

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

**Oneida County Courthouse, County Board Meeting Room  
Thursday, December 3, 2020 8:00 a.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 Department and Jennifer Lueneburg/LRES.

**Via Zoom:** Tom Wiensch/Corporation Counsel, Jeri Cooper/Highway Department, Jay Nieuwenhuis/Northwest Petroleum, Brian Jopek/Lakeland Times, Alex Hegeman/Public

Committee Chairman Cushing called the Public Works Committee meeting to order at 8:00 a.m. noting the meeting was ADA accessible and properly posted.

**1. Approve agenda**

Motion by Paszak/Timmons to approve the agenda. Motion carried.

**2. Approve the minutes of the Public Works Committee meeting held on November 19, 2020.**

Motion by Timmons/Paszak to approve the minutes of the Public Works Committee meeting held on November 19, 2020 as presented. Motion carried.

**3. Public Comments**

No public present. Cushing offered those participating via Zoom an opportunity to comment. No public comment.

**4. General Business Discussion/Act**

**A. Highway Department vendor vouchers**

Motion by Holewinski/Cushing to approve the Highway Department vendor vouchers as presented. Motion carried.

**5. Discussion/Act on Highway Commissioner Recruitment**

Stefonek announced his planned retirement date of April 23, 2021. Jennifer Lueneburg discussed potential aspects of the recruiting process such as review of the job description, consideration of internal or external recruitment, duration of posting and overlap training. Timmons noting overlap training would need to be longer if external. Cushing recommended having someone hired by the end of January. Stefonek stated he felt four to six weeks would be an appropriate amount of time for training. Holewinski noted that amount of training would require a start date between March 1 and March 15. Cushing stated they would bring back to the December 17 meeting and discuss any changes to the job description. Lueneburg commented the position could be posted before the holidays noting a cost of approximately \$100 if posted on Indeed. Holewinski recommended posting on the Daily

Reporter. Lueneburg commented should would bring back advertising costs to the next meeting. Holewinski requested Lueneburg to forward interview questions prior to the next meeting. Holewinski recommended advertising the starting salary from step 1 to 6 noting anything higher would need to be approved by LRES and the County Board. Cushing added the interview panel would include the Committee. Holewinski requested the posting include an explanation of the pay range including the benefits.

## **6. Discussion/Act on Northwest Petroleum Proposal for Rhinelander Facility Fuel System**

Holewinski question how much was budgeted for the project and how much has been spent to date. Stefonek stated he would need to look up the amounts but estimated approximately \$400,000 was budgeted with about \$17,000 to \$18,000 spent on the card reader system and about \$23,000 spent on testing.

Darcy Smith questioned Stefonek if the original amount approved in the CIP budget was \$300,000. Stefonek stated he did not have the number at hand but the original was approved for 2020 adding more in 2021. Smith confirmed the total amount was \$300,000 and a request for an additional \$90,000, which was to come back as a resolution through the County Board but has not.

Jay Nieuwenhuis provided a background of Northwest Petroleum and REI Engineering noting both companies are in the same building under the same ownership. Nieuwenhuis explained they handle the design, bidding and contracting. Nieuwenhuis requested permission to start the request for proposals, supplies, and subcontractors with a goal of project completion of summer 2021. He noted confidence that the numbers in the estimate will hold but cited some supply chain problems and increases in costs. Nieuwenhuis stated they were seeking to work for the County as general contractor at a cost of plus 12 percent for subs and supplies.

Responding to questions from Holewinski, Nieuwenhuis answered:

- Based upon snow load and the State requirements for uplift the existing canopy would most likely not be able to be moved.
- The cost of underground piping is based on a linear foot price and will be measured once the layout and size is determined.
- Their survey team would come in and develop a grading plan to allow the County to bring the site up to the recommended elevation.
- Recalibration is an unlikely option as it usually applies to a higher volume retail site noting the initial calibration was included in the cost. However, if the system required recalibration the cost would likely not exceed \$400 to \$500.
- Once the number and weight of the tank(s) is determined they will know if a crane is required (estimating a fifty percent chance of needing a crane at a cost of \$2,500).
- The fifty percent payment is required after they get the final contract prices from the subs noting they would like to get the request for proposals out by January allowing for favorable winter pricing.
- A decision will need to be made with what to do with the existing canopy, concrete flatwork, islands, tank buildings and tanks before the summer of 2021.

Stefonek noted the contract had not yet been reviewed by Corporation Counsel.

Motion by Timmons/Holewinski to proceed as presented and forward to Corporation Counsel for final review. Motion Carried

Holewinski requested Stefonek bring back an itemized amount spent to date on the project.

- 7. Discussion/Act on Closed Session: It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, §19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved and §19.85 (1)(f), deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session (Topic: Highway Department Garage/Brine mixing structure). A roll call vote will be taken to go into closed session.**

Holewinski commented he did not believe a closed session was necessary to discuss keeping the existing contractor.

Tom Wiensch commented he was prepared to explain some of the negotiating strategies and possible pitfalls that they may want to hear in closed session.

Motion by Holewinski/Paszak to go into closed session per item 7 of the agenda to get legal advice from Tom Wiensch with the discussion to be held in open. Roll call vote all in the affirmative; motion carried. Closed session entered at 8:42 a.m.

- 8. Discussion/Act: A roll call vote will be taken to return to open session.**

Motion by Holewinski/Paszak to return to open session. Roll call vote; all 'aye'. Motion carried. 8:50 a.m.

- 9. Announcement of any action taken in closed session.**

Cushing announced discussion of future of the brine building in regards to the contractor with no action taken in closed session.

Per the contract, Holewinski recommended providing the 10-day right to cure to the contractor and then look at having it rebid using a general contractor for construction in the summer.

Motion by Holewinski/Timmons with Corporation Counsel's help, submit letter to contractor to fulfill the 10-day right to cure and discuss at the next meeting. Motion carried.

- 10. Discussion/Act on hiring Demolition Contractor for Garage/Brine building**

2020 Brine Building Demo Proposals	
Company	Amount
Eckert Wrecking, Inc	\$12,800
Superior Excavating & Concrete LLC	\$3,000
Brownell Construction Company, Inc	\$3,200
Musson Brothers. Inc	\$4,850

Motion by Holewinski/Almekinder to approve Superior Excavating & Concrete LLC for the demo proposal for \$3,000. Motion carried.

Stefonek noted Corporation Counsel developed a contract for the demolition project that will need to be signed by County Board Chair, Public Works Committee Chair and the contractor.

**11. Discussion/Act on hiring Engineering Firm to provide Electrical Design drawings for Garage/Brine building**

<b>2020 Brine Building Electrical Design Proposals</b>	
<b>Company</b>	<b>Amount</b>
Excel Engineering	\$3,900
Hunter Engineering & Design	\$2,500

Motion by Timmons/Cushing to accept the low quote from Hunter Engineering for \$2,500. Holewinski noted there was language referencing a charge of \$65/hour to gather additional information on existing equipment. Stefonek noted at the time the project was bid the size of the motors for the pumps was in question and were not yet purchased. Motion carried.

**12. Discussion/Act on Ordinance to use CTH H shoulder as snowmobile route from Peninsula Road to the Oneida/Vilas county line**

Stefonek noted it was the recommendation of Corporation Counsel to open the route to an existing trail located one mile to the south. Holewinski disagreed noting the original request from the club was from the Bucktail to the Vilas County line and only 600 feet rather than a mile to Peninsula Road. Holewinski added if this was either a hotel or motel the town could approve per state statute even if a county road. Holewinski directed Stefonek to use the address of the Bucktail as the description of the starting point to the County line. Holewinski stated the ordinance should be approved by the County Board but the route should be approved by the committee so they do not take it back to the board for every change. Holewinski instructed Stefonek to rewrite the part that states the ordinance will be approved by the County Board and state modifications should be approved by the Public Works Committee and take out the Oneida County Board of Supervisors because they do not want to take back and forth a decision the committee can make regarding routes similar to the ATV. Cushing directed Stefonek to check with Brian Desmond and make him aware the Sheriff is all right with the route. Holewinski questioned how the committee could open the route without an ordinance in effect otherwise people will be walking in the dark. Cushing directed Stefonek to check with Brian Desmond regarding how they can open it now before the County Board approves the ordinance. Holewinski noted they are going to open it to make it as safe as possible and questioned how to do it. Holewinski commented his roads have been open to snowmobiles since 1997 without any complaints or accidents. Paszak commented there is always a first time. Stefonek recommended using the shoulder where possible to prevent damage to the pavement. Holewinski recommended using the wording right-hand of the roadbed.

Cushing excused at 9:10 a.m.

Regarding policy, Holewinski commented he did not feel they need public hearings noting the committee would not issue unless it was impossible to reach a business. Holewinski added he did not know if a policy was necessary as they could take each request on its own. Stefonek noted the policy should state the club is responsible for purchasing the signs. Holewinski noted it was the Eagle River club's responsibility to pay the Highway Department for the installation of the signs.

### **13. Discussion/Act on Road Construction Referendum Language**

Stefonek reported language was added to the “where as” portion of the resolution. Holewinski added the wording “support of the County Board to go forward with a referendum” to line 29.

Holewinski added additional wording following the language beginning on line 72 indicating a “Yes” vote would increase the amount a parcel will pay by \$13 per \$100,000 of valuation followed by the “No” vote.

Holewinski requested a second referendum question be added if the first referendum fails asking the voters if they would approve a referendum for \$500,000 and by eliminating \$500,000 of noncore services at the County noting he could work with Brian Desmond on that. Timmons questioned if both questions could be on the same referendum.

### **14. Discussion/Act on Applying Administrative Rate to all County Jobs**

Stefonek reported in the past the committee discussed including administrative cost in everything the county did. Referencing 2021 Continuing Appropriations, Stefonek noted the administrative costs estimated expenses for 2021 were \$286,444 and applying the admin rate to everything would redistribute those expenses and not change the bottom line.

Holewinski commented he argued for years the administrative fee should apply to everything providing more of a real number rather than using a line item transfer at the end of the year. Holewinski stated he was all for this noting by not charging the rate it makes County jobs appear lower in cost. Stefonek noted if approved it could be started as of the first of the year.

Motion by Timmons/Almekinder to apply admin rate to all County projects as of January 1, 2021 to come from the existing budget as presented. Holewinski noted he confirmed the rate for 2021 with the Finance Director adding the State sets the State annually. Motion carried; Cushing excused.

### **15. Commissioner Report/Discussion:**

#### **Operations Report**

- Forestry Department projects were completed.
- The DOT had trees cut along Highway 32.
- County snow fencing is being installed.
- Brushing to start on highways G, Q & D with the skid steer with mulcher to be purchased after the first of the year so the crew is working where the machine cannot.

### **16. Future Meeting Dates:**

- December 17, 2020
- December 30, 2020

### **17. Future Agenda Items**

- CTH H snowmobile route
- Resolutions for referendum
- Letter to State regarding work in Oneida County
- Chip Seal analysis

### **18. Public comments**

No public comments

**19. Adjourn**

Vice Chairman Holewinski adjourned the meeting at 9:30 a.m.

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Committee Chairman

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Committee Secretary