

**WAUPACA COUNTY HIGHWAY COMMITTEE
MINUTES – SEPTEMBER 15, 2016**

Chairman Flease called the meeting to order at 9:00 a.m. and gave the open meeting statement.

Roll Call: Chairman Flease, Supervisors Jonely, McClone, Much and Rohan.

Also present –Diane Meulemans, Corporation Counsel; Heidi Dombrowski, Finance Director; Amanda Welch, Human Resource Director; Melissa Schwartz, Human Resource Assistant; Mark Korth, Equipment & Facility Superintendent; Kris Carlin, Office Manager/Accountant; Casey Beyersdorf, Highway Commissioner; and Jill Lodewegen, Highway Office Specialist.

Audience – None present

Review and Approve Agenda. Motion: Supervisor Much moved and Supervisor Jonely seconded the motion to approve the agenda as printed. The motion carried without a negative vote.

Minutes of the previous meeting – September 1 regular meeting. Motion: Supervisor McClone moved and Supervisor Much seconded the motion to approve the minutes of the previous meeting. The motion carried without a negative vote.

Public Input – None

Review and Approve payment voucher. Motion: Supervisor Jonely moved and Supervisor Much seconded the motion to approve the bill batch dated September 8, 2016. Motion was carried without a negative vote.

Ms. Meulemans gave the committee an update on Thiel Pit.

Ms. Meulemans reviewed with the committee the draft for the Request for Proposal (RFP) for Architectural & Engineering Services for Waupaca County Highway Department Facility.

Ms. Dombrowski spoke on budget options and financial impacts for the Waupaca County Highway Department Facility if the project were to be approved.

Ms. Welch discussed with the committee requirements for Commercial Drivers License (CDL) and how the random drug and alcohol program worked. She also noted that the job descriptions for positions is where such requirements would be listed.

Ms. Welch and Ms. Schwartz gave the committee an overview of how the on-line job application system worked.

Mr. Korth reported that he discussed the September 1 motion regarding the approval to bid out the 2017 budgeted trucks prior to the County Board approved budget in November, which was pending approval from the finance director. Finance has approved that purchase and did note that monies would be available in 2016 due to the type of account that highway equipment is purchased from. Supervisor Jonely clarified that it would only be for budgeted trucks, not all additional equipment on the committee approved budget equipment list. **Motion** Supervisor Much moved and Supervisor Rohan seconded that the chassis and equipment for the 2017 budgeted truck be bid and to approve payment in 2016 if needed. The motion carried without a negative vote.

Mr. Beyersdorf recommended that the committee approve the 3 year service agreement with the Town of Helvetia for \$42,100 a year. **Motion** Supervisor Jonely moved and Supervisor McClone seconded the motion to approve the 3 year service agreement with the Town of Helvetia for \$42,100 a year. The motion carried without a negative vote.

Mr. Beyersdorf recommended that the committee approve the 5 year service agreement with the Town of Caledonia for \$37,820 a year. **Motion** Supervisor Much moved and Supervisor Rohan seconded the motion to approve the 5 year service agreement with the Town of Caledonia for \$37,820 a year. The motion carried without a negative vote.

Mr. Beyersdorf gave the committee an update on open recruitments, noting no resignations or retirements at this time.

Mr. Beyersdorf reviewed the Commissioner's Report and gave the committee an update on additional department projects as well as noting calendar dates that the committee may want to be involved with and financial reports.

Motion: Supervisor Jonely moved and Supervisor Much seconded to adjourn at 11:50 a.m. The motion carried without a negative vote.

Jill Lodewegen, Highway Office Specialist