

# Highway/Solid Waste Committee Minutes

May 7, 2020

The Highway Committee meeting was called to order at 8:00 AM by Chairman Gary Paape. Members present included Tom Romdenne, John Mastalir, Aaron Augustian, and Joe Lukes.

Staff present was Highway Commissioner Todd Every, Patrol Superintendent Jesse Schley, Office Manager Mary Meyer, Shop Foreman Mike Lardo, Administrator Scott Feldt, and IT Director Ross Loining.

County Board Chairman Dan Olson attended the meeting.

**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 minutes from the March 9<sup>th</sup> meeting. Second by Tom Romdenne. Motion carried unanimously.

**Discuss Committee Meeting Day and Time:** Chairman Paape offered the first Thursday of the month at 7:00 AM as the meeting day and time. There were no objections from the committee.

## **Review Highway Department and Solid Waste Operations for New Committee Members:**

Commissioner Every reviewed the operations for each department, provided an explanation of the various budgets and funds, and revenues and expenses. Commissioner Every invited any of the committee members and county board members to schedule a meeting, if desired, to become more familiar with our operations and planned projects. Commissioner Every provided a copy of the current 5-Year Transportation Improvement Plan, Capital Improvement Plan, County Map, and PASER rating map.

## **Reports:**

Patrol Superintendent Schley had the following to report for work being completed:

- Unharnessing winter equipment
- Maintenance on summer equipment
- Reconfiguring the entrance to the Sipiorski Pit. Due to the high groundwater level in the pit we had to make another entrance into the pit, construct new haul roads to our stock piles, and move our scale.
- Hauling materials to the asphalt plant
- Culvert Replacements and ditching on county and Town Roads
- Cleaning sediment from storm water flumes on state and county highways
- Cleaning sediment from under guard rails
- Replacement of Algoma Shop Sewer lateral
- Prepped Algoma shop for paving
- Red River Park Cleanup for Park Department
- Erosion control work at the ATV Park for the Park Department
- Hot Mix Plant Maintenance preparing for operations

Office Manager Mary Meyer presented the latest financial report:

- Hand-Outs:
  - ✓ Roads & Bridges Budget Report (January 1<sup>st</sup> thru April 18, 2020)
  - ✓ Roads & Bridges Budgets Monthly Detail (January 1<sup>st</sup> thru April 18, 2020)

Commissioner Todd Every had the following to report:

- Presented the Finance Department reports through March
- Our annual MSHA Training program will be completed with video training provided by AEGIS Corporation in lieu of the Highway Safety Day scheduled for May 13<sup>th</sup>
- Currently recruiting LTE's for summer help
- Working on creation/revision of department polices to be reviewed at a future meeting
- Reviewed the status of the contamination of the soil at the Hillside Shop discovered during the fuel tank replacement project last summer. Lab tests and reports have been completed and are being submitted to the Wisconsin Department of Natural Resources (DNR). Staff anticipates the DNR contacting the county to perform more testing/monitoring. We will know more when contacted by the DNR as to what requirements will be involved
- Leachate continues to be hauled from the landfill
- We had to replace a sensor on the leachate load out system

**Discuss Town of Luxemburg – Rendezvous Road Bridge Aid Request:** The total project cost is estimated to be \$5,000.00. The Town of Luxemburg is requesting 50% Bridge Aid, which is equal to \$2,500.00

Motion made by Tom Romdenne to approve said bridge aid request in the amount of \$2,500.00. Second by John Mastalir. All in favor. Motion carried unanimously.

**End Loader/Backhoe replacement purchase;** Commissioner Every provided information regarding purchasing a new loader backhoe.

Our current loader backhoe is 2007 John Deere 410G (Equipment # 62). With 8,800 hours on the machine, it is time to update the machine before we spend funds on significant repairs. Specifically, we are watching the hydraulic system and transmission components.

Staff has been working with vendors to test out new loader backhoes. Staff had the opportunity to demo Case, FabricCAT, and John Deere models. These vendors are part of a purchasing consortium called Sourcewell. Kewaunee County, as a member, can take advantage of reduced pricing negotiated by Sourcewell on many items. A summary of the pricing is attached. Also attached are the specifications and options (highlighted) for each machine.

Staff is also recommending trading the existing machine. With these uncertain times, we have no guarantee we would get a better price by selling the machine at auction.

The purchase of a loader backhoe is in our Capital Improvement Plan for 2020.

Funds to purchase the loader backhoe are available from the Highway Department Internal Service Fund.

Staff discussed the costs, benefits, and opinions on each of the machines. The committee asked questions regarding the pricing, manufacturing site, and estimated delivery time.

John Mastalir made a motion to move ahead with the purchase of the 2020 John Deere 410L from Brooks Tractor, Inc. and to forward this information to the Finance Committee for approval and recommendation to the County Board. Seconded by Joe Lukes. Motion carried unanimously on a Roll Call Vote; Paape – Yes, Romdenne – Yes, Mastalir – Yes, Augustian – Yes, Lukes - Yes

**Main Shop Replacement / Upgrade Project:** Commissioner Every provided a review of the project scope and alternatives provided in the study completed in February. Commissioner Every provided a copy of the revised study. Barrientos Design and Consulting revised the table for long term maintenance costs.

Commissioner Every reminded the committee the information in the report is what we asked for in the scope of services – the costs to replace the existing shop and buildings. Commissioner Every stated he understands these are not good economic times. However, we can still keep planning for potential improvements with minimal planning costs.

The Committee discussed what the next steps are for the project. Commissioner Every stated we need to get the information and the report out to the current County Board members in order for all to see the information regarding the building deficiencies, comparison of existing space versus optimal space needs, recommended programming space for each building function, draft site layouts, and estimated costs.

Commissioner Every will get make copies of the report and distribute the report to the new County Board.

Supervisor Mastalir stated we cannot ignore the existing conditions of the shop and buildings. There is a definite need for an update. However, these are tough economic times for the County. We need to investigate alternatives.

Supervisor Lukes stated the Law Enforcement facility probably is more of a priority for the county. Perhaps we should put this project on hold for a period of time.

Supervisor Augustian stated we should keep planning and look at alternatives.

**Travel Requests:** Commissioner Every presented the registration materials for the WCHA Summer Conference in WI Dell – August 10-12.

Motion by Tom Romdenne to approve any Committee member and the Highway Commissioner to attend the WCHA Summer Conference in WI Dells on August 10-12. Seconded by Joe Lukes. Motion carried unanimously.

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

**Next Meeting Dates:**

- Thursday, June 4<sup>th</sup> @ 7:00 AM
- Thursday, July 9<sup>th</sup> @ 7:00 AM

**Adjournment:** Motion by Aaron Augustian to adjourn the meeting. Seconded by Tom Romdenne. Motion carried unanimously. Meeting adjourned at 10:05 AM.

Respectfully submitted:

Todd Every, Highway Commissioner