

Highway/Landfill Committee Minutes

April 22, 2015

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, 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; County Board Supervisor Pat Benes, County Administrator Scott Feldt, and Mark Banton from *Meigs*.

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 April 2nd meeting. Second by John Mastalir. Motion carried unanimously.

Public Comments: County Board Supervisor Pat Benes stated he attended the Town of Pierce's Annual Meeting last night and inquired about discussion about Jeff's Sports Bar which is located at the corner of CTH "D" & STH "42". Mr. Benes asked questions about the State Highway right-of-way and about the possible relocation of this business' driveway. Commissioner Every stated he has been contacted by the State regarding doing the work for this project which could include grading, gravel, & post markers. Commissioner Every also commented the State is looking to turn the right-of-way property over to adjacent property owners. The idea of an access road for the houses & businesses located there has also been discussed.

Reports:

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

- ❖ Effective April 19th, 2015, the Fringe Rate will be set at 77.96%, it was previously at 83.33% in 2014
- ❖ Effective April 19th, 2015, the Small Tool Rate will be set at 0%, it was previously at 1% in 2014
 - Chairman Kirchman inquired about why the large difference. Mary explained the large amounts of department retirements played a factor in the calculation. Mary also stated there is flexibility from the State to change the fringe rate twice a year, if factors change such as health insurance.
- ❖ Tom Karman from Schenck will be here May 5th & 6th to close out our 2014 financials.
- ❖ Management from the Hwy Dept met with Paul Kunesh, Finance Director, on numerous occasions to review Highway Dept Operations. Mary also spent approximately 3 hours training Paul on the CHEMS-PRO system and reviewing the process for transferring data into the County accounting system.
- ❖ Hand-outs: Roads & Bridges Budget January 1 thru March 21. April Billing Cycle ended on April 18th and the final numbers are in the process of being posted.

Landfill Facility Manager Mike Paral had the following to report:

- ❖ We are currently working on a new "turn around" area of the landfill
- ❖ We will be meeting w/ Ayres regarding clay for the borrow pit area once it's dry enough. 6" of immediate cover (clay) is needed.
- ❖ Paper-Pickers are currently caught up. Although, we will be down in paper-pickers & will need to hire LTE Paper Pickers within the next few weeks. We would like to look into the possibility of hiring in-mates to pick paper. County Administrator Scott Feldt mentioned we may need to consider raising the wage. The current wage for paper-pickers is \$10 per hour.
- ❖ County Administrator Scott Feldt, Commissioner Every, & Landfill Facility Manager Mike Paral met to discuss the landfill options & will be presenting information to the Highway Committee in the near future

- ❖ #963 Dozer repair is complete! The original estimate was \$33,000.00. The final price was \$35,539.77 and the financing plan thru CAT has been set-up (no payments for 6 months, then 12 equal payments with no interest)
- ❖ We received a NONC (Notice of Non Compliance) in March on 4 criteria areas. On April 6th we responded via a letter that we've corrected these areas.
- ❖ Mike shared information with the committee regarding a product from Agropur that we no longer can accept at the Landfill
- ❖ Mike shared information with the committee regarding a product from Algoma Hardwoods (dust). Bruce asked if we could still accept this product if they cut back from 4 loads each week to only 1 load per week. Commissioner Every & Mr. Paral will contact with Algoma Hardwoods.

Committee member John Mastalir inquired about our tipping fee for sand & he requested to know when the fee increased. Mr. Mastalir also would like to know if there is a difference in the tipping fee if the sand will be used as "daily cover".

County Board Chairman Ron Heuer questioned if the cost for boring, clay, and capping the cell was in the budget. Further explanation and discussions followed.

Commissioner Todd Every had the following to report:

- ❖ Bridge on CTH "E", above the Ahnapee State Trail
 - Posted a 10 ton weight limit
 - The Bridge is on the 5-yr list, checked w/ the DOT to see if the project can be moved up & completed sooner
- ❖ Commissioner Every has met w/ County Administrator Scott Feldt to discuss the ongoing Operations Study, including:
 - Make vs. Purchase of Materials
 - Personnel Levels
 - Equipment Inventory
- ❖ Presently working with Tracy from Emergency Management regarding a grant available to municipalities to be available 24/7 for fueling

Discuss 2015 Asphalt Oil and Emulsion Oil Bids: We received the following 2 bids:

PG 58-28 Asphalt:	Flint Hills Resources	=	\$514.82 per ton
	Henry G. Meigs	=	\$516.00 per ton
Emulsion Oil (HFRS-2):	Flint Hills Resources	=	\$1.96 per gallon (oil)
	Application Cost	=	<u>\$0.50 per gallon</u> (Pearson Bros. Inc.)
	Total	=	\$2.46 per gallon
	Henry G. Meigs	=	\$2.31 per gallon (oil)
	Application Cost	=	<u>\$0.12 per gallon</u> (Meigs Advantage)
	Total	=	\$2.43 per gallon

Committee member Tom Romdenne asked about the language worded in the bid request. Discussion followed.

Motion made by Bruce Heidmann to accept the proposal from Henry G. Meigs for HFRS-2 Emulsion Oil and application costs for \$2.43 per gallon; also to accept the proposal from Flint Hills Resources for PG 58-28 asphalt oil for \$514.82 per ton; also allowing the Commissioner the flexibility to split the orders between the 2 above mentioned companies if Meigs will meet the low bid for PG 58-28 with approximately 75% of the orders going to Flint Hills Resources & 25% going to Meigs. Second by John Mastalir. All in favor. Motion carried unanimously.

Review Commissioner Vehicle Use Log and On-Call Schedule from Previous Winter:

A report log of activity during the winter weekend on-call schedule was provided for review. Everything this past season went smoothly. Committee member Gary Paape asked if this process/practice will be reviewed again before the 2015-2016 winter season, also, when? Mr. Paape also wanted to know what the total costs were for the on-call schedule. County Board Chairman Ron Heuer stated he would prefer this practice be presented to the Personnel Committee for their approval. Commissioner Every will update the information and make a recommendation regarding this topic at the next meeting.

A log showing the Commissioner's vehicle use was also presented. The Commissioner had the authorization / approval to take the vehicle home each night @ a cost of \$3.00 per day paid by the Commissioner from December through March. Commissioner Every will also present these same reports / logs to the Personnel Committee soon.

Discuss Implements of Husbandry (IoH): To date, the commissioner has received 3 sets of applications for either over weight on the axle on the power unit or gross overweight. The first 2 were approved & returned. The 3rd was a blanket permit for County Roads.

Approve & Sign Vouchers: Highway vouchers paid by check: \$72,926.79. Highway vouchers paid by credit card: \$22,043.54. Motion to approve vouchers as presented made by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Approve Travel Requests: June 8-9-10 WCHA Summer Conference @ Chula Vista in Wisconsin Dells. Request for Commissioner Every to attend plus any interested Highway Committee members. Motion to approve the above travel request made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Any other business as allowed by law: None.

Next Meeting Dates:

- ❖ Thurs. May 7th (Attend WCHA Northeast Region Spring Meeting – Sturgeon Bay), Mtg @ 7:30 (Algoma Highway Shop) then continuing to WCHA.
- ❖ Wed., May 20th @ 8:45
- ❖ Thurs., June 4th @ 8:00
- ❖ Wed., June 17th @ 8:00

Adjournment: Motion made to adjourn today's meeting by John Mastalir. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 11:25 AM.

Respectfully submitted:


Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

April 2, 2015

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; IT Director Ross Loining, and Dan Koszaliniski from *Schenck*.

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

Approval of Minutes: Bruce Heidmann made a motion to approve the Highway Committee Minutes from their March 18th meeting. Second by Gary Paape. Motion carried unanimously.

Public Comments: IT Director Ross Loining provided the committee members with an informational sheet regarding the new District Email addresses, set-up, and log-in for each of them. If County Board Supervisors opt to not use the new District Email address & prefer to continue using their personal email address for County business, they need to inform Ross as un-used addresses are taking up space on our server & licensing.

Reports:

Patrol Superintendent Joe Dax had the following to report for staff activities:

- ❖ Crews were out plowing snow on March 25th
- ❖ Crews have completed the Brush Cutting on the State
- ❖ We've also brushed on CTH "S", CTH "O", and the Bridge on CTH "AB" where leaning trees have become a problem
- ❖ Crews continue to fill pot-holes from winter
- ❖ We've been inspecting culvert pipes
- ❖ We've reviewed the Bridge Inspection Reports completed by Ayres and have begun repairs
- ❖ We're inspecting the County guard-rails
- ❖ We're grading shoulders on County Roads, the State Roads will be next
- ❖ Shop Update: mechanics continue maintenance work on equipment and are preparing equipment for Spring
- ❖ We've completed Grass Cutting quotes for a few Towns
- ❖ #73 (excavator) is in need of repairs
- ❖ #281 (2002 Grader): noticed a leak & needs a new radiator. We've received a quote from FABCO which was \$2,300 for a CAT radiator or possibly \$1,500 for an 'after market' radiator. The grader is currently sitting in the yard. It was ran/used for only 7 ½ hours this past winter. At this time, management has decided to hold-off/wait to make a decision on how to proceed until our equipment review is complete.
- ❖ Un-harnessing graders from winter & transitioning to spring work continues
- ❖ Sign Shop Update: Keith has been replacing and repairing County Signs. We have also received a request from the Town of Lincoln to replace some of their road name signs and from the Town of Montpelier to post new weight limit signs.

Commissioner Todd Every had the following to report:

- ❖ Commissioner Every verified w/ the Highway Committee members that he's currently sending emails to both their new District email addresses along w/ their previous personal email addresses.
- ❖ A memo was sent to the cities, villages, and towns to remind them if they would like chip sealing to be completed by the county, we should know by June 15th.
- ❖ Asphalt Oil bids will be due April 22st. We will discuss & approve at our April 22nd meeting.

- ❖ Met w/ our new Finance Director, Paul Kunesh to discuss the Highway Department budget numbers and accounts
- ❖ An Agenda for the *WCHA Northeast Region* Mtg. on May 7th was sent to all committee members via email
- ❖ We picked up our 2 new pick-up trucks yesterday from Algoma Motors.
- ❖ At the request of the Personnel Committee, Commissioner Every will have the following reports prepared for review at our April 22nd meeting:
 - Commissioner Vehicle Use Log (Winter)
 - On-Call Schedule Activity Log (Winter)
- ❖ Received a draft invoice for #963 CAT loader (Landfill). We're reviewing the invoice & will be setting up the interest free payment plan.
- ❖ The DOT has sent a proposed PbM shouldering project on STH 42. Commissioner Every and Patrol Superintendent Dax will be reviewing the documents and project.
- ❖ CTH "H" Bridge Deck replacement preliminary designs have been presented. Bids will be due May 19. This is a CHIP project.

Committee Chairman Kirchman inquired about crack-filling. He wanted to know if we'll be using our own full-time employees to complete the work or if we'll be hiring part-time/LTE to do the work. Discussion followed.

Committee member Bruce Heidmann inquired about our plans to paint the white lines on CTH "S". Discussion followed.

Committee member Gary Paape asked who does our radio change overs for equipment. Discussion followed.

Discuss 10 hour days schedule for 2015: Commissioner Every is proposing to begin the 4 10-hr work day schedule on May 4th and ending the week of September 21st. In the event efficiencies could be gained from projects past this time, Commissioner Every would request to extend it into October. John Mastalir moved to approve the proposed summer schedule of 4 10-hr work days to begin May 4th. Second by Gary Paape. All in favor. Motion carried unanimously.

Discuss Bridge Replacement Projects Engineering Selection: Recently, the consultants selected to submit information regarding their interest for designing the bridges in the replacement program. The information was reviewed and evaluated against the following criteria: Resources to complete the job, past experience working with Kewaunee County, capacity to perform the work, project approach, and projects of similar scope and size.

Based upon the review of the information, we recommend the following rankings for the projects be approved and forwarded to the DOT for processing and contract negotiations:

CTH "S" Bridge Replacement Project

1. Ayres Associates
2. Robert E. Lee & Associates
3. Kapur & Associates
4. AECOM
5. Conahue

CTH "J" & CTH "BB: Bridge Replacements

1. Robert E. Lee & Associates
2. Ayres Associates
3. Omnni
4. Bloom
5. Becher-Hoppe

CTH "E" & St. Peter's Road Bridge Replacements (Town of Carlton)

1. Omnni
2. Ayres Associates
3. Robert E. Lee & Associates
4. Mead & Hunt
5. Cbs2

This is our recommendation to the State. The State will ultimately decide who to enter into a contract with after negotiations. Bruce Heidmann moved to go w/ the recommendation from the Highway Commissioner as outlined above. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Discuss Highway Dept. Operations Study (Schenck Presentation): Dan Koszalinski presented updated information regarding the Highway Department Operations Study. Topics reviewed were recommendations and models for the pits and quarries operations, bituminous operations, equipment analysis, and staffing levels. Models developed will be forwarded to the department for use in our analysis for strategic planning of our operations.

Approve & Sign Vouchers: Solid Waste vouchers paid by check: \$25,970.78, credit card: \$1,610.51. \$27,581.29. 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.

Next Meeting Dates:

- ❖ Wed., April 22nd @ 8:45
- ❖ Thurs. May 7th (Attend WCHA Northeast Region Spring Meeting – Sturgeon Bay)
- ❖ Wed. May 20th @ 8:45

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

Respectfully submitted:

Jenny Salentine, Recording Secretary