



Administration Building

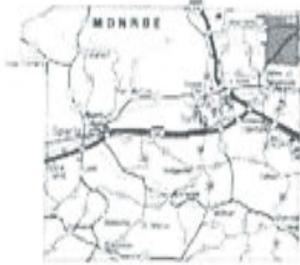
# MONROE COUNTY HIGHWAY DEPARTMENT

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, September 16, 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. Highway Department Wages (Paul Steele analysis)
7. CTH Improvement Plan & Jurisdictional Transfer of Lowest Traffic CTHs (continued)
8. Notice of Budgetary Adjustment – Used Sand Screening Plant & Stacking Conveyor (copy attached)
9. Future Agenda Items
10. 10:00 am – 1:00 pm – Highway Tour: Southeast Corner of County

Date Notice Posted: September 08, 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.

**August 18, 2016 meeting of the Monroe County Highway Committee**

Meeting called to order at 8:00 a.m., by Chairman James Schroeder.

Members present: James Schroeder, Mary Cook, Nodji VanWychen, Paul Steele and David Pierce.

Members absent: none

Others present: Highway Commissioner – Jack Dittmar, County Administrator – Catherine Schmit, Office Manager – Becky Pitel, and County Board Chairman – Cedric Schnitzler (Items I.-VI. only).

- I. Period of Public Comment – None at this time.
- II. Motion to approve the minutes of the July 15, 2016 regular meeting made by Mary Cook, seconded by Paul Steele. All ayes, motion carried.

III. Payrolls presented as follows:

Check Date -	7/21/2016	8/04/2016	08/18/2016
Field Personnel -	\$70,717.14	\$68,996.44	\$73,248.51
Administration -	<u>\$12,378.93</u>	<u>\$12,681.96</u>	<u>\$12,395.67</u>
Total -	\$83,096.07	\$81,678.40	\$85,644.18

IV. Vouchers presented as follows:

Early Pay -	\$494,543.45
Credit Cards -	\$1,995.75
Months Vouchers -	<u>\$41,533.50</u>
	\$538,072.70

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

• **Projects:**

- County crews: continued working on the CTH EW reconditioning project, finished rut filling highways that will be sealcoated this summer, performed some shouldering and pavement patching, cleaned up brush & trees from storms, helped with courthouse janitorial work and performed maintenance on Town of Angelo roads.
- State crews: performed concrete bridge deck repair, repaired guardrail & fencing, performed drainage ditching, performed shoulder grading, continued cracksealing on the USH 12 PbM project, rut filled USH 12 in preparation for sealcoating, assisted Juneau County while they sprayed weeds around guardrail & sealcoated USH 12, and performed sign repair.
- County & State crews: finished the first round of mowing.
- Scott Construction started & finished our paver laid wedging & patching and started our sealcoating.
- Gee Asphalt should be completing our fog sealing around the end of the month.

**\*\*Paul Steele inquired about the following:** a recent culvert replacement on CTH T south of STH 16 that he feels has a bumpy ride (Jack will check into this), whether rut filling on USH 12/STH 16 will continue from Oakdale to the Juneau County line (Jack explained that as of right now only the area that is part of the WDOT PbM Sealcoat project from Tomah to Oakdale will be done), when the repair of the CTH ET bridge over I-94 will be done (Jack stated that repair is scheduled to start September 12<sup>th</sup> and be completed by the end of October), when the Town of La Grange Dolphin Road bridge will be reconstructed (Jack stated it is currently scheduled for 2019 construction with federal bridge replacement funding), Montessori School in Tomah has approached the City of Tomah for a school zone sign on CTH CA and the City of Tomah needs clarification as to whom is responsible for signage of this area (Jack stated that we are and will contact the school), the USH 12 concrete box culvert by Memorial Park in Tomah as the City has contracted with Gerke Excavating to clean out the west side of the creek and wondering if the county would like Gerke Excavating to clean the culvert out when they are performing the adjacent work for the City (Jack will check into this), the new asphalt mat over the STH 131 culvert south of I-90 one County Supervisor feels it is much better and another County Supervisor feels that it still needs work.

**\*\*Mary Cook said some of her Town Board mentioned that the damage to CTH N from the horse drawn load of logs is not mending back together as anticipated.**

**\*\*The Committee asked about recent federal aid bridge inspections.** Jack mentioned that Jewell Associates Engineers has completed the bridge inspections and recently completed the reports. Jack still needs to sign off on the reports and then copies will be sent to the local municipalities with billing to follow.

August 18, 2016 meeting of the Monroe County Highway Committee

- **Equipment & Facilities:**
  - Our 2016 tri-axle & single axle truck cab & chassis are at low bidder Monroe Truck Equipment getting accessories installed.
  - Our new above ground diesel fuel tank at the Cashton shop should be operational any day now.
- **Budget:**
  - The June monthly budget analysis is attached. Due to the mild 2016 winter, our increased budget, and not having any major project expenses yet, similar to last month we are almost \$800k under budget based on historic averages of our 3 main accounts.
  - Our cash balance is close to our 3 year historic average percentage and slightly over our 10 year historic average percentage.
- **Personnel:** Nothing to report.

**\*\* = added to report during meeting**

**VI. 2017 Budget**

Commissioner Jack Dittmar handed out final copies of the same documents that were handed out at last month's meeting in draft format (proposed expenditure details for facilities improvements, machinery purchases, & CTH improvements and the draft program budget). The proposed final program budget for 2017 is as follows:

<b>2017 MONROE COUNTY HIGHWAY DEPARTMENT BUDGET</b>				
Exp. Acct. #(s)	Description	Budget	Revenue	Operating Levy
49300	Highway Fund Surplus Applied	\$0	\$1,000,000	(\$1,000,000)
53112 & 53190	Highway Administration	\$500,000	\$250,000	\$250,000
53111	Highway Committee	\$1,000	\$0	\$1,000
53311	Maintenance CTH's	\$2,000,000	\$1,000,000	\$1,000,000
53312	CTH Winter Maintenance	\$750,000	\$0	\$750,000
53319	CTH Supplemental	\$3,800,000	\$945,000	\$2,855,000
53318	CTH Bridges (includes Fed-Aid bridges)	\$302,000	\$32,000	\$270,000
53315	Federal Aid Projects (non-bridge)	\$10,000	\$0	\$10,000
53283	Buildings & Grounds Improvement Fund	\$100,000	\$0	\$100,000
53281	New Machinery Fund	\$800,000	\$800,000	\$0
53320	State Highways Maint. & Constr.	\$2,500,000	\$2,500,000	\$0
53330	Local Governments Maint. & Constr.	\$150,000	\$150,000	\$0
53340	County Departments Maint. & Constr.	\$100,000	\$100,000	\$0
53350	Federal Government Maint. & Constr.	\$0	\$0	\$0
53360	Non-Government Maint. & Constr.	\$10,000	\$10,000	\$0
53470	Sale of Materials	\$400,000	\$420,000	(\$20,000)
<b>Total Operation =</b>		<b>\$11,423,000</b>	<b>\$7,207,000</b>	<b>\$4,216,000</b>
		<b>2016 Operating Levy (\$3,596,000) =</b>		<b>\$3,596,000</b>
		<b>2016 - 2017 Operating Levy Increase =</b>		<b>17.24%</b>
<b>Wage &amp; Benefit increases are NOT included in above figures.</b>				
<i>As a separate line item on County Board Budget sheet:</i>				
53182	County Bridge Aids (Towns & Villages)	\$93,758	\$93,758	\$0

Jack explained that he revised the proposed expenditures for facilities improvements since last month's meeting with the addition of 3-phase electrical service for the dog pound site. This is in conjunction with the proposed new machinery purchase of an electric motor driven sand screening plant. We currently run a generator for powering the conveyor and our existing sand screening plant has a diesel engine. As our generator ages we are having more and more problems with its reliability and this will allow us to eliminate the generator and go to all electric driven machinery. The Committee requested an increase of approximately \$500K in last month's draft program budget and an error putting the draft CTH Improvement amount into the program budget sheet resulted in the total final budget increasing by \$445K while surplus funds applied was also increased by \$500K. Jack had no changes to new machinery or specific CTH improvements. The Committee touched on the possibility of getting a full size sport utility vehicle instead of the proposed new Commissioner pickup, but an SUV would not be able to be handed down into the fleet. Machinery fund earnings are increased \$50K from previous years but Jack explained that we always purchase according to actual earnings which has been up slightly the last few years. This is not tax levy dollars. Jack highlighted that County Bridge Aids have almost doubled over last year, but this is based on actual Town & Village petitions and is a special purpose levy on only all Towns and the 4 Villages that participate in this aids program. Paul Steele asked Jack if he could explained what each line item actually consists of since he missed last month's meeting. The Committee discussed the "Highway Fund Surplus Applied" line item. Jack explained that this line item is basically rebudgeting of our year

**August 18, 2016 meeting of the Monroe County Highway Committee**

end positive cash balance. Since Highway is one of the few non-lapsing county departments, our cash balance is an accumulation of unspent funds and excess revenues over several years. Contrary to what some County Board Supervisors have stated in the past, it is not just unspent tax levy from the current budget year! Jack stated that his management of the Department under previous Committees has strived to keep a modest positive cash balance in case we have an extreme winter or severe weather emergency. This positive cash balance would be available almost immediately versus having to get money out of the general fund to cover expenses. **Motion made by David Pierce to approve the proposed 2017 budget and forward it on to the County Administrator, seconded by Nodji VanWychen. All ayes, motion carried.**

**VII. County Board Resolution – Advisory Resolution Supporting State Funding of Wisconsin Roads (copy attached)**

Commissioner Jack Dittmar presented the Committee with the “Advisory Resolution Supporting State Funding of Wisconsin Roads” which was prepared by County Corporation Counsel. This resolution also known as “Just Fix It” basically tells our legislators that we are not happy with how they are funding state roads. Administrator Cathy Schmit stated “that the real bottle neck is the Governor as he does not want any new highway taxes unless there is an offset somewhere else.” Administrator Schmit feels that if the legislature would let the counties increase their sales tax, they could have put the burden on the county. Chairman James Schroeder doesn’t like that state handling this money as it seems like it always gets shifted somewhere else. **Motion made by Paul Steele to approve this resolution and send it to the full County Board, seconded by Mary Cook. All ayes, motion carried.**

**VIII. CTH Improvement Plan & Jurisdictional Transfer of Lowest Traffic CTHs (continued)**

Mary Cook expressed that she is not sure if there will be any cost savings between blacktop and gravel. Commissioner Jack Dittmar again handed out statewide ranking sheets showing that Monroe County is 15<sup>th</sup> highest in total CTH miles yet is ranked 55<sup>th</sup> statewide in spending per CTH mile (based on 2009-2014 expenditures used for 2016 GTA payments). Monroe County has 60-110 more CTH miles than any of our surrounding counties. Our three comparable neighbor counties (Jackson, Juneau & Vernon) all spend close to the same and are ranked 47<sup>th</sup>, 46<sup>th</sup> & 45<sup>th</sup> respectively. If we wanted to spend the average of our three comparable neighbors, we would need to increase highway funding by almost \$1.3 million each year. This is about what we historically have spent on annual CTH improvements, so basically we would double our improvement budget just to bring us in line with our comparable neighbors. Jack also handed out copies of lists of our entire CTH system and reconditioning needs listed alphabetically and ranked by AADT. Our lowest 108.8 miles have an AADT of 200 or less. Jack also passed around a county map with these lowest traveled 108.8 miles highlighted from our remaining 235 CTH miles. Jack would like to hand out very similar lists and a map at tonight’s WTA meeting. Jack mentioned that whether a Town would take over a CTH or not, the townships still need to work with the county or our lowest traveled CTHs will end up being ground up and left in gravel just to smooth them out. Mary Cook does not feel that it is right that roads that have not been maintained by the county will now have to be maintained by the local townships. Nodji VanWychen inquired to County Administrator Cathy Schmit where the money from the Ho-Chunk is to be allocated this year. Cathy stated that the Finance Committee just approved using this money for property acquisition and renovation. Nodji VanWychen feels that the information that Jack has presented the Committee also needs to be handed out at the WTA meeting being held tonight. Dave Pierce feels that someone needs to readdress the “indefinitely tabling of the wheel tax County Board resolution”. Paul Steel clarified that the county is still talking about trying to make the money come back into Monroe County. The Committee discussed the existing county ½ percent sales tax that has been collected for almost 2 decades with Administrator Schmit explained that this sales tax was directed towards tax relief. Commissioner Dittmar inquired to the Committee for direction as to what they would like presented to the local towns at the WTA Monroe County Unit meeting this evening. Nodji VanWychen pointed out that Lee Nerison and Nancy VanderMeer are supposed to be present tonight and they have always supported funding for local roads. **Motion made by Paul Steele to have Highway Commissioner Jack Dittmar present scenarios to the towns with the information he has provided, seconded by Dave Pierce. All ayes, motion carried.**

**IX. Future Agenda Items**

Paul Steele is reviewing other county highway department wages and would like to discuss his analysis at the next meeting and item **VIII.** from this meeting will be continued.

Motion to adjourn at 10:07 a.m. by Nodji VanWychen, seconded by Dave Pierce. All ayes, motion carried.

## ***County Highway Commissioner's Report for: September 16, 2016***

### **Projects:**

- County crews: continued working on the CTH EW reconditioning project, performed some paver & hand pavement patching, helped with courthouse janitorial work, ground up a road for the Town of Sheldon, and performed ditching & large culvert replacement work for the Town of Angelo.
- State crews: repaired guardrail & fencing, performed shoulder grading, continued cracksealing on the USH 12 PbM project, and started this summer's bridge crack & deck sealing PbM project.
- County & State crews: cleaned up from the August 19 rainstorms.
- Scott Construction finished our sealcoating and Gee Asphalt finished our fog sealing.
- Mathy Construction finished the lower layer of pavement on the CTH EW reconditioning project.

### **Equipment & Facilities:**

- Our new 2016 tri-axle & single axle trucks should be back from Monroe Truck Equipment any day now.

### **Budget:**

- The July monthly budget analysis is attached. Due to the mild 2016 winter, our increased budget, and not having any major project expenses yet, similar to last month we are about \$700k under budget based on historic averages of our 3 main accounts.
- Our cash balance is close historic average percentages.

### **Personnel:**

- One employee worked for the Price County Highway Department the last three days of August.

# 2016 JULY 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 7/31/2016

\* 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	\$642	35.7%	\$799 43.1%	45.7%
1-53312	County Snow & Ice Control	\$750	\$392	52.3%	\$597 85.3%	71.2%
1-53319	C.T.H. Supplemental Construction	\$2,925	\$422	14.4%	\$191 18.0%	22.5%
	<b>TOTALS =</b>	<b>\$5,475</b>	<b>\$1,457</b>	<b>26.6%</b>	<b>\$1,587 39.4%</b>	<b>39.7%</b>

	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	\$3,460	95.4%	\$3,049 102.2%	84.5%

# MONROE COUNTY

## Notice of Budgetary Adjustment

### Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: September 7, 2016  
 Department: Highway  
 Amount: \$180,000.00  
 Budget Year Amended: 2016

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

2017s proposed budget includes a new sand screening plant & stacking conveyor and supporting 3-phase electric service. We have a timely opportunity to purchase almost new & very well maintained used machinery (some from a local sand mine) for just over half the cost of new. 2016 year-end unreserved cash balance will be more than enough to cover this until 2017.

**Revenue Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73330319 493000	Fund Balance Applied	\$ 768,500.00	\$ 180,000.00	\$ 948,500.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

**Expenditure Budget Lines Amended:**

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281 581000	Capital Equipment - Highway	\$ 1,048,500.00	\$ 170,000.00	\$ 1,218,500.00
73355000 580550	Building Improve-Hwy B&G Im	\$ 100,000.00	\$ 10,000.00	\$ 110,000.00
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 180,000.00	

Department Head Approval:

Date Approved by Committee of Jurisdiction: 16-Sep-16

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: 21-Sep-16

Date Approved by County Board: 28-Sep-16

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_