

Oneida County Solid Waste and Buildings & Grounds Meeting
Monday, March 10, 2014 9:00 a.m.
Oneida County Courthouse, Committee Room #1
1 S. Oneida Avenue
Rhineland, WI 54501

Members present: Billy Fried – Chairman, Jack Sorensen, Scott Holewinski, Jack Martinson, Greg Oettinger

Department staff: Freeman Bennett – Highway Commissioner and Solid Waste Director, Lisa Jolin – Solid Waste Account Tech., Luann Brunette – Facilities Director, Bruce Stefonek – Assistant Facilities Director

Others present: Lisa Charbarneau – Human Resources Director, Linda Conlon – Public Health Director, Jonathan Anderson – media, Jennifer Lueneburg – recording secretary

Call to order:

Chairman Fried called meeting to order at 9:02 a.m. in accordance with the Wisconsin Open Meetings Law.

Approve Agenda:

Motion by Sorenson to approve today's amended agenda. Second by Martinson. All members present voting 'Aye'. Motion carried.

Approve minutes from February 17, 2014 committee meeting:

Motion by Holewinski to approve the minutes of February 17, 2014 and to amend the agenda to correct the February 17, 2013 date listed. All members present voting 'Aye'. Motion carried.

Staffing request for 80% employee:

Bennett reports in the last few years, Solid Waste has downsized by three full time employees and has replaced them with LTE's (Limited Term Employee) which has worked well so far. The problem with using LTE's is they can only work 1200 hours in calendar year. Once they go over, retirement and health insurance benefits apply. Bennett would like to put one of the LTE's on as an 80% employee to help pick up the hours LTE's can't cover. Bennett also reports tentatively having one of his full-time employees retiring in approximately a year and a half so he would like to train the 80% employee on several positions so when the full time employee retires, it will be a smooth transition. Discussion held on retirement and health insurance costs. Overall, even with downsizing three full time employees, LTE positions added and adding the 80% position, the department is better off financially than before. Charbarneau led discussion on the benefits of adding this position. Motion by Martinson, moving to approve the requested position. Second by Holewinski. All members present voting 'Aye'. Motion carried.

Line item transfers:

Bennett provides 2013 line item transfers. Some were over budgeted and some under budgeted but overall, they came in under budget for line item transfers. Fried asks Jolin the financial status of the Solid Waste Department and if she has any concerns. Jolin verifies that they are in good financial status and she has no concerns. Motion by Sorensen to approve (Solid Waste) line item transfers. Second by Martinson. All members present voting 'Aye'. Motion carried.

Signing of two-way radio bill:

Bennett explains that originally, the bill for the new Solid Waste radio system came in at approximately \$4,900; however the project was approved for no more than \$4,800. Bennett states he then asked the vendor to adjust the bill in order to come in under budget. They decided to remove one radio from the order and adjusted the bill to approximately \$4,400. Bennett states this is just for the committee's information and no action needs to be taken.

Proposal to market compost:

Bennett states he was approached by Benzeo Soil Services to provide soil services to the Solid Waste Department for their compost. Services would include sampling the compost and working to eliminate any permits as well as take care of DNR reporting, sales marketing and photo logging. These services would run approximately \$8,000. Bennett feels this money doesn't need to be spent and the Solid Waste Department can take care of these tasks on their own. Motion by Sorenson to reject the offer. Second by Holewinski. All members present voting 'Aye'. Motion carried.

Solid Waste – bills and vouchers, blanket purchase orders:

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

Buildings & Grounds – bills and vouchers, blanket purchase orders, year-end line item transfers:

Motion by Holewinski to approve the bills, vouchers and blanket purchase orders as presented. Second by Martinson. Discussion held on Courtney Battery voucher. Brunette provided handout on line item transfers, summarized each line item and noting that these are all budgeted amounts. Motion by Holewinski to approve line item transfers as presented. Second by Martinson. Brief discussion held. Brunette states the Buildings & Grounds Department will be returning approximately \$28,800 to the General Fund. All members present voting 'Aye' on both motions. Motion carried.

Wage compensation study and potential appeals:

Charbarneau reports that her Committee is entering the appeal phase of the Carlson-Dettmann wage study and there will be some appeals from the Buildings & Grounds Department; summarized which positions may be requesting appeals. Charbarneau notes that if a position has more of the same type of work, this is not a valid reason for an appeal. However if a position has added responsibilities at a higher level, this could qualify as a valid reason for an appeal. Also discussed the Assistant Maintenance Technician position at the Health and Aging facility in regards to duties assigned and wage study. History of how the position was established to be primarily cleaning, with some maintenance work was discussed. Charbarneau relates that the incumbent could find additional maintenance items to address at the building, but that would mean that the janitorial duties would have to be handled in a different manner. Charbarneau asked for guidance from the committee as to how this should be handled. In-depth discussion held. Committee members discussed the possibility of changing the position to that of cleaning technician, and after in-depth discussion, the Committee agrees that the position is set appropriately at this time, but should be reviewed when a vacancy occurs.

Update on relocation of Land & Water Conservation:

Brunette reports that the Land & Water Conservation Department has now been moved back to their previous location in the Courthouse next to Planning & Zoning. Buildings & Grounds took care of painting and cleaning the space before they moved in, providing storage space and added a partitioned off area for the AIS Specialist. Brief discussion held.

Update on hearing room:

Brunette states the carpenter is nearly finished and the carpeting will be installed this Thursday. The Chief Judges' walk-through and approval are required before the room can be used for court purposes. Brunette would like to schedule a future meeting in the hearing room in order for the Committee to view the new hearing room area.

Courthouse boiler project:

Brunette states three of the four boilers are still running. If one more boiler goes down, the system won't be able to keep up with the Courthouse heating needs. The Committee agrees to proceed with the boiler system replacement project. Stefonek states he was told about a year and a half ago that the boilers were 12 years past their life expectancy. During this project, they will also look over the heating system at the Health and Aging building.

Non-budgeted item requests:

Request from Health Department (covered by grant funds): Conlon requests a new work station for her new added position. Conlon has gathered quotes and has settled on the quote received from Emmons Business Interiors for approximately \$2500. Stefonek noted to Conlon to make sure and verify that installation of the workstation is included with the price. Motion by Sorensen to approve request. Second by Martinson. All members present voting 'Aye'. Motion carried. Brief discussion held on space usage for the Public Health Department staff.

Closed session:

The Committee was not called into closed session.

Announcements from closed session:

None

Public comment:

None

Items for next agenda:

Projects as listed above

Law Enforcement Center roof

Scheduled future meeting date(s):

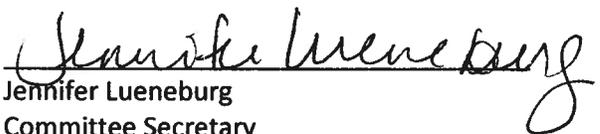
April 7, 2014 at 9:00 a.m. (tentatively to be held in First Floor hearing room)

Adjournment:

Motion by Sorenson to adjourn meeting. Second by Martinson. All members present voting 'Aye'. Motion carried. Adjourn at 10:07 a.m.



Billy Fried
Committee Chairman



Jennifer Lueneburg
Committee Secretary