Administration Building

MONROE COUNTY HIGHWAY DEPARTMENT

JACK DITTMAR, P.E., Highway Commissioner

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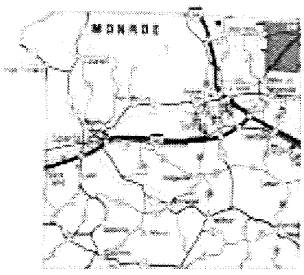

NOTICE OF MEETING

COMMITTEE: **Highway**

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

PLACE: **Ho-Chunk Nation Roads Division Conference Room**
28902 STH 21 East, Tomah, WI ***NOTE: Location!***

DATE: **Friday, November 21, 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. **Road Runners ATV/UTV Club of Monroe County Proposed ATV/UTV Routes (map attached)**
7. **County Board Resolution – Appending Chapter 14 of the Monroe County Code - Annual County Vehicle Registration Fee (draft copy attached)**
8. **2015 WDOT Routine Maintenance Agreement**
9. **Future Agenda Items**
10. **Highway Tour: East Side of County**

Date Notice Posted: November 17, 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.***

October 24, 2014 meeting of the Monroe County Highway Committee

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

Members present: James Schroeder, David Pierce, Wade Blackdeer and Gail Chapman.
Members absent: Nodji VanWychen
Others present: Highway Commissioner – Jack Dittmar, Highway Office Manager – Becky Pitel and Road Runners ATV/UTV Club of Monroe County Vice President & Highway Department Employee – Mike Pierce (Items I.-*V. only*).

I. Period of Public Comment – None.

II. Motion to approve the minutes of the regular September 19, 2014 meeting made by David Pierce, seconded by Wade Blackdeer. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 10/02/2014

- Field Personnel $63,753.93
- Administration $10,903.73
- Total $74,657.66

Check Date: 10/16/2014

- Field Personnel $67,281.28
- Administration $11,012.73
- Total $78,294.01

IV. Vouchers presented as follows:

- Early Pay $ 2,008.54
- Credit Cards $ 1,590.13
- Month Vouchers $606,730.56

$610,329.23

V. 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) 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.

  **Most of the ATV/UTV route applications are for the northeast corner of the county (north of Tomah). Jim Schroeder inquired if the ATV clubs were looking to get all of these applications approved initially. Wade Blackdeer would like to see a revenue benefit to the towns from opening up these routes. Jim Schroeder stated that if the towns agree to the ATV routes than he will be for approving the ATV route application. Jack asked if the Committee wanted to review all the routes as he feels this is important.

- **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.

  **The new financial software program depicts the Department budget very differently that in the past. The approximate one million dollars in additional tax levy to fund the CTH EW reconditioning project has

been cut from the proposed budget and the tax levy was reduced by an additional $264,671 over this year's tax levy, therefore we will not be able to perform the CTH EW reconditioning project next year as proposed. Our only major project next summer will be reconstruction of the CTH A hill in which we have matching state funding.

- **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.

  **Safety Day has been scheduled for Friday, December 5th with an alternate date of Thursday, December 11th. The Committee agreed to a catered lunch for the Safety Day.

  **November 4th General Election has the Transportation Fund lockup Referendum on the ballot.

  **Jack will be attending the December 4th Monroe County Town's Association meeting which will be held in Tomah. He will be presenting and discussing the Department ATV/UTV Route Establishment Policy and the new state Implements of Husbandry (IoH) laws will be discussed. Jack has been getting a few calls from Townships asking about IoH.

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

VI. County Board Resolution – Authorizing 2015 County Aid for Bridge or Culvert Construction and Repair Under WI Statutes Sections 82.08 & 61.48

TOWNSHIP OR VILLAGE	*BRIDGE OR CULVERT*	*BRIDGE OR CULVERT LOCATION*	*TOTAL AMOUNT*	*TOTAL COUNTY AID (50%)*
Town of Adrian	Culvert	Gateway Ave	$5,608	$2,804
Town of Angelo	Bridge	Gateway Ave	$10,104	$5,052
Town of Jefferson	Culvert	Neola Ave	$11,013	$5,507
Town of Lincoln	Culvert	Atwood Ave	$9,762	$4,881
Town of Lincoln	Culvert	Coleman Ave	$580	$290
Town of Portland	Culvert	Nature Rd	$3,225	$1,613
Town of Sheldon	Bridge	Nordale Ave	$50,253	$25,127
Town of Sparta	Bridge	Factory Ave	$56,340	$28,170
Town of Wells	Culvert	Lake Rd	$9,552	$4,776
Town of Wilton	Culvert	Juda Ave	$6,213	$3,106
		TOTALS:	**$162,649**	**$81,326**

This is the annual statutory resolution for this special purpose levy Town & select Village cost sharing. **Motion by Gail Chapman, seconded by David Pierce to approve the 2015 resolution for county aid for bridge or culvert construction in the amount of $162,649, with 50% county aid of $81,326 and forward to the full County Board. All ayes, motion carried.**

VII. County Board Resolution – Authorizing 2015 County Highway Bridge & Culvert Special Assessments Under WI Statute 83.03(2)

2015 BRIDGE & CULVERT REPORT FOR COUNTY TRUNK HIGHWAYS								
TOWN OR VILLAGE	CTH	BRIDGE OR CULVERT NAME	YEAR CONSTRUCTED	TOTAL COST (Final or Estimated to end of 2014)	TOWN OR VILLAGE SHARE (40%)	PAID BY TOWN OR VILLAGE TO DATE	*TO BE PAID BY TOWN OR VILLAGE AT TAX TIME IN 2015*	BALANCE DUE FOR FUTURE TAX PURPOSES
Byron	G	Brandy Creek	2002	$111,437	$44,575	$12,000	*$1,000*	$31,575
Byron	N	S Fork Lemonweir R (Fed. Aid)	2004	$80,154	$32,062	$11,000	*$1,000*	$20,062
Byron	PP	Federal Aid	1994-1995	$52,571	$21,029	$19,000	*$1,000*	$1,029
Clifton	W	Little Lemonweir R. (Fed. Aid)	2005	$61,857	$24,743	$11,000	*$1,000*	$12,743
Jefferson	F	Little La Crosse R. (Fed. Aid)	2002	$49,853	$19,941	$15,000	*$1,000*	$3,941
LaGrange	M	Br. Mill Creek (culvs repld bridge	2012	$57,198	$22,879	$2,000	*$1,000*	$19,879
Leon	J	Pleasant Valley Creek (Fed. Aid	2004	$56,604	$22,641	$11,000	*$1,000*	$10,641
Leon	X	Leis/Mlsna	1997-1998	$121,434	$48,574	$17,000	*$1,000*	$30,574
Little Falls	S	Merow	1995-1996	$60,862	$24,345	$19,000	*$1,000*	$4,345
Little Falls	B	Sopher Creek (Fed. Aid)	1997-1998	$66,549	$26,619	$17,000	*$1,000*	$8,619
Little Falls	S	Dustin Creek	2001	$98,348	$39,339	$13,000	*$1,000*	$25,339
Oakdale	C	Bear Creek Bridge	1994	$65,261	$26,104	$20,000	*$1,000*	$5,104
Oakdale	CA	Indian Ck (abut ties & guardrail)	2012-2013	$41,373	$16,549	$1,000	*$1,000*	$14,549
Oakdale	PP	Bear Creek (Fed. Aid)	2011	$100,000	$40,000	$6,000	*$1,000*	$33,000
Oakdale	N	Bear Creek Trib (Box Widening)	2009	$25,889	$10,356	$6,000	*$1,000*	$3,356
Ridgeville	U	Moore Creek Trib (Box Widening	2009	$29,242	$11,697	$5,000	*$1,000*	$5,697
Ridgeville	T	Br. Morris Creek (Fed. Aid)	2003	$81,292	$32,517	$14,000	*$1,000*	$17,517
Scott	EW	E Fork Lemonweir R (Fed Aid)	2013	$80,000	$32,000	$2,000	*$1,000*	$29,000
Sheldon	T	Morris Creek (Fed. Aid)	1995-1996	$71,303	$28,521	$19,000	*$1,000*	$8,521
Sheldon	T	Morris Creek (Fed. Aid)	2007	$90,000	$36,000	$7,000	*$1,000*	$28,000
Sheldon	F	Br. Morris Creek (Fed. Aid)	2002	$61,541	$24,616	$14,000	*$1,000*	$9,616
Sparta	BC	Big Creek (Fed. Aid)	2015	$20,000	$8,000	$1,000	*$1,000*	$6,000
Tomah	CM	Lemonweir Creek (Fed. Aid)	2000-2001	$52,891	$21,157	$15,000	*$1,000*	$5,157
Wellington	Z	Poe Creek Trib. (Box Widening)	2009	$23,834	$9,534	$5,000	*$1,000*	$3,534
Wilton	M	Sleighton Creek (Box Widening)	2008	$37,155	$14,862	$6,000	*$1,000*	$7,862
Wilton	M	Sleighton Creek N (Fed. Aid)	2007	$55,812	$22,325	$8,000	*$1,000*	$13,325
Wilton	M	Sleighton Creek S (Fed. Aid)	2007	$100,000	$40,000	$8,000	*$1,000*	$31,000
Wilton	MM	Sleighton Creek (Fed. Aid)	2007	$66,621	$26,648	$8,000	*$1,000*	$17,648
V. of Kendall	P	Brandau	1990-1991	$113,615	$45,446	$24,000	*$1,000*	$20,446
			TOTALS =	**$1,932,694**	**$773,079**	**$316,000**	***$29,000***	**$428,079**

This is the annual statutory resolution for this special purpose levy County Trunk Highway bridge & culvert cost sharing. **Motion by David Pierce, seconded by Gail Chapman to approve the 2015 resolution for county highway bridge and culver special assessments in the amount of $29,000 and forward on to the full county board. All ayes, motion carried.**

VIII. WisDOT Project I.D. 5019-00-00, CTH BC Bridge Replacement – R/W Negotiations

As approved at the last meeting, Jack offered Mr. Layton the $300 for his 6/100ths of an acre of new R/W required for the CTH BC bridge project ($4,000/acre or $300 minimum payment) and he declined it. Mr. Layton knows that under eminent domain state statutes the county will have to do an appraisal and that he also has a right to order an appraisal of his choice, which would also have to be paid for by the county. Mr. Layton would like $2,000 for this small parcel of land ($33,333/acre) figuring that he would be still saving the government money in lieu of the costs of two appraisals. Jack asked what the Committee would like him to do to proceed with the project. The Committee agreed that if we paid this kind of money to this landowner, we would have to match the same price per acre with other landowners in this and future projects. **Motion by Gail Chapman, seconded by David Pierce to proceed with getting an appraisal done and offer Mr. Layton the appraised compensation. All ayes, motion carried.**

IX. ***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***

Jack Dittmar presented the corrected resolution for control of access along Local Street or highway from WisDOT for STH 16 controlled access for Project I.D. 7570-02-29 CTH BC. Dittmar feels that the Committee should agree to this resolution as it is only allowing access control for approximately 400 feet. This resolution only affects 2 property owners that have existing driveways. **Motion made by Wade Blackdeer, seconded by David Pierce to approve the resolution agreeing to control access along local street or highway for CTH BC from STH 16 to 400 feet north and have Chair Schroeder sign the resolution. All ayes, motion carried.**

X. ***2015 Highway Supervisor Pickup***

We just purchased the patrol superintendent pickup and Jack asked the Committee if they would be interested in ordering next year's new highway supervisor pickup truck at this year's state bid pricing which is only good through the end of this month. The Committee discussed the present pricing of $36K and the approximate $2,400 increase in price after the end of this month. Dave Pierce mentioned that the Oakdale fire department just purchased a pickup for about $7,000 less ($29K) from Richland Center. **Motion made by Wade Blackdeer, seconded by David Pierce to approve the purchase of the 2015 budgeted pickup for the highway supervisor after Jack investigates the Oakdale Fire Department recent purchase to see if that would save additional dollars. All ayes, motion carried.**

XI. ***Alternative Highway Improvement Funding***

Jack Dittmar summarized his August 2013 County Board presentation on the state of Monroe County Trunk Highways and the Committee minutes (when alternative highway funding was discussed – minutes were attached with this agenda) since the County Board presentation. Jim Schroeder is wondering if the Committee should wait to proceed on this topic until after the upcoming election to see if the transportation fund referendum passes. Dittmar explained the county vehicle registration fee which only affects vehicles under 8,000 pounds and the fee gets collected by the Wisconsin DOT when registrations are renewed or applied for. The Wisconsin DOT only charges an administrative fee of 10 cents per registration. Dave Pierce feels that a more fair way to collect for additional funding would be though a half a percent sales tax, this way even tourists are paying to use our roads. Dittmar feels that we should consider adding the county vehicle registration fee before the State of Wisconsin decides to raise registration fees. Dittmar also explained that the state has to approve an additional local sales tax before we could consider using this option so it will take a while if it ever is possible. The Committee discussed the three options they feel are out there for alternative funding: 1.) property tax, 2.) county vehicle registration fee, and 3.) bonding. Wade Blackdeer inquired if it would be faster to do bonding. Dittmar explained that a county vehicle registration fee only requires a simple majority vote of the county board and bonding requires at least a 2/3 majority vote. The county vehicle registration fee would generate over $400K annually at $20. David Pierce and Wade Blackdeer feel that the county should consider doing both a county vehicle registration fee and bonding for highway improvement. The Committee directed Jack to present a county vehicle registration fee resolution at the next committee meeting.

XII. ***Future Agenda Items***

Review of ATV/UTV route applications with a possible highway tour. The Committee decided to have the meeting at the Ho-Chunk Roads Division building which has a nice smartboard and is close to the proposed ATV/UTV routes.

Motion to adjourn at 12:20 p.m. by Gail Chapman, seconded by Wade Blackdeer. All ayes, motion carried.

County Highway Commissioner's Report for: November 21, 2014

Projects:

- County crews: finished working on our only major reconditioning project of the year (4.1 miles of CTH A from Jungle Rd to CTH N in Clifton), continued with the second round of mowing, patched potholes, and performed winter maintenance.
- State crews: finished lining culverts on STH 71 under a WDOT LFA contract, performed shoulder maintenance, performed bridge deck sealing, fixed highway fencing, and performed winter maintenance.
- Jack attended the November 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 and the residents and Town Board prefer to replace the bridge at its existing location and not realign the highway.

Equipment & Facilities:

- Nothing to report.

Budget:

- September monthly budget analysis (see handout). Due to a late start on summer paving & our main reconditioning project we are now about $425k under historic averages of our 3 major accounts combined and cash balance continues close to historic averages.
- Jack attended the October Finance Committee budget meeting to discuss the proposed 2015 department reduction in tax levy.

Personnel:

- Applications for a new Public Works Laborer were reopened until this Friday. Interviews/testing will be set up in December.

2014 SEPTEMBER 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 09/30/2014

** 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	$1,415	80.9%	*$1,248* 71.9%	68.4%
1-53312	County Snow & Ice Control	$700	$620	88.6%	*$470* 72.0%	67.3%
1-53319	C.T.H. Supplemental Construction	$2,200	$347	15.8%	*$547* 43.0%	54.2%
	TOTALS =	$4,650	$2,383	51.2%	*$2,265* 58.9%	61.8%

	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
CASH BALANCE	$3,076	$2,206	71.7%	*$2,438* 83.6%	52.8%

RESOLUTION NO. _____

APPENDING CHAPTER 14 OF THE MONROE COUNTY CODE

ANNUAL COUNTY VEHICLE REGISTRATION FEE

WHEREAS, building and maintaining highways and bridges are essential to sustaining the quality of Wisconsin's highway infrastructure, which is vital to the state, counties and municipalities to support commerce, tourism and the safe transportation of people and goods; and

WHEREAS, the annual County property tax appropriation and other revenues have stagnated over the last 15 years while increases in the cost of materials needed to improve and maintain the county trunk highways have more than doubled; and

WHEREAS, Wisconsin Statutes § 341.35 gives a county the authority to enact an ordinance imposing an annual flat registration fee on all motor vehicles registered in this state which are customarily kept in the county; and

WHEREAS, Wis. Stats. § 341.35 defines "motor vehicle" as an automobile, or motor truck registered under Wis. Stats. § 341.25(1)(c) at a gross weight of not more than 8,000 pounds; and

WHEREAS, an annual county vehicle registration fee would become a designated revenue source for County Trunk Highway improvements that comes directly from the users of highways; and

WHEREAS, the Wisconsin Department of Transportation collects the fee and remits the moneys collected to the county less an administrative fee, currently $0.10 per motor vehicle; and

WHEREAS, the Wisconsin Department of Transportation requires a minimum of ninety (90) days' notice prior to the first date of the month the Ordinance is to be made effective,

THEREFORE BE IT RESOVLED AND ORDAINED by the Monroe County Board of Supervisors that the General Code of the County of Monroe, Wisconsin, is hereby appended by adding article VII. Annual County Vehicle Registration Fee to Chapter 14,

BE IT FURTHER RESOLVED, that the Monroe County Board hereby adopts a $20 annual vehicle registration fee per Wisconsin Statutes § 341.35; and

BE IT FURTHER RESOLVED, that the Monroe County Board of Supervisors directs these annual fees to be in addition to other funding sources currently being utilized by the County Highway Department; and

BE IT FURTHER RESOLVED, that the County Clerk is directed to forward a copy of this Ordinance to the Wisconsin Department of Transportation; and

BE IT FURTHER RESOLVED, that the Annual County Vehicle Registration Fee of the Monroe County Code of Ordinances, be made effective on March 01, 2015

Dated this 25th day of November 2014.

DRAFT

Highway Committee Vote:

- yes - no

Elucidatory Notes:
County Trunk Highway improvements haven't been a priority of the county tax levy for the past 15 years. Over the past year the County Highway Committee has discussed alternative sources of highway improvement funding. A county vehicle registration fee is one of only a few alternatives available to fund County Trunk Highway improvements.

Fiscal Note:
No tax levy or budgeted funds.

Approved as to form by
Corporation Counsel:

Recommended for introduction by the Monroe County Highway Committee on November 21, 2014, Monroe County, Wisconsin.

_____
James Schroeder, Chairman

_____
Gail Chapman, Vice Chairman

_____
Wade Blackdeer

_____
David Pierce

_____
Nodji VanWychen

DRAFT