

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

**Oneida County Courthouse, County Board Meeting Room  
Thursday, April 30, 2020 at 1:00 p.m.**

<b>Attendance:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Ted Cushing	X		
Scott Holewinski	X		
Mike Timmons	X		
Sonny Paszak	X		
Bob Almekinder	X		

**Also Present:** Bruce Stefonek/Highway Commissioner, Dan Gleason/Highway, Jeri Cooper/Highway, Lisa Charbarneau/LRES, Jay Nieuwenhuis/Northwest Petroleum, Tom Radenz/REI, and Brian Jopek/The Lakeland Times

Committee Chairman Cushing called the Public Works Committee meeting to order at 11:00 a.m. noting the change in location from the County Board Room to Committee Room 2, adding the meeting was ADA accessible and was posted according to the Wisconsin open meeting laws.

**1. Approve agenda**

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

**2. Approve the minutes of the Public Works Committee meetings held on February 27, 2020 and April 23, 2020**

Motion by Paszak/Timmons to approve the minutes of the Public Works Committee meetings held on February 27, 2020 and April 23, 2020. All 'aye'; motion carried.

**3. Public Works Committee Chairman Report**

None

**4. General Business Discussion/Act:**

**A. Highway Department vendor vouchers**

Motion by Holewinski/Timmons to approve the vouchers as presented. All 'aye'; motion carried.

**B. Out of County Travel for Commissioner and Committee Members for 2020 Summer Road School at Chula Vista in Wisconsin Dells on August 10 – 12, 2020**

Motion by Holewinski/Almekinder to approve the out of county travel for the Commissioner and Committee Members for 2020 Summer Road School at Chula Vista in Wisconsin Dells on August 10 – 12, 2020. All 'aye'; motion carried.

**5. Discussion/Act on Hiring Northwest Petroleum for the Fuel System Design and Permits**

Stefonek reported because of the virus the deadline to update the fuel system was extended for an additional year and therefore the system would not require the temporary fix.

Nieuwenhuis commented Northwest Petroleum, acting as the general contractor could design/build, write the request for proposals and provide the oversight of the project. Nieuwenhuis proposed entering into a contractual agreement in the fourth quarter of the current year, then write the rfp's in the first quarter of 2021 with construction and project completion in summer of 2021.

Radenz reported four test pits revealed no bedrock nor issues with the groundwater samples. In addition, the proposed area did not have any groundwater at a depth of fifteen feet. Radenz noted since the site was within city limits there would be zoning requirements and DNR permitting for storm water runoff requiring construction of a pond with size based on the future building plans for the site. Radenz added since the highway department can self-perform much of the work, REI would do as much or little work on the construction site as required.

Stefonek noted the cost of the pond was not included in the initial cost estimate for the fuel system.

Nieuwenhuis stated if the new fuel system disturbed less than one acre and they decided not to implement the master plan then a pond would not be necessary.

Radenz stated because of the common plan of development for future expansion the pond should be constructed in the beginning at an estimated cost of \$15,000 to \$25,000.

Holewinski and Cushing agreed the pond is a good idea adding they would need to go back to the CIP committee for funding.

Motion by Holewinski/Paszak to approve Northwest Petroleum to move forward with a final cost plan for the fuel system project and storm water runoff. Nieuwenhuis confirmed the motion was to develop an estimate of costs that will be out to bid with a markup of twelve percent. All 'aye'; motion carried.

#### 6. Discussion/Act on Award of Patrol Truck Chassis Proposal

			Trade-In	Ext. Warranty	NET
Mid-State Truck	International	134,900	25,000	11,826	\$121,726
Truck Country	Western Star	135,207	18,000	11,547	\$128,754
Truck Country	Freightliner	128,231	18,000	11,547	\$121,778
Quality Truck	Western Star	128,406	19,000	10,661	\$120,067
Scaffidi Truck	Mack	137,628	12,480	5,728	\$130,867

Stefonek reported the lowest proposal was for the Western Star from Quality Truck located in Green Bay. Stefonek recommended the other Western Star based on price, dealer location and ownership history.

Motion by Holewinski/Cushing to approve the Quality Truck, Western Star bid for a net price of \$120,067. All 'aye'; motion carried.

#### 7. Discussion/Act on Award of Patrol Truck Attachments Proposal

Monroe Truck Equipment	136,009
Casper Truck	142,467
Truck Equipment	134,485

Stefonek reported Truck Equipment has done a good job in the past.

Motion by Timmons/Holewinski to approve the bid from Truck Equipment for \$134,485. All 'aye'; motion carried.

**8. Discussion/Act on Brine/Equipment Storage Plan Approval**

Stefonek reported he was working with Chuck Hunter and Forest County regarding extending the building length to 110 feet to accommodate larger trucks and attachments in addition to larger bollards to protect the garage doors. Stefonek added the heated brine portion was to be completed first and then the remaining for equipment storage. Motion by Timmons/Cushing to move forward with submitting the plans for State approval. All 'aye'; motion carried.

**9. Discussion/Act on Award of 2020 Chip and Fog Seal Oil/Application Proposal**

Timmons stated he had not seen a cost comparison from the previous year. Holewinski added there was no review regarding quality of work following the 2019 project. Holewinski commented they decided to move forward on a three to two vote on May 9, 2019 but Stefonek was supposed to bring back final costs. Stefonek recommended postponing the decision until a future meeting when it could be discussed. Motion by Holewinski/Timmons to postpone agenda items 9 and 10 and bring back to the May 14 meeting. All 'aye'; motion carried.

**10. Discussion/Act on Award of 2020 Chip Seal Aggregate Proposal**

Postponed until May 14, 2020.

**11. Discussion/Act on 2019 Highway Department Line-Item Transfers**

Cooper reported each years' budget were estimates based upon prior years and there is no way to know just how the weather will affect expenses. Motion by Cushing/Paszak to approve the line-item transfers as presented in the amount of \$2,382,120.

**12. Discussion/Act on 2019 Highway Department Year End Reports**

Cooper stated the year-end reports would be ready for the next meeting.

**13. 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 financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data (topic: Emergency Family Medical Extension Leave for employee)**

Motion by Timmons/Almekinder to enter into closed session. Roll call vote all 'aye'; motion carried at 11:51 a.m.

**14. Discussion/Act on Return to Open Session**

Motion by Timmons/Cushing to return to closed session. Roll call vote all 'aye'; motion carried at 12:02 p.m. Timmons reported no other action was taken.

**15. Commissioner Report/Discussion:**

• **Operations Report**

○ **2020 Gravel Crushing**

Stefonek reported based upon direction of Corporation Counsel the bid was awarded to the second lowest bidder because the low bidder admitted they could not meet the specification.

○ **2020 Performance Based Maintenance Agreement**

Stefonek reported there was a PBM agreement for crack sealing in the amount of \$134,210 but according to Corporation Counsel only the Commissioner needed to sign the agreement. Holewinski directed Stefonek to forward the agreement information for review.

**16. Future meeting dates**

- **May 14, 2020**
- **May 28, 2020**

**17. Future Agenda Items**

- 2019 Chip Seal Project Review
- 2020 Chip and Fog Seal Proposals
- 2020 Chip Seal Aggregate Proposals
- Brine Building
- 2019 Highway Department Year End Reports

**18. Public comments**

No public comments

**19. Adjourn**

Adjourned meeting at 12:10 p.m.

---

Committee Chairman

---

Committee Secretary