

Green County Highway Committee Meeting Minutes

Monday, March 8, 2021

The Green County Highway Committee met at 10:00 a.m. on Monday, March 8, 2021 at the Green County Highway Department located at 2813 6th Street, Monroe, Wisconsin and via Zoom. Members present were: Chairman Harvey Mandel, Vice-Chairman Russ Torkelson, Secretary Jeff Williams and Kristi Leonard. Absent Mark Gundlach. Others present were Commissioner Chris Narveson, Jami Thomm, Brandon Hendrickson, Eric Wild, James Wyss, John Schumacher, Don Carpenter (Green County ATV Club), Richard Wyttenbach (Green County ATV Club), Sheriff Jeff Skatrud (GCSD) and Allen Schneider (Town of Decatur Chairman).

Chairman Harvey Mandel called the meeting to order at 10:00 a.m.

The agenda was accepted as submitted.

A motion to approve the minutes from the February 8, 2021 meeting was made by Kristi Leonard and seconded by Jeff Williams. The motion carried.

The Committee met with Don Carpenter and Richard Wyttenbach from the Green County ATV Club and Allen Schneider and Sheriff Jeff Skatrud joined the meeting. The Green County ATV Club is requesting ATV/UTV access on County Highways. Richard Wyttenbach presented the Committee with a map of Green County with the county highways highlighted that the Club is requesting access. A motion was made by Russ Torkelson for recommending uniform rules for use of county highways on designated routes and seconded by Kristi Leonard. The motion carried.

The Committee audited bills. A motion was made by Russ Torkelson and seconded by Jeff Williams to approve the bills for the amount of \$196,940.32 for February. The motions carried.

General Superintendent Eric Wild reported on Local Government Day.

Shop Foreman James Wyss reported on equipment updates and shop prepping equipment for summer usage.

Commissioner Chris Narveson reported the Department is still in the process of closing 2020 fund balances and provided 2021 winter maintenance costs. Commissioner to get recommendations from Finance Department for possibility of additional monies from COVID Relief fund.

The Committee discussed the pricing received on non-LRIP hot mix asphalt. A motion was made by Kristi Leonard and seconded by Jeff Williams to accept the bids and to award to which ever bidder's purchase will be most advantageous to Green County, based on purchase price, job location, and hauling costs. The motion carried.

The Committee discussed the pricing received on liquid asphalt from Henry G. Meigs and Flint Hills. A motion was made by Jeff Williams and seconded by Russ Torkelson to award and split purchases between both companies as in past years. The motion carried.

The Committee discussed the pricing received for the spring culvert stock. A motion was made by Kristi Leonard and seconded by Jeff Williams to award the culvert bid to low bidder, Metal Culverts. The motion carried.

Discussion was held on County Board Resolution 8-4-20. Commissioner Chris Narveson advised it was billed to the general fund and should have been through the budget. A motion was made by Kristi Leonard to approve the resolution and seconded by Russ Torkelson. The motion carried.

The Committee reviewed a quote and discussion was held on purchasing a shipping container for document storage. A motion was made by Russ Torkelson to approve the shipping container purchase and seconded by Jeff Williams. The motion carried.

- a. Discussion was held on digitalizing plan records. A motion was made by Kristi Leonard to approve bid requests on digitalizing records and seconded by Jeff Williams. The motion carried.

The Commissioner asked for permission to hire Summer Laborer's again this year to help completing summer projects and advised he would like to hold on hiring Skilled LTE's at this time. A motion was made by Jeff Williams to authorize hiring four Summer Laborer's and seconded by Kristi Leonard. The motion carried.

Discussion was held on a new patrol truck damaged during transit to the Dealer. Shop Foreman and Supervisors traveled to I-State on Wednesday, February 24 to inspect the damage. Shop Foreman James Wyss advised the Committee that the truck had cosmetic damage. No action.

The Committee discussed when to begin the four 10-hour day schedule. A motion was made by Russ Torkelson to authorize the start week of April 5, 2021 to begin the 10-hour day schedule and seconded by Kristi Leonard. The motion carried.

Discussion was held on County Mutual's Annual Safety Day MSHA Training. No action.

Discussion was held on Commissioner attending the WCHA Commissioner's Spring Training Conference on April 27 & 28. A motion was made by Russ Torkelson on the Commissioner's overnight stay and seconded by Jeff Williams. The motion carried.

Discussion was held on the City of Brodhead's request on closing CTH F on June 26, 2021 for City's fireworks. A motion was made by Kristi Leonard to approve the request and seconded by Russ Torkelson. The motion carried.

Discussion was held on Emergency Management's request for the Highway Department to perform demolition of an abandoned single family home in the Town of Cadiz. A motion was made by Kristi Leonard for the Highway Department to perform the demolition request only if it is advantageous for the Highway Department and seconded by Jeff Williams. The motion carried.

Highway Commissioner Chris Narveson provided information on the following items:

- a. Employee Appreciation lunch scheduled for Wednesday, March 10 at 1:00 p.m.
- b. Retirement notice received from Carson Hunt. Commissioner advised the Committee that the sign shop job description will be updated.
- c. Advised the Committee that the facility assessment received from Barrientos Design is pending the 2020 budget assessment.
- d. Personnel Committee new hires will begin with eight (8) days of vacation.
- e. Advised that the WCHA Summer Road School is scheduled for June 7 – June 9. Two Supervisors will be attending in the summer and two Supervisors will attend the fall road school.

There was no guest visitor.

The next scheduled meeting date is April 12, 2021 at 10:00 a.m.

A motion to adjourn was made by Russ Torkelson and seconded by Jeff Williams. The motion carried and the meeting adjourned.

Jeff Williams
Secretary