

**Regular Meeting
Highway Committee
December 14th, 2015**

Members Present: Gary Steber, Larry Neuens, Jeanette Bomberg, John Halada, and Larry Dzekute.

Members Absent: None.

Others Present: Jeff DeMuri and Tiffany White

The meeting was called to order by Chairman Steber.

Approval and/or revisions to current agenda: A motion was made by Neuens, seconded by Bomberg, and voted unanimous to approve the agenda as submitted.

Approval of Minutes: It was then moved by Halada, seconded by Neuens, and voted unanimous to approve the minutes of the November 9th Highway Committee meeting, as printed.

Old Business

Highway Office Improvements: The new floor has been installed and the walls in the Highway office have been painted. The contractor cut a larger opening for the front office and installed the majority of the cabinetry. It is expected that staff will be settled into the offices before the end of the month.

Cleaning Services: DeMuri expressed interest in potentially hiring a cleaning person to keep the office tidy. The change from Aramark to Unifirst for rugs in the building will free up some money in the 2016 budget to cover the cost. Prior to going for bids, DeMuri would need to provide the board with information re: the pay per hour and how many hours of work would be needed.

Equipment Purchases for 2015: In the 2015 budget, there was \$40,000 set aside for some type of auger or sign truck. There was some discussion about an overcab auger truck that Florence Utilities may be getting rid of, but there are concerns over the condition/safety of the vehicle. Also, DeMuri is looking for a hot-patch trailer because the current one (purchased in 2010) ties up a dump truck year round and it just doesn't work for bigger patching jobs. He found a used one that is diesel fired.

A motion was made by Bomberg, seconded by Neuens and voted four (5) to one (0) to get bids for a good used or new hot-patch trailer not to exceed \$40,000, motion carried.

Approval to Bid Out 2016 Equipment: DeMuri asked for approval to bid out equipment that was in the 2016 budget – a one-ton and a tandem. A motion was made by Bomberg, seconded by Neuens and voted unanimous to get bids for the 2016 equipment.

New Business

Future Surface Transportation Project (S.T.P.): DeMuri said he was awarded the project for CTH 'N' east of Aurora. It is 2.5 miles long. He is unsure of what exactly the project will entail until a design is completed, because there are a few bad corners, one bad hill and several bad side slopes. He would like to move forward with a request for proposals for the design. Neuens suggested contacting Bay Lakes Regional for a proposal and DeMuri said he'd like to get 4-5 different proposals. Currently, the plan is to do the construction in 2018, as that is when US-2 will be done and a better deal may be able to be negotiated with paving contractors. Also, there is a narrow right-of-way on the whole road. DeMuri would like to see if he can purchase an extra 25-30 feet of right-of-way from a property owner that currently has adjacent land up for sale. A motion was made by Bomberg, seconded by Dzekute and voted unanimous to proceed with the Surface Transportation Project, including getting proposals and looking into the purchase of a larger right-of-way.

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Employee Performance Evaluations: By the end of the year, an employee evaluation will be done for each Highway employee. The evaluations will go to the Highway Committee members and then to the Personnel Committee.

Employee Job Descriptions: After participating in the Wage Study, some issues have come up with several of the job descriptions that the Highway Department currently uses. The job descriptions for positions that were recently hired for are complete and accurate, but there are several job descriptions that remain from the old, union contract and are no longer correctly defined. DeMuri will need to rework and/or eliminate several of the older job descriptions to bring them current.

Commissioner's Report: DeMuri said that while he has been able to find projects to keep the crew busy, they could really use some snow. It is unlikely that the full state budget will be used due to the lack of snowfall so far this winter.

Distribute monthly financial statements: The monthly financial report was presented by White. Upon review, it was moved by Neuens, seconded by Halada and voted unanimous to approve the report as presented.

Present bills: The current monthly bills were presented to the Committee for their review. DeMuri explained the large bills to the Committee. After review and discussion of the bills, it was moved by Dzekute, seconded by Neuens and voted unanimous to approve payment of the bills not to exceed \$90,446.08.

Committee Members comments, concerns and future agenda items: The agenda for the January 2016 meeting will include updates of the Request for Proposals on the S.T.P., the 2015 equipment purchase and the employee evaluations.

Adjourn to next regular meeting: There being no further business, it was moved by Neuens, seconded by Bomberg and voted unanimous to adjourn to January 11th, 2016 for the next regular highway meeting.

Respectfully submitted,

Tiffany White,

Office Manager