

**WAUPACA COUNTY HIGHWAY COMMITTEE  
MINUTES – November 30, 2017**

Chairman Flease called the meeting to order at 9:02 a.m. and gave the open meeting statement.

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

**Absent:** None

**Also present** – Casey Beyersdorf, Highway Commissioner, Sue Popham, Highway Office Specialist, and Diane Meulemans, Corporate Counsel

**Audience** – Kevin Garrigan, State Maintenance Engineer, Justin Vaughn and Justin Van Hall, Metal Culverts representatives

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

**Minutes of the previous meeting – November 16, 2017 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** – Representatives from Metal Culverts, Inc. spoke about their company and asked to be on the contact list for any future bids.

**Review and Approve payment vouchers. Motion:** Supervisor Jonely moved and Supervisor McClone seconded the motion to approve the bill batch dated 11-16-17. Motion carried without a negative vote.

**Review and Approve 2018 State Routine Maintenance Agreement – Kevin Garrigan.** Mr. Garrigan, State Maintenance Engineer, in charge of routine maintenance agreements for Southern North Central counties in Wisconsin, presented the 2018 State Routine Maintenance Agreement for Waupaca County to the Committee. He stated that the annual budget is up 2.5% from last year and that \$145 million is distributed amongst the 72 counties in Wisconsin. **Motion:** Supervisor Much moved and Supervisor McClone seconded the motion to accept the State Routine Maintenance Agreement as presented. Motion was carried without a negative vote.

**Safety Committee and Highway Committee meeting dates.** Mr. Beyersdorf talked about the Waupaca County Highway Department's meeting dates for 2018 and how some of them conflict with the Safety Committee meetings that some of the members are on as well. Mr. Beyersdorf suggested that we do not have a committee meeting on December 28<sup>th</sup> and resume meetings the following week on January 4<sup>th</sup>.

**New Highway Facility Updates.** Mr. Beyersdorf stated that Bray Architects began to advertise, on behalf of Waupaca County, for a Construction Manager – At Risk and those RFQ's are due on December 1<sup>st</sup>. On December 6<sup>th</sup> the Special Buildings Committee will meet and shortlist the applications. Interviews for the remaining applicants will be held on December 18<sup>th</sup>.

**Personnel.** Mr. Beyersdorf stated that the new Field Operations Manager position was awarded to Greg Flohr, the current Assistant Field Operations Manager. The Assistant Field Operations Manager position was posted on 11-27-17 and will be open to applicants until December 10<sup>th</sup>. No interview date is set yet.

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 McClone seconded to adjourn at 10:25 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.