

## September 16, 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 and David Pierce.

Members absent: Paul Steele

Others present: Highway Commissioner – Jack Dittmar, County Administrator – Catherine Schmit, Office Manager – Becky Pitel, and Monroe County Resident – Larry Revels.

I. Period of Public Comment – Nodji VanWychen stated that she had been contacted by Monroe County resident Shirley Nauman in regards to a speed limit change on CTH CM. Ms. Nauman informed Mr. VanWychen that she already has a petition with several signatures to change the speed limit. Nodji VanWychen invited her to today's meeting and explained to Ms. Nauman that she could address the Committee with her concern.

II. Motion to approve the minutes of the August 18, 2016 regular meeting made by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

III. Payrolls presented as follows:

Check Date -	9/01/2016	9/15/2016
Field Personnel -	\$74,211.88	\$71,396.91
Administration -	<u>\$12,338.41</u>	<u>\$12,338.40</u>
Total -	\$86,550.29	\$83,735.31

IV. Vouchers presented as follows:

Early Pay -	\$414,649.34
Credit Cards -	\$2,629.01
Months Vouchers -	<u>\$105,501.80</u>
	\$522,780.15

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

• **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. \*\*The second layer of paving will be done sometime after Cranfest. There is also some wetland concerns from our DNR storm water representative. Our hydroseeding came up very nicely, but this new green vegetation sticks out from the existing vegetation. We may need to do some digging in the wetlands to satisfy the DNR.

\*\*To supplement the TDA statewide media releases, Jack sent out a Turn Out for Transportation meeting letter to all county municipalities (Chairman, President, Mayors, Administrators and all clerks) as well as all County Board Supervisors and County Senators & Legislators. The meeting is next week Thursday night at 7pm and all 72 Counties will hold an almost identical meeting at the same time.

• **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 to historic average percentages.

- **Personnel:**

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

- \*\*One of our senior mechanics was terminated yesterday due to performance issues.

\*\* = added to report during meeting

#### VI. ***Private Driveway Paving Policy***

Commissioner Jack Dittmar explained that he has not prepared anything for a private driveway paving policy as the Committee has yet to discuss this as an agenda item. Jack would like the Committee to give him some direction so he can create a policy and bring in back next month. He also expressed that he is concerned because the department does do a variety of work off the highway right-of-way (R/W) and this work is mutually beneficial to the property owner and the county. For example, we removed a hill just off the R/W on CTH B and gained a shoulder, a ditch for snow removal, and greatly improved vision. In return we filled in some low spots in an adjacent field for the landowner rather than hauling the fill away. Chairman Jim Schroeder feels it is fine to do these kind of things when it is related to county highway work. He feels that the driveway is tied to the Town of Jefferson and it does not really benefit the county as far as any type of safety concern. Jim asked if paving Mr. Laufenberg's driveway was preplanned or if it came up when they were paving the adjacent town road. Jack stated that Mr. Laufenberg contacted him a couple of days prior to us starting the town's paving project. Dave Pierce feels that a policy should be drafted so we can still do work off the R/W. Mary Cook feels that paving a private driveway "is strictly illegal". Jack stated that the Committee could create a policy that was simply a "no paving private driveways". County Administrator Cathy Schmit feels that there is a difference between an improvement for safety and an improvement that solely adds value to personal property. Cathy agrees that the policy needs to be drafted appropriately and it basically can tell towns that the Highway Commissioner's hands are tied on performing this type of work. Cathy also pointed out that we do not know if the Town may have had some other reason for paving the driveway or an agreement with the town chair.

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

Highway Commissioner Jack Dittmar presented the Committee with a CTH Reconditioning needs list for 2018 & Beyond. He also handed out this list at last month's WTA unit meeting. Jack pointed out that up until 1979 the towns had to contribute half the funding of a CTH improvement within their township. If a town didn't have the funding match for that CTH, it didn't get done. Administrator Cathy Schmit suspects that the state must have changed its funding mechanism almost 40 years ago. It was also pointed out that at that time, each town chairperson was also a member of the county board. Chairman Schroeder asked how Jack's presentation went at the WTA meeting. Jack stated that he reviewed the information and there was not a lot of questions. Jack recommends that the Committee approve the CTH Reconditioning needs list as presented to be our improvement plan for 2018-2040. Jim inquired if the town's had any concerns of the cause and effect that have happened to our CTHs. Nodji VanWychen clarified that she felt the towns heard what was being presented but the WTA meeting agenda did not really allow time for their reaction. Mary Cook feels that most of the town boards are already well aware of the lack of funding for roads. Dave Pierce stated that he has received a couple of phone calls of concerns; and inquiries if it would affect that person's CTH. **Motion made by Mary Cook to approve the Monroe CTH Reconditioning Needs 2018 & Beyond list as presented as our 2018-2040 CTH Improvement Plan, seconded by Dave Pierce. All ayes, motion carried.**

**VIII. Notice of Budgetary Adjustment – Used Sand Screening Plant & Stacking Conveyor (copy attached)**

Highway Commissioner Jack Dittmar reviewed the agenda attached budgetary adjustment of \$180K from the Fund Balance Applied line item and placing \$170K into the Capital Equipment-Highway and \$10K into the Building Improvements line items. The purpose of this budget adjustment is that the 2017 proposed budget includes the purchase of a new sand screening plant, a stacking conveyor, and supporting 3 phase electric service at the dog pond property. We have an opportunity to purchase almost new and very well maintained used machinery (some from a local sand mine). The 2017 proposed budget includes \$300k for this same equipment and service, so this would be a huge savings. There is a possibility there may not be a county board meeting this month to approve this budget adjustment, so this equipment may or may not be held for us by the seller. **Motion made by Dave Pierce to approve the \$180K budgetary adjustment and forward on to the Finance Committee and County Board, seconded by Mary Cook. All ayes, motion carried.**

**IX. Future Agenda Items**

Paul Steele wage analysis is to be discussed, highway tour from this month's meeting that has been postponed and item *VI.* from this meeting will be continued.

**X. 9:30 am – 1:00 pm – Highway Tour: Southeast Corner of County**

Agenda item has been postponed until next month's meeting.

Motion to adjourn at 9:00 a.m. by Mary Cook, seconded by Nodji VanWychen. All ayes, motion carried.