

Highway/Landfill Committee Minutes

December 17, 2014

The Highway Committee meeting was called to order at 8:48 AM by Chairman Larry Kirchman. Members present included: Larry Kirchman, Bruce Heidmann, Gary Paape, Tom Romdenne, and John Mastalir. Also present was Highway Commissioner Todd Every, Office Manager Mary O'Leary, Landfill Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Administrator Ed Dorner, Corporation Council Jeff Wisnicky, County Board Chairman Ron Heuer, County Board Supervisor Pat Benes, Troy Robillard & Sarah Nunn from *Ayres Associates*, and Jeff Johnson, President of *Going Garbage & Recycling*.

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 December 4th meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: Sarah and Troy from *Ayres Associates* simply wanted to thank the Highway Committee for business over the past year and wanted to wish everyone a Happy Holiday! They talked briefly about their landfill work & roadway work. There is currently a segment on CTH "AB" on hold until a future date (approx 1 mile left). They also completed the bridge inspections & under water bridge inspections this year.

Jeff Johnson, President of *Going Garbage & Recycling* simply wanted to introduce himself & sit in to observe today's meeting.

Reports:

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

- ❖ We just finished our 6 week billing cycle.
- ❖ Handout: Roads & Bridges Budget Report (Jan. 1 thru Nov. 29)
 - County Highway Bridges Budget had expenses from Ayres Associates for bridge inspections.
 - No changes to the Highway Construction Budget.
 - Winter Maintenance activity had total expenses of \$846,612 leaving a balance of \$53,388.

Landfill Facility Manager Mike Paral had the following to report:

- ❖ Electronic Files of required documents that need to be stored on-site have been completed by Ayres Associates
- ❖ The fencing on the south side is the last part to be completed. This may be completed if weather allows.
- ❖ #963 CAT ~ The head gasket is leaking. Repairs are needed.
 - FABCO engine replacement quote presented to all committee members
 - a new machine costs approx \$200,000 - \$240,000
 - Question was asked: What do we do while the CAT is being fixed? Reply: We can rent a similar machine from Sheboygan County
 - Another question was asked: How long would it take to complete the repairs? Reply: 2 – 3 weeks
 - By consensus of the Committee, Commissioner Every, & Mike Paral, we should proceed to work w/ FABCO in repairing #963 CAT
- ❖ Aljon ~ Repairs are complete
- ❖ Hand-Out: Tonnage & Charge Summary (Jan 1, 2014 thru Nov 30, 2014)

Commissioner Todd Every had the following to report:

- ❖ Hand-out: State Wide Winter Summary for 2013 ~ 2014 Winter
- ❖ Per the Personnel Committee, Commissioner Every must report to the Highway Committee regarding "on-call" duties / activities. Commissioner Every updated the committee on the events of the first two weekends of December. Committee Member, Gary Paape asked if the State has agreed to pay a portion of the "on-call stipend". Commissioner Every stated he is still waiting to hear back from WISDOT.

- ❖ On Monday, Commissioner Every, along w/ County Administrator Ed Dorner, Patrol Superintendent Joe Dax, & Committee Member Gary Paape, conducted 9 out of 10 interviews. One candidate did not show up. Interviews went well. Committee Chairman Kirchman asked if any applicants had fabrication experience. Commissioner Every stated none of those interviewed did. However, he would review the applications again.
- ❖ Committee Member Tom Romdenne asked how we determined who we interviewed for the eligibility list. Commissioner Every explained the process: 1) Review applications 2) interviews and 3) create list (which hasn't been created prior to today's meeting).
- ❖ Follow-Up on our LTE's: 3 part-time snow plow drivers have been hired. Their paperwork is complete & they have been training on the routes, even riding along w/ snow plow drivers earlier today
- ❖ Radio System Follow-Up: After the previous meeting, Mike Lardo & Joe Dax spoke w/ employees regarding the radios. There is an area in Dyckesville where the radio states "out of range" & the same at the Hot-Mix plant. This occurs on the 3-man communication. Per Sheriff Joski, a man from Kenwood will be here Thursday to go to the areas of trouble.

Committee Chairman Kirchman asked for an update on vehicle replacement for the Commissioner & Patrol Superintendent vehicles. Commissioner Every stated he has the information from the State site & will now approach local dealerships. We are looking for 2 pick-ups.

Committee Member John Mastalir asked if we've considered locking in a contracted price for fuel. Short discussion followed.

Discuss Landfill Operations and Update on Phase 3 Expansion Process: Committee Chairman Kirchman began by stating Commissioner Every, County Administrator Ed Dorner, County Board Chairman Ron Heuer, and himself met to put numbers together. At this time, Mr. Kirchman turned the meeting over to Mr. Heuer for a Power-Point Presentation. The power point included the following slides (topics/headings):

- ❖ Kewaunee County Landfill History
- ❖ Waste Types & Sources
- ❖ Current Economics Expenses
- ❖ Current Economics Income
- ❖ Phase III Estimated Financial Results
- ❖ Landfill Future (Concerns & Factors)
- ❖ Landfill Future:
 - Option 1: Expand Current Landfill Operations to Phase III (pros & cons)
 - Option 2: Close the Landfill & provide no services
 - Option 3: Operate / Lease a transfer station

Lengthy discussion followed. Chairman Kirchman added this was excellent dialog and gave a big Thank You to Ron, Ed, & Todd for their input to this presentation. Mr. Heuer stated he will work on a press release & invite the Press to present the info. Mr. Heuer will send an electronic copy of the power point to County Board members upon request.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$20,849.21. Highway Vouchers paid by credit card: \$81,151.56. Motion to approve vouchers as presented made by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Approve Travel Requests: None

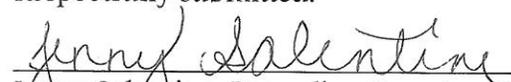
Any other business as allowed by law: None

Next Meeting Dates:

- ❖ Thurs., January 8th @ 8:45 AM
- ❖ Wed., January 21st @ 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 12:00 PM.

Respectfully submitted:


 Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

December 4, 2014

The Highway Committee meeting was called to order at 8:45 AM 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, Office Manager Mary O'Leary, 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 Tom Romdenne. Motion carried unanimously.

Approval of Minutes: John Mastalir made a motion to approve the Highway Committee Minutes from their November 19th meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: County Board Supervisor Pat Benes addressed the Highway Committee with the following concerns/questions/comments:

1. "Did we change the way we plow snow?" Mr. Benes stated he received a complaint from a resident in the Slovan area saying the roads were "terrible". Commissioner Every addressed this clarifying we have not made any policy changes. Patrol Superintendent Joe Dax added that we used more sand during the most recent weather events to save on salt.
2. "If J.Jadin Inc. is plowing for the Town of Ahnapee, then why is the Highway Dept. plowing Taft Ln.? And, who is paying for the plowing of Taft Ln.? And, then is the Highway Dept. going to plow 12th Road in the Town of Pierce if Jadin's drivers don't like it?" Discussion followed stating the Ahnapee Town Chairman requested the Highway Dept plow Taft Ln & therefore will be billed for said work.
3. Mr. Benes was inquiring on how the radios are working. He had heard some of the employees had some issues. Commissioner Every & Patrol Superintendent Dax both stated they haven't experienced any troubles w/ their radios, this would include the truck radios, hand held radios, and the office radio. Commissioner Every will investigate and get the information regarding the possible issues to Sheriff Joski.

Reports:

Patrol Superintendent, Joe Dax had the following to report:

❖ Last Few Wks:

- We've plowed snow about ½ dozen times so far this season plus we've been anti-icing on the State Highways
- We've been patching pot-holes
- We've been pumping leachate @ the landfill
- Crews have been installing snow fence posts & the fencing has been delivered on site
- We will be installing some rip-rap for a bridge in Montpelier Town

❖ Shop:

- Mechanics are harnessing the last tri-axle truck today
- One single-axle truck left to get ready for winter
- Mechanics continue to perform minor repairs/replacements on snow removal equipment

❖ Other Updates:

- CTH "S" ~ No Fog Line painted due to weather temperatures. We'll be bringing the center-liner in to store for winter
- Tractors used for ditch-mowing will be moved to the Winter Park Tube & Ski Hill to make snow

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

Our 6-week billing cycle which ran Oct. 19 – Nov. 29 just ended & Mary will have updated budget numbers available at our next meeting. Chairman Kirchman asked when the new equipment rates take in effect. Mary

informed everyone those will be inputted & effective January 1st, 2015. Chairman Kirchman requested a copy of those equipment rates once available.

Commissioner Todd Every had the following to report:

- ❖ Commissioner Every provided a copy of the “Winter On-Call Schedule” to all committee members via email
 - You may notice the contact telephone numbers for the on-call employees are the same 2 telephone numbers. This is because the on-call employees will carry a county phone for their weekend. These phones have the weather aps & state monitoring aps needed to assist with their duties.
 - Chairman Kirchman asked about a log to track activity performed by the on-call employees. Commissioner Every will give a report of the weekends activities to the committee per the request from the Personnel Committee.
- ❖ Hand-Out: 2014/2015 Winter Schedule
 - This is a spreadsheet showing which employees are assigned to which pieces of equipment to cover areas/routes in each municipality plus the state highways & county roads.
- ❖ Interviews for Part-Tim Snow Plow Drivers are complete. An offer has been made to 3 individuals.
- ❖ Interviews will be next week Monday for the eligibility list. We are interviewing 10 candidates. The interview panel will include County Administrator Ed Dorner, Highway Commissioner Todd Every, and Patrol Superintendent Joe Dax. Chairman Kirchman was invited to participate however declined.
- ❖ Troy Robillard & Sarah Nunn from Ayres Associates will be at our December 17th committee meeting
- ❖ Commissioner Every received a phone call from Luxemburg Town Chairman, Dave Barrett inquiring about who is paying for the “on-call” employees on the weekends. Mr. Barrett said he was told by a County Board Supervisor the Towns were being charged. Commissioner Every explained to Mr. Barrett & reminded the Highway Committee Members the “on-call stipend” is being paid from the Highway Dept’s Winter Maintenance budget, it is NOT being charged/billed to the Towns or Villages.
- ❖ CHIP-D Project reimbursement: Information regarding the purchase of asphalt for CTH S has been forwarded to the State. We are awaiting our reimbursement.
- ❖ Salt / Sand ... Residents have been stopping in & asking to help themselves to a pail or two of sand/salt. Conversation following about past practice and safety issues with the public. Committee Member Bruce Heidmann stated the previous Highway Committee made a decision that it’s a policy to NOT ALLOW the general public to help themselves to salt/sand. It’s a liability issue. County Board Chairman Ron Heuer suggested we put a notice in the local newspapers or send out a press-release hoping the newspapers pick it up informing the public there will not be sand/salt available for them to take. Mr. Heuer also felt this would be a good opportunity to address the issue of residents pushing snow across roadways from their private driveways. It was suggested to increase signage at the area shops informing the public.
- ❖ WCHA: Commissioner Every received a request for resolutions for consideration at the January Winter Conference. Mr. Every will be submitting a resolution for former Highway Commissioner Dale Jandrain for his years of service as to the highway department and as Highway Commissioner.
- ❖ Car Killed Deer Contract (DNR): A flow chart summarizing the process was presented. Short discussion followed.
- ❖ Hand-Out: County Roads & Bridges Fund Balance
 - As requested from a previous committee meeting, these dollar amounts were received from the County Administrator’s Office.
- ❖ There is a need to replace the Highway Commissioner’s vehicle & the Patrol Superintendents vehicle. Commissioner Every will be getting some prices for new vehicles. The Highway Commissioner’s vehicle (2004 Trailblazer) has 175,000 miles and the Patrol Superintendent’s vehicle (GMC Sierra) has 238,000 miles.

Discuss Bridge Aid Request from Town of Montpelier: This bridge work has been completed by the Highway Dept. A 48” pipe was replaced on Gasche Rd. The total project cost was \$9,197.26. Commissioner Every is suggesting this Bridge Aid be reimbursed out of the 2015 budget. A motion to recommend to approve the Bridge Aid request from Town of Montpelier at approximately \$4,600.00 to be paid from the 2015 Budget was made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Discuss County permit to Construct / Maintain Utilities in the right-of-way: The committee members reviewed the hand-out they received from Commissioner Every at the previous meeting. Our fee's are adequate ~ no changes made to our fee schedule at this time. No action needed.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$32,324.45. Solid Waste Vouchers paid by credit card: \$179.32. 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:

1. Committee member Bruce Heidmann took a moment to remind everyone present that a previous Highway Committee set a policy/took action stating that all visitors (including County Board Supervisors & others) visiting the Highway Dept. need to enter thru the main office entrance, they are not allowed general access to the shop. Discussion followed saying several supervisors have been seen in the shops & in other Highway Dept operation areas. It is requested for Commissioner Every to research past minutes.
2. Committee member John Mastalir suggested the Highway Dept hosts an "open house" & invite the public into our facility to see our operations & how it works & what we do. This would be a good PR opportunity.
3. Committee member Tom Romdenne asked for an update on our Operations Study with Schenck.
4. County Board Chairman complimented Commissioner Every on his promptness and communication at committee meetings and county board meetings. Committee Chairman Kirchman echoed Mr. Heuer's thoughts adding there has been excellent communication.

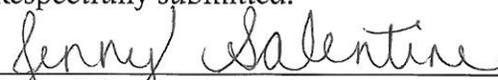
Shop Tour: Patrol Superintendent Joe Dax took the committee members on a tour around the shop.

Next Meeting Dates:

- ❖ Wed., December 17th @ 8:45 AM
- ❖ Thurs., January 8th @ 8:45 AM
- ❖ Wed., January 21st @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Tom Romdenne. Second by Bruce Heidmann. All in favor. Motion carried. Meeting adjourned at 10:50 AM.

Respectfully submitted:


Jenny Salentine, Recording Secretary