

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

Also in Attendance: Chris Hardy, Jessica Hale, Traci Horn, Don Nichols, William Hellenbrand, and Joe DeBoer

Chair Schroeder called the meeting to order at 8:04 a.m. The meeting was properly noticed and published.

Approval of Agenda

Motion by St. Maurice, second by Holtan, to amend the revised agenda moving the Disallowance of Liability: Charles Taylor Claim #300.68963, Frontier Communications, Date of Incident August 16, 2022, CTH U, Columbia County, WI*, and Disallowance of Liability: Charles Taylor Claim #300.68912, Frontier Communications, Date of Incident August 9, 2022, CTH CX, Columbia County, WI*, and Disallowance of Liability: Charles Taylor Claim #300.68847, Charter, Date of Incident August 3, 2022, Avalon Road, Columbia County, WI* items to the beginning of the meeting. Motion carried.

Approval of Minutes

Motion by Wynn, second by Balsiger, to approve the September 1, 2022 Highway Committee minutes. Motion carried.

Approval of Vouchers

The Committee reviewed the voucher report detailing payments made from August 25, 2022 through September 28, 2022. Horn provided input regarding some of the expenses.

Motion by Holtan, second by St. Maurice, to approve the vouchers for a total of \$1,620,064.52. Motion carried.

2023 Highway Budget Update

Hardy provided an update on the 2023 Highway budget. Staffing, equipment repairs, and equipment replacement were discussed.

Capital Plan

Hardy provided an update on the 2022 capital improvement plan.

Change in Capital Outlay – Salt Brine Wedge Tanks (4)

Hardy informed the Committee that during the budget meeting with the Finance Committee the Department was instructed to remove the brine wedge tanks from the proposed 2023 Capital Outlay plan and submit a Change in Capital Outlay Form for the purchase of four (4) brine wedge tanks in 2022. The Committee reviewed a quote from United Plastic Fabricating (UPF) for 1,200 gallon wedge style brine tanks at a per unit cost of \$12,261. Hardy presented a Change in Capital Outlay Form for new outlay item four (4) brine wedge tanks in the amount of \$12,261 each.

Motion by St. Maurice, second by Holtan, to approve the Change in Capital Outlay to purchase four (4) brine wedge tanks from United Plastic Fabricating for \$12,261 each. Motion carried.

Columbus Shop

The Department plans to set concrete barriers on one lot line at the Columbus Shop creating a fence. The Committee reviewed the Fence Permit Application, Fence Permit guidelines, request, survey map, and aerial photo of the Columbus Highway Shop with the proposed fence location for informational purposes.

2023 Quad Axle Truck Replacements

Hardy presented a proposal received from Truck Country of Wisconsin, Inc. to trade the four (4) current Freightliner quad axle trucks for four (4) new Freightliner quad axle trucks at no cost to the County in the Spring of 2023. The Department will remove/apply decals and radios for the trucks.

Motion by Holtan, second by Balsiger, to approve the trade of the current four (4) Freightliner quad axle trucks for four (4) new Freightliner quad axle trucks with Truck Country of Wisconsin, Inc. as presented. Motion carried.

WisDOT Project Status

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

County Bridge Aid

The Committee reviewed the following County Bridge Aid requests:

Municipality	Bridge	Estimated Costs	2024 Budget 50% of Expenses
Town of Wyocena	East Bush Rd.	\$15,002.76	\$7,501.38
Town of Wyocena	West Hill Rd.	\$42,000.00	\$21,000.00
Town of Scott	Crown Rd.	\$14,667.53	\$7,333.77

Motion by St. Maurice, second by Balsiger, to approve the three (3) County Bridge Aid requests as presented. Motion Carried.

CTH Project Status

Hardy provided an update on the County projects. The BIL Rural application submitted for CTH P from Cambria to Randolph was approved. ARPA projects were discussed. A crash on CTH JV bridge removed the guardrail and will need to be repaired before winter; these repairs are not in the budget. Canadian Pacific Railroad (CP RR) work on the CTH CD railroad crossing has resulted in a drop of over four (4) inches which created a large bump in the roadway. The Department has been working with CP RR to get it repaired so that it is more traversable; CP is planning to do work around 11/1/2022. The Department will need to do road work to raise up the road surface which is not in the budget.

Memo of Understanding: CTH HH Jurisdictional Limit w/Green Lake County

Hardy presented the finalized Memorandum of Understanding for Determining Jurisdictional Limit of Maintenance and Improvement Costs for Existing Boundary Road; County Trunk Highway HH between Columbia County Highway & Transportation Department and Green Lake County Highway Department. WISLR inventory quantities and locations for roadway segments will be changed to provide Columbia County responsibility for the westernmost continuous segment(s) and Green Lake County responsibility for the easternmost continuous segment(s) of CTH HH. Total road mileage, PASER, and funding remain unchanged by the agreement. The MOU has been approved by the Green Lake County Highway Committee.

Motion by St. Maurice, second by Holtan, to approve the Memorandum of Understanding for Determining Jurisdictional Limit of Maintenance and Improvement Costs for Existing Boundary Road; County Trunk Highway HH between Columbia County Highway & Transportation Department and Green Lake County Highway Department as presented. Motion carried.

Set Winter Material Pricing

The Committee reviewed a handout detailing the usage of salt and sand mix. A history of the prices charged to municipalities was presented. The Department proposed a price of \$107.14 per ton of salt and \$33.59 per ton of sand mix for the 2022-2023 season.

Motion by Wynn, second by Balsiger, to approve the new rates of \$107.14 per ton of salt and \$33.59 per ton of sand mix for the 2022-2023 season. Motion carried.

CDBG Project Status

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

Department Position(s): Vacancy Status

The Committee reviewed the current twelve (12) Department vacancies. The difficulty of filling positions was discussed.

Department Position(s): Replacement Request(s): Program & Project Manager

Hardy presented a Position Replacement Request for one (1) Program & Project Manager.

Motion by Holtan, second by Schroeder, to approve the Position Replacement Request for one (1) Program & Project Manager. Motion carried.

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

The Committee reviewed the Columbia County Highway Department Operations Training Program policy for the proposed Commercial Driver’s License (CDL) Training Program. Hardy presented the Patrolman (Highway Maintenance) job description highlighting changes to Section IV for Patrolman (Student Driver) capacity conditions. Corporation Counsel has reviewed the job description and revisions.

Motion by Holtan, second by St. Maurice, to approve the revisions to the Patrolman (Highway Maintenance) job description as presented. Motion carried.

CDL Training Program: Patrolman (Student Driver) ELDT Agreement

The Committee reviewed the Columbia County Patrolman (Highway Maintenance Student Driver) Entry Level Driver Training Agreement. The responsibilities of the County and the applicant as well as the costs of the training were discussed. Corporation Counsel has reviewed the agreement.

Motion by Balsiger, second by Wynn, to approve the Columbia County Patrolman (Highway Maintenance Student Driver) Entry Level Driver Training Agreement as presented. Motion carried.

CDL Trainer Program

The Department is seeking modification to the Employee Handbook Section XXIII: Special Provisions for the Highway & Transportation Department; Sub-Section E: Additional Special Provisions for Field Employees; Sub-Sub-Section 7: Creating a new section 7 “CDL Trainer Incentive Pay” and realigning current Sub-Sub-

Sections 7, 8, and 9 to 8, 9, and 10. CDL Trainer requirements, program implementation costs, and CDL Trainer incentive pay were discussed.

Motion by St. Maurice, second by Wynn, to approve the modifications to the Employee Handbook to include new Sub-Sub-Section 7 and realign current Sub-Sub-Sections 7, 8, and 9 to 8, 9, and 10 in Sub-Section E of Section XXII: Special Provisions for the Highway & Transportation Department.

Amended Motion by Schroeder, second by St. Maurice, to change the CDL Trainer compensation rate to out of class pay at the Foreman level per policy and approve the modifications to the Employee Handbook to include new Sub-Sub-Section 7 and realign current Sub-Sub-Sections 7, 8, and 9 to 8, 9, and 10 in Sub-Section E of Section XXII: Special Provisions for the Highway & Transportation Department. Motion carried.

Approve Training Material/Program Agreement

The Committee compared CDL training courses offered by J.J. Keller & Associates and Sabertooth Commercial Driver Training Institute, Inc. Program fees, course materials, and record keeping responsibilities were discussed.

Motion by Holtan, second by Balsiger, to approve the proposal prepared by J.J. Keller & Associates for an Entry Level Driver Training Program as presented. Motion carried.

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. The need for sending equipment out for repairs was discussed.

Motion by Balsiger, second by St. Maurice, to table the topic to the November meeting allowing the Department time to gather outside equipment repair cost data and report back to the Committee at the November meeting. Motion carried.

Safety Items & Worker's Compensation Claims

Three (3) new worker's compensation claims were discussed. The Department has worked 214 days without a lost time accident.

Accounting Review

August financial statements were presented.

Chairman's Communications

Schroeder gave an update on his external communication. The use of plastic culverts compared to corrugated metal culverts was discussed.

Commissioner's Communications

The Committee reviewed a handout detailing Hardy's external communication. The Department was awarded BIL funding for a project on CTH P. The Department sent four (4) letters of violation of County Ordinances.

Disallowance of Liability: Charles Taylor Claim #300.68963, Frontier Communications, Date of Incident August 16, 2022, CTH U, Columbia County, WI*

Disallowance of Liability: Charles Taylor Claim #300.68912, Frontier Communications, Date of Incident August 9, 2022, CTH CX, Columbia County, WI*

Disallowance of Liability: Charles Taylor Claim #300.68847, Charter, Date of Incident August 3, 2022, Avalon Road, Columbia County, WI *

CLOSED SESSION

Motion made by Balsiger, second by Wynn, to go into closed session at 8:08 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 #300.68963, Frontier Communications, Date of Incident August 16, 2022, CTH U, Columbia County, WI] and [Disallowance of Liability: Charles Taylor Claim #300.68912, Frontier Communications, Date of Incident August 9, 2022, CTH CX, Columbia County, WI] and [Disallowance of Liability: Charles Taylor Claim #300.68847, Charter, Date of Incident August 3, 2022, Avalon Road, 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

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

OPEN SESSION

Motion by Holtan, second by Wynn, the Committee reconvened in open session at 8:24 a.m. Motion carried.

Motion by St. Maurice, second by Wynn, to disallow Charles Taylor Claim #300.68963, Frontier Communications, Date of Incident August 16, 2022, CTH U, Columbia County, WI. Motion carried.

Motion by Holtan, second by Balsiger, to disallow Charles Taylor Claim #300.68912, Frontier Communications, Date of Incident August 9, 2022, CTH CX, Columbia County, WI. Motion carried.

Motion by Wynn, second by Holtan to disallow Charles Taylor Claim #300.68847, Charter, Date of Incident August 3, 2022, Avalon Road, Columbia County, WI. Motion carried.

Adjournment

The next regularly scheduled meeting will be Thursday, November 3, 2022 at 8:00 a.m.

Motion by Holtan, second by Wynn, to adjourn at 10:16 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