



GREEN LAKE COUNTY HIGHWAY COMMISSIONER

Robert J. Podgorski
Highway Commissioner

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GREEN LAKE COUNTY HIGHWAY COMMITTEE MINUTES

Monday, November 12, 2007

9:00 A.M.

Meeting called to order by Supervisor Helmer at 9:00 A.M.

Members present: Orrin Helmer, Carol Myers, and Bob Krause.

Member Absent: Orville Biesenthal & Dennis Galatowitsch.

Non-member present: Robert Podgorski Highway Commissioner; Michelle Burk, Cost Account Clerk; John Selsing, Corporation Council; Robert Pribnow, Berlin Conservation Club; Marge Bostelmann, County Clerk.

Certification of the open meeting law: The open meeting law was met by publication in the official county newspaper.

Approval of agenda: Motion/Second (Krause/ Myers) to approve the agenda. (3 Ayes, 2 Absent) Motion carried.

Parks Business:

Approve Vouchers: Motion/Second (Helmer/ Krause) to approve November 12, 2007 vouchers for payment in the amount of \$2,073.51. (3 Ayes/ 2 Absent) Motion carried.

Correspondence: None.

Parks Public Comment: None.

Parks Appearances: None.

Berlin Trail: Supervisor Myers reported that she has been in contact with Chris Halbur, DNR, regarding the Berlin Trail. The next step will be to have it approved by the DNR, and then it will be sent to the County Board for a resolution to be approved.

Zobel Park: Supervisor Myers reported that there was a grant that would be possible for the disc golf in Zobel Park. The grant is available through a non profit organization. Marge Bostelmann talked about the possibility of setting up a

501(C) (3). That would be a way that the public could donate to the County parks for improvements.

Lake Maria Park: The DNR has the water level at the level it wants it to remain at for the current time.

Boat Launch fees: Collected to date, \$5,855.60.

Garbage Less Parks: No action was taken.

Parks Budget: There was no discussion held.

Committee discussion: Commissioner Podgorski reported that there was no special treatment for Supervisor Myers & her husband. He reported that the culvert that was replaced was an existing culvert, it was not a functioning culvert but it was an existing culvert. Commissioner Podgorski stated that he did have a meeting out on CTH PP with Mr. Gebhardt & Mr. Stellmacher to also inform them & show them where this culvert was located.

The meeting was turned back to Highway business.

Approval of minutes: Motion/Second (Myers/ Krause) to approve the minutes for October 8, 2007 with one correction. (3 Ayes/ 2 Absent) Motion carried.

Correspondence: Motion/Second (Myers/ Krause) to approve Green Lake Yacht Club's request to use the Highway grounds on September 19-21, 2008. (3 Ayes/ 2 Absent) Motion carried.

Public Comment: None.

Appearances: Marge Bostelmann appeared to discuss the Highway reserves & the Administrative Assistant Position. Brenda Keller was unable to appear.

Driveway Variance Notice: No action was taken.

Signing of vouchers: Motion/Second (Myers/ Krause) to approve November 12, 2007 vouchers for payment in the amount of \$443,041.96 (\$420,436.29 County, \$22,355.63 State, \$250.04 others.) (3 Ayes/ 2 Absent) Motion carried.

Commissioner Report: The road construction on CTH PP is finished. There was a surface coat put on CTH S from CTHQ to the Fond Du Lac County Line. The State Bridge Decks have been sealed. The crews have patched on CTH JJ. There was a culvert that was replaced on CTH H between CTH I & O. STH 49 & STH 23 shoulders have been redone. The portable toilet was purchased from Ray's Sanitation for \$450.00. The trucks are currently being outfitted with winter equipment.

Review Job Description Administrative Assistant: Marge Bostelmann discussed the administrative Assistant Position, stating that it is the Counties position after discussion with Corporation Council, to put the job description on hold until after there is a retirement letter with a date the current employee intends to retire.

Report on North Central Fall Meeting: Commissioner Podgorski presented his report to the committee.

Revise Draft Policy for Past Due Accounts Receivable: Motion/Second (Myers/ Krause) to table this policy to be reviewed at a later date, in order to give the current policy time to work before adopting another policy. This will be evaluated at a later date. (3 Ayes/ 2 Absent) Motion carried.

Highway Winter Conference; Wisconsin Dells on January 28, 29 & 30 2008: No action was taken.

Driveway for New Medical Building on CTH A: Supervisor Galatowitsch telephoned Commissioner Podgorski stating he was able to look at the drawing for driveway for the new medical building on CTH & he was satisfied that it met the County restrictions.

Highway Budget review: Marge Bostelmann explained to the committee how the reserves are figured for the Highway Department & what resolutions have been passed to take money out of the reserves in the last several years. She also explained that in the past several years there has been Highway reserve dollars used to balance the budget, that this is not something new.

North Central Bookkeeper's Meeting December 5 in Wausau, WI: Motion/Second (Myers/ Krause) to allow 1 part time bookkeeper to attend the training from the Highway Department & allow 1 from the County Clerk's Office to attend at the cost to that office. (3 Ayes/ 2 Absent) Motion carried.

Method of Payment for Bulk Fuel Tank Deliveries: Commissioner Podgorski explained that with the new fuel tanks most companies will require payment within ten days.

Review crash data and locations: 28 reports received, 7 other, 1 weather, 20 deer versus car.

Review Fund Balance and Equipment Analysis Reports: The committee reviewed these two reports.

DOT Request for services: None.

Move into closed session under State Statute (19.85) (1) (c) and (f) for personnel matters including evaluations: Motion/ Second (Krause/ Myers) to go into closed session. (3 Ayes/ 2 Absent) Motion carried. Roll call vote taken. (3 Ayes/ 2 Absent) Motion carried.

Move back into open session to disclose findings of closed session: Motion/Second (Krause/ Myers) to return to open session. (3 Ayes/ 2 Absent) Roll call vote taken. Motion carried. Motion/ Second (Myers/ Krause) to approve evaluations for Arndt and Zimmerman send to their personnel file. (3 Ayes/ 2 Absent) Motion carried.

Field Road Review: None.

Committee Discussion: Supervisor Helmer reported that he attended a meeting with the DNR regarding the fish in the Green Lake. There were also several compliments received regarding the professionalism on how the crew handled the reconstruction on CTH PP.

Future Meeting Date: Monday, December 10, 2007 at 9:00 a.m. at the Highway Building in Green Lake. Since there was no further business to come before the committee there was a Motion/Second (Myers / Krause) to adjourn at 11:15 A.M. (3 Ayes/ 2 Absent) Motion carried.

Minutes prepared by Michelle Burk, Cost Account Clerk

Robert J. Podgorski
Green Lake County Highway Commissioner