

HIGHWAY COMMITTEE
BURFORD MARSHALL – CHAIRMAN
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LARRY SEBRANEK- V. CHAIRMAN
32742 Cold Spring Ln., Lone Rock
MARTY BREWER – SECRETARY
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JAMES D. HUFFMAN
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HIGHWAY COMMISSION**
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Bookkeeper
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Office Clerk
GLEN NIEMEYER
Parts Clerk

RICHLAND CO. HIGHWAY COMMITTEE MEETING

November 2, 2018

MINUTES

The Regular Highway Committee meeting of November 2, 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 checked="" 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 October 4, 2018 Highway Committee Meeting.

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

Review voucher listing and approve for payment.

Total amount for unpaid bills: \$139,719.18. Pre-paid bills were \$220,292.93. Moved by *Steve Williamson*, seconded by *Marty Brewer* to approve vouchers for payment. Motion carried.

Discuss Opening ATV Trails to all Roads County Wide

The Highway Department was presented with a proposal from the Dayton Ridge Runners ATV/UTV Club about opening up all county roads as trails. The Club would like to have a decision by the Highway Committee on this trail opening before spring of 2019, if possible, to allow for time to properly mark trails and to make maps available. The Committee will be readdressing the Club and presenting a decision in the early spring.

Discuss and Approve Employee Vacation Extension

With the current vacant positions in the shop at that the Highway Department there was one employee doing the job of three and was unable to use his vacation time. The Highway Department would like to extend his vacation 6 months from his anniversary date. Motion by *Larry Sebranek*, seconded by *Steve Williamson* to approve extending this employees vacation 6 months from his anniversary date of November 8, 2018. Motion carried.

Discuss and Recommend for Approval the Following Highway Addendum Changes:

a. Addition of 2 Positions not included in Addendum Language

Lead Paving Foreman and Lead Grade Foreman seem have been left out of our current addendum and need to be added.

b. Change Vacation from 12 Months to 18 Months

This is just to match the County's current policy.

c. Sick Leave Policy Change for New Hires

Authorize the use of accrued sick leave from the start of their employment without the requirement of waiting until probation has been completed.

d. Accrued Benefits Pertaining to Job Promotions and/or Transfers Internally

Add to the addendum to protect an employee that is transferring internally to allow them to take their accrued/current benefits with them.

e. Grade Scale Policy Change for Internal Transfer of Highway Dept. Employees

Current Highway employees seeking internal transfers to a same grade position will receive same grade rate pay. If not transferring to the same grade position then the employee will receive one step lower than current step rate while on probation and then move up to current step rate once moved to full time status.

f. Grade Scale Policy Change for New Hires

New employees will start one step lower than the current step rate for the position they were hired for while on probation. After their probationary period is complete they would move up to the current step rate for that position.

Marty Brewer seconded Larry Sebranek seconded the motion to take these addendum items to County Finance. Motion carried.

Discuss and Approve Appointing Process for Internal Employees to fill a 90 Day Period for Vacant Positions in an Emergency

Highway Department Commissioner would like to take to have the ability to appoint an internal employee to fill any vacant position for a 90 day period in the event of an emergency. Motion by Marty Brewer, seconded by Larry Sebranek to approve an internal 90 day appointment process and to take it to the Finance Committee. Motion carried

Discuss Highway Departments Long Term Plans/Goals

The Highway Commissioner explained to the Highway Committee that there is currently no budget for paving or asphalt until at least the year 2020. Financially the Highway Department is going to need to find a way to generate more revenue. The Committee discussed seeing if the Highway Department could try to obtain more township work.

Discussion of Implementation of a Wheel Tax in Richland County

The revenue generated from a wheel tax would be statutorily protected and the funds would only be available for road projects, construction and maintenance. The Highway Commissioner is drafting a letter for the public to voice their opinions about paying a wheel tax. There are other local counties that have implemented a wheel tax and have used the extra funding to help repair, replace and maintain county roads. With the added revenue that could be generated the Highway Commissioner would like to see an ordinance set, protecting the Highway levy amount.

Discuss Equipment Replacements for 2019

The Highway Department is currently looking to replace the paver. The Highway Department is looking to spend around \$180,000-\$200,000 and get a trade-in on the current paver to get a new to minimally used paver.

Discuss and Approve Changes for Sign Foreman Position

Currently the Sign Foreman is not receiving the same foreman rate as all other foreman positions at the Highway Department. This is a professional interviewed position and the rate for this position should match as such. Motion by Marty Brewer, seconded by Steve Williamson to take the Sign Foreman to Step 3 which puts that position on the same pay scale as the other foreman’s at the Highway Department at. Motion carried.

Budget Discussion

Trial balance as of October 2018 showed around \$1 Million in comparison to October 2017 with a trail balance at the end of October of around \$2 Million. The Highway Commissioner felt that we should come in under budget for 2018 but to keep in mind that we have a lot of projects to work on in the upcoming years.

Set up Times and Dates for Conducting Interviews

Monday November 5th and Tuesday November 6th at 6:00 p.m. both nights.

Commissioner’s report.

- a. **State-** State crews have completed major flood repairs. Hired an excavator with a thumb to complete the work.
- b. **County-** County crews have been screening sand. County crews have completed major flooding repairs and will continue to fix up minor repairs that are still left to touch up before winter.
- c. **Township-** Patching potholes and getting prepped for winter maintenance. Township received minor damage from the flooding. Currently the Township is looking for a cost share or assistance in the cost of the Comar culvert project but the County can help with cost shares that are budgeted for. This culvert project was not budged for in 2018.

Other Business

The Highway Department Commissioner shared with the Committee that the Highway Department just recently sold pieces of equipment on Wisconsin Surplus online. The Highway Department sold the fire truck, wrecker, and bundles of wooden posts. The Oshkosh was put on Wisconsin Surplus but didn’t sell for the expected price so we currently still own this piece of equipment. Revenue from these pieces of equipment will be put back into our equipment fund for future purchases. We have also sold scrap iron and old mowers for extra revenue.

The next regular Highway Committee meeting will be held, **Wednesday, December 6th, 2018 @ 9:00 a.m.**

Motion to adjourn the meeting by *Larry Sebranek*, seconded by *Steve Williamson*. Motion carried.

Chairman Buford Marshall adjourned the meeting at 11:20 a.m.

_____ Marty Brewer - Secretary