

Columbia County Highway Committee

Minutes

September 1, 2022

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

Also in Attendance: Chair Chris Polzer, Vice Chair Denise J. Brusveen, Chris Hardy, Susan Fisher, Traci Horn, William Hellenbrand, Jonathan Stefonek (Lodi Enterprise/Poynette Press)

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

Approval of Agenda

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

Approval of Minutes

Motion by Holtan, second by St. Maurice, to approve the August 4, 2022 Highway Committee minutes. Motion carried.

Visitor Input

A Letter to the Editor in the Lodi Enterprise/Poynette Press from Jon Plumer regarding area road construction and worker safety was discussed.

Approval of Vouchers

The committee reviewed the voucher report detailing payments made from July 28, 2022 through August 24, 2022. Horn provided input regarding some of the expenses.

Motion by Wynn, second by Holtan, to approve the vouchers for a total of \$678,324.99. Motion carried.

Capital Plan

Hardy provided an update on the 2022 capital improvement plan. The fuel system software item requires updated card reader equipment. A review of the costs was presented for each quote. The Department recommended accepting the lowest quote, Metco Fuel Systems, and transferring the additional \$5,260 needed from the Columbus Fuel System Upgrade item to the Fuel System Software item.

Item/Bidder	Metco Fuel Systems	Oil Equipment	Fuel Master	Fuel Master
Software	NA	NA	\$88,496.00	\$90,951.00
Card Readers	\$39,525.00	\$47,475.00	\$5,665.00	\$10,818.75
Labor	\$5,932.78	\$3,200.00	Not Included	Not Included
Tech Support	\$4,800.00	\$4,800.00	\$5,828.00	\$9,360.00
Total	\$50,257.78	\$55,475.00	\$99,989.00	\$111,129.75

Motion by St. Maurice, second by Balsiger, to accept the quote from Metco Fuel Systems for \$50,257.78 and transfer the additional \$5,260 from the Columbus Fuel System Upgrade as presented. Motion carried.

WisDOT Project Status

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

CTH Project Status

Hardy provided an update on the County projects. The CTH Z bridge abutment repair is now complete. The railroad bridge replacement projects on CTH A, Inglehart Rd., and Sterk Rd. have been delayed due to UPRR coordination.

CTH HH Maintenance & GTA Limits

Hardy presented gas tax maps and PASER ratings for CTH HH which is the boarder for Columbia and Green Lake Counties. WisDOT assigned alternating portions of CTH HH to each County for maintenance. Maintaining alternate portions of the road versus consecutive portions of the road was discussed for informational purposes. Topic tabled to the October committee meeting, pending additional documentation.

BIL Applications

The Committee reviewed BIL applications for CTH P in the Village of Pardeeville and Lindsay Rd. in the Town of Lodi for informational purposes. Lindsay Rd. is categorized as a major collector based on the average daily traffic, ADT. The width of Lindsay Rd. and the intersections with CTH J and STH 60 were discussed.

Out of State Travel – Commissioner to Illinois NW Tollway (MBT-1 Info)

The Committee reviewed a Mobile Barriers brochure. WisDOT has invited Hardy to attend a presentation on Mobile Barriers in Illinois.

Motion by Wynn, second by St. Maurice, to approve Hardy’s out of state travel to attend the Mobile Barriers presentation in Illinois. Motion carried.

CDBG Project Status

Hardy provided an update on the CDBG projects for informational purposes.

Department Position(s): Vacancy Status and Department Compensation

The Committee reviewed current Department vacancies, revenue sources, resource allocation, the results of a Marquette County phone survey on wages, and Department wage distribution. The difficulty of filling positions was discussed.

Department Position(s): Replacement Request(s): Patrolmen (2)

Hardy presented two (2) Position Replacement Requests for Patrolmen.

Motion by Balsiger, second by Holtan, to approve the two (2) Position Replacement Requests for Patrolmen. Motion carried.

Personnel Manual for Management – Call-in Pay for Managerial Employees

The Committee reviewed Section XXI: Special Provisions for Highway & Transportation Sub-Section B: On-Call and Call-In Pay for Managerial Employees as found on page 20 of the Personnel Manual for Management. Due to the number of vacancies, the Department may have situations where it is necessary for managers and superintendents to drive plow trucks and other support equipment performing functions of hourly employees instead of management duties. Hardy proposed the addition of the following language to the Personnel Manual for Management in Section XXI: Special Provisions for Highway & Transportation Sub-Section B: On-Call and Call-In Pay for Managerial Employees on page 20: “\$25.00 for each hour of performance in which managerial employees are required to respond and use their CDL or function in an operator capacity to plow, load, or haul

winter materials during a winter emergency (November through March). Paid in addition to on-call pay as listed above and subject to confirmation of the Highway Commissioner”.

Motion by St. Maurice, second by Holtan, to approve modifying Section XXI: Special Provisions for Highway & Transportation Sub-Section B: On-Call and Call-In Pay for Managerial Employees of the Personnel Manual for Management by adding the language “\$25.00 for each hour of performance in which managerial employees are required to respond and use their CDL or function in an operator capacity to plow, load, or haul winter materials during a winter emergency (November through March). Paid in addition to on-call pay as listed above and subject to confirmation of the Highway Commissioner”. Motion carried.

Limited Term Employment: Winter LTE Positions (4) to (8)

The Committee reviewed LTE wages, permanent Patrolman wages, Department vacancies, and cost estimates for increasing the number of Winter LTE positions from four (4) to eight (8). Prioritization would be for full-time permanent and as employment reaches capacity LTE positions would be adjusted back to the current allowance of four (4) LTE positions. Additional funding is not necessary since current full-time positions are vacant.

Motion by Holtan, second by Balsiger, to expand the number of Winter LTE positions for four (4) to eight (8) as presented. Motion carried.

Limited Term Employment: Adding (1) LTE Admin Filing Assistant

Hardy presented a Position Request Form for one (1) LTE Administrative Assistant, which is a new position, and the cost estimate. The Department maintains an extensive number of files and programs in need of organization, archiving, and consolidation. Additional funding is not necessary due to the vacant Patrolman positions.

Motion by Wynn, second by St. Maurice, to approve one (1) LTE Administrative Assistant at the rate of \$16 per hour as presented. Motion carried.

CDL Training Program: Job Description Revision(s) – Patrolman (Highway Maintenance)

The Committee reviewed a Columbia County Highway and Transportation Department Operations Training Program Commercial Driver’s License (CDL) Training Program. The responsibilities, compliance requirements, training curriculum, and program inspections were discussed. Hardy presented a revision to the Highway and Transportation Department Patrolman (Highway Maintenance) Job Description Section IV: Minimum Qualification Required add the following:

4. Candidates without a CDL-A certification may be hired and start in the Patrolman (Student Driver) capacity with the conditions that they:
 - a. Complete Department CDL training program
 - b. Read, understand, agree, and sign Department CDL Training Agreement
 - c. Attain the CDL-A designation within six (6) months of hire date, and
 - d. Once attained, retain CDL-A certification unimpeded for duration of employment.

Motion by Wynn, second by St. Maurice, to advertise for Non-CDL Patrolmen with the opportunity to train. Motion carried.

CDL Training Program: Patrolman (Student Driver) ELDT Agreement

The Committee reviewed the draft Columbia County Patrolman (Highway Maintenance Student Driver) Entry Level Driver Training Agreement for informational purposes.

CDL Training Program: CDL Trainer Temporary Assignment Pay

Hardy presented Department employee CDL Trainer requirements, incentive pay, and cost analysis for informational purposes.

CDL Training Program: Approve J.J. Keller Training Agreement

The Committee reviewed the proposal from J.J. Keller & Associates – Safe & Smart Driver Training prepared for Columbia County Highway Department. The proposal is being reviewed by Corporation Counsel. Program costs were discussed and compared with Sabertooth Commercial Driver Training Institute, Inc. for onsite training for CDL.

CDL topics tabled to the October committee meeting with instruction to Hardy for additional clarifications and information.

Master Mechanic Apprenticeship Program

Department vacancies, qualifications, wage scale, youth apprenticeships, Madison College partnership, and options toward a solution were discussed. The requirements of a master mechanic apprenticeship program and the cost analysis were reviewed. Topic tabled to the October committee meeting.

Safety Items & Worker’s Compensation Claims

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

Accounting Review

July financial statements were presented.

Commissioner’s Communications

The Committee reviewed a handout detailing Hardy’s external communication. The Department received a compliment for work completed on CTH J.

Disallowance of Liability: Charles Taylor Claim #300. 68867, Frontier Communications, Date of Incident August 8, 2022, CTH U and Cedar Park Rd., Columbia County, WI*

CLOSED SESSION

Motion made by Balsiger, second by Wynn, to go into closed session at 11:09 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 #300.68867, Frontier Communications, Date of Incident August 8, 2022, CTH U and cedar Park Rd., Columbia County, WI]. 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

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

OPEN SESSION

Columbia County Highway Committee

Minutes

September 1, 2022

Motion by St. Maurice, second by Holtan, the Committee reconvened in open session at 11:22 a.m. Motion carried.

Motion by Wynn, second by Holtan, to disallow Charles Taylor Claim #300.68867, Frontier Communications, Date of Incident August 8, 2022, CTH U and Cedar Park Rd., Columbia County, WI. Motion carried.

Set Fall Municipal Meeting Date

Fall Municipal meeting set for Thursday, October 6, 2022 at 10:30 a.m.

Adjournment

The next regularly scheduled meeting will be Thursday, October 6, 2022 at 8:00 a.m.

Motion by St. Maurice, second by Balsiger, to adjourn at 11:33 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
County Board 2nd Vice Chair M. Rohrbeck
Internet

Joseph Ruf III
Susan Fisher
Susan Moll
Chris Hardy