

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**  
**FAX (608) 647-3231**

**BILL CONDON**  
Highway Commissioner  
Cell Phone# 608-604-7624  
  
Patrol Superintendent  
Cell Phone#  
**LISA MUELLER**  
Bookkeeper  
**CERRESA ROSE**  
Office Clerk  
**GLEN NIEMEYER**  
Parts Clerk

**RICHLAND CO. HIGHWAY COMMITTEE MEETING**

February 2, 2018

**MINUTES**

The Regular Highway Committee meeting of February 2, 2018 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 type="checkbox"/>	_____
<input checked="" type="checkbox"/> Buford Marshall	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Marty Brewer	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Paul Kinney	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Larry Sebranek	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Bill Condon	<input type="checkbox"/>	_____

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

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

Moved by *Buford Marshall*, seconded by *Paul Kinney* to approve and accept the agenda as read. Motion carried.

***Read & approve minutes from January 4, 2018 Highway Committee Meetings.***

Moved by *Paul Kinney*, seconded by *Buford Marshall* to approve and accept the minutes as read. Motion carried.

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

Total amount for unpaid bills: \$42,621.23. Pre-paid bills were \$199,740.67. Moved by *Marty Brewer*, seconded by *Larry Sebranek* to approve vouchers for payment. Motion carried.

***Discussion of request from Recycling Committee pertaining to use of Hwy Dept. for tire recycling event***

Moved by *Larry Sebranek*, seconded by *Marty Brewer* to run the tire recycling even with the electronic recycling event to save costs at the County garage. Motion carried.

***Discuss record retention time frames and set guidelines***

Moved by *Larry Sebranek*, seconded by *Buford Marshall* to adopt a 10 year record retention policy. The only exception to the policy is that employee files will be stored for a lifetime. Motion Carried.

***Discuss Local Program project ID5198-01-60***

There was discussion of safety improvements on Highway Q. New guard rails, chevrons, and signage. Mostly State and Federal grants. \$25,000 County money.

**Discuss application and interview schedule for Patrol Superintendent Position**

Interviews for the Patrol Superintendent position will be conducted on February 20, 2018 starting at 6:00 p.m.

**Move into Closed Session 19.85(1)(c)Wisconsin State statutes –Employee resignation**

Moved by *Paul Kinney*, seconded by *Buford Marshall* to move into Closed Session. Motion carried. Moved by *Buford Marshall*, seconded by *Larry Sebranek* to return to Open Session and to accept the resignation of Brian Thielmann. Motion carried.

**Approve 2018 state bridge sealing PBM**

Moved by *Larry Sebranek*, seconded by *Marty Brewer* to accept the bridge sealing PBM. Motion carried.

**Discuss budget and proposed seal coating oil bids**

State wants to seal coat Highway 58 to Ithaca. The County would like to seal coat 5-6 miles of County road X if money is available.

**Approve probation status for 2 employees – Chris Nelson & Austin Clary**

Moved by *Paul Kinney*, seconded by *Buford Marshall* to move Chris Nelson and Austin Clary off of probation to permanent full time employee status. Motion carried.

**Discuss removing items from current insurance policy**

Currently the Highway Department is reviewing its current inventory to determine what items need to be covered and what items can be dropped from the policy.

**Discuss replacement of truck #21**

Truck #21 is currently the oldest truck in the fleet and has over 300,000 miles on it. It was discussed to keep truck #21 as a spare and instead trade in truck #51. Motion by *Paul Kinney*, seconded by *Buford Marshall* to ask for bids on a new truck. Motion carried.

**Discuss replacing 2 State Tandems**

It was discussed that trucks usually have a 10 year life and they will not be handed down to the County for use but instead will be replaced within 2 years.

**Discussion of equipment to list on Wisconsin Surplus for spring**

Will be listing a single axle truck and an international wrecker. The Highway Department will also be listing signage and post surplus as well as excess shop equipment.

**Discuss work zone safety**

Safety week is coming up with a spot on the radio. There is going to be a Driver's Education program available and the County has purchased portable rumble strips.

**Discuss WCHA – Winter Commissioners Training**

Commissioner Bill Condone had attended the 3 day training. Bill informed the committee that he did not stay overnight during the 3 day training. Bill also informed the committee that the SWAP Program looked promising with more Federal dollars.

**Commissioner's report.**

- a. Winter Challenges- The crew has been working hard with no problems or challenges with snow. Brush cutting has been moving right along as well. It was brought up that the Highway Department should think about getting another boom mower and even possibly outfitting a backhoe with an attachment for mowing.
- b. County activities- No discussion at this time.
- c. State activities- No discussion at this time.

**Other Business.**

The Committee would like the Highway Department to consider other fuel options and would like to invite bids.

The next regular Highway Committee meeting will be held, *Friday, March 2<sup>nd</sup>, 2018 @ 9:00 a.m.*

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

*Chairman Rasmussen* adjourned the meeting at 11:50 a.m.

\_\_\_\_\_ Marty Brewer - Secretary