

## **MINUTES OF PUBLIC WORKS COMMITTEE MEETING**

Held Wednesday, May 12, 2010

Location: Manitowoc County Office Complex.

**Present:** Supervisor Behnke, Korinek, Hansen, Vogt, Weiss

**Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, M. Sobush, C. Kohl, J. McDonald, J. Blaha

**Absent & Excused:** None.

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

**Minutes** Minutes were reviewed from the previous Committee meeting after which a motion was made by Kornik, seconded by Vogt to approve the minutes as submitted. Motion carried unanimously.

**Public Input** Committee Chairperson called for public input three times. No public input given.

### **Election of Vice Chair and Secretary**

A motion was made by Hanson to nominate Korinek as Vice Chairperson. The Chairperson called for additional nominations, after which a motion was made by Vogt, seconded by Behnke, the nominations be closed and a unanimous ballot be cast for Korinek as Vice Chairperson. Motion carried unanimously.

A motion was made by Korinek to nominate Hansen as Secretary. The Chairperson called for additional nominations, after which a motion was made by Vogt, seconded by Behnke, the nominations be closed and a unanimous ballot be cast for Hansen as Secretary. Motion carried unanimously.

### **Tour of Office Complex**

Committee took a tour of the Office Complex. Beyer explained the reason is to see if there is space available for 3 additional people for the Ageing Department and to place next to the present offices three additional people that are currently located in other areas of the building. There is also a request from the Veterans office to have an additional office for their use.

### **Earth Day Program**

Reisenbuechler reported on the Earth Day event and drug collection that were provided in the committee packets. Reisenbuechler also explained the E-Cycle event which was a kick off to Earth Day and promoted the electronic recycling. Over 50,000 lbs were disposed in the E-Cycle event. Beyer added additional information and explanation of the event to the new committee members and noted due to staff reductions this event may not be as large in 2011 as in the past. Discussion

### **Recycling Program**

Reisenbuechler reported on the prepared recycling documents provided in the committee packets including Residential and Commercial Solid Waste Tonnages, Total Tons of Recyclables Shipped, MRF Revenues, Screened Compost Sales, Woodchip Sales, Plastic Shipments – Tonnage and Revenues, Mixed Paper – Tonnage and Revenues, OCC – Tonnage and Revenues, Annual Electronics Shipments, Monthly Electronics Shipments, and Market Trends. Reisebuechler also added that there was a steady increase in the Electronics program. Beyer added additional information and explanation of the facility and operations to the new committee members. Discussion.

### **Solid Waste Advisory Committee Appointments – Review & Action**

Beyer gave an explanation of the Solid Waste Advisory committee, history, and responsibilities as well as who the new appointments to the committee. Beyer also added that beginning in 2011 will begin meetings on the future structure of the Recycling and Solid Waste programs to be operated by the County.

### **2010 Clean Sweep Program**

Reisenbuechler reported on the upcoming Clean Sweep Program which is partially funded by a grant and partnerships. Beyer added additional information and explanation of the event to the new committee members.

### **2010 Drug Collection Program**

Reisenbuechler reported on the drug collection program held on May 6 and also noted that the collection is partially funded by grants and partnerships. Beyer added additional information and explanation of the program to the new committee members.

### **Discussion & Action on Dept of Aging and Complex Office Space Needs**

Beyer reported on the needs of the Department of Aging to move 3 employees from other locations as well as move 3 employees within the complex closer to the employee's department as well as the Veteran Service Office need of another office. Discussion.

#### **Action Needed:**

- Staff to prepare recommendations with office dimensions at the next committee meeting.

### **Discussion & Action on Holy Family Memorial Right of First Refusal at Office Complex**

Beyer reported on the proposal letter, provided in the committee packet, submitted to the County Executive and County Chairman. Discussion. Motion made by Hansen, seconded by Vogt to deny the request for Holy Family's Right of First Refusal at the Office Complex and to send a letter to Holy Family Memorial of the denial but with language to indicate the County's willingness to continue to discuss this issue and should a offer be received from another party to inform Holy Family. Motion carried unanimously.

#### **Action Needed:**

- Staff to prepare and send letter of denial to Holy Family Memorial.

### **Summer Workers**

Neuser reported on the current summer seasonal help that will be provided for the 2010 summer. Seasonal help for 2010 will be two at the Office Complex, one at Expo – General Laborer, one at Expo – Administrative Assistant, one – mail courier. The seasonal staff is hired through Engstoms with no benefits.

### **Discussion & action on Independent Phone System Review**

Beyer reported on the current phone system and reviewing of costs. Beyer informed the committee that every 2-3 years the phone service and costs are reviewed to ensure accurate billing and services. Motion made by Vogt, seconded by Hansen to hire an independent contractor to review current services and costs and to pay the independent contractor no more than \$2,500. Motion carried unanimously.

### **Discussion & action on Mainly Manitowoc July Event Excess Costs Billing**

Beyer reviewed with the committee the costs of Mainly Manitowoc having an event in July in the Courthouse. Motion made by Hansen, seconded by Korinek to approve the additional costs of \$740.25. Motion carried unanimously.

### **Tax Properties – Review and Action on Town of Cooperstown Bid Received**

Beyer reported that an offer has been made on a property included in the committee packet. Beyer reviewed the tax property 003-008-005-004.00 with the committee. Committee discussion included advertising the property with a Class and Class 1 notice. Motion made by Hansen, seconded by Vogt to deny the purchase offer on property 003-008-005-004.00 and to forward to the Finance Committee this recommendation. Motion carried unanimously.

#### **Action Needed:**

- Property Information for tax property 003-008-05-004.00 to be forwarded to the Finance Committee for review and action.

### **Review & action on Sale of county Property - Stoehr**

Beyer reported that an offer has been made on a property included in the committee packet. Beyer reviewed the one acre parcel property on Sturm Road in Mishicot and explained the property was part of the development of Coenen Landfill site and all work had been discontinued on this project. Motion made by Korinek, seconded by Hansen to table the discussion until next month. Motion carried unanimously.

#### **Action Needed:**

- Additional information to be reviewed at the June meeting on the Sturm property.

### **Courthouse – Roofing and Stair Project – Update; Pay Requests and Change Orders**

Neuser gave an explanation and history of the Courthouse roofing and stair project and the position as project manager. Neuser also added that the roof replacements, dome lighting, landscaping to begin and has a projected completion date of July 1. Neuser submitted Change Order #4 for \$42,210.96; Pay Request #11 for \$116,104.63 for approval. Motion was made by Vogt, seconded by Weiss to approve Change Order #4 for \$42,210.96; Pay Request #11 for \$116,104.63. Motion carried unanimously.

### **Smoking Area**

Beyer provided information and explanation of the smoking area to the new committee members. Beyer added that the project is on hold until feedback has been received from the judge's on the point of entry. Discussion.

### **Concrete work at Police Memorial**

Neuser reported on the concrete work at the Police Memorial and referred to pictures in the committee packet. The repairs will cost \$6,831 for the 1,300 sq. foot concrete project with a decorative pattern which is hand-tooled. Motion made by Hansen, seconded by Korinek to approve the repairs at a cost of \$6,831 for the 1,300 sq. foot area. Motion carried unanimously.

### **Expo/Fair-Update**

Krizek reported on upcoming events at the Expo grounds for the month of May.

### **Review & action on Expo Board Finances; Agendas and minutes**

Beyer reported on the Expo finances provided in the committee packets as well as information and explanation of the facility and operations to the new committee members. Discussion.

### **Fairest of the Fair Proclamation**

Beyer presented the Fairest of the Fair Proclamation for approval for Whitney Barnes. Motion made by Vogt, seconded by Hansen to recommend for approval by the County the Fairest of the Fair Proclamation for Whitney Barnes. Motion carried unanimously.

### **Cattle Barn Fans**

Beyer reported on the Cattle Barn Fans proposal submitted by the County Holstein Association and costs and installation would be paid for by the association. Motion made by Hansen, seconded by Korinek to approve the installation of the Cattle Barn Fans with costs and installation to be paid by the County Holstein Association. Motion carried unanimously.

### **Ice Center – Update**

Krizek reported on upcoming events at the Ice Center for the month of May.

### **Repair of Compressors**

Neuser reported on the current condition of the compressors and the costs to repair. Beyer explained there are an estimated \$12,000 in capital outlay expenses which includes a \$6,000 compressor repair that occurred during the 2009-2010 ice season. Consensus of the board was to hold on any repairs.

### **Ice Time; Review & action on Ice Center Board Finances; Agendas & minutes**

Beyer reported on the Ice Center finances provided in the committee packets as well as information and explanation of the facility and operations to the new committee members. Beyer added that figure skating and hockey attendee numbers are going down along with revenue although staff and the board have made significant changes. The ice center board is preparing a plan on how to address the economics of the ice center and conduct a fundraising campaign. An appeal letter was attached in the committee packet.

### **Jail Security System Project – Update; Pay Requests and Change Orders**

Neuser reported on the Jail Security System project noting that the software has been replaced and are currently at 95% completion of the project. The architect has done an inspection and found no major issues. Neuser submitted pay request #9 for \$13,536 for approval. Motion made by Hansen, seconded by Vogt to approve pay request #9 for \$13,536. Motion carried unanimously.

### **Communications & Technology Building – Update; Pay Requests and Change Orders**

Neuser gave an update on the status of the Communications & Technology Building update to include concrete mason has been installed as well as precast and will be starting on the second floor. Neuser submitted Pay Request #4 for \$244,291.55 for approval. Motion made by Vogt, seconded by Weiss to approve Pay Request #4 for \$244,291.55. Motion carried unanimously.

### **Review & Action – Parking Lot**

Neuser updated and provided explanation of the parking lot and location. The amount of \$63,733.64 to complete the parking lot is within the scope of the change order. Motion made by Hansen, seconded by Vogt to approve the \$63,733.64 for completion of the parking lot. Motion carried unanimously.

Neuser reported on the current house that is located on the projected parking lot. To move the house would require moving electrical lines due to size and at this point there is no location to relocate the house. Approximate cost to move the house is between \$25,000-\$30,000 and does not include moving utilities. Discussion. Motion made by Korinek, seconded by Vogt to approve staff to begin requesting proposals to move the house and have requests submitted by July Public Works meeting. Motion carried unanimously.

### **County Radio & Antenna Project**

Beyer reported and updated the committee on the County Radio & Antenna Project. Currently looking at an 8 tower system. Beyer added that the Motorola specifications are for 34 users to receive consoles and suggested the idea of allowing the users to choose between the consoles and two band radios. Motion made by Hansen, seconded by Vogt to approve the handheld option for the communication systems. Motion carried unanimously.

### **Public Works Director Report:**

#### **Review and Action on Budgeted Items; Review and Action on Unbudgeted Items; Staffing and Contracted Services**

Beyer reported on the current contracted services status and a letter from a current employee in a management role who currently has no benefits through the contracted services. Beyer expressed concern in losing management employees because of lack of benefits.

### **Department Activities**

Beyer gave a detailed reported on the Public Works department activities and went over the components of the public works department and other areas overseen by the department.

**Adjournment**

Motion was made by Korinek, seconded by Weiss to adjourn the meeting at 7:25pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen