

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

**Oneida County Courthouse, County Board Meeting Room
Thursday, December 17, 2020 8:00 a.m.**

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

Also Present: Bruce Stefonek/Highway Commissioner, Lisa Jolin/Solid Waste Director, Dan Gleason/Highway Department and Jennifer Lueneburg/LRES.

Via Zoom: Brian Desmond/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/Holewinski to approve the amended agenda. Motion carried.

2. Approve the minutes of the Public Works Committee meeting held on December 3, 2020.

Motion by Timmons/Paszak to approve the minutes of the Public Works Committee meeting held on December 3, 2020 as presented. Motion carried.

3. Public Comments

No public present. No public comment by those participating via Zoom.

4. General Business Discussion/Act:

A. Solid Waste vendor vouchers

Motion by Holewinski/Cushing to approve the Solid Waste Vendor Vouchers as presented. Motion carried.

B. Credit account application for Gary's Garbage and Recycling

Motion by Timmons/Holewinski to approve the credit account application for Gary's Garbage and Recycling. Motion carried

5. Discussion/Act on Demo Site 4 Costs

Jolin reported the access road and the construction site were bid together at a cost of \$165,000. Other extra costs included additional costs for extra monitoring wells and Sand Creek's work on the plan of operation for the DNR using funds from operating expenses. Jolin estimated an ending Operating Fund balance of \$207,647 noting they do not need to borrow now but may need to when Demo Site 3 is closed.

6. Discussion/Act on 2021 Blanket Purchase Orders

Motion by Timmons/Paszak to approve the 2021 Blanket Purchase Orders. Motion carried.

7. Discussion/Act on 2021 Solid Waste Long Range Plan

Motion by Holewinski/Cushing to approve the 2021 Solid Waste Long Range Plan and forward on to the LRES Committee. Motion carried.

8. Discussion/Act on the purchase of tires for the 544K loader

Jolin reported the loader was in need of tires and would bring back quotes.

9. Discussion/Act on Closed Session: It is anticipated that the committee will go into closed session pursuant to section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Performance evaluation of Solid Waste Director)

Motion by Holewinski/Paszak to go into closed session. Roll call vote all 'aye'. Motion carried

10. Discussion/Act: Return to Open Session

Return on open session at 8:24 a.m.

11. Announcement of any action taken in closed session

Cushing announced the employee evaluation form was reviewed and would be forwarded to LRES to schedule final evaluation.

12. Solid Waste Report/Discussion

Jolin reported:

- The mechanics at the Highway Department looked at the new plow truck prior to purchase and discovered a small oil leak. The dealer repaired the leak and delivered the truck.
- The buildings are ready for the new vinyl roofs but a date was not set.
- There was space for approximately 250 tons remaining in Demo 3, which should last until spring.

13. General Business Discussion/Act

A. Highway Department vendor vouchers

Motion by Timmons/Paszak to approve the Highway Department vendor vouchers as presented. Motion carried.

14. Discussion/Act on Highway Department Garage/Brine mixing structure

Stefonek reported according to Tom Wiensch the contract with Brownell Construction would be terminated as of the end of the day and the demolition could begin the following day. The contract for the demolition contained a clause requiring work to begin within ten days; however, the bidder previously approved will not be able to begin until after the holiday. Stefonek requested they not provide a notice to proceed until the end of the month.

Motion by Cushing/Timmons to direct the Commissioner to get the contract signed quickly with a start date to clean up the demolition after the first of the year.

Stefonek commented he would work with Hunter Engineering regarding the construction materials already purchased. Desmond recommended Stefonek work with the engineer and have Tom Wiensch incorporate it into the bid package. Motion carried.

15. Discussion/Act on Highway Commissioner Job Description

Stefonek commented he included a requirement for the commissioner to report biannually the maintenance performed to the road and roadbed to the committee. Stefonek confirmed all county employees receive a performance evaluation annually. Cushing requested Lueneburg add the annual employee performance evaluation to the job description. Holewinski requested under work environment, wording indicating this is a salaried position and not hourly; the Highway Commissioner must satisfy the committee of jurisdiction that all essential duties and responsibilities are being completed at a high level of efficiency and cost savings in addition to being highly knowledgeable and experienced in highway and bridge construction maintenance procedures. Holewinski requested language indicating experience and knowledge of budgetary planning, expenditures and receivables removing control. Holewinski requested updated language regarding knowledge of technology, labor management and the questioned lack of physical demands listed. Holewinski noted it should say any additional duties as assigned by committee. Lueneburg stated she would bring back the updated job description, advertising costs, recruitment timeline, and interview questions.

16. Discussion/Act on Northwest Petroleum Proposal for Rhinelander Facility Fuel System

Stefonek presented the committee with an estimate for the total cost of the project and the amount spent to date.

Motion by Holewinski/Cushing to approve Northwest Petroleum to go out for bids and bring back the final quotes. Motion Carried.

17. Discussion/Act on snowmobile route Ordinance

a. CTH H snowmobile route Ordinance from 9035 CTH H to the Oneida/Vilas county line

Holewinski requested Stefonek to inform the snowmobile club the County Board has not yet approved the route.

b. County Highway snowmobile route policy

Stefonek stated the snowmobile route policy was based upon the current ATV route policy noting revisions were made based upon the committees comments at the previous meeting. Discussion of Town approval of the request and related costs associated with signing. Holewinski stated the Town should not be responsible for damage to the blacktop caused by snowmobiles. Timmons noted the snowmobile should be on the shoulder where possible and not the paved portion of the road. Discussion of whether the liability insurance requirements should be included and brought back with the other changes.

18. Discussion/Act on Road Construction Referendum Language

a. \$1,000,000 tax levy increase on an on-going basis (change from previous 10 year request)

Holewinski stated he felt without a sunset the resolution would fail.

b. \$500,000 tax levy with \$500,000 cut in services

Timmons stated this referendum should also be for ten years rather than ongoing. Desmond commented according to the Department of Revenue, no additional language can be added to the referendum question for the levy increase. Desmond noted they need to separate it into two separate referendum questions – the tax levy question would be binding and the cut to services would be advisory.

Holewinski commented he did not feel the \$1 million tax levy increase would pass if there was an option to increase the levy by \$500,000. Almekinder commented if a majority of constituents voted to cut services supervisors would likely adhere to the advisory referendum. Holewinski directed Desmond to include wording indicating the cuts in services and programs would apply to increasing road construction and would not be contingent upon the binding referendum question. Desmond noted the resolution would need to include wording to rescind the previous resolution for the \$1 million tax levy increase.

Motion by Timmons/Paszak to have a referendum question for \$500,000 tax levy increase for ten years with a second referendum question to cut \$500,000 in services and programs from the 2022 budget to be applied to highway road construction and a resolution to nullify the \$1 million request in lieu of the two \$500,000 questions. Motion carried.

19. Discussion/Act on Department of Transportation Work List

Stefonek provided the work list from the DOT for scheduled work. Holewinski requested a similar work list for County jobs.

20. Discussion/Act on Closed Session: It is anticipated that the committee may meet in closed session pursuant to Wisconsin Statutes, §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topics: Equipment Operator resignation and Equipment Operator compensation). A roll call vote will be taken to go into closed session.

Stefonek commented they would not require a closed session.

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

22. Announcement of any action taken in closed session.

23. Discussion/Act on Approve Request for Temporary Additional Equipment Operator Position

Stefonek reported an employee resigned noting another employee was still on a leave of absence. From the previous recruitment for the temporary position, there was a second candidate who is interested in the position and according to Lisa Charbarneau, the committee can move forward with filling the position.

Motion by Holewinski/Paszak for the Commissioner to go ahead and fill the vacant position. Motion carried.

**24. Commissioner Report/Discussion:
Operations Report**

- Continuing on the DOT work list
- Brushing to on County Highways G, Q & D
- Skid steer with mulching attachment has been advertised for bids

25. Future Meeting Dates:

- December 30, 2020
- January 14, 2021
- January 28, 2021

26. Future Agenda Items

- CTH H snowmobile route and ordinance
- Resolutions for referendum
- Job Description, advertising costs, recruitment timeline, and interview questions
- Skid steer with mulching attachment bid results

27. Public comments

No public comments

28. Adjourn

Meeting adjourned the meeting at 9:32 a.m.

Committee Chairman

Committee Secretary