



## AGENDA

**Eau Claire County Highway Committee**  
Thursday, July 19, 2018 / 6:15 am  
Eau Claire County Highway Department - Room 101  
2000 Spooner Avenue, Altoona, WI 54720

1. Call the meeting to order.
2. Confirmation of meeting notice
3. Review/Approval of past committee meeting minutes (7/5) Discussion/Action
4. Public comment
5. Lucas Budden from WISDOT Bridge Report:  
Project ID's 1021-03-01/71, 1021-03-02/72, 1021-03-03/73, 1022-09-04/74, IH 94, Eau Claire, CTH J and CTH D Bridges
6. Proposed Organization Structure Discussion/Action
7. Highway report
  - Highway Commissioner Update – Jon Johnson
  - Operations Update – Brian Spilde
  - Engineering Update – Rod Thorson
8. Payment vouchers (7/6, 7/13)
9. Future meeting dates, times, and agenda items
10. Adjourn.

\* the Committee may hear comments from the public for up to 30 minutes; not more than 5 minutes/person is allowed; this period is not considered a public hearing.

cc: Members, Media, Kathryn Schauf, Keith Zehms, Nick Smiar, Jon Johnson, Rod Thorson, Brian Spilde, Nick Smiar

Please note: Upon reasonable notice, efforts will be made to accommodate the need of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, 839-1669 (FAX) or 839-4735 (TDD) or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



## MINUTES

Eau Claire County • Committee on Highway

Thursday, July 5, 2018 / 6:15 am

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

Members Present: Chairman Ray Henning, Supervisor Carl Anton, Supervisor Judy Gatlin, Supervisor Nancy Coffey  
Staff Present: Highway Commissioner Jon Johnson, Engineer Rod Thorson, Operations Coordinator Brian Spilde, Accountant DiAnna Steines

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 (6/21) - Review/Action**  
Motion: Chairman Henning moved for approval. Motion Approved 4-0
4. **Public comment** – No public comment.
5. **“Just Fix It” Sample Resolution for Local Government:**  
Committee discussed and saw no need to change any of the wording.  
Motion: Supervisor Anton moved to approved. Motion approved 4-0
6. **Permits and Fees discussion:**  
Reviewed current fee structure for utilities and Jon presented a more simplified structure with average prices used to help improve covering the current cost of permitting.  
Motion: Supervisor Gatlin moved to approved. Motion approved 4-0
7. **Highway Report**
  - o Highway Commissioner Jon Johnson spoke on the following:
    - o Starting of the 2019 budget
    - o Reorganization of the Highway Department and the reasons why it is needed to improve communication and efficiencies
  - o Operations Coordinator Brian Spilde spoke on the following:
    - o Showed how he puts together the Operations schedule and how it adjusts accordingly whenever there are changes in equipment, employees, or completion dates
  - o Project Engineer Rod Thorson spoke on the following:
    - o Explained how traffic counts are collected and how they also tell you the type of vehicle that is traveling
8. **Payment vouchers (6/22, 629)**  
Vouchers were reviewed

9. **Future meeting dates, times and agenda items**

Future Meetings:

- Thursday, July 19, 2018 at 6:15 a.m.
- Thursday, August 2, 2018 at 6:15 a.m.

Future Agenda Items:

- Assembly Law AB442 – Discussion/Action

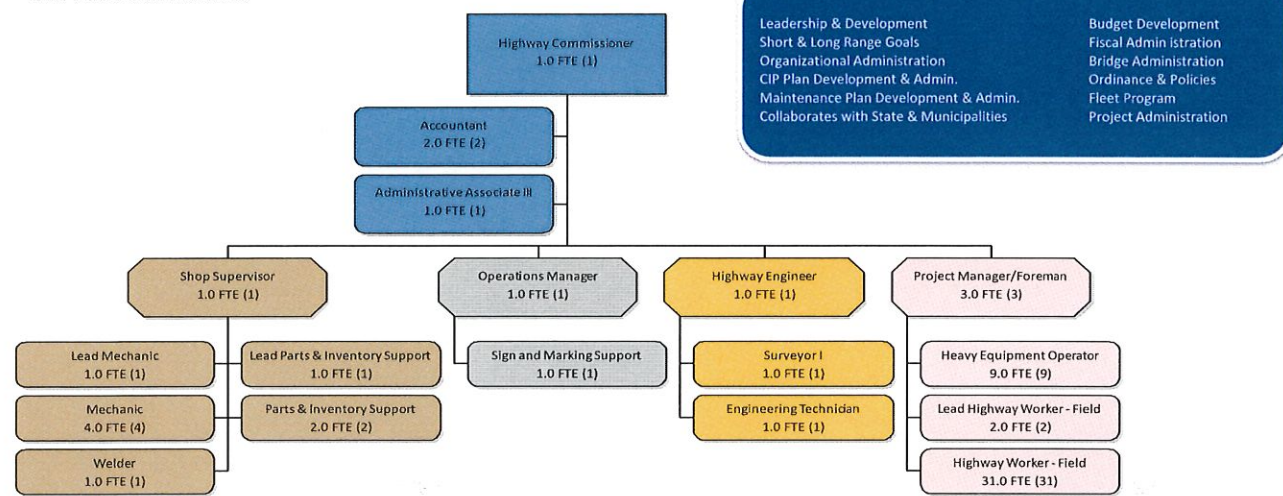
10. Adjourned at 8:47 a.m.

Respectfully submitted,

*DiAnna Steines*

DiAnna Steines  
Eau Claire Highway Department

# Current Structure



Leadership & Development  
 Short & Long Range Goals  
 Organizational Administration  
 CIP Plan Development & Admin.  
 Maintenance Plan Development & Admin.  
 Collaborates with State & Municipalities

Budget Development  
 Fiscal Administration  
 Bridge Administration  
 Ordinance & Policies  
 Fleet Program  
 Project Administration

- Daily Scheduling
- Daily Coordination
- Personnel Utilization
- Equipment Utilization
- Equipment Repairs
- Equipment Maintenance
- Preventative Maintenance
- Equipment Specifications
- Administration of Parts & Repairs
- Employee Evaluations

- Plan & Coordinate Activities
- Plan Material & Supply Needs
- Project Coordination
- Program Development
- Procedure Development
- Accident Review
- Safety Plan Coordination
- Equipment Specifications
- Asset Planning
- Employee Evaluations

- Road Engineering
- Bridge Engineering
- Maintenance Planning
- CIP Program Planning
- Road & Bridge Evaluation
- Project Scheduling & Scope
- Utility Coordination
- Right of Way Coordination
- Access Control
- Employee Evaluations

- Currently not performing**
- Daily Scheduling
  - Daily Coordination
  - Personnel Utilization
  - Equipment Utilization
  - Training Program
  - Construction Productivity
  - Communication to achieve goals
  - Innovation, Creativity
  - Long Range Planning
  - Maintenance Program Implementation
  - Program Expectations
  - Accountability & Documentation
  - Commissioner Backup
  - Formwork Compliance
  - Employee Supervision
  - Contracting & Contract Management

- Phone
- Meeting Coordination
- Department Notices
- Accounts Payable Entry
- Maintain Records
- Mail
- Data Entry
- Scanning
- Public Communication

- Budget Preparation
- Accounts Payable
- Accounts Receivable
- Month End
- Payroll
- Inventory Tracking
- Account Reconciliation
- Equipment Setup
- Job Cost & Reports
- Year End

- Daily Scheduling
- Daily Coordination
- Personnel Utilization
- Equipment Utilization
- Project Management
- Material allocation
- Winter Program Management
- Road and Bridge Maintenance
- Invoice Management
- Employee Evaluations
- WIDOT Coordination

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019
FTE	62	63	62	63	62	62	62.73	64	64

# Proposed Highway Structure

**Highway Commissioner**  
1.0 FTE

Leadership & Development  
Short & Long Range Goals  
Organizational Administration  
CIP Plan Development & Admin.  
Maintenance Plan Development & Admin.  
Collaborates with State & Municipalities

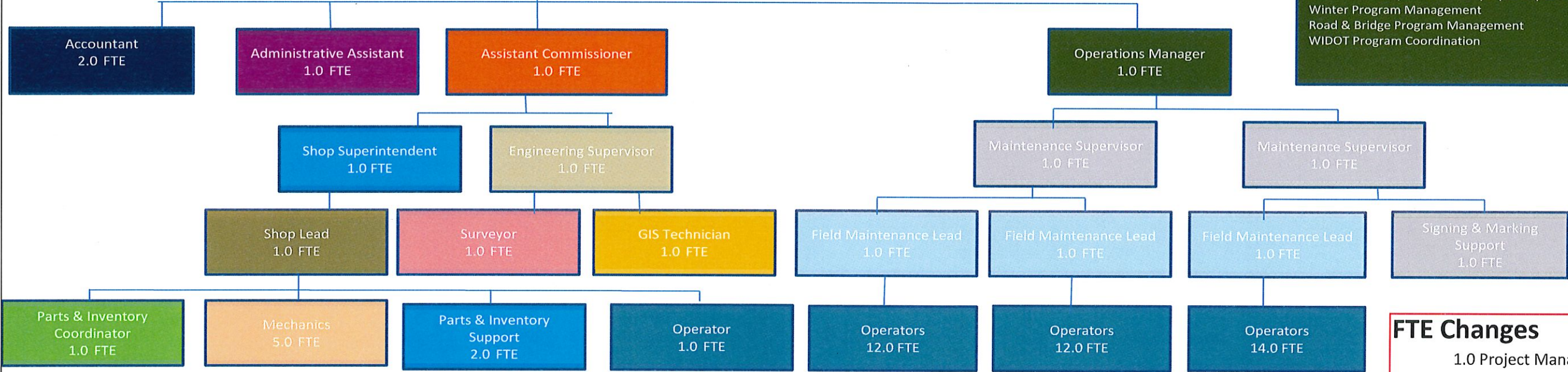
Budget Development  
Fiscal Administration  
Bridge Administration  
Ordinance & Policies  
Fleet Program  
Project Administration

Training Program  
Innovation, Creativity  
Program Expectations  
Formwork Compliance  
Safety Program  
Contract Management

Communication to achieve goals  
Long Range Planning  
Commissioner Backup  
Prioritizing  
Training & Development  
Project Administration

Daily Scheduling  
Daily Coordination  
Personnel Utilization  
Formwork Compliance  
Winter Program Management  
Road & Bridge Program Management  
WIDOT Program Coordination

Construction Productivity  
Communication to achieve goals  
Innovation, Creativity  
Employee Supervision



- Part Procurement
- Inventory Tracking
- Inventory Purchase
- Reporting
- Fleet System Maintenance
- Year End Inventory
- Scheduling & Pickup
- Vendor Coordination

- CAD plan design
- GIS Database Maintenance
- Utility Permitting
- Construction Detail Design
- Maintain Inspection Records
- Construction Site Inspection
- Design Permit Coordination

- Daily Scheduling
- Daily Coordination
- Personnel Utilization
- Equipment Utilization
- Equipment Repairs
- Equipment Maintenance
- Preventative Maintenance
- Equipment Specifications
- Administration of Parts & Repairs
- Employee Evaluations

- Road Engineering
- Bridge Engineering
- Maintenance Planning
- CIP Program Planning
- Road & Bridge Evaluation
- Project Scheduling & Scope
- Utility Coordination
- Right of Way Coordination
- Access Control
- Employee Evaluations

- Daily Scheduling
- Daily Coordination
- Personnel Utilization
- Equipment Utilization
- Project Management
- Material allocation
- Winter Program Management
- Road and Bridge Maintenance
- Invoice Management
- Employee Evaluations
- WIDOT Coordination

## FTE Changes

- 1.0 Project Manager to 1.0 Assistant Commissioner
- 1.0 Ops Mgr to 1.0 Ops Mgr
- 2.0 Project Mgr to 2.0 Maintenance Supervisors
- 1.0 Part Lead to 1.0 Parts & Inventory Coordinator
- 1.0 Engineering Tech to 1.0 GIS Tech
- All Field workers to Highway Operators
- 1.0 Engineer to 1.0 Engineering Supervisor