

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

Held Wednesday, August 11, 2010

Location: Manitowoc County Admin Building – Conference Room B

- Present:** Supervisor Behnke, D. Korinek, P. Hansen, D. Weiss, N. Vogt
- Also Present:** J. Beyer, G. Neuser, J. Krizek, M. Pritzl, J. Reisenbuechler, B. Blashe, S. Ahl, V. Mellon
- 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 Hansen, 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.

### **Tour of Courthouse Smoking Area Options**

Committee took a tour of the Courthouse and the Smoking Area Options located North of the entry doors. Motion was made by Vogt, seconded by Weiss to approve the Smoking Area location to be north of the north window of the east entry doors. Motion carried unanimously.

### **Recycling Program – Markets**

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 added that June tonnages and recyclables were elevated due to weather, revenues holding, and compost sales decreased.

### **2010 Drug Collection Program**

Reisenbuechler reported that the next drug collections will be held on September 2 and at Crime Prevention Day on October 24.

### **Review and Action on the following Other Solid Waste Items – 2011 Clean Sweep Grant Applications**

Beyer reported that the 2011 Clean Sweep grant application is complete and requested the grant be forwarded to the County Board for final approval. Motion was made by Hansen, seconded by Korinek to recommend to the County Board for approval the 2011 Clean Sweep grant application. Motion carried unanimously.

### **Solid Waste Advisory Board Appointees**

Beyer updated the committee on the appointees for the Solid Waste Advisory as noted in the committee packet and will be forwarding to the County Executive for review and approval.

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

Beyer reported there will be a meeting next week to discuss options on the space needs.

#### **Action Needed:**

- Place on next Public Works agenda for Discussion and Action.

### **Tax Deed Properties – Demolition of 916 Chicago Street – Discussion and Action**

Beyer reported that an RFP went out and received three bids for the back bar at 916 Chicago Street as noted in the committee packet. Motion was made by Hansen, seconded by Vogt to accept the highest bid of \$1,000 from Jon Huntington for 916 Chicago Street. Motion approved unanimously.

**Action Needed:**

- Staff to check on placing RFP's on the web site.

**2010 Tax Properties – Discussion and Action**

Beyer reported that two tax properties need to be reviewed.

**Action Needed:**

- Add to next Public Works agenda.

**Tax Deed Property 033-510-000-018.03 – Request from Village of Kellnersville – Discussion and Action**

Beyer presented the tax deed property 033-510-000-018.03 provided in the committee packet. Beyer gave a history and explanation of the tax deed property. The Village of Kellnersville has shown an interest in purchasing the tax deed property. Motion was made by Weiss, seconded by Hansen to recommend for approval by the Finance committee the sale of the tax deed property to the Village of Kellnersville at a price of \$350. Motion carried unanimously.

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

Neuser reported there were no pay requests and should have project complete by the next committee meeting.

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

Neuser reported that software fixes should be complete by August 3 and met with engineer to move forward and troubleshoot. Neuser submitted a change order for \$24,825.25 for approval. Motion was made by Vogt, seconded by Hansen to approve the change order for \$24,825.25. Motion carried unanimously.

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

Neuser updated the committee on the progress of the Communications and Technology Building with the final finishes being done including structural cables and exterior site work. Neuser added that the project should be substantially completed by the next committee meeting as the project is ahead 3-4 weeks. Neuser presented pay request #7 for \$457,667.40 for approval. Motion was made by Hansen, seconded by Korinek pay request #7 for \$457,667.40. Motion carried unanimously.

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

Beyer reported that there were no pay requests and completion of major portion of the project done with equipment being reviewed with staff, the engineer, and consultant. Some adjustments made to the equipment which has been ordered.

**Discussion and action on the following items:**

***Review of site plan and zoning changes for New Radio Towers***

Beyer reported on the following towers. The Kiel Tower is good and was approved and currently working with the City of Kiel. Town of Franklin Tower condition of use site was approved and working with Waste Management and Public Works. Town of Liberty Tower has a zoning change that will be going to the county board. City of Manitowoc Tower site was approved with no additional approvals needed. City of Two Rivers Tower has few modifications and able to use the existing tower using fiber. Other three towers, Maribel, Cleveland, and Saxberg are secondary and using VHF.

**Purchase of Portables and mobiles, Review of Pricing Spreadsheet**

Beyer reported on the pricing structure for the portables and mobiles provided in the committee packet. Beyer reviewed each departments needs and requirements as well as the FCC and Federal narrow band requirements that would need to be met by 2013. Motion was made by Korinek, seconded by Vogt to approve the action taken on the portables. Motion carried unanimously.

**Action Needed:**

- Staff to have narrow band requirements at the next Public Works committee meeting.

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

Krizek reported on the upcoming fair and the increase in entries and exhibitors as well as an increase in sponsorships as well as the grounds rental contract signed with Monaco International for 2011. Krizek reported on upcoming events at the Expo grounds for the month of June.

Neuser updated the committee that the watermain break has been prepared.

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

Krizek reported on the events held in the Ice Center. Beyer reviewed the finances provided in the committee packet.

**MCIC & Expo Boards Organizational Structure – Discussion and Action**

Beyer presented the draft resolution to merge the Ice Center and Expo boards. Consensus from both boards to accept the merge of the two boards. Discussion. Motion was made by Hansen, seconded by Korinek recommend to the County Board for approval the merger of the Ice Center and Expo Boards. 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 that two RFPs were due on Tuesday for the Radio Towers and Dispatch Counsels. Discussion.

**Action Needed:**

- Schedule special committee meeting for Thursday, August 19 at 4:30pm in the PW Department.

**Adjournment**

Motion was made by Hansen, seconded by Weiss to adjourn the meeting at 5:40pm. Motion carried unanimously.

Minutes taken by Krizek

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Signed by Hansen