

MINUTES
Thursday, July 11, 2019
HIGHWAY COMMITTEE OF
OCONTO COUNTY BOARD OF SUPERVISORS
COMMISSIONER'S OFFICE AT THE HIGHWAY DEPARTMENT
202 VAN DYKE STREET, OCONTO, WI 54153
www.co.oconto.wi.us

(Draft minutes –until approved by committee)

COMMITTEE PRESENT: Ragen, Sleeter, Bartels Jr., Christianson, and Stranz.

ABSENT: None

OTHERS PRESENT: Pat Scanlan, Vanessa Peters, Monty Brink, Paul Bednarik, Kevin Hamann, Sarah Ebben – Blue Spruce, Dan Hoppe – Dusty Trails ATV Club.

TIME MEETING BEGAN: 9:00 A.M.

1. Approval of Agenda
 - A. Change of Sequence – None
 - B. Remove Items – NoneMotion by Stranz, second by Christianson, to approve the amended agenda. The motion was voted and carried.
2. Approval of Minutes of Previous Meeting
Motion by Sleeter, second by Bartels Jr, to approve the minutes of the June 6, 2019 meeting. The motion was voted and carried.
3. Review Prior Months Vendor Payments
Committee reviewed monthly vendor payments.
4. Communications
 - a. Notice of Public Hearings, nothing currently impacting the Oconto County Highway Systems.
 - b. Invasive Species workshop in Brown County on August 19.
 - c. Conditional Use Permit from Hoffman pit was approved.
 - d. Scanlan received card of recognition for 30 years of service with Oconto County.
 - e. Letter from Town of Lakewood read regarding craft show on August 3 and they will be posting no parking signs on CTH F during the event.
 - f. Contract to purchase salt for 2019-2020 season was received. Cost has increased 6% from last year at \$69.90/ton.
5. Dusty Trails ATV Club Request
Request to permit route from Blue Spruce to Kelly Lake. Discussion followed. Motion by Bartels Jr, second by Christianson to approve secondary route by opening portion of CTH A from Liptak Road to Yashinsky Road, CTH K from Yatso Road to Yatso Road, and CTH G from Yatso Road to White Lake Road. Approved minutes from Town of Spruce opening their roads to ATV traffic are required and appropriate signage must be in place before this can take effect. The motion was voted and carried. Additional request in Town of Bagley to use .25 miles of CTH Z to access Wescott Lake. Motion by Christianson second by Sleeter to postpone item until more information is received. The motion was voted and carried.
6. Hidden Bear ATV Club Request
Motion by Christenson, second by Bartels Jr to approve opening 0.35 miles of CTH F for ATV traffic from Marinette County line to campground entrance. The motion was voted and carried.
7. Speed Reduction Request CTH Y City of Oconto
Request to reduce portion of CTH Y from 45 mph to 35 mph. Motion by Stranz, second by Sleeter to deny request and leave as is at 45 mph. The motion was voted and carried.
8. Update CN R/R Crossings
Sites were visited and plans for improvements were discussed at Geano Beach and CTH Y crossings.
9. Employee Status Form Signatures

- Committee signed form for K. Schubert.
- 9a. Discuss Mechanic Pay Grade/Survey
Salary study handed out regarding comparable mechanic rates. Discussion followed.
 - 9b. Operator 2 Pay Step Change
Motion by Sleeter, second by Stranz to move Operator 2 - Hotmix Plant Back Up from H5 to H6. The motion was voted and carried. Pending approval by Personnel and Wages committee.
 - 9c. Process Development Coordinator – Pay Grade Change
Motion by Sleeter, second by Christianson to move Process Development Coordinator from Grade G to H7. Motion was voted and carried. Pending approval by Personnel and Wages committee.
 - 9d. Office Manager Pay Grade Change
Motion by Stranz, second by Bartels Jr to move Office Manager from J12 to K5. The motion was voted and carried. Pending approval by Personnel and Wages committee.
 - 9e. Discuss Advertising for Creating a Recruitment List for Operator 1 Position
Discussed developing recruitment list to plan for upcoming retirements.
 10. Update Bridge Projects
CTH BB bridge bids came in 87% higher than engineering estimates. Will rebid in future. CTH H bridge monuments are being designed to comply with historical requirements.
 11. Update Road Work
Scanlan gave updates on CTH E and CTH B paving projects.
 - 11a. Approve LFA – WI DOT
LFA was signed for pipe relining on STH 32 in Breed.
 12. Discuss Review STP-R NOI Letters
Letters of Interest have been sent out for CTH B and CTH I. Information shared on the Federal Forest Lands Initiative which provides funding for roads that run near federal forest lands.
 13. Closed Session: The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(f), for the purpose of considering certain personnel issues.
Motion by Sleeter, second by Christianson to enter closed session. The motion was voted and carried.
 14. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2). Motion by Bartels Jr, second by Sleeter to return to open session. The motion was voted and carried.
 15. Kevin Hamman – Risk Management Report
Hamann gave a 6 month update on 2 liability claims and 3 property claims.
 16. Discuss Action items from Internal Report
The following steps will be taken as a result of the internal report:
 - Reasonable Suspicion Training
 - Specific Supervisor Training
 - Effective Communication Training for all Employees
 - Discipline Documentation and Procedural Training
 - Snow Clean Up Procedure Presentation by Brandon Hytinen.
 17. Announcements/General Information (No Action to be taken)
Budget Guidance Letter was received.
Conveyors for the new crusher have been purchased.
Discussion is needed with the Town of Mountain regarding opening county roads for ATV use.
Fuel system is being upgraded.
 18. Next Meeting Date
Next meeting set for August 1, 2019 – 9:00 am.
 19. Adjournment
Chair Ragen declared meeting adjourned at 11:50 am.

Vanessa Peters
Recorder
Date Posted: July 22, 2019