

Oneida County Solid Waste and Buildings & Grounds Meeting
Monday, August 20, 2012 9:00 a.m.
Oneida County Courthouse, Committee Room #1
1 S. Oneida Avenue
Rhinelander, WI 54501

Members present: Billy Fried/Chairman, Gary Baier, Scott Holewinski

Members not present: Jack Martinson, Paul Dean

Department staff: Luann Brunette/Buildings & Grounds Director, Bruce Stefonek/Buildings & Grounds Assistant Facilities Director, Charlie Evenhouse/Solid Waste Director

Others present: Lynn Grube/Information Technology Systems Director, Erica Brewster/UW-Extension

Call to order:

Chairman Fried called the meeting to order at 9:03 a.m. in accordance with the Wisconsin Open Meeting Law.

Approve Agenda:

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

Minutes of August 6, 2012 committee meeting:

No changes made. Motion by Holewinski to approve meeting minutes from August 6, 2012. 2nd by Baier. All members present voting 'Aye'. Motion carried.

Update on Law Enforcement Center roof/warranty issues:

Brunette reports Oneida County now has a signed contract with Facility Engineering. Stefonek has continued to contact Johns Manville and reports after numerous calls and emails, Johns Manville still hasn't taken any action on the warranty issues. Committee agrees to proceed with Facility Engineering starting report and assessment of roof. Fried directs Brunette to keep Brian Desmond/Corporation Counsel informed of situation as it progresses.

Buildings & Grounds Construction project updates and possible change orders:

Sheriff's Department Storage: Brunette reports the department is still waiting for the owner manuals and warranty information. Stefonek reports contacting the architect and now contacting Miron; county still holding \$18,000 payment until information received. Stefonek voiced concerns on warranty expiring too close to the date the information is received and not having enough time to voice warranty concerns. Fried recommends Corporation Counsel send a letter to speed up the process.

Health and Aging:

-Update on computer and/or telephone infrastructure: Brunette reports department has now insulated the ADRC offices for sound proofing. A signed contract was submitted to Frontier for phone services and pushing for a target date of August 24' 2012. If there is a hold-up with phone services, Mike Widule/Buildings & Grounds is working on a temporary system which would use one phone line from the courthouse and one fax line from the Department on Aging. Grube reported that initially the existing phones would be moved to the new building. However once the cable was installed from the courthouse to the new Health and Aging building, it was discovered that different equipment was needed to shoot voice across fiber optic cable until the Voice-Over IP system is in place. Grube states she doesn't handle the phones until the system is digital and Buildings & Grounds is in charge of the phones until then. Grube reports her department hooked up computers at the Health and Aging building and was successful.

River Street Storage:

Replacement of metal siding on exterior of front building: Stefonek reports department cut off damaged steel and contractor that is hired will replace with new siding. Three quotes received; CR Meyer quoted \$35,998.00, Urban Steel quoted \$25,811.00 and MasterCraft quoted \$23,163.00. Brian Desmond/Corporation Counsel wouldn't allow using MasterCraft due to past work was not up to standards. Therefore, Stefonek recommends going with Urban Steel for project. Motion by Baier to use Urban Steel for River Street metal siding replacement project, not to exceed \$26,033.00. 2nd by Holewinski. All members present voting 'Aye'. Motion carried.

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

Brunette reports Family Court Commissioner will be moving to Department of Social Services. New wires will need to be installed into the old Family Court Commissioner's office for Corporation Counsel to use as a confidential conference room and into the new office for Family Court Commissioner's CCAP (Consolidated Court Automation Programs) access. The move is being looked into quickly due to the Family Court Commissioner's secretary quitting and the Family Court Commissioner will be using Department of Social Services support staff.

Update on continued rent of airport conference room:

Administrative committee has endorsed moving UW-Extension to the Courthouse and just keeping airport conference room but waiting for County Board approval at August 21, 2012 meeting. Brewster feels UW-Extension has space needs for three agents, Land & Water/AIS, Wisconsin Nutrition Education Program and Northwoods Saves and storage space for materials. The committee would like to get UW-Extension moved before December 31, 2012 to avoid another year of rental fees at the airport. The county must let the airport know within four months in writing of intent to vacate airport. Airport is willing to keep the conference room available for county use.

Request to continue 40-hour work week for Buildings & Grounds staff:

Brunette talked with Margie Sorenson/Finance regarding extending the 40 hour work week. Sorenson says enough money available to continue all staff for three more weeks on 40 hour work week. Brunette

proposes picking certain staff to keep on the 40hour work weeks in order to extend these hours where needed in order to stay in budget.

Land information request for BG staff to assist with clean up of tax foreclosure property:

Brunette reports there is an extensive amount of debris on property and Buildings & Grounds doesn't have enough people at this time to assist with property. Denying request.

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

City of Rhinelander approved storm water utility fee and the county can not be excluded from fee but separate agreements can be arranged. Fried working with City of Rhinelander to negotiate agreement.

Preliminary year 2013 budget items:

Brunette will budget for City of Rhinelander storm water utility fee for now. If UW-Extension moves from airport to Courthouse, rental fee would be removed from Buildings & Grounds budget but county will still need to pay the \$20,000 subsidy portion to support airport. Brunette reports that Buildings & Grounds may need additional labor approved.

Card reader system installation at courthouse:

Brunette reports there has been concern in the past over courthouse being used during not courthouse hours inappropriately. Suggested rekeying doors then installing a card reader system and providing key cards as the only way for employees to access courthouse. Employees would need to scan card when entering and leaving courthouse to track amount of time spent in area. This would also restrict which employees have access to certain areas. Discussed using courthouse renovation funds to pay for system.

Report on Buildings & Grounds Department activities:

Handout on activities provided to committee members.

Non-budgeted item requests:

None

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 Baier. All members present voting 'Aye'. Motion carried.

Hauler and credit account requests:

Account requests for Sam's Contracting and Land O' Lakes township. Motion by Holewinski to approve credit applications as presented. 2nd by Baier. All members present voting 'Aye'. Motion carried.

Glass contract with Strategic Materials:

Evenhouse reports Brian Desmond/Corporation Counsel reviewed contracts and added termination clause. More loads have been sent to Strategic Materials from each section of the glass pile and have tested well. Evenhouse estimates \$100,000 to come in on this contract in the next twelve month period. Motion by Holewinski to approve the contract with Strategic Materials with amendments. 2nd by Baier. All members present voting 'Aye'. Motion carried. Evenhouse to research alternative trucking options and negotiate a minimum load per month figure with Strategic Material.

Year 2012 Department Information Document – Solid Waste:

Reviewed and discussed document. Motion by Holewinski to approve 2012 Department Information Document as presented. 2nd by Fried. All members present voting 'Aye'. Motion carried.

Operations update – Solid Waste:

Eagle River HAZ clean sweep went well; generated \$11,153.00. Another HAZ c lean sweep set for September in Merrill and will include hazardous waste, electronics and tires; expecting \$20,000 in revenue. Discussed Solid Waste financial sheet.

Public comment – Buildings & Grounds and Solid Waste

None

Items for next agenda:

Projects as listed above

Meeting Dates:

Monday, September 10, 2012 at 9:00 a.m.

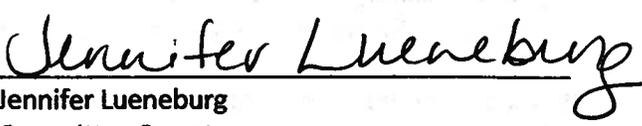
Monday, September 24, 2012 at 9:00 a.m.

Adjournment:

Motion by Holewinski to adjourn meeting. 2nd by Fried. All members present voting 'Aye'. Motion carried. Adjourn at 11:31 a.m.



Billy Fried
Chairman



Jennifer Lueneburg
Committee Secretary