Notice of Public Meeting

County of Buffalo
Alma, Wisconsin

Committee: Buffalo County Highway Committee
Date: Tuesday, September 8, 2020
Time: 8:00 A.M.
Location: Highway Committee Room, S1672 State Road 37, Alma, WI

Agenda:
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, but deviation from the order shown may occur:

1. Call to Order/Roll Call
2. Approval of Minutes
3. Public Comments Regarding Posted Agenda Items
4. Read and Approve Vouchers
5. Consideration/Action – Staffing:
   a. Highway Commissioner Position Description
   b. Highway Commissioner Expectations
6. Consideration/Action – Equipment:
   a. Truck Lighting Policy
7. Consideration/Action – Roads & Bridges
   a. CTH F-Update w/ Fred Gruber, Jewell Associates
   b. Road Construction Review
   c. Paving Status - Schedule
   d. CTH H-Bridge Update - Status
   e. CTH E-Wall/Pavement Project Status
   f. Bridge Inspector Contract w/ MSA
8. Consideration/Action – CapX 2020 Funding
   a. Resolution to Cost Share Watershed Project-Land Adjacent to Alma Shop
10. Commissioner’s Report
11. Committee Member’s Report
12. Next Meeting: TBD
13. Public Comments
14. Adjournment

DATE NOTICE WAS FAXED/EMAIL/MAILED AND POSTED: September 1, 2020

Board Members: If unable to attend, please contact your Committee Chair, if unavailable contact the County Clerk’s Office at 608-685-6209, if unavailable contact the Administration Office at 608-685-6234.

PERSONS WITH DISABILITIES: If you require special accommodations in order to attend this meeting please contact the Highway Department Office at (608) 685-6226.

MEETING CALLED BY: DONALD HILBERT, CHAIRPERSON

[Signature]
Robin Schmidtknecht, Support Specialist
BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Highway Committee

Date of the Meeting: August 11, 2020

Chair 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. Max Weiss, Mr. John Sendelbach, Mr. David Danzinger, and Mr. Dwight Ruff.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Janet LaDuke, Mr. John Dewitt, Mr. Dennis Bork and Mr. Jim Palkowski.

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

Review/Discussion/Action Regarding Minutes of the Previous Meeting: A motion was made by Mr. David Danzinger seconded by Mr. Dwight Ruff to approve the minutes of the prior meeting as sent. Motion Carried.

Review/Discussion/Action – Read and Approve Vouchers: A motion was made by Mr. Max Weiss seconded by Mr. David Danzinger to approve the vouchers as presented. Motion Carried.

Ms. Janet LaDuke informed the committee that they are hoping to get May closed by the end of the month. She was attempting to get the bills on a disbursement schedule for the 10th and 25th of each month. She indicated that contracted staff had assisted her with several of the reports due to the State.

Consideration/Action – ATV/UTV County Routes: Ms. Sonya Hansen shared the public comments from the meeting with the Towns Association which included concerns over a route versus trail, liability to the Towns in the event of an accident, making the Towns be the “bad guys”, costs for notification, damage and signage. Law Enforcement expressed concern over enforcement and safety.

Resolution to Place Referendum Question on November Ballot Regarding Usage of County Roads as ATV/UTV Routes: A motion was made by Mr. David Danzinger seconded by Mr. John Sendelbach to strike the work “all” from the proposed resolution. A motion was made by Mr. Dwight Ruff seconded by Mr. Max Weiss to approve the resolution to place the referendum question on the November ballot as amended. Motion Carried.
Consideration/Action – Staffing – Highway Commissioner Replacement:
Chair Mr. Don Hillert informed the members that a screening committee consisting of himself, Mr. Dennis Bork, Mr. Larry Grisen and Ms. Sonya Hansen are meeting to review the applications. Interviews will then be scheduled to include the members of the Highway Committee on Friday, August 21, 2020 starting at 11:45 a.m.

Consideration/Action – Equipment:
Tractor-Backhoe: Mr. Jim Palkowski informed the committee that the tractor-backhoe was being delivered today and that they had traded-in the old equipment for $34,000.

Skid Steer Trade/Replacement: Mr. Jim Palkowski informed the committee that the unit had arrived without high flow hydraulics and had to be returned. It was an error by the vendor as this requirement was on the bid specification. Mr. Jim Palkowski stated that the vendor is in the process of replacing it with the correct unit.

Consideration/Action- Buildings and Grounds:

Neighboring Property Lease/Purchase:
No action was taken by the committee. The current owner has not responded with an offer price.

Road Construction Review:

CTH E Wall/Pavement Project: Mr. John DeWitt informed the committee that he and Mr. Kelly Johnston met with Reglin Construction to assess options and develop a plan for replacement of the wall. He also obtained information and distributed block and cement options from various vendors to get an estimate of the cost and ability to obtain the product needed to complete the project. This project is funded by FEMA and one extension had already been granted. Mr. John DeWitt indicated that this project needs priority attention as they also would like to see the work completed before resurfacing the road, which is scheduled this year. The Committee instructed Mr. John DeWitt to meet with the landowners to discuss the project.

CTH TT: Mr. John DeWitt informed the members that he decided with to have the blacktop coming from the Eau Claire plant versus coming from Arcadia. He was able to reduce the cost from $45.65 per ton to $39.95 per ton. Paving was planned for the 25th and 26th of this month.

CTH F Erosion – Road Adjustment: Mr. John DeWitt indicated that this road has erosion issues due to natural springs and it may require the road to be moved. He stated that he contacted Jewell Associates Engineers to provide a quote on the slope repair to stabilize the embankment. A motion was made by Mr. David Danzinger seconded by Mr. Dwight Ruff to have Mr. John DeWitt to explore engineering work and get estimates pertaining to plans from Jewel and to bring this project back to the Highway Committee. Motion Carried.
CTH H (North) Bridge Deck: The bridge deck needs replacement. The option of using the Wheeler Kit was presented. A motion was made by Mr. Max Weiss seconded by Mr. John Sendelbach to bid out this project using the Wheeler Kit. Motion Carried.

Consideration/Action – Commissioner Conference – Virtual Sessions:
Mr. John DeWitt indicated that he was planning to attend this conference through virtual means as the in-person sessions are not being held.

Consideration/Action – LDG Road School, September 15-17, Green Bay, Wisconsin:
A motion was made by Mr. John Sendelbach seconded by Mr. David Danzinger to approve staff to virtually attend this training. Motion Carried.

Culvert Inventory Project: Mr. John DeWitt informed the members that they are working on completing this project and plan to use a current seasonal employee.

Commissioner’s Report: Mr. John DeWitt reported that the bridge inspection contract with MSA is up for renewal and they are looking to extend the contract for an additional two (2) years. Inspections need to be completed by a qualified bridge inspector every two (2) years.

He stated that there were $1,000 worth of culverts stolen and theft reports were filed.

Committee Member’s Report: Members of the committee would like to see an update of the construction projects and financial status on a monthly basis.

Next Meeting is scheduled for September 8, 2020 at 8:00 a.m.

Mr. Max Weiss made a motion to adjourn seconded by Mr. John Sendelbach at 10:04 a.m. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary
Buffalo County Minutes

Committee/Board: Highway Committee /Highway Commissioner Selection Committee

Date of Meeting: Friday, August 21, 2020

Electronic and Hard Copy Filing Date: Monday, August 24, 2020

Meeting was called to order by Chair Don Hillert at 11:45 a.m.

BOARD MEMBERS PRESENT: Roll call was taken. All members present were: Mr. Don Hillert, Mr. Dennis Bork, Mr. Larry Grisen, Mr. David Danzinger, Mr. Dwight Ruff, Mr. John Sendelbach, Mr. Max Weiss.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING: Ms. Brenda Creighton

PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:

No public comments were received.

REVIEW/DISCUSSION/ACTION: The COMMITTEE MAY GO INTO CLOSED SESSION TO INTERVIEW CANDIDATES FOR HIGHWAY COMMISSIONER

Mr. Grisen made a motion to go into closed session, seconded by Mr. Bork. A rolcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes, Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach -- yes, Mr. Max Weiss – yes.

The COMMITTEE MAY Return to Open Session

Mr. Hillert made a motion to return to open session, seconded by Mr. Grisen. A rolcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes, Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach – yes, Mr. Max Weiss – yes.

PUBLIC COMMENTS NOT REGARDING AGENDA ITEMS:

No comments were received.

ADJOURNMENT: Mr. Hillert adjourned the meeting at 5:25 p.m.

Respectfully Submitted,

Brenda Creighton, Recording Secretary
 Buffal o County Minutes

Committee/Board: Highway Committee /Highway Commissioner Selection Committee

Date of Meeting: Monday, August 24, 2020

Electronic and Hard Copy Filing Date: Friday, August 28, 2020

Meeting was called to order by Chair Don Hillert at 4:20 p.m.

BOARD MEMBERS PRESENT: Roll call was taken. All members present were:
Mr. Don Hillert, Mr. Dennis Bork, Mr. Larry Grisen, Mr. David Danzinger, Mr. Dwight Ruff,
Mr. John Sendelbach, Mr. Max Weiss.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING: Ms. Brenda Creighton,
Ms. Sonya Hansen

PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:
No public comments were received.

REVIEW/DISCUSSION/ACTION:
The COMMITTEE MAY GO INTO CLOSED SESSION TO INTERVIEW
CANDIDATES FOR HIGHWAY COMMISSIONER

Mr. Hillert made a motion to go into closed session at 4:22 p.m., seconded by Mr. Bork. A
rollcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes,
Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach – yes, Mr. Max Weiss –
yes.

The COMMITTEE MAY Return to Open Session

Mr. Grisen made a motion to return to open session at 6:38 p.m., seconded by Mr. Bork. A
rollcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes,
Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach – yes, Mr. Max Weiss –
yes.

PUBLIC COMMENTS NOT REGARDING AGENDA ITEMS:
No comments were received.

ADJOURNMENT: Mr. Hillert adjourned the meeting at 6:45 p.m.

Respectfully Submitted,

[Signature]
Brenda Creighton, Recording Secretary

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Buffalo County Minutes

Committee/Board: Highway Committee /Highway Commissioner Selection Committee

Date of Meeting: Thursday, August 27, 2020

Electronic and Hard Copy Filing Date: Friday, August 28, 2020

Meeting was called to order by Chair Don Hillert at 5:00 p.m.

BOARD MEMBERS PRESENT: Roll call was taken. All members present were:
Mr. Don Hillert, Mr. Dennis Bork, Mr. Larry Grisen, Mr. David Danzinger, Mr. Dwight Ruff,
Mr. John Sendelbach, Mr. Max Weiss.

OTHERS PRESENT FOR ALL OR PART OF THE MEETING: Ms. Brenda Creighton,
Ms. Sonya Hansen

PUBLIC COMMENT REGARDING POSTED AGENDA ITEMS:

No public comments were received.

REVIEW/DISCUSSION/ACTION:
The COMMITTEE MAY GO INTO CLOSED SESSION TO DISCUSS CANDIDATES
FOR HIGHWAY COMMISSIONER

Mr. Grisen made a motion to go into closed session at 5:01 p.m., seconded by Mr. Bork. A
rollcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes,
Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach – yes, Mr. Max Weiss
– yes.

The COMMITTEE MAY Return to Open Session

Mr. Hillert made a motion to return to open session at 6:10 p.m., seconded by Mr. Grisen. A
rollcall vote was taken - Mr. Don Hillert - yes, Mr. Dennis Bork - yes, Mr. Larry Grisen - yes,
Mr. David Danzinger - yes, Mr. Dwight Ruff - yes, Mr. John Sendelbach – yes, Mr. Max Weiss
– yes.

PUBLIC COMMENTS NOT REGARDING AGENDA ITEMS:

No comments were received.

ADJOURNMENT: Mr. Hillert adjourned the meeting at 6:19 p.m.

Respectfully Submitted,

Brenda Creighton, Recording Secretary
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**Note:** All transactions are for operational expenses.

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**Voucher List:**
- Item 17-10: Cash Disbursement
- Item 17-11: Cash Disbursement
- Item 17-12: Cash Disbursement
- Item 17-13: Cash Disbursement
- Item 17-14: Cash Disbursement

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**Post Date:**
- 1/1/2021
- 1/2/2021
- 1/3/2021
- 1/4/2021
- 1/5/2021

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**Daily Voucher and E-mail Number:**
- BP0001-10
- 8/2020
- 3:06:45 PM

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**Buffalo County Highway Dept.**
- P.O. Box 366
- Chehalis, WA 98532
- Phone: 360-773-4200

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**Signature:**
- John Doe

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**Date:**
- 1/6/2021
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**Notes:***
- **Transaction Details:**
  - Item Description:
  - Quantity:
  - Unit:
  - Code:
  - Date:
  - Time:

**Posted ALL VOUCHER TRANSACTONS**

**Buffalo County Highway Dept.**

**Voucher Daily List**

**Date:** 08/21/2012

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**Received Vouchers:**

- Voucher 123456
- Voucher 789012

**Enclosed Voucher:**

- Voucher 123456
- Voucher 789012

**Note:**
- All vouchers are sent for review and approval.
- Pending vouchers require further action before processing.

**Date:** 08/21/2012

**Department:**

- Finance
- Human Resources
- Operations

**Contact Information:**

- Phone: 000-000-0000
- Email: info@buffalocounty.com

**Address:**

- 123 Main Street, Buffalo, NY 14201
HIGHWAY EQUIPMENT LIGHTING

Purpose: This is an overall Department Policy for standardized lighting of Highway Department vehicles and equipment.

PICKUPS:
- All pickup trucks and medium-duty trucks (flatbeds, mini dumps, etc.) shall have the following lighting in addition to vehicle standard lighting:
  - Minimum of one (1) yellow or amber LED mini strobe light (Federal Signal LED Highlighter #454201-25 or similar) in the center of the cab or on a headache rack, which can be seen 360° of the vehicle.
  - Minimum of two (2) yellow or amber LED flashing lights on front grill, spread as far apart as possible, or flashers inside the vehicle’s light housings.
  - Minimum of two (2) yellow or amber LED Flashing lights on the rear of the vehicle as far apart as possible, or inside the vehicle’s light housings.

DUMP TRUCKS (COUNTY):
- All dump trucks and heavy-duty trucks primarily used on the State and County highway system shall have the following lighting in addition to vehicle standard lighting:
  - Minimum of two (2) yellow or amber LED mini strobe lights (Federal Signal LED Highlighter #454201-25 or similar) with stainless steel adjustable bracket to mirror brackets or light bar with heavy duty adjustable light bar to top of cab.
  - Minimum of two (2) yellow or amber LED flashing lights (3"x7") mounted into the rear box bolsters.
  - One LED light at the sander to illuminate the spinner.
  - One LED light to illuminate the side mounted wing.

DUMP TRUCKS (STATE):
- All dump trucks and heavy-duty trucks primarily used on the State and County highway system shall have the following lighting in addition to vehicle standard lighting:
  - Minimum of two (2) yellow or amber LED mini strobe lights (Federal Signal LED Highlighter #454201-25 or similar) with stainless steel adjustable bracket to mirror brackets or light bar with heavy duty adjustable light bar to top of cab.
  - Minimum of two (2) yellow or amber LED flashing lights (3"x7") mounted into the rear box bolsters.
  - One LED light at the sander to illuminate the spinner.
  - One LED light to illuminate the side mounted wing.
  - Two (2) Whelen Vertex Super-LED Hide-A-Way warning lights, 12VDC-1.5” Dia. with Vertex-Surface mounting flange-chrome, on front fender.
- Two (2) Whelen TIR3 Super-LED Surface Mount lights with mounting bracket under side of the box.

**OFF-ROAD EQUIPMENT:**
- All equipment used for maintenance and construction of the highway systems.
  - Minimum of one (1) yellow or amber LED mini strobe light (Federal Signal LED Highlighter #454201-25 or similar) mounted to the top of the cab or highest point and visible 360° of the equipment.
  - Minimum of two (2) yellow or amber LED Flashing lights on the rear of the equipment if it is not already equipped.
  - Preferred to have two (2) additional yellow or amber LED flashing lights on front of the equipment.

This policy may not be all encompassing and cover all vehicle or equipment types. For those in question, the final decision will be made by the Highway Commissioner or designee.

By the Buffalo County Highway Committee:

Don Hillert

Max Weiss

David Danzinger

John Sendelbach

Dwight Rohr