

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

Members Absent Without Notice: Supervisor Josiah Wynn

Also in Attendance: Chair Chris Polzer via phone, Vice Chair Denise J. Brusveen, Chris Hardy, Susan Fisher, Traci Horn, Joe DeBoer, William Hellenbrand, Don Nichols, and Mark Obois

Chair Schroeder called the meeting to order at 8:00 a.m. The meeting was properly noticed and published.

Approval of Agenda

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

Approval of Minutes

Motion by St. Maurice, second by Balsiger, to approve the January 5, 2023 Highway Committee meeting minutes, the January 11, 2023 Highway Committee PIM minutes, the January 18, 2023 Highway Committee PIM minutes, and the January 25, 2023 Highway Committee PIM minutes. Motion carried.

Visitor Input

Obois presented project history for construction on the road in front of his business, Fitz’s on the Lake, and the work done on the business parking lot at that time. He cited the driveway is not pitched correctly and there has been an increase in storm water in the parking lot since the project completion. Erosion by a pier landing due to the storm water was discussed. Obois is requesting assistance with redoing the parking lot and driveway pitch to divert the storm water into the gutter. Hardy explained the project was done by a contractor and he has been in contact with the construction engineer.

Approval of Vouchers

The Committee reviewed the voucher report detailing payments made from December 21, 2022 through January 25, 2023. Horn provided input regarding some of the expenses.

Motion by St. Maurice, second by Balsiger, to approve the vouchers for a total of \$862,468.68. Motion carried.

2023 Capital Plan

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

Award Truck Chassis Bids

Hardy presented a summary of the bids received. Delivery date, bid specifications, history of truck operating costs, and fleet consistency were discussed. The Department recommended accepting the lowest qualifying bid for one (1) single axle truck chassis, one (1) tandem axle truck chassis, and one (1) tri-axle truck chassis submitted by I-State Truck Center.

Bid “A” Single Axle Truck Chassis (1)

Bidder	Delivery Date	Bid (Per Unit)
I-State Truck Center *AWARDED	Third (3rd) Quarter	\$139,239.00
Lakeside International, LLC.	12-24 Months	\$129,131.01

Bid “B” Tandem Axle Truck Chassis (1)

Bidder	Delivery Date	Bid (Per Unit)
I-State Truck Center *AWARDED	Third (3rd) Quarter	\$148,126.00
Lakeside International, LLC.	12-24 Months	\$134,131.89

Bid “C” Tri-Axle Truck Chassis (1)

Bidder	Delivery Date	Bid (Per Unit)
I-State Truck Center *AWARDED	Third (3rd) Quarter	\$155,341.00
Lakeside International, LLC.	12-24 Months	\$139,980.21

Motion by St. Maurice, second by Holtan, to award the purchase of one (1) single axle truck chassis, one (1) tandem axle truck chassis, and one (1) tri-axle truck chassis bid to I-State Truck Center. Motion carried.

WisDOT Project Status

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

Brushing LFA – WSOR and STH 113

The Committee reviewed the Agreement for Construction – Local Force Account project ID 5640-04-00/60. The agreement is between WisDOT and Columbia County Highway Department and details the tree clearing work to be performed by the Department along STH 113 between CTH V and Shamrock Road.

Motion by Holtan, second by St. Maurice, to approve the Agreement for Construction – Local Force Account as presented. Motion carried.

CTH Project Status

Hardy provided an update on the County projects. There continues to be delays on the CTH A bridge replacement project. A teleconference between WisDOT and UPRR was held on 1/27/23; the County is waiting for UPRR comments. Inglehart Road and Sterk Road will likely require OCR hearings.

Update Road and Bridge Aid Policy & Procedures

The Committee reviewed the draft revisions to the Columbia County Highway & Transportation County Aid Policy and Procedures.

Motion by Holtan, second by St. Maurice, to approve the revisions to the Columbia County Highway & Transportation County Aid Policy and Procedures as presented. Motion carried.

Department Procedures Manual

Hardy presented the draft Highway & Transportation Department Procedures Manual for informational purposes.

Position Replacement Requests – Patrolman (3) and Equipment Operator – Ferry (1)

Hardy presented Position Replacement Requests for three (3) Patrolmen and one (1) Equipment Operator - Ferry.

Motion by Balsiger, second by St. Maurice, to approve the Position Replacement Requests for three (3) Patrolmen and one (1) Equipment Operator-Ferry. Motion carried.

Vacant Position Update

The Committee reviewed the current fourteen (14) vacant positions.

Job Descriptions – Construction Manager and Equipment Operator

The Committee reviewed revisions to the Construction Manager and Equipment Operator Job Descriptions.

Motion by Holtan, second by St. Maurice, to approve the revisions to the Construction Manager Job Description as presented and approve the revised Equipment Operator Job Description. Motion carried.

Master Mechanic Apprenticeship

No information was presented on this topic.

Safety Items & Worker’s Compensation Claims

There were no new worker’s compensation claims.

2023 OSHA Log Report

Hardy presented the annual OSHA Log report for informational purposes.

365 Safety Award

Insurance rates, work injuries, and award purchases were discussed. Polzer applauded the Department’s safety efforts, reduction in injuries, and the resulting financial savings.

Motion by St. Maurice, second by Balsiger, to spend up to \$10,000 funded by the Other Employer Contribution Account for use at the Commissioner’s discretion for a safety award if the Department reaches 365 days without a lost work time incident. Motion carried.

Accounting Review

Horn explained 2022 is in the process of getting closed out.

Disallowance of Liability: Charles Taylor Claim #300.69762, Date of Incident: December 15, 2022, STH 33, Columbia County, WI*

CTH P (Kikkert Ct to STH 73) Design Consultant Interviews and Selection**

CLOSED SESSION

Motion made by Holtan, second by Balsiger, to go into closed session at 9:40 a.m. pursuant to Wis. Stat. § 19.85(1)(g), “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.” [Disallowance of Liability: Charles Taylor Claim #300.69762, Date of Incident: December 15, 2022, STH 33, Columbia County, WI*]; and pursuant to Wis. Stat. § 19.85(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 (Kikkert Ct to STH 73) Design Consultant Engineer Interviews and Selection**].

ROLL CALL VOTE: Ayes: 4 as follows: Balsiger, St. Maurice, Schroeder, and Holtan
Noes: 0

Brusveen, Hardy, Fisher, and Horn were present in closed session.

OPEN SESSION

Motion by Balsiger, second by St. Maurice, the Committee reconvened in open session at 11:06 a.m. Motion carried.

Columbia County Highway Committee
Minutes
February 2, 2023

No action was taken in closed session.

Motion by Holtan, second by Schroeder, to disallow Charles Taylor Claim #300.69762, Date of Incident December 15, 2022, STH 33, Columbia County, WI. Motion carried.

Chairman's Communications

Schroeder gave an update on his external communication.

Commissioner's Communications

The Committee reviewed a handout detailing Hardy's external communication. Green lighting use and information was discussed. The Department's five (5) year capital plan and road and bridge plan were reviewed.

Adjournment

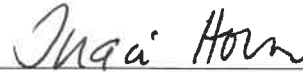
The next regularly scheduled meeting will be Thursday, March 2, 2023, at 8:00 a.m.

Motion by St. Maurice, second by Balsiger, to adjourn at 11:34 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