

## Highway/Landfill Committee Minutes

December 5, 2013

The Highway Committee meeting was called to order at 8:45 A.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Larry Kirchman, Brian Paplham, Brian Dax and Linda Sinkula. Also present was Commissioner Dale Jandrain, Recording Secretary Jenny Salentine, Office Manager Mary O'Leary, Road Superintendent Leonard LeGrave, and Shop Superintendent Jim Fencl. Guests at today's meeting include: County Board Chairman, Bob Weidner; County Board Supervisor, Ron Heuer; Tom Kruse, Highway Dept Fuel Manager; Pat Benes. Lester Schlies joined the mtg at 9:50 A.M.

Brian Paplham made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from November 21<sup>st</sup>. Second by Brian Dax. Motion carried unanimously.

**Public Comment:** Pat Benes addressed the committee with concerns about the road conditions on Friday, November 22<sup>nd</sup> as to why we didn't have sanders out. Roads got icy around 6:30 / 7:00 A.M. Mr. Benes also wondered if the Highway Dept still communicated w/ the Sheriff's Dept regarding road conditions.

### Reports:

Office Manager, Mary O'Leary, didn't have anything to share. We just finished our long billing period (6 wks) on Saturday, November 30<sup>th</sup> & all reports will be updated for the December 19<sup>th</sup> Committee Mtg.

Patrol Superintendent, Leonard LeGrave, had the following to report:

- ❖ Snowfence posts have been installed for the State Hwy's, County Roads, & in 3 townships
- ❖ Crews have been ditching on County Roads
- ❖ Crews have been hauling materials to stock-pile at Hot-mix Plant
- ❖ We have been treating roads w/ Salt-Brine (pre-wetting)
- ❖ Snow-Plowing has begun for the season
- ❖ Upcoming work includes:
  - More Ditching for Towns & on County Roads
  - Hauling & Installing Snow-fence to State Hwy's, County Roads & in 3 Townships
  - Continue to haul materials to Hotmix
  - Hauling Salt for snow removal
  - Snow-Plowing as needed
  - Brush Cutting on State Hwy's

Lenny also addressed the committee about a concern he has regarding the new radios ... he no longer can receive scans from Door, Brown or Manitowoc Counties. In the past, being able to access these scans have been extremely helpful during the winter weather season.

Shop Superintendent, Jim Fencl, had the following to report:

- ❖ Down to the last 2 or 3 trucks, getting them ready for Winter Maintenance/Snow Plowing
- ❖ Old Evidence Storage Building at the Landfill is going to be utilized to store our ditch mowers & any other equipment items to keep out of the elements
- ❖ Getting Tractors ready for the Parks Dept for snowmaking at Winter Park
- ❖ #31 Truck will be ready for the Landfill to use for snow removal

Tom Kruse, Fuel Manager, provided the committee with an update on the fuel system. The equipment is being shipped next week from Texas. Once it's installed and the electrical work has been completed, the system will need to be inspected by the State. After that, we will begin test runs & will hopefully be ready to convert over shortly after January 1<sup>st</sup>. Tom continues to assign numbers to all equipment pieces and other training on the system has been on-going. Tom mentioned that we will need to have an IT Person to assist that knows the CHEMS PRO system. Unfortunately, Ross is not familiar w/ CHEMS PRO & therefore it is recommended we work with Dwayne from Door County.

Highway Commissioner, Dale Jandrain had the following to report:

Dale had an update on employee retirements, 3 more retirement notices have been handed in since the last Highway Committee Mtg. We do have 2 temporary snow-plow drivers hired and they will need to be trained on section routes. The DOT Road Certification is due December 15<sup>th</sup>. This will determine our GTA's (General Transportation Aids) for 2014. Dale had a handout for the committee: May – November Solid Waste Tonnage & Charge Summary. We are down about 28% in Tonnage and down 15% in Dollars when comparing to this same time period in 2012. Dale also reminded the Committee about the Winter Conference deadline. To date, we have received 15 applications for the Assistant Highway Commissioner position, the deadline has been extended. Update on mechanic position: the position is currently posted, however, we are unsure about the number of applicants received thus far.

Highway Committee Chairman, Bruce Heidmann, had the following to report:

Bruce attended the WCHA (Wisconsin County Highway Assoc.) Board of Directors Mtg earlier this week & gave a re-cap to the committee as to what was discussed.

**Review & Approve Personnel Manual as it relates to the Highway Department:** Bob Weidner had a hand-out for the Committee and Highway Management Staff: Amended Highway Employee Compensation Policy for January 1, 2014. After discussion, the following changes were recommended to page 2:

1. Drop the 200 hp to 150 hp for the heavy equipment
2. Add Wing Operator to item 2 under the Heavy Equipment Category, which will now read: All sanders/truck mounted snow blower/wing operator
3. Add Track-Dozer as item 10 under the Heavy Equipment Category
4. Adjust line 4 under the Skilled Positions to include Fuel Plant Specialist, which will now read: Stock Room Clerk, Fuel Plant Specialist

Brian Dax moved to adopt the above mentioned changes to page 2. Second by Linda Sinkula. All in favor. Motion carries unanimously.

Lengthy discussion about page 1, paragraph 2: "All benefit hours not worked would be at base pay". Mary stated we could calculate a "blended rate" already for 2014 based on the employees worked hours from 2013. Chairman Heidmann felt this would be the most fair way to pay benefit wages. Mr. Weidner does not agree & strongly feels all employees should be paid all benefits (ie: Vacation, Sick Leave, & Holidays) at the Base Rate. After reviewing a spreadsheet provided at an earlier meeting, Mary stated the difference in pay would be estimated around \$4,000.00. Mr. Weidner has asked Mary to compile the numbers if a benefit wage was set for each employee based on their 2013 wages. Mr. Weidner suggested the Committee Authorize its 3 members who also serve on the personnel committee to act on our behalf. Mr. Heidmann is suggesting the language on page 1, paragraph 2 changed to read as follows:

"All benefit hours not worked would be at the employees blended rate of pay without over-time from the previous year."

Larry Kirchman motioned to authorize the 3 representatives from the Highway Committee (Brian Paplham, Bruce Heidmann, & Linda Sinkula) to act on behalf of the Highway Committee @ the Personnel Committee Meeting on Wednesday, December 11<sup>th</sup>. Second by Brian Dax. All in favor. Motion carries unanimously.

**Update on Algoma Shop :** Discussion continued from previous meetings about the parcel boundaries at the Algoma Shop. The City of Algoma has constructed a building that is over the boundary line. Dale felt the City of Algoma should pay all filing fees involved. Kip from Title Town Surveying had mentioned to Dale that perhaps we'd rather just notch out the corner where their building is built over the property line. Linda Sinkula motioned to go ahead with Commissioner Jandrain's recommendation to notch out the corner of the property line and give to the City of Algoma with city of Algoma paying any fees required. Second by Brian Paplham. All in favor. Motion carries unanimously.

**Approve any travel requests:** None

**Approve & Sign Vouchers:** Today's Solid Waste Voucher totals were: \$119,497.08 paid by check and \$3,163.32 paid by credit card. A motion to approve Vouchers as presented was made by Linda Sinkula. Second by Brian Paplham. All in favor. Motion carried.

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

**Tour Construction Projects:** No tours today.

**Next Meeting Dates:**

- Wednesday, December 11<sup>th</sup> @ 3:30 PM
- Thursday, December 19<sup>th</sup> @ 8:45 AM
- Thursday, January 16<sup>th</sup> @ 8:45 AM

Motion made to adjourn today's meeting by Larry Kirchman. Second by Brian Dax. All in favor. Motion carried. Meeting adjourned at 10:37 AM.

Respectfully submitted:

---

Jenny Salentine, Recording Secretary

## Highway/Landfill Committee Minutes

December 11, 2013

The Highway Committee meeting was called to order at 3:30 P.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Brian Paplham, and Linda Sinkula. Also present was Commissioner Dale Jandrain. Guests at today's meeting include: County Board Chairman, Bob Weidner and County Board Supervisor, Ron Heuer.

Linda Sinkula made a motion to adopt today's Agenda. Second by Brian Paplham. Motion carried unanimously.

Public Comment: None

The Highway Committee reviewed the recommended changes that The Highway Committee would present to the Personnel Committee concerning paid time off rates for Highway Department Employees.

Motion to accept the recommended changes to be presented to the Personnel Committee regarding the updated policy was made by Brian Paplham. Second by Linda Sinkula. All in favor. Motion carried unanimously.

Motion made to adjourn today's meeting by Brian Paplham. Second by Linda Sinkula. All in favor. Motion carried. Meeting adjourned at 3:45 P.M.

Respectfully submitted:

---

Dale R. Jandrain, Highway Commissioner

# Highway/Landfill Committee Minutes

**December 19, 2013**

The Highway Committee meeting was called to order at 8:45 A.M. by Chairman Bruce Heidmann. Members present included: Bruce Heidmann, Larry Kirchman, Brian Paplham, Brian Dax and Linda Sinkula. Also present was Commissioner Dale Jandrain, Recording Secretary Jenny Salentine, Office Manager Mary O'Leary, Road Superintendent Leonard LeGrave, and Shop Superintendent Jim Fencl. Guests at today's meeting include: County Board Chairman, Bob Weidner; County Board Supervisor, Ron Heuer. Robert Marquart, Highway Dept Bridge Inspector/Stock Room Clerk joined the meeting from 9:10 – 9:25 A.M.

Linda Sinkula made a motion to adopt today's Agenda and approve the Highway Committee meeting minutes from December 5<sup>th</sup> and December 11<sup>th</sup>. Second by Brian Paplham. Motion carried unanimously.

**Public Comment:** None

## **Reports:**

Office Manager, Mary O'Leary, had the following reports to hand out:

- ❖ Roads & Bridges Budget ~ Updated thru 11/30/2013
- ❖ "DK" Fund
- ❖ Highway Overtime Update
- ❖ Solid Waste Overtime Update

Patrol Superintendent, Leonard LeGrave, had the following to report:

- ❖ Snow-fence is being installed for the State Hwy's & Towns first, County Roads will follow
- ❖ Ditching in Red River Town
- ❖ Due to shortness in staff, Lenny has been doing the Deer-Kill pick-up
- ❖ Guard Rail repairs on the State
- ❖ Upcoming work includes:
  - Snow-fence installation is ongoing
  - Need to catch-up on mixing sand & salt

Linda Sinkula asked about the radios (follow-up from previous meeting) ... Lenny stated they aren't up & running yet w/ the Sheriff's Dept. The Highway Dept continues to operate on their old frequency.

Larry Kirchman inquired about our Part-Time Snow Plow drivers & how they are working out. Two part-time employees have been hired ~ one is already plowing the section on their own, the second is still training with another plow driver. Jack Thompson, retired Highway Dept. Employee, has helped out.

Bruce Heidman inquired about the amount of salt applied to State Highways. Lenny explained that the State dictates how much we are allowed to apply.

Ron Heuer inquired about the road conditions last week Saturday (December 14<sup>th</sup>) on Hwy 54 & CTH "AB". Ron is wondering if we're short on guys. Yes, we are, Jim Fencl (Shop Superintendent) was needed to plow that day. Lenny further explained about the sand and/or salt application spread during snow-plowing and how the time of day plays into what is applied, also the wind conditions and temperatures have an effect on what is applied. Mr. Heuer also asked how many part-time applications were received for the temporary snow-plow driver position ... 3 total applications were received. 2 of the 3 were hired, the 3<sup>rd</sup> applicant currently has a full-time job & has limited availability to plow.

Shop Superintendent, Jim Fencl, had the following to report:

- ❖ Mechanics are trying to keep-up with equipment repairs
- ❖ Dennis from the State was here yesterday (December 18<sup>th</sup>) ... we calibrated the State Truck Sanders
- ❖ #53 Had Repairs - a new transmission & clutch were installed
- ❖ Kurt Burmeister, Shop Foreman, has announced his retirement

Highway Commissioner, Dale Jandrain had the following to report:

Dale shared with the committee an email he received from the DOT about a deadline extension for the "2014 – 2018 Local Programs". This includes the Surface Transportation Program ~ Urban (STP-URB), Surface Transportation – Rural (STP-Rural), and Local Bridge Improvement Assistance Program (Local Bridge). Upon the completion of their computer system upgrade, the department is committed to program approvals by January 8<sup>th</sup>, 2014. The Landfill is waiting for pumps for Cell #10 ~ they are supposed to be delivered this week. Dale attended the NE District

Commissioners Meeting earlier this month and Ray Palone will be taking Dale's position on the Safety Committee after retirement. Another retirement notice was received from Wayne Porath, he will be retiring January 3<sup>rd</sup>. Dale updated the committee about Chip-D money to be used for paving on CTH "S" and regular Chip money to be used for the bridge on Highway 54 & CTH "H".

**Consider Purchase of used DOT Snooper Truck:** Jim passed around paperwork with details about the 1986 Snooper Truck the DOT is selling. The truck has 109,850 miles and 8,564 hours. The Deck has already been replaced (expense at the time was \$13,000). New Tires have been replaced 1 year ago. New Axel-Brakes have been replaced 1 year ago. New ladder was replaced 1 year ago. The truck must pass an annual inspection for the state. Last summer we did less maintenance than we could have due to the limited time we could schedule the state truck because they are in such high demand. All we could get them for was 2 weeks. Mary estimated the equipment cost per hour to be \$44.68, but we may need to set a special rate. Motion to purchase DOT Snooper Truck in the amount of \$13,000.00 made by Larry Kirchman. Second by Brian Paplham. All in favor. Motion carried. Dollars will come from the Highway Internal Fund.

**Landfill Capping Costs:** Dale had a hand-out for the committee detailing the capping costs for Cells 4-8 plus the gas system. We will still need to do the seeding. Larry requested Dale put together the numbers from Ed Dorner about the total dollar amount the DNR requires Solid Waste to have in the Capping Fund.

**Landfill Accounts Receivable:** Dale had an updated Account Receivable Report thru 12/09/2013. Just 2 accounts are past due "over 90 days" & will be notified via a letter. Larry requested a Tonnage & Charge Summary report by user name to be prepared for an upcoming Highway Committee meeting.

**Revisit Algoma Shop Survey:** Dale is recommending we simply do a land swap. Brian Dax recommended we check with Steve Hanson for review. A motion to approve the land swap recommendation from the Commissioner with Algoma City & forward to the Finance Committee was made by Linda Sinkula. Second by Brian Dax. All in favor. Motion carried.

**Approve any travel requests:** Travel request to Winter Conference in WI Dells ~ Bruce Heidmann, Brian Paplahm, & Linda Sinkula to attend. Motion to approve travel request made by Larry Kirchman. Second by Brian Dax. All in favor. Motion carried.

**Approve & Sign Vouchers:** Today's Highway Voucher totals were: \$270,910.65 paid by check and \$38,915.63 paid by credit card. A motion to approve Vouchers as presented was made by Brian Paplham. Second by Brian Dax. All in favor. Motion carried.

**Any other business as allowed by law:** Bob Weidner touched on a topic discussed back in October about the need for Highway Dept Staffing. We currently have an immediate need for 2 mechanics. Discussion followed. Bob would like to see a flow chart showing the amount of staff needed to perform specific operations. He'd also like a flow chart for Bridge work.

Commissioner Jandrain stated that the Algoma Shop Roof work should start in approximately 3 weeks.

**Tour Construction Projects:** No tours today.

**Next Meeting Dates:**

➤ Thursday, January 16<sup>th</sup> @ 8:45 AM

Motion made to adjourn today's meeting by Larry Kirchman. Second by Brian Paplham. All in favor. Motion carried. Meeting adjourned at 10:22 AM.

Respectfully submitted:

---

Jenny Salentine, Recording Secretary