



Administration Building

MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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NOTICE OF MEETING

COMMITTEE: Highway

TIME: 8:00 A.M. .

NOTE: Early Start!

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

DATE: Friday, July 15, 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. Buggy Registration Fee
7. CTH Improvement Plan & Jurisdictional Transfer of Lowest Traffic CTHs (continued)
8. 2017 Draft Budget
9. Future Agenda Items
10. 9:30 am – 1:00 pm – Highway Tour: Northeast corner of County

Date Notice Posted: July 11, 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.

June 17, 2016 meeting of the Monroe County Highway Committee

Meeting called to order at 9:00 a.m., by Vice Chairman Paul Steels.

Members present: Paul Steele, Mary Cook, Nodji VanWychen, James Schroeder (arrived just before 9:00 am right before Item VI.), David Pierce (arrived at about 9:00 am right before Item VI.).

Members absent:

Others present: Highway Commissioner – Jack Dittmar and Office Manager – Becky Pitel.

- I. Period of Public Comment – None at this time.
- II. Motion to approve the minutes of the May 20, 2016 regular meeting made by Mary Cook, seconded by Nodji VanWychen. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 5/26/2016

• Field Personnel	\$61,692.75
• Administration	<u>\$12,338.40</u>
• Total	\$74,031.15

Check Date: 6/9/2016

• Field Personnel	\$66,516.24
• Administration	<u>\$12,678.74</u>
• Total	\$79,194.98

IV. Vouchers presented as follows:

• Early Pay	\$117,401.60
• Credit Cards	\$ 3,791.53
• Month Vouchers	<u>\$126,829.12</u>
	\$248,022.25

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

• **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.

**Jack mentioned that biennial inspections for all local bridges (county, town, city, & village) just started. Jewell Associates submitted the most advantageous proposal for these biennial and next year's interim inspections. Jewell also performed the last two year's inspections.

**Six local bridges were approved by the WDOT for 2015-2020 Federal Bridge Replacement funding and a request was sent out for design services. The bridges are located on the following highways: Two CTH N Town of Clifton, CTH Q Town of Angelo, CTH W Village of Kendall, Dolphin Road Town of LaGrange, and Orlando Road Town of Wellington.

**The Committee discussed: walking trails by the soccer field on CTH ET in the City of Tomah and the "No Engine Braking" signs also near the soccer field as there was a complaint that the sign is blocking vision at the Gondola Road intersection (Paul Steele mentioned that the City recently moved this sign), the WDOT's mowing policy and concerns that STH 16 isn't mowed back far enough, the USH 12 box culvert over Mud Creek in the City of Tomah by the Veterans park tank needing to be cleaned out, the public meeting to be held on July 5th in the Little Falls Town Hall for the upcoming STH 71 reconstruction project west of STH 27, paving we recently performed for the Town of Jefferson with Paul Steele having concerns about the Department performing this work while we aren't completing our County projects.

June 17, 2016 meeting of the Monroe County Highway Committee

- **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.

**Jack stated that a draft 2017 budget will be on next month's agenda.

**Jack mentioned that he just received an e-mail from the WI Counties Association that they are partnering with the WI County Highway Association to try to set up first-ever statewide transportation town hall meetings in all 72 counties on September 29th. The meetings will try to get local legislators and media supportive of legislative efforts to increase local transportation funding. The WCA is looking for a local point person to coordinate this meeting in each County and Jack said he will let the WCA know that he will help.

- **Personnel:**

- One and possibly both new Public Works Laborers will start work before the end of the month. **Both will be starting on June 27th.

** = added to report during meeting

VI. Monroe County Highway Department Standard Operating Policy No. 16-1 (SOP-16-1) Organic Lands Adjacent to CTH Right of Way

Commissioner Jack Dittmar presented the Committee with a recommended standard operating policy for organic lands adjacent to CTH right-of-way. Dittmar feels that this policy is needed as we have had a few concerns and questions in the past regarding spraying weeds, hydroseeding etc. in our CTH right-of-ways and we do infrequently receive organic land notifications as discussed at the last meeting. This policy defines that the county will be managing our CTH right-of-way next to organic lands the same as all other right-of-way. There are not funds to accommodate treating organic land differently than other lands. It also defines that it is the organic land owner's responsibility to provide a buffer on their property adjacent to the CTH right-of-way just like they are required to do provide with other non-organic adjacent landowners. **Motion made by David Pierce to approve the standard operating policy No. 16-1 for organic lands adjacent to CTH right-of-way as proposed, seconded by Mary Cook. All ayes, motion carried.**

VII. New Position Analysis for One Additional State Personnel

Commissioner Jack Dittmar presented the Committee with a proposed resolution "Authorization to Establish One Additional State-Funded Public Works Laborer Position in the Monroe County Highway Department" which was prepared by the County Personnel Director and Corporation Counsel. The Committee reviewed the new position analysis and discussed the state funding for this position. Paul Steel addressed that he feels the general wage for the current employees is too low now and should be increased. Steele is aware that other counties are paying more per hour for the same positions, the City of Tomah public works starting wage is \$21/hr and is concerned about the loss of employee's overtime. Part-time help and our inability to attract qualified summer help was discussed. The current part-time wage of \$8/hr was discussed. **Motion made by David Pierce to recommend to the Personnel Department that our part-time wage be increased from \$8 to \$11/hr, seconded by Mary Cook. All ayes, motion carried.**

Motion made by Paul Steel to approve the new position analysis and forward the resolution to the full county board to authorize the establishment of one additional state-funded Public Works Laborer position in the Monroe County Highway Department, seconded by Dave Pierce. All ayes, motion carried.

VIII. CTH Improvement Plan & Jurisdictional Transfer of Lowest Traffic CTHs

Commissioner Jack Dittmar presented the Committee with a list of CTH reconditioning needs from 2015 showing 200.8 miles of CTHs that are in need of reconditioning with a conservative estimated improvement cost of \$60 million. Dittmar says we can't possibly improve these 200 miles of highways and at the same time maintain our other 145 miles that are currently in good condition. The Commissioner says we have to look at all options for maintaining all of our highways which includes seriously looking into transferring some of our lowest traveled highways back to the townships or turning them into gravel when they get too potholed to maintain as asphalt. The Committee discussed the reconditioning list. Dittmar cited two example areas in the county where the number of CTHs doesn't make system wide or economic sense. The first example is between Kendal and Clifton where we have two CTHs (N & W) that go from these two communities and also a Town road in between our two CTHs serving the same route. The second example is the northwest corner of the County between Sparta and Cataract where there are no CTHs north of CTH BC and west of STH 27 & Cataract while there are six CTHs comprising about 40 miles north of Sparta and east of STH 27 & Cataract. Chairman Jim Schroeder brought up that Monroe County's highways were rated the worst in the state in 2014. Mary Cook would like to see an excise tax, but she also expressed heavily that the Amish community should contribute as they use our roads. Cook is not in favor of a wheel tax as it is added on to the current vehicle registration fee. Chairman Schroeder agrees that it should be some form of road use tax and not collected through property taxes. The Committee discussed damage to highways from horse drawn buggies and requiring some form of buggy tax or buggy registration fee to offset the damages from their use and also help contribute to a much needed highway revenue increase. Jack said he will invite County Corporation Counsel to the Committee's next meeting to discuss a buggy registration fee. Highway Commissioner Dittmar presented a list of each county's: 2014 General Transportation Aid Payments, number of county highway miles, 6 year average GTA costs, and 6 year average GTA costs per mile of highway. Monroe County's 2014 6 year average GTA costs per mile is 56th lowest in the state at \$15,664/mile while we have the 14th most CTH miles in the state. Even though most of our surrounding county's spend less total dollars than us on their CTH system, because they also have 60-110 miles less of highways to maintain, they are spending way more than we do per mile. As a comparison our comparable surrounding county's 2014 per mile GTA costs are: Juneau-\$18,590, Jackson-\$19,053 & Vernon-\$20,411. The Committee feels that they should tour the highways and then continue with the improvement plan after that.

IX. Future Agenda Items

2017 draft budget, buggy registration fee, and CTH Improvement Plan (continued).

X. 9:30 am – 1:00 pm – Highway Tour: Northeast corner of County

Postponed until next month's meeting.

Motion to adjourn at 11:02 a.m. by Dave Pierce, seconded by Paul Steele. All ayes, motion carried.

County Highway Commissioner's Report for: July 15, 2016

Projects:

- County crews: continued working on the CTH EW reconditioning project, replaced and/or extended three culverts on this summer's federal aided CTH B pavement replacement project, continued sealing cracks & rut filling highways that will be sealcoated this summer, performed miscellaneous drainage ditching & culvert replacements, removed the small old salt shed at the Cashton shop in preparation for the new diesel fuel tank, started mowing.
- State crews: continued mowing, repaired guardrail & fencing, and performed sign repair.
- County & State crews: cleaned up trees from a few wind storms.

Equipment & Facilities:

- Our 2016 tri-axle & single axle truck cab & chassis were delivered last week. Very soon, both truck will be going to low bidder Monroe Truck Equipment to have accessories installed.
- Our almost 30 year old Cashton shop underground fuel storage tank has been removed and its replacement with an aboveground storage tank should be completed shortly. This continues our cycle of only replacing diesel fuel tanks at our shops when tanks past their service life are replaced.

Budget:

- Our 2015 Annual Financial Report will be reviewed at the July County Board meeting.
- The May monthly budget analysis is attached. Due to the mild 2016 winter, our increased budget, and not having any major project expenses yet, we are about \$500k under budget based on historic averages of our 3 main accounts.
- Our cash balance is about \$100k under our 3 year historic average and about \$400k under our 10 year historic average percentages.

Personnel: Nothing to report.

2016 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 5/31/2016

* 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	\$359	19.9%	\$428 23.0%	26.0%
1-53312	County Snow & Ice Control	\$750	\$392	52.3%	\$597 85.3%	71.2%
1-53319	C.T.H. Supplemental Construction	\$2,925	\$157	5.4%	\$53 6.0%	8.6%
TOTALS =		\$5,475	\$909	16.6%	\$1,077 26.7%	26.0%

Account Name	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
CASH BALANCE	\$3,627	\$2,859	78.8%	\$3,035 101.6%	89.5%