

**Present:** Chair Jim Foley, Supervisors Bob Koch, JoAnn Wingers, and Henry St. Maurice

**Absent with Notice:** Supervisor Jon Plumer

**Also in Attendance:** Chris Hardy, Traci Horn, Susan Fisher, Dan Mueller (Northeast Asphalt), Frank Anderson (Truck Country of Wisconsin), Craig Potter (I-State Truck Center), Cody Dement (C&C Services Group, LLC.), Todd Riebau (Contech), Dustin Cascade (Tri County Paving), Bryan Baka (Wolf Paving & Excavating of Madison, Inc.), Jamison Frame (Wolf Paving & Excavating of Madison, Inc.), and Doug Bettinger (Milestone Materials)

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

**Approval of Agenda**

Motion by Koch, second by St. Maurice, to approve the agenda. Motion carried.

**Approval of Minutes**

Motion by St. Maurice, second by Wingers, to approve the January 7, 2021 Highway Committee minutes. Motion carried.

**Approval of Vouchers**

The committee reviewed the voucher report detailing payments made from January 1, 2021 through January 27, 2021. Horn provided input regarding some of the expenses.

Motion by Koch, second by St. Maurice, to approve the vouchers for a total of \$326,578.70. Motion carried.

**Bid Opening**

Bids for asphalt materials, TRIP asphalt materials, sealcoat oil, tack oil, corrugated metal pipe, crushed stone, single axle truck chassis, tandem axle truck chassis, and salt dome roofing project were opened and read aloud by Hardy. Bids will be tabulated and posted on DemandStar. Awards will be determined at the March 4, 2021 Highway Committee meeting.

**WisDOT Project Status**

Hardy provided an update on the State Highway projects and highlighted changes.

**County Project Status**

Hardy provided an updated on the county projects. WisDOT has approved the addition of \$25,000 for each Railroad design review fee associated with bridge projects on CTH A, Sterk Rd., and Inglehart Rd. Hardy is going to canvass farmers near CTH A bridge, to determine if bridge width can be increased from 26 ft to 30 ft and have WisDOT contribute financially based on Implements of Husbandry Policy.

**Bridge Inspection Update and Changes**

Hardy presented the bridge inspection results reported the WisDOT on Form DT2002 and explained the review process.

**Capital Outlay**

Hardy gave an update on the 2020 Capital Outlay items. Horn explained 2020 is in the process of getting closed out and the costs are not final at this time.

**Intergovernmental Agreement – Village of Rio regarding East Rio Street (CTH B)**

Hardy presented the Intergovernmental Agreement for the reimbursement of improvement costs between Columbia County Highway & Transportation Department and the Village of Rio as part of the East Rio Street (CTH B) street improvement project. The Village and County responsibilities were detailed.

Motion by Koch, second by St. Maurice, to approve the Intergovernmental Agreement. Motion carried.

**Annual Rental Agreement Terms & Conditions – Lincoln Contractors Supply Inc.**

Hardy explained the current rental process and presented the draft Annual Rental Agreement Supplementary Conditions between Columbia County Highway & Transportation Department (lessee) and Lincoln Contractors Supply, Inc. (lessor). The agreement has been reviewed and approved by Corporation Counsel. The Annual Rental Agreement Supplementary Conditions eliminates the need for each rental unit to have a rental contract.

Motion by Koch, second by Wingers, to approve the Annual Rental Agreement Supplementary Conditions as presented. Motion carried.

**Review Village of Poynette North-South Trail Plans (CTH CS Right-of-Way)**

Hardy provided follow-up documents for the North-South trail plans in the CTH CS right-of-way. Slope profile, drainage, and signage concerns were discussed.

Motion by Koch, second by Wingers, to table the topic for discussion at a future meeting after the Commissioner contacts the Village of Poynette with the concerns. Motion carried.

**Town of Fort Winnebago Fire Calls**

Hardy provided his follow-up correspondence with the Town of Fort Winnebago regarding the efforts to collect on the fire call claims noting that a written denial from the insurer was not received.

Motion by Foley, second by Koch, to deny payment until proper documentation is received from the Town of Fort Winnebago. Motion carried.

**Right-of-Way Transfer to WisDOT (STH 113 Town of Lodi)**

Hardy provided follow-up information on the parcels along STH 113 in the Town of Lodi listed on the Quit Claim Deed – Right of Way Transfer received from WisDOT. A map of the parcels was presented noting the County has no record of owning the property and no interest in the property.

Motion by St. Maurice, second by Wingers, to approve the Quit Claim Deed and forward it the Executive Committee. Motion carried.

**Truck Use Planning**

Hardy presented a listing of the current Department equipment grouped by WisDOT equipment class. An analysis of equipment cost and revenue was discussed. Work zone changes proposed by WisDOT were discussed noting additional traffic control equipment will be required.

**Revision to Section XXII General Employee Handbook; Purchase of Safety Equipment**

Hardy presented the current Section XXII of the General Employee Handbook and the proposed change to the purchase of and use of safety equipment as it relates to the request for reimbursement of safety shoes.

Motion by St. Maurice, second by Wingers, to approve the change as presented and forward it to the Human Resources and Executive Committees. Motion carried.

**2020 Insurance Claims Report**

Hardy presented the insurance claims report for informational purposes.

**Vacant Position Update**

Hardy provided an update on filling vacant positions.

**Organizational Flowchart**

Hardy presented the summer and winter organizational flowcharts updated with the elimination of the Highway Maintenance Worker position.

**Job Description Updates**

Hardy presented updated job descriptions for Patrolman and Equipment Operator positions. The updates were necessary due to the elimination of the Highway Maintenance Worker position.

Motion by Wingers, second by Koch, to approve the changes to the Patrolman and Equipment Operator job descriptions as presented and forward them to the Human Resources Committee. Motion carried.

**Position Replacement Request**

Hardy presented position replacement requests for three (3) Patrolmen and one (1) Master Mechanic to be assigned to the metals shop.

Motion by St. Maurice, second by Wingers, to approve the position replacement requests for three (3) Patrolmen. Motion carried.

Motion by Koch, second by St. Maurice, to approve the position replacement request for a Master Mechanic to be assigned to the metals shop. Motion carried.

**Safety Items & WC Claims**

There were no new claims.

**Accounting Review**

Horn explained 2020 is in the process of getting closed out.

**Chairman's Communications**

There were no communications from the Chairman.

**Commissioner's Communications**

Hardy provided a handout detailing his external communications. Recent equipment repairs and concerns were discussed. The Portage Fuel UST received a "No Action Required" notice from WDNR.

**Adjournment**

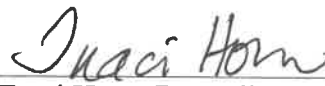
The next regularly scheduled meeting will be March 4, 2021 at 8:00 a.m.

Motion made by Wingers, second by St. Maurice, to adjourn at 10:12 a.m. Motion carried.

Respectfully submitted:



Henry St. Maurice, Secretary



Traci Horn, Recording Secretary

cc: Highway Committee  
County Board Chair Gove  
County Board Vice Chair Foley  
County Board 2<sup>nd</sup> Vice Chair Koch

Joseph Ruf, III  
Susan Fisher  
Internet  
Susan M. Moll  
Chris Hardy