

## BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Highway Committee

Date of the Meeting: Tuesday, September 12, 2023

Chairman Mr. Weiss called the meeting to order at 8:00 a.m. in the conference room of the Buffalo County Highway Department, Alma, Wisconsin.

**Board Members Present:** Mr. Dwight Ruff, Mr. Max Weiss, Mr. John Sendelbach, Mr. Brian Michaels, and Mr. Steve Nelson.

**Others Present for All or Parts of the Meeting:** Mr. Bob Platteter, Mr. Kelly Johnston, Mr. John DeWitt, Mr. Dennis Earney, Ms. Roxann Halverson, Mr. Cole Craft (virtual), Ms. Emily Harker (virtual), and Mr. Lee Engfer.

**Public Comments regarding Agenda Items:** None

**Review/Discussion/Action - Minutes of the Previous Meeting:** Mr. Ruff made a motion to approve the previous meeting minutes, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding the Vouchers - Monthly Vouchers #29561 through # 29629 totaling \$284,337.57 were reviewed.** Mr. Michaels made a motion to approve the monthly vouchers as presented, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action – Staffing (Parts & Inventory Specialist):** Mr. Platteter explained this item does not need any action at this time.

**Review/Discussion/Action – Equipment (Truck Attachments Bid):** Only one bid was received for the truck attachments from Universal Truck Equipment Inc. The other company did not return a bid. The total cost to equip two county trucks and one state truck is \$410,217. There were some pieces of equipment that purchase was delayed due to the cost of this equipment being higher than budgeted for. Mr. Platteter explained that even with some cost savings and delaying some equipment purchases the budget will still be \$5,000.00 over. Ms. Halverson read the purchasing policy chart and this will need to be approved by the home committee and inform Finance. Mr. Nelson made a motion to approve the bid with the unbudgeted amount of \$5,000.00 to come from the machinery fund, seconded by Mr. Ruff. A roll call vote was taken. All in favor. Carried.

**Review/Discussion/Action – Buildings & Grounds:**

- a. Sign Shop Door – The previous quote to install the door was \$3,500.00. Another quote was received from Mr. Randy Secrist in the amount of \$1,000.00. Mr. Platteter instructed Mr. Secrist to begin the installation of the sign shop door.
- b. Security Camera – Mr. Platteter tried to obtain bids from the company that services the courthouse cameras, but they would not return emails or phone calls. He asked Heartland for an updated bid on outside cameras. The bids

were reviewed. Mr. Nelson made a motion to purchase 10 cameras with a one year license agreement and funds coming from the PBM funds, seconded by Mr. Sendelbach. A roll call vote was taken. All in favor. Carried.

- c. Expanding Fluid Secure – A discussion was held on expanding the use of the Fluid Secure system at the Alma, Mondovi, and Fountain City Shops to other departments. Most of the bugs have now been worked out of the system.
- d. Janitorial Duties – The janitorial duties are now being done by the employee that cleans the courthouse. She comes to the Highway Shop on Fridays to do the cleaning.

**Review/Discussion/Action– Roads & Bridges:**

- a. Construction Update – Chip sealing projects have all been completed except for one in the Town of Alma. County Road F and a small project in the Town of Alma needs to be paved. The intersection of County Road H and County Road HH has had more signage and blacktop added. There are still complaint calls coming in as this is a change in how the old road was. There are some issues with the lights being used for the Wabasha bridge project. Mr. Platteter and Mr. Johnston have a meeting with the company on Thursday to discuss changes.
- b. Dairyland Power Project – Mr. Platteter explained due to some billing issues with the City of Alma, the paving project has been cancelled.

**Review/Discussion/Action – Financial Report:** Financials are closed through May and billings are sent out through June. The new Tyler Technology program is taking more time to set up than anticipated and so billings are delayed. The 2024 budget has been presented to Finance. Mr. Platteter reviewed the expenses and revenues with the Highway Committee. Mr. Ruff would like to see a report that shows expenses and overtime for winter maintenance back to when the staff worked five days a week and eight hours each day versus the schedule of four days per week at ten hours a day.

**Review/Discussion/Action – LDG (Foreman’s) Conference – September 19<sup>th</sup> and 20<sup>th</sup>:** Three employees will be attending the Foreman’s Conference at Chula Vista. Mr. Ruff made a motion to approve sending three employees, seconded by Mr. Sendelbach. Carried.

**Review/Discussion/Action – Chems Conference – October 18<sup>th</sup> – 20<sup>th</sup>:** The state pays for two individuals to go and Mr. Platteter would like to send the Parts and Inventory Specialist with the other two. The conference is being held in Stevens Point. Mr. Michaels made a motion to send the three employees to the Chems Conference, seconded by Mr. Sendelbach. Carried.

**Review/Discussion – Commissioner’s Report:** The Commissioner/Committee member conference will be in St. Croix County on October 2<sup>nd</sup>. Anyone interested should let Mr. Platteter know. The LRIP pilot program that WTA took over will still entail work for Mr. Platteter to assist with. However, WTA will be collecting the revenue for the program. Mr. Platteter reported that Chain Saw Safety will be held October 4<sup>th</sup> & 5<sup>th</sup>.

**Committee Chair Report – None.**

**Next Meeting –** The next meeting will be October 11, 2023, at 8:00 a.m.

**Closed Session:** Mr. Ruff made a motion to a brief recess, seconded by Mr. Sendelbach. Carried.

Mr. Ruff made a motion to go into closed session, seconded by Mr. Nelson. A roll call vote was taken. Mr. Ruff-yes, Mr. Michaels-yes, Mr. Nelson-yes, Mr. Weiss-yes, and Mr. Sendelbach-yes. Carried.

**Open Session:** Mr. Nelson made a motion to return to open session, seconded by Mr. Ruff at 11:15. All in favor. Carried.

**Public Comments-** None.

**Adjournment-** Mr. Nelson made a motion to adjourn at 11:18 a.m.

Respectfully submitted,

Roxann Halverson  
County Clerk