



Administration Building

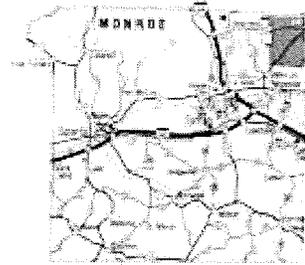
MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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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, January 24, 2014

SUBJECT MATTER TO BE CONSIDERED

[all items are subject to Discussion & (except public comment) Action]

1. Period of Public Comment
2. Last Meeting Minutes
3. Review Payroll
4. Vouchers & Credit Card Charges
5. Commissioner's Report (copy attached)
Projects, Equipment, Facilities, Budget, & Personnel
6. 2014 Patrol Truck Bids (three trucks)
7. 2014 Compact Track Loader Bids
8. 10:30 a.m. – CTH BC Bridge Replacement over Big Creek, Town of Sparta – Highway
Realignment Proposal (copy attached)
9. Draft Overtime Management Policy
10. Future Agenda Items

Date Notice Posted: January 20, 2014

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.

December 13, 2013 meeting of the Monroe County Highway Committee

Meeting called to order at 11:30 a.m., by Chairman Jim Schroeder.

Members present: James Rice, Gene Treu, Dale Greeno, James Schroeder and Daniel Olson (arrived at 11:45)
 Others present: Highway Commissioner – Jack Dittmar, SEH Project Manager – Daniel Gustafson, Sparta Town Chairman – Howard Garves (Item I. only), CTH BC Landowners – Richard & Roger Huber and John Layton (all Item I. only), Ayres Associates Structural Engineer Manager - David Pantzlaff (Items II. – VIII. only), and for Items VII. & VIII. only: Shop Superintendent – Bill Pieper, Highway Supervisor – Dennis Dickman & Patrol Superintendent – Jon Pauley

- I. 11:30 a.m. – Public Informational Meeting – CTH BC Bridge replacement over Big Creek in the Town of Sparta, WDOT Project I.D. 5019-00-00
 Dan Gustafson of SEH is the engineer designing the CTH BC federal aid bridge replacement project and he handed out copies of a project bullet point list and small size plan set. Mr. Gustafson also had larger displays of the bridge project plan & profile sheet to discuss project details. As well as going over the bullet point list which included specific existing and proposed bridge details, the following items were discussed by all in attendance: the estimated 2 month bridge closure during construction without a temporary bypass (which would cost \$40-50k), safety of the Fairway Road intersection (located just outside the bridge project limits and federal bridge funding will not participate in any improvements to since the CTH BC curve at this intersection is so severely below standards), sharpness of existing Falcon Road intersection curve (located about 600' east of the bridge), loss of farmland needed for the new bridge right-of-way, and realignment of CTH BC to locate the new bridge just downstream of the existing bridge (then the existing bridge can be left open during construction of the new bridge) and also improve both of the curves at the Fairway & Falcon road intersections and squaring up both intersections to the new CTH BC curve which will increase safety by forcing traffic to stop at the intersections before entering or existing CTH BC. Motion by Gene Treu to put together aerial sketches with cost estimates for next month's meeting of a proposed CTH BC realignment to locate the new bridge downstream of the existing bridge which would be kept open during construction and to also realign and improve both town road intersections, seconded by Dale Greeno. All ayes, motion carried. Gene asked that a meeting notice be sent to all in attendance today with the next meeting's display information a week prior to the meeting.
- II. Period of Public Comment – Dave Pantzlaff of Ayres Associates stopped in to say Merry Christmas and offer his firm's engineering services in any area the department may need. Dave also thanked the Committee for all of the bridge design projects Ayres has completed for the dept. over the past few years.
- III. Motion to approve the minutes of the regular November 08, 2013 meeting made by Dale Greeno, seconded by Daniel Olson. All ayes, motion carried.
- IV. Payroll presented as follows:
- | | | | |
|------------------------|--------------------|------------------------|--------------------|
| Check Date: 11/14/2013 | | Check Date: 11/27/2013 | |
| • Field Personnel | \$57,331.34 | • Field Personnel | \$58,871.74 |
| • Administration | <u>\$10,847.20</u> | • Administration | <u>\$10,913.73</u> |
| • Total | \$68,178.54 | • TOTAL | \$69,785.47 |
| | | | |
| Check Date: 12/12/2013 | | | |
| • Field Personnel | \$61,659.84 | | |
| • Administration | <u>\$10,993.56</u> | | |
| • Total | \$72,653.40 | | |
- V. **Motion made by Gene Treu, seconded by Dale Greeno, to approve the early paid vouchers in the amount of \$1,258.49 & \$1,305.31, the credit cards bills in the amount of \$4,274.49 and the vouchers payable in the amount of \$1,457,345.14. All ayes, motion carried.**
- VI. **Commissioner's Report**
- **Projects:**
 - County crews: installed guardrail on a bridge within and finished shouldering the CTH CA reconditioning project, mixed & hauled winter sand mix to the shops, set up trucks for winter maintenance, installed wings on graders, performed some section ditching and finished the second round of section mowing.

December 13, 2013 meeting of the Monroe County Highway Committee

- State crews: repaired the RR Xing approaches on USH 12 in Tomah, performed patch sealing and culvert repair, sealed bridge approaches, repaired guardrail, graded shoulders, set up trucks for winter maintenance and performed anti-icing.
- All crews performed winter maintenance as a result of the first few winter storms.
- Were awarded \$625k in state CHIP-D funding for the CTH A hill reconstruction by the 7 Highway Commissioners in the WCHA SW District.
- As recommended by our insurance company, an independent engineering review of the CTH Q rock was acquired. Mead & Hunt, Inc. performed the review and confirmed that "...this segment of CTH Q meets Wisconsin Department of Transportation Design Standards for the C1 design class. The design of the rock cut section for this project followed the guidance and expectations of WisDOT's Facilities Development Manual."
- **Equipment:**
 - Our new grader is here.
- **Facilities:**
 - E3 Coalition has/is performing lighting upgrades at all shops and is installing insulation on the Cashton shop. Focus on energy and transferable tax deductions will reduce total costs by over \$7.8k.
- **Budget:**
 - September & October budget analysis (see handouts). Without any reconditioning project asphalt pavement bills in these months, we are under historic average expenditures by over \$400k at the end of October. Consequently, cash balance is also in excellent shape and well over historic average balances.
 - **We had three overtime callouts over the last 2 weeks to fire calls where the fire trucks are spilling water onto our CTHs and we have to sand the icy CTH. This normally happens a few times each winter and is one service where we could save all taxpayers a few dollars as it is directly the result of the fire call. Since the responsible party is billed for the fire call, we will now be sending our bill to the Township to add to the fire call bill or taxed to the property as a special assessment.
- **Personnel:**
 - A week before Thanksgiving was the last full day for a Public Works Laborer working at the Maintenance Department. We now have all employees back at Highway full-time until the end of the year.
 - Two employees who were off work for the last few months with injuries are back at work under physicians restrictions.
 - A mechanic will be resigning on December 27th.
 - **Safety day was held this Tuesday between some morning snow and lingering flurries. All employees did get to enjoy the catered lunch and have their picture taken and Committee attendance was appreciated. We had three cost saving comments submitted during the day. One for team (work crew) huddles each morning to be on the same page with the day's work, one for larger truck engines so they will be more fuel efficient and require less maintenance, and the last for the shop staying current on software to diagnose new equipment as farming out the work costs more.
 - **Highway Chair Schroeder and Jack will be attending the winter highway conference at the dells on January 14th & 15th.

** = added to report during meeting

VII. 2014 Machinery Purchases

Motion by Dale Greeno to bring this item to the table to discuss, seconded by Dale Greeno. The list of proposed purchases included with the agenda was discussed (two section plow trucks, a low profile section truck, a supervisor pickup and another tracked skid steer loader). The ages of trucks to be replaced and trickled down was reviewed. All department supervisors answered questions regarding need for replacing and trickling down equipment. Motion by Gene Treu to get bids for all items on the proposed 2014 machinery purchases list, seconded by Dale Greeno. All ayes, motion carried.

VIII. Future Agenda Items

In order for our Administrator to attend, the next meeting was set for Friday January 24th. The CTH BC bridge replacement and highway realignment, machinery bids and a draft overtime policy will be on next month's agenda.

Motion to adjourn at 1:30 p.m. made by Gene Treu, seconded by Daniel Olson. All ayes, motion carried.

County Highway Commissioner's Report for: January 24, 2014

Projects:

- All crews performed plenty of winter maintenance due to a very active December & January. Winter weather has kept most all employees on a work-sleep-work schedule for the majority of the past 6 weeks including the Christmas and New Year holidays
- On the remaining few days between winter maintenance activities County crews: cut brush, mixed & hauled winter sand mix to the shops, and assisted with year-end inventory.
- On the remaining few days between winter maintenance activities State crews: repaired guardrail, cut trees & brush and performed anti-icing.

Equipment:

- With the severe cold weather and back-to-back storms, we were down to our last backup snowplow truck a few times over the last few weeks. Our aging patrol truck fleet is showing its age!

Facilities:

- Nothing to report.

Budget:

- Nothing to report.

Personnel:

- All employees attended training on the new county performance evaluation program.
- One employee will be off work for at least 6 weeks undergoing a major joint replacement.
- Our new state employee started work at the beginning of the month.
- Our assistant mechanic was let go about two weeks ago. Our two remaining mechanics are working diligently to keep ahead of the numerous truck breakdowns resulting from all of the winter storms and severe cold.
- Received 20+ applications for the mechanic position vacated last month. Interviews will be within the next two weeks and an assistant mechanic will hopefully be hired out of this group of mechanic interviewees.
- Called in a few on-call snowplow operators to train with our full time employees.

ID 5019-00-00
Town of Burns – Town of Sparta
(Big Creek Bridge P-41-0946
CTH BC
Monroe County

Length of Project: CTH BC = 2200 feet
Fairway Road = 700 feet
Falcon Road = 300 feet

Estimated Cost to reconstruct road with county forces @ \$300,000 per mile = \$200,000.

Additional Right of Way = Approximately 3 acres mainline, 1 acre town roads.
Estimated cost = 4 acres @ \$5000 per acre = \$20,000.

Additional Engineering and Right of Way Plat Costs = Estimated \$50,000

Total = \$270,000

Attached map shows the realignment of the road and the town road intersections. New bridge location will be on a curve south of the existing bridge. The map is based on available air photos. The locations shown are approximate.

