

Highway/Landfill Committee Minutes

November 19, 2014

The Highway Committee meeting was called to order at 12:00~Noon by Chairman Larry Kirchman. Members present included: Larry Kirchman, Gary Paape, and John Mastalir. Committee Members Bruce Heidmann & Tom Romdenne were excused. Also present was Highway Commissioner Todd Every, Patrol Superintendent Joe Dax, Office Manager Mary O'Leary, Landfill Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer, and County Board Supervisor Pat Benes.

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 November 7th meeting. Second by John Mastalir. Motion carried unanimously.

Public Comments: None

Reports:

Patrol Superintendent, Joe Dax had the following to report:

❖ Last Few Wks:

- Crews were working @ the Hillside Shop on a Septic Tank issue
- State Salt Shed repairs performed @ Algoma Shop
- We've pumped water out at the Quarry
- Rip-Rap around some of the culverts replaced earlier this year
- Bridge maintenance in the Town of Montpelier
- Brine tanks are filled @ all outside shops
- We've been pre-wetting roads when conditions warrant
- Approx 70% of Snow Fence posts are in (Just FYI: There's about 9" of frost under the black top)
- We've moved the LP Tank @ the Main Shop to a new location
- Harnessing Trucks for Winter (11 trucks are complete at this time, almost 12, then only 3 left)
- Graders are harnessed & prepped
- Tarring & Chipping bridge approaches & man-hole covers

Committee Member Gary Paape inquired about the Fog Line on CTH "S". We'll be completing this work once the temperature rises. County Board Chairman Ron Heuer asked if we've plowed already this winter, to which Joe & Commissioner Every replied YES, Sunday morning this past weekend both State & County Roads were plowed.

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

❖ Hand-Outs:

- Roads & Bridges Budget Report (January 1 thru October 18) (Overview of figures & amounts)
- Roads & Bridges Budget Report (January 1 thru November 12) (Conversation about CTH "S" & "G")

Committee Member, Gary Paape, asked what happens to any un-used dollars @ year end? Where do these funds go? Do they go to the General Fund? Or kept in the Highway Dept. Budget? Discussion followed explaining that the Roads and Bridges Budget unused tax levy dollars stay in the Roads and Bridges Fund for future county road and bridge work. Gary also requested he'd like the committee to receive a Roads and Bridges Report of the accumulated balance.

- ❖ Mary reported the CHEMS Conference & Bookkeepers meetings went well
- ❖ There will be an increase in the State Equipment Rates. These rates will be effective January 1st, 2015.
- ❖ The State Administration Rate is decreasing in 2015 from 4.44% to 4.32%.

Committee Chairman Larry Kirchman asked how we determine cost for Salt, Sand, & Brine. The charge out rate for salt is calculated with the contract unit cost from the annual contract in addition to our labor and equipment for storing it. Sand-mix is calculated at a cost of 1 ton of salt to 7 tons of sand including labor and equipment to mix and store it. Brine is picked up from Brown County with no unit cost charged to the County. The Brine charge out cost is calculated based on the labor and equipment to pick it up and store it. Non-WI DOT customers are charged \$.10/gallon for the Brine when they request it.

Commissioner Todd Every had the following to report:

- ❖ Received a request from Ayres Associates to attend a December meeting. They will be here Dec. 4th.
- ❖ Commissioner Every shared a Summary of proposed WIS DOT Transportation budget.
 - This was sent to all committee members via email
- ❖ Winter Highway Conference (WCHA) draft Agenda was sent to all committee members via email
- ❖ Following our previous committee meeting, Commissioner Every sent information to all Town Officials regarding the Highway Dept decision to go w/ Option F in IOH. A letter and informational piece was sent to each municipality.
- ❖ Winter Salt Update for the County:
 - Morton Salt is having issues – salt not in, etc.
 - We will not have a commitment of “pick-up salt” in addition to what we have delivered
 - We’ve ordered 2,000 ton in the past for pickup that we will NOT get due to an error @ Morton Salt Co.
 - However, we do have an 800 ton reserve with our order that we can use if needed. We will monitor the salt usage and adjust to use more sand salt if needed.
- ❖ We have received a letter from the DNR regarding our request to reduce the balance in the long-term-care-account, it has been approved! This would be approximately a \$700,000.00 reduction. \$100,000.00 to go to Long –Term Care account and \$600,000.00 to go to the General Fund.
- ❖ Commissioner Every stated the Bridge Inspection Reports are completed & anyone wishing to review these can do so in his office.

Committee Chairman Kirchman inquired about our hiring process for open positions. Commissioner Every stated we interviewed 4 of the 5 applicants for LTE Snow-Plow-Drivers. We will be interviewing 10 candidates for the Eligibility List. We had received about 17 – 20 applications. Once interviewed, we’d like the Eligibility List to be effective up to one year.

Landfill Facility Manager Mike Paral had the following to report:

- ❖ Hand-Outs:
 - Charge accounts by name
 - Tonnage Summary by refuse type
 - Tonnage listed by County
 - Approx. 2/3 tons of refuse comes from within Kewaunee County
 - Approx. 1/3 tons of refuse comes from outside Kewaunee County
- ❖ We’ve signed a contract w/ Liberty Tire. Changes in the agreement include a specified amount of tons per week or tons per month.
- ❖ The Alarm System in the bale-house is 30 years old
 - System needs maintenance / review / or to be updated
 - Door #6 no longer has an alarm on it
 - We were billed for a false alarm for a fire call
- ❖ NONC (Notice of Non Compliance) ~ all issues have been corrected
- ❖ Plastic Cover Deployer is working out GREAT!
- ❖ Mike and Steve will need to attend continuing education seminars for their landfill operators licenses. We will be looking at the opportunities.
- ❖ Initial Site Report Completed & Submitted to DNR Update:
 - Completeness determination gives them 60 days to review

Discuss Landfill Operations and update on Phase 3 Expansion Process: County Board Chairman Ron Heuer addressed the Committee regarding the amount of revenue the landfill needs to generate each year for the next 3 years to break even. According to Mr. Heuer, there is a third-party interested in purchasing & operating the landfill. There is also interest to continue as is until our landfill is full. Lengthy conversation & concerns followed regarding a contract w/ a private party. No Action Taken.

Discuss WISDOT 2015 Routine Maintenance Agreement: Commissioner Every presented the 2015 Routine Maintenance Agreement from WISDOT. The estimated amount budgeted is \$437,900.00 which is an increase of \$25,500.00 from the 2014 RMA. Motion made by John Mastalir to approve the WIS DOT 2015 Routine Maintenance Agreement. Second by Gary Paape. All in favor. Motion carried unanimously.

Discuss County Permit to Construct/Maintain Utilities in the Right-of-Way: A motion to Table this until the next meeting was made by Gary Paape. Second by John Mastalir. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$110,209.16. Highway Vouchers paid by credit card: \$5,258.05. Motion to approve vouchers as presented made by John Mastalir. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests:

- ❖ 2015 Wisconsin County Highway Association (WCHA) Winter Road School January 12 – 14, 2015. Gary Paape, Tom Romdenne, Bruce Heidmann, and Commissioner Every to attend. Motion to approve said travel request made by John Mastalir. Second by Gary Paape. All in favor. Motion carried unanimously.

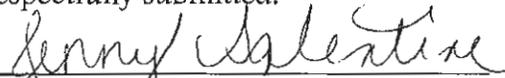
Any other business as allowed by law: None

Next Meeting Dates:

- ❖ Thurs., December 4th @ 8:45 AM
- ❖ Wed., December 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 2:08 PM.

Respectfully submitted:



Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

November 7, 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 and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer, and County Board Supervisor Pat Benes.

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 October 22nd & October 24th meetings. Second by Gary Paape. Motion carried unanimously.

Public Comments: None

Reports:

Patrol Superintendent, Joe Dax was unable to attend today's meeting, Commissioner Every had the following to report on Joe's behalf:

❖ Shop:

- No Major Repairs, mechanics have been harnessing trucks for winter
- Transitioning other equipment to winter use
- #83 grader is gone to Brooks Tractor for its 2,000 hour service check

❖ Operations:

- CTH "G" paving ~ the base layer is completed, the surface layer will be added in 2015, shouldering work is complete as well
- Crews are ditching in the Town of Montpelier
- We replaced a culvert on Fir Road for the Town of Lincoln
- Bridge approach paving on STH "42" in the City of Kewaunee has been completed for the State
- We've been patching for Town of Casco
- Crews have been tarring/chipping man-hole covers & bridge approaches for winter

❖ Future Work:

- Snow Fence Post Installation
- Today was the last day for the Hot-mix Plant ~ Winter Maintenance will need to be completed
- We'll be taking delivery for County & State Salt
- Center~lining & Fog-Line painting will be completed as the weather temperatures allow (must be in the 40's)

Committee Member, John Mastalir inquired about CTH "E" between Miller Street & First Street in the City of Kewaunee stating how poor the condition of the road is. Both Chairman Kirchman & Commissioner Every stated that CTH "E" has been on the list yearly to be completed, however, the City of Kewaunee needs to agree to this work as they will be responsible for the parking lanes.

Committee Member, Bruce Heidmann asked for an update on brine and wanted to know how many trucks are ready for winter. Commissioner Every responded to Bruce's inquiry stating half of the trucks are ready to go and Brown County just started making brine.

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

- ❖ No report from Mary today because the office has been short-staffed for over a week. She will have updated spreadsheets for the next meeting.

Commissioner Todd Every had the following to report:

- ❖ Registration forms for the Winter Highway Conference had been forwarded to all committee members and need to be returned at the next meeting

- ❖ Routine Maintenance Agreement 2015 with the State:
 - Slight increase in the budget for Winter Maintenance
 - These changes will be presented at our next Committee Meeting
- ❖ 3 employees that were LTE's are now full-time. Welcome Brett Schneider, Rick Wautlet, & Mike Kostichka. We're currently at 24 employees with 2 anticipated retirements before year end
- ❖ Applications for Part-Time Snow Plow Drivers were due last Friday. We've received 5 or 6 applications. Of these 5 or 6 applications, none are past employees
- ❖ Applications for the Worker Eligibility List are due today
- ❖ Commissioner Every mentioned that he'd like this committee and the Personnel Committee to give some thought & consideration regarding the vacation usage policy. He mentioned perhaps they'd like to consider paying out the employee if they haven't used their vacation each year because it's actually difficult for employees to use their vacation due to limited staff & the demands of the department. Currently, employees can only carry-over 40 hours (1 week).
- ❖ A copy of the current Utility Permit Application (WCHA), Fee Schedule, & Policy was provided to each committee member for their review. To date, we've issued 24 permits in 2014.
- ❖ Commissioner Every met w/ Aerica from UW-Extension, Sheriff Joski, and other Sheriff Dept personnel regarding *Farm Technology Days* which will be hosted by Kewaunee County on July 11, 12, & 13, 2017. This is something the committee should continue to think about, should we have a special line item in the budget? They will need signs, barricades, & snow fence from the Highway Dept.
- ❖ The Town of Pierce has decided to go with a private contract for winter maintenance and will not be utilizing the Highway Dept. The Commissioner and Patrol Superintendent will adjust our routes accordingly.

Discuss Act 377 ~ Implements of Husbandry (IOH): Commissioner Every attended both informational sessions hosted by UW-Extension at the Kewaunee County Fairgrounds. Commissioner Every is recommending the committee supports "Option F" which would follow ACT 377 as written, which already increases the weight that can be carried without a permit. The county would also process permits as requested if haulers wanted to exceed the approved weight limits within the law. A motion was made by Bruce Heidmann to adopt Option F under Act 377 as Kewaunee County's Policy. Second by Tom Romdenne. All in favor. Motion carried.

Discuss Establishing an On-Call Schedule and associated compensation: Commissioner Every had a hand-out detailing responses to concerns & questions from the previous meeting. Here is a re-cap:

Q: Is it really necessary to have 2 employees on-call each weekend?

A: Yes, those on call can work as a team to efficiently gather information regarding the weather, monitor road conditions, and other information to make decisions

Q: How did the Commissioner come up with the amount of \$300 for the stipend?

A: Commissioner Every 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. Commissioner Every 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). Although there are provisions in the current Personnel Policies to allow for On-Call personnel in other departments, the payment methods would not work as efficiently within the Highway Department. Those policies provide four hours of compensating time for Human Services Department staff when they carry a pager for a week. One disadvantage to this is it is really difficult to get our work completed without allowing more time off for some employees. Another disadvantage is this would take more administrative staff time to calculate and track the compensating time.

Q: What would the "on-call" hours be?

A: The general time for being on call would begin at 3 PM on Friday & go until 6 AM on Monday. As stated in the meeting, the Commissioner & Patrol Superintendent will be the employees on call from Monday night through Friday morning. Those participating in the on-call list would then be responsible for the weekend. The Commissioner and Patrol Superintendent would also participate in the weekend on-call rotation.

Q: Some of the committee felt the time frame for having the list was too long.

A: The information presented discussed having the on-call list available from mid-November through the end of April. This represented the extreme amount of time span for the on-call period. This can certainly be adjusted to shorten the time. Commissioner Every would be comfortable with December through March, with the ability to schedule staff if we have an early start to winter or if it lasts longer than normal.

Q: How does this stipend work with the current labor laws?

A: The stipend would not have an effect on the hourly wages of the employee's on-call hours nor assessed to the regular work week. They would receive their stipend for performing the administrative functions of being on call. If the employees would need to work, they would get paid their hourly wage per our personnel policies as well as the stipend for the weekend.

Q: Were other options considered?

A: One option discussed was to not change the operations. This would mean the Commissioner & Patrol Superintendent would perform these duties exclusively. In the event of a winter similar to the last, one can expect burnout. This is not healthy and it can also effect the administration of the daily business of the department. This is really not an option since Commissioner Every was challenged with finding a way to improve this procedure.

Another option being considered earlier this year was to rotate the administrative staff of the department. This option was no longer being considered after the elimination of one administrative position within the department. Also, there is a need to be able to monitor the differing conditions geographically within the county.

Another option presented was to schedule employees to work these hours and be scheduled off during the regular work week. Although this may seem to have some merit, Commissioner Every is not comfortable with having only one or two employees working on the weekend. There are a limited number of work activities which can be done with a small amount of staff. Lastly, all other counties within the region use an on-call list for these activities. Although some of the responsibilities are slightly different for those on-call, the main responsibilities are the same.

Commissioner Every updated the following numbers:

Number of weekends (December thru the end of March)	= 17
Employees on call per weekend	= <u>2</u>
Number of Spots to fill	34
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	= 18
Stipend (\$300.00) X 18	= \$5,400.00

County Board Chairman Ron Heuer asked what has changed now & why can't things continue on as they have been. He also asked why can't Commissioner Every or Patrol Superintendant Dax simply take off on Tuesday or Wednesday (for example) after they've worked the weekend. Mr. Heuer suggested these 2 individuals "flex" their hours seeing as other county employees to this. Mr. Heuer had a very negative approach to the subject again stating this has never been done in the past, why do it now?!

Commissioner Every further explained individuals "on call" would be responsible for monitoring roads if conditions warrant the need. They would also phone staff in & be responsible for setting up employees & their schedules & locations if needed.

County Board Supervisor Pat Benes asked what would happen if the on-call person who is calling staff in would be needed to operate equipment. This was addressed above.

Committee Member Tom Romdenne confirmed with Commissioner Every that if an employee is the "on call" person, they are actually saving the County money by choosing to be 'on call' where their wage is about \$5 per hour vs. the \$30+ per hour they could get had they been operating equipment. Mr. Romdenne stated he has some reservations about the need for someone to be "on call" every weekend.

Committee Member Bruce Heidmann asked if the on-call list is approved, would they need to be in & working the same hours as those plowing the roads. Mr. Heidmann also stated he feels because this committee has taken action to eliminate the management available that for the small amount of \$5,400 is worth trying it for the year.

Committee Member John Mastalir said the "on call list" can provide several positive things including potential candidates for future positions within the department plus a safety factor.

Motion made by Tom Romdenne that the Highway & Solid Waste Committee recommends the Personnel Committee pass a motion to have the Personnel Policies and Procedures be revised to establish a stipend for hourly employees within the Highway Department to be compensated for participating in an On-Call List. Second by Bruce Heidmann. Roll Call Vote: Larry Kirchman, Bruce Heidmann, and Tom Romdenne all voted in favor. John Mastalir & Gary Paape opposed. Motion Carried 3-2.

Discuss Highway Commissioner Vehicle Use: Commissioner Every had a hand-out for all committee members regarding this request. Reasons for the request include:

- 1) The vehicle is equipped with the tools to assist with making decisions. The radio, thermometers, and measuring devices are wired into the vehicle.
- 2) The current policy works well for departments providing services during regular business hours. However, the Highway Department is available at all hours of the day and operations take place outside normal business hours. The policy also states that if an employee is issued a vehicle for being on call on a 24 hour basis, the only personal use allowed is from work to home.
- 3) Hiring employees is different now. 10-20 years ago, you could require an employee to be a resident of a municipality. Today those requirements do not exist, sometimes you have to broaden your search to get employees and that may cause the need to refine policies.
- 4) There would be less wear and tear on Commissioner Every's personal vehicle. One of the goals of the policy is to minimize the use of personal vehicles. Therefore, within the Highway Department, the Highway Commissioner and the Patrol Superintendent have been provided with vehicles to take home in order to be able to respond to the situations which may arise. This allows us to respond as quickly as possible when needed as we are on-call 24/7/365.
- 5) Commissioner Every feels we will gain efficiency in our operations. Our new Patrol Superintendent lives on the east side of the County and can easily cover the east side and with Commissioner Every's proximity to the west side of the County, he can check conditions there more timely.

County Board Chairman Ron Heuer inquired about whether Commissioner Every was told during the interview process that he could take the County vehicle home when inclement weather was predicted. Commissioner Every stated this was not a topic of discussion during the interview process. Commissioner Every's opinion was he felt the current policies do not address the topic of a county vehicle being out of the county after normal business hours with employees who are available 24/7/365.

Committee Member Gary Paape said this was a good request for the winter months & agrees it would be a good use of tools & time needed to arrange staff.

Committee Member John Mastalir mirrored Gary Paape's thoughts/comments stating the Commissioner could hit the north end of the County on his way in for better coverage.

Motion authorizing the Highway Commissioner to take the County Vehicle home which is outside of Kewaunee County this Winter season made by John Mastalir. Second by Gary Paape. All in favor. Motion carried.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$20,554.85. Solid Waste Vouchers paid by credit card: \$256.15. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests: None

Any other business as allowed by law: None

Highway Operations Study Strategic Planning: At 11:10 AM, Dan Koszalinski & Amy Biersteker from Schenck Associates joined the meeting to further discuss the Highway Operations Study. Office Manager Mary O'Leary also joined the meeting at this time.

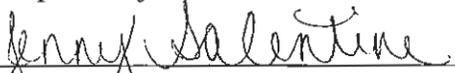
Note: Committee Member Bruce Heidmann left the meeting @ 1:30 PM. Chairman Kirchman left the meeting at 2:00 PM. County Board Chairman Ron Heuer ran the meeting beginning at 2:00 PM.

Next Meeting Dates:

- ❖ Wed., November 19th @ 12:00 – Noon!
- ❖ Thurs., December 4th @ 8:45 AM
- ❖ Wed., December 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 2:45 PM.

Respectfully submitted:



Jenny Salentine, Recording Secretary