

AGENDA
(Tuesday) August 12, 2025 – 8:00 A.M.
HIGHWAY SAFETY SUB-COMMITTEE
UPPER CONFERENCE ROOM AT THE HIGHWAY DEPARTMENT
202 VANDYKE STREET, OCONTO, WI 54153
www.ocontocountywi.gov

This is an open meeting of a Standing Sub-Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.ocontocountywi.gov

1. Call to Order
2. Approval of Agenda
 - 2.1. Change of Sequence
 - 2.2. Removal of Items
3. Approval of Minutes of Previous Meeting(s)
4. Communications
5. Review Vehicle Accident and Claims Report
6. Review any Work Comp Claims
7. Review Observation Cards
8. Review Safety Check Lists
9. Follow Up Safety Issues or Concerns from Last Meeting
10. Review any New Safety Issues or Concerns
11. Announcements/General Information/Guests (No action to be taken)
12. Set Next Quarterly Meeting Date
13. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

c: Committee, Official Posting Locations, Media, Central File, County Administrator, County Website, County Board Chair.

vh/Date Posted: August 7, 2025

MINUTES
(Tuesday) April 29, 2025 – 8:00 A.M.
HIGHWAY SAFETY SUB-COMMITTEE
UPPER CONFERENCE ROOM AT THE HIGHWAY DEPARTMENT
202 VANDYKE STREET, OCONTO, WI 54153

www.ocontocountywi.gov

(Draft minutes –until approved by committee)

PRESENT: Brandon Hytinen, Bill Elias, Todd Marohl, Vanessa Hasenberg, Bryce Schmertman, Brandon Kleczka, Trevor Mauritz, Jason Stage, Mark Quandt

TIME MEETING BEGAN: 8:00 A.M.

1. Call to Order

Hytinen called the meeting to order at 8:00 A.M.

2. Approval of Agenda

A. Change of Sequence – None.

B. Remove Items – None

Motion by Elias/Marohl, to approve the agenda. The motion was voted and carried.

3. Approval of Minutes of Previous Meeting

Motion by Quandt/Kleczka, to approve the minutes of the January 28, 2025 meeting. The motion was voted and carried.

4. Communications

- Letter received from citizen questioning barricades in ditch on Business 41 south of CTH-S. Marohl to discuss purpose/removal with Ruelle from WisDOT.

5. Review Vehicle Accident and Claims Report

- Hytinen discussed 2 claims since last meeting.
February 2, 2025: US41, plow truck that was stopped in the turn lane was struck by vehicle that lost control, resulting in a fatality of driver of vehicle. No injury to our plow truck driver. No recommendations applicable for incident prevention. Discussion followed on the importance of completing pre-trip inspections. Reminder that EAP (Employer Assistance Program) is available and provides confidential sessions to employees and members of their family free of charge. To set up an appointment, please call **1-800-222-8590** and tell them you are an Oconto County employee. Virtual visits are also available.
- February 4, 2025: Plow truck backed into vehicle during snow removal. The vehicle was not visible, which was verified by officer. No citation issued, claim started. Reminder to take pictures of all accident damages. Committee recommends operators continually check surroundings and always be aware prior to backing.

6. Review any Work Comp Claims

Hytinen discussed four claims since last meeting.

- Employee pulled muscle while carrying snow fence with another employee. Lost time with hernia surgery.
- Employee cutting tree had limb spring back causing injury to thigh. No time off. Stage reminded employees to watch out for each other and to say something if action seems unsafe. Quandt asked about purchasing grapple to use on backhoe. Elias will look into this option.
- Employee poked in ear by branch while clearing brush from bridge. No lost time. Discussed wearing ear muffs in future for prevention, but not a requirement.
- Employee had pain in lower abdominal area while moving broken curb and gutter. Committee recommends using proper techniques when lifting and request lift assist when needed. No action taken, no lost time.

7. Review Observation Cards

Hytinen reminded employees where the cards are and the importance of filling them out. Elias went through 5 since last meeting.

- 1) February 11, Oconto Shop. Employee turned on grinder with cutoff wheel and found wheel was installed without a centering hub/flange backer. Educated employees on how to properly operate grinder and Oconto shop purchased new backers to have on hand.
- 2) January 30, Oconto Shop. Door guard was loose and falling off. Oconto mechanic removed loose piece.

- 3) March 11, Oconto Shop. Gas cylinder standing alone not in secured storage location. Cylinder was moved and reminder given that they must be chained in secure location.
- 4) No date given. Steps on truck 132 can be difficult to get in and out of when doing repetitively. Another step was added.
- 5) March 29, Sign Shop. Lock was changed on sign shop to same key as stock room but this was not communicated to other employees that needed to access supplies. Locks have been changed back and employees have been trained to use the clipboard in sign shop to record what is used so it gets charged out properly.

8. Review Safety Check Lists

- Marohl reported on CTH-I beam guard repair on Feb 24, 2025.
 - o All signage was done properly.
 - o Three of the four trucks did not have monthly inspection done on fire extinguisher. Discussed with employees next day.
 - o One truck did not have pre trip inspection completed. Discussed this with foreman on crew and at shops the next day.
 - o Reminder that leg gaiters can be worn to meet safety requirement.
- Elias reported on state mastic crew on US141. A mobile lane closure was used.
 - o First arrow board was off, breaker was tripped. Reminder that first attenuator operator needs to verify boards are working and watch site for other employees. Marohl stated they need to be the eyes and ears for the entire crew working, which may mean using the air horn to get attention quickly if necessary.
 - o Fire extinguishers in three pieces of equipment were not checked for multiple months. This is part of the pre-trip inspection so should not get missed. Discussed again the importance of pre-trip inspections and how they are referenced during any incident.

9. Follow Up on Safety Issues or Concerns from Last Meeting

- Schubert requested safety vests/pants be stored in Oconto shop outside of a locked cabinet so they are accessible at all times. They have been moved to cart by time clock area with clipboard to manage inventory. Quandt stated Mountain shop has extras, so not an issue. Suring shop safety gear is locked in Coopman's office, recommend to have some available in Shallow's office for emergency use
- Schubert requested a tri-pod for pulling cable guard or guard rail posts. Current method of using jack is unsafe. Marohl reached out to other superintendents to see what other counties use for repairs. No one uses a tri-pod, they soak area in brine/salt and follow with manual removal, or with gradall, or with skidsteer. Need to replace some damaged bases.
- Schubert requested a concise version of lane closure specifications be created for easier access during an event. Elias worked with Schubert on creating a binder with pertinent information as well as notes on what was used in previous closures. One binder located in Oconto in truck with emergency trailer. Plan to make another copy to keep in Bill's office. Will revisit to see if more copies are beneficial.
- Kleczka concerned with radios that lose range during flagging operation. Verified with emergency management coordinator that no additional channel is available to use at this time.
- Mauritz concerned with lack of lights on 509 roller when operating in dark. Lights have been added.
- Lights added to trailer 4285.
- Shallow looked into cause of ventilation fan in Suring shop not sensing properly during welding operations. Solution not found, operating fan manually.

10. Review any New Safety Issues or Concerns

- Quandt concerned with safety during recent flagging operation on CTH-W during wash-out repair. Marohl stated more employees will be assigned or work can be moved to another day if a bigger crew isn't available whenever safety is questioned.
- Stage suggests a bin between the breaker and crusher to regulate flow due to recent citation where cone overflowed onto walkway. This may increase production and improve quality control. Hytinen recommends Stage to check into options.
- Kleczka concerned with height of steps on Truck 128 and requesting running boards be lowered. Elias will check into this option.

- Kleczka questioned if camera on new tri-axles can be relocated from driver side to passenger side to view blind spot. Elias will look into this and if slush will impact.
11. Announcements/General Information/Guests (No action to be taken)
- (3) pick-up trucks are all here, paver arrived, new loader at pit, (2) tri-axles from 2024 budget at Monroe Truck waiting to be built, (3) triaxles from 2025 budget expected June 2026, brine tank installed on truck 156. Preparation for next budget will begin soon.
 - Work Zone Safety Week was April 21 – 25, posters with our crew were printed and on Sheriff Dept social media.
 - Silica Testing will be taking place again per MSHA requirement.
 - Safety Day will be held October 21 at New View with lunch provided by OC Squad again.
 - Pulverizer scheduled for mid-May to start on CTH-J.
 - New Paver training days May 14-15.
 - Elias reminded crew that busy season is coming and it's very important to watch out for each other. If you see unsafe acts they should be reported immediately.
 - Facility study of Oconto shop is complete and the recommendation is to build a new shop, not to continue to repair the Oconto Shop. County Board will discuss in May what steps to take based on information provided.
 - Hytinen to talk to Corporation Counsel regarding salt shed roof and the options for moving forward with replacement.
12. Next meeting set for ~~July 29, 2025~~, at 8 am. **Moved to July 30** after meeting due to conflict with another meeting.
Recommended to attend:
1. Chad DeBauch
 2. Brent Lemorande
 3. Rod Sellen
 4. Jody Rost
 5. Isaiah Schoen
13. Adjournment
Hytinen declared meeting adjourned at 9:48 am.

Vanessa Hasenberg, Recorder
Date Posted: May 8, 2025