Administration Building

MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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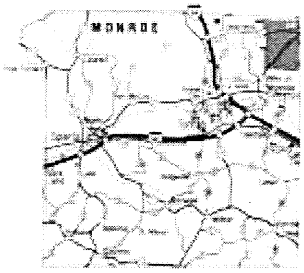

NOTICE OF MEETING

COMMITTEE: Highway

TIME: 9:00 A.M.

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

DATE: Friday, June 20, 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. Resolution Amending Chapter 38 of the Monroe County Code to Include All-Terrain and Utility Terrain Vehicle Operation on County Trunk Highways
7. Highway Committee Policymaking
8. Future Agenda Items
9. 10:30 am – 1:00 pm Highway Tour

Date Notice Posted: June 16, 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.

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May 23, 2014 meeting of the Monroe County Highway Committee

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

Members present: David Pierce, James Schroeder, Nodji VanWychen and Gail Chapman.
Members absent: Wade Blackdeer
Others present: Highway Commissioner – Jack Dittmar, County Administrator – Cathy Schmit, Highway Office Manager – Rebecca Pitel, WDOT Area Maintenance Engineer – Jarrod Turk (Items I. – *VI. only*), County Resident – Junior Vieth (Items I.-*XI. only*), County Resident – Larry Revels, Antony Brothers Excavating Owner – Jeff Antony, Scott Construction Regional Manager – Kevin Schmitz (Items *V. & VII. – IX. only*), Mathy Construction Company Vice President – Dana Fredrickson (Item *VIII. only*), [and all remaining for Items I. – *VI. & X. only*: Road Runners ATV/UTV Club of Monroe County Vice President – Mike Pierce and Town of Little Falls Resident – Randy Gillen].

I. Period of Public Comment – County resident Junior Vieth introduced himself to the Committee and wanted to take the time to address his concerns with the CTH Q hill to the new committee. Mr. Vieth stated that he is still very concerned with falling rocks, mudslides, and the washed out ditch next to the CTH Q hill. Mr. Vieth wanted the Committee to be aware that he is willing to go off the road right away to make a taper to the hill. Chair Jim Schroeder explained to Mr. Vieth, that the Committee cannot address any concerns today and he would have to be put on a future agenda.

II. Motion to approve the minutes of the regular April 24, 2014 meeting made by Nodji VanWychen, seconded by Gail Chapman. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 05/01/2014

- Field Personnel $59,920.58
- Administration $11,443.56
- Total $71,364.14

Check Date: 05/15/2014

- Field Personnel $60,418.83
- Administration $11,116.33
- Total $71,535.16

IV. **Motion made by Dave Pierce, seconded by Gail Chapman, to approve the early paid vouchers in the amount of $7,698.03, May credit card bills in the amount of $3,849.99, and the May vouchers payable in the amount of $211,335.62. All ayes, motion carried.**

****Agenda order changed to accommodate guests****

VI. Introduction: Jarrod Turk, WDOT Maintenance Engineer

WDOT Area Maintenance Engineer Jarrod Turk introduced himself to the new Committee and explained that he coordinates maintenance projects on the state highways. The Committee discussed a couple of areas they are concerned with on STH 16 & STH 21 that seem to be deteriorating. The STH 33 reconstruction project between Ontario & Cashton was also discussed. Jarrod let the Committee know that he is willing to come to future meetings and they can contact him anytime with questions.

X. Resolution Amending Chapter 38 of the Monroe County Code to Include All-Terrain and Utility Terrain Vehicle Operation on County Truck Highways

Chair Jim Schroeder explained to the Committee and guests that originally the previous Committee wanted to present a resolution to the full county board opening up all county highways for ATV/UTV access, even though the ATV/UTV clubs were only requesting segments of the county highways to be opened up for access. Then at last month's meeting, some township officials had just heard of the resolution and had some concerns opposed to opening up county highways for ATV/UTV access. Administrator Cathy Schmit suggested amending section 38-212 Designated Routes to be upon request of the clubs and consideration of the Highway Commission. Town of Little Falls resident Randy Gillen feels that it would be better to have the county open up all roads to help the local townships be more on board with the idea of ATVs/UTVs accessing county highways. The Committee discussed whether the resolution should be presented to the Public Safety & Justice Coordinating Committee before going to the full county board. Dave Pierce said that it would not be necessary to send it to the Safety Committee that it would only be as a courtesy. Nodji VanWychen expressed that she has received a lot of phone calls in regards to this matter and at this point, none of the phone calls have been in favor of ATVs/UTVs using the county highways. Nodji is not in favor of opening up all the county highways for access and would like to see a formal presentation from the clubs first for the routes in need. Jim

Schroeder agrees with Nodji and does not want to put a "rubber stamp" on this over the wishes of the local governments. Administrator Cathy Schmit feels that if this access is denied the county would be losing out on a lot of tourism and sales tax revenue. Road Runner Vice President Mike Pierce stated that the ATV clubs will be in every area to help enforce highway safety. Mike Pierce stated that he is going to keep pushing ATV/UTV road usage until he gets what he wants for the area. **Motion made by Dave Pierce, seconded by Gail Chapman to amend Resolution Sec. 38-212 Designated Routes to "County Truck Highways as designated and approved by highway commission upon request of organized club or township". All ayes, motion carried.** Nodji VanWychen requested that Mike Pierce should bring forward a request for the roads the club would like opened up for access and she would like to have the townships approve these roads first. Administrator Schmit would like to see the resolution go to the Finance committee first for a fiscal note approval first, then go to the full county board. Administrator Schmit suggested that Chair Schroeder contact County Board Chair Jim Kuhn to see if he would amend the county board agenda for next week Wednesday, May 28th to have this resolution on the agenda. The Finance committee is holding a special meeting next week and it is possible that the fiscal note could be addressed prior to the county board meeting. Administrator Schmit does not feel that is necessary for this resolution to be presented to the Public Safety & Justice Coordinating Committee. **Motion made by Dave Pierce, seconded by Gail Chapman to approve the resolution as amended and move it forward to the County Board and Finance Committee. All ayes, motion carried.**

V. Commissioner's Report

- **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.

VII. 2014 Culvert Quotations

Jack Dittmar presented the Committee with a subject bid tabulation sheet (see below). Jack also explained that we do not normally use spiral culverts because the price for riveted pipe is the same or only minimally more.

MONROE COUNTY HIGHWAY DEPARTMENT

2014 CULVERT QUOTE SUMMARY SHEET

Quotes Opened Tuesday, May 20, 2014 9:30a.m.

	METAL			*PLASTIC*			
VENDOR	RIVETED PIPE	SPIRAL PIPE	APRON ENDWALLS	PIPE	APRON ENDWALLS		PLASTIC PIPE MANUFACTURER
Contech Construction Products, Inc.	$20,826.50	$20,336.00	$1,375.00	$9,020.00	$9,790.00	>	Prinsco
Metal Culverts, Inc.	**$19,865.90**	**$19,865.90**	**$1,247.65**	$7,427.00	**$5,997.00**	**	Timewell Drainage
True North Steel	$24,655.50	$22,912.00	$1,286.00	$8,815.00	$9,440.00	>	Prinsco
ADS, Inc.	no bid	no bid	no bid	$5,714.70	$7,359.50		ADS
Farrell Equipment & Supply Co., Inc.	no bid	no bid	no bid	**$5,686.00**	$7,773.50		ADS

** Bell & Spigot connections -separate connecting band not required in most cases.

> 42" & 48" bid with Bell & Spigot, all other sizes can be manufactured without bell & spigot

LEGEND: **$xx,xxx.xx** = Low Bid

Motion made by Dave Pierce, seconded by Gail Chapman to approve the quote from Metal Culverts, Inc. for metal riveted pipe for $19,865.90, metal apron end walls for $1,247.65, and plastic apron end walls for $5,997.00 & to approve the quote from Farrell Equipment & Supply Co., Inc. for plastic pipe for $5,686.00. All ayes, motion carried.

VIII. 2014 Asphaltic Pavement Bids

Jack presented the Committee with a subject bid tabulation sheet (see below), explained the FOB Stockpile/Plant & LAID bids and recommended all laid low bids and first two FOB low bids.

MONROE COUNTY HIGHWAY DEPARTMENT

2014 Asphaltic Pavement Bids - Opened Thursday, May 22, 2014, 3:30 p.m.

FOB Stockpile/Plant Bids

		Mathy Construction Co. of Onalaska, WI			Scott Construction Inc. of Lake Delton, WI		
BID ITEM (Quantity in tons)		*Unit Price/Ton*	*Total Cost*	*Location of Plant*	*Unit Price/Ton*	*Total Cost*	*Location of Plant*
Hot Mix Asphaltic Pavement	(1,400)	$ 50.48	$ 70,672	Plant 86, La Crosse	No Bid		
			$ -	Tomah Plant (when available)			
Cold-Mix Asph. Pav't Hand Patching Mix	(1,000)	$ 54.73	$ 54,730	Delivered to Shops & Dog Pound	$ 52.27	$ 52,270	Delivered to Shops & Dog Pound
" " " Paver Laid Wedging Mi	(4,000)	$ 52.59	$ 210,360	Delivered to Shops & Dog Pound	$ 51.27	$ 205,080	Delivered to Shops & Dog Pound

LAID Bids

		Mathy Construction Co. of Onalaska, WI		Scott Construction Inc. of Lake Delton, WI	
BID ITEM (Quantity in tons)		*Unit Price/Ton*	*Total Cost*	*Unit Price/Ton*	*Total Cost*
Paver-laid Wedging & Patching w/ Cold-Mixed Asphaltic Pavement	(4,000)	$ 72.35	$289,400	$ 69.27	$277,080
CTH A Paving w/ Hot Mix Asphalt Pavement	(13,100)	$ 53.61	$702,291	$ 59.25	$776,175
CTH EW Paving w/ Hot Mix Asphalt Pavement	(1,500)	$ 66.54	$99,810	No Bid	#VALUE!

LEGEND: $ xx.xx = Low Bidder

Motion made by Gail Chapman, seconded by Dave Pierce to accept all Asphaltic Pavement low bids with the paver laid wedging & patching being laid by Scott Construction. All ayes, motion carried.

IX. ***2014 Sealcoat Bids***

Jack Dittmar presented the Committee with a subject bid tabulation (see below). Scott Construction Regional Manager Kevin Schmitz explained the past excellent results of his company's sealcoating for Monroe County over the last dozen years and their commitment to warrantying their product and suggested that the county use Scott Construction with all granite chips resulting in a better end product and making his total cost only $1,762 more than Fahrner Asphalt's bid.

MONROE COUNTY HIGHWAY DEPARTMENT

2014 Sealcoat Bids - Opened Thursday, May 22, 2014, 3:30 p.m.

		Fahrner Asphalt Sealers, LLC of Plover, WI		Scott Construction, Inc. of Lake Delton, WI	
ITEM TO BE QUOTED	*Estimated Quantity*	*Bid Unit Price*	*Estimated Total Item Bid Cost*	*Bid Unit Price*	*Estimated Total Item Bid Cost*
Cutback Asphalt Cement (in gallons)	47,000	$ 3.240	$152,280	$ 3.510	$164,970
3/8" Pea Stone Chips (in tons)	860	$ 17.730	$15,248	$ 15.900	$13,674
3/8" Granite Chips (in tons)	740	$ 21.730	$16,080	$ 14.900	$11,026
TOTAL ESTIMATED BID COST:			$183,608		$189,670

LEGEND:

$ xx = Low Bidder

Motion made by Gail Chapman, seconded by Nodji VanWychen to amend the bid from Scott Construction to all granite chips for a total cost of $188,810 and award the bid to Scott Construction. All ayes, motion carried.

XI. ***Future Agenda Items***

The Committee would like to have an ATV route map and ATV route request form brought back for approval.

XII. ***11:00 a.m. – 1:00 p.m. – Highway Tour: Proposed CTH F Relocation onto Melrose Road & Southwest corner of County***

Chair Jim Schroeder is concerned with additional maintenance the county would be looking at to change CTH F, unless the township would be willing to take over the old section of CTH F. Jack Dittmar expressed that if the county would ever consider relocating CTH F due to the steep and winding hill at the CTH U intersection, this is our once in a lifetime opportunity to relocate it at a major saving in cost because the landowner is willing to work with the County. However, the proposed relocation would likely cost over a million dollars. Larry Revels stated that he would be willing to donate highway right-of-way, fill and rock. The county would have to pay for the crushing and the blasting as well as the blacktop costs. The Committee left at 11:05 a.m. in separate vehicles to meet on CTH F at the proposed relocation. The Committee asked Mr. Revels and Mr. Antony questions relating to his property and where the proposed relocation would approximately be located.

At the end of Melrose Road in the Town of Jefferson, motion to adjourn at 11:50 a.m. made by Dave Pierce, seconded by Gail Chapman. All ayes, motion carried.

County Highway Commissioner's Report for: June 20, 2014

Projects:

- County crews: replaced more rusted out culverts, cleaned out ditches, cut some trees & brush, patched potholes, performed crack sealing, picked trash & cleaned culvert ends, swept highways, performed gravel shoulder maintenance, and started mowing.
- State crews: finished removing snowplow wings and cleaning up winter maintenance accessories, repaired guardrail, replaced delineator posts, performed shoulder maintenance, sprayed guardrail with Jackson county Highway crews, and started mowing.

Equipment:

- Our new low profile truck cab & chassis was delivered last week.

Facilities:

- Insulation energy efficiency improvements are being performed on the Sparta shop.

Budget:

- April monthly budget analysis (see handout). Even with the drastically long & over budget winter, we are about $75k under historic averages of our 3 major accounts combined.
- Cash Balance is also in good shape and close to historic averages.

Personnel:

- An Equipment Operator will be retiring and a Public Works Laborer is resigning both at the end of the month. We will be filling both positions from the new Public Works Laborer applicants.
- One additional Public Works Laborer started working full-time at the maintenance department and will continue through the summer. Along with the other Public Works Laborer who is currently working full-time at the Maintenance Department, the two combined will equal one full-time equivalent employee for the Maintenance Department and we will have both employees back before Thanksgiving for winter maintenance.
- Public Works Laborer testing & interviews of the top 8 of 29 applicants to the recent advertisement will be conducted next Thursday. We currently hope to hire 3 of the top candidates to fill a current opening and the two vacancies coming up at the end of the month.

2014 APRIL 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 04/30/2014

** 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	$283	16.2%	*$326* 18.9%	19.7%
1-53312	County Snow & Ice Control	$700	$617	88.1%	*$468* 71.7%	66.5%
1-53319	C.T.H. Supplemental Construction	$2,200	$1	0.1%	*$8* 1.7%	4.9%
	TOTALS =	$4,650	$902	19.4%	*$802* 20.9%	21.3%

	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	$3,057	99.4%	*$3,399* 116.5%	92.2%