

WAUPACA COUNTY HIGHWAY COMMITTEE
MINUTES – July 20, 2023

Chairman McClone called the meeting to order at 9:02 a.m.

Roll Call: Chairman McClone, present, Vice-Chair Much, present, Supervisor Nygaard, present, Supervisor Rohan, present, and Supervisor Zaug, present

Also present: Casey Beyersdorf, Highway Commissioner, Susan Popham, Highway Office Specialist, Kris Carlin, Accountant Office Manager, Mark Korth, Facilities and Equipment Supt. and Diane Meulemans, Corporation Counsel (remote)

Audience – None

Review and Approve Agenda. Motion: Supervisor Zaug moved and Supervisor Nygaard seconded the motion to approve the agenda with the following changes. Agenda item #4 change from RFP to RFQ and Agenda item #6 add grass seeds. Motion carried without a negative vote.

Minutes of the previous meeting – June 29, 2023 regular meeting. Motion: Supervisor Much moved and Supervisor Rohan seconded the motion to approve the minutes of the previous meeting. Motion carried without a negative vote.

Public Comment. None

Review and Approve payment voucher(s). Motion: Supervisor Nygaard moved and Supervisor Zaug seconded the motion to approve the bill batch dated 7/7/2023. Motion carried without a negative vote.

Retirement Resolution 2023-001 – Jon Billington. Mr. Beyersdorf informed the Highway Committee that Jon Billington's last day was Wednesday, July 5th. Mr. Billington was with the Highway Department for over 39 years. Unfortunately, Mr. Billington unexpectedly passed away on July 15th, so the Retirement Resolution 2023-001 in a plaque along with a Certificate of Appreciation were given to his brother to display at his funeral. **Motion:** Supervisor Zaug moved and Supervisor Rohan seconded the motion to approve Retirement Resolution 2023-001 for Jon Billington. Motion carried without a negative vote.

****Permission to send out bids for excavator, sweeper and grader being purchased with ARPA funds.** Mr. Beyersdorf informed the Highway Committee Res. No. 8 (2023-2024) – Allocation of American Rescue Plan Act (ARPA) Funds – Highway Equipment Purchases was passed at County Board on July 18th, allocating \$1,186,157 to purchase an excavator, sweeper and grader. **Motion:** Supervisor Much moved and Supervisor Nygaard seconded the motion for permission to send out bids for an excavator, sweeper and grader being purchased with ARPA funds. Motion carried without a negative vote.

****Permission to send out bids for RFP's for Engineering for CTH H (CTH AH to STH 110).** Mr. Beyersdorf informed the Highway Committee about receiving an award from the WisDOT for a BIL application the Highway Department sent in for work on CTH H (CTH AH to STH 110). Mr. Beyersdorf would like to send out Request for Proposals for Engineering for this project on CTH H (CTH AH to STH 110). **Motion:** Supervisor Zaug moved and Supervisor Much seconded the motion to approve sending out Request for Proposals to engineering firms for the BIL STP-Local Program grant for CTH H (CTH AH to STH 110). Motion carried without a negative vote.

Permission to send out RFQ's for Engineering for CTH W (STH 96 to Cut Off Road). Mr. Beyersdorf explained to the Highway Committee that a Qualification Based Selection letter needs to be sent to engineering firms in order for Waupaca County to begin the solicitation process for the federally funded STP-Rural CTH W "Low Risk" (6838-00-00/70) project. **Motion:** Supervisor Nygaard moved and Supervisor Zaug seconded the motion to approve sending out the QBS letter to engineering firms for the STP-Rural CTH W "Low Risk" (6838-00-00/70) project. Motion carried without a negative vote.

Selection Committee nominated for the QBS selection process for the STP-Rural CTH W "Low Risk" (6838-00-00/70) project will be Casey Beyersdorf, Greg Flohr and Joe McClone. **Motion:** Supervisor Zaug moved and Supervisor Rohan seconded the motion to approve the CTH W selection committee. Motion carried without a negative vote.

Permission to bid tree and shrub seedlings – Waupaca River Wetland Mitigation Bank. Mr. Beyersdorf informed the Highway Committee about the discussion had with Stuart Boerst regarding planting trees, shrubs and grass at the Waupaca River Wetland Mitigation Bank site. Mr. Boerst will select the trees, shrubs and grass seed needed with the purchasing through Waupaca County Highway Dept. **Motion:** Supervisor Much moved and Supervisor Zaug seconded the motion for permission to send out bids for tree and shrub seedlings and grass seed for the Waupaca River Wetland Mitigation Bank site. Motion carried without a negative vote.

Permission to bid CTH Q culvert pipe. Mr. Beyersdorf informed the Highway Committee about a large culvert pipe on CTH Q is deteriorating and needs replacing. Due to the culvert pipe possibly costing \$20-\$25,000., Mr. Beyersdorf wanted permission to send out bids. **Motion:** Supervisor Much moved and Supervisor Nygaard seconded the motion for permission to send out bids for a culvert pipe needed on CTH Q. Motion carried without a negative vote.

Approval of Annual Road School and Chems Conference Attendees. Mr. Beyersdorf informed the Highway Committee about the Annual Road School coming up in September, which Greg Flohr, Operations Mgr. and Hank Mitchell, Asst. Operation Mgr. for Waupaca County Highway Dept. usually attend. The conference is intended for Foreman or Shop Foreman as well. Mr. Beyersdorf also informed the Highway Committee about the Chems conference coming up in October that Kris Carlin, Jan Beckmann, Amy Patz and Larry Abrahamson usually attend. **Motion:** Supervisor Nygaard moved and Supervisor Zaug seconded the motion to approve sending two to three employees to the Annual Road School conference in September and sending four employees to the Chems conference in October. Motion carried without a negative vote.

Review 2024 Budget year Design/Construction and Paving projects. Mr. Beyersdorf showed the Highway Committee a list of 2024 planned road projects and estimated costs associated with those projects. Some projects are pending approval of federal funding/LRIP funding or may also change due to material pricing in 2024.

Review Design/Construction and Paving projects 5 year plan. Mr. Beyersdorf showed the Highway Committee a list of planned road projects for 2024 – 2028 and costs associated with those projects. These planned projects are in draft form pending approval of grant applications awaiting approval of funds or due to material pricing.

Diane Meulemans left the meeting at 9:49 a.m.

Review Potential personnel changes. Anticipated retirements/Associated Sick Leave Accumulations. For budgeting purposes, Waupaca County Highway Department estimates five retirements in 2024 accumulating

approximately \$115,016. in payouts. **Motion:** Supervisor Much moved and Supervisor Zaug seconded the motion to use the figures of five potential retirements at an approximate payout of \$115,016. Motion carried without a negative vote.

Anticipated new positions. None. Possible reorganization in the future due to the business opportunities assessment through the Finance Dept.

Anticipated Leaves of Absence/how dept. will finance replacement personnel. None. Any medical related absences we would not replace – just do without until the employee returns.

Anticipated reclassifications. Mr. Beyersdorf reminded the Highway Committee about reclassifying the Maintenance driver/worker position that was approved by the Highway Committee last year but did not get approved through the HR Committee. Paperwork is being completed again to get the reclassification done so the position will be in a Wage Class 5 instead of Wage Class 4.

Review Technology/Office Automation Requests. None. No action taken.

Review Office Furniture/Equipment requests. None. No action taken.

Review Equipment/Capital Purchase request. Mr. Beyersdorf stated the 2024 Equipment/Capital purchase request is budgeted at \$1.8 million to purchase two quad axle trucks with plow equipment, one ton Dump truck, Foreman & Superintendent truck, crack fill and seal pavement at Waupaca shop, GPS equipment, tar kettle and router with dust collection. This amount does not include the grader, sweeper and vac truck being purchased with ARPA funds. **Motion:** Supervisor Much moved and Supervisor Rohan seconded the motion for permission to use the figure of \$1,800,000. for the 2024 equipment/capital purchasing budget. Motion carried without a negative vote.

Supervisor Reports(s): Conference, Seminar, Convention, and/or Webinar Report(s). None to report.

Personnel: Employee Updates/Resignations/Retirements/Recruitments – Mr. Beyersdorf told the Highway Committee Scott Klose is starting on July 25th as an Equipment Operator I. An offer was made for an Equipment Technician but was declined due to the wage amount. There is currently a posting for an Equipment Operator II position and an Equipment Technician. Some seasonal employees will start leaving the middle of August.

Project Updates: Highway Commissioner will report to Committee on Project Activities occurring since last Committee meeting, financial reports and important dates before the next committee meeting.

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 Rohan moved to adjourn at 11:04 a.m.

Respectfully submitted,

Susan Popham
Highway Office Specialist

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