

**LINCOLN COUNTY
HIGHWAY COMMITTEE
Thursday, October 6, 2016 7:30 AM
Commissioner's Office, 100 Cooper St, Merrill**

AGENDA

1. Call Meeting to Order
2. Approve Minutes of Previous Meeting(s)
3. Set Future Meeting(s)
4. Claims (If Any)
5. Public Comment
6. Financial Report
7. Jurisdictional Transfer – Hwy Q North of the South Line of Joe Snow Rd
8. Jurisdictional Transfer – Hwy S North of the South Line of South Park Ave
9. Truck Bids
10. Hwy E Bridge Load Rating
11. Swamp Road Property
12. Approval of Discretionary Maintenance Agreement
 - a. Wilderness Culvert Replacement Hwy 107
13. Report by Superintendents
 - a. Monthly Progress Report
14. Commissioner's Report on Highway Operations
 - a. Surplus Auction Update
 - b. Just Fix It Update
 - c. Cell Phone Ban in Work Zones
15. Adjourn

DISTRIBUTION:

Highway Committee Members

Carl Vander Sanden

Christopher Heller

Bill Bialecki

Kevin Koth

Kortney Pike

Administrative Coordinator

Department Heads

Bulletin Boards

Other County Board Supervisors

News Media

Courthouse – Posted on _____ at _____ .m. by _____

News Media – Notified on _____ at _____ .m. by _____

Service Center – Posted on _____ at _____ .m. by _____

Tomahawk Annex – Posted on _____ at _____ .m. by _____

There may be a quorum of other Lincoln County committees present at this meeting.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. You may contact the County Clerk at 715-539-1019. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.

Items listed may or may not be acted upon.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 not more than \$300.00 for each violation.

Lincoln County Highway Committee
Minutes from Thursday, September 01, 2016
7:30 a.m. – 9:05 a.m.
Commissioners Office, Merrill

Members Present: Bill Bialecki, Kortney Pike, Carl Vander Sanden, Chris Heller and Kevin Koth
Visitors: Kelly Reith, Heather Marheine, Jason Lemmer and Mike Warber

Call Meeting to Order

Meeting was called to order at 7:30 a.m.

Approve Minutes of Previous Meeting(s) – Motion by Bialecki, seconded by Heller to approve the minutes from August 4, 2016 as presented. All ayes. Motion carried.

Set Future Meetings

Thursday, October 6, 2016, 7:30 a.m. Commissioner's Office, Merrill

Thursday, November 3, 2016, 7:30 a.m. Commissioner's Office, Merrill

Public Comment – None

Financial Report – Marheine reported on the financials through July 17, 2016. Motion by Vander Sanden, Seconded by Bialecki to place the report on file.

10 Year Long Range Plan – Reith presented the 10 Year Long Range Plan. Motion by Koth, seconded by Vander Sanden to approve as presented and move forward to the September County Board Meeting. All ayes. Motion carried.

CTH YY Bridge & Roadway – Reith updated the Committee on his discussion with Price County Commissioner Don Grande. Grande agreed to split the funding for repairs/replacement of the Bridge B35/50-005. Motion by Bialecki, seconded by Vander Sanden to accept a Jurisdictional Transfer of the Western half of the North end of the CTH YY roadway located between STH 86 and STH 8 as being Lincoln County's whereas Lincoln County will maintain annually the upkeep 100% giving the Eastern half of the South end located south of STH 86 to Price County which they will maintain 100%. There shall also be a Memorandum of Understanding jointly agreed upon which shall maintain Bridges B-35/50-0023 & B-35/50-0005 located on the North end of Hwy YY, between STH 8 and STH 86 to be jointly owned by both Counties in regards to any and all maintenance, repairs or replacements of those bridges, with both Counties equally sharing in those expenses. All Ayes. Motion carried.

Light Truck Fleet – Reith discussed the need and his ideas for updating the small truck fleet. Motion by Vander Sanden, seconded by Koth to have Reith place an ad in the Tomahawk and Merrill newspapers requesting bids having a due date of September 19, 2016. At that time a bid tab will be created and a recommendation by Reith will be presented to the Committee at the October 6th Committee meeting. All ayes. Motion carried.

Truck #118 at Maintenance Department – Motion by Bialecki, seconded by Vander Sanden to give ownership of the truck to the Maintenance Department. All ayes. Motion carried.

Report by Superintendents

- a. **Monthly Progress Report** – Lemmer updated the committee on the County, State and Township road project progress. Warber informed the committee on the equipment plans for acquisitions and soon to be listed for selling items.

Commissioner's Report on Highway Operations

- a. **CTH S Update** – Reith and the committee discussed the conditions of CTH S, CTH K, CTH Q and CTH A. Motion by Vander Sanden, seconded by Heller to transfer the funding with WISDOT from CTH S to CTH K & CTH Q. Further discussion was made regarding where the Tomahawk City limits end on CTH S and to have Reith talk with the City to have the line established before the proposed Tomahawk bike path lane is constructed by the City on CTH S. MSA is currently working on a study of the Road Lake culvert slip lining in which Reith will continue updating the committee on the progress.

- b. **Overweight Loads** – Reith informed the committee he received notice from the Wisconsin State Patrol that there were over 800 overweight loads received by the Tomahawk Mill in July alone. Reith has discussed this issue with Price County Commissioner Don Grande who has the same issue. The Committee requested Reith discuss our rights with Corporation Counsel and receive further information from Grande and bring it to the October meeting.
- c. **Surplus Auction Items** – Warber & Reith have been deciding which items to be placed on auction
- d. **Asphalt Recycling Seminar** - Reith informed the committee he attended the meeting and is very interested in learning more and possibly implementing the hot/cold in place on the CTH system.
- e. **Registration Fee Ordinance** – Reith and the Committee discussed ideas for the funding to maintain and repair the CTH system.

Adjourn – Motion by Koth, seconded by Heller to adjourn at 9:05 a.m. All ayes. Motion carried.

Respectfully written and submitted by: Heather Marheine and Kelly Reith

Highway Cash Flow Statement for Month End 2016

Cash Flow From Operating Activities	July	August	YTD
From other County Departments	231,062.09	1,504,944.66	\$ 3,046,677.25
From Government and Other Parties for sales	194,366.09	114,029.03	\$ 1,825,398.96
To employees for compensation and fringe benefits	(241,917.28)	(244,956.26)	\$ (2,099,192.73)
To vendors for goods and services	(113,511.45)	(916,478.62)	\$ (1,796,136.73)
Other cash Received	677.46	1,162.51	6,830.14
Net cash provided by (used in) operating activities	<u>70,676.91</u>	<u>458,701.32</u>	<u>\$ 983,576.89</u>

Cash Flow from Capital and related financing activities			
Sale of Capital Assets		\$	44,440.74
Insurance Recovery		\$	-
Focus on Energy Grant		\$	-
Acquisition of Capital Assets		\$	-
Equipment		\$	(631,544.42)
Net cash used for capital and related financing activities	-	(113,261.53)	\$ (587,103.68)
Increase (Decrease) in cash and cash equivalents	70,676.91	345,439.79	396,473.21
Beginning Cash Balance (1/1/16)		<u>\$</u>	<u>334,475.71</u>
Cash Balance		<u>\$</u>	<u>730,948.92</u>

Receivables unpaid as of	7/31/2016		8/31/2013	
	July	August		
State	162,427.48	182,386.72		
Lincoln Hills/DNR	-	39.22		
Cities/Towns	84,412.06	147,412.24		
City/Town Bridges				
Schools				
County Departments				
Insurance Recovery				
Total	<u>246,839.54</u>	<u>329,838.18</u>		

GENERAL MAINTENANCE

Project

Job

2015

Transfer In

2016

Proposed Budget

Adjustments

2016

Budget

Adjusted 2016

Budget

7/18-8/28/2016

Monthly Activity

YTD Activity

Balance

% of

Budget Used

PAVING PROJECTS:

CTH E - GRAVEL 310.448 300,000 (13,129) 16,871 1,745,711 15,125 10.35%

Pulverize & Repair ADJ 2015 Contingency from County

CTH W - Copper River to Cedar Rd (4 miles) 310.2016 M 600,000 90,825 690,825 (571,537.58) 32,902 95.24%

CV Rd JJ (Pier St) - City of Merrill to 1st set of RR tracks (4.8 miles) 310.2016 JJ 700,000 125,600 825,600 (556,485.51) 94,453 88.56%

*\$471,707 2015 Contingency *\$250,000 CIP Funding *118,610 from CTH Hwy K substitution

Country wide chip sealing CTH C - 0.5 Miles K to 17 310.2016 C 37,973 19,027 56,999 (4,808.56) 51,193 8.58%

CTH X - 13.5 Miles Marston CV Line to STH 17 310.2016 X 126,576 110,425 237,000 (14,615.11) (55,094.36) 181,936 23.23%

Curvert Replacement CTH W 310.2016 W 22,500 50,000 22,500 (10,131.10) (10,131.10) 12,389 45.03%

CTH S 310.2016 S 50,000 50,000 - - - - - 50,000

CTH "D" Boat Landing 310.2016 D - - - - - (9,309.59) (9,310)

Ditching & Culvert replacements 310.001 D 0 20,940 (20,940) - - - - - (1,404.54) (1,405) #DIV/0!

Highway Safety Maint Program 310.531 20,940 - - - - - - - - - -

TOTAL PAVING PROJECTS 184,548 1,350,940 383,308 1,898,796 -1,252,769 -1,471,532 427,254 77.50%

MISCELLANEOUS GENERAL MAINTENANCE:

310.001 314,203 (46,897.87) (222,499.78) 91,703 70.81%

Surface Maintenance 100,000 (24,491.86) 24,499 24.49%

Painting 100,000 (8,127.11) 8,125 8.12%

Crack Sealing 93,956 (7,400.26) 86,499 86.49%

Shoulder Maintenance 100,000 (35,700.24) 64,299 64.29%

Vegetation Control 46,005 (43,024.08) 2,981 2.98%

Drainage Maintenance 73,135 (58,691.96) 14,443 14.44%

Traffic Control 148,569 (112,101.80) 36,467 36.46%

Supervision 24,245 (3,051.65) 21,193 21.19%

Miscellaneous 100,000 (95,562.18) 4,438 4.43%

Equipment Storage 35,000 (9,019.78) 25,980 25.98%

Training 24,000 (200.04) 23,799 23.79%

CDL/Drug Testing 2,972 (200.04) 2,772 2.77%

Adopt a Highway - - - - - - - - - -

TOTAL MISCELLANEOUS GENERAL 0 1,162,085 0 1,162,085 (171,833.02) (658,303.19) 302,782 73.94%

TOTAL GENERAL MAINTENANCE 184,548 2,513,025 383,308 3,060,881 (1,424,702.32) (2,330,535.02) 730,045 76.15%

0070 GM 184,548 2,513,025 383,308 3,060,881 -1,424,702 -2,330,835 730,045

WINTER MAINTENANCE

	<u>7/18-8/28/2016</u>	<u>YTD</u>
Additions:		
Budget Amount		<u>900,000.00</u>
Subtractions:		
Wages	(845.51)	(160,376.21)
Fringe Benefits	(672.01)	(128,631.82)
Salt Storage	(91.69)	(669.81)
State Salt Storage Reimbursement		647.58
Small Tool Rental	(19.73)	(3,757.11)
Equipment Rental	(1,655.17)	(212,976.94)
Materials		(81,232.89)
20% Patrol Supervision		(6,896.84)
Misc. Supplies & Expenses	(272.65)	(963.90)
Material Handling	0.00	5,842.10
Snow Fence Rental		
Total Subtractions	<u>(3,556.76)</u>	<u>(589,015.84)</u>
Budget to Actual Total		<u><u>310,984.16</u></u>
	Total budget used to date	65.45%
winter contingency		150,000.00

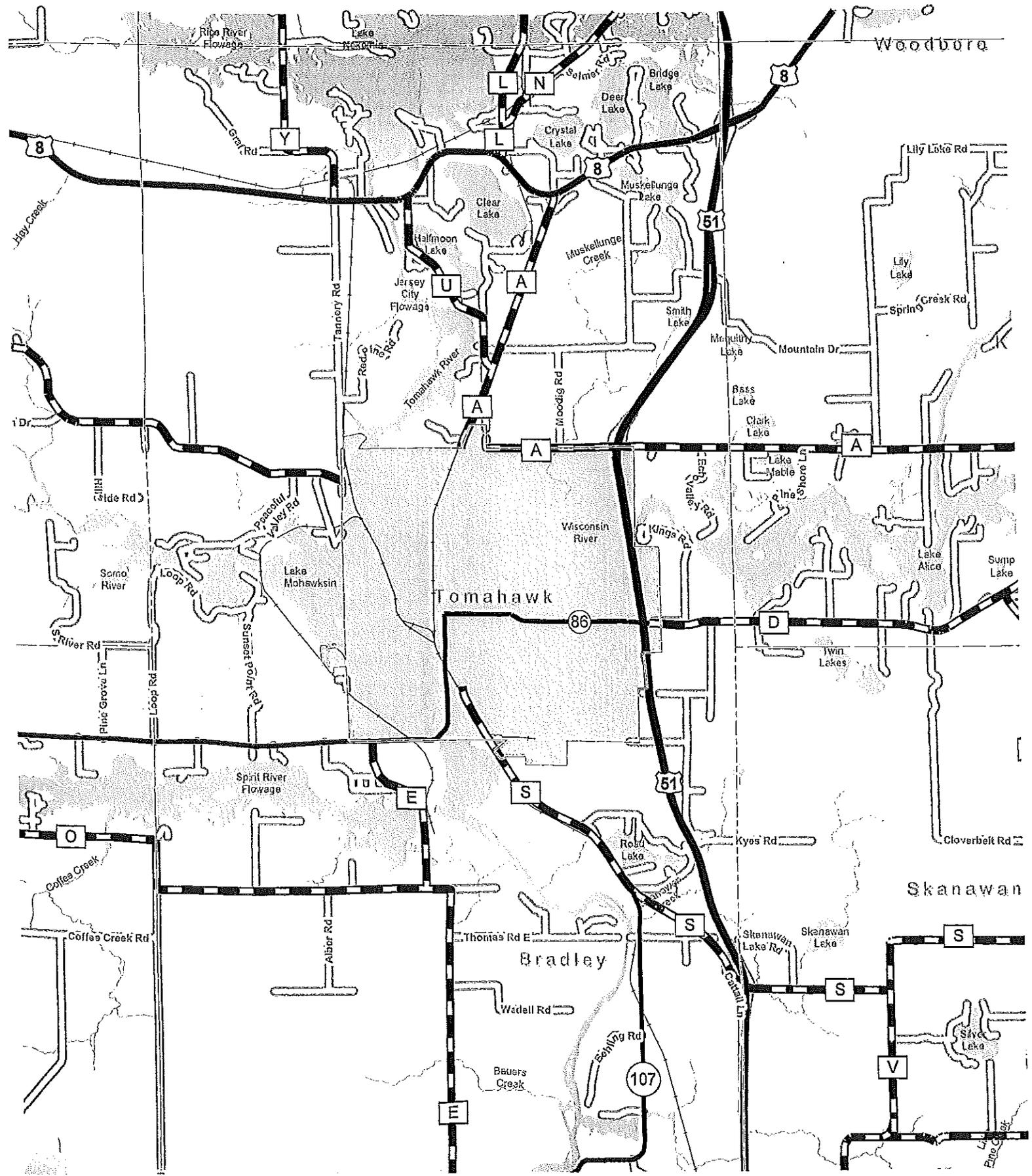
ROAD CONSTRUCTION

Project	No.	2015 Transfer In*	Total 2016 Budget	2016 Adjustment	7/18-8/28/2016 Activity	YTD Activity	Balance	Per Cent of Budget Used
CTH CC Reconstruction/Repair	312.2016.CC		50,000	-20,000	(274.28)	(274.28)	29,725.72	0.00 #DIV/0!
Total Expenses			50,000.00	0	(274.28)	(274.28)	29,725.72	#DIV/0!
				(20,000.00)			29,725.72	
0070 Roads			0	0	0	0	29,726	

Project	No.	2016 Transfer In	2016 Budget	2016 Adjustment	Total 2016 Budget	7/18-8/28/2016 Activity	YTD	Balance	Per Cent of Budget Used
County Bridge Maintenance									
General Maintenance - County	313,300	0	30,000	50,000	80,000 maint	-3,839.87	-36,985	43,015	46.23%
		0							
Cost Share Projects with Towns									
Culvert Cost Share - Town (Replace Culverts 48" or larger-50% County)	313,300	0	20,000		20,000 maint		0	20,000	0.00%
County Bridge Construction									
CTH CC Bridge	316,342	0	50,000	14,000	64,000 const design	-70,475.66	-71,482	-7,482	0.00%
Total for Bridge Maintenance		0	50,000	50,000	100,000	-3,840	-36,985	63,015	36.99%
Total for Bridge Construction		0	50,000	14,000	64,000	-70,475.66	-71,482	-7,482	
		0	50,000		100,000	-3,840	-36,985	63,015	
		0	50,000		64,000	-70,476	-71,482	-7,482	

wns

Regions



**Lincoln County Highway Department
Bid Opening for 1/2 Ton Pickup Trucks**

Vendor	Interest rate	Finance payment	Total Bid
*Runde Chevrolet	3.21%	61,825.22/3 yr annually	\$173,882.50
Brickner's Park City Bid #1 Crew Cabs	None	Not Available	\$180,580.00
Brickner's Park City Bid #2 Quad Cabs	None	Not Available	\$158,970.00
Breaman Merrill Ford	None	Not Available	\$165,250.00

*Recommended - met all specs, offers financing and meets delivery timeline

Voucher
Number 1 - 3

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$5,138.69

Numbers _____ through _____

County _____
Account No. 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: September 6, 2016

HIGHWAY COMMITTEE

Date filed: September 6, 2016

Voucher
Number 1 - 36

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$89,666.64

Numbers _____ through _____

County _____
Account No. 0070 _____

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.

Ricky J. Rith
LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: September 13, 2016

HIGHWAY COMMITTEE

Date filed: September 13, 2016

Voucher
Number 1 - 17

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$28,434.23

Numbers _____ through _____

County _____
Account No. 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: September 20, 2016

HIGHWAY COMMITTEE

Date filed: September 20, 2016

LINCOLN COUNTY HIGHWAY DEPARTMENT		September 20, 2016	
Paid for by Check for 2016			
1	Becher Hoppe	\$	1,446.87
2	Bellin	\$	220.00
3	1st Ayd	\$	2,390.61
4	Heartland Coop	\$	388.94
5	J&T Auto Salvage	\$	50.00
6	Londerville Steel	\$	102.68
7	Lubrication Consultants, Inc.	\$	385.00
8	Matco Tools - Devln Curier	\$	452.74
9	Matco Tools - Mark Anderson	\$	40.00
10	Meyers Marine, LLC	\$	36.00
11	NAPA Auto Parts	\$	861.68
12	Onida County Highway Department	\$	19,029.15
13	Scattidi Motors, Inc.	\$	269.28
14	T&A Industrial Distributors	\$	214.49
15	Volm Companies	\$	685.00
16	Wisconsin Public Service	\$	1,381.76
Paid by Credit Card for 2016			
17	Aramark	\$	480.03
Total		\$	27,954.20
Total		\$	480.03
TOTAL		\$	28,434.23

Voucher
Number 1 - 16

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$374,362.61

Numbers _____ through _____

County _____
Account No. 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: September 27, 2016

HIGHWAY COMMITTEE

Date filed: September 27, 2016

**LINCOLN COUNTY HIGHWAY DEPARTMENT
SCHEDULE OF VOUCHERS**

September 27, 2016

Paid for by Check for 2016

1	Advanced Drainage Systems	\$	5,231.63
2	Ahlborn Equipment	\$	201.58
3	Airgas USA	\$	295.40
4	American Asphalt	\$	364,090.79
5	Bob's West 64	\$	128.26
6	Bruske Products	\$	43.32
7	Casper's Truck Equipment	\$	288.60
8	The Daily Reporter	\$	225.00
9	Dultmeier Sales	\$	219.77
10	EZ-Liner	\$	288.00
11	Farrell Equipment	\$	78.00
12	Fastenal Company	\$	5.69
13	Fire Pro	\$	402.75
14	Gold Metal Trailer	\$	48.45
15	Hubing's	\$	440.37
16	Wisconsin A Crane Service	\$	2,375.00

Total \$ 374,362.61

Paid by Credit Card for 2016

Total \$ -

TOTAL \$ 374,362.61