



Administration Building

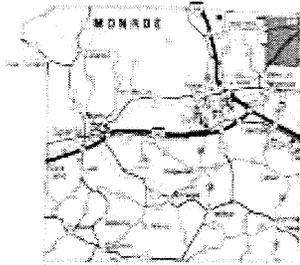
## MONROE COUNTY HIGHWAY DEPARTMENT

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, December 19, 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. Resolution Amending Chapter 38 of the Monroe County Code to Include All-Terrain and Utility Terrain Vehicle Operation on County Trunk Highways (draft copy attached)
7. Alternative Hwy Improvement Funding continued (tax levy, bonding, wheel tax)
8. Janitor/Driver Credit Card
9. Future Agenda Items

Date Notice Posted: December 15, 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.

## November 21, 2014 meeting of the Monroe County Highway Committee

Meeting called to order at 9:15 a.m., by Chairman James Schroeder.

Members present: James Schroeder, David Pierce, Wade Blackdeer, Nodji VanWychen and Gail Chapman.

Members absent:

Others present: Highway Commissioner – Jack Dittmar and Road Runners ATV/UTV Club of Monroe County Vice President & Highway Department Employee – Mike Pierce (Items I.-VI. *only*).

I. Period of Public Comment – None.

II. Motion to approve the minutes of the regular October 24, 2014 meeting made by Gail Chapman, seconded by David Pierce. All ayes, motion carried.

III. Payroll presented as follows:

Check Date: 10/30/2014

• Field Personnel	\$71,705.35
• Administration	<u>\$10,985.48</u>
• Total	<u>\$82,690.86</u>

Check Date: 11/13/2014

• Field Personnel	\$71,678.16
• Administration	<u>\$11,057.80</u>
• Total	<u>\$82,735.96</u>

IV. Vouchers presented as follows:

• Early Pay	\$272,934.28
• Credit Cards	\$ 3,634.74
• Month Vouchers	<u>\$138,871.37</u>
	<u>\$415,440.39</u>

V. **Commissioner's Report (copy attached)**

• **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.

\*\*Mathy Construction finished paving the lower layer of asphalt on the CTH A reconditioning project. Due to not getting to our project right away and temperatures becoming well below normal quickly, Mathy didn't pave any of the intersections or driveways before they shut down for the year. The intersections, driveways & upper layer of asphalt will be paved next spring with Mathy holding their bid price.

\*\*Jack will be presenting and discussing the ATV/UTV route establishment policy at the December 4<sup>th</sup> Towns Association in Tomah.

\*\*The new Implements of Husbandry (IoH) laws will also be discussed at the December 4<sup>th</sup> Towns association meeting and a special IoH meeting is being put on by the UW-Ext, Farm Bureau & WTC on December 10<sup>th</sup> in Sparta. Jack will be attending this Sparta meeting also.

\*\*Because we hold a nonmetallic mine reclamation plan for our Sparta sand pit, we received a letter from the MRRPC that they are holding a public informational meeting on its Regional Comprehensive Plan. The plan is only advisory for Monroe and the surrounding 8 counties.

• **Equipment & Facilities:**

- Nothing to report.

## November 21, 2014 meeting of the Monroe County Highway Committee

- **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.
- \*\*Three Public Works Laborers who have been with the Department for about two years were promoted to Section Leaders as they have proven that they have learned and can perform those duties.
- \*\*Our annual safety/training day will be held on Friday December 5<sup>th</sup> weather permitting. A draft agenda was handed out and all Committee members are invited to attend any or all of the day.

\*\* = added to report during meeting

**VI. Road Runners ATV/UTV Club of Monroe County Proposed ATV/UTV Routes (map attached)**

A county road map of the northeastern 9 townships with the town roads open to ATVs highlighted in yellow and the requested County Trunk Highways to use as ATV routes highlighted in pink was attached with today's agenda. Nodji stated that the Town of Scott wants the entire section of CTH EW opened from Warrens to STH 173 (or at least east to Copper Rd). Discussed the ATV/UTV route establishment policy which the Committee approved and how public/other agency (local municipality, County Sheriff Dept. and Public Safety & Justice Coordinating Committee) input will be gathered and weighed. Jack will be sending out a copy of today's minutes with the highlighted map asking for input. Discussed thinning down of the over 55 miles of CTHs requested for ATV routes. The Committee agreed to look at thinning down the routes at the next meeting, after they have public/other agency input. **Motion by David Pierce, seconded by Wade Blackdeer to forward all of the proposed routes on for public/other agency input and then review all proposed routes at the next meeting. All ayes, motion carried.** Jack asked Mike Pierce if the Road Runners club has looked into any private property options as required by the County policy. Mike responded that no private property options have been explored as they are waiting to see what the Committee approves first. Jack mentioned that our County policy is patterned after Juneau County's, which the Road Runners are very familiar with, and that routes on CTHs are to be the last resort.

**VII. County Board Resolution – Appending Chapter 14 of Monroe County Code – Annual County Vehicle Registration Fee (draft copy attached)**

Motion by David Pierce, seconded by Wade Blackdeer to bring this resolution to the table for discussion. All ayes, motion carried. Discussed what types of registrations would be subject to a county vehicle registration fee which is only vehicles under 8,000lbs. Jack handed out a listing of over 200 miles of CTH that currently need major improvements (reconditioning) at an estimated cost of over \$60 million. Performing the proper improvement (reconditioning) on these CTHs should result in a life of about 20 years. A 20 year life results in a need to do 10 miles of improvement per year which equates to about \$3 million dollars per year. Our current budget allows us to invest about \$1 million per year into CTH improvements. A \$20 county vehicle registration fee would generate over \$700k per year, still leaving us over \$1 million short per year. Jack reviewed the WDOT Transportation Finance & Policy Commission's findings that Wisconsin is lowest by over \$60/year in costs to drive a comparable mid-size sedan compared to the surrounding 4 states (IL, MN, MI & IA). Doubts on whether this resolution will pass the County Board were discussed. Jack mentioned that if anything else, this should generate some good serious discussion on CTH improvement funding and that he doesn't see this as the only solution. There is no one "silver bullet" or perfect solution to the deep hole we have dug over the last few decades. The Committee agreed that this is not the perfect solution but we have to try something.

**November 21, 2014 meeting of the Monroe County Highway Committee**

Jack handed out copies of a final resolution which was revised per Corporation Counsel's recommendations to change the format of the resolution so the County ordinance language could be pulled straight off the resolution. The substance of the resolution hasn't changed only the format.

**Motion by Wade Blackdeer, seconded by Gail Chapman to approve the resolution – Appending Chapter 14 of Monroe County Code – Annual County Vehicle Registration Fee as revised and forward on to the full County Board. All ayes, motion carried.**

**VIII. 2015 WDOT Routine Maintenance Agreement**

The 2015 RMA was discussed with estimated county costs up \$103,600 from this year's RMA and up \$264,700 from 2012's RMA was discussed. These increases over the last two years are funding the two new state Public Works Laborers that were approved by the County Board in the fall of 2013 and hired this year. **Motion by Gail Chapman, seconded by David Pierce to approve the 2015 WDOT Routine Maintenance Agreement at a total estimated county cost of \$2,277,600. All ayes, motion carried.**

**IX. Future Agenda Items**

ATV/UTV route review and County Board Ordinance.

**X. Highway Tour: East Side of County**

The Committee felt familiar enough with the proposed ATV route segments and didn't need to go on a tour today.

Motion to adjourn at 11:30 a.m. by Nodji VanWycken, seconded by Wade Blackdeer. All ayes, motion carried.

## ***County Highway Commissioner's Report for: December 19, 2014***

### **Projects:**

- Winter maintenance was the major focus of all crews over the last month.
- County crews: also mixed & hauled sand, prepared graders for winter maintenance, and patched potholes.
- State crews: also fixed highway fencing, hauled salt, and repaired guardrail.
- Jack was at the December Towns Association meeting where he presented our ATV route establishment possible and also discussed Implements of Husbandry.
- Jack also attended the Implements of Husbandry informational meeting held by the UW-Extension, Farm Bureau, and WTC last week in Sparta. A good mix of public officials and farmers were in attendance.

### **Equipment & Facilities:**

- Nothing to report.

### **Budget:**

- October monthly budget analysis (see handout). We are coming back in line with historic average expenditures and are now about \$310k under historic averages of our 3 major accounts combined. Cash balance is now slightly under historic averages and it appears that we will finish the year with close to zero cash balance.

### **Personnel:**

- We received 14 more applications for a new Public Works Laborer from the November advertisement. Interviews/testing will be set up in December for the top 8 of the 26 total applicants.
- The weather cooperated for our annual safety/training day two weeks ago and employees were able to attend all sessions and enjoy the nice catered lunch.
- Our second year of employee performance evaluations are just starting.

# 2014 OCTOBER 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 10/31/2014

\* 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	\$1,555	88.9%	\$1,453 83.7%	79.6%
1-53312	County Snow & Ice Control	\$700	\$621	88.7%	\$472 72.4%	67.7%
1-53319	C. T. H. Supplemental Construction	\$2,200	\$839	38.1%	\$749 68.3%	71.3%
<b>TOTALS =</b>		<b>\$4,650</b>	<b>\$3,015</b>	<b>64.8%</b>	<b>\$2,674 69.6%</b>	<b>73.5%</b>

2014 YTD 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	\$1,516	49.3%	\$2,242 76.9%	44.6%

RESOLUTION NO. \_\_\_\_\_

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

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

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

**ARTICLE VI. ALL-TERRAIN AND UTILITY TERRAIN VEHICLES**

Sec. 38-210. Intent.

The intent of this article is to promote the safe use of all-terrain vehicles (ATVs) and utility terrain task vehicles (UTVs) in Monroe County and designate a limited number of routes upon County Trunk Highways (CTHs). Following due consideration of the economic benefit of ATV/UTV routes and weighed against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic; the Monroe County Board is satisfied that no other practical options exist and this article has been adopted.

Sec. 38-211. Statutory Authority.

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

Sec. 38-212. Designated Routes.

No person shall operate an all-terrain or utility terrain task vehicle on County Trunk Highways except the following designated routes:

- CTH C – Entire Length (CTH W to Juneau County Line)
- CTH CA – Holly Ave to CTH N
- CTH E – Entire Length (STH 21 to USH 12)
- CTH EE – Entire Length (CTH EW to CTH HH)
- CTH ET – Formica Rd to Fortune Rd
- CTH EW – USH 12 to Blarney Rd, Cortland Ave to CTH N & Crescent Rd to CTH EE
- CTH G – Entire Length (CTH E to CTH M & USH 12 to STH 173)
- CTH HH – Entire Length (Jackson County Line to Juneau County Line)
- CTH M – Flatiron Ave to Elder Rd & CTH G to Charcoal Ave
- CTH N – Island Rd to USH 12/STH 16 & CTH G to CTH EW
- CTH O – CTH OO to Colorado Ave, Briarwood Ave to CTH EW & CTH EW to Jackson County Line
- CTH OO – Entire Length (USH 12 to CTH O)
- CTH PP – USH 12/STH 16 to North Oakdale Village Limit & Frontier Ave to Excelsior Ave
- CTH T – CTH A to STH 16
- CTH W – Julep Ave to Horizon Ave

Sec. 38-213. Conditions.

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

- (1) Operation shall only be on the paved portion of the highway.
- (2) Routes must be signed in accordance with Wis. Stats. §23.33(8)(e) and Wis. Administrative Code Chapter NR 64.12 and their successors and the costs of required signing and marking shall be paid by the route applicant.

Sec. 38-214. Enforcement.

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

Sec. 38-215. Penalties for violation of article

The penalties set forth in Wis. Stats. §23.33(13) and its successors are expressly incorporated herein by reference and made a part hereof.

This article shall be effective upon erection of standard signs giving notice thereof.

Dated this 22<sup>nd</sup> day of December, 2014

Elucidatory Notes:

This resolution creates an ATV/UTV Ordinance for Monroe County Trunk Highways and designates ATV/UTV routes upon select County Trunk Highways.

Fiscal Note:

Signing & marking paid for by applicant, therefore county funds will NOT be required.

Highway Committee Vote:

- yes                      - no

Approved as to form by Corporation Counsel: \_\_\_\_\_

Recommended for introduction by the Monroe County Highway Committee on December 19, 2014.  
Monroe County, Wisconsin

\_\_\_\_\_  
James Schroeder, Chairman

\_\_\_\_\_  
Gail Chapman, Vice Chairman

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Wade Blackdeer

\_\_\_\_\_  
David Pierce

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Nodji VanWychen