



Administration Building

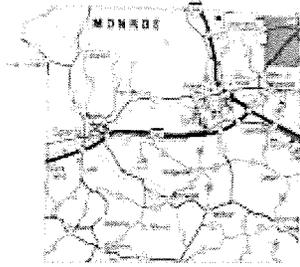
MONROE COUNTY HIGHWAY DEPARTMENT

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, March 21, 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.) ATV/UTV Routes on CTHs
- 7.) 2014 Compact Track Loader Bids (brought back from January meeting)
- 8.) WDOT Agreement for Construction – Local Force Account –
Project I.D. 5510-00-61 – Installing Culvert Pipe Liners and Misc.
- 9.) 10:30 AM – Motion to Adjourn to Closed Session Pursuant to SS19.85(1)(e):
Discuss Acquisition or Sale of Public Property
- 10.) 11:00 AM – Motion to Reconvene into Open Session Pursuant to SS19.85(2)
- 11.) Future Agenda Items

Date Notice Posted: March 17, 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.

February 21, 2014 meeting of the Monroe County Highway Committee

Meeting called to order at 9:01 a.m., by Chairman Jim Schroeder.

Members present: James Rice, Dale Greeno, Daniel Olson and James Schroeder.

Members absent: Gene Treu

Others present: Highway Commissioner – Jack Dittmar, County Administrator – Cathy Schmit, Shop Supt. – William Pieper (Item VI. only), and Universal Truck Equipment Owner – Donnie Bjorge (Items I.-VI. only).

- I. Period of Public Comment – None
- II. Motion to approve the minutes of the regular January 24, 2014 meeting made by Dale Greeno, seconded by James Rice. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 02/06/2014

• Field Personnel	\$78,867.31
• Administration	<u>\$12,711.71</u>
• Total	\$91,579.02

Check Date: 02/20/2014

• Field Personnel	\$73,676.12
• Administration	<u>\$13,203.90</u>
• Total	\$86,880.02

- VI. **Motion made by Daniel Olson, seconded by James Rice, to approve the December vouchers payable early paid vouchers in the amount of \$1,782.57, the December vouchers payable credit card bills in the amount of \$466.64, February early paid vouchers in the amount of \$1,212.07, February credit card bills in the amount of \$710.06 and the February vouchers payable in the amount of \$177,864.66. All ayes, motion carried.**

- V. **Commissioner's Report** – addressed after VI. to accommodate guests.

VI. **2014 Patrol Truck Accessories Bids (three trucks)**

Motion by Dale Greeno to bring this items to the table to discuss, seconded by James Rice.

Shop Superintendent Bill Pieper presented the Committee with a bid tabulation sheet for the 2014 Quad-Axle Patrol Truck Accessories bids that were publicly opened on February 18, 2014 (see next page). The Committee asked Bill for his recommendation. Bill recommends staying with Universal Truck Equipment for these accessories. **Motion made by James Rice to purchase accessories for the quad-axle patrol truck from low bidder Universal Truck Equipment for \$110,574 with AVL/GPS add on option for an additional \$895, seconded by Dale Greeno. All ayes, motion carried.**

Bill Pieper then presented the Committee with a bid tabulation sheet for the 2014 Tri-Axle Patrol Truck Accessories bids that were also opened publicly on February 18, 2014 (see next page). **Motion made by James Schroeder to purchase accessories for the tri-axle patrol truck from low bidder Universal Truck Equipment for \$84,642, seconded by Daniel Olson. All ayes, motion carried.** Dan Olson inquired if there would be a way to put reflective tape on the plow to prevent bad night vision. Bill Pieper seems to feel that is possible.

Bill Pieper then presented the Committee with the last bid tabulation sheet for the 2014 Low Profile Truck Accessories bids that were publicly opened on February 18, 2014 (see page 3). The Committee asked Bill for his recommendation. Bill recommended going with the low bid from Monroe Truck Equipment. He feels that all three vendors have done excellent work for the county in the past on this type of accessory. **Motion made by Daniel Olson to purchase accessories for the low profile truck from Monroe Truck Equipment for \$11,373, seconded by Dale Greeno. All ayes, motion carried.**

Agenda brought back to Item V. Commissioner's Report

• **Projects:**

- All crews again performed plenty of winter maintenance due to a very active February. Drift control & pushing back slopes to provide room for more snow have been almost a daily occurrence with plow trucks, graders and loaders.
- On the remaining few days between winter maintenance activities County crews: cut down some trees at the new justice center site, put gravel in severe highway dips, and mixed & hauled winter sand mix to the shops.

February 21, 2014 meeting of the Monroe County Highway Committee

MONROE COUNTY HIGHWAY DEPARTMENT BID TABULATION		
2014 Quad-Axle Patrol Truck Accessories		
Bids Opened - Tuesday, Feb 18, 2014 @ 4:00 P.M.		
Vendor	Monroe Truck Equipment	Universal Truck Equipment
Make of Accessories	Monroe: 17' RDS Body, Plow, Wings, Material Spreader, Force America: Controls	Henderson: 16.5'/17.5' MUNI-body II Box & Material Spreader, Universal: Plow & Wings, Force America: Controls
Base Bid	\$115,565	\$110,574.00
Basic Warranty	1 year parts and labor, included during warranty	1 year parts and labor, included during warranty
Delivery Date	90-120 days after receiving Truck	120-150 days after receiving Truck
Items NOT meeting specifications (spec/bid)	Spec: Valve cradle hinged/ Bid: No hinge on cradle	Spec: Valve cradle hinged/ Bid: No hinge on cradle
DOT reflective tape	Add: \$156	Included in bid
9 foot wings	Add: \$220	Included in bid
OPTION: AVL/GPS sensors, switches ect. install	Add: \$3,257	Add: \$895
Total Cost: With 9 foot wings, AVL/GPS sensor & switches & DOT tape installed	\$119,198	\$111,469

MONROE COUNTY HIGHWAY DEPARTMENT BID TABULATION		
2014 Tri-Axle Patrol Truck Accessories		
Bids Opened - Tuesday, Feb 18, 2014 @ 4:00 P.M.		
Vendor	Monroe Truck Equipment	Universal Truck Equipment
Make of Accessories	Monroe: 15'RDS Body, Plow, Wings, Material Spreader, Force America: Controls	Henderson: 15'/16' MUNI-body II Box & Material Spreader, Universal: Plow & Wings, Force America: Controls
Base Bid	\$88,575	\$84,642
Basic Warranty	1 year parts and labor, included during warranty	1 year parts and labor, included during warranty
Delivery Date	90-120 days after receiving Truck	120-150 days after receiving Truck
Items NOT meeting specifications (spec/bid)	Spec: Valve cradle hinged/ Bid: No hinge on cradle	Spec: Valve cradle hinged/ Bid: No hinge on cradle
DOT reflective tape	Add: \$156	Included in bid
9 foot wing	Add: \$110	Included in bid
Total Cost: With 9 foot wing & DOT tape installed	\$88,841	\$84,642

MONROE COUNTY HIGHWAY DEPARTMENT BID TABULATION			
2014 Low Profile Truck Accessories			
Bids Opened - Tuesday, Feb 18, 2014 @ 4:00 P.M.			
Vendor	Michael's Truck Equipment	Monroe Truck Equipment	Universal Truck Equipment
Make of Accessories	Crysteel 10' E-Tipper Dump Body	Crysteel 10' E-Tipper Dump Body	Henderson 10' Mark III Dump Body
Base Bid	\$12,558	\$11,373	\$14,935
Basic Warranty	1 year parts and labor, included during warranty	1 year parts and labor, included during warranty	1 year parts and labor, included during warranty
Delivery Date	35 days after receiving Truck	35 days after receiving Truck	45 to 90 days after receiving Truck
Items NOT meeting specifications (spec/bid)	All items meet spec	Spec: stackable hydraulic valve/Bid: nonstackable valve	All items meet spec
Optional LED lighting	\$415	\$162	\$230
Notes	Subtract \$700 for nonstackable hydraulic valve	Add \$597 for stackable hydraulic valve	N/A
Total Cost:	\$12,558	\$11,373	\$14,935

Commissioner's Report (continued):

- **Projects (continued):**
 - On the remaining few days between winter maintenance activities State crews: repaired guardrail and patched potholes.
 - As first mentioned in my August report, we are continuing to have contract truckers haul free screened sand from Fairmount Minerals (formerly FTSI & Proppant Specialists) in the Town of Byron to the dog pound. Do to the severe winter, we needed more sand to mix and this free sand will save taxpayers tens of thousands of dollars each year. We normally produce about 20,000 ton per winter so free sand that normally costs \$3-4/ton can easily save \$50,000 per year. We will be paying to haul in as much free sand as Fairmount Minerals will give us. They have a 50,000+ ton pile of sand and have offered to give it to us because of our past excellent working relationship regarding them repairing CTH N after their trucks damaged our highway. ** Fairmount Minerals has abruptly closed down their Town of Byron plant this week. We are hoping to contact the (new?) owners soon to see if we can continue to haul this sand to our dog pound site.
- **Equipment:**
 - We continue to try to keep our patrol trucks running despite the severely cold winter that is damaging our aging fleet!
- **Facilities & Budget:** - Nothing to report.
- **Personnel:**
 - All front line employees hired prior to February 2013 received their first new county annual performance evaluation from their immediate supervisor. ** Administrator Cathy Schmit explained the new performance evaluation system and how it relates to employee annual pay increases.

February 21, 2014 meeting of the Monroe County Highway Committee

- Every spring employees put in requests for vacation approval over the upcoming year. Rules for department scheduled time off requests are being revised to include all scheduled time off for every day of the week so supervisors can form positive plans for emergency overtime if needed. Some of the revised rules have been followed over the years but not put in writing. These are now being formalized to be equitable to all employees and improve department management. Some previous written rules are also being relaxed in order to allow more scheduled employee time off during the non-winter months when the number of necessary emergency overtime personnel is considerably less. ** Dale Greeno presented a copy of Jack's scheduled time off memo that was posted at all shops last week and asked what this was about. The memo detailed the same information as noted above. Discussed need for 30 plow truck drivers during every countywide winter storm and only 39 total department hourly employees available which includes a welder, janitor/driver, partsperson and 4 mechanics. 24/7 availability is an application & interview question of every employee and most all employees have done an excellent job being available for winter weather over the last few years as the department ranks have decreased by attrition. We simply need to update our policy for scheduling time off to reflect our smaller work crew.

** = added to report during meeting

VII. Alternative Hwy Improvement Funding continued (tax levy, bonding, wheel tax)

Dan Olson feels that the only way to get additional highway improvement funding would be by increasing the overall county budget. He does not feel that gas tax is the way to go. James Schroeder stated that he would like to look further into establishing a wheel tax. Jack Dittmar feels that once this hits the newspapers it will give the county an opportunity to explain to residents where their county tax dollars are being spent and the dire straits of our highway improvement funding. James Rice expressed that he feels the county will be able to raise our sales tax rate in the near future in which those proceeds should go directly to county highways only. James Schroeder suggested promoting the wheel tax just to see what the general public reaction would be to the tax. The Committee then discussed the surrounding counties that are bonding for extra highway funding. Dan Olson would like to see the county send out information in the next real estate tax bill that directly breaks down by percentage where property owner's taxes are going overall. This way taxpayers will have a better understand that a majority of their taxes are going to school districts and the technical college as well as their municipality. The Committee discussed the possibility of a referendum to bond for highway funding, which would give all taxpayers a vote on the situation. Dan Olson feels that if the county is going to present a referendum in regards to highway funding that it would be a 2 question referendum. Question 1 being "would you like to raise the county levy for bonding?" or question 2 being "would you like to see other county departments cut their budget by 10%?" Dale Greeno suggested to have Jack Dittmar draft some ideas and figures on expense to put together county board draft bonding resolution and to talk to Corporation Counsel Andy Kaftan about referendum options. This agenda item will be discussed further at upcoming meetings.

VIII. Year Round CTH Weight Limit Posting

Jack addressed his concerns regarding our poor county highway conditions and feels that weight limiting our highways is directly related to trying to find alternative highway improvement funding. We don't have enough funding to improve our highways so we need to do everything we can to protect and preserve them. Weight limiting them will reduce heavy truck traffic which does the vast amount of damage to our highways. Dittmar explained to the Committee that a Class B weight restriction excludes pick-up and delivery on that specific highway but is very restrictive (only 60% of normal legal load). Jack stated that he is most concerned with permitted overweight trucks up to 130K pounds that can simply bypass the county and get a permit from the WDOT to haul on any of our highways. Jack would like to see the county go to a 40 ton weight limit on all of our county highways, which would require anything over that weight to acquire a permit from us. Dale Greeno inquired as to what the approximate cost may be to install weight limit signs on all the county highways. Jack estimated that it will take at least 100 signs at a cost of about \$100 per sign. **Motion made by Dale Greeno to post all county trunk highways with 40 ton year round weight limits, seconded by James Rice. All ayes, motion carried.**

XI. Future Agenda Items

Dan Olson would like to see a left turn flashing yellow arrow installed on the traffic signals at the Avon Road and STH 27 intersection. Jack will contact the WDOT about this.

Motion to adjourn at 11:54 a.m. made by Dale Greeno, seconded by James Rice. All ayes, motion carried.

County Highway Commissioner's Report for: March 21, 2014

Projects:

- All crews again performed plenty of winter maintenance due to an active end of February & beginning of March with drift control & pushing back slopes to provide room for more snow almost a daily occurrence.
- On the remaining few days between winter maintenance activities County crews: thawed out frozen culverts, opened frozen/clogged up ditches, cut some trees & brush, patched potholes, and mixed & hauled winter sand mix to the shops.
- On the remaining few days between winter maintenance activities State crews: brined highways, repaired guardrail, patched potholes, thawed out frozen culverts, and opened frozen/clogged up ditches.
- The preconstruction conference for the reconstruction of STH 33 from Cashton to Ontario was held this week Wednesday.
- Spring weight restrictions were imposed on all CTHs this week Tuesday.

Equipment:

- Nothing to report.

Facilities:

- Nothing to report.

Budget:

- Nothing to report.

Personnel:

- An employee quit one month ago and another employee announced that he is retiring at the end of this month. We are working to refill these positions ASAP with applicants who were interviewed within the last year for Preventative Maintenance Technician & Public Works Laborer positions.
- Our new Mechanic started at the end of February and our new Assistant Mechanic started this week Wednesday. Both filled existing vacant positions.
- Jack will be at Commissioner training in Stevens Point next week Monday & Tuesday.