

The Crawford County Highway Committee held their regular meeting on Thursday, November 21, 2019 at the Crawford County Highway Department Conference Room in Seneca, WI.

The meeting was called to order by Tom Cornford at 9:30 a.m. Proof of Publication was verified by Tom Cornford.

Members present were: Tom Cornford, Derek Flansburgh, David Olson, Gerry Krachey and Henry Esser. Also present were Commissioner Kyle Kozelka, State Superintendent Todd Myers and County Superintendent Dave Jones. Commissioner Kyle Kozelka also recorded the meeting minutes

Derek Flansburgh made a motion to approve the regular meeting minutes for Thursday, October 17, 2019, seconded by Henry Esser. Motion carried by a voice vote.

Gerry Krachey made a motion to authorize payment of Invoice Vouchers: # 819-839, 842-869 & 872-930; and Payroll Vouchers: 840, 841, 870 & 871, seconded by Henry Esser. Motion carried by a roll call vote.

Committee Chairman, Tom Cornford, recognized the guests present at the meeting; Kyle and Angela Bode, Pamela Myers and Jeremy Krachey.

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

- **Vouchers** – The County Audit Committee is requesting copies of paid vouchers and proof of Highway Committee approval. Highway office staff were looking for clarification on this request. Tom Cornford indicated that he would look into the request, and verify the necessity to provide the information.
- **Transfer of Funds** – Dave Olson made a motion to transfer monies from the CTH funds into the County Highway Project fund, in order to pay invoices on current county highway projects, seconded by Derek Flansburgh. Motion carried by a roll call vote.
- **Past due Accounts** – Henry Esser made a motion to forgive account balance for the Crawford County Clean Sweep, and for ground work done at the Crawford County Fairgrounds, seconded by Derek Flansburgh. Motion carried by a roll call vote.

#### **State Trunk Highways:**

- State Superintendent Todd Myers gave the committee an update on a culvert replacement on STH 27, as well as the status of flood repair work along STH 35.

#### **Local Projects & Bridges:**

- **CTH N, Project ID: 13N21T27:** Discussion was held regarding the current project status. The road base is complete and covered with asphalt millings. The Nolan cattle pass is scheduled to be replaced within the next two

**Local Projects & Bridges:** (continued)

- **CTH N, Project ID: 13N21T27:**  
weeks, weather permitting. Curb and gutter, and hot mix asphalt will be placed in spring of 2020.
- **CTH N, FLAP Project ID: 5496-00-04 – Famechon Hill:**
  - **Vacating Old CTH N Roadway:** Kyle and Angela Bode, and Pamela Myers gave the committee their concerns regarding the County vacating the old CTH N segment. Snow removal, and pavement maintenance were discussed at length. Gerry Krachey made a motion to have the county attorney draft up an agreement for the county to mill and overlay the segment in consideration of the county vacating the roadway, seconded by Henry Esser. Motion passed by a roll call vote. Winter maintenance will also be the responsibility of the county, until the agreement is executed and ownership of the roadway changes.
- **CTH S, Kickapoo River Bridge #B-12-0018, Project ID: 5057-00-00/70:**  
The committee was informed that the bridge deck was poured on November 20<sup>th</sup>, and that the bridge should be open to traffic either the first or second week in December. Concrete Structures will return in the spring of 2020 to pour approaches and finish grading work.
- **Town of Wauzeka, Gran Grae Bridge #P-12-0124:**
  - **Contract with TEAM Engineering:**  
Jeremy Krachey presented the committee with a contract proposal for the Gran Grae Bridge project. He discussed bridge alignment and potential benefits of a realignment. David Olson made a motion to approve the contract and work with the Town of Wauzeka on the bridge alignment, seconded by Henry Esser. Motion carried by roll call vote, with Gerry Krachey abstaining.

**Highway Buildings, Facilities and Equipment:**

- **Shop Heater:** Commissioner Kozelka informed the committee of an infrared shop heater that needs to be replaced. The cost of the unit and installation is \$4,185.00.
- **Wash Bay Usage:** Considerable discussion was held regarding the use of the vehicle/equipment wash bay, for employees to clean snow, ice and salt off of personal vehicles. Concerns included liability, abuse of the privilege, and use during company time. The committee directed the commissioner to further investigate this possibility.
- **Red Distributor Truck, purchase box:** The red oil distributor truck is no longer functional; however, the truck itself is still in good working order. The commissioner and superintendents discussed the possibility of converting it into a haul truck. Gerry Krachey made a motion to pursue pricing on a box for the red truck, seconded by David Olson. Motion carried by a voice vote.

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

- Radio reliability has been an ongoing concern for the highway department. One option to improve reliability would be to upgrade to a simulcast system, which requires microwaves on the radio towers. The Sheriff's Department has this system already, so there is potential to utilize their microwaves, if there is enough space. The committee asked the commissioner to further pursue this option and come up with cost estimates for the upgrade.

**Personnel and Personnel Issues:**

- **County Superintendent:** Commissioner Kozelka brought up the identical job duties and responsibilities of the county and state superintendents, and how they both do outstanding jobs of covering for the each other when one is absent. He recommended making the two positions equally paid. Gerry Krachey made a motion to make the positions equal pay, seconded by Derek Flansburgh. Motion carried by a roll call vote. (This item will be taken to the personnel committee for approval)
- **Joe Havlik and Donnie Lenzendorf – 6 month evaluations:** Superintendents Todd Myers and Dave Jones gave the committee a verbal synopsis of Joe and Donnie's evaluations, and recommended approval. Gerry Krachey made a motion to approve a 6 month scale change and pay raise for Joe Havlik effective 11/21/19, and Donnie Lenzendorf effective 11/22/19, seconded by Derek Flansburgh. Motion carried by a roll call vote.
- **Highway Department Hours:** A brief discussion was held regarding the pros and cons of the 10 hour workdays, and the possibility of keeping the 10 hour workday structure throughout the entirety of the year.
- **Personnel Shortages & Solutions:** The committee was given an update on crew shortages and the potential for crew restructure.

The next regular meeting will be Thursday, December 19, 2019 at 9:30 a.m. at the Crawford County Highway Department in Seneca. At 11:17a.m., with no further business, Gerry Krachey made a motion to adjourn, seconded by Derek Flansburgh. Motion carried by a voice vote.

David Olson

Tony Comford

Derek Flansburgh

Gerry Krachey

Derek Flansburgh

John Kozelka

Committee

Commissioner