

**Calumet County Highway Committee Meeting Minutes
February 13, 2019**

The meeting was called to order by Highway Committee Chair Kenneth Draheim at 8:30 a.m.

Members present were: Supervisors Kenneth Draheim, Joseph Mueller, Ron Dietrich, Bill Barribeau, and Matthew Budde.

Others Present were: Highway Commissioner, Brian Glaeser; Highway Shop Superintendent, Mike Gaskell; and Highway Office Manager, Michelle Maas.

The pledge of allegiance was recited.

Moved by Supervisor Barribeau, seconded by Supervisor Budde to approve the agenda. Motion carried unanimously.

Moved by Supervisor Mueller, seconded by Supervisor Budde to approve the minutes from the December 12, 2018 Highway Committee Meeting. Motion carried unanimously.

Public Participation:

None

Report of Committee Members:

None

Communications:

The department has received the Final 2019 GTA Calculation. The 2019 GTA amount is \$981,804.54. This amount is \$14,147.79 more than our 2018 amount.

Supervisor Dietrich arrived at 8:33 a.m.

Items for Action or Discussion:

- A. Review/Approve Specification and Assign Dates Bids will be Due and Opened for the Purchase of One (1) New 2019 Tandem Axle Cab & Chassis:** Highway Commissioner Glaeser explained that as a part of the adopted Personnel & General Administrative Policy the Highway Committee is to review and approve specifications for equipment as well as the dates for the bids to be due and opened for the purchase of equipment. Committee Discussion followed.
- B. Review/Approve Specification and Assign Dates Bids will be Due and Opened for the Purchase of One (1) New 2019 Tandem -Axle Dump Body, Plow, Wing, Material Spreader with Spinner and Pre-Wetting System:** Highway Commissioner Glaeser explained that as a part of the adopted Personnel & General Administrative Policy the Highway Committee is to review and approve specifications for equipment as well as the dates for the bids to be due and opened for the purchase of equipment. Committee Discussion followed.
- C. Review/Approve Specification and Assign Dates Bids will be Due, and Opened for the Purchase of One (1) New 2019 Loader:** Highway Commissioner Glaeser explained that as a part of the adopted Personnel & General Administrative Policy the Highway Committee is to review and approve specifications for equipment as well as the dates for the bids to be due and opened for the purchase of equipment. Committee Discussion followed.
- D. Review/ Approve Specification and Assign Dates Bids will be Due and Opened for the Purchase of One (1) New 2019 Wheeled Skidsteer:** Highway Commissioner Glaeser explained that as a part of the adopted Personnel & General Administrative Policy the Highway Committee is to review and approve specifications for equipment as well as the dates for the bids to be due and opened for the purchase of equipment. Committee Discussion followed.

These minutes HAVE BEEN approved by the Highway Committee

E. Review/Approve Specification and Assign Dates Bids will be Due and Opened at a Public Reading for the Purchase of 2019 Hot Mix Asphalt: Highway Commissioner Glaeser explained that as a part of the adopted Personnel & General Administrative Policy the Highway Committee is to review and approve specifications for Hot Mix Asphalt, as well as the dates for the bids to be due and opened for the purchase of asphalt. Committee Discussion followed.

Moved by Supervisor Barribeau, seconded by Supervisor Budde to accept the bids specification for equipment, and asphalt as outlined by staff in items A-E, and to advertise for bids on the County Website, Appleton Post Crescent, and the Tri County News the week of February 21 2019 and February 28, 2019. Bids will be due by 3:00 p.m. on Thursday, March 14, 2019, and opened on Friday, March 15, 2019 beginning at 9:00 a.m. at the Calumet County Highway Department located at 241 E. Chestnut St., Chilton WI 53014. Bids will be reviewed, and recommendations will be presented at the March 20, 2019 Highway Committee Meeting. Motion carried unanimously.

Report of Highway Department:

A. Highway Commissioners Report:

- Commissioner Glaeser provided to the committee a handout of recent staff activities.

B. WCHA Update:

- Commissioner Glaeser stated that the WCHA has asked the Highway Commissioners to aid in improving the communications gap between the WCHA and County Highway Committee members. Committee members can expect to see more emails coming their way.

Set Next Meeting Date:

The next meeting of the Highway Committee is tentatively scheduled for Wednesday, March 20, 2019 at 8:30 a.m. at the Calumet County Highway Dept. at 241 E. Chestnut Street, Chilton WI 53014.

Adjournment: **Moved** by Supervisor Barribeau, seconded by Supervisor Mueller to adjourn the meeting at 9:15 a.m. to Wednesday, March 20, 2019 if needed. Motion carried unanimously. There being no further business the meeting was adjourned.

Michelle Maas

Recording Secretary
Michelle Maas, Highway Department Office Manager