

**HIGHWAY ADVISORY COMMISSION
MEETING MINUTES
January 15, 2020**

MEMBERS PRESENT: Cheryl Everitt, Larry Tobias, Richard Robertson, Jean Meinzer, Jim Mesite, Ed Houle, Tom Vierzba, Daniel Ferguson

MEMBERS ABSENT: David Zelenok

OTHERS PRESENT: Stan VanderWerf (EPC BoCC), Holly Williams (EPC BoCC), Scot Cuthbertson (EPC DPW), Kevin Mastin (EPC DPW), Jennifer Irvine (EPC DPW), Anton Ramage (EPC DPW), Troy Wiitala (EPC DPW), Chris Bland (EPC DPW), Jana Nemeckova (EPC DPW)

1. CALL MEETING TO ORDER

Chair Everitt called the meeting to order at 9:00 AM

2. PLEDGE OF ALLEGIANCE

3. ABSENCES

MOTION (Mr. Tobias/Mr. Robertson) to excuse David Zelenok's absence. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

4. MEETING MINUTES

MOTION (Mr. Mesite /Mr. Vierzba) to approve minutes of the December 18, 2019 meeting. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

5. COMMISSIONER/CITIZEN COMMENTS

- Commissioner VanderWerf informed all that new legislative session is coming – Commissioner is asking all not to agree to have the Unfunded Mandates sent to the Local Counties, that would hurt the Counties financially.
- Commissioner VanderWerf was voted the First Vice Chair for 2020 PPACG.
- NEPA was discussed – federal government is looking into revising timelines.
- Commissioner Williams informed all that the Statewide Advisory Committee is discussing the locations for electric charging stations.

6. STAFF REPORTS

A. ADMINISTRATION

Scot Cuthbertson (Executive Director, Department of Public Works)

- The truck wash at Akers is up and running.
- DPW is working on evaluation of all yards & buildings for future improvements.
- DPW is staying busy with snow removal.
- Mr. Tobias asked about DPW's Customer Surveys – to please check on the “options” for the citizens to select from. It needs to be updated with more options.
- The Boot Truck event went well, and almost all employees got new safety boots the same day. It was a first time doing this and DPW learned what can be improved for next year.
- Mr. Cuthbertson presented the “draft working paper” for 2020 Pavement Maintenance Program. He will share the final version when available.

B. ENGINEERING DIVISION UPDATE

Jennifer Irvine (County Engineer, Department of Public Works)

- Mrs. Irvine talked about all project accomplished in 2019.
- She highlighted 2019 Accomplishments:
 - MAMSIP BUILD Grant (Planning, Capital Projects)
 - Traffic Intersection Impact Fee Implementation (Planning)
 - Municipal Storm Sewer System (MS\$) Permit Compliance (Stormwater)
 - County Map (Construction Services): Completed the new map that has not been revised since 2003.
 - 2019 Permits Processed (Construction Services)
 - Maintenance Program (Construction Services): Concrete, Asphalt, Chip Seal, Crack Seal.
- 33% of Engineering Staff was hired in 2019, 3 offers are still outstanding

C. HIGHWAY DIVISION UPDATE

Troy Wiitala (Highway Manager, Department of Public Works)

- 2019 Graveling
 - Stockpiled materials for Hahn Road, big Springs
 - Completed segments of Truckton Rd, Pinecone Rd, East Coachman
 - Spot graveling Old Stage
 - Hauled over 38,356 tons of material
 - Completed 11.8 lane miles
- 2019 Dust Abatement
 - Completed 51 segments of road
 - 70 lane miles stabilized with Bomag machine
 - 136.79 lane miles dust abated
- 2019 Chip Sealing

- Completed 68.70 lane miles
- 2019 Reclamation/ Stabilization Crew
 - Completed Eastonville Rd, Evans Rd, Meridian Rd, Sweet Rd
 - Handle Rd; 2 inches gravel added
 - Sanborn Rd; 2 inches gravel added
 - Added 11 Highway FTEs 9/11 filled
 - Completed 25.60 lane miles
- 2019 Snow Events
 - Nine (9) snow events fall of 2019
 - 27 snow events in calendar 2019
 - Pretreating with salt brine 400+ lane miles
- 2019 Staffing/ Manning
 - Total FTEs: 130/150; 7 processing/ 3 entry levels
 - New Hires: posting/ interviewing vacant positions
- 2019 Numbers
 - Lane miles graveled; 11.8
 - Lane miles dust abated; 136.79
 - Lane miles chip sealed; 68.7
 - Lane miles striped; 391
 - Lane miles stabilization; 25.60
 - Number of signs upgraded; 2454
 - Mowing; 2200+ ditch miles
 - Snow events; 27

7. NOMINATING/VOTING FOR LEADERSHIP POSITIONS

- CHAIR: Lawrence Tobias (Mr. Tobias, Mr. Vierzba)
- FIRST VICE CHAIR: Richard Robertson (Mr. Vierzba, Mr. Mesite)
- SECOND VICE CHAIR: Tom Vierzba (Mr. Houle, Mr. Robertson)
- **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

8. SUNSHINE LAW COMPLIANCE MEMO APPROVAL

- Memo read and entered into a record. **MOTION TO APPROVE CARRIED UNANIMOUSLY.**

9. APPRECIATION LETTER FOR DPW

- The letter entered into a record.

10. AGENDA TOPICS FOR THE NEXT MEETING

- Traffic impact fee update
- Any updates on the 2020 Maintenance List

This meeting was adjourned at 10:09 AM.

The next HAC meeting will be on February 19, 2020 at 2880 International Cir., C/S

Respectfully submitted,

Jana Nemeckova

Admin Tech for Engineering / Board Liaison – Department of Public Works