

**WAUPACA COUNTY HIGHWAY COMMITTEE
MINUTES – March 23, 2017**

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

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

Also present –Casey Beyersdorf, Highway Commissioner, Mark Korth, Equipment and Facilities Superintendent and Kris Carlin, Accountant Office Manager.

Audience – 0 members

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

Minutes of the previous meeting – March 9, 2017 regular meeting. Motion: Supervisor Jonely moved and Supervisor Rohan seconded the motion to approve the minutes of the previous meeting. Motion carried without a negative vote.

Public Comment – None

Review and Approve payment vouchers. Motion: Supervisor Jonely moved and Supervisor Much seconded the motion to approve the bill batch dated March 9, 2017. Motion carried without a negative vote.

Mr. Beyersdorf discussed the previous staffing of a Highway Department booth at the Waupaca County Fair and that it was well received. He requested to do the same for the 2017 Fair as long as it would be adequately staffed. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to staff a booth at the Waupaca County Fair. Motion carried without a negative vote.

Mrs. Carlin reviewed the final draft of the 2016 Financial Report to be submitted to the Finance Department. Requested and received permission to forward the report to the Finance Department.

Mr. Korth discussed the 2016 Performance Based Maintenance balance and suggested equipment to purchase with the overage of funds. Equipment includes a Tar Kettle, Router, and Portable Rumble Strips. **Motion:** Supervisor McClone motioned and Supervisor Much seconded the motion to approve the purchase of a Tar Kettle, Router and Portable Rumble Strips. Motion carried without a negative vote.

Mr. Beyersdorf informed the Committee of the Status of the Spring Weight Limits and that they would remain in effect until further notice.

Mr. Beyersdorf discussed the Department's recent inclusion to the 2016 Pilot County Wide Mowing Program.

Mr. Beyersdorf requested approval from the Committee to work in conjunction with Bray Architects to annex the New Highway Facility property in to the City of Waupaca. **Motion:** Supervisor Jonely moved and Supervisor Much seconded the motion to work in conjunction with Bray Architects to annex the New Highway Facility property in to the City of Waupaca. Motion carried without a negative vote.

Mr. Beyersdorf had requested updates from Corporation Council regarding the status of the Thiel Pit legal actions. No further action has been occurring with the transfer of the Operator status to American Asphalt.

Mr. Beyersdorf updated the Committee on the New Highway Facility. He stated Greg Flohr, Assistant Field Operations Manager, Kris Carlin, Accountant Office Manager, Mike Hackertt, Bray Associates Architect and himself had toured Jefferson County's Highway Department building. The Committee suggested tours of other facilities as well. The contract with Bray is still being finalized but Corporation Council has agreed any changes to the contract are minimal. The Committee agreed it is a little early for the Special Building Committee to re-convene at this time and suggested the smaller work group continue to communicate with Bray on a draft design and cost estimate of the new facility. Bray Architects will attend the next County Board meeting to update the entire Board of where we currently are in the planning stages.

Mr. Korth presented the bid summary of the "Miscellaneous Material" bids. Mr. Beyersdorf added there is a new definition for the various asphalt mixes and bids for those materials are due next week. **Motion:** Supervisor Rohan moved and Supervisor McClone seconded the motion to approve the Miscellaneous Material Bids as presented. Motion carried without a negative vote.

Mr. Korth presented the bid summary of the "Crew Cab Pickup Truck" bids and recommended the purchase of one (1) Crew Cab Pickup Truck from Clintonville Motors for the bid price of \$34,664.00. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to accept the bid from Clintonville Motors for the purchase of one (1) Crew Cab Pickup Truck for the bid price of \$34,664.00. Motion carried without a negative vote.

Mr. Beyersdorf gave an update to the committee on personnel issues. He stated one more internal Equipment Operator II applicant needs to be interviewed. As a result of this re-assignment, the other applicants for that position will be interviewed for an Equipment Operator I position. Applications for the vacant Office Specialist position were due March 22, 2017. Interviews for that position are tentatively scheduled for March 31.

Mr. Beyersdorf reviewed the Commissioner's Report and gave the committee an update on Project Activities, financial reports, and important dates before the next committee meeting.

Motion: Supervisor Much moved and Supervisor Rohan seconded to adjourn at 11:20 a.m. Motion carried without a negative vote.

Respectfully submitted,

Kris Carlin, Accountant Office Manager

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.