

# Highway/Solid Waste Committee Minutes

September 7, 2023

The Highway Committee meeting was called to order at 7:00 AM by Chairman Gary Paape. All members were present.

Staff present: Highway Commissioner Todd Every and Office Manager Mary Meyer

## **Adoption of Agenda and Approval of Minutes from August 10, 2023:**

John Mastalir made a motion to adopt today's agenda and approve the minutes from the August 10, 2023. Second by Aaron Augustian. Motion carried unanimously.

**Public Comments:** None

## **Reports:**

Commissioner Every had the following to report for work being completed:

- Completed culvert replacements in the Town of Ahnapee, Town of Luxemburg, and Town of Red River
- Completed several asphalt overlays in West Kewaunee
- Center Line Painting in Howard, Ashwaubenon, and in Door and Manitowoc County towns
- Ditch mowing (fence to fence) has started on Town Roads in Ahnapee, Casco, and Red River

Office Manager Meyer presented the following financial information:

- ✓ County Roads and Bridge Budget Report January 1 – August 19th
- ✓ Finance Department reports thru July 31

Commissioner Every presented the following to report:

We had one resignation and one retirement notice since our last meeting. We have no names remaining on the Eligibility List at this time. Therefore, Commissioner Every has made a request to the Executive Committee to fill the positions.

CTH C (STH 29 – CTH L) Reconstruction project designs are 90% complete and estimated costs have been submitted to WISDOT for review. Estimated costs have increased since the original STP- Rural Program application approval. Staff and the design engineer will be submitting a request for more federal funding from WISDOT. If an increase in funding is not approved, Kewaunee County will be responsible for the extra costs.

CTH KB Bridge replacement scoping meeting with the design engineer and WISDOT will take place in early September.

Staff has scheduled the Asphalt Plant Stack Test for later this month.

**Foreman Classification Request:**

Commissioner Every discussed the concept of requesting the addition of a new employee classification to our department. The concept would be to add a “Foreman” classification. This would not be an additional employee. Responsibilities could include assisting the Commissioner and Patrol Superintendent with project planning, day to day work assignments, and seasonal on-call situations. Also, there could work towards job succession planning.

The committee requested the topic be tabled and placed on the next agenda for more discussion and possible recommendations.

**Spraying Plant Growth Inhibitors on ROW:**

Commissioner Every reviewed other counties spraying program.

Chairman Paape requested this topic be placed on the next agenda for committee discussion.

**2024 Highway Department and Solid Waste Budget Review:**

Commissioner Every reviewed the 2024 Highway Department and Solid Waste operation budgets as submitted last month. Commissioner Every reviewed the anticipated increase in funding to the Highway Department the Interim Administrator and Finance Director are proposing.

**Main Shop Upgrade Project:**

The Highway Shop Upgrade Subcommittee will be meeting on October 6<sup>th</sup>. An update will be provided after that meeting.

**Travel Request:**

Commissioner Every requested permission to attend the WCHA Fall Commissioner’s Training in Eau Claire on October 9-10.

Motion by Tom Romdenne to approve the travel request for Commissioner Every to attend the WCHA Fall Commissioner’s Training in Eau Claire on October 9-10. Seconded by Joe Lukes. Motion carried unanimously.

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

**Next Meeting Dates:**

- a. October 5<sup>th</sup> @ 7:00 AM
- b. November 9<sup>th</sup> @ 7:00 AM

**Adjournment:**

Motion by Joe Lukes to adjourn the meeting at 8:45 AM. Seconded by Tom Romdenne. Motion carried unanimously.

Respectfully submitted: Todd Every, Highway Commissioner