

## HIGHWAY COMMITTEE MEETING REPORT

DATE OF MEETING: Wednesday, December 14, 2016

COMMITTEE: Highway

CHAIRMAN: Richard H. Hurlbert

MEMBERS PRESENT: Richard H. Hurlbert, Arlene Bonacci (arrived at 7:37 a.m.), James R. Jansen, Pete Pennington and Larry Poltrock.

MEMBERS ABSENT: None.

ALSO PRESENT: Commissioner Braun, Patrol Superintendent Thom, Office Manager Wells, Jim Mattek, Dave Solin, Robin Stowe and Kari Lazars.

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

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.

### **APPROVE AGENDA/MINUTES:**

Chairman Hurlbert asked for additions to the agenda. There were none. Motion by Pennington, second by Jansen, to approve the agenda as presented. Motion carried. Motion by Jansen, second by Poltrock, to approve the minutes of the November 9, 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.

### **J. W. MATTEK & SONS, INC. ANNUAL REQUEST FOR 2017 OVERWEIGHT SEED POTATO PERMIT:**

This is an annual request. Motion by Pennington, second by Poltrock, to approve the 2017 Overweight Seed Potato permit for J. W. Mattek and Sons, Inc., and send the required letter to the DOT. Motion carried.

### **AT APPROXIMATELY 7:40 A.M., CONSIDER MOVING 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 DISCUSS THE SHORT AND LONG TERM PLANS FOR BACKUP OF THE OFFICE MANAGER POSITION WITH REVIEW OF THE JOB DUTIES OF CURRENT OFFICE MANAGER WELLS AND THE POSITION DESCRIPTION/COMPENSATION MATRIX:**

Motion by Pennington, second by Jansen, to move into closed session at 7:35 a.m. By individual vote of the Committee; 4 ayes, 1 absent.

### **AT APPROXIMATELY 8:30 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 8:10 a.m. Motion carried. A department administrative staffing needs study will be completed and presented at a future meeting.

**SET THE 2017 LOCAL JOB ADMINISTRATIVE RATE:**

The 2017 state-wide calculated administrative rate is 4.47%. Langlade County's calculated 2017 administrative rate is 6.27%. Motion by Pennington, second by Jansen, to establish the following administrative rates for 2017 and forward for local jobs: 1% lower than the state-wide calculated average rate to all local customers, except for those local customers who spend at least \$75,000 in the previous year the rate will be 2% less than the state-wide calculated average. Fuel purchases will remain exempt from the administrative fee and rates will be reported to the Committee annually. Motion carried.

**DISCUSS RESCISSION OF HIGHWAY POLICY #92-1 – 40 HOUR WORK WEEK:**

Policy 92-1 was reviewed by the Committee. This policy requires employees to get approval from the Highway Committee to waive the policy if requesting an unpaid leave of absence, not covered in the listed exceptions, in excess of 5 days off per calendar year. The Langlade County Employee Handbook has a section covering this and requires that the employees get approval from the Personnel Committee for unpaid time off of more than five days, but not in excess of six months in any year. It was noted by Poltrock that this policy had been created prior to having a Human Resources Department. Motion by Poltrock, second by Pennington, to rescind Langlade County Highway Committee Policy #92-1. Motion carried.

**HIGHWAY BUILDING RENOVATION PROJECT UPDATE:**

Commissioner Braun stated that Nate Heuss, (Director of Facilities Management, visited the Rib Mountain Town Garage on November 23<sup>rd</sup>. Braun and Shop Superintendent Moyle will be attending a meeting at the Shawano County Highway Department on December 21<sup>st</sup>, and will tour their facilities at this time.

**DISCUSS MACHINERY, SHOP AND REPAIRS:**

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

**DISCUSS HIGHWAY OPERATIONS:**

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

**WISCONSIN COUNTY HIGHWAY ASSOCIATION (WCHA) REQUEST FOR VOLUNTEERS TO REPRESENT THE NORTH CENTRAL REGION COUNTIES FOR THE DEVELOPMENT OF SHORT TERM AND LONG TERM SUCCESSION PLANS FOR THE ASSOCIATION:**

The Highway Committee has asked for clarification on how the WCHA meetings were to be held and how much time one would be investing if they were to volunteer. The Commissioner stated that most of the meetings would be via teleconference but there would likely be several in-person meetings. Overall this would require a fairly significant commitment of time. There were no volunteers at this time.

**ADJOURN MEETING:**

Motion by Pennington, second by Jansen, to adjourn the meeting at 9:05 a.m. Motion carried.

James R. Jansen, Secretary

**Machinery Shop and repairs:**

#33 grader, replace coolant tank, repair exhaust stack (rust)

#1 patrol truck, completed anti icing set up, unit in use

#270, 274, 275, 276 loaders and #14, 21, 27 patrol trucks sprayed with anti-corrosion compound

#270 loader, hard surface bucket, load rear tires, install 2-way radio

#158 lowboy tractor, repair pintle hitch, replace u-joints.

Mounting snow wing plows on 33 and 39 graders.

#96 patrol truck, patch and paint box.

Replace brine pump at Lily

Update AVL/GPS control boxes in 6 patrol trucks (State)

#98 patrol truck, replace steering box

Asphalt plant inspection completed to determine necessary maintenance: Dryer shell and trunion replacement (requires 10-12 weeks for delivery). Also looking to add steel to lower portion of silo.

**Highway operations:**

Pulled up gravel shoulders on various County highways prior to freeze up.

Finished Polymastic DMA (multi county) project on STH 64 and STH 45.

Replacing road signs on segments of State highways.

Brushing project completed for Town of Rolling. Now working in Ackley

Installing snow fence on State highways.

Brushing on STH 55, working from south County line to north.

Anti icing State Highways with increased capacity of #1 patrol truck (1,000 gal) allows more coverage prior to frost/snow events. Now starting to add MgCl and Beet 55 to increase longevity and lower freezing point of brine.

Winter road maintenance including: Plowing sanding/salting State, County, and township roads.

Pothole patching