

HIGHWAY COMMITTEE MEETING REPORT

DATE OF MEETING: Wednesday, August 10, 2016

COMMITTEE: Highway

CHAIRMAN: Richard H. Hurlbert

MEMBERS PRESENT: Richard H. Hurlbert, Arlene Bonacci, James R. Jansen, Pete Pennington and Larry Poltrock.

MEMBERS ABSENT: None.

ALSO PRESENT: Commissioner Braun, Office Manager Wells, Finance Director Olsen, Don Scupien, Vern Cahak, Doug Nonnenmacher, Ron Nye and Jack Stadler (Representative from Northeast Asphalt).

The meeting was called to order by Chairman Hurlbert at 7:30 a.m.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

MEET JOINTLY WITH THE FINANCE COMMITTEE TO DISCUSS THE AUDIT COMMENT RELATED TO THE BACKUP FOR THE FINANCIAL OPERATIONS OF THE HIGHWAY DEPARTMENT:

The Finance and Highway Committees met to discuss the audit comment regarding backup procedures for the financial systems at the Highway Department. Gary Olsen explained that the audit comment made three recommendations pertaining to having an employee who would backup the Highway Office Manager position. These suggestions were that the person be based in the County's Finance Department and that employee should then periodically work with the Office Manager to stay current regarding the daily, weekly, and annual financial responsibilities, and be sure there was enough documentation to support the processing of transactions. Crystal Wells explained that she believed the critical duties were sufficiently backed up within the department with the Bookkeeper position and her documentation that would allow critical operations like payroll and accounts receivable to be taken care of in her absence although accounts payable may need to be manually entered by the Finance Department. Olsen reiterated that the County Board had centralized all financial operations under the direction of the Finance Director, with the exception of the Highway Department and until that was changed by the County Board; he felt he did not have the authority to intervene in the Highway Department's finances. Motion by Pennington, second by Bonacci, to direct the Finance Director to write a response to the audit comment stating that the County Board is cognizant of the current backup system that is in place for the Highway Department's financial operations and that if the current Office Manager were to leave or be off work for an extended amount of time that an accounting firm would be hired to assist in those financial job duties. The comment will also explain that the Finance Director will not be held responsible for the Highway Department's financials. Motion carried; all ayes. Nonnenmacher requested that this item be placed on the next Finance Committee agenda for further discussion. The joint meeting adjourned at 8:25 a.m.

APPROVE AGENDA/MINUTES:

Chairman Hurlbert asked for additions to the agenda. There were none. Motion by Jansen, second by Bonacci, to approve the agenda as presented. Motion carried. Motion by Poltrock, second by Bonacci, to approve the minutes of the July 13, 2016 meeting. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS AND CONSIDERATION OF REQUESTS FOR ITEMS TO BE ADDED TO FUTURE MEETING AGENDAS:

There were no public comments.

APPROVE SUBSTITUTION OF CHIP AND CHIP-D PROJECTS FROM CTH I TO CTH C:

Commissioner Braun explained to the Highway Committee that Laclede County currently has two Local Roads Improvement Program (LRIP) projects slated for CTH "I". Estimates from an engineering firm showed both projects

costing significantly more than the original estimates to complete the proposed work. Commissioner Braun would like approval to transfer the CHIP and CHIP-D projects to CTH “C” from CTH “I”, stating the pavement on CTH “C” is distressed and would be a good location to use these projects. Motion by Bonacci, second by Jansen, to approve the substitution of CHIP and CHIP-D projects from CTH “I” to CTH “C”. Motion carried.

AT APPROXIMATELY 8:00 A.M., OPEN BIDS FOR CTH C, CHIP AND CHIP-D PROJECTS:

| <u>COMPANY</u> | | Section 1 | Section 2 |
|------------------------------------|----------------------|---------------------|---------------------|
| | | <u>CHIP</u> | <u>CHIP-D</u> |
| American Asphalt Mosinee, WI | Base Bid | \$243,948.53 | \$319,525.88 |
| | Alternate Bid | \$276,724.73 | \$363,850.67 |
| Northeast Asphalt Green Bay, WI | Base Bid | \$262,352.70 | \$345,141.20 |
| | Alternate Bid | \$300,505.20 | \$395,723.60 |

Motion by Pennington, second by Poltrock, to accept the apparent low bid for section one for base bid (3” blacktop) for \$243,948.53 from American Asphalt of Wisconsin and section two for base bid (3” blacktop) for \$319,525.88 from American Asphalt of Wisconsin, contingent upon verification of meeting all specifications. Should apparent low bidder not meet specifications, bid to be awarded to the lowest responsible bidder to meet all specifications. Motion carried.

DISCUSS MACHINERY, SHOP AND REPAIRS:

Report is attached to these minutes. Motion by Pennington, second by Jansen, to approve machinery, shop and repairs report. Motion carried.

DISCUSS HIGHWAY OPERATIONS:

Report is attached to these minutes. Motion by Pennington, second by Jansen, to approve Highway operations report. Motion carried.

DISCUSS “JUST FIX IT” RESOLUTION:

Commissioner Braun discussed with the Highway Committee the Wisconsin Counties Associations “Just Fix It” resolution and the need to support their “Just Fix It” campaign regarding funding of transportation in the State of Wisconsin. Motion by Poltrock, second by Pennington, to forward the “Just Fix It” resolution to County Board. Motion carried.

REVIEW/APPROVE 2016 WIDOT PERFORMANCE BASED MAINTENANCE (PBM) CONTRACT FOR CRACK SEALING ON STH 47:

WI DOT has provided a Performance Based Maintenance (PBM) contract for crack sealing on STH “47” in the amount of \$71,174.61. Motion by Bonacci, second by Poltrock, to approve the 2016 Performance Based Maintenance (PBM) contract with the WIDOT for \$71,174.61 for crack sealing on STH “47” and sign three copies of the agreement. Motion carried.

APPROVE STATE/MUNICIPAL AGREEMENT FOR STP BRIDGE PROJECT, SPRING BROOK BRIDGE P-34-0705 ON CTH “Y”:

Motion by Jansen, second by Pennington, to approve the State/Municipal agreement for STP Bridge project, Spring Brook Bridge P-34-0705 on CTH “Y” in the amount of \$572,800.00 with the County’s portion being \$114,560.00 and sign 4 copies of the agreement. Motion carried.

TWO REQUESTS FROM TOWN OF ACKLEY FOR COUNTY BRIDGE AID FOR WINTER ROAD AND ACKLEY ROAD CULVERT REPLACEMENTS (50% COUNTY PARTICIPATION), IN ACCORDANCE WITH WISCONSIN STATUTE 82.08:

The Town of Ackley has submitted two requests to the County, one for bridge/culvert aid on Winter Road and for bridge/culvert aid on Ackley Road in accordance with Wisconsin Statute 82.08, with 50% participation by the County. Motion by Jansen, second by Poltrock, to approve the requests from the Town of Ackley for bridge/culvert aid on Winter Road in the amount of \$ 5,234.00 and bridge/culvert aid on Ackley Road in the amount of \$3,916.00, less administrative charges, in accordance with Highway Policy #14-01 and forward resolutions ~~to the~~ County Board. Motion carried.

QUOTATIONS FOR ANNUAL WINTER BLADES:

| QTY | SIZE | VALK MFR | GRAY'S, INC./ BRAUER SUPPLY | D.A. MACPHERSON | O'BRIEN STEEL SERVICE | LONDERVILLE STEEL |
|--------------|-----------------------------|-------------|--------------------------------|--------------------|--------------------------|----------------------|
| 160 | 5/8" - 7/8" X 8" X 5' (red) | NO BID | \$14,576.00 | \$14,534.40 | NO BID | NO BID |
| 160 | 5/8" - 7/8" X 8" X 6' (red) | NO BID | \$17,491.20 | \$17,441.60 | NO BID | NO BID |
| TOTAL | | \$ - | \$32,067.20 | \$31,976.00 | \$ - | \$ - |
| 60 | 5/8" X 8" X 8' (wing) | \$5,508.00 | \$6,240.00 | \$6,102.60 | \$5,408.40 | \$4,689.98 |
| 60 | 5/8" X 8" X 12' (plow) | \$8,262.00 | \$9,360.00 | \$10,069.80 | \$7,880.40 | \$7,012.85 |
| TOTAL | | \$13,770.00 | \$ 15,600.00 | \$16,172.40 | \$13,288.80 | \$11,702.83 |

Motion by Poltrock, second by Pennington, to purchase the curved blades from D.A. MacPherson for the low quoted price of \$31,976.00 and the flat blades from Londerville Steel for the low quoted price of \$11,702.83, for a total cost of \$43,678.83. Motion carried.

CONSIDER PROMOTIONS OF: 1) NICK KRUEGER FROM HEAVY TRUCK OPERATOR TO STATE PATROLMAN, EFFECTIVE 8/15/16. 1) MIKE BRITTNACHER FROM HIGHWAY WORKER TO STATE PATROLMAN, EFFECTIVE 8/15/16. 1) FRANK ERLER FROM HIGHWAY WORKER TO EQUIPMENT OPERATOR, EFFECTIVE 8/15/16.

Motion by Pennington, second by Bonacci, to approve the promotion of Nick Krueger from Heavy Truck Operator to State Patrolman, effective 8/15/16. Motion carried.

Motion by Pennington, second by Bonacci, to approve the promotion of Mike Brittnacher from Highway Worker to State Patrolman, effective 8/15/16. Motion carried.

Motion by Pennington, second by Bonacci, to approve the promotion of Frank Erler from Highway Worker to Equipment Operator, effective 8/15/16. Motion carried.

REVIEW/APPROVE 2017 AND 2018 BUDGETS:

The Office Manager reviewed the 2017 budget and the 2018 budget plan. Motion by Pennington, second by Jansen, to approve the 2017 budget and the 2018 budget plan and forward them to the Finance Department. Motion carried.

AT APPROXIMATELY 9:30 A.M., MOVE INTO CLOSED SESSION PURSUANT TO WI STATUTE 19.85(1)(C), TO CONSIDER EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY; TO REVIEW THE PUBLIC RECORDS REQUEST FOR THE AUDIT OF THE HIGHWAY DEPARTMENT PERFORMED IN 2015:

Motion by Jansen, second by Poltrock, to move into closed session at 9:30 a.m. By individual vote of the Committee; all ayes.

AT APPROXIMATELY 10:00 A.M., RETURN TO OPEN SESSION WITH POSSIBLE ACTION ON ANY MATTER DISCUSSED DURING CLOSED SESSION:

Motion by Pennington, second by Bonacci, to move out of closed session at 9:45 a.m. Motion carried.

It is the consensus of the Highway Committee that the Highway Commissioner is the custodian of the records requested in the public records request.

ADJOURN MEETING:

Motion by Pennington, second by Jansen, to adjourn the meeting at 10:33 a.m. Motion carried.

James R. Jansen, Secretary

Machinery Shop and repairs:

Performing preventative maintenance on plow trucks.

650 W grader wing rebuilt.

54 paver new burner motors.

480 paint truck, replaced 1 of 2 computers on paint controls and repair paint heating unit.

43a breaker replaced toggle plate.

273 loader 2 new tires.

96P, 92P plows painted and repaired.

33 grader P.M. belts and filters.

168 bucket truck repaired controls, brought up to operating standards.

Highway operations:

Eligibility list (update on status).

ATV application received (incomplete). No need seen after consulting Forestry Dept. (will return to applicant with request for completion).

Pothole patching township and County roads.

Replaced culvert pipe on STH 52 and patched asphalt.

Line painting on State roads.

Kretz Lumber permit status. (Fees received for permit).

Patrolling roads for townships.

Completed paving on CTH S south of CTH A and projects for Townships of Norwood, Evergreen, and Rolling.

Finished crushing gravel in Doucette pit.

Started DMA project on STH 45.

Mowing completed.

Skinner dam mowing/brushing/seal wing wall seams.

State bridge deck washing, crackfilling and sealing completed.

State structure repairs under way (patch abutment 64 Wolf River, brushing, etc. as directed).