

**MINUTES OF THE
SOLID WASTE AND BUILDINGS & GROUNDS COMMITTEE
JUNE 4, 2012**

Members Present: Chairman Billy Fried; Paul Dean, Jack Martinson and Scott Holewinski.

Members Excused: Gary Baier

Others Present: Charlie Evenhouse, Solid Waste Director; Roger Luce, Oneida County Economic Development Director; Sue Piazza, Department on Aging Assistant Director; Linda Conlon, Health Department Director; Lisa Charbameau, Human Resource Director; Erica Brewster, UW Extension Department Head; Lynn Grube, ITS Director; LuAnn Brunette, Facilities Director; Bruce Stefonek, Assistant Facilities Director; Brian Arnott, Glass Plus Operator and Julie Petraitis, Recording Secretary.

CALL TO ORDER

Chairman Fried called the meeting to order at approximately 9:00 a.m. in Committee Room #1, 2nd floor of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA

Motion to approve the agenda by Dean/Martinson. All aye on voice vote. The motion carried.

MINUTES OF THE MAY 22, 2012 COMMITTEE MEETING

Motion by Martinson/Dean to approve the meeting minutes of May 22, 2012 as presented. All aye on voice vote. The motion carried.

GLASS PLUS OPERATION AT ONEIDA COUNTY LANDFILL

Brian Arnott was present to inform the Committee about how the Glass Plus operation is going and concerns he has with the Glass Operation. The Committee is asking Mr. Arnott to get more information and figures together. No action was taken.

CREATE NEW LEAD PERSON AT THE SOLID WASTE DEPARTMENT

Evenhouse reported that his proposal is to create 75% Lead Person to balance their needs. The position would work more in the summer (busy) time and less in the winter.

Charbameau presented the breakdown of the costs for the position to the Committee. She also had a draft of the position description. Basically they are merging the Solid Waste Supervisor and Second Story/Scale Operator positions into a Solid Waste Lead position with reduced hours.

Motion by Fried/Dean to increase the LTE position hours and duties as presented. The Committee will revisit creating the new position at a later date. All aye on voice vote. The motion carried.

BILLS AND VOUCHERS, BLANKET PURCHASE ORDERS AND LINE ITEM TRANSFERS – SOLID WASTE AND BUILDINGS & GROUND.

Motion by Holewinski/Martinson to approve bills and vouchers, blanket purchase orders and line item transfers for both Departments. All aye on voice vote. The motion carried.

Brunette introduced Bruce Stefonek, Assistant Facilities Director, to the Committee.

BUILDINGS & GROUND CONSTRUCTION PROJECTS AND POSSIBLE CHANGE ORDERS

a. SHERIFF'S DEPARTMENT STORAGE

Brunette reported that they are still waiting for the Owners Manual. Miron has approved the request for their final draw which is approximately \$18,000.

b. Northern Advantage Job Center building renovation.

This is now referred to the Health and Aging Facility. A request from Huotari has been received for final payment of \$7,803.42 as well as a request for payment from Aires for \$711. That brings that payment to 96% complete. The Committee agreed to releasing payment. The Occupancy permit has been issued by the City of Rhinelander. The Department on Aging has been in the process of moving for the past week. They are functional as of today. Huotari has been contacted for a few small items.

• Update on computer infrastructure

Lynn Grube reported that the move to the new Aging and Health Facility went very well. She reported that the fiber optic cable is in. There are some cables on the poles that need some corrections before the new cable can be placed. WPS and Charter are working on that.

• Update on relocation of Department on Aging

The final work on the fire suppression is being scheduled.

• Relocation of storage shed

There is a storage shed currently located at the Thayer Street address. It is owned by the Buildings and Grounds Department. The question has come up as to whether it should be moved to the Health and Aging Facility or not. Jacobson would prefer it not be located at the new facility. The shed houses a lawn mower and snow blower for the Buildings and Grounds Department. The Department on Aging has a few items stored in it as well. Fried suggested Bruce evaluate the situation and decide what to do with the equipment and where to put the storage shed.

c. River Street Storage Facility

Schneider Electric is going to start the electrical work on the building on June 11, 2012.

ITEMS OUTSIDE SCOPE OF RENOVATION PROJECT – NORTHERN ADVANTAGE JOB CENTER FACILITY

- **Signage**

Lakeland Sign and Graphic House were both contacted for bids on signage. Graphic House prepared a bid in the amount of \$2,838.36 for a sign that has an aluminum backing with vinyl letters. It would cover the area which held the old sign.

Lakeland Sign has not provided a bid at this time.

Motion by Martinson/Dean to move ahead with the signage for the Health and Aging Facility not to exceed \$3,000.00. All aye on voice vote. Motion carried.

- **Water softener**

Because the City of Rhinelander cannot guarantee the hardness of the water, which is the issue with the warranty on the dishwasher filter, Brunette proposed that they purchase an inline dishwasher water softener from Advanced Water Solutions. The cost is \$1,485.90. This will prevent the warranty from being voided. Brunette is to find out how much the filters are and how long they last as well if the rest of the water supplies in the building are affected by the hardness of the water.

- **Update on fire suppression system test**

Brunette reported that they are waiting for Simplex to come back and finish the few things needed such as some heads, relocation of some gauges and check valves.

Fried asked Brunette to gather all the numbers for the Health and Facility project to review at the next meeting.

UPDATE ON LAW ENFORCEMENT CENTER ROOF/WARRANTY ISSUES/PROFESSIONAL SERVICES FOR ROOF EVALUATION

Brunette asked Mulikin to contact Johns Manville to get the ongoing status of the warranty for the roof. Johns Manville will be on site to re-inspect the repairs that were done last month. The County has received nothing new on their warranty settlement.

DISPOSAL OF OLD PLOW TRUCK

Brunette reported that the County has a 1991 Ford F150 plow truck that is sitting at the old WPS building. It hasn't been used in two years. It needs extensive work to make it operable. A local private party has contacted Brunette who would like to purchase the truck. She asked the Committee if they are interested in selling the truck. The other way it could be disposed of would be at the Sheriff's squad auction. Brunette to find out how much the interested party wants

to pay for the truck and how much it would go for at the auction. No action was taken.

REQUEST FROM UNIVERSITY EXTENSION TO MOVE LAND AND WATER CONSERVATION FURNITURE AND EQUIPMENT TO LOWER LEVEL OF RHINELANDER-ONEIDA COUNTY AIRPORT

Erica Brewster was present to request that the Buildings and Grounds Department move a few boxes and desks from the Land and Water Conservation Office to the UW-Extension Office. This will not cost any money it involves labor only.

Motion by Holewinski/Dean to approve the request as presented. All aye on voice vote. The motion passed.

BUILDINGS AND GROUNDS STAFFING

Brunette reported that the Buildings and Grounds Department is now at full staff.

REPORT ON BUILDINGS AND GROUNDS DEPARTMENT ACTIVITIES

Brunette reported that she has been working with Labor Relations to hire the Assistant Facilities Director.

She worked with the Sheriff's Department to do background checks on the new hires.

She and Bruce took a tour of the new area at the Sheriff's Department to familiarize Bruce with the area.

Brunette worked with the City of Rhineland for the water problem and the Occupancy Permit for the Health and Aging Facility.

The carpet for the Court room has been ordered.

The wall paper in the Court Room waiting area on the second floor has been removed and drywall compound put up and painted.

The floors are being stripped and waxed.

The Staff is getting ready for Art on the Courthouse Lawn this weekend.

Brunette recognized her Staff for all their hard work and she will recognize them in another way at a meeting for the Department.

NON-BUDGETED ITEM REQUESTS

There are none.

PUBLIC COMMENT

There is nobody present.

ITEMS FOR NEXT AGENDA

Budget numbers for the projects

Template for the future moves of Departments

Airport lease/options

FUTURE MEETING DATES

June 18, 2012 9:00 a.m. at the Law Enforcement Center

July 2, 2012 9:00 a.m. location to be determined

July 16, 2012 9:00 a.m. location to be determined

CLOSED SESSION: IT IS ANTICIPATED THAT A MOTION BE MADE, SECONDED AND APPROVED BY ROLL CALL VOTE TO ENTER INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(e), FOR THE PURPOSE OF "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".

10:45 a.m. Motion by Dean/Martin to go into closed session pursuant to Section 19.85(1)(e), for the purpose of "deliberating or negotiating the purchase of public properties, the investing of public funds, or conduction other specified public business whenever competitive or bargaining reasons require a closed session". On Roll Call Vote: Dean, "aye"; Martinson, "aye"; Holewinski, "aye"; Fried, "aye" and Baier was excused.

11:03 a.m. Motion by Dean/Martinson to go into open session. On roll call vote: Dean, "aye"; Martinson, "aye"; Holewinski, "aye"; Fried, "aye" and Baier was excused.

There was no action taken in closed session.

11:04 a.m. Motion by Martinson/Dean to adjourn. All aye on voice vote. The motion carried.



Billy Fried, Chairman



LuAnn Brunette, Director