

HIGHWAY COMMITTEE MEETING REPORT

DATE OF MEETING: Wednesday, October 12, 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, Finance Director Olsen, Corporation Counsel Stowe and Supervisor Novak.

The meeting was called to order by Chairman Hurlbert at 7:33 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 Bonacci, to approve the minutes of the September 14, 2016 meeting. Motion carried.

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

Supervisor Novak stated he has received complaints regarding mowing on County and State roads, Commissioner Braun explained that the State only allows mowing to be completed once per year. The County also mowed all roads once and works on timing of the mowing to help reduce the spread of invasive species. This has been a good growing season for grass/weeds. If visibility complaints are received they are investigated and appropriate action is taken. No agenda item was scheduled. Supervisor Novak also questioned why an employee's vehicle is parked in the parking lot inside the fenced area at the Highway Department 24/7, Supervisor Novak stated the employee should be billed to park it there and also feels it is a liability issue should something happen to the vehicle on County property. Commissioner Braun stated the employee lives next door to the parking lot and walks to work, if he needed to leave work then his vehicle is there to use. After discussion, Chairman Hurlbert instructed Commissioner Braun to inform the employee he may no longer park his truck in the parking lot inside the fenced area during non working hours and that there would be no need to place on the agenda. Commissioner Braun agreed to have the vehicle removed immediately.

DISCUSS MACHINERY, SHOP AND REPAIRS:

Report is attached to these minutes. Motion by Pennington, second by Poltrock, 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.

APPROVE ATTENDANCE AT THE ANNUAL LEGISLATIVE BREAKFAST OCTOBER 21, 2016:

Motion by Poltrock, second by Bonacci, to approve Commissioner Braun attend the Annual Legislative Breakfast, October 21, 2016 at the Holiday Inn and Conference Center in Stevens Point, WI. Motion carried.

REVIEW/APPROVE AUDIT RESPONSE REGARDING THE BACKUP OF THE HIGHWAY DEPARTMENT OFFICE MANAGER:

Corporation Counsel Stowe and Finance Director Olsen reviewed with the Highway Committee the audit comment regarding the backup procedures for the financial systems at the Highway Department. Stowe explained the short term and long term plans to the Highway Committee. The short term plan would be Finance Director Olsen would learn the financial duties of the Office Manager's position starting in February, 2017; this would ensure that should the Office Manager take an extended leave of absence the financial part of the Highway Department would be taken care of. The long term plan is that if the Office Manager or Bookkeeper positions become vacant, the positions would transfer to be under the direction of the Finance Director. Corporation Counsel Stowe recommended to the Committee that a meeting (closed session) be set up with Commissioner Braun, Patrol Superintendent Thom, Office Manager Wells, HR Director Weitz, the Highway Committee and himself to review the job duties of current Office Manager Wells, and the position description. In addition to the financial duties, there are still many other essential tasks being performed by the current Office Manager. As part of the short term plan, Stowe explained that the Committee could decide to re-assign duties or agree that the Department is operating well as is, but should consider aligning the position description with the work being performed and how this fits with the compensation matrix. With the long term plan, they would need to look at the remaining non-financial essential tasks and determine the type and number of staff that would be required to complete the work. It was decided that this would be placed on the December Highway Committee agenda. Finance Director Olsen went on to explain that the County Board has resolution #67-2008 on file which states that all financial positions are under the direction of the Finance Director with the exception of the Highway Department. Finance Director Olsen would prepare a new resolution rescinding resolution #67-2008, stating when either the Office Manager or Bookkeeper positions become vacant, the positions would transfer to be under the direction of the Finance Director. Motion by Pennington, second by Poltrock, to accept the short term and long term plans and have Finance Director Olsen prepare a new resolution and forward to County Board. Motion carried. 3 ayes, 2 nays (Bonacci, Jansen).

DISCUSS SPECIFIED SHOULDER GRAVEL QUANTITIES VERSUS ACTUAL SHOULDER GRAVEL QUANTITIES, CTH "C", CHIP PROJECT #14888 AND CHIP-D PROJECT # 14889:

Commissioner Braun informed the Highway Committee that he has received the final invoices for the CTH "C", CHIP Project #14888 and CHIP -D Project #14889 from American Asphalt. The actual shoulder gravel quantities were over specified plan quantities by about 35%. The asphalt quantities were within a few loads of the specified plan quantities. A total increase for both projects equals a 5.5% cost increase. Motion by Pennington, second by Bonacci, to approve all the invoices from American Asphalt of Wisconsin as submitted. Motion carried. (Note: additional \$12,491.20 for section one for a total of \$256,439.73 and an additional \$18,299.72 for section two for a total of \$337,825.60).

ADJOURN MEETING:

Motion by Pennington, second by Poltrock, to adjourn the meeting at 8:47 a.m. Motion carried.

James R. Jansen, Secretary

Machinery Shop and repairs:

#477 road widener, replace one wheel and bearings.

#77 patrol truck, install 84u underbody.

43BB crusher, replaced under cone conveyor.

590 tar kettle, replaced hose and wand.

#597 roller, replace throttle control cable.

#95 patrol truck, replaced rear springs.

Remove radios, plates, keys etc. from equipment to be brokered.

Continuing preventative maintenance on patrol trucks.

Highway operations:

Pothole patching township and County roads.

Line painting on State/County roads.

Patrolling roads for townships.

Pulling up shoulders on State highways.

Started bridge inspections.

Completed culvert pipe replacement towns of Ackley and Peck.

Paving completed for season, including: CTH I, B, DMA State wedging 52, 64.

Shouldered CTH "I", "B", "STH 52".

Graveled Forestry Dept. section of ATV trail.

Crushing base course in Cuellar pit.

Working on PBM crack sealing STH 47.

Concrete repairs to STH 52 Bridge Lily, Epoxy patch 64 Bridge surface.