc County Fair August 22-27, website update, storage and rummage sale update, and ice is in at the Ice Center.

Recommendation for Reappointments for the Expo-Ice Center Board Members with Term Expiring Dec 31, 2016

Neuser recommended for approval the reappointments for the Expo-Ice Center Board Members with term expiring on Dec 31, 2016 and included in the committee packet. Motion was made by Gerroll, seconded by Dyzak to recommend approval to the county executive the reappointments for the Expo-Ice Center board members with term expiring Dec 31, 2016. Motion carried unanimously.

EWSC Letter of Recommendation

Neuser reported on the Eastern WI Stock Car (EWSC) Letter of Recommendation provided in the committee packet and requested by EWSC for potential racing in Chilton. Consensus was ok for the Public Works Chairman to sign and send letter.

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 by November; Fair Activities expenses still coming in from fair; Ice Center Activities will reflect make up air handling unit, new freezer, and new concession stand door, lobby air handling unit repair expenses as well as the first month's rent paid by the user groups; and the Maintenance Activities will have a reduction of approx. \$30,000 for final multi-purpose building payment.

Adjournment

Motion made by Zimmer, seconded by Cavanaugh to adjourn the meeting at 6:22pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Zimmer