

Highway/Landfill Committee Minutes

March 23, 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, Landfill Facility Manager Mike Paral, and Recording Secretary Jenny Salentine. Guests at today's meeting included: Finance Director Paul Kunesh, County Board Chairman Ron Heuer, and County Board Supervisors Pat Benes & Lee Luft.

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 March 10th, 2016 meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: County Board Supervisor Pat Benes stated he attended Casco Town Board meeting recently and had been asked about the Highway Department's Grass Cutting Proposal. Mr. Benes stated the Town Board wanted to know if the Proposal was based on utilizing a full-time Highway Employee or Seasonal (Temp) Employees. Commissioner Every explained the proposal is based on full time employee costs. Commissioner Every stated he'd contact Casco Town Chairman Joe Lukes to further answer any questions/concerns Mr. Lukes may have.

Reports:

Landfill Facility Manager Mike Paral had the following to report:

- ❖ We have received the Volume Results Survey back from *Ayres Associates*
 - Our Compaction is one of the best in the state!
- ❖ Leachate ~ both tanks currently empty as this time
- ❖ #963 CAT is in the shop for the scheduled undercarriage repairs. The idlers have been sent to be rebuilt. We should have it back together by the end of next week.
- ❖ Plenty of daily cover coming in ~ we are using the materials brought in currently instead of deploying film while the dozer is in for repairs.
- ❖ Hand-Outs:
 - Account Aging Reports – Receivables (3/10/16)

Commissioner Todd Every had the following to report:

- ❖ Highway Updates:
 - Bids will be due April 4th for Asphalt Oil & Emulsion Oil.
 - Proposals have been sent out to local suppliers for gravel, screen sand for hot mix, and asphalt materials to use as a cost comparison.
 - We began the paperwork needed for the equipment being liquidated on the surplus auction site.
 - We have spoken w/ the Smith family & will be renewing the lease for the property our Hotmix Plant is located. This will be on the next agenda.
 - WI DOT has sent us documents for a PBM project: The project involves crack filling on STH "29" from CTH "C" to the west county line. The contract will run thru the end of December 2016.
 - The State will have discretionary funds available for projects such as ditching, culvert replacement, & asphalt patching. Specific projects will be determined this spring.
 - We will be finishing the crack filling on STH "54" this year as well.
 - Chairman Kirchman complimented the Hwy Dept Crew stating they did a really nice job with the crack filling on STH "54" in 2015.

Chairman Kirchman commented he's received several complaints about the shoulder gravel in the ditches from winter operations. Commissioner Every commented he noticed the same. He further added this topic will be covered with the staff at a department meeting.

Discuss 2015 Financial Statements for Solid Waste Operations: County Finance Director Paul Kunesh presented the Solid Waste 2015 Year End Financial Report. The report included: Revenues, Expenses, Assets, Liabilities, and Fund Balances. A lengthy discussion followed with several questions for Paul.

Discuss 4 10-hour days schedule: Commissioner Every proposed we begin our 4 10-hour day schedule Monday, May 2nd, running thru Thursday, September 29th, 2016. Motion made by John Mastalir to approve the 4 10-hour day schedule to begin May 2nd and ending Sept. 29th. Second by Bruce Heidmann. All in favor. Motion carried unanimously.

Update on Highway Worker Employee Recruitment: On Friday, offer letters were sent as a follow-up from verbal offers to the 3 candidates selected. The next step is for all 3 individuals to complete a physical & drug testing. We are hoping to have the new employees on board in the next 2 – 4 weeks. An additional 7 individuals were placed on the eligibility list.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$8,422.23. Highway Vouchers paid by credit card: \$1,703.23. Solid Waste Vouchers paid by check: \$204.47. Solid Waste Vouchers paid by credit card: \$12.50. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Gary Paape. All in favor. Motion carried unanimously.

Approve Travel Requests: None

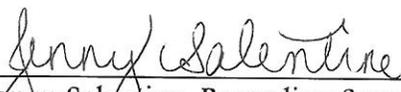
Any other business as allowed by law: Committee Member John Mastalir asked if we'd consider hosting an "open house" here at the Highway Dept., as discussed during the strategic planning sessions. Commissioner Every stated he still has this as an item for the future, but nothing is scheduled at this time.

Next Meeting Dates:

- ❖ Wed., April 6th @ 8:45 AM
- ❖ May 4th, 2016, WCHA NE Region Mtg. – Fond du Lac

Adjournment: Motion made to adjourn today's meeting by Tom Romdenne. Second by John Mastalir. All in favor. Motion carried. Meeting adjourned at 10:45 AM.

Respectfully submitted:



Jenny Salentine, Recording Secretary

Highway/Landfill Committee Minutes

March 10, 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, 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, and resident Mary Ellen Dobbins.

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 February 18th, 2016 meeting. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

Reports:

Patrol Superintendent Joe Dax had the following to report:

- ❖ Since our last committee meeting, we've been out to plow snow 5 times
- ❖ Crews have been trimming trees for Town of Lincoln between plowing
- ❖ Crews are now cutting trees for the State on Highway 29
- ❖ We have been keeping up w/ hauling leachate
- ❖ We've had minor equipment repairs
- ❖ The Brine System is set-up & working, our next steps include: tanks, electrical, & plumbing. Discussion Followed.

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

- ❖ The last billing cycle ended February 20th, 2016
- ❖ Hand-Outs:
 - 2016 Roads and Bridges Budget Report (January 1st thru February 29th)
- ❖ The audit will be completed in May

Commissioner Todd Every had the following to report:

- ❖ Highway Updates:
 - Hand-Outs:
 - Highway Internal Service Fund Revenue & Expenditures January 2016 (prepared by Finance Director, Paul Kunesh)
 - County Roads & Bridges Revenue & Expenditures January 2016 (prepared by Finance Director, Paul Kunesh)
 - Car-Killed-Deer-Pick-Up Update: Our contract with the State will be \$2,820.00 per calendar year for pick-up on State Roads only
 - We will continue to pick-up for Towns, Cities, & Villages who have agreed to the \$30/animal pick-up fee (City of Kewaunee, Village of Casco, & Town of Franklin have opted to go another route)
 - We will be hosting an IOH (Implements of Husbandry) meeting here on Mon, March 21st @ 7:00 PM
 - We hosted a Bridge Inspection Program meeting here on Feb. 29th. We had good attendance. *Ayres Associates* will be doing bridge inspections the week of June 13th.
 - CTH "H" Bridge Deck Update: We've entered into a contract with *Lunda Construction*, there will be a pre-construction meeting on May 10th and the project is set to start May 31st. The Highway Dept will set-up the detour.

- We will be requesting quotes for Asphalt Oil and Emulsion Oil soon. Commissioner Every will also be accepting proposals for hot mix materials and gravel to compare pricing. If needed we will get crushing services bids in for materials.
- ❖ **Landfill Updates:**
 - Hand-Outs:
 - Tonnage and Charge Summary (by hauler) February 1st – 29th, 2016
 - Tonnage and Charge Summary (by refuse) February 1st, - 29th, 2016
 - Tonnage and Charge Summary (by refuse) January 1, 2016 thru February 29, 2016
 - Solid Waste Revenue & Expenditures January 2016 (prepared by Finance Director, Paul Kunesh)
 - *Ayres Associates* has submitted documents to the DNR for us informing them of the work that needs to be completed on the monitoring wells at the landfill.
 - *Ayres Associates* is preparing the Annual Waste Survey, Annual Report, and annual air permit.

Review and discuss the Landfill Notice for local municipalities: An updated copy of the letter which was presented at the previous committee meeting was provided to all committee members. No one had any questions or additional information. A motion was made by Bruce Heidmann approving the updated notice to be mailed to municipalities to include provisions made by Board Chairman Ron Heuer and Commissioner Every. Second by Gary Paape. All in favor. Motion carried unanimously.

Discuss Resolution recognizing Work Zone Safety Week: Work Zone Safety Awareness Week is April 11 – 15, 2016. Commissioner Every stated this is one tool to get the word out to the public to bring awareness to drivers slowing down in work zones so the zones are safer to work in. A motion made approving a resolution to recognize Work Zone Safety Week April 11 – 15, 2016 made by John Mastalir. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Update on Employee Recruitment: We have completed 10 interviews for the 3 open Highway Dept Worker positions. Our next step is to complete background checks & then move forward with offering positions. All 10 candidates currently have their CDL's.

Discuss Equipment Inventory: Commissioner Every provided Committee Members with an updated spreadsheet showing a summary of Equipment Revenues/Expenses and Usage. A packet which included photos of each piece of equipment we'd be liquidating was provided to committee members as well. It is the recommendation of Commissioner Every to move forward with the sale of select pieces of equipment by utilizing the Wisconsin Surplus Auction Site. Commissioner Every also recommends we publicly notify County Residents about the items for sale in the local newspaper. A motion made by John Mastalir to move forward with liquidation of select pieces of Highway Department Equipment. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve & Sign Vouchers: Highway Vouchers paid by check: \$21,503.41. Highway Vouchers paid by credit card: \$72,298.96. Solid Waste Vouchers paid by check: \$17,601.59. Solid Waste Vouchers paid by credit card: \$198.52. Motion to approve vouchers as presented made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approve Travel Requests:

1. Spring Commissioner Training in Wisc. Dells (Commissioner Every to attend), March 28 & 29, 2016
2. WCHA Work Zone Safety Training in Wausau, April 15, 2016 (Commissioner Every to attend)

Motion to approve the 2 travel requests made by Bruce Heidmann. Second by Tom Romdenne. All in favor. Motion carried unanimously.

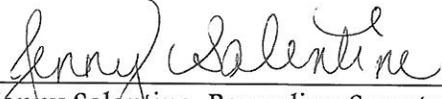
Any other business as allowed by law: County Board Chairman Ron Heuer commented he's happy to see equipment finally be listed for sale. He also shared his appreciation for Commissioner Every & his staff.

Next Meeting Dates:

- ❖ Wed., March 23rd @ 8:45 AM
- ❖ Wed., April 6th @ 8:45 AM
- ❖ May 4th, 2016, WCHA NE Region Mtg. – Fond du Lac

Adjournment: Motion made to adjourn today's meeting by Gary Paape. Second by Bruce Heidmann. All in favor. Motion carried. Meeting adjourned at 9:55 AM.

Respectfully submitted:



Jenny Salentine, Recording Secretary