



# Vernon County Highway Department

602 North Main Street  
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## Highway Committee Minutes Tuesday, December 10, 2019

**Members Present:** JoAnn Nickelatti, Glenda Sullivan, Lorn Goede

**Others in attendance:** Commissioner Phil Hewitt, Lonnie Muller

**1. Call to order, JoAnn Nickelatti, Chair, presiding**

The meeting was called to order at 9:30 a.m. by Chairperson Nickelatti.

**2. Affirmation of proper public notice of meeting**

The meeting was properly noticed.

**3. Review and approve minutes of the November 14, 2019 meeting**

Motion by Sullivan, seconded by Nickelatti, to approve the minutes as presented. Motion carried.

**4. Audience to visitors – none.**

**5. Discussion and possible action on cell phone policy**

Hewitt is interested in finding a system to streamline callouts. He's used systems that send mass text messages, but feels an automated phone call would work better to wake the guys up for early morning callouts. Hewitt said the radio systems are also sometimes unreliable and so the workers use their personal cell phones often. Hewitt voiced that he would like to look further into communication options and possibly start reimbursing a percentage of each workers' cell phone bill. Discussion tabled.

**6. Discussion and possible action on shop use/rent**

Several entities have shown interest in the current highway building. Currently Land & Water is entertaining the idea of using the space. Emergency Management was interested in the building as well, but it doesn't seem like it would be cost-effective for the changes that would need to be made to accommodate. Hewitt stated that he'd like to keep the upstairs space for storing of highway paperwork. No action taken, continue to look for the most economical tenants.

**7. Discussion and possible action on cleaning service for new highway bathrooms**

Hewitt inquired with our current service provider for rugs and uniforms about cleaning the bathrooms and lunch room at the new highway building once per week. The rough estimate given was approximately \$6,000 per year. Hewitt will get a more formal quote.

**8. Discussion and possible action on transfer of TRIP funds**

Town of Harmony would like to request a transfer of their TRIP funds to a culvert replacement project. Request will need to be submitted online. Motion by Sullivan, seconded by Nickelatti, to allow Harmony to switch TRIP project locations. Motion carried.

**9. Discussion and possible action on lawn mower purchase**

Hewitt has his eye on a Kabota diesel lawn mower. Motion made by Sullivan, seconded by Goede to make the purchase if there is money left in the budget this year.



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## **10. Discussion and possible action on ROW encroachment CTH WW**

The Sugden property on WW by Hillsboro has not responded to the letter that was sent by Corp Counsel about his junk being in the road Right of Way. Motion made by Sullivan, seconded by Goede to proceed with the Sherriff Department sending a citation. Motion carried.

## **11. Review and approve Routine Maintenance Agreement from state DOT**

Motion made by Sullivan, seconded by Goede to approve the Routine Maintenance Agreement from the state DOT. Motion carried.

## **12. Review and approve vouchers for payment.**

Motion made by Goede, seconded by Sullivan to pay the vouchers as presented. Motion carried.

## **13. Commissioner's Report – Phil Hewitt – Non-action items**

- Grants – Hewitt applied for three grants recently. If we are awarded all three, we'll need to go to the board for more money according to Hewitt.
- New shop – State inspector is scheduled to come December 19<sup>th</sup>. Planning to begin moving the week of Christmas. Admin flooring is not finished yet.
- Horse Bill Assembly – Hewitt was asked to speak in Madison on Thursday about licensing buggies and/or taxing horses as a way for Amish to contribute to the cost of building and maintaining our roads that they use.
- V Driveway – discussion on a driveway on CTH V, Town of Union that was approved so the landowner isn't land-locked
- Step Lawsuit – Mediation happening in January
- Water line – A1 dug a water line for \$20,000 to the salt shed to move the brine maker
- Truck – Hewitt sold his truck to Land & Water. Stated he was going to look into a lease program in the new year.
- Move – admin won't begin to move to the new office until after the new year
- Retirements – rumors that there may be a retirement; Hewitt is waiting on the lawyers to draft up an agreement that says employee can't return to work after receiving a PTO payout and/or "pyramiding" PTO
- Open house – when asked about an Open House for the new highway shop, Hewitt said he'll probably pick a Saturday in the spring to open the doors and let people walk through if they'd like.

## **14. Set next meeting date**

Next regular meeting is scheduled for Thursday, January 9, 2020 at 9:30 a.m.

## **15. Adjourn**

Motion by Sullivan, seconded by Nickelatti to adjourn. Motion carried.