

Columbia County Highway Committee

Minutes

November 2, 2017

PRESENT: Chair Jim Foley, Supervisors Kirk Konkel, JoAnn Wingers, Mary Cupery, Andy Ross and Craig Robson.

ALSO IN ATTENDANCE: Chris Hardy, Joseph Ruf, Lois Schepp, John Tramburg, and Mathew Schneider.

Chair Foley called the meeting to order at 9:00 a.m. The meeting was properly noticed and published.

AGENDA

MOTION: Motion made by Wingers, second by Konkel to approve the agenda as written. The motion was unanimously approved.

MINUTES

MOTION: Motion made by Cupery, second by Ross to approve the Highway Committee minutes of October 5, 2017 and October 18, 2017. The motion was unanimously approved.

VOUCHERS

The Committee reviewed the voucher report detailing payments made from September 28, 2017 through October 25, 2017. Schneider provided input regarding some of the uncommon expenditures.

MOTION: Motion made by Konkel, second by Ross to approve the vouchers for a total of \$1,065,411.15. The motion was unanimously approved.

GUIDE TO COUNTY BUDGET/FINANCES

Schepp presented the Guide to County Budget/Finances report. This report was distributed to all County Board Supervisors and details historical information and future projections of Columbia County financial and budgetary topics.

2017 CAPITAL IMPROVEMENT PLAN

Hardy provided an update on the 2017 capital improvement plan.

APPROVE OUTLAY FOR SITE CONCEPT PLAN FOR PORTAGE

Hardy presented a proposal from Grothman & Associates S.C. to provide site planning for the Portage shop to be submitted to the City of Portage. The proposal also included a cost for storm water plans. Total cost of the plans is not to exceed \$6,500. Remaining funds from the 2017 capital outlay will be used for the proposed services.

MOTION: Motion made by Robson, second by Wingers to approve using capital outlay funding, not to exceed \$6,500, for the site planning and storm water plans proposed by Grothman & Associates S.C. for the Portage shop. The motion was unanimously approved.

CAMBRIA SHOP PROJECT STATUS

Hardy provided an update on the status of the Cambria shop project.

STATE SYSTEM PROJECTS IN THE COUNTY

Current and planned state system projects within Columbia County were discussed.

COUNTY STIP FUND BALANCE & PROJECTS UPDATE

Hardy provided an update and cost projections for STIP projects.

COUNTY AID RESOLUTION

The County Aid resolution was presented to the Committee. The county aid projects listed on the resolution had already been approved by the Committee. The resolution includes all 2018 budgeted accounts except for Bridge Aid.

MOTION: Motion made by Ross, second by Wingers to forward the County Aid Resolution for the 2018 budget to the County Board for approval. The motion was unanimously approved.

BRIDGE AID RESOLUTION

The Bridge Aid resolution was presented to the Committee. The bridge aid petitions had been previously approved by the Committee.

MOTION: Motion made by Konkel, second by Robson to forward the Bridge Aid Resolution for the 2018 budget to the County Board for approval. The motion was unanimously approved.

SAND BAG BILLING PROCESS

MOTION: Motion made by Foley, second by Cupery to table the sand bag billing process until Hardy has an opportunity to speak with the Emergency Management Coordinator, Kathy Johnson. The motion was unanimously approved.

ANNUAL COUNTY ROAD CERTIFICATION

Hardy presented the annual local road certification that Columbia County submits to Wisconsin Department of Transportation by December 15th every year. This certification is for County roads within Columbia County only.

MOTION: Motion made by Konkel, second by Wingers to approve the annual local road certification for Columbia County. The motion was unanimously approved.

FHWA/WISDOT BRIDGE AUDIT

Hardy reviewed and discussed the bridge audit report.

ATV/UTV DRAFT ORDINANCE

A draft ATV/UTV ordinance was presented to the Committee. Several items were discussed and a few revisions were recommended. A revised draft ordinance will be presented at a later Highway Committee meeting.

SAFETY ITEMS/WORKERS COMP CLAIMS

Four new worker compensation claims were reported since the previous meeting.

STIP ACCOUNTING PROCEDURES & PROCESS

Schneider presented Accounting procedures for the Statewide Transportation Improvement Program (STIP). The procedures will be added to the Columbia County Financial Handbook. Hardy pointed out a couple of revisions.

MOTION: Motion made by Foley, second by Konkel to approve the STIP Accounting procedures with proposed revisions. The motion was unanimously approved.

ACCOUNTING REVIEW

A capital outlay summary through October and financial statements through September were presented and distributed to the Committee.

COMMISSIONER'S COMMUNICATIONS

Commissioner provided a handout detailing his external communications over the previous month.

VACANT POSITION UPDATE

Hardy updated the Committee on the status of filling one vacant position.

ADJOURNMENT

Next regularly scheduled meeting will be Thursday, December 7, 2017 at 9:00 a.m.

MOTION: Motion made by Wingers, second by Cupery to adjourn the meeting at 11:11 a.m. The motion was unanimously approved.

Respectfully submitted:



JoAnn Wingers, Secretary



Mathew Schneider, Recording Secretary

cc: Highway Committee
County Board Chair Gove
County Board Vice Chair Cupery
Chris Hardy
Susan M. Moll
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