



Administration Building

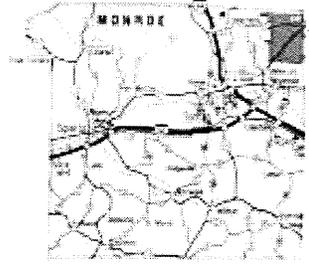
## MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

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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, May 20, 2016

### SUBJECT MATTER TO BE CONSIDERED

[all items are subject to Discussion and (except public comment & review items) 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. Election of Committee Vice-Chair
7. 9:30 a.m. Bid Opening – 2016 Culverts
8. 9:45 a.m. Bid Opening – 2016 Blades
9. Department Overview, Mission Statement (attached), Committee & Commissioner Roles
10. Winter Maintenance Guidelines (attached)
11. Policy on Organic Lands along CTHs
12. Future Agenda Items and Meeting Date & Time

Date Notice Posted: May 16, 2016

**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 15, 2016 meeting of the Monroe County Highway Committee

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

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

Members absent:

Others present: Highway Commissioner – Jack Dittmar, County Administrator – Catherine Schmit (Item XI. only), Office Manager – Becky Pitel, Monroe County Resident – Larry Revels, Scott Construction Regional Manager – Kevin Schmitz (Items I. - VII. only), Mathy Construction Company Vice President – Dana Fredrickson (Item VI. & VII. only) and Joint County ATV Council President - Roger Bean & Bear Bluff ATV Club President - Gary Everts (both Item X. only).

- I. Period of Public Comment – None at this time.
- II. Motion to approve the minutes of the March 18, 2016 regular meeting made by Nodji VanWychen, seconded by Wade Blackdeer. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 3/31/2016

• Field Personnel	\$63,230.58
• Administration	<u>\$12,253.90</u>
• Total	\$75,484.48

Check Date: 4/14/2016

• Field Personnel	\$68,357.18
• Administration	<u>\$12,625.44</u>
• Total	\$80,982.62

IV. Vouchers presented as follows:

• Early Pay	\$ 75,542.89
• Credit Cards	\$ 1,575.13
• Month Vouchers	<u>\$ 63,995.57</u>
	\$141,113.59

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

• **Projects:**

- County crews: finished cutting trees on the CTH EW reconditioning project, cleaned out the CTH Q hill including removing the loose overhanging rocks, performed shoulder maintenance, and removed spring weight restrictions.
- State crews: repaired guardrail & fencing, performed sign repair, and brined highways prior to winter weather.
- State & county crews: cut miscellaneous trees & brush, performed winter maintenance, performed miscellaneous drainage, swept pavement, patched numerous potholes, and assisted moving into the new Justice Center.
- Spring weight restrictions were removed Friday April 1<sup>st</sup>.

\*\*Gerke Excavating gave the department permission to clear brush & trees on their land for the CTH A hill reconstruction project. With the early spring we had some time to accomplish this before our spring maintenance work starts up.

\*\*Jack started new RW negotiations for both the CTH M & CTH N bridge replacement projects to be constructed in 2017.

\*\*An RFP for 2016 biennial & 2017 interim bridge inspections has been sent out.

- **Equipment & Facilities:** Nothing to report.

- **Budget:** Nothing to report.

- **Personnel:**

- Public Works Laborer advertisements were out until Friday April 8<sup>th</sup>. \*\*43 applications were received and 12 will be interviewed & tested May 11<sup>th</sup>.
- Ten hour days started last week.

\*\*2015 Performance pay increases will take effect with the next paycheck (April 28<sup>th</sup>).

\*\* = added to report during meeting

**April 15, 2016 meeting of the Monroe County Highway Committee**

**VI. 9:15 a.m. Bid Opening – 2016 Seal Coat**

At 9:15 a.m. Chair Schroeder opened and publicly read aloud the two seal coat bids. Results are as follows:

- Fahrner Asphalt - \$3.23 per gallon Cutback Asphalt Cement  
\$41.10 per ton 3/8" Granite Chips  
\$4.00 per gallon CRS-2P Asphalt Emulsion  
\$185.00 per ton 3/8" Granite Chips
- Scott Construction- \$2.878 per gallon Cutback Asphalt Cement  
\$11.97 per ton 3/8" Granite Chips  
\$4.38 per gallon CRS-2P Asphalt Emulsion  
\$45.00 per ton 3/8" Granite Chips

Commissioner Dittmar will review all bids and award within the next week.

**VII. 9:20 a.m. Bid Opening – 2016 Asphaltic Pavement**

At 9:20 a.m. Chair Schroeder opened and publicly read aloud the two asphaltic pavement bids. Results are as follows:

- Scott Construction - \$43.85 per ton Hot Mix Asphalt Pavement FOB Plant(s)  
No Bid Hot Mix Contractor Determined Location(s)  
\$51.00 per ton Hand Patching Mix  
\$49.00 per ton Paver Laid Wedging Mix  
\$66.00 per ton Paver-laid Wedging and Patching with Cold-Mix Asphaltic Pav't  
No Bid CTH A Paving with Hot Mix Asphalt Pavement  
No Bid CTH B Paving with Hot Mix Asphalt Pavement  
\$51.87 per ton CTH EW Paving with Cold-Mixed Asphaltic Pavement  
No Bid CTH EW Alternate Bid with Hot Mix Asphalt Pavement
- Mathy Construction- \$43.98 per ton Hot Mix Asphalt Pavement FOB Plant(s)  
No Bid Hot Mix Contractor Determined Location(s)  
\$54.43 per ton Hand Patching Mix  
\$52.06 per ton Paver Laid Wedging Mix  
\$71.44 per ton Paver-laid Wedging and Patching with Cold-Mix Asphaltic Pav't  
\$52.48 per ton CTH A Paving with Hot Mix Asphalt Pavement  
\$53.70 per ton CTH B Paving with Hot Mix Asphalt Pavement  
No Bid CTH EW Paving with Cold-Mixed Asphaltic Pavement  
\$50.52 per ton CTH EW Alternate Bid with Hot Mix Asphalt Pavement

Commissioner Dittmar will review all bids and award within the next week.

**VIII. 9:30 a.m. Bid Opening – 2016 Truck Mounted Attenuator**

At 9:30 a.m. Chair Schroeder opened and publicly read aloud the two truck mounted attenuator bids. Results are as follows:

- Decker Supply - \$19,950 for a Trinity-SS90 HD  
Truck mounted arrow board \$1,500-\$2,500 depending on number of lights/options.
- Lindsay Transportation - \$11,350 for a U-MAD-100k TL-3 Quick Connect  
No bid for truck mounted arrow board.

Commissioner Dittmar and Department Supervisors will review all bids and award within the next week.

**IX. 9:40 a.m. Bid Opening – Cashton Fuel System Renovations**

At 9:40 a.m. Chair Schroeder opened and publicly read aloud the two Cashton fuel system renovation bids. Results are as follows:

- Schaper Excavation & Petroleum LLC - \$36,196.80  
Option - GPI Pro Series 35 gallon per minute tank top pump with 4 year warranty  
- deduct \$6,000
- Metco - \$35,424.64  
Addition of LED fixture to existing light pole \$444

Commissioner Dittmar and Department Supervisors will review all bids and award within the next week.

**X. County Board Resolution – Amending Chapter 38 Article VI. of the Monroe County Code: All-Terrain and Utility Terrain Vehicles – Designated Routes**

Commissioner Dittmar presented the Committee with a proposed resolution Amending Chapter 38 Article VI. of the Monroe County Code: All-Terrain and Utility Terrain Vehicles - Designate Routes. Committee members and ATV group members reviewed the resolution as presented and felt this is what was applied for and discussed & revised over the last two Committee meetings. **Motion made by Dave Pierce to approve, sign and forward the resolution Amending Chapter 38 Article VI. of the Monroe County Code: All-Terrain and Utility Terrain Vehicles - Designate Routes to the full county board, seconded by Nodji VanWychen. All ayes, motion carried.**

**XI. New Right-of-Way Minimum Payment**

Commissioner Dittmar stated that the Committee approved a \$300 minimum payment for new right-of-way (R/W) in 2004. A minimum payment had been very beneficial in negotiating new R/W purchases as it makes it worth a landowner's time to meet with us, seriously consider the payment, take time to get necessary signatures, and sign off on their statutory right to appraisals. Dittmar said that it has been over twelve years and feels it is time to consider increasing the minimum right-of-way payment and recommends increasing it to \$500. Our R/W unit costs have increased from \$2,000/acre to \$5,000/acre over this same 12 year period. The Committee discussed different amounts of minimum payments. **Motion made by Dave Pierce to increase our right-of-way minimum payment from \$300 to \$500, seconded by Gail Chapman. All ayes, motion carried.**

**XII. Future Agenda Items**

None at this time.

Motion to adjourn at 10:19 a.m. by Dave Pierce, seconded by Gail Chapman. All ayes, motion carried.

## ***County Highway Commissioner's Report for: May 20, 2016***

### **Projects:**

- County crews: ground up the hill on the CTH EW reconditioning project, sealed cracks & rut filled highways that will be sealcoated this summer, performed some reconditioning work on two Town of Greenfield roads, and cleaned up the miscellaneous material piles around the Tomah shop.
- State crews: repaired guardrail & fencing, performed sign repair, picked trash, washed bridges, and installed new rumble strips at the STH 131 intersection with STH 71 east of Wilton.
- State & county crews: cut miscellaneous trees & brush, performed miscellaneous drainage, swept pavement, patched numerous potholes, continued assisting moving into the new Justice Center, and were finally able to strip trucks of winter maintenance equipment.
- RW negotiations for the CTH M & CTH N bridge replacement projects have been completed. The new bridges are scheduled to be constructed in 2017.
- Jewell Associates will continue to inspect all federal aid eligible bridges within the county for 2016 & 2017 as they submitted the most advantageous proposal.
- Seal coat and asphaltic pavement bids that were opened at the last Committee meeting were awarded to all low bidders with the paver laid wedging & patching performed by the low bid contractor.
- Jack was subpoenaed to give a deposition in a lawsuit between Jason Guthrie and the Village of Oakdale regarding storm water drainage at the intersection of West Woody Drive and CTH PP.
- The WDOT is working on an access control plan for STH 21 from Angelo to the Juneau County line and held an initial public involvement meeting last week at the La Grange Town hall.

### **Equipment & Facilities:**

- Cashton fuel system renovation bids were opened at the last Committee meeting. The bid was awarded to Schaper Excavation & Petroleum as low bidder with an optional tank mounted fuel pump.
- Truck mounted attenuator bids were also opened at the last Committee meeting. A bid award is still pending due to review of the two different makes of attenuators.

### **Budget:**

- The Town of Ridgeville sent us a letter expressing their concern & frustration over lack of adequate transportation funding and asked for our assistance in lobbying our state representatives and the WDOT for additional funding.

### **Personnel:**

- Eleven Public Works Laborers were interviewed, tested, and ranked last week. The County Personnel Director is working on hiring the top two ranked candidates as we currently have two openings.
- Two different employee work zone safety training sessions were held over the last month. One half day session for all workers at the Sparta shop and a full day session at Camp Douglas for all field employees in conjunction with Juneau County Highway's field employees.



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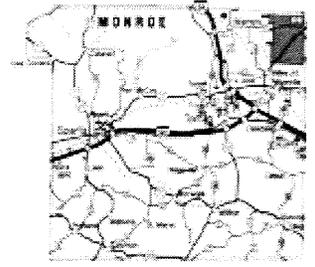
# MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

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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:

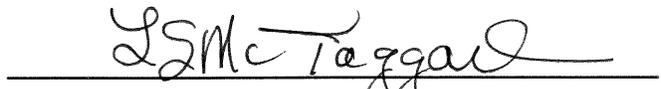
**PRIMARY MISSION:** County Winter maintenance services  
Non-winter County emergency services  
Year-round emergency service assistance to Local Governments of Monroe County

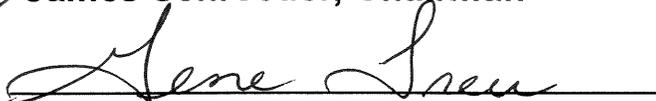
**SECONDARY MISSION:**  
With the County Highway Department personnel and equipment necessary to provide the PRIMARY MISSION -- Non-Winter maintenance services that (in priority order):

- 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

*09/16/11 & 08/31/10*  
*H.C.*  
*Agenda*  
*no revisions*

**MONROE COUNTY HIGHWAY DEPARTMENT  
WINTER MAINTENANCE GUIDELINES  
FOR THE COUNTY TRUNK HIGHWAY SYSTEM**

Goal: Mobility – Tax Dollars - Driver Expectations

The goal of winter maintenance is to provide mobility over county highways during the winter months. Mobility is defined as travel, within the limitations of shrinking tax dollars. Hence, motorists should expect inconveniences and will be expected to modify their driving to adapt to changing weather and/or highway conditions. Mobility IS NOT travel at the posted/statutory speed limit at all times during any day without regard for changing weather and/or highway conditions.

Winter Maintenance Methods: Plowing – Sanding - Salting

Plowing is the primary method used for snow removal. Sand (with only enough salt to keep the sand from freezing in the stockpile) is lightly spread over limited areas (at intersections, some driveways, curves, hills & shaded spots) of the highways to increase traction. Sand may be occasionally "spiked" with additional salt to promote thawing of severe icy spots or freezing rain. Pure salt is never used on the County Trunk Highway system.

Hours of Service: Normal – Night – Weekends & Holidays – Freezing Rain - Emergencies

All county trunk highways will receive normal service between the hours of 4:30 a.m. (for school buses) and 6:30 p.m. Monday through Friday. Night service (between the hours of 6:30 p.m. and 4:30 a.m.) will not normally be provided except in rare occasions.

During weekends and holidays, service will be restricted to plowing of snow in excess of an average of 2 inches or more between the hours of 6:00 a.m. and 6:00 p.m. No service between the hours of 6:00 p.m. and 6:00 a.m. except in rare occasions.

Trucks shall go out as soon as possible at any time or day of the week during freezing rain, in order to minimize bonding of rain to highways and to increase roughness of the resulting ice.

Special attention and cooperation will be given to emergency requests from the Sheriff's Department to plow open highways when an impending threat of health or life exists which requires an ambulance and/or fire truck.

Chain-of-Command

The Highway Commissioner is the Department Head and shall have authority over all winter maintenance operations. He shall designate, as listed below, the necessary responsibility to Department Supervisors or the Foreman to implement these Winter Maintenance Guidelines:

- |                          |   |
|--------------------------|---|
| a) Patrol Superintendent | } Alternate being on call on<br>weekends and holidays<br>(pre-approved by Commissioner) |
| b) Road Supervisor       |   |
| c) Foreman -----         |   |

When it appears a winter storm is in progress, which might require special efforts on the part of the Highway Department, Supervisors/Foreman will study the storm conditions and decide the level of response required.

The Commissioner shall be advised of unusual or emergency situations.

Operations

Stalled Vehicles: Stalled vehicles shall not be moved by County Highway personnel or equipment, unless the vehicle is in the traveled roadway and endangering the traveling public. Department personnel encountering such obstacles shall notify their immediate supervisor, if possible, before any action is taken.

Mailbox Replacement: Mailbox installation, replacement, and repair shall comply with Monroe County Highway Department Standard Operating Policy No. 03-2 (Private Mailbox Replacement and Repair). Operators who hit mailboxes with their plow or wing shall note time and place of the incident and report it to their immediate supervisor as soon as practical.

Mailboxes and/or bases damaged by actually being hit with a County vehicle or its appurtenance shall be repaired or replaced, whichever is more practical, by the County as soon as emergency snow removal operations have abated. All reports of damage and potential damages that are reported by private citizens shall be turned over to the County's insurance carrier as soon as practical.

Documentation of all incidents shall be mandatory and it shall be the responsibility of the Supervisor in charge to ensure compliance.

Departure from Guidelines

The Monroe County Highway Committee recognizes that conditions may be so unusual or unexpected that a departure from these guidelines should be authorized. Therefore, when conditions warrant, the Highway Commissioner, in consultations with the Patrol Superintendent, Road Supervisor, Sheriff, and/or Emergency Management Director may order a departure from these guidelines when, in his opinion, conditions warrant such action.

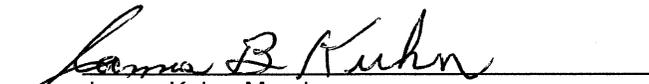
Adopted this 26<sup>th</sup>, day of September 2008.

Monroe County Highway Committee:

  
Cedric Schnitzler, Chair

  
Simon Wells, Vice-Chair

  
Chuck Bluske, Member

  
James Kuhn, Member

  
Julie Radke, Member