Oneida County Solid Waste and Buildings & Grounds Meeting
Monday, May 6, 2013 9:00 a.m.
Oneida County Courthouse, Committee Room #1
1 S. Oneida Avenue
Rhinelander, WI 54501

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

Department staff: Freeman Bennett/Highway Commissioner & Solid Waste Director, Brian Dutcher/Assistant Solid Waste Director, Luann Brunette/Buildings & Grounds Director, Bruce Stefonek/Assistant Facilities Director

Others present: Thomas Wiensch/Assistant Corporation Counsel, Lisa Charbarneau/Human Resources Director, Jennifer Lueneburg/Committee Secretary

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

Approve Agenda:
Motion by Martinson to approve today's agenda with items to be moved around as chairman sees fit. Second by Baier. All members present voting 'Aye'. Motion carried.

Approve minutes of April 15, 2013 committee meeting:
Motion by Holewinski to approve the minutes of April 15, 2013. Second by Baier. All members present voting 'Aye'. All members present voting 'Aye'. Motion carried.

Solid Waste – bills and vouchers, blanket purchase orders:
Brief discussion held on bills presented and balances for Solid Waste Department. Motion by Baier to approve Solid Waste bills as presented. Second by Martinson. All members present voting 'Aye'. Motion carried.

Closed session (Solid Waste):
Motion by Holewinski and second by Martinson to adjourn into closed session pursuant to Section 19.85(1)(e), Wis. Stats., "Deliberating or negotiating the purchasing of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." (Topic: The committee will discuss and make decisions concerning a contract for the hauling and disposal of municipal solid waste.); Section 19.85(1)(c), Wis. Stats., "Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility."; Section 19.85(1)(f), "Considering financial, medical, social or personal histories or disciplinary data of 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."; and Section 19.85(1)(g), "Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved." (Topic: Second Story program)

Roll call vote: Holewinski, Martinson, Baier, Fried

Staff present during closed session: Thomas Wiensch, Brian Dutcher, Lisa Charbarneau, Laurie Groskopf, Freeman Bennett, Jenni Lueneburg

Return to open session:
Motion by Martinson to return to open session at 9:40 a.m. Second by Baier. Roll call vote taken with all voting in the affirmative; motion carried.

Motion made in closed session by Holewinski to approve Oneida County entering into a five year contract with Northern Waste. Second by Martinson. All members present voting 'Aye'. Motion carried.

Second Story program:
Groskopf provided history of the Solid Waste Second Story program back to its start in 2007. Groskopf states she kept her own figures on tonnage of items kept out of landfill and put into the Second Story program as well as financials of the program. Groskopf states some items sold in the Second Story program were donated. Groskopf reports the program had sales of about $37,000 the first year but expenses were more due to start up costs. Holewinski questioned if the $37,000 figure included grant money; Groskopf states figure didn't include grant monies received, just Second Story sales. Groskopf summarized the benefits of the program. Discussion held on utilizing volunteers to help run program; the Solid Waste Department will look into this option further. Discussion held on the county's liability of items sold. Fried directs Bennett and Dutcher to come to the next committee meeting with a plan for the Second Story program for this summer.

Landfill radio system:
Bennett reports the radio system for the Solid Waste Department is a "hit and miss" when it comes to being able to use the system. Bennett would like to upgrade the Solid Waste Department radio system and has received a quote from Front Line Service LLC for $4,779.90 to do so. Holewinski asked why the Solid Waste Department doesn't use the Highway Department's frequency. Bennett says the Solid Waste radios will still use the Highway Department frequency but the upgrade will improve the quality of the radio system. Bennett feels the upgrade would be a good investment and requests the committee's approval to move forward. Fried referenced the minutes of the November 26, 2012 and December 17, 2012 committee meetings regarding previous approval already granted to update this radio system. Motion by Martinson to go ahead with program (upgrade), with costs not to exceed $4,800.00. Second by Holewinski. All members present voting 'Aye'. Motion carried.

Elect vice chair:
Fried recognizes the passing of County Board Supervisor and Solid Waste/Buildings & Grounds vice chairman Paul Dean. The committee will certainly miss Paul Dean.

Motion by Fried to elect Jack Martinson as vice chairman of this committee. Second by Baier. All members present voting 'Aye'. Motion carried.

Buildings & Grounds – bills and vouchers, blanket purchase orders, line item transfers:
Brief discussion on items presented. Motion by Holewinski to approve the Buildings & Grounds bills and vouchers as presented. Second by Fried. All members present voting 'Aye'. Motion carried.

Wisconsin Department of Safety and Professional Services inspection:
Bennett reports some violations were found during a state inspection of the Solid Waste site; all the Solid Waste violations have now been brought up to code. The state inspector will be back on May 26, 2013 at the Solid Waste site to reinspect only the areas that needed to be fixed. There were no costs for these changes.

Wisconsin Department of Safety and Professional Services inspection (continued):
Brunette reports Buildings & Grounds is working on bringing violations up to code from the state inspections and the costs will be covered under the building maintenance fund. Brunette detailed items that needed to be fixed.

Health & Aging facility – ADA parking and location of access buttons:
Brunette states she received a complaint from a handicapped citizen that parking at the Department on Health & Aging building wasn't correctly marked for a handicap van with a lift and the access buttons were placed too high for a person in a wheel chair. Brunette had architect Chuck Hunter research the complaint. Hunter found the access buttons are within ADA requirements but some parking lot stripping does need to be remarked in order to meet ADA code. Department on Aging Director Dianne Jacobson responded to the citizen to let them know the complaint is being addressed.

Buildings & Grounds department structure:
Brunette states the PSMR Network Support position was created at the Sheriff's Department and Mike Widule of Buildings & Grounds has accepted the position; unsure of Widule's start date. Brunette states with Widule's position vacant in Buildings & Grounds, this gives an opportunity to look at the entire structure of the Buildings & Grounds department. Brunette discussed the organization chart included in the agenda packet. Brunette would like to down grade the electronics technician position to a maintenance/electric technician position and upgrade the assistant maintenance technician position to maintenance/plumbing technician. Brunette reviewed job descriptions of these changed positions and explained what changes were made. Overall, there will be a $4,900.00 cost savings to these changes however this figure could change based on what health insurance option the new maintenance/electric technician chooses. These positions will then be taken to the next Labor Relations/Employee Services meeting on May 14th. Motion by Martinson for a tentative agreement on (agenda) item 13 (Buildings & Grounds department structure) with the proposed Buildings & Grounds organizational chart. Second by Baier. Fried clarified that the motion is to recommend committee approval to move this proposal forward to the LRES committee. All members present voting 'Aye'. Motion carried.

Motion by Fried to approve waiving the vacancy review recommendation. Second by Baier. All members present voting 'Aye'. Motion carried.

Brunette also reviewed upcoming projects for the Buildings & Grounds Department.

Year 2014 budget priorities – Buildings & Grounds:
Brunette provided a printout of the year 2014 budget priorities as required by the Administration Committee. Brunette states these priorities are to first be provided to the Finance Director and then forwarded to Administration Committee, due May 20, 2013. A discussion was held on the priorities handout. Brunette states she will come up with a narrative and spreadsheet, detailing each priority and once completed, will send a copy to each committee member.

Brunette also noted that there have been leaks in the Law Enforcement Center roof. Stefonek contacted Bill Runion/Johns Manville late last week to check the status on the roof warranty replacement. Runion states he obtained some figures from Craft Roofing. His company will look over the figures and will be able to provide an answer within a few weeks on what direction they will take in either fixing or replacing the Law Enforcement Center roof.

Update on vacated first floor space reallocation:
Brunette reports that she has received the architectural plans from Chuck Hunter. The plans have now been submitted to District Court Judge Neal Nielsen for his review and approval (as required by the state). Once these are received from Judge Nielsen, the department can then proceed. In the mean time, Buildings & Grounds staff have begun demolition of this area in the early morning hours in order to avoid the noise bothering other staff. Brunette has also had other contractors in to give quotes.

Update on communication with City of Rhinelander officials/staff:
Fried reports department heads have sat down with Rhinelander City Administrator Blaine Oborn to discuss working together further in the future on projects and goals.

Closed session (Buildings & Grounds):
Motion by Holewinski and second by Martinson to adjourn into closed session pursuant to Section 19.85(1)(d), Wisconsin Stats., "Considering strategy for crime detection or prevention." (Topic: Courthouse Security)

Roll call vote: Holewinski, Martinson, Baier, Fried

Staff present during closed session: Luann Brunette, Bruce Stefonek, Jennifer Lueneburg

Return to open session:
Motion by Baier to return to open session at 11:03 a.m. Second by Holewinski. Roll call vote taken with all voting in the affirmative; motion carried.

There was no action taken in the above closed session.

Public comment:
None

Items for next agenda:
Update on law enforcement roof
Other projects as listed above

Future meeting date:
- Tuesday, May 14, 2013 at 9:00 a.m. in County Board Room (joint with LRES)
  this committee no longer needs to attend this meeting*

- Monday, June 3, 2013 at 9:00 a.m. in Committee Room #1

Adjournment:
Motion by Baier to adjourn meeting. Second by Martinson. All members present voting 'Aye. Motion carried. Adjourn at 11:03 a.m.

Billy Fried
Committee Chair

Jennifer Lueneburg
Committee Secretary