

HIGHWAY COMMITTEE MEETING REPORT

DATE OF MEETING: Wednesday, January 9, 2013

COMMITTEE: Highway

CHAIRMAN: Jeffrey Zalewski

MEMBERS PRESENT: Jeffrey Zalewski, Arlene Bonacci, Richard Hurlbert, Rick Bina and William Bostwick.

MEMBERS ABSENT: None.

ALSO PRESENT: Commissioner Rusch, Patrol Superintendent Washatko, Office Manager Wells, Dave Solin, Doug Nonnemacher and Robin Stowe.

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

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVE AGENDA/MINUTES:

Chairman Zalewski asked for additions to the agenda. There were none. Motion by Bina, second by Bostwick, to approve the agenda as presented. Motion carried. Motion by Hurlbert, second by Bina, to approve the minutes of the December 12, 2012 meeting. Motion carried.

REVIEW DISBURSEMENTS:

The Committee reviewed the December, 2012 voucher/procurement card disbursements. Motion by Hurlbert, second by Bonacci, to sign the history report. Motion carried.

DISCUSS MACHINERY, SHOP AND REPAIRS:

There are no major repairs at this time. The quad axle trucks have been evaluated and it has been determined that #162 truck will be the next one traded so we will not invest a lot of time and money into repairing it; we will do an in-house repair on the transmission and patch the box. Annual maintenance continues on the crushing equipment and the paint truck. A sand scoop for the loader is being built for use in the pits cleaning up around the crushing equipment. Annual maintenance on the quad axle trucks will begin soon.

2013 planned equipment purchases include two patrol trucks and a replacement Patrol Superintendant vehicle. It is the intent to trade in patrol trucks # 6 and #10; we have been switching parts/tires, etc. from these trucks to trucks we will be keeping so the trade-ins are equipped with the oldest/worst condition parts prior to vendors viewing them for trade-in value. The old Patrol Superintendant truck will be merged into the equipment fleet, and it is the intent to outfit that vehicle with a small fueling tank. This will enable us to fuel single pieces of equipment on the jobsite with the transport equipment, instead of having to send out the fuel truck for one piece of equipment needing fuel in the field.

DISCUSS HIGHWAY OPERATIONS:

Plowing and sanding are being completed as necessary. We are brushing for the State and County, with both crews/chippers and the excavator with the brush cutter being utilized. Brushing for the State was discussed; the State defines the scope of the work and evaluates/approves the execution of that work. Snowfence has been installed on the State roads and windrows are being made to prevent drifting, as the snow allows. The Commissioner and Patrol Superintendant attended the Town of Rolling meeting to discuss plowing and any other concerns the Town may have. There will be a resolution in February regarding segregation of the Highway Fund for Highway purposes. The December budget report, prior to closing entries, was distributed.

AT APPROXIMATELY 8:00 A.M., CONSIDER MOVING INTO CLOSED SESSION PURSUANT TO WIS. STATS. SEC. 19.85 (1) (F) OF WISCONSIN STATUTES TO DISCUSS GRIEVANCE 2-11, AND TO ESTABLISH PLAN FOR REFILLING OPEN POSITION:

Motion by Bina, second by Hurlbert, to move into closed session at 7:58 a.m. By individual vote of the Committee, all ayes.

AT APPROXIMATELY 8:15 A.M., RETURN TO OPEN SESSION WITH POSSIBLE ACTION ON ANY MATTER DISCUSSED DURING CLOSED SESSION:

Motion by Hurlbert, second by Bonacci, to move out of closed session at 8:47 a.m. Motion carried.

Motion by Hurlbert, second by Bonacci, to ratify the Chairman's decision to settle grievance #2-11, as discussed in closed session. Motion carried.

Motion by Hurlbert, second by Bina, to approve replacement of the employee who unexpectedly retired on 12/31/12, by advertising for a Common Laborer position, to restore the staffing level to 29 Highway union employees/Foremen/Supervisors. Motion carried.

REVISE HIGHWAY POLICY #92-1, WORK WEEK POLICY, EFFECTIVE 1/1/13:

The current policy #92-1 requires revision due to implementation of the Budget Repair Bill and the Employee Handbook. The Commissioner also requested to revise Policy #92-1, Exception 2, to reflect 5 days instead of 5 hours.

Motion by Bina, second by Bostwick to revise Policy #92-1 as presented and amended. Motion carried. A copy of revised Policy #92-1 is attached to these minutes.

ADOPT HIGHWAY POLICY #13-01 – OVERTIME POLICY, EFFECTIVE 1/1/13:

With the expiration of the Highway union contracts and the payment of overtime based on hours worked in accordance with the FLSA, the State has requested all County Highway Departments adopt a policy regarding the distribution of overtime; to clarify the Highway Departments will be distributing overtime in a fair and equitable manner. The Office Manager has drafted a new Highway Policy #13-01, addressing the distribution of overtime.

Motion by Hurlbert, second by Bostwick, to adopt Highway Policy #13-01. Motion carried. A copy of Highway Policy #13-01 is attached to these minutes.

APPROVE 2013 TRAFFIC MAINTENANCE AGREEMENTS (TMA'S), WITH THE WI DOT:

2013 Traffic Maintenance Agreements with the State are Pavement Marking for \$375,000 and Plywood Signing for \$5,000. Motion by Bonacci, second by Bina, to approve the 2013 Traffic Maintenance Agreements with the DOT and sign three copies of those agreements. Motion carried.

DISCUSS STAFFING; CONSIDER REFILL OF OPENING CAUSED BY RETIREMENT:

Advertising for the Common Laborer position will be in the Antigo Daily Journal and on the County's website. The Highway Committee instructed the Commissioner, Patrol Superintendent and Office Manager to review all applications prior to the Highway Committee, and eliminate applicants who do not meet the established requirements. The Highway Committee will meet at 7:30 a.m. on Thursday, 1/24/13 to review applications and will meet at 4:00 p.m. on Tuesday, 1/29/13 to perform interviews for the potential candidates selected 1/24/13.

ADJOURN MEETING:

Motion by Bina, second by Hurlbert, to adjourn the meeting at 9:25 a.m. Motion carried.

Richard H. Hurlbert, Secretary

LANGLADE COUNTY HIGHWAY COMMITTEE

WORK WEEK

POLICY #92-1 (REVISED)

THE LANGLADE COUNTY HIGHWAY COMMITTEE HAS ADOPTED A POLICY STATING THAT EFFECTIVE 1/1/13, ALL HIGHWAY UNION (LOCAL 36) EMPLOYEES MUST TURN IN A COMBINATION OF HOURS WORKED AND PAID TIME OFF HOURS (PTO) EQUIVALENT TO THEIR SCHEDULED HOURS OF WORK PER WEEK. THE EXCEPTIONS ARE AS FOLLOWS:

- 1) WORKMAN'S COMPENSATION CASES WHICH COULD RESULT IN DOUBLE PAYING AN EMPLOYEE
- 2) THIS REQUIREMENT MAY BE WAIVED AT THE DISCRETION OF THE HIGHWAY COMMISSIONER FOR AN EMPLOYEE TO ATTEND UNION RELATED MEETINGS DURING SCHEDULED WORKING HOURS OR FOR EMPLOYEE REQUESTS, UP TO 5 DAYS.
- 3) EMPLOYEES ON FAMILY AND MEDICAL LEAVE AS A RESULT OF A SERIOUS HEALTH CONDITION WHICH HAS RENDERED THE EMPLOYEE UNABLE TO PERFORM HIS/HER ESSENTIAL JOB FUNCTIONS.

ORIGINAL POLICY ADOPTED: FEBRUARY 6, 1992

REVISED POLICY ADOPTED: AUGUST 27, 1997

REVISED POLICY ADOPTED: JANUARY 5, 2005

REVISED POLICY ADOPTED April 12, 2006

REVISED POLICY ADOPTED: January 9, 2013

LANGLADE COUNTY HIGHWAY COMMITTEE

Policy #13-01

THE LANGLADE COUNTY HIGHWAY COMMITTEE HAS ADOPTED A POLICY STATING THAT EFFECTIVE 1/1/13, OVERTIME WILL BE CALCULATED IN ACCORDANCE WITH FLSA UNLESS THERE IS A SPECIFIC EXCEPTION LISTED IN THE LANGLADE COUNTY EMPLOYEE HANDBOOK.

ALLOCATION OF OVERTIME HOURS EACH WEEK WILL BE BASED ON A PERCENT OF TOTAL HOURS, UNLESS OVERTIME HOURS ARE PAID TO COMPLY WITH A SPECIFIC EXCEPTION TO THE FLSA IN THE LANGLADE COUNTY EMPLOYEE HANDBOOK, IN WHICH CASE THE OVERTIME HOURS WILL BE ALLOCATED AS EARNED.

ADOPTED: JANUARY 9, 2013