

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

**Oneida County Highway Department, 730 West Kemp Street, Rhinelander WI  
Thursday, February 27, 2020 at 8:00 a.m.**

<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		

**Also Present:** Bruce Stefonek/Commissioner, Dan Gleason/Highway, Jay Nieuwenhuis/Northwest Petroleum, Tom Radenz/REI and Scott Tromp/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**

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

**2. Approve the Minutes of the Public Works Committee meeting held on February 13, 2020**

Motion by Timmons/Holewinski to approve the minutes of the Public Works Committee meeting held on February 13, 2020. All 'aye'; motion carried.

**SOLID WASTE DEPARTMENT**

**3. General Business Discussion/Act**

**A. Solid Waste Department Vendor Vouchers**

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

**4. Discussion/Act on purchasing Hi Vis Jackets for employee in 2020**

Motion by Cushing/Timmons to approve the purchase of the Hi Vis Jackets. All 'aye'; motion carried.

**5. Discussion/Act on to transfer old Walmart receivables to allowance for doubtful accounts**

Jensen reported it was the recommendation of the Finance Director to write off to the allowance for doubtful accounts. Holewinski questioned the amount that was to be written-off. Timmons noted he did not believe it was a large amount of money.

Motion by Cushing/Jensen to approve the transfer of old Walmart receivables from 2016 to part of 2017 to allowance for doubtful accounts. Jensen requested the confirmation of the amount transferred. All 'aye'; motion carried.

**6. Solid Waste Report/Discussion**

• **Demo Site 4 Update**

Written report.

• **Operational Update**

Written report.

## **HIGHWAY DEPARTMENT**

### **7. General Business Discussion/Act**

#### **A. Highway Department Vendor Vouchers**

Motion by Cushing/Paszak to approve the Highway Department vendor vouchers as presented. All 'aye'; motion carried.

#### **B. Out of County Travel:**

##### **a. Previously Approved Attendance for Commissioner for the North Central Region Commissioner Meeting**

##### **b. Wisconsin Asphalt Pavement Association Training in Wausau at the Hilton Garden Inn on March 31<sup>st</sup> for Commissioner and Superintendent**

Motion by Jensen/Cushing to approve the out of county travel for the Wisconsin Asphalt Pavement Association Training in Wausau at the Hilton Garden Inn on March 31 for the Commissioner and Superintendent. All 'aye'; motion carried.

### **8. Discussion/Act on Northwest Petroleum Service, Jay Nieuwenhuis, Fuel Station Presentation**

Presentation of options for fuel system upgrade including a temporarily fix the current system that would last for one to two years, permeant fixes utilizing the existing canopy or relocation of the system including either above ground and below ground systems. Nieuwenhuis noted the current tanks do not have a UL listing so he did not believe a permit would be issued to reroute the piping if the existing tanks were used. However, the current dispensing equipment and new sensors are reusable. Nieuwenhuis commented that because of the high cost to complete this year his recommendation was to apply the temporary fix until 2021. Nieuwenhuis stated according to statute, once the temporary fix failed it could not be fixed again. Nieuwenhuis commented if the site allows, the benefits of an underground system outweigh the additional ten percent cost premium since above ground tanks, although manageable, are susceptible to microbe growth. However, all product lines requiring pressure above ground only require visual monitoring and could be run in a concrete trench with a grate over the top. Northwest Petroleum could design the system based on utilization and location, do a RFP for the concrete, excavation, electrical and the petroleum products, select the contractors and then hand over as built. Nieuwenhuis noted the canopy could be reused only if the system remained in its current location. The next step would be to dig test holes and if the water sample comes back clean, get a DNR permit to dewater for an underground tank. However, if the sample is hot they should be looking at an above ground tank noting mounding the system should only be considered as a last resort. If the above ground tank was selected, Nieuwenhuis recommended either a remote impoundment area that would match the largest compartment of the transport or installation an oil water separator. Radenz commented if building disturbed more than one-acre, post-construction storm water management was required recommending the pond be sized to accommodate future building plans. Nieuwenhuis added above ground tanks require a SPCC plan to be in place that could be completed by Northwest Petroleum. Motion by Jensen/Cushing for Northwest Petroleum and REI to conduct the preliminary site analysis for the new fuel station at the Oneida County Highway Department Kemp Street site. All 'aye'; motion carried.

**9. Discussion/Act on Awarding 2020 County Highway C Project**

Holewinski stated the cost for and to haul the gravel should have been included in the project cost. Stefonek stated he was comparing the lowest cost for gravel including the cost of trucking. Holewinski recommended bidding the gravel as part of the bid in the future.

Motion by Cushing/Jensen to approve the \$990,824.35 bid at 26' by Northeast Asphalt for the County Highway C Project. All 'aye'; motion carried.

Stefonek noted the according to a DOT representative centerline rumble strip can reduce head-on collisions by forty-four percent and shoulder rumble strips reduce accidents by thirty-eight percent and his recommendation was to include both.

Motion by Jensen/Paszak to approve the additional options for the 2020 County Highway C Project which includes 10.66 miles at \$8,442.75 and centerline of 5.33 miles at \$5,346.98 for a total of \$13,789.73 bid at 26' by Northeast Asphalt for the County Highway C Project. All 'aye'; motion carried.

Cushing excused at 8:29 a.m.

**10. Discussion/Act on Purchase of Crash Attenuator**

Stefonek reported crash attenuators have been proven to save lives noting the County had one but it was damaged beyond repair years prior. Stefonek noted the cost to purchase locally was similar to out of state. Timmons questioned if the attenuator was repairable if damaged by an employee and what rules and regulations dictate if it can be repaired. Timmons stated he needed more information before making a decision. Jensen commented what if they did not have this and there was physical injury adding he did not see a reason to delay. Timmons stated he did not have enough time or enough information to make a decision.

Motion by Jensen/Holewinski to postpone item 10 until a later date. All 'aye'; motion carried.

**11. Discussion/Act on Approval to Hire Engineer to Draft and Design Brine Building Plans**

Stefonek reported the engineer that created the plans left the State submittals up to the bidders and as a result did not get many bids. Hunter Engineering would draft and design the plans including the State submittals for a cost of \$6,700, about beginning the process the following month. Stefonek recommended hiring Hunter Engineering because they would receive more competitive bids.

Motion by Jensen/Paszak to move forward with the approval of Hunter Engineering to draft and design the brine building plans. All 'aye'; motion carried.

**12. Discussion/Act on Engineering Services for Rhinelander Facility Exhaust System from Excel Engineering**

Stefonek reported the cost to hire the engineering firm was \$6,500 and was recommended by the company that performed the heating and cooling installation in the back shop.

Motion by Timmons/Holewinski to approve Excel Engineering to do the engineering services for the Rhinelander facility exhaust system. All 'aye'; motion carried.

**13. Discussion/Act on Current Facility Potential Capital Improvement Projects**

Jensen question if there was agreement to look at the facility regarding future needs of the department. Jensen noted they could bring back estimates in April.

**14. Discussion/Act on Wisconsin Public Service Corporation easement requests for utility placement on County property along County D in Town of Woodruff; Parcel Identification numbers WR 452-12 & WR 452-10, GL 5, Section 36, Township 39 North, Range 7 East**

Stefonek reported the request involves County owned property adjacent to the right-of-way and was being brought before the committee to ensure the committee members did not have any objections to the County granting an easement for utility placement.

Motion by Holewinski/Paszak that the Public Works Committee has no objection to the potential resolution for the Wisconsin Public Service Corporation easement requests for utility placement on County property along County D in Town of Woodruff; Parcel Identification numbers WR 452-12 & WR 452-10, GL 5, Section 36, Township 39 North, Range 7 East. All 'aye'; motion carried.

**15. Commissioner Report/Discussion**

**Operations Report**

- **Federal Drug and Alcohol Clearinghouse**

Stefonek reported they received information regarding the clearinghouse at the Commissioners meeting noting as of January 6, all employers with employees with CDL's must register their employees with the clearinghouse.

- **Use of Green Strobes on Municipality Equipment**

Stefonek reported the Town of Minocqua was using green strobes, however, state statues require amber strobe. However, both at the federal level and the DOT are trying to pass their use by municipalities.

- **City of Rhinelander Fuel Purchases.**

Stefonek reported the city of Rhinelander was no longer purchasing their fuel from the Highway Department.

**16. Future Meeting Dates**

- March 12, 2020  
Holewinski confirmed he would not attend the March 12, 2020 meeting.
- March 26, 2020

**17. Future agenda items**

- Review of Commissioners six-month goals
- Advantages and disadvantages of outsourcing needs

**18. Public Comments**

Tromp stated the canopy for the fuel system was originally requested by the Sheriff's Department but the patrolmen did not really care at the time.

**19. Adjourn**

Meeting adjourned at 9:59 a.m.

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Committee Chairman

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Committee Secretary