



MINUTES

Eau Claire County • Committee on Highway
Thursday, February 15th, 2018 / 6:15 am

Highway Department Meeting Room 101 • 2000 Spooner Avenue, Altoona, WI 54720

Members Present: Chairman Ray Henning, Vice Chairman Steve Chilson, Supervisor Kathy Clark,
Supervisor Carl Anton

Staff Present: Highway Commissioner Jon Johnson, Engineer Rod Thorson, Operations Manager
Brian Spilde, Accountant Michael Donaldson

1. **Call meeting to order**

Chairman Henning called the meeting to order at 6:15 a.m.

2. **Confirmation of meeting notice - Review**

Meeting notice confirmed.

3. **Past committee meeting minutes (2/1) - Review/Action**

Motion: Supervisor Forsythe moved for approval. Motion Approved 4-0

4. **Public comment** – Connie Russell spoke on her interest on the highway committee and agreed that currently the interest in infrastructure is high.

❖ Vice Chairman Chilson joined the meeting

5. **WCHA Succession Planning Final Report - Discussion**

Commissioner Johnson shared the final report concerning the WCHA succession planning. The report is to be reviewed by Wisconsin counties and their highway committees. In summary, the report highlighted 3 sections:

- Move documents and registration from paper to electronic – tracking of membership
- Short term succession planning – If current executive director is unable to continue
- Long term succession planning/organizational model – funding opportunities and budget

The appendix includes functions and responsibilities and the pros & cons of an all-volunteer staff, contract services, and full time staff.

6. **Asset Management - Discussion**

Commissioner Johnson shared a presentation on GIS and electric mapping which would be used to compile and import information gathered on assets such as roadways, signage, culverts, bridges, and driveway accesses. A plan was put together on GIS and shared with other county departments. 64% of counties are going to a GIS system. Through the vendor, the entire county highways can be scanned and downloaded within two weeks. This system will be essential in data driven decisions to maximize value on investing in new infrastructure. It will also allow more transparency to the public.

7. **Highway Commissioner report**

- Highway maintenance and construction update

Highway Engineer Rod Thorson spoke on the following:

- PASER ratings table showing roads at 1 & 2 rating
- Guidelines for maintenance items that work with Commissioner Johnson's 5 year plan
- Developing plans for bridge maintenance and rehab.
- Meeting to be held this afternoon with operations, engineering, and management on bridge planning.

Operations manager Brian Spilde spoke on the following:

- Weather has allowed for a lot of the brushing for 2018 CIP projects
- Drafted an encroachment letter concerning fencing, mailboxes, trees, etc.
- Extended an offer to an applicant for the Sign position
- Next week the department will have a training day concerning MSHA and CPR refresher
- Employee job satisfaction surveys were given to employees and results are being analyzed

Commissioner Jon Johnson spoke on the following:

- Attending monthly tele-conference meeting concerning National Road Safety
- Transition of property is moving forward with discussions on balancing space of the current building.

8. Payment vouchers (2/2, 2/9)

Vouchers were reviewed

9. Future meeting dates, times and agenda items

Future Meetings:

- Thursday, March 1st at 6:15 a.m.
- Thursday March 15th at 6:15 a.m.

Future Agenda Items:

- Capital Improvement Plan (Revenue Options)- Discussion
- WCHA Succession Planning Final Report - Action

10. Adjourned at 8:29 a.m.

Respectfully submitted,

Michael Donaldson

Michael Donaldson
Eau Claire Highway Department
Approved 03/01/2018