MINUTES
Eau Claire County • Committee on Highway
Thursday, January 14th, 2016 / 6:15 am
Highway Department Meeting Room • 2000 Spooner Avenue, Altoona, WI 54720

Members Present: Chairman Ray Henning, Vice Chairman Steve Chilson, Supervisor Kathy Clark, Supervisor Pat LaVelle

Member Absent: Supervisor Katy Forsythe

Staff Present: Jon Johnson Highway Commissioner; Rich Walthers Patrol Superintendent; Michael Donaldson, Office Associate; Rod Thorson, Highway Engineer, Frank Draxler, Purchasing

Other Present: Glory Adams

1. **Call meeting to order**
   Chairman Henning called the meeting to order at 6:14 a.m.

2. **Confirmation of meeting notice - Review**
   Meeting notice confirmed.

3. **December 17th, 2015 Committee Minutes - Review/Discussion/Action**
   Motion: Supervisor Clark moved to approve minutes. Motion carried 4-0

4. **Industrial sand mine permitting updates - Update**
   No updates

5. **Policy and Procedures Manual – Review/Action**
   Jon spoke on the departments' initiative to update the Highway Department Policies and Procedures Manual. The departments' internal goal of completing the revisions is the end of February. This will be an ongoing manual that will be reviewed in section by the committee for approval. The committee will continue to review each segment until completion.

6. **ATV Request – Discuss/Act**
   No updates

7. **Public comment***
   No comment

8. **Payment vouchers (12.18.15, 12.31.15, 01.08.16) – Review**
   The committee reviewed the payment vouchers.

9. **Highway Fund Balances (11.30.15) - Review**
   The committee reviewed the fund balances.

10. **Staff and committee reports – Discuss**
    Commissioner Jon Johnson spoke on the following:
    - Went over the pacer rating summary with the committee. Results indicated a 10.25% increase in our ratings primarily from the overlays performed.
    - Spoke on building improvements being completed in an effort to increase space and efficiency which is funded through the building and grounds fund. Altoona shop; rearranged the front lobby area to provide better use of space for upcoming interns and file storage. The compressor in the bay was framed around using soundboard to decrease the noise level. Foster shop; the roof is planned to be replaced. Augusta shop; lighting is planned to be upgraded.
    - On the 21st of January, Jon will be presenting to the Finance committee on the equipment financing proposal.
    - Attended the MPO meeting on Wednesday and discussed the Gateway drive project. Spoke on the Mayer & Prill road project which contains reconstruction from US Hwy 12 to House road. This project is planned for 2016 which includes putting ditches in, widening the width of the road and driveway updates.
    - Hearing being held in Madison on IOH, manure pipeline, and DOT funding swap.
    - Winter Road School is next week and will be attended by two committee members and several member of the highway management team.

    Highway Engineer Rod Thorson spoke on the following:
    - Future report to be produced containing current funding output vs pacer rating summary.
    - 2016 projects are being finalized with engineering and operations. Updated 2016 CIP project list in the spring.

11. **Cell phone tower renal contract – Discussion/Action**
    Frank Draxler from purchasing discussed the parameters for the lease extension of the cell tower located at the highway department. Current lease runs through 2020 and the extension would add an additional 25 years. Next step is extension to go in front of the County Board.

12. **Future meeting dates, times, and agenda items – Discuss**
    Future dates: Thursday, February 11th, 2016 – 6:15 a.m.
    Thursday, February 25th, 2016 – 6:15 a.m. (If needed)

13. **Committee education –Discuss**

14. **Adjourn**
    Motion by Supervisor Clark to adjourn the meeting at 7:29 a.m. Motion carried 4-0.

Respectfully submitted,

Michael Donaldson
Highway Department Office Associate

Approved 2/11/16