

Oneida County Solid Waste and Buildings & Grounds Meeting

Monday, July 23, 2012 9:00 a.m.

Oneida County Courthouse, Committee Room #2

1 S. Oneida Avenue

Rhineland, WI 54501

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

Members not present: Paul Dean

Department staff: Charlie Evenhouse/Solid Waste Director, Luann Brunette/Buildings & Grounds Director, Bruce Stefonek/Assistant Facilities Director

Others present: Daniel McClenahan/Strategic Material, Brian Arnott/Glass Plus, Lynn Grube/Information Technology Services Director, Dianne Jacobson/Department on Aging Director, Margie Sorenson/Finance Director, Lisa Charbarneau/Human Resources Director, Jennifer Lueneburg/recording secretary

Call to order:

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

Approve Agenda:

Motion by Holewinski to approve today's agenda, 2nd by Baier. Fried requests flexibility to move agenda items around as needed. All members present voting 'Aye'. Motion carried.

Approve Meeting Minutes of July 2, 2012:

Holewinski requests three changes to the July 2, 2012 minutes. First, a year should be listed under Law Enforcement Center roof/warranty issues regarding the month of January when the roof was first installed. Also the minutes should note the overlapped seams on the Sheriff's Department roof which were suppose to be 4 feet apart but some are only 2 inches apart therefore improperly installed and Johns Mannville should have caught the faulty installation when they did there inspection. Finally, it should list no actions taken at the end of the closed session. Holewinski makes motion to approve minutes with corrections. 2nd by Fried. All members present voting 'Aye'. Motion carried.

Bid for processing/purchasing glass bottles from Solid Waste Recycling Operation:

Evenhouse states the department advertised a Request for Proposals in newspapers to purchase recycled glass from the Solid Waste Department. Bids were received from Glass Plus and Strategic Material.

Glass Plus proposed to pay \$1 per ton of glass aggregate removed in bulk, \$10 per ton glass aggregate removed in cubic yard bulk bags and \$4 per ton if glass bagged and Glass Plus supplies it's own pallets. Glass Plus pricing listed is the same as current pricing, contingent on Glass Plus electric meter being hooked up to county power source and Glass Plus reimbursing Oneida County for power usage at the rate of 12.061 cents per kilowatt hour. Oneida County agrees to waive payments due from 2008 to 2011, as already approved.

Strategic Material will pick up glass and prices include transport costs. Strategic Material will pay \$35 per ton for flint/clear bottles, \$9.50 per ton for amber/brown glass and \$15.00 per ton for mixed glass. Oneida County will need to pay \$13 per ton for green glass picked up. Rates are based on all receiving volumes in 25 tons and must comply with NGR (non-glass residue) standards or prices will be adjusted for loads exceeding maximum percentages of NGR. A brief presentation was given by Daniel McClenahan/Strategic Material. Strategic Material will accept any volumes of glass the county has available due to plenty of buyers for the glass end product. McClenahan states they will work with Oneida County on any issues; if problems with higher levels of NGR occur, they will work with the county first to try to clear the error rather than immediately increasing price. Strategic Material works with many other county's in Wisconsin on glass recycling such as Dunn, Polk, Pierce, Adams and Outagamie County. All glass from Oneida County will go to the St. Paul plant. Strategic Materials requests a three year contract. The contract will automatically renew if they do not receive a written notice requesting services end within 60 days of the contract ending. Strategic Materials can be flexible on contract length. Oneida County will only need to load trucks with glass. Evenhouse projects about 10,000 yards of mixed glass currently being held at the Solid Waste facility. Brian/Glass Plus inquired about when he sent a sample of brown glass to Strategic Materials, he was told they wouldn't pay for glass. Strategic Material states those samples had significant levels of asphalt. Evenhouse says sample load of brown glass sent to Strategic Materials was from the top of the glass pile at Solid Waste.

Brian Arnott/Glass Plus had nothing further to present beyond his written proposal. Baier inquires how long Glass Plus has been in glass business and if they will lose employees if the Oneida County contract ends. Arnott states Glass Plus is a small business open since 2000 and Glass Plus will lose employees if the Oneida County contract ends.

Evenhouse projects 10,000 tons of glass per year to be removed, therefore estimating \$150,000 from Strategic Materials and \$50,000 from Glass Plus. Fried asks Strategic Material if the volume of glass Oneida County sends to them reduces, would pricing reduce; McClenahan states pricing remains the same in volume fluctuations. Fried also inquires how the county could be sure they are not getting underpaid for glass amounts; McClenahan states Solid Waste can observe and track loads leaving landfill and Strategic Material also conducts and records a quality check of every load. Baier inquired on setting a flat rate for all loads; McClenahan states most loads are mixed but they provide different rates because some counties separate in order to get loads of the higher paying flint glass to increased revenues. Martinson inquired on what county needs to provide for equipment for Strategic Management; no equipment required therefore county only needs to load trucks for pickup. If the county is no longer with Glass Plus, company would remove equipment from Solid Waste facility and Glass Plus would still need to pay Oneida County for glass already processed. Fried references Strategic Materials contract regarding prices going down if contaminants too high and yet county has no exit on contract. McClenahan states pricing can also go up as loads have more flint therefore contract lists allowance for price variance based on quality of loads and company will work with county; won't cut prices without warning. Fried inquires with Arnott/Glass Plus regarding staying on part-time; Arnott states he is not willing to stay on as back-up or part-time and is unable to work up to the prices proposed by Strategic Materials. Fried feels Glass Plus has not moved forward contractually. Holewinski states prices and numbers keep going down since started with Glass Plus ten years ago and going with Strategic Material will help to bring landfill out of debt; county can't expect tax payers to support landfill. Corporation Counsel first needs to draw up a tentative contract with Strategic Materials. Discussed going into closed session; will remain in open session. Holewinski requests Director Evenhouse get more diverse samples to Strategic Materials to be sure contamination levels not increased and the prices still remain the same. McClenahan suggests Director Evenhouse send load

from bottom, middle and top of glass pile at landfill. Holewinski makes motion for Evenhouse to draw up a contract and send to Corporation Counsel for review, for Solid Waste Department to send a couple more sample loads to Strategic Materials for further analysis and for the committee chairman to contact other counties requesting references on Strategic Materials. Motion 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Closed session (Solid Waste):

Motion by Holewinski, 2nd by Martinson on adjourn into closed session in pursuant to Section 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility, Section 19.85(1)(e), "deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session", and 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". (Solid Waste)

Roll call: Billy Fried, Gary Baier, Scott Holewinski and Jack Martinson. Discussion held in closed session.

Return to open session:

Motion by Martinson, 2nd by Holewinski to return to open session. Roll call vote taken with all voting in the affirmative; motion carried.

There was no action taken in the above closed session.

Update on Iron County and LDF HAZ clean sweeps:

Director Evenhouse states department conducted clean sweep in Iron County which generated \$7,000 revenue, plus another tire pickup for \$700 this week. Subcontractor used for tire pickup. Also did clean sweep last weekend in Lac du Flambeau which generated approximately \$6,000. Another clean sweep will be coming up in Merrill and Eagle River.

Update on employee share program between Rhinelander-Oneida County Airport, Highway Department and Solid Waste:

The airport is down to one airline but working on getting another airline. In the mean time, the airport will have a shortfall of \$500,000 in which Oneida County is responsible for \$250,000. With this shortfall, the airport was needing to lay workers off but instead of doing so, airport director Joe Brauer has contacted the county about sharing employees until the airport has enough work. Currently, an airport employee recently started working part time doing mechanical work at the Solid Waste facility. Fried clarifies to Director Evenhouse that the airport employee be used for mechanical work as much as possible rather than truck driving due to employee being paid mechanic wages.

Update on LP Tomahawk Compost:

Director Evenhouse states 1800 yards of decomposed bark has been screened and is waiting for the soil sample results to arrive from the contracted lab. Evenhouse states his only expense is screening and testing and has pricing structure in place to sell composted bark.

Update on Wausau Papers fiber cake discussions:

Director Evenhouse states contract is done at the end of the year. In meeting with Wausau Paper's environmental specialist he discussed the county proposed pricing increase of 18%, going from \$7.00 per ton to \$8.50 per ton.

Review and take action on Solid Waste Department 2011 Annual Report:

Annual report discussed and approved.

Update on Solid Waste Operations:

All updates listed above.

Bills, vouchers, blanket purchase orders and line item transfer – Solid Waste and Buildings & Grounds:

Motion by Holewinski to approve bills, vouchers and blanket purchase orders as presented, including employee steel toe boot expense not listed on report. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Public comment – Buildings & Grounds and Solid Waste:

None

Items for next agenda:

Bid process for Solid Waste glass recycling.

Project updates as listed above.

Meeting dates:

Monday, August 6, 2012 at 9:00 a.m. – Courthouse

Monday, August 20, 2012 at 9:00 a.m. – Courthouse

Update on Law Enforcement Center roof/warranty issues:

Brunette submitted Facility Engineering contract to Corporation Counsel and areas of the contract were identified as not in the county's favor. Brunette has sent suggested changes back to Facility Engineering and are in the process of negotiations. Brunette has also requested Corporation Counsel contact the county insurance company regarding the roof issue and is waiting to hear back. Assistant Director Stefonek spoke with Johns Manville; company still looking into different options for warranty settlements.

ADRC of the Northwoods funded sign required by State of Wisconsin:

Jacobson states looking to put 4' x 6' sign to left of front door, listing the state standard ADRC logo.

Motion by Holewinski to replace sign, pending city approval and using money from ADRC funding. 2nd by Martinson. All members present voting 'Aye'. Motion carried. Jacobson also states the Open House was switched to August 15th from 2:00 p.m. to 5:00 p.m. for the Department on Health and Aging.

Jacobson notes there is some mold on building; Brunette states she will have Buildings and Grounds look into issue.

Disposition of shed located at former Department on Aging facility:

Brunette states the Sheriff's Department is finding the cost of moving the shed is expensive. Brunette contacted the highway department and they can move the shed for ¼ the cost of the other companies. The move will occur on the week of August 6th.

Update finishes in jury room bathrooms:

Brunette wants to replace the flooring and put ceramic tile on the walls about 42" up to cover stains in both Branch I and Branch II jury bathrooms. Also looking to replace flooring in elevator. Sorenson agreeable to take money from the continuing appropriation account for courthouse remodeling. Due to where the base cove comes up in the bathrooms, the tile on the wall will stick up therefore Brunette finds it better to use tile on the floor too rather than vinyl. Brunette has received two quotes for tiling on the floor and wall. For the Branch II bathrooms, Carpet City quoted \$2589.00 and Carpetiers quoted \$2793.00 plus and additional \$4770 for the Branch I bathrooms. Motion by Holewinski to approve replacing the flooring in Branch I and Branch II jury bathrooms and elevator flooring not to exceed \$11,000 and to be paid by the Courthouse remodeling fund. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Flooring replacement for Veterans Service office:

Brunette states Veteran's Service office deals with many handicapped and elderly clients and the vinyl flooring has transition strips lifting up which poses a hazard for these clients. Motion by Baier to use Courthouse remodeling fund to replace this flooring using most reasonable cost. 2nd by Fried. All members present voting 'Aye'. Motion carried.

Space needs requests/options for courthouse area to be vacated by health department relocation:

Brunette contacted all department heads about input regarding vacant area. Suggestions included:

1. Moving Branch I law library to the basement area where Women's Health currently exists.
2. Relocating the 1st floor copier to the area on 1st floor to be vacated and use the UW-Extension's new copier to replace the old 2nd floor copier and give the Treasurer's office more room.
3. Moving the Family Court Commissioner office to Land Conservation space in order to provide a conference room to Corporation Counsel for more confidentiality.
4. Moving the 1st floor court room to Committee Room #2 or old Health Department conference room due to no egress for court officials in current room. The empty courtroom or spaces in the vacant Health Department could be used for new conference rooms.
5. In the current ITS area, there is a risk of employees being exposed to FN200, used for fire suppression. This is a product that removes oxygen to suppress fires and could be a health hazard for staff. The current ITS area also provides a poor working environment for staff. The problems with the main room they currently use include very cold environment due to equipment requiring a very cool temperature control and space is tight for servers/equipment plus there are five people working in this small area and often on the phone therefore making it difficult to hear. ITS requests moving personnel to the old Women's Health area and keeping the current area for equipment.
6. Move the UW-Extension department to the 1st floor Health Department area. Due to UW-Extension not dealing with confidential information, the large conference room in this area could be left open for evening meetings.
7. Enlarging employee break room into old copier area.
8. If county vacates airport, designating the new Department on Aging building as emergency ITS location. Also discussed placing ITS back-up (currently held at Ripco) in an area outside of county. Grube states she is in the process of discussions with other counties on setting up co-ops in order to hold on to other counties backup's for each other.

9. Moving the Medical Examiner to main office available in the current ITS area (If ITS moves). Medical Examiner concerned about being further away from support staff and Corporation Counsel's office.

Floor plans were provided for these proposed moves. Committee agrees that they first need to decide where UW-Extension is moving to before any further plans can be made. Fried asks Grube to identify what questions need to be answered on these moving options and prioritize list.

Year 2012 Department Information Document – Buildings & Grounds:

Committee required to approve Department Information Document attachment with agenda packet. Motion to approve the Department Information Document as presented. 2nd by Holewinski. All members present voting 'Aye'. Motion carried.

Report on Buildings & Grounds Department activities:

Brunette provided handout of updates. Sheriff's department work complete and a test power outage will be done July 24th. The Branch II carpet trim project is also complete. Community service volunteer has cleaned woodwork in courtrooms. River Street electrical job is complete, the drywall job is not yet complete and the water softener is now installed for drinking water. A Highway Department employee is on workman's compensation at this time and is being used in Buildings & Grounds until mid-August with light duty projects including supervising people doing community service. Also, the catch basin in the courthouse loading dock is starting to sink, and the light duty highway employee has an idea of how to fix this with highway department equipment; cost to fix should run around \$2000. The carpets are being cleaned at the Health and Aging building before the Health Department moves in. Brunette states she will be attending a meeting at city hall. The city will be creating a new storm water utility and will be charging for the run off from any buildings or impervious surfaces and Brunette will be collecting information on what this will cost the county.

Non-budgeted item requests:

Brunette, states the Health Department has a request for a 55" flat screen T.V. and mounting equipment for there waiting area to be used to show videos to children as well as training and education. This will be covered by a W.I.C. (Women Infants and Children) grant and will cost \$829.00 for the T.V. and \$65.99 for the mounting equipment. Motion made by Holewinski to approve this purchase. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Update card reader computers at Law Enforcement Center and/or courthouse due to age/failure:

Fried wants to make sure a universal and adaptable system is implemented for all departments needing card reading computers. The Sheriff's Department system is 14 years old and they are unable to add any new employees to the system. The software needs to be updated and it's suggested these systems should be changed every 3-4 years. Card reader systems help keep track of who is coming in to locked areas such as the Sheriff's Department and Social Services. Sheriff's Department has agreed to pay for their own. Also, the State Department of Workforce Development will be requesting these systems in order to keep track of when people leave and come into work. Motion by Holewinski for Sheriff's department and ITS to work together to purchase card reader system. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Buildings & Grounds Construction projects and possible change orders:

Sheriff's Department Storage: Still waiting for corrected owners manuals and roof warranty; county still holding \$18,000 for the general contractor .

Health and Aging:

-Update on computer infrastructure: The cable to Department of Health and Aging is now put in. The conduit to the courthouse is only run up to the sidewalk so will need to run more conduit. Grube still believes the project is still within the \$90,000 budget.

-Health Department moving contract: Brunette provided updated cost sheets and notes \$15,765 was received from the ADRC of the Northwoods for the renovated offices and \$875 was received from the Health Department to reimburse Buildings and Grounds for hooking up the outlet to the generator. Also, Lakeland Graphics was given half down payment of \$1276.12 for signage and ITS was paid \$23093.62 for Technology Management and to MC&E Multi-Media Communication. Brunette provided handout for moving estimates received and suggests using Emmons due to Emmons is better at putting work stations together rather than Buildings and Grounds staff. Emmons contract was reviewed; all warranties will remain in effect due to Emmons staff putting Hon stations back together is licensed installers for Hahn and All Steal Furniture dealers. Martinson makes motion to use Emmons for Health Department move. 2nd by Holewinski. All members present voting 'Aye'. Motion carried. Brunette will check with Emmons to make sure no penalties if move happens late.

River Street Storage:

-Replacement of metal siding on exterior of front building: Brunette reports looking into replacement of metal siding all the way around the exterior of the front building and looking for contractors. Stefonek has compiled list of materials that are needed for project. Brunette looking to place ad in newspaper for bids. Holewinski inquires how much money left in account for project; Brunette provided handout showing \$50,094.31 remaining in River Street Storage Facility Renovation fund.

-Concrete work: Brunette states looking into Marty Jolin doing the work and was quoted \$2100. Stefonek states they will also install well casings so vehicles aren't able to hit the building which will be approximately \$600. Motion by Holewinski to get quotes on metal siding and proceed with concrete work and well casings, using best price to be paid by restoration fund. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

-Address drainage problems at back storage building and repositioning retaining wall at back storage building: Stefonek states cement abutments are tipping over and are over 8 feet tall, therefore there is a risk of someone falling off them. Holewinski suggests installing cyclone fencing; directs Stefonek to check with Highway Department for left over fencing or else Town of Sugar Camp is giving away left over fencing. Also, too much water and snow coming off roof and into building. Got two quotes from Highway Department, one to slope and add gravel and the other is to add gravel and paving/black top. Stefonek recommends the gravel and black top. Holewinski makes motion to approve bids of \$2621.79 to block wall and \$3962.87 to dig out/remove block, set compact, backfill and reseed; also look into fencing. 2nd by Martinson. All members present voting 'Aye'. Motion carried.

Closed session (Buildings and Grounds):

Motion by Holewinski, 2nd by Martinson on adjourn into closed session in pursuant to Section 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public

employee over which this body has jurisdiction or responsibility, and Section 19.85(1)(e), "deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session".

Roll call: Billy Fried, Gary Baier, Scott Holewinski and Jack Martinson. Discussion held in closed session. Staff present during closed session discussion: Luann Brunette/Buildings & Grounds Director, Bruce Stefonek/Buildings & Grounds Assistant Director, Lisa Charbarneau/Human Resources Director

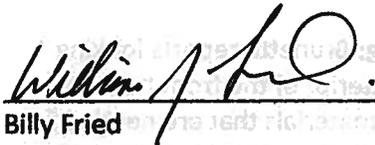
Return to open session:

Motion by Martinson, 2nd by Holewinski to return to open session. Roll call vote taken with all voting in the affirmative; motion carried.

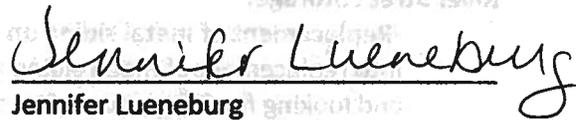
There was no action taken in the above closed session.

Adjournment:

Motion by Martinson to adjourn meeting. 2nd by Fried. All members present voting 'Aye'. Motion carried. Adjourn 1:38 p.m.



Billy Fried
Chairman



Jennifer Lueneburg
Committee Secretary