

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

**Oneida County Courthouse, County Board Meeting Room
Thursday, December 30, 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 Charbarneau/LRES, Dan Gleason/Highway Department and Betty Cushing/Public.

Via Zoom: Brian Desmond/Corporation Counsel, Brian Jopek/Lakeland Times, Steven Schreier and Alex Hegeman

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 Timmons/Holewinski to approve the amended agenda. Motion carried.

2. Approve the minutes of the Public Works Committee meeting held on December 17, 2020.

3. Public Comments

No public comment

4. General Business Discussion/Act

A. Highway Department vendor vouchers

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

5. Discussion/Act on recommendation and approval of purchase of Skid Steer and Mulcher

Stefonek reported bids were received the day before and they were only able to view a demonstration of one of the machines. Stefonek stated based on new information he requested the committee reject all bids at this time.

Motion by Holewinski/Cushing to reject the bid for the skid steer and mulcher and rewrite the specifications.

Stefonek requested the motion not include language requiring this to be rebid. Desmond commented they are not required to bid and have the right to reject the bids based upon what is best for the County. Stefonek noted only one met the bid specification but it was over budget.

Motion amended by Holewinski/Cushing to reject the bid because it was over price and rewrite the specification to meet budget. Motion carried.

6. Discussion/Act on Highway Commissioner Job Description

a. Job Description

Charbarneau recommended the committee use the word “preferred” rather than “must have” allowing for more flexibility in consideration of a candidate especially if they may not have everything allowing for training after hire. Holewinski questioned how they measure questions such as “thorough knowledge” and was concerned qualified candidates may be overlooked. Charbarneau commented mentoring would fall under supervisory experience as would hiring, interviewing and training noting not all duties will be screened for unless the committee wants something specific. Holewinski provided Charbarneau with additional specific changes.

Desmond informed the committee the procedure for interviews set forth in County Code 1.24 noting the LRES Committee takes the first round of interviews providing candidates to the Public Works Committee.

b. Advertising

Charbarneau reported with the Chairman’s approval they put out the ad in the free places they use. Charbarneau questioned if the committee wanted to spend any money and advertise in any local papers.

Holewinski stated he felt as though the local paper was a waste of time and recommend looking at the Daily Reporter. He suggested they pay for one week, three weeks prior to the application deadline.

7. Discussion/Act on approval of County Highway Snowmobile Route Policy

Stefonek commented the changes were made to the draft policy based upon the Committee’s recommendations. Holewinski stated the policy should be written to cover both trails in the right-of-way and routes listing several recommendations. Stefonek noted the policy was designed to keep snowmobiles on the road surface, preferably the shoulder. Holewinski recommended including a definition of route and trail and listed several revisions to the document to include trails in the right-of-way. Discussion of town approval procedure, responsibility of signing costs and reasons for establishing routes and trails.

Motion by Timmons/Almekinder to approve with the changes as discussed. Holewinski recommended the revised policy be sent ahead of the meeting for review. Motion Carried.

8. Discussion/Act on request for snowmobile route from 9035 CTH H, Parcel #SU 1730 to the Oneida/Vilas county line

Desmond noted the parcel number was added in the event the parcel was ever subdivided. Holewinski clarified the route was to run only to the driveway address not the entire length of the parcel. Gleason reported the club has not provided a completed application nor an insurance certificate at this time.

9. Discussion/Act on approval of snowmobile route Ordinance from 9035 CTH H, Parcel #SU 1730 to the Oneida/Vilas county line

Holewinski suggested existing trails in the right-of-way should be included in the ordinance language in addition to adding the address to the parcel number. Desmond commented the state statute may not be that broad and may only address routes on the highway noting he would review. Holewinski commented they may not need to address trails in the right-of-way in the policy if it is not required in the ordinance. Desmond noted any amendments to the ordinance require Count Board approval. Discussion of approval of trails at the committee level as trails in the right-of-way do not require an amendment to the ordinance.

Motion by Timmons to forward the resolution to the County Board contingent upon completion of a formal application or elimination of line 53 if the application is not received. Discussion of the definition of the roadbed, person that is not in a vehicle and removal of language referencing trails. Motion Carried.

10. Discussion/Act on Road Construction Referendum Language

a. Recommendation to the County Board to rescind previously approved resolution supporting a referendum increasing the tax levy \$1,000,000 for 10 years for the purpose of addressing necessary road and bridge construction

Desmond stated the language in resolution in item 10.c. rescinds the previously approved resolution for the \$1 million referendum question.

Motion by Holewinski/Timmons to rescind resolution 93-2020. All 'aye'. Motion carried.

b. Resolution for referendum language for increasing the tax levy \$1,000,000 for 10 years for the purpose of addressing necessary road and bridge construction (this referendum was previously approved by the County Board and the referendum question is required to be brought back before the board if the previous resolution is not rescinded)

Holewinski recommended the resolution include language indicating this is a binding resolution on lines 3 and 26. Holewinski noted line 59 of 10.c. included an explanation of the vote but not on 10.b. and should be included. Holewinski recommended an explanation of binding and nonbinding referendums be included including the effect of the vote. Holewinski noted lines 74-76 on 10.c. are not included on 10.b.

c. Approval of resolution supporting a binding referendum increasing the tax levy by \$500,000 for 10 years for the purpose of addressing necessary road and bridge construction

Holewinski noted lines 74-76 on 10.c. are not included on 10.b.

d. Advisory referendum question to increase highway and bridge construction funding by an additional \$500,000 in the 2022 budget funded through cuts to other County services in the amount of \$500,000

Holewinski noted the resolution incorrectly indicated this is a binding referendum rather than a nonbinding referendum and recommended adding an explanation of nonbinding verses binding referendum so constituents understand.

11. Discussion/Act on Brine Mixing Facility reconstruction

a. Retention of Hunter Engineering Services

b. Construction Materials procured to date

Stefonek noted he spoke with Chuck Hunter who recommended rather than providing a list of materials to exclude from the bid, return all but the special order items. Almekinder recommended having the builder take the materials off the invoice credit the project. Timmons recommended listing the materials prior to bidding. Discussion of phases of the project including moving and hookup of machinery. Holewinski recommended keeping the final phase separate and not bidding until the building is complete.

c. Projected project timeline

Stefonek reported he contacted Hunter Engineering to start the process moving forward regarding the invitation to bid and the specifications. Stefonek noted they may get better prices if the project is started when road limits are on in the spring. Holewinski recommended rebuilding to the point the project was completed, and then bid the balance to get the best price. Stefonek reported Hunter Engineering recommended

bidding the project as a finished product with a price to get the project to the previous point.

12. Discussion/Act on Intergovernmental Agreement Between North Central Counties for Highway Department Mutual Aid

Stefonek commented there has never been an agreement in the past. He questioned if the Committee supported a mutual agreement defining the County will follow the DOT equipment rates and insurances. Holewinski commented they have been doing this but it has not been on paper.

Motion by Holewinski to accept the Intergovernmental Agreement Between North Central Counties for Highway Department Mutual Aid as presented.

Stefonek noted there may be changes; Holewinski rescinded the motion.

Motion by Cushing/Timmons the committee agrees there should be an agreement and have the Commissioner move forward with it. Motion carried.

13. Commissioner Report/Discussion:

- Tweet/Garot had started work and have 3 to 4 heaters working; the required metal had a 6 to 8 week lead time and was ordered 4 weeks ago
- Brushing to on County Highways
- Will begin working on DOT projects after the first of the year.

14. Future Meeting Dates:

- January 11, 2021 at 1:00 PM
- January 28, 2021 at 8:00 AM

15. Future Agenda Items

- CTH H snowmobile route and ordinance
- Resolutions for referendum
- Commissioner recruitment

16. Public comments

No public comments

17. Adjourn

Meeting adjourned the meeting at 10:00 a.m.

Committee Chairman

Committee Secretary