

# MEETING OF THE ONEIDA COUNTY PUBLIC WORKS/SOLID WASTE COMMITTEE

DATE: JULY 13, 2017

**Members Present:** Robb Jensen, Mike Timmons, Scott Holewinski and Sonny Paszak

**Also in Attendance:** Bruce Stefonek/Commissioner, Lisa Jolin/Solid Waste, Dan Gleason/Highway, Lisa Charbarneau/LRES, Jim Bollmann/MSA

**Public Present:** Scott Tromp

The following matters were taken up to wit:

Chairperson Jensen called the meeting to order at 8:00 a.m. It was noted the meeting was properly posted and the media notified.

1. **Motion:** Timmons/Holewinski to approve the amended agenda. All aye; motion passed.
2. **Motion:** Paszak/Jenson to approve the Public Works Committee minutes from the June 22, 2017 meeting and the corrected minutes of the June 8, 2017 meeting. All aye; motion passed.
3. Chairperson's announcements:
  - Jensen stated the Highway Commissioner was continuing to work on handling the sale of gravel from county owned pits to towns.
4. **Motion:** Timmons/Holewinski to approve the Solid Waste vendor vouchers and the credit account application for Roof Masters, LLC as presented. All aye; motion passed.
5. Jolin provided the committee with the current organizational chart for the Solid Waste department. Discussion of the duties and responsibilities assigned to the Solid Waste Lead Person. Jensen questioned where the temporary clerical and technician duties and responsibilities were now assigned since those duties and responsibilities should not be the duty of the supervisor. Discussion of the efficiencies gained by having Jolin exclusively at Solid Waste.  
**Motion:** Holewinski/Timmons to have Lisa Jolin, Bruce Stefonek and Lisa Charbarneau rework all the Solid Waste job descriptions to include the all duties and responsibilities referenced by Jensen including any additional duties assigned. All aye; motion passed.
6. Closed Session: It is anticipated that the committee may go into closed session pursuant to section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluations data of any public employee over which this body has jurisdiction or responsibility (Topics: Solid Waste Lead Person/Scale Operator/Recycling Coordinator compensation and LTE Scale Operator compensation)  
**Motion:** Timmons/Jensen to enter into closed session at 8:18 a.m. All aye; motion passed.
7. **Motion:** Jensen/Holewinski to return to open session at 8:25 a.m. All aye; motion passed.  
**Announcements:** The Solid Waste Lead Person/Scale Operator/Recycling Coordinator compensation was not discussed.  
**Motion:** Jensen/Holewinski to approve the current Solid Waste LTE Scale Operator position to exceed 1,200 hours in a rotating calendar year. All aye; motion passed.

8. Jolin reported the cost of Municipal box rentals should be increased January 1<sup>st</sup> noting price is based on distance but still very reasonable. If approved she would send out a letter so the towns could include the increase when preparing their budgets.  
**Motion:** Timmons/Holewinski to approve the changes to the steady box and steady cart rentals for 2018 as presented. All aye; motion passed.
9. Solid Waste Report/Discussion:
- Jolin reported the debit/credit card system is up and running but requires the payee to enter additional information even when the card is swiped. She will check for possible solutions. Discussion of the use of different POS systems that might work better and other systems used by the county in other departments.
  - Jolin reported things are going in the right direction but she did not include Recycling or Long-term care business units in the revenue/expense comparison because the Recycling unit will show no expenses until distributed to the towns, and the release of funds for the Long-term Care Unit doesn't occur until the following year. Holewinski requested those to be included to show the respective revenues and expenses. Jolin stated she would add those for the next time. She stated expenses are higher for Hazardous Waste because they just sent a load out in May and the comparison years was either August, September or October. The committee asked the report be updated quarterly. Jolin stated she would talk to the Finance Director regarding including the County Rental charges monthly rather than \$25,000 once a year. Jolin feels the reason for the decrease in Demo was because employees were previously instructed to ship mixed Demo/Transfer loads to Transfer rather than separate the Demo from the Transfer.
  - Jolin explained they have received all the parts for the slurry solid spreading. Jack Renn has assembled the spreader parts and the DNR will start to clear the trails. It is estimated 300,000 gallons of slurry solids will be spread. It is anticipated that preliminary spreading will begin the week of the 24<sup>th</sup>. Jolin will update the committee during the first week of August.
  - Jolin reported she has not yet located a signed copy of the contract with the Paper Mill for fiber cake. The contract expires in 2018 and states no less than 2,000 tons and no more than 6,500 tons. When the contract renews, may want to set limit to not more than 4,000 tons. Timmons suggested this may be the time to look at the fees to cover the cost of a future larger pond. Jolin stated volumes have increased because the above-average rainfall received was limiting the Paper Mill access to fields.
10. **Motion:** Paszak/Jensen to approve the Highway Department vendor vouchers as presented. Stefonek reported Meverden was the company that was contracted to crush 5,000 tons of 1 ¼. MSA measured the pile using a GPS indicating of the 10,500 tons they were 732 tons short noting possible variables of rain when weighed and uneven terrain. Stefonek stated he requested but did not receive the scale tickets. The difference in cost at \$2.90/ton was \$2,121.50. Discussion of the accuracy of the estimate.  
**Motion:** Jenson/Timmons to amended the motion to split the \$2,121.50 discrepancy between invoiced material and measured material. All aye; motion passed.  
**Motion:** Paszak/Jensen to approve the Highway Department vendor vouchers as presented with the amendment. All aye; motion passed.
11. Stefonek reported 3 bids were received:
- Ayres Associates \$7,000
  - KBIS: \$5,950
  - Nordic: \$8,050
- Stefonek confirmed with Corporation Counsel KBIS had adequate insurance and sees no reason not to go with the low bid. Stefonek informed the committee the County Clerk has a copy of the bid inspection record and bid opening.  
**Motion:** Paszak/Timmons to approve the low bid of \$5,950 from KBIS. All aye; motion passed.

12. Jim Bollmann/MSA reported the Three Lakes sanitary district has a major treatment plant upgrade planned for 2018 and part of the project is replacement of the water main noting the poor drainage at the intersection of CTH A and Batagowski Road. Discussion of the problem and the options to correct the drainage issues. Timmons stated there should be a conversation with the town of Three Lakes to get everyone on the same page. Jensen commented he felt it was appropriate to use MSA since they have already done work there for Three Lakes and is the best value for the county.  
**Motion:** Timmons/Jensen to approve working with MSA up to \$7,000 on the CTH A and Stanzil Street project to include conversation with the Town of Three Lakes and their sanitary district as presented. All aye; motion passed.

13. Stefonek reported he spoke with the finance director regarding beginning the work week on Monday. However, since the pay period for the rest of the county starts on Saturday this would need to be addressed through department policy. Discussion of the current policy, other counties policies, options and the fiscal impact.

Paszak excused at 9:25 AM

Holewinski asked Stefonek to research the information from the finance director and bring back a plan to manage the overtime with calculations so that it will not fluctuate greatly from year-to-year.

14. Stefonek reported in the past culverts were replaced by the Town Bridge Aide fund on a first-come basis unless there was an emergency. Stefonek asked to discuss at an upcoming meeting of commissioners in an effort to clarify the statute. Holewinski stated the committee has the ability adjust if necessary, and they could choose to let another town's culvert be replaced without losing their position noting. However, in the event of a failure, emergencies are pushed to the top but the committee will need to know.
15. Jenson noted Barrientos will be back to provide a final presentation and asked the committee members to get their questions to Stefonek so he could forward to Barrientos so they can be addressed. Holewinski requested clarification regarding the remodel or State of Wisconsin may require, and what is required code and what is not necessary.
16. Stefonek reported there is a Caterpillar loader that is a good loader but needed to be repainted. The only bid received was from Dwayne's S & D Bodyworks at cost of \$5,830 or \$6,055 with the decal kit. Stefonek noted the last time they went with the low bid the paint was not done well, however, they have been satisfied with work from Dwayne's in the past. Timmons stated he wanted to know the age and how long they planned on keeping the loader before making a decision. Holewinski requested a list of the loaders including the hours and condition.
17. Discussion of the development of a safety manual. Jensen commented the draft was comprehensive and may apply countywide. Jensen directed Stefonek to bring back the parts that are high priority for the Highway Department and Solid Waste.
18. Stefonek stated Quality Truck is willing to allow a trade-in value of \$10,000 for each of the patrol trucks toward the new patrol truck which is better than the previous offer received noting the sale of the patrol trucks was previously approved.  
**Motion:** Holewinski/Timmons to approve the trade-in of the 2 patrol trucks at an estimated value of \$20,000 as presented. All aye; motion passed.
19. Discussion of area of Highway J that caused the damage to vehicles and the process of reporting the claims to county's insurance company. Timmons reported constituents having trouble getting a

satisfactory response from the insurance company with one taking the vehicle to be cleaned without the insurance company's direction and another has been waiting for a response. Stefonek stated eighteen claims have been reported as last count and all were submitted immediately. Discussion of process and the condition of the chip seal. Stefonek stated he contacted Fahrner and the decision was made to sweep the road surface once the emulsion and ruts were discovered later learning sand would have helped. Stefonek reported he received calls over the weekend and swept again on the following Tuesday. After speaking with other commissioners and Fahrner, the consensus was to wait and see but major problems with bonding would have happened already. Discussion of the possible reasons that contributed to the problem whether too much oil used, rain or the experience of the people operating the chip sealer. Jensen stated McMann thought enough of the chips adhered and bonded to the road. Jensen questioned if the committee wanted a second opinion. Holewinski stated he felt the problem was caused by too much oil. Stefonek stated he explained in a letter to the insurance company oil was pooling and the transfer truck adjusted the flow and nozzles in the first mile. Discussion of possible times to meet with the Portage County Commissioner to look at the road as well as the future commissioner from Lincoln County.

20. Commissioner's Report/Discussion:

- Stefonek reported CTH Q paving was completed, lifts put in and looking at putting in shoulders at the end of the following week or the beginning of the next.
- Stefonek reported the graveling was completed and they started putting the base coat on part the road the day before on CTH A adding there was one truck and the grader that were adding gravel to spots.
- Stefonek reported the DOT asked Oneida County to rent and use a second grader when reclaiming shoulders. Prices to rent/month: Fabick \$6,500, John Deere \$10,000, and Aring had nothing to rent. The machine and cost were presented and approved by the DOT with funding from the RMA.

21. Future meeting dates:


- July 27, 2017
- August 10, 2017
- August 24, 2017

22. Future agenda items:

- Progress on Commissioner's goals

23. Public Comment: None

24. **Motion:** Holewinski/Timmons to adjourn at 10:28 a.m. All aye; motion passed

  
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Committee Chairperson

  
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Committee Secretary