

# Highway/Landfill Committee Minutes

**March 20, 2014**

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. Committee Members Brian Dax and Linda Sinkula were excused. Also present was Commissioner Todd Every, Recording Secretary Jenny Salentine, Road Superintendent Leonard LeGrave, and Office Manager Mary O'Leary. Guests at today's meeting include: County Board Supervisor Ron Heuer, Pat Benes, and Gary Paape.

Brian Paplham made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from March 6<sup>th</sup>. Second by Larry Kirchman. Motion carried unanimously.

**Public Comment:** None

## **Reports:**

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

- ❖ Tom Karman from Schenk & Associates will be here Friday and Monday to close the 2013 Financials for Highway
- ❖ Hand-Outs Included:
  - Roads & Bridges Budget January 1 thru February 28, 2014
    - Discussion followed about expended amount on County Winter Maintenance

Committee member Larry Kirchman inquired about funds remaining in the DK Fund.

Patrol Superintendent Leonard LeGrave, had the following to report:

- ❖ Crews have been hauling sand from Sipiorski's Pit to the Hotmix Plan for summer paving jobs
- ❖ Crews have been working on water drainage issues on county, state, & town roads
  - Some Culvert areas have needed the use of our back-hoe plus the steamer
- ❖ Some Chipping & Tarring is being done
- ❖ Minimal Snow-plowing these last 2 weeks
- ❖ Working on the Paver & Graders (preparing for the summer season)
- ❖ Salt Update:
  - We continue to receive salt & have been distributing & storing at each shop
  - We still have 1,100 tons available to us on our contract
- ❖ Up-Coming Work Includes:
  - Brush Cutting next week
  - Guardrail Repairs
  - Snow-fence Removal

Committee Member Larry Kirchman inquired about the need for a high volume amount of crack filling on several county roads.

Shop Superintendent Jim Fencl, was unable to attend today's meeting. Commissioner Every had the following to report on Jim's behalf:

- ❖ #169 Loader ~ Bucket Work complete (new skin welded in, hard surfacing redone on the bucket)
- ❖ #281 & #284 (graders) both had their 4,000 hour service completed
- ❖ Tar Kettle Service Complete
- ❖ The Drott Crane Seal work is done
- ❖ Fuel System Update:
  - Conduit is in at the Algoma & Hillside Shops.
  - Tom has started logging information into the computer (employee ID's for key-fobs & equipment numbers)
- ❖ Upcoming Work Includes:
  - Preparing Rollers for next season's paving jobs
  - Waiting for approval from Road Superintendent to start switching over more Plow Trucks
  - Possible start on repainting grader #281 or #286

Jim also wanted to add that it's been a pleasure working w/ this Highway Committee the past 2 years.

Highway Commissioner Todd Every had the following to report:

- ❖ Will be meeting w/ Alliance Construction later today regarding the Algoma Shop Roof Replacement project
- ❖ Met with Robert E. Lee & Assoc. earlier this week regarding a letter to the DNR about the well contamination & testing issue around the Footbridge Shop. We are working towards case closure for this issue.
- ❖ Will be meeting w/ the DNR concerning Landfill Operations on Friday, March 21<sup>st</sup>
- ❖ Will be attending the Spring Commissioner Training next week Monday & Tuesday
- ❖ Requests for Oil Quotes for the year will go out soon
- ❖ Management continues to review our Equipment Inventory, Operations, & Staffing Levels
- ❖ Radio Upgrade Update:
  - Nothing new to report since our last committee meeting.
  - The Sheriff's Dept. continues to work the bugs out & are addressing some software updates
  - We have not converted over & continue to use our same frequency for communication
- ❖ Looking ahead to April, discussions will proceed on the future direction of the Highway Dept. and staffing levels

Note: Committee Member Linda Sinkula joined the meeting at 9:07 AM.

Approve & Sign Vouchers: Today's Highway Voucher totals were: \$51,970.58 paid by check and \$16,190.01 paid by credit card. A motion to approve Vouchers as presented was made by Brian Paplham. Second by Larry Kirchman. All in favor. Motion carried.

Approve any travel requests: None

Any other business as allowed by law: None

Tour Construction Projects: No tours today.

Next Meeting Dates:

- Thursday, April 10<sup>th</sup> @ 8:45 AM
- Thursday, April 24<sup>th</sup> @ 8:45 AM (subject to change)

Motion made to adjourn today's meeting by Brian Paplham. Second by Larry Kirchman. All in favor. Motion carried. Meeting adjourned at 9:10 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary

# Highway/Landfill Committee Minutes

**March 6, 2014**

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 Todd Every, Recording Secretary Jenny Salentine, 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, and Pat Benes.

Linda Sinkula made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from February 20<sup>th</sup>. Second by Brian Paplham. Motion carried unanimously.

Public Comment: None

Reports:

Office Manager, Mary O'Leary was unable to attend today's meeting. She will have updated financials & reports prepared for the March 20<sup>th</sup> meeting.

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

- ❖ Men have been very busy Plowing Snow
- ❖ Crews have been hauling materials to the Hot Mix plant from Sipiorski's Pit
- ❖ Crews have been hauling winter salt to outlining shops
- ❖ Equipment Repairs as needed
- ❖ Crews have been doing Pot-Hole Patching as time & the weather permits
- ❖ Today a crew is Tarring & Chipping
- ❖ Yards were cleaned up real nice for the State Salt Inspection
- ❖ Crews have been moving snow away from culver ends to allow drainage
- ❖ Update on Salt:
  - Satisfied w/ where we are at w/ our current supply
  - We still have 1,800 Ton on contract to be delivered yet
- ❖ Update on Frost-Walls:
  - About 1 ft in grass land areas (fields that are snow covered)
  - About 3 ft where black-top areas meet buildings
  - Guessing 5 – 6 ft for Roadways

Committee Member, Larry Kirchman inquired about a call he received from Dennis Cravillion, Village of Casco Trustee, as to why snow plowing on Church Ave. (CTH C) has been the straight aways only & not the parking lanes. Lenny explained the guidelines provided by the state. Parking lanes are the responsibility of the Village for snow removal. Larry also inquired about the condition of CTH A from Scarboro East to CTH C. 2 years ago we did an over-lay & it hasn't held up very well at all. We will need to crack fill that section this summer.

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

- ❖ D5 ~ Track Work ~ is complete
- ❖ Snooper Truck ~ Rear Main Seal replaced
- ❖ Received final payment (\$25,000.00) for the Focus-on-Energy Grant
- ❖ Radio Upgrade Update:
  - We were going to switch over Friday, March 7<sup>th</sup>
  - Per Matt Joski's recommendation, we're gonna hold off 1 – 2 more weeks while they continue to work through some kinks
- ❖ Very pleased w/ our 2 new mechanics

Highway Commissioner, Todd Every had the following to report:

- ❖ Another retirement announced from the Highway Dept bringing our work crew down to 23 employees. We continue to utilize 2 Part-Time Employees for Snow Plowing.

- ❖ Lenny met w/ Dennis yesterday from the State
  - A summary of the 2013 Budget was discussed. Our budget for maintenance was \$364,000, almost \$365,000, our total spent was approx \$416,000, leaving an over-contracted amount of approx \$51,000. Dennis was more than happy & said that Kewaunee County was very good compared to other counties in the state.
- ❖ Fuel System Update:
  - Locates have been ordered & trenching will begin soon at the outlining shops to install all underground conduit
- ❖ Algoma Shop Roof Update:
  - Will contact the contractor to get things scheduled now that the winter season is nearing end

Committee Chairman, Bruce Heidmann, had the following to report:

- ❖ Reminder of the Highway Dept Appreciation Day next wk Tuesday, March 11<sup>th</sup> @ Sonny's Pizzeria in Luxemburg from 3:30 – 5:30 PM. All you can eat Pizza & Chicken! Sponsored by the Highway Committee Members, The County Times Newspaper, Hutter Construction, & Sonny's Pizza.
- ❖ Bruce also brought up a joint concern of the Promotion & Recreation Dept. and the Highway Dept. about the office staff workload. Discussion Followed.

Approve & Sign Solid Waste Vouchers: Today's Solid Waste Voucher totals were: \$28,356.54 paid by check and \$158.49 paid by credit card. A motion to approve Vouchers as presented was made by Larry Kirchman. Second by Brian Dax. All in favor. Motion carried.

Approve any travel requests: None

Any other business as allowed by law: None

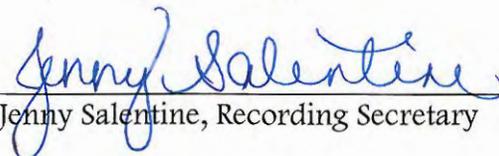
Tour Construction Projects: No tours today.

Next Meeting Dates:

- Thursday, March 20<sup>th</sup> @ 8:45 AM
- Thursday, April 10<sup>th</sup> @ 8:45 AM
- Thursday, April 24<sup>th</sup> @ 8:45 AM (subject to change)

Motion made to adjourn today's meeting by Brian Paplham. Second by Linda Sinkula. All in favor. Motion carried. Meeting adjourned at 9:15 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary