

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  
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**BILL CONDON**  
Highway Commissioner  
Cell Phone# 608-604-7624  
**ROGER GANDER**  
Patrol Superintendent  
Cell Phone#608-604-7623  
**LISA MUELLER**  
Bookkeeper  
**CERRESA ROSE**  
Office Clerk  
**GLEN NIEMEYER**  
Parts Clerk

**RICHLAND CO. HIGHWAY COMMITTEE MEETING**

March 2, 2018

**MINUTES**

The Regular Highway Committee meeting of March 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 checked="" type="checkbox"/> Jeanetta Kirkpatrick |
| <input checked="" type="checkbox"/> Buford Marshall   | <input checked="" type="checkbox"/> Cerresa Rose         |
| <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 *Larry Sebranek*, seconded by *Paul Kinney* to approve and accept the agenda as read.  
Motion carried.

***Read & approve minutes from February 2<sup>nd</sup> and February 20<sup>th</sup>, 2018 Highway Committee Meetings.***

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

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

Total amount for unpaid bills: \$66,204.95. Pre-paid bills were \$200,908.56. Moved by *Buford Marshall*, seconded by *Marty Brewer* to approve vouchers for payment. Motion carried.

***Discussion on Commissioner's salary – Jeanetta Kirkpatrick***

Jeanetta Kirkpatrick discussed with the Highway Committee Board that the Commissioner's pay has always been set by the Board and the wage study does not override the Committee's authority. Jeanetta explained that the Commissioner's pay will remain at its current rate of \$30.33 unless the committee decides to make a resolution to move the Commissioner to the wage study. Moving to the wage study would put the wage at market and would increase it to \$34.93. A motion was made by *Marty Brewer*, seconded by *Paul Kinney* to make a resolution to move the Commissioner to step 3 of the wage study which is a rate of \$34.93. Motion carried.

***Discussion on wage study – new hires***

Bill Condon wanted to get Jeanetta's input on two new hires to the Highway Department and how their pay is affected by the new wage study being implemented. The new hire in the Patrol Superintendent position would start out at step 3 and would proceed to step 4 which is what was advertised in the job posting. The new Office Clerk will continue to make \$19.23 and will move to \$20.24 after the probationary period as advertised as well. This position is above step 8 on the wage study so the Office Clerk will not receive a raise but the position will not receive a reduction in pay per the resolution.

**Discussion on bridge inspections and contract renewal**

Commissioner Bill Condon explained that we have a current contract with Jewell that it is up for renewal. Bill Condon brought it to the Board to decide if they would like to renew with Jewell or put out bids. A motion was made by *Marty Brewer*, seconded by *Larry Sebranek* to send out bids for bridge inspections with a 2 year contract. Motion carried.

**Review seal coat bids**

Joe from Farhner was present for the bid opening. Joe had submitted a joint bid from Farhner and Flint Hills for application and oil. Jesse from Meigs was also present at the bid opening.

| <b>EMULSIONS</b>           | <b>Notes</b>   | <b>Bid Amount</b> |
|----------------------------|----------------|-------------------|
| Meigs                      | CRS-2/HFRS-2   | \$2.18/gal        |
|                            | CRS-2P/HFRS-2P | \$2.40/gal        |
|                            | CRS-2P D25     | \$1.88/gal        |
| Flint Hills/Farner Asphalt | CRS-2/HFRS-2   | \$2.14/gal        |
|                            | CRS-2P/HFRS-2P | \$2.35/gal        |
|                            | CRS-2P D25     | \$2.01/gal        |

A motion was made by *Buford Marshall*, seconded by *Marty Brewer* to award the bid to Meigs. Motion carried.

**Review fuel bids**

The Highway Committee Board received two bids for fuel. No one was present to represent either company. Bids were opened but they were unable to compare total prices. The Board would like to send out bids again and open them at the April 5<sup>th</sup>, 2018 meeting.

**Review and approve bids for new tri-axle truck**

This is being tabled until the April 5<sup>th</sup>, 2018 meeting. No bids were received in by the deadline.

**Review body building bids for new tri-axle truck**

The Highway Committee Board received two bids for body builds for a new tri-axle truck. There were representatives from both Monroe Truck and Universal Truck present for the bid opening.

| <b>BODY BUILD</b> | <b>Notes</b> | <b>Bid Amount</b> |
|-------------------|--------------|-------------------|
| Monroe Truck      |              | \$80,615          |
| Universal Truck   |              | \$99,249          |

A motion was made by *Buford Marshall*, seconded by *Marty Brewer* to award the bid to Monroe Truck at the bid price of \$80,615. Motion carried.

**Succession Planning report and discussion**

Commissioner Bill Condon just wanted to quickly inform the Highway Department Committee that the WCHA is looking into succession planning and how they are going to be replacing current WCHA representatives. Bill Condon will share more information when he receives more.

**New Patrol Superintendent Discussion**

Commissioner Bill Condon wanted to inform the Committee that Roger Gander has been proving to be an excellent fit for the Patrol Superintendent position and is in the process of taking over and training. Roger’s previous Operator/Patrolman section has been posted and filled internally.

**Discussion for hiring 2 Equipment Operators/Patrolmen – interview date**

The advertisement for these 2 positions has been in the paper. The application deadline is Wednesday March 14, 2018. The Highway Committee is going to be conducting interviews on Tuesday March 20<sup>th</sup>, 2018 at 5:30 p.m.

**Discussion for new software and PowerPoint –Maintenance Dude Solution**

Commissioner Bill Condon wanted to inform the Highway Committee Board of some software that he is looking into and is very interested in. Bill would like to find out more information about the software before bringing it to the Board for approval. This software would allow information to be entered while on the project site by using either a cell phone, laptop or computer. It is an updated way of organizing the day-to-day work and keeping track of everything electronically. Roughly the initial set cost is around \$6,500.

**Review culvert bids**

The Highway Committee Board received and opened two bids. A representative from Metal culverts was present during the opening process. No one was present from Contech.

| <b>CULVERTS</b> | <b>Notes</b> | <b>Bid Amount</b> |
|-----------------|--------------|-------------------|
| Contech         | 12" Diameter | \$7.45            |
|                 | 15" Diameter | \$9.40            |
|                 | 18" Diameter | \$11.15           |
|                 | 24" Diameter | \$14.75           |
|                 | 30" Diameter | \$22.40           |
|                 | 36" Diameter | \$25.10           |
|                 | 48" Diameter | \$50.90           |
|                 | 60" Diameter | \$82.50           |
|                 | 72" Diameter | \$98.25           |
|                 | 84" Diameter | \$134.00          |
| Metal Culverts  | 96" Diameter | \$174.00          |
|                 | 12" Diameter | \$7.12            |
|                 | 15" Diameter | \$8.96            |
|                 | 18" Diameter | \$10.64           |
|                 | 24" Diameter | \$14.24           |
|                 | 30" Diameter | \$21.73           |
|                 | 36" Diameter | \$25.91           |
|                 | 48" Diameter | \$47.89           |
|                 | 60" Diameter | \$75.85           |
|                 | 72" Diameter | \$90.55           |
| 84" Diameter    | \$130.67     |                   |
|                 | 96" Diameter | \$148.76          |

A motion was made by *Marty Brewer*, seconded by *Larry Sebranek* to award the bid to Metal Culverts. Motion carried.

**Commissioner's report.**

- a. County Operations- Currently busy brushing. Patching will be starting soon. Rockbridge Park work could be starting next week weather depending.
- b. State Operations- Ditching will be starting soon. The Hot Box has been worth the purchase and has been speeding up operations.

**Other Business.**

Weight bans will be going on starting around the 9<sup>th</sup> of March.

Bob Bellman contacted the Highway Department about mowing for the parks like the work that has been done in the past. This will be up for discussion. Possibility of using temporary summer help. Will have to look into the extra equipment and time that might be needed to fulfill this inquiry. One other thought is maybe this position could be filled with an employee for mowing operations in the summer and in-house custodial work in the winter.

The bridge at the UW-Richland campus is in need of being replaced. This bridge is not part of the Highway Department and actually belongs to the County. Since this bridge is not recognized as a public bridge there is no state funding available. This will be up for discussion and needs to be looked into if it is repairable or if it needs to be replaced.

Monroe County Highway Department has a well maintained and used Screening Plant with a fairly new engine that the Richland County Highway Department would be interested in purchasing.

Monroe is asking \$15,000 for the unit. The next step is to see the Plant in action before purchase. This unit will run the stacker and surge bin as well.

Work Zone Safety Awareness Week is coming up April 9-13, 2018. A resolution will be sent to the Clerk's office and posters will be posted at waysides as well as an updated press release for the radio.

The next regular Highway Committee meeting will be held, *Thursday, April 5<sup>th</sup>, 2018 @ 9:00 a.m.*

Motion to adjourn the meeting by *Buford Marshall*, seconded by *Larry Sebranek*. Motion carried.

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

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Marty Brewer - Secretary