



Administration Building

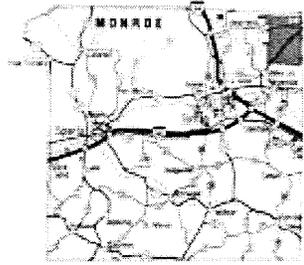
MONROE COUNTY HIGHWAY DEPARTMENT

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, July 17, 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. Scheduled Time Off
7. 2016 Preliminary Budget (copy attached w/ supplemental & machinery details)
8. 11:00 a.m. Bid Opening – Heavy Equipment Trailer
9. Future Agenda Items

Date Notice Posted: July 13, 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.*

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, Office Manager – Becky Pitel, Monroe County Corporation Counsel – Andy Kaftan (Items I.-IV. & VI. *only*), and Tomah Police Chief – Mark Nicolson (Items I.-IV. & VI. and VII. *only*).

- I. Period of Public Comment – None at this time.
- II. Motion to approve the minutes of the May 15, 2015 meeting made by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 5/28/2015

| | |
|-------------------|--------------------|
| • Field Personnel | \$62,683.81 |
| • Administration | <u>\$11,885.61</u> |
| • Total | \$74,569.42 |

Check Date: 6/11/2015

| | |
|-------------------|--------------------|
| • Field Personnel | \$64,078.88 |
| • Administration | <u>\$12,050.44</u> |
| • Total | \$76,129.32 |

IV. Vouchers presented as follows:

| | |
|------------------|---------------------|
| • Early Pay | \$186,353.22 |
| • Credit Cards | \$ 1,290.72 |
| • Month Vouchers | <u>\$ 35,370.20</u> |
| | \$223,014.14 |

**Agenda rearranged to accommodate guests.

VI. Cold Storage Building

Chairman Jim Schroeder stated that the cold storage building was discussed previously, but he feels that the Commissioner has overstepped his boundaries. Jim feels that the Committee should be approving purchases of buildings & equipment, as their responsibility is to represent the tax payers. Corporation Counsel Andy Kaftan explained to the Committee that State Statutes set the boundaries on how county government is to operate. Corporation Counsel Andy Kaftan explained that the County Board's job is to approve the budget. When the County hired a County Administrator it changed the Committee's job duties. With an Administrator, the Committee's duties are policy making only and the Commissioner's job is to administer the Committee's policies. Kaftan feels that there was a lack of education for the County Board when they switched to having a County Administrator which has caused a lot of confusion for many. Kaftan stressed that the Commissioner has the authority per State Statutes to administer the budget as adopted by the County Board. However, Kaftan also stated that the situation could have been handled differently and that it is important to keep an open line of communication. Ultimately, the County Board said "yes" to the purchase of the new building when they approved the budget. There are only a couple of functions, such as veteran grave aids that do not have to be approved through the county budget per state statute. Kaftan said that the Commissioner is responsible for machinery, tools and storage and it is a simple fact that it was budgeted. Part of the Committee's job is to scrutinize the budget, not rubber stamp it. Kaftan suggested that the Committee work on creating ordinances and policies going forward. Jim Schroeder feels that this line item was not brought forward at budget time. Wade Blackdeer inquired if the Committee had the authority to nix a project back in 2012. Kaftan responded "no", they thought they had the authority. Unfortunately, when the Commissioner was undermined by the previous Committee he did not challenge it. The hope is that we have good communication and there will be no gray areas. Jim stated that he felt like the checks and balances were out of place, but he now understands since it has been explained to him more clearly. Kaftan stated that the discussion should have happened at budget time, as the building gives a benefit to the life of

June 19, 2015 meeting of the Monroe County Highway Committee

equipment. Gail Chapman feels that the money should have been put into roads, not a building. Jack Dittmar stated that we have millions of dollars of equipment sitting outside that we cannot afford to replace. Gail stated "let it sit there, it is all iron". Schroeder feels that they should reduce the machinery fund since the building will benefit the equipment. Chapman is also concerned that he sits on the Committee and did not even get to see the bids for the road work and would like to know why he is actually a part of the Committee. Kaftan reminded the Committee that they can look at setting a policy to view all paperwork prior to approval. Dittmar struggled to understand what the point is if they can view the paperwork, but legally cannot do anything with it or have the authority to approve it. Wade Blackdeer stated that when line items are carried over it is the Committee's responsibility to question if the line item is really needed. He feels that it's the Committee's fault for not questioning these items. Jack reminded the Committee, that exactly one year ago the Committee/Commissioner role changes when the County has an Administrator were discussed as documented in the minutes. Schroeder feels that the only thing that is different is how Jack is handling things. Wade Blackdeer does agree that once the County Board approves the budget, it is up to Jack how the money gets spent, it was just never made clear to the Committee on how the process changed. It is a lesson learned and water under the bridge, Kaftan stated. The Committee discussed that they would like bids opened at their meetings at least. Schroeder stated that going forward the Committee is going to have to set a policy making process. Nodji VanWychen stated that she has one final comment. It was hard for Nodji to accept the authority of the County Administrator and she does not feel it was explained very well as to what the authority of the Administrator would be. She feels that in 2016 there needs to be County Board education on Administrator/Committee/Department Head roles/authorities. Nodji stated that she would accept her part of the blame over the confusion of this line item.

VII. CTH ET Speed Limit West of Tomah

Tomah Police Chief Mark Nicholson introduced himself and said Public Works Director Kirk Arity could not be present today. The City would like the county to consider moving the beginning of the CTH ET (Bow St.) 30 mph speed limit from Gondola Rd. 300 yards west past Nicholas St. to the hill crest. Nicholson stated that there is a lot of housing development on Nicholas St. as well as use of the soccer field for sporting events. Fortunately there have been no accidents. The City placed a metro count unit in this area and there is an average of 1500-1600 cars a day going past Nicholas St. at an average speed of 35 mph with a maximum of 75 mph. Nicholson stated that a good number of cars are going slower and not included in the average speed as they are probably turning into the Nicholas St. intersection. The existing speed limit up to Gondola Rd. is 55 mph and the hill crest is blocking the slower speed limit. Jim Schroeder inquired if it was possible to change the speed limit. Jack Dittmar stated that moving the speed zone is possible but the City will need to enforce the new limit. Dittmar also stated that it would be best if the school district would give out their projected plans for the soccer field property just east of Gondola Rd. as it will seriously impact highway design and speed zones. Chief Nicholson stated that this area is the future site for a new middle school. Schroeder feels that the Committee has a responsibility if the City is getting complaints and inquired to Jack if he wants to do a study of this area. Dittmar explained that CTH speed limit changes have to be approved by the full County Board as they are a change to County ordinances. The Committee will review this concern and get back to the City.

V. Commissioner's Report (copy attached)

• **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.

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- **The CTH B project is done except for shouldering.
- **Twin City Striping will be painting our centerline and edgeline striping.
- **Jack will be submitting for state disaster damage aid for the CTH E culvert that washed out this Monday.
- **The CTH N railroad crossing north of Valley Junction will be getting replaced next week.
- **The current proposed state budget eliminates WDNR funded dead deer pickup on all highways except state & interstate highways.
- **Jack is reviewing federal bridge replacements with Towns that have eligible bridges. Applications for the 2015-2020 program are due at the end of July.

- **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?

**** = added to report during meeting**

VIII. County Board Resolution – Voluntary Sale of Real Estate to WIS DOT for Highway 71 project (copy attached)

Jack explained that the county owns 1.24 acres of property at the corner of STH 71 & Dakota Avenue and the WDOT is looking to acquire the entire parcel for a STH 71 reconstruction project. The state only pays for land outside of existing highway right-of-ways. Jack stated that there is no adjacent landowners that would benefit from this parcel and the Property & Purchasing Committee has recently approved this resolution. Gail Chapman inquired if the money from the sale would go to the county's general fund. **Motion made by Jim Schroeder to sell the parcel of property to the WIS DOT and approve this resolution, seconded by Dave Pierce. All ayes, motion carried.**

IX. Department Policy Review: Drainage & Ditching, Private Driveway Culvert Replacement & Repair, and Private Mailbox Replacement & Repair (copy attached)

The Committee reviewed the existing policies for drainage & ditching, private driveway culvert replacement & repair and mailbox replacement & repair. No changes needed at this time.

X. Temporary Bypass Policy for Structure Replacements

Jack Dittmar explained to the Committee that he feels there should be a policy in place for bypasses for structure replacements. It has recently come up in discussion at a couple of federally funded county bridge public informational meetings. The Town of Clifton was concerned about not having a temporary bypass when the CTH N bridge gets replaced as they say it is 12 miles to go around through Kendall. Jack stated that in his almost 17 years as Commissioner we have never expended county or federal funds on a temporary bypass for a federal bridge replacement project. **Motion made by Dave**

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Pierce to have the Commissioner draft a policy for temporary bypasses for structure replacements, seconded by Gail Chapman. All ayes, motion carried.

XI. Highway Department Resolution – Trans 75 Absence of Need: Sidewalks, CTH B Pavement Replacement project, WDOT I.D. 7100-00-00/70 (copy attached)

Jack Dittmar explained that presently there is a 5 foot shoulder, but no sidewalk on the CTH B project. If we wanted to add separated bike lanes or sidewalks we would need to buy additional right-of-way. This project is grinding up the existing pavement & replacing it due to the pavement being 25 years old and unevenly cracked & wheel rutted. Jack explained this is one of the few highways that we can easily use federal funds to repair without having to perform a major reconstruction. **Motion made by Dave Pierce to approve the resolution for an absence of need for sidewalks on the CTH B project, seconded by Nodji VanWychen. All ayes, motion carried.**

XII. GSB-88 (Gilsonite Sealer Binder) Asphalt Preservation Proposal, Gee Asphalt Systems Inc.

Jack Dittmar presented the Committee with some sales literature on Gilsonite Sealer Binder that he and some of the Committee received at the highway conference. This product is used to extend the life of pavement and takes the place of a seal coat. This product is used in conjunction with sand instead of aggregate chips. It costs approximately \$13K per mile to seal a CTH with this product, whereas, it costs about \$18K per mile to seal coat a CTH. This product keeps the road from oxidizing due to weather and adds some of the beneficial materials back in to the asphalt that are currently being taken out with today's asphalt processing. Jack is proposing this sealing on CTH A through Fort McCoy and CTH O north of USH 12 as well as the Wilton shop parking lot. This would cost approximately \$80K to Gilsonite seal all these areas. **Motion made by Dave Pierce to GSB-88 seal the proposed areas for approximately \$80K, seconded by Nodji VanWychen. All ayes, motion carried.**

XIII. Future Agenda Items

Dave Pierce would like to discuss ~~employee scheduled time off~~ *employee scheduled time off* at the next meeting.

Motion to adjourn at 11:41 a.m. by Dave Pierce, seconded by Gail Chapman. All ayes, motion carried.

County Highway Commissioner's Report for: July 17, 2015

Projects:

- County crews: continued mowing, cleaned up from the severe spotty Monday June 15 rainstorms, performed miscellaneous drainage cleaning/ditching, completed a large road reconditioning project for the Town of Jefferson and also started a large culvert replacement project for the Town of Jefferson, completed shouldering the CTH B & CTH BB projects, and performed some maintenance paving on CTH ET in Tomah.
- State crews: finished mowing, patched potholes, repaired guardrail and fencing, performed sign repair, paved the STH 173 railroad crossing, had Juneau County spray weeds around guardrail, and performed shoulder maintenance.
- State & County Crews: started crack sealing and deck sealing concrete bridges.
- The FHWA and WDOT performed a National Bridge Inspection annual field review last week and everything went well.
- The CTH BC bridge replacement is expected to start next week.
- A Public Information Meeting for the federal CTH B pavement replacement project is scheduled for next Committee meeting.

Equipment & Facilities:

- Construction of the new cold storage building is scheduled to start next week.

Budget:

- May 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 over 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 \$1,000k under historic averages.

Personnel:

- We interviewed & tested 8 of the 14 Public Works Laborer applicants at the end of June and the top 3 candidates are currently being evaluated by Personnel and we hope to have new employees on board within the next month.

2015 MAY 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 5/31/2015

* 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 | \$411 | 26.5% | \$456 25.0% | 26.0% |
| 1-53312 | County Snow & Ice Control | \$604 | \$561 | 92.9% | \$505 71.7% | 68.6% |
| 1-53319 | C.T.H. Supplemental Construction | \$2,265 | \$151 | 6.7% | \$12 0.9% | 8.9% |
| TOTALS = | | \$4,416 | \$1,123 | 25.4% | \$973 23.7% | 25.7% |

| | 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 | \$2,002 | 67.2% | \$3,502 118.2% | 91.9% |

2016 MONROE COUNTY HIGHWAY DEPARTMENT BUDGET

| Exp. Acct. #(s) | Description | Budget | Revenue | Operating Levy |
|---|--|---------------------|--------------------|--------------------|
| 49300 | Highway Fund Surplus Applied | \$0 | \$500,000 | (\$500,000) |
| 53112 & 53190 | Highway Administration | \$500,000 | \$250,000 | \$250,000 |
| 53111 | Highway Committee | \$1,000 | \$0 | \$1,000 |
| 53311 | Maintenance CTH's | \$1,800,000 | \$1,000,000 | \$800,000 |
| 53312 | CTH Winter Maintenance | \$750,000 | \$0 | \$750,000 |
| 53319 | CTH Supplemental | \$2,925,000 | \$945,000 | \$1,980,000 |
| 53318 | CTH Bridges (includes Fed-Aid bridges) | \$72,000 | \$32,000 | \$40,000 |
| 53315 | Federal Aid Projects (non-bridge) | \$200,000 | \$0 | \$200,000 |
| 53283 | Buildings & Grounds Improvement Fund | \$100,000 | \$0 | \$100,000 |
| 53281 | New Machinery Fund | \$760,000 | \$760,000 | \$0 |
| 53320 | State Highways Maint. & Constr. | \$2,500,000 | \$2,500,000 | \$0 |
| 53330 | Local Governments Maint. & Constr. | \$140,000 | \$140,000 | \$0 |
| 53340 | County Departments Maint. & Constr. | \$70,000 | \$70,000 | \$0 |
| 53350 | Federal Government Maint. & Constr. | \$0 | \$0 | \$0 |
| 53360 | Non-Government Maint. & Constr. | \$10,000 | \$10,000 | \$0 |
| 53470 | Sale of Materials | \$450,000 | \$475,000 | (\$25,000) |
| Total Operation = | | \$10,278,000 | \$6,682,000 | \$3,596,000 |
| 2015 Operating Levy (\$2,519,385+\$462,174 shop & bldgs and grnds operations) = | | | | \$2,981,559 |
| 2015 - 2016 Operating Levy Increase = | | | | 20.61% |
| Wage & Benefit increases are NOT included in above figures. | | | | |
| <i>As a separate line item on County Board Budget sheet:</i> | | | | |
| 53182 | County Bridge Aids (Towns & Villages) | ??? | ??? | #VALUE! |

Reviewed by the Highway Committee on July 17, 2015

NOTE: These are PROPOSALS only! Improvements are approved with the entire County budget and subject to deletions/additions depending upon county service taxing priorities.

| <u>BUDGET PROPOSED 2016 COUNTY HIGHWAY IMPROVEMENTS (CTH Supplemental Acct)</u> | | | | | | | | | | |
|---|--------------------------|--------------------------|---|--------------------------------------|--|---------------------------------|------------------------------------|-------------------------------------|--------------------------|--------------------|
| (Note: All estimated costs are in 2016 dollars) | | | | | | | | | | |
| <u>CTH</u> | <u>SEGMENT</u> | <u>LENGTH</u> (miles) | <u>2011</u> <u>AADT &</u> <u>FUNC.</u> <u>CLASS.</u> | <u>TYPE OF</u> <u>IMPROVEMENT</u> | <u>COMMENTS</u> (IF TIED TO ANOTHER PROJECT, EXPLAIN) | <u>ESTIMATED</u> <u>COST</u> | <u>ESTIMATED</u> <u>REVENUE</u> | <u>ESTIMATED</u> <u>NET COST</u> | | |
| A | STH 16 to CTH AA | 1.0 | 690 MaC | Major Reconditioning | Major wheel rutting most of segment and severe pavement shoving at STH 16 intersection | \$300,000 | \$0 | \$300,000 | | |
| A | Ironwood Rd to Irvine Rd | 1.0 | 590 MaC | Reconstruction | <i>Finish project started in 2015</i> To 2014 new pavement at bottom of big hill, major relocation of curves & improvement of Irvine Rd intersection All of 2012-2013 & 2014-2015 LRIP revenues | \$1,425,000 | \$945,000 | \$480,000 | | |
| EW | Augusta Rd to STH 173 | 4.8 | 200 MaC | Major Reconditioning | Start at new bridge just west of Augusta Rd Jurisdictional Transfer CTH EE (CTH EW to CTH HH) to Tn Scott | \$1,500,000 | \$0 | \$1,500,000 | | |
| TOTAL MILES = | | | | | | 5.8 | | | ESTIMATE TOTALS = | \$2,925,000 |
| | | | | | | | | | \$945,000 | \$1,980,000 |

AADT = Annual Average Daily Traffic

FUNC. CLASS. = Functional Classification: MaC = Major Collector, MiC = Minor Collector, L = Local

