

Highway/Landfill Committee Minutes

June 26, 2014

The Highway Committee meeting was called to order at 8:00 A.M. by Chairman Larry Kirchman. Members present included: Larry Kirchman, Bruce Heidmann, Gary Paape, and John Mastalir. Committee Member Tom Romdenne was excused. Also present was Highway Commissioner Todd Every, Patrol Superintendent Leonard LeGrave, Shop Superintendent Jim Fencil, Office Manager Mary O'Leary and Recording Secretary Jenny Salentine. Guests at today's meeting included: Landfill Facilities Manager Mike Paral, County Administrator Ed Dorner, County Board Chairman Ron Heuer, and the following WIS DOT Northeast Region Staff Representatives: Brian Brock, Planning & Operations Manager; Alan Rommel, Project Development Manager; Will Dorsey, NE Region Director; Colleen Harris, NE Region Deputy Director; and Kurt Wranovsky, NE Region Maintenance.

Adoption of Agenda: Bruce Heidmann made a motion to adopt today's Agenda. Second by Gary Paape. Motion carried unanimously.

Approval of Minutes: Bruce Heidmann made a motion to approve the Highway Committee Minutes from the June 12th meeting. Second by Gary Paape. Motion carried unanimously.

Public Comments: None

WISDOT~Northeast Region Staff Presentation: Will Dorsey recapped information from the Commissioner's Conference in May plus several town hall meetings regarding the "Transportation Moves" initiative. There will be a short-fall in Transportation Funding each year for the next 10 years. Several suggestions had been brought forward including tolling and raising the gas tax. At this time, no decisions have been made. A recap of current projects included the Six Year Highway Improvement Program (2015 – 2021), Highway 42 Plan for both Kewaunee and Door Counties, and Highway 54. Currently, the Highway 54 Resurfacing project includes: resurfacing, signals, curb & gutter, center-lining, rumble strips, and a frost heave repair. Date for completion will be early August. Chairman Kirchman inquired about the cost of the Highway 54 project receiving a response of \$2.4 Million. Committee Member Bruce Heidmann inquired about a bid for shouldering on Highway 42 and his suggestion we do alternate shouldering in Alaska by the golf course. This project is part of the P.B.M. (Performance Based Maintenance) Program. WISDOT representatives stated the shoulder there is currently paved & will be left as is. Brian Brock further explained the WCHA & WISDOT Pilot Program this year as being "need based". Committee Member John Mastalir inquired about the north & south approaches to the Highway 42 Bridge in the Kewaunee City Limits. Kurt Wranovsky said the State will work with our County Highway Dept. to repair the area. Further discussion followed about the PBM program. This cycle, the funds can be used for shouldering, crack filling, & bridge deck repairs. Future projects could be signing & center-lining. The WISDOT representatives thanked the Highway Dept. for our efforts with snow removal this past season. Lastly, the Highway 54 project in Brown County is expected to begin in 2017 & will run from Stump Road to Highway 57.

Reports:

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

- ❖ Fringe Rate was approved by the State and is effective June 1st. Last year the rate was 84.94%, the current rate is 83.33%
- ❖ Small Tools Rate was approved by the State and is effective June 1st. This rate also went down from 2.6% to 1%
- ❖ Current Billing Cycle will end on June 28th.
- ❖ Hand-Out for committee members: Roads & Bridges Budget January 1 thru May 31, 2014
- ❖ State Auditors will be here July 15th & 16th

County Board Chairman Ron Heuer inquired about the unused balances from last year's budgeted Highway projects which hadn't been completed in 2013, more importantly the CTH "S" project.

Patrol Superintendent Leonard LeGrave had the following to report:

- ❖ Culvert Pipe on CTH "E" is in
- ❖ Ditching mowing continues on County & State roads
- ❖ Landfill work includes seeding & erosion mat (hydro seeder went well ~ hill is green after just one seeding)
- ❖ Paving Project update:
 - CTH "L" is completed
 - CTH "T" will be finished today
 - CTH "N" will be next
- ❖ We will be paving an overlay on CTH "AB"
- ❖ Crack-filling will begin soon
- ❖ Re-graded Town & State

- ❖ Crews have moved chips for sealing
- ❖ Demolition of the DNR building

Chairman Kirchman asked which Towns we are ditch mowing this year. So far, we have heard from Town of Pierce and Town of Montpelier in addition to mowing Town of West Kewaunee.

Leonard also updated the committee on our LTE's. Brett Schneider and Rick Wautlet will be ditch mowing. Mike Patek will be centerlining & driving truck. Josh Jansky will be running the section truck & flagging. Julie DeJardin will be running another section truck & ditch mowing.

Chairman Kirchman inquired if we'd be doing any seal coating for the towns. Leonard stated we will be seal coating at the end of July. As of now, in addition to the County roads, we have 1 mile for Town of Pierce, 2 miles for Town of Montpelier, 4 ½ miles for Town of West Kewaunee. The approximate cost to seal coat is \$14,000 per mile. We can seal coat a limit of 20 miles per year.

A brief discussion was held about setting a policy for deadlines for municipalities to assign work (i.e.: ditch mowing, seal coating, etc.)

Shop superintendent Jim Fencil had the following to report:

- ❖ Fuel System will be active Monday, June 30th
- ❖ Sheriff Joski & Programmers will be here to reprogram ALL radios on Friday, June 27th
- ❖ #83 Grader is at John Deere for warranty work
- ❖ Mechanics in the shop have been doing a phenomenal job

Commissioner Todd Every had the following to report:

- ❖ PBM Contracts are out
 - We received a shouldering contract for Highway 42 from Algoma to Kewaunee
- ❖ LTE Update:
 - 2 employees receiving class 0
 - 2 employees receiving class 2 (these employees have a CDL)
 - 1 employee receiving class 00 (which has been established as a "middle of the road", showing more experience than a class 0 & being paid \$16/hr)

Committee member Gary Paape asked if the amount of LTE's currently on board was enough. Commissioner Every stated we're getting by, however, we'll see once we start a large paving project if we have enough. Discussion followed also about assisting employees wishing to obtain a CDL.

- ❖ Proposals for Pulverizing & Purchasing of Hotmix for CTH "S" are due & will be on our next agenda for action
- ❖ Crushing we wanted done will be completed between July 7th – 18th
- ❖ Bridge Inspections ~ Ayres Associates is currently completing ALL bridge inspections in Kewaunee County
- ❖ Landfill Updates:
 - Enviro Cover System will be delivered the week of July 7th
 - Education & Training on the Enviro Cover System will be held the week of July 14th
 - Notice of Violation is officially closed

Discuss County Highway Improvement Projects: Commissioner Every had a hand-out for the Committee's review: Local Road Improvement 5 year plan (2014 – 2018). In addition to the budgeted projects, 4 additional projects could be completed if funding could be transferred. They include: 1) CTH "K", 2) CTH "S", 3) CTH "SS", & 4) CTH "AB". Carry-over funds in the County Roads & Bridges Fund have increased over the years from planned projects that had not been completed. A motion was made by Bruce Heidmann to ask the finance committee to bring forward to the full County Board a resolution to transfer the remaining funds in the DK fund to the Roads & Bridges Fund and to authorize up to 1 million dollars to complete additional projects not already budgeted for 2014. Second by John Mastalir. All in favor. Motion carried unanimously.

Discuss Highway Dept. Operations: At this time, Commissioner Every had the following recommendations to the committee:

1. I feel we need to take the time to make good decisions regarding the staffing levels, services provided by the department, and the cost effectiveness of the services provided by the department.
2. Hire a consultant, such as Schenck, to provide the professional help needed to assist with data analysis of the operations, revenue sources, financial impact of previous committee decisions, and make recommendations for

improvements to the department operations. With the existing lean staffing level, there is very little time for staff to complete tasks which are not essential to the day to day operations.

3. Continue to have 23 positions within the highway department for operators and mechanics. It is reasonable with this number of positions, we can provide the winter maintenance activities as per last winter, have adequate staff in the shop to make necessary repairs, perform general maintenance activities on the roads, and perform paving projects.
4. Continue to provide winter maintenance activities to the 6 townships and 2 villages we serviced in 2013-2014. This way the towns and villages can make their plans as they see fit.
5. As employees retire from the department, we need to analyze the impact of the positions within the operation and consequently justify the positions to the Personnel Committee when appropriate.
6. Continue to utilize limited term and part-time employees to assist with completing work for the towns, county, and state.
7. Continue with the analysis of the equipment to determine items to be liquidated or replaced. Tom Karman recently updated the five year summary of costs and revenues for each piece of equipment.

2014 is the first year we'll have true data under our new Highway Dept. Operations reflecting reduced staff and less landfill work. At this time, the committee has asked Todd to obtain the following from Schenck:

1. Does Schenck & Assoc. have the capabilities to do operations analysis?
2. To find out what scope of work they would provide
3. What would the deliverables be?
4. What would the cost be?

It was also suggested by Chairman Kirchman to send a letter to the Towns & Villages prior to attending one of their meetings stating the Highway Dept. will be available to provide snow removal services for the 2014 – 2015 winter and a second letter to the 4 Towns that have contracted with a private contractor informing them we'd be available for other work.

A motion was made by John Mastalir to approve item #3 from Todd's recommendation (Continue to have 23 positions within the highway department for operators & mechanics.) and item #4 from Todd's recommendation (Continue to provide winter maintenance activities to the 6 townships & 2 villages we serviced in 2013-2014.). Second by Gary Paape. All in favor. Motion carried unanimously.

Discuss Request from the City of Kewaunee for Tipping Fee Reduction: Todd presented a short review of the discussion at our previous meeting and discussion followed. Chairman Kirchman felt if the committee approved a reduced rate, we would be setting a precedence causing others in the County to ask for reduced rates too. Committee Member John Mastalir agreed with Chairman Kirchman stating he was not in favor of approving a reduced rate. If we could get \$32/ton for the soil materials, it could be used as daily cover. Bruce Heidmann motioned for Kewaunee County to offer a reduced rate of \$32/ton for soil materials only which will be used as daily cover if contaminants do not exceed our operating permit conditions. Demo materials will stay at the regular tipping fee price of \$48/ton. Second by John Mastalir. All in favor. Motion carried unanimously.

Discuss Landfill Phase III Licensing Process and Fees: The permitting process take 4 – 6 years. The estimated life of our current phase is 5.2 years. Staff recommends we proceed to keep the ball rolling. Staff also recommends we set up a team of staff, representatives from Ayres Associates and Tom Karman of Schenck to review the historical data from the landfill operations, financials, Phase III projections and costs, potential funding options, and financial impact to the County. The intent would be to summarize the information for the Highway and Solid Waste Committee in order to make a recommendation to the County Board. If we proceed with Phase III, we'd have to take on an almost \$6 million dollar debt. If citizens of Kewaunee County really want to continue the landfill, two things need to happen:

1. We'd need to acquire waste from outside the County
2. We'd need waste from all Cities, Towns, & Villages within Kewaunee County

DNR fees have significantly increased over the years. Chairman Kirchman provided a nice recap of what has happened over the last 2 years with the previous Highway and Solid Waste Committee. A lengthy discussion followed. Landfill Facility Manager Mike Paral had the following suggestions:

1. Possibly sell some of the land & only keep the acreage we need
2. Sit down w/ Door County to discuss options in obtaining their county's waste
3. Put the subject of continuing the landfill & acquiring the debt to a referendum vote

A motion to table this subject for up to 2 months was made by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Highway Dept. Vouchers paid by check: \$60,009.96. Highway Dept. Vouchers paid by credit card: \$28,859.31. Bruce Heidmann made a motion to approve the vouchers as presented. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Any other business as allowed by law: None

Next Meeting Dates:

- ❖ Thurs., July 10th @ 8:00 AM
- ❖ Wed., July 30th @ 8:00 AM
- ❖ Thurs., August 7th @ 8:00 AM
- ❖ Wed., August 27th @ 8:00 AM

Adjournment:

Motion made to adjourn today's meeting by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried. Meeting adjourned at 11:30 AM.

Respectfully submitted:

Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

June 12, 2014

The Highway Committee meeting was called to order at 8:00 A.M. by Chairman Larry Kirchman. Members present included: Larry Kirchman, Bruce Heidmann, Gary Paape, Tom Romdenne, and John Mastalir. Also present was Highway Commissioner Todd Every, Landfill Facilities Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: Neil Carney, Eric Leitz, and Sarah Nunn all from Ayres Associates; Tom Karman of Schenck & Assoc.; County Administrator Ed Dorner; County Board Members: Pat Benes, Ron Paider, and Bob Weidner; County Board Chairman Ron Heuer joined the meeting at 8:10 A.M. Charlie Peterson and Mayor John Blaha Jr. with the City of Kewaunee joined the meeting at 9:00 A.M.

Adoption of Agenda: Bruce Heidmann made a motion to adopt today's Agenda. Second by Gary Paape. Motion carried unanimously.

Approval of Minutes: Tom Romdenne made a motion to approve the Highway Committee Minutes from the May 22nd meeting. Second by John Mastalir. Motion carried unanimously.

Public Comments: None

Landfill Operations Overview (Ayres Associates) Neil Carney, Eric Leitz, and Sarah Nunn:

After introductions of themselves, their involvement with the landfill, and general information about Ayres Associates, Neil, Eric, and Sarah continued with a wonderful presentation for the committee. The presentation consisted of the following highlights:

- ❖ Kewaunee County Landfill History
- ❖ Current Landfill Items
- ❖ Work-in-Progress for 2014
- ❖ Plan Modification Submittal ~ 2014
- ❖ Financial Responsibility Account Status
- ❖ Current Financial Status
- ❖ Proposed Phase 3 Expansion

Several questions & answers for Neil, Eric, and Sarah followed. An electronic version of their presentation will be emailed to committee members and anyone else who may want a copy. Please contact Commissioner Every.

Review of 2013 Landfill Financial Report ~ Tom Karman (Schenck & Associates):

Tom had a hand-out for the committee: Statement of Net Assets, which included Current & Capital Assets plus Current & Noncurrent Liabilities. Tom had a second hand-out for the committee: Statement of Revenues, Expenses and Changes in Net Assets. This hand-out showed figures for the following: Operating Revenues, Operating Expenses, Operation Income (loss), Non-operating Revenues (Expenses), Net Income before Transfers, Net Assets – January 1, and Net Assets – December 31. Discussion followed with several questions & answers for Tom.

Reports:

Landfill Facility Manager Mike Paral had the following to report:

- ❖ Main Concerns Include:
 - Profit / Loss Statement
 - We are at our max. on tipping fees
 - How can we acquire more garbage
 - We have been hit hard the past 2 – 3 years with construction costs
- ❖ Operational Standpoint ~ Things are running smoothly
- ❖ We've received great assistance from Sarah @ Ayres Associates

Commissioner Todd Every had the following to report:

- ❖ Working with Sheriff Joski regarding the Soccer Complex on CTH C and possibly posting signs prohibiting parking on the West Side of CTH C
- ❖ Staff has been working on seeding & mulching at the Landfill
- ❖ Culvert Pipe replacements on CTH "S" are complete
- ❖ Working out the final details of the Paving Schedule
- ❖ Limited Time Employees (LTE) have started ditch mowing. We have hired back Retiree Mike Patek and Winter Temporary Employee Brett Schneider whom both have a CDL. We are currently looking to hire additional LTE's.

Gary Paape questioned the detour established for the CTH "S" project & if the detour can be adjusted for the paving project later this year. Gary also inquired with the Commissioner about future plans for the County Highway Dept. to continue doing

work for the Towns & Villages. Commissioner Every responded the County Highway Dept. will continue to provide maintenance services if the department can accomplish the work within their schedule. The department is going thru a learning process as to how much work can be taken on and completed with our reduced work force. Staff has been working with the Towns & Villages to provide project estimates for their proposed work. The committee will continue to review the Highway Dept. operations and services.

Discuss Tipping Fees for City of Kewaunee Hamechek Demolition: Charlie Peterson & Mayor John Blaha Jr. from the City of Kewaunee questioned what the cost will be to haul / dispose of demolition materials/soil at the County Landfill. The City of Kewaunee has approved a bid for demolition of the Hamechek Building that included the debris to be hauled to Outagamie Co. Landfill at a rate of \$20/ton. The City is requesting a reduced tipping fee to keep the money local and use the Kewaunee County Landfill. Samples will need to be taken for testing the soil to be removed from the site. It was the consensus of all committee members to consider this request & have asked Commissioner Every to include this as an Agenda item for the June 26th Highway/Solid Waste Committee Meeting. Commissioner Every and Landfill Facility Manager Mike Paral will meet to discuss the request and bring recommendations back to the committee.

Enviro Cover System for Landfill Daily Cover: We have spoken with the DNR & Ayres Associates regarding the Enviro Cover System to be used as Daily Cover @ the Landfill. We have received a letter dated June 9th, 2014 from WI DNR stating we are approved to use the Enviro Cover System as a Pilot Test Project. It is the recommendation of both Commissioner Every and Facilities Manager Paral to go with the Enviro Cover for daily cover. Bruce Heidmann motioned to authorize the purchase of the Enviro Cover System. Second by John Mastalir. All in favor. Motion carried unanimously.

Note: County Board Chairman Ron Heuer and County Board Members Ron Paider and Bob Weidner left the meeting at 11:15 A.M.

Review Material Crushing Proposals: Michels Materials was the only bid received. Commissioner Every stated the actual amount of ¾" dense base gravel requested was 15,000 ton not 10,000 ton per the proposal form. Commissioner Every contacted Michels Materials and they indicated the \$3.08 cost per ton is the price for 15,000 ton.

3/8" Chip, Clean	7,000 ton	\$ 6.81	\$ 47,670.00
¾" Dense Base	10,000 ton	\$ 3.08	\$ 30,800.00
3" Dense Base	2,000 ton	\$ 2.68	\$ 5,360.00
3/16" Screenings	8,000 ton	\$ 5.15	\$ 41,200.00
		Total Price:	\$ 125,030.00

Motion to accept the crushing bid from Michels Materials was made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Discuss Bridge Inspections: In our operations, historically, we have several employees on staff to do bridge inspections. We currently have 3 certified employees. With the changes coming and more work required, we looking to possibly out-source the bridge inspections for this go-around. There are a total of 75 bridges that need inspecting (county & towns). Ayres Associates has given us a price of \$195 per bridge. Commissioner Every would need to talk w/ the Towns & Municipalities regarding billing thru Highway Dept or being billed directly from Ayres Associates. Tom Romdenne made a motion to hire Ayres & Associates to do the bride inspections this inspection cycle at a cost of \$195 per bridge and to include all reports. Second by Bruce Heidmann. All in favor. Motion carried.

Discuss Sanding / Salting with Fire Calls: Conversation regarding a March 23, 2014 Fire call in the Town of Franklin. Two (2) Highway Dept. employees spent several hours sanding/salting roads and placing signs as needed for the Fire Dept to commute safely back & forth from the fire. Normal practice is to bill the Town & then the Town would bill the resident whom had the fire. In this particular incident, the home owner's insurance company paid \$1,000 of the \$1,600.00, leaving a \$600 balance due to the Town. Town Chairman Wochos is wondering if the Highway Dept. would be willing to reduce or negotiate on the remaining balance. Discussion followed. Gary Paape made a motion to continue / maintain current practice when billing for salting/sanding for fire calls. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Solid Waste Vouchers pd. by check: \$254,217.67. Solid Waste Vouchers pd. by credit card: \$256.15. Bruce Heidmann made a motion to approve the vouchers as presented. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Any other business as allowed by law: Commissioner Every followed up an inquiry made by Committee Chairman Larry Kirchman regarding the Highway 54 Project. The State is digging out a frost heave in Walhain, doing a few Culvert Pipe Replacements, milling off 4" & re-paving, plus shouldering. The project will run from Valley Rd. in Kewaunee County West

to Stump Rd. in Brown County. The project began Monday June 9th. Representatives from the NE Region of WISDOT will be here @ the June 26th Committee Meeting.

A short discussion followed on the paving schedule for this season.

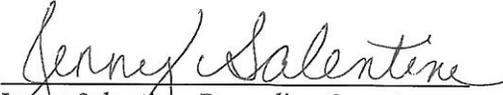
Next Meeting Dates:

- ❖ Thurs., June 26th @ 8:00 AM (Highway) *Tom Romdenne is excused from this meeting
- ❖ Thurs., July 10th @ 8:00 AM
- ❖ Wed., July 30th @ 8:00 AM
- ❖ Thurs., August 7th @ 8:00 AM
- ❖ Wed., August 27th @ 8:00 AM

Adjournment:

Motion made to adjourn today's meeting by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 12:00 PM.

Respectfully submitted:


Jenny Salentine, Recording Secretary