

The Crawford County Highway Committee held their regular meeting on Thursday, October 17th, 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, Gerry Krachey and Henry Esser. Also present were Commissioner Kyle Kozelka, State Superintendent Todd Myers and County Superintendent Dave Jones. Commissioner Kyle Kozelka took the meeting minutes.

Gerry Krachey made a motion to approve the regular meeting minutes for Thursday, September 26, 2019, seconded by Derek Flansburgh. Motion carried by a voice vote.

Henry Esser made a motion to authorize payment of Invoice Vouchers: # 759-814 & 817-818; and Payroll Vouchers: 757, 758, 815 & 816, seconded by David Olson. Motion carried by a roll call vote.

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

- **Fund Balances** – Fund balance dated 10/5/19 was reviewed.
- **Budget** – Gerry Krachey discussed the County's preliminary budget, and plans to fund overages.

Winter Maintenance Agreement:

- The updated Winter Maintenance Agreement was presented to the committee. David Olson made a motion to approve the Winter Maintenance Agreement, seconded by Gerry Krachey. Motion carried by a voice vote.

State Trunk Highways:

- State Superintendent Todd Myers gave the committee an update on storm remediation work on STH 60, STH 61, STH 27, and STH 35. He also discussed the State Highway Maintenance worklist that was recently collaborated by the DOT, and will be paid for through the State's Routine Maintenance Agreement.

County Trunk Highways:

- County Superintendent Dave Jones gave the committee an update on the CTH F culvert replacement work.

Local Projects & Bridges:

- **CTH N, Project ID: 13N21T27:**
Discussion was held regarding the current project status, as well as timelines for base placement and asphalt pavement. The placement of base will begin within the next two weeks; weather pending. The road will be asphalt paved next spring.
- **CTH N, FLAP Project ID: 5496-00-04 – Famechon Hill –**
The committee was given a status update on the project, with current timelines for asphalt pavement, and substantial completion. Commissioner Kozelka also informed the committee that the owner of Spring Lake Inn would like to discuss his maintenance concerns of the old CTH N, at the next committee meeting.
- **CTH S, Kickapoo River Bridge #B-12-0018, Project ID: 5057-00-00/70:**
Bearing blocks are being placed, and once completed, the crew will begin decking the bridge.
- **Town of Wauzeka, Gran Grae Bridge #P-12-0124:**
Commissioner Kozelka informed the committee that an engineering consultant will need to be hired, in order to move forward with the Gran Grae bridge replacement project. The committee directed Commissioner Kozelka to choose a consultant, at his discretion, from the committee's previously approved list of engineering consultants.

Highway Buildings, Facilities and Equipment:

- T2 has completed all the punch list items from the roofing projects, so final payment for retainage, has been submitted. The request for final reimbursement from the insurance company has been made.

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

- **Radio Towers, Equipment & Radios:** With the County acquiring a radio tower in Rolling Ground, the highway department is interested in placing a repeater at the site, in order to help fill a gap in radio coverage. Gerry Krachey made a motion to have Commissioner Kozelka present equipment and installation numbers for completing this work, to the next finance committee meeting, seconded by Derek Flansburgh. Motion carried by voice vote.

Personnel and Personnel Issues:

- **Brady Krachey – 1 year evaluation:** Superintendent Dave Jones gave the committee a verbal synopsis of Brady's evaluation, and recommended approval. David Olson made a motion to remove Brady Krachey's probationary status, and approve of a 1 year scale change and pay raise, pending a satisfactory employee evaluation, seconded by Henry Esser. Motion carried by voice vote.

- **Work and Safety Rules & Regulations:** Commissioner Kozelka informed the committee of changes to the department's "Work and Safety Rules & Regulations" manual, and the addition of an employee acknowledgment form.
- **Personnel Shortages & Solutions:** Considerable discussion was held regarding the department's crew structure, short term, and long term needs for additional staff, as well as the need for an extension of an employee's vacation usage, due to the CTH N project's tight schedule. Gerry Krachey made a motion for Commissioner Kozelka to take these concerns before the next personnel committee meeting, Derek Flansburgh seconded. The motion carried by voice vote.

The next regular meeting will be Thursday, November 21, 2019 at 9:30 a.m. at the Crawford County Highway Department in Seneca. At 10:21 a.m., with no further business, Gerry Krachey made a motion to adjourn, seconded by Derek Flansburgh. Motion carried by a voice vote.

David Olson

Aerald Hines

Derek Flansburgh

Committee

Tom Cornford

Gerry Krachey

Commissioner Kozelka

Commissioner