



Administration Building

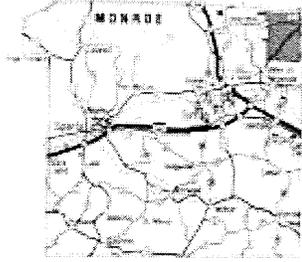
MONROE COUNTY HIGHWAY DEPARTMENT

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, December 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. Review Vouchers & Credit Card Charges
5. Commissioner's Report (copy attached)
Projects, Equipment, Facilities, Budget & Personnel
6. Bid Openings – 2016 Patrol Trucks – Single Axle & Tandem Axle
7. 2016 WDOT Routine Maintenance Agreement
8. Future Agenda Items

Date Notice Posted: December 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.

November 20, 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, David Pierce, Wade Blackdeer and Nodji VanWychen.

Members absent: Gail Chapman

Others present: Highway Commissioner – Jack Dittmar, Office Manager – Becky Pitel, County Corporation Counsel – Andy Kaftan (Item VII. *only*) and County Administrator – Catherine Schmidt.

- I. Period of Public Comment – None.
- II. Motion to approve the minutes of the October 23, 2015 meeting with a correction to the date on the top of all 3 pages made by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.
- III. Payroll presented as follows:
- | | | | |
|------------------------|--------------------|------------------------|--------------------|
| Check Date: 10/29/2015 | | Check Date: 11/12/2015 | |
| • Field Personnel | \$67,084.49 | • Field Personnel | \$60,836.68 |
| • Administration | <u>\$12,276.63</u> | • Administration | <u>\$11,885.61</u> |
| • Total | \$79,361.12 | • Total | \$72,722.29 |
- IV. Vouchers presented as follows:
- | | |
|------------------|---------------------|
| • Early Pay | \$204,312.04 |
| • Credit Cards | \$ 3,763.04 |
| • Month Vouchers | \$ 17,700.26 |
| • Insurance | <u>\$ 79,416.09</u> |
| | \$305,191.43 |

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

VII. Horse Manure & Horse Shoes on CTHs (County Corporation Counsel memo attached)

Corporation Counsel Andy Kaftan explained that the City of Augusta does not have a horse manure ordinance but they do have a hazardous waste ordinance. Kaftan still advised the Committee that if they choose to create an ordinance they need to remember that how it will be enforced is still an issue. Dave Pierce inquired if the county could consider doing some kind of signage on the highway right-of-way for this issue. Kaftan expressed concerns with the costs involved for signage and still feels that reaching out to the Amish elders would be the best place to start. He also stated that there is no such thing as a tight end gate on a manure spreader and every spreader would probably have to get a ticket. Kaftan also reminded the Committee that law enforcement would actually have to catch the horse in the act. Chairman Jim Schroeder stated that he has spoken to some of the Amish community and they don't feel that they should have to ride around with the manure and smell it. Schroeder addressed the fact that the community is not taking into consideration that we have to smell it when it gets on our vehicles. Kaftan stated that they do not have to ride with it, but they could consider pushing it off the highway into the ditch. Dave Pierce inquired to Commissioner Jack Dittmar if the county could charge them the 3 times the amount of damage per state statutes, as they do damage our roads. Dittmar stated that the county would have to be able to identify who actually did the damage, which will be difficult as horse shoe damage is normally done over time. Chairman Schroeder reinforced that the horse shoe cleats do not have to be so aggressive and the Committee could possibly reach out to the blacksmiths. Kaftan feels that the county may have to research proper horse shoeing further before making final decisions or pursuing what Crawford County is doing. He also stated that he does not know much about damage but he would be willing to look into it further. Kaftan asked Dittmar what level of highway damage is detailed in state statutes. Dittmar explained that the statute is written for egregious acts. An example, is the Town of Clifton had an individual pull a chicken coop down their road when it was hot outside after the road had just been seal coated. Jack Dittmar feels that the Amish community are paying their fair share of property taxes and they do not affect county highways as much as they affect the town roads. Corporation Counsel Andy Kaftan inquired if there were specific events, such as avoiding traffic on roads after seal coating that should be captured in an ordinance? Kaftan reminded the Committee that he would be willing to assist in reaching out to the Amish communities. Nodji VanWychen feels that the Committee should coordinate with County Zoning and reach out together.

November 20, 2015 meeting of the Monroe County Highway Committee

VI. Credit Card Approval (Existing Card Increases)

Highway Commissioner Jack Dittmar presented the Committee with a request to increase Jon Pauley's, William Pieper's and his credit card credit limits from \$500 to \$1,000. These are some of the first County credit cards issued. Most all new County credit cards are issued with a \$1,000 minimum limit. With credit card statement payments sometimes taking almost two months, \$500 doesn't go far with a few purchases across two months. Motion made by Wade Blackdeer to approve the request of increasing Jack Dittmar's, Jon Pauley's and William Pieper's credit card limits from \$500 to \$1,000 and send the request to the Finance Committee, seconded by Dave Pierce. All ayes, motion carried.

V. Commissioner's Report (copy attached)

- **Projects:**

- County crews: performed miscellaneous drainage cleaning/ditching, finished interior railing and corner bollards for the new cold storage building, continued with the second round of mowing, continued helping with custodial duties at the County Courthouse, performed ditching for the Town of Angelo and finished the CTH U reconditioning project in the Village of Norwalk which includes replacing all of the deteriorated storm sewer at the intersection of Main St & CTH U.
- State crews: widened the STH 131 right turn lane at the STH 71 intersection, repaired guardrail and fencing, performed sign repair and shoulder maintenance, installed liners in some failing cross-culverts, performed drainage ditching, sealed some concrete bridge decks, patched interstate asphalt, and took delivery of salt for this upcoming winter.
- State & county crews: crack routed & sealed STH 71 from Sparta to Norwalk and suited up trucks for winter maintenance.

**Dave Pierce asked about the status of the CTH A hill reconstruction project. Jack stated preliminary plans are almost ready and he hopes to have a public information meeting at the Tomah town hall soon.

**An operational planning meeting for the CTH Z bridge replacement was held at the site last week. The project was discussed with the main focus on flooding of Pete Degenhardt's driveway. The bridge project will not be able to eliminate flooding over Mr. Degenhardt's driveway, but will hopefully reduce flooding to maybe every 20 years instead of the existing every 2-3 years.

**The Municipal Street Improvement and Town Road Improvement Committees (MSIC & TRIC) met this week and awarded 2016-2017 state funding. The MSIC equally split their funds between 5 of the 6 applicants (Cities of Sparta & Tomah and Villages of Cashton, Kendall, & Wilton). The TRIC awarded funds to 6 out of 9 applicants (Towns of Adrian, Grant, Greenfield, LaGrange, Lincoln, & Wells).

- **Equipment & Facilities:**

- Our new heavy equipment trailer is here.
- Patrol truck bids are scheduled to be opened at the December meeting.

- **Budget:**

- September 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.
- 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 \$300k under.

- **Personnel:**

- Nothing to report.

**Our Annual Safety Day is scheduled for Tuesday December 1st with an alternate date of December 8th. All Committee members are invited for all or any part of the day (7:30 to 2:30) with lunch at about 12:30.

**Jack asked if anyone else besides Nodji and Dave were interested in attending the winter highway conference. No one else was.

**Personnel Director Ken Kittleson met with employee Scott Jerome to discuss protected free speech. Not all speech is protected, when speaking as an employee, you could be subject to disciplinary action for your words. During public comment at the October County Board meeting, Scott detailed a recent Highway Committee meeting he attended. No one recalled the Commissioner getting out of his chair during that meeting. The Personnel Committee addressed the 2008 tractor incident at their November meeting.

** = added to report during meeting

VIII. Future Agenda Items - None at this time.

Motion to adjourn at 10:36 a.m. by Nodji VanWycken, seconded by Dave Pierce. All ayes, motion carried.

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

Projects:

- County crews: performed miscellaneous drainage cleaning/ditching, continued helping with custodial duties at the County Courthouse, performed shoulder maintenance & patching, finished mowing, and mixed sand for winter maintenance.
- State crews: repaired guardrail & fencing, performed sign repair & shoulder maintenance, installed liners in some failing cross-culverts, performed drainage ditching, patched interstate asphalt, installed snow fence, and brined highways prior to winter weather.
- State & county crews: cut trees & brush and suited up trucks for & performed some winter maintenance.

Equipment & Facilities:

- Our new heavy equipment trailer is here.
- Patrol truck bids are scheduled to be opened at the December meeting.

Budget:

- October monthly budget analysis is attached. Even with significantly reduced budgets for our 3 main accounts, we are slightly under combined historic average expenditures for these accounts.
- Even though we have been reducing our year end cash balance and our tax levy over the last few years, cash balance is close to historic averages.

Personnel:

- Had a successful Safety Day on the alternate day of Tuesday December 8th.
- One of our newest Public Works Laborers who worked mainly at County Maintenance resigned at the end of October. An advertisement is currently out for a replacement with strong building maintenance skills.

2015 OCTOBER 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 10/31/2015

* 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	\$1,714	110.8%	\$1,579 86.8%	80.7%
1-53312	County Snow & Ice Control	\$604	\$562	93.1%	\$507 72.0%	68.9%
1-53319	C. T.H. Supplemental Construction	\$2,265	\$523	23.1%	\$808 52.6%	67.3%
TOTALS =		\$4,416	\$2,799	63.4%	\$2,894 70.6%	71.8%

	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	\$1,770	59.3%	\$2,049 69.5%	47.6%