



Administration Building

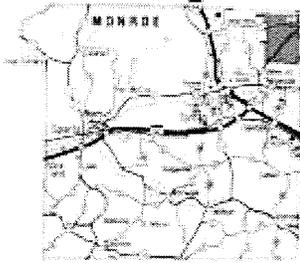
MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

Phone: (608) 269-8740 Fax: (608) 269-8831

e-mail: jack.dittmar@co.monroe.wi.us



NOTICE OF MEETING

COMMITTEE: Highway

TIME: 8:00 A.M. .

NOTE: Early Start!

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

DATE: Friday, June 17, 2016

SUBJECT MATTER TO BE CONSIDERED

[all items are subject to Discussion & (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. Monroe County Highway Department Standard Operating Policy No. 16-1 (SOP-16-1) Organic Lands Adjacent to CTH Right of Way
7. New Position Analysis for One Additional State Personnel
8. CTH Improvement Plan & Jurisdictional Transfer of Lowest Traffic CTHs
9. Future Agenda Items
10. 9:30 am – 1:00 pm – Highway Tour: Northeast corner of County

Date Notice Posted: June 13, 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.

May 20, 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, Paul Steele, David Pierce, May Cook and Nodji VanWychen.

Members absent:

Others present: Highway Commissioner – Jack Dittmar, Office Manager – Becky Pitel, Monroe County Resident – Larry Revels (Items I.-VIII. only), and Metal Culverts Inc Marketing Manager Justin Van Hall (Items I.-VIII. only).

- I. Period of Public Comment – None at this time.
- II. Motion to approve the minutes of the April 15, 2016 regular meeting made by David Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 4/28/2016

| | |
|-------------------|--------------------|
| • Field Personnel | \$62,777.65 |
| • Administration | <u>\$12,446.48</u> |
| • Total | \$75,224.13 |

Check Date: 5/12/2016

| | |
|-------------------|--------------------|
| • Field Personnel | \$62,501.49 |
| • Administration | <u>\$12,338.40</u> |
| • Total | \$74,839.89 |

IV. Vouchers presented as follows:

| | |
|------------------|---------------------|
| • Early Pay | \$229,066.12 |
| • Credit Cards | \$ 6,187.54 |
| • Month Vouchers | <u>\$ 28,285.95</u> |
| | \$263,539.61 |

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

• **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.
- R/W 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.

**Committee member Paul Steele asked about the CTH ET bridge over I-94 which has been closed since early February due to damage from a truck hit. Commissioner Jack Dittmar explained that the State just bid out the repair project about 2 weeks ago and the best estimate of when the bridge will repaired is by October of this year.

**Committee member Paul Steele also asked about the CTH Q hill as he received a phone call in regards to some design issues. Chairman Jim Schroeder explained that the insurance company as well as an independent engineer have deemed the hill design acceptable. Commissioner Dittmar stated that there have been no major incidents in the 9 years since the hill has been reconstructed and the short answer to Paul's question is landowner Junior Vieth will not take no for an answer to the County performing additional very costly work on the hill.

**Committee member Paul Steele also asked about the rough ride over a cattle pass culvert on STH 131 just south of Tomah. Commissioner Dittmar stated that the pavement over this culvert is slated to be smoothed out within the next month.

- **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.

** Jack Dittmar, Mary Cook and Dave Pierce will be attending the Summer Highway Conference in June.

- **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.

** The number one Public Works Laborer candidate has accepted a position, an agreement was unable to be reached with the number two candidate, and negotiations with the number three candidate are just starting. The department presently has two vacancies.

** = added to report during meeting

VI. **Election of Committee Vice-Chair**

Chairman Schroeder stated that he would entertain nominations from the floor. Nodji VanWychen nominated Dave Pierce. Jim Schroeder nominated Paul Steele. Chairman Schroeder inquired if there were any more nominations, none at this time. **Motion made by Dave Pierce to close nominations, seconded by Nodji VanWychen. All ayes, motion carried.** Vote proceeded by paper ballot. Highway Commissioner read votes aloud, 3 votes for Paul Steele and 2 votes for Dave Pierce. Paul Steele was elected the new Highway Committee Vice-Chair.

VII. **9:30 a.m. Bid Opening – 2016 Culverts**

At 9:30 a.m. Chair Schroeder opened and publicly read aloud the five culvert bids. Results are as follows:

- True North Steel - Riveted Steel \$41,647.62 & Plastic \$9,066.10
- ADS - Steel no bid & Plastic \$8,838.30
- Farrell Culverts - Steel no bid & Plastic \$8,673.70
- Contech - Riveted Steel \$44,373.20, Spiral \$44,684.25, & Plastic no bid
- Metal Culverts - Riveted or Spiral Culverts \$43,603.60 & Plastic no bid

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

VIII. **9:45 a.m. Bid Opening – 2016 Blades**

At 9:45 a.m. Chair Schroeder opened and publicly read aloud the four plow blade bids. Results are as follows:

- Brooks Tractor - \$18,753.94 for carbide and heat treated blades.
- H & L Mesabi - \$60,361.30 for carbide, heat treated and rubber blades.
- Burke Truck & Equipment - \$65,352.60 for carbide, heat treated and rubber blades.
- Winter Equipment Co. Inc. - \$37,699.90 for carbide and heat treated blades.

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

IX. Department Overview, Mission Statement (attached), Committee & Commissioner Roles

Chairman Jim Schroeder read the current mission statement aloud. The Committee discussed previous changes made to the mission statement. **Motion made by Dave Pierce to accept the mission statement as presented, seconded by Nodji VanWychen.** Chair Schroeder inquired if there was any discussion. Paul Steele inquired about the definition of "economically competitive". Commissioner Dittmar cited several examples from seal coating, to seal coating types, to equipment, etc. that defines how the department presently attempts to be "economical competitive". Chairman Schroeder asked for a vote, **all ayes, motion carried.** Commissioner Dittmar presented the new Committee members with a copy of state statutes that explains and defines the Committee's and Commissioner's roles. Dittmar further explained that when the county hired an Administrator, the Committee's statutory duties then transferred to the Commissioner and the Committee statutory duties became solely policy making.

X. Winter Maintenance Guidelines (attached)

The Committee reviewed the present winter maintenance guidelines. Commissioner Dittmar inquired to Chairman Schroeder if there were any revisions he would like made to this document per his previous meeting concerns regarding how the Department handled a few storms this past winter. Schroeder feels that this policy was not followed during one of the last freezing rain storms and mentioned the phone call that he has received from Bob Radke on CTH T that the milk truck couldn't get to the farm. Commissioner Dittmar defended the Department's Patrol Superintendent and Highway Supervisor who manage our winter maintenance and have some discretion (per our winter maintenance guidelines) when to call out crews. Jack stated that a lot of storms are not the same countywide and there may be spots that are better or worse than others due to storm irregularities and also terrain and when the truck goes through. Lastly, depending on storm predictions, there are times trucks are not sent out right away on CTHs. The main situation would be when freezing rain is predicted shortly after snow or sleet. If we wait, then the majority of the freezing rain will fall on top of snow/sleet and can be plowed right off instead of having freezing rain on bare pavement which will be very difficult to remove. Jack reiterated that he has complete faith in the Department Supervisor's decades of winter maintenance experience and that they are implementing the current winter maintenance guidelines impeccably. Chairman Schroeder inquired if the Committee would like to look this over some more and bring it back for discussion next month or if everyone is satisfied. **Motion made by Nodji VanWychen to reapprove the current winter maintenance guidelines, seconded by Mary Cook. All ayes, motion carried.**

XI. Policy on Organic Lands along CTHs

Commissioner Dittmar presented the Committee with an Organic Land Notification letter from a farmer on CTH P in the Town of Wellington. The letter informs the Department of prohibitions with chemicals on organic land and although not specifically stating so, it implies that the Department shouldn't be using chemicals within the R/W adjacent to these lands. Dittmar stated that we have only gotten a few of these official notifications, but we do encounter quite a few organic farmers when we work on our CTHs and most have concerns with what we spray & plant within the right-of-way. Jack stated that part of being an organic farmer is having buffer zones around your fields and organic farmers shouldn't expect their neighbors to provide them with their required buffer zones. Just like any conventional farmer shouldn't expect their neighbors to provide them with a cattle lane or fencing/buildings/windbreaks/etc. so they can have more tillable/productive land. The Department does not do a lot of spraying, but we do use fertilizer and non-organic seed in our hydroseed mix which some organic farmers have concerns about. Dittmar would like to know if the Committee would like to consider a policy addressing how the Department deals with organic lands. The Committee would like the Commissioner to put together a draft policy for next month's meeting.

XII. Future Agenda Items and Meeting Date & Time

Policy on Organic Lands along CTHs. The Committee discussed and decided to continue their monthly meetings on the third Friday of the month but start them an hour earlier at 8 am, which may be subject to change. **Motion made by Nodji VanWychen to send Jack Dittmar, Mary Cook and Dave Pierce to the summer highway conference in June, seconded by Paull Steele. All ayes, motion carried.**

Motion to adjourn at 10:52 a.m. by Dave Pierce, seconded by Paul Steele. All ayes, motion carried.

County Highway Commissioner's Report for: June 17, 2016

Projects:

- County crews: reconstructed the hill on the CTH EW reconditioning project, reconditioned the approximate 0.3 mi segment of CTH B located between the north limits of this summer's federal aided CTH B pavement replacement project and the 1999 federal aided reconstruction of CTH B, continued sealing cracks & rut filling highways that will be sealcoated this summer, performed miscellaneous drainage ditching, washed bridges, and paved for the Town of Jefferson.
- State crews: repaired guardrail & fencing, performed sign repair, picked trash, started mowing, and started a Performance based Maintenance (PbM) route & seal project on USH 12 north and east of Tomah.
- The WDOT is milling off and replacing 2" of the existing deteriorated pavement on I-94 from STH 21 to Camp Douglas & I-90 from USH 12 to I-94. Due to the high traffic volumes on I-94, this work is being performed primarily at night and the majority of the milled pavement is being stockpiled at the Tomah shop for future use as shoulder gravel.

Equipment & Facilities:

- Our 2015 quad-axle truck to replace the non-spec Peterbilt truck that wasn't purchased last year was delivered two weeks ago.

Budget:

- Our 2015 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.
- The April monthly budget analysis is attached. Due to the mild 2016 winter and our increased budget we are about \$400k under budget based on historic averages of our 3 main accounts.
- Our cash balance is close to our 3 year historic average, but about \$400k under historic average percentages.

Personnel:

- One and possibly both new Public Works Laborers will start work before the end of the month.

2016 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 4/30/2016

* NOTE: All \$ are thousands *

| Account # | Account Name | 2016 BUDGET | 2016 YTD EXPENDITURES | 2016 YTD PERCENT OF BUDGET | 3 YR AVE YTD EXP (% TOTAL EXP) | 10 YR AVE YTD PERCENT TOTAL EXP |
|-----------|----------------------------------|-------------|-----------------------|----------------------------|--------------------------------|---------------------------------|
| 1-53311 | County Routine Maintenance | \$1,800 | \$245 | 13.6% | \$293 15.7% | 19.2% |
| 1-53312 | County Snow & Ice Control | \$750 | \$377 | 50.3% | \$587 83.6% | 70.0% |
| 1-53319 | C.T.H. Supplemental Construction | \$2,925 | \$119 | 4.1% | \$13 1.4% | 3.4% |
| TOTALS = | | \$5,475 | \$741 | 13.5% | \$893 22.2% | 21.1% |

| 2016 TAX LEVY | 2016 YTD CASH BALANCE | 2016 YTD PERCENT OF TAX LEVY | 3 YR AVE YTD BAL (% TAX LEVY) | 10 YR AVE YTD PERCENT TAX LEVY |
|---------------|-----------------------|------------------------------|-------------------------------|--------------------------------|
| \$3,627 | \$3,066 | 84.5% | \$3,037 101.8% | 93.1% |
| CASH BALANCE | | | | |