

Highway/Landfill Committee Minutes

January 9, 2020

The Highway Committee meeting was called to order at 8:00 AM by John Mastalir. Members present included John Mastalir, Cory Cochart, and Thomas Cretney. Committee members Gary Paape and Tom Romdenne were excused. Also present was Highway Commissioner Todd Every, Patrol Superintendent Jesse Schley, Finance Director Paul Kunesh, County Board Chairman Bob Weidner, Richard Wochos, David Hardtke, and Frank Maezarevic.

Adoption of Agenda: Thomas Cretney made a motion to adopt today's Agenda. Second by Cory Cochart. All in favor. Motion carried unanimously.

Approval of Minutes: Thomas Cretney made a motion to adopt today's Agenda. Second by Cory Cochart. All in favor. Motion carried unanimously.

Public Comments: None.

Reports:

Patrol Superintendent Jesse Schley had the following to report for work being completed:

- Winter Maintenance as needed
- Making Salt Brine
- Ditching problem drainage areas
- Pothole patching
- Completed a new access road into the Sipiorski Pit due to the high groundwater levels in the pit floor.
- Our new pickup trucks are complete. Services bodies were installed and we just are finishing up installation of radios and strobe lights
- Guardrail Repair

Highway Commissioner Todd Every had the following to report:

- ✓ Preliminary year end budget reports will be sent to the committee once completed
- ✓ Josh DeGrave started as our new Mechanic on 12/9
- ✓ Craig Kostichka started as a Highway Worker on 12/16
- ✓ The Finance Department will soon be submitting our request to the Department of Natural Resources for reimbursement from our Long Term Care (LTC) account for 2019 landfill expenses

Highway Department Administrative Costs Invoicing: Town Chairman Richard Wochos and Dave Hardtke attended the meeting to ask the Highway Committee to consider lowering the department's Administrative Cost percentage on higher cost Bridge Aid Projects. They feel the cost is too high on bridge replacement projects. They stated years ago there was not an Administrative Cost charged on these projects.

Paul Kunesh and Commissioner Every explained how the Bridge Aids are collected by the county, current fund balance, and the different types projects eligible for the aid.

After discussion, staff will prepare information for the next committee meeting in order to discuss the request from the towns.

Main Shop Replacement / Upgrade Project: Staff met with Barrientos Design and Consulting on 1-8-2020 to review preliminary draft of the Building Condition and Site Assessment Report. The Consultant stated they are about 50% complete with the report. The report includes discussion regarding the building deficiencies, comparison of existing space versus optimal space needs, recommended programming space for each building function, draft site layouts, and estimated costs. Staff have scheduled another meeting on 1-22-2020 to further review the report. The presentation of the report to the Highway Committee will be in February or March.

2020 Pickup Truck Chassis Purchases:

Background

As part of the department's Capital Improvement Program, we have two pickup truck purchases scheduled. Planned purchases include a ¾-Ton truck with shop body and a 1-Ton truck with dump body and lift.

These trucks haul tools and equipment to job sites for culvert replacements, guardrail installations and maintenance, bridge maintenance, crack filling, snow fence installation, garbage pickup, etc.

Staff worked with Ewald Automotive Group to get state contract vendor pricing for each of the trucks.

Financial Impact

2020 Ford F350 Super Duty Crew Cab	\$34,918
2020 Ford F450 Super Duty Crew Cab	\$50,660

Funds to purchase the truck chassis are available from the Highway Department Internal Service Fund.

These purchases are included in our Capital Purchase Program for 2020.

Motion by Cory Cochart to approve purchasing one F350 Super Duty Crew Cab truck chassis for **\$34,918** and one Ford F450 Super Duty Crew Cab truck chassis for **\$50,660** from Ewald Automotive Group and to forward this information to the Finance Committee for approval and recommendation to the County Board. Seconded by Tom Cretney. Motion carried unanimously.

2020 Tandem Axle Truck Chassis Purchase:

Background

Each year we have planned to purchase a new dump truck as part of our Capital Improvement Plan to replace aging trucks in our fleet.

Our last five trucks purchased have been Freightliner. Staff feels we should continue to purchase this brand.

Staff recently requested a quotation for the purchase of one new tandem axle truck chassis. Attached is the quotation for your reference.

Financial Impact

The proposed cost of the truck and extended engine warranty is \$117,950.

Funds to purchase the trucks are available from the Highway Department Internal Service Fund.

Motion by Cory Cochart to approve purchasing the one new 2020 Freightliner 114SD truck chassis and extended engine warranty from Truck Country of Wisconsin, Inc. for **\$117,950** and to forward this information to the Finance Committee for approval and recommendation to the County Board. Seconded by Tom Cretney. Motion carried unanimously.

Highway Department Recommendations for Changes to Personnel Policies: Commissioner Every reviewed a list of proposed changes to the Personnel Policies as they relate to the Highway Department staff. Most of the ideas relate to wages and compensation related to work outside of the normal work week.

Background

Staff was asked to review the current personnel policies and department work rules and provide ideas for revisions to the County Personnel Policies. After review, staff has the following recommendations for personnel policy changes.

Possible additions to the policies include:

1. **Chapter 4 (E) Minimum Call-In Pay;** Any hours worked due to an emergency call-in would be paid at 1.5 times the hourly rate.
2. **Chapter 4 (F) Premium Pay for Highway Employees;** Any hours worked on Saturday, Sunday, or county designated holidays would be paid at 1.5 times the hourly wage. All hours worked would count towards the regular 40-hour work week schedule.

Financial Impact

Staff reviewed wages paid on Saturdays and Sundays for “winter” months from 2014-2018. There would be minor financial impact to the Highway Department Internal Service Fund.

As a reminder, the Highway Department does not pay wages out of its County Road and Bridge Fund (Tax Levy). Wages are paid through the Highway Department Internal Service Fund, then charged out to the entities for which the Highway Department performs services.

Motion by Tom Cretney that the Highway and Solid Waste Committee supports the changes to the Personnel Policies and forward the proposed Personnel Policy revisions to the Executive Committee for consideration during the policy revision.

Travel Requests: None

Any other business as allowed by law: None

Next Meeting Dates:

- Monday, February 10th @ 8:00 AM

Adjournment: Motion made to adjourn today’s meeting by Tom Cretney. Second by Cory Cochart. All in favor. Motion carried. Meeting adjourned at 10:30 AM.

Respectfully submitted:

Todd Every, Highway Commissioner