

**Date: December 11, 2012**  
**Highway Committee Meeting**  
**Location: Highway office**  
**Time: 9:00 AM**

**Meeting called to order by Chairman Aasen at 9:02 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 during Buildings and Equipment Discussion  
Roger, Kraemer Company Rep, during HMP Rock Bids opening**

**Minutes of November 15, 2012 meeting were presented as drafted with change to Town of Arcadia culvert description. Motion to accept Doug Winters. Seconded by Dave Larson. Motion Carried.**

**Motion to accept agenda by Mike Nelson, second by Dave Larson, Motion Carried.**

**OLD BUSINESS:**

**AUDIT**

**Voucher # 1022 was audited in the amount of \$149.00. Vouchers #1023 through #1099 were audited in the amount of \$201,462.50. Motion to pay by Doug Winters. Seconded by Curt Skoyen. Motion Carried.**

**BUILDINGS and GROUNDS DISCUSSION**

**Dave Lyga spoke to the committee about the condition of the Whitehall Shop Roof. Mr. Lyga has been talking with a company representative that supplied the materials. The representative felt there should be some warranty coverage available to repair roof. After further inspection, company rep. felt some of damage may have been from hail. No final decision has been made to amount of coverage from the company for their materials. The repairs to roof will not be done until Spring when the weather is warmer.**

**HIGHWAY VIEWING and MAINTENANCE DISCUSSION**

**Highway Department employees are currently mixing Sand and Salt for winter use.**

**Sand is being hauled from the dam in Fountain City.**

**Crew is completing the culvert installation for the Town of Arcadia.**

**No new Road Agreements information.**

**EQUIPMENT DISCUSSION/VIEWING/PURCHASE**

**Dave Lyga presented information about the forklift bids to the committee. John Aasen made the motion to purchase 6500# Forklift from MN Supply Company, Inc. for \$33,559.94 plus training for 8 men. Seconded by Mike Nelson. Motion Carried.**

**After further review by Dave Lyga, he informed the committee that the fork positioner did not meet the specification requirements. John Aasen rescinded his motion to purchase forklift at this time and to table decision until the January 2013 meeting. Seconded by Mike Nelson. Motion Carried.**

**Plow Trucks are at Universal Highway Products waiting to have equipment installed. Due to the delay from truck dealer, the trucks will not have equipment installation begin until January.**

**The quad axle truck is on the assembly line being built.**

#### **PERSONNEL DISCUSSION**

**All employees currently working.**

**Commissioner Johnson informed the committee of three retirement notices he recently received from employees. Mike Nelson made the motion to post in house for the two patrol positions and one sign department position. Doug Winters seconded the motion.**

**Motion Carried.**

**APPEARANCES: None**

#### **NEW BUSINESS**

**The Highway Committee reviewed the two bids received for 20,000 Tons of rock for use at the hot mix plant. Doug Winters made the motion to purchase the rock from Kraemer Company. Seconded by Curt Skoyen. Motion Carried.**

**Commissioner Johnson showed the committee the designated roads map from GNP Company. The map highlighted routes that the GNP Company would like to travel on with the overweight permit. John Aasen made the motion to approve the overweight permit for the GNP Company. Seconded by Dave Larsen with an amendment that the permit should state designated roads to be used. Doug Winters seconded the amendment. Amendment motion carried. John Aasen made the motion approve the Overweight Permit with the amendment. Mike Nelson seconded the motion. Motion Carried.**

**The committee discussed the Highway Employee Handbook in great detail.**

**The committee agreed that the following changes should be placed in the handbook:**

**Call In time should be 2 Hours**

**Overtime should be paid for any hours worked outside the normal work day.**

**Personal Day must be used at one time, 8 hours.**

**Need to change use of Sick Leave and Vacation Hours are to follow Trempealeau County Employee Handbook.**

**Tool Allowance will be increased to \$200.00 per year.**

**Eye glass replacement will remain in Highway Handbook.**

**Dave Larson made the motion to change Uniform Allowance to \$50.00 per year for all employees. Seconded by Curt Skoyen. Motion Carried.**

**Doug Winters made the motion to approve the Trempealeau County Highway Employee Handbook with changes discussed effective January 1, 2013. Seconded by Dave Larson. Motion Carried.**

**The next Audit Meeting will be held on January 8, 2013 at 9:00 am at the Highway Office. N36258 Co Rd QQ, Whitehall, Wisconsin.**

**Mike Nelson made the motion to adjourn the Highway Committee Meeting. Seconded by Doug Winters. Motion Carried.**

**Meeting adjourned at 11:35 am.**

**Respectfully Submitted,**

**Debra Haines  
Recording Secretary  
Trempealeau County Hwy Dept**



