

Date: August 9, 2011
Highway Committee Meeting
Location: Highway office
Time: 9:00 AM

Meeting called to order by Vice-Chairman Aasen at 9:05 am
Open meeting law requirements have been met.
Members present: John Aasen, Mike Nelson, Tom Bice and Commissioner Johnson.
Members absent: Ernest Vold and Rodney Severson
Other person's attending: Dave Lyga, Dan Schreiner, and Jami Kabus. Jason from Peterson Implement attended during bid openings.

Minutes of July 12, 2011 meeting were presented as drafted. Motion to accept by Mike Nelson. Seconded by Tom Bice. Motion Carried.

Motion to accept agenda by Mike Nelson, second by John Aasen. Motion Carried.

OLD BUSINESS:

Approval of vouchers approved by audit committee – Vouchers #580 to #589 for \$171,965.54. Motion to pay by Mike Nelson second by Tom Bice.
Motion carried.

Voucher #590 thru #674 were audited in the amount of \$592,266.46. Motion to pay by Tom Bice. Seconded Mike Nelson. Motion Carried.

BULDINGS and GROUNDS DISCUSSION

Osseo Salt Shed project is completed. A shed in Arcadia and a shed in Whitehall need to have shingles replaced this year.

Dan Schreiner addressed the committee about the radio towers. The Strum tower failed the load study being done by an engineering firm. Additional information was being sent to the engineering firm about strengthening done to the tower previously. Some options to consider for the repeater in Strum are: Strengthen the tower (estimated cost of \$10,000 to \$30,000), find a different tower to locate the repeater, change the Highway Department radio to VHF . Dan Schreiner will obtain more information and report back to Commissioner Johnson.

HIGHWAY VIEWING and MAINTENANCE DISCUSSION

Currently paving for township(s).
Replacing a bridge with culverts.
Painting to be done in Jackson and Pepin County yet in 2011.

EQUIPMENT DISCUSSION/VIEWING/PURCHASE

The two Mack trucks are at Universal Highway Products. Work should begin soon after August 15, 2011.

The committee reviewed the bid sheets for the mowers. Jason from Peterson Implement answered questions about his bid(s) and equipment. After discussing the equipment quality and warranty offered, Tom Bice made the motion to purchase 4 mowers from D & D Farm Supply in Arcadia. Two used mowers will be traded in and the finally cost will be \$24,000. The Five-Year extended warranty at the cost of \$300 per unit shall also be purchased. The John Deere 2755 with mower should be advertised for sale. Mike Nelson seconded the motion. Motion Carried.

Dave Lyga, Shop Superintendent, informed the committee that the county water truck needs to be replaced. The frame snapped and caused the water truck to tip against another parked truck. Jamie Kabus explained to the committee that an insurance claim has been filed. The insurance company declared the water truck a complete loss but felt the water tank could be repaired. This piece of equipment is insured for replacement costs with a \$1000 deductible. John Aasen made the motion to advertise for bids for a new water truck. Mike Nelson seconded the motion. Motion Carried.

Commissioner Johnson informed the committee about the GPS/AVL program with the state. The state will pay for all the costs involved to upgrade the controllers in 14 county trucks. The estimated costs for the upgrade is \$157,000. John Aasen made the motion to accept the state furnished GPS/AVL upgrades for the trucks. Seconded by Tom Bice. Motion Carried.

Dave Lyga explained that the base radio in the Whitehall shop and the office need to be replaced. There have been problems recently and these two units are not reprogrammable to narrow band. The original installation of these units was 1984. A preliminary estimate was obtained for a complete replacement at a cost of \$10,900. Nelson made the motion to purchase the new base radio system for the shop and office. After further discussion, Nelson rescinded his motion. The committee would like additional quotes to be obtained and brought to the September meeting. Mike Nelson made the motion to table the decision on the radios until the September meeting. Tom Bice seconded the motion. Motion Carried.

PERSONNEL DISCUSSION

One employee off work on Work Comp related injury. Hopes to return to work as early as next week.

Two grievances have been filed in regards to the No Overtime until after 40 hours. The grievances were related to the pay period of July 3, 2011 through July 16, 2011.

Commissioner Johnson denied both grievances. The parties involved have 10 days to file the grievance with Jamie.

The committee reviewed a Letter presented to clarify how vacation and sick leave hours should be computed in the 40 hour work week in regards to overtime. John Aasen made the motion to accept this letter seconded by Mike Nelson. Before a vote was taken, the committee had further discussions. A member felt this decision should wait until all the committee members were present. Tom Bice made the motion to table any action on the Letter of Clarification until the September meeting when all the members were present. Mike Nelson seconded the motion. The motion passed with Bice and Nelson voting YES and Aasen voting NO.

APPEARANCES: None

NEW BUSINESS

Jamie Kabus handed out information on the County Recruitment Policy and Procedures for the committee to review. Jamie explained the length of time it takes to fill a position. Just to fill a position in house could take more than 2 months to clear all the committees. The committee was asked for any suggestions to help speed up the hiring process.

Mike Nelson made the motion to table the Performance Evaluation until the September meeting. John Aasen seconded the motion. Motion Carried.

Mike Nelson made the motion to table discussion about a Flex Work Schedule until the next meeting. Tom Bice seconded the motion. Motion Carried.

Commissioner Johnson informed the committee that he was requested to turn in a budget for 2012 with a zero percent increase. Commissioner Johnson was asked by a County Board member to turn in a second budget with an increase for additional road construction and/or repair.

The roads will be viewed at the September meeting when all members could attend.

The next audit meeting was set for September 13, 2011 at 9 am at the Highway Office in Whitehall.

Mike Nelson made the motion to adjourn the meeting. Tom Bice seconded the motion. Motion Carried.

Meeting adjourned at 12:03 pm.

Respectfully Submitted,

**Rodney Severson, Secretary
Trempealeau County Highway Department**

