

**RICHLAND COUNTY
 HIGHWAY DEPARTMENT**
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Meeting of the Richland County Highway Committee

January 12, 2022

Minutes

The Regular Highway Committee meeting of January 12, 2022 was called to order at 5:30 p.m. by Chairman Steve Williamson, in the Conference Room at the Richland County Highway Department, 120 Bowen Circle, Richland Center, WI 53581.

Roll Call:

	Present	Absent		Present	Absent	Guests
Steve Williamson	✓	□	Marc Couey	□	✓	_____
Gary Manning	✓	□	Josh Elder	✓	□	_____
Kerry Severson	✓	□	Lisa Mueller	✓	□	_____
Chad M. Cosgrove	✓	□				_____

2. There was proper proof of notification

3. Read & Approve the Agenda

Moved by Chad Cosgrove, seconded by Kerry Severson to approve and accept the agenda. Motion carried.

4. Read & Approve Minutes from the November 10, 2021 Highway Committee Meeting

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

5. Review Voucher Listing & Approve for Payment

Total amount for unpaid bills: \$41,211.97 Pre-paid bills: \$312,131.43. Moved by Gary Manning, seconded by Steve Williamson to approve vouchers for payment. Motion carried.

6. Highway Financial Plan – Review and Discuss

Discussion: Reviewed the Financial Plan spreadsheet. A copy of the financial spreadsheet will be sent to the committee folders. The Highway Committee also discussed creating a similar spreadsheet for Highway Equipment.

7. Tractor Rental

Discussion: The Highway Department will be unable to rent a Case IH tractor for the 2022 year but will check into the rental for 2023.

8. Employee Status – Approve Probationary Status to Full-Time Status of Commissioner

Motion: Moved by Chad Cosgrove, seconded by Gary Manning to move the Commissioner, Josh Elder, from probationary status to full-time status. Motion carried.

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

9. Sand/Salt Shed – Informational Update and Discussion

Discussion: It was discussed that the capacity of the new sand/salt shed should meet the capacity needs of the “off season”. Sourcewell will be conducting the entire bidding process on the Highway Departments behalf. The tentative plan is to have the shed built in 2022.

10. Commissioner’s report

- a. **State-** State crews are currently plowing, brushing and working on machinery maintenance.

- b. **County**-. County crews are currently plowing, brushing and working on machinery maintenance. It was also mentioned that in a restructure effort tow positions were consolidated into one with more possible restructure plans to come.

Other Business

-Equipment: Commissioner and Superintendents will be updating trucks to ¾ Ton pickup trucks.

Motion: Moved by Chad Cosgrove, seconded by Gary Manning to have the Commissioner and Superintendents purchase used pickup trucks for the amount up to \$25,000 per vehicle. Motion carried.

	FOR	AGAINST		FOR	AGAINST
Steve Williamson	✓	<input type="checkbox"/>	Chad M. Cosgrove	✓	<input type="checkbox"/>
Gary Manning	✓	<input type="checkbox"/>	Marc Couey	<input type="checkbox"/>	<input type="checkbox"/>
Kerry Severson	✓	<input type="checkbox"/>			

-Symons Outstanding Bill:

Motion: Moved by Steve Williamson, seconded by Gary Manning to write-off the outstanding balance remaining for Symons Recreational Complex in the amount of \$4,877.43 from 2018. Motion carried.

	FOR	AGAINST		FOR	AGAINST
Steve Williamson	✓	<input type="checkbox"/>	Chad M. Cosgrove	✓	<input type="checkbox"/>
Gary Manning	✓	<input type="checkbox"/>	Marc Couey	<input type="checkbox"/>	<input type="checkbox"/>
Kerry Severson	✓	<input type="checkbox"/>			

The next regular Highway Committee meeting will be held, **Wednesday, February 9th, 2022 @ 5:30 p.m.**

Motion to adjourn the meeting by Kerry Severson, seconded by Steve Williamson. Motion carried.

Chairman Steve Williamson adjourned the meeting at 6:30 p.m.

Minutes taken by Lisa Mueller