

**Roads, Service Center, Annual Meeting Report,
Drug Testing/Employee Handbook, and Purchasing Work Session
February 18, 2020
6:45 pm Town Hall**

Present: Chair Ken Haubrich, Vice Chair Peggy Clayton, Supervisors Dennis Kortekaas, Jim Kelley, and Mike Schack

Chair Haubrich called the meeting to order at 6:45 pm.

The Pledge to the Flag was conducted.

Roads:

Supervisor Kelley provided an update on projects completed in 2019, along with projected costs associated with 2020 road projects. Discussion held on Norberg Road, Tolerick Road, and the possibility of road work on Sunny Lane in 2020. If sub-cutting (only) is completed on Tolerick, and it sits for two years, monies would be left to complete Sunny Lane.

The cemetery road was discussed. An estimate of \$96,000.00 was received to complete that project.

Supervisor Kelley will update the 5 year Road Plan and it will be placed on the P and D agenda of Feb. 26th, and also placed in the Annual Report.

Gravel:

Discussion held on graveling of Jayne Lane, Hughes Road, and Metsinhuber Road. The Board budgeted \$30,000.00 for graveling in 2020, which would be enough to take care of those roads.

Service Center:

Discussion held on a new Service Center, in the future.

Annual Report:

Supervisor Clayton provided a draft of the Annual Report for the March 10th meeting.

Supervisor Clayton will update the Road Report, from the Updated Treasurer Report. The updated 5 Year Road Plan will also be updated for the report, and final costs of 2019 road projects.

No other changes needed to be made in the report.

Drug Testing/Employee Handbook:

Chair Haubrich discussed the need to follow through with conducting random drug/alcohol testing for maintenance staff, as they need to hold a Class A license for machine operation, and this language is already included in our employee handbook. Northern Drug Screening was consulted and they provided information on training for supervisors, and maintenance staff, as well as a contract (for them) to conduct random testing. Discussion followed.

This item will be placed on the March 11, 2020 Regular Meeting, for updating Employee Handbook to include updated language and employee forms, approval of Northern Drug Screening Contract, and scheduling of training for supervisors/maintenance staff.

Purchasing:

Supervisor Clayton discussed the importance of the board approving purchases via quote (paper, text, or email), of costs associated with each purchase. There are times quotes are received and approved, and other times verbal quotes are received and also approved. The board needs to be consistent with how they approve purchases. It was the consensus of the supervisors to (only) approve purchases via quote (paper, text, or email), effective immediately.

Adjournment:

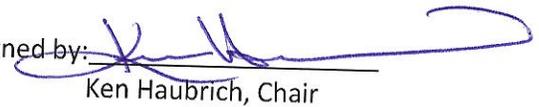
A motion was made by Supervisor Clayton and seconded by Supervisor Schack to adjourn the meeting at 8:15 pm. Motion passed.

Submitted by:



Peggy Clayton, Supervisor

Signed by:



Ken Haubrich, Chair