

HIGHWAY COMMITTEE
BURFORD MARSHALL – CHAIRMAN
 322 W. Liberty Street, Lone Rock
LARRY SEBRANEK– V. CHAIRMAN
 32742 Cold Spring Ln., Lone Rock
MARTY BREWER – SECRETARY
 26766 CTH DD, Richland Center
JAMES D. HUFFMAN
 22153 Main Street, Yuba
STEVE WILLIAMSON
 17998 State Highway 60, Blue River

**RICHLAND COUNTY
 HIGHWAY COMMISSION**
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 Highway Commissioner
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ROGER GANDER
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LISA MUELLER
 Bookkeeper
CERRESA ROSE
 Office Clerk
GLEN NIEMEYER
 Parts Clerk

RICHLAND CO. HIGHWAY COMMITTEE MEETING

May 3, 2018

MINUTES

The Regular Highway Committee meeting of May 3, 2018 was called to order at 9:00 a.m. by Vice Chairman Buford Marshall, in the Conference Room at the Richland County Highway Shop, 120 Bowen Circle, Richland Center, WI 53581.

Present were:

- | | |
|--|--|
| <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"/> Larry Sebranek | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> Steve Williamson | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> James D. Huffman | <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 *Marty Brewer*, seconded by *Steve Williamson* to approve and accept the agenda as read. Motion carried.

Read & approve minutes from April 5th, 2018 Highway Committee Meeting.

Moved by *Steve Williamson*, seconded by *James Huffman* to approve and accept the minutes as read. Motion carried.

Review voucher listing and approve for payment.

Total amount for unpaid bills: \$67,790.88. Pre-paid bills were \$185,108.39. Moved by *Marty Brewer*, seconded by *James Huffman* to approve vouchers for payment. Motion carried.

Election of Committee

- | | | |
|---|---|--|
| Chairman | Buford Marshall nominated by Larry Sebranek | Motion to close and cast unanimous ballot by Larry Sebranek, seconded by Marty Brewer |
| Buford Marshall elected as Chairman. Motion carried. | | |
| Vice Chairman | Larry Sebranek nominated by Marty Brewer | Motion to close and cast unanimous ballot by Marty Brewer, seconded by Buford Marshall |
| Larry Sebranek elected as Vice Chairman. Motion carried. | | |
| Secretary | Marty Brewer nominated by Larry Sebranek | Motion to close and cast unanimous ballot by Larry Sebranek, seconded by Buford Marshall |
| Marty Brewer elected as Secretary. Motion carried. | | |

Budget Review

Performance based maintenance. Commissioner Bill Condon would like the Board to consider transferring \$100,000 from the Performance Based Maintenance accounting into Road Maintenance and the remainder to PBM. This would allow the Highway Department to use the money towards various seal coating projects. Larry made a motion to transfer the \$100,000 to Road Maintenance, seconded by James Huffman. Motion carried.

Budget review will be postponed until the June 7th meeting. Motion by Steve Williams, seconded by Marty Brewer to postpone the budget review. Motion carried.

Discuss sealcoating for County and Townships

Commissioner Bill Condon explained that they will be working on over a mile of seal coating on Comar, Carpenter & Cole Ln., County X & G. Cost is around \$205,000 max to seal coat these. The \$200,000 cost is including the \$100,000 that is being transferred.

Review and award fuel bids

FUEL	Notes	Bid Amount
Premier	Electronic monitoring offered	\$2.15 Ethanol \$2.31 Non-Ethanol \$2.42 Diesel
FS	Electronic monitor hooked linked to FS for automatic refilling	\$2.47 Ethanol \$2.72 Non-Ethanol \$2.42 Diesel

A motion was made by *Larry Sebranek*, seconded by *James Huffman* to go with FS for all future fuel purchases. Motion carried.

Review expenditures for 2018-2019 salt purchases

There was a \$127,000 savings with purchasing less salt for the 2018-2019 year. The Highway Department has been making improvements to prevent any discrepancies with the amount of salt that was purchased or used. The Highway Department is hoping to advert any future problems with a new scale and the use of scale tickets making the process more efficient.

Update and discussion of County Y project

County Y the Highway Department is going to start by replacing culverts and getting ready for shouldering. The gravel is already bought it's just going to take crews and machinery to prep this road for being paved in 2109. Y is a county project that is funded by the County specify with the assistance of Chip and TRIP funds. Please note this is a different project than the YS project. The YS project brought up some issues with L&M placing items on the county right-a-way. This is becoming a safety issue and concern. The Commissioner is going to be investigating the County ordinances or rules relating the County right-of-way.

Proposed Township work

The Highway Department is doing Township work for the Town of Willow. We are installing box extensions/culvert extensions. We will also be doing a large culvert installation on Comar before that road gets seal coated. The Highway Department is looking at the possibility of some future wedging jobs.

Discuss seasonal hiring for summer work

The Highway Department would like to hire two temporary summer employees for the 2018 season. A motion was made by *Larry Sebranek* and seconded by *James Huffman* to hire two summer employees starting at Grade B step 1 of the wage study, a rate of \$12.03. Motion carried.

Discuss seasonal summer employee rates

Commissioner Bill Condon has compiled a spreadsheet of rates for seasonal hires from neighboring counties. Richland County is currently at \$10.92 for season one and \$11 for season two. In comparison Juneau County is at \$12.36 for all seasons and Crawford County is \$12.55 for third and fourth seasons. With consideration to the wage study the Highway Department would like to start paying seasonal employees \$12.03 per hour which is at grade scale B step 1. This will keep Richland County competitive for seasonal help.

Discuss Township of Richland contract

County is currently under contract with the Township of Richland to maintain township roads. Currently this maintenance takes two employees to work these routes. This, Purchase of Services,

contract was originally signed in 2012 and good for 5 years. The contract will continue until either party decides to opt out. Motion by *Marty Brewer*, seconded by *Steve Williams* to continue working with the Township of Richland. Motion carried.

Discussion and update of recent equipment purchases

Commissioner Bill informed the Board that he had taken two employees with him to view the new Screening Plant in action. Both Jamie Koch and Mark Clark had the chance inspected and look over the Screening Plant as well as running and operating the equipment. This piece of equipment will be dismantled and brought to the County shop once road bans are off and the weather is decent.

Update on Bridge Inspection & Consult bid process

With the multiple bids and the rush to get the numbers together at the April 5th meeting, the bid totals for Bridge Inspections & Consulting were misinterpreted. After further review the Highway Department was able to compare the correct bid amounts and make a more thorough decision. When it came to the Inspection portion of the bid MSA had the lowest bid but for the Consulting portion the lowest bid was Westbrook. The Highway Department decided to award the bid to Westbrook. This decision was made due to this being new process for the Commission and the amount of questions and inquiries that will be asked throughout the contract years. All future bids will be sent out with specific spec sheet that bidders submitted allowing the comparison process at the meetings to go much smoother and so that the prices can be compared as “apples to apples”.

Discuss WCHA Highway Conference

Pre-registration deadline is May 12th for Summer Road School. The conference dates are June 4-6, 2018. This was open to any committee member that would like to attend.

Update on the sand pit

Work will continue on the road into the sand pit. Commissioner Bill Condon did inform the Board that there is a shed that comes with the sand pit. He had offered the contents of interior of this shed to the fair committee as it was previously used to house horses. The Highway Department plans to clean and gut the shed to house small equipment.

Commissioner's report.

- a. County crack sealing & section maintenance-County is half done with crack sealing. Currently have done 12 roads with the intentions to be finished up next week. Cleaning ditches, pulling shoulders, patching pot holes. Working on regular maintenance. Few seal coat jobs the rest will be maintenance.
- b. State bridge washing and repairs- State crews are currently working on bridge washing and repairs as well as regular maintenance.

Other Business

The Highways Department can put advisory speed limit signs up as well as local traffic only barricades on roads that have weight limits to prevent further damage. Marty Brewer made a motion to do what is needed to control regular and heavy truck traffic on County roads that are under stress and are being utilized more due to the bridge construction detours. Steve Williamson seconded. Motion carried.

The Highway Department is currently renting a mini excavator for the township work that is being done. Currently it is rented by the day. Considering paying to rent it monthly or yearly depending on how much, we as a Department, utilize this piece of equipment. A mini excavator is a piece of equipment that the Department would be interested in purchasing in the future.

The next regular Highway Committee meeting will be held, *Thursday, June 7th, 2018 @ 9:00 a.m.* Motion to adjourn the meeting by *Larry Sebranek*, seconded by *Steve Williamson*. Motion carried. *Chairman Buford Marshall* adjourned the meeting at 10:43 a.m.

Marty Brewer - Secretary