

**MINUTES OF THE JOINT ONEIDA COUNTY PUBLIC WORKS, PLANNING &
DEVELOPMENT, ADMINISTRATION AND LABOR RELATIONS & EMPLOYEE
SERVICES COMMITTEES MEETING**

November 8, 2018

Public Works Committee Members Present: Robb Jensen, Scott Holewinski, Sonny Paszak and Mike Timmons.

Labor Relations & Employee Services Committee Members Present: Ted Cushing, Dave Hintz and Billy Fried.

Department Staff Present: Lisa Charbarneau/LRES, Bruce Stefonek/Highway, Lisa Jolin/Solid Waste and Dan Gleason/Highway

Also in Attendance: See sign in sheet

The following matters were taken up to wit:

Call the Meeting to Order & Roll Call

Public Works Committee Chair Jensen called the Public Works Committee meeting to order at 8:00 a.m. noting Jensen, Holewinski, Timmons and Paszak represented the Public Works committee.

1. Approve Agenda

Motion: Timmons/Paszak to approve the second amended agenda as presented with the ability to take agenda items in different order. All 'aye'. Motion carried.

2. Approve the Minutes of the Public Works Committee meeting held on October 25, 2018

Motion: Cushing/Paszak to approve the minutes of the October 25, 2018 meeting. All 'aye'; motion carried.

3. Chair Person Announcements

• **Service Award for Tim Peters**

Tim Peters was presented a service award for twenty years of service to the county. Stefonek stated Peters really stepped up following the vacancy of the Shop Superintendent. Stefonek noted Peters was offered that position but declined because he was happy in his current position.

Joint Labor Relations and Employee Services and Public Works Committees

4. Closed Session

Motion LRES Committee: Hintz/Fried to adjourn into closed session pursuant to section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body had jurisdiction or responsibility. Topics: Mechanic compensation and Shop Superintendent compensation. Roll call vote taken with all voting in the affirmative.

Motion Public Works Committee: Holewinski/Paszak to enter into closed session pursuant to section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body had jurisdiction or responsibility. Topics: Mechanic compensation and Shop Superintendent compensation. Roll call vote taken with all voting in the affirmative.

Closed session beginning at 8:04 a.m.

5. The Committee will return to open session and may ratify any matter(s) discussed in closed session

Return to open session at 8:15a.m.

Motion Public Works Committee: Timmons/Jensen to approve the new Shop Superintendent to be placed at Step 2 effective October 20, 2018 and be eligible for a step increase to Step 3 in six months based on a positive performance evaluation. All 'aye'. Motion carried.

Motion LRES Committee: Hintz/Fried to approve the new Shop Superintendent to be placed at Step 2 effective October 20, 2018 and be eligible for a step increase to Step 3 in six months based on a positive performance evaluation. All 'aye'. Motion carried.

6. Labor Relations and Employee Services vouchers, reports, and bills

Motion LRES Committee: Fried/Hintz to approve the vouchers and bills presented. All Committee members present voting 'Aye'. Motion carried.

7. Approve the minutes from the October 24th, 2018 meeting

Motion: Fried/Cushing to approve the minutes of October 24, 2018. All 'Aye'. Motion carried.

8. Travel Request-Ted Cushing Steering Committee, Madison

No discussion or action taken

9. The Labor Relations and Employee Services Committee will adjourn, Public Works will continue

Labor Relations and Employee Services committee meeting adjourned at 8:18 a.m. and the Public Works Committee continued with a full quorum of the Public Works Committee.

SOLID WASTE DEPARTMENT

10. General Business Discussion/Act:

A. Solid Vendor Vouchers

Motion: Cushing/Timmons to approve the Solid Waste vendor vouchers as presented. All 'aye'. Motion carried.

11. Discussion/Act on filling of the newly created department head for the landfill and forwarding the resolution to the County Board

Jensen stated if this resolution was already done then there is no need to discuss agenda items 12 and 13. Holewinski stated he had Charbarneau draft a resolution appointing Lisa Jolin as the department head because the County Board needs to approve the resolution at the November meeting. Jensen questioned when the resolution was discussed noting it should not have been done until agenda item 12 was discussed by the committee. Discussion of the committee's intention to appoint Lisa Jolin as the department head. Jensen stated if the committee agrees to move forward and approves forwarding this resolution to the County Board there would then be no need to go on to agenda items 12 and 13. Charbarneau confirmed they have appointed department heads from within for other departments in similar manner. Charbarneau noted they granted a one-step increase for the promotion and increased the salary basis to 2080 hours based upon the 40 hours workweek of the majority of the department staff. Jensen restated his concern for the process.

Motion: Paszak/Cushing to approve the resolution to appoint Lisa Jolin as Solid Waste Director and forward to the County Board for approval. Holewinski, Timmons and Paszak 'aye', Jensen 'opposed'. Motion carried.

12. Discussion/Act on Solid Waste Director and Lead Person selection process

No discussion or action taken

- 13. Closed Session: It is anticipated that the committee may go into closed session pursuant to section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluations data of any public employee over which this body has jurisdiction or responsibility (Topic: Solid Waste Director selection)**
No discussion or action taken

- 14. The Committee will return to open session and may ratify any matter(s) discussed in closed session**
No discussion or action taken

- 15. Discussion/Act on Allocation of Public Works Committee Meeting Costs**
Holewinski stated Solid Waste already pays \$25,000 for administrative cost noting Solid Waste only needs one meeting per month. The committee directed Jolin to follow up with the finance director regarding allocating those costs.

16. Solid Waste Report/Discussion

- **General operations report**
Jolin reported revenues for October were the second highest in history
The fiber cake pond remained a problem noting 5 to 7 feet of compacted muck, which will likely require the use of a rubber edged bucket and backhoe. Jolin noted the tractor was still broken.
Jolin reported recycling was still low noting they might need make some changes in the next year.

17. Future Solid Waste agenda items

- Update of departmental goals

Highway Department

18. General Business Discussion/Act

A. Highway Department Vendor Vouchers

Motion: Cushing/Jensen to approve the vendor vouchers as presented. All 'aye', motion carried.

B. Out of County Travel for Financial Specialist and Finance Technician to the 2018 North Central Region Office Manager & Bookkeeper's Meeting at Montello on November 20, 2018

Motion: Cushing/Paszak to approve the out of county travel for Financial Specialist and Finance Technician to the 2018 North Central Region Office Manager & Bookkeeper's Meeting at Montello on November 20, 2018. All 'aye'. Motion carried.

- 19. Discussion/Act on Resolution to convey excess County K lands and other lands in Government Lot 2, Section 2, T36N-R8E, in the Town of Crescent, Oneida County to Thomas V. Jordan**
Timmons noted this resolution finished the process and the financial component was agreed to by all parties.

Motion: Holewinski/Timmons to approve the resolution to convey excess County K lands and other lands in Government Lot 2, Section 2, T36N-R8E, in the Town of Crescent, Oneida County to Thomas V. Jordan and forward to the County Board for review. All 'aye'. Motion carried.

20. Discussion/Act on County K All-Terrain Vehicle Route

Stefonek stated there is a request to open CTH K from Highway 51 to Sheep Ranch Road to ATV/UTV traffic noting all the required documentation was received from the Nokomis ATV Club. Members of the public participated in discussion of the reasons to establish the route.

Motion: Timmons/Paszak to approve the CTH K ATV/UTV route as proposed. All 'aye'. Motion carried.

21. Discussion/Act on approval of resolution to reimburse the Town of Cassian \$41,700.50 from the County Bridge Aid Account for the replacement of culverts on Rocky Run Creek on Rocky Run Road

Motion: Cushing/Jensen to approve the resolution to reimburse the Town of Cassian \$41,700.50 from the County Bridge Aid Account for the replacement of culverts on Rocky Run Creek on Rocky Run Road and forward to the County Board as a consent agenda item. All 'aye'. Motion carried.

22. Discussion/Act on County Owned Vehicle Usage

Stefonek stated this item was included to clarify acceptable use of county owned vehicles. Discussion of the county code referencing minimal use with the permission of their supervisor providing it is not out of the way. Jensen stated he felt the code was general enough to cover acceptable use. Jensen stated if there were any complaints, the policy should be explained, and then refer the person to the committee chair. Holewinski noted the committee has no objection to incidental personal use of county vehicles.

23. Discussion/Act on Motor Grader Procurement Options

Stefonek provided an overview of the available options to replace the motor grader damaged in an accident early in the summer. Stefonek reported they have had the opportunity to use both the Caterpillar and John Deere graders. Stefonek recommended option 2, the demo Caterpillar motor grader with 73 hours priced \$23,000 less than new including an 84-month warranty. Stefonek stated the final purchase price of \$241,370 included a trade value of \$30,000 for the Champion grader but did not include the cost of the re-claimer. Discussion of 2019 equipment funds available, other equipment purchase requests for 2019 and potential funding options. Jensen stated if the committee agreed they could move forward with a commitment to purchase but noted it could not be approved until the January County Board meeting. Stefonek stated Fabick needed a commitment in order not to sell the grader to someone else. Jensen instructed Stefonek to bring back options to fund the requested 2019 equipment purchases. Holewinski suggested a request to the County Board for a one-time purchase to pay for the grader in order not to affect the other equipment purchases.

Motion: Cushing/Jensen to move forward with option number 2 and identify financing options for the next meeting. All 'aye'. Motion carried.

24. Discussion/Act on Acceptance of State of Wisconsin Routine Maintenance Agreement

Stefonek reported the RMA amount was approximately the same as the previous year.

Motion: Holewinski/Paszak to approve the Routine Maintenance Agreement. All 'aye'. Motion carried.

25. Discussion/Act on the Town of Sugar Camp Bridge Aid Requests – Kathon Creek, Jenny Creek and Swamp Creek

Stefonek explained the county hold the funds and the tax is determined by equalized value.

Motion; Timmons/Jensen to add the three requests to the continuing bride aid requests. All 'aye'. Motion carried.

26. Commissioner's Report/Discussion

• **General Operations Report**

Stefonek reported the department received numerous phone calls regarding the ice on the road the previous day. He noted the roads were checked at 4:30 and 5:00 a.m. as well as talking to the Minocqua Police Department and the Sheriff's Office. A few spots were noticed at 6:00 a.m. so a few drivers were sent out but sent out additional drivers has conditions deteriorated between 6:30 and 7:00.

CTH Y: Shouldering should be complete that day and construction is complete with the exception of the fog line.

CTH A: Paved and complete but he was not sure if the fog line was done.

Stefonek reported salt sand should be finished by the end of the week.

27. Future Meeting Dates

- November 29, 2018
- December 13, 2019
- December 27, 2018

28. Future agenda items

- Highway Department Operations Report
- Update of departmental goals

29. Public Comments

None

30. Adjourn

Jensen adjourned the meeting at 9:58 a.m.



Committee Chairperson



Committee Secretary