

Oneida County Solid Waste and Buildings & Grounds Meeting  
Monday, June 3, 2013 9:00 a.m.  
Oneida County Courthouse, Committee Room #1  
1 S. Oneida Avenue  
Rhineland, WI 54501

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

**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:** Brenda Husing/WIC Director, Paul Spencer, Jr./Social Services Director, Mike Romportl/Land Information Director, Jennifer Lueneburg/recording 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 Holewinski to approve today's agenda. Second by Baier. Amended motion by Martinson to approve today's agenda with order of items at the discretion of the chairman. Second by Baier. All members present voting 'Aye'. Motion carried.

**Approve minutes of May 6, 2013 committee meeting:**

Motion by Holewinski to approve the May 6<sup>th</sup> minutes as presented. Second by Baier. All members present voting 'Aye'. Motion carried.

**Solid Waste – bills and vouchers, blanket purchase orders:**

Brief discussion held. Motion by Holewinski to approve bills and vouchers as presented. Second by Martinson. All members present voting 'Aye'. Motion carried.

**Present and future plans for operation of Second Story program:**

Bennett states he has talked with Corporation Counsel Brian Desmond and Human Resources Director Lisa Charbarneau regarding utilizing volunteers to operate the Second Story program. A waiver was drawn up for volunteers to sign in order to help with sales only. Volunteers would not be allowed to be around equipment or pick items out of MSW (Municipal Solid Waste). Bennett states they already have two eligible volunteers to do Second Story sales. Bennett would like to work around the volunteers' schedules when setting sales hours. At this point, Bennett is thinking of sales hours for Second Story to be open a full day on Friday and half day on Saturday. Bennett states there will still be a waiver on liability of purchased goods for customers. Fried suggests promoting both Second Story and other Solid Waste products such as compost in the newspapers and on TV Channel 12; Bennett and Dutcher agree and will proceed. Dutcher will also have promotional information on Solid Waste website. Fried states the committee gives discretion to Bennett and Dutcher for promotional spending as long as it stays within Solid Waste budget. Motion by Martinson to approve contract with people who want to serve free of their own time (at Second Story) with no liabilities. Second by Holewinski. All members present voting 'Aye'. Motion carried.

**Update on compactor for demo site 3:**

Bennett states motor exploded in Solid Waste compactor which was caused by the cylinder pack failing. The motor is completely wrecked and had only 23 hours running time. The motor was purchased from Fabco and the estimated cost of replacement is \$50,000. Bennett contacted Fabco, asking them to replace the motor at no cost to the county. Fabco asked that the county pay a portion of the cost to replace the motor but Bennett refused. Fabco then agreed to pay for an entire new motor and the new motor should be replaced by the end of next week.

**Fiber cake contract:**

Dutcher states a contract was previously in place with the Rhinelander Paper Mill for Solid Waste to accept the mill's fiber cake waste; this contract has now expired. Dutcher had Assistant Corporation Counsel Thomas Wiensch review the new contract and is waiting for a response. Motion by Holewinski to approve the new fiber cake contract upon approval of the Corporation Counsel's office. Second by Martinson. All members present voting 'Aye'. Motion carried.

**Purchase/rent-to-own printer/copier for Solid Waste Department:**

Bennett reports the Solid Waste Department copier is no longer working as of last Friday and isn't fixable due to the age of the copier. The copier was purchased in early 1993 and has operated well past its lifespan. For now, the Highway Department is loaning one of their copiers to the Solid Waste Department. Dutcher has researched copier options. A new copier through EO Johnson will run \$3,650 which includes a seven year parts warranty but doesn't cover service visit charges. A rent-to-own option was discussed with Finance Director Margie Sorenson. Sorenson feels this is not a good option and committee agrees. Dutcher tried to get quote from Office Max on copiers but not successful due to Office Max not carrying the level of copier the department needs. Fried would like Dutcher to get a second quote from a competitor of EO Johnson in order to make sure county gets a fair price from EO Johnson. Fried would like Dutcher to also check on the cost of the service package and past service needs to see if a service package may be a good investment based on past needs. Holewinski states a service package was looked into in the past and wasn't found to be a good investment. Fried would still like Dutcher to research a service package option. Martinson inquired how long Solid Waste can borrow the Highway Department copier; Bennett states one month. Motion by Martinson to approve the purchase of a copier, not to exceed \$3,800.00. Second by Fried. All members present voting 'Aye'. Motion carried.

Bennett also notes that he received analysis results back from decomposed bark product scanned in Tomahawk. The results came back great. The color of the product is a little lighter than normal soil but once mixed with fiber cake, will make excellent compost for Solid Waste to sell. Bennett verifies that this compost is safe for growing and will be a great product for purchase.

**Buildings & Grounds – bills and vouchers, blanket purchase orders, line item transfers:**

Brunette presented bills and vouchers as well as two line item transfers. Motion by Holewinski to approve the bills, vouchers and line item transfers as presented. Second by Martinson. All members present voting 'Aye'. Motion carried.

**Request from Social Services to contract with Buildings & Grounds to have Assistant Facilities Director perform home modifications inspections:**

Spencer states they have had an annual contract with the Buildings & Grounds Department for home modification inspections which now needs to be renewed. Finance Director Margie Sorenson uses

contract to offset wages between departments. Spencer provided handout to committee. Spencer explains that his department needs carpentry and building expertise for these inspections and no one in his department has this expertise. On average, these inspections total about 10 hours per year. Brunette notes that Stefonek would normally conduct inspections however due to excessive workload with other projects, Brunette would likely delegate these inspections to another Buildings and Grounds staff. Motion by Holewinski to approve the contract renewal for Department of Social Services home modification inspections as presented. Second by Martinson. All members present voting 'Aye'. Motion carried.

**Request from Health Department to locate farmers market at Health and Aging facility:**

Husing provided information on the WIC program to the committee. Husing states the redemption of the WIC farmer's market vouchers is pretty low so she would like to locate one local farmer stand near the Department of Health and Aging building one day out of the week during the summer months. This stand would take up a 10' x 10' space in the parking lot of the Health and Aging building which equates to about two parking spots. Local farmers would rotate holding the market, based on who has the product available that week. Discussion held by committee. Motion by Holewinski to approve site as presented at the Department on Health and Aging for the farmer's market for the summer. Second by Martinson. All members present voting 'Aye'. Motion carried.

**University of Wisconsin – Extension and Land & Water Conservation space issues:**

Brunette states previously this committee looked at moving the UW-Extension and Land & Water Departments to the Courthouse but wasn't feasible due to space needs. Stefonek has looked at the space availability of their current space at the Rhinelander-Oneida County airport. The two departments are using all of their current space and space is lacking. UW-Extension department head Erica Brewster has now moved to a storage area in order to make room for the new 4-H Director. UW-Extension and Land & Water would prefer to stay together due to shared support staff. Stefonek feels the Land & Water department should move back to their Courthouse space to give UW-Extension more room and feels Land & Water's portion of the support staff is minimal. Brunette states the two departments share a Secretary III position and UW-Extension uses 60% of the position and Land & Water uses 40 % of the position. Further discussion on issue. Motion by Holewinski to recommend to the UW-Extension committee that Land & Water Conservation utilize the available space at the Courthouse and take the employment needs for support staff to the LRES Committee. Second by Baier. All members present voting 'Aye'. Motion carried. Also, Fried directs Brunette to proceed with negotiating the lease extension with the airport director,

**Wisconsin Department of Safety and Professional Services inspection:**

Brunette reports that physical issues found by the DSPS inspector for the Buildings & Grounds department are now resolved. Human Resources Director Lisa Charbarneau has been working on amending the written policies that the inspector flagged. As Charbarneau completes amendments to sections of the policy, she has been submitting them to Stefonek and Brunette for review, as well as the departments the specific policy effects. Once all amendments complete, the final policy will be reviewed by Corporation Counsel Brian Desmond, and then forwarded to the DSPS inspector.

**111 E. Davenport Street building (former WPS) possible exterior maintenance projects:**

Brunette, Fried and Stefonek toured building exterior and note deterioration and cosmetic issues.

Brunette is not sure if it is worthwhile to improve property and if she should address some of the issues with her own staff versus contract out. Brunette states she only has \$500 budgeted for the care of this building. Brunette provided handouts showing pictures of problem areas. Discussion held on priorities of issues needing to be addressed and possible cost. Brunette does have approval to use work release employee currently working with department. Committee directs Brunette to have Buildings & Grounds department do what they can to improve building while staying within \$500 budget.

**Update on Buildings & Grounds department structure:**

Brunette states Buildings & Grounds employee Mike Widule has tentative offer for radio technician position at Sheriff's office and will know by the end of the week if he has been offered and accepted the position. Brunette discussed filling possible vacant position with LRES; most likely won't be able to fill position until August. Brunette feels the department may need to use overtime during transition and will call on Widule as needed for Courthouse electrician needs. Ads for this position (if becomes vacant) can be posted by this weekend.

**Update on law enforcement center roof warranty issues:**

Brunette states Stefonek is continuing to work on getting warranty information from Johns Manville. Time is becoming a factor due to warranty deadline approaching and needing warranty repairs to be done in the summer months. Fried clarified that Johns Manville agreed to provide relief on the replacement of the Law Enforcement Center roof but still no specifics; Brunette states that is correct. Fried offers to place phone call with Stefonek after meeting to Johns Manville to push matter forward and get answers. Committee is agreeable to Fried assisting Stefonek.

**Update on vacated first floor space reallocation and possible advertisements to solicit price quotes for general carpentry work in proposed hearing room:**

Brunette states the Buildings & Grounds department continues to work on demolition of the first floor space (formerly the Health Department location). Brunette hasn't received approval from the District Court Administrator Judge Neal Nielsen for the architectural plans. Nielsen first needs to tour the area and review the plans; this project can't move forward without this approval. Brunette feels it may be difficult to stay under the \$60,000 budget for the project. Holewinski suggested ways to reduce construction costs; Brunette states the District Court has standards which they feel maintains the "judicial presence of the area". Brunette suggests using money from the continuing appropriation account to cover the budget shortfall. Brunette will continue to provide updates at future meetings as the project progresses.

**Closed session (Solid Waste):**

Motion by Martinson and seconded by Holewinski to adjourn into closed session pursuant to Section 19.85(1)(e), Wis. Stats., "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." (Topic: Health and Aging facility parking expansion); Section 19.85(1)(d), Wis. Stats., "Considering strategy for crime detection or prevention." (Topic: Courthouse Security)

**Roll call vote:** Martinson, Holewinski, Baier, Fried

**Staff present during closed session:** Brunette, Stefonek, Romportl, Lueneburg

**Return to open session:**

Motion by Martinson to return to open session at 11:18 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:**

Glass Plus exit strategy

Law Enforcement Center roof update

Parking expansion

**Schedule future meeting date:**

- Monday, June 17, 2013 9:00 a.m. at the Department on Health and Aging
- Monday, July 1, 2013 at 9:00 a.m. at the Courthouse, Committee Room #1
- Monday, July 15, 2013 at 9:00 a.m. at the Courthouse, Committee Room #1

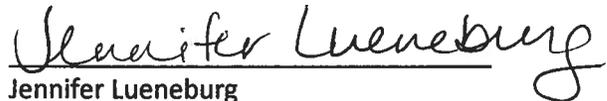
**Adjournment:**

Motion by Martinson to adjourn meeting. Second by Holewinski. All members present voting 'Aye.

Motion carried. Adjourn at 11:26 a.m.



Billy Fried  
Committee Chairman



Jennifer Lueneburg  
Committee Secretary