

Date: July 8, 2014
Highway Committee Meeting
Location: Highway Office
Time: 9:00 AM

Meeting called to order by Chairman Aasen at 9:01 am.

Open meeting law requirements have been met.

Members present: Chairman John Aasen, Mike Nelson, Doug Winters, Curt Skoyen, Ernest Vold, and Commissioner Lyga.

Members absent: None

**Other persons attending: 3 Citizens, Aring Representative during Skid Steer bid openings
Tom Kloss during bid openings, Bob Baecker during Hi-Crush
Appearance**

**Minutes of June 10, 2014 meeting were presented as drafted. Motion to accept by
Mike Nelson and seconded by Ernest Vold. 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 #500 to #533 for
\$133,348.54. Motion to pay by Ernest Vold second by Mike Nelson.
Motion carried.**

**Voucher #534 thru #586 were audited in the amount of \$242,607.75. Motion to pay by
Mike Nelson. Seconded by Curt Skoyen. Motion Carried.**

BUILDING and GROUNDS DISCUSSION

**The salt sheds recently had state inspections completed. The Osseo shop needs to have
the asphalt repaired. Plan to Pave the lot to meet specifications.**

HIGHWAY VIEWING and MAINTENANCE DISCUSSION

**The County has 85 miles of roads that are in need to have sealcoating done. The plan is to
sealcoat 20 miles in 2014. The cost to sealcoat a mile is \$14,500. The total cost to sealcoat
20 miles will be \$290,000. Will begin sealcoating on Monday, July 21, 2014.**

**Five miles of County roads are planned for paving this summer. County Road “XX” has
been moved up on the priority list. Approximately two miles beginning at Traverse Valley
and going over the hill. Plan is to Grind, Blade and Pave this area.**

**The current cost for the recent storms and flooding is \$54,000 with additional charges
pending. A Representative from the State will be here next week to view damages. Hopes
to amend requirements for some reimbursement from the state to include shoulder and
ditch repair.**

EQUIPMENT DISCUSSION/VIEWING/PURCHASE

The committee reviewed the skid steer bids that were submitted. There were many questions that the committee wanted answered before making a decision. Curt Skoyen made the motion to table any decision until the August Meeting. Requested the County Personnel to demo the skid steers and come back with a recommendation. Mike Nelson seconded this motion. Motion Carried.

Commissioner Lyga explained to the committee that three bids were submitted to the Highway Department in regards to the Whitehall Shop Roof Replacement. One of the bids was not received by the deadline. After speaking with Rian Radtke, Corporation Counsel, the Commissioner Lyga was instructed that this bid needed to be returned to the bidding company unopened. The committee reviewed the other two bids that were submitted. These bids have to meet specifications and prevailing wage requirements. John Aasen made the motion to accept the bid from UrethaneSystems in Holmen, WI for \$44,570 after approval from Rian Radtke, Corp. Counsel. The motion was seconded by Curt Skoyen, Motion Carried.

PERSONNEL DISCUSSION

The Highway Department currently has In-House postings in place for Parts Superintendent and End Loader Operator/Asphalt Plant Assistant. Two positions, Centerline Paint Truck Driver and Interstate Patrolman were not filled by In House postings. These two positions are currently being advertised in the Newspaper and the County website.

The four new hires have all started work. Three truck drivers and a paver operator. Commissioner Lyga explained the need to make a slight change to the Highway Department Policy and Procedures. The Foremen begin work half hour before the rest of the department. During this time, the Foremen set work crews for the day. It is necessary to know if anyone will be missing work that was not previously scheduled to be off.

Commissioner Lyga felt the employees need to report an absence the minimum of thirty minutes prior to their scheduled start time. After discussing this issue, John Aasen made the motion to change the policy to read a minimum of thirty minutes prior to start time is required to report an absence from work (even if employee wants to use Sick Leave Hours or Vacation Hours). Ernest Vold seconded the motion. Motion Carried.

The Committee asked that all Highway Employees receive a new Policy and Procedure Handbook. It was also felt that each employee sign a signature page and return to office for verification of receiving the Handbook.

APPEARANCES

Steve Moore, Project Manager for Hi-Crush made an appearance.

Items discussed with Mr. Moore were:

the increase of water runoff in their production area

the sharp corner near the Sylla property needs to have banks cut back more if possible

Mr. Moore asked the Committee develop a list of work or necessary road repairs to County "Q". Please prioritize the items on the list as well as the costs associated with each item.

NEW BUSINESS

The Committee reviewed the detailed 2013 Financial Reports. The Committee recommended that the County Board be given the condensed form the same as was presented to board for 2012. A detailed report will be available for any board member wishing to review.

Commissioner Lyga informed the committee of the Fund Balances as of May 2014. The state portion is over budget for Winter Maintenance and Sign Repair. The county portion has approximately \$6,000 remaining in the Winter Maintenance. The Committee discussed in detail the Interim Road Agreement with The Kraemer Company. The Interim Agreement was for only moving their equipment to the location in Whistle Pass. John Aasen made the motion to instruct Corp. Counsel, Rian Radtke to present a Permanent Long Term Road Agreement to The Kraemer Company. Mike Nelson seconded the motion. Motion Carried.

The Foremen's Convention will be held in La Crosse, Sept. 29 through Oct. 1, 2014. Commissioner Lyga informed the Committee the different topics discussed at this meeting. The five employees normally asked to attend are the Patrol Superintendent, Hot Mix Plant Foreman, Construction Foreman, Shop Superintendent, and Parts Superintendent. Ernest Vold made the motion to allow up to 5 employees to attend the convention. Curt Skoyen seconded the motion. Motion Carried.

The Committee reviewed some Resolutions that were previously written in the attempt to get more funds to complete road work. It was also asked if a separate accounting number be sent up to deal with any bonding funds. More information is to be obtained and presented at the August Audit meeting.

The next Audit Meeting was set for August 12, 2014 at 9:00 am at the Highway Office in Whitehall.

Ernest Vold made the motion to adjourn the Audit Meeting. Seconded by John Aasen. Motion Carried.

Meeting was adjourned at 11:55 am.

Respectfully Submitted,

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