

HIGHWAY COMMITTEE
BURFORD MARSHALL – CHAIRMAN
322 W. Liberty Street, Lone Rock
LARRY SEBRANEK- V. CHAIRMAN
32742 Cold Spring Ln., Lone Rock
MARTY BREWER – SECRETARY
26766 CTH DD, Richland Center
JAMES D. HUFFMAN
22153 Main Street, Yuba
STEVE WILLIAMSON
17998 State Highway 60, Blue River

**RICHLAND COUNTY
HIGHWAY COMMISSION**
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BILL CONDON
Highway Commissioner
Cell Phone# 608-604-7624
ROGER GANDER
Patrol Superintendent
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LISA MUELLER
Bookkeeper
CERRESA ROSE
Office Clerk
GLEN NIEMEYER
Parts Clerk

RICHLAND CO. HIGHWAY COMMITTEE MEETING

October 4, 2018

MINUTES

The Regular Highway Committee meeting of October 4, 2018 was called to order at 9:00 a.m. by Chairman Buford Marshall, in the Conference Room at the Richland County Highway Shop, 120 Bowen Circle, Richland Center, WI 53581.

Present were:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Buford Marshall | <input checked="" type="checkbox"/> Cerresa Rose |
| <input checked="" type="checkbox"/> Marty Brewer | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Larry Sebranek | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Steve Williamson | <input type="checkbox"/> _____ |
| <input type="checkbox"/> James D. Huffman | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Bill Condon | <input type="checkbox"/> _____ |

There was proper proof of notification.

Read and approve the agenda.

Moved by *Larry Sebranek*, seconded by *Marty Brewer* to approve and accept the agenda as read. Motion carried.

Read & approve minutes from September 5th, 2018 & September 26th, 2018 Highway Committee Meetings.

Moved by *Larry Sebranek*, seconded by *Marty Brewer* to approve and accept the minutes as read. Motion carried.

Review voucher listing and approve for payment.

Total amount for unpaid bills: \$127,046.33. Pre-paid bills were \$180,933.40. Moved by *Marty Brewer*, seconded by *Larry Sebranek* to approve vouchers for payment. Motion carried.

Discuss and Approve Probationary Status of 2 Employees

Motion by *Larry Sebranek*, seconded by *Marty Brewer* to approve moving the status of 2 employees from probation to permanent full-time status. Motion carried.

Review Bridge SMA's

Commissioner Bill Condon explained to the Highway Committee that two bridges had been applied for during the time when Jim Chitwood had been Commissioner. These two applications have been resubmitted with Bill's signature and are to be Replace in Kind. The two bridges being replaced are the Macovoy Bridge in the Town of Ithaca and the bridge on CTH B. These applications were reviewed by bridge engineers before being considered for submission. A motion by *Larry Sebranek*, seconded by *Marty Brewer* to approve the two bridge SMA's for signature and submission. Motion carried.

Discussion on Filling Vacant Positions

There are many vacant positions that are being filled at the Highway Department. Currently we are looking at a “domino” effect with how positions are being filled since some have been filled internally. The Highway Department currently has ads in the papers for a Shop Foreman, Loader Operator, Patrolmen/Mechanic and will be taking applications until October 22nd.

Discussion of Budget

There will need to be more follow up with the County Board in regards to the Highway budget for 2019. Bill, the Commissioner, expressed concern as to why the County is moving funds from the Highways budget, as well as making sure there is 7% to cover the cost of the increased health insurance.

Discussion of Winter Preparations

Commissioner Bill Condon informed the Highway Committee that the crews will start mining the sandpit and start the screening and piling process for winter. The intention is to start this process the week of October 8th-12th. Also an order for pine trees has been placed and will be picked up spring of 2019.

Discussion of Recent Storm Damage & Repairs

After the recent storms and flooding the Highway Department is estimating the cost of damages around \$80,000. After everything is completed and with no further storm damage this year the estimation is to be around \$120,000-\$130,000 in flood damage repairs. The biggest sections of asphalt that were lost were on County Highway G as well as County Highway CC.

Discussion of Hiring Past Employee Part-Time/Temporary for New Hire Training

With recent employees retiring with 30+ years of experience the Highway Department would like the option to hire back past employees on a part-time/temporary basis. The Highway Department would like to use these highly skilled past employees to help train and mentor new employees that are filling their vacant positions. Moved by Marty Brewer, seconded by Larry Sebranek to approve hiring past employees as part-time/temporary. Motion carried.

Approve Medical Leave for an Employee

A Highway Department employee, who is currently still on probation, is requesting approval for two days of medical leave for a family emergency involving an immediate family member. Moved by Larry Sebranek, seconded by Marty Brewer to approve the medical leave while on probation. Motion carried.

Discussion and Proposal on Sick Leave Policy

Commissioner Bill Condon brought to the attention of the Highway Committee that the current sick leave policy doesn't allow for sick leave donations or the use of family medical leave until after the employee is off of their probation. Bill would like Finance and the County Board to consider changing or amending the sick leave policy to allow for these coverages. The Highway Committee also brought up the option of possibly giving new employees on probation 6 days of sick leave up front and then after 6 months that's their beginning balance as they accrue sick leave once a month.

Commissioner's report.

- a. **State- Update-** State crews are currently working on flood repairs.
- b. **County-Update-** County crews have been assisting with flood repairs. Screening and piling sand will begin next week.

Move into closed session 19.85 (1)(c) of the Wisconsin State Statutes for the purpose of job interviews.

Moved by *Buford Marshall*, seconded by *Larry Sebranek* to move into closed session. Motion carried.

Moved by *Larry Sebranek*, seconded by *Marty Brewer* to return to open session. Motion carried.

Other Business

Commissioner Bill Condon would like to express his appreciation for the Highways Superintendent for handling everything during the recent storms while the Commissioner was on vacation.

Symons Rec. is withholding payment for the recent parking lot pavement project. They are unhappy with the finished product. The Highway Committee would like to check out the parking lot and further investigate this issue.

The next regular Highway Committee meeting will be held, *Thursday, November 2nd, 2018 @ 9:00 a.m.*

Motion to adjourn the meeting by *Larry Sebranek*, seconded by *Marty Brewer*. Motion carried.

Chairman Buford Marshall adjourned the meeting at 10:56 a.m.

_____Marty Brewer - Secretary