Administration Building

MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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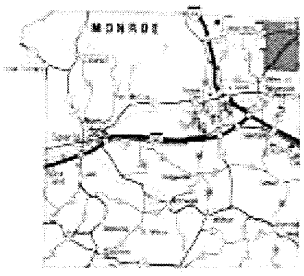

NOTICE OF MEETING

COMMITTEE: **Highway**

TIME: **9:00 A.M.**

PLACE: **Highway Administration Building**
803 Washington Street, Sparta, WI

DATE: **Friday, May 23, 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. **Introduction: Jarrod Turk, WDOT Maintenance Engineer**
7. **2014 Culvert Quotations**
8. **2014 Asphaltic Pavement Bids**
9. **2014 Sealcoat Bids**
10. **Resolution Amending Chapter 38 of the Monroe County Code to Include All-Terrain and Utility Terrain Vehicle Operation on County Trunk Highways (copy attached)**
11. **Future Agenda Items**
12. **11:00 am – 1:00 pm – Highway Tour: Proposed CTH F Relocation onto Melrose Road & Southwest corner of County**

Date Notice Posted: May 19, 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.*

April 24, 2014 meeting of the Monroe County Highway Committee

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

Members present: Wade Blackdeer, David Pierce, James Schroeder, Nodji VanWychen and Gail Chapman.
Members absent: None
Others present: Highway Commissioner – Jack Dittmar, Office Manager – Rebecca Pitel, County Resident – Larry Revels, [and all remaining for Items I. - *VII. only*: Town of Lincoln – Chairman Greg Zingler & Supervisor Scott Schultz, Town of Tomah – Chairman Howard Hanson, Town of Wilton – Chairman Jim Bever & Supervisor Jan Brandau, and Town of Grant – Supervisor Allan Roof].

I. Committee Chairman Status – County Board Chair Jim Kuhn has appointed Jim Schroeder as Chairman.

II. Election of Committee Vice-Chairman – Dave Pierce nominated Gail Chapman for Vice-Chairman. No other nominations were made. All ayes, motion carried.

III. Period of Public Comment – Larry Revels presented the Committee with a map of land his son owns on CTH F that he feels should have the highway changed for safety purposes. He has concerns with a sharp curve on the St. Mary's hill as it comes up to CTH U. Larry and his son would like to work with the Committee on realigning CTH F.

IV. Motion to approve the minutes of the regular March 21, 2014 meeting made by Dave Pierce, seconded by Nodji VanWychen. All ayes, motion carried.

V. Payroll presented as follows:

Check Date: 04/03/2014

- Field Personnel $58,726.11
- Administration $10,847.20
- Total $69,573.31

Check Date: 04/17/2014

- Field Personnel $68,064.82
- Administration $11,651.84
- Total $79,716.66

VI. **Motion made by Gail Chapman, seconded by Dave Pierce, to approve the early paid vouchers in the amount of $3,303.54, April credit card bills in the amount of $712.56, Interdepartmental Transfer to the Register of Deeds in the amount of $30.00 and the April vouchers payable in the amount of $139,321.96. All ayes, motion carried.**

VII. ATV/UTV Routes on CTHs

Town of Lincoln Chair Greg Zingler explained to the Committee that presently most of their town roads head to county highways and the Town Board has not made a decision at this time to allow ATV/UTV travel on town roads. At this point they realize that if ATV/UTVs are only allowed on the town roads, which have less traffic that the county highways, it may be safer for the residents of Monroe County. Chairman Jim Schroeder explained to the Committee and the Town Board members that at the last Committee meeting they had not heard of any opposition from any one so they had drafted a preliminary resolution that was to go to Corporate Counsel, then to Public Safety and back to the Highway Committee before being presented to the County Board for approval. Town Boards inquired to the Committee if it could be explained to them as to what the preliminary resolution contained or what to expect if ATV/UTVs are allowed to ride the county highways. Dave Pierce, whom has spoken to the ATV groups that expressed the initial interest explained that ATV/UTV travel would be expected to follow the county road laws, required to wear a helmet if under the age of 18 and have a safety course. All ATV/UTVs would be required to have a license from the DOT and the ATV groups have stated that they would provide the ATV route signs for the county highways. Town of Tomah Chair Howard Hanson expressed concern that others are under the impression that their township is in favor of ATV/UTV routes on their town roads and he has never been talked to by anyone regarding this. Hanson stated that the Town of Tomah Board is 100% against ATV/UTV routes on their town roads. The Town of Tomah has many concerns including, damage to the shoulders and edge of the roads, safety to people, and they don't feel that there will be adequate police available to help enforce the laws and violations. Hanson also expressed that several years ago there was a push for ATV routes on county roads and at that time his research concluded that it was never the DNRs intention to have ATV routes on all roads. The intent was to sign routes to take ATVs from lodging or restaurants to ATV trails. Town of Wilton Chair Jim Bever stated to the Committee that currently only a small percentage of the Town of Wilton roads are

authorized for ATV usage. Those roads were only authorized mainly for agricultural use and the town also has the control of shutting the road down for any such usage at any time. The Town of Wilton has a high amount of concern that if you open the county highways up for this type of usage that you will have ATVs travelling anywhere they see fit. Jan Brandau stated that the Town of Wilton is also not in favor of the county highways being opened up for this type of traffic. Town of Grant Supervisor Allan Roof stated that from a personal standpoint he understands the local residents wanting to ride their roads 300 feet or so to get to the neighbors and being legal. As a Town Supervisor, the Town of Grant is very resistant at this time of allowing ATV/UTVs to ride their town roads. The township is concerned about drug trafficking around the Millston area, trespassing enforcement, and dips & blind curves on the roadways. Town of Lincoln Supervisor Scott Schultz addressed that they have several cranberry marsh ponds that have lots of small children fishing and lots of logging trucks that travel their area roads and he has concerns about opening up all roads to ATV/UTVs. Jim Schroeder stated that he feels at this time that the Committee may want to consider opening up portions of the county highways, but not all. Town of Tomah Chair Howard Hanson expressed that he would like to see the County Board handle this subject cautiously and take local government concerns into consideration before making a final decision. Greg Zingler also added that he spoke to the Eau Claire DNR in regards to possible grants being available for this type of recreation. It was explained to him that the grants would only be available if a paved system connected two state funded trails. Jim Schroeder suggested bringing the resolution from last month's meeting back to the Committee and amending portions of it before it proceeds onwards. Jack mentioned that the copy of the old ATV Route Resolution which was redlined with revisions by Committee members at last month's meeting is nowhere to be found. Jack recommends working off the Road Runner ATV club's originally requested routes to see what is agreeable with each Township and putting that in a draft form to bring back to the Committee. Gail Chapman doesn't feel that ATV/UTV usage on the roads would be any different than a horse and buggy, both being a slower moving vehicle. Wade Blackdeer stated that he is very concerned about the safety considering that an ATV can come out of nowhere compared to a snowmobile. Blackdeer would like to go to the townships in his District first to see what their feelings are before making any decisions.

VIII. Commissioner's Report

- **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.

  **Jack mentioned that there was a concern from the dog shelter with their outside fenced play areas possibly being eroded away and dogs escaping. There is some sand spilled over the retaining wall but the employees weren't aware of the retaining wall under the sand so erosion isn't an issue. The fenced play area moving closer to our retaining wall is an issue as right now we barely have enough room to maintain our sand pile and the retaining wall. Jack and Zoning Administrator Alison Elliot have discussed all of this and everything is okay.

- **Budget:**
  - Nothing to report.

- **Personnel:**
  - A new Public Works Laborer started last week at the County Maintenance Department 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 Department 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.

  **Employees have been working on completing their National Incident Management System (NIMS) computer based training during this week's rainy days.

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

XI. ***Department Overview, Mission Statement, Committee & Commissioner Roles***

A copy of our Department Mission Statement was included with today's agenda for review. The Committee discussed the Mission Statement and no changes were made at this time. The Committee discussed their roles and the Commissioner roles, no concerns at this time. When the Committee hears complaints or rumors, Jack asked that he or the County Administrator be contacted ASAP in order to verify information and/or keep issues from expanding into something that they aren't. Nodji VanWychen stated that she would like the Committee to meet the employees and be able to tour all of the county highways and visit all of the shops.

X. ***Highway Committee Resolution – Absence of Need for Sidewalks per Trans 753.06, CTH BC bridge reconstruction, state project I.D. 5019-00-00***

Motion made by Dave Pierce, seconded by Gail Chapman to bring this agenda item to the table for discussion. Jack explained that the newer federal & state Complete Streets legislation requires bicycle & pedestrian facilities to be included (or excepted) from every project receiving federal or state funding. Jack recommends not putting a sidewalk on this bridge as it isn't necessary out in this very rural location and would add an extra 4 feet to each side. **Motion made by Dave Pierce, seconded by Gail Chapman to not put a sidewalk on the CTH BC Bridge and approve and sign the Absence of Need Resolution. All ayes, motion carried.** Jack also explained that this is a cooperative project with the Ho-Chunk Nation and they have agreed to pay the county's 20% share of the bridge replacement & design. The other 80% is funded with federal bridge aids.

XI. ***Federal Certified Bridge Inspections Proposals – Monroe County Local Bridges***

Motion made by Gail Chapman, seconded by Wade Blackdeer to bring this agenda item to the table. Jack explained that at a minimum, every two years all of our local bridges need to be inspected to be eligible for federal funding. Presently we have 196 local bridges, of which 77 are county and the rest are in the towns, villages and cities. Jack presented the Committee with a bid tabulation sheet with the results of an RFP for inspections (see next page). Ayres Associates performed our inspections in 2010 and Davy Engineering performed them last cycle (2012). Jack feels all three companies that submitted proposals do a great job, so he recommends the low proposal from Jewell Associates. **Motion made by Dave Pierce, seconded by Nodji VanWychen to accept the low proposal from Jewell Associates of Spring Green for this cycle of federal certified bridge inspections. All ayes, motion carried.**

Federal Certified Bridge Inspection RFP RESULTS (Monroe County Highway Department 03/17/14)		
Company	PER BRIDGE INSPECTION FEE	Comments
Ayres Associates of Eau Claire	$175	Streambed profile = text chart
Davy Engineering Co. of La Crosse	$284	Streambed profile = diagram & depth data
Jewell Associates of Spring Green	$166.02	Total fee averaged per bridge ($170/routine & $130/interim) Streambed profile = diagram & depth data

XII. Committee Meeting Date

The Committee decided to hold next month's meeting on Friday, May 23, 2014 at 9:00 a.m. Otherwise, the regular monthly meeting will remain the same as in the past -- the third Friday of the month at 9:00 a.m.

XIII. Future Agenda Items

The Committee agreed to discuss (and possibly tour) CTH F as brought forward today by landowner Larry Revels and an ATV/UTV Routes draft resolution.

Motion to adjourn at 12:16 p.m. made by Dave Pierce, seconded by Gail Chapman. All ayes, motion carried.

County Highway Commissioner's Report for: May 23, 2014

Projects:

- County crews: replaced rusted out culverts, cut some trees & brush, patched potholes, performed crack sealing, repaired guardrail & culvert posts, picked trash & cleaned culvert ends, straightened signs, and performed gravel shoulder maintenance.
- State crews: removed snowplow wings & cleaned up winter maintenance accessories, repaired guardrail, patched potholes, picked trash, cut trees & brush, and performed shoulder maintenance.
- Some of all crews took their National Incident Management System (NIMS) computer based training courses during rainy days.
- Busy with overweight permits for new 40 ton special weight limits that are now posted on all CTHs.
- Reclaimed a road for Town of Leon and are replacing a bridge with multiple large culverts in the Town of Sparta.

Equipment:

- Nothing to report.

Facilities:

- Insulation energy efficiency improvements will start soon on the Sparta shop.

Budget:

- Our 2013 Annual Financial Report is finished and we are planning to review it at the June County Board meeting.
- March monthly budget analysis (see handout). Even with the drastically long and over budget winter, we are real close to combined historic average expenditures of our 3 main accounts.
- Cash Balance is also in good shape and close to historic averages.

Personnel:

- A new Public Works Laborer started this week to fill a vacancy of an employee who retired at the beginning of the month.
- Today is the Public Works Laborer application deadline for an employee to fill the August 2013 County Board approved second state funded new Public Works Laborer position and for an eligibility list to fill future vacancies.

2014 MARCH 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 03/31/2014

* *NOTE : All $ are thousands* *

Account #	Account Name	2014 BUDGET	2014 YTD EXPENDITURES	2014 YTD PERCENT OF BUDGET	*3 YR AVE YTD EXP* (% TOTAL EXP)	10 YR AVE YTD PERCENT TOTAL EXP
1-53311	County Routine Maintenance	$1,750	$151	8.7%	*$165* 9.5%	12.3%
1-53312	County Snow & Ice Control	$700	$579	82.7%	*$435* 66.7%	62.5%
1-53319	C.T.H. Supplemental Construction	$2,200	$0	0.0%	*$4* 0.6%	1.9%
	TOTALS =	$4,650	$731	15.7%	*$604* 15.7%	16.3%

	2014 TAX LEVY	2014 YTD CASH BALANCE	2014 YTD PERCENT OF TAX LEVY	*3 YR AVE YTD BAL* (% TAX LEVY)	10 YR AVE YTD PERCENT TAX LEVY
CASH BALANCE	$3,076	$3,282	106.7%	*$3,347* 114.8%	88.5%

RESOLUTION NO._____

RESOLUTION AMENDING CHAPTER 38 OF THE MONROE COUNTY CODE TO INCLUDE ALL-TERRAIN AND UTILITY TERRAIN VEHICLE OPERATION ON COUNTY TRUNK HIGHWAYS

WHEREAS, a request has been made to and the Highway Committee has considered adding to the Monroe County ordinances to allow for operation of all-terrain vehicles (ATV) and utility terrain/task vehicles (UTV) on County Trunk Highways.

NOW, THEREFORE, BE IT RESOLVED that the Monroe County Board of Supervisors do hereby ordain the addition of Article VI to Chapter 38 of the Monroe County Code as follows:

ARTICLES VI. ALL-TERRAIN AND UTILITY TERRAIN VEHICLES

Sec. 38-210. Intent.
The intent of this article is to promote the safe use of all-terrain vehicles (and utility terrain task vehicles (UTV) in Monroe County upon County Trunk Highways.

Sec. 38-211. Statutory Authority.
This article is adopted as authorized pursuant to Wis. Stats. §23.33(8)(b) and the provisions of Wis. Stats. §23.33 and Wis. Administrative Code Chapter NR 64 or their successors, and are hereby incorporated and made a part here of by reference.

Sec. 38-212. Designated Routes.
All County Trunk Highways are designated routes.

Sec. 38-213. Conditions.
As a condition for the use of a route, the following conditions shall apply to all operators (and passengers where applicable) and shall supersede conflicting requirements in Wis. Stats. §23.33 or Wis. Administrative Code Chapter NR 64:

1) Operation shall only be on the paved portion of the highway.
2) Maximum operational speed shall be 30 miles per hours except as otherwise posted.
3) Routes must be signed in accordance with Wis. Stats. §23.33(8)(e) and Wis. Administrative Code Chapter NR 64.12 and their successors and the costs of required signing and marking materials shall be paid by the municipality in which the route is located.

Sec. 38-214. Enforcement.
This article shall be enforced by any law enforcement officer of the State of Wisconsin, County of Monroe, or any Monroe County Municipality.

Sec. 38-215. Penalties for violation of article.
The penalties set forth in Wis. Stats. §23.33(13) and its successors are expressly incorporated herein by reference and made a part hereof.

Dated this ___ day of May, 2014.

Offered by the Highway Committee

By vote of: _____ yes; _____ no.

_____ _____

_____ _____

_____ _____

Purpose: This resolution creates an Ordinance designating Monroe County Trunk Highways as ATV and UTV routes.

Fiscal Note: Joint County Alliance has offered to purchase all of the sings necessary for the initial route signing on all Monroe County highways. Therefore, unbudgeted funds will not be required.

Drafted and approved as to form by Corporation Counsel: ____