

# Highway/Landfill Committee Minutes

**May 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, John Mastalir, and Pat Benes. Also present was Highway Commissioner Todd Every, Office Manager Mary O'Leary, Patrol Superintendent Joe Dax, and Recording Secretary Jenny Salentine.

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

**Approval of Minutes:** John Mastalir made a motion to approve the Highway Committee Minutes from their April 4<sup>th</sup>, 2016 & May 4<sup>th</sup>, 2016 meetings. Second by Pat Benes. Motion carried unanimously.

**Appointment of Committee Vice Chairman & Secretary:** Chairman Kirchman appoints Gary Paape as Vice-Chairman and Tom Romdenne as secretary.

**Review Committee Rules:** The rules & responsibilities of the Highway and Solid Waste Committee were presented to all committee members. Short discussion followed with questions & answers. A motion to approve the duties & responsibilities of the Highway and Solid Waste Committee made by John Mastalir. Second by Gary Paape. All in favor. Motion carried unanimously.

**Public Comments:** None

## **Reports:**

Patrol Superintendent Joe Dax had the following to report:

- ❖ State Roads:
  - Brush Cutting on STH "29" complete
  - 75% shouldering grading complete
  - Guard rail repairs complete
- ❖ County:
  - Prepped Fairgrounds Racetrack
  - Repaired cross drain pipe in Dyckesville
  - Repaired cross drain pipe on CTH "E"
  - Repaired Soft Boil on CTH "E"
  - Repairs @ the Hotmix Plant are ongoing – this is in preparation for the season
  - Existing steel Wash-Bay Tank was replaced w/ 2 concrete tanks due to holes in the tank & ground water leaking in
- ❖ Town Work:
  - Red River: grading roads & added gravel plus brush cutting
  - Red River: replaced cross drain pipe
  - Montpelier: ripped, placed gravel, and graded Maple Road
  - Casco Village: abandoned a cross drain near CTH C bridge.
  - Rolled Baseball & Soccer Fields for both Village of Luxemburg & Village of Casco

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

- ❖ Hand-Outs:
  - Roads and Bridges Budget Report (January 1<sup>st</sup> – April 16<sup>th</sup> 2016)
  - Winter Costs for all Cities, town, & Villages
    - October 20, 2013 thru April 19, 2014
    - October 19, 2014 thru April 18, 2015
    - October 18, 2015 thru April 16, 2016
- ❖ Tom Karman from Schenck will attend the June 9<sup>th</sup> Committee Meeting to present the 2015 Year End Financial Report for the Highway Dept.
- ❖ Current Billing Cycle ends May 28<sup>th</sup>

Commissioner Todd Every had the following to report:

❖ Highway Updates:

- Hand-outs:
  - County Roads & Bridges Revenue & Expense (2015 year end), prepared by Finance Director Paul Kunesh
  - County Roads & Bridges Revenue & Expense (March 2016 only), prepared by Finance Director Paul Kunesh
  - Copy of the 2015 Audit, prepared by *Schenck*
- 3 Equipment Items listed on WI Surplus Auction online site have sold
  - 2 graders sold @ \$75,000.00 each
  - Dozer sold @ \$108,500
  - We will now work at adding more equipment items to the online site
- PBM Update:
  - We have an approved contract for a crack filling project on STH “29” from CTH “C” to the Brown County Line valued at \$145,000.00
- DMA (Discretionary Maintenance Agreement) – Project on STH “29” to mill off & re-pave the rutted areas for \$130,000.00. We also received an agreement for ditching project agreement for \$30,000.00, and a paint striping agreement for \$88,300.00
- Salt Contamination Site Update: We have received a letter from WI DNR stating the case has been closed. All cleanup requirements have been met.
- Hot mix asphalt bids for the CHIP funding & CHIP-D funding are due today @ 4:00 PM
- We no longer have materials stored at Breitlow’s Pit, we have sold the materials to another contractor.
- CTH “H” Bridge Deck replacement begins June 13<sup>th</sup> and will finish early August
- LTE Update: 4 summer help employees have been hired for various jobs assignments
- Ditch Mowing: We will be doing the mowing for 9 out of 10 Towns this season

❖ Solid Waste Updates:

- Hand-Outs:
  - Tonnage & Charge Summary (by refuse) April 1- 30, 2016
  - Tonnage & Charge Summary (by refuse) January 1 – April 30, 2016
  - Account Aging Report ~Receivables (May 9<sup>th</sup>, 2016)
  - Solid Waste Revenue & Expenses 2015 Year End Report (prepared by Paul Kunesh, Finance Director)
  - Sold Waste Revenue & Expenses (March 2016 only), prepared by Paul Kunesh, Finance Director
- Paper Picking @ the Landfill as normal

**Discuss CTH “D” Project Donation:** Commissioner Every had a few hand-outs for the committee including an aerial view photograph of the proposed improvements on CTH D/10<sup>th</sup> Road intersection and a copy of the Highway Improvement Donation Agreement between Kewaunee County and Randall & Renee Ebert. Mr. Ebert has contracted Ayres Associates to engineer the drawings / plans for the improvements and has covered all expenses. The project includes adding right and left turn lanes off of CTH “D” onto 10<sup>th</sup> Road. Chairman Kirchman stated the committee will have the opportunity to review the project site location when the committee takes their road tour at the June 23<sup>rd</sup> committee meeting. The following motion made by Gary Paape: The Highway Committee recommends the Kewaunee County Board enters into a donation agreement with Randall & Renee Ebert for the improvements on CTH “D”. Second by Tom Romdenne. All in favor. Motion carried unanimously.

**Discuss WCHA Recognition Resolution for Bruce Heidmann:** Commissioner Every presented a draft resolution recognizing Bruce Heidmann’s years of service with Kewaunee County and the Wisconsin County Highway Association. Commissioner Every recommended approving the draft & forwarding to the Wisconsin County Highway Association for consideration at the next Highway Conference. Motion to approve made by Tom Romdenne. Second by Pat Benes. All in favor. Motion carried unanimously.

**Approve & Sign Vouchers:** Highway Vouchers paid by check: \$22,533.45. Highway Vouchers paid by credit card: \$17,068.52. Solid Waste Vouchers paid by check: \$33,468.36. Solid Waste Vouchers paid by credit card:

\$0.00. Motion to approve vouchers as presented made by Tom Romdenne. Second by Gary Paape. All in favor. Motion carried unanimously.

**Approve Travel Requests:** TDA Regional Meeting – May 24<sup>th</sup>, 2016 in Green Bay. A motion made by Tom for approval of any interested committee members to attend the TDA Regional Meeting. Second by Gary Paape. All in favor. Motion carried unanimously.

**Any other business as allowed by law:** None

**Next Meeting Dates:**

- ❖ Thursday, June 9<sup>th</sup> @ 8:45 AM
- ❖ Thursday, June 23<sup>rd</sup> @ 8:45 AM
- ❖ Thursday, July 14<sup>th</sup> @ 8:00 AM

**Adjournment:** Motion made to adjourn today's meeting by Pat Benes. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 10:56 AM.

Respectfully submitted:

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Jenny Salentine, Recording Secretary

# Highway/Landfill Committee Minutes

**May 4, 2016**

The Highway Committee meeting was called to order at 6:30 AM by Chairman Larry Kirchman. Members present included: Larry Kirchman, Gary Paape, Tom Romdenne, and Pat Benes. John Mastalir was excused.

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

**Travel to NE Region WCHA Spring Meeting in Fond du Lac:** The committee attended the NE Region WCHA Spring Meeting in Fond du Lac.

**Approve Travel Requests:** Motion by Gary Paape to approve three committee member registrations (Benes, Paape, and Romdenne) and Commissioner Every's registration for the WCHA Summer Conference in WI Dells, June 6-8. Seconded by Tom Romdenne. Motion carried.

**Next Meeting Dates:**

❖ May 18<sup>th</sup> at 8:45 AM

**Adjournment:** Motion made to adjourn today's meeting by Pat Benes. Second by Gary Paape. All in favor. Motion carried. Meeting adjourned at 2:30 PM.

Respectfully submitted:

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Todd Every, Highway Commissioner