

HIGHWAY COMMITTEE MEETING REPORT

DATE OF MEETING: Wednesday, March 9, 2016

COMMITTEE: Highway

CHAIRMAN: Michael P. Klimoski

MEMBERS PRESENT: Michael P. Klimoski, Richard Hurlbert, Arlene Bonacci, Jim Jansen and Pete Pennington.

MEMBERS ABSENT: None.

ALSO PRESENT: Commissioner Braun, Office Manager Wells, Shop Superintendent Moyle, Finance Director Olsen, Human Resource Director Weitz, Jack Yates representing Henry G. Meigs, Inc. and Supervisor Joe Novak.

The meeting was called to order by Chairman Klimoski at 7:32 a.m.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

APPROVE AGENDA/MINUTES:

Chairman Klimoski asked for additions to the agenda. There were none. Motion by Pennington, second by Hurlbert, to approve the agenda as presented. Motion carried. Motion by Jansen, second by Bonacci, to approve the minutes of the February 10, 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.

DISCUSS MACHINERY, SHOP AND REPAIRS:

Report is attached to these minutes.

Motion by Hurlbert, second by Jansen, to approve the machinery, shop and repairs report. Motion carried.

DISCUSS HIGHWAY OPERATIONS:

Report is attached to these minutes.

Motion by Hurlbert, second by Jansen, to approve the Highway operations report. Motion carried.

The February budget report was distributed.

QUOTATIONS FOR SHOP DIAGNOSTIC EQUIPMENT:

Shop Superintendent Moyle addressed the Highway Committee regarding purchasing diagnostic equipment for the Highway Department shop. After discussion and review of quotations, motion by Pennington, second by Bonacci, to purchase the diagnostic equipment from Snap-On Industrial for \$10,045.41 plus \$1,200.00 yearly subscription to the Pro-link Repair-Connect Diagnostics and Repair Information system. Motion carried.

WYSOCKI PRODUCE FARMS ANNUAL REQUEST FOR 2016 OVERWEIGHT SEED POTATO PERMIT:

This is an annual request. Motion by Hurlbert, second by Jansen, to approve the 2016 Overweight Seed Potato Permit for Wysocki Produce Farms and send the required letter to the DOT. Motion carried.

AT 8:00 A.M., OPEN QUOTATIONS FOR ASPHALT OIL:

<u>COMPANY</u>		<u>PRICE</u>
Calumet Superior, LLC.	PG 58-28	\$355.67/TON
Flint Hills Resources	PG 58-28	\$363.00/TON
Henry G. Meigs, Inc.	PG 58-28	\$358.23/TON

Motion by Hurlbert, second by Bonacci, to accept the low quote for asphalt oil from Calumet Superior, LLC. and allow the other two companies until March 18, 2016 to meet the low quote in writing. As in the past, if the other two asphalt oil vendors meet the low quote in writing, the low quote vendor will receive ½ of the County's asphalt oil needs, and the other ½ will be split between the other two vendors, if they meet low quote. If only one other vendor meets the low quote, they will receive ¼ of the asphalt needs and the low quote vendor will receive ¾ of the County's asphalt needs. If none of the other vendors meet the low quote, the low quote vendor will receive all of the County's asphalt oil needs. Motion carried.

ATTENDANCE FOR THE SPRING LEGISLATIVE BREAKFAST:

Motion by Hurlbert, second by Bonacci, to approve up to four Committee members and the Commissioner to attend the Legislative Breakfast. Motion carried. Due to the County Board reorganization, Committee members attending will be finalized later.

COMMISSIONER'S REQUEST TO ATTEND COMMISSIONER TRAINING 3/28/16 AND 3/29/16 IN WISCONSIN DELLS:

Motion by Hurlbert, second by Pennington, to approve Commissioner Braun to attend Commissioner Training on March 28 and 29, 2016 in Wisconsin Dells. Motion carried.

UPDATE FROM TRAFFIC SAFETY COMMITTEE MEETING DISCUSSIONS REGARDING THE INTERSECTION OF CTH'S "G"/"HH":

A traffic study is to be completed at the CTH "G"/"HH" intersection including a traffic count of the roadways in all four directions of the intersection. The results of this study will assist in determining if any changes in traffic control devices should be made at this location.

REVIEW RESPONSE TO AUDITORS REGARDING THE BACKUP FOR THE OFFICE MANAGER AS DISCUSSED IN THE 2013 AND 2014 AUDIT MANAGEMENT LETTERS:

The following is the response for the backup of the Highway Office Manager:

The Highway Office Manager position is an essential position within the Highway Department structure. Should a vacancy occur in that position, replacement should be as soon as possible/practical.

Due to the large turnover in the Highway Department at all levels; the current Office Manager is called upon to have knowledge of all other administrative employee's position duties. This would not be a responsibility of any replacement.

In the interim, the following steps have been taken to ensure the essential functions will continue with no interruption.

The time sheets and inventory charge out sheets are the main records of entry for all processes including general ledger account allocation, payroll, fringe benefit and small tool calculations, machinery revenues and materials used or sold, invoicing to the County, State, Towns, County Department and other entities. They are also the basis for the required daily, weekly, monthly and annual State reports, mine reports, fuel reports, etc. The accuracy of the information has

become an essential task of the current Office Manager because employees had not been held accountable for their role in the processes. Current management has recognized that instead, each employee needs to assume responsibility for their role in the time and charge out sheets preparation and processing. This has become a priority in the Department, and when that is occurring routinely, it ensures compliance with the Uniform Cost Accounting Manual with little reliance on the replacement Office Manager or intervention from the Finance Director.

The Highway Bookkeeper can process payroll, with the Commissioner allocating the overtime, as well as process monthly invoices.

The Finance Department may have to manually enter vendor payments until a replacement Office Manager is on staff.

Due to the use of the Due To/From Highway and voucher and payroll clearing accounts, the County's general ledger remains up to date. Allocation to Highway accounts as well as monthly journal entries could occur after a replacement Office Manager is on staff.

The CHEMSPRO program is highly intuitive and easy to use. The program menus walk you through the correct steps; online help is available as well as the State network of other Office Managers in Counties who use CHEMSPRO. The DOT will provide training. CHEMSPRO reports print the selections made to produce reports, making it simple to reproduce reports for any given time period. Annual or periodic machinery rate changes are available for automatic updating by the State within the CHEMPSO program, labor classes and steps are up to date and change annually with the matrix. Little to no daily, weekly or monthly setup needs to occur unless staffing changes.

The current Office Manager either has written instructions and/or documentation as well as complete files to aid any replacement in the processing of the remaining duties.

Motion by Pennington, second by Bonacci, to approve the above backup procedures for the Office Manager position and forward to the auditors. Motion carried.

OFFICE MANAGER TO PRESENT THE 2015 ANNUAL FINANCIAL REPORT OF HIGHWAY OPERATIONS:

Motion by Pennington, second by Jansen to table this item to the April 13, 2016 meeting. Motion carried.

AT APPROXIMATELY 8:45 A.M., CONSIDER MOVING INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTE 19.85 (1)(C), TO CONSIDER THE EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENT BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY; TO DISCUSS HIGHWAY DEPARTMENT SUPERVISORS' SALARIES AND THE COUNTY SALARY MATRIX:

Motion by Pennington, second by Bonacci, to move into closed session at 8:50 a.m. By individual vote of the Committee; all ayes.

AT APPROXIMATELY 9:15 A.M., MOVE OUT OF CLOSED SESSION:

Motion by Hurlbert, second by Jansen, to move out of closed session at 9:30a.m. Motion carried.

Motion by Hurlbert, second by Bonacci, to allow the Commissioner to manage the flex schedules of salaried employees. Motion carried.

ADJOURN MEETING:

Motion by Hurlbert, second by Jansen, to adjourn the meeting at 9:30 a.m. Motion carried.

Arlene Bonacci, Secretary

Machinery, shop and repairs:

161 dump truck transmission/clutch, pressure plate replaced - truck annual PM completed.
43A Breaker, maintenance completed on feeder and annual PM.
260 Dozer, undercarriage work completed.
33 grader, new turbo/replace exhaust manifold bolts and gaskets
297 excavator, new swing motor (warranty)
97 U underbody plow, repaired to keep as spare
75 service truck, new airbags, shocks, tires.
2 and 28 plow trucks, rear brake work completed under warranty
19 Patrol truck, new hydraulic pump shaft and PTO shaft
92 and 72 both need engine work

Highway operations:

Pushing back snow in ditches and cleaning culvert ends and opening up plugged culverts to promote drainage on County highways and Town roads.
Snow plowing /salting, sanding as needed.
Clearing project completed on STH 55 at Pickerel .
Continuing brushing/chipping on CTH WW and K.
Spring weight limits posted 3-7-16.
Monitoring frost tubes.