

Highway/Landfill Committee Minutes

October 22, 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 Joe Dax, Landfill Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer, and County Board Supervisors Pat Benes & Bob Weidner.

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

Approval of Minutes: Gary Paape made a motion to approve the Highway Committee Minutes from their October 9th meeting. Second by John Mastalir. Motion carried unanimously.

Public Comments: None

Introduction: Commissioner Every took a few minutes at this time to introduce our new Patrol Superintendent, Joe Dax. Joe has been with the Highway Department for 26 years. He will attend the monthly meeting to report on past & future work.

Reports:

Landfill Facility Manager Mike Paral had the following to report:

- ❖ Per the approvals from the DNR, the sump area in Cell 9 has been removed & abandoned. Grout was used to seal off the piping. WI DNR was on site for the abandonment. Waste is now being filled into the area.
- ❖ We do have an employee off for an extended period of time. Although shorthanded at times, we continue to pump/haul leachate the best we can.
- ❖ Small discussion on the leachate removal & need for a regular schedule. John Mastalir inquired about an onsite treatment alternative option to hauling leachate. Other landfills are using ponds with vegetation to treat the leachate. Mike Paral will follow-up with more information
- ❖ As reviewed at a previous meeting, the official Notice of Noncompliance (NONC) was received from the DNR. The major areas of concern were the slope of the waste, cover over the waste, blown garbage, and double lining of the leachate fill-hose outside the active filling area. These items are currently being corrected. Our response to the DNR indicated we would have these items in compliance by November 3, 2014. Staff will take photos and respond with the items in compliance after that date.

Commissioner Todd Every had the following to report:

- ❖ As requested by the committee, the following summaries were reviewed:
 - Solid Waste Revenues by month for the year
 - Solid Waste Expenditure Ledger (line items from budget)
 - Solid Waste Account Aging Report – Receivables
 - Solid Waste Tonnage and Charge Summary

Chairman Kirchman questioned how the amounts of daily cover have been going. Regarding the contract for shredded tire material, the contract has been drafted by Jeff Wisnicky reflecting the reduced rate & a set tonnage amount per week. The contract has been sent to Liberty Tire for their review. The new product from Agropur is being accepted as waste at the landfill, but not as daily cover. Chairman Kirchman requested for the next meeting to receive a copy of the Tonnage and Summary Report by user name.

- ❖ Update on our Highway Department employee recruiting efforts:
 - Ad currently in newspaper for Part-Time snowplow drivers. Applications are due October 31st
 - Ad will be going into the newspaper this week for the eligibility list employee candidates. Those applications will be due November 7th.
 - There is a need to fill two positions currently.

- There will possibly be two retirements in December, therefore the need could increase to four.
- ❖ Discussion about Huber Law help to pick-paper @ the Landfill occurred.
- ❖ Local Bridge Improvement (2013-2018) Update:
 - ❖ There are 4 county bridges & 1 town bridge on the improvement list
 - ❖ Commissioner Every has met with the program sub-consultant to discuss the process for hiring engineering consultants for the projects. CTH "S" is a more intricate bridge project & will be a longer process
 - ❖ The other 3 county bridges are more routine replacement projects

Notification of IoH (Implements of Husbandry) Press Release from Aerica Bjurstrom (UW-Ext. Ag Agent) was shared w/ committee members. These meetings are geared more towards individuals involved in hauling & driving these sorts of vehicles.

One of the townships is considering contracting with a private contractor for their snow removal & could possibly decide not to use the Highway Dept. They will let Commissioner Every know next week. Commissioner Every stated there may also be one more township going this route, however nothing has been confirmed.

Discuss On-Call Schedule and associated compensation: Commissioner Every presented the following information regarding establishing an On-call list.

In the past, the Patrol Superintendent, Highway Commissioner, and Shop Superintendent have been the only staff which has made decisions regarding winter maintenance on the State and County highways plus coordinated the services with the towns & villages. There have been many times when the need to monitor the conditions on the roads have gone on for weeks not allowing these staff members to have a break from these activities. Plus now with the elimination of the Shop Superintendent position, we are now down to 2 individuals in this role. The challenge is to make sure there is staff monitoring the conditions of the highways and providing staff with time off to get a mental break from work activities and some free time.

In almost all other counties, there are enough administrative staff (Commissioner, Patrol Superintendent, and other Superintendents) within the Highway Departments to have some type of rotation. However, Kewaunee County does not have that luxury. Therefore, we need to come up with some way to utilize our hourly employees to perform these activities.

Commissioner Every is proposing to have two people "on call" for each weekend. The Highway Commissioner and Patrol Superintendent will set up a schedule with those who choose to participate.

Generally the responsibilities for being "on call" would include:

1. Being on the list of people to contact for services needed from the Highway Department.
2. Monitoring highway conditions, when needed, to determine if services are needed.
3. Coordinate employees and equipment to respond to the weather or emergency conditions.

Commissioner Every stated we will need to offer an incentive to take on these additional responsibilities and participate in being "on call". Commissioner Every is proposing each hourly employee choosing to participate in being on call receive a stipend of \$300.00 for each weekend (Friday-Saturday-Sunday) they participate. This would be hourly employees only & the stipend is not offered to the Commissioner or the Patrol Superintendent. Commissioner Every has spoken w/ the WI DOT & they are willing to discuss the ability to charge some of these costs, above what they already pay for, to their maintenance agreement. As you know, the WI DOT already pays for 40% of the costs associated with the Patrol Superintendent. In the event an employee on call needs to also perform their normal duties, such as drive a sander or grader, they would get their normal hourly wages in addition to the on-call stipend amount.

Commissioner Every outlined an estimated financial impact. Please keep in mind, these duties fall under the job descriptions of the Highway Commissioner and Patrol Superintendent, which are exempt positions and do not receive any more compensation.

Number of weekends (mid-November thru the end of April) = 24

Employees on call per weekend	= 2
Number of Spots to fill	48
Number of Spots filled by Commissioner and Patrol. Supt.	= 16
*Commissioner will take 1 weekend & the Patrol Supt. will take 2 weekends	
Number of Spots to be filled by Hourly Employees	= 32
Stipend (\$300.00) X 32	= \$9,600.00

Once Commissioner Every was finished presenting the above information, discussions followed related to the following questions, comments, and statements from the Highway Committee, County Board Chairman, and County Supervisors in attendance:

- ❖ Is it was really necessary to have 2 employees on-call each weekend.
- ❖ How did the Commissioner come up with the amount of \$300 for the stipend? Commissioner Every stated he took into consideration that presently if an employee is called in to perform some sort of duties/services, they are guaranteed 2 hours of pay. He calculated this at the Lead-Man Pay rate to be about \$50 and therefore doubled it for each day on call (Fri, Sat, Sun, & into Monday morning). Some questioned the amount presented.
- ❖ What would the “on-call” hours will be? Commissioner Every stated it would begin at 3 PM on Friday & go until 6 AM on Monday.
- ❖ Some of the committee felt the time for having the list was too long.
- ❖ How does this stipend work with the current labor laws?
- ❖ Were other options considered?

A motion was made by Bruce Heidmann to table this until the November 6th meeting. Second by Gary Paape. All in favor. Motion carried unanimously.

Note: County Board Supervisor Ron Heuer left the meeting at 10:54 AM.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$86,014.91. Highway Vouchers paid by credit card: \$8,809.60. Motion to approve vouchers as presented made by John Mastalir. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Project Tour: No tours today.

Any other business as allowed by law: Bruce Heidmann mentioned he’s very pleased with the completed CTH “S” project. Everything turned out real nice including the guard-rail replacements.

Next Meeting Dates:

- ❖ Fri., October 24th @ 9:00 AM (Highway Dept. Operations Study Kick-Off Mtg w/ Schenck)
- ❖ Fri., November 7th @ 8:45 AM (Highway Comm Mtg first followed by Operations Study Planning Mtg)
- ❖ Wed., November 19th @ 4:30 PM
- ❖ Thurs., December 4th @ 8:45 AM
- ❖ Wed., December 17th @ 8:45 AM

Adjournment: Motion made to adjourn today’s meeting by Gary Paape. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 11:10 AM.

Respectfully submitted:

Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

October 24, 2014

The Highway Committee meeting was called to order at 9:00 A.M. by Chairman Larry Kirchman. Members present included: Larry Kirchman, Bruce Heidmann, Tom Romdenne, and John Mastalir. Committee Member Gary Paape was excused. Also present was Highway Commissioner Todd Every, Patrol Superintendent Joe Dax, Office Manager Mary O'Leary, and County Administrator Ed Dorner. Guests at today's meeting included: County Board Chairman Ron Heuer, Dan Koszalinski and Amy Biersteker from Schenck.

Those in attendance participated in the kick-off meeting for the Highway Department Operations Study being completed by Schenck.

Motion by Tom Romdenne, to adjourn the meeting at 12:10 pm, seconded by Bruce Heidmann. Motion carried.

Next Meeting Dates:

- ❖ Fri., November 7th @ 8:45 AM (Highway Comm. Mtg. first followed by Operations Study Planning Mtg)
- ❖ Wed., November 19th @ 4:30 PM
- ❖ Thurs., December 4th @ 8:45 AM
- ❖ Wed., December 17th @ 8:45 AM

Respectfully submitted:

Todd Every, Highway Commissioner

Highway/Landfill Committee Minutes

October 9, 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.

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

Approval of Minutes: John Mastalir made a motion to approve the Highway Committee Minutes from their September 17th and September 23rd meetings. Second by Gary Paape. Motion carried unanimously.

Public Comments: None

Reports:

Patrol Superintendent Leonard LeGrave had the following to report:

- ❖ Past & Current Work Includes:
 - CTH "S" ~ Guard Rail, Drive-way prep, Paving, shouldering is now complete, Center-lining (no white line yet)
 - Center-lining on County Roads & in a few Towns
 - Ditching in Montpelier Town
 - Mechanics have been getting a few Sanders ready, some trucks still needed to Pave on CTH "G"
- ❖ Future Work Includes:
 - Prepping CTH "G" for paving
 - Bridge Work
 - More Center-lining
 - Grass-Cutting yet on CTH Roads (North end of the County)
- ❖ Re-cap of the Foreman's Conference:
 - Seminars attended included the following topics: Salt Shed Updates & Awareness, Hazard Repsonse, Safety Inspections on Chains, PBM Projects, OSHA, Large Animals Hit on Roadways, Implements of Husbandry (IOH), & CDL Rules

Leonard has also been picking up road-kill plus patching roads himself while time allows because we currently do not have enough staff to cover this duty.

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

- ❖ One Hand-out today: Roads & Bridges Budget Report (January 1st thru September 20th)
 - Only County General Maintenance Budget had charges due to the work completed on CTH "K" and CTH "S" north of Algoma
- ❖ CHEMS Conference is next week Thursday, October 16th & Friday, October 17th
- ❖ Will be attending the NE Office Managers Meeting on Wednesday, October 22nd @ Outagamie County

Commissioner Todd Every had the following to report:

- ❖ Update on New Patrol Superintendent Position:
 - 8 applications were received, 4 individuals were offered interviews, 1 individual withdrew his application during the interview process. The position was offered to Joe Dax, whom accepted.
- ❖ Update on State PBM Project:
 - In regards to the increased costs for the 7-foot shoulder, Commissioner Every is calculating approximately an additional \$35,000.00 which includes labor & equipment. Commissioner Every will be talking with the DOT. We simply will not be able to complete this project for the state due to the county work we need to complete and getting ready for winter.
- ❖ Our State Transportation Aids will be reduced in 2015. Therefore, the Highway Dept. budget was reduced at the Finance Committee meeting during budget review. The Highway Construction line item was reduced by \$31,529.00.

- ❖ We received another letter from Miegs, there was another cost reduction in the asphalt cost
- ❖ Fuel Theft Update: Prior employee pled guilty to 3 counts of theft of fuel. Restitution will be paid up to approximately \$1,600.00. This prior employee will also complete community service hours plus issue a hand-written letter of apology to the Highway Department.
- ❖ Commissioner Every met with the Sheriff's Department regarding an incident that occurred the previous winter regarding the need for Highway Dept. assistance for clearing the road-way for emergency personnel. To clarify we do not have men stationed at shops during snow events. In the future, all communication requesting Highway Department services will come from the Sheriff's Department Dispatch. Highway Department staff on call will communicate with dispatch regarding the requested services and timeliness of our services. In the event of a Statewide Emergency Management Warning, staff from the Sheriff's Department, Highway Department, and Emergency Management will meet to plan for the event.
- ❖ We will be submitting an ad to the newspaper looking to hire additional Part-Time Snow Plow drivers
- ❖ Landfill Update:
 - As mentioned at the previous meeting, we received a Notice of Non-Compliance from DNR on September 25th, for the following:
 - Slope of the Garbage
 - Cover of the Garbage
 - Windblown Garbage
 - Lechate line containment
 (Response is required by us no later than Monday, October 13th w/ our intentions to correct items listed).
 - Chairman Kirchman inquired about daily cover.
 - Rubber tire chips are arriving a few loads each week
 - We've received all of the Hamachek Soils
- ❖ Following the Personnel Committee Meeting last month, the Shop Superintendent position was eliminated from the Highway Department. Jim Fencil's last day was September 30th.
- ❖ Today is the last day of our 10-hr-work-days, beginning Monday, October 13th, Highway Dept hours will be 7:00 – 3:15, Monday thru Friday

Discuss Act 377 – Implements of Husbandry (IOH): Commissioner Every had a hand-out for all committee members "Changes to Implement of Husbandry Laws" Act 377. This hand-out was presented by UW-Extension, Wisconsin Towns Association, & the Wisconsin Department of Transportation. There will be meetings held @ the Exhibition Hall @ the Kewaunee County Fairgrounds for Towns & local farms in early November hosted by Aericca & the UW-Extension.

Discuss On-Call Schedule and associated compensation: Discussions have been held regarding establishing a working rotation to be "on call" to lessen the burden on the Highway Commissioner & Patrol Superintendent. Commissioner Every is suggesting we create a schedule for being "on call" and will be recommending some amount of monetary compensation for participating. More to come on this topic at a future meeting.

Discuss Establishing a Highway Worker Eligibility List: Earlier this year, the Highway Dept and the committee committed to keeping 23 full time highway worker positions within the department. Until any recommendations for staffing level increases or decreases are revealed in the Highway Dept. Operations Review Study, we are committed to this staffing level to provide services to our customers. There is an immediate need to fill some vacancies: an employee recently resigned, another has accepted the Patrol Superintendent position, and we have heard throughout the spring and summer we have employees who are planning on retiring in the next few months. Commissioner Every is recommending we establish a Highway Worker Eligibility List. This list would have a list of candidates we feel can fill Highway Worker positions in the department as positions become open. Commissioner Every anticipates accepting applications, conducting interviews, and checking references and using this information for creations of the eligibility list. Once a candidate is on the list, staff would have the ability to offer positions to those on the list without having to advertise and interview each time, thus saving a tremendous amount of time and resources.

Bruce Heidmann made a motion recommending the Personnel Committee grant permission to Highway Administration to establish a Highway Worker Eligibility List to be used to fill vacancies with the Highway department up to the approved staffing level of 23 Full-Time Employees. The Highway & Solid Waste Committee also recommends Highway Administration can offer positions without having to seek approval each time from the

Personnel Committee. There may be short periods of time when there may be more than 23 employees at the department during the transition time between the employee leaving and hiring the new employee. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$123,601.47. Solid Waste Vouchers paid by credit card: \$3,053.82. Motion to approve vouchers as presented made by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve Travel Requests:

- ❖ One request today: Mary O'Leary to attend the NE Office Manager's Meeting at Outagamie County Highway Dept. on October 22nd.

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

Any other business as allowed by law:

- ❖ John Mastalir spoke about an offer available from NAPA where they would supply an individual / parts-man to work at your business & they pay their wage in exchange we would order all of our parts thru them @ a cost of fleet price minus 10%.
- ❖ Gary Paape inquired about the cost of salt for the upcoming winter. Short discussion followed.

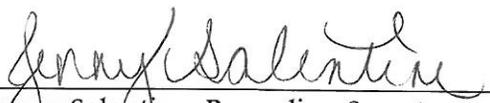
Project Tour: No tours today.

Next Meeting Dates:

- ❖ Wed., October 22nd @ 8:45 AM
- ❖ Fri., October 24th @ 9:00 AM (Highway Dept. Operations Study Kick-Off Mtg w/ Schenck ~ Gary Paape is excused)
- ❖ Thurs., November 6th @ 8:45 AM
- ❖ Wed., November 19th @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Gary Paape. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 11:00 AM.

Respectfully submitted:


Jenny Salentine, Recording Secretary