



*Sawyer County Wisconsin*



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## Highway 02/12/2014

Minutes from February 12, 2014 Highway Committee Meeting

Meeting held at 6:30 PM at the Highway Department

Draft: Subject to approval by the Highway Committee

Present: Ron Kinsley, Dale Schleeter, Tweed Shuman and Dale Thompson

Absent: Kathy McCoy

County Personnel Present: Gary Gedart and Janeen Abric - Sawyer County Highway Department  
Michelle Jepson - Sawyer County Human Resource Manager

Ron Kinsley called the meeting to order at 6:30 pm.

1. Approve agenda and additions

Request to change order of agenda by moving agenda items 12 and 13 after agenda item 2.

Motion by Shuman, second by Schleeter, to approve the agenda with changed order. Motion carried.

2. Approve minutes from January 8, 2014 Highway Committee Meeting

Motion by Schleeter, second by Shuman, to approve the minutes from the January 8, 2014 meeting. Motion carried.

3. Closed session, pursuant to section 19.85(1)(c), Wisconsin Statutes, to review wage for Highway Office Manager Position

Motion by Thompson, second by Shuman to convene into closed session, pursuant to section 19.85 (1) (c), Wisconsin Statutes, to review wage for Highway Office Manager Position. Motion carried by unanimous voice vote.

Motion by Thompson, second by Shuman to come out of closed session. Motion carried.

4. Highway Committee many reconvene into open session following the closed session to announce or take action on matters addressed in the closed session.

Motion by Thompson, second by Shuman to increase the Highway Office Manager Position wage \$1.00/hour effective February 23, 2014. Motion carried. Schleeter voted no and indicated it wasn't the right time. Funding to come from the Highway Department Administrative account.

5. Audience recognition

6. Discuss/approve renewal of all existing ATV routes

February is the annual ATV route renewal. Gary spoke with Don Mrotek and there have been no reported issues, complaints or changes on the ATV routes. Mapping of routes has not been completed. It turned out to be a more extensive project than expected and is not a priority item at this time. Written routes are attached.

Motion by Shuman, second by Schleeter to approve the renewal of all existing ATV routes. Motion carried.

7. Discuss Administrative Rate

A state wide survey was recently taken regarding the Administrative Rate charged on amounts invoiced for labor, fringe benefits, machinery and materials. Sawyer County has been charging a 3% Administrative Rate for local districts. This rate is less than the established State rate, currently 4.44%. Summary of results attached.

Motion by Shuman, second by Thompson to approve the Administrative Rate in accordance to the annually established State rate effective March 1, 2014. Motion carried.

8. Discuss request by County Board to consider establishing a procedure to review, prioritize and reduce the County's expenditures during 2014.

Michelle Jepson provided the committee with an update from the recent Department Head meeting. The suggestion to look at programs mandated compared to programs not mandated was discussed.

9. Commissioner's Report

Highway crew has been working on snow and ice control as well as shoveling bridges. No brushing has been done. Highway employees have all completed their Job Description Questionnaires (JDQ) from Carlson Dettmann Consulting, LLC for the Classification/Compensation Study. There weren't any workers compensation injuries reported last month, however that was incorrect. There is currently one workers compensation injury pending investigation. With permission, Gary would like to send six employees to "Best Paving and Compaction Practices Seminar" at the Washburn County Highway Department on April 2014. The seminar is free of charge. Gary Gedart and Robert Hill will be attending the American Birkebiener meeting on February 14, 2014. The Highway Department will have four Equipment Operators and trucks hauling snow on February 19, 2014 in preparation for the events. Dale Schleeter and Gary Gedart attended the Winter Road School Conference in January and reported it was well attended and had a record number of vendor booths. Gary reported that Ron Chamberlain was elected Secretary of the association. Ken Hanson, Anderson, Hager and Moe, completed the inventory counts at Highway Shop today. Gary reported the theft of salt/sand at the Hayward shop on February 5, 2014. Matter is under investigation.

Motion by Thompson, second by Shuman to approve the Commissioner's Report. Motion carried.

10. Old Business

Overtime reports were provided for review. Mike Coleson, IT Department, upgraded the scanner for Teresa McCue, Account Clerk for scanning AP invoice into NewWorld. New scanner is much more efficient and process has improved from last month. Follow up discussions included accounts payable new vendor entry and address changes, email out of office attendant and programmable thermostats at the shops. Janeen is working with Digital Security on camera concerns. If a new camera is required, purchase price is estimated at \$195.00. On January 16, 2014, Como Oil has installed monitors on the tanks/phone lines to monitor fuel levels. Janeen reported less than 5000 gallons of the 13,000 gallons of propane remain. The Highway Department recently signed a contract with Waste Management for services reducing invoices \$30/month for 2014.

11. Other matters for discussion only

Highway Department is using Metrofax to send/receive fax documents at an expense of \$80/year. Depending on how it works, the Highway Department may be able to eliminate the expense of a fax line in the future. Gary reported a shop garage door was discovered open one night during the recent cold spell. Minimal damage was done with repair costs totaling \$22.00.

12. Out of County Travel

Gary Gedart to attend Commissioner Training in Stevens Point, WI on March 24 and 25, 2014.

Motion by Shuman, second by Thompson to approve the out of county travel. Motion carried.

13. Review and approve January vouchers

Motion by Thompson, second by Schleeter to approve the January vouchers. Motion carried.

14. Adjournment

Motion by Shuman, second by Schleeter to adjourn at 7:30 p.m. Motion carried.

ATV Routes

Date	Road	Limits
7/6/04	CTH W	Winter Village Limits
2/13/03	CTHG	Dam Road - Dorscheid Road
4/9/03	CTH G	Dam Road - 2000 Feet west of Dam Road

6/11/07	CTH C	Irish Road - J4 mile past Irish Road
7/11/07	CTH W	Area from Bob Borchardf s to STH 70
1/10/08	CTH B	Chippewa Trail - east 320 feet to existing trail
5/8/08	CTHG	River Road-STH 70
6/12/08	CTHG	Polish Road - River Road
8/11/08	CTH W	Thornapple Grade - Bear Lane
9/10/08	CTH C	STH 70-Chafer Road
9/10/08	CTH F	Sissabagama Road - Right-of-Way Road
10/9/08	CTH W	Flambeau Forest Inn-Johnson Road
2/11/09	CTH 00	USH 63-Old OO
6/11/09	CTH W	Lagoon Road - South 1300 feet
6/11/09	CTHG	Dam Road - Fire#5486 (distance of 1.1 miles)
12/10/09	CTHG	Dorscheid Road - Polish Road
12/10/09	CTH W	West Lane - West Fork Bridge (to connecting trail)
1/13/10	CTH M (S)	South Fork Flambeau River Bridge (connects to trail on both ends)
6/10/10	CTH BB	Washburn County Line-STH 70
1/7/10	CTH W	Lake Winter Road - Price Dam Road
1/7/10	CTH GG	Dead Horse Parking Area - ATV Trailhead
12/8/10	CTH H	Beaverbrook Road - STH 27
2/9/11	ALL EXISTING ROUTES	
2/8/12	ALL EXISTING ROUTES	
6/13/12	CTH 00	USH 63 - Northern Lights Road
2/13/13	ALL EXISTING ROUTES	

Highway Administrative Charge

COUNTY	Local Districts	Local Departs	County Levy Rata	State Activity 2014
Adams County	4.44%	4.44%	4.44%	4.44%
Barron County	No	No	No	4.44%
Bayfield County	4.44%	4.44%	No	4.44%
Buffalo County	4.44%	4.44%	no	4.44%
Burnett County	2%	2%	No	4.44%
Clark County	No	No	No	4.44%

Columbia County	4.44%	4.44%	No	4.44%
Crawford County	No	No	No	4.44%
Dane County	4.44%	No	No	4.44%
Dodge County	4.44%	No	No	4.44%
Door County	4%	4%	4%	4.44%
Douglas County	4.44%	No	No	4.44%
Eau-Claire County	4.73%	4.73%	No	4.44%
Florence County	4.44%	4.44%	4.44%	4.44%
Fond du Lac County	4.44%	4.44%	4.44%	4.44%
Green Lake County	4.44%	No	No	4.44%
Iowa County	4.44%	No	4.44%	4.44%
Iron County	4.44%	4.44%	No	4.44%
Jackson County	10%	10%	no	4.44%
Jefferson County	6.00%	No	No	4.44%
Juneau County	4.44%	4.44%	No	4.44%
Juneau County	4.44%	4.44%	No	4.44%
Kewaunee County	3.00%	3.00%	4.50%	4.44%
La Crosse County	No	No	No	4.44%
Lafayette County	No	No	No	4.44%
Langlade County	No	No	Yes	4.44%
Lincoln County	4.44%	4.44%	4.44%	4.44%
Manitowoc County	4.00%	No	5.00%	4.44%
Marathon County	4.44%	No	No	4.44%
Marinette County	4.44%	4.44%	4.44%	4.44%

Marinette County	4.44%	4.44%	4.44%	4.44%
Menominee County	4.44%	4.44%	No	4.44%
Milwaukee County	4.44%	No	No	4.44%
Oconto County	4.44%	4.44%	4.44%	4.44%
Oneida County	4.00%	4.00%	No	4.44%
Outagamie County	2.50%	2.50%	Start 2014	4.44%
Ozaukee County	4.00%	No	No	4.44%
Pepin County	4.44%	4.44%	No	4.44%
Pierce County	4.50%	No	4.50%	4.44%
Polk County	4.44%	No	No	4.44%
Portage County	Yes	No	yes	4.44%
Price County	4.44%	No	No	4.44%
Richland County	No	No	No	4.44%
Rock County	4.44%	4.44%	no	4.44%
Rusk County	4.00%	4.00%	4.00%	4.44%
Sawyer County	3.00%	No	No	4.44%
Shawano Caunty	1.50%	1.50%	4.73%	4.44%
Sheboygan County	5.20%	5.20%	5.20%	4.44%
St Croix County	No	No	No	4.44%
Taylor County	1%	1%	No	4.44%
Vernon County	5%	5%	No	4.44%
Vernon County	5.00%	5.00%	no	4.44%
Vilas County	4.44%	4.44%	4.44%	4.44%
Walworth County	4.44%	4.44%	No	4.44%
Waukesha County	4.44%	No	No	4.44%

Waupaca County	No	No	4.44%	4.44%
Wausau County	4.00%	No	No	4.44%
Winnebago County	4.44%	4.44%	4.44%	4.44%
Wood County	No	No	No	4.44%
	N-U	N - 27	N - 41	N - 0
	Y - 48	y-32	y- is	y-59