

January 21, 2014

The regular meeting of the Highway Committee was called to order by Chair Paul Schwandt at 5:30 PM on Tuesday, January 21, 2014. The requirements of the Open Meeting Law were certified as being met.

Present: Paul Schwandt
Don Peters
Margaret Whirry
Absent: Eugene Henke
Others Present: Amy Brooks, Highway Commissioner
Becky Pence, Administrative Assistant
Duane Prachel, County Superintendent
Dan Hurst, Corporation Counsel
Tony Daley, Berlin Newspapers

Pledge of Allegiance

The Pledge of Allegiance was recited.

Agenda

Motion/second (Peters/Whirry) to approve the Agenda. Motion Carried.

Minutes

Motion/second (Whirry/Peters) to approve the Minutes of 12/10/13. Motion Carried.

Correspondence None

Public Comments None

Appearances None

Salt Brine Maker

Prachel stated the way the salt brine maker is hooked up is creating freezing problems. The water lines and air lines freeze up, and is requesting to purchase a 1200 gal tank like the one at Shop 2. The cost would run \$2,300.00- \$2,266.00 for the tank, motor, and pump. Whirry asked about using heat tape, and Prachel indicated that maintenance doesn't want to put heat tape on. Schwandt questioned whether maintenance has been called on this issue, and thought they should have been included in today's meeting. Schwandt will contact maintenance for discussion next month.

Policy/Procedures regarding Overtime

Brooks explained the crew is on call the entire winter season, from November through April, and is looking at a way to compensate them for being available to plow at any given time. Options to consider are to pay overtime on weekends regardless what hours they work during the week; pay a shift differential for weekends; compensate with on-call pay, or a wage increase. A 5 year overtime comparison was handed out. Discussion held to bring back cost scenarios next month.

Tree/Brush Disposal

Brooks inquired about tree/brush disposal with other commissioners. Some haul back to their shop and sell; some leave at the land owners; some give to parks department to sell; and some haul back to their shop for heat. Also, you're not supposed to transport trees from the source. Brooks to write up a policy for the next meeting.

Fuel

Fuel prices were locked in for 2014. Unleaded \$3.24, and Diesel \$3.587 Total including tax. A 6 year Fuel price comparison along with usage was also reviewed.

Monthly Vouchers

Motion/second (Whirry/Peters) to approve the December, 31 2013 vouchers in the amount of \$178,175.47; and to approve the January 21, 2014 vouchers in the amount of \$155,586.37. Motion Carried.

Financial Reports

The Financial Reports were reviewed.

2013 Uncollectible Accounts Receivable

Discussion held on three accounts from 2012. Hurst reviewed all three accounts and determined the court cost to proceed to collect would outweigh writing off as uncollectible.

Motion/second (Peters/Whirry) to approve Invoice 7543, Amanda L Bender \$7543; Invoice 7759 Princeton Fire Department \$933.72; and Invoice 5889 Keith Schwantes \$959.00 as uncollectible.

Railroad Consortium

Peters stated the meeting was held in Plymouth, and they are continuing to work in Green Lake County.

Committee Discussion

Brooks reported crews were patching potholes; tree and brush removal; crack sealing various CTH's; and winter maintenance as needed. Anticipated activities include surface maintenance; rubber crack filling; tree and brushing; and winter maintenance as needed.

December crash data consisted of 34 deer, 3 other/weather, and 14 county damage claim.

Also, the Local Bridge Project has been approved for CTH I & S.

Future Agenda Items for Action and Discussion:

- *Regular meeting date, February 11, 2014 at 5:30*
- *Highway Department Capital Outlay for road construction and equipment*

Closed Session

Consider motion to convene in closed session per ss19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; ss19.85(1)(f) Medical history, disciplinary data, specific personnel problems. This closed session relates to employee evaluation, and medical history. Roll call vote, 3 ayes, 0 nays, 1 absent (Henke).

Reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session.

Roll call vote, 3 ayes, 0 nays, 1 absent (Henke).

Employee medical history was discussed.

Motion/second (Whirry/Peters) to approve the need of the LTE position, and the LTE evaluation and to forward to Personnel Committee for approval. Motion Carried.

Motion/second (Peters/Whirry) to accept the retirement letter of Mechanic/Parts Foreman and to recommend to personnel to fill the position by the retirement date. Motion Carried.

Adjournment

Motion/second (Whirry/Peters) to adjourn 7:10 PM. Motion carried.

Submitted by,

Becky Pence, Secretary