

Date: March 8, 2016
Highway Committee Meeting
Location: Highway Office
Time: 8:00 AM

Meeting called to order by Chairman Aasen at 8:02 am.

Open meeting law requirements have been met.

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

**Other persons attending: Tom Kloss (Equipment Discussion), Elsa Kulig (Personnel)
Rollin Gjestvang & Brenda McNallan (Highway Discussion)**

Minutes of February 9, 2016 meeting were presented as drafted. Motion to accept minutes by Ernest Vold. Seconded by Mike Nelson. Motion Carried.

Motion to accept agenda by Doug Winters. Seconded by Curt Skoyen. Motion Carried.

AUDIT

Approval of vouchers approved by audit committee – February Vouchers #90 to #140 for \$83,657.14. Approval of 2015 Voucher #1173 for \$10,484.94. Motion to pay by Ernest Vold. Seconded by Doug Winters. Motion carried.

March Vouchers #141 thru #186 were audited in the amount of \$51,086.63. Motion to pay by Mike Nelson. Seconded by Curt Skoyen. Motion Carried.

BUILDINGS and GROUNDS DISCUSSION

New phones have been installed at the Highway Department. The phone company will be back to reprogram/upgrade the software in the system to work more efficiently.

EQUIPMENT DISCUSSION/VIEWING/PURCHASE

Tom Kloss explained the need and savings for the Highway Department to own their own Engine Diagnostic Scanner. With the newer equipment needing a scanner to read error codes, it would eliminate longer downtime on equipment as well as cost savings to be able to scan our own equipment. The Diagnostic Scanner would allow the County to keep more of the repair work in-house. The estimate for the scanner from Snap-On Tools is \$11,995.00 plus a \$600 per year update package. Ernest Vold made the motion to purchase the Snap-On Diagnostic Scanner for \$11,995.00 plus the \$600 yearly upgrade fee. The motion was seconded by Curt Skoyen. Motion Carried.

The Mechanic's Truck Chassis has been received at the Whitehall Shop. Universal Highway Products expects the box and crane to be delivered to them within one week. As soon as this equipment is received, the chassis will be taken to Universal for the installation. The Plow Trucks should take approximately three weeks to complete the installation of equipment. Expect the first truck to be completed within two weeks.

The Boom Mower Tractor has an anticipated delivery date of June.

Commissioner Lyga and Tom Kloss looked at a used Voge Paver with 600 hours. The original cost was \$267,000.00 with a one year warranty and an update kit (spare parts) from Roland Equipment. Mr. Kloss investigated the paver and asked if there was a Carlson Screed and Heated Shoes. Roland Equipment said these items would be an extra cost bringing the price to \$300,000.00. Tom Kloss counter offered \$275,000.00 with the

items he requested. Roland Equipment accepted the offered and included the Carlson Screed, Heated Shoes, and Update Kit. The paver will be delivered as is for the County to use until the Carlson Screed is available. The Carlson Screed will arrive late June/early July. Roland Equipment will install this item at no additional cost.

Commissioner Lyga reminded the committee that the Highway Department was granted permission to search for and possibly purchase a Used Vacuum Truck at the October 13, 2015 meeting. Commissioner Lyga explained to the committee that one of our townships stated that if we did not have a vacuum truck to sweep the sealcoat chips in their township, they will need to hire someone else for the work. Tom Kloss located a used vacuum truck for \$19,000.00. This truck will need to have some work done to it before it can be used. Tom Kloss informed the committee that two of the Highway Department Garden Tractor/Lawn Mowers need to be replaced. The intent is to locate one or two used mowers for replacement. The committee felt that since these items would be low dollar, used units, Tom Kloss could locate and purchase mowers without any committee action.

HIGHWAY VIEWING and MAINTENANCE DISCUSSION

Brenda McNallan addressed the committee of work she was aware of for 2016 on State Highways. There will be approximately 15 miles of PBM (Performance Based Maintenance) on Highway 35. Starting at Buffalo County Line, the road will be routed and crack filled. All the bridges on state highways will be washed. Highway 53 from Richter Road to Pigeon will have work done starting in June.

There will be approximately 20 miles of sealcoating done to County Roads (D, T, G).

County Road "R" near Osseo will have work done on half mile stretch of road.

County Road "XX" needs an overlay. County "CC" (.30 mile) will have grinding done and be repaved near Ettrick. County "A" (.30 mile from GNP Company to Boberg Lane) near Arcadia needs to have grinding and repaving done. County "I" and "U" (4 miles) near Eleva needs blade patching and sealcoating completed.

Commissioner Lyga informed the committee about the CHIP Project #13774. Ernest Vold made the motion to advertise for Consulting Services for the CHIP Project #13774. Motion was seconded by Curt Skoyen. Motion Carried.

Curt Skoyen made the motion to advertise for bids for Oil, Aggregate, and Culverts for the 2016 Construction Season. The motion was seconded by Doug Winters. Motion Carried.

PERSONNEL DISCUSSION/ACTION

The new hire for the welder/fabricating position was introduced to the committee.

Commissioner Lyga informed the committee of two employees who will be off work for a significant amount of time. Both employees are non-work related leaves.

One employee may be ready to return in six to eight weeks.

The second employee could be off work for several months.

These two open positions will leave the Highway Department without the necessary number of employees for each crew.

Elsa Kulig was asked questions about part-time, seasonal, and limited term employees.

Ms. Kulig suggested limited term employee hours could be set for four months and 40 hours per week or six months with 30 hours per week.

Commissioner Lyga felt no additional funding would be required to hire two Limited Term Employees.

Mike Nelson made the motion to hire two Limited Term Employees for the 2016 Construction Season. The rate of pay to be set at \$15.00 per hour. The motion was seconded by Curt Skoyen. Motion Carried. This action will need to be address at the next Personnel and Bargaining meeting.

APPEARANCES; None

Mike Nelson made the motion to allow the Highway Committee and Commissioner to attend the District Meeting in Medford on May 3, 2016. Doug Winters seconded the motion. Motion Carried.

Monday, April 25, 2016 was set for the date to have the Highway Committee meet the Township Representatives to discuss possible road work for 2016 to be done by the Highway Department. A schedule for times will be set up with all Township prior to the meeting date.

The Highway Committee, Construction Foreman, and Commissioner Lyga will view County Roads on Thursday, April 28, 2016 beginning at 8:00 am starting at the Highway Office in Whitehall.

The next Committee Meeting was set for April 12, 2016 at 8:00 am at the Highway Office.

The meeting was adjourned at 10:15 am by Chairman Aasen.

Respectfully Submitted,

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

