



Administration Building

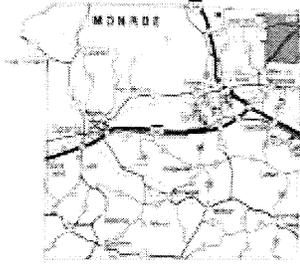
## MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

Phone: (608) 269-8740 Fax: (608) 269-8831

e-mail: jack.dittmar@co.monroe.wi.us



# NOTICE OF MEETING

**COMMITTEE:** Highway  
**TIME:** 9:00 A.M.  
**PLACE:** Highway Administration Building  
803 Washington Street, Sparta, WI  
**DATE:** Friday, May 15, 2015

### SUBJECT MATTER TO BE CONSIDERED

[all items are subject to Discussion & (except public comment) Action]

1. Period of Public Comment
2. Last Meeting Minutes
3. Review Payroll
4. Vouchers & Credit Card Charges
5. Commissioner's Report (copy attached)  
Projects, Equipment, Facilities, Budget, & Personnel
6. Department Mission Statement Review (copy attached)
7. Department Policy Review: 30' Wide Bridges & Culverts, Adopt-A-Highway,  
Paved Shoulders, & Billable Work (copies attached)
8. Future Agenda Items
9. 10:30 am to 1:00 pm Highway Tour: Southwest corner of County

Date Notice Posted: May 11, 2015

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

**April 17, 2015 meeting of the Monroe County Highway Committee**

Meeting called to order at 9:00 a.m., by Chairman James Schroeder.

Members present: James Schroeder, Gail Chapman, Wade Blackdeer, David Pierce and Nodji VanWychen.

Members absent: none

Others present: Highway Commissioner – Jack Dittmar, County Administrator – Cathy Schmit, and Office Manager – Becky Pitel

I. Period of Public Comment – None at this time.

II. Motion to approve the minutes of the March 20, 2015 meeting made by Nodji VanWychen, seconded by Dave Pierce. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 4/2/2015

• Field Personnel	\$63,569.03
• Administration	<u>\$11,915.29</u>
• Total	\$75,484.32

Check Date: 4/16/2015

• Field Personnel	\$69,162.39
• Administration	<u>\$12,214.19</u>
• Total	\$81,376.58

IV. Vouchers presented as follows:

• Early Pay	\$ 46,981.48
• Credit Cards	\$ 2,234.34
• Month Vouchers	<u>\$103,630.64</u>
	\$152,846.46

V. **Commissioner's Report (copy attached)**

• **Projects:**

- Finally very little winter maintenance was performed over the month.
- County crews: patched potholes, cut trees & brush, and swept pavement.
- State crews: also patched potholes, repaired guardrail and fencing, sealed bridge approaches, and cut brush.
- Spring Weight Limits were removed this week Monday.
- Asphaltic pavement bids are out and due next week. Due to reduced funding, no pavement is planned on CTH EW this summer.

\*\*Work planned for CTH EW this summer is cutting brush & trees, installing culverts, and side ditch/dirt work. Hopeful our 2016 budget will have enough supplemental funding to complete the reconditioning from Auger Road to STH 173 including paving.

- The City of Sparta started utility work last week on a portion of CTH B that we will be grinding up and repaving shortly after the city work is finished.
- A short reclaim and pave project on CTH BB is also proposed for this spring in order to fully utilize some state LRIP monies that will be lost if not used by June 30<sup>th</sup>.

\*\*There is also a slight possibility that we could get some LRIP funding from other surrounding counties who aren't able to use their monies before June 30<sup>th</sup>.

\*\*Yesterday Jack attended a kickoff meeting for the 2015-2020 Federal Aid Local Programs. Applications have to be in by July 31<sup>st</sup> and we only have enough entitlement to apply for 4-5 local bridges.

\*\*The summer highway conference is June 8-10<sup>th</sup> in Wisconsin Dells. We normally only attend the last two days. Dave and Nodji stated that they will be attending. Registrations need to be in by May 14.

\*\*Jack recently received a request for wheelchair/assistive mobility device signs on CTH M north of Wilton. The Committee discussed this request and warning signs for all vehicular & non-vehicular traffic.

- **Equipment & Facilities:**
    - Universal Truck Equipment was awarded the bids for accessorizing this year's two new patrol trucks. They were the only bidder and their bids were very similar to last year's when they were the low bidder.
    - The budget approved new cold storage building bids are due next week.
  - **Budget:**
    - 2014 has been closed out and it appears we finished 2014 with only about a \$300k positive cash balance. We budgeted \$500k of surplus funds applied in our CTH Supplemental account to fund highway reconditioning. Therefore we will have about \$200k less to invest in highway improvements this summer.
  - **Personnel:**
    - A new Public Works Laborer should start around the end of the month to replace the employee who was let go last month during his introductory period.
- \*\*2014 performance pay increases were included in yesterday's paycheck

\*\* = added to report during meeting

**VI. Future Agenda Items**

The Committee discussed reviewing current highway policies.

**VII. 9:15 am to 1:00 pm Highway Tour: Southwest corner of County**

The tour has been postponed.

Motion to adjourn at 9:49 a.m. by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

## ***County Highway Commissioner's Report for: May 15, 2015***

### **Projects:**

- County crews: sealed pavement cracks, performed drainage cleaning/ditching, performed shoulder maintenance, reclaimed a few Town roads, almost completed the minor reconditioning on the CTH BB project, performed some touch up ditching and hydroseeding on last summer's CTH A major reconditioning project, and cut trees & brush.
- State crews: patched potholes, repaired guardrail & fencing, sealed bridge approaches & pavement patches, performed sign repair, performed shoulder maintenance, performed drainage cleaning/ditching, and picked trash.
- Asphaltic pavement bids were awarded for all low bids (see attached bid tabulation). Paver-laid Wedging & Patching was awarded as a laid bid so the material only bid wasn't awarded.
- The City of Sparta finished their work on the CTH B reconditioning project. Grinding up and repaving is currently scheduled for next week.
- We will not be getting any state LRIP funding from other surrounding counties.
- Around the end of the month we will be starting a state Performance based Maintenance (PbM) project sealing cracks and applying deck sealer on 33 state & 26 interstate bridges. We went in on a statewide bid for the bridge maintenance materials and received a very good price so we will also be performing the above maintenance activities on 25 of our newest concrete surfaced CTH bridges.

### **Equipment & Facilities:**

- Universal Truck Equipment was awarded the bids for accessorizing this year's two new patrol trucks. They were the only bidder and their bids were very similar to last year's when they were the low bidder.
- The budget approved new cold storage building bid was awarded to low bidder T2 Contracting, LLC of Tomah (see attached bid tabulation). They should be starting construction in July.

### **Budget:**

- 2014 final payments to the 4 Townships that perform winter maintenance on about 4 miles each of our CTHs were mailed out at the beginning of the month.

### **Personnel:**

- One of our newer Public Works Laborers recently quit as he got a job with the La Crosse County Highway Dept. We are at the end of our December 2014 employee eligibility list so advertisements are out until the end of the month for a new Public Works Laborer to replace this vacancy and create another eligibility list.

# MONROE COUNTY HIGHWAY DEPARTMENT

2015 Asphaltic Pavement Bids - Opened Tuesday, April 21, 2015, 3:30 p.m.

## FOB Stockpile/Plant Bids

BID ITEM (Quantity in tons)	Mathy Construction Co. of Onalaska, WI			Scott Construction Inc. of Lake Delton, WI		
	Unit Price/Ton	Total Cost	Location of Plant	Unit Price/Ton	Total Cost	Location of Plant
Hot Mix Asphaltic Pavement (2,000)	\$ 45.80	\$ 91,600	Plant 86, La Crosse Tomah Plant (when available)	No Bid		
Cold-Mix Asph. Pav't Hand Patching Mix (1,000)	\$ 59.98	\$ 59,980	Delivered to Shops & Dog Pound	\$ 51.15	\$ 51,150	Delivered to Shops & Dog Pound
" Paver Laid Wedging Mix (4,000)	\$ 54.61	\$ 218,440	Delivered to Shops & Dog Pound	\$ 50.63	\$ 202,520	Delivered to Shops & Dog Pound

*not awarded*

## LAID Bids

BID ITEM (Quantity in tons)	Mathy Construction Co. of Onalaska, WI			Scott Construction Inc. of Lake Delton, WI		
	Unit Price/Ton	Total Cost	Location of Plant	Unit Price/Ton	Total Cost	Location of Plant
Paver-laid Wedging & Patching w/ Cold-Mixed Asphaltic Pavement (4,000)	\$ 76.18	\$ 304,720		\$ 68.63	\$ 274,520	
CTH B Paving w/ Hot Mix Asphalt Pavement (3,000)	\$ 57.86	\$ 173,580		No Bid	#VALUE!	
CTH BB Paving w/ Cold-Mixed Asphaltic Pavement (2,300)	\$ 68.61	\$ 157,803		\$ 54.47	\$ 125,281	
" " " Alt. Hot Mix Bid (2,300)	\$ 59.12	\$ 135,976		No Bid	#VALUE!	
CTH U Paving w/ Hot Mix Asphalt Pavement (1,000)	\$ 60.93	\$ 60,930		\$ 65.47	\$ 65,470	
County Rolling Hills Facility Paving w/ Hot Mix Asphalt (100)	\$ 116.43	\$ 11,643		No Bid	#VALUE!	

LEGEND: \$ xx.xx = Low Bidder

**MONROE COUNTY HIGHWAY DEPARTMENT BID TABULATION**

**2015 Sparta Cold Storage Building**

Bids Opened - Tuesday, April 21, 2015

**54' wide x 144' long, wood pole framed, gable end, steel sided**

<b>Contractor</b>	<b>Contractor Location</b>	<b>Start date</b>		<b>Completion date</b>	<b>Base Bid</b>	<b>Comments</b>	<b>Exceptions</b>
Platt Construction, Inc.	Franklin, WI	May 01		July 31	\$107,650		
Schroeder Construction Company	Sparta, WI	July 06		September 07	\$111,000		
Simmons Construction, General Contractor	Holmen, WI	May 25		July 03	\$99,940		
T2 Contracting, LLC	Tomah, WI	July 01		September 01	\$93,275		

# Monroe County Highway Dept. Work Rules and Policies Index

<b>Category</b>	<b>Title or Subject</b>	<b>Date Adopted/Approved/Posted</b>
<b>Mission</b>		
	Department Mission Statement	January 21, 2011
<b>Formal Work Rules/Policies</b>		
	Grounds for Disciplinary Action	November 1981 (CPPM), October 08, 2008 (posted)
	Drug Free Workplace	May 1992 (CPPM)
	Anti-Harrassment	January 1995 (CPPM), May 22, 1995 (posted)
	Workplace Violence	August 1998 (CPPM)
	Short Pants	July 22, 1999
	Damage to County Property	August 10, 1999
	Emergency Overtime	November 24, 2004
	Traffic Violations	July 19, 2005
	Smoking Prohibited	February 2005 (MCC), February 04, 2005 (posted)
	Excavation & Trenching	December 11, 2008
	Repair, Testing of Maintenance of Electrical or Hydraulic Driven Material Delivery Systems	February 10, 2009
	Greivance Procedure (in revised CPPM)	September 28, 2011
	County Personnel Policy Manual (revised)	December 28, 2011 (effective January 01, 2012)
<b>Miscellaneous Work Rules/Policies</b>		
	Not a Drop - .04% BAC, Timeclock Punch Certification	February 1992??? (posted at timeclocks)
	Public/Private Use/Taking of County Materials and/or Dumpsters	November 17, 2008
	Interstate Pay Work Rule	March 9, 2010
<b>Formal Standard Operating Policies</b>		
	30' Wide Bridges & Culverts	August 11, 1978
	Adopt-A-Highway	April 11, 1996
	Paved Shoulders	December 31, 1998
	Billable Work	April 22, 1999
	Drainage & Ditching	June 15, 2000
	Private Driveway Culvert Replacement & Repair	May 15, 2003
	Private Mailbox Replacement & Repair	December 11, 2003
	Cattle Pass Installation, Maint. & Replacement	8/19/2004 revised 09/19/2014
	CTH Winter Maintenance Guidelines	September 26, 2008
	Establishment of ATV/UTV Routes on CTHs	February 16, 2015
CPPM = County Personnel Policy Manual --- MCC = Monroe County Code		



Administration Building

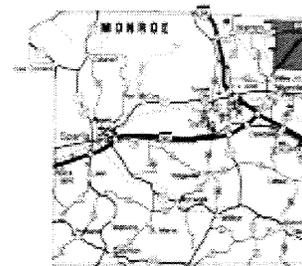
# MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

Phone: (608) 269-8740 Fax: (608) 269-8831

e-mail: jdittmar@co.monroe.wi.us



## MISSION STATEMENT

**PREAMBLE:** With an emphasis on the County Highway Department providing services to the citizens of Monroe County that are not economically available from the private sector:

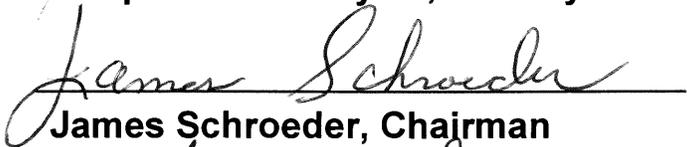
**PRIMARY MISSION:** County Winter maintenance services  
Non-winter County emergency services  
Year-round emergency service assistance to Local Governments of Monroe County

**SECONDARY MISSION:**

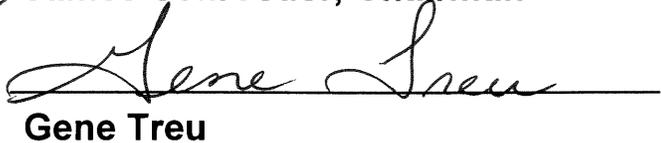
With the County Highway Department personnel and equipment necessary to provide the PRIMARY MISSION -- Non-Winter maintenance services that (in priority order):

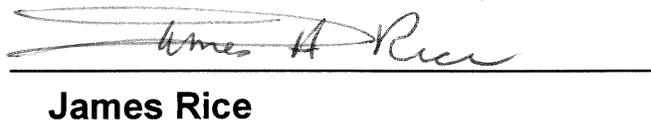
- 1) are economically competitive with comparable services provided by the private sector and,
- 2) economically utilize Department owned equipment required to uphold the primary mission

Adopted: January 21, 2011 by the Monroe County Highway Committee:

  
James Schroeder, Chairman

  
Larry McTaggart, Vice-Chairman

  
Gene Treu

  
James Rice

  
Daniel Olson

GEORGE O. BAKER, Commissioner

**HIGHWAY COMMITTEE**

Wm. Jantz, 700 Hill St., Sparta  
Levoid Larson, Rt. 1, Cashton  
Henry Laufenberg, Rt. 3, Cashton

**County Highway Commissioner**

**Monroe County  
Court House Box 306  
Sparta, Wisconsin 54656  
Office: 269-3145**

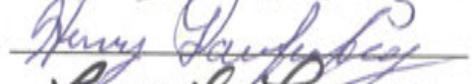
Jeanette Andringa,  
Bookkeeper  
Nancy Tenner  
Pay Roll Clerk  
Gary Wieman  
Ass't. Shop Foreman  
Everette Brueggeman,  
Road Superintendent

August 11, 1978

Policy adopted by Highway Committee in 1976:

It is the Highway Commission policy to install Bridge and Culverts on County Trunk Highways at a minimum of 30' roadway width when possible.

  
HIGHWAY COMMISSIONER

  
  
  
HIGHWAY COMMITTEE

ADOPT-A-HIGHWAY PROGRAM FOR MONROE COUNTY

WHEREAS, ADOPT-A-HIGHWAY IS A PROGRAM WHICH ALLOWS PRIVATE GROUPS TO SUPPORT MONROE COUNTY HIGHWAY DEPARTMENT'S ANTI-LITTER PROGRAMS IN MORE THAN A VOCAL WAY. THE PROGRAM OFFERS ORGANIZATIONS THE MEANS TO PARTICIPATE IN AN INEXPENSIVE PROJECT THAT GIVES MEMBERS THE SATISFACTION OF MAKING A CONTRIBUTION TO THEIR COMMUNITY AND THEIR COUNTY. ALSO, IN DOING SO, IT GENERATES PUBLICITY FOR THE GROUP'S SERVICE ACTIVITIES.

WHEREAS, THE ADOPT-A-HIGHWAY PROGRAM OFFERS A MEANS TO MEET SEVERAL CHALLENGES OF THE MONROE COUNTY HIGHWAY DEPARTMENT BY PROVIDING THE FOLLOWING BENEFITS:

1. REDUCE LITTER ALONG HIGHWAYS
2. BUILD BROAD-BASED COMMUNITY SUPPORT FOR THE ANTI-LITTER AND HIGHWAY BEAUTIFICATION PROGRAM OF MONROE COUNTY
3. EDUCATE THE TRAVELING PUBLIC ABOUT THE LITTER PROGRAM
4. ENHANCE THE ENVIRONMENT AND BEAUTIFY ROADWAYS
5. BUILD A POSITIVE PUBLIC IMAGE FOR THE COUNTY

NOW, THEREFORE BE IT RESOLVED, THAT MONROE COUNTY IMPLEMENT AN ADOPT-A-HIGHWAY PROGRAM WHICH ALLOWS CIVIC AND OTHER GROUPS THE OPPORTUNITY TO COLLECT LITTER ALONG ASSIGNED 2-MILE LENGTHS OF COUNTY HIGHWAY'S IN EXCHANGE FOR SOME PUBLIC RECOGNITION.

DATED AT SPARTA, WISCONSIN THIS 11TH DAY OF APRIL, 1996.

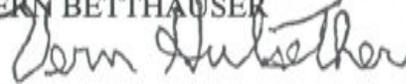
RESPECTFULLY SUBMITTED,



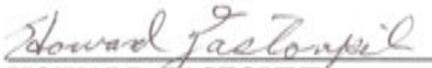
LOREN PIERCE



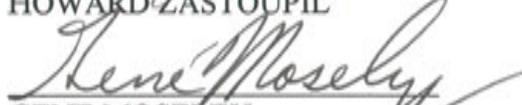
LAVERN BETTHAUSER



M.L. HULSETH



HOWARD ZASTOUPIL



GENE MOSELEY

MONROE COUNTY HIGHWAY COMMITTEE

**MONROE COUNTY HIGHWAY DEPARTMENT  
STANDARD OPERATING POLICY NO. 98-1 (SOP-98-1)**

**PAVED SHOULDERS**

*Purpose:*

To set the criteria which determines when and to what width paved shoulders will be provided on county trunk highways.

*Justification:*

A wider paved highway surface will:

- Increase safety of motorists (especially during inclement weather and/or reduced visibility conditions) by providing a paved strip between the edge of the travel lane and the unpaved shoulder. This allows for an “error correction strip” prior to traveling off the edge of the pavement.
- Accommodate bicycle traffic outside of the travel lane
- Increase safety of motorists and reduce maintenance costs by minimizing:
  - the occurrence of pavement edge/shoulder drop-offs
  - loose gravel on travel lane
  - travel lane edge damage at accesses
  - water and/or loose gravel on travel lane originating from accesses
  - the frequency of unpaved shoulder grading

*Policy Criteria Considerations:*

- *Width:* Paved shoulders are not feasible on highways with existing narrow shoulders. With paved shoulders, an additional 1-3 feet minimum unpaved shoulders are needed for longevity. Three feet will accommodate bicycle traffic.
- *Economic Feasibility:* A mile of paved shoulders (3’ wide each side) costs about the same as ¼ mile of travel lane paving.
- *Type of Improvement:* Resurfacing and reconditioning projects are generally not feasible for paved shoulders.

- *Amount of Traffic (vehicle and/or bicycle):* The higher the amount of traffic the higher the safety and maintenance benefit.

**POLICY:**

A 3 feet wide paved shoulder will be constructed on all county trunk highways which meet both of the following criteria:

- Reconstruction project or reconditioning/resurfacing project with 4 feet minimum existing shoulders.
- Current AADT (Annual Average Daily Traffic) 600 or greater (currently this encompasses approximately 15% of total CTH mileage, or about 50 miles).

Recommended for Adoption:

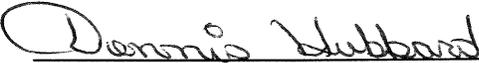
  
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Jack Dittmar, County Highway Commissioner

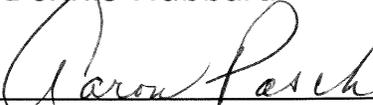
Adopted: December 31, 1998  
Monroe County Highway Committee:

  
\_\_\_\_\_  
Loren Pierce

  
\_\_\_\_\_  
Bruce Bennett

  
\_\_\_\_\_  
Chuck Bluske

  
\_\_\_\_\_  
Dennis Hubbard

  
\_\_\_\_\_  
Aaron Pasch

**MONROE COUNTY HIGHWAY DEPARTMENT  
STANDARD OPERATING POLICY NO. 99-1 (SOP-99-1)**

**BILLABLE WORK**

*Purpose:*

To set the criteria which determines when work performed on county trunk highways is billable to landowners.

*Justification:*

Billing of work that only benefits one or a few specific landowners or has to be performed because of the negligence of one or a few specific landowners will:

- Not burden all taxpayers of Monroe County with the cost of work that is performed for the benefit of or because of the negligence of one or a few specific landowners.
- Maximize the use of tax dollars for the benefit of the entire county public.
- Provide an incentive for landowners to NOT damage or disrupt appurtenances within highway right-of-ways.
- Provide an incentive for landowners to search for other solutions rather than county provided work (i.e. contracted work performed off of CTH R/W, redesign of private appurtenance, etc.)

*Policy Criteria Considerations:*

- *Number of Landowners:* How many constitute a general county benefit vs individual benefit.
- *Economic Feasibility:* Administrative costs of very minor work may outweigh reimbursement of cost of work performed.
- *Type of Improvement:* If performed in conjunction with a reconstruction or major reconditioning project and work is negotiated along with general county benefit items (i.e. R/W purchase, easements, grading off R/W, access removal, etc.).

**POLICY:**

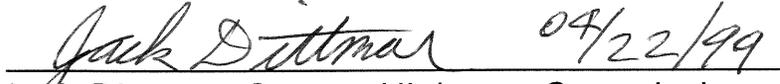
Landowners will be billed for work performed on county trunk highways which meet all of the following criteria:

- Is performed for the benefit of less than 4 landowners OR has to be performed because of the proven negligence of a specific landowner.
- Not negotiated in conjunction with a reconstruction or major reconditioning project.
- Actual cost is greater than \$50.

**POLICY EXCEPTION:**

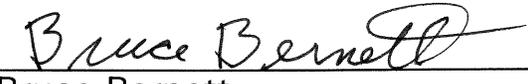
Those items specified in County Ordinance 8.04 (1) Installation of Culverts for Private Driveways (i.e. a culvert pipe, one load of gravel, and one load of fill material)

Recommended for Adoption:

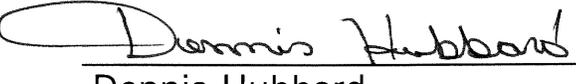
  
\_\_\_\_\_  
Jack Dittmar, County Highway Commissioner

Adopted: April 22, 1999  
Monroe County Highway Committee:

  
\_\_\_\_\_  
Loren Pierce

  
\_\_\_\_\_  
Bruce Bernett

\_\_\_\_\_  
Chuck Bluske

  
\_\_\_\_\_  
Dennis Hubbard

  
\_\_\_\_\_  
Aaron Pasch