



Administration Building

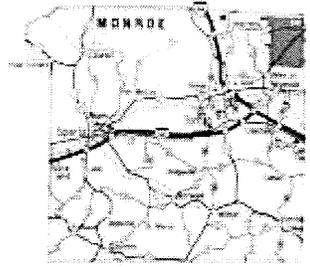
MONROE COUNTY HIGHWAY DEPARTMENT

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, September 18, 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. Personnel Items – Discussion ONLY to Include: Wages, Interstate Premium Pay, Performance Pay, Scheduled Time Off, Training & Length of Employment
7. Federal Surplus Property Purchases
8. Horse Manure on CTHs
9. Resolutions - TRANS 75 Absence of Need Excluding Bicycle & Pedestrian Accommodations:
Project ID 5119-00-02 CTH M Bridge over Branch of Sleighton Creek
Project ID 5126-00-01 CTH N Bridge over Spring Valley Creek
10. Future Agenda Items

Date Notice Posted: September 14, 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.

August 21, 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, David Pierce, Wade Blackdeer and Nodji VanWychen.

Members absent: none

Others present: Highway Commissioner – Jack Dittmar, Office Manager – Becky Pitel, County Board Supervisor District 4 – Cedric Schnitzler (Items I.-V. *only*), County Highway Employee & Town of Clifton Supervisor – Kevin Cook (all Items except VIII.), DeCleene Trailers Sales Manager – Jim Kline (Item IX. *only*), SEH Project Manager – Dan Gustafson (Items I.-VIII. *only*), and CTH B Residents (all for Item VIII. *only*) – Tom Meronek, Barb Meronek, Lisa Krause, Deborah Bracey, Walter Kuruzovich, Dale Anderson, Randy Schmitz, Alan Jackson, Patrick Kobernick and Richard Guy.

I. Period of Public Comment – County Highway Employee Kevin Cook inquired if the Committee had done anything regarding highway employee wages and performance evaluations. Cook read in the last month's minutes that Nodji VanWychen had inquired about discussing these topics further. Chairman Jim Schroeder stated that he cannot respond to any of Mr. Cook's comments, but he can consider addressing it on a future agenda. Kevin Cook is concerned about where the Department's course is headed. He feels that many experienced employees are leaving, which creates a safety concern for the remaining highway employees. Chairman Schroeder again stated that he cannot address this item today as it is not on the agenda. Kevin Cook stated that he would like to "state without retributions" that the training meeting for the evaluation process explained the process to the employees differently than the process that is being used. Cook also expressed that for the last two years he has disagreed with his evaluation and to date no one has ever followed up with him to see why he felt this way. His evaluation has also been docked for missing two call outs. Cook does not feel that it is fair to have someone evaluating you that you do not even work with on a daily basis. He also does not understand why his Supervisor cannot explain to him why his evaluation is so low. Mr. Cook is just not sure where the Department is headed and if he can trust the new unexperienced employees working next to him.

II. Motion to approve the minutes of the July 17, 2015 meeting made by David Pierce, seconded by Gail Chapman. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 7/23/2015

• Field Personnel	\$60,149.36
• Administration	<u>\$12,110.68</u>
• Total	\$72,260.04

Check Date: 8/06/2015

• Field Personnel	\$60,680.44
• Administration	<u>\$12,180.77</u>
• Total	\$72,861.21

Check Date: 8/20/2015

• Field Personnel	\$63,087.72
• Administration	<u>\$11,885.61</u>
• Total	\$74,973.33

IV. Vouchers presented as follows:

• Early Pay	\$418,494.39
• Credit Cards	\$ 862.53
• Month Vouchers	<u>\$ 84,446.39</u>
	\$503,803.31

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

• **Projects:**

- County crews: completed mowing, performed miscellaneous drainage cleaning/ditching, completed a large culvert replacement project for the Town of Jefferson, completed small road improvement projects for the Towns of Greenfield & Wilton, ground up a road for the Town of Sheldon, performed maintenance patching & spot sealing, cut some trees, and replaced a few cross-culverts on the CTH EW reconditioning project.

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- State crews: repaired guardrail and fencing, performed sign repair, and performed shoulder maintenance.
 - State & County Crews: completed crack sealing and deck sealing concrete bridges.
 - The CTH BC bridge replacement is progressing nicely with the deck poured last week. Opening of the new bridge will probably be in mid-September.
- **Gee Asphalt sealed CTH A and CTH O yesterday with the new GSB-88 sealer and Scott Construction started sealcoating this summer's bid chip seal highways.

- **Equipment & Facilities:**

- Construction of the new cold storage building is almost complete.
- Our new Peterbilt cab & chassis was delivered last week.
- Our trailer #194 sold on the Wisconsin Surplus auction site last week for \$5,234. \$2,000 was the most any of the new trailer bidders would give us for a trade-in.

**Highway Commissioner Jack Dittmar explained to the Committee that the Federal Surplus Property program is disposing of some equipment for 5% or less of its established public value. Some of the equipment could greatly benefit the Department especially if it is located right here at Fort McCoy. Dittmar would like the Committee to discuss giving the Department blanket purchase authority for unbudgeted minimal cost equipment purchased through the Federal Surplus Property program as the equipment is only available to public entities for 3 weeks before going to public auction. Specifically right now the program may have some Cat D7 bulldozers with rippers available for around \$5k. These machines would be close to \$500k brand new and a good used one of this age would cost around \$50k.

- **Budget:**

- July monthly budget analysis is attached. Even with significantly reduced budgets for our 3 main accounts, we continue to be real close to combined historic average expenditures for these accounts. Winter maintenance expenditures are 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 continues to be under historic averages and is currently about \$650k under.

- **Personnel:**

- Three new Public Works Laborers started at the end of July/beginning of September so we are finally at full approved staffing.

**Highway Commissioner Jack Dittmar also wanted to take a moment to express that he is in favor of the 2016 Pay for Performance resolution from the Personnel Committee that will go to the full County Board next week. Specifically the paragraph that raises the compensation of employees with 5 or more years of service and satisfactory performance evaluations being raised up to 98% of their current pay group. Although this paragraph only raises the pay of 6 Department employees, it is well deserved by these 6 employees and is a step in the right direction for the entire Department.

**Chairman Jim Schroeder stated that he would like to also discuss why higher authorities have the right to change an employee's evaluation. He also wanted to discuss the qualifications of the new employees and if the highway department is attracting the right type of applicants. Wade Blackdeer asked to clarify that even though we are hiring employees as "laborers" they are expected to be "operators".

** = added to report during meeting

*** Agenda rearranged to accommodate guests. ***

VIII. 10:00 a.m. - CTH B Public Informational Meeting

SEH Project Manager Dan Gustafson explained to the public that this is a federally funded pavement replacement project. The CTH B project will pulverize the existing blacktop and repave with 4" of new asphalt (paving will go over the existing gutter to improve the flowline without having to remove the existing curb & gutter). The project is estimated to take 3 weeks depending upon weather. Chairman Jim Schroeder inquired if the residents can pave their driveways at their own expense. Gustafson stated that they certainly could and Highway Commissioner Jack Dittmar clarified that it would be up to the landowner to contact the contractor directly for this service. Questions and comments arose as follows...

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- Lisa Krause inquired if they raise the level of the highway, how far will they bring her driveway up. She is concerned because she is next to a curve in the highway with a dip, which may cause ice buildup from water. Chairman Jim Schroeder stated that they will have to make sure that the taper is done correctly to shed the water.
- Deborah Bracey inquired how the funds for this project were allocated previously and they disappeared. Highway Commissioner Jack Dittmar explained that this project was anticipated to be funded by a second round of American Recovery & Reinvestment Act (ARRA) funds. To use ARRA funds the project needed to be ready to go as soon as the money was available. Unfortunately, when the design was just getting started, the funds were never allocated by the feds for the second round of ARRA. Bracey inquired about the project width of the highway and shoulders. She stated that with the highway being paved in 1991, she feels that it is still in fairly decent shape for a country road. She is mainly concerned on how this project is going to impact her property and yard. Gustafson explained that the gravel shoulder would be feathered into her existing driveway. Gustafson also stated that this highway has some serious cracks and the goal is to fix this highway now to prevent pot holes.
- Walter Kuruzovich stated that his wife is concerned about how she is going to get to work while the highway is being reconstructed. His wife works at Fort McCoy and she normally cuts through by General Avenue since they live by Festival Avenue. Gustafson stated that the highway will be open to local traffic, but he personally does not like driving through road construction. Gustafson stated that Mrs. Kuruzovich may want to allow extra time travelling to work during the construction. However, it is likely that at the time that Mrs. Kuruzovich goes to work the road construction may not have started for the day.
- Deborah Bracey inquired as to when the project will start. Highway Commissioner Jack Dittmar explained that this is a working day contract, which means that the contractor will perform the project when they can fit it into their schedule. This type of contract helps hold down costs. Unfortunately we do not have a specific start date but it will be sometime during next summer.
- Walter Kuruzovich inquired if widening the highway will move it more to the east or the west. Gustafson explained that the highway will stay exactly where it is and the shoulder will be the same. However, the shoulder may be paved in certain areas. Mr. Kuruzovich is concerned that his mailbox may have to be changed or moved. Gustafson does not feel that this will be an issue.
- Richard Guy inquired how the pavement and dip will be affected by the creek.
- Lisa Krause inquired if this highway reconstruction project will raise her taxes. Highway Commissioner Dittmar explained that the project is 80% federally funded and our 20% has already been accounted for in the Department's normal budget, so it will not affect her taxes.
- Patrick Kobernick inquired what will happen to the curb with the highway being raised. Gustafson stated that they will pull some ground up pavement away from the gutter and then pave only the top layer of new pavement over the gutter to save most of the existing curb. Paving over the existing gutter will also help to make his driveway slope a little more gradual.
- Richard Guy stated that his driveway is sometimes not wide enough for newer farm machinery. Chairman Jim Schroeder inquired if his driveway could be widened. Mr. Guy also stated that in one of his fields he is presently driving through the ditch or he goes through the waterway depending upon the season. Discussion arose about possible culvert extensions or an extra driveway. Mr. Guy was given a county driveway permit application.

VI. 2016 Final Budget (copy attached w/ supplemental & machinery & Building & Grounds details)

Highway Commissioner Jack Dittmar inquired if the Committee had any further questions on the draft budget he presented at last month's meeting. No questions were asked at this time. Dittmar explained that he did increase the line item for machinery as the cost of replacement graders has increased since we purchased our last grader. However, Dittmar also increased the revenue to offset this expenditure as our machinery revenue has stayed high enough due to the increased state work. Jack also corrected the machinery list to include the 2 trailer mounted impact attenuators. Jack also handed out the buildings and grounds (facilities) improvement fund detailed listing which wasn't available at the last meeting. As discussed at last month's meeting, this detail includes removing & replacing the Cashton fuel system, fencing at the Sparta shop, and security camera systems at the dogpound and all shops (except the Sparta main shop). No other changes were made to the draft budget handed out at the last meeting. **Motion made by Wade Blackdeer to accept the presented 2016 budget with the machinery line item increase and a total operating levy of \$3,596,000 an increase of 20.61% over the current operating levy, seconded by Dave Pierce. All ayes, motion carried.**

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VII. Monroe County Highway Department Standard Operating Policy No. 15-1 (SOP-15-1) –Structure Replacement Temporary Bypasses

Highway Commissioner Jack Dittmar explained that this standard operating policy is primarily for bigger structures such as bridge replacements as briefly detailed at a previous meeting. Dittmar explained that in his 17 years as Commissioner a temporary bypass has never been used for a bridge replacement and only the recently approved Town of Sheldon project will use a bypass because the bridge is on a dead end road. Dittmar feels that with townships only being 6 miles wide by 6 miles long it very rarely creates a long detour. Dittmar suggested increasing the detour length in the proposed operating policy from 10 miles to 12 or 15 miles. David Pierce was opposed to the increase as that would be a really long detour for farmers with tractors. Dittmar mentioned the Town of Wilton CTH M replacement in which the Town wanted to replace the bridge in its existing location even though a long detour would be required. He suggested that residents work out a bypass for farming with their neighbors, as the cost of installing a legal bypass for all public traffic is a great expense. Dittmar also stated that in the past the Town or County has compensated farmers for the loss of one hay cutting at much less expense than a temporary bypass. **Motion made by David Pierce to adopt the Standard Operating Policy No. 15-1, Structure Replacement Temporary Bypasses with a 10 mile maximum detour length, seconded by Gail Chapman. All ayes, motion carried.** The Committee signed the policy.

IX. 11:00 a.m. – Bid Opening – Heavy Equipment Trailer Rebid

Highway Commissioner Jack Dittmar explained that after reviewing last month's bids for a heavy equipment trailer, Department Supervisors decided that they should go with a heavier trailer that can haul up to 25 ton and completely follows Mathy Construction's trailer specification which they have perfected over the last decade. So last month's bids were all rejected and another bid sent out with the new specifications. Chairman Jim Schroeder opened the sealed bids and read aloud. Bids are as follows...

- Brooks Tractor \$33,350 and \$1,500 trade allowance for trailer #163
- DeCleene Trailers \$28,993 - \$92 for each additional lash ring and \$2,000 trade allowance for trailer #163
- Wilshire Trailers \$34,500 and no trade allowance offered for unit #163

The Commissioner and Department Supervisors will sit down and evaluate the best value for the Department before accepting a bid.

X. County Board Resolution Amending Chapter 38 Article III Division 2 of the Monroe County General Code or Ordinances – Speed Limits – CTH ET City of Tomah & Town of LaGrange (copy attached)

Highway Commissioner Jack Dittmar handed out copies of the attached resolution with the speed limits pertaining to CTH ET in the City of Tomah & Town of LaGrange highlighted. Current County Code references the highway as CTH E in and around the City. This resolution changes all references to CTH ET and changes the existing speed limits in two places. The first is moving the beginning of the existing 35 mph at Gondola out to the top of the hill west of Gondola Rd & Nicholas St. The second is lowering the speed limit on West Veterans St from 35 mph to 30 mph to be consistent with the existing 30 mph speed limit on East Veterans St. Jack Dittmar would like this resolution to be send to the City Police Chief and Administrator before it gets presented to the County Board for adoption. Dave Pierce suggested asking the City of Tomah if they would pay for the \$600 worth of signing revisions since they requested these speed limit changes. **Motion made by Wade Blackdeer to approve the resolution and to move it forward to the September County Board meeting if the City of Tomah has no comments, seconded by David Pierce. All ayes, motion carried.**

XI. Future Agenda Items

Nodji VanWychen would like to further discuss the employee evaluation process, employee training, wages for highway employees & interstate pay. She would also like to see numbers in regards to employees whom have left, retired, number of years of service with a comparison of the employees that have retired to work somewhere else. Jack Dittmar inquired about discussing horse manure on county highways, the Committee agreed to further discuss these concerns.

Jack Dittmar asked the Committee if they would change their October meeting as Office Manager Becky Pitel will be at a highway conference during the normal Committee meeting date. The Committee agreed to move the meeting to Friday, October 23rd.

Motion to adjourn at 11:51 a.m. by Dave Pierce, seconded by Wade Blackdeer. All ayes, motion carried.

County Highway Commissioner's Report for: September 18, 2015

Projects:

- County crews: performed miscellaneous drainage cleaning/ditching, performed maintenance patching & spot sealing, performed some asphalt rut filling, cut some trees, shouldered this summer's CTH BB reconditioning project, shaped and paved around the new cold storage building, replaced a few cross-culverts on the CTH EW reconditioning project, and started a PbM crack routing & sealing project on USH from CTH O to the Jackson County line.
- State crews: repaired guardrail and fencing, performed sign repair and shoulder maintenance, fixed a hole in an interstate bridge, installed liners in some failing cross-culverts, and prepared equipment to make salt brine and take delivery of salt for this upcoming winter.
- State & County Crews: completed a PbM shouldering project on the I-90 eastbound inside shoulder.
- The CTH BC bridge replacement was opened for traffic last week.

Equipment & Facilities:

- Construction of the new cold storage building is complete.
- Our new International cab & chassis was delivered a few weeks ago.
- The equipment trailer bid was awarded to Brooks tractor as the low bidder of the trailer that most completely met our specifications. (see attached bid tabulation).

Budget:

- The Committee approved 2016 budget was input into our new financial software and submitted to the Administrator.

Personnel:

- At the request of a majority of our employees, the Administrator approved extending 10 hour days to the end of September. This also gives most employees the Labor Day holiday paid at 10 hours instead of 8.

MONROE COUNTY HIGHWAY DEPARTMENT

25 Ton Equipment Trailer

	<u>Brooks Tractor, Inc.</u>	<u>DeCleene Trailer Sales</u>	<u>Wilshire Trailer, Inc.</u>
Vendor			
Make & Model	Felling, FT-50-3LP	Talbert, AC3-25-ART	Felling, FT-50-3LP
Base bid	\$33,350	\$28,993	\$34,500
Trade	\$1,500	\$2,000	No bid
Warranty	5 yr. limited structural, 3yr. Paint, 2 yr. axles	3 yr. limited structural,	5 yr. limited structural, 3yr. Paint, 2 yr. axles
Trailer Empty Weight	10,700 lbs.	12,540lbs.	10,700 lbs.
Delivery	9 week from order	9 weeks from order	12 week from order
Items not meeting spec		Deck length, Spec: 28 Ft 24 Ft Ramps, Spec: Bi fold Bid: 6' single Beaver tail, Spec: double incline Bid: single incline	

RESOLUTION _____

Resolution requesting a waiver from TRANS 75 requirements for bicycle and pedestrian accommodations for the CTH M Bridge at the Branch of Sleighton Creek.

Monroe County, Wisconsin, by its Highway Committee hereby resolves as follows:

WHEREAS, Monroe County has been working towards the reconstruction of the CTH M Bridge at the Branch of Sleighton Creek, Project ID 5119-00-02, in conjunction with the Wisconsin Department of Transportation (WisDOT), since 2014, and

WHEREAS, due to that lack of need for bicycle and pedestrian facilities along rural CTH M (with no development planned in the future), the planning, development and scoping of the reconstruction project did not include sidewalks or bikeways within the project limits.

WHEREAS, WisDOT has enacted Administrative Code Chapter TRANS 75, Bikeways and Sidewalks in Highway Projects, effective January 1, 2011, which will require that without a TRANS 75 Exception sidewalk and bikeways be installed where not previously planned, and

WHEREAS, the County believes the project meets the conditions for the Trans 75, Exception 4- Absence of Need to exclude bikeways and pedestrian accommodations.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Highway Committee, in legal session assembled, that the Committee does hereby accept that the conditions are met for Administration Code TRANS 75 Exception 4 the Absence of Need within the project area.

SIGNED: _____

(Date)

James Schroeder, Chairman

Gail Chapman, Vice-Chairman

Wade Blackdeer

David Pierce

Nodji VanWychen

RESOLUTION _____

Resolution requesting a waiver from TRANS 75 requirements for bicycle and pedestrian accommodations for the CTH N Bridge at the Spring Valley Creek.

Monroe County, Wisconsin, by its Highway Committee hereby resolves as follows:

WHEREAS, Monroe County has been working towards the reconstruction of the CTH N Bridge at the Spring Valley Creek, Project ID 5126-00-01, in conjunction with the Wisconsin Department of Transportation (WisDOT), since 2014, and

WHEREAS, due to that lack of need for bicycle and pedestrian facilities along rural CTH N (with no development planned in the future), the planning, development and scoping of the reconstruction project did not include sidewalks or bikeways within the project limits.

WHEREAS, WisDOT has enacted Administrative Code Chapter TRANS 75, Bikeways and Sidewalks in Highway Projects, effective January 1, 2011, which will require that without a TRANS 75 Exception sidewalk and bikeways be installed where not previously planned, and

WHEREAS, the County believes the project meets the conditions for the Trans 75, Exception 4- Absence of Need to exclude bikeways and pedestrian accommodations.

NOW, THEREFORE BE IT RESOLVED by the Monroe County Highway Committee, in legal session assembled, that the Committee does hereby accept that the conditions are met for Administration Code TRANS 75 Exception 4 the Absence of Need within the project area.

SIGNED: _____

(Date)

James Schroeder, Chairman

Gail Chapman, Vice-Chairman

Wade Blackdeer

David Pierce

Nodji VanWychen