

**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, November 21, 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 (Commissioner), Lisa Jolin (Solid Waste), Mike Romportl via conference call (Land Information), Jeri Cooper (Highway), Dan Gleason (Highway), Fred Williston (Lakeland Times), 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: Timmons/Paszak to approve the agenda. All ayes; motion carried.

2. Approve the Minutes of the Public Works Committee meeting held on November 7, 2019

Motion: Cushing/Paszak to approve the minutes of the Public Works Committee meeting held on November 7, 2019. All ayes; motion carried.

3. Chairman's Announcements

Jensen noted the Governor's Proclamation designating November 25, 2019 as Snowplow Driver Appreciation Day adding he felt media coverage might provide an opportunity to remind the public of the plowing process.

SOLID WASTE DEPARTMENT

4. General Business Discussion/Act:

A. Solid Waste vendor vouchers

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

5. Discussion/Act on updating Advanced Weigh Systems software

Jolin stated support for the current system was ending requiring a software upgrade at a negotiated cost of \$3,300 in addition to the annual support cost of \$2,400.

Motion: Timmons/Jensen to approve the update of the Advanced Weigh System as presented for \$3,300. All ayes; motion carried.

6. Discussion/Act on 5-year Solid Waste Capital Improvement Plan

Jolin stated she started with projects completed in 2019, then listed the equipment including age for purposes of a replacement plan. Jensen recommended using the CIP form, which includes a description of the project and justification including funding sources. Jolin stated she had estimates for the fabric buildings noting the most expensive repair was

approximately \$83,000 to fix one end of the MERF building. Since it was only time and material costs, Jolin questioned if it might be better to fix the entire building utilizing the glass recycling money. Jensen asked Jolin to bring back the spreadsheet including 2019 in addition to 2020, 2021 and 2022.

7. Discussion/Act on Solid Waste Director Annual Review Process

Jensen asked Jolin to forward her self-evaluation to the committee members before the next meeting so the evaluation can be discussed in a closed session at the next meeting.

8. Solid Waste Report/Discussion

• **Demo Site 4 Update**

Jolin reported the Town of Cassian approved the CUP and a public hearing is scheduled for Planning & Development on December 4; Sand Creek was working on the RFP's for the monitoring wells, and Forestry put out bids for out logging the land.

• **Operational Update**

Jolin reported the drug takeback and the hazardous waste collection were successful. Jolin commented the some of the brush at the bottom of the pile could not be ground; however, they were able to grind enough for the following year's compost. Timmons recommended contacting the towns for grindings following the storms from the previous summer. Jolin stated once they finished with the brush they moved on to grinding pallets. Jolin noted sales have slowed as expected. Jolin stated she was reviewing current pricing. Jolin commented since the equipment at Solid Waste does not need to use premium fuel that she was exploring fueling options other than the Highway Department.

HIGHWAY DEPARTMENT

9. General Business Discussion/Act

A. Highway Department Vendor Vouchers

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

B. Out of County Travel:

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

Stefonek stated the meetings are used to discuss state and local issues such as the new rules for flaggers as well as disseminating information from the DOT. Jensen noted committee members should indicate if they wish to attend any upcoming meetings.

10. Discussion/Act on Request to acquire excess County A right-of-way adjoining JLF Resources LLC property located in the SW-NE of Section 13, Township 38 North, Range 10 East, Town of Three lake, parcel number TL 73

Stefonek reported the property owners mine sand for their bogs but up to the right-of-way so they have requested the County relinquish the excess right-of-way. Romportl explained the County acquired the additional right-of-way in 1959 for erosion control because of the steep embankment. Romportl stated according to statute the County Board could agree to sell the property at fair-market value noting he did not see a need to maintain more than 50 feet if they buyer agreed to match the grade as not to affect the waters drainage onto CTH A. Jensen suggested requesting an erosion control plan.

Motion: Holewinski/Cushing for the Commissioner to move forward with the process of selling excess right-of-way with the stipulation there is an erosion plan so that water is not running toward the right-of-way and forward to Land Records. All ayes; motion carried.

11. Discussion/Act on Approval of ATV/UTV Ordinance Amendment for County Highways “C”, “G”, “K”, “P” and “W”

Stefonek noted the proposed routes were combined into one request. Stefonek stated per policy, the Townships were mailed letters requesting they notify the department of any objections to the proposed routes noting none were received.

Motion: Timmons/Jensen to approve the ATV/UTV Ordinance Amendment as presented and forward to the County Board as a consent agenda item. All ayes; motion carried.

12. Discussion/Act on 2019 Kemp Street Project Final Costs

Stefonek reported once the refund is received from the City the County will have a total of \$506,707.18 invested in Kemp Street noting the 5-Year Road Plan estimate was \$500,000. Stefonek stated the City's portion of the culverts was \$19,846.13.

13. Discussion/Act on Approval of the 2020 Department of Transportation Routine Maintenance Agreement

Stefonek stated the annual RMA is now submitted electronically otherwise it is the same as the previous year.

Motion: Cushing/Timmons to approve the 2020 Department of Transportation Routine Maintenance Agreement. All ayes; motion carried.

14. Discussion/Act 2020 Capital Improvement Update

Jenson reported the CIP Committee will meet on 11/22 at 10 a.m. to approve the initial 2020 list, then look at those projects that were moved to 2021 to come up with the estimated total cost and the balance required if those projects were completed. Holewinski questioned the wording of the agenda noting they only submitted CIP's for the fuel system and the brine building. Jensen stated wording was only to allow for questions and discussion of a new facility.

15. Discussion/Act on Blind Driveway Sign Request Policy

Timmons commented placing a hidden driveway sign could expose the County to liability and suggested seeking Corporation Counsel's recommendation. Stefonek reported a request was received, however, requested clarification as to whether it was his or the Committee's decision. The Committee agreed it was the Commissioner's decision but the individual could appeal the decision to the Committee.

16. Discussion/Act on Time Clock Punch Policy

Cooper stated a punch clock needed to be replaced at an outside shop. She stated several counties in the region no longer use a punch clock rather require the employee to write in their time noting the Finance Director was against it. Holewinski stated he agreed with the Finance Director. The Committee generally felt it was a good idea to replace the time clock and continue with the current policy.

17. Discussion/Act on Closed Session: It is anticipated 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: Management compensation)

Motion: Jensen/Paszak to enter into closed session. Roll call vote: All ayes; motion carried.
Entered closed session @ 9:01 a.m.

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

No action taken.

Motion: Timmons/Jensen to return to open session at 9:23 a.m. Roll call vote: All ayes; motion carried.

19. Commissioner Report/Discussion

Operations Report

- **Minocqua shop Heating Ventilation System**
Stefonek reported Highway staff was able to make the necessary repairs.
- **Three Lakes Shop Heating Ventilation System**
Stefonek reported the contractor is having difficulty finding parts to repair the system.
- **Kemp Street Culvert Cost Share with the City of Rhinelander**
- **Annual North Central Region WisDOT Bookkeepers Meeting Report**
Cooper reported the DOT developed a new program, MPM that eliminated seven DOT legacy systems noting that data now is required to be entered by County Highway Departments. Other topics covered included cost-pool for brine and equipment classifications. Cooper cautioned if costs estimated too high and over-recovered in the current year it will reduce the amount recovered the following year.

20. Future Meeting Dates

- December 5, 2019
- December 19, 2019
- January 9, 2020
- January 23, 2020

21. Future agenda items

- Procedure for Town vote to increase minimum culvert size for bridge aid eligibility

22. Public Comments

None

23. Adjourn

Meeting adjourned at 9:35 a.m.

Committee Chairperson

Committee Secretary