

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

July 26, 2018

Committee Members Present: Robb Jensen, Scott Holewinski, Mike Timmons, Sonny Paszak, and Ted Cushing.

Also in Attendance: Bruce Stefonek/Highway, Dan Gleason/Highway, Lisa Jolin/Solid Waste, Lisa Charbarneau/LRES, and Fred Williston/Lakeland Times.

The following matters were taken up to wit:

Call the Meeting to Order & Roll Call

Chairperson Jensen called the meeting to order at 8:00 a.m. noting the meeting was properly posted and the media notified.

1. Approve Agenda

Motion: Paszak/Cushing to approve the agenda. All 'aye'; motion carried.

2. Approve the Minutes of the Public Works Committee meeting held on July 12, 2018

Motion: Cushing/Timmons to approve the minutes of the of the July 12, 2018 meeting as presented. All 'aye'; motion carried.

Solid Waste Department

3. General Business Discussion/Act

A. Solid Vendor Vouchers

Motion: Holewinski/Jensen to approve the Solid Waste vendor vouchers as presented. All 'aye'; motion carried

B. Out of County Travel for Lisa Jolin to attend "Conference for Women" in Wausau on August 29, 2018

Motion: Paszak/Jensen to approve the out of county travel for Lisa Jolin to attend "Conference for Women" in Wausau on August 29, 2018. All 'aye'; motion carried.

4. Discussion/Act on Rebuilding Compactor Cylinder Rams

Jolin reported the old cylinder rams were supposed to be rebuilt when they were replaced in 2016 but were not. Since it takes a long time for the cylinders to fail Jolin recommended having the cylinders returned and wait two to three years to rebuild. Jolin was directed to have the old cylinders returned and to research additional companies to rebuild the cylinder rams.

**5. Solid Waste Report/Discussion
Operations Report**

- Glass crushing has started using the loader to spread out the glass and the Highway Department's roller to crush it as suggested by Brian Pitlik. The cost of screening will be determined by the quantity of crushed glass; however, Jolin noted they might be able to rent a screener.
- Eight tons of additional recycling were brought in as a single stream test load. If it goes well they could likely add on 200 tons/year. Paper and cardboard prices were still low and they are running out of room to store so they will likely need to sell a couple of loads to make room.
- Compost is being turned on a weekly schedule.
- Mowing is complete on Demo 1 & 2 and started on the landfill.
- The new signs are onsite and will be installed as time permits.

Discussion/Act on 2nd Quarter 2018 Financial Report

- Following review of Jolin reported changes to the report previously provided to the committee. The negative revenue now indicated in Overhead was likely returned NSF checks, the Wage column was added because some wages were not yet allocated to the business units, and Recycling was increased by the amount rolling from the previous year resulting in an overall net increase of about \$10,000.

6. Future Solid Waste agenda items

- Glass Screening Quote

Highway Department

7. General Business Discussion/Act

A. Highway Department Vendor Vouchers

Motion: Jensen/Cushing to approve the Highway Department vendor vouchers as presented. All ayes; motion carried.

8. Discussion/Act on Mandli presentation

Stefonek reported the person presenting had a family emergency that morning but they would reschedule the presentation for a future date.

9. Discussion/Act on Capital Improvement Program – Rhineland Shop Heating and Ventilating system, upgrading fuel system and highway funding

Jensen stated there were three Capital Improvement Projects noting funding for county highways was the same amount as requested in the previous three years. Stefonek explained the funding upgrades to the shop as recommended by the Barrientos Engineering Study were funded until 2020. Holewinski directed Stefonek to ask the finance director if and how much money is allocated the fund that is not included in the department budget. Jensen recommended including an estimate from the General Fund for 2020 and beyond. The \$160,000 required for the upgrade to the fuel system would include \$86,000 from the department fund balance with an additional \$74,000 coming from the general fund. Holewinski stated since the fuel account must pay for itself the department fund balance would become negative with the cost added onto the cost of the fuel to recoup and repay to the general fund

Motion: Jensen/Cushing to approve the three capital improvement projects contingent upon review of the fuel system upgrade and forward onto the Capital Improvement Committee for their consideration. All 'aye': motion passed.

10. Discussion/Act on Solid Waste Department Reorganization Job Descriptions – Director, Lead Person, Scale Operator, and Systems Technician/Mechanic

Discussion of revisions to the job descriptions to the Lead Person, Scale Operator, Systems Technician/Mechanic and Director to separate duties as related to internal controls. The committee directed Stefonek and Jolin to confirm with the Smith who would be responsible for the director's duties in the director's absence. Jensen suggested Carlson/Dettmann look at the SW Director and Lead Person job descriptions to ensure they are accurate and for recommendation of grade level placement.

Motion: Jensen/Paszak to move forward the four revised job descriptions onto LRES for their consideration and consideration for Carlson/Dettmann analysis. All 'aye'; motion carried.

11. Discussion/Act on Upgrading Finance Technician to Office Manager

Charbarneau provided an updated job description indicating the additional duties. Charbarneau explained some of the duties Cooper's position now performs were more closely aligned with office manager duties. In addition, duties that were part of the Finance Department under the previous finance director have shifted to Cooper's position. Stefonek requested to forward the new job

description to LRES so it could be forwarded to Carlson/Dettmann for review. Charbarneau confirmed the revised job description was reviewed by the Finance Director, the Highway Commissioner, Cooper and herself and was very complete.

Motion: Timmons/Paszak to forward the request to LRES. All 'aye'; motion carried.

12. Discussion/Act Update on exceeding construction fund balance

Stefonek stated since all costs of CTH A are known and they were comfortable with the total cost of CTH B they could complete CTH D as originally proposed in the 5-Year Plan. Since the cost of the culvert replacements on those projects was charged to the construction account, they would need to transfer approximately \$150,000 from the General Maintenance to the Construction Account.

Motion: Cushing/Holewinski to transfer funds from General Maintenance to the Construction Account to complete reconstruction of CTH D from STH 17 to the bridge. All 'aye'; motion carried.

13. Commissioner's Report/Discussion

• **Paving specifications (width of base)**

Stefonek reported the specification on CTH B specified a roadbed of 28' and a mat of 22'. CTH A specified a roadbed of 30' and a mat of 26' with the intention of a 1' paved shoulder and a 2' gravel shoulder but ended up a little wider. Holewinski recommended the bed should have been 32' so they would not need to add to the shoulder and the roller would not tip on the edge while compacting.

• **County B reconstruction update**

Paving is complete and they will begin to shoulder the following week.

14. Future Meeting Dates

- August 9, 2018
- August 23, 2018

15. Future agenda items

- Mandli presentation
- Commissioner's evaluation
- Update on progress of office responsibilities

16. Public Comment

None

17. Adjourn

Motion: Jensen/Paszak to adjourn at 9:15 a.m. All ayes; motion passed.



Committee Chairperson



Committee Secretary