

MINUTES OF PUBLIC WORKS COMMITTEE MEETING

Held Wednesday, June 9, 2010

Location: Manitowoc County Health Department

- Present:** Supervisor Behnke, Korinek, Hansen, Weiss
- Also Present:** J. Beyer, G. Neuser, J. Krizek, J. Reisenbuechler, J. Blaha, D. Stohr, L. Crawford, A. Wergin, S. Ahl, S. Senglaub.
- Absent & Excused:** Supervisor Vogt.
- 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 Hansen, seconded by Korinek to approve the minutes as submitted. Motion carried unanimously.
- Public Input** Committee Chairperson called for public input three times. No public input given.

Tour of Health Department Building

Committee took a tour of the Health Department. Beyer explained structural and space concerns including electrical and roof issues. Beyer reported PW will be working on plans and alternatives. Behnke added that this is a top issue.

Action Needed:

- Staff to prepare a plan for consideration to be presented at a future meeting.

Historical Society/United Way Kick off Event 8/19/10 Location – Discussion, action, and approval

Crawford, executive director of the United Way, stated that United Way would like to have an event in August announcing the campaign goal and kick off at the Heritage Center grounds. This would be the 80th anniversary for the United Way Program and this year's program will cover the past and present of the United way and would request to have the event at the Heritage Center grounds. Crawford provided additional information on the event. Beyer added that the county owns and maintains the property where the Heritage Center is located and the Historical Society rents the building as well as noting that the event will not be using the Veterans Memorial area. Motion was made by Hansen, seconded by Weiss to approve the United Way Event for August 19, 2010 to be held at the Heritage Center. Motion carried unanimously.

Follow up to Review and Action on Sale of County Property – Stoehr – Jeff Beyer

Korinek reported on the assessed valuation terms and consideration of a perk test if requested by the committee to obtain an actual assessed value with county incurring the costs for the perk tests. Korinek suggested hiring realtors to sell properties. Beyer added that the county has worked with realtors in the past and not always a positive outcome, but if this was recommended by the committee than would proceed. Discussion. Motion was made by Hansen, seconded by Weiss to recommend to the county board approval of the sale of the property to Stoehr. Motion carried unanimously.

Action Needed:

- Forward to County Board for final approval.

Solid Waste Advisory Committee Appointments needed for 6/15/10 County Board Meeting Agenda – Review & Action

Beyer reported on the Solid Waste Advisory Committee Appointments whos terms expire in July. Motion was made by Hansen, seconded by Korinek to forward for approval by the County Executive some of the appointments to the Solid Waste Advisory Committee. Motion carried unanimously.

Action Needed:

- Forward Solid Waste Advisory Committee Appointments to the County Executive for final approval.

Waste Management Surety Bond Requirement – Discussion, review, and action

Beyer reported on Waste Management (WM) performance bond and recommended to the committee for approval that the bond be waived for 2010. The current contract is through May 2013 and each waiver is reviewed and approved on an annual basis. Motion was made by Weiss, seconded by Korinek to approve relief of Waste Management's Surety Bond Requirement for 2010. Motion was carried unanimously.

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. Reisenbuechler also added that there was an increase in the sale of Compost. Beyer reported that Recycling has purchased an end loader through highway and will be selling the oldest end loader on the auction site. Discussion.

2010 Clean Sweep Program

Reisenbuechler reported on the prepared Clean Sweep documents provided in the committee packets and noted that there were 713 households that used the Clean Sweep Program. Motion was made by Hansen, seconded by Korinek to forward for approval to the County Board the Resolution Commending Clean Sweep Program Volunteers and Staff. Motion carried unanimously.

Action Needed:

- Forward Resolution Commending Clean Sweep Program Volunteers and Staff to the County Board for final approval.

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

Beyer reported on planning possible changes to the Dept of Aging and other Complex Offices to address office space needs. Some of the concerns from departments in the Complex were related to conference room space, disconnection of offices for aging and disability. Also reviewed was the potential costs to remodel, build new, or move offices and make office spaces. Discussion. Motion was made by Hansen, seconded by Weiss to direct staff to move forward on a plan using the computer lab and present this plan at a special committee meeting in two weeks. Motion carried unanimously.

Action Needed:

- Schedule a meeting in two weeks to review and approve the design for the Dept of Aging and Complex Office. Potential Meeting date June 23.

Discussion & Action on Holy Family Memorial Right of First Refusal at Office Complex – Follow Up – Jeff Beyer

Beyer reported that Holy Family Memorial has made an offer of \$1,500 for a right of first refusal. Discussion. Motion was made by Hansen, seconded by Korinek to refuse the offer of right of first refusal from Holy Family Memorial (HFM) and send notification to HFM with the understanding that if there is any movement on this property that the County would contact HFM. Motion carried unanimously.

Action Needed:

- Staff to send refusal letter to Holy Family Memorial.

Jail Elevator Improvement

Neuser reviewed letter from Otis elevator regarding single-bottom cylinders provided in the committee packet. The elevator cylinder and car are 48 years old and replacement is in the capital plan for 2012, to be funded by the Jail Assessment plan. Currently the elevator car controls are not ADA compliant. Discussion.

Maribel Caves Engstrom Employee – Discussion and Action – Jeff Beyer

Beyer reported that the highway dept was directed by personnel to contact the Public Works Department to provide the services that they were looking for. Beyer was informing the committee of this request for their information and there had been action on this request.

Beyer added that the contracted employees through Engstroms do not receive any benefits or vacation and which will make it difficult to retain management level employees. Discussion and there was committee consensus for DPW to work with Personnel to develop a plan on what benefits are needed and find another agency that could address the concerns with the management level contracted employees.

Action Needed:

- Staff to develop a benefits and vacation plan to address management level contracted employees.

2010 Tax Properties – Discussion and Action

Beyer reported on 2010 Tax Properties included in the committee packets and noted the information will be forwarded to the Finance Committee.

Action Needed:

- Forward 2010 Tax Properties to the Finance Committee.

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

Neuser reported on the current status of the courthouse roofing and stair project to include status on decorative copper, landscaping and a completion date of July 1. Neuser submitted Pay Request #12 for \$81,259.07, included in the committee packet, for approval. Motion was made by Hansen, seconded by Weiss to approve Pay Request #12 for \$81,259.07. Motion carried unanimously.

Smoking Area Revisions – Jeff Beyer

Beyer reported on the Designation of Outdoor Smoking Areas provided in the committee packets. Beyer also noted that the judges did not agree to a single point entrance and the courthouse smoking area has been designated on the East steps. Discussion.

Expo/Fair-Update – Jennell Krizek; Review & action on Expo Board Finances; Agendas and minutes – Jeff Beyer

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

Behnke noted that the financials were available in the committee packets and directed the committee to contact PW if any questions on the reports.

Fairest of the Fair Position – Discussion and Action – Jeff Beyer

Beyer reported on the current status of the 2010 Fairest of the Fair. Discussion.

Orion Lighting Fixture Donation – Discussion and Action

Neuser presented for committee approval lighting fixture donation by Orion for the cattle barn with installation to be completed by staff. Motion was made by

Korinek, seconded by Hansen to accept the donation of lighting fixtures from Orion. Motion carried unanimously.

Ice Center – Update – Jennell Krizek; Review and Action on Ice Center Board Finances; Agendas and Minutes – Jeff Beyer

Krizek reported on upcoming events and building rentals at the Ice Center for the month of June. Beyer noted that the Ice Center board and Expo board are working together on a potential merger of the two boards. Discussion.

Jail Security System Project – Update; Pay Requests and Change Orders – Gerry Neuser

Neuser reported on the final punch list of items inspected by the software engineer. Systems are fully functional with a handful of punch list items left to complete and two final software patches scheduled. Neuser submitted pay request #10 for \$3,375.00 for approval. Motion made by Korinek, seconded by Weiss to approve pay request #10 for \$3,375.00. Motion carried unanimously. A 10% contingency balance will be held until all remaining punch list issues and software patches have been completed.

Communications & Technology Building – Update; Pay Requests and Change Orders – Gerry Neuser; Update on House – Candidacy for use as an educational burn house

Pay Requests and Change Orders

Neuser updated the committee on the current status of the Communication & Technology Building construction progress. Neuser submitted pay request #5 for \$422,226.55 for approval. Motion was made by Hansen, seconded by Weiss to approve pay request #5 for \$422,226.55. Motion carried unanimously.

Candidacy for use as an educational burn house

Neuser reported an RFP was developed and published as a legal noticed in the HTR, and also sent directly to Habitat for Humanity and two local house moving companies. Proposals are due June 23. Neuser noted that a cost of \$2,200 is required to abate asbestos and will be required whether the house is moved or demolished. Beyer noted the fire department is not interested in the house as an educational burn house.

Beyer indicated that if no proposals were received for moving the house behind the C & T Building that they start on an RFP for the demolishing of the house and would include in the RFP a bar that was acquired as a tax delinquent property. Discussion.

County Radio & Antenna Project – Status; Update; Pay requests

Beyer reported that staff is working on the technical review of the county radio and antenna project and comparing equipment and contract. Beyer added there will be an Open House on Tuesday from noon to 8pm to look at radios and invitations were sent.

Discussion and Action – Alarm Monitoring

Beyer reported on the alarm monitoring system that was included in the Motorola contract and indicated that it would be less expensive for DPW to handle this separately. This work will be taken out of the Motorola contract. Discussion.

Discussion and Action – Two Rivers Tower

Beyer reported that the Two Rivers Tower has some structural issues and additional engineering is needed to see if the tower can be reinforced to handle the additional loads related to the radio project.

Discussion and Action – Grant Submittals

Beyer reported that grants have been submitted for the County Radio and Antenna project with one being denied and working on other grants. Discussion.

Public Works Director Report:

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

Beyer reported that an appreciation letter was received for participation in the Manitowoc County Peace Officer Memorial Service.

Department Activities

Beyer reported on the department activities included in the committee packet.

Adjournment

Motion was made by Hansen, seconded by Korinek to adjourn the meeting at 6:20pm. Motion carried unanimously.

Minutes taken by Krizek

Signed by Hansen