

# **Green County Highway Committee Meeting Minutes**

**Monday, May 10, 2021**

The Green County Highway Committee met at 9:00 a.m. on Monday, May 10, 2021 at the Green County Highway Department located at 2813 6<sup>th</sup> Street, Monroe, Wisconsin and via Zoom. Members present were: Chairman Harvey Mandel, Vice-Chairman Russ Torkelson, Secretary Jeff Williams, Kristi Leonard and Mark Gundlach. Others present were Commissioner Chris Narveson, Jami Thomm, Eric Wild, James Wyss, John Schumacher and Anna Anderson (Town of Sylvester Chairman).

Chairman Harvey Mandel called the meeting to order at 9:13 a.m.

The agenda was accepted as submitted.

A motion to approve the minutes from the April 12, 2021 meeting was made by Mark Gundlach and seconded by Jeff Williams. The motion carried.

The Committee audited bills. A motion was made by Russ Torkelson and seconded by Kristi Leonard to approve the bills for the amount of \$186,208.89 for the month of April. The motion carried.

Anna Anderson joined the meeting at this time. The Committee discussed the ATV/UTV Route Ordinance received from Corporate Counsel. The Committee discussed ATV sign sponsorship and the Highway Department responsible for installing all signage. The Ordinance will be discussed at the next County Board meeting. A motion was made by Russ Torkelson to approve the ATV/UTV Route Ordinance and seconded by Kristi Leonard. The motion carried.

Patrol Superintendent John Schumacher reported Patrolmen are currently spraying weeds, repairing WisDOT culvert ends and will begin crack filling and mowing in the next two weeks.

General Superintendent Eric Wild reported he is currently working on work orders with local municipalities and have begun paving projects.

Shop Foreman James Wyss reported on tractors being repaired and prepped for mowing, inspecting and readying mowers and repairs being made on haul trucks.

Commissioner Chris Narveson discussed the pulverizing bid awarded in the April meeting. Chris advised the Committee due to the amount of miles of work being performed, WK Construction Co., Inc. is the lowest bidder. A motion was made by Kristi Leonard to rescind the motion awarding Payne & Dolan in April and a motion was made to award to the lowest bidder WK Construction Co., Inc. and seconded by Mark Gundlach. The motion carried.

The Committee reviewed the year end budget costs and 2020 year ending budget. The report will be provided to the County Board for a resolution.

Commissioner Chris Narveson discussed with the Committee on a quote received from Bobcat to purchase a Compact Excavator rented in 2021 up to the purchase price of \$85,000.00. A motion was made by Kristi Leonard to approve the excavator purchase and seconded by Jeff Williams. The motion carried.

Discussion was held on obtaining engineering for future road reconstructing on County Highways. A motion was made by Mark Gundlach to approve the engineering request and seconded by Russ Torkelson. The motion carried.

Discussion was held on purchasing OneGov software from RTVision for a highway permit management solution. A motion was made by Russ Torkelson to approve purchasing the software and seconded by Mark Gundlach. The motion carried.

Discussion was held on possibly converting from manual to electronic time cards. Service to be provided by RTVision. Kristi Leonard made a motion to approve electronic time cards upon review of IT, Finance and Highway Office Manager's approval and seconded by Jeff Williams. The motion carried.

Discussion was held on preparing bids for a water main and brine building. A motion was made by Russ Torkelson to authorize sending out bid requests and seconded by Mark Gundlach. The motion carried.

Discussion was held on installing additional parking spaces in front of the shop building. A motion was made by Kristi Leonard to approve additional parking spaces and seconded by Mark Gundlach. The motion carried.

Discussion was held on upgrading the Distributor with spray bars. A motion was made by Jeff Williams to approve the upgrade and seconded by Mark Gundlach. The motion carried.

Discussion was held on purchasing a crash attenuator that is a WisDOT safety requirement. A motion was made by Russ Torkelson to purchase the crash attenuator and seconded by Jeff Williams. The motion carried.

A motion was made for three employees to attend the WCHA Summer Road School in June by Kristi Leonard and seconded by Jeff Williams. The motion carried.

Commissioner Chris Narveson informed the Committee of a WisDOT Personnel has been inspecting and removing signs located in the State right-of-ways. No action.

Commissioner Chris Narveson advised the Committee that Norman from Barrientos Design will have the Highway Space Needs Assessment ready on Thursday, May 13, 2021. The Highway Committee will meet with the Land Use & Zoning Committee to review the assessment.

The Committee reviewed a driveway variance request for two common drives from Kent and Sandra Klitzman on CTH D in the Town of Exeter. The driveway locations have adequate sight distance but is closer than 500' to the nearest driveways. A motion was made by Russ Torkelson and seconded by Mark Gundlach to approve the requests. The motion carried.

Highway Commissioner Chris Narveson provided information on the following items:

- a. Discussion was held on purchasing a new reception desk and used desks for the office. A new conference table will be built. A quote received from Arrow Sales was reviewed. A motion was made by Jeff Williams to purchase the desk and office furniture and seconded by Kristi Leonard. The motion carried.
- b. Update on employee vaccinations and masks.
- c. Advised the Committee the need on hiring one Mechanic.

There was no guest visitor.

The Committee reviewed one exit interview.

The next scheduled meeting date is June 14, 2021 at 9:00 a.m.

A motion to adjourn was made by Mark Gundlach and seconded by Jeff Williams. The motion carried.

Jeff Williams  
Secretary