

Highway/Landfill Committee Minutes

October 10, 2019

The Highway Committee meeting was called to order at 7:00 AM by Chairman Paape. Members present included Gary Paape, Tom Romdenne, Cory Cochart, and Thomas Cretney. Committee member John Mastalir was excused. Also present was Highway Commissioner Todd Every, Patrol Superintendent Jesse Schley, Office Manager Mary Meyer, and Emergency Management Director Tracy Nollenberg.

Adoption of Agenda: Thomas Cretney made a motion to adopt today's Agenda. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approval of Minutes: Motion made by Thomas Cretney to approve the September 26th, 2019 Committee Meeting minutes. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Public Comments: None

Reports:

Patrol Superintendent, Jesse Schley had the following report:

- Recent work activities:
 - ✓ All town mowing is complete. We are mowing on the county highways as time allows
 - ✓ Performing lots of ditching and culvert replacement on roads and highways in the last month
 - ✓ Performed epoxy overlays on two state bridges on STH 54
 - ✓ Drain tile installation for the State in Pilsen on STH 29
 - ✓ CTH "FF" is almost complete. Shouldering and painting were completed last week
 - ✓ Working on CTH "F" box culvert construction in the shop as time permits

Office Manager Mary Meyer presented the latest financial report:

- Hand-Outs:
 - ✓ Roads & Bridges Budget Report (January 1st thru September 21st, 2019)
 - ✓ Roads & Bridges Budgets Monthly Detail (August 25th thru September 21st, 2019)

Highway Commissioner Todd Every had the following to report:

- ✓ Estimated General Transportation Aids (GTA) for 2020 are \$764,827.05. This is an increase of \$59,386 from 2019. The increased funds will be added to the General Maintenance line item in the 2020 budget.
- ✓ The new tri-axle truck and new pickup trucks should be delivered in late October/early November.
- ✓ Reminder STH 42 will be detoured by WISDOT from October 14-18 for a culvert replacement between 8th and 9th Roads.

Review Request from Kewaunee County Emergency Services Council regarding plowing assistance for all County Fire/EMS services; Commissioner Every presented a letter from Tom Vandennack, Chairman of the Kewaunee County Emergency Services Council. Tom Vandennack was not able to attend the meeting so Emergency Management Director Tracy Nollenberg summarized the letter and the request. After a discussion at the September 26th council meeting, the letter was prepared requesting plowing assistance for all County Fire/EMS services. Specifically, the request is to have Highway Department staff stationed at the four shops during significant weather events to assist with getting the emergency vehicles to the call locations.

In the past when the Highway Department had more staff, some employees would stay at the shops because it was easier than driving home. However, the staff was not required to be stationed at the shops. Commissioner Every and Patrol Superintendent Schley reviewed how the Highway Department currently assists law enforcement, fire departments, and emergency services. Currently, when any Highway Department services are requested by the other emergency services, Sheriff Dispatch contacts Jesse or Todd

to coordinate services. The nearest or qualified Highway Department staff is contacted to respond and provide services.

The Highway Committee and staff feel the department is not currently staffed adequately to provide this service and then continue with its normal winter maintenance operations which would happen during these severe weather events. Our staff needs time off the highways and roads during these events.

After discussion, the committee recognized the need to be as responsive as possible within our services. Therefore, it is suggested the EMS, Fire Department, and First Responders contact Sheriff Dispatch as soon as possible, including on the way to the station to get their equipment, when they recognize the potential need for assistance from the Highway Department. The Highway Department costs associated with the response to get the emergency services to their call would be charged to the County Winter Maintenance account, unless notified by any of the agencies to invoice these services to the residents.

Perform Second Interviews for Architectural Firms for Preliminary Design Services for Main Shop Replacement / Upgrade Project: The committee performed second interviews with two firms for the preliminary design services - *Barrientos Design & Consulting* and *Keller, Inc.* The committee felt it was necessary to discuss the project again to these firms before making a recommendation for the project.

Commissioner Every reviewed the information presented by the firms at the previous interviews. Discussion followed.

Motion by Tom Romdenne to recommend hiring *Barrientos Design and Consulting* to perform the preliminary design services for the Main Shop Replacement/Upgrade Project. Seconded by Cory Cochart. Roll Call Vote: Romdenne – Yes, Cochart – Yes, Cretney – No, Paape – Yes. Motion carried 3-1.

Commissioner Every will work with Jeff Wisnicky to prepare a contract and resolution to present to the County Board for consideration.

Motion by Cory Cochart to recommend funding for the preliminary design services project come from fund balance – Roads and Bridge Fund and to pass this recommendation to the Finance Committee. Seconded by Tom Romdenne. Motion carried unanimously.

Travel Requests: Commissioner Every reviewed the registration materials for the WCHA Winter Highway Conference in WI Dells, January 13-15, 2020.

Motion by Tom Romdenne to approve Commissioner Every and any Highway Committee members to attend the WCHA Winter Highway Conference. Seconded by Cory Cochart. Motion carried unanimously.

Project Tour: The Committee viewed the work being completed on CTH “FF”, CTH “E” bridge replacement, and CTH “E”/River Road.

Any other business as allowed by law: None

Next Meeting Dates:

- Thurs., November 7th @ 8:00 AM
- Thurs., December 5th @ 8:00 AM

Adjournment: Motion made to adjourn today’s meeting by Tom Romdenne. Second by Thomas Cretney. All in favor. Motion carried. Meeting adjourned at 11:00 AM.

Respectfully submitted:

Todd Every