Administration Building

MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

803 Washington Street, Sparta, WI 54656

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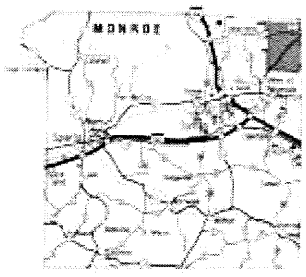

NOTICE OF MEETING

COMMITTEE: **Highway**

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

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

DATE: **Friday, October 24, 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. **County Board Resolution – Authorizing 2015 County Aid for Bridge or Culvert Construction and Repair Under WI Statues Sections 82.08 & 61.48**
7. **County Board Resolution – Authorizing 2015 County Highway Bridge & Culvert Special Assessments Under WI Statute 83.03(2)**
8. **WisDOT Project I.D. 5019-00-00, CTH BC Bridge Replacement - R/W Negotiations**
9. **Continued from September - Resolution Agreeing to Control of Access Along Local Street or Highway – WisDOT STH 16 Controlled Access Project I.D. 7570-02-29 - CTH BC (copy attached)**
10. **2015 Highway Supervisor Pickup**
11. **Alternative Highway Improvement Funding (previous Committee minutes attached for review)**
12. **Future Agenda Items**

Date Notice Posted: October 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.*

September 19, 2014 meeting of the Monroe County Highway Committee

Meeting called to order at 9:02 a.m., by Chairman James Schroeder.

Members present: James Schroeder, David Pierce, Nodji VanWychen, Wade Blackdeer and Gail Chapman.
Members absent: None
Others present: Highway Commissioner – Jack Dittmar, Highway Office Manager – Becky Pitel, County District 4 Supervisor - Cedric Schnitzler (Items I.-*VI. only*) & for Item *V. only:* State of Wisconsin Senior Director of Legislative and Local Affairs – Cindy Polzin, County Administrator – Cathy Schmit, County Board Chair – James Kuhn, County District 10 Supervisor – Sharon Folcey, and County Dispatch Director – Randy Williams.

I. Period of Public Comment – None.

II. Motion to approve the minutes of the regular August 15, 2014 meeting made by Nodji VanWychen, seconded by David Pierce. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 08/21/2014

- Field Personnel $58,584.27
- Administration $10,876.48
- Total $69,460.75

Check Date: 09/04/2014

- Field Personnel $58,282.36
- Administration $10,958.23
- Total $69,240.59

Check Date: 09/18/2014

- Field Personnel $59,860.48
- Administration $10,846.50
- Total $70,706.98

IV. Vouchers presented as follows:

- Early Pay $ 2,212.89
- Credit Cards $ 2,184.67
- Month Vouchers $679,297.37

$683,694.93

*Agenda revised to accommodate guests.

VIII. Winter Maintenance Guidelines Revisions (2008 approved copy attached)

Jack Dittmar inquired if the Committee reviewed the 2008 approved guidelines that were attached to the agenda packet. Dittmar summarized some basic information from the present approved guidelines. All Committee members are fine with the 2008 Committee approved guidelines.

IX. 2014 CTH Winter Maintenance Agreements (2013 approved sample copy attached)

Jack inquired if the Committee reviewed the sample copy that was attached to the agenda packet. We have had annual agreements with the four Townships that have each plowed about 4 miles of our CTHs since 2004 and there have been no major changes for the last few years. For 2015 and beyond Jack is proposing continuous agreements (without dates) that don't have to be renewed each year and can continue without annual approval if no one has any issues. The Committee discussed the present agreements and feel that they are working out well for the county and Townships. **Motion made by Dave Pierce to approve the presented sample continuous agreement for 2015 and beyond, seconded by Wade Blackdeer. All ayes, motion carried.**

V. 9:15 am – 10:00 am – Meet with Cindy Polzin, Director of Legislative Affairs, State of Wisconsin

Highway Commissioner Jack Dittmar expressed to Cindy Polzin concerns in regard to funding for Monroe County highways. Dittmar expressed his concern over federal one size fits all regulations. As an example one of our 20 foot long local bridges gets treated the same as a 2 mile long bridge in Key West. Dittmar then mentioned that the WCHA & WCA proposed state buyout of local federal funding would be a major benefit to the local's and put more money into highways instead of into paperwork. The original intent of the state prevailing wage law and its mountainous paperwork was also discussed. Chair James Schroeder stated that he was concerned if any one entity was going to get enough funding to fund their project. Administrator Cathy Schmit inquired what the State's intention was in regards to the short falls from gas tax. Polzin inquired if everyone understood how the state transportation fund got the way it is at

this time. She continued to explain that in 2006 gas tax indexing went away, new vehicles are getting better gas mileage, raids from the transportation fund and the Milwaukee projects coming together at the same time have all affected the transportation fund. Polzin clarified that the state is looking at raising vehicle registration fees as Wisconsin has the lowest in the Midwest. At this point, the state is undecided if they raised the registration fee how it would be based. There has been discussion of raising it off mileage driven but there have been some privacy issues in regards to this method. California actually bases their registration off purchase prices, but this brings equity issues to the table. Polzin stated that they have also looked into tolling highways in Wisconsin, but Wisconsin needs a waiver from the federal government. Even with the waiver it would be 6-10 years out before the transportation fund would actually see that funding. Cindy Polzin inquired to the group what they would do to fund the transportation fund if they were the governor. Dave Pierce stated that he feels they should add a half of a percent to the sales tax on everything which would go directly to the transportation fund. James Schroeder feels that right now only the residents of Wisconsin with real estate are paying. County Board Chair James Kuhn stated that other states are adding it onto the vehicle registration, but we must be careful when we are analyzing the add-ons for comparison. Kuhn is also in favor of the additional sales tax as our area would at least get to keep the funding. Polzin stated that our governor has always been against raising taxes. Dave Pierce inquired if the state had any extra money in grants for transportation enhancements, such as bicycle routes. James Schroeder wanted to know why the state has any involvement with local county road projects. Schroeder feels that there is too much government interference. At this time Polzin does not see property tax levy limits changing. Polzin then moved on to discussing local area railroad service and inquired if there were any concerns on this subject matter that should be addressed. Dave Pierce stated that the railroad service that runs to their local sand mine is having difficulty getting their rail cars back which is affecting their townships funding. His township gets a residual payment based off what is hauled out of the mine. Nodji Van Wychen expressed that the railway has a major influence on the local Cranfest event. The railroad has requested the Cranfest board to fence off the railroad and to acquire insurance from the railroad's insurance carrier. This insurance requirement does not allow them to shop around for a reasonable rate and has caused the area to have to charge for event parking. Sharon Folcey inquired if the state was going to have concerns with propane shortage again. Polzin stated that she felt the governor has the propane issue handled. Last year's shortage was actually caused by a repair needed to a major pipeline. To wrap up the meeting, Cindy Polzin wanted to assure the county that the governor's top five concerns are transportation, broadband, unfunded mandates, local government and railroads.

VI. Commissioner's Report (copy attached)

- **Projects:**
  - County crews: continue working on our only major reconditioning project of the year (4.1 miles of CTH A from Jungle Rd to CTH N in Clifton), performed some maintenance ditching, patched pavement with a spray injection machine, performed some shoulder maintenance, and started the second round of mowing.

  **Since there is a lot of work to do on the CTH A reconditioning project and winter is looming, construction crews started working overtime this Friday and will continue to do so when the weather is nice (Fridays for the next three weeks and longer days during 8 hour days).

  **Our hired trappers have removed quite a few beavers from the area along CTH EW, where they have been plugging up a cross culvert and it looks like they are now under control.

  **A second seal coat has been installed over the Base One experiment are on CTH N by Clifton last week. This should seal over all of the small holes and tore up areas and better protect the entire highway.

  - State crews: repaired bridges & guardrail, performed shoulder maintenance, performed maintenance ditching, patched pavement (by hand and also with a spray injection machine), performed crack sealing, cut trees & brush, and fixed highway fencing.

  **The WDOT is planning on reconstructing 2.1 miles of STH 71 from STH 27 towards Melrose in 2016 and they held a public informational meeting on September 3rd in Cataract. This is a safety project initiated due to the high number of accidents in this section with its sharp curves.

- **Equipment:**
  - Our new low profile section truck is here.

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

- **Budget:**
  - July monthly budget analysis (see handout). Due to a late start on summer paving & our main reconditioning project just gaining steam we are now about $470k under historic averages of our 3 major accounts combined and cash balance continues in good shape close to historic averages.
- **Personnel:**
  - Two new Public Works Laborers started at the end of August and the one remaining vacancy is expected to be filled by the end of September.

  **Our one remaining vacancy will be filled next Monday. However, we just received a retirement notice for our Janitor/Driver effective October 10th. The County Administrator has approved refilling this position, but we have already run through the eligibility list from this June's Public Works Laborer applicants. We will be putting out another Public Works Laborer advertisement and go through testing/interviews to fill this new retirement vacancy and also establish a future eligibility list.

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

VII. Proposed Revisions – Standard Operating Policy No. 04-1 (SOP-04-01) Cattle Pass Installation, Maintenance & Replacement (original & draft revised copies attached)

Jack mentioned that the original policy was drafted after a landowner wanted a cattle pass installed on high ground where there wasn't one before. The current policy shares the cost of a cattle pass about 50/50 with the landowner paying for the cost of the cattle pass structure (normally a large round metal culvert) and the county paying for the installation. On this summer's CTH A reconditioning project landowners want four of the five existing cattle passes to remain and due to the narrow width and/or deteriorated condition they have to be completely replaced. Of the four cattle passes to replace, all also function as a cross-culvert for water and our current policy's landowner cost share doesn't take into consideration the size of water cross culvert required. As an example, if we need to install a 4' diameter cross-culvert for water capacity, our current policy charges the landowner the same cost as if we didn't have to install a water crossing at all. The draft revised policy deducts the cost of the cross-culvert required for water from the landowner fee since the county would have to install this at 100% county expense if a cattle pass isn't installed. The landowner of one of the four cattle passes feels that the county should pay 100% for a replacement cattle pass since there is already an existing one there. The other three landowners have already agreed to pay their share of a replacement cattle pass. **Motion made by Dave Pierce to approve and sign the revised Standard Operating Policy No. 04-1 as presented which will deduct the cost of the drainage structure necessary for adequately passing the flow of a rainfall event with a 100 year recurrence interval from the landowner permit fee when replacing an existing cattle pass, seconded by Wade Blackdeer. All ayes, motion carried.**

X. Resolution Agreeing to Control of Access Along Local Street or Highway – WisDOT STH 16 Controlled Access Project I.D. 7570-02-29 – CTH BC (draft copy attached)

Jack pointed out that this resolution incorrectly states that it is with La Crosse County. James Schroeder inquired why CTH BC was being looked at for controlled access. Dittmar stated that the WDOT is looking ahead to the future when Highway 16 gets developed going towards West Salem. This agenda item is tabled at this time until a corrected resolution comes back from the WDOT.

XI. Nominal Payment Parcel Report – WisDOT Project I.D. 5019-00-00, CTH BC Bridge Replacement

Jack explained to the Committee that the CTH BC bridge replacement scheduled for next summer requires some new R/W. Jack reviewed past real estate transactions for comparable sales and recommends $4,000/acre as the offering price. We need 0.11 acre from one landowner and 0.06 acre from the other. In 2004 the Committee established a minimum R/W payment of $300. **Motion made by Gail Chapman to approve the Nominal Payment Parcel Report with a $4,000/acre unit price for the CTH BC bridge replacement, seconded by Dave Pierce. All ayes, motion carried.**

XII. Next Meeting Date & Future Agenda Items

Jack asked about moving the October meeting due to county MUNIS training. The Committee agreed to move the next meeting to Friday the 24th. Gail Chapman mentioned that there has been some concerns with CTH M south of STH 16 being in a flood plain. Local residents are looking at raising funds for an attorney to dispute land being in the flood plain. Jack said we haven't been contacted about this.

Motion to adjourn at 11:15 a.m. by Nodji Van Wychen, seconded by Gail Chapman. All ayes, motion carried.

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

Projects:

- County crews: continue working on our only major reconditioning project of the year (4.1 miles of CTH A from Jungle Rd to CTH N in Clifton) and continued with the second round of mowing.
- State crews: lined culverts on STH 71 under a WDOT LFA contract, patched pavement with a spray injection machine, performed shoulder maintenance, performed bridge deck sealing, cut trees & brush, and fixed highway fencing.
- Received 25 ATV/UTV route applications from the Road Runners ATV/UTV Club of Monroe County last week. Most applications will be reviewed at the November Committee meeting.
- Jack attended the October Wilton Town Board meeting to discuss possible realignment of CTH M around Kettle Road in conjunction with the 2016/2017 replacement of a bridge just east of Kettle Road.

Equipment:

- Our new Patrol Superintendent pickup truck and two new patrol trucks (one county section tri-axle & one interstate section quad-axle) are here.

Facilities:

- Insulation installation continues on the Sparta shop.

Budget:

- August monthly budget analysis (see handout). Due to a late start on summer paving & our main reconditioning project we are now about $640k under historic averages of our 3 major accounts combined and cash balance continues in good shape close to historic averages.

Personnel:

- Ten hour days ended at the beginning of the month.
- Applications for a new Public Works Laborer closed Friday October 17th. Interviews/testing will be set up in November.

2014 AUGUST 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 08/31/2014

** 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	$888	50.7%	*$1,044* 60.3%	56.5%
1-53312	County Snow & Ice Control	$700	$620	88.6%	*$470* 72.0%	67.3%
1-53319	C.T.H. Supplemental Construction	$2,200	$185	8.4%	*$361* 32.2%	41.0%
	TOTALS =	$4,650	$1,693	36.4%	*$1,875* 48.8%	51.7%

	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	$2,796	90.9%	*$2,888* 99.0%	68.9%

Document Number

RESOLUTION AGREEING TO CONTROL OF ACCESS ALONG LOCAL STREET OR HIGHWAY

Wisconsin Department of Transportation
Exempt from fee s.77.25(2r) Wis. Stats.
DT2049 2/2014 S.84.25(9) Wis. Stats.

This space is reserved for recording data

Return to:

WisDOT SW Region - La Crosse Office
Attn. Mike Lenz, Planning Section
3550 Mormon Coulee Road
La Crosse, WI 54601

WHEREAS, the Department of Transportation, hereinafter designated as WisDOT, proposed the control of access along a portion of the local street or highway identified as CTH BC in connection with Controlled-Access Project 7570-02-29, STH 16, West County Line to Hammer Road, herein designated as the Project, in the Town of Sparta, Monroe County; Wisconsin which Project is located and further described as follows:

Beginning at the west county line, which is also the west line of the NW 1/4 of Section 30, T17N, R4W, thence in an easterly direction along STH 16 to the intersection of Hammer Road, also being the east line of the SW 1/4 of Section 21, T17N, R4W, for an approximate total distance of 2.54 miles, all in Monroe County.

WHEREAS, s.84.25(9), Wisconsin Statutes, provides for cooperative agreements between WisDOT and the governing bodies of a city, county, town or village respecting the control of access on local streets or highways, and charges WisDOT to do all things necessary to carry out the cooperation contemplated and provided for by this Section;

NOW, THEREFORE, BE IT RESOLVED, for and in consideration of WisDOT's undertaking of this Project under the requirements of s.84.25 of the Wisconsin Statutes, that insofar as its legal jurisdiction over the local street or highway is concerned the Monroe County Highway Department assents to the requirements of s.84.25 of the statutes and pledges its good faith to carrying out the purposes stipulated therein, and to this end the Monroe County Highway Department hereby agrees that access will be controlled by WisDOT along the above-described street or highway extending from

the centerline of STH 16 to a point about 442 feet north on CTH BC, also being the north line of the SE 1/4 - SE 1/4 of Section 19 and the north line of the SW 1/4 - SW 1/4 of Section 20
and affecting the adjacent properties located in

the SE 1/4 - SE 1/4 of Section 19 and the SW 1/4 - SW 1/4 of Section 20, Town 17 North, Range 4 West, Town of Sparta, Monroe County, Wisconsin.

Monroe County Highway Committee	Jack Dittmar, PE
(Resolution Presented By)	(Approved)
	Commissioner
(Date Adopted)	(Title)

I, James Schroeder, chair of the highway committee of Monroe County, Wisconsin, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the highway commitee of the Monroe County Highway Dept., Wisconsin, on _____ and that the said resolution was approved by Jack Dittmar, on _____.

(Signature, Title)

James Schroeder, committee chair
(Print or Type Name)

(Date)

State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the named person(s).

Wisconsin Department of Transportation

(Signature for Regional Director)

(Print or Type Name)

(Date)

(Signature, Notary Public, State of Wisconsin)

(Print or Type Name, Notary Public, State of Wisconsin)

(Date Commission Expires)

Project ID 7570-02-29

This instrument was drafted by WisDOT

Local Road CTH BC

September 20, 2013 meeting of the Monroe County Highway Committee

Meeting called to order at 9:10 a.m., by Chairman James Schroeder.

Members present: James Schroeder, Gene Treu, Daniel Olson, Dale Greeno and James Rice.
Members absent: None
Others present: Highway Commissioner – Jack Dittmar, Recording Secretary – Becky Pitel, and County Administrator – Cathy Schmit.

I. Period of Public Comment – None at this time.

II. Motion to approve the minutes of the regular August 16, 2013 meeting made by Dan Olson, seconded by James Rice. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 08/22/2013
- Field Personnel $58,287.04
- Administration $10,629.45
- Total $68,916.49

Check Date: 09/05/2013
- Field Personnel $57,512.75
- Administration $10,557.61
- TOTAL $68,070.36

Check Date: 09/19/2013
- Field Personnel $55,305.78
- Administration $10,534.94
- Total $65,840.72

IV. **Motion made by Gene Treu, seconded by Dale Greeno, to approve the early paid vouchers in the amount of $2,185.53, credit card bills in the amount of $2,424.09, and the vouchers payable in the amount of $337,087.59. All ayes, motion carried.**

V. Commissioner's Report

- **Projects:**
  - County crews: Most all non-state employees have been working on finishing up the CTH PP reconditioning project (performed reclaiming, installed grid reinforcement, added base, and completed miscellaneous finish work), crews just started working on the CTH N base one test section in the Town of Clifton, the few remaining county crews have performed some section spot asphalt repair and recently started the second round of section mowing.
  - State crews: repaired interstate & US highway concrete, repaired guardrail, patched I-94 between Tomah & Warrens, sealed bridge decks, performed safety mowing, and graded shoulders.
  - The CTH EW bridge replacement is done and the highway was opened last week.
  - Mathy Construction is scheduled to pave CTH PP next week and should pave CTH N and finish last summer's CTH CA reconditioning project right after.
  - **Almost all of this summer's sealcoat highways have been striped, the stripers will have to come back in October to complete the sealcoat highways and our new pavement projects (mainly CTH PP).
  - **Jack will be hiring an engineer to give us an independent review of the CTH Q hill per our insurance company's recommendation.
  - **We are holding the 2014-2015 Local Roads Improvement Program (LRIP) organizational meeting at Club 16 in Sparta next Tuesday, September 24th. State law gives us 5% of the program dollars for administering the LRIP.
  - **Gene asked what projects may not get done this summer. Jack said the CTH A reconditioning project starting at Clifton and working west will not be completed. We were scheduled to do roughly a mile this summer and continue working west next summer. We can still get a lot of the cross-culverts replaced this fall and let them settle over the winter and maybe some of the side slope earthwork completed yet. But the reclaiming, adding gravel, and paving will be completed next summer along with next summer's section of CTH A.

- **Equipment:**
  - We demonstrated new motor graders over the last few weeks on the CTH PP reconditioning project. Bids for purchase of a new grader should be ready for the October meeting.

- **Facilities:**
  - Nothing to report.

- **Budget:**
  - July monthly budget analysis (see handout). With our May County Board approved budget adjustment we are slightly under historic averages (about $60K).
  - Cash Balance is in excellent shape and well over historic averages.

- **Personnel:**
  - Our one Public Works Laborer who was working full-time for the Maintenance Department came back to Highway for a month but is now back with the Maintenance Dept.
  - We should be making an offer soon to a Public Works Laborer from last summer's eligibility list. This laborer will fill the vacant position that resulted from our Sign person's tragic death back in June. **An offer was accepted and the new employee will start on Monday September 30.
  - Ads are out until the end of next week for the Public Works Laborer approved at the August County Board meeting. The screening and interview process will take a few months as the position is budgeted to start January 01, 2014.
  - Ten hour days have been extended until the end of next week.
  - **Our employee who was hit by an overhanging truss while within the work zone was back to work ½ days this week and should be back to full time next week.
  - **We also have one employee that has been off with a workers compensation injury for over a month and is expected to be off for at least another month and we have another employee who may have a workers compensation injury and will be off for at least 6 weeks.

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

VI. ***Alternative Highway Improvement Funding (tax levy, bonding, wheel tax)***

Gene Treu stated that he is struggling with the idea of another tax being put on County taxpayers. It was also brought up at the County Board meeting that they would like to see the Amish participate in paying road tax as well, where as if a wheel tax is put into effect they would not be participating. The wheel tax would be reimbursed through the Wisconsin Department of Transportation and added onto everyone's existing annual vehicle registration fee. James Schroeder feels that if you are going to be using the road, you should be paying the tax. James Rice suggested that someone may want to speak with the Amish community Bishops first. The Committee further discussed other options for additional highway revenue and questioned if there were any other areas that spending could be cut county wide. James Schroeder suggested that the county might want to consider bonding for a year and then looking for other options. Administratively, the wheel tax is the least costly as the WDOT only charges 10 cents for each collection and the County doesn't have to set up any collection or enforcement programs (which all require personnel costs). The Committee went around the table and individually stated their feels on the subject. Dan Olson is not for any new taxes, Dale Greeno is for a wheel tax, James Schroeder stated that he could see both sides of the situation, James Rice is for the wheel tax, and Gene Treu feels that the county board needs to let the Administrator do her job to the fullest in all areas and at this time is opposed to the wheel tax. Gene feels that the public should know that the County has tried to squeeze every dollar from all areas before any new taxes are imposed and that this topic needs to be researched further. The Committee agrees that the County Board should meet and have a strategic planning meeting on a volunteer basis which focusses on county finances. Dale Greeno feels that we should do an in house study of our department financials before looking at other departments and then a formal motion brought to the full county board.

VII. ***Future Agenda Items***

Review of program expenses to make sure existing funding is being spent appropriately.

Motion to adjourn at 11:02 a.m. made by Gene Treu, seconded by Dale Greeno. All ayes, motion carried.

October 22, 2013 meeting of the Monroe County Highway Committee

Meeting called to order at 9:05 a.m., by Chairman James Schroeder.

Members present: James Schroeder, Gene Treu, Daniel Olson, Dale Greeno and James Rice.
Members absent: None
Others present: Highway Commissioner – Jack Dittmar, Recording Secretary – Becky Pitel, County Administrator – Cathy Schmit, *All others noted for Items I.-VI. Only:* Patrol Supervisor – Jon Pauley, Highway Supervisor – Dennis Dickman, Shop Superintendent - William Pieper, Brooks Tractor Accounts Manager – Rollie Aspenson, Aring Equipment Sales Representative – Randy Miller, Fabco Equipment Sales Representative – John Erjavec, and Town of Wells Board (Chairman Dennis Hemmersbach and Supervisors Ron Ziegler & Greg Schmitz).

I. Period of Public Comment – None at this time.

II. Motion to approve the minutes of the regular September 20, 2013 meeting made by Gene Treu, seconded by Dale Greeno. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 10/03/2013

- Field Personnel $54,891.46
- Administration $10,607.28
- Total $65,498.74

Check Date: 10/17/2013

- Field Personnel $57,933.21
- Administration $10,612.80
- TOTAL $68,546.01

IV. **Motion made by Gene Treu, seconded by Dale Greeno, to approve the early paid vouchers in the amount of $1,472.86, credit card bills in the amount of $1,646.78, and the vouchers payable in the amount of $282,369.87. All ayes, motion carried.**

V. ***Commissioner's Report***

- **Projects:**
  - County crews: Finished the CTH PP reconditioning project so paving could start, started & finished the CTH N base one test section in the Town of Clifton, started & finished the County Maintenance Department storm sewer project, and the few remaining county crews performed some section spot asphalt repair and ditching and continued with the second round of section mowing.
  - State crews: performed concrete repair, are cleaning out a large box culvert under I-90, repaired guardrail, smoothed out pavement at bridge approaches, filled the sheds & dome with salt, and graded shoulders.
  - Scott Construction finished seal coating CTH CM & the CTH N base one project.
  - Mathy Construction finished paving the CTH PP, CTH N and last summer's CTH CA reconditioning projects.
  - Time & weather permitting, we will replace cross culverts on the CTH A reconditioning project this fall so they can settle over the winter and give us a head start on next summer's work.
  - The Kramer Company is opening a new quarry near St. Mary's and is offering a very low gravel price this fall so they have room to crush. We may take advantage of this for improving shoulders on CTH U, F, & XX within the next 6 weeks.
  - **The Village of Warrens just received a Community Development Block Grant for the repaving of CTH EW (Main Street) next summer. The Village pays for the parking lanes and we are responsible for the travel lanes. Our costs are estimated to be $100K.
  - **Construction of the I-90 Safety and Weight Enforcement Facility located just west of Sparta has been pushed back to start in late 2015 with completion planned in 2016.
  - **2014 winter maintenance service agreements (no changes from 2013) have been sent out to the four Townships that plow a combined 17.02 miles for us.

- **Equipment:**
  - **Our new quad-axle plow truck is here.

VII. ***County Board Resolution – Authorizing 2014 County Aid for Bridge or Culvert Construction and Repair Under WI Statutes Sections 82.08 & 61.48***

The Committee reviewed the proposed annual budget resolution. **Dan Olson made a motion to approve the resolution as presented for $9,982 and forward to the County Board at the annual budget hearing seconded by James Rice. All ayes, motion carried.**

VIII. **County Board Resolution – Authorizing 2014 County Highway Bridge & Culvert Special Assessments Under WI Statutes 83.03(2)**

The Committee reviewed the proposed annual budget resolution. **Gene Treu made a motion to approve the resolution as presented with $29,072 in special assessments and forward to the County Board at the annual budget hearing, seconded by James Rice. All ayes, motion carried.**

IX. ***Existing Department Expenditures***

Ten year historical analyses of the following department expenditures were included with today's agenda: our 3 major accounts (summer maintenance, winter maintenance and supplemental or CTH improvements), highway administration, highway committee and the Angelo Dam. Detailed 5 year average expenditures of our summer maintenance account was also included with today's agenda. The Committee discussed cutting back on mowing with the possibilities of paying landowners to mow the area adjacent to their property or volunteer mowing. Litter pickup was also discussed, suggestion was made that the county may want to consider making a donation to the Boy Scouts for litter pick up. Jack expressed his reluctance of the idea of having the Boy Scouts or adopt-a-highway groups on the majority of our CTHs due to safety of pedestrians with our hilly and curvy highways. Regarding paying landowners to mow our CTHs, Jack questions the large amount of administrative work this would create with cataloging contact information, reviewing work, and paying thousands of landowners. Dale Greeno suggested contracting out our CTH improvement work as he feels they would get the work done faster. Then discussion arose about whether the county should consider having on-call personnel for winter plowing or contracting the plowing out to eliminate any county highway overtime. James Rice stated that he was opposed to this idea, as the county is responsible for our highways and he feels that a contracted company would not necessarily care if the roads get plowed out well and timely. Since the bulk of any department's expenditures are wages, Gene Treu suggested putting together a policy to consider having employees work in shifts with a possible night time differential and extended weekends. He feels the county will need to start sending employees home during the week and keeping clock in hours available for when bigger snow storms are predicted in the forecast. Gene hopes employees may consider this with the possibilities of extending their weekends if weather permits. The Committee would like to see if the department can cut their budget back by $250K and set the example for other departments. Jack expressed that he was not in favor of cutting into wages any more than what has been done over the last few years as he has concerns of equipment getting damaged due to on-call personnel getting placed in unfamiliar areas. Jack also expressed that the highway department has taken more than its share of cuts over the last decade and it is time for other departments to take their turn with a stagnated tax levy for a few years. Getting ideas from employees on cutting department costs was discussed. Dan Olson is not opposed to the idea of no overtime and on-call/contracted employees, but feels we should not bring the on-call employees in at a rate higher than our regular full time employees, possibly match the average present wage. **Gene Treu made a motion to have Administrator Cathy Schmit put together a draft policy for overtime management and other considerations, seconded by Dan Olson. Four ayes, one nay (James Rice), motion carried.**

X. ***Alternative Highway Improvement Funding (tax levy, bonding, wheel tax)***

Gene Treu stated that he could not support any other funding option until we can resolve the department overtime expenditure question and feels this issue should be tabled until next month.

XI. ***Future Agenda Item***

Jack suggested that the Committee adopt some restrictions for oversized loads on our CTHs. Presently WDOT permitted loads up to 140,000 pounds can be hauled on any CTH without us knowing about it. Jack suggests looking into posting with 80,000 pound weight restrictions or as Class B highways. Cathy suggested that the Committee may want to consider a resolution opposing a recently proposed nonmetallic mining bill that would prohibit locals from charging for loads to cross roads and the bill also states that you can charge for road damage but you are required to have an independent engineer come in and assess the damage to determine what you can actually bill the company.

Motion to adjourn at 11:55 a.m. made by Gene Treu, seconded by Dale Greeno. All ayes, motion carried.

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 $12,711.71
- Total $91,579.02

Check Date: 02/20/2014

- Field Personnel $73,676.12
- Administration $13,203.90
- 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.

- 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.