

**WAUPACA COUNTY HIGHWAY COMMITTEE  
MINUTES – April 20, 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, Lance Penney, Field Operations Manager / Deputy Commissioner, Diane Meulemans, Corporation Council, and Kris Carlin, Accountant Office Manager.

**Audience** – none

**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 – April 6, 2017 regular meeting. Motion:** Supervisor Rohan moved and Supervisor Jonely 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 McClone moved and Supervisor Jonely seconded the motion to approve the bill batch dated April 6, 2017. Motion carried without a negative vote.

Mr. Beyersdorf invited Mrs. Carlin to speak regarding the 2017 Fuel Handling Rate. Mrs. Carlin reviewed the schedule included in the 2016 Financial Report, explained how those numbers are used in the calculation of the fuel handling rate and recommended leaving the fuel handling rates as they currently are. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to accept the fuel handling rates as presented. Motion carried without a negative vote.

Mr. Beyersdorf requested permission to advertise for 2017 propane heating fuel. **Motion:** Supervisor Rohan moved and Supervisor Much seconded the motion to grant permission to advertise for 2017 propane heating fuel. Motion carried without a negative vote.

Mr. Beyersdorf discussed the proposal to use proceeds from WisDOT Performance Based Maintenance projects for the purchase and delivery of one (1) Melter Applicator from the lone bidder Sherwin Industries for the amount of \$61,172. **Motion:** Supervisor Jonely moved and Supervisor Much seconded the motion to purchase one (1) Melter Applicator from Sherwin Industries for the amount of \$61,172. Motion carried without a negative vote.

Mr. Beyersdorf discussed the proposal to use proceeds from WisDOT Performance Based Maintenance projects for the purchase and delivery of one (1) Pavement Router from the lone bidder Sherwin Industries for the amount of \$16,450. **Motion:** Supervisor Jonely moved and Supervisor Much seconded the motion to purchase one (1) Pavement Router from Sherwin Industries for the amount of \$16,450. Motion carried without a negative vote.

Mr. Beyersdorf suggested May 18, 2017 as a date for the Spring Road Tour. The committee members agreed upon this date as it will immediately follow an already scheduled Committee Meeting. Mr. Beyersdorf then discussed a proposed route that encompassed the 2017 projects and 2018 planning of projects.

Mr. Beyersdorf briefed the Committee on the status of the 2017 Spring Weight Limits. The Sheriff's Department provided detailed information for the number of citations and their associated fines issued in the amount of \$54,830. Ms. Meulemans added the Clerk of Courts may be able to assist in diverting some of the fines collected to the Highway Department.

Mr. Beyersdorf deferred to Ms. Meulemans to update the Committee on the status of Thiel Pit discussions. On April 18, Mr. Beyersdorf and Ms. Meulemans attended a meeting in Neenah along with representatives from the Department of Natural Resources, East Central Region Planning Commission, American Asphalt and other principal stake holders of the Thiel Pit. Discussions related to air, water, storm water and operations permits.

Ms. Meulemans left the meeting.

Mr. Beyersdorf briefed the Committee on the progress made with Bray Architects regarding the new Highway Facility. The Phase 1 space needs study continues bi-weekly with Highway Department staff and Mr. Hacker with Bray. Committee members were in consensus that the annexation of the county owned property on CTH A into the City of Waupaca was the next critical step. Michael Hacker of Bray Architects, Mr. Beyersdorf and Waupaca City officials will meet to begin the annexation application process. Mr. Beyersdorf will ask Bray Architects to attend the June 1 Highway Committee Meeting to brief the members of the current status and possibly provide a preliminary layout of the site and building. Chairman Fleese will discuss with County Board Chairman Koeppen to call the Special Building Committee to reconvene after that date to review the status of the building project.

Mr. Beyersdorf stated interviews for the 6 LTE positions that are available for this summer are being coordinated by the Human Resources and Highway Departments. He also reviewed plans to consolidate current Equipment Operator I's and Equipment Operator II's into one grade level and name that group Equipment Operator II. Equipment Operator III's would be renamed to Equipment Operator I's beginning April 23, 2017. There are two vacant Operator II (new title) positions that he hopes to fill soon after interviewing the applicants. At this time he will be looking for employees that have a background working with concrete and/or bridge experience. Interviews for these vacant positions are scheduled for May 4. The new Highway Office Specialist, Sue Popham, will be starting on May 1.

Discussion occurred regarding concerns of the amount of Overtime hours for Highway employees. Mr. Penney contributed history regarding the operations of the department which has lead to the discussion of overtime hours. Foremen will be allowed to come in ½ hour earlier than the crews rather than the current 1 hour for administration and coordinating duties.

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. During this portion of the meeting, a discussion was held on the configuration of the County Highway J and Thoe Road Intersection. **Motion:** Supervisor Rohan moved and Supervisor Much seconded the motion to approve Omni Associates Plan Alternative #1 with a 40 mph curvature as the preferred design. Motion carried without a negative vote.

**Motion:** Supervisor McClone moved and Supervisor Rohan seconded to adjourn at 11:43 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.