

# Highway/Landfill Committee Minutes

September 24, 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, 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: 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 September 9<sup>th</sup> meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

## Reports:

Commissioner Todd Every had the following to report:

### ❖ Highway Updates:

- This is the last week of our 10-hour-days. Beginning Monday, September 28<sup>th</sup> hours will be Mon-Fri 7:00 – 3:15
- Commissioner Every has posted a notice for employees to sign up for the "Winter On-Call Schedule"
- We are looking for Part-Time Snow Plow Drivers
- "Wisconsin Refueling Readiness Grant" was awarded to Kewaunee County Highway Dept. & Emergency Management Dept
- Paving: Finished County Paving Schedule to include CTH "C", "AB", "G", & "SS"
- LRIP informational meeting was held here @ the Highway Dept last night. 4 Townships attended the meeting. Applications are due October 26<sup>th</sup>
- Commissioner Every met w/ the WI~DOT regarding our 6 year project planning. Discussion included:
  - Bridge reconstruction projects thru 2019
  - 2021 ~ Resurfacing Hwy. 42 thru Kewaunee
  - Hwy. 54 Luxemburg to Algoma in 2024
  - Resurfacing Hwy. 29 from the County line to Kewaunee City Limits in 2025
- Commissioner Every shared the annual Management Letters for the Highway Department and Solid Waste Operations prepared by Schenck.

### ❖ Solid Waste Updates:

- #963 dozer is currently at FABCO for repairs to the right planetary drive. Also, the undercarriage and tracks will need work before the close of the landfill. Staff is looking at the costs and timing of these repairs to spread out the impact of these repairs
- Commissioner Every & Corporation Counsel Jeff Wisnicky attended a meeting w/ Brown County Solid Waste and Fox River Fiber to work on a contract to accept their paper sludge product. A Memorandum of Understanding (MOU) is being developed and will be presented to the committee when complete
- Hand-Outs:
  - Schenck Management Letters
  - Tonnage & Charge Summary by account name January 1, 2015 thru August 31, 2015
  - Spreadsheet prepared by Committee Member John Mastalir regarding the 2016 Fee Schedule, including comparison fees at neighboring landfill sites

Review LP Gas Bids: Four bids were received, they are as follows:

Name	Bid Amount
Larsen Cooperative Co.	\$ 0.87 / gallon
Lakes Gas Co.	\$ 0.92 / gallon
Ferrellgas	\$ 0.979 / gallon
Country Visions Cooperative	\$ 1.209 / gallon

Our contract last year was with Country Visions for \$ 1.509 / gallon. We used approximately 29,000 gallons. Motion made by Bruce Heidmann to enter into a contract with Larsen Cooperative Co. at \$ 0.87 / gallon. Second by Gary Paape. All in favor. Motion carried unanimously.

**Discuss Town of Carlton Bridge Aid Request:** Bridge Aid request for Sandy Bay Rd. in the Town of Carlton. Work to include the replacement of a 36" culvert pipe. Pipe to be replaced in 2016. Estimated cost is \$6,610.00. Town of Carlton is requesting \$3,305.00 in Bridge Aid. Motion to approve the Carlton Town Bridge Aid Request made by Gary Paape. Second by John Mastalir. All in favor. Motion carried unanimously.

**Discuss Landfill Tipping Fees for 2016:**

Handouts:

- ❖ 2013 Kewaunee County Solid Waste Rates & Fees
- ❖ 2016 Kewaunee County Solid Waste Proposed Fee Schedule
- ❖ Spreadsheet created by Committee Member John Mastalir outlining fees at surrounding landfill sites.

After reviewing the above materials & much discussion, a motion was made by Tom Romdenne to approve the Proposed 2016 Solid Waste Fee Schedule. Second by Gary Paape. All in favor. Motion carried unanimously.

**Highway Dept. Equipment Inventory Review:** Commissioner Every scheduled a site visit and asphalt plant evaluation with ASTEC, Inc. Reps from ASTEC looked at the various components of the plant, took pictures with an infrared camera, looked at the computer systems and control boards, and talked w/ our employees. Overall the reps felt it was a good plant for its age. The reps will provide estimated costs for recommended upgrades, costs to upgrade to using Recycled Asphalt Product (RAP), and the value of the plant if the county would sell it.

The county needs to decide if it's most cost effective to make our own hot-mix product vs. purchasing it & hauling it. No action taken.

**Approve & Sign Vouchers:** Highway Vouchers paid by check: \$153,749.72. Highway Vouchers paid by credit card: \$8,702.27. Motion to approve vouchers as presented made by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried unanimously.

**Approve Travel Requests:** None

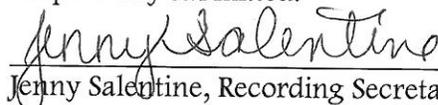
**Any other business as allowed by law:** County Board Chairman Ron Heuer asked if we'd consider putting a \$13/hour employee daily at the Scale at the Landfill to save budget money whereas the current facility manager could be used elsewhere at the Landfill therefore allowing a different employee currently at the Landfill to be utilized at the Highway Dept.

**Next Meeting Dates:**

- ❖ Thurs., October 8<sup>th</sup> @ 8:45 AM
- ❖ Wed., October 21<sup>st</sup> @ 8:45 AM
- ❖ Thurs., November 5<sup>th</sup> @ 8:45 AM
- ❖ Wed., November 18<sup>th</sup> @ 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 10:35 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary

# Highway/Landfill Committee Minutes

September 9, 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, and Tom Romdenne. Committee Member John Mastalir is temporarily excused and will be arriving later. 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 Bruce Heidmann. Motion carried unanimously.

Approval of Minutes: Gary Paape made a motion to approve the Highway Committee Minutes from their Aug. 19<sup>th</sup> meeting. Second by Bruce Heidmann. Motion carried unanimously.

Public Comments: None

## Reports:

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

- ❖ Hand-Outs:
  - ✓ Roads & Bridges Budget Report January 1 thru August 22
    - Expenses were mostly from paving projects
    - CTH "C" (we paved further than we originally planned)
    - Seal Coating last month on CTH "K" & CTH "X"

Patrol Superintendent Joe Dax had the following to report:

- ❖ Paving:
  - 1.3 miles on CTH "C" ~ 2 mats plus a 2 ft shoulder
  - 2.5 miles on CTH "AB" ~ 2 mats plus a 3 ft shoulder
- ❖ PBM Project Update:
  - Shouldering project on STH "42" is complete
- ❖ Crews swept up chips on CTH "K" and CTH "X" after the chip sealing projects
- ❖ Preparing to pave in the Town of West Kewaunee on Church Rd. This is a TRIP project. The town is purchasing approximately 650 tons of asphalt from Northeast and we will make the remaining material.
- ❖ Additional State Work includes:
  - Asphalt patches in Casco on STH "54"
  - Ditching and patches on STH "29"
  - Crack Filling on STH "54" from Algoma to Luxemburg
- ❖ Upcoming County Projects include paving on CTH "SS" and CTH "G"
- ❖ Will be completing some paint-striping for a few towns in Manitowoc County and our county highways

Chairman Kirchman asked if we've been contacted by any towns to complete additional grass cutting this fall. Commissioner Every stated we have not been contacted by any additional towns. We will be cutting in Red River, Montpelier, West Kewaunee, and Lincoln.

Landfill Facility Manager Mike Paral had the following to report:

- ❖ #963 Cat Dozer repair
  - Equipment is currently at FABCO in Green Bay
  - Planetary gear shot, we're waiting for more information, a used one is available for \$22,000.00 and a new one is available for \$30,000.00
  - Sheboygan County's Dozer is available if we need to rent one
- ❖ We've begun tearing down the barn building @ the landfill
- ❖ We need to pump out the pit
- ❖ Compost pile (yard waste) has been used for daily cover

- We do not charge for yard waste however last year it cost us \$3,000.00 to chip everything
- ❖ Hand-Outs:
  - Tonnage & Charge Summary January 1 – August 31
  - Tonnage & Charge Summary August 1 thru August 31
  - Account Aging Report ~ Receivables
  - Budget Standings
- ❖ Currently still working out details w/ Brown County for a contract on accepting paper sludge product
- ❖ We have finally received the inspections report from Sally @ the DNR. All items are compliant.

Commissioner Todd Every had the following to report:

- ❖ Car Killed Deer Contract w/ the State
  - We have received about 6 or 7 “yes” responses from our letters to the local municipalities to continue picking up their car killed deer at a cost per pick-up
  - The only town we’ve received a “no” response from was Town of Franklin
  - Commissioner Every recently received an email from the State informing us the topic of car-killed-deer-pick-up on non-State roads isn’t over yet
- ❖ PBM Project Update: We have completed the STH “42” shouldering PBM project and submitted the quantities for payment.
- ❖ LRIP (Local Road Improvement Program) meeting is scheduled for September 23<sup>rd</sup> with our local municipalities and will be here in the Highway Dept Conference Room
- ❖ Hand-Outs: Copies of the Internal Service Fund and Roads & Bridges Fund was provided to committee members as previously requested by Chairman Kirchman

**Discuss 2016 Highway Department Budget:** Commissioner Every provided the committee with a copy packet of budget information he prepared for County Administrator Scott Feldt and County Finance Director Paul Kunesh regarding the 2016 Proposed Budget highlighting the following:

1. Wages & Benefits
2. Revenues & Expenditures
3. 5% Reduction Discussion (Revenues & Expenditures)
4. Capital Outlay

Commissioner Every shared an email with the committee which he received from committee member John Mastalir requesting we consider doing additional paving above what is already planned for in the “5 year plan” due to Farm Technology Days being hosted in Kewaunee County in 2017. The “5 year plan” already has CTH “D” south of STH “54” on our schedule.

**Note:** Committee Member John Mastalir arrived at 9:30 AM.

A motion to approve the 2016 Highway Dept Budget as presented and forward to Administration for final approval by the County Board was made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

**Discuss 2016 Landfill Budget:** Commissioner Every provided the Committee with a copy packet of what he prepared for County Administrator Scott Feldt and County Finance Director Paul Kunesh regarding the 2016 Budget highlighting the following:

1. Wages & Benefits
2. Revenues & Expenditures
3. Capital Outlay

A motion to approve the 2016 Solid Waste Budget as presented and forward to Administration for final approval by the County Board was made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

Chairman Kirchman requested to see a copy of the Tonnage & Charge Summary by Charge Account Name. Commissioner Every will forward this information to the committee via email.

**Discuss Raising Landfill Tipping Fees for 2016:** Commissioner Every presented a Proposed Fee Schedule for 2016 for review by the committee. We are suggesting increasing the bale house dumping from \$58 to \$60 and the commercial

waste from \$48 to \$50. This is per ton & would be a \$2 increase. The committee reviewed the other pricing for items accepted at the facility. Commissioner Every will make the changes suggested and place this item on the next agenda.

**Approve & Sign Vouchers:** Solid Waste Vouchers paid by check: \$35,671.93. Solid Waste Vouchers paid by credit card: \$185.32. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

**Approve Travel Requests:** Request for Office Manager Mary O'Leary to attend the NE Region Fall Office Manager's Meeting at Brown County Highway Dept. on October 20<sup>th</sup>, 2015. Motion to approve this travel request made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

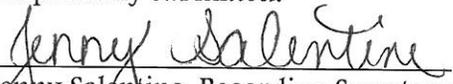
**Any other business as allowed by law:** County Board Chairman Ron Heuer commented to the committee about concerns about the County Vehicle Use Policy and use of county department vehicles has been brought to his attention by other County Board Supervisors. Mr. Heuer stated he has spoken to County Administrator Feldt about the concerns and the Administrator will be researching the issue.

**Next Meeting Dates:**

- ❖ Thurs., September 24<sup>th</sup> @ 8:45 AM
- ❖ Thurs., October 8<sup>th</sup> @ 8:45 AM
- ❖ Wed., October 21<sup>st</sup> @ 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 10:37 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary