



MINUTES

Eau Claire County | Committee on Highway

Thursday, May 12, 2022 | 7:30 a.m.

WebEx Virtual Teleconference

Committee Members Present: Chair Steve Chilson, Vice-Chair Judy Gatlin, Supervisor Nathan Otto, Supervisor Mark Beckfield, Supervisor Larry Hoekstra

Staff/Others Present: Highway Commissioner Jon Johnson, Assistant Commissioner Brian Spilde, Fiscal Associate IV Nicole Spaeth, Human Resources Director Jessica McDonald

1. **Meeting called to order by Chairman Chilson at 7:30 a.m.**
2. **Past committee meeting minutes (04/14/2022) – Discussion/Action**
 - Supervisor Gatlin motioned to approve, Supervisor Hoekstra 2nd. Motion carried 5-0.
3. **Public Comment** – none
4. **Election of Highway Committee Chair and Vice-Chair – Discussion/Action**
 - Supervisor Gatlin nominated Supervisor Chilson for Committee Chair. Nomination accepted. Supervisor Chilson elected 5-0.
 - Supervisor Beckfield nominated Supervisor Otto for vice-chair. Nomination accepted. Supervisor Otto elected 5-0.
5. **CTH E Town of Union ATV/UTV Application – Discussion/Action**
 - Assistant Commissioner Brian Spilde reviewed the process of reviewing applications and showed the interactive ATV route trail map. Chairman of Townships need to sign off on all routes before they can be approved. ATVs using approved county roads must obey all traffic laws. ATV clubs pay for signs for these routes, but the county does incur costs for sign installation (signs must be installed by a county employee).
 - Route being considered: Elk Creek Road no issue, but W. Cameron is a busier road. Sheriff is not concerned with it. If issues with the ATV route come up later on after approval, the route can be removed.
 - Supervisor Gatlin motioned to approve the application; Supervisor Hoekstra 2nd. Motion carried 5-0.
6. **Highway Improvement Plan – Discussion/Action**
 - Reviewed revisions to the plan since last time was approve. Most important updates are to the *Decision Process & Application of Improvements* section. The purpose of this document is to give visibility into the functioning of the department and how its funded.
 - Reviewed highway terms/definitions, safety procedures, improvement plans/projects, 5-year capital improvement plan, and county maps including ADT (average daily traffic).
 - Supervisor Hoekstra motioned to using this 5 year improvement plan as a living/fluid document, Supervisor Otto 2nd. Motion carried 5-0.
7. **Foreman & Field Operator Staff Positions – Discussion/Action**
 - Jessica & Jon have been working on department position restructuring. The goal is to change Lead Workers to Foreman to give them more responsibility and provide more direction and authority on

projects. This change would move the lead/foreman from operating equipment to more of a supervisory and administrative position. They currently don't have any official authority over the other operators. This will provide more streamlined communication and direction to project. This will also allow the onsite foreman to directly work with vendors and obtain materials for the projects, as well as re-allocate staff to different parts of the project and coordinate with engineers/surveyors/inspectors. Provides more oversight to make sure projects are being charged out correctly. The fiscal impact of this position change will be offset by proper charging of equipment that is currently getting missed.

- Reviewed the resolution to create 3 additional field heavy equipment operators to replace the general field labor that will no longer be done by the Foreman (such as plowing). Discussed the fiscal impact and how the additional costs would be covered.
- Supervisor Gatlin motion to abolish Lead Positions and add Foreman positions, Otto 2nd. Motion carried 5-0.
- Supervisor Otto motion to create 3 heavy equipment operator positions, Gatlin 2nd. Motion carried 5-0.

8. Highway Report

- Highway Commissioner Update – Jon Johnson
 - **Highway Department 101:** Shared the state statues of County Highways in Chapter 83 that the Highway operates out of, as well as statues 78-88.
 - **WCHA Road School June 6-8, 2022:** Committee members can attend this. Good learning experience.
 - **Union Shop – Property Sale/Lease Options:** Badger Refrigeration has offered to buy an acre of this property, but county was not interest in selling at the prices they offered. We are now looking into the option of leasing it to them, but need to discuss the long-term impacts and what changes might need to be made to the property. Have also been approached by a construction company about leasing the land to store equipment and materials for a couple years during their construction project.
 - **Onboarding/Training Procedures for Staff:** Reviewed the orientation manual and the Field Operator specific training & safety plan. Also reviewed all the new staffing changes happening recently.
 - **Highway Facility Update:** Project moving along well, some materials delayed a little but they are working on other areas while they wait. Currently about a month behind schedule due to delays in availability of materials.
- Operations Update – Brian Spilde
 - Doing a lot of sweeping/washing bridges, pulling shoulders. Next week culvert installation on projects begin. Farner starting painting line striping program, as well as starting chip sealing and seal coating programs. Also working with Farner on a high-friction seal for some projects to improve safety.
- Engineering Update – Jon Johnson
 - New engineer will be starting in a month

9. Review of Payment Vouchers (4/15/22-4/29/22)

- Supervisor Gatlin motioned to approve; Supervisor Chilson 2nd; Motion carried 4-0.

10. Future Meeting Dates, Times, and Agenda Items – Discussion Action

- Next meeting: Thursday, June 9, 2022 at 7:30 am

11. Meeting adjourned by Chairman Chilson at 9:44 a.m.

Respectfully submitted,

Nicole Spaeth

Nicole Spaeth, Fiscal Associate IV

Eau Claire County Highway Department

APPROVED 06/09/22