

HIGHWAY COMMITTEE  
**STEVE WILLIAMSON – CHAIRMAN**  
 17998 State Hwy 60, Blue River  
**GARY MANNING– V. CHAIRMAN**  
 27321 Manning Ln., Richland Center  
**KERRY SEVERSON–SECRETARY**  
 2250 US Hwy 14 E, Richland Center  
**CHAD M, COSGROVE**  
 1513 Rainbow Dr., Richland Center  
**MARC COUEY**  
 23372 Bomkamp Rd., Muscoda, WI

**RICHLAND COUNTY  
 HIGHWAY COMMISSION**  
*120 Bowen Circle, Richland Center, WI 53581*  
**OFFICE PHONE (608) 647-4707**  
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**ROGER PETRICK**  
 Highway Commissioner  
 Cell Phone# 608-604-7624  
**ROGER GANDER**  
 Patrol Superintendent  
 Cell Phone#608-604-7623  
**LISA MUELLER**  
 Bookkeeper  
**CERRESA NIMOCKS**  
 Office Clerk  
**GLEN NIEMEYER**  
 Parts Clerk

**RICHLAND CO. HIGHWAY COMMITTEE MEETING**

May 7, 2020  
**MINUTES**

The Regular Highway Committee meeting of May 7, 2020 was called to order at 9:07 a.m. by Commissioner Roger Petrick, in the Conference Room at the Richland County Highway Shop, 120 Bowen Circle, Richland Center, WI 53581.

Present were:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Marc Couey (WebX) | <input checked="" type="checkbox"/> <u>Cerresa Nimocks</u>         |
| <input checked="" type="checkbox"/> Kerry Severson    | <input checked="" type="checkbox"/> <u>Clinton Langreck (WebX)</u> |
| <input checked="" type="checkbox"/> Chad Cosgrove     | <input type="checkbox"/> _____                                     |
| <input checked="" type="checkbox"/> Steve Williamson  | <input type="checkbox"/> _____                                     |
| <input checked="" type="checkbox"/> Gary Manning      | <input type="checkbox"/> _____                                     |
| <input checked="" type="checkbox"/> Roger Petrick     | <input type="checkbox"/> _____                                     |

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

**3. Read and approve the agenda**

Moved by *Gary Manning*, seconded by *Kerry Severson* approve and accept the agenda. Motion carried.

**4. Read & approve minutes from April 9 & April 16, 2020 Highway Committee Meetings**

Moved by *Gary Manning*, seconded by *Chad Cosgrove* to approve and accept the minutes as read. Motion carried.

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

Total amount for unpaid bills: \$118,665.81 Pre-paid bills were \$294,677.00 Moved by *Gary Manning*, seconded by *Kerry Severson* to approve vouchers for payment. Motion carried.

**6. Election of Committee**

- |   |   |  |
|---|---|--|
| Chairman  | Steve Williamson nominated by Chad Cosgrove | Motion to close and cast unanimous ballot by Chad Cosgrove, seconded by Marc Couey |
| <b>Steve Williamson elected as Chairman. Motion carried.</b>  |   |  |
| Vice Chairman   | Gary Manning nominated by Chad Cosgrove     | Motion to close and cast unanimous ballot by Chad Cosgrove, seconded by Marc Couey |
| <b>Gary Manning elected as Vice Chairman. Motion carried.</b> |   |  |
| Secretary   | Kerry Severson nominated by Chad Cosgrove   | Motion to close and cast unanimous ballot by Chad Cosgrove, seconded by Marc Couey |
| <b>Kerry Severson elected as Secretary. Motion carried.</b>   |   |  |

**7. Approve Probationary Status to Full-Time Status of Employee**

Moved by *Chad Cosgrove*, seconded by *Gary Manning* to approve and move the employee to permanent full-time status. Motion carried

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**8. Update on Hiring Process**

Commissioner Roger Petrick gave the Highway Committee an update on the hiring and interviewing process. With the new addition of the County Administrator the Highway Commissioner would like to see the interview and hiring process just include the Highway Chairman, County Administrator and an additional Highway member. This proposal will be drafted up and taken to the Finance and Personnel Committee. Moved by *Gary Manning*, seconded by *Chad M. Cosgrove* to approve and draft a proposal to modify the current committee for hiring and interviewing employees for the Highway Department and take it to the Finance and Personnel Committee. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**9. Discuss Mechanic Pay**

Commissioner Roger Petrick discussed with the new Highway Committee members that he feels that the current mechanics employed at the Highway Department are currently under paid considering they have to provide their own tools and are not provided a tool allowance. The Highway Department had an open position for mechanic and received zero applications after advertising for two weeks. The Highway Commissioner would like to present two options to possibly help counter this issue. First the Highway Commissioner would like to start by offering the mechanic position at its current pay grade but hiring a candidate without a CDL and training on the job. Allowing the new employee to acquiring their CDL within an allotted time period, giving a raise once the CLD has been achieved (Pay grade G at start, H once achieved). Second the Highway Commissioner would like to move both mechanic positions to pay grade H and remove the Assistant Foreman title. Moved by *Gary Manning*, seconded by *Kerry Severson* to draft up the position for the Highway Mechanics to start the mechanic position at its current pay grade but offer hiring a candidate without a CDL and training on the job. Allowing the new employee to acquiring their CDL within an allotted time period, giving a raise once the CLD has been achieved (Pay grade G at start, H once achieved). Second move both mechanic positions to pay grade H and remove the Assistant Foreman title. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**10. Discuss Update on Sand Shed**

Highway Commissioner Roger Petrick wanted to bring the new Highway Committee up to date on discussions about the need for a sand shed and that when you have more than 5% salt in a sand pile it needs to be covered or contained to prevent ground contamination. Currently the Highway Department doesn't meet this mandated requirement. Commissioner Roger Petrick shared estimates with the Highway Committee on how much it will cost to cover the Salt-Sand pile and on average its around \$450,000. The Highway Committee discussed that this needs to be brought to the attention of the Finance and Personnel Committee to start the process of getting funds for this capital project. Moved by *Marc Couey*, seconded by *Gary Manning* to put this on the Finance and Personnel agenda for discussion. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**11. Equipment Update**

All Highway Committee members were given a report that shows how the Highway Department is currently standing with equipment purchased verses the equipment budgeted for 2020. The Highway Department still has plans for future purchases once the economy bounces back. Commissioner Roger Petrick did share the Highway Departments planned two for sure purchases 1- "six pack" truck that is

outfitted with a flatbed and a tommy lift gate. 2-tri-axle trailer to haul the new backhoe. The Highway Department does have plans to sell certain pieces of used equipment to help cover or offset some of the cost of the new purchases. Moved by *Gary Manning*, seconded by *Chad Cosgrove* to approve Commissioner Roger Petrick to bid for the amount no more than \$20,000 on Wisconsin Online Surplus Auctions the motion was also to approve the purchase the 1 ½ ton pickup outfitted with a flatbed and lift-gate. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**12. Discuss County Highway JJ and the Tri-County Airport**

Commissioner Roger Petrick shared with the Highway Committee pictures of what County Highway JJ and the Tri-County Airport looked like during all the recent flooding as well as after the ditch digging solution. Commissioner Roger showed that there were different proposals for what to do with the airport to try and alleviate the water issue. After involvement with Howard Marklein and landowners along County Highway JJ there were temporary drainage ditches put in. Currently Iowa County has petitioned to leave the Airport Commission which the Airport commission is broke into Sauk County 49%, Richland and Iowa Counties are both 25% each and Cardinal has 1%. Moved by *Gary Manning*, seconded by *Chad Cosgrove* to approve payment to Jerry Sprecher for land loss to create the ditch on his property to divert water and protect County Highway JJ for the year of 2020 for \$500. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**13. Discuss Financial Year End Update**

The Highway Committee was given a summary of the year end financials.

**14. Form a Selection Committee for Bridge Design**

Gault Hollow County Highway H Bridge Design request letter was sent to about eight different bridge engineering firms. The Highway Committee will review proposals at next Committee meeting. The price is set by the state. All Highway Committee members requested to be a part of the Selection Committee for Bridge Design.

**15. Discuss County Patrol Superintendent Position**

The Highway Department has a State Patrol Superintendent position but currently no County Patrol Superintendent and in comparison a majority of the surrounding counties do. Commissioner Roger Petrick informed that Highway Committee that the State pays 60% of State Superintendent's position and if the County hires a County Superintendent then the State would increase that percentage paid. This position would be beneficial for the Highway Department relieving some stress off of the Highway Commissioner as well as the State Superintendent spreading out the work load. Moved by *Gary Manning*, seconded by *Chad Cosgrove* to approve the Highway Department to take the new position of County Patrol Superintendent to the Finance and Personnel Committee. Motion carried.

	FOR	AGAINST
Steve Williamson	X	
Gary Manning	X	
Kerry Severson	X	
Chad M. Cosgrove	X	
Marc Couey	X	

**16. Set Future Committee Meeting Dates for the Year**

Proposed that all future Highway Committee meetings be held starting the first Wednesday of the Month beginning at 5:30pm at the Highway Department conference room. First Wednesday meeting would be the first Wednesday in June.

17. **Commissioner's report**

- a. **State-** 1 snow call out, washed bridges, fixed guard rail, fixed shoulders, removed sanders and winter equipment from trucks, installed culverts on Highway 56 and patching.
- b. **County-** 1 snow call out, removed sanders and winter equipment on trucks, did culvert replacement, washed bridges as well as spot repairs and crack filling.
- c. **Township-** Patching, 1 culvert replacement, 4 TRIP funds for 4 townships were approved. The contract with the Town of Richland has been completed and the Highway Department will no longer be plowing snow on the Town of Richland roads.

**Other Business**

The next regular Highway Committee meeting will be held, **Wednesday, June 3<sup>rd</sup>, 2020 @5:30 p.m.**

Motion to adjourn the meeting by *Gary Manning*, seconded by *Chad Cosgrove*. Motion carried.

*Chairman Steve Williamson* adjourned the meeting at 11:34 a.m.

\_\_\_\_\_ Kerry Severson - Secretary