

Buffalo County Minutes

Committee/Board: BUFFALO COUNTY HIGHWAY COMMITTEE

Date of Meeting: Tuesday, September 8, 2020

Location: Highway Department Committee Room

Chair Hillert called the meeting to order at 8:00 a.m.

Buffalo County Highway Committee members present at the meeting were: Mr. Don Hillert, Mr. John Sendelbach, Mr. Max Weiss, Mr. Dwight Ruff, and Mr. David Danzinger.

Others present for all or part of the meeting were Mr. John Dewitt, Mr. Kelly Johnston, Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Tom Schultz, Ms. Janet LaDuke, Mr. Jim Palkowski, and Mr. Fred Gruber.

Minutes: The minutes of the previous meeting were reviewed. Mr. Weiss made a motion to approve the regular monthly minutes, seconded by Mr. Ruff. Carried.

Public Comments: None.

Approval of Vouchers: The vouchers were reviewed. Mr. Weiss made a motion to approve the vouchers, seconded by Mr. Danzinger. Carried.

Consideration/Action regarding Staffing (Highway Commissioner Position Description and Highway Commissioner Expectations): The Commissioner position description was reviewed. At a prior meeting the requirement for a CDL was questioned. It was the consensus to leave as is due to the candidate that was chosen for the position already having their CDL.

The committee was tasked with coming up with expectations for the Commissioner and bringing them back to this meeting. It is important for the Commissioner to help with the financials in the office and have good knowledge of how to complete the financial tasks. The Commissioner should also evaluate leadership positions, ensure that pre and post trip inspections are being done. The Commissioner should also prepare a monthly written report showing incidents/accidents and any other items happening in the Highway Department.

Consideration/Action regarding Equipment (Truck Lighting Policy): Mr. Dewitt reviewed the policy to have lights on all trucks for safety purposes. It was questioned how much the purchase and installation would be for these lights. Mr. Ruff made a motion to table this item for more information, seconded by Mr. Sendelbach. Carried.

Consideration/Action regarding Roads & Bridges (CTH F Update, Road Construction Review, Paving Status, CTH H Bridge Update, CTH E Wall/Pavement Update, and Bridge Inspector Contract): Mr. Gruber reviewed the work his firm, Jewell Associates, has done with CTH F and trying to construct it so the roadside does not continue to sluff off. There will need to be a small land acquisition to move the road, large rip rap installed, and the road will need to be raised. Mr. Gruber explained various materials that can be used for the project. Mr. Gruber will work with the DNR and landowner on this project.

The road construction projects are running on schedule. The CTH Z project is on schedule and should be paved around October 1st. CTH TT should be paved this week. CTH S will need to be milled yet.

CTH H bridge is ordered and will be put out for bids for installation.

CTH E wall and pavement project was discussed. Mr. Dewitt worked with the Surveyor and found that the County does own behind the wall and could dig back into the hill and place a smaller wall back in than what is currently there. This would increase visibility in that area. He will be working with Mr. Fuerbringer to get an extension from FEMA for this project.

The bridge inspector contract is up for renewal. It is recommended to approve the contract as the bridges are set to be inspected in September and October. There are 170 bridges for the county and municipalities that need to be inspected. Mr. Danzinger made a motion to approve the contract, seconded by Mr. Weiss. Carried.

Consideration/Action regarding CAPX2020 Funding (Resolution to Cost Share Watershed Project -Land Adjacent to Alma Shop): It was approved to cost share the project at a prior meeting. The watershed project on the neighboring land has been beneficial to the County as it reduces the runoff on the back portion of the property. The landowner will be responsible for any maintenance of the watershed in the future. Mr. Danzinger made a motion to approve the resolution, seconded by Mr. Sendelbach. Carried.

Consideration/Action regarding 2021 Highway Budget Review: The budget is still being worked on. There is a possibility of using some of the bond funds that were not used to reduce the levy for 2021, but the levy amount would need to be returned to the budget in future years.

Commissioner's Report: Mr. Dewitt reported he received an emergency petition from the Town of Cross for a culvert replacement on Barth Road at a cost of \$12,550 (county's share). A long reach excavator was rented for rip rap placement in an area our equipment could not get to. We may want to rent this for another road project. PMI would like to hold a public hearing for a bridge replacement in October. There is a seasonal employee the Highway Department would like to retain for a while longer to finish up some projects. There are hours left in the budget to continue the employment.

The policy for culvert aid for the towns needs to be completed so that there is a basis for how those projects are handled. The policy for town work also needs to be completed.

Committee Member's Report: Mr. Ruff asked if there was a way to use stop lights at some of the construction sites rather than a flag person. Mr. Dewitt said he would look at this as it is not always able to be done with all the moving equipment.

Public Comments: None.

The next meeting date will be October 13, 2020 at 8:00 a.m.

Mr. Weiss made a motion to adjourn at 10:30 a.m., seconded by Mr. Ruff. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk