



MINUTES

Eau Claire County • Committee on Highway

Thursday, March 17th, 2016 / 6:15 am

Highway Department Meeting Room 101 • 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, Administrative Associate; Rod Thorson, Highway Engineer; Lori Engen, Engineering Technician

Other Present: Glory Adams

1. **Call meeting to order**

Chairman Henning called the meeting to order at 6:15 a.m.

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

Meeting notice confirmed.

3. **March 3, 2016 Committee Minutes - Review/Discussion/Action**

Motion: Supervisor Clark to approve minutes. Motion carried 4-0

4. **Public comment**

Carol Peuse updated the committee on local sand mine information.

5. **Highway office to 4/10 hour schedule, department uniformity – Discussion/Action**

Jon Johnson spoke on current challenges the highway department faces with having operations and office support on different schedules and availability. Communication difficulties' resulting from different schedules between the two areas creates a feeling of two separate "companies." Highway department has kept a log of public walk-ins on Fridays for the past four months that resulted in a total of four which was discussed with the committee. Jon spoke on the proposed schedule change that would allow for better productivity, communication, and increase in moral. Jon informed the committee that he would work with administration and human resources for the proper procedure and approval process. Motion: Supervisor LaVelle to move 4/10 schedule discussion toward next steps with HR and Administration. Motion carried 4-0

6. **Policy & procedures manual: Vision triangles, Utility Accommodation, Road & Debris, Adopt-A-Highway – Review/Action**

Jon Johnson went through the updated policy for Vision triangles which included segments on sight distances and highway setbacks. Utility accommodations were gone through concerning utility permits, preferred utility accommodations, fee schedule and enforcing policy. Jon also went through the road and debris section that included action with litter, storm debris, animal removal, miscellaneous debris, and snow and ice. Michael Donaldson went through the Adopt-A-Highway section that included: annual requirements, supervision, safety requirements, transportation in the cleanup area, and handling the litter. Motion: Supervisor Clark moved to approve the policy segments. Motion carried 4-0 to approve all four new policy sections.

7. Staff and committee reports – Discuss

Commissioner Jon Johnson spoke on the following:

- Highway facility study meeting scheduled for today which should result in outcomes within three months. Study is also looking at incorporating storage for the sheriff department. The facility study is comparing: adding on to current location, build new at current location or building new at a different location.

Highway Engineer Rod Thorson spoke on the following:

- Presented updated data concerning road investment vs pacer rating including pavement maintenance.
- Spoke on improvement being applied to CTH CF and applying similar technique to minimal traveled roads with a current pacer rating of a 1 or 2.

Patrol Superintendent Rich Walthers spoke on the following:

- Road tour in spring with the Town of Union
- Town of Seymour is having the highway department looking at their overlays and treatment on roads.
- CTH CF is first project to start soon which would be a month ahead of schedule due to current weather.
- Stump work on CTH HH to begin next week
- Brushing for 2016 road projects is nearing completion

8. Payment vouchers (3.11.16) – Review

The committee reviewed the payment vouchers.

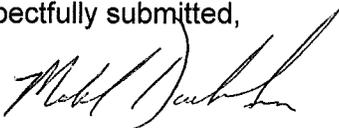
9. Future meeting dates, times, and agenda items – Discuss

- Future dates: Thursday, April 7th, 2016 – 6:15 a.m.

10. Adjourn

Motion by Supervisor Clark to adjourn the meeting at 8:18 a.m. Motion carried 4-0.

Respectfully submitted,



Michael Donaldson
Highway Department
Approved 4/7/2016