

Oneida County Solid Waste and Buildings & Grounds Meeting
Monday August 6, 2012 9:00 a.m.
Oneida County Courthouse
1 S. Oneida Avenue
Rhinelander, WI 54501

Members present: Billy Fried/Chairman, Gary Baier, Scott Holewinski, Jack Martinson, Paul Dean

Department Staff: Luann Brunette/Buildings & Grounds Director

Others present: Lisa Charbarneau/Human Resources Director, Freeman Bennett/Highway Commissioner, Dianne Jacobson/Department on Aging Director, Linda Conlon/Health Department Director

Call to order:

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

Approve Agenda:

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

Approve Meeting Minutes of July 23, 2012 committee meeting:

No changes made. Motion by Martinson to approve meeting minutes from July 23, 2012. 2nd by Baier. All members present voting 'Aye'. Motion carried.

Update on Law Enforcement Center roof/warranty issues:

Brunette reports meeting held last week with herself, Brian Desmond/Corporation Counsel, Bruce Stefonek/Assistant Facilities Director and Dan Mattke/Facility Engineering; finished discussions on terms and conditions of contract and final contract received for Brian Desmond to review and approve. Fried asks Holewinski to continue to monitor situation due to his ongoing involvement and knowledge of issues.

Buildings & Grounds Construction project updates and possible change orders:

•**Sheriff's Department Storage:** The County is still holding approximately \$18,000 from the general contractor, Miron Construction until they send corrected owners manuals and roof warranty. Bruce Stefonek/Assistant Facilities Director contacted John Plautz/Miron Construction, asking him to look into why the situation is still not resolved.

•**Health and Aging:**

-**Update on computer and/or telephone infrastructure:** Brunette working with Lynn Grube/Information Technology, in order to get telephone equipment needed for the new Health Department location. The lead time for the equipment needed will now take 3-4 weeks and if additional phones are needed, refurbished ones can be obtained for a lower cost than new. The cost to obtain temporary telephone equipment will be \$13,000 until the voice over system is implemented. One possible solution could be to lease three phones from the ADRC since they have a bigger phone capacity than needed. Conlon agrees to leave the Health Department move date in place at this time and in mean time come up with alternate phone solutions. Baier suggests Brunette and Conlon work together to find a solution sooner than next committee meeting while staying within budget.

Buildings & Grounds Construction project updates and possible change orders (continued):

-River Street Storage:

-Replacement of metal siding on exterior of front building: Brunette states she has placed an ad and a couple responses were received. Brunette is hoping to have figures put together before the next committee meeting

Space needs requests/options for courthouse area to be vacated by health department relocation:

Brunette provided handout regarding current department space challenges and possible solutions; will continue to access the situation and address at future meetings.

Year 2013 Furniture & Equipment request guidelines:

Brunette has drawn up a memo to department heads stating due to budget restrictions, the Buildings & Grounds department will be limiting furniture and equipment requests and purchases to emergency and ergonomic needs only. Motion by Martinson agreeing to disbursement of 2013 Furniture & Equipment guidelines memo. 2nd by Dean. All members present voting 'Aye'. Motion carried.

Direction on Year 2013 staffing:

Charbarneau states a Highway Department employee on a Workman's Compensation injury is working with Buildings & Grounds while on light duty, helping the department complete projects. They are now discussing Buildings & Grounds and Highway Department continuing to share this employee after the employee is released from light duty work by his doctor. Discussed the worker remaining with Highway Department but when not needed at Highway Department and needed in Buildings & Grounds, the Buildings & Grounds Department could use the employee and the Highway Department would bill Buildings & Grounds for his hours. Buildings & Grounds will need him more in the summer time and Highway Department will need him more in the winter due to snow removal. Brunette states due to increased square footage at Department on Aging, the employee previously designated to clean part time at this building will now need to be full time otherwise the level of service will decrease or they will need to outsource some of the services required. Using someone full time for cleaning at the Department on Aging then leaves a shortage of help at the Courthouse so sharing a Highway employee will help. Brunette discussed plowing needs for Courthouse, Department on Aging, Wisconsin Public Service building, River Street buildings and Sheriff's Department as well as the county also maintains sidewalks on tax foreclosed properties. Fried feels plan is possible but details should be figured out further before any decision is made. Brunette will look at cost of outsourcing snowplowing and speak with Forestry regarding information they have gathered on outsourcing lawn mowing duties.

Update on City of Rhinelander's proposed storm water utility fee:

Brunette attended the Rhinelander city hall meeting last week explaining the city pursuing a storm water utility fee structure based on impervious surfaces of city properties. The fee schedule is based on the equivalent square footage of the average home and will support the infrastructure update of the storm water utility that hasn't been updated for many years. This will effect the Courthouse, Sheriff's Department, Department of Health and Aging, (former) Wisconsin Public Service building, Rhinelander/Oneida County Airport, Highway Department and all tax foreclosure properties owned by the county within city limits. Brunette estimates the user fee will cost the county and additional \$8,500 per year beginning January 1 2013. Fried suggests the county do a formal response to this user fee and attend the next city counsel meeting on August 13th. Motion by Martinson for Chairman Fried to represent the Buildings & Grounds Committee at the Monday August 13th Rhinelander city counsel meeting in regards to this fee. 2nd by Holewinski. All members present voting 'Aye'. Motion carried.

Bills and vouchers, blanket purchase orders and line item transfers – Solid Waste and Buildings & Grounds:

Motion by Holewinski to approve bills, vouchers and blanket purchase orders as presented. 2nd by Martinson. All members present voting ‘Aye’. Motion carried.

Public comment – Buildings & Grounds and Solid Waste:

None

Items for next agenda:

Report from August 13th Rhinelander city council meeting

Update on Department of Health phone issues

Discuss Buildings & Grounds clean up of tax foreclosure property

Preliminary look at 2013 budget

Space needs and options for courthouse area vacated by health department relocation

Meeting dates:

Monday, August 20, 2012 at 9:00 a.m. – Courthouse Committee Room #1

September 10th and 24th - tentative

Report on buildings and grounds department activities:

Fried first reports on Solid Waste updates. Solid Waste sent two more loads to Strategic Material for testing and results came back good. A third load will be sent out this week to Strategic Material for testing. The Solid Waste budget is on track for paying off deficit by end of 2012.

Fried states he has directed Evenhouse to contact other counties regarding references for Strategic Materials and what other counties are charged by them.

Brunette reports she attended the informational session at Rhinelander city hall as reported above. The Buildings and Grounds staff worked very hard for setup, preparation and tear down for Judge Bloom’s investiture. Brunette met with Corporation Counsel on the Facility Engineering contract. Brunette canceled the utilities at the old Department on Aging building and also canceled the Verizon cell phone contract no longer being used by Buildings and Grounds.

Brunette ordered ergonomic chairs for Planning and Zoning, Public Health and ITS. Buildings & Grounds is priming the exterior doors and will be painting as weather permits. Brunette met with Grube/ITS on prioritization of space needs and LRES regarding job sharing with the Highway Department. There are problems with the chillers and condensers at the Courthouse and Law Enforcement Center which will possibly need to be replaced in the future. Brunette spoke with Miron on warranty issues. The windows for River Street have been ordered and plumbing was worked on. Brunette contacted the phone company on problems at the Keenan Street property. Fried and Brunette will attend the Finance meeting on August 16, 2012.

Non-budgeted requests:

None

Closed session (Buildings & Grounds):

Motion by Martinson. 2nd by Holewinski on adjourn into closed session in 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), “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”.

Roll call: Billy Fried, Gary Baier, Scott Holewinski, Paul Dean, and Jack Martinson. Discussion held in closed session.

Staff present during closed session: Luann Brunette/Buildings & Grounds Director

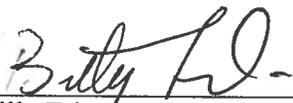
Return to open session:

Motion by Holewinski. 2nd by Dean to return to open session at 10:25 a.m. Roll call vote taken with all voting in the affirmative; motion carried.

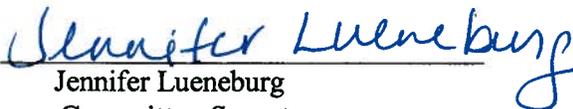
There was no action taken in the above closed session.

Adjournment:

Motion by Baier to adjourn meeting. 2nd by Martinson. All members present voting 'Aye'. Motion carried. Adjourn at 10:25 a.m.



Billy Fried
Chairman



Jennifer Lueneburg
Committee Secretary