

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Agenda

Committee: Buffalo County Highway Committee
Date: Tuesday, July 13, 2021
Time: 8:00 A.M.
Location: Highway Committee Room, S1672 State Road 37, Alma, WI
Remote Access:

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. **Call to Order/Roll Call**
2. **Public comment regarding any matters that will be taken up by the Committee at this meeting.**
3. **Review/Discussion/Action ~ Minutes of Previous Meeting**
4. **Review/Discussion/Action ~ Vouchers**
5. **Consideration/Action – Staffing:**
 - a. Foreman Position – Status
 - b. Third Mowing LTE – Status
 - c. Job Description – Parts/Inventory Specialist
 - d. Resolution to rescind Resolution #21-04-01 – Parts/Safety Training Coordinator Position
 - e. Resolution to add Parts/Inventory Specialist Position
6. **Consideration/Action – Equipment:**
 - a. Review and award bid for New Track Skidsteer
 - b. Review quotes and award purchase of Equipment Trailer
7. **Consideration/Action – Buildings & Grounds**
 - a. Shop Improvements in Urne & Waumandee
 - b. Purchase of neighboring property - Status
 - c. Sale of County owned property - Status
8. **Consideration/Action – Roads & Bridges**
 - a. 2021 Construction Schedule
 - b. State Projects
 - c. LFA - \$4,999 for Traffic Control operation
 - d. Town Projects
 - e. Palkowski Road Creek Crossing
 - f. ATV/UTV Routes - Status
9. **Review/Discussion/Action – Discuss State mowing operations – Jeff Kern, Brenda McNallen**
10. **Review/Discussion/Action – Financial Update**
11. **Consideration/Action – Employee Evaluation -** The committee may enter into closed session
And return to open session pursuant to WI State Statutes 19.85 (1) (f), for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.
12. **Consideration/Action -** The committee may return to open session.
13. **Review/Discussion - Commissioner’s Report**
14. **Review/Discussion - Committee Chair Report**
15. **Review/Discussion/Action - Next Meeting Date and Time**
16. **Public Comment Not Related to Agenda Items**
17. **Adjournment**

Date: July 6, 2021

DONALD A. HILLERT, CHAIRMAN

By: Bob Platteter

Bob Platteter, Highway Commissioner

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk’s Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk’s Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body

BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Highway Committee

Date of the Meeting: Tuesday, June 15, 2021

Chairman Mr. Don Hillert called the meeting to order at 8:00 a.m. in the conference room of the Buffalo County Highway Department, Alma, Wisconsin.

Board Members Present: Mr. Don Hillert, Mr. Dwight Ruff, Mr. Max Weiss, Mr. John Sendelbach and Mr. Dave Danzinger.

Others Present for All or Parts of the Meeting: Commissioner Bob Platteter, Administrative Coordinator - Sonya Hansen, State Superintendent - Kelly Johnston, County Superintendent - John DeWitt, Shop Foreman - James Palkowski, Tim Ramberg, Dave and Sandy Ebert, Land Conservationist - Kristin Foehringer, Roger Risler, Ray Johnson, and Mike Koller.

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action - Minutes of the Previous Meeting: A motion was made by Mr. Ruff seconded by Mr. Danzinger to approve the minutes of the previous meeting as sent. Unanimously approved by the committee.

Review/Discussion/Action - Approval of Monthly Vouchers: Payable Vouchers #27626 through #27726 totaling \$594,769.55. A motion was made by Mr. Weiss, seconded by Mr. Sendelbach to approve the monthly vouchers as presented. Unanimously approved by the Committee.

Review/Discussion/Action- Staffing:

- a. Parts/Inventory Specialists – Mr. Platteter explained that this position changed from Safety/Parts Coordinator due to changes at the County level. He will get a resolution wrote for the next meeting for a new description of the position and present at the next meeting.
- b. Mr. Hillert made a motion to go into closed session, Mr. Ruff seconded. Mr. Sendelbach – yes, Mr. Danzinger – yes, Mr. Ruff – yes, Mr. Weiss – yes, Mr. Hillert – yes.
Mr. Weiss made a motion to go back into open session, Mr. Ruff seconded. Mr. Hillert – yes, Mr. Weiss – yes, Mr. Ruff – yes, Mr. Danzinger – yes, Mr. Sendelbach – yes.
Mr. Ruff made a to offer \$.71/hr. increase for promotion to foreman, or to re-open applications. Seconded by Mr. Weiss, Unanimously approved by committee.

Review/Discussion/Action – Highway Financial Updates:

Mr. Hillert made a motion to go into closed session, Mr. Danzinger seconded. Mr. Hillert – yes, Mr. Weiss – yes, Mr. Ruff – yes, Mr. Danzinger – yes, Mr. Sendelbach – yes.
Mr. Ruff made a motion to go back into open session, Mr. Danzinger seconded. Mr. Sendelbach – yes, Mr. Danzinger – yes, Mr. Ruff – yes, Mr. Weiss – yes, Mr. Hillert – yes.

Review/Discussion/Action - Equipment:

- a. **One New Crew Cab Pickup** – Only one bid was received, from Northtown Ford, Menomonie. A bid for a 2021 Ford F-150 XL ½-ton for \$31,305.00. Estimated delivery is in October/November of 2021. Mr. Weiss made a motion to accept the bid, Mr. Danzinger seconded. Motion was unanimously approved by committee.
- b. **One New Zero-Turn Lawnmower** – Three (3) quotes were received. Tractor Central quoted a John Deere, Lindstrom Equipment quoted a Ferris, and Run Right Power Equipment quoted a Altoz. Mr. Ruff made a motion to accept the quote from Lindstrom Equipment for the Ferris Zero-Turn mower. Mr. Weiss seconded the motion, and it was unanimously approved by committee.

Review/Discussion/Action – Buildings & Grounds:

- a. **Shop Improvements in Urne & Waumandee** – Mr. Platteter explained that the Waumandee shop is being worked on now, then will move onto Urne. Itechra is coming in tomorrow to start setting up the portable flatscreen that is already here.
- b. **Neighboring Property Lease/Purchase** – Mr. Platteter will be contacting someone to get the purchasing process moving.
- c. **Possible Property Purchase, David and Sandy Ebert** – Discussion of purchasing 1 or 2 parcels of property owned by the County south of Secrist Road, up to 1.1 acres. Mr. & Mrs. Ebert are to think about what they are willing to offer, and the Committee will also think about a price. Will need to find the legal description, mapping, and any other paperwork for the property. A legal easement will also need to be drawn up for the County Shop's sewer line which runs through the property.

- d. **Tire Cleanup** – Kelly Johnston explained that he contacted Liberty Tire Recycling for taking our old tires. Because of all the various sizes we have collected, the cost would be \$315/ton for a mixed load. It was suggested that we consider hiring someone to haul them to the Auburndale facility vs. sending 2-3 of our tri-axle dump trucks. We will work up some costs and determine the best route to go.

Review/Discussion/Action – Roads & Bridges

- a. **2021 Construction Schedule** – The construction work is going very well. All the culvert work is complete on CTH D/J, K and F, working on the culverts and shaping of the ditches on CTH D now. CTH D/J thru Modena is milled, CTH K is being milled now, CTH F is next, then will move to CTH D.
- b. **State Projects** – Bridge deck washing was finished on Monday, and the crew started sealing on Tuesday. The 1-2 guys will begin mowing on Wednesday 6-16-2021.
- c. **Town Projects** – We have been crack sealing and grader patching, getting ready for chip sealing.
- d. **ATV/UTV Routes – Status** – Still waiting on 5 or 6 entities to get a yes or no answer in regard to the ATV/UTV Routes (Towns of Buffalo, Milton, Mondovi, Naples, Fountain City, and Cochrane). Mondovi Trail Riders provided a copy of their insurance policy for the possibility of helping place some signs. Mr. Ruff made a motion to give these entities a deadline of August 1st, 2021 to make a decision or they will be determined as closed and signed as such. After that time, if they decide to open their roads the signage will be at a cost to them to do so. Mr. Danzinger seconded; motion was unanimously approved by committee.
- e. **Status of Palkowski Road Crossing** – A meeting has been scheduled for Wednesday, August 16th at 11:00 by the DNR. It was determined that August 16th is a Monday, therefore Mr. Platteter will need to verify the correct day/date and contact those involved.
- f. **Asphaltic Pavement Bids** – Only one (1) bid was received for asphalt, from Mathy Const. A plant set in the Mondovi Quarry (STH 37/88) would be \$48.31/ton, Plant 87 (STH 85) would be \$39.62/ton, and if Mathy were to haul and pave, the cost would be \$61.20/ton. Mr. Ruff made a motion to approve all bids as read, Mr. Weiss seconded; motion was unanimously approved by committee.
- g. **Wild Parsnip Discussion** – Kristin Foehringer, Land Conservationist discussed invasive/noxious weed control, specifically Wild Parsnip. Mowing operations on the county roads helps by mowing it off before it goes to seed. The state roads get mowed one time per year, one pass, starting the 3rd week of June, around the 20th, and are to be finished by July 15th each year. The committee asked that we invite the State Maintenance Coordinator to the July meeting.

Commissioners Report –

Mr. Platteter reported that 2021 is an LRIP year. Mr. Platteter will be attending the Towns Association meeting to help with the TRIP applications. He also reported that 2021 is also the year to apply for bridge replacements, and the program has added rehabilitations. There are 21 bridges on our list that are eligible. Eight (8) of these are for replacement, and thirteen (13) are for rehabilitation, six (6) of the eight (8) are already being replaced, so only two (2) new bridge replacements are eligible.

Mr. Platteter also explained there was a mix up in the Town of Maxville, where the wrong road got grader patched. He will work out some sort of deal with the Town and report back next month.

Mr. Platteter asked about the possibility of purchasing an emergency sign trailer, housing all the barricades and signs necessary to close down a highway, or highways in an emergency. We now have to gather these materials from various locations in an emergency situation. He would like this request added to the list of purchases from the COVID Relief funds. Ms. Hansen will look into the rules on the use of those funds.

Committee Members Report-

The Town of Nelson patrolman was scheduled for shoulder surgery this summer but was postponed until Aug/Sept. due to COVID-19. Discussion in possibly helping cover in the event of an emergency. Think about and discuss at the next meeting.

Next Meeting – July 13, 2021 @ 8:00 a.m.

Public Comments- No public comment.

Adjournment- Mr. Weiss made a motion to adjourn, Mr. Sendelbach seconded; motion approved.

Respectfully submitted,

Kelly Johnston
Recording Secretary

Buffalo County Resolution



Drafted By:

Sonya J. Hansen

Presented Month/Year:

July 2021

Involved Committees:

Highway Committee

Human Resources Committee

Finance Committee

County Department:

Highway

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO RESCIND RESOLUTION #21-04-01, A RESOLUTION TO CREATE AND FILL A PARTS / SAFETY & TRAINING COORDINATOR POSITION

WHEREAS, Buffalo County Resolution #21-04-01 of April, 2021 authorized the Highway Department to create and fill a Parts/Safety & Training Coordinator position; and,

WHEREAS, the Buffalo County Highway Department has reviewed the needs of the department and has determined that they need additional resources to assist with accounting functions of the department, as well as assistance with maintaining the department's inventory; and,

WHEREAS, the Buffalo County Finance Committee has reviewed and discussed the need for a Safety Director for the entire county operations to reduce risk exposure to the County; and,

WHEREAS, the Buffalo County Highway Committee and the Buffalo County Finance Committee recommends the County to rescind Resolution #21-04-01 and create and restructure current and future positions that will be cost effective and reduce risk exposure for the County.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grants authorization to rescind Resolution #21-04-01 authorizing the creation and filling of a Parts/Safety & Training Coordinator position at the Buffalo County Highway Department.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Highway Committee

Donald A. Hillert, Chair

Max Weiss

David Danzinger

Dwight Ruff

John Sendelbach

Human Resources Committee

Larry Grisen, Chair

Michael Taylor

Mary Anne McMillan Urell

Nathan Nelson

Donald A. Hillert

Finance Committee

Dennis Bork, Chair

Max Weiss

Brad Schmidtknecht

David Danzinger

Donald A. Hillert

ANTICIPATED FINANCIAL IMPACT STATEMENT

No Fiscal Impact

Buffalo County Resolution



Drafted By:

Sonya J. Hansen

Presented Month/Year:

July 2021

Involved Committees:

Highway Committee

Human Resources Committee

Finance Committee

County Department:

Highway

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO CREATE AND FILL A PARTS AND INVENTORY SPECIALIST

WHEREAS, the Buffalo County Highway Department has significantly reduced the department's staff by consolidation of positions and snow plowing sections over the years; and,

WHEREAS, the Buffalo County Highway Department has contracted services to continue the core level of service expected by the public, and;

WHEREAS, the Buffalo County Highway Committee evaluates each vacated position to ensure consolidation strategies are thoroughly reviewed for effectiveness; and,

WHEREAS, a Parts position was consolidated with the Shop Foreman position in 2010 and the duties and responsibilities of the Shop Foreman have expanded over the past years; and,

WHEREAS, the Highway Committee realizes that a Parts and Inventory Specialist position is vitally needed at this time to ensure that core shop services and repairs will continue in a timely manner, and even more important, to manage parts and materials inventories in a more economical and cost-effective manner; and,

WHEREAS, the Buffalo County Highway Committee recognizes the need to increase resources to assist with maintaining the Department's fiscal records and provide cross-training of duties and responsibilities of office staff; and,

WHEREAS, the Parts and Inventory Specialist position will also provide the additional resources to assist with maintaining the Department's fiscal records and meet the goals and objectives for cross-training of staff.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grants authorization to the Highway Department to create and fill a Parts and Inventory Specialist; and,

BE IT FURTHER RESOLVED that should a current Highway employee be hired into the Parts and Inventory Specialist position; the Highway Department will be authorized to fill the position being vacated as a result.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2021.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Highway Committee

Human Resources Committee

Finance Committee

Donald A. Hillert, Chair

Larry Grisen, Chair

Dennis Bork, Chair

Max Weiss

Michael Taylor

Max Weiss

David Danzinger

Mary Anne McMillan Urell

Brad Schmidtknecht

Dwight Ruff

Nathan Nelson

David Danzinger

John Sendelbach

Donald A. Hillert

Donald A. Hillert

ANTICIPATED FINANCIAL IMPACT STATEMENT

YEAR 1 (4 months)

2021 Wages	\$14,250.00
2021 Benefits	\$ 8,371.00
Other Costs	\$ 500.00

Total Estimated \$23,121.00

YEAR 2

2022 Wages	\$42,723.20
2022 Benefits	\$25,112.70
Other Costs	\$ 0.00

Total Estimated \$67,835.90