



Administration Building

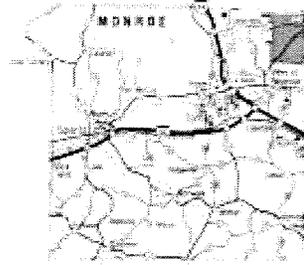
MONROE COUNTY HIGHWAY DEPARTMENT

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: Thursday, April 24, 2014

!! NOTE: Thursday !!

SUBJECT MATTER TO BE CONSIDERED

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

1. Committee Chairman Status
2. Election of Committee Vice-Chairman
3. Period of Public Comment
4. Last Meeting Minutes
5. Review Payroll
6. Review Vouchers & Credit Card Charges
7. Commissioner's Report (copy attached)
Projects, Equipment, Facilities, Budget, & Personnel
8. Department Overview, Mission Statement (attached), Committee & Commissioner Roles
9. Highway Committee Resolution – Absence of Need for Sidewalks per Trans 75.06, CTH BC bridge reconstruction, state project I.D. 5019-00-00
10. Federal Certified Bridge Inspections Proposals – Monroe County Local Bridges
11. Committee Meeting Date
12. Future Agenda Items

Date Notice Posted: April 21, 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.

March 21, 2014 meeting of the Monroe County Highway Committee

Meeting called to order at 9:00 a.m., by Chairman Jim Schroeder.

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

Members absent: James Rice

Others present: Highway Commissioner – Jack Dittmar, Office Manager – Rebecca Pitel, Section Leader – Art Baldwin (Item I. only), Shop Superintendent – William Pieper (Item VII. only), Fabco Equipment Sales Representative – John Erjavec (Items I. - VII. only), [and all of the remaining for Item VI. Only: Road Runners ATV/UTV Club of Monroe County – President Judy Ziebell, Vice President Mike Pierce & member Jon Knapp; Town of Greenfield – Chairman Dave Pierce and resident Jim Pierce; Town of Little Falls - resident Randy Gillen, Joint County ATV/UTV Alliance - Roger Bean; and Bear Bluff ATV Club – President Gary Everts].

- I. Period of Public Comment – Art Baldwin wanted to take the time to express to the Highway Committee why he was taking an early retirement from Monroe County after 15 ½ years of service. Art stated that he can no longer afford to work for the County Highway Department even though he absolutely loves his job. He expressed that with the 5.5% decrease in pay, increasing insurance deductibles, and the loss of overtime after 8 hours, he simply cannot make ends meet. Baldwin stated that he can draw \$1,400 in retirement per month, but his insurance will cost him \$1,280/mo. Unfortunately he will be retiring from the county to go and work full time for another area company.
- II. Motion to approve the minutes of the regular February 21, 2014 meeting made by Dan Olson, seconded by Dale Greeno. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 03/06/2014

- Field Personnel \$71,611.11
- Administration \$12,132.11
- Total \$83,743.22

Check Date: 03/20/2014

- Field Personnel \$65,459.94
- Administration \$11,043.59
- Total \$76,503.53

- VI. **Motion made by Daniel Olson, seconded by Dale Greeno, to approve the early paid vouchers in the amount of \$2,365.61, March credit card bills in the amount of \$4,804.20 and the March vouchers payable in the amount of \$229,849.96. All ayes, motion carried.**

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

VI. **ATV/UTV Routes on CTHs**

Mike Pierce, Vice President of Road Runners ATV/UTV Club of Monroe County, addressed the Committee and stated that there are several groups that are requesting the use of county highways as connecting ATV/UTV routes. James Schroeder inquired about the length of the routes. Pierce stated that the route lengths they would like minimally would vary in length but they would really like to see ATV/UTV routes countywide. Jack Dittmar stated that he is not in favor of ATV/UTVs on county highways. However, in order for any county highway to be used as an ATV/UTV route a resolution would have to be passed by the full County Board. Since enforcement by the County Sheriff is involved, the Public Safety & Justice Coordinating Committee should act on the resolution as well as the Highway Committee before it is passed on to the County Board. Dittmar stated that if county highways are to be used as an ATV/UTV route he would like the routes to remain short. Roger Bean of the Joint County ATV/UTV Alliance expressed that research through traffic citations have shown that a few citations have been issued and they have had no complaints over the last year in Juneau County. Mike Pierce stated that the ATV/UTV clubs have been working with the Village of Warrens and Towns of: Greenfield, Grant, Byron, Scott, LaGrange, and Lincoln on ATV/UTV routes. Gene Treu does not feel there is any reason to restrict ATV/UTVs using any town roads or county highways. Randy Gillen stated that he feels it is an opportunity for more people to purchase a license to operate their ATV/UTV. Mike Pierce stated that the ATV clubs are putting up the money for the signs and that the ATV/UTV clubs also have ambassadors in place to monitor the routes and keep things safe. James Schroeder agrees all county highways should be opened up for ATV/UTV usage and not just for recreation. Judy Ziebell, President of Road Runners ATV/UTV Club of Monroe County, expressed that it would be easier for the Sheriff's Department to not have any restriction on the hours of operation, this way it would be consistent between town roads and county highways. Ziebell also stated the Joint County Alliance will pay for the ATV/UTV route signs if this goes countywide. Jack stated that in 2009 the Millston area businesses wanted to connect their ATV trails in Jackson County to the Cataract businesses and a resolution was forwarded to the County Board

March 21, 2014 meeting of the Monroe County Highway Committee

by the Highway Committee for a few CTHs in the NW corner of the county. The County Board did not pass the resolution. The Committee reviewed this 2009 ATV resolution and made modifications to open up all County Trunk Highways. **Motion made by Gene Treu, seconded by Dale Greeno to present the Committee's sample resolution to Corporate Council and to have the Council create a resolution to present to the county board to have ATV/UTV routes county wide. All ayes, motion carried.**

VII. 2014 Compact Track Loader Bids (brought back from January meeting)

Motion made by Gene Treu, seconded by Dale Greeno to bring back the bids for a 2014 Compact Track Loader from the January 2014 meeting. William Pieper presented the Committee with the bid tabulation sheet from the bids which were opened on January 22, 2014 and presented to the Committee at the January meeting. St Joseph Equipment withdrew their bid due to the length of time since they submitted their bid. The remaining two vendors are still honoring their original bids as detailed below:

MONROE COUNTY HIGHWAY DEPARTMENT		
2014 Compact Track Loader		
Bids Publicly Opened - 4:00p.m. Wednesday, 22 Jan 2014		
VENDOR	Brooks Tractor Inc.	Fabco Equipment Inc.
Make & Model	329E	289D
Base Bid	\$63,500	\$61,510
DELIVERY DATE	60 days	12 Weeks
Base Bid Warranty Difference from bid Spec. 5-yr./2,500 hr. full machine coverage, \$500 deductible on non power train repairs (hauling expenses, travel time, and mileage not covered)	1 Year Full Coverage followed by 4 Year/ 3,000 Hour Secure Full Coverage Program included in Base bid	1 Year Full Coverage Unlimited Hour in Base Bid (Additional 4 Year/2,500 Hour Full Coverage Warranty to Comply with Spec.
Guaranteed Buy Back Price at 5 yr./2,500 hour with details	No Bid	\$30,000
OPTIONAL BID ITEMS		
1.) Customer Support Agreement	\$4,424/250 hour intervals	\$5,022/250 hour intervals
2.) Rearview camera	No Bid	Included in Base Bid
3.) Heavy Duty 84" Land Plane	\$2,495 / J.D.	\$2,415 / Virnig
4.) 84" Power Angle Broom	\$5,225 / J.D.	\$5825 / Virnig
5.) Hydraulic Breaker minimum weight 450 lbs & 2.5 " diameter tool	\$6,000 / J.D. HH40	\$9,400 / Cat H55S
6.) Maximum Width General Purpose Bucket with Bolt on Cutting Edge	\$1050 / J.D.	Included in Base Bid
Items not meeting spec		
Total with Options # 1.) 4.), 6.)	\$74,199	\$72,357

Gene Treu pointed out that the bid from Fabco Equipment includes a general purpose bucket in their base bid. The Committee discussed the customer service support agreement and its value. **Motion made by Gene Treu, seconded by Dan Olson to accept the low bid with options #1.) 4.) & 6.) from Fabco Equipment for a total price of \$72,357. Three ayes, one nay (Greeno), motion carried.**

Agenda brought back to Item V. Commissioner's Report

- **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 & Facilities & 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.
 - **Jack Dittmar expressed that our retiring employee Art Baldwin is one of the department's best employees and has constantly worked to save the county tax dollars.
 - 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.

** = added to report during meeting

VIII. WDOT Agreement for Construction – Local Force Account – Project I.D. 5510-00-61 – Installing Culvert Piper Liners and Misc.

Jack Dittmar explained this Local Force Account agreement estimated at \$100K for lining, grouting and sealing deteriorated metal culverts on STH 71 from Norwalk to the Juneau County line.

Motion made by Gene Treu, seconded by Dale Greeno to approve and sign the WDOT agreement for construction – local force account – project 5510-00-61. All ayes, motion carried.

XI. 10:30 AM – Motion to Adjourn to Closed Session Pursuant to SS19.85(1)(e): Discuss Acquisition or Sale of Public Property

At 11:30 AM motion made by Gene Treu, seconded by Dale Greeno to adjourn to closed session pursuant to SS19.85(1)(e) to discuss acquisition or sale of public property. Roll call vote- Gene Treu – yes, Jim Schroeder – yes, Dale Greeno – yes and Dan Olson – yes.

X. 11:00 AM – Motion to Reconvene into Open Session Pursuant to SS19.85(2)

At 11:55 AM motion made by Gene Treu, seconded by Dale Greeno to return to open session pursuant to SS19.85(2). All ayes, motion carried. There were no minutes taken during the closed session.

XI. Future Agenda Items

Gene Treu would like to see the resolution for the ATV/UTV routes to be opened county wide be brought back for discussion amongst the new Highway Committee.

Motion to adjourn at 12:02 p.m. made by Gene Treu, seconded by Dale Greeno. All ayes, motion carried.

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

Projects:

- Fortunately winter maintenance activities are winding down for all crews.
- County crews: thawed out frozen culverts, opened frozen/clogged up ditches, cut some trees & brush, patched potholes, performed crack sealing, repaired guardrail, performed gravel shoulder maintenance, fixed salt shed doors, took wings off graders, and cut trees for the Town of Angelo.
- State crews: brined highways, repaired guardrail, patched potholes, thawed out frozen culverts, and cut trees & brush.
- Spring weight restrictions will be lifted next Monday morning.
- Per February 2014 Committee action, all CTHs will be posted with permanent 40 ton weight limits when the spring weight restrictions are removed or shortly thereafter.

Equipment:

- Our new tracked skid loader is here.

Facilities:

- We are working with E3 Coalition on building energy efficiency improvements for our 2014 Buildings & Grounds budgeted expenses. Lighting and insulation improvements are good candidates based on current incentives/rebates.

Budget:

- Nothing to report.

Personnel:

- A new Public Works Laborer started last week at the County Maintenance Dept. with Director Garry Spohn. This employee was interviewed within the last year for a Preventative Maintenance Technician and will work with Garry all summer long and then in November will come over to the Highway Dept. to work with us for the winter. This position fills a vacancy from an employee who quit in February.
- Another new Public Works Laborer is scheduled to start next Monday to fill a vacancy of an employee who retired at the end of March.
- Another employee recently announced his retirement as of the beginning of May. We are working to fill this impending vacancy ASAP with applicants who were interviewed last fall for Public Works Laborer positions.
- After consultation with the County Administrator, we will also be filling the August 2013 County Board approved second state funded new Public Works Laborer position ASAP. This may require a new advertisement and interviews/testing. The first of these two approved positions was hired in the beginning of January.



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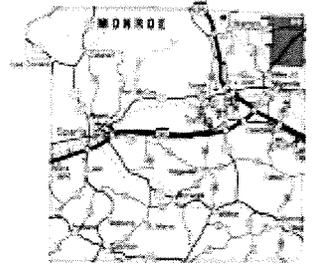
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MISSION STATEMENT

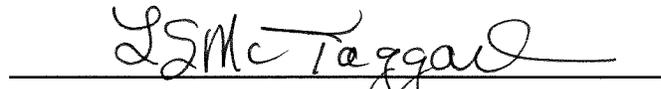
PREAMBLE: With an emphasis on the County Highway Department providing services to the citizens of Monroe County that are not economically available from the private sector:

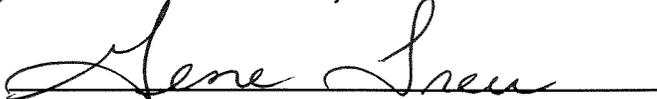
PRIMARY MISSION: County Winter maintenance services
Non-winter County emergency services
Year-round emergency service assistance to Local Governments of Monroe County

SECONDARY MISSION:
With the County Highway Department personnel and equipment necessary to provide the PRIMARY MISSION -- Non-Winter maintenance services that (in priority order):
1) are economically competitive with comparable services provided by the private sector and,
2) economically utilize Department owned equipment required to uphold the primary mission

Adopted: January 21, 2011 by the Monroe County Highway Committee:


James Schroeder, Chairman


Larry McTaggart, Vice-Chairman


Gene Treu


James Rice


Daniel Olson