

Amended minutes for
Oneida County Solid Waste and Buildings & Grounds Meeting
Monday July 2, 2012 9:00 a.m.
Oneida County Courthouse
1 S. Oneida Avenue
Rhinelander, WI 54501

Members present: Billy Fried, Jack Martinson, Scott Holewinski, Gary Baier

Members not present: Paul Dean

Department staff: Charlie Evenhouse-Director Oneida County Solid Waste, Luann Brunette-Director Buildings and Grounds, Bruce Stefonek-Assistant Facilities Director

Others present: John Sweeney-Chief Deputy/Sheriff's Department, Lynn Grube-Director Information Technology Services, Dianne Jacobson-Director Department on Aging, Linda Conlon Director Public Health, Brian Arnott-Glass Plus, John Bilogan-Director Forestry, Jennifer Lueneburg-committee secretary

Call to order:

Chairman Fried called the meeting to order at 9:00 in accordance with the Wisconsin Open Meeting Law.

Approve Amended Agenda:

Motion by Jack Martinson to approve today's agenda. 2nd by Billy Fried. All members present voting 'Aye'. Motion carried.

Approve Meeting Minutes of June 4, 2012:

No changes made. Motion by Billy Fried to approve meeting minutes from June 4, 2012. 2nd by Jack Martinson. All members present voting 'Aye'. Motion carried.

Law Enforcement Center roof/warranty issues:

Assistant Director Stefonek met with Dan Mattke/Facility Engineering for the second time on the Law Enforcement roof evaluation on June 25th; unsure if county will be charged for that visit. The roof was installed in January of 1999, and because of the time of year the installation was made, moisture is under roofing. The moisture between 2 ply's, when heats up, causes blistering and buckling, then will lie back down when cooler. This pulling on the roof causes leaks which have been fixed with patches; no more current leaks. Also roofing around protrusions was not flashed properly and drains weren't installed correctly. There is major granular loss in some spots which is a product failure. The imperfections include seaming that wasn't overlapped per specifications; overall the roof was not installed properly. Imperfections have been identified by Johns Mannville. At time of construction, the warranty and installation were overseen by one department at Johns Mannville; since construction those areas have been associated with different departments to ensure that proper installation oversight occurs prior to issuance of the warranty. The law enforcement center roof is 13 years old; Oneida County has a 15 year-warranty on roof but the material/labor warranty is only good for the first two years. Dan Mattke/Facility Engineering suggests Oneida County hire a company to take thermal/infrared photos of the roof. John Sweeney, states due to no roofing expert working for county, an assessment is appropriate. Stefonek recommends county first

wait to see what Bill Runion/Johns Manville will do about the problem since Runion states he will go to his superiors to see what they can do first. Gary Baier suggests discussing matter with insurance company; legal matter to be discussed with Brian Desmond/Corporation Counsel. Scott Holewinski agrees with hiring firm to assess problems rather than settling with what Johns Manville is willing to fix. Holewinski feels we need consultant first to know what's wrong with the roof first before dealing with legal/insurance. Chief Deputy Sweeney states the Sheriff's Department has some money in their budget for this assessment. Billy Fried feels before looking into consultant, Buildings & Grounds department should check into insurance and let Corporation Counsel review the situation; suggests issue be discussed at July 23rd meeting in closed session, to report information found. Gary Baier feels insurance carrier should be consulted on matter first. Scott Holewinski makes motion to hire Facility Engineering per discussion pending Corporation Counsel approval for \$2500 to \$4000 not to exceed \$10,000 to come from Sheriff's Department and Building & Grounds funds. 2nd by Jack Martinson. All members present voting 'Aye'. Motion carried.

Buildings & Grounds Construction projects and possible change orders:

Sheriff's Department Storage:

Director Brunette contacted Tom Poweleit from Venture Architects to get reason for delay; owner manuals were submitted by Miron to Venture Architects but were incomplete and therefore rejected. County holding approximately \$18,000 for the general contractor until the completed owner manuals are submitted.

Health and Aging:

- **Update on computer infrastructure:** Director Grube states digging is done and all poles are in place, as required by Wisconsin Public Service. Pending Wisconsin Public Service inspection, ITS will be hiring a company to pull wire into the building. Director Grube states a time frame for completion should still be at the end of July. Department on Aging is still looking to move the week of August 20th. Mike Widule of Buildings & Grounds is working on moving telephones. Director Grube believes move will cost within \$90,000 budgeted and project is on target. Billy Fried directed Director Grube to provide update at July 23rd meeting on ITS Emergency Backup at Oneida County Airport.

- **Update on move of Health Department:** Director Brunette contacted four movers, Director Conlon has met with three of the movers for cost estimates but no figures at this time. Director Conlon will have figures at July 23rd meeting. The move will take 2-3 days. Bekins will take upper cabinets of work stations apart but Buildings & Grounds will have to put them back together. Other two movers willing to take down and put back up work stations and wall racks and will include in their bids. Emmons states if company other than Oneida County moving work stations, the warranty on work stations becomes void. Director Jacobson suggests moving company takes down wall racks but Oneida County Buildings & Grounds should put racks back up; Director Conlon agrees. Director Conlon states Health Department and Buildings & Grounds will take care of moving their own medications.

- **Update on fire detection/suppression:** Director Brunette states the check valves were not working correctly on the system and some gauges need to be moved. Simplex will be checking and updating.

- **Storage shed:** Director Brunette states the old Department on Aging shed on Thayer Street is too large to be moved to the new location; the Sheriff's Department is interested in moving the shed to their location to be used at the shooting range for lawn mowing and maintenance equipment. Buildings & Grounds wants to build a new storage shed at the new Department on Aging location on Keenan Street; the shed will need to be smaller, most likely need to be built and placed in rear of building; will be used for snow removal and lawn care equipment. Scott Holewinski made Motion to approve \$1500 cost to build storage shed for Department of Health and Aging facility and give the old shed to Sheriff Dept. Gary Baier 2nd motion. All members present voting 'Aye'. Motion carried.

River Street Storage:

Director Brunette states Highway Department has done grading, excavating and clearing of brush to allow water to run away from the front building. Buildings & Grounds has worked on tearing out old bathrooms and moldy insulation. Buildings & Grounds will hire a drywall company and install a water filtration system due to rusty water that would discolor bathroom fixtures, county vehicles and would allow for drinkable water. Project is still within budget and will continue.

Grand Opening of Health and Aging Facility:

Director Jacobson proposes the grand opening of the Department on Aging and ADRC of the Northwoods for Saturday, July 28th from 1:00 p.m. to 3:00 p.m. and requests committee members attendance at the grand opening.

Replacement of flooring in classrooms at Health and Aging facility:

Director Brunette states the classroom carpet flooring will need to be replaced with hard surface flooring which will be paid for by Department on Aging. Buildings & Grounds will be placing a newspaper ad asking for contractors to bid on flooring update. Due to flooring being paid for out of fundraising budget, Chairman Fried questioned if needed to be approved by committee. Scott Holewinski made motion to approve posting flooring project in newspaper ad. 2nd by Jack Martinson. All members present voting 'Aye'. Motion approved.

Sidewalk repair required by City of Rhinelander-courthouse facility:

Director Brunette states Assistant Director Stefonek did an inspection with Terry Williams of Rhinelander Fire Department. Certain sidewalk portions and some curbs and gutters in north parking lot needs to be replaced or the city will issue citations. Project to be paid by Buildings and Grounds sidewalks fund. Gary Baier makes motion to approve sidewalk project. 2nd by Scott Holewinski. All members present voting 'Aye'. Motion approved.

Branch II court quarter round base replacement:

Director Brunette states due to carpet replacement, will need to also take out trim. Quote obtained from contractor to provide, stain and install the base molding for \$800. Gary Baier makes motion to approve. 2nd by Jack Martinson. All members present voting 'Aye'. Motion approved.

Report on Buildings & Grounds Department activities:

Director Brunette provided update handout for review; no questions. During Sheriff's Department power outages there is a 7 second delay before the generator starts. During an outage there is no back-up/emergency lighting to receiving area cells. Dan Gotto with Total Electric looked at the system and can install a system to the emergency generator panel to provide the receiving cells with lighting during a power outage at a cost of approximately \$275.00 which can be covered by the building maintenance account, and will install once flash suit arrives.

Chairman Fried notes Director Brunette looking to evaluate Assistant Facilities Director Bruce Stefonek; asked committee members to send Director Brunette an email if they have input on areas to evaluate.

Bills and vouchers, blanket purchase orders and line item transfers:

Director Brunette looking to consolidate floor mat cleaning contract. After discussion, motion by Scott Holewinski to approve Solid Waste and Buildings & Grounds bills, vouchers, blanket purchase orders and line item transfers as submitted. 2nd by Fried. All members present voting 'Aye'. Motion carried.

Non-budgeted item requests:

None

Glass Plus contract:

Brian Arnott of Glass Plus provided summary report from 2003-2011 and a list of options. Scott Holewinski inquired on the 3rd option listed regarding electric hook-up. Discussion occurred regarding Glass Plus hooking back up to county electric supply and be charged by county for usage rather than Glass Plus providing their own electric hookup. Glass Plus then wouldn't need to pay \$250/mo non-usage charge in winter to WPS plus Glass Plus would benefit from lower 12 cent/kilowatt-hour rate through Oneida County rather than the private 17 cent/kilowatt-hour rate. The committee also discussed moving power wires, costs of Glass Plus providing pallets and reviewed previous contract with Glass Plus. Director Evenhouse discussed Strategic Materials to buy county glass waste. Strategic Materials will pay \$37.50 per ton minus \$27.00 per ton for shipping for a net of \$10.50 per ton. Issue to be discussed further in closed session. Glass Plus asking for forgiveness of past due debt shortfall. Motion by Scott Holewinski to forgive Glass Plus debt of \$11,000. 2nd by Jack Martinson. All members present voting 'Aye'. Motion carried.

Update on Solid Waste department projects and operations:

No additional updates

Third party use of Forestry Departments gas tank located on Solid Waste property:
Director Bilogan provided handout; gas tank currently only used by Forestry Department. Forestry Department looking to outsource grooming operations for ski trails. Forestry Department requesting permission for third party to access Forestry fueling station on Solid Waste property. Motion by Scott Holewinski to approve granting permission of third party contractor groomer to access fueling station located Solid Waste Department property. 2nd by Jack Martinson. All members present voting 'Aye'. Motion carried.

Solid Waste Account Technician Vacancy Review Appeal:

Motion by Scott Holewinski for recruitment to Labor Relations/Employee Services for Solid Waste to hire 60% Account Technician and 40% Scale Operator. 2nd by Billy Fried. All members present voting 'Aye'. Motion carried.

Closed session:

Motion by Scott Holewinski, 2nd by Jack Martinson to adjourn into closed session pursuant to section 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility", Section 19.85 (1)(e) "deliberation 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", and Section 19.85(1)(f) "considering financial, medical, social or personal histories or disciplinary data of a specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have a substantial adverse effect on the reputation of the person referred to in such data".

Roll call: Jack Martinson, Gary Baier, Scott Holewinski, Billy Fried

Discussion held in closed session. Motion by Scott Holewinski, 2nd by Gary Baier to return to open session. Roll call vote taken with all voting in the affirmative; motion carried. No actions taken in closed session.

Public comment – Buildings & Grounds and Solid Waste:

None

Items for next agenda:

Law enforcement Center Roof/warranty issues

Update on Information Technology Services backup at Oneida County Airport

Update on costs of movers for Health Department relocation

Meeting dates:

Monday, July 23, 2012 at 9:00 a.m. – location to be determined

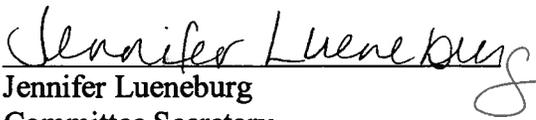
Monday, August 13, 2012 at 9:00 a.m. – location to be determined

Monday, August 27, 2012 at 9:00 a.m. – location to be determined

Adjournment:

Motion by Scott Holewinski to adjourn meeting. 2nd by Gary Baier. All members present voting 'Aye'. Motion Carried. Adjourn 11:30 a.m.

Billy Fried
Chairman


Jennifer Lueneburg
Committee Secretary