



Agenda

**Highway and Parks Committee Meeting
Tuesday, November 7, 2017 @ 8:00 AM
Shawano County Highway Department
3035 E. Richmond Street, Shawano, WI
Members: John Ainsworth, Kevin Conradt,
Steven Gueths, Thomas Kautza, Randy Young**

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| 1. Call meeting to order. | |
| 2. Approve minutes from previous meeting. | |
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| 3. Motion to deviate from the order of the agenda, if necessary. | |
| 4. Public comment - limited to 15 minutes. | |
| 5. Discuss/take action on use of remaining funds for the Historical Society building improvements. | |
| 6. Discuss/take action on election of composite winter rates. | |
| Composite Rate Election Form | 9 |
| 7. Discuss/take action on process of sale of equipment. | |
| 8. Keith Marquardt, Parks Manager, oral report/work update. | |
| 9. Grant Bystol, Highway Commissioner, oral report/work update. | |
| 10. Committee member comments or new business to be considered at a future meeting. | |
| 11. Review/approve accounts payable. | |
| 12. Approve training/travel requests. | |
| 13. Letters and communications. | |
| 14. Set meeting dates and times. | |
| 15. Adjournment. | |

Accommodations due to disability can be made by calling: 715-526-9182



MINUTES
Highway and Parks Committee Meeting
Tuesday, October 17, 2017, 8:00 AM
Shawano County Highway Department, 3035 E
Richmond Street, Shawano

Members Present: Ainsworth, Conradt, Gueths, Kautza, and Young

Members Absent:

Others Present: Grant Bystol - Highway Commissioner; Keith Marquardt - Parks Manager; Jenny Wagner - Account Technician; Brent Miller - Administrator

1. Call meeting to order.
The meeting was called to order by Chairman Kautza at 8:00AM.
2. Approve minutes from previous meeting.
Motion by Conradt, seconded by Gueths, to approve minutes from previous meeting.
Vote: 5 Yes, 0 No.
3. Motion to deviate from the order of the agenda, if necessary.
Motion by Young, seconded by Ainsworth, to deviate from the order of the agenda, if necessary.
Vote: 5 Yes, 0 No.
4. Public comment - limited to 15 minutes.
None.
5. It is anticipated that a motion will be made and seconded to go into closed session pursuant to Wis. Stats. §§ 19.85(1)(c) to discuss and deliberate concerning the performance evaluation of the Highway Commissioner and the Parks Manager, who are employees within the Highway Department and Parks Department over which the county exercises jurisdiction.
A motion was made by Conradt and seconded by Ainsworth to go into closed session pursuant to Wis. Stats. §§ 19.85(1)(c) to discuss and deliberate concerning the performance evaluation of the Highway Commissioner and the Parks Manager, who are employees within the Highway Department and Parks Department over which the county exercises jurisdiction. Roll call vote: Ainsworth yes, Gueths yes, Young yes, Kautza yes, and Conradt yes.
6. It is anticipated that a motion will be made and seconded to come out of closed session and take action on closed section.
A motion was made by Conradt and seconded by Young to come out of a closed session. Roll call vote: Ainsworth yes, Gueths yes, Young yes, Kautza yes, and

Conradt yes.

7. Discuss/take action on County Board rules, updates and changes.

Conradt mentioned to members if there should be wording added under the highway section for the review and implementation of ATV routes on county roads. Bystol will contact Tony Kordus from Corporation Counsel and will get back to the committee members. Conradt also asked about the county cemeteries and Mielke Park, Marquardt responded the rules listed are accurate to the duties.
8. Discuss/take action on finance charges.

Bystol presented an invoice sent for accident damage for \$288.48, and the recipient has passed away.
Motion by Gueths, seconded by Ainsworth, to approve the dismissal of the accounts receivable balance and the finance charges.
Vote: 5 Yes, 0 No.
9. Discuss/take action on paving foreman PAR form.

Motion by Conradt, seconded by Ainsworth, to approve the PAR form.
Vote: 5 Yes, 0 No.
Kautza left the meeting. Ainsworth moved on to the next item.
10. Keith Marquardt, Parks Manager, oral report/work update.

Marquardt discussed an email he received about a possible land donation for wildlife conservation. Members discussed possible use of the land and surrounding entities. Marquardt passed out the revenues and expenditures with the year going well. He also presented the American Veterans statement of operations and the proceeds Parks will receive. Winter preparation has started with dock, shelter, campground and trail maintenance underway.
11. Grant Bystol, Highway Commissioner, oral report/work update.

Bystol overviewed the progress of current projects: mainline paving projected to be completed next week, followed by patchwork and Mountain Bay Trail maintenance. Crews are repairing a washout on STH 22 by the Oconto River. Painting is almost complete and shoulder maintenance will start soon. Crews installed a dry hydrant for the Shawano Fire Department. The quarry is still crushing. Crews are repairing the bridge sidewalks on CTH MMM, and the home demolition for the evidence storage will start tomorrow.
12. Committee member comments or new business to be considered at a future meeting.

Gueths and Bystol discussed meeting time for the North Central Region Meeting this Friday.
13. Review/approve accounts payable.

The committee reviewed highway bills dated October 9th for \$127,569.33 and October 16th for \$221,169.92. Park bills were dated September 25th for \$1,759.07, October 9th for \$6,376.53 and October 16th for \$4,744.39.
Motion by Gueths, seconded by Conradt, to approve the bills as presented.
Vote: 4 Yes, 0 No, 1 Absent Kautza.
14. Approve training/travel requests.

None.

15. Letters and communications.

None.

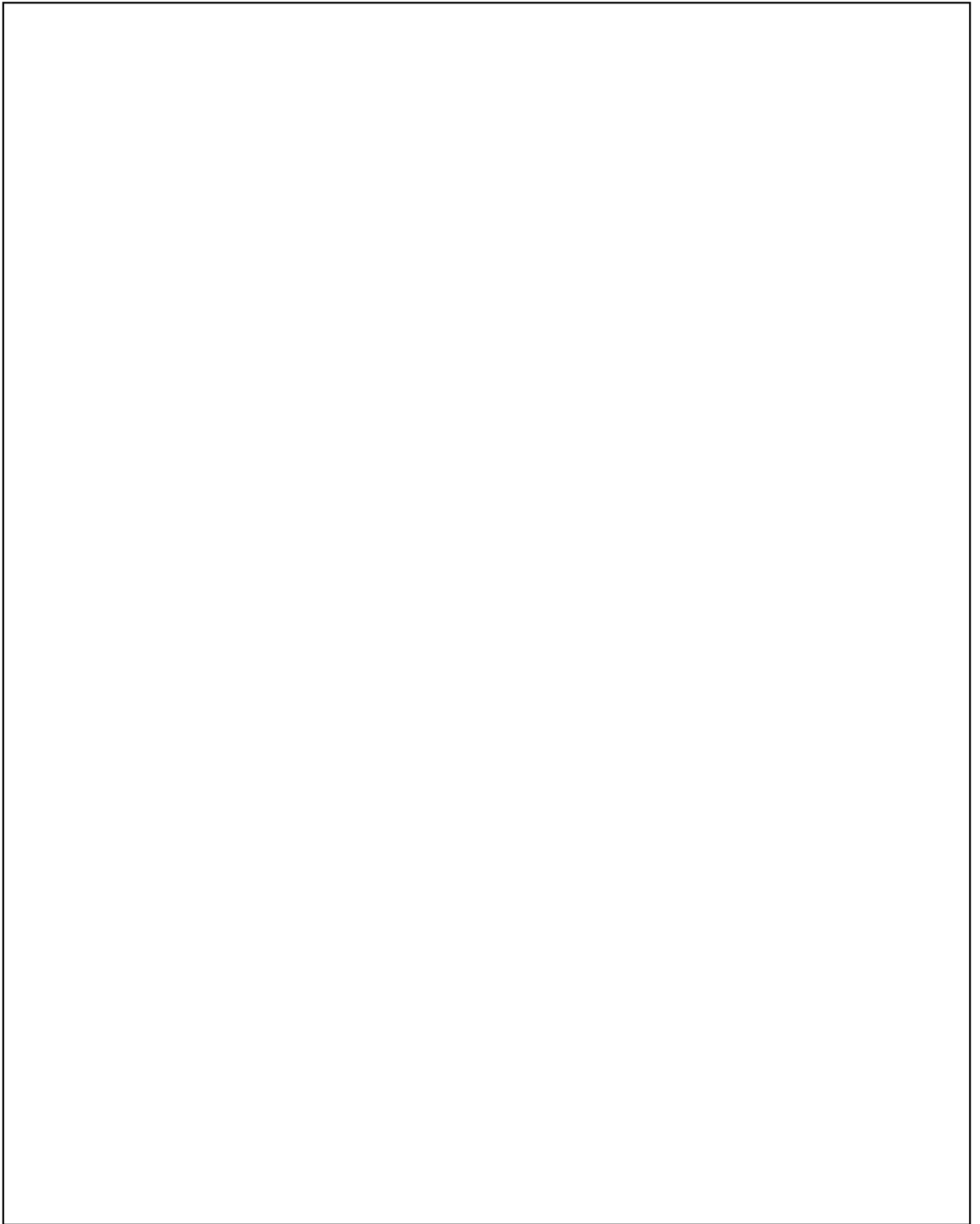
16. Set meeting dates and times.

The next committee meetings will be November 7th, November 21st (tentative), and December 4th at 8:00AM, all at the highway department.

17. Adjournment.

Motion by Young, seconded by Ainsworth, to adjourn the meeting at 10:25AM.

Vote: 4 Yes, 0 No, 1 Absent Kautza.



Board. Provide liaison with the designated agent for economic development in Shawano County.

Designated as the home committee for the Community Development Block Grant Housing Loan Program and the Economic Development Revolving Loan Fund Program.

Examine the official bonds of all County officers or employees requiring bond under Wisconsin Statutes. Such other duties as assigned by the County Board.

HOME COMMITTEE: Finance Department and County Treasurer.

HIGHWAY & PARKS COMMITTEE

MEMBERS: 5 County Board Members – 3 elected by the County Board (1 from West, Central and Eastern areas of Shawano County per designated map) and 2 Board Members appointed.

DUTIES: Perform those duties set out in Chapter 83, Stats. and such other duties as may be imposed by the County Board.

Some of these duties include: Prior review of purchase and sale of County road machinery by the Highway Commissioner, enter into Highway contracts in the name of Shawano County, direct the expenditure of highway maintenance and construction funds, material claims and vouchers resulting from the construction of highways. Enter into agreement with the State Division of Highways for maintenance of State Trunk Highways and Federal Highways in Shawano County. Management of Highway buildings, grounds and equipment subject to County Board policies.

Park maintenance functions include: Setting policy for maintenance of County park facilities; handling park maintenance budget items; approval of all park maintenance expenditures; negotiating and monitoring

compliance of all park facility leases; purchasing park maintenance equipment and minor park facility outlays; responsible for maintenance of County cemeteries; maintenance and improvements to Mielke Park grounds and park shelter; maintenance of County trails and boat landings including fee collection; and working with County Planner for grant applications regarding parks and trail capital improvements.

Recommend policy in the development and acquisition of County parks. Acquisitions not included in the Board approved Shawano County Outdoor Recreation Plan to be coordinated with the Public Property Committee. Provide administration for long-term site improvements needed for the parks. Coordinate development of park and recreational facilities with other units of government and civic/service organizations within Shawano County, in order to provide increased outdoor recreation facilities. Promote the County's recreation facilities and resources for better utilization. Study the recreational needs of the County and update the County Recreation Plan to reflect present and future needs. Provide oversight of County snowmobile and ATV trail programs and submit annually funding applications to the State of Wisconsin.

Such other duties as assigned by the County Board.

HOME COMMITTEE: Highway Department, Highway Commissioner, Parks Department and Parks Manager.

HUMAN SERVICES DEPARTMENT BOARD

MEMBERS: 5 County Board Members and 4 Citizen Members per Resolution No. 58-14 and Section 46.23 of the Wisconsin Statutes.

DUTIES: As set forth in the Wisconsin Statutes, the County Human Services Department Board:



Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 02 Administration

September 2016

Section 30 Cost Documentation

Subject 50 Annual Election to Use Composite Rates for Winter Maintenance Equipment

1.0 Annual Election

This document establishes the election by the named county to use the optional "composite rates" method for snow plow truck attachments in classes 632 through 637 and spreader attachments in classes 420 through 428. Composite rates are described in Policy 02-25-75 and presented in Policy 02-25-60.

The county agrees to maintain separate cost records for each attachment unit, but shall charge those units to activities using the composite rates.

The department guarantees that, for attachments charged to State Highway Winter Maintenance, the chargeable composite hours will not be less than a guarantee utilization level as defined in Policy 02-25-75. Should total composite rate hours charged to the department be less than the guarantee hours, the department shall, upon presentation of a claim as part of the standard invoice, pay for the shortfall in hours. Payment shall be for the shortfall hours multiplied by the unit rates in the proportion those units represent in the composite hours charged.

2.0 Acknowledgement of Agreement

This agreement covers the period January 1, 2018 through December 31, 2018

County <u>Shawano</u>	State of Wisconsin Department of Transportation Bureau of Highway Maintenance
By _____	By _____ Region Director
_____	Date _____
_____	By _____
_____	Director, Bureau of Highway Maintenance
Date _____	Date _____