

**JOINT ONEIDA COUNTY PUBLIC WORKS/PLANNING & DEVELOPMENT/LABOR  
RELATIONS & EMPLOYEE SERVICES COMMITTEE  
MEETING MINUTES**

**Oneida County Highway Department, 730 West Kemp Street, Rhinelander WI  
Thursday, July 25, 2019 at 8:00 a.m.**

<b>Attendance:</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Robb Jensen, Chair	X		
Scott Holewinski, Vice-Chair	X		
Mike Timmons, Secretary	X		
Ted Cushing	X		
Sonny Paszak	X		

**Also Present:** Bruce Stefonek/Highway, Dan Gleason/Highway and Richard Satterlee/Ayres & Associates

**Call the Meeting to Order & Roll Call**

Committee Chair Jensen called the Public Works Committee meeting to order at 8:00 a.m.

**1. Approve Agenda**

**Action:** Motion by Cushing/Paszak to approve the agenda.

**Vote:** All 'aye', motion carried.

**2. Approve the Minutes of the Public Works Committee meeting held on July 11, 2019**

**Action:** Motion by Timmons/Cushing to approve the minutes of the July 11, 2019 meeting as presented.

**Vote:** All 'aye', motion carried.

**3. Chairman's Announcements:**

• **State Transportation Budget**

Jensen commented he did not have any additional information on the State Transportation Budget.

• **County Roads and ATV/UTV Access to City of Rhinelander**

Jensen reported there was a request to open routes into the City on CTH's "C", "P" and "K" that will require coordination of the Towns of Crescent, Newbold, Pine Lake and Pelican.

• **Funding Opportunities Committee Update**

Jensen stated the Committee meets on July 31.

**4. General Business Discussion/Act**

**A. Highway Department Vendor Vouchers**

**Action:** Motion by Holewinski/Jensen to approve the Highway Department vendor vouchers.

**Vote:** All 'aye', motion carried.

**B. Out of County Travel:**

**1. Previously Approved Attendance for Commissioner for the North Central Region Commissioners Meetings**

**Discussion:** Jensen suggested committee members should let the Commissioner know if they would like additional information brought back regarding agenda topics.

**2. University of Wisconsin Transportation Information Center – Using PASER and WISLR to Manage Your Roads – Weston, Wisconsin on August 1, 2019 for Alex Hegeman**

**Action:** Motion by Holewinski/Cushing to approve the attendance of Alex Hegeman for the University of Wisconsin Transportation Information Center – Using PASER and WISLR to Manage Your Roads in Weston, Wisconsin on August 1, 2019.

**Vote:** All ‘aye’, motion carried.

**5. Discussion with Richard Satterlee, Ayres & Associates**

**Discussion:** Satterlee thanked the Committee for the work opportunity with the Kemp Street project Ayres & Associates were available for other upcoming projects. Jensen thanked Satterlee for Ayres assistance in addressing the concerns of Corporation Counsel regarding the need for the County to retain an engineer to oversee the project. Stefonek stated he greatly appreciated the time Andy Dana spent with Corporation Counsel and himself.

**6. Discussion/Act on 2019 Blade Quotes**

**Action:** Motion by Holewinski/Cushing to approve the 2019 Blade Quotes as presented.

**Vote:** All ‘aye’, motion carried.

**7. Discussion/Act on 2020 Capital Improvement Projects**

• **Fuel Station**

**Discussion:** Stefonek presented a fuel site design provided by Northwest Petroleum based on potential future facility expansion. Holewinski stated he was for moving the system from its current location noting another other possible location to the south. Stefonek the confirmed the estimated cost of \$300,000.

**Action:** Motion by Jensen/Cushing to approve the fuel system upgrade as presented and forward on to the Capital Improvement Committee for their review.

**Additional Discussion:** Stefonek stated the fuel system upgrade costs are recouped through a per gallon surcharge charged to all fuel users. Stefonek added the upgrades were required to be completed by 2020.

**Vote:** All ‘aye’, motion carried.

• **Brine Building**

**Discussion:** Stefonek stated the department does not need the 60 by 120 foot building at this time but will in the future. Stefonek stated he researched adding a lean-to on the south side of the cold storage building but the only company willing to perform the work informed him the cost would be twice as much per square foot. Jensen requested Stefonek prepare to provide the estimated cost of beginning with a smaller facility then adding on compared to the status quo. Stefonek estimated by 2024 the larger trucks and tank inserts would require additional space, at which point they could insulate heat the previously unfinished portion of the proposed building. Stefonek noted the initial 50 by 55 foot building could house 40,000 gallons of brine. Jensen requested Stefonek be prepared to explain how costs will be affected by completing the project over time.

**Action:** Motion by Cushing/Paszak to approve the brine and storage building project as presented and forward on to the Capital Improvement Committee for their review.

**Vote:** All ‘aye’, motion carried.

• **County Highway Construction**

**Discussion:** Stefonek reported he updated the request to reflect the additional funds from CHIP and CHIP-D anticipated for 2020, 2022, and 2024. Jensen requested Stefonek exclude the department funds to illustrate the \$360,000 increase and to be consistent with the previous year’s request.

**Action:** Motion by Timmons/Cushing to approve the County Highway Reconstruction Capital Improvement Project with the department fund balance adjusted to \$0 and \$100,000 added to the tax levy for the subsequent years and forward on to the Capital Improvement Committee for their review.

**Vote:** All 'aye', motion carried.

- **Rhineland Facility Upgrades**

**Discussion:** Stefonek stated the department has the money to upgrade the door locks in the current year and was included as a CIP at the recommendation of the Finance Director.

**Action:** Motion by Jensen/Paszak to approve the Rhineland Facility Magnetic Door Lock Project for 2019 as presented and forward onto the Capital Improvement Committee for implementation.

**Vote:** All 'aye', motion carried.

**Discussion:** Stefonek reported there is not a vehicle exhaust system currently in operation and the project should be ranked ahead of the magnetic doors. Jensen noted the doors were part of the 2019 CIP so the project was rank as a priority 1 for 2019.

- **Patrol Truck Updates**

**Discussion:** Stefonek stated he spoke with the Finance Director regarding borrowing the funds from the General Fund or requesting as a CIP. Jensen questioned if they would need to consider bundling the additional construction needs but suggested submitting as a CIP. Stefonek commented on the cost of maintaining older equipment and offered a proposed patrol truck replacement schedule for consideration.

**Action:** Motion by Jensen/Cushing to approve the Patrol Truck Purchase Capital Improvement Project and forward onto the committee for review.

**Vote:** All 'aye', motion carried.

	Project Name	Year	Ranking	Priority
1	Rhineland Facility Magnetic Door Locks	2019	A	1
2	Rhineland Facility Fuel System Replacement	2020	AB	3
3	Brine Building/Storage Building	2020	AB	4
4	Vehicle Service Bay Exhaust System	2020	A	2
5	County Highway Reconstruction	2020	A	1
6	Patrol Truck Purchase	2020	B	5

## 8. Commissioner Report/Discussion

- **Operations Report**

Stefonek reported the centerline of CTH L was being milled and filled, then switched to the Highway 17 by-pass at the request of the State but have stopped because of storm cleanup. Stefonek noted work on CTH L would resume following storm cleanup.

- **Kemp Street Management**

Stefonek reported the eastbound lane will be completed first noting the slopes were set, the curb and gutter removed and graded out, and the asphalt on the east end was milled.

- **Storm Report**

Stefonek reported the County cleanup should be completed by the following week and Langlade County requested assistance with STH 45 through the following week. Stefonek reported he had been in contact with Emergency Management, and the DOT started putting together DMA's noting there should be funding for County road cleanup.

**9. Future Meeting Dates**

- August 15, 2019
- August 29, 2019

**10. Future agenda items**

- Highway Commissioner's performance evaluation

**11. Public Comments**

Satterlee informed the committee Ayres offers solid waste engineering services as well.

**12. Discussion/Act on Closed Session - It is anticipated that the committee will go into closed session pursuant to Wisconsin Stats §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topic: Highway Commissioner evaluation)**

**Action:** Motion by Cushing/Holewinski to go into closed session closed session pursuant to Wisconsin Stats §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topic: Highway Commissioner evaluation).

**Roll call vote:** All 'aye". Motion carried. Closed session entered at 9:10 a.m.

**13. Discussion/Act The Committee will return to open session and may ratify any matter(s) discussed in closed session**

**Action:** Motion by Timmons/Cushing to return to open session at 9:13 a.m.

**Roll call vote:** All 'aye". Motion carried.

**14. Adjourn**

Jensen adjourned the meeting at 9:14 a.m.

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Committee Chairperson

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Committee Secretary