

# Highway/Landfill Committee Minutes

August 4, 2016

The Highway Committee meeting was called to order at 8:00 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, Patrol Superintendent Joe Dax, Office Manager Mary Meyer and Recording Secretary Jenny Salentine.

Adoption of Agenda & Approval of Minutes: Gary Paape made a motion to adopt today's Agenda and approve the July 14<sup>th</sup> Highway Committee minutes. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

## Reports:

Patrol Superintendent Joe Dax had the following to report:

- ❖ Town Work:
  - St. Peter's Rd., West Kewaunee Town, was reclaimed, 1,000 tons of gravel was used plus the road is paved, needs to be shouldered
  - Hill Rd., Montpelier Town, was reclaimed & paved
  - County Line Rd., Red River Town, was reclaimed, needs 500 ton of gravel
  - Repaired Guardrail in Carlton Town on Church Rd. due to an accident
  - Crews are ditch-mowing in the Town of Casco today
- ❖ County Work:
  - Repaired Guardrail & Bridge Deck on CTH "AB" due to an accident
  - Reclaimed 4 miles of CTH "D" & milled off both ends. Paving will start soon
  - Presently working on building turn lanes and preparing for blacktop on CTH "D"
- ❖ Other Updates:
  - We have poured a concrete pad for the DNR out house area on Park Lane
  - We are working on sealing & raising the load-out platform by Cell 5 at the landfill.
  - We need to finish trimming up topsoil & seed the borrow site at the landfill as well

Office Manager Mary Meyer had the following to report:

- ❖ Hand-outs:
  - Roads and Bridges Budget Report (January 1 thru May 28, 2016)
  - Roads and Bridges Budget Report (January 1 thru June 25, 2016)

Commissioner Todd Every had the following to report:

- ❖ Highway
  - ✓ Hand-Outs:
    - County Roads & Bridges Revenue & Expense Report (June 2016) prepared by Paul Kunesh, Finance Director
    - 2016 Equipment Auction Summary
  - ✓ We will begin the budgeting process for 2017
  - ✓ Reminder: We will have a project tour at our next meeting, August 18<sup>th</sup>
  - ✓ Equipment Auction Summary Update:
    - 13 pieces of equipment sold so far
    - Will be looking at specs for tri-axel trucks
    - We will need to create a budget for funds received from the sales
- ❖ Landfill:
  - ✓ Hand-Outs:
    - Solid Waste Fund Revenue & Expenditures Report (June 2016) prepared by Paul Kunesh, Finance Director
    - Tonnage & Charge Summary (by refuse) July 1 – 31, 2016
    - Tonnage & Charge Summary (by refuse) January 1 – July 31, 2016
    - Tonnage & Charge Summary (by refuse) January 1 – July 31, 2015
      - We are \$110,000 more than last year at the time
  - ✓ Almost complete w/ the borrow site construction
  - ✓ The DNR is reviewing our request for a new clay borrow pit site

Chairman Kirchman asked about the Engine Breaking Signs which have been brought up at previous committee meetings. Discussion followed.

Chairman Kirchman asked about the gas line project on CTH "S" and if the company doing the work has been cleaning up satisfactorily when finished. We have been experiencing some issues w/ WPS.

Committee member Pat Benes asked about a complaint from a resident on CTH "C" just south of the Hot-Mix plant regarding 2 deep & wide cracks. Commissioner Every & Patrol Superintendent Joe Dax have reviewed the area, crack-filling is not an option. We could possibly tar & chip it.

**Discuss Village of Luxemburg Main Street Project Request:** Since our last meeting, we have recently received the bid costs. We could possibly have a draft agreement ready for review at our next committee meeting.

**Discuss City of Algoma request for sidewalk on CTH "S" Bridge Project:** We received a letter from Wayne Schmidt, Algoma City Mayor in regards to the committee's decision at our previous meeting to continue as planned to have one sidewalk on one side of the bridge. After discussion, the Highway Committee Members suggest Mr. Feldt, County Administrator, responds to the Mayor's letter stating the committee stands by their original decision with a sidewalk on one side only. The letter should also include the City of Algoma is to choose which side they'd like the sidewalk on.

**Review / discuss Committee Roles and Responsibilities (Revised):** All committee members received a copy from administration detailing the updated roles & responsibilities of the *Highway & Solid Waste Committee*. These roles & responsibilities were revised by administration. Chairman Kirchman stated he prefers the old language better as did other committee members. The committee does not agree w/ the revisions made. The May 18<sup>th</sup> Highway & Solid Waste Committee minutes reflect an approved motion accepting the rules & regulations as written and presented on May 18<sup>th</sup>. The Document presented today is not what was approved on May 18<sup>th</sup>. No new action was taken. Committee members will discuss this topic at Personnel, Advisory, and Legislative Committee.

**Approve & Sign Vouchers:** Highway Vouchers paid by check: \$231,210.64. Highway Vouchers paid by credit card: \$39,078.18. Solid Waste Vouchers paid by check: \$67,941.44. Solid Waste Vouchers paid by credit card: \$259.40. Motion to approve vouchers as presented made by Tom Romdenne. Second by Pat Benes. All in favor. Motion carried unanimously.

**Approve Travel Requests:** None

**Any other business as allowed by law:** Committee Member John Mastalir asked if we are going to review our Landfill tipping fees. Commissioner Every responded saying we'll discuss this during our 2017 Budget process. Mr. Mastalir shared information he's received from Outagamie County regarding their fee increases.

Chairman Kirchman attended the County Highway Safety Committee meeting recently where an accident on CTH "C" & "K" was discussed heavily. There are safety concerns regarding the intersection with the upcoming Farm Technology Days in 2017 and the additional traffic. It was suggested at this meeting perhaps the Highway Dept considers putting in rumble strips or perhaps a flashing stop sign. The Traffic Safety Commissioner will be reviewing this topic at upcoming meetings.

**Next Meeting Dates:**

- ❖ Thursday, August 18<sup>th</sup> @ 8:00 AM, including project tour
- ❖ Thursday, September 1<sup>st</sup> @ 8:45 AM
- ❖ Thursday, September 22<sup>nd</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 9:45 AM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary

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The Highway Committee meeting was called to order at 8:00 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, Patrol Superintendent Joe Dax, Office Manager Mary Meyer and Recording Secretary Jenny Salentine.

Adoption of Agenda & Approval of Minutes: John Mastalir made a motion to adopt today's Agenda and approve the August 4<sup>th</sup> Highway Committee minutes. Second by Tom Romdenne. Motion carried unanimously.

Public Comments: None

## Reports:

Patrol Superintendent Joe Dax had the following to report:

- ❖ We have been working extensively on the CTH "D" project for the past 2 weeks
- ❖ We have been ditch mowing in the Towns of Casco & Franklin, this is their 2<sup>nd</sup> cut
- ❖ We will be ditch mowing "fence to fence" on County Roads as time & man-power allows
- ❖ Monday the crew will be finishing the details of the CTH "H" Bridge, we will begin paving the approaches and wedging on CTH "H"
- ❖ Upcoming Work: The surface mat on CTH "K" is next on our paving list
- ❖ 3 of our LTE's (limited term employees) have been helping w/ the paving crew

Office Manager Mary Meyer had the following to report:

- ❖ Employment Update:
  - We had received 10 applications for the .5 FTE Account Clerk II position
  - 4 candidates were selected for testing, 2 of those candidates declined
  - The 2 candidates completed the required testing & will be interviewed this afternoon
- ❖ Hand-outs:
  - Roads and Bridges Budget Report (January 1 thru July 23, 2016)

Commissioner Todd Every had the following to report:

- ❖ Highway:
  - ✓ The Preliminary Draft Roads & Bridges Budget for 2017 will be presented at our next Committee Mtg
  - ✓ Commissioner Every has been working with Mary Meyer, Office Manager and Paul Kunesh, Finance Director in creating a draft budget for the Internal Service Fund
  - ✓ Commissioner Every invited committee members to take a look at the updated County Highway's Assoc. Website
  - ✓ The next 4 items have been listed on the WI Surplus Online Auction Site. They include: #68 Scraper, #96 Tractor, #99 Shoulder Maintainer Grader, & #154 Small Asphalt Roller
- ❖ Solid Waste:
  - ✓ Hand-Outs:
    1. Account Aging Report – Receivables, as of 8/3/2016
  - ✓ The WI-DNR has notified Kewaunee County Solid Waste it needs to have a Storm-water Permit for the landfill. Ayres Associates will be assisting with the permit application and permit requirement to obtain the permit.

Committee Member Gary Paape asked about this "Town Hall" Style meeting state wide in all 72 counties related to the next WISDOT budget and the topic of transportation related revenues in the state. Commissioner Every will be the point of contact for Kewaunee County. More to come on this topic.

Mr. Benes discussed an email he received from resident William Iwen with concerns about culvert pipes at CTH "KK" & 12<sup>th</sup> Rd. Commissioner Every had reviewed the area and the cross drain pipe is a Town of Pierce culvert.

Discuss Village of Luxemburg Main Street Project Request: Commissioner Every gave the following status update since our previous committee meeting. Bids for the project were received by the Village. Using the bid process, Robert E. Lee & Assoc. had broken down the costs per square yard for the County Highway portion of the project (center 22' of pavement). This included milling 3" of asphalt and paving 3" of new asphalt. Using the bid prices, estimated costs for the county highway is approximately \$107,000.00. Commissioner Every's estimate for the work was less than the

estimate using the contractor pricing. Therefore, Commissioner Every along w/ Administrator Scott Feldt & County Board Chairman Bob Weidner have met with representatives from the Village to discuss the difference in dollar amounts and to come to a compromise. We are waiting for the village to respond. No further action taken.

**Discuss 2017 Solid Waste Budget and Fee Schedule:** Copies of the Preliminary Draft Solid Waste Budget was provided for all committee members. A copy of our current 2016 Solid Waste Fee Schedule was also provided to all committee members. Discussion on the budget & existing fees followed. The committee is considering increasing the fee schedule to be effective January 1<sup>st</sup>, 2017. Committee Member John Mastalir suggested the Committee considers adding a fee for yard waste, we currently do not charge anything. A motion to approve the Preliminary Solid Waste Budget for 2017 was made by John Mastalir, second by Gary Paape. All in favor. Motion carried unanimously.

**Project Tour:** Commissioner Every and the Committee took a project tour. Project areas visited included:

- Landfill borrow pit reclamation
- CTH H bridge deck replacement
- CTH S – Dyckesville
- CTH X – pavement issues in swamp east of Duvall
- CTH D paving project

**Approve & Sign Vouchers:** Highway Vouchers paid by check: \$8,669.21. Highway Vouchers paid by credit card: \$6,149.36. Solid Waste Vouchers paid by check: \$1,716.74. Solid Waste Vouchers paid by credit card: \$104.07. Motion to approve vouchers as presented made by Tom Romdenne. Second by Pat Benes. All in favor. Motion carried unanimously.

**Approve Travel Requests:** None

**Any other business as allowed by law:**

Future Agenda Items to include:

- ❖ Hunting on County Property (ie: County Pits, Mines, Etc.)
- ❖ Work by private contractors within county right-of-way.
- ❖ County S Bridge in Algoma

**Next Meeting Dates:**

- ❖ Thursday, September 1<sup>st</sup> @ 8:45 AM
- ❖ Thursday, September 22<sup>nd</sup> @ 8:45 AM
- ❖ Thursday, October 6<sup>th</sup> @ 8:45 AM
- ❖ Wednesday, October 19<sup>th</sup> @ 8:45 AM

**Adjournment:** Motion made to adjourn today's meeting by John Mastalir. Second by Tom Romdenne. All in favor. Motion carried. Meeting adjourned at 12:25 PM.

Respectfully submitted:

  
Jenny Salentine, Recording Secretary