

BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Highway Committee

Date of the Meeting: Tuesday, March 9, 2021

Chairman Mr. Don Hillert called the meeting to order at 8:00 a.m.

Board Members Present: Mr. Don Hillert, Mr. Dwight Ruff, Mr. Max Weiss, and Mr. John Sendelbach. Mr. David Danzinger appeared via TEAMS.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Bob Platteter, Ms. Aimee Ebersold Schultz, Mr. Tom Schultz, Mr. John Dewitt, Ms. Janet LaDuke, Mr. Jim Palkowski, and Mr. Dennis Bork.

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

Review/Discussion/Action - Minutes of the Previous Meeting: Mr. Ruff made a motion to approve the minutes by roll call vote, seconded by Mr. Weiss. All in favor. Carried.

Review/Discussion/Action – Vouchers were reviewed. Mr. Weiss made a motion to approve the vouchers by roll call vote, seconded by Mr. Sendelbach. All in favor. Carried.

Review/Discussion/Action– Closed Session: Mr. Hillert made a motion to go into closed session, seconded by Mr. Ruff. Mr. Hillert-yes, Mr. Ruff -yes, Mr. Sendelbach-yes, Mr. Danzinger-yes, and Mr. Weiss-yes. Carried.

Review/Discussion/Action -Return to Open Session: Mr. Hillert made a motion to return to open session, seconded by Mr. Weiss. Mr. Weiss-yes, Mr. Danzinger-yes, Mr. Hillert-yes, Mr. Ruff-yes, and Mr. Sendelbach-yes. Carried.

Review/Discussion/Action – Staffing:

- a. Medical leaves – there are currently 3 out on medical leave and may be out most of the summer.
- b. Request to Fill Temporary Foreman Position- Mr. Platteter would like to fill the position temporarily from current staff. This will be posted within the shops for those interested to apply. Mr. Ruff made a motion to approve filling the Foreman position on a temporary basis, seconded by Mr. Sendelbach. A roll call vote was taken, and all were in favor. Carried.
- c. Request to Back Fill Patrolman Position- Mr. Platteter would like to fill this vacant position with a new hire. Mr. Sendelbach made a motion to approve filling the Patrolman Position by roll call vote, seconded by Mr. Weiss. All in favor. Carried.
- d. Job Description for County Patrol Superintendent- The position description was reviewed. This would allow Buffalo County to have a County Patrol Superintendent in addition to the State Patrol Superintendent it already has. There would be some startup costs of a new cubicle, office furniture, computer and take home truck. This is being proposed as part of the request of Mr. Platteter to restructure the department and make things more efficient. Mr. Weiss made a motion to approve the position description by roll call vote, seconded by Mr. Danzinger. All in favor. Carried.

- e. Job Description for Parts/Safety Training Coordinator- Mr. Platteter explained the County had this position back when there was a union. The shop has seen more activity and this position is needed for parts inventory and safety training of the employees. Credentials required of this position was discussed. Mr. Weiss made a motion to add an OSHA Safety Training requirement or equivalent to the position description, seconded by Mr. Ruff. A roll call vote was taken. All in favor. Carried. Mr. Weiss made a motion to approve the amended position description by roll call vote, seconded by Mr. Danzinger. All in favor. Carried.
- f. Resolution to Fill Parts/Safety Training Coordinator Position- Mr. Ruff made a motion to approve the resolution by roll call vote, seconded by Mr. Sendelbach. All in favor. Carried.

Review/Discussion/Action – Leased Property (Tom Schultz & Aimee Ebersold-Schultz): Mr. Platteter explained the Committee had asked the neighboring property owner for a price to purchase the land that is currently being leased. Ms. Ebersold-Schultz explained the lease is for \$100 per year for 75 years and began in 2003 (\$5,700 remains as a cost of the lease). Mr. Schultz explained the County purchased .9 acres for \$12,000 previously and he would like \$10,000 for the .7 acres the County leases. They would like the County to keep in mind any structures they would construct should not be so close to the property line that it causes the hillside to sluff off. The Committee discussed the proposal. Mr. Ruff made a motion to table this item until they can view the site, seconded by Mr. Weiss. All in favor. Carried.

Review/Discussion/Action – Equipment:

- a. Paver Recommendation- Mr. Platteter discussed a used 2018 Vogele paver that has 1100 hours on it. The company will put a new screed on it, deliver it to Buffalo County, and give a 1 year warranty. The salesman is also offering taking an employee to Tennessee for a viewing and demonstration of the paver. A discussion was held on adding a left and right attachment to create berms when paving. The total cost with this attachment is \$268,380. Mr. Weiss made a motion to purchase the paver by roll call vote, seconded by Mr. Danzinger. All in favor. Carried.
- b. Bids for One New Crew Cab Pickup- This will be replacing a 2006, but the 2006 will be kept as a backup due to another truck being sold. The truck's specifications are gas engine and ¾ ton crew cab. The Ford came in with a bid of \$32,698 and the Ram came in with a bid of \$31,036. Mr. Ruff made a motion to approve the purchase of the Ram Crew Cab Pickup by roll call vote, seconded by Mr. Sendelbach. All voted in favor. Carried.
- c. Bids for One New Skid Steer Trailer- The old trailer is not adequate to haul the heavy skid steer and attachments. This trailer was budgeted at \$10,000. Out of the bids received, only one meets specifications. Mr. Hillert made a motion to approve the Miller Bradford bid at \$8,181 for the Towmaster trailer, seconded by Mr. Danzinger. A roll call vote was taken, and all were in favor. Carried.
- d. Office/Shop Technology Automation- Mr. Platteter has been working on ways to make things more efficient. He explained the time it takes to call each shop and make the work plans for the day. He has seen other counties with monitors at their shops that display the work to be completed and other announcements that need to be made. He explained that internet and screens (similar to those in the county board room) would need to be installed at each shop. PBM funds could be used for this upgrade. He will move forward with obtaining quotes on this project for the next meeting.

Review/Discussion/Action – Buildings & Grounds:

- a. Office Air Testing – Mr. Platteter is working with the Health Department to complete the air quality testing.
- b&c. Urne & Waumandee Shop/Office Needs – The need to update these two shops was discussed. This needs to be done to automate things and make work more efficient.

Review/Discussion/Action – Roads & Bridges:

- a. 2021 Construction List- The list will be pared back to stay within budget and be able to get the work completed. Some of the construction will be bid out. County Road NN will be added to the list due to deterioration of the road.
- b. Culverts on Palkowski Road – Town of Montana – This project is a cost share project. Previously there was a bridge at this location, but it was removed, and culverts put in. The bridge had been put in with federal funds and would have come under that program for replacement. DNR is now looking at penalty for taking the bridge out but will hold off as long as work is being done to correct this. Mr. Dewitt is looking into grants to help pay for the bridge.
- c. Road Bans- Road bans are on. A discussion was held on permits to allow trucks on roads with bans and placing bans on roads that have businesses located on them.
- d. Other Bridge Replacements – Bridge inspections have been completed. There are six bridges under 20 feet and four that are more than 20 feet that need to be replaced.
- e. Bids for Oiling & Paving 1.3 miles of CTH E – Request for bids was sent out for the County Road E project. There was only one bid received from Monarch Paving. The bid was for \$169,696.80. Mr. Ruff made a motion to approve the bid by roll call vote, seconded by Mr. Weiss. All in favor. Carried.

Review/Discussion/Action – Financial Update: The financials are caught up through November. The additional staff has been coming in once per week and is also to do some work remotely. Ms. LaDuke explained how things have been going and she believes she should be caught up through December shortly.

Review/Discussion – Commissioner’s Report: Mr. Platteter explained that trainings and conferences are starting to be held again. He would like to attend one in April in WI Dells. The committee agreed he should attend.

Review/Discussion – Chair Report: Chair Hillert explained that he needs all members cell numbers in the event there is a change in the agenda. He would also like everyone to look at a five and ten year improvement plan.

Review/Discussion- Next Meeting Date and Time: The next meeting will be April 13th at 8:00 a.m.

Mr. Ruff made a motion to adjourn at 11:15 a.m., seconded by Mr. Weiss. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk