Meeting called to order by Highway Chair A. Dixon at 8:30 A.M. on January 21, 2008.

Absent: J. Hofacker

Others Present: E. Wundrow, N. Mertes, P. Montwill, John Stencil Chair for Town of Big Bend, James Powers Town of Big Bend Supervisor.

A Golat/Svoma motion to approve today's agenda and move any agenda items as needed. Motion Passed.

A DuSell/Svoma motion to approve the minutes of December 17, 2007.

TOWN OF BIG BEND – Review letter of intent from the Town of Big Bend regarding “ACT 167 MSA Engineer” Highway Billing. Possible Motion.

The Town of Big Bend submitted a letter to the Highway Committee explaining that the Town of Big Bend has not paid a Highway bill for the bridge inspection (Act 167 Bridge Billing $520.00 dated May 31, 2007) because they feel they did not receive the service asked for. This letter was passed out to the Committee for their review. The Highway Commissioner and Committee reviewed the following items in regards to the Town of Big Bend ACT 167 Bridge Analysis: the August 20, 2007 Highway minutes regarding ACT 167 in reference to the Town of Big Bend, a letter to Town of Big Bend from the Highway Department dated December 22, 2006 explaining what ACT 167 was about, a second letter to the Town of Big Bend from the Highway Department dated February 27, 2007 with specific information regarding the Town of Big Bend Bridge Structure P-54-121 Dziemla Road and ACT 167 Bridge Analysis, and correspondence dated September 18, 2007 from Allan Bjorklund, State Regional Bridge Maintenance and Inspection Engineer, to the Town of Big Bend regarding the Bridge Analysis conducted by the MSA and Rusk County Highway Department.

Mr. Stencil, on behalf of the Township of Big Bend, explained that the Town Board of Big Bend does not feel the Township received the services that Mr. Stencil was told the Township would be receiving. They would like a formal letter from the Highway Committee and Commissioner explaining their findings regarding the ACT 167 Bridge Analysis and the Town of Big Bend.

The Highway Commissioner explained that he had been informed by the Wisconsin Department of Transportation at the close of 2006 that there were 40 bridges in Rusk County that may need to be posted due to ACT 167. The Town of Big Bend was one of those townships that would be impacted by ACT 167 and a letter was sent out to the Town of Big Bend along with the Town of Marshall, Town of True, Town of Wilson, Town of Rusk, Town of Flambeau, Town of Thornapple, Town of Grow, Town of Stubbs, Town of Dewey, and Town of Lawrence, informing these Townships about ACT 167. On February 27, 2007 the Town of Big Bend received a letter from the Highway Department explaining that Rusk County had received a reply from MSA Professional Engineers and that Bridge Structure P-54-121 Dziemla Road had been determined by MSA as a bridge structure that would need a special analysis conducted in order to determine the appropriate weight restrictions needed for this bridge. The letter went on to request the Town of Big Bend contact the Highway Commissioner should they want MSA to continue with their special analysis. Mr. Stencil, in a phone conversation with the Highway Commissioner shortly after receiving the subject letter, authorized the Highway Department and MSA to proceed with the bridge analysis on structure P-54-121 Dziemla Road and to also include an analysis on a small wooden structure bridge on Old D in the Town of Big Bend; Mr. Stencil was concerned with the safety of this bridge. MSA was able to pull the calculations...
on the Town of Big Bend Bridge structure P-54-121 Dziemla Road from the Wisconsin D.O.T. bridge files however these calculations, which determine bridge weight postings, were filed when the bridge was built in 1922. The Highway Commissioner noted at this point that it is important for all to understand that prior bridge Inspections for any bridges in Rusk County do not impact the existing or non-existing load rating of the bridge. A bridge inspection inspects each element of a bridge on a separate scale which determines overall life expectancy of the elements for that bridge. Bridge inspections impact the life expectancy of a bridge only. A bridge analysis impacts the load (weight) a bridge can hold. After MSA pulled the D.O.T. calculations for load rating it was determined that years of installation of overburden on the Town of Big Bend Bridge Structure P-54-121 Dziemla Road had caused dead load. In order for MSA to complete their bridge analysis to determine load posting the overburden needed to be measured. Since it would be quite costly to have MSA travel to the bridge to measure overburden it was more cost effective to have the Highway Commissioner, who is the County’s Bridge Program and Inspection Manager, go out to the Dziemla Bridge and measure the overburden and call these numbers back into MSA. After this was completed the Highway Commissioner then went to the small bridge in the Town of Big Bend on Old D and in order for MSA to conduct an analysis of this bridge the Highway Commissioner had to measure the bridge abutment, the size of the bridge deck super structure and the small amount of overburden on this bridge. Because this bridge is less than 20 feet it had never been required to have a bridge inspection or built calculations on file with the D.O.T; bridges less than 20 feet are exempt from this. The Highway Commissioner conducted the necessary functions to obtain this information on the Old D bridge for MSA to complete their analysis. The final Bridge Analysis reports were forwarded to the Town of Big Bend with a copy on file at the Highway Department. The final results of the analysis allowed the Town of Big Bend to post bridge structure P-54-121 on Dziemla Road in the Town of Big Bend at 10 tons allowing the bridge to be consistent with standard engineering practices and saving the life expectancy of the bridge by not allowing the heavier weights that ACT 167 would of allowed. The Old D bridge did not require any posting.

On May 3, 2007 Invoice No. 1 (Final) was received by the Highway Department from MSA. MSA billed the Highway Department $500.00 for Bridge Analysis of two (2) bridges in the Town of Big Bend. In the letter dated February 27, 2007 the Highway Commissioner had quoted a price of approximately $300.00 for the Bridge Structure P-54-121 Dziemla Road. MSA charged $250.00 for the Dziemla Bridge and another $250.00 for the bridge on Old D that the Town of Big Bend Chair had wanted included in the analysis. The Highway Department paid the $500.00 dollars to MSA along with the other bridge analysis charges for County and other Township bridges on May 14, 2007 – Voucher 89. On May 31, 2007 the Town of Big Bend was mailed an invoice from Rusk County Highway Department, No. 6115, for Bridge Repairs – Act 167 MSA Engineer for $500.00 to reimburse the County for MSA Bridge Analysis study for Town of Big Bend and then $20.00 for administrative charges. The administrative charge, in this instance, helps the department recover some of the costs for the Highway Commissioners time in working on Town of Big Bend issues. The $20.00 administrative fee covers approximately 45 minutes of the Highway Commissioners time.

A Svoma/Golat motion to send a short letter to the Town of Big Bend explaining that the Town of Big Bend did receive the proper services for the Bridge Analysis ACT 167. This letter should list each detailed billing service for ACT 167 Bridge Analysis and explain that it is the consensus of the Highway Committee that the Town of Big Bend is responsible for payment to the Highway Department of $520.00 for the Bridge Analysis conducted in 2007. Motion Passed.

LARSON CONSTRUCTION – Discussion and motion to authorize payment of “Change Order” for CTH “D” Bridge and Approaches.
N. Mertes submitted a “Change Order” request that she received from Larry Gotham, of Morgan & Parmley, for Larson Construction. This change order had been submitted in late
2007 but did not have signatures at that time so the Committee placed the change order on hold until it was properly signed. The change order today has the required signature. A Svoma/DuSell motion to pay Larson Construction for the CTH “D” Bridge and Approaches in the amount of $1963.15. Motion Passed.

**DRIVEWAY PERMIT – Discussion and possible amendment of permits.**
The Highway Commissioner explained that he would like to amend the current Highway Department driveway permit to require new driveway permit requests, or any requests to upgrade a driveway, to have mailboxes built to the Highway Department mailbox standards which meets the U.S. Postal Service and WisDot- Department of Transportation District mandates regarding mailboxes.
A DuSell/Golat motion to amend the current Highway Department Driveway Permits to require that any new driveways or any driveways being upgraded will have mailboxes installed according to the current Highway Department mailbox standards. Motion Passed.

**WASTE OIL – Discussion and possible motion regarding procedure for selling unused waste oil.**
The Highway Commissioner explained that for years Rock Oil has been purchasing the Highway Department’s waste oil. Rock Oil is currently paying the department $.70 cents per gallon for waste oil. Lately the Highway Commissioner has received interest from Rands and Olynick to purchase the Highway Department waste oil.
A Golat/Svoma motion to let for bid Highway Department waste oil.

**HIGHWAY PAYROLL PROCEDURE – Discussion and possible motion regarding revision of current highway payroll procedure and costs related to the revision.**
The Highway Commissioner explained that after meeting with County Auditor R. Schmit, and the Highway Office Manager it was the consensus that a more efficient and cost effective revision could be made to the Highway payroll procedure by allowing the Highway Department Bookkeeper to data enter the Highway payroll directly into the courthouse software. The module to create access from the Highway Department to the Courthouse would cost $5000.00. N. Mertes explained that R. Schmit would like this item brought to the Personnel Committee for their review and approval. A Golat/DuSell motion to authorize the payroll revision and purchase of the new payroll software module for $5000.00 and to send this item to the Personnel Committee for their approval. Motion Passed.

**HIGHWAY EQUIPMENT –**
Review Tri-Axle Truck Specifications. Motion to approve.
Motion to let for bid two (2) Tri-Axle Trucks.
Review price estimates for new Patrol Superintendent’s Truck and motion to purchase.
Review price estimate for new Highway Tractor and motion to purchase.

Tri-Axle Trucks -
The Highway Commissioner reviewed the new Tri-Axle Truck Specs with the Committee. 
A Svoma/Golat motion to approve the Tri-Axle Truck Specs. 
A Golat/Svoma motion to let for bid for two (2) Tri-Axle Trucks. Motion Passed.

Patrol Superintendent’s Truck -
The Committee reviewed 2008 price estimates for a new Patrol Superintendent’s Truck.
Dodge RAM 1500 ST Quad Cab 4x4 South Lake Motors $27,870.00
Ford W14 F150 4x4 Crew Link Ford of Rice Lake $26,909.95
Chevy Crew 1500 4x4 Toycen of Ladysmith $28,114.50
The Highway Commissioner explained that only the Dodge has a lifetime warranty on full power Tran. By direction of the Highway Committee P. Montwill called South Lake Motors
regarding the warranty on the power tran and they confirmed that the power tran is fully covered for a million miles or 100 years as long as the five year inspections are completed. A Golat/Dixon motion to purchase the Dodge RAM 1500 ST Quad Cab 4x4 for $27,870.00. Motion Passed.

Highway Tractor -
Sheldon Implement (2007) $53,145.00 John Deere 6715 No Boom
(2 year warranty)
Diamond Mowers (2007) $66,000.00 John Deere 6615 With Boom
(1 ½ year warranty-used tractor)
A Golat/Svoma motion to purchase the Mower with Boom from Diamond Mowers for $66,000.00. Motion Passed.

CLOSED SESSION:

CLOSED SESSION announced by the Highway Chair to:
Review and discuss Worker Compensation Claims, Highway Grievances and 07/08 Outside Crew layoff. Prepare for Highway Union Contract negotiations and review employee disciplinary action.
For considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. WI Stats 19.85 (1) (c)
For considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. WI Stats 19.85 (1) (f)
For conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. WI Stats 19.85 (1) (g).


OPEN SESSION – Motion to return to open session.
A Golat/Svoma motion to go into open session. Motion Passed.

OPEN SESSION: Possible motion on items reviewed and discussed in closed session. No motions for the closed session.

HIGHWAY COMMISSIONER REPORT. Motion to approve
Highway Operations and Equipment – New Underbodies are on Truck #37 and Truck #66. The Highway Mower is currently down and in the shop for repairs. Shop operations are going well with the Night Watch position. This position is still active and works some of his hours along with the Night Mechanic. Blacktop Plant Upgrade – The Bag House has been shipped to the company that will do the upgrade work. Currently the Bag House piping is being inspected and any repairs will be made before the upgraded Bag House returns. Everything is going smoothly with the upgrade.

HIGHWAY FINANCIAL REPORT.
N. Mertes presented the Highway Financial Reports to the Committee.
HIGHWAY OFFICE REPORT.
N. Mertes presented the Highway Office report and reviewed the November Machinery Fund balance.
A Golat/DuSell motion to approve the Highway Office report. Motion Passed.

ACTION ON MONTHLY VOUCHERS.
No vouchers were presented.

SIGN PRE-APPROVED VOUCHERS.
Pre-approved vouchers in the amount of $294,458.57 were presented to the Committee for review and signature.
A Golat/DuSell motion to approve the pre-approved vouchers as presented. Motion Passed.

SET DATE FOR NEXT HIGHWAY COMMITTEE MEETING.
The next regular Highway Committee meeting is scheduled for February 18, 2008. A special Highway Committee meeting to review Shop Foreman applications is set for February 6, 2008 at 9:00 a.m. A Special Ad-Hoc Committee meeting to interview the selected Shop Foreman is set for February 18, 2008 at 1:00 p.m.

MOTION TO ADJOURN.
A Golat/DuSell motion to adjourn. Motion Passed.
Meeting adjourned at 12:05 p.m.

Minutes prepared by Highway Office Manager Nanci A. Mertes.
Distributed on January 22, 2008