

**Present:** Chair Darren Schroeder, Supervisors Henry St. Maurice, Char Holtan, Steven Balsiger, and Josiah Wynn

**Also in Attendance:** Chair Chris Polzer, Chris Hardy, Susan Fisher, Traci Horn, Joe DeBoer, Don Nichols, and William Hellenbrand

Chair Schroeder called the meeting to order at 8:01 a.m. The meeting was properly noticed and published.

**Approval of Agenda**

Motion by Wynn, second by Holtan, to approve the agenda. Motion carried.

**Approval of Minutes**

Motion by Wynn, second by Holtan, to approve the December 1, 2022 and December 21, 2022 Highway Committee meeting minutes. Motion carried.

**Approval of Vouchers**

The Committee reviewed the voucher report detailing payments made from November 24, 2022 through December 20, 2022. Horn provided input regarding some of the expenses.

Motion by Balsiger, second by Wynn, to approve the vouchers for a total of \$518,928.63. Motion carried.

**Approve Settlement Offer – Deficient Paint**

The Committee reviewed the issues encountered by the Department throughout the spring of 2022 with paint purchased from Ennis Flint for use on roadways. The Department incurred an estimated \$14,873.72 in additional costs due to the deficient paint. The additional costs were submitted to Ennis Flint and the Department received a settlement offer of two (2) totes of paint; each tote equals 275 gallons for a total of 550 gallons of paint equivalent to approximately \$10,450.

Motion by Wynn, second by St. Maurice, to have Hardy contact Ennis Flint and negotiate a third tote of paint; if that is rejected by Ennis Flint, accept the offer of two (2) totes of paint worth approximately \$10,450 for use in 2023. Motion carried.

**2023 Capital Plan**

Hardy presented the 2023 capital improvement plan and reviewed the 2022 carry-over items.

**Fuel Handling Cost Overrun**

The Committee discussed the communication problems encountered by the Department with the fuel system and issues with the card printer. The communication problems at four (4) site locations and the unreliable card printer have resulted in delays and increased staff time for data collection, verification, and preservation. New data switches and MIS integrations will cost \$3,812.83 per site. A replacement card printer will cost \$1,420. The expenses are recoverable through the per gallon recovery rate and fuel handling cost pool.

Motion by St. Maurice, second by Wynn, to approve the purchase and integration of proper data switches at four (4) sites and the purchase of a new card printer as presented. Motion carried.

**Line Item Transfer - Columbus Shop Fuel Control Upgrade**

The Committee reviewed the project cost summary to upgrade the fuel handling card system equipment at the Columbus Shop. The Columbus Shop was allocated \$10,000 for card reader updates that are needed to properly account for fuel. Due to an increase in supply costs, an additional \$3,230 is needed for the upgrades. The funds are available in the 2022 Fuel System Software Capital Outlay carry over item.

Motion by St. Maurice, second by Holtan, to approve the line item transfer as presented. Motion carried.

**Poynette Close-out Status and Cost**

The Committee reviewed the letter from the Wisconsin Department of Natural Resources (WDNR) detailing the remaining actions needed for case closure of the Poynette Highway Shop site. The Poynette Highway Shop site was a CDBG project and the grant funding expired on 10/31/22. The cost to complete the items listed in the WDNR letter is a Buildings and Grounds cost pool expense. Terracon, our consultant for the CDBG project, provided a cost estimate of \$2,900 to complete the project for closure per the WDNR requirements. The Department recommends proceeding with the project as outlined in the WDNR letter.

Motion by St. Maurice, second by Wynn, to approve Terracon proceeding with the remaining actions for the project outlined in the WDNR letter as presented. Motion carried.

**WisDOT Project Status**

Current and planned State highway projects within Columbia County were presented for informational purposes.

**Ordinance Revision 9.09 At-Grade Railroad Crossing: adding McCubbins Road for Stop Condition**

The Committee reviewed an aerial photo of the railroad crossing on McCubbins Lane in the Town of West Point. At this time there is no signage at this railroad crossing. It has been determined by the Town of West Point and the Office of the Commissioner of Railroads that a stop sign is necessary for public safety. Section 9.09 of the Columbia County Code of Ordinances lists stop condition at the crossing locations and must be revised to include McCubbins Lane. The Committee reviewed the draft Resolution to add McCubbins Lane to the road list of at-grade railroad crossings in Section 9.09 of the Columbia County Code of Ordinances.

Motion by St. Maurice, second by Balsiger, to approve the Resolution adding McCubbins Lane to the road list of at-grade railroad crossings in Section 9.09 of the Columbia County Code of Ordinances and forward it to the County Board as presented. Motion carried.

**Update Road and Bridge Aid Policy & Procedures**

The Committee reviewed a draft of revisions to the Columbia County Highway & Transportation County Aid Policy and Procedures for informational purposes.

**CTH Project Status**

Hardy provided an update on the County projects. The railroad bridge replacement projects on CTH A, Inglehart Road, and Sterk Road are still delayed. The UPRR is ignoring the OCR stipulation for CTH A; County is waiting for input and direction from WisDOT. Inglehart Road and Sterk Road will likely require OCR hearings.

**Approve Blanchard’s Cricket Frog Survey Contract – CTH W**

The Committee discussed the results of the scoping and permitting phase of the ARPA project replacing two (2) large concrete boxes on CTH W. An endangered recourse review was conducted by the WDNR and determined the occurrence records and habitat are favorable for Blanchard’s Cricket Frog (BCF), an endangered species. It must be determined if BCF occur within the project area before the project can move forward. If BCF occur within the project an incidental take permit and conservation plan will be required. The Department has the following two (2) options:

- Conduct a BCF survey to determine if an incidental take permit is necessary
- Complete the incidental take permit and plan and act accordingly

Hardy presented the proposals for environmental services - BCF survey and incidental take permit received:

Consultant	Survey	Incidental Take Permit	Total
Stantec Consulting Services Inc. (Cottage Grove, WI)	\$4,390	\$7,600	\$11,990
GEI Consultants (Green Bay, WI)	\$5,350	\$6,750	\$12,100

The Department recommended accepting the lowest proposal submitted by Stantec Consulting Services Inc., conducting the survey to determine if an incidental take permit is necessary.

Motion by Wynn, second by St. Maurice, to conduct the BCF survey and award environmental services – BCF survey to Stantec Consulting Services Inc. Motion carried.

**Approve CTH P State – Municipal Agreement BIL FFY 2023-2025**

The Committee reviewed the State-Municipal Agreement for CTH P, a BIL project. The cost summary and project location were discussed.

Motion by Balsiger, second by St. Maurice, to approve the State/Municipal Agreement for CTH P as presented. Motion carried.

**Approve CTH P (BIL Program) Intergovernmental Agreement with Village of Randolph**

Hardy presented the draft Intergovernmental Agreement (IGA) for reimbursement of improvement costs between Columbia County Highway & Transportation Department and Village of Randolph as part of the CTH P infrastructure improvements. The IGA details the responsibilities and costs for Columbia County Highway & Transportation Department and Village of Randolph. The IGA draft has been reviewed and approved by Corporation Counsel and Village of Randolph.

Motion by Wynn, second by Balsiger, to approve the Intergovernmental Agreement with Village of Randolph as presented. Motion carried.

**BIL FFY 2023-2026 TAP Safe Transportation Alternatives for Rural Schools (STARS) Application Cycle**

The Committee reviewed WisDOT Safe Transportation Alternatives for Rural Schools (STARS) application instructions. Potential projects and deadlines were discussed.

**BIL FFY2023 Rebuilding Americas Infrastructure with Sustainability and Equity (RAISE) Application Cycle**

The Committee reviewed US Department of Transportation Rebuilding America Infrastructure with Sustainability and Equity (RAISE) grant program email. Project examples were reviewed and potential projects discussed.

**Highway Safety Improvement Program (HSIP) Application Cycle**

The Committee reviewed WisDOT 2023-2026 Highway Safety Improvement Program (HSIP) Cycle summary and application deadlines. Potential project on Lindsay Road was discussed for the August deadline.

**Position Replacement Request - Patrolman**

Hardy presented a Position Replacement Request for one (1) Patrolman.  
 Motion by Holtan, second by Balsiger, to approve the Position Replacement Request for one (1) Patrolman. Motion carried.

**Vacant Position Update**

The Committee reviewed the current ten (10) vacant positions. The status of the CDL training program was discussed.

**Job Description – Foreman (Wyocena)**

The Committee reviewed revisions to the Foreman Job Description updating the Highway Shop number to five (5) and adding the Wyocena shop location.

Motion by St. Maurice, second by Balsiger, to approve the Foreman Job Description with the highlighted revisions as presented. Motion carried.

**Master Mechanic Apprenticeship Policy**

Hardy presented a master mechanic apprenticeship program cost summary and policy draft. Curriculum and degree requirements were discussed for informational purposes.

**Job Description – Master Mechanic (Adding Apprentice)**

The Committee reviewed the Master Mechanic job description. Duties, responsibilities, training, and experience were discussed.

**Safety Items & Worker’s Compensation Claims**

One (1) new worker’s compensation claim was discussed.

**Accounting Review**

November financial statements were presented.

**General Transportation Aid Formula for Counties (GTA)**

Hardy presented Statewide GTA rankings and comparisons. Columbia County ranks 26<sup>th</sup> in GTAs and 11<sup>th</sup> in road miles. GTAs are a function of six (6) year average costs and compares the expenditures of all Counties; the Counties spending more money on roads receive more money in GTAs.

**WisDOT STH 127 Jurisdiction Transfer Reply\***

**Columbus Shop Real Estate\*\***

**CTH P RFP Design Consultant Selection\*\*\***

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**CLOSED SESSION**

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Motion made by Holtan, second by Balsiger, to go into closed session at 10:01 a.m. pursuant to Wis. Stat. § 19.85(1)(e), “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” [WisDOT STH 127 Jurisdiction Transfer Reply]; and pursuant to Wis. Stat. § 19.85(1)(e), “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” [Columbus Shop Real Estate]; and pursuant to Wis. Stat. § 19.85(1)(e), “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” [CTH P RFP Design Consultant Selection]. If the Committee goes into closed session, it will return to open session.

ROLL CALL VOTE: Ayes: 5 as follows: Balsiger, Wynn, St. Maurice, Schroeder, and Holtan  
Noes: 0

Polzer, Hardy, Fisher, DeBoer, and Horn were present in closed session.

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**OPEN SESSION**

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Motion by Wynn, second by Holtan, the Committee reconvened in open session at 10:50 a.m. Motion carried.

No action was taken in closed session.

Motion by St. Maurice, second by Balsiger, to approve the WisDOT STH 127 Jurisdiction Transfer reply and have Hardy send it to Thomas Kratt, Planning Engineer, WisDOT. Motion carried.

Motion by St. Maurice, second by Holtan, to have Corporation Counsel prepare a Resolution for the Columbus parcel from Highway Equity not to exceed fair market value. Motion carried.

**Commissioner’s Communications**

The Committee reviewed a handout detailing Hardy’s external communication. The Department is holding Public Information Meetings for upcoming construction projects on CTH K (USH 51 to CTH C), CTH K (CTH I to CTH Q), CTH H (STH 33 to Green Lake County), CTH V (CTH VJ to STH 113), and CTH G (STH 146 to Dodge County).

**Adjournment**

The next regularly scheduled meeting will be Thursday, February 2, 2023 at 8:00 a.m.

Motion by St. Maurice, second by Wynn, to adjourn at 11:12 a.m. Motion carried.

Respectfully submitted:

  
Char Holtan, Secretary

  
Traci Horn, Recording Secretary

- cc:
- Highway Committee
  - County Board Chair Polzer
  - County Board Vice Chair Brusveen
  - Internet

- Joseph Ruf III
- Susan Fisher
- Susan Moll
- Chris Hardy