

## WINNEBAGO COUNTY BOARD OF SUPERVISORS - HIGHWAY COMMITTEE

DATE: February 19, 2018

TIME: 9:00 A.M.

PRESENT: Ken Robl, Highway Committee Chairman  
Robert Warnke, Highway Committee Member  
Tom Egan, Highway Committee Member  
Chuck Farrey, Highway Committee Member  
Raymond Palonen, Highway Commissioner

EXCUSED: David Albrecht, Highway Committee Member

ALSO

PRESENT: John Fink, Assistant to the County Executive

Chairman Robl called the meeting to order at 9:00 a.m. A motion was made by Supervisor Warnke, seconded by Supervisor Egan to approve the minutes of the January 29, 2017 meeting as written. Motion carried 4-0.

Commissioner Palonen read a memo he created regarding the proposed table of organization changes in the department. He informed the Committee that over the past year the department has lost four supervisory staff members, in part due to the heavy workload and salaries not being competitive with other counties. He stated that the two Highway Maintenance Superintendents are averaging an extra 300-400 hours annually to try to keep up with the work. Mr. Palonen stated that in an effort to ease the workload he is proposing adding three Highway Maintenance Supervisor positions that will report to the Superintendents and be responsible for arranging and managing field crews and assist in day to day operations. One additional position of Engineering Technician is requested to work under the Bridge and Engineering Manager to assist in laying out road projects, marking right of way, and approving permits. These changes will eliminate the five foreman positions and instead create crew leader assignments to be made on an as-needed basis. Commissioner Palonen estimated the cost to be approximately \$436,000 for the four extra positions. He stated there is sufficient funding in the Equipment Fund to buy additional trucks needed for the new positions. After discussion a motion was made by Supervisor Farrey, seconded by Supervisor Egan to approve the Highway Department table of organization changes and forward to the Personnel and Finance Committee and then full County Board for approval. Motion carried 4-0.

Commissioner Palonen updated the committee members on the following 2018 Capital Improvement Projects:

- CTH AH (from CTH H to Tri-County Rd) – mill and pave. This will complete the small section of CTH AH not done previously to update the entire corridor.
- CTH A (from Indian Point Rd. to CTH GG) – continue the design work bringing the road up to current design standards.
- CTH CB and Oakridge Road Roundabout – the completion of right of way and engineering work for intersection safety. Construction scheduled for next year.
- CTH CB (Shady Lane to CTH BB) – design work for future expansion of the road from a two to four lane facility.
- Widen CTH CB Bridge – the bridge located between Shady Lane and CTH BB must be widened to accommodate the road expansion programmed for 2020.

Proposed 2018 Capital Improvement Projects cont'd:

- CTH K (from STH 116 to STH 21) – pulverize existing pavement and replace with new asphalt surface. Also minor drainage improvements.
- CTH N Bridge Replacement – replace three existing deteriorated culverts with one large aluminum box culvert. Highway crews will do the prep work for the project.
- CTH N (James Rd. to CTH FF) – pulverize and pave existing asphalt. Continuation of the 2017 project.
- CTH O (I41 to CTH II) – design from rural to urban section and improve drainage.
- CTH R (south county line to STH 45) – mill and pave existing road and minor improvements to drainage and beam guard.
- Construct covered material storage bins at Highway facility in accordance with MS4 permit to prevent storm water runoff.
- Human Services Parking Lot – mill and pave existing asphalt surface, replacing curb and gutter and repairing sewer inlets.
- West Side Arterial Corridor Study – project involves studying proposed West Side Arterial from STH 21 to STH 44 to determine preferred route.

After discussion, a motion was made by Chairman Robl to recommend that the list of 2018 Capital Improvement Projects be forwarded to the Finance Committee and County Board for approval. Being no second, the motion died as presented. A motion was then made by Supervisor Egan to approve the list as presented with the exception of the West Side Arterial project, subtracting \$100,000 from the Capital Improvement Project list. Motion seconded by Supervisor Farrey and carried 4-0.

A discussion regarding a budget transfer from fund balance was held. Jill Prah, Accountant/Office Manager, joined the meeting to inform the Committee that this is a paper entry to clean up the 2017 account balances and explained each item. After discussion a motion was made by Supervisor Farrey, seconded by Supervisor Egan to approve. Motion carried 4-0.

Commissioner Palonen reported that in answer to Supervisor Warnke's question from the last meeting, the following towns have signed agreements with the Highway Department to provide 2018 maintenance activities: Algoma, Black Wolf, Neenah, Nekimi, Nepeuskun, Omro, Oshkosh, Utica, Vinland, Winchester and Wolf River. The towns of Clayton, Poygan, Rushford and Winneconne do not have agreements.

Being no further business a motion was made by Supervisor Farrey, seconded by Supervisor Egan to adjourn. Motion carried 4-0. The meeting adjourned at 10:40 a.m.

Laura Spanbauer  
Administrative Associate