

Highway/Landfill Committee Minutes

August 19, 2015

The Highway Committee meeting was called to order at 8:30 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, Landfill Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer.

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 Aug. 6th meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

Reports:

Landfill Facility Manager Mike Paral had the following to report:

❖ Handouts:

- Tonnage & Charge Summary (by refuse) January 1 – July 31
- Tonnage & Charge Summary (by refuse) Updated through August 17th
- Account Aging Report ~ Receivables (August 4, 2015)

Commissioner Every's observation is our year-to-date revenue is at about "on target". We will monitor this over the next few months to see how revenue is affected by decisions made earlier this year.

❖ Garbage volume is down slightly from last year

- Town of Casco will start w/ their own garbage road-side-pick-up & it won't be coming to the County Landfill, it's going to Green Bay. We'll see if this affects the volume of delivered garbage from individuals in the town

We haven't had to pump leachate in the last 1.5 months

Chairman Kirchman asked if the DNR had reviewed & approved our enviro-cover. Commissioner Every stated yes, we have been approved to use the enviro-cover thru the lifetime of the landfill.

Commissioner Todd Every had the following to report:

- ❖ Paving on CTH "C" is completed
- ❖ We are paving on CTH "AB" currently
- ❖ We will determine the remaining asphalt projects after the costs are in for CTH "AB" and "C". Other projects that could be completed are CTH "SS" and CTH "G"
- ❖ Working with Door County to coordinate our PBM shouldering project on STH "42". We will be renting their shouldering machine because it can install shoulders seven feet wide.
 - Project deadline is September 30th
- ❖ Car Killed Deer update:
 - State Budget will only cover deer pick-up on State Highways
 - Commissioner Every has drafted a letter explaining to local municipalities about this change which will begin October 1st, 2015. Each municipality will have a choice to participate.
- ❖ Commissioner Every informed the committee Administration is requesting \$100,000.00 out of our current 2015 budget to help with the anticipated year end short-fall. County Board Chairman Ron Heuer confirmed this.

Committee member Gary Paape asked if we are spraying guardrails throughout the County. Commissioner Every stated we spray guardrails once per year, and we completed this task in June.

Discuss 2016 Landfill Operations Budget: When the department received budget documents, we were asked to include the following:

1. Prepare goals & description of what our department does

2. Spreadsheet on wages & benefits only
3. Budget Worksheet
4. Capital Outlay
5. Request to look at our fees & should we look at increasing them

Committee member Bruce Heidmann asked what number we were told to use for Health Insurance. Commissioner Every stated we haven't been told anything about insurance numbers. Discussion followed about our tipping fees. Landfill Facility Manager Mike Paral recommends we increase our tipping fees \$2.00 for both residential & commercial waste. Chairman Kirchman requested to list this as an action item for our September 9th committee meeting.

It's the general consensus of the committee the draft copy of the landfill budget looks good and Commissioner Every should proceed to the next step. No action required.

Discuss 2016 Highway Dept. Budget: Once again, when the department received budget documents, we were asked to include the following:

1. Prepare a document detailing what we do, our strategic vision. Commissioner Every prepared the Highway Dept document to include:
 - a. Administrative Operations
 - b. County Highway Construction & Re-Construction projects
 - c. Local Bridges
 - d. State Highway Maintenance
 - e. County Highway Maintenance
 - f. Municipal Highway Maintenance
2. Spreadsheet on wages & benefits only
3. Budget Detail Worksheet
4. Capital Outlay
5. Increase Fees

We were also asked to prepare two different budgets, one at a 0% increase & the second at a 5% decrease. Commissioner Every spoke about the Highway Department's Internal Service Fund. The Commissioner has met w/ both Finance Director Paul Kunesh and Administrator Scott Feldt. They will be working together as a team to complete a draft budget for the Highway Internal Service Fund.

Chairman Kirchman thanked Commissioner Every for his time & efforts put into Budget preparation and again let Todd know how much he & the committee appreciates how thorough Todd is at providing the committee with information.

Approve & Sign Vouchers: Highway Dept. Vouchers paid by check: \$365,931.19. Highway Dept. Vouchers paid by credit card: \$31,055.10. Motion to approve vouchers as presented made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests: Request for Commissioner Every to attend the Fall Commissioner Training to be held October 28-29 in Elkhardt Lake, including a one-night stay. Motion to approve this travel request made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

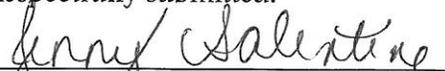
Any other business as allowed by law: None

Next Meeting Dates:

- ❖ Wed., September 9th @ 8:45 AM
- ❖ Thurs., September 24th @ 8:45 AM
- ❖ Thurs., October 8th @ 8:45 AM
- ❖ Wed., October 21st @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Bruce Heidman. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 11:00 AM.

Respectfully submitted:


Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

August 6, 2015

The Highway Committee meeting was called to order at 8:30 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 & County Board Supervisor Pat Benes.

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

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

Public Comments: None

Reports:

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

- ❖ Office staff has been busy working with the State's Representative reviewing costs to stay under the budgets, and charging the costs to the different budgets allocated for work done on the State System. The various budgets include Local Force Accounts, Discretionary Maintenance Agreements, and Routine Maintenance Agreements.
 - Seal Coating costs are being compiled and entered from the work done from the previous week.
 - Office personnel are doing a great job trying to keep up with the work load with absences in the department.
- ❖ Hand-outs:
 - Roads & Bridges Budget Report (January 1 – June 27)
 - Roads & Bridges Budget Report (January 1 – July 25)

Patrol Superintendent Joe Dax had the following to report:

- ❖ We have replaced 9 culvert pipes on STH "42", South of Kewaunee
- ❖ We have also completed some ditching on STH "42"
- ❖ Seal-Coating was completed in 1 day! We seal-coated the following:
 - County "X" (2.3 Miles)
 - County "K" (1.47 Miles)
 - Town of Ahnapee (1/2 mile)
 - Town of Montpelier (Finger Rd., 1 mile; Belter Rd., 1 mile; and Cedar Ln., 1/2 mile)
- ❖ Upcoming State work: More ditching and asphalt patching on State on STH "42" & also on STH "54"
- ❖ Ditch Mowing Update: 1st cut (single strip) has been completed in Red River, Montpelier, Lincoln, & West Kewaunee Towns plus we've been mowing County Roads.
- ❖ We've been painting the center line & fog lines for the State plus center line for County Roads
- ❖ The sand sheds are almost full for winter
- ❖ We repaired a catch basin for the Village of Casco
- ❖ We had a fire call & several trees down due to storm damage
- ❖ Paving is complete on CTH "C",
- ❖ Prep work is being done on CTH "AB" to complete prior to paving

Chairman Kirchman asked if we'll be doing fence-to-fence cutting yet this year. Commissioner Every stated he would like to, however this will be determined as time allows.

Commissioner Todd Every had the following to report:

- ❖ Updated Highway Department financial reports were sent via email to committee members (January 1 – June 30)
- ❖ There will be a new budgeting process. The Commissioner will be working closely with Administration to detail the proposed budgets for the Highway Department and Landfill
- ❖ Billable State work thru July 25th included:
 - Routine Maintenance (\$218,000.00)
 - Discretionary Maintenance Work (\$347,000.00)
- ❖ State Budget Summary sent via email from WCHA
 - Culvert replacement approvals from the DNR may get less complicated for in-kind replacements.
 - Car killed deer ... in the budget summary it states funding will be for deer picked up on State Highways Only! Therefore, the local governments are responsible for picking up and disposing of the deer. Commissioner Every will prepare a letter to review offering this service through the county for a fee.
- ❖ Landfill Updates:
 - We are working on a MOU with Brown County for a paper sludge product
 - On Tuesday, Landfill Facility Manager Mike Paral & Commissioner Every met w/ Ayres & Assoc. regarding projects for 2015 and budgeting for 2016
 - June summaries will be sent to committee members prior to the next committee meeting
 - Sally from the DNR was here to do a Records Inspection (inside the office)
- ❖ Commissioner Every met w/ Maynard Kuehl. He had some concerns regarding the bridge replacement on CTH “E” and also about the brush along CTH “E” & River Rd. The City of Kewaunee completed the tree trimming on CTH “E”.

State Highway PBM Projects: Staff has prepared two proposals for State PBM projects. The proposed projects are shouldering on STH “42” from Kewaunee to Algoma and crack filling on STH “54” from Luxemburg to Algoma. A motion made by Bruce Heidmann authorizing Commissioner Every to sign the 2 PBM Contracts w/ the State for STH “42” Shouldering (estimated \$130,917.02) & STH “54” Crack Filling (estimated \$101,726). Second by John Mastalir. All in favor. Motion carried unanimously.

Note: County Board Chairman Ron Heuer left today’s meeting at 10:15 AM.

Highway Operations ~ Equipment Inventory Discussion: Discussion was held regarding liquidating small items & equipment. We discussed selling items for specific prices, hosting an auction (live or silent bid), or trading in items.

Approve & Sign Vouchers: Solid Waste Vouchers paid by check: \$20,211.46. Solid Waste Vouchers paid by credit card: \$590.33. Motion to approve vouchers as presented made by Gary Paape. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests: Annual CHEMS Conference will be Oct. 15 – 16 at Tundra Lodge in Green Bay. The State pays for 2 individuals (this includes their conference registration fees, wages, incidentals, an over-night stay for both). Request for 3 individuals to attend with the county covering the registration cost of the 3rd county employee. No over-night stay for the 3rd employee. Motion to approve this travel request made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

Any other business as allowed by law: Bruce Heidmann wanted to thank Commissioner Every for helping Dave in the Promotions & Recreation Dept w/ a truck for fairgrounds. It’s nice to have good inter-dept relationships.

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