

HIGHWAY COMMITTEE

**RICHARD RASMUSSEN - CHAIRMAN**  
30398 Moss Hollow Lane, Lone Rock  
**BUFORD MARSHALL- V. CHAIRMAN**  
322 West Liberty Street, Lone Rock  
**MARTY BREWER - SECRETARY**  
26766 CTH DD, Richland Center  
**PAUL KINNEY**  
11826 Maple Valley Road, Blue River  
**LARRY SEBRANEK**  
32742 Cold Spring Lane, Lone Rock

**RICHLAND COUNTY  
HIGHWAY COMMISSION**  
*120 Bowen Circle, Richland Center, WI 53581*  
**OFFICE PHONE (608) 647-4707**  
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**JIM CHITWOOD**  
Highway Commissioner  
Cell Phone# 608-604-7623  
**BILL CONDON**  
Patrol Superintendent  
Cell Phone# 608-604-7624  
**JEANNE MARSHALL**  
Bookkeeper  
**LISA MUELLER**  
Office Clerk  
**GLEN NIEMEYER**  
Parts Clerk

**RICHLAND CO. HIGHWAY COMMITTEE MEETING**

December 2, 2016

**MINUTES**

The Regular Highway Committee meeting of December 2, 2016 was called to order at 9:00 a.m. by Chairman Rasmussen, in the Conference Room at the Richland County Highway Shop, 120 Bowen Circle, Richland Center, WI 53581.

Present were:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Richard Rasmussen | <input checked="" type="checkbox"/> Chris Blum-SEH Engineering    |
| <input checked="" type="checkbox"/> Buford Marshall   | <input checked="" type="checkbox"/> Beth Steinhauer-MSA           |
| <input checked="" type="checkbox"/> Marty Brewer      | <input checked="" type="checkbox"/> Fred Gruber-Jewell Associates |
| <input checked="" type="checkbox"/> Paul Kinney       | <input checked="" type="checkbox"/> Francis Schelfhout-DOT        |
| <input checked="" type="checkbox"/> Larry Sebranek    | <input type="checkbox"/>  |
| <input checked="" type="checkbox"/> Jim Chitwood      | <input type="checkbox"/>  |

***There was proper proof of notification.***

***Read and approve the agenda.***

Moved by *Sebranek*, seconded by *Brewer* to approve and accept the agenda as read.  
Motion carried.

***Read and approve minutes from November 3, 2016 Highway Committee Meeting.***

Moved by *Kinney*, seconded by *Marshall* to approve minutes.  
Motion carried.

***Review voucher listing and approve for payment.***

Total amount for pre-paid and unpaid bills: \$287,389.47.  
Moved by *Kinney*, seconded by *Marshall* to approve vouchers for payment.  
Motion carried.

***Review updated Highway expenditures and approve internal transfer of funds from Administration Fund to County Highway Maintenance Fund.***

Moved by *Kinney*, seconded by *Sebranek* to transfer \$200,000.00 from Administration Fund to Maintenance Fund.  
Motion carried.

***Review Request for Proposal (RFP) for real estate acquisition services involving Project I.D. 5419-06-00; CTH O.***

There were two proposals: MSA - \$38,600.00 and Jewell & Assoc - \$32,975.00. Moved by *Sebranek*, seconded by *Marshall* to accept the proposal by Jewell & Associates.  
Motion carried.

***Discuss consideration of responsibility regarding appraisal approvals for future CTH O project.***

Motion by *Marshall*, seconded by *Kinney* to have Jim Chitwood take care of land acquisition for County O Project.  
Motion carried.

***Meet with Francis Schelfhout, WIS-DOT regarding project overview and various proposals surrounding STH 130 bridges at Lone Rock.***

Review only.

***Review and approve 2017 Routine Maintenance Agreement (DOT).***

Moved by *Kinney*, seconded by *Brewer* to approve RMA.  
Motion carried.

***Discuss approval of probationary status – Mitch Ricco.***

Moved by *Kinney*, seconded by *Marshall* to approve the probationary status of Mitch Ricco.  
Motion carried.

***Continue Discussion regarding future state aid payments (GTA) and subject of borrowing for capital projects.***

Discussion only.

***Discuss Highway Department administrative structure issues/changes.***

Discussion only.

***Move into closed session 19.85 (1)(c) of the Wisconsin State Statues.***

***Roll call: Rasmussen-yes, Marshall-yes, Brewer-yes, Kinney-yes, Sebranek-absent.***

Moved by *Marshall*, seconded by *Kinney* to move into closed session. Motion carried.  
Moved by *Marshall*, seconded by *Kinney* to return to open session. Motion carried.

***Commissioner's report.***

- a. *FEMA/Flood repairs.* Had to develop GPS coordinates for any flood repair.
- b. *Tractor/mower specs for January meeting.* Next meeting January 5<sup>th</sup>, 2017.
- c. *Misc.*

***Other Business.***

n/a

The next regular Highway Committee meeting will be held, *Thurs., January 5, 2017 @ 9:00 a.m.*

Motion to adjourn the meeting by *Kinney*, seconded by *Brewer*. Motion carried.

*Chairman Rasmussen* adjourned the meeting at 12:15 p.m.

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Marty Brewer - Secretary