



Administration Building

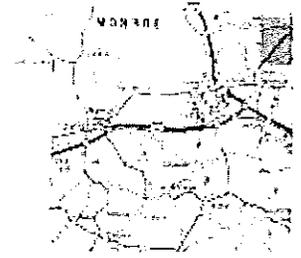
MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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NOTICE OF MEETING

COMMITTEE: Highway

TIME: 9:00 A.M.

PLACE: Highway Administration Building
803 Washington Street, Sparta, WI

DATE: Friday, June 19, 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. Review Vouchers & Credit Card Charges
5. Commissioner's Report (copy attached)
Projects, Equipment, Facilities, Budget, & Personnel
6. Cold Storage Building
7. County Board Resolution – Voluntary Sale of Real Estate to WIS DOT for Highway 71 Project
(copy attached)
8. Department Policy Review: Drainage & Ditching, Private Driveway Culvert Replacement & Repair, & Private Mailbox Replacement & Repair (copies attached)
9. Temporary Bypass Policy for Structure Replacements
10. Highway Department Resolution – Trans 75 Absence of Need: Sidewalks, CTH B Pavement Replacement project, WDOT I.D. 7100-00-00/70 (copy attached)
11. 2015 Highway Supervisor Pickup
12. GSB-88 (Gilsonite Sealer Binder) Asphalt Preservation Proposal, Gee Asphalt Systems Inc.
13. Future Agenda Items

Date Notice Posted: June 15, 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.

May 15, 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 and Office Manager – Becky Pitel

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

II. Motion to approve the minutes of the April 17, 2015 meeting made by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 4/30/2015

• Field Personnel	\$63,147.20
• Administration	<u>\$12,004.44</u>
• Total	\$75,151.64

Check Date: 5/14/2015

• Field Personnel	\$62,462.42
• Administration	<u>\$12,446.61</u>
• Total	\$74,909.03

IV. Vouchers presented as follows:

• Early Pay	\$208,565.13
• Credit Cards	\$ 1,996.31
• Month Vouchers	<u>\$ 8,708.66</u>
	\$219,270.10

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

• **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. ** Jack also informed the Committee that the county doesn't physically hold any LRIP monies. We administer the program and have to sign off before the WDOT in Madison will issue a reimbursement check. The money is held by the state until all requirements are met for reimbursement.
- 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.

**Jack informed the Committee that the railroad contractors in Warrens who tracked their excavators down Main Street (CTH EW) were talked to and won't do it again. The street only suffered minor cosmetic damage.

**The STH 173 railroad crossing in Valley Junction is scheduled to be closed for repairs next week Tuesday through Thursday.

**Sealcoat bids are due next week for about 10.4 miles of highways that were paved in 2009 & 2010. All granite chips will be used this summer.

**Crops in CTH right-of-ways were discussed.

- **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.
 ** Chairman Schroeder addressed his concern that the bid for the cold storage building was not approved by the Committee. Commissioner Dittmar explained that awarding of bids is his role when we have an Administrator. The legal presentation at last summer's highway conference (attended by Jack Dave & Nodji) reviewed statutory roles of the Commissioner & Committee and with a County Administrator or Executive the Committee's role is only policymaking and all of the statutory administrative roles that the Committee previously performed are the responsibility of the Commissioner. The presenter even stated that the County is breaking state law by the Committee performing duties that they legally no longer have statutory authority to perform. Jack mentioned that once the Committee and County Board approve the department budget (their policymaking role) the administration of the approved budget is handed over to the Commissioner to perform.

- **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.
 **The County's auditors are in town and reviewed all Departments books this week.
 **Our 2014 Department Annual Report is complete and will be reviewed at an upcoming County Board meeting.
 **The 0.5% local sales tax option is getting discussed in Madison with state budget deliberations. Jack commented on the positive impacts this would have for Monroe CTHs for the Tomah radio station and they have recently played a few soundbites.
 **James Schroeder and Gail Chapman both have concerns on whether their Committee position should have more involvement with road repairs and construction other than just approving it through the budget. James Schroeder also addressed whether or not the shop building is adequate or if it needs to be updated. Discussion ensued that we currently have 200 miles of highway that need to be addressed and that the budget is only allowing for 3-4 miles a year to be replaced. The desperately needed policy decisions are how to get more funding and decide which few highways are replaced over the next 20 years as the other approximate 150 miles of highway continue to deteriorate.

- **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.

** = added to report during meeting

VI. Department Mission Statement Review (copy attached)

The Committee reviewed the current Department mission statement and decided to not make any changes at this time.

VII. Department Policy Review: 30' Wide Bridges & Culverts, Adopt-A-Highway, Paved Shoulders, & Billable Work (copies attached)

The Committee reviewed the current Department policies for 30' Wide Bridges & Culverts, Adopt-A-Highway, Paved Shoulders, & Billable Work with minor discussion. No changes were made to any policy at this time.

VIII. Future Agenda Items

The Committee would like to continue reviewing another portion of the current highway policies.

VII. 10:00 am to 12:00 pm Highway Tour: Southwest corner of County

The Committee and Commissioner conducted a highway tour from 9:50 a.m. to 11:55 a.m. of the following highways:

- ✓ CTH J (STH 27 to CTH Y) – A 5.7 mile section of low traveled highway in poor shape that is right on the border of being turned back into gravel. This would be one of the last highways planned for reconditioning with a current very rough schedule of sometime in the 2040s.
- ✓ CTH Y (CTH J to STH 33) – A 1.1 mile section of very low traveled highway in poor shape that is on the list of approximately 125 miles of highway to be turned back into gravel.
- ✓ CTH X (STH 33 to CTH H) – A 2.1 mile segment of low traveled highway in poor shape that is on the list of approximately 125 miles of highway to be turned back into gravel.
- ✓ CTH H (CTH X to La Crosse County Line) – A 1.0 mile section of very low traveled highway in poor shape that is on the list of approximately 125 miles of highway to be turned back into gravel.
- ✓ CTH PC (STH 33 to Vernon County Line) – One of our newest county highways. Very hilly and narrow (but nice and straight!) and in poor shape. This 2.3 mile stretch of highway was programmed for reconstruction but in June 2010 the Committee approved only minor repaving for this highway instead of reconstruction. As this highway is right on the border of being turned back into gravel, this would be the last highway planned for reconditioning with a current very rough schedule of sometime in the 2040s
- ✓ CTH D (Vernon County Line to STH 33) – A 1.5 mile segment of average traffic highway. Except for a few sharper transverse bumps every so often, in good shape with no plans for improvement.
- ✓ CTH U (Olive Rd to CTH XU) – Our heaviest traveled highway in the southwest corner of the county. Over the last 13 years this segment has been reconditioned and sealcoated and is in very good shape. The segment from CTH XU into Norwalk is scheduled to be sealcoated this summer.
- ✓ CTH XU (CTH U to STH 71) – A 2.0 mile segment of low traveled highway with the majority of it in poor shape that is on the list of approximately 125 miles of highway to be turned back into gravel.

Approximate total mileage of the above poor shape/condition highways is 14 with approximately 6 miles to be turned back into gravel.

Motion to adjourn at 11:55 a.m. by Nodji VanWychen, seconded by Gail Chapman. All ayes, motion carried.

County Highway Commissioner's Report for: June 19, 2015

Projects:

- County crews: sealed pavement cracks, completed minor reconditioning on the CTH BB project, completed reclaiming on the CTH B pavement replacement project, completed small projects for the Towns of Sparta – Grant - Greenfield, & started a large road reconditioning project for the Town of Jefferson.
- State crews: patched potholes, repaired guardrail & fencing, performed bridge deck repair, performed sign repair, performed shoulder maintenance, & completed some concrete repair at Rolling Hills.
- State & County Crews: performed drainage cleaning/ditching, just started mowing, & washed bridges in preparation for crack sealing and deck sealing. State & interstate bridge sealing will be completed under our PbM contract which was detailed in last month's report.
- Sealcoat bids were awarded to low bidder Scott Construction (see attached bid tabulation).
- Mathy Construction paved the CTH B pavement replacement project and finished paving last summer's CTH A major reconditioning project.
- Scott Construction paved the CTH BB minor reconditioning project.

Equipment & Facilities: nothing to report.

Budget:

- Our 2014 Annual Financial Report is finished. I would like to hand it out at this month's County Board meeting and then review it at the July meeting.
- April monthly budget analysis is attached. Even with significantly reduced budgets for our 3 main accounts, we are real close to combined historic average expenditures for these accounts. Winter maintenance expenditures roughly 20% over historic averages. This is at almost 90% of budget so we are sure to be over in winter maintenance expenditures after November & December.
- Since we have been reducing our year end cash balance and our tax levy over the last few years, cash balance is about \$700k under historic averages.
- We will be getting some additional state money from a Town of Byron LRIP project that can't be completed by the end of the month.

Personnel:

- Another one of our Public Works Laborers just quit and Richard Stargard our most senior employee with almost 36 years of dedicated county service recently retired.
- We are interviewing & testing 8 of the 14 Public Works Laborer applicants next week to fill the existing 3 vacancies and provide a future eligibility list.
- May Property & Purchasing Committee minutes items for next month's agenda "Resolution County Highway Services at Cost Basis" discussed by all departments before a resolution is considered?

MONROE COUNTY HIGHWAY DEPARTMENT

2015 Sealcoat Bids - Opened Thursday, May 21, 2015, 3:30 p.m.

		Fahmer Asphalt Sealers, LLC of Plover, WI		Scott Construction, Inc. of Lake Delton, WI	
ITEM TO BE QUOTED	Estimated Quantity	Bid Unit Price	Estimated Total Item Bid Cost	Bid Unit Price	Estimated Total Item Bid Cost
Cutback Asphalt Cement (in gallons)	47,000	\$ 3.090	\$145,230	\$ 3.390	\$159,330
3/8" Granite Chips (in tons)	1,500	\$ 40.200	\$60,300	\$ 13.650	\$20,475
TOTAL ESTIMATED BID COST:			\$205,530		\$179,805

LEGEND:

\$ = Low Bidder
xx =

2015 APRIL MONTHLY BUDGET ANALYSIS

MONROE COUNTY HIGHWAY DEPT.

Year to Date (YTD) Expenditures (EXP) of 3 Major Accounts
(Summer & Winter Maintenance and Supplemental Construction)
AND Cash Balance (BAL) as of 4/30/2015

* NOTE : All \$ are thousands *

Account #	Account Name	2015 BUDGET	2015 YTD EXPENDITURES	2015 YTD PERCENT OF BUDGET	3 YR AVE YTD EXP (% TOTAL EXP)	10 YR AVE YTD PERCENT TOTAL EXP
1-53311	County Routine Maintenance	\$1,547	\$318	20.5%	\$319 17.5%	19.1%
1-53312	County Snow & Ice Control	\$604	\$538	89.1%	\$503 71.4%	67.9%
1-53319	C.T.H. Supplemental Construction	\$2,265	\$33	1.5%	\$2 0.1%	4.3%
TOTALS =		\$4,416	\$889	20.1%	\$824 20.1%	20.8%

Account Name	2015 TAX LEVY	2015 YTD CASH BALANCE	2015 YTD PERCENT OF TAX LEVY	3 YR AVE YTD BAL (% TAX LEVY)	10 YR AVE YTD PERCENT TAX LEVY
CASH BALANCE	\$2,982	\$2,436	81.7%	\$3,410 115.3%	94.0%

RESOLUTION NO. _____

VOLUNTARY SALE OF REAL ESTATE TO WIS DOT FOR HIGHWAY 71 PROJECT

WHEREAS, THE Wisconsin Department of Transportation (Wis. DOT) is seeking voluntary sale by Monroe County of real estate for Wis. DOT project identified as 7712-02-22; and

WHEREAS the project has Wis. DOT purchasing real estate for One Thousand, Four Hundred Dollars (\$1,400.00) from the County; and

WHEREAS both the Highway Commission and Property and Purchasing Committees have reviewed the Wis. DOT request and supports the county voluntarily agreeing to the request.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board Chair, the Monroe County Administrator and the Monroe County Clerk are hereby authorized to execute the documents as requested by the Wis. DOT for project 7712-02-22.

Offered by the Property & Purchasing Committee.

Dated this 24th day of June, 2014.

By vote of: _____ yes; _____ no.

_____	_____
_____	_____
_____	_____

Fiscal Note: Wis. DOT will pay \$1,400.00 to the County which will go into the general fund.

Purpose: To voluntarily agree to sell real property to Wis. DOT for a Melrose-Sparta Highway 71 project.

Drafted and approved as to form by Corporation Counsel: _____

MONROE COUNTY HIGHWAY DEPARTMENT
STANDARD OPERATING POLICY NO. 2000-1 (SOP-2000-1)

DRAINAGE & DITCHING

Purpose:

To set the criteria which determines when drainage and/or ditching work is performed within county trunk highway right-of-ways at county expense.

Justification:

Drainage and/or ditching performed within county right-of-ways solely for the benefit of the county highway will:

- Not burden all taxpayers of Monroe County with the cost of work that is performed for the benefit of one or a few specific landowners thereby maximizing the use of tax dollars for the benefit of the entire county public.
- Increase safety of motorists by:
 - providing flatter highway foreslopes and wider shoulder widths as the result of shallower ditch depths
 - locating drainage ditches outside of highway right-of-ways
- Decrease maintenance costs by providing ditches that can be maintained with less labor intensive methods and do not easily erode or grow up with brush and require frequent cleaning.
- Minimize county drainage liability by limiting redirection of water away from its natural drainage course(s).

Policy Criteria Considerations:

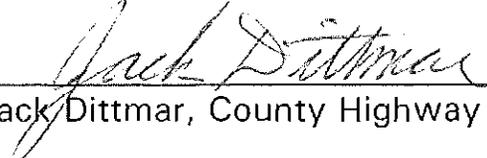
- *Normal Ditching for Drainage of Highway Pavement Structure:* For longevity of highway investment, 2-3 feet deep ditches are necessary to drain the pavement structure.
- *Existing Non-Natural Drainage & Ditching:* There are a significant number of existing non-natural drainage & ditching sites located within county highway right-of-ways. Should they be maintained or let revert back to natural conditions?

- *Drainage & Ditching Adjacent to County Rights-of-Ways:* If a landowner wants to perform drainage and/or ditching adjacent to county right-of-ways, can they work or locate any of the drainage or ditching on the county right-of-way?
- *Indeterminate Natural Drainage Course:* What if the natural drainage course cannot be readily determined or is in dispute?

POLICY:

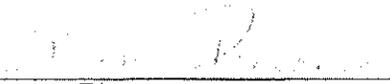
1. The natural drainage of water will not be altered with drainage and/or ditching in county highway right-of-ways except as follows:
 - a. Normal ditching for drainage of the highway pavement structure (generally 2-3 feet deep for longevity of the highway investment)
 - b. Existing non-natural drainage and/or ditching located within county highway right-of-ways will be maintained in the condition of the original construction.
2. If the natural drainage course cannot be readily determined or is in dispute, culverts and ditching will be constructed without grade (flat) to act as an equalizer across and along the highway (water will then seek its natural course).
3. If a landowner wants to perform drainage and/or ditching adjacent to county right-of-ways, they can be permitted to work within the county right-of-way under the following conditions:
 - a. No steeper than a 6:1 (horizontal:vertical) foreslope may be constructed from the edge of the existing shoulder to the bottom of the ditch
 - b. The bottom of the ditch **must** be located at least three feet outside of the county highway right-of-way.

Recommended for Adoption:



Jack Dittmar, County Highway Commissioner

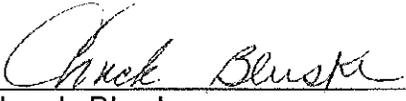
Adopted: June 15, 2000
Monroe County Highway Committee:



Loren Pierce



Cedric Schnitzler



Chuck Bluske



Aaron Pasch



Dennis Hubbard

MONROE COUNTY HIGHWAY DEPARTMENT
STANDARD OPERATING POLICY NO. 03-1 (SOP-03-1)

**PRIVATE DRIVEWAY CULVERT REPLACEMENT &
REPAIR**

Purpose:

To set the criteria that determines when driveway culvert replacement or repair is billable to the landowner.

Justification:

Billing of replacement driveway culverts will:

- Not burden all taxpayers of Monroe County with the cost of work that is performed or necessary because of the negligence of one landowner.
- Maximize the use of tax dollars for the benefit of the entire county public.
- Provide an incentive for landowners to NOT neglect their driveway culverts.
- Provide an incentive for landowners to maintain their driveway culverts and search for other solutions rather than county provided work (i.e. contracted work, etc.)

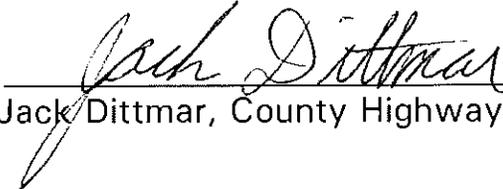
Policy Criteria Considerations:

- *Who Caused Damage:* Damage caused by highway workers or others.
- *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 reconditioning project or routine section ditching.
- *Initial Cause of Sedimentation:* Sedimentation in a culvert probably originated off site.

POLICY:

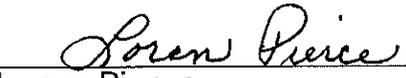
- Because sedimentation probably originated off site and work is normally scheduled with routine section ditching, landowners will not be charged for machinery or labor expenses associated with work on private driveways.
- Landowners will be billed only for the materials (i.e. culvert, bands, fill, gravel, asphalt, etc.) used in replacing or repairing a driveway culvert along county trunk highways if the total cost of all materials used is greater than \$50.
- The replacement or repair must not have been necessitated by a highway department worker's actions or performed in conjunction with a reconstruction or reconditioning project.

Recommended for Adoption:

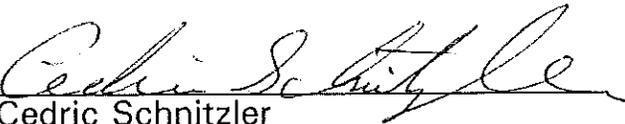


Jack Dittmar, County Highway Commissioner

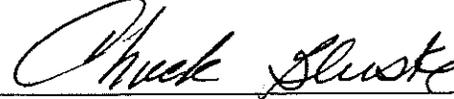
Adopted: May 15, 2003
Monroe County Highway Committee:



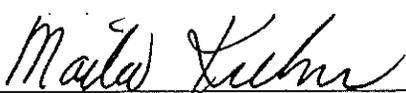
Loren Pierce



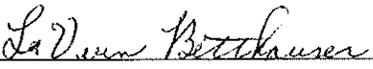
Cedric Schnitzler



Chuck Bluske



Maila Kuhn



LaVern Betthausen

MONROE COUNTY HIGHWAY DEPARTMENT
STANDARD OPERATING POLICY NO. 03-2 (SOP-03-2)

PRIVATE MAILBOX REPLACEMENT & REPAIR

Purpose:

To set the criteria that determines when and how mailbox replacement or repair will be performed by the County Highway Department.

Justification:

Replacement of mailboxes with standard generic receptacles only when actually hit by a county vehicle will:

- Not burden all taxpayers of Monroe County with the cost of replacing mailboxes that are damaged by flying snow and/or weakly constructed or in need of repair.
- Not burden all taxpayers of Monroe County with the cost of replacing expensive (mainly decorative) mailboxes.
- Maximize the use of tax dollars for the benefit of the entire county public.
- Provide landowners with a written policy when they have questions or are installing a new mailbox.
- Provide an incentive for landowners NOT to install expensive mailboxes along the edges of highways.

Policy Criteria Considerations:

- *Who Caused Damage:* Damage caused by highway workers or others.
- *Type of Receptacle:* Plastic and non-metal materials are not very durable in the winter due to brittleness.
- *Decorative Receptacles:* Best place for decorative receptacles (or any residential decorations) is outside the right-of-way.
- *Winter Replacement:* Frozen ground makes permanent repairs not possible until spring.
- *Installation of Replacement or New Receptacle:* Specifications for landowner use.

POLICY:

- The County Highway Department should be responsible for replacement of private mailboxes only if they were damaged by actually being hit with a county vehicle or its appurtenance.
- Mailboxes damaged by flying snow or slush WILL NOT be replaced or repaired by the County Highway Department.
- Mailboxes WILL ONLY be replaced with standard metal silver color receptacles. One of the two or three standard sizes will be used which is as close to the existing size as possible. Lettering, numbering and other identification marks are the owner's responsibility. If an owner wants to purchase their own receptacle, a check will be issued for the Dept's. cost of the standard size receptacle that the Dept. would've installed.
- Installation should comply with the UW-Madison, Dept. of Engineering Professional Development, Transportation Information Center (TIC), WI Transportation Bulletin relating to Mailbox Safety (currently Bulletin #14)

Recommended for Adoption:

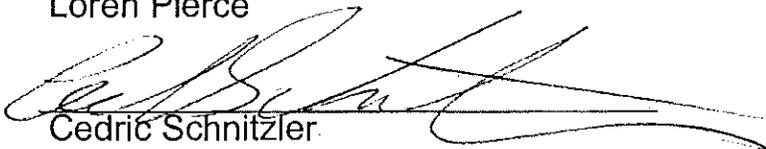


Jack Dittmar, County Highway Commissioner

Adopted: December 11, 2003
Monroe County Highway Committee:



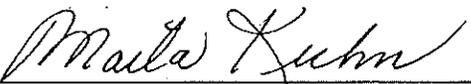
Loren Pierce



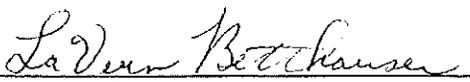
Cedric Schnitzler



Chuck Bluske



Maila Kuhn



LaVern Betthausen

RESOLUTION _____

WHEREAS, the Monroe County Highway Department is proposing to replace pavement on CTH B (Project I.D 7100-00-00/70), and

WHEREAS, Wisconsin Administrative Code Trans 75.06 requires the construction of bikeways and sidewalks for this project unless it is determined that there is an absence of need pursuant to Trans 75.06; and

WHEREAS, the Monroe County Highway Department has determined that pursuant to the standards of Trans 75.06 there is an absence of need for sidewalks on the aforementioned project.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Highway Department has determined, as the Highway authority under Trans 75.06, that there is an absence of need for sidewalks for the project on 2.84 miles of CTH B.

Dated the ___ day of _____, 2015, Monroe County, Wisconsin.

Monroe County Highway Committee

James Schroeder, Chair

Wade Blackdeer, Supervisor

Gail Chapman, Supervisor

David Pierce, Supervisor

Nodji VanWychen, Supervisor

ADOPTED ON: _____

ATTEST:

Jack Dittmar, PE, Highway Commissioner