

Oneida County Solid Waste and Buildings & Grounds Meeting  
Tuesday, September 11, 2012 8:30 a.m.  
Oneida County Courthouse, County Board Room  
1 S. Oneida Avenue  
Rhinelander, WI 54501

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

**Members not present:** Gary Baier

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

**Others present:** Margie Sorenson/Finance Director, Lynn Grubbe/ITS Director, Linda Conlon/Public Health Director, Dianne Jacobson/Department on Aging Director

**Call to order:**

Chairman Fried called the meeting to order at 8:30 a.m. in accordance with the Wisconsin Open Meetings Law.

**Approve Agenda:**

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

**Minutes of the August 20, 2012 committee meeting:**

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

**Out-of-county travel – SW Director attendance at solid waste conference:**

Director Evenhouse requests to attend the annual Solid Waste Conference. Motion by Holewinski to approve the out-of-town request for the Solid Waste Conference 2012. 2<sup>nd</sup> by Dean. All members present voting 'Aye'. Motion carried.

**Year 2013 Solid Waste budget:**

Director Evenhouse reports the Waste Management contract expires June 30, 2013. He trended out the 2013 budget and anticipates doing an adjusted budget in 2013 if a new contract results in any significant changes. At the end of the 2012 budget, Solid Waste is projected to have \$63,000 in the reserve account before \$35,000 remaining debt is paid off. Holewinski asks that this debt be paid off from the reserve before the end of the 2012 budget season; agreed by Sorenson. Sorenson requests that Solid Waste start budgeting for depreciation costs in 2013. Motion by Martinson to approve 2013 budget as presented. 2<sup>nd</sup> by Dean. All members present voting 'Aye'. Motion carried.

Director Evenhouse presented 2013 Staffing Request for Limited Term Employment (LTE) positions; these are the same LTE positions that currently exist. Motion by Dean to approve 2013 LTE staffing requests. 2<sup>nd</sup> by Martinson. All members present voting 'Aye'. Motion carried.

**Hauler and credit account requests:**

Director Evenhouse provides credit account application from Calumet Superior LLC. Motion by Dean to approve credit account for Calumet Superior LLC. Second by Martinson. All members present voting 'Aye'. Motion carried.

**Operations Update – Solid Waste:**

Director Evenhouse reports equipment needing to be repaired in the M.R.F. (Materials Recovery Facility). Glass Plus still owes approximately \$4,400 for glass the company has hauled away; some of this debt is carried over from 2011. No payments received yet from Glass Plus in 2012. Glass Plus still has 4-5 truck loads of bagged glass at the Solid Waste site. Motion by Fried to have Corporation Counsel send a letter to Glass Plus stating no further product allowed to be hauled from Solid Waste facility until payment made on past due debt. 2nd by Dean. All members present voting 'Aye'. Motion carried.

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

Director Brunette adds voucher for payment to Mike Widule. Motion by Fried to approve bills, vouchers, and blanket purchase orders as presented with additional voucher for Mike Widule. 2nd by Dean. All members present voting 'Aye'. Motion carried.

**Request from WXPR Radio/use of parking spaces in former WPS building lot:**

WXPR Radio moved into the building near the old WPS building and requests use of the WPS building parking lot; plans to use about 6 parking spots. Brunette will discuss liability issues and possible rental costs with Corporation Counsel.

**Update on Law Enforcement Center roof/warranty issues:**

Director Brunette states contract language has been agreed on with Facility Engineering. Dan Mattke/Facility Engineering will compile all the copies of the documentation and schedule interviews with Bruce Stefonek and Joe Mullikin who were present when Johns Mannville was at the Law Enforcement Center.

**Buildings & Grounds Construction project updates and possible change orders:**

**Sheriff's Department Storage:**

- Receipt of owner's manuals & drawings:** Brunette states she has now received the owner's manuals and drawings from Venture.
- Final payment:** Brunette reports she is waiting for the draw from Miron to make the final payment of approximately \$18,000.

**Health and Aging:**

- Update on health department move:** Brunette provided Accounting handout showing that the moving project will come in within budget with \$3,413.39 remaining available in fund. Linda Conlon/Health Department and Chairman Fried compliments Buildings & Grounds and ITS on their hard work and efficiency during this move. Conlon reports some minor purchases and adjustments still needing to be made on new space but move went very well.

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

**State of Wisconsin (Safety and Buildings) Investigation Progress Report and response:**

Brunette provided handout of email she received regarding deficiencies with the new space. Areas that need to be addressed include the exterior lighting on the landings, signage for the dining room showing emergency exits and grab bars in the bathrooms. Brunette says required handrails will be asked for an exemption due to not being in an area of the renovation.

**River Street Storage:**

Brunette provided accounting handout on renovation project. Brunette reports as of 9-11-12, \$40,575.26 remaining in renovation fund. Holewinski directs Brunette to obtain costs on remaining projects needed to complete renovation plan.

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

Brunette reports Stefonek went over to current UW-Extension office space at the airport to measure space they are currently using in order to get a better idea of space needs for UW-Extension's move to the courthouse. Stefonek discusses needing to find a better space for the 1st Floor courtroom for the Family Court Commissioner due to lack of egress in the current space. A handout provided by Stefonek, discussed moving the Family Court Commissioner and UW-Extension to the old Health department space. ITS still plans to move to a portion of the old reproductive health clinic space in basement. Fried directs Stefonek to focus on UW-Extension move first but while collecting information and costs on move, Stefonek can start the ITS move which requires minimal changes prior to the move. Motion by Fried to proceed with ITS move and to get quotes on remodeling needed for ITS move, 2nd by Holewinski. All members present voting 'Aye'. Motion carried.

**Update on courthouse security meeting:**

Brunette reports she attended the courthouse security meeting and this matter will be on a future agenda to be discussed in closed session regarding security issues brought up to her. Previously, Brunette reports the department had \$100,000 in their budget for courthouse security; \$40,000 was used and the remaining was returned to the general fund. Brunette discussed taking money out of the courthouse remodeling fund to address future security costs; Sorenson/Finance was agreeable to this suggestion.

**Year 2013 Buildings & Grounds budget:** Brunette provided an additional budget handout showing net changes. Wisconsin Public Service states there will be a 2% increase in electric costs which is less than the 9.2% increase initially expected. However, natural gas costs are expected to go down by 1.12%. Brunette reports department not requesting any additional staff at this time. Brunette states she included cost of implementing a new card reader system. Brunette requested this cost be paid by the courthouse remodeling fund but was denied by Sorenson/Finance. The committee feels purchasing a minimum cost card reader system, given better technology available, may not be a good idea in the long run and asks Brunette and Grubbe to research the costs of more advanced systems. Overall, there is an \$188,000 budget decrease for 2013. Motion by Fried to approve the budget as presented with the amendment of adding in the funds necessary for a card reader system to meet the additional needs as determined by this committee, not to exceed \$188,000. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

**Non-budgeted item requests:**

None

**Public comment:**

None

**Items for next agenda:**

Solid Waste Second Story supervisor

Card reader system

Other projects as listed above

**Meeting dates:**

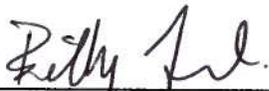
Monday, September 24, 2012 at 9:00 a.m.

October 8, 2012

October 22, 2012

**Adjournment:**

Motion by Fried to adjourn meeting. 2<sup>nd</sup> by Martinson. All members present voting 'Aye'. Motion carried. Adjourn at 10:40 a.m.



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Billy Fried  
Chairman



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Jennifer Lueneburg  
Committee Secretary