

Date: November 15, 2012
Highway Committee Meeting
Location: Highway office
Time: 9:00 AM

Meeting called to order by Chairman Aasen at 9:03 am.

Open meeting law requirements have been met.

Members present: Chairman John Aasen, Mike Nelson, Doug Winters, Curt Skoyen, Dave Larson, and Commissioner Johnson.

Members absent: None

Other persons attending: Dave Lyga and Jami Kabus during Handbook Discussion.

Minutes of October 9, 2012 meeting were presented as drafted. Motion to accept by Mike Nelson and seconded by Dave Larson. Motion Carried.

Motion to accept agenda by Doug Winters, second by Mike Nelson. Motion Carried.

OLD BUSINESS:

Approval of vouchers approved by audit committee – Vouchers # 907 to #928 for \$306,058.14. Motion to pay by Curt Skoyen second by Mike Nelson. Motion carried.

Voucher # 929 thru #1021 were audited in the amount of \$703,576.73. Motion to pay by Mike Nelson. Seconded by Dave Larson. Motion Carried.

BUILDINGS and GROUND DISCUSSION

Employees currently doing clean up around all Highway Buildings in preparation for winter. Davy Lyga explained the condition of the Highway Shop Roof to the committee. Mr. Lyga is working with the company that produced the silicone used on the roof. There is warranty remaining on the installation.

HIGHWAY VIEWING and MAINTENANCE DISCUSSION

Shouldering work is being completed.

Some centerline painting is being done.

County will be installing a culvert for the Town of Arcadia before year end.

No new information on any Road Agreements.

EQUIPMENT DISCUSSION/VIEWING/PURCHASE

Dave Lyga explained that the current forklift is a 1995 with 5600 Hours with a value of \$5000 to \$8000. Information was presented for the possible purchase of new forklift. Prefer to purchase unit with a larger load capacity and safer for employees. The list price of unit is \$30,000 to \$35,000 depending on additional features. Curt Skoyen made the motion to advertise for bids for a new Forklift. Seconded by Dave Larson. Motion Carried.

PERSONNEL DISCUSSION

No employees off work.

APPEARANCES

Bill Petz from Gold'n Plump Company presented information about their request to operate trucks with the weight limit of up to 90,000 pounds. The benefit to GNP would be 20% fewer trips which would allow the company to run more efficiently. GNP would add an additional axle to current trucks or purchase new trucks with extra axle. The Highway Department would benefit from having reduced truck traffic on the County Roads. Commissioner Johnson asked Mr. Petz for designated routes and/or chicken barn locations. Mr. Petz will forward a map with barn locations to Commissioner Johnson for review. The committee will discuss the request to operate trucks up to 90,000 at the December meeting.

NEW BUSINESS

Commissioner Johnson presented the committee with the Routine Maintenance Agreement offered by the state. Curt Skoyen made the motion to accept the RMA. Seconded by Mike Nelson. Motion Carried.

The overweight permit request from GNP Company will be discussed at the December Meeting.

The Committee discussed the MOU (Memorandum of Understanding). John Aasen made the motion to approve the Memorandum of Understanding. Seconded by Mike Nelson. Motion Carried.

Commissioner Johnson reviewed the Winter Maintenance Guidelines with the committee. Doug Winters made the motion to approve the Winter Maintenance Guidelines as presented. Dave Larson second. Motion Carried.

Jami Kabus appeared before the committee to discuss the new Employee Handbook. Ms. Kabus explained the each Department should create their own specific guidelines to follow since the departments all run differently. Commission Johnson handed out a preliminary draft of the Highway Department Guidelines. The committee discussed the draft in great detail. There needs to be a few wording changes and asked Commissioner Johnson to bring guidelines back to December meeting.

John Aasen made the motion to allow the Highway Committee to attend the WCHA Winter Road School January 14-16, 2013. Seconded by Mike Nelson. Motion Carried. Next Audit Meeting is set for December 11, 2012 at 9:00 am.

Dave Larson made the motion the adjourned the meeting. Mike Nelson seconded the motion. Motion Carried.

Meeting adjourned at 11:47 am.

Respectfully Submitted,

**Debra Haines,
Recording secretary
Trempealeau County Highway Dept.**

