



Administration Building

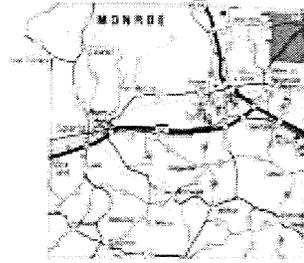
## MONROE COUNTY HIGHWAY DEPARTMENT

**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, July 18, 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. Review Vouchers & Credit Card Charges
5. Commissioner's Report (copy attached)  
Projects, Equipment, Facilities, Budget, & Personnel
6. Monroe County Highway Department Standard Operating Policy No. 14-1 (SOP-14-1)  
Establishment of ATV/UTV Routes on County Trunk Highways (draft attached)
7. New Patrol Superintendent Pickup
8. Consultant Engineers at Committee Meetings & "Short List"
9. Future Agenda Items
10. 10:30 am – 1:00 pm – Highway Tour: Northeast Corner of County

**Date Notice Posted: July 14, 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.*

**June 20, 2014 meeting of the Monroe County Highway Committee**

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

Members present: David Pierce, James Schroeder, Nodji VanWychen, Wade Blackdeer and Gail Chapman.  
 Others present: Highway Commissioner – Jack Dittmar, County Administrator – Cathy Schmit, County Corporation Counsel – Andy Kaftan (Items I.-II. & VI.-VII. *only*), Highway Office Manager – Rebecca Pitel, County Resident & Road Runners ATV/UTV Club of Monroe County member – Georgeanne Murray (Items I.-II. & VI.-VII. *only*), and Town of Grant Supervisor – Allan Roof (Items I.-II. & VI.-VII. *only*).

- I. Period of Public Comment – Grant Town Supervisor Allan Roof asked to view the ATV/UTV resolution.  
 Chair Schroeder explained the Committee will be discussing this as an agenda item in a few minutes.
- II. Motion to approve the minutes of the regular May 23, 2014 meeting made by Gail Chapman, seconded by Dave Pierce. All ayes, motion carried.

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

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

Corporation Counsel Andy Kaftan explained to the Committee that DNR Administrative Rules and State Statutes require routes to be specifically designated in a county ordinance. Kaftan expressed that having routes specified also helps enforce the law as to where ATVs can and cannot drive. An ordinance will have to be published and passed by the full county board. Jim Schroeder stated that at this time the Committee has not been presented the routes requested by the ATV clubs. Andy Kaftan recommended that the Committee come up with a process, signage agreement and possibly a policy on route designation. Town of Grant Supervisor Allan Roof asked Corporation Counsel "if a route is not designated in the ordinance, then to add or remove a route, the ordinance would have to be amended every time?" Kaftan's response was "yes". Andy also mentioned that the policy should address how to get public involvement on proposed routes (ex. public notice, letters to adjacent landowners, media news releases, etc.). Routes within Village/City limits were also discussed. Jack Dittmar expressed that the county is only responsible for maintaining the center travel lanes of CTHs within incorporated municipalities, which could leave some possibility of ATVs/UTVs operating within village/city limits legally. Dittmar also mentioned that state statutes allow incorporated Cities and Villages to take over CTHs that lie completely within their corporate limits without the County's permission. So if a City/Village is completely against ATVs within their limits they could legally take over full control of a CTH and we couldn't stop it. Dave Pierce suggested that Road Runner Vice President Mike Pierce should submit a request for the routes the clubs would like at this time. Dittmar also suggested that the Committee's policy set a deadline on accepting requests and that the Committee process these requests and revise the County Ordinance only once a year, possibly in the early spring and he would like to see the Highway Committee work with the local governments before approving routes. As a citizen, Roof also agreed with Dittmar and suggested that the Committee gather input on the subject before designating the routes. Jim Schroeder would like to see ATV Club's present requests to the Committee and help enforce the routes. Schroeder feels that if someone has a complaint they will be more likely to go to the ATV clubs first. However, Schroeder also agrees that the townships should be the main representative in the routes being designated. Allan Roof stated that the Town of Grant voted against opening up any Town roads as routes at the last meeting and some people got really out of hand about it. Roof also stated that on Memorial Day weekend, they had some younger individuals riding the town roads illegally and cut a vehicle off. Unfortunately, a town landowner had people from outside the area come to visit that simply ruined it for others. Kaftan feels that the Sheriff's Department needs to be called in these instances. Jack also suggested that if the County is really serious about ATV tourism, opening up an ATV park like the Town of Rome in Adams County should be looked into. This would support ATV recreation within the County and also minimize ATVs using highways as recreation. Nodji VanWychen wants to consider the townships first in the designation of routes. VanWychen feels that a lot of the towns are being pressured by some of the groups until their routes are opened up. She also feels that due to the pressure some of the towns are not adequately researching what it means to open up an ATV/UTV route. Dave Pierce would like to see a uniform policy on adding and deleting routes. Kaftan stated that law enforcement

**June 20, 2014 meeting of the Monroe County Highway Committee**

needs to participate in this process as they may have to consider more staff. Kaftan feels that the Committee needs to focus on the safety, health & welfare of the county residents and cautioned the Committee about involving the Towns in decision making and giving them the impression that they have authority over our CTHs. Jack Dittmar will work on putting together a draft policy on route approval. VanWychen suggested that a draft of the policy could be presented to the townships at the next Monroe/Jackson County Unit meeting of the WI Towns Association scheduled for August 7<sup>th</sup>.

**VII. Highway Committee Policymaking**

Corporation Counsel Andy Kaftan explained to the Committee that many of their duties changed when the county hired a County Administrator. Kaftan stated that it would make sense to look at the Statutes and to consider that the Committee may actually be micromanaging. According to State Statutes County Highway Departments have certain rules in which they can act independently because they are considered an enterprise fund and expenditures do not automatically flow back into the general fund. Kaftan said that with a County Administrator, the Committee's role is one of policymaking; not administration as the County has hired professional managers to tend to administration. Nodji VanWychen agreed and stated that this material was covered two weeks ago at the Summer Highway Conference as well. Schroeder stated that he often refers to the County Administrator, but he feels that the county board needs to recognize that the department heads that they have hired need to be trusted, as they should know better on what is going on within their departments. Kaftan pointed out that State Statutes 83.01 (c) spells out the Highway Commissioner's duties and State Statutes 83.015 (2) (b) spells out the duties of the Highway Committee when the county has an administrator. Dittmar stated that the Highway Conference session he and Nodji & Dave attended pointed out that the Committees is violating State Statutes by performing duties that they are no longer statutorily authorized to perform. He would like to see the Committee focusing on 10 year highway plans, machinery replacement plans, this ATV/UTV policy, etc. Especially now that the county board will be downsized, there will be more for each county board member to do and Committee meetings will have to get shorter and possibly combined with other departments. Administrator Schmit expressed that it is coming up on her 5 year anniversary as the County's first Administrator and that things are gradually improving. She reminded the Committee that the county board will still be setting the budgets, approving contracts and there will always be a Finance Committee. Jack mentioned that this is why at the April meeting he brought up the Committee not having to sign vouchers as it isn't a Committee duty per State Statute. Schmit reinforced that the new financial software package will also make voucher paying even tighter.

**III. Payroll presented as follows:**

Check Date: 05/29/2014

• Field Personnel	\$64,363.76
• Administration	<u>\$11,011.56</u>
• Total	\$75,375.32

Check Date: 06/12/2014

• Field Personnel	\$62,832.92
• Administration	<u>\$10,876.48</u>
• Total	\$73,709.40

**IV. Vouchers presented as follows:**

• Early Pay	\$ 11,388.10
• Credit Cards	\$ 1,852.23
• Month Vouchers	<u>\$180,978.47</u>
	\$194,218.80

**V. Commissioner's Report**

• **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.

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\*\*Jack Dittmar explained that we had storm damage from this Wednesday's heavy rains and wind consisting of: a few big trees down on CTH A & CTH W, numerous shoulder erosion on steeper hills, and water overtopping some highways due to culverts plugging with corn stalks from no-till fields (the worst culvert plugging was an aluminum box culvert on CTH I at the intersection with CTH BB where about 4 feet of the shoulder and pavement washed away on the downstream side).

- **Equipment:**

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

- \*\*Our two new Mack tandem axle truck cab & chassis were just delivered this week.

- \*\*Within the next few weeks, all three new trucks will be going to the equipment fabricators for installation of a box and other accessories.

- **Facilities:**

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

- \*\*With help from others, Becky replaced most of the almost 30 year old shrubs and older plantings around the office which resulted in a very nice improvement to the office property.

- **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.

- \*\*State salt bids have been awarded and due to last winter's salt shortage, prices are up about 15% or almost \$10/ton from last year. Salt has now almost doubled in price over the last 9 years. Fortunately, our winter maintenance policy doesn't call for straight salt on our CTHs so the financial impact isn't as drastic as it could be.

- **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.

\*\* = added to report during meeting

**VIII. Future Agenda Items**

The Committee would like to draft a letter to Junior Vieth on the Highway Committee's decision about CTH Q. The draft should go to Corporate Counsel and then back to the Highway Committee for final review. Jack Dittmar will prepare a draft policy on developing and/or designating ATV/UTV routes.

**IX. 10:30 a.m. – 1:00 p.m. – Highway Tour**

The Committee and Commissioner conducted a highway tour from 10:20 a.m. to 1:25 p.m. of the following department properties and county highways:

- ✓ Sparta Sand Pit property – Almost 40 acres in the Town of Sparta sandwiched between the City of Sparta on the north and I-90 on the south. Before we could get nice coarse river sand delivered at a very reasonable price, we used native sand from this pit for winter maintenance sanding. We haven't taken sand out of this property for a few years and it is currently leased by American Transmission Company for staging of materials to construct the upgraded power line from Sparta to Tomah.

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- ✓ Sparta Dogpound property – Almost 85 acres on the north side of STH 16 in the City of Sparta adjacent to the eastside industrial park. This property houses our vehicle scale, a heated loader building, miscellaneous cold storage buildings, and is used for storage of materials. Excavation of native sand for winter maintenance sanding also occurred on this property year's back. About 30 acres of this property lie north of the abandoned RR grade (now DNR property which is only used as a snowmobile trail to Fort McCoy) and is mostly wetlands which also contains our wetland mitigation site from the 2008 CTH M reconstruction project.
- ✓ CTH A (STH 16 to STH 21) – A heavier traveled highway reconditioned in 2010 & in great shape.
- ✓ CTH I (STH 21 to Delaware Ave) – The southern approximate ½ mile out of Angelo has average traffic with the remainder a low traveled highway. All of which is in poor shape with no plans for improvement. Our worst plugged culvert from Wednesday's storm (located at CTH BB) was reviewed.
- ✓ CTH Q (Eckland Ave to CTH B) – An average/low traveled highway reconditioned with cold mix in 2006 and just sealcoated last summer. The major hill cut just south of Eckland Ave was reviewed.
- ✓ CTH B (CTH Q to STH 27) – A heavy traveled highway reconstructed in 2006 with federal aid and scheduled to be sealcoated this summer.
- ✓ STH 27 (CTH B to CTH BC) – Reconditioned by the WDOT two summers ago with a hill cut through the same ridge that runs over to the CTH Q hill cut.
- ✓ CTH BC (STH 27 to STH 16) – An average traveled highway with most all in poor condition. The bridge located approximately in the middle is scheduled to be replaced next summer with 80% federal funding and the Ho-Chunk Nation picking up our 20% local share.

*Total mileage of the above poor shape/condition highways is about 15.*

Motion to adjourn at 1:25 p.m. made by Jim Schroeder, seconded by Dave Pierce. All ayes, motion carried.

## ***County Highway Commissioner's Report for: July 18, 2014***

### **Projects:**

- County crews: cleaned up & repaired erosion from the June 18 rain & wind storm, replaced more rusted out culverts, performed a lot of maintenance ditching, swept highways, performed gravel shoulder maintenance, ground up and replaced the pavement at the intersection of CTH ET & CTH N, patched pavement, and continued mowing.
- State crews: cleaned up & repaired erosion from the June 18 rain & wind storm, finished mowing, repaired guardrail, performed shoulder maintenance, sprayed guardrail with Jackson county Highway crews, patched pavement, and paved the new STH 21 RR crossing in Fort McCoy.
- Erosion from the June 18 rain provided an opportunity to remove the majority of fractured and overhanging shale from the CTH Q hill cut. On STH 27 at Cataract, the rain caused a large slope washout at the millpond and a ditch at a culvert outlet also eroded severely. The state was in need of a large amount of rocky fill material and instead of buying material from a quarry they trucked shale from CTH Q. The county funded the machinery and men to remove and load the shale and the state paid for everything else. About 40 loads were taken up to Cataract and the majority of the rock face is now solid & the cut is a little wider.
- County crews also started and finished our work on the CTH EW (Village of Warrens Main St) project. This is a small reconditioning project to grind up and replace the 40 year old asphalt pavement. County crews ground up the existing pavement and cut out joints at all intersecting streets. The Village is performing some utility improvements and reshaping Church St and Mathy Construction should have the paving complete by today's Committee meeting. The Village is paying for the parking lane improvements and the County is paying for the center travel lanes. This will be a much anticipated improvement for the Village & Cranfest.

**Equipment & Facilities:** -Nothing new to report.

### **Budget:**

- May monthly budget analysis (see handout). Even with the drastically long & over budget winter and due to a late supplemental project start we are about \$150k under historic averages of our 3 major accounts combined.
- Cash Balance continues in good shape and close to historic averages.

### **Personnel:**

- Public Works Laborer testing & interviews of the top 8 of 30 applicants to the recent advertisement was conducted at the end of June. Personnel is currently working on background checks of the top 3 candidates to fill a current opening and the one retirement & one resignation that occurred at the end of June.

# 2014 MAY 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 05/31/2014

\* 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	\$426	24.3%	\$441 25.5%	26.6%
1-53312	County Snow & Ice Control	\$700	\$619	88.5%	\$470 72.0%	67.3%
1-53319	C.T.H. Supplemental Construction	\$2,200	\$2	0.1%	\$40 6.8%	11.3%
TOTALS =		\$4,650	\$1,047	22.5%	\$951 24.7%	26.8%

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
\$3,076	\$3,385	110.1%	\$3,291 112.8%	88.0%

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**MONROE COUNTY HIGHWAY DEPARTMENT  
STANDARD OPERATING POLICY NO. 14-1 (SOP-14-1)**

**ESTABLISHMENT OF ATV/UTV ROUTES ON COUNTY  
TRUNK HIGHWAYS**

*Purpose:*

To provide procedures & criteria for establishment of ATV/UTV routes on county trunk highways within the county.

*Justification:*

- The Monroe County Highway Committee recognizes that ATV/UTV use within the County is on the increase despite a lack of ATV/UTV trails.
- Organized ATV/UTV groups and individuals are requesting ATV/UTV routes on County Trunk Highways for recreation, tourism & transportation.
- Not all local municipalities within the County are amenable to ATV/UTV routes within their borders.
- Legally established ATV/UTV routes require adoption of a County Board ordinance which specify routes and follow formal publishing requirements, therefore establishment takes time and cannot easily be changed.
- ATV/UTV routes on County Trunk Highways create safety concerns which must be weighed against the recreational/tourism/transportation benefits of allowing ATV/UTVs on County Trunk Highways.
- A written policy gives clear direction to groups/individuals wanting routes and will ensure that establishment is handled consistently.

*Policy Legal Considerations:*

- *Wisconsin State Statutes:* 23.33 define & regulate ATV/UTVs.
- *Wisconsin Department of Natural Resources Administrative Code:* Chapter NR 64 establishes standards for the implementation of the all-terrain vehicle program under §23.33.

**POLICY:**

- All requests for establishment of ATV/UTV routes shall be submitted on a Monroe County Highway Department application.
  - Applications shall only be accepted from legally organized and insured groups.

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- By signing the application, applicant is agreeing to be financially responsible for all costs associated with legally signing requested routes. For the life of the routes, the County Highway Department shall sign all routes and bill the applicant for all costs associated with signing the route. If a bill isn't paid within 60 calendar days of postmark, the routes shall be closed.
- By signing the application, applicant is agreeing to maintain a minimum of one WDNR certified Trail Patrol Ambassador for each 10 miles of approved routes and to document a minimum of ½ hour per route mile per week patrolling approved routes.
- Application deadline for annual ATV/UTV route establishment shall be January 02. Applications missing the annual deadline shall wait until the next year.
- Incomplete applications shall be returned to applicant with incomplete areas highlighted. Applicant shall have 15 calendar days to return the completed application or wait until the next year to apply.
- The County Highway Committee will approve ATV/UTV routes based on the following criteria with the main goal being safety of all highway users:
  - 1) Current AADT of requested route less than 500 vehicles per day.
  - 2) No vertical (hill) or horizontal (curve) alignment safety concerns.
  - 3) The applicant shall demonstrate that no other practical option exists (ex. off road trail, Town road route, etc.).
  - 4) All other alternatives shall be fully investigated.
  - 5) The requested route must connect segments of ATV/UTV road route networks unless the requested route is a starting point of an ATV/UTV route. To be considered a starting point of a route an establishment must post a sign designating an adequate parking area for ATV/UTV loading/unloading.
  - 6) Length of the requested route must be the minimum necessary.
  - 7) County Sheriff and County Public Safety & Justice Coordinating Committee input
  - 8) Local Municipality input.
- If the County Highway Committee is satisfied with the first 6 route approval criteria, they will forward copies of all information to the County Sheriff for input from the Sheriff and Public Safety & Justice Coordinating Committee.
- If the County Highway Committee is satisfied with the first 7 route approval criteria, they will forward copies of all information to the local Municipalities and send out a public news release to the local newspapers & radio stations to solicit input.

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- If the County Highway Committee is satisfied with all 8 route approval criteria, they will create and send a resolution to the County Board for creation or amendment/appendment of a County ATV/UTV Route ordinance.
- The County Highway Commissioner is authorized to close a route at any time if compliance with the approved application or county ordinance are not being met. If the Commissioner closes a route, the County Highway Committee shall approve the closure or reopen the route at their next regularly scheduled meeting.

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Recommended for Adoption:

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Jack Dittmar, County Highway Commissioner

Adopted: July 18, 2014  
Monroe County Highway Committee:

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James Schroeder, Chairman

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Gail Chapman, Vice Chairman

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Wade Blackdeer

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David Pierce

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Nodji VanWychen