

## Highway/Landfill Committee Minutes

**November 21, 2013**

The Highway Committee meeting was called to order at 8:45 A.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Larry Kirchman, Brian Paplham, Brian Dax and Linda Sinkula. Also present was Commissioner Dale Jandrain, Recording Secretary Jenny Salentine, Office Manager Mary O'Leary, Road Superintendent Leonard LeGrave, and Shop Superintendent Jim Fencl. Guests at today's meeting include: County Board Chairman, Bob Weidner; County Board Supervisor, Ron Heuer; Tom Kruse, Highway Dept Fuel Manager; Sarah Nunn & Troy Ribillard from Ayres Associates .

Brian Paplham made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from November 7<sup>th</sup>. Second by Brian Dax. Motion carried unanimously.

**Public Comment:** None

### **Reports:**

Office Manager, Mary O'Leary, had the following to report:

- ❖ Working towards the end of our 6 week billing cycle which will end on Nov. 30<sup>th</sup>
- ❖ Have been working w/ Tom Kruse, Fuel Manager, on Fuel Rate Information. Tom & Mary had a few handout examples for the committee members such as how the Fuel Rate is calculated if we were to purchase 9,000 gallon truck loads instead of 2,000 gallon loads. Our cost includes the following:
  - Cost from Fuel Supplier
  - \$.30 Handling Fee
  - State Excise Tax @ .309
  - Highway Department Administration Fee of 3%

The committee had limited questions for Mary & Tom. Discussion followed. The Committee thanked Mary & Tom for their report.

Patrol Superintendent, Leonard LeGrave, had the following to report:

- ❖ Landfill Garbage has been moved from Cell 9 to Cell 10
  - Due to Code Requirements, we had a deadline of Dec. 1<sup>st</sup> to move 4' across Cell 10 and 10' up the sides of the new cell
- ❖ Ditch Mowing is now complete
- ❖ Crew is Ditching on CTH "P" to CTH "SS"
- ❖ Crew is hauling washed sand to the Hotmix Plant
- ❖ 2 Recent Paving Jobs completed:
  - Algoma Schools
  - Rendezvous Rd., Town of Luxemburg, for the Rail-Road
- ❖ Hauling Equipment back to the Main Shop (Seasonal Construction Equipment & Mowers)
- ❖ Snow Fence Posts Installation
- ❖ Sign Repairs on the State Highways
- ❖ Upcoming work includes:
  - Lots of materials to be hauled/moved
  - Additional Snow Fence Posts to be installed & fencing needs to go up
  - Additional Ditching
  - Continue to get equipment ready for Winter

Shop Superintendent, Jim Fencl, had the following to report:

- ❖ Only 2 trucks left to prepare for Winter
- ❖ Radio Update
  - 2 loaders & 1 truck remain to have the new radios installed
- ❖ Closing Down Hotmix Plant for the year
- ❖ Various County Highway Dept sheds could use Roof Repairs
- ❖ Algoma Shop Shed Doors have been repaired
- ❖ Focus on Energy Grant is now complete, we are awaiting our payment

Highway Commissioner, Dale Jandrain had the following to report:

- ❖ Dale had an update on employee retirements. Our staff will be down 5 additional employees and there could be more. Dale stressed to the committee the need to hire another mechanic & a general laborer.

Ayres Associates ~ Troy Robillard & Sarah Nunn: Troy & Sarah attended today's meeting to give an update & a year end review of the current projects going on. The CTH "AB" project from Sleepy Hollow Rd. to CTH "KB" is currently on hold. The current stage of that project is that we're ready for a public hearing, however, we haven't held the public hearing because no construction dates have been set. Sarah talked about the landfill project & further explained what Leonard had discussed earlier about the transfer of garbage from cell 9 to cell 10. Also, the pumps will arrive mid-December. There will be seeding that needs to be done in spring.

Consider Wage Classification Changes: Dale had a handout for the committee of recommended job classifications based on the equipment being operated. Bob Weidner also had handouts for the committee. Both handouts were very similar & the committee went thru each item line for line. Discussion followed. Bob recommended that Certified Mechanics should receive "lead-man-pay" and regular mechanics to receive class 4 pay. Bob also stated that vacation & sick leave pay should be paid at base rate pay (class 2) for 1 year (2014). After the 1 year, there will then be a history where they can average the data as to what rate vacation & sick leave will be paid at the following year. Without an approved policy, everyone would receive base pay (class 2). By approving the policy, we are setting a guideline as to how an employee can earn a higher rate of pay. A motion to accept the language & job classifications as presented was made by Larry Kirchman. Second by Brian Paplham. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Today's Highway Dept Voucher totals were: \$84,692.99 paid by check and \$49,184.48 paid by credit card. A motion to approve Vouchers as presented was made by Brian Dax. Second by Brian Paplham. All in favor. Motion carried.

Approve any travel requests: None

Any other business as allowed by law: Larry Kirchman inquired about a starting date for the Algoma Shop Roof Replacement. No starting date has been set at this time, Bonding needs to be completed.

Tour Construction Projects: No tours today.

Next Meeting Dates:

- Thursday, December 5<sup>th</sup> @ 8:45 AM
- Thursday, December 19<sup>th</sup> @ 8:45

Motion made to adjourn today's meeting by Brian Paplham. Second by Larry Kirchman. All in favor. Motion carried. Meeting adjourned at 11:03 AM.

Respectfully submitted:

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Jenny Salentine, Recording Secretary