

## Green County Highway Committee Meeting Minutes

Monday, January 9, 2023

The Green County Highway Committee met at 9:00 a.m. on Monday, January 9, 2023 at the Green County Highway Department located at 2813 6<sup>th</sup> Street, Monroe, WI.

**Members Present:** Chairman Harvey Mandel, Vice-Chairman Russ Torkelson, Secretary Jeff Williams, Kristi Leonard and Mark Gundlach

**Others Present:** Commissioner Chris Narveson, Jami Thomm, Eric Wild, Hector Pena, Chad Steiner, and Amy Bartlett.

Chair Harvey Mandel called the meeting to order at 9:01 a.m.

A motion to approve the minutes from the December 12, 2022, meeting was made by Mark Gundlach and seconded by Jeff Williams. Voice vote with all "ayes"; motion carried.

The Committee audited bills. A motion was made by Russ Torkelson and seconded by Mark Gundlach to approve the bills for the amount of \$268,010.56 for the month of December. Voice vote with all "ayes"; motion carried.

Engineer Tech Chad Steiner reported on four Towns have committed to Winter tree and brush cutting, shouldering projects have been completed and dura patching was completed last week.

Patrol Superintendent report provided by Commissioner Chris Narveson. Chris advised the Committee of the CTH C (Sugar River Bridge) near Attica bridge replacement has begun, crew will begin chip storage building project at Attica location and Patrolmen have begun guard rail repair.

Office Manager Amy Bartlett advised the Committee that she had discussion with Finance Department regarding emergency call-out overtime procedure. Mandatory over-time for emergency call outs regardless if personnel takes vacation/personal/sick time during regular scheduled work hours.

Shop Superintendent Hector Pena advised the Committee of truck mechanical issues during December winter storm event, update on CDL training and Drug Policy draft to Corporate Counsel for review. Hector reported truck updates, recent Mechanic retirement and moving one Mechanic to Grease Shop to replace retired Mechanic.

Discussion was held on driveway variance at N8441 CTH E for a new entrance drive. Proposed drive is less than 500' from existing field drive. The entrance drive has adequate sight distance. A motion was made by Jeff Williams to approve the entrance drive and seconded by Mark Gundlach. Voice vote with all "ayes"; motion carried.

Discussion was held on Employees to attend Etnyre training with one overnight stay in April 2023. A motion was made by Kristi Leonard to approve four employees to attend two days of training with one overnight stay and seconded by Russ Torkelson. Voice vote with all "ayes"; motion carried.

Committee reviewed ATV Route Designation Applications received from Pec Valley ATV/UTV Club on behalf of the Town of Sylvester. The application is requesting all roads be open in the Town. A motion was made by Russ Torkelson to approve the applications and seconded by Mark Gundlach. Voice vote with all "ayes"; motion carried.

Highway Commissioner Chris Narveson provided information on the following items:

- a. Discussion on County Tow Ban during severe winter storms. Highway Committee does not oppose to ban. Chris will follow-up with Corporate Counsel.

- b. Chris provided the Committee with a hand-out listing Green County Municipalities that have adopted an ATV Ordinance with hour of operations listed. Chris advised that the Towns Association ATV Ad Hoc Committee for the purpose of unified Ordinance for Green County. Specifically, speed limits, hours of operation, required age to operate, equipped with blinkers and lights.
- c. The Committee was provided with a hand-out of parcel details on STH 39 for the pro Highway New Glarus shop. Land purchase is on agenda in upcoming January 10, 2023 Finance Meeting. Will need surveying done by local surveyor.
- d. Advised of recent invoice received from Keller from previous geo technical services rendered.
- e. Chris discussed upcoming Highway Safety Days and Workers Comp insurance carrier changes. Discussion held on utilizing Fehr Graham and partnering with Lafayette County Highway Department. Chris to follow-up with County Mutual.

Statement of Purpose for Closed Meeting given by Chairman Harvey Mandel: that purpose being; considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, pursuant to Wis. Stats. § 19.85 (1)(c). Specifically, discussion regarding Discussion regarding performance and certain other issues relating to Highway management level employees, and consider request to Personnel and Labor Relations Committee of four (4) Foreman I promotion and promotion of Skilled Laborer to Engineer Tech.

Roll call vote. Voice vote with all "ayes"; motion carried.

A motion to reconvene into open session was made by Kristi Leonard and seconded by Russ Torkelson. Voice vote with all "ayes"; motion carried.

A motion was made by Kristi Leonard to promote Shawn Petit from Laborer Grade 73, Step 3 to Semi-Skilled Grade 74, Step 3 effective after approval from Personnel Committee, Jeff Hansen from Laborer Grade 73, Step 3 to Semi-Skilled Grade 74, Step 3 effective after approval from Personnel Committee, Brady Buol from Laborer Grade 73, Step 3 to Semi-Skilled Grade 74, Step 4 effective June 17, 2023, Trent Wyssbrod from Laborer Grade 73, Step 3 to Semi-Skilled, Grade 74, Step 4 effective March 18, 2023, to particular dates that correspond with employee's anniversary date and seconded by Jeff Williams. Voice vote with all "ayes"; motion carried.

The next scheduled meeting date is February 13, 2023, at 9:00 a.m.

A motion to adjourn was made by Kristi Leonard and seconded by Mark Gundlach. Voice vote with all "ayes"; motion carried and meeting adjourned.