

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

**Oneida County Highway Department, 730 West Kemp Street, Rhineland WI
Thursday, August 15, 2019 at 8:00 a.m.**

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

Also Present: Bruce Stefonek/Highway, Lisa Jolin/Solid Waste, Dan Gleason/Highway, Mike Romportl/Land Information, Tyler Young/Sheriff's Office, Gregg Walker/Lakeland Times, John Krueger and Jim Eifler

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 Paszak/Cushing to approve the agenda.

Vote: All 'aye', motion carried.

2. Approve the Minutes of the Public Works Committee meeting held on July 25, 2019

Action: Motion by Cushing/Jensen to approve the minutes of the July 25, 2019 meeting as presented.

Vote: All 'aye', motion carried.

3. Chairman's Announcements:

• **Highway Facility Update**

Jensen reported looking into getting updated cost of the west side expansion, the east side expansion as well as other potential sites noting he also reviewed a copy of the Kwik Trip offer.

• **Twenty Year Service Awards for Jeffrey Boziel and Jeri Cooper**

Jensen presented Jeffrey Boziel and Jeri Cooper with their Twenty Year Service awards; the Committee thanked them for their years of service.

SOLID WASTE DEPARTMENT

General Business Discussion/Act:

A. Solid Waste vendor vouchers

Action: Motion by Cushing/Paszak to approve the Highway Department vendor vouchers.

Vote: All 'aye', motion carried.

4. Discussion/Act on Demo Site 4 – Option 3

Discussion: Jolin informed the committee members Forestry approved the withdrawal of land and presented a resolution, and if approved could be added to the next County Board agenda. Jolin reported there was a meeting scheduled with the Town of Woodboro to discuss closing a portion of Trout Creek Road.

Action: Motion by Jensen/Paszak that the Solid Waste director continue to move forward with the option for Demo Site 4

Vote: All 'aye', motion carried.

5. Discussion/Act on Resolution for County Forest land withdrawal for Demo Site 4

Discussion: Jolin reported Forestry approved the resolution at the August 7 meeting but added a line that states the property reverts back to Forestry once the site has been reclaimed. Jolin was waiting to hear back from Land Specialist Doug Brown since long-term care must be maintained after it is reclaimed. Jolin suggested she bring back a recommendation to the next meeting after researching the effects of long-term care concerning the site and whether the land should be returned to Forestry.

6. Discussion/Act on 5 year Revenue/Expense Comparison Report

Discussion: Jolin reported balances of the individual business units noting sales increased but there were additional expenses related to mechanical failures and building maintenance.

7. Discussion/Act on Fund Balance Report

Discussion: Jolin stated it may appear as though the department is cash rich but much of the money is restricted. Jolin stated the amount listed for the demo sites was for all three sites and noted concern that some of the balance in the glass recycling account may need to be used to get rid of the additional glass taken in over the last six years. Jensen noted she should be prepared to answer why the department needs to borrow \$200,000 if they have \$292,626 in available funds.

8. Discussion/Act on Funding for Demo Site 4

Discussion: Jolin reported the cost estimate was updated to include the trail closure. Jolin reported the total net profit of Demo Site 3 was an estimated \$517,000 noting by 2014 all money borrowed was paid back. Jolin stated the amount of interest for the new demo site was an estimate based on the current 2.38 percent interest rate. Holewinski recommended once the final amount is determined to bring a resolution back along with the request.

9. Discussion/Act on Funding Opportunities

- **Outsourcing**
- **Revenue Source**

Discussion: Jensen questioned if it would make sense to consider outsourcing any of the business units. Holewinski stated they might lose on one unit but gain on another noting the department is self-supporting and provides competition.

10. Director Report/Discussion:

- **Operations Report: General Operations**

Discussion: Jolin reported she contacted the media regarding sharps found in the recycling noting she had also contacted the Sheriff's Department. Jensen questioned if patients are receiving instruction from their healthcare providers regarding proper disposal of sharps. Jolin reported the sale of the 1999 Ford F250 for \$750, temperatures of compost were taken and are in compliance, and will bring back the budget.

HIGHWAY DEPARTMENT

11. General Business Discussion/Act

A. Highway Department Vendor Vouchers

Action: Motion by Holewinski/Timmons to approve the Highway Department vendor vouchers as presented.

Vote: All 'aye', motion carried.

B. Out of County Travel:

1. **Previously Approved Attendance for Commissioner and Committee Members for the North Central Region Commissioner Meeting in Stevens Point, Wisconsin October 18, 2019**
2. **WisDOT Local Roads Improvement Program informational meeting in Stevens Point, Wisconsin on August 29, 2019 for Bruce Stefonek and Jeri Cooper**
3. **WisDOT Financials and CHEMSPRO Annual Highway Training at Rothschild, Wisconsin on October 16-18, 2019 for Jeri Cooper and Dan Gleason**

Action: Motion by Holewinski/Jensen to approve the out of county travel for items 1, 2 and 3.

Vote: All 'aye', motion carried. Jensen commented any committee members wanting to attend the NCR Commissioner meeting should notify Dan Gleason.

Action: Motion by Jensen/Cushing to suspend the rules and take up the agenda items for which people are present.

Vote: All 'aye', motion carried.

12. Discussion/Act on Traffic Control for Event on State Highway 51 on September 13 and 14, 2019

Discussion: Young explained there is an upcoming event to raise money for autism and well as for the Lyons Club and the local fire department. Young expressed concern because three thousand people attended the previous year's event but the State Patrol did not agree to provide traffic control, however, the DOT designed the lane closure. Young requested the Highway Departments assistance noting since 2013 events have not been charged for services related to public safety. Stefonek stated the Highway Department would only be delivering and picking up the signs and barricades at a cost of less than \$1,000.

Action: Motion by Cushing/Jensen to approve the traffic control for event on state highway 51 on September 13 and 14, 2019.

Vote: All 'aye', motion carried.

13. Discussion/Act on Consideration of Resolution to convey any interest the County may have in the former County A right-of-way south of the existing County A right-of-way to AVFCO properties, LLC located in Government Lot 1, Section 14, Township 38 North, Range 9 East.

Discussion: Romportl reported the former CTH A right-of-way was not used for many years and has been abandoned. Romportl stated in order to clear title it is the recommendation of the title company to do a quit claim deed to AVFCO for the County's interest in the property with the cost of the recording fee to be borne by AVFCO.

Timmons excused at 9:16 a.m.

Action: Motion by Cushing/Paszak to approve the resolution to convey any interest the County may have in the former County A right-of-way south of the existing County A right-of-way to AVFCO properties and forward to the County Board as a consent agenda item.

Vote: All 'aye', motion carried.

14. Discussion/Act on Conveyance of excess county owned lands west of County Z right-of-way and east of parcel (SC 685), Town of Schoepke, N½ NE-NE, Section 35, Township 35 North, Range 11 East.

Discussion: Romportl stated when the property was sold in the 1940's the County had a one hundred foot reservation. The landowner to the south requested the excess lands and the Land Records Committee approved thirty-three feet along the world river and Romportl recommended the committee retain fifty feet of the reservation for the right of way at CTH Z

Action: Motion by Jensen/Cushing to approve the conveyance of excess county owned lands west of County Z right-of-way and east of parcel (SC 685), Town of Schoepke, N½ NE-NE, Section 35, Township 35 North, Range 11 East and forward to the County Board.

Vote: All 'aye', motion carried.

15. Discussion/Act on Consider recommendations for Parcel # CR 52-1, CR 52, and CR 55 Town of Crescent, located in NE-NW & SE-NW, Section 4, Township 36 North, Range 8 East

Discussion: Romportl stated the land on the corner of CTH K and North Rifle Road was obtained by the County in the 1920's. Romportl reported the landowner to the east expressed interest in the property. Stefonek requested the Committee recommend the County not sell the property to the west noting the school district agreed to a five-year lease to allow access from the gravel pit to CTH K. Romportl stated if the property could be sold as a standalone parcel then the minimum bid would be \$15,000.

Action: Motion by Jensen/Paszak that the Oneida County Highway Department is not opposed to the County selling Parcel # CR 52-1 east of North Rifle Road.

Vote: All 'aye', motion carried.

16. Discussion/Act on Driveway Permit for Kemp Street

Discussion: Krueger explained the previous driveway access to the property was taken away in the 1990's because of safety concerns at the intersection. However, with the construction of the roundabout and the proposed reduction to the speed limit he was requesting driveway access across from the Highway Department driveway. Stefonek commented he could not allow a left turn from the proposed driveway since it would cross two lanes of traffic noting the large equipment accessing Kemp Street from the Highway Department. Jensen commented the committee felt as though the frontage road provided safer access but thought they might have a better idea once the roundabout was completed.

17. Request to Relocate Crosswalk for Camp American Legion on CTH D

Action: Motion by Jensen/Cushing to postpone item 17 until a later meeting.

Vote: All 'aye', motion carried.

18. Discussion/Act on Wisconsin Department of Transportation Discretionary Maintenance Agreement for Replacing Failed Ditches Along State Bridges

Discussion: Stefonek stated the DMA was to replace the ditch line and riprap along the Pelican River in addition to providing traffic control for subcontractors for two other bridges.

Action: Motion by Cushing/Jensen to approve the Wisconsin Department of Transportation Discretionary Maintenance Agreement for replacing failed ditches along state bridges and provide traffic control to other bridges.

Vote: All 'aye', motion carried.

19. Discussion/Act on Wisconsin Department of Transportation Discretionary Maintenance Agreement for Storm Damage Aid

Discussion: Stefonek stated rather than take from the RMA there was money available through a DMA for storm cleanup.

Action: Motion by Jensen/Cushing to approve the Wisconsin Department of Transportation Discretionary Maintenance Agreement for storm damage aid on state highways.

Vote: All 'aye', motion carried.

20. Discussion/Act on Funding Opportunities

- **Reorganization of Departments**

Discussion: Jensen commented he felt they would need to change the governance structure if they combined Highway with another department.

- **Transition to bring in of all County Roads**

Discussion: Stefonek commented any revenue produced by bring in would be put toward department operations.

- **Truck Fleet Management**

Discussion: Stefonek commented any savings would be put toward department operations.

Action: Motion by Jensen/Paszak the Committee discussed the three items as presented and do not perceive any savings in expenses or increases in revenue that can reduce tax levy in the long-term sustainability.

Vote: All 'aye', motion carried.

21. Commissioner Report/Discussion

- **Operations Report**

Stefonek reported they anticipate reimbursement from the Federal Highways Administration for the major collectors of eighty percent or the State Disaster Fund at seventy percent. However, if turned down by both they can apply to FEMA which pays all but twelve and one-half percent.

CTH Q was chip sealed the previous week and are looking at fog sealing the following week.

- **Employee vacancy update**

Stefonek reported an equipment operator and a mechanic were hired and scheduled to start the following week.

22. Discussion/Act on Closed Session - It is anticipated that the committee will go into closed session pursuant to Wisconsin Stats §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topic: Highway Commissioner evaluation)

Action: Motion by Holewinski/ to go into closed session pursuant to Wisconsin Stats §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topic: Highway Commissioner evaluation).

Roll call vote: All present 'aye", motion carried. Closed session entered at 9:51 a.m.

23. Discussion/Act The Committee will return to open session and may ratify any matter(s) discussed in closed session

Action: Motion by Cushing/Paszak to return to open session.

Roll call vote: All present 'aye", motion carried. Return to open session at 10:23 a.m.

24. Future Meeting Dates

- August 30, 2019
- September 11, 2019
- September 26, 2019

25. Future agenda items

- Highway Department Budget
- Request to Relocate Crosswalk for Camp American Legion on CTH D

26. Public Comments

Jim Eifler stated there was an issue with the speed of traffic at West Lake George Road. Stefonek informed Eifler the County did not have jurisdiction on a town road, however, he would be happy to assist if Eifler contacted him following the meeting.

27. Adjourn

Jensen adjourned the meeting at 10:27 a.m.

Committee Chairperson

Committee Secretary