

MINUTES

HIGHWAY and SOLID WASTE COMMITTEE

Sept. 23, 2014

A meeting of the Highway and Solid Waste Committee was called to order by Chairman Larry Kirchman at 7:30 PM on Sept. 23, 2014 at the Administration Center.

Present: Larry Kirchman, John Mastalir, Bruce Heidmann, Gary Paape, and Tom Romdenne

Moved by Mastalir, second by Heidmann to adopt the agenda. Motion carried.

Moved by Mastalir, second by Paape to accept the soils from the Hamachek property to be used as daily cover at a tipping fee of \$25.00 per ton and directly invoiced to the City of Kewaunee. Motion carried.

Moved by Heidmann, second by Paape to accept shredded tires from Auburdale Recycling Center, dba Liberty Tire Recycling to be used as daily cover at a tipping fee of \$20.00 per ton and develop an agreement that indicates the fee, delivered quantity limits and material size specifications. Motion carried.

Moved by Heidmann, second by Mastalir to adjourn. Motion carried.

Meeting adjourned at 7:34 PM.

Submitted by: Tom Romdenne, Secretary

Highway/Landfill Committee Minutes

September 17, 2014

The Highway Committee meeting was called to order at 8:45 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 Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting include: County Board Supervisor Bob Weidner who joined the meeting at 8:55.

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

Approval of Minutes: Bruce Heidmann made a motion to approve the Highway Committee Minutes from their September 11th meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

Reports:

Landfill Facility Manager Mike Paral had the following to report:

- Cell 9 Sump has been torn out & concrete poured into the lines to seal the sump off. Once this is cured, we will begin pushing waste into this area. This sump was designed & built as a temporary holding area to accumulate leachate & then pump it to the tank located near cell 6 where the leachate is hauled out. With the opening of Cell 10, it is no longer needed.
 - We had a meeting w/ the DNR yesterday. Sally Hronek (our DNR point of contact) was here to observe the abandoning of the sump in Cell 9. While she was here she also did a site inspection. She notified staff that she will be issuing a Notice of Noncompliance (NON) for the following items:
 1. Garbage not fully covered
 2. Daily cover
 3. Leachate load-out thick hose needs to be doubled lined (450 ft of PVC Pipe is needed)
 4. Amount of leachate (elevated levels)

Commissioner Every and Mike Paral will review this information with the committee when the formal NON is received from the WDNR.

Chairman Kirchman asked how often Sally comes. Commissioner Every stated usually 2 times each year.

- Mike reviewed the need for more daily cover at the landfill. A couple of options exist to help with this issue immediately.
 1. We have received an email request from David Jacoboski from *Auburndale Recycling Center, dba Liberty Tire Recycling* to take ground up tires as daily cover. David is requesting we lower the price from \$25/ton to \$18/ton for daily cover. Committee member John Mastalir had concerns about using tires as daily cover. Discussion followed.
 2. The soils from the Hamachek property are starting to be trucked to Outagamie County landfill today. Discussion followed. At 9:45, Charlie Peterson from the City of Kewaunee and a representative from Badgerland Demolition joined the meeting to discuss the Hamachek demolition project. Discussion followed.

The Highway and Solid Waste Committee will schedule a short meeting during the break of the County Board meeting on September 23rd to address issues related to the shredded tires and the soils from the Hamachek project.

An email was shared that had been sent from John Mastalir to Commissioner Every, Chairman Kirchman, & County Board Chairman Heuer regarding a new sludge by-product from *Agropur*. Mike Paral explained the product is not of good quality for the landfill. Discussion followed.

Commissioner Todd Every had the following to report:

- ❖ Follow-up from the previous meeting where we discussed a resident's request to privately pave the shoulder on a County Rd they live on. No other counties in the region allow it.
- ❖ Updated the committee on the asphalt oil pricing from Flint Hills & Meigs.
- ❖ Today is our 3rd day paving on CTH "S" north of Algoma. We will need to purchase more materials from NE Asphalt in order to maximize the CHIP-D Funding.

Review / Discuss 2015 Landfill Budget: Commissioner Every was asked to prepare 2 budgets, one with a 0% impact & another with a 5% decrease. The following is a summary of the information used to prepare the draft budgets for the 2015 Landfill operations:

❖ *General Information:*

- I. Salaries & benefits were calculated for all three employees plus LTE's. In previous years, one of the employees was technically in the highway department. However, for a true cost of the landfill operations, this position was included in the budget.
- II. The equipment used at the landfill continues to age. The Equipment Maintenance line items have been increased.
- III. The annual cost of the EnviroCover film has been included. The estimated cost for the film is \$45,000.00
- IV. The Contracted Services line item has increased due to all general engineering costs have been placed here.
- V. Gasoline & Diesel Fuel costs have been increased.
- VI. No costs associated with the Phase III expansion have been included in the operating budge. Any costs with this phase will be included in the capital borrowing
- VII. Capital items include funding for the construction of another office/storage room, a used 4 x 4 pickup, and some fencing.

❖ *Revenues:*

In 2013, the revenue for the landfill operations was \$1,262,989.00. For the preparation of the 2015 budget, estimated revenue for the landfill operations are \$1,200,000.00. 2014 is the first full year after the tipping fee changes designed to extend the life of the landfill. Also, there will be a decrease in the contracted amount for "shredder fluff" after our revised agreement earlier this year.

❖ *5% Budget Reduction*

A 5% reduction in the proposed budget would result in a reduction of the Landfill Operations budget of \$60,000.00. Here's is a summary of the items reduced in order to meet a budget with a 5% reduction from the proposed 2015 funding level:

- Machinery/Equipment Repair was reduced from \$60,000.00 to \$40,000.00 (2014 level)
- Leachate Services was reduced from \$50,000.00 to \$30,000.00
- Gasoline & Diesel Fuel was reduced from \$60,000.00 to \$50,000.00
- Outlay was reduced from \$50,000.00 to \$40,000.00

Discussion followed. Bruce Heidmann made a motion to approve the 0% increase budget as prepared by Commissioner Every & refer it to the Finance Committee for final approval. Second by John Mastalir. All in favor. Motion carried unanimously.

Note: County Board Supervisor Bob Weidner left the meeting at 10:25.

Discuss Highway Department Operations Review Proposal: Commissioner Every spoke with Dan Koszalinski of Schenck following our previous meeting to discuss some concerns with additional administrative fees & mileage expenses. Brief discussion followed. Motion by Gary Paape to approve Schenck to prepare the Strategic Analysis Service for the Kewaunee County Highway Department not to exceed a cost of \$9,750.00. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$39,250.39. Highway Vouchers paid by credit card: \$9,053.66. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests:

- ❖ One request today: Robert Marquardt, Julie Repitz, & Mary O'Leary to attend the CHEMS Conference at Rock Garden's Conference Center in Green Bay on October 15th & 16th. Robert & Mary's over-night stay will be covered by the State. Julie will be commuting.

Motion to approve this travel request made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Any other business as allowed by law: None

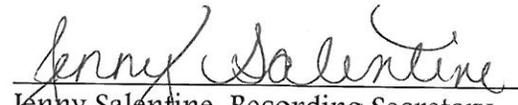
Project Tour: No tours today.

Next Meeting Dates:

- ❖ Thurs., October 9th @ 8:45 AM
- ❖ Wed., October 22nd @ 8:45 AM
- ❖ Thurs., November 6th @ 8:45 AM
- ❖ Wed., November 19th @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Tom Romdenne. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 10:35 AM.

Respectfully submitted:


Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

September 11, 2014

The Highway Committee meeting was called to order at 8:45 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, Office Manager Mary O'Leary, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer, County Board Supervisor Pat Benes, and Pierce Town Chairman Brian Paplham.

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

Approval of Minutes: John Mastalir made a motion to approve the Highway Committee Minutes from their August 27th meeting. Second by Gary Paape. Motion carried unanimously.

Public Comments: Pierce Town Chairman Brian Paplham complimented the Highway Dept & their crew which completed ditch mowing & seal coating in their Town. Looks Great! A job well done!

Reports:

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

- ❖ Handout: Roads & Bridges Budget Report effective January 1 thru August 23rd
 - Note: At the request of Committee Chairman Kirchman from the last meeting, Mary added to the spreadsheet the \$1 million dollars transferred of non-budgeted funds approved by the County Board 7/22/14.
 - Chairman Kirchman questioned the increased / over budget amount spent on CTH "N". Commissioner Every explained additional wedging was needed & therefore so was additional Hot-mix.

The CHEMS Conference will be October 16 & 17. Mary along w/ Robert Marquart & Julie Repitz will be attending. The State covers all costs/expenses (including the over-night stay) for both Mary & Robert. Julie will be commuting each day.

Mary will also be attending the Northeast Region Managers Meeting at Outagamie County on October 22nd.

Patrol Superintendent Leonard LeGrave had the following to report:

- ❖ Since the last committee meeting, crews have been doing the following:
 - Paving CTH "K" & Shouldering
 - Ground being moved on CTH "S" & prepping for paving continues
 - Removed guard rail to be replaced
 - Paving to begin Monday, September 15th
 - Paved Mill Ln. in Town of Casco
 - Paved Willow Rd. by Bruemmerville Park
 - Grass Cutting on County Roads & 2nd Cutting in Town of Pierce
- ❖ Next Week:
 - Paving on CTH "S"
 - Landfill ~ Pump Inspection
 - State is coming to inspect bridge on Hwy 42
- ❖ Future Work Includes:
 - CTH "G"
 - Center-lining on State Highways (about 1.5 weeks worth)
 - Bridge Work for the State

Crews & staff may need to work beyond 40 hours each week in order to complete work. We've been doing the best we can with the staffing levels we have ~ in the future, we may need to consider hiring additional LTE's or even Full-time employees.

Commissioner Todd Every had the following to report:

- ❖ Received a request from a county resident who is asking permission to personally pave the shoulder of the County Road they live on & pay for this themselves.
 - Questions/issues that arose include:
 - Down the road, when the County re-paves the road, who is going to maintain or re-do their shoulder
 - We do not do “private work”
 - Concerns about the shoulder when snow plowing occurs
- ❖ Update on business hours ~ currently working 4 10-hr-work-days, 6:00 - 4:00. Commissioner Every is recommending September 29th thru October 9th continuing the 10-hr-work-days, however hours will change to 6:30 – 4:30 in order to complete paving jobs
- ❖ Applications for the Patrol Superintendent position are due tomorrow (Friday, September 12th). To date, 4 applications have been received.
- ❖ Update on CTH “S” Project:
 - LRIP Project – State Funding is \$292,000.00
 - In order to receive the full funding, the project expense must total at least \$584,00.00
 - The cost of the Hot-Mix is now less & therefore we need to increase our tonnage. We will need to use approximately 2,200 ton more in order to fully maximize the reimbursable amount from the State
 - LRIP Funding covers the cost of materials only. The base mat will be 2 ½” and the top mat will be 1 ½”.
- ❖ STH “42” Shouldering project update:
 - Currently putting together a new estimate utilizing equipment from Door County.
 - Patrol Superintendent Leonard LeGrave recommends we do not complete this State shouldering project. He kindly reminded everyone that this job may look good however there are several variables here. Please take into consideration this is a “pilot project”.

Discuss Highway Department Operations Review Proposal: References were received & Commissioner Every forwarded them to Chairman Kirchman as requested. Chairman Kirchman tried to contact Calumet County, however his call was not returned. The other 2 references were UW-Milwaukee & the City of Niagara. Chairman Kirchman didn’t feel the other 2 were comparable to our needs & therefore did not contact them. Chairman Kirchman feels the proposal from Schenck is very reasonable for the scope & work that is outlined. Tom Karman would be a great asset to complete this operations review with all of his knowledge & experience working with the department for many years. John Mastalir voiced his concerns about the pricing in the proposal stated “\$8,000 to \$9,000 not including travel expense or secretarial fees”. He felt that perhaps the added expenses could get out of hand. Tom Romdenne stated Schenck is a very reputable company & wouldn’t take advantage of billing additional/or unnecessary charges or get “out of hand”. Commissioner Every will follow-up to verify what some of these “additional fees” & possibly establish a “not to exceed dollar amount”. No action taken.

Review / Discuss 2015 Highway Department Budget: Commissioner Every was requested to put together 2 proposed budgets, one with a 0% impact & the other with a 5% decrease.

❖ 0% Budget:

- 2015 Roads & Bridges budget total is \$3,702,218.00. General Levy Impact is \$3,578,489.00. This is a net zero impact to the general levy.
- Committee Member Bruce Heidmann reminded all committee members that if the County spends less on their county roads, it will affect the dollar amount of transportation aid received from the State.
- Commissioner Every explained Bridge Aid & where the money is budgeted from
- Proposed Revenue:
 - 4% increase in GTA (General Transportation Aid)
 - CHIP Project
- Proposed Expenses:
 - County Highway Bridges (\$289,900.00)
 - Highway Construction Total (County Highway Paving Program) (\$1,454,830.00)
 - County Winter Maintenance (\$900,000.00)

- General Maintenance (\$1,057,488.00) to include the following sub-categories:
 - General Repairs
 - Sign & Centerline
 - Brush & Ditch Cutting
 - Crackfill
 - Sealcoating

County Board Chairman Ron Heuer is requesting we further break-out the “general repairs” to detail culvert replacement, ditching, facility repair). Mr. Heuer also questioned where the funds that were budgeted in 2013 for CTH “S” that weren’t spent went. Commissioner Every explained that funds left over at year end are transferred into a reserve account for roads and bridges work.

Mr. Heuer & Committee Member Tom Romdenne inquired about a conversation that occurred at the Finance Committee earlier regarding an “Internal Service Fund” which led Mr. Heuer to ask where the costs are calculated to pay our employees. Mr. Heuer also stated the Highway Department losses over the years have been in the Internal Service Fund. Commissioner Every reviewed the Internal Service Fund which is made up of several cost pools of expenses:

1. Administration and General Expenses
2. Maintenance and Construction
3. Bituminous Operations
4. Pit & Quarry Operations
5. Machinery Operations

Possible Outlay for equipment purchases could include a vehicle for the Commissioner & a vehicle for the Patrol Superintendent.

Committee Member Gary Paape asked if after Schenck completes their Operations Review, if we sell any pieces of equipment, where do the funds go? Commissioner Every replied the funds will go into the Internal Service Fund.

- ❖ 5% Reduction Budget (\$185,111.00 reduction from the 2015 proposed budget)
 - 5% County Highway Bridges Total (Bridge Maintenance (\$5,000.00)
 - 3.3% in Highway Construction Total (Paving \$48,861.00)
 - 5% Winter Maintenance Total (\$45,000.00)
 - County General Maintenance Total
 - 59% reduction in Brush & Ditch Cutting (\$44,000.00). This would be done by reducing to only 1 cut each year!
 - 50% Reduction in crack-filling (\$25,000.00). This would be done by crack-filling only half as much as in the past.

After further discussion, a motion was made by Bruce Heidmann to approve the 0% increase budget prepared by Commissioner Every & the Highway Committee recommends that the Finance Committee highly considers increasing the road construction account as much as possible. Second by Gary Paape. All in favor. Motion carried unanimously.

Review 2014 – 2015 LP Gas Proposals: We received the following quotes:

Company:	LP Quote:	Terms:	Additional Information:
Country Visions	\$1.509/gal	Through April 2015	Not an adjustable price. Will provide on-site storage tank, valves, pumps, piping if needed. Also uninterrupted service to sites.
Ferrellgas	\$1.649/gal	29,000 gals through June 30, 2015	No delivery or HAZMAT charges for length of contract. Net 30 payment. Will determine delivery pattern and “keep full or will call”.
Lakes Gas	\$1.599/gal	Through August 31, 2015	Would need to conduct Gas Safety System Inspections on all tanks for additional cost of \$49.95 per location before any delivery.
Larsen Cooperative	\$1.519/gal	29,000 gals through July 2015	

A motion was made by John Mastalir to accept the low bid from Country Visions @ \$1.509/gal thru April 2015. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Discuss LTE Position for Landfill: Following previous discussions w/ Landfill Facility Manager Mike Paral, we are in need of replacing an LTE to pick paper & perform multiple miscellaneous tasks. Due to a new policy set by the Personnel Committee, we need to request approval from the Personnel Committee for permission to hire an LTE. Bruce Heidmann made a motion to request the Personnel Committee authorizes Commissioner Every to have the authority to hire LTE's at the County Landfill as needed. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$79,051.83. Solid Waste Vouchers paid by credit card: \$213.32. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Any other business as allowed by law: None

Project Tour: No tours today.

Next Meeting Dates:

- ❖ 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 Tom Romdenne. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 11:50 AM.

Respectfully submitted:

Jenny Salentine, Recording Secretary