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| Image result for photo of monroe county wi road | **MONROE COUNTY HIGHWAY DEPARTMENT**  **803 WASHINGTON STREET**  **SPARTA, WISCONSIN 54656**  **(608) 269 – 8740 / 269 – 8831 (FAX)**  **highways@co.monroe.wi.us** | **DAVID H. OHNSTAD**  **HIGHWAY COMMISSIONER**  **WILLIAM PIEPER**  **FLEET MANAGER**  **REBECCA PITEL**  **OFFICE MANAGER** |

# *NOTICE OF MEETING*

## COMMITTEE: Highway

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

**PLACE: Highway Administration Building**

**803 Washington Street, Sparta, WI**

**DATE: Thursday, April 18, 2019**

**1) PERIOD OF PUBLIC COMMENT (DISCUSSION)**

**2) LAST MEETING MINUTES (DISCUSSION & DECISION)**

**3) REVIEW PAYROLL (DISCUSSION)**

**4) REVIEW VOUCHERS & CREDIT CARD CHARGES (DISCUSSION)**

**5) STH 27 TRAFFIC IMPACTS / SPARTA ELEMENTARY (DISCUSSION)**

1. The new Sparta Elementary School planned for construction north of Sparta on STH 27 has generated questions from local leaders and area residents relative to traffic management and impacts to local roads. A WISDOT representative will attend the Highway Committee meeting to brief committee members on the review process WISDOT will follow.
2. Attached is a summary and conclusions included in the Traffic Impact Analysis produced for the project. Copy of the entire TIA is available.

**6) SALE OF SURPLUS PROPERTY (DISCUSSION & DECISION)**

1. The Highway Department purchased a 7.63-acre property, circa 2003, at the southwest quadrant of CTH M and Heritage Avenue in the Town of Tomah, presumably for the proposed relocation of CTH M. That project did not materialize and the highway is scheduled for reconstruction this summer along its existing alignment. The property is surplus to the current or anticipated interests of the highway department.
2. We propose to liquidate the property, through either competitive bid or auction and deposit the proceeds in the Highway Department property management fund. We request committee authorization to proceed.

**7) SEASONAL WEIGHT PERMIT FEES (DISCUSSION & DECISION)**

The following ***Section A***, as amended, was approved on March 15, 2019 by the Highway Committee. Upon implementation by the MCHD, question arose relative to permits and fees for the transport of raw milk. In response to the apparent confusion, the MCHD waived the permit fees for the transport of raw milk for the 2019 seasonal restrictions. We request and recommend committee affirmation of the permit fee schedule for the **2020** seasonal weight restrictions.

1. *As provided for in the MCHD Policy on Vehicle Weight Restrictions & Permits, we recommend the following permit fees for* ***discretionary*** *exemptions of the 2019 Seasonal Weight Restrictions:*
2. ***$25.00*** *Single Trip Permit* **(Committee amended to $100.00)**
3. ***$100.00*** *(per hauling unit) Multiple Trip Permit*
   * 1. *Assessed to all permits issued by the Highway Department*
4. As a reference, attached is the WISDOT “Condition Sheet” for “Fluid Milk Product” which establishes permit and fee structure for transport of overweight (up to 98,000 pounds, combination vehicle only) loads.
5. WISDOT suspends these permits during seasonal restrictions.

**8) ANNUAL & SINGLE-TRIP WEIGHT PERMIT FEES (DISCUSSION & DECISION)**

1. As provided for in the MCHD Policy on Vehicle Weight Restrictions & Permits, we recommend the following permit fee for Annual Permits.
2. **$100.00** (per hauling unit) for Raw Forest Products, Fruits and Vegetables up to **90,000 pounds**. (WISDOT schedule attached.)
3. **$150.00** (per hauling unit) for Raw Timber Products up to **98,000 pounds**. (WISDOT schedule attached as reference.)
4. **$250.00** (per hauling unit) for Equipment and Machinery, non-divisible, up to **120,000 pounds**. (WISDOT schedule attached.)
5. All Annual Permits suspended during Seasonal Restrictions
6. As provided for in the MCHD Policy on Vehicle Weight Restrictions & Permits, we recommend the following permit fee for Single Trip Permits.
7. **$50.00** for non-divisible loads up to 120,000 pounds.
8. **$75.00** for non-divisible loads over 120,000 pounds.
9. WISDOT schedule attached for reference.
10. No Single Trip Permits issued during Seasonal Restrictions

**9) POLICY ON ACCESS MANAGEMENT (DISCUSSION & DECISION)**

1. Committee has received a draft of a Policy on Access Management.
2. We recommend approval of the policy.

**10) FEES FOR ACCESS (DRIVEWAY) PERMITS (DISCUSSION & DECISION)**

1. As provided for in the MCHD Policy on Access Management, we recommend the following fee for Access Permits.
2. **$135.00** (for standard driveway approaches)

**11) PARK & RIDE FACILITY (DISCUSSION & DECISION)**

1. In the process of reconstructing the STH 16 accesses to the MCHD truck scale, an area that had been used as an informal “park and ride” facility has been eliminated. Attached is correspondence with the Wisconsin Department of Transportation discussing the potential of establishing a (WISDOT) replacement facility on county property west of the dog shelter.
2. The attached map indicates the general location being proposed.
3. Properly located, such a facility would not compromise MCHD or dog shelter operation and may be a benefit to certain area residents.
4. We recommend, in the event that the WISDOT program becomes a reality, to pursue agreement and reserve an area for the facility.

**12) CTH PP @ U.S. 12 INTERSECTION DESIGN (DISCUSSION & DECISION)**

1. A project to construct improvements to U.S. Highway 12 between Grant Street in Tomah (east of I-90) and the Juneau County line is being developed by WISDOT, with construction currently scheduled for 2024.
2. Given that CTH PP is an interstate alternate route, a freight highway and a heavily used connection between U.S. 12 and I-90/94 and north to STH 21, we have requested that the U.S. 12 project be designed to accommodate improvements to the intersection of CTH PP and U.S. 12.
3. Please note the attached correspondence regarding that improvement.
4. We recommend pursuing a cost-sharing agreement with WISDOT, as proposed, to design and construct the intersection improvements.

**13) DESIGN CONSULTANT PROPOSALS (DISCUSSION)**

1. We sent 124 Requests for Proposals (copy attached) to the engineering firms currently included in the WISDOT roster of eligible consultants.
2. We received 28 responsive proposals. We have requested that each of those complete the attached questionnaire and return it by April 18th
3. We will then schedule a time for the review committee to begin the process of selecting and developing the proposed “maintained roster”.
4. Firms on that roster could then be contacted to submit more specific proposals for the various projects that we may develop.

**14) TRACTOR & MOWER PROPOSALS (DISCUSSION)**

1. Attached is an abstract of the proposals received for the tractor and mower unit. The proposals are currently being evaluated, with demonstration models delivered to Sparta for on-site for inspection.

**15) ATV / UTV RESOLUTION (DISCUSSION & DECISION)**

1. Pursuant to the March 2019 committee approval of additional ATV/UTV routes, a resolution, amending the county ordinance, has been prepared.
2. Upon adoption by the Board of Supervisors, appropriate route markers will be acquired and installed on county highways, with invoice for materials and installation sent to the route sponsor, pursuant to policy.
3. ATV / UTV clubs may donate signs they have already purchased, provided that the signs meet the WDNR route marker standards.
4. Requests for routes on state highways will be forwarded to WISDOT.

**16) INTERLOCAL AGREEMENT WITH TOMAH (DISCUSSION & DECISION)**

1. The City of Tomah Public Works Commission will consider the attached County & City Interlocal Agreement for the capital improvement project on CTH ET / West & East Veteran Drive, at their April 24th meeting, after which it would be presented to the City Council for final consideration.
2. We request Highway Committee conceptual approval of the agreement.
3. Upon approval by the Highway Committee and City Council we would present to the County Administrator for final review and execution.

**17) COMMISSIONER REPORT (DISCUSSION)**

1. Bridge replacement projects
2. CTH M reconstruction project
3. MCHD Employee Appreciation Luncheon (April 23rd, 12:00 noon)

**18) SET NEXT MONTH MEETING DATE (DISCUSSION & DECISION)**

**19) FUTURE AGENDA ITEM**

**Posted April 12, 2019**