

The Crawford County Highway Committee held their regular meeting on Thursday, August 15, 2019 at the Crawford County Highway Department Conference Room in Seneca, WI.

The meeting was called to order by Tom Cornford at 9:00 a.m. Proof of Publication was verified by Tom Cornford.

Members present were: Tom Cornford, Derek Flansburgh, David Olson, Henry Esser and Gerry Krachey. Also present were Commissioner Kyle Kozelka, State Superintendent Todd Myers and County Superintendent Dave Jones. Julie Check was present to take meeting minutes.

Gerry Krachey made a motion to approve the regular meeting minutes for Thursday, July 18, 2019, seconded by David Olson. Motion carried by a voice vote.

Henry Esser made a motion to authorize payment of Invoice Vouchers: # 527-546 & 549-618; and Payroll Vouchers: 525, 526, 547 & 548, seconded by Derek Flansburgh. Motion carried by a roll call vote.

Recognition of Guest/Presentations:

- John Udelhoven and Patrick Murphy – Ridge Runners ATV Club
- Patrick Erdenberger, Town of Prairie du Chien Supervisor
- Richard Howe – Variance Request

Citizen Concerns:

- Discussed the work done on STH 35/18 by BP South and Huckleberry's between sidewalk and highway. Gerry Krachey said Westbrook Associated Engineering Inc. was supposed to put biodegradable netting down and grass seed. Seems like they used plastic, not the biodegradable netting, and no grass seed as only weeds are growing.

Fund Balances, Transfer of Funds, Invoice Adjustments – Past due Accounts:

- **Fund Balances** – Fund balance dated 7/27/19 was reviewed.
- **Transfer of Funds** - Gerry Krachey made a motion to transfer funds from CTH to pay the invoices for Dairy Breakfast signs, after event, in the amount of \$71.46; and the County Tire Cleanup in the amount of \$369.06; for a total amount of \$440.52, seconded by David Olson. Motion carried by a roll call vote.
- **Budget** – Commissioner Kozelka discussed several budget concerns: will the highway department be refunded the previous \$250,000 cut, any additional budget cuts, 16 extra hours in 2020 and wage increases.

State Trunk Highways:

- **Performance Based Maintenance Contracts or Discretionary Maintenance Agreements** – The Discretionary Maintenance Agreements totaling \$250,000 will be used towards paving state highways. Contracts were signed. Authorization to sign contracts, once they were received, was approved at the July 18, 2019 meeting.
- **STH Issues & Projects** - STH 82 still needs to be rip rapped.

State Trunk Highways:

- **ATV Routes – Possible Ordinance Amendments, Bills, etc.** - Commissioner Kozelka discussed the survey results from other counties with the committee and the Ridge Runner ATV Club members present. After much discussion, the committee asked John Udelhoven and Patrick Murphy how they felt about the Ridge Runners ATV Club paying 100% of the cost of the signs, and the County & the Ridge Runners ATV Club paying 50/50 of the equipment/labor & materials for sign installation for the current invoices and from this day forward any additional work. John Udelhoven and Patrick Murphy agreed to the ATV Club paying 100% of the sign costs, and 50% of the equipment/labor and materials for sign installation from for the current invoices and from this day forward. They felt that was more than fair and very much appreciated. Gerry Krachey made a motion to have the Ridge Runners ATV Club pay 100% for the ATV signs, and the invoices for equipment/labor and materials for sign installation will be divided 50% ATV Club and 50% County. This is for current invoices and any invoices from this day forward, seconded by Derek Flansburgh. Motion carried by a roll call vote.

County Trunk Highways:

- **CTH C – Insurance Claim** – The Bud Powell claim #HD000-039001118-01 for \$5,506.65 was settled. The County's Insurance Company paid half the claim amount.

Town/Village/City Projects & Issues:

- **Vineyard Road Project - Hospital** – The Town of Bridgeport & Crossing Rivers Hospital are in negotiations and headed to mediation.
- **Village of Bell Center - Sand Hill Rd., Kickapoo River Bridge #P-12-0700, Project ID: 5328-00-00/70** – Commissioner Kozelka discussed the contract Amendment No. 1 from Jewell Associates Engineers, Inc. due to preparation and documentation for ROW and Section 4(f). This project is still on track for Feb. 1, 2020 plan submittal. David Olson made a motion to approve the Engineering Services Contract Amendment No. 1 from Jewell Associates in the amount of \$9,402.25. The ROW Permanent Limited Easement task will be removed reducing contract \$4,365.03. Total compensation of contract now is \$77,935.00, (original contract was \$72,898.34), which is an increase of \$5,037.22, seconded by Henry Esser. Motion carried by a roll call vote.

Local Projects & Bridges:

- **CTH N – CTH N, Project ID: 13N21T27:**
Discussed the culvert and cattle crossing placement, crop damage, the progress, etc.
- **CTH N – CTH N, FLAP Project ID: 5496-00-04 – Famechon Hill** –
Commissioner Kozelka discussed with the committee: rocking the hill, Stage 2 box culvert on Hwy. 35, removal of some added curb and gutter on top of the hill, and mentioned the project is moving along and only about 10 days behind schedule.

Local Projects & Bridges: (continued)

- **Town of Prairie du Chien, Radio Lane –**
Commissioner Kozelka met with Town Supervisors Pat Erdenberger and Phil Mezera and discussed options for the roadway and The Kraemer Company truck schedule. Pat & Phil decided to have the small maintenance work done this fall prior to winter, but due to finances prefer to wait until 2020 for major work.
- **Low Risk Local Bridge Pilot Program Project –**
 - **Town of Marietta, Marietta Valley Rd., Woodward Valley Creek Bridge #P-12-0001, Project ID: 5329-00-00/40 –** The Operational Planning Meeting is August 19, 2019. The Public Involvement Meeting will be March 1st, 2020. Plan submittal date - August 1st, 2020 and Let date - 12/8/2020.
- **CTH D Bridge #B-12-0046, Wing Wall Repair –**
The wall was tipped over, then flipped up and rocked. Steve Steiner said roughly \$5,000 to \$6,000 if no abutment damage, otherwise more time and materials is higher cost.
- **CTH K, Project ID: 5495-00-01/70, E. Frederick St. to Cliffwood Drive -**
Survey will be completed in the fall of 2019, plan submittal - 5/1/2021, Let date - 8/10/2021.
- **CTH H, STH 171 – CHT X, English Run Creek Bridge #P-12-0055, Project ID: 5415-00-01/71:**
The environmental report was approved. Preliminary plans submitted 7/26/19, and plan submittal date is 11/1/2020.
- **CTH S, Kickapoo River Bridge #B-12-0018, Project ID: 5057-00-00/70:**
Waiting for Concrete Structures to start as they are two weeks behind schedule due to weather.
- **CTH U, Plum Run Creek Bridge #B-12-0194, Project ID: 5527-00-00:**
WisDOT is requiring Concrete Structures to epoxy aggregate exposures and reseal, not grind and epoxy.
- **Town of Clayton, Norwegian Hollow Rd., Branch Johnson Valley Creek Bridge #P-12-0940, Project ID: 5325-00-03/73:**
Plan submittal date is August 1st, 2021 and Let date is December 14th, 2021.
- **Town of Clayton, Tiller Rd., Pigeon Run Creek Bridge #P-12-0905, Project ID: 5325-00-02/72:**
Environmental report September 2019, Preliminary plans - September 2019, and Plan Submittal & Estimate is November 1st, 2020.
- **Town of Scott, Byers Road, Richland Creek Bridge #P-12-0096, Project ID: 5336-00-03/73:**
Plan submittal date is August 2020 and Let date is December 8th, 2020.
- **Town of Wauzeka, Gran Grae Bridge #P-12-0124:**
Once it was reclassified from box culvert to bridge, it was submitted for bridge replacement as part of the 2020-2024 STP cycle.

Highway Buildings, Facilities and Equipment:

- The committee agreed to have county forces inspect the roofs once T2 finishes up.
- Gerry Krachey informed Commissioner Kozelka to turn the invoice for the office air conditioner into the Finance Committee. This will be paid out of the contingency fund.

County Parks, Public Boat Landing, and Communication Towers & Equipment:

- **Gordons Bay Boat Landing:** Due to 3 months of flooding and other circumstances, it has been impossible to get the pilings or the docks in. The signs have been taken down and the tubes for fee rentals have been removed, as the county will no longer be charging to use the boat landing. The DNR will be in charge of the landing as of January 1st, 2020. Crawford County will not renew the lease. David Olson made a motion to approve the removal of the signs and to discontinue the boat launch fee. Also to amend the January 18, 2019 meeting minutes to read: The highway department will NOT have Brennan Construction install the pilings (at Gordons Bay Boat Landing), seconded by Gerry Krachey. Motion carried by a voice vote.

Resolutions, Ordinances and Policies:

- **Light Duty/Back to Work Policy** – The consensus of the committee members is the policy should be: That employees are not allowed back to work until full release, when hurt off the job.
- **Response Time Policy for Employees** – The consensus of the committee members is to have a policy or have it in writing, effective today forward: The response time for employees from their residence to their designated shop location: 20 minutes max response time for state roads, and 20-30 minutes response time for county roads.
- **Employees Keeping Vehicles at Residence Policy** – The consensus of the committee members was the parks truck should be parked at the closest shop every day, effective today forward. The committee gave Commissioner Kozelka, State Superintendent Todd Myers and County Superintendent Dave Jones full authority to decide when and who can take vehicles home depending on jobs and location.

Personnel and Personnel Issues:

- **Posting – Unit #1 – New Hire** – No one signed the posting internally. John Poots, Jr. was hired and he will start August 19, 2019.
- **CLOSED SESSION:** At 10:07 a.m. Henry Esser made a motion to move into closed session pursuant to Section 19.85(1)(c) for consideration of employment, promotion, compensation and performance evaluations, seconded by David Olson. Motion carried unanimously.
- **OPEN SESSION:** At 10:23 a.m. David Olson made a motion move into open session pursuant to Section 19.85(2), seconded by Derek Flansburgh. Motion carried unanimously.
No motions necessary as a result of closed session.

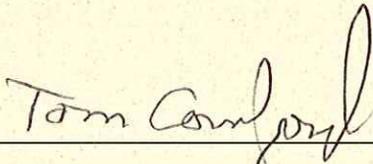
Bids, Proposals or Sales:

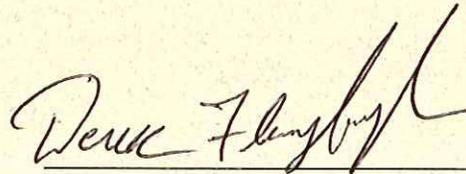
- **Equipment Proposals – Truck, broom, loader and excavator proposals:** The committee discussed the proposals and unanimously agreed to hold off on purchasing any equipment, due to highway projects in progress at this time.

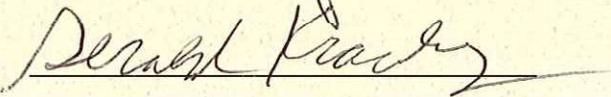
Variance Requests:

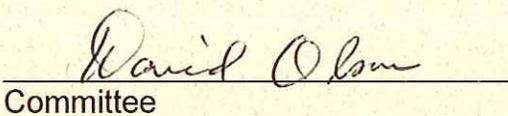
- **CTH D - Howe** – The committee discussed the driveway permit that Richard Howe was requesting on CTH D. Due to location and other factors, the committee gave Commissioner Kozelka permission to approve a driveway permit if the road improvements are made according to specific instructions from Commissioner Kozelka. A driveway permit is needed if a residence will be built at this location in the future.

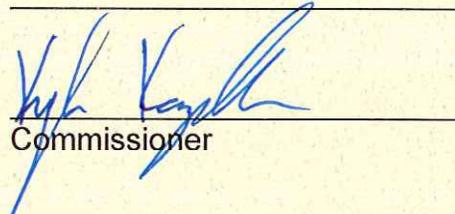
The next regular meeting will be Thursday, September 26, 2019 at 9:00 a.m., at the Crawford County Highway Department in Seneca. At 11:04 a.m., with no further business, Derek Flansburgh made a motion to adjourn, seconded by Henry Esser. Motion carried by a voice vote.








Committee


Commissioner