

Highway/Landfill Committee Minutes

August 27, 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, Patrol Superintendent Leonard LeGrave, Shop Superintendent Jim Fencel, Office Manager Mary O'Leary, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer; County Board Supervisors Pat Benes and Bob Weidner; Dan Koszalinski from Schenck, and Sandra Winnemueller.

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

Approval of Minutes: Gary Paape made a motion to approve the Highway Committee Minutes from the July 30th meeting & August 6th meeting. Second by Bruce Heidmann. Motion carried unanimously.

Public Comments: County Board Supervisor Pat Benes asked why a flood light is on/shining day & night @ the Algoma Shop ever since the new shop roof was installed. Commissioner Every & Shop Superintendent Jim Fencel both commented they are aware of the issue and time & man-power availability is extremely limited. Our employee that does electrical work has been operating the roller during this heavy paving season & has been given multiple duties as well. Staff is aware of this issue & will get it resolved as soon as time allows.

County Board Supervisor Pat Benes also mentioned he attended the Casco Town Board Meeting on Tuesday, August 26th and had some concerns regarding their Bridge Inspection Report from Ayres Associates. The Town of Casco is claiming they have a bridge that has needed maintenance 2 years ago that hasn't been completed yet and Mr. Benes would like to know why. Commissioner Every addressed the topic stating he's spoken with Casco Town Chairman Joe Lukes and was aware of the bridge needing maintenance, however it was recommended by the Highway Dept to wait until this current bridge inspection was complete for their township in case there were other items needing maintenance as well. Another subject brought up by Mr. Benes as a result of last night's Town of Casco Board meeting was why the Town of Casco hired *Jadin* to grade roads & not the Highway Dept when we've done the work in the past. Patrol Superintendent Leonard LeGrave stated we were contacted by the Town of Casco for the hourly rates for a grader but the Town did not contact us again to do the work.

Lastly, Mr. Benes asked which county department (Highway or Law Enforcement) was responsible for removing "illegal signs" from the State Highway & County Road Right-of-Ways. Said signs would include political/election signs, rummage sale signs, lost dog signs, house for sale signs, etc. Past practice was the Highway Dept removed them & brought them to the Main Shop for pick up. What wasn't claimed was then disposed of at the County Landfill. It was stated that Highway would continue to pick up signs in the State Highway & County Road right-of-ways as time allowed during section checks. County Board Supervisor Bob Weidner mentioned he's spoken w/ Sheriff Joski who has already called one candidate.

Reports:

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

- ❖ Handout: Roads & Bridges Budget Report effective January 1 thru July 26th
 - The previous billing cycle ended Saturday, August 23rd and Mary will have updated information for the next committee meeting

Committee Chairman Larry Kirchman wished to add to Mary's report stating that the paving project costs already completed on CTH "L" & CTH "T" will need to be reflected as funds spent from the additional \$1 Million dollars approved by the County Board for additional Highway Dept projects & not be reflected in the 2014 Budget.

Patrol Superintendent Leonard LeGrave had the following to report:

- ❖ Since the last committee meeting, crews have been doing the following:
 - Shouldering on CTH "S" & CTH "L"

- Reclaimed CTH “K” & CTH “G”
 - Currently paving CTH “K”
 - Several Culvert Replacements on CTH “H”
 - Several Town & County jobs paving over pipe replacements
 - Ditch Mowing ~ using the 3-pan mower on the North & South ends of the County
 - Unsure if time will allow us to cut to the fence line
 - Hauling materials to the Hot-Mix Plant
 - Center-Lining on State Highways & County Roads
- ❖ Future Work Includes:
- Finishing CTH “K”
 - Continue on CTH “S”
 - Center-lining on County Roads & State Highways
 - CTH “G” ~ will need to be watered & graded as needed, paving will occur later this season

Update on the CTH “S” project north of Algoma ... Northeast will begin their work on Tuesday, September 2nd. Notices have been run in the 2 local county newspapers. County Board Supervisor Bob Weidner asked if we have enough staff/truck drivers to keep up w/ paving & hauling hot-mix in order to keep the paver moving during the CTH “S” project. At the time, Todd believes so, however that leaves extremely limited staff available for other duties.

Chairman Kirchman inquired about our LTE’s and if we are in need of hiring more. 2 of our LTE’s that were college student have ended their summer & gone back to school. We continue to utilize our other 3 LTE’s as needed. One of whom recently received his CDL with assistance & training from the County Highway Dept & 2 Highway Dept employees whom have helped this individual after hours. By obtaining his CDL, this individual will now be available to assist the Highway Dept w/ additional responsibilities & duties as needed.

Shop Superintendent Jim Fencil had the following to report:

- ❖ State Fuel Inspector was here on August 13th, minor updates we need to complete at the main shop only include:
 - Lines need to be painted as well as fuel covers
 - Some Signs need to be installed
 - We need to relocate the fuel shut off switch by 20 feet
- ❖ Dave Moore from Argent (our Worker’s Comp Carrier) did a walk thru of some of our facilities
- ❖ Propane Tank will need to be moved prior to filling this season
 - Because our staff availability is very limited, we are getting an estimate to have this work hired out
- ❖ #37 Sander ~ Box is beginning to cave in, therefore, we are switching it to be frame loaded (possibly #38 too)

John Mastalir inquired if we schedule split work shifts for our mechanics so if repairs come in at the end of the work day, these repairs can be completed prior to the next work day. We have 3 mechanics. If work is needed past the schedule hours, an employee stays to complete them. No over-time occurs until an employee has worked 40 hours that week. It is common an employee is sent home upon reaching 40 worked hours unless over-time is necessary to complete a project/job. Mr. Mastalir also asked if the Highway Dept has done maintenance/mechanical repairs for the Sheriff’s Dept’s squad cars. We do not. Lastly, Mr. Mastalir requested the committee receive a walk-thru tour of the shop. This will be done at a future meeting.

Commissioner Todd Every had the following to report:

- ❖ Personnel Committee has approved to post, advertise, & hire to replace the Patrol Superintendent Position
- ❖ DNR will be spraying for phragmites on state lands & has contacted us for approval to spray areas in the County Right-of-Way when they overlap. 2 locations include: CTH “E” by the boat landing at Shooting Park and the corner of the CTH “C” & CTH “FF” intersection.

- ❖ At our previous meeting we had discussed the increase in the Asphalt Oil Price. We originally were going to go w/ *Meigs*, however they have since bumped their price up a second time & are now above the price quoted from *Flint Hills* which is \$625.00/ton. We have locked in with *Flint Hills*.
- ❖ We are approaching the end of August which was the deadline we set for the Towns & Villages to contact us with their winter snow removal intentions. As of today, all towns & villages we provided winter snow removal services for during the 2013-2014 winter season are on-board w/ the County Highway Dept. for the 2014-2015 season.
- ❖ We received a letter of approvals from the WDNR regarding the Landfill Operations Plan Modification. We will review the details at a future meeting.
- ❖ Pilot Project for PBM Shouldering on State Hwy 42: There was a discrepancy in their request for the bid regarding the width of the shoulder. We are able to do a 5 ft should w/ the equipment we have, however, now they are requesting it's a 7 ft shoulder. Commissioner Every recommends we wait & not complete this project this year. John Mastalir asked if other counties may have a 7 ft shouldering machine we could rent or borrow. Commissioner Every hasn't looked into this option yet, but will.

Discuss Highway Department Operations (Schenck Operations Review Proposal): Dan Koszalinski did a short presentation & had a hand-out packet for each committee member detailing the plan of action to accumulate information needed to do the Operational Analysis for the Highway Dept. The details include setting goals & a strategy to guide the review, current financials, and details of the existing operations. The process will take approximately 4 – 6 months to complete & will cost approximately \$8,000.00 to \$9,000.00 which doesn't include travel time or clerical processing. Committee Chairman Larry Kirchman has requested a list of references. No action taken.

Discuss Bridge Aid Requests (Town of Franklin – Langes Corner Bridge #2): The Town of Franklin is requesting Bridge Aid funding in the amount of \$4,100.00 which is 50% of the estimated \$8,200.00 cost. Commissioner Every stated this request certainly meets the qualifications, however there are several other bridge aid requests that have been received prior to this one & therefore recommends this be approved to be funded in the 2015 budget. A motion was made by Bruce Heidmann to approve the Bridge Aid for the Town of Franklin for the 2015 Budget & to be paid once funds become available. Second by Tom Romdenne. Motion passed on a 4-1 vote, Gary Paape being the sole committee member opposed.

Discuss Fuel Purchasing by County Departments: Law Enforcement would purchase gas only @ approximately 2,000 gallons each month. Last week, Committee Chairman Larry Kirchman, County Board Chairman Ron Heuer, Commissioner Every, and Office Manager Mary O'Leary met to get a bottom line price for law enforcement. Once that was reached, yesterday, the said individuals above also met with Sheriff Joski and Chief Deputy Dave Cornelius. The bottom line is law enforcement saves \$.10 per gallon by paying @ the pump during the 4 month time period the data was collected. Bruce Heidmann proposed we have different handling fees for gasoline than diesel fuel. Tom Romdenne proposed we have Schenck consider including this in their analysis. No action taken.

Discuss & Consider Reducing a Highway Department Management Position: Committee Chairman Larry Kirchman started out this subject by stating each department is being asked to reduce their budget by 5% for 2015. He further recapped the number of employees over the years by stating in the 70's & 80's we had 80+ employees, in 2004 we had 40+ employees, and presently we have 23 employees. He also stated the numbers of management staff to oversee said employees.

Gary Paape asked what the difference in pay was for a "lead-man" position vs. a "mechanic" position. Current pay for lead-man positions is \$24.72 per hour and mechanics receive \$23.85 / hour. Commissioner Every did state the resolution passed by the full County Board last fall stated all certified mechanics will also receive lead-person rate after their probationary period has ended.

Bruce Heidmann stated in our neighboring county, Door, they have 4 employees that alternate the roles & responsibilities of the Patrol Superintendent each week which allows for some relief to the individuals during an extremely rough winter.

John Mastalir believes that at certain times of the year, we're shorthanded & at other times, we have "over-kill".

County Board Supervisor Bob Weidner stated he was part of the decision team in creating the non-union new position titled "Shop Superintendent" and admits it was a mistake. He is in favor of & supports this committee's decision in correcting that mistake by eliminating the Shop Superintendent Management Position.

It was suggested by County Board Chairman Ron Heuer we utilize LTE's that are not paid benefits to pick up parts as needed.

Gary Paape inquired about the winter needs & when plows are called out, who is called in? For example: Does the Shop Superintendent come in along w/ a mechanic? Also, who backs up the Patrol Superintendent, Leonard? In answering Gary's questions, Commissioner Every stated yes, the Shop Superintendent reports in as does a mechanic if needed. The Shop Superintendent has also served as back-up for the Patrol Superintendent.

County Board Supervisor Pat Benes stated this committee has already taken away foreman pay from individuals & has eliminated the opportunities for the Road Superintendent to pass responsibilities on to others which would allow some relief.

Tom Romdenne referred to the Shop Superintendent job description dated May 2011 & feels the duties can easily be reallocated.

Tom Romdenne moved to make a recommendation to the Personnel, Advisory & Legislative Committee to eliminate the Highway Department Management Shop Superintendent Position as soon as practical. Second by Gary Paape. Discussion.

Commissioner Every wishes to have the minutes reflect he has spoken with both Highway Committee Chairman Larry Kirchman and County Board Chairman Ron Heuer giving his opinion he does not agree with their suggestion to eliminate the Shop Superintendent position from an administrative point of view. He feels this position is valuable to the structure of the Highway Department.

Bruce Heidmann stated he feels the position can be redefined & this committee needs to make a decision based on the needs of the Highway Dept., not based on personality.

Office Manager Mary O'Leary wishes to have the minutes reflect that she too does not agree with the suggestion to eliminate the Shop Superintendent position as Schenck Associates has not been contracted yet to do a requested operation analysis. This should be completed first.

Mr. Benes asked if the committee would allow for the individual currently in this position to join the work force of the Highway Dept.

Chairman Kirchman called for a roll-call vote. Votes are as follows: Tom Romdenne – Yes, John Mastalir – Yes, Larry Kirchman – Yes, Bruce Heidmann – NO, and Gary Paape – Yes. Motion carried 4 – 1.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$512,321.51. Highway Vouchers paid by credit card: \$7,459.70. Motion to approve vouchers as presented made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Any other business as allowed by law:

1. Gary Paape mentioned another County Board Supervisor, Chuck Wagner had been shopping at an establishment in another county recently where the store charged an additional \$.10 per shopping bag you were given (paper or plastic) and yearly, the money collected from said fee was given to their

county's landfill. Gary mentioned if this committee was interested in learning more about it, Chuck would be more than happy to attend a Highway Committee meeting to further discuss this idea.

2. County Board Chairman Ron Heuer inquired about how the DNR liked the film we were now using as daily cover at the landfill. Commissioner Every stated from all conversations he's had, the DNR is happy so far!

Project Tour: No landfill or paving project tours today.

Next Meeting Dates:

- ❖ Thurs., September 11th @ 8:45 AM
- ❖ Wed., September 17th @ 8:45 AM
- ❖ Thurs., October 9th @ 8:45 AM
- ❖ Wed., October 22nd @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 11:00 AM.

Respectfully submitted:

Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

August 6, 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, Shop Superintendent Jim Fencil, Hwy. Dept. Fuel Manager Tom Kruse and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Supervisor Pat Benes and County Board Chairman Ron Heuer.

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

Public Comments: None

Reports:

Commissioner Todd Every had the following to report:

- ❖ Currently paving on CTH "S"
- ❖ Shouldering on CTH "AB" earlier this week
- ❖ Pulverizer is coming on August 20th for work to be done on CTH "K" & CTH "G"
- ❖ Kewaunee County 2013 – 2018 Local Bridge Replacement Update:
 - Received notice there's been a small increase in cost to the CTH "S" Bridge in Algoma City.
 - Commissioner Every will be attending the Carlton Town Meeting next week to discuss their bridge
- ❖ Unfortunately, 60 feet of 24" culvert pipes plus the bands & end walls were stolen from our on-site location on CTH "H" this past week
- ❖ Update on Asphalt Price Increase:
 - Flint Hills' response to the quote they gave earlier will now be \$625. H. G. Meigs increase will be going up to \$609. On a good note, purchasing of asphalt for the CTH "S" Project, was locked in at the lower price.
- ❖ Upcoming weeks will be working on the budgeting process for 2015

Fuel System Update Report (Tom Kruse): Tom stated the system has been up & running for 1 month now & seems to be working good. Tom had a variety of hand-outs for the committee showing different kinds of reports that can be created from the system & how things are set up plus what the system keeps track of & monitors. For example, vehicles are programmed into the fuel system with a limit set for the maximum amount allowed to fill the vehicle. Also, the system tracks the odometer and hour meter readings which will help aid in required maintenance of the equipment/vehicle. All of the same information can be obtained from the Algoma, Hillside, & Stangelville pumps from a computer and modems at each shop. We still have some work to do in order to link the fuel system records automatically to the CHEMS-PRO computer system. With this fuel system, fuel can be obtained 24/7! Chairman Kirchman inquired about the Handling Fee & Tax. The handling fee is \$.30/gallon. Tax: off-road equipment does not pay tax, on-road vehicles pay .309. At year end, Mary files a report which is submitted to the state to be reimbursed for fuel tax. We buy fuel at the market price, we are not contracted. Currently the price @ our pump is \$3.68 diesel w/ tax or \$3.37 diesel off-road (no tax) and \$3.43 gas w/ tax or \$3.12 gas without tax. If employees have a problem w/ the pump or their fob, the pump can be switched to "manual mode" and information will need to be recorded by hand & entered into the fuel system by Tom.

Discuss Fuel Purchasing by County Departments: This discussion has occurred several times since law enforcement has decided to no longer fuel w/ the County Highway Dept. Law Enforcement & Emergency Management are the only departments that do not fuel w/ the County Highway Dept. County Board Chairman Ron Heuer asked who authorized Emergency Management to purchase their fuel @ an outside location. If Law Enforcement fueled with the County Highway Dept, we'd see the following benefits: The County could benefit from the quantity and could purchase larger loads at a lower price which all departments would be paying a lower per gallon price. Committee Member John Mastalir suggested perhaps the County only reimburse other departments for their fuel cost up to the Highway Dept cost only ~ if the

price is more, that department will need to absorb the expense. Back when Law Enforcement opted to no longer fuel w/ the County, it was because the Sheriff wanted reports sent out to track information which we couldn't do at the time & therefore, Law Enforcement is paying an outside company to prepare these reports for them. Now that we have the Fuel System in place, we can easily generate these reports for them. City of Algoma Police Dept does not fuel with us. City of Kewaunee Police Dept does not fuel with us currently, but intends to soon now that we have the fuel system. Chairman Kirchman thanked Tom Kruse & Jim Fencel for all of their work to get the system, set everything/everyone up, and to get it running. No action was taken at the time.

Discuss Highway Department Operations (Schenck Operations Review Proposal): County Administrator Ed Dorner & Commissioner Every will be meeting w/ Dan Koszalinski from Schenck tomorrow. Hopefully they'll have an update or proposal ready for our next committee meeting on August 27th.

Discuss pending Patrol Superintendent Position vacancy: Leonard LeGrave has stated his intent to retire at the end of 2014. The Patrol Superintendent position is an administrative position overseeing the day to day operations of the Highway Dept. A copy of the current job description was provided to all committee members. This position is essential to the operations of the Highway Dept., working directly with the staff to determine manpower and equipment needs for department projects. The current salary for this position is set in Salary Schedule II. Since some of the responsibilities of the job are related to maintenance on the state highways in the county, WISDOT pays for some of the costs associated with the position. The State pays for 40% of the following costs:

1. Salary & Fringe Benefits
2. Transportation Costs at \$0.580 per mile
3. Meals & lodging, if appropriate
4. Training or Conferences, if approved by WISDOT
5. Cellphone

The remaining costs associated with the position are charged to the Administrative Cost Pool of the Highway Dept. Gary Paape made a motion to request the Personnel, Advisory, & Legislation Committee approve the posting and hiring of an Assistant Patrol Superintendent in the Highway Dept. to later transition into Patrol Superintendent by the end of 2014 with an additional recommendation for a salary based upon the individual's qualifications up to the approved salary set in the Salary Schedule II. Second by John Mastalir. All in favor. Motion carried unanimously.

Discuss Part-Time position for facility cleaning: In July, our contracted private individual who had been cleaning the Highway Department Office area decided to no longer continue. After posting, only 1 quote was received. We had an additional inquiry however the individual didn't have the required insurance coverage. Commissioner Every stated he intends to hire an LTE to clean the facility which we have already been approved to hire LTE's as needed. Currently the cleaning positions at the Administration Center receive \$12.93/hour. We estimate this position to be 9 hrs / week.

Discuss Phase III Landfill Expansion and Financing: Quick Update: The contract w/ Ayres Associates to prepare the Initial Site Report (ISR) has been signed. County Board Chairman Ron Heuer inquired now that we've passed this hurdle, how much time do we have before we need to decide if we plan to move forward with the expansion. Commissioner Every stated approximately 4 – 6 months for the preparation of the report and review by the WDNR. After this step, the financial commitment for the next steps of the permitting process is significant.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$5,557.36. Solid Waste Vouchers paid by credit card: \$1,494.83. Motion to approve vouchers as presented made by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Approve Travel Requests: One Request today, Commissioner Every requested to attend the Fall Commissioners Training in Eau Claire, WI on October 29-30. Registration Fee is \$50.00 plus the cost for a one night stay. Motion to approve said travel request made by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried unanimously.

Any other business as allowed by law:

1. County Board Chairman Ron Heuer inquired about the demolition of the Hamechek building in Kewaunee. Demo materials from the site are going to the Outagamie County Landfill. Mr. Heuer also asked about the deployer @ the landfill. It's working great!
2. Committee Member John Mastalir inquired about the rickety building behind the balehouse @ the landfill that appears it could simply fall over. He suggests the committee seriously considers taking the building down for safety reasons.
3. John Mastalir also inquired about the road superintendent job description & suggested the county consider setting a specific response time for the individual hired. Commissioner Every stated that one doesn't currently exist, however he will look into this.

NOTE: County Board Chairman Ron Heuer left the meeting at 10:00 A.M.

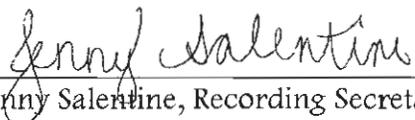
Project Tour: Committee Members & Commissioner Every toured several projects/locations including the paving projects on CTH AB, CTH N, and CTH S. Also, a visit was made to the quarry and the pulverizing project on CTH K.

Next Meeting Dates:

- ❖ Wed., August 27th @ 8:00 AM
- ❖ Thurs., September 11th @ 8:45 AM
- ❖ Wed., September 17th @ 8:45 AM

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

Respectfully submitted:



Jenny Salentine, Recording Secretary