The meeting was called to order by Chair Draheim at 9:00 a.m.

Members present were: Supervisors Kenneth Draheim, James Lehrer, Marilyn Schuh and Michael Hopfensperger. The meeting was properly announced.

Others Present were: County Administrator Jay Shambeau, Corporation Counsel Pam Captain, Human Resource Director Patrick Glynn, Commissioner Mike Ottery, Finance Director Dan DeBonis, and Office Manager Lanette Brill.

The pledge of allegiance was recited.

Moved by Supervisor Lehrer, seconded by Supervisor Hopfensperger, to approve the agenda and the minutes from the September 10, 2008 Highway Meeting. Motion carried unanimously.

Public Participation:

None.

Correspondence for the October 8, 2008 Highway Committee Meeting:

1. A copy of a letter addressed to the County Administrator was received from the City of Chilton's Attorney Derek McDermott regarding the City's position on County Trunk Highway Maintenance within the City Limits.
2. A letter was received from the State of Wisconsin Department of Workforce Development regarding clarification of when a government entities need to pay their employees prevailing wage rates when working on public works projects.
3. A letter was received from the Wisconsin Department of Transportation Investment Management Division regarding the 2009 General Transportation Aids being estimated at $ 752,051.04
4. A letter was received from the City of New Holstein, City Clerk regarding the City's September 17, 2008 Common Council meeting stating per the recommendation of their City Attorney and unanimous recommendation of the Board of Public Works that the City of New Holstein not pay Calumet County Highway maintenance obligations within the corporate limits of the City of New Holstein for county highways.
5. Two Certified letters were received from Verizon regarding two telephone pedestals that were allegedly damaged by the Calumet County Highway Department while mowing roadside ditches.
6. A copy of the As-Built Plans and Structure Inventory & Appraisal Form for the Harbor Road Bridge in the Town of Brothertown was received from the Engineering firm of J.E Arthur and Associates Inc.
7. A copy of a letter was received that was sent from the City of Appleton to all property owners on CTH. "LP" from CTH. "AP" to the proposed new Midway Road regarding an informational session on the CTH. "LP" project that is going to be held on October 21, 2008 at 8:30 a.m. and again at 4:30 p.m.
8. A copy of a letter from County Planning addressed to Dennis Reim of Robert E. Lee Associates was received regarding review of a Preliminary Plat for Prairie Meadows within the City of New Holstein.

All correspondence received by the department were placed on file.

Supervisor Sommers arrived at 9:12 A.M.

These minutes HAVE BEEN approved by the Highway Committee
Bridge/Culvert Aid Request:
Commissioner Ottery explained to the Committee that a request was received from the Town of Brothertown for culvert aid on the following culverts that have been installed by the town: 71" X 47" X 38' culvert on Lakeshore Drive .25 tenths of a mile north of Indian Road at an estimated cost of $11,448.75, 57" X 38" X 38' culvert on Lakeshore Drive S. of Indian Road at an estimated cost of $8,931.92, 49" X 33" X 50' culvert at the intersection of Tower Road and Dick Road at an estimated cost of $9,098.47, and a 64" X 43" X 62' culvert at the intersection of Lakeshore Drive and Indian Road at an estimated cost of $11,448.75. Highway Department and Land and Water Staff reviewed and inspected the installed culverts. As a part of the review it was determined that the culverts installed at the Tower Road & Dick Road Intersection and Lakeshore Drive S. of Indian Road were not appropriately sized. Committee discussion followed. Moved by Supervisor Lehrer, seconded by Supervisor Hopfensperger, to approve the Bridge/Culvert Aid submittals from Town of Brothertown for two culverts one 71" X 47" X 38' on Lakeshore Drive .25 tenths of a mile north of Indian Road at an estimated cost of $11,448.75, and one 64" X 43" X 62' culvert at the intersection of Lakeshore Drive and Indian Road at an estimated cost of $11,448.75 and to deny approvals for two culverts one 49" X 33" X 50’ culvert at the intersection of Tower Road and Dick Road and one 57" X 38" X 38' on Lakeshore Drive S. of Indian Road. Payment by the County for the approved culverts shall be ½ (one-half) the cost for the replacement of the culverts based on the actual invoices submitted to the Highway Department for materials, equipment, and labor used on the culvert replacement projects. Motion carried unanimously. Commissioner Ottery was instructed by the Committee to advise the Town of Brothertown as well as the other Townships within the County of the Wisconsin State Statute that is to be followed by any Township petitioning for bridge or culvert aid.

Cost Sharing Policy in Urban Areas:
Attachments 1 and 2 that were sent with the agenda were explained by Corporation Counsel Captain regarding a draft of an ordinance to present to County Board for discussion and action that would allow the Highway Committee to enact a cost sharing policy within urban areas that county trunk highways go through. Committee discussion followed. Moved by Supervisor Lehrer, seconded by Supervisor Sommers, to forward the draft ordinance to the County Board of Supervisors for discussion and action at the November County Board Meeting authorizing the Highway Committee the ability to create a cost sharing policy regarding maintenance of urbanized County Trunk Highways that go through Cities, Villages, or Towns. Motion carried unanimously.

Human Resource Director Glynn arrived at 9:36 A.M.

2009 Highway Department Budget:
Commissioner Ottery explained that he met for the last time with the County Administrator and Finance Director on September 17th regarding the 2009 Budget that was then forwarded to the Finance Committee for review on September 30th and October 1st. County Administrator Shambeau reported that the budget as reviewed with the Highway Commissioner was approved by the Finance Committee and will be forwarded to the entire County Board for discussion and action at the November County Board meeting.

Report of Highway Commissioner:
A. Staff Activities/Projects:
Since the Committee’s last meeting the highway department field staff have been occupied with a variety of tasks moving into the fall season. These tasks include the following: shouldering on USH. 151 south, brush cutting on USH. 10, moving on County Trunk System, centerstriping and edgelining in Calumet, Outagamie, and Manitowoc County’s, pulverizing, shaping, compacting, asphalt paving, shouldering, and centerstriping/edgelining on CTH. N between USH. 10 and STH. 114, various hot mix repair patches on County Trunks, Crackfilling projects on STH. 32/57 and STH. 114, sign repair and assistance in detour removal for USH. 10 Round-a-Bout project which was opened to traffic on Thursday, October 2nd, hauling asphalt for Sheboygan County. Shop staff has been occupied with the maintenance and repairs of the Sheriff’s Department Squads, Highway Equipment/Trucks and Handi-Vans. The open truck driver position was posted internally and was awarded to a shop mechanic. The shop mechanic position is

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anticipated to remain open until the employee completes the four month trial period. During this trial period the Limited Term Employee will be filling the void in the shop. The new single axle truck was delivered and met all the specification requirements. The Departments Shop Foreman, Office Manager, and two staff members of the Finance Department attended a two day computer software training session conducted by the County's software provider in Oak Brook. Shop Foreman Fuhrmann and Patrol Superintendent Mischnick attended the 67th annual meeting of the Wisconsin County Highway Superintendents and Foremen's Association Conference held in Wisconsin Dells on September 17, 18, and 19.

**B. Discontinuing Department Operations at Forest Junction Highway Facility:**
To limit the cost associated with the present three Highway Facilities it has been determined that the Highway Facility at the Forest Junction location be closed and the two employees that report to the facility be transferred to other locations. One employee will report to Chilton and the other to the Sherwood Highway Facilities. Equipment will be distributed as well between the two remaining shops. The anticipated closing date of the Forest Junction Facility is tentatively scheduled for October 13th.

**C. Intergovernmental Agreement With the City of Appleton Regarding Midway Road**
The intergovernmental agreement with the City of Appleton regarding Midway Road is in the process of being finalized for signature by the County. A meeting with the City of Appleton and the Town of Harrison is being scheduled before the document will become official.

**D. Winter Operations:**
With the snow season fast approaching there are some concerns over the amount of funding available in the 2008 winter snow removal account to maintain the service level that the citizens of Calumet County have expected. With the increased cost of materials, fuel, and labor the funding of ice/snow removal operations may be a problem in November and December. At the present time the Department will have approximately $75,000.00 of funding left in the account after the purchase of the early fill of salt. This would mean that the department would be able to service county roads for approximately six snow events until the new budget becomes effective January 1, 2009.

**E. New County Board Supervisor Highway Facilities Tour:**
On Friday, October 3rd six of the new County Board Supervisors were given the opportunity to tour the three Highway Facilities to give them an idea of the present facilities and an idea of what was intended for the facilities in the future.

**F. Tuck Pointing Repairs Chilton Highway Facility:**
Tuck pointing work that was scheduled at the Chilton Highway Facility will start weather permitting on Monday, October 13th. The expectation is to have the work completed no later than November 3rd as listed on the contract.

**Report of Committee Members:**
None.

**Set Next Meeting Date:**
The next Highway Committee meeting, if needed, will be held Wednesday, November 12, 2008 at 9:00 a.m.

**Moved** by Supervisor Lehrer, seconded by Supervisor Hopfensperger, to adjourn the meeting at 10:13 A.M. to November 12, 2008 at 9:00 a.m., if needed. Motion carried unanimously. There being no further business the meeting was adjourned.

Recording Secretary
Lanette Brill, Office Manager

These minutes HAVE BEEN approved by the Highway Committee