

Highway/Landfill Committee Minutes

July 30, 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, Office Manager Mary O'Leary, Patrol Superintendent Leonard LeGrave, Landfill Facility Manager Mike Paral and Recording Secretary Jenny Salentine. Guests at today's meeting included: Dennis Keyzer, Area Maintenance Specialist NE Region WIS-DOT; Village of Casco Trustee Dennis Cravillion; Village of Casco Employee Bruce DePeau; County Board Supervisors Pat Benes & Bob Weidner; and Sandra Winnemueller. IT Director Ross Loining joined the meeting @ 8:15.

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 July 10th meeting. Second by Gary Paape. Motion carried unanimously.

Public Comments:

1. Sandra Winnemueller addressed the committee about the "Zero Waste Movement" & is requesting Kewaunee County closes the Landfill & opens a Transfer Station. She recommends we discontinue accepting compostable items (ie: yard waste), restaurant garbage, and garbage from personal homes at the landfill. She said the main goal is to educate people about recycling. She stated that the City of San Francisco is 80% Zero Waste and in the Country of Germany, items are 100% recyclable. She is requesting the Committee consider this matter.
2. County Board Supervisor Pat Benes inquired about why the pony-grader has not been used this season. Commissioner Every explained that we cannot find parts to fix the breaks. Mr. Benes also stated he's heard complaints throughout the County about the shouldering we've completed using a disk. Mr. Benes stated home owners are upset w/ their lawns. Commissioner Every reminded everyone shouldering is done in the County & State Right-of-Ways, this area is not the residents' yards. Mr. Benes also asked why he hasn't seen much shouldering going on this summer season to which Commissioner Every explained we have had operational changes and staff reductions. All existing shoulders have been pulled up. Shouldering on paving projects will be completed later in the season.

Village of Casco Snow-Plowing Concern: Village of Casco Trustee Dennis Cravillion addressed the Committee about a complaint last winter regarding snow plow drivers going too fast & throwing snow against a house located on State Highway 54. At the time, after speaking w/ Commissioner Jandrain, Mr. Cravillion noticed the snow plow driver no longer dropped their wing down while plowing thru the Village of Casco which meant the parking lanes were not cleared. Bruce DePeau, Village of Casco Maintenance Employee stated the Village of Casco does not have the proper equipment to remove large amounts of snow from the parking lanes. Dennis Keyzer, Area Maintenance Specialist NE Region WIS-DOT addressed this concern further explaining the Maintenance Agreement established between the State of Wisconsin & the Village of Casco which outlines the snow removal policy. This policy states the State is responsible to remove the snow from the 12 foot drive lane only. If the driver has dropped the wing, it's a courtesy & the driver has not been instructed to do so. Bruce DePeau asked where the snow went that was on the highway? The snow from the drive lanes is moved to the parking lanes. To which Bruce asked then if the Village of Casco could push the snow back into the driving lanes as now the snow amounts in the parking lanes has doubled. Committee Member Bruce Heidmann suggested the Committee should establish a policy. History on snow removal with the Village of Casco is that KCHD used to plow the village with a grader each snow fall however the Village of Casco has since purchased their own pick-up truck & plow blade to do snow removal and currently takes care of their own snow removal unless the storm is too much & then they call in the County. Under past practice, when that grader operator came in to plow the Village Streets, they would also clear the parking lanes along State Highway 54. These labor hours plus equipment charges were billed to the Village of Casco. Committee Member John Mastalir spoke about his personal experience plowing & asked where the businesses & home owners put their snow to which Bruce DePeau replied their snow is put into the parking lanes with the exception of the businesses right down town. Bruce DePeau stated there is NO PARKING allowed until late spring. County Board Supervisor Bob Weidner asked what the State Right-of-Way is. Dennis Keyzer stated the Right-of-Way is 41.25 feet from the center-line. Bob Weidner stated a simple solution would be for the Casco Village Board to authorize the County to remove the snow from the parking lanes & to bill the Village of Casco for such services. Committee Chairman is recommending the County do a courtesy of dropping the wing to which Dennis Keyzer (WIS-DOT) again stated we are responsible for the 12 foot drive lane only. If we do a courtesy, a policy should be written. Commissioner Every did add to the conversation he had sent the Village of Casco a letter along with other local municipalities stating the County Highway Dept would be avail to assist with snow removal.

Reports:

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

- ❖ Auditor visit from WI-DOT July 15 & 16th Update
 - Towns & Villages around the state are using private contractors or County Highway Depts.
 - Other Counties are utilizing Part-Time labor @ a higher pay without benefits for winter services & summer services
 - Invoices we have sent to the state (requisitions) were reviewed
 - They questioned if state requisitions were sent as paper copies or electronic format
 - They viewed samples of timesheets
 - They had questions about our equipment usage ~ we bill for actual usage only
 - Talked about staff changes due to retirements
 - They had inquired about our fuel handling charge
 - Discussed our Snooper Truck and reviewing to reclassify it
- ❖ Hand-Out for the Committee: Roads & Bridges Report January 1 thru June 28th, 2014

Patrol Superintendent Leonard LeGrave had the following to report:

- ❖ Hotmix Projects include: CTH "AB", CTH "N", & CTH "T"
- ❖ Seal-coat Projects this week include: CTH "K", CTH "AB", CTH "B" plus roads in West Kewaunee Township
- ❖ Culver Pipe work on Oak Rd. in Casco Town, plus Montpelier Town, and Red River Town
- ❖ Centerlining is on-going on County Roads & the State Highways
- ❖ Grass Cutting in Lincoln Town & on County roads
- ❖ Repairs to Highway 42 Culvert Pipes
- ❖ Replacing a culvert pipe on CTH "E"
- ❖ Future work includes:
 - Street work in Village of Luxemburg
 - Shouldering on State Highways
 - Paving on CTH "S"
 - Ditch Mowing on County Roads using the 3-pan-mower

Chairman Kirchman asked if we were going to ditch mow "fence to fence" this year? Leonard stated time & man power may not allow so therefore they are doing a 3-pan cutting.

Leonard also announced he will be retiring December 31st, 2014 & recommends a new hire/replacement be here to train prior to November 1st.

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

- ❖ Fuel System Update:
 - There was a glitch on the key board @ the Algoma shop yesterday. Tom Kruse is working on fixing the problem.
 - One month's use is now complete & we will begin our first billing
- ❖ Radio Update:
 - Kenwood was here last week finishing the reprogramming

Small discussion/feed-back from Gary Paape that came out of the previous law enforcement committee meeting about the reprogramming of the location & placement of equipment & radios here at the Highway Dept. to be reprogrammed.

Commissioner Todd Every had the following to report:

- ❖ The State passed supplemental funding for winter maintenance due to the severity of winter. Our share is approximately \$34,500.00. An amendment to the Routine Maintenance Agreement will be processed.
- ❖ Spoke with Charlie Peterson with the City of Kewaunee regarding the Hamechek Demolition As of now, they are back to demolishing, however there is no update as to where the demolition company will be hauling the demo materials or if the soil will be coming to the Landfill.
- ❖ Quick Summary: County Board approved the moving of the DK funds to the Roads & Bridges Fund plus approved spending up to \$1 million dollars for additional projects
- ❖ Received a letter from H.G. Meigs regarding asphalt oil pricing stating as of August 14th, the price of asphalt oil was going to increase \$50 per ton. The commissioner is looking for permission from the committee to contact Flint Hills Resources, our other bidder, to see if they would stand behind the cost they quoted.

- ❖ Regarding Leonard's retirement, Commissioner Every would like to proceed w/ a request to the Personnel Committee to move forward with the hiring process of a replacement for the Patrol Superintendent position. The next Personnel Committee meeting is on August 14th.
- ❖ LTE Update: we may need to take on additional LTE's
- ❖ Beginning the budgeting planning for 2015

Committee Member Bruce Heidmann inquired about the CTH "S" paving project and Committee Member Gary Paape inquired about the CTH "S" detour. A short discussion followed.

Fuel System Update Report (Tom Kruse): Tom Kruse was un-available to attend today's meeting. Per Chairman Kirchman, this Agenda Item will be tabled until the next committee meeting.

Discuss Fuel Purchasing by County Departments: Per Chairman Kirchman, this Agenda Item will be tabled until the next committee meeting.

Discuss Highway Department Operations (Schenck Operations Review Proposal): Commissioner Every & County Administrator Ed Dorner spoke with Tom Karman. At this time, Tom has made a recommendation that we meet with Dan Koszalinski from his office. Commissioner Every will continue to keep the committee up to date.

Landfill Operations Report (Mike Paral):

- ❖ We have received the deployer & it's working very well, we have been trained for one-man-deployment of the film cover
- ❖ #963 CAT is fixed
- ❖ We currently have an employee off for 4-6 weeks & will need to train another Highway Dept employee on the operation of the deployer
- ❖ IT Director Ross Loining spoke about the needs to update the computer system @ the Landfill. They have installed old radios that had been used to communicate between the Courthouse & the Administration Center, however we are now on our last radio & we have little to no signal. Ross is requesting we burry a line/cat 5 cable. He has received an estimate from Harv's Electric at a cost of \$2,760.00. Chairman Kirchman asked where the funds would come to cover such costs. Commissioner Every stated funding is available in the Landfill Budget.
- ❖ Lisa Schmitt with the Kewaunee School District is requesting to borrow our orange dumpster for their electronics drop off/recycling day on August 16th. The dumpster would be used for the packaging materials & boxes. It was the consensus of all committee members to allow this.
- ❖ Annual Flare maintenance has been completed
- ❖ Hand-out detailing costs for hauling leachate was provided for each committee member
- ❖ At a previous committee meeting, the cost involved with disposing of tires was discussed, follow up discussion continued

Discuss Phase III Landfill Expansion and Financing: Discussion regarding the DNR permitting process for Phase III of the Landfill. Chairman Kirchman stated County Board Chairman Ron Heuer and himself have been in contact with other private contractors in regards to where they haul their waste. They have also been reviewing estimated costs and tonnage projections for Phase III. More investigation is needed but the timeframe for the permitting process is getting shorter. Completing the ISR report would keep the permitting process going with low investment and allow time for further investigation into feasibility of Phase III. Gary Paape made a motion to contract with Ayres Associates to perform the Initial Site Report (ISR) needed to proceed at a cost not to exceed \$6,000.00. Second by John Mastalir. All in favor. Motion carried unanimously.

Review Landfill Fee Schedule: The committee reviewed the existing landfill fees. After further discussion, Bruce Heidmann made a motion to increase the car tire fee to \$4.00 per unit and increase the per ton price to \$195.00 for all tires. Second by John Mastalir. All in favor. Motion carried unanimously.

Review 2013 – 2018 Local Bridge Program Project Contracts: 4 of 5 approved projects are County road bridges. The local municipality is responsible for 20% of the cost of the project. John Mastalir moved to authorize Commissioner Every to sign the project contract agreement for the 4 County Bridges and enter into discussion with Town of Carlton regarding their local participation for their bridge replacement project. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$417,738.76. Highway Vouchers paid by credit card: \$34,787.25. Motion to approve vouchers as presented made by John Mastalir. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Project Tour: Committee Members & Commissioner Every toured the Landfill and watched the new deployer and film placement.

Any other business as allowed by law:

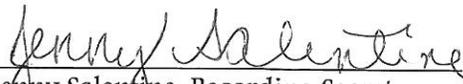
1. Dennis Keyzer mentioned State Hwy. 54 from the end of the current resurfacing project to State Hwy. 57 (all in Brown County) is projected for 2017. Also, Resurfacing of State Hwy. 54 from Valley Rd. in Luxemburg east to Algoma is projected to occur 2022 – 2023.
2. Bruce Heidmann gave an update from the WCHA Board of Directors meeting.
3. Commissioner Every provided a summary of equipment costs and revenues from 2009 - 2013 to all committee members as previously requested by Chairman Kirchman.

Next Meeting Dates:

- ❖ Wed., August 6th @ 8:00 AM
- ❖ Wed., August 27th @ 8:00 AM

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

Respectfully submitted:


Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

July 10, 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 and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Supervisor Pat Benes and Tom Ash from Northeast Asphalt, Inc. County Board Chairman Ron Heuer joined the meeting at 8:15 A.M.

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

Approval of Minutes: John Mastalir made a motion to approve the Highway Committee Minutes from the June 26th meeting. Second by Bruce Heidmann. Motion carried unanimously.

Public Comments: County Board Supervisor Pat Benes inquired about a cell phone number for the previous Highway Commissioner & wanted to know why he couldn't reach Commissioner Every with same number. The older phone number has been transferred to a personal account & Commissioner Every has a new phone & new number.

Reports:

Patrol Superintendent Leonard LeGrave:

- ❖ No Report from Leonard today as he has a scheduled day of vacation

Shop Superintendent Jim Fencil was also on vacation, Commissioner Every had the following to report on Jim's behalf:

- ❖ Mechanics are doing seasonal repairs as needed
- ❖ Center-liner maintenance
- ❖ Work @ the Hot-Mix Plant (working thru some issues between the oil, computer, & sensors)

Committee Member Bruce Heidmann inquired about the Fuel System & Key Fobs. The system went active on Monday, all is going well. Chairman Kirchman suggested we invite Fuel Manager Tom Kruse to an August Committee Meeting to discuss the fuel system after 1 full billing cycle has been completed. (This will be an agenda item.)

County Board Supervisor Pat Benes asked for a Radio update. Commissioner Every stated the Highway Department's radios are working OK, generally speaking. A few weeks ago, several radios were re-programmed and we have worked thru a variety of bugs.

Commissioner Todd Every had the following to report:

- ❖ Has spoke with Tom Karman from Schenck regarding our Operations Review request from the previous committee meeting about the scope of work, deliverables, time frame, and cost. Will hopefully have another update for the next meeting.
- ❖ Crushing Operation: is set up & crushing is occurring in the Quarry this week
- ❖ Jeff Wisnicky has been working on a Resolution to transfer funds from the DK Fund to the Roads & Bridges Fund and to approve to spend additional funds for projects. This will be presented at the next Finance Committee Meeting. If approved at Finance, it will then be forwarded to County Board.

Committee Member John Mastalir asked which towns we will be ditch-mowing. We will be mowing West Kewaunee, Pierce, Montpelier, and Lincoln. Committee Member Gary Paape questioned our bids/quotes for ditching mowing and if we had a set rate. We charge/bill for labor, equipment time and materials only.

- ❖ Commissioner Every has received the agreements for the 2013 – 2018 Bridge Program Contracts (Bridge Replacements). Bridges in the program are:
 - St. Peter's Road Bridge in the Town of Carlton
 - CTH "BB"
 - CTH "S" in Algoma
 - CTH "J"
 - CTH "E"

We will need to eventually choose consultants for these bridges. The process of selecting a consultant will be discussed by the committee in the future.

- ❖ Commissioner Every shared a copy of the letter sent to the Towns & Villages regarding Snow Plowing for the 2014/2015 Season. We have requested to be notified no later than August 30th if the Towns & Villages wish for us to handle their snow removal needs.
- ❖ Commissioner Every will be attending the Kewaunee County Town Assoc. Meeting on August 18th
- ❖ The deployer & 2 rolls of film arrived @ the Landfill. Training will occur the week of July 14th.
- ❖ Received a request from Pat Benes w/ the Kew Cty Fair Board to have County equipment on site for the Fair & Tractor Pull. Equipment needed includes: grader, water truck, and tractor w/ wobble wheel roller.

Review Pulverizing Proposals: Pulverizing to occur on CTH “G”, “S”, & “K”. We received 2 bids, they are as follows:

- ❖ Hein Reclamation and Construction: \$.32 / Sq. Yd.
- ❖ Northeast Asphalt, Inc: \$.30 / Sq. Yd.

A motion to approve the low bid from Northeast Asphalt @ \$.30 / Sq. Yd. for Pulverizing CTH “G”, “K”, & “S” was made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Discussion continued regarding the sections of CTH “K” to be pulverized. Chairman Kirchman feels that the entire section does not need to be pulverized; rather wedging & over-layer would be sufficient. Commissioner Every disagreed with Chairman Kirchman as he has seen pulverizing shows the best results for longevity. Committee Member Bruce Heidmann commented that this would be a management decision.

Review proposals for CTH “S” Asphalt Purchase: A portion of funding for the CTH “S” Project is CHIP-D funding. Request for proposals submitted to the newspaper as required. One proposal was received from *Northeast Asphalt, Inc.* at \$45.40 / ton, a total cost of \$435,840.00. Materials will be transported from their plant located at 2730 County Rd. “MM” in Sturgeon Bay. \$292,520.85 is our CHIP-D matching funding so we need to spend a minimum of \$585,041.70 for the project. Bruce Heidmann moved to accept the bid from Northeast Asphalt @ \$45.40/ton. Second by John Mastalir. All in favor. Motion carried unanimously.

Review STH “42” Shouldering Project Performance Based Maintenance (PBM) Contract: Kewaunee County was interested in the shouldering project on STH “42” from Kewaunee to Algoma. The scope of work includes:

- Aggregate Shoulder Installation
- Aggregate Shoulder Material
- Mobilization
- Traffic Control, mobile operation on a two-lane road

\$124,564.36 total project cost. We currently have the materials needed in Breitlow’s Pit. The gravel has already been tested. 9,900 ton was estimated for this project. A motion to approve the PBM Contract from WIS DOT for shouldering on STH “42” from Kewaunee to Algoma was made by John Mastalir. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$92,253.63. Solid Waste Vouchers paid by credit card: \$817.90. There was a question regarding if we’re “equal” on tires ... meaning, what we charge to take them in compared to our cost of disposing them. Short discussion followed. John Mastalir made a motion to approve the vouchers as presented. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests: WCHA-LDG (leadership Development Group) (formally known as Patrol Superintendent & Foreman’s Conference) September 29th, 30th, & October 1st. Commissioner Every is requesting the approval of 3 employees to attend to include Patrol Superintendent Leonard LeGrave plus 2 other Foreman. Bruce Heidmann made a motion to authorize 3 employees of KCHD to attend the WCHA-LDG. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Any other business as allowed by law:

1. Committee Member Gary Paape is suggesting the committee members tour CTH “K” to make a final decision about pulverizing the road or going with Chairman Kirchman’s suggestion.
2. County Board Chairman Ron Heuer strongly recommends this Committee watches this Highway Department extremely close as to what funds are being spent on.
3. Committee Member Bruce Heidmann brought up for discussion the road in Red River Township that leads to Red River County Park. Apparently, the road is not a “County Road” & the road is also not a “Town Road” even though there is a Town Road that travels off of it & is a dead end, not connected to any other Town of Red River road. Leading to the question of: Who owns it? The Town of Red River and Kewaunee County both are NOT receiving transportation aids for the road. This road isn’t the only road in Kewaunee County in this situation

- Another road would be Ransom Moore Ln. in the Town of West Kewaunee which is a dead-end road to the WI DNR Besadny Fish Facility.
4. Committee Member Tom Romdenne is asking consideration of the other committee members present to re-schedule the 1st committee meeting in August as he has a conflict & wouldn't be able to attend.
 5. County Board Chairman Ron Heuer stated he will have a power point presentation to go over the financial options of the Landfill & wishes to present this at the July 30th Highway / Solid Waste Committee Meeting.
 6. County Board Chairman Ron Heuer asked who authorized Highway Department County Vehicles to travel outside of the County limits on a daily basis. Commissioner Every stated this practice has been discontinued however this will be a discussion item in the future as select employees are considered to be on-call 24/7 during winter activities.
 7. Chairman Kirchman asked if there were any updates regarding the City of Kewaunee/Hamechek Demolition. Commissioner Every stated the soil has been tested & is reported to be non-hazardous. Kewaunee County would still need to apply to the WI DNR for an Operation Plan Modification to accept such materials at a fee of \$1,000.00. We have communicated to the City what the Committee decided @ their June 26th meeting. The project has slowed down because of an archeological issue.
 8. County Board Chairman Ron Heuer has asked the City of Kewaunee Mayor Blaha about a possible discount on the rate we pay for the amount of leachate we've been hauling from the landfill.
 9. Chairman Kirchman stated the landscaping here at the Highway Dept building could use some attention, care, and additional mulch.

Tour of Projects, Operations, or Facilities: None

Next Meeting Dates:

- ❖ Wed., July 30th @ 8:00 AM
- ❖ Wed., August 6th @ 8:00 AM
- ❖ Wed., August 27th @ 8:00 AM

Adjournment:

Motion made to adjourn today's meeting by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried. Meeting adjourned at 10:25 AM.

Respectfully submitted:

Jenny Salentine, Recording Secretary