

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

**Absent:** Supervisor Jon Plumer

**Also in Attendance:** Chris Hardy, Shonna Neary, Traci Horn, Susan Fisher, William Hellenbrand, and Jamison Frame (Wolf Paving & Excavating of Madison, Inc.)

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 Wingers, to move the closed session item to the end of the agenda. Motion carried.

**Approval of Minutes**

Motion by Wingers, second by St. Maurice, to approve the March 4, 2021 Highway Committee minutes. Motion carried.

**Approval of Vouchers**

The committee reviewed the voucher report detailing payments made from February 25, 2021 through March 24, 2021. Horn provided input regarding some of the expenses.

Motion by St. Maurice, second by Koch, to approve the vouchers for a total of \$387,335.49. Motion carried.

**Bid Opening**

Bids for patch material, road salt, single axle plow truck accessory package, tandem axle plow truck accessory package, and skid steer were opened and read aloud. Awards will be determined at the May 6, 2021 Highway Committee meeting.

**Financial Annual Report 2020**

Neary explained the 2020 financial annual report. The department had a net income of \$50,170.

Motion by Koch, second by St. Maurice, to approve the 2020 financial annual report. Motion carried.

**Capital Plan Update**

Hardy presented the 2021 capital improvement plan. The 2020 capital outlay items carried over were discussed noting the CS Sand Storage Facility is nearing completion and is over budget.

Motion by Wingers, second by St. Maurice, to approve the capital plan as presented. Motion carried.

**Tower Site(s) Maintenance**

Hardy presented photos of tower sites in Rio and Cambria noting the department staff have been trained on winter maintenance. The current site maintenance process was discussed.

Motion by Foley, second by Koch, for Hardy to compile cost estimates for the Highway and Transportation Department to complete all the site maintenance and provide that to the Committee. Motion carried.

**State System Projects**

Current and planned state highway projects within Columbia County were presented.

**WisDOT Discretionary Maintenance Agreement – CS Dome Roofing Project**

The topic was tabled until the next meeting.

**2021 WisDOT Annual Salt Storage Agreement**

Hardy presented the WisDOT Road Salt Storage Annual Agreement.

Motion by Wingers, second by St. Maurice, to approve the Road Salt Storage Annual Agreement between WisDOT and Columbia County as presented. Motion carried.

**County Bridge Aid Petition: Broadway Rd. Town of Newport**

Hardy presented the County Bridge Aid Petition received from the Town of Newport for a 36-inch culvert on Broadway Rd. The Town has an agreement with Royal Excavating, Inc., a private contractor, to perform the work. The Committee reviewed the agreement between the Town of Newport and Royal Excavating, Inc.

Motion by Foley, second by St. Maurice, to require the culvert be made of galvanized steel instead of HDPE as proposed in the agreement between the Town and Royal Excavating, Inc. to be eligible for County Bridge Aid. Motion carried.

**Fort Winnebago Fire Calls**

Topic tabled.

**CTH Project Status**

Hardy provided an update on the county projects. There is a Public Involvement Meeting scheduled for Thursday, April 8, 2021 at 6 p.m. at the Wyocena Highway Office Conference Room for the railroad bridge projects on CTH A, Sterk Rd. and Inglehardt Rd. With the recent TLE paperwork and adding the CTH CD box culvert into the 2021 work schedule, the Road & Bridge budget will be overbudget. Hardy is currently reviewing other projects to compile a list of projects that could be delayed to cover the budget shortfall.

**CTH A UPRR Bridge Replacement – IOH & Bridge Width**

Hardy provided a handout detailing the results from his conversations with farmers near the CTH A railroad bridge. The SMA specifies a 26 ft. road width; 11 ft. travel lanes and 2 ft. shoulders. IOH demands a 30 ft. road width; 12 ft. travel lanes and 3 ft. shoulders. Estimated costs for both options were presented. Increasing the travel lanes to 12 ft. and the shoulders to 3 ft. would add approximately \$125,000 in expenses.

Motion by Koch, second by St. Maurice, to approve increasing the CTH A travel lanes to 12 ft. each and the shoulders to 3 ft. each. Motion carried.

**CTH I Digital Speed Display Sign at Curtis St. in the Village of Arlington**

Hardy presented the Village of Arlington's request to install a digital speed display at the intersection of Curtis St. and CTH I. Traffic, area signage, and costs for a digital speed display sign were discussed.

Motion by Wingers, second by St. Maurice, draft a Memorandum of Understanding with the Village of Arlington stating the costs to obtain, install, and maintain a digital speed display sign at the intersection of Curtis St. and CTH I are the responsibility of the Village of Arlington. Motion carried.

**Approve Safety Training MOU with Wisconsin County Mutual Corporation**

Hardy presented the County Mutual 2021 Highway Safety Day Training Content Memorandum of Understanding. Training will be virtual. The cost of the training and lunches will be paid by Aegis.

Motion by St. Maurice, second by Koch, to approve the 2021 Highway Safety Day Training Content Memorandum of Understanding with County Mutual as presented. Motion carried.

**Department Procedures Manual – Draft**

Hardy presented the updated draft of the Highway and Transportation Department procedures manual. The draft includes a new form; Columbia County Sheriff and Highway Departments Right-of-Way Special Access Permit Application.

Motion by Foley, second by Wingers, to approve the Highway and Transportation Department procedures manual draft as presented. Motion carried.

**Resolution: Work Zone Safety Awareness Week 2021**

Hardy presented the resolution designating April 26-30, 2021 as Work Zone Safety Awareness Week.

Motion by Koch, second by St. Maurice, to approve the resolution as presented. Motion carried.

**Vacant Position Update & Position Replacement**

Hardy presented position replacement requests for one (1) Equipment Operator: Ferry and one (1) Ferry Mechanic.

Motion by Koch, second by Wingers, to approve the position replacement request for one (1) Equipment Operator: Ferry. Motion carried.

Motion by Koch, second by St. Maurice, to approve the position replacement request for one (1) Ferry Mechanic. Motion carried.

**Job Description: Ferry Mechanic**

Hardy presented the ferry mechanic job description.

Motion by Wingers, second by Koch, to approve the ferry mechanic job description as presented. Motion carried.

**Job Description: Equipment Operator**

Hardy presented the equipment operator job description noting the requirement to obtain a Class A CDL with endorsements for H and N within six (6) months of starting work and retain it for the duration of employment.

Motion by St. Maurice, second by Wingers, to approve the equipment operator job description as presented. Motion carried.

**Safety Items/Worker's Compensation Claims**

There were no new worker's compensation claims since the March Highway Committee meeting.

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**Accounting Review**

Horn provided the 2021 capital outlay status.

**Commissioner's Communications**

Hardy provided a handout detailing his external communications. A copy of Governor Evers' Work Zone Awareness Week proclamation was presented.

**CTH G Right-of-Way**

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**CLOSED SESSION**

Motion made by Koch, second by St. Maurice, to go into closed session at 9:00 a.m. pursuant to Wis. Stat. § 19.85(1)(e) and (g) ("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") and ("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 or is likely to become involved") [CTH G Right-of-Way]. If the Committee goes into closed session, it will return to open session.

ROLL CALL VOTE: Ayes: 4, as follows: Koch, St. Maurice, Foley, and Wingers  
Noes: 0

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

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**OPEN SESSION**

Motion by Foley, second by Wingers, the Committee reconvened in open session at 9:04 a.m. Motion carried.

No action was taken in closed session.

Motion by St. Maurice, second by Koch, to approve and forward the CTH G Right-of-Way to the Executive Committee. Motion carried.

**Set Spring Municipal Meeting Date**

Spring Municipal Meeting set for Thursday, May 6, 2021 at 9:30 a.m.

**Adjournment**


The next regularly scheduled meeting will be Thursday, May 6, 2021 at 8:00 a.m.

Motion by Wingers, second by St. Maurice, to adjourn at 9:07 a.m. Motion carried.

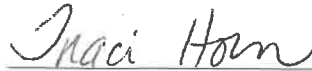
Columbia County Highway Committee  
Minutes  
April 1, 2021

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Respectfully submitted:



Henry St. Maurice, Secretary



Traci Horn, Recording Secretary

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

Joseph Ruf, III  
Susan Fisher  
Internet  
Susan M. Moll