

**WAUPACA COUNTY HIGHWAY COMMITTEE
MINUTES – February 15, 2018**

Chairman Flease called the meeting to order at 9:00 a.m. and gave the open meeting statement.

Roll Call: Chairman, Flease G., Supervisors Jonely and Much

Absent: Joe McClone, Dick Rohan

Also present – Casey Beyersdorf, Highway Commissioner, Sue Popham, Highway Office Specialist, Mark Korth, Facilities & Equipment Superintendent, Kyle Fischer, Engineering Specialist and Diane Meulemans, Corporate Counsel

Audience – Randy Anderson; Corre, Inc., Phil Roberts; OMNNI & Associates, Inc. and David Glodowski; Gremmer & Associates

Review and Approve Agenda. Motion: Supervisor Much moved and Supervisor Jonely seconded the motion to approve the agenda. The motion carried without a negative vote.

Minutes of the previous meeting – February 1, 2018 regular meeting. Motion: Supervisor Jonely moved and Supervisor Much seconded the motion to approve the minutes of the previous meeting. Motion carried without a negative vote.

Public Comment – None

Review and Approve payment vouchers. Motion: Supervisor Jonely moved and Supervisor Much seconded the motion to approve the bill batch dated 2-8-18. Motion carried without a negative vote.

Review and Approve material bids. Mr. Korth reviewed the list of material bids that were received. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to accept the material bids received, reject the erosion control bids received and get a minimum of 3 written estimates when needed and recast the steel/plastic culverts bids. Motion was carried without a negative vote.

Review RFP's and Approve Engineering firm for CTH 0 (STH 22 - CTH 00). Mr. Beyersdorf went through the RFP's that were received from six different Engineering firms. Mr. Beyersdorf stated that he and Mr. Fischer went through all the requests and came up with a listing of who had the lowest bid. Mr. Beyersdorf recommended OMNNI & Assoc. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to approve OMNNI as the Engineering firm for CTH 0 (STH 22 - CTH 00). Motion was carried without a negative vote.

Review RFP's and Approve Engineering firm for CTH N (Clark St. - CTH 0). Mr. Beyersdorf went through the RFP's that were received from six different Engineering firms. Mr. Beyersdorf stated that he and Mr. Fischer went through all the requests and came up with a listing of who had the lowest bid. Mr. Beyersdorf recommended OMNNI & Assoc. **Motion:** Supervisor Much moved and Supervisor Jonely seconded the motion to approve OMNNI as the Engineering firm for CTH N (Clark St. - CTH 0). Motion was carried without a negative vote.

CTH J/Thoe Rd. Project: Land acquisition - review and approve nominal payment for parcel and waive appraisal requirement. Mr. Beyersdorf informed the Highway Committee of the land acquisition taking place for the CTH J/Thoe Rd project. **Motion:** Supervisor Jonely moved and Supervisor Much seconded the motion to approve giving the Highway Commissioner authority to approve all nominal payments and waive appraisal requirements for the CTH J/Thoe Rd project. Motion was carried without a negative vote.

Review and Discuss Accident Claims. Mr. Beyersdorf stated that when the Highway Department responds to a fatal accident to help with traffic control, it generates an invoice that is normally sent to the family of the deceased person. Mr. Beyersdorf was seeking thoughts on where to post these costs in his budget or other ways to recoup the costs. The Highway Committee suggested touching base with other departments and also talking with our insurance company.

Update on UTV/ATV ordinance drafts. Mr. Beyersdorf and Diane Meulemans, Corporate Counsel stated that their next course of action would be to approach municipalities who have made a prior request in their jurisdiction to use a segment of County Highways for ATV/UTV use and have the municipality get us the information as to what routes they would like to use. The municipalities would still be responsible for monitoring use in their jurisdiction and making sure there was proper signage.

New Highway Facility Updates. Mr. Beyersdorf stated that they are currently looking at the two different roof types available to use. The roof could be pitched at an approximate cost of \$1.6 million or internally pitched at an approximate cost of \$600,000. Mr. Beyersdorf informed the Highway Committee on the pros and cons of both roof styles. A rough draft of the floor plan is being done and the Core Planning Team is working on a more detailed plan of the design. The site plan is getting close to approval so that it can be taken to the DNR for permits.

Personnel. Mr. Beyersdorf stated that the new hire, Henry Mitchell, Assistant Operations Manager will start on February 19th. Mr. Beyersdorf also stated that we will be interviewing for the Custodian/Maintenance position on February 23rd.

Mr. Beyersdorf reviewed the Commissioner's Report and gave the Committee an update on Project Activities, financial reports, and important dates before the next Committee meeting.

Motion: Supervisor Much moved and Supervisor Jonely seconded to adjourn at 10:20 a.m. Motion carried without a negative vote.

Respectfully submitted,

Sue Popham, Highway Office Specialist

These minutes will be posted to the website prior to approval from the Committee and are considered to be in draft form until approved at the next scheduled meeting.