

# Highway/Landfill Committee Minutes

February 18, 2016

The Highway Committee meeting was called to order at 8:45 AM by Chairman Larry Kirchman. Members present included: Larry Kirchman, Gary Paape, Tom Romdenne, and John Mastalir. Also present was Highway Commissioner Todd Every, Patrol Superintendent Joe Dax, and Recording Secretary Jenny Salentine. Guests at today's meeting included: County Board Chairman Ron Heuer, County Board Supervisor Pat Benes, and resident Mary Ellen Dobbins. Committee Member Bruce Heidmann was excused.

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 February 4<sup>th</sup> 2016 meeting. Second by John Mastalir. Motion carried unanimously.

Public Comments: None

## Reports:

Patrol Superintendent Joe Dax had the following to report:

- ❖ We've been out 7 times plowing snow in the last 2 weeks (including widening)
- ❖ Crews have been trimming/cutting trees as time allows
- ❖ We had a small ice problem on CTH "K" in Rio Creek. Water from the new pit at the Rio Creek Feed Mill is freezing on the road before it gets to the storm sewer. The feed mill will be working to discharge the water into the storm sewer system in the spring.
- ❖ We pre-treated the State Roads yesterday & will be pre-treating the County Roads today
- ❖ Salt Update: 1,964 tons remaining for delivery & 545 tons remaining for self pick-up
- ❖ Shop Repairs: Normal maintenance on equipment

Gary Paape asked about the Brine making system coming from Manitowoc County. The unit is here, we are working on design for plumbing, piping, & tanks.

Commissioner Todd Every had the following to report:

- ❖ Landfill Updates:
  - Hand-outs: Account Aging Report ~ Receivables (Feb. 2, 2016)
  - A draft copy of a letter to send to municipalities regarding the upcoming landfill closure was presented to all committee members
    - Chairman Kirchman stated the approval of the letter should be an action item on our next agenda. If Committee members have additional suggestions, please get them to Todd.
    - Chairman Kirchman also suggested we contact others that will be impacted by the closure of the landfill (ie: haulers, businesses, etc.)
  - Commissioner Every gave an update from *Ayres Associates* regarding the results from the Fall Ground-Water testing. All test results were in compliance.
- ❖ Highway Updates:
  - Hand-Outs:
    - Roads & Bridges Budget Report (January 1-31, 2016)
    - Kewaunee County Roads & Bridge Fund (Draft) Budget 2016
  - Office Building Update (regarding unknown odor): A certified building inspector came to do air testing. Results showed no issues. We do need to seal up areas between the old building & the new edition, and we'll need to replace vents in the toilet system.
  - We are hosting a Bridge Program Meeting on February 29<sup>th</sup> here at the Highway Dept Conference Room. A representative from *Ayres Associates* will be on hand to answer questions.
  - We've completed developing an internal policy for the refueling grant. It will be included in the Emergency Operation Center plans. We also completed the grant's quarterly report and submitted an invoice to the state for grant reimbursement.

- State Hwy. 54 project in Brown County has been moved up to 2016 from originally scheduled for 2017

Update on Employee Recruitment: We have received 45 applications. We will interview 10 individuals the first week of March.

Discuss Equipment Inventory: We are currently establishing values of the equipment items to list for sale. We've been monitoring the WI Surplus Auction Site (online bidding only) for comparable items as we'd like to utilize this service as well.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$34,858.44. Highway Vouchers paid by credit card: \$66,252.21. Solid Waste Vouchers paid by check: \$17,156.34. Solid Waste Vouchers paid by credit card: \$708.25. Motion to approve vouchers as presented made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests: NE Region Spring Commissioner & Committee Member Meeting to be held May 4<sup>th</sup>, 2016 in Fond du lac. Motion made to approve Commissioner Every & 5 Committee Members to attend this meeting made by Gary Paape. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Any other business as allowed by law: Commissioner Every reminded the Committee this is the final year of the lease agreement for the property the asphalt plant is located in the Town of Casco. The current agreement ran 2012-2016. We will need to negotiate a new agreement for 2017 & moving forward.

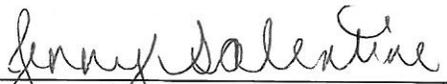
Gary Paape also asked about future plans for CTH "E" / River Rd. stating there are very bad pot-holes in the road. Commissioner Every stated we may need to temporarily do some maintenance to address the bad spots, but reconstruction is scheduled for 2019.

Next Meeting Dates:

- ❖ Thurs., March 10<sup>th</sup> @ 8:45 AM
- ❖ Wed., March 23<sup>rd</sup> @ 8:45 AM

Adjournment: Motion made to adjourn today's meeting by Tom Romdenne. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 10:55 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary

# Highway/Landfill Committee Minutes

**February 4, 2016**

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, Landfill Facility Manager Mike Paral, 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:** 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 January 14<sup>th</sup> 2016 meeting. Second by Gary Paape. Motion carried unanimously.

**Public Comments:** None

## **Reports:**

Patrol Superintendent Joe Dax had the following to report:

- ❖ Over the last few weeks, crews have finished installing what Snow Fence we could (Some not up this year due to weather)
- ❖ Crews have been tree trimming in the towns of Red River & Luxemburg
- ❖ We've been plowing snow as needed
- ❖ Mechanics have had an average amount of equipment repairs (nothing major)

Chairman Kirchman complimented Joe & his crew on their nice job of plowing and working the long hours needed to do so. Joe mentioned he brought in 4 Part-time Snow Plow Drivers to help including 2 of which are highway department retirees. Due to the timing of the most recent storm, Commissioner Every added he flexed the start time of the snow plow crew to start at 10 AM. They plowed until approximately 9:00 and then came back at midnight to head out for the next day. We were fortunate we did not get as much snow as was predicted.

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

- ❖ Hand-Outs:
  - Roads and Bridges Budget Report (January 1 thru December 31, 2015)

Landfill Facility Manager Mike Paral had the following to report:

- ❖ Normal Business as usual at the Landfill
- ❖ Hand-Outs:
  - Tonnage & Charge Summary by Refuse (January 1 – 31 2016)
  - Tonnage & Charge Summary by Refuse (January 1 – 31 2015 .... To use as a comparison)
  - Revenue & Expenditures (December 2015) \*Prepared by Finance Dept.
- ❖ 2016 project included drilling some new monitoring wells and grading of the borrow-pit

County Board Chairman Ron Heuer asked about 2 budget item categories: Grounds & Grounds Improvement and Land Improvement and Cell Work. Commissioner Every gave a quick over-view of examples of expenditures for both categories. Committee Chairman Kirchman asked about daily cover. Since we have a small working space, the amount of ADC has been adequate.

Commissioner Todd Every had the following to report:

- ❖ Update (employee recruitment): Advertisement has been published in the newspaper & applications are due February 12<sup>th</sup>
- ❖ Kewaunee County was awarded a \$1,000 Refueling Readiness Grant, the contract was received in January from the State
- ❖ Wednesday, May 4<sup>th</sup> will be the NE District Commissioners/Committeemen Meeting in Fond du Lac

- ❖ We have sent invites to the Towns & Municipalities for a Bridge Program Meeting on February 29<sup>th</sup>. Brian Schroeder from Ayres Associates will be here to answer questions about the bridge inspection program, bridge maintenance for the local bridges.
- ❖ The Administrative offices here in the Highway Dept Building have been experiencing a sewer gas smell. After several attempts by staff to correct the problem, Commissioner Every has scheduled a certified inspector to take a look at the issue. We are concerned the 2<sup>nd</sup> smell could possibly be mold.
- ❖ Hand-Outs:
  - County Roads & Bridges Revenue & Expense Report (December 2015) \*Prepared by Finance Dept.
  - Highway Internal Service Fund Revenue & Expense Report (December 2015) \*Prepared by Finance Dept.

Committee Chairman Kirchman asked about our Salt Supply. We are in good standing with our salt supply. We still have several tons for both delivery & pick-up, plus additional amounts above those commitments in reserve.

Chairman Kirchman asked about the status of the “Stock Room”. Office Manager Mary O’Leary, Shop Supervisor Mike Lardo, and Account Clerk Julie Repitz have been working very hard on invoicing and charging things to proper equipment in order to stay current in the Stock Room. Mr. Kirchman thanked the staff for completing these additional duties. Staff will be analyzing the job duties and paper flow to best determine how we are going to be completing these duties in the future.

**Discuss CTH “H” Bridge Deck Rehabilitation Bids:**

Bids Received:

Lunda Construction	\$ 319,441.20
Zenith Tech Inc.	\$ 351,448.00
Pheifer Brothers	\$ 369,805.24
Concrete Structures Inc.	\$ 379,208.00
NuGen Johnson, Sussex, WI	\$ 397,494.30

The Highway Dept will complete the bridge approaches ourselves. This will involve adding gravel to bring the road to grade and paving.

Motion made to enter into a contract with *Lunda Construction Company*, Little Chute, WI whom was the low bidder for the CTH “H” Bridge by Bruce Heidmann. Second by John Mastalir. All in favor. Motion carried unanimously.

**Discuss Asphalt Plant Maintenance Items and Upgrades:** The report came back from ASTEC. Upgrading to use RAP (Recycled Asphalt) in our system would require a new recycle feed bin, conveyor, and screen. Ballpark numbers to upgrade & install would be about \$300,000.00. Maintenance items may included: drum work, bags in bag house, and bins. As we analyze our operations, we will determine how/if these upgrades will fit into the hot mix operation.

**Discuss 2016 – 2020 Transportation Improvement Plan:** Commissioner Every asked if there was questions regarding the plan handed out at the previous meeting. No one had any questions. Chairman Kirchman would like to schedule a road tour in the spring with the committee to look at some of the projects.

**Discuss Equipment Inventory:** Commissioner Every reviewed information regarding the process of liquidation of some equipment inventory items.

**Approve & Sign Vouchers:** Highway Vouchers paid by check: \$21,542.31. Highway Vouchers paid by credit card: \$46,435.71. Solid Waste Vouchers paid by check: \$49,438.55. Solid Waste Vouchers paid by credit card: \$254.40. Motion to approve vouchers as presented made by Gary Paape. Second by Tom Romdenne. All in favor. Motion carried unanimously.

**Approve Travel Requests:** None

**Any other business as allowed by law:** John Mastalir reviewed an email which he received from a local state legislator in response to his request to work on increase funding to the State's Transportation Fund. A general discussion about the TDA's "Just Fix It" campaign was reviewed. Mr. Mastalir believes the committee should go on record making a recommendation about this issue from Kewaunee County's view. This item will be discussed as work is completed on the next state budget.

**Next Meeting Dates:**

- ❖ Thurs., February 18<sup>th</sup> @ 8:45 AM (Committee Member Bruce Heidmann is excused from this mtg)
- ❖ Thurs., March 10<sup>th</sup> @ 8:45 AM
- ❖ Wed., March 23<sup>rd</sup> @ 8:45 AM

**Adjournment:** Motion made to adjourn today's meeting by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried. Meeting adjourned at 10:55 AM.

Respectfully submitted:

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Jenny Salentine, Recording Secretary