

**JOINT ONEIDA COUNTY PUBLIC WORKS/PLANNING & DEVELOPMENT/LABOR  
RELATIONS & EMPLOYEE SERVICES COMMITTEE  
MEETING MINUTES**

**Thursday, March 28, 2019 at 8:00 a.m.**

**Oneida County Highway Department, 730 West Kemp Street, Rhinelander WI**

<b>Attendance:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Robb Jensen, Chair	X		
Scott Holewinski, Vice-Chair	X		
Mike Timmons, Secretary	X		
Ted Cushing	X		
Sonny Paszak	X		

**Staff Present:** Bruce Stefonek/Highway, Lisa Jolin/Solid Waste, Mike Romport/Land Information, Brian Desmond/Corporation Counsel, Jeri Cooper/Highway and Dan Gleason/Highway

**Also Present:** Dan Child/Fahrner, John Fink/Pitlik & Wick, Bart Sexton/Sand Creek Consultants, Richard Moore/Lakeland Times and Jill Friday/Public

**Call the Meeting to Order & Roll Call**

Committee Chair Jensen called the Public Works Committee meeting to order at 8:00 a.m.

**1. Approve Agenda**

**Action:** Motion by Cushing/Paszak to approve the agenda.

**Vote:** All 'aye', motion carried.

**2. Approve the Minutes of the Public Works Committee meeting held on March 14, 2019**

**Action:** Motion by Timmons/Cushing to approve the minutes of the March 14, 2019 meeting as presented.

**Vote:** All 'aye', motion carried.

**Solid Waste Department**

**3. General Business Discussion/Act**

**A. Solid Waste vendor vouchers**

**Action:** Motion by Holewinski/Cushing to approve the vendor vouchers as presented.

**Vote:** All 'aye', motion carried.

**4. Discussion/Act on the continuation of 2080 hours**

**Discussion:** Jolin requested approval for two full-time employees and the four McNaughton LTE's to continue to work the 2080 hour schedule indefinitely until no longer needed.

**Action:** Motion by Holewinski/Cushing to continue the 2080 hours for the individuals/positions as identified.

**Vote:** All 'aye', motion carried.

**Follow though:** Holewinski stated the hours would be cut back if there was not enough work.

**5. Director Report/Discussion**

• **Operations Report**

**1. WIRMC**

Jolin reported she attended the conference at the end of February noting she made many industry contacts.

**2. Demo Site 4 Update**

Jolin outlined the timeline of events regarding the process noting the neighbors were notified prior to the articles in the papers or the public hearings. Jolin reported they were awaiting the initial site inspection opinion, followed by the Town Planning Commission, the Town of Woodboro, a Planning and Development public hearing and the removal process before the County Board with the DNR and Forestry.

Sexton explained the demo site selection process including consideration of other locations noting the only other area was to the southwest that would require an additional one-half mile of new road with a cost of \$50,000 to \$60,000. Sexton reported the current proposed site was within about 400 meters of the scale, a road three-quarters of the distance already constructed and a natural depression of approximately 50 feet but was within 700 to 900 feet of residences. Sexton explained a variance would be required since the proposed site would be within 1,200 feet of a well. Sexton stated they were confident the ground water flow was to the west and there would be no contamination issues. Sexton explained the low-level nitrate exceedances found in the monitoring wells could not be definitively determined and in his opinion were most likely not from the demo sites. Jensen recommended looking forward to a potential demo site 5 along with the breakeven point for demo site 4. Jolin stated the department was willing to work with the homeowners regarding limiting the hours equipment would be operated at the site.

**6. Future Agenda Items:**

- **2018 Financial Report**

**Highway Department**

**7. General Business Discussion/Act**

**A. Highway Department Vendor Vouchers**

**Action:** Motion by Cushing/Timmons to approve the vendor vouchers as presented.

**Vote:** All 'aye', motion carried.

**B. Out of County Travel:**

- Wisconsin County Mutual Insurance Corporation Highway Safety Days, May 16, 2019 at the Crandon Community Center, Crandon, Wisconsin for Highway Department Employees
- Wisconsin County Highway Association Summer Road School, June 3 – June 5, 2019 in Wisconsin Dells, at the Chula Vista Resort for the Highway Commissioner and Public Works Committee Members

**Action:** Motion by Jensen/Paszak to approve the out of county travel for the Wisconsin County Mutual Insurance Corporation Highway Safety Days and the Summer Road School, June 3 – June 5.

**Vote:** All 'aye', motion carried.

**Follow through:** Committee members should let Gleason know if they are planning on attending Summer Road School.

**8. Discussion/Act on Close Acceptance of Bids for Chip Seal, Bid Opening and Possible Award**

**Action:** Motion by Timmons/Jensen to close acceptance of bids for chip seal.

**Vote:** All 'aye', motion carried.

**Discussion:** Stefonek reported bids were received from Fahrner Asphalt in the amount of \$187,859.54 and Pitlik & Wick in the amount of \$219,890.00. Stefonek reported the cost for the County to perform the chip seal was estimated at \$149,601.62. Jensen noted the quality if the work performed was a concern. Stefonek reported he shared his numbers with both Pitlik & Wick and Fahrner to confirm his estimates were accurate and to notify him if anything was off.

**Action:** Motion by Jensen/Cushing for the Commissioner to review the chip seal bids and bring back a recommendation.

**Vote:** All 'aye'; motion carried.

Stefonek reported Fahrner would be available the last two weeks of June if awarded the project.

**9. Discussion/Act on Kemp Street Culvert Title and Jurisdiction**

**Discussion:** Jensen reported the culverts will be inspected by Stefonek and Kingman to determine if the project needs to be rebid with any culvert replacement. Romportl reported the DOT is in the process of clearing up title for the area of the roundabout, however, it will no effect on the area of the roundabout project. Romportl stated the right-of-way to the east is in title in the County but there has not been a jurisdictional transfer from the State. Romportl referenced resolutions from 1992 noting both resolutions were extremely vague regarding the maintenance responsibilities. Stefonek added the minutes from the period did not specify responsibility. Desmond commented the resolution indicated the City and County switched maintenance responsibilities for Lincoln Street and Kemp Street. Stefonek requested no action to be taken until the culverts are assessed.

**10. Discussion/Act on Highway Facility Option and Petco Option**

**Discussion:** Jensen reported this item was for informational purposes describing the available space that may be applicable for highway use including square footage estimates. Timmons noted the Study Committee would like the Public Works Committee's recommendation. Jensen recommended the committee go through the facility to find out if it fit the needs of the department. Holewinski and Timmons expressed areas of concern with Jensen agreeing they were good questions but noted they are not yet at that point.

**11. Discussion/Act on Employees Leaves of Absence**

**Discussion:** Stefonek reported two employees are currently on leave.

**Action:** Motion by Timmons/Holewinski to forward to LRES for formal discussion.

**Vote:** All 'aye'; motion carried.

**12. Discussion/Act on 2018 Year-End Line Item Transfers**

**Discussion:** Cooper stated the Finance Director had reviewed the transfers.

**Action:** Motion by Cushing/Paszak to approve the line item transfers in the amount of \$1,889,146.

**Vote:** All 'aye'; motion carried.

**13. Discussion/Act on 2018 Year-End Continuing Appropriations**

**Discussion:** Cooper reported the year-end continuing appropriations were down to \$386,000 from \$1.5 million the previous January noting it was not yet finalized but an update will be brought back.

**14. Discussion/Act 2018 Highway Safety Commission Year-End Line Item Transfers**

**Discussion:** Cooper stated the funding of \$1,900 was not overspent.

**Action:** Motion by Jensen/Timmons to approve the Oneida County Highway Safety Commission Year-End Line Item Transfers for 2018 at \$0.

**Vote:** All 'aye'; motion carried.

**15. Discussion/Act Wisconsin Department of Transportation Agreement for Performance Based Maintenance 2019 Programs:**

- **Bridge Deck Crack and Joint, Protective Surface Treatment**

**Discussion:** Stefonek reported a PBM to treat 15 state bridges in the amount of \$30,270.18 has been submitted to the DOT for approval.

**Action:** Motion by Jensen/Timmons to accept the performance based maintenance agreement for bridge deck crack and joint, protective surface treatment for \$30,270.18.

**Vote:** All 'aye'; motion carried.

- **Crack Seal State Highway 45, Monico north to State Highway 32**

**Discussion:** Stefonek reported this was for crack sealing starting in Monico heading north to STH 32 at a cost of \$112,888.59, noting most only need to be resealed.

**Action:** Motion by Paszak/Cushing to accept the DOT performance based maintenance agreement to crack seal STH 45 in Monico north to STH 32 for \$112,889.59.

**Vote:** All 'aye'; motion carried.

**16. Commissioner Report/Discussion**

- **Operations Report**

**Discussion:** Stefonek reported at the commissioners training he was informed for anyone who performs work on the state highway system the flaggers will need to be certified. Fink noted Michigan requires the flagger to watch a video to be certified. Stefonek reported it has been proposed to increase transportation aids by 10 percent through an increase in the gas tax, the elimination of the minimum markup on gas and registration fee increases. Stefonek reported Frontier is not responding to the first two requests resulting in the request being called in as an emergency and still no response. Stefonek noted pressure is growing from municipalities to the legislature.

Stefonek reported Harwood Engineering along with one contractor came on March 26 for the HVAC system. Stefonek contacted a local company who will also bid. Sealed bids are due on April 11, 2019 at the County Clerk's Office.

The department will return to four, ten-hour workdays beginning April 22, 2019.

Year-to-date county maintenance this winter was the fourth worst but the weather improved through March.

**17. Future Meeting Dates**

- April 11, 2019
- April 25, 2019

**18. Future agenda items**

- ATV Policies
- Petco Facility Tour

**19. Public Comments**

Fink informed the Committee Pitlik & Wick is putting on workshop at the Quality Inn in Rhinelander on the 10<sup>th</sup> from 8:00 to noon.

**20. Adjourn**

Jensen adjourned the meeting at 9:38 a.m.

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Committee Chairperson

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Committee Secretary