

## Highway and Solid Waste Committee Minutes – April 10, 2013

Today's meeting was called to order at 8:45 A.M. by County Board Chairman Bob Weidner. Members present: Brian Paplham and Brian Dax. Bruce Heidmann, Larry Kirchman, and Linda Sinkula were excused. Also present: Highway Commissioner Dale Jandrain, Patrol Superintendent Leonard LeGrave, Office Manager Mary O'Leary, and Recording Secretary Lois Schultz.

### Guests at Today's Meeting

One guest today – County Board member Ron Heuer

A motion to adopt today's agenda and approve the March 28, 2013 minutes was made by Brian Dax, second by Brian Paplham. All in favor, motion carried unanimously.

### Public comments

No public comments

### Reports:

#### Office Manager, Mary O'Leary

1. One handout for the Committee today "2013 Roads and Bridges Budget Report – January 1 thru March 23, 2013". Mary answered questions from the Committee regarding her report and there was some discussion on various items.
2. Mary stated she has completed the fringe benefit rate calculations and small tool rate. The fringe benefit rate has gone down to 84.94% from 93.48% and the small tool rate has stayed the same at 2.6%.
3. Auditor Tom Karman, with Schenck Associates, was here April 4<sup>th</sup> and 5<sup>th</sup> to close 2012 financials for the Highway. Mary will be scheduling a Committee meeting to have Tom attend and go over his results.

The Committee thanked Mary for her report.

#### Patrol Superintendent, Leonard LeGrave

Leonard stated the crews have been busy: brining on the state several times, patching roads, repairing guardrail on STH 42 and 54, finishing the paint booth, cutting brush on the county and state, un-harnessing graders and trucks, bridge work on Co. C, sign repairs on the state, and hauling sand to the Hotmix Plant.

Future work includes: shoulder grading, work at Ryan Park, painting on the state, tree and brush cutting, taking down snow fence, road patching in towns and county, and mix sand for next year.

Committee thanked Leonard for his report.

#### Shop Superintendent, Jim Fencil

Jim did not attend today's meeting, as he had a scheduled day off.

### **Highway Commissioner, Dale Jandrain**

1. Dale reported he has attended Franklin Town and Montpelier Town meetings and in the future will attend Ahnapee Town meeting.
2. Some discussion regarding a letter sent out to Landfill customers informing them of an increase in rates effective May 1, 2013.
3. Dale shared preliminary roof plans for the Algoma Shop with the Committee.
4. Discussion regarding contracts with towns for summer work followed.
5. Dale and Mike Dovichi looked at liner grade clay from a pit managed by Steve Kropp to use for capping cells 5, 6, 7, and 8.

The Committee thanked Dale for his report.

### **Petroleum Equipment, Jeffery Taintinen, Fuel Card System**

Due to today's weather and Tom Kruse out plowing, this agenda item will be on the agenda for the next Committee meeting.

### **Action needed for Phase III Resolution**

After some discussion, a motion was made by Brian Dax, second by Brian Paplham to recommend to the County Board to withdraw this resolution.

All in favor, motion carried unanimously.

### **Discussion on letter to Solid Waste Accounts**

Handout from the Commissioner - "Tonnage and Charge Summary" from 01/01/2012-12/31/2012.

Some discussion followed with questions for the Commissioner.

### **Approve and sign Solid Waste vouchers**

<u>Paid with check:</u>	\$74,065.74
<u>Paid with credit card:</u>	\$ 1,111.43

Motion made by Brian Paplham to approve vouchers for payment, second by Brian Dax. All in favor, motion carried unanimously.

### **Approve Travel Requests**

No travel requests.

### **Any Other Business As Allowed By Law**

No other business.

### **Tour Construction Sites**

No tour today.

**Next Meeting Dates:**

April 25 @ 8:45 a.m.

May 9 @ 8:45 a.m.

May 23 @ 8:45 a.m.

**Adjournment**

A motion to adjourn today's meeting was made by Brian Paplham, second by Brian Dax. All in favor, motion carried. Meeting adjourned at 10:20 a.m.

Respectfully submitted:

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Lois Schultz, Recording Secretary

## Highway and Solid Waste Committee Minutes - April 25, 2013

Today's meeting was called to order at 8:45 A.M. by Highway Committee Vice-Chairman Larry Kirchman. Members present: Brian Paplham, Brian Dax, and Linda Sinkula. Bruce Heidmann was excused. Also present: Highway Commissioner Dale Jandrain, Patrol Superintendent Leonard LeGrave, Office Manager Mary O'Leary, Shop Superintendent Jim Fencl, and Recording Secretary Lois Schultz.

### Guests at Today's Meeting

County Board Chairman Bob Weidner, County Administrator Ed Dorner, County Board member Ron Heuer, Kewaunee County Fuel Manager Tom Kruse, Jeffery Tahtinen with Petroleum Equipment Service of Wisconsin, LLC and Jim Zvehlsdorf, Robert Troeller, and Steve Popp with E. H. Wolfe & Sons, Inc.

A motion to adopt today's agenda and approve the April 10, 2013 minutes was made by Brian Paplham, second by Brian Dax. All in favor, motion carried unanimously.

### Public comments

No public comments

### Reports:

#### Office Manager, Mary O'Leary

1. Mary stated she heard from Tom Karman and he is just about finished closing the Highway Financials for 2012. Mary will contact Tom to schedule him to attend a Committee meeting.
2. Fringe and small tool rate has been approved and will be reflected in this month's bills.

The Committee thanked Mary for her report.

#### Patrol Superintendent, Leonard LeGrave

1. Leonard reported that all the snow fence is down - state, county, and town roads
2. Crew is road patching
3. Crew at the Landfill getting cells 5, 6, 7, and 8 ready for clay cap
4. Bridge work - Co. A and Co. C, state truck here
5. Hauling fill to Ryan Park
6. Trucks are being un-harnessed
7. Put docks in for Parks Dept.
8. Sign repairs on State

Committee thanked Leonard for his report.

#### Shop Superintendent, Jim Fencl

1. Jim reported he received two pressure washer bids: one for a Hotsy and one for an Alkoda
2. The new broom should arrive the first part of next week or around May 1<sup>st</sup>.
3. Switching trucks over for summer work.

Questions for Jim followed. The Committee thanked Jim for his report.

**Highway Commissioner, Dale Jandrain**

1. Dale reported he has sent bid requests to several companies and that the ad will be published in this week's local paper. Bid requests are for hotmix material and crushing at our Stangelville Quarry.
2. Had Safety Day at the main shop on April 11, 2013.
3. Three county employees attended "Incident Management Meeting" last night, held in Main Shop conference room.
4. Dale stated he continues to attend town meetings and has been getting good responses and some questions
5. Dale, Larry Kirchman, Brian Paplham, and Linda Sinkula will be attending "2013 Spring Meeting Northeast Region Commissioner & Committee Members" at the Rock Garden Supper Club on May 2, 2013.

The Committee thanked Dale for his report.

**Tom Kruse, Kewaunee County Fuel Manager**

Tom gave a short presentation regarding a new fuel ticket form to help with security issues. He also gave a brief overview of the Door County fuel system and how it compares to our system.

**Petroleum Equipment, Jeffery Tahinen, Fuel Card System**

Jeff offers two choices:

1. **Petro Vend 100** - a basic fuel pump control system which includes five stand-alone pedestal mounted mag stripe card readers, up to 250 mag stripe cards, USB flash drive transaction storage, the ability to download transactions on a jump drive and import the totals to a spread sheet, electrical, equipment, training and installation. Electrical quote will use the pump power at the fuel islands.

• Highway Main Shop	\$11,066.00	
• Hillside Shop	\$ 5,713.00	
• Algoma Shop	\$ 5,713.00	
• Stangelville Shop	<u>\$ 5,713.00</u>	
	<b>\$28,205.00</b>	<b>(Total)</b>

2. **AFC Systems** - a pump control system includes four pedestal mounted Dura Key readers or mag stripe card readers, up to 100 Dura keys or mag stripe cards, four journal printers, fleet management program, computer access to each ACF, electrical, equipment, training and installation. Electrical quote will include trenching to buildings for power, journal and PC communications. Not included in quote is a PC or phone line at each location.

• Highway Main Shop	\$12,586.00
• Hillside Shop	\$12,386.00
• Algoma Shop	\$12,386.00

• Stangelville Shop	\$12,386.00	
	<u>\$49,744.00</u>	(Total)

Questions followed for Jeff and the Committee thanked him for his presentation.

**E.H. Wolf & Sons, Inc. Fuel Card System**

Jim Zvehlsdorf, Robert Troeller, and Steve Popp gave the following presentation regarding the fuel card system:

1. Highway Main Shop - **Fuel Guard Island Control Unit** which includes: 4 hose controller, Prox Key Reader, Communications to host PC by RS422; System Startup, configuration, software training, Winc6 Lite software, AC surge protection, and freight.
2. Algoma, Hillside, and Stangelville Shops - **Fuel Guard Island Control Unit** which includes 4 hose controller, Prox Key Reader, Communications to host PC by modem, Phone line router (share phone line with existing voice), System start-up, configuration, AC surge protection, and freight.

• Highway Main Shop	\$ 7,980.00	
• Algoma, Hillside, & Stangelville	\$21,420.00	(\$7,140.00 x 3)
• Additional items	<u>\$1,800.00</u>	
	<b>\$31,200.00</b>	<b>(Total)</b>

Questions from the Committee followed. The Committee thanked the men for their presentation.

**Approve purchase of steam cleaning system**

Two bids were received by Jim Fencl, Shop Superintendent:

• Hydroclean Equipment, Inc.	\$6,749.00
• Hotsy Cleaning Systems, Inc.	\$6,750.00

After some discussion, Brian Paplham made a motion to accept the Hydroclean bid of \$6,749.00, second by Brian Dax. All in favor, motion carried unanimously.

**Discussion on municipal agreement**

Handout of a rough draft of maintenance agreement followed by a lengthy discussion. No decision at this time, but a meeting will be scheduled soon.

**Approve and sign Highway vouchers**

<u>Paid with check:</u>	\$50,183.99
<u>Paid with credit card:</u>	<u>\$ 26,263.05</u>
<b>Total:</b>	<b>\$76,447.04</b>

Motion made by Brian Paplham to approve vouchers for payment, second by Brian Dax. All in favor, motion carried unanimously.

**Approve Travel Requests**

No travel requests.

**Any Other Business As Allowed By Law**

Larry Kirchman had one question regarding the letter sent out to Landfill customers.

**Tour Construction Sites**

No tour today.

**Next Meeting Dates:**

May 9 @ 8:45 a.m.

May 23 @ 8:45 a.m.

June 13 @ 8:45 a.m.

**Adjournment**

A motion to adjourn today's meeting was made by Brian Paplham, second by Linda Sinkula. All in favor, motion carried. Meeting adjourned at 11:55 a.m.

Respectfully submitted:

  
Linda Sinkula, Secretary