

**LINCOLN COUNTY**  
**Highway Committee Meeting**  
**October 1, 2020 at 3:30 pm**

Meeting Location: Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452  
Via Teleconference and In-Person Attendance

**In-Person Attendance:** Due to public health recommendations regarding COVID-19 and mass gatherings, you are encouraged to attend by phone. For those attending in person, please observe social-distancing by staggering your arrival time and by maintaining spacing between attendees of at least 6 feet. Attendees should spread out around the perimeter of the room. Consistent with Governor Evers' Emergency Order #1 (Executive Order #82), face coverings will be required of all attendees with the limited exceptions set forth in Emergency Order #1.

**Teleconference Attendance:** Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

Conference Call: 1-563-562-6640

Access Code: 820 900 545#

Meeting ID: meet.google.com/eva-ditz-hxu

The teleconference cannot start until the host (department head) dials in and enters the host password.

All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting. If "public comment" appears on the agenda, before the meeting is called to order, the clerk will ask teleconference attendees whether any public comment is being offered. When called upon by the clerk or chair, any person offering public comment should state their name and comments.

**Agenda**

1. Call meeting to order
2. Public Comment
3. Approve Minutes from Previous Meeting (date)
4. Set Future Meeting(s)
5. Claims (If any)
6. Financial Report
7. Approve and Sign Commissioner's Timesheets and Travel Expenses
8. ATV/UTV Road Signage on CTH W
9. Approve and Sign 2021 State Routine Maintenance Agreement (RMA)
10. Service Recognition for Mike Meier 20 years of service, Tom Barkley 20 years of service, and Jeromy Hoffman 20 years of service.
11. Review and Award Request for Proposal for Plow Truck with Equipment
12. Request for Proposals for CTH X Bridge
13. Commissioner's Report on Highway Operations and Superintendents Monthly Progress Report
14. **CLOSED SESSION**

Convene into closed session pursuant to sec. 19.85 (1) (c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation date of any public employee over which the body has jurisdiction or exercises responsibility.

- a. Highway Commissioner – Evaluation

**OPEN SESSION**

15. Take any necessary action on item discussed in closed session
16. Adjourn

**DISTRIBUTION:**

Highway Committee Members – Chris Heller, Bill Bialecki, Brian Hafeman, Bob Lee, Elizabeth McCrank  
Administrative Coordinator  
Other County Board Supervisors  
Department Heads

Service Center – Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_  
News Media - Notified on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_

**While there may be a quorum of the following committees present, no committee business will be conducted at this meeting:**

**Finance & Insurance Committee  
Land Services Committee**

**Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please do so as early as possible so that proper arrangements can be made. Requests are kept confidential.**

**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 nor more than \$300.00 for each violation.

**Lincoln County Highway Committee**  
**Minutes from Thursday, August 6, 2020 (3:30 PM – 4:33 PM)**  
**Room 257/Government Services Center 801 N. Sales St., Merrill, WI 54452**

**Members Present (in person):** Robert Lee, Chris Heller, Bill Bialecki, Elizabeth McCrank,

**Excused:** Brian Hafeman

**Visitors (in person):** John Hanz (Hwy Commissioner), Jason Hake (Administrative Coordinator), Dan Leydet (Finance Director), Heather Marheine and Dave Pankow

1. **Call Meeting to Order.**  
Meeting called to order at 3:30 p.m.
2. **Public Comment** – None
3. **Approve Minutes of Previous Meeting(s).**  
M/S Lee/Bialecki to approve the July 6, 2020 minutes as presented. All ayes. Motion carried on a voice vote.
4. **Set Future Meetings**  
Cancelled/Call to Chair – September 2020  
Thursday, October 1, 2020 at 3:30 p.m. Room 257, Government Service Center, Merrill
5. **Claims** – Wet paint complaint, no action taken as of yet.
6. **Financial Report**
  - a. **Approve 2021 equipment, building and road work CIP Requests** – Marheine presented reports through June M/S Bialecki/Heller to approve the CIP requests as presented and forward to the Finance Committee. All ayes. Motion carried on a voice vote.
  - b. **Approve 2021 Budget** M/S Heller/Lee to approve the 2021 Budget as presented and forward it to the Finance Committee. All ayes. Motion carried on a voice vote.
7. **Approve/Sign Commissioner's Timesheets and Travel and Expenses.**  
M/S Lee/Bialecki to approve/sign Commissioner's Timesheets and Travel and Expenses. All ayes. Motion carried on a voice vote.
8. **Review and Approve Ordinance – All Terrain Vehicle Routes (STH 86 Designation)** M/S Bialecki/McCrank to approve the Ordinance as presented and forward onto the County Board. All ayes. Motion carried on a voice vote.
9. **Approve and Sign Town Culvert/Bridge 50/50 Cost Share – Town of Somo** M/S Heller/Bialecki to approve and sign as presented and forward on to the County Board. All ayes. Motion carried on a voice vote.
10. **Alternate means to Funding to Replace Wheel Tax.** Bialecki passed out the 2000-2020 tax levy history then discussed the possibility of a 2021 referendum. Leydet explained that the state is very firm on having the levy limits stay. Then informed the committee what happens pros and cons to having a referendum. All members discussed many various ideas. M/S Bialecki/McCrank to forward this discussion to the September County Board meeting.
11. **Review and Award Request for Proposal for road Gravel Crushing** Hanz explained the bids. M/S Heller/Lee to approve the lowest bidder Michels as presented. All ayes. Motion carried on a voice vote.
12. **Review and Award Request for Proposal for Quad Axle Truck Chassis** Hanz explained the bids. M/S Heller/McCrank to approve the lowest bidder Western Star (Quality Truck) as presented. All ayes. Motion carried on a voice vote.
13. **Review and Award Request for Proposal for Plow Equipment** Hanz explained the bids. Pankow voiced his thoughts about each of the bidders. M/S Bialecki/Heller to approve the lowest bidder Monroe and request stainless steel corners on boxes. All ayes. Motion carried on a voice vote.
14. **Report by Superintendents**
  - a. Monthly Progress Report - Pankow started PMs in shop for winter on equipment that is not being utilized on Summer/Fall projects.
15. **Commissioner's Report on Highway Operations**
  - a. Summer Projects – CTH Q/CTH K (Multi-Model Funding project) is almost complete. 8.2 miles of CTH B should be completed by early-October. We are panting now and working with the Towns on their various projects.
  - b. Bridge Updates – Hanz updated the committee on the CTH E Bridge over the Spirit River progress. This is a State project and has been difficult to receive updates on it. CTH YY Bridge is currently in the design stages. We are looking at the CTH E WI River Bridge to see what needs to be repaired.
16. **Adjourn** - M/S Bialecki/Heller to adjourn at 4:33 p.m. All ayes. Motion carried on a voice vote.

**Respectfully written and submitted by: John Hanz and Heather Marheine**

**Highway Cash Flow Statement for Month End 2020**

<b>Cash Flow From Operating Activities</b>	<b>July</b>	<b>August</b>	<b>YTD</b>
From other County Departments	1,497,451.57	455,763.35	\$ 3,153,980.72
From Government and Other Parties for sales	256,133.50	57,855.23	\$ 2,044,630.54
To employees for compensation and fringe benefits	(338,833.72)	(242,544.56)	\$ (2,156,385.14)
To vendors for goods and services	(808,497.97)	(373,758.12)	\$ (2,540,186.09)
Other cash Received	328.87	225.58	\$ 2,809.85
	<hr/>	<hr/>	<hr/>
Net cash provided by (used in) operating activities	606,582.25	(102,458.52)	\$ 504,849.88
<b>Cash Flow from Capital and related financing activities</b>			
Sale of Capital Assets			\$ 26,060.00
Insurance Recovery			\$ -
Focus on Energy Grant			\$ -
Acquisition of Capital Assets	(16,252.01)	(150,205.00)	\$ (426,525.42)
Equipment			\$ -
	<hr/>	<hr/>	<hr/>
Net cash used for capital and related financing activities	(16,252.01)	(150,205.00)	\$ (400,465.42)
<b>Increase (Decrease) in cash and cash equivalents</b>	590,330.24	(252,663.52)	104,384.46
<b>Beginning Cash Balance (1/1/20)</b>			<hr/> <b>\$ 477,696.37</b>
<b>Cash Balance</b>			<hr/> <b>\$ 582,080.83</b> <hr/>

<b>Receivables unpaid as of</b>	7/31/2020	8/31/2020
	<b>July</b>	<b>August</b>
State	98,559.12	109,653.57
Lincoln Hills/DNR	2,396.86	2,396.86
Cities/Towns	137,348.68	259,052.32
City/Town Bridges		
Schools		
County Departments	984.92	4,246.47
Insurance Recovery		
<b>Total</b>	<hr/> 239,289.58	<hr/> 375,349.22



FOR 2020 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0020 COUNTY ROADS FUND							
0000 DIVISION							
20000053 411700 VEHICLE REGISTRATI	-555,000	-555,000	-288,053.00	.00	.00	-266,947.00	51.9%*
20000053 435310 10028 STATE TRANSPO	-1,182,600	-1,262,578	-946,933.77	.00	.00	-315,644.23	75.0%*
20000053 435340 10029 LOCAL ROAD IM	-120,000	-120,000	.00	.00	.00	-120,000.00	.0%*
20000059 492000 TRANSFERS FROM OTH	-250,000	-846,870	.00	.00	.00	-846,870.00	.0%*
20000059 499990 FUNDS APPLIED (BUD	-400,000	-400,000	.00	.00	.00	-400,000.00	.0%*
20000060 411100 COUNTY ROADS TAX L	-2,186,753	-2,186,753	-2,186,753.00	.00	.00	.00	100.0%
3310 GENERAL MAINTENANCE							
20331053 570000 GENERAL MAINTENANC	1,704,353	1,842,041	1,030,107.92	107,978.87	.00	811,933.08	55.9%
3311 WINTER MAINTENANCE							
20331153 570000 WINTER MAINTENANCE	1,000,000	1,100,000	682,136.79	232.25	.00	417,863.21	62.0%
20331153 570003 WINTER CONTINGENCY	150,000	150,000	.00	.00	.00	150,000.00	.0%
3313 BRIDGE MAINTENANCE							
20331353 570000 BRIDGE MAINTENANCE	75,000	75,000	10,036.98	120.10	.00	64,963.02	13.4%
3315 ROAD CONSTRUCTION							
20331553 570000 ROAD CONSTRUCTION	1,500,000	1,840,000	1,343,399.95	283,791.48	.00	496,600.05	73.0%
3316 BRIDGE CONSTRUCTION							
20331653 570000 BRIDGE CONSTRUCTIO	245,000	345,000	79,193.72	63,640.65	.00	265,806.28	23.0%
20331653 571000 8208 BRIDGE COST S	20,000	19,160	19,712.91	.00	.00	-552.91	102.9%*
TOTAL COUNTY ROADS FUND	0	0	-257,151.50	455,763.35	.00	257,151.50	100.0%
TOTAL REVENUES	-4,694,353	-5,371,201	-3,421,739.77	.00	.00	-1,949,461.23	
TOTAL EXPENSES	4,694,353	5,371,201	3,164,588.27	455,763.35	.00	2,206,612.73	
GRAND TOTAL	0	0	-257,151.50	455,763.35	.00	257,151.50	100.0%

\*\* END OF REPORT - Generated by Heather Marheine \*\*

GENERAL MAINTENANCE

Project	Job No.	Adjusted 2020 Budget	Monthly Activity 7/27-8/23/20	YTD Activity 2020	Balance	% of Budget Used
<b>PAVING PROJECTS:</b>						
CTH E = GRAVEL	310.448	50,000			50,000	0.00%
2019 Contingency						
County wide chip sealing						
CTH A Callahan to Mail Route	310.2020.CSA	18,001	(1,532.30)	(35,108.36)	(17,107)	195.03%
CTH CC Poplar to Johnson Creek	310.2020.CSCC	66,753	(3,607.24)	(106,837.93)	(41,085)	162.48%
CTH N Entire Road	310.2020.CSN	13,474	(1,605.56)	(31,405.14)	(17,931)	233.08%
CTH P Entire Road	310.2020.CSP	81,922		(122,529.38)	(40,607)	149.57%
CTH V Junction of STH 51 to CTH H	310.2020.CSV	8,084	(915.63)	(17,003.85)	(8,919)	210.33%
CTH W Entire Road	310.2020.CSW	46,674		(98,985.06)	(52,311)	212.08%
CTH WW Entire Road	310.2020.CSWW	11,534		(18,008.13)	(6,474)	156.13%
CTH Y Entire Road	310.2020.CSY	22,097	(2,466.07)	(69,140.89)	(47,043)	312.89%
Special Charges	310.001.19		(125.26)	(2,083.25)	(2,083)	
<b>TOTAL PAVING PROJECTS</b>		317,541	-10,252	-501,102	-183,561	

MISCELLANEOUS GENERAL MAINTENANCE:

Surface Maintenance	310.001	400,000	(30,504.28)	(163,266.45)	236,734	40.82%
Painting		98,000	(18,561.96)	(37,039.88)	60,960	37.80%
Crack Sealing		100,000		(13,941.33)	86,059	13.94%
Shoulder Maintenance		140,000	(678.35)	(91,713.03)	48,287	65.51%
Vegetation Control		122,000	(9,965.88)	(75,588.79)	46,411	61.96%
Drainage Maintenance		225,000			225,000	0.00%
Traffic Control		90,000	(888.98)	(25,226.57)	64,773	28.03%
Supervision		143,000	(22,707.75)	(96,863.04)	46,137	67.74%
Miscellaneous		50,000	(14,382.79)	(18,114.30)	31,886	36.23%
Equipment Storage		40,000		(88.07)	89,912	0.10%
GPL Insurance (County Portion)		40,000			40,000	0.00%
Training/Safety		24,000		(5,955.04)	18,045	24.81%
CDL/Drug Testing		2,500	(28.75)	(1,209.42)	1,291	48.38%
Adopt a Highway						0
<b>TOTAL MISCELLANEOUS GENERAL</b>		1,524,500	(97,726.81)	(529,005.92)	995,494	34.70%

TOTAL GENERAL MAINTENANCE

		1,842,041	(107,978.87)	(1,030,107.91)	811,933.09	55.92%
0070 GM		1,842,041	-107,979	-1,030,108	811,933	

WINTER MAINTENANCE

	<u>7/27-8/23/20</u>	<u>YTD</u>
Additions:		
Budget Amount		<u>1,100,000.00</u>
Subtractions:		
Wages	0.00	(174,817.29)
Fringe Benefits	0.00	(130,203.94)
Salt Storage	(36.51)	(376.66)
State Salt Storage Reimbursement		995.11
Small Tool Rental	0.00	(3,050.21)
Equipment Rental	0.00	(231,593.12)
Materials		(145,045.07)
20% Patrol Supervision		(7,091.78)
Misc. Supplies & Expenses	(195.74)	(2,129.63)
Material Handling	0.00	12,170.89
Snow Fence Rental		
Total Subtractions	<u>(232.25)</u>	<u>(682,136.82)</u>
Budget to Actual Total		<u><u>417,863.18</u></u>
Total budget used to date		62.01%
winter contingency		150,000.00

ROAD CONSTRUCTION

Project	No.	2019 Transfer In*	2020 Adjustment	Total 2020 Budget	7/27-8/23/20 Activity	YTD Activity	Balance	Per Cent of Budget Used
Pulverize & Pave CTH B from CTH D to STH 17 7.5 Miles	315.2020.B	100,000		1,600,000	-265,749	-355,665	1,244,335	22.23%
CTH Q from CTH K to Joe Snow Rd 1 Mile Reimb from MLS	315.2020.Q	240,000		240,000	-18,042	-987,735	-747,735	411.56%
Total Expenses		340,000	0	1,840,000	-283,791	-1,343,400	496,600	433.79%
0070 Roads		340,000	0	1,840,000	-283,791	-1,343,400	496,600	

Project	No.	2019 Transfer In	2020 Budget	2020 Adjustment	2020 Budget	7/27-8/23/20 Activity	2020 YTD	Balance	Per Cent of Budget Used
<b>County Bridge Maintenance</b>									
General Maintenance - County	313.300	0	75,000	0	75,000 maint	-120.10	-10,037	64,963	13.38%
Town Bridge Cost Share		0			19,160 Const		-19,713	-553	102.89%
0									
<b>County Bridge Construction</b>									
CTH YY	316.343	0	0	0	0 const		0	0	0.00%
2018 design/2020 construction		0	20,000		20,000 design		-3,700	16,300	0.00%
CTH E - (PCA) Deck Replacement	316.331		200,000		200,000 const		0	200,000	0.00%
2018 design/2020 construction			25,000		25,000 design		-75,493	-50,493	0.00%
CTH E - STH 107 E WJ River Prepare Deck	316.345	90,000			90,000 const			90,000	0.00%
2020 design/2021 construction		10,000			10,000 design			10,000	0.00%
<b>Total for Bridge Maintenance</b>		0	75,000	0	75,000	-120	-10,037	64,963	13.38%
<b>Total for Bridge Construction</b>		100,000	245,000	0	345,000	-63,640.65	-79,193	265,807	22.95%
<b>Total for Bridge Cost Share</b>		0	19,160	0	19,160	0	-19,713	-553	102.89%
		0	75,000	0	75,000	-120	-10,037	64,963	
		100,000	245,000	0	345,000	-63,641	-79,193	265,807	
		0	19,160	0	19,160	0	-19,713	-553	

Lincoln County Employee Timesheet

Name: John Hanz Department: Highway Department Pay Period: 8/10/2020 To: 8/23/2020

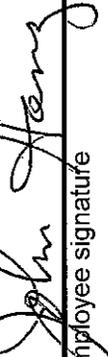
Employee Number: 640

Representative Status: Nonrepresented

FLSA Status: Exempt

8/10	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	Hours	Pay Category	FMLA Hrs
11														11	Regular: Highway	70000053.511000
	10	10	10				10	10	10	10				70	Vacation:	70321053.511030
														0	Holiday:	70321053.511060
														0	Paid Sick Allowance:	70321053.511010
														0	Paid Funeral Leave:	70321053.511070
														0	Worker's Compensation:	70321053.521000
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
11	10	10	10	0	0	0	10	10	10	10	0	0	0	81	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
Employee signature

\_\_\_\_\_  
Supervisor signature

Mandatory for all employees

Lincoln County Employee Timesheet

Name: John Hanz  
 Department: Highway Department  
 Pay Period: 8/24/2020 to 9/6/2020  
 Employee Number: 640  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	9/2	9/3	9/4	9/5	9/6	From:	Hours	Pay Category	To:	FLMA Hrs
10	10	10	10				10	11	11	11				33	Regular: Highway	70000053.511000		
														50	Vacation:	70321053.511030	30	
														0	Holiday:	70321053.511060		
														0	Paid Sick Allowance:	70321053.511010		
														0	Paid Funeral Leave:	70321053.511070		
														0	Worker's Compensation:	70321053.521000		
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>			
														0				
														0				
10	10	10	10	0	0	0	10	11	11	11	0	0	0	83	<b>TOTAL HOURS REPORTED</b>			

I certify that the foregoing is true and correct.

  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

Lincoln County Employee Timesheet

Name: John Hanz Department: Highway Department Pay Period: 9/7/2020 To: 9/20/2020

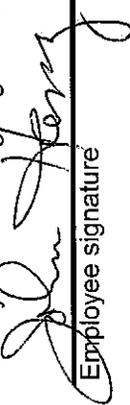
Employee Number: 640

Representative Status: Nonrepresented

FLSA Status: Exempt

9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	9/19	9/20	Pay Category	Hours	FMLA Hrs
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Regular: Highway	77	70000053.511000
														Vacation:	0	70321053.511030
10														Holiday:	10	70321053.511060
														Paid Sick Allowance:	0	70321053.511010
														Paid Funeral Leave:	0	70321053.511070
														Worker's Compensation:	0	70321053.521000
8	8	8	8	8	0	0	8	8	8	8	8	0	0	<b>TOTAL HOURS PAID</b>	80	
															0	
10	11	11	11	0	0	0	11	11	11	11	0	0	0	<b>TOTAL HOURS REPORTED</b>	87	

I certify that the foregoing is true and correct.

  
Employee signature

\_\_\_\_\_  
Supervisor signature

Mandatory for all employees

INCOMPLETE DRAFT

**ROUTINE MAINTENANCE AGREEMENT**

Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

The State of Wisconsin Department of Transportation (hereafter called the Department) authorizes the maintenance project herein described, and the above designated County, represented by its County Highway Committee and Highway Commissioner, agrees to perform such operations and furnish such materials as listed below. It is understood that the maintenance services authorized under this agreement shall be accomplished in compliance with state and federal law, the Highway Maintenance Manual and under the general direction of the Department. Payment for services provided under this agreement shall be made to the county based on actual labor, including fringe benefit costs, machinery allowances as specified in the current MAINTENANCE MANUAL, CHAPTER 2, and material purchases authorized by the Department. Such payment shall be made upon presentation of accounts itemized and verified in accordance with regulations of the Department.

In connection with the services provided under this agreement, the County agrees not to discriminate against any employee or applicant for employment because of sex, age, race, religion, color, handicap, physical condition, developmental disability as defined in s.51.05(5), sexual orientation, or national origin. This provision shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The County further agrees to post in a conspicuous place, available for employees and applicants for employment, notices setting forth these provisions.

The disclaimer language as contained in the State Highway Maintenance Manual is included in this agreement by reference. The County is obligated to provide services under this agreement only to the extent it receives Department funding for the same. The Department recognizes that the County does not warranty that maintenance funds provided by the Department are sufficient to provide for a uniform level of service or standard of state highway maintenance applicable to all situations. Certain factors, including but not limited to, weather restrictions and funding or labor shortages, may make universal, year-round compliance with the goals expressed within this manual impossible to achieve.

Estimated county costs		
By asset class project ID		
Asset class project ID	Asset class description	Estimated county costs
0035-01-01	Roadways - Asphalt	\$203,300
0035-01-03	Roadways - Concrete	\$48,000
0035-01-05	Roadways - Shoulders	\$170,000
0035-01-07	Miscellaneous Maintenance	\$120,000
0035-01-11	Winter	\$496,200
0035-01-21	Structures-RMA	\$85,000
0035-01-31	Roadsides - Facilities	\$90,000
0035-01-33	Roadsides - Vegetation	\$180,200
0035-01-40	Administration Non Patrol Supervision	\$95,700
0035-01-41	Administration Patrol Supervision	\$93,600
0035-01-53	Miscellaneous	\$5,000
0035-01-61	Traffic Sign Repair	\$10,000
Total		\$1,597,000

## Approvals

Total estimated county costs	
By expenditure category	
COUNTY LABOR	\$665,300
COUNTY EQUIPMENT	\$587,300
COUNTY MATERIALS	\$183,300
ADMINISTRATIVE SUPPORT	\$161,100
Total	\$1,597,000

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Roadways - Asphalt  
 Wisconsin Department of Transportation

Calendar year 2021  
 LINCOLN COUNTY  
 0035-01-01

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 4 and 5 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
001	Asphalt Spot Repair/Pothole Repair
002	Asphalt Crack Sealing
003	Asphalt Seal Coating
004	Asphalt Wedging/Rut Filling
005	Asphalt Milling/Bump Removal
008	Asphalt Thin Resurfacing
009	Traffic Control Roadway Asphalt

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Roadways - Asphalt</i>	
COUNTY LABOR	\$75,000
COUNTY EQUIPMENT	\$44,600
COUNTY FURNISHED MATERIALS	\$74,800
ADMINISTRATIVE SUPPORT	\$8,900
Total	\$203,300

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Roadways - Concrete  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-03

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 4 and 5 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
011	Emergency Repair of Concrete Pavement
012	Non-emergency Repair of Concrete Pavement
013	Repair of Distressed Concrete Pavement
014	Traffic Control Roadway Concrete

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Roadways - Concrete</i>	
COUNTY LABOR	\$22,100
COUNTY EQUIPMENT	\$12,800
COUNTY FURNISHED MATERIALS	\$11,000
ADMINISTRATIVE SUPPORT	\$2,100
Total	\$48,000

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Roadways - Shoulders  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-05

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 4 and 5 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.

PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.

PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
021	Gravel Shoulders
022	Paved Shoulders
024	Sweeping Shoulders
025	Traffic Control Roadway Shoulders

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Roadways - Shoulders</i>	
COUNTY LABOR	\$71,500
COUNTY EQUIPMENT	\$66,900
COUNTY FURNISHED MATERIALS	\$24,200
ADMINISTRATIVE SUPPORT	\$7,400
Total	\$170,000

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Miscellaneous Maintenance  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-07

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 5 and 7 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
031	Sweeping Pavement
032	Miscellaneous Traffic Control
033	Surveillance
035	Hazardous Debris Removal
036	Site Preparation for New Salt Shed Facility
037	Construction of Salt Shed Facility

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Miscellaneous Maintenance</i>	
COUNTY LABOR	\$60,100
COUNTY EQUIPMENT	\$49,700
COUNTY FURNISHED MATERIALS	\$5,000
ADMINISTRATIVE SUPPORT	\$5,200
Total	\$120,000

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Winter  
 Wisconsin Department of Transportation

Calendar year 2021  
 LINCOLN COUNTY  
 0035-01-11

The Winter Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 5 and 6 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
070	Trucking Brine
071	Plow & Apply Chemicals
072	Non Storm Related Winter Activities
073	Apply Liquid Anti-Icing Chemicals
077	Alternate Chemicals
078	Trucking Salt: Shed to Shed within County
079	Trucking Salt: Depot to User County Shed OR County to County
097	Traffic Control for Winter Work

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Winter</i>	
COUNTY LABOR	\$168,000
COUNTY EQUIPMENT	\$291,700
COUNTY FURNISHED MATERIALS	\$14,900
ADMINISTRATIVE SUPPORT	\$21,600
Total	\$496,200

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Structures-RMA  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-21

The routine bridge and structures maintenance and operation program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The LINCOLN County Highway Department shall provide the labor, equipment and authorized materials needed to complete routine maintenance and/or operation of bridges and structures located on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

WORK LIST WILL BE PROVIDED BY THE DEPARTMENT IN SPRING 2020.

Activity codes	Descriptions
059	Paint
060	Deck
061	Maintain/Repair Superstructure
062	Maintain/Repair Substructure
063	Waterway/Slope Repair
065	Traffic Control for Structures/Bridge Inspections
066	Joint
067	Bearing
068	Railing
069	Approach

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Structures-RMA</i>	
COUNTY LABOR	\$35,500
COUNTY EQUIPMENT	\$23,800
COUNTY FURNISHED MATERIALS	\$22,000
ADMINISTRATIVE SUPPORT	\$3,700
<b>Total</b>	<b>\$85,000</b>

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Roadsides - Facilities  
 Wisconsin Department of Transportation

Calendar year 2021  
 LINCOLN COUNTY  
 0035-01-31

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 5, 6 and 7 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
051	Clean/Repair/Replace Drainage Structure
052	Maintain Roadside Drainage
055	Maintain Safety Appurtenances
058	Traffic Control Roadside Facilities

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Roadsides - Facilities</i>	
COUNTY LABOR	\$50,100
COUNTY EQUIPMENT	\$22,700
COUNTY FURNISHED MATERIALS	\$13,300
ADMINISTRATIVE SUPPORT	\$3,900
<b>Total</b>	<b>\$90,000</b>

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Roadsides - Vegetation  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-33

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 5 and 7 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.

PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.

PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
041	Mowing
042	Litter Pickup
043	Woody Vegetation
044	Control of Unwanted Vegetation
045	Urban Mowing
046	Emerald Ash Borer Tree Removal
047	Pollinator Best Management Practices
048	Traffic Control Roadside Vegetation

There is no identified work for this Maintenance Project ID.

Estimated county costs For Roadsides - Vegetation	
COUNTY LABOR	\$90,000
COUNTY EQUIPMENT	\$70,000
COUNTY FURNISHED MATERIALS	\$12,300
ADMINISTRATIVE SUPPORT	\$7,900
Total	\$180,200

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Administration Non Patrol Supervision  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-40

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 2 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

Activity codes	Descriptions
017	Training
018	Back Pay
091	Fixed Costs Reimbursements

There is no identified work for this Maintenance Project ID.

<b>Reimbursement costs</b>	
<i>For Administration Non Patrol Supervision</i>	
Equipment Storage Reimbursement	\$72,200
GPL Insurance	\$14,000
Radio	\$5,700
Salt Storage Reimbursement	\$3,800
Winter Availability	\$0
<b>Total</b>	<b>\$95,700</b>

<b>Estimated county costs</b>	
<i>For Administration Non Patrol Supervision</i>	
COUNTY LABOR	\$0
COUNTY EQUIPMENT	\$0
COUNTY FURNISHED MATERIALS	\$0
ADMINISTRATIVE SUPPORT	\$95,700
<b>Total</b>	<b>\$95,700</b>

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Administration Patrol Supervision  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-41

The supervision and direction of LINCOLN County Highway Department personnel performing maintenance on the State Trunk Highway System in LINCOLN County shall be the Patrol Superintendent(s) responsibility under the supervision of the County Highway Commissioner and the overall direction of the Wisconsin Department of Transportation. Reimbursement for the Patrol Superintendent(s) as prescribed in chapter 2 of the HMM for time, travel, and other incidents shall be outlined below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

Since the State requires approximately 80.0 percent of 1 Patrol Superintendent(s) time to supervise and direct the county maintenance forces performing work for the State, the State agrees to pay 80.0 percent of the county's cost for the following items:

1. Salary and fringe Benefits
2. Transportation Costs at the per mile rate for Class 120 - Patrol Superintendent(s) Vehicles
3. Meals & Lodging, if appropriate
4. Training or Conferences, if approved by the DTSD Regional Director

PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.

PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.

PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
093	Supervision/Engineering
094	Training
095	Back Pay

There is no identified work for this Maintenance Project ID.

Estimated county costs	
For Administration Patrol Supervision	
COUNTY LABOR	\$85,700
COUNTY FURNISHED MATERIALS	\$3,800
ADMINISTRATIVE SUPPORT	\$4,100
Total	\$93,600

INCOMPLETE DRAFT  
 ROUTINE MAINTENANCE AGREEMENT  
 Miscellaneous  
 Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

0035-01-53

The routine bridge and ferry maintenance and operation program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

**LINCOLN COUNTY HIGHWAY DEPARTMENT**

The LINCOLN County Highway Department shall provide the labor, equipment and authorized materials needed to complete routine maintenance and/or operation of bridges and ferry located on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

WORK LIST WILL BE PROVIDED BY THE DEPARTMENT IN SPRING 2020.

Activity codes	Descriptions
061	Maintain/Repair Superstructure
062	Maintain/Repair Substructure
063	Waterway/Slope Repair
065	Traffic Control for Structures/Bridge Inspections
066	Joint
069	Approach

There is no identified work for this Maintenance Project ID.

<b>Estimated county costs</b>	
<i>For Miscellaneous</i>	
COUNTY LABOR	\$2,000
COUNTY EQUIPMENT	\$2,000
COUNTY FURNISHED MATERIALS	\$800
ADMINISTRATIVE SUPPORT	\$200
Total	\$5,000

INCOMPLETE DRAFT  
ROUTINE MAINTENANCE AGREEMENT  
Traffic Sign Repair  
Wisconsin Department of Transportation

Calendar year 2021  
LINCOLN COUNTY  
0035-01-61

The Routine Maintenance program on the State Trunk Highway System in LINCOLN County shall be performed as indicated below:

LINCOLN COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to complete routine maintenance activities as prescribed in chapter 5 of the HMM on the State Trunk Highway System in LINCOLN County with the following additions, clarifications and/or exclusions as defined by the Region:

- PLUS 2.7 MILES ON USH 8 IN AND FOR ONEIDA COUNTY.
- PLUS 4.9 MILES ON STH 17 IN AND FOR LANGLADE COUNTY.
- PLUS 0.2 MILE ON STH 17 IN AND FOR ONEIDA COUNTY.

Activity codes	Descriptions
081	Permanent Sign Repair
085	Temporary/Emergency Sign Repair
087	Traffic Control for Traffic Work

There is no identified work for this Maintenance Project ID.

Estimated county costs	
<i>For Traffic Sign Repair</i>	
COUNTY LABOR	\$5,300
COUNTY EQUIPMENT	\$3,100
COUNTY FURNISHED MATERIALS	\$1,200
ADMINISTRATIVE SUPPORT	\$400
Total	\$10,000

INCOMPLETE DRAFT

Statewide Addendum for RMA

ROUTINE MAINTENANCE AGREEMENT

Wisconsin Department of Transportation

Calendar year 2021

LINCOLN COUNTY

(1) In the event that County makes a good faith determination that County's adherence to the guidelines, procedures, and standards set forth in the Wisconsin Department of Transportation's ("WisDOT") State Highway Maintenance Manual, as in effect and updated during the term of this Agreement (the "Maintenance Manual") in the maintenance, upkeep, and/or repair of State highways pursuant to this Agreement may, directly or indirectly, expose County to liability for damages related to Section 893.83, Stats., County may, in the exercise of County's discretion, contact WisDOT and present it with a written summary of the facts and circumstances concerning County's specific maintenance/repair request (the "Maintenance/Repair Authorization Request").

(2) In the event that County presents WisDOT with a Maintenance Repair Authorization Request, WisDOT shall review the Maintenance Repair Authorization Request and shall provide County with WisDOT's written specifications and decision (the "WisDOT Maintenance Decision") within three (3) business days of its receipt concerning County's execution of any and all work set forth in the Maintenance Repair Authorization Request. WisDOT's Maintenance Decision represents its official, governmental decision and shall be a directive to County, requiring that County's actions shall conform to the written specifications set forth in the WisDOT Maintenance Decision.

(3) WisDOT's Maintenance Decision renders it solely WisDOT's decision for County to proceed or refrain from proceeding with the maintenance work set forth in the Maintenance Repair Authorization Request. County and WisDOT expressly acknowledge that the foregoing procedure is intended to conform to the Wisconsin Court of Appeals' holding in Estate of Lyons v. CNA Insurance Companies and Strand Associates, Inc. and Donna K. Waller, 207 Wis. 2d 446 (1996).

(4) WisDOT shall reimburse County for its Actual Costs (as defined below) incurred in defending any lawsuits initiated against County on or after January 1, 2021, as a result of County's adherence to WisDOT's Maintenance Decision in the following amounts: (a) in an amount not to exceed Fifty Thousand and 00/100 (\$50,000.00) Dollars per occurrence (the "Per-Occurrence Cap"), and (b) up to a combined annual amount for all Seventy Two (72) state counties in an amount not to exceed One Million and 00/100 (\$1,000,000.00) Dollars (the "Annual Cap"). For purposes of this Addendum, "Actual Costs" are defined as all actual expenses incurred by County for legal representation and investigative services in defending any lawsuits initiated against County on or after January 1, 2021, as a result of County's adherence to WisDOT's Maintenance Decision.

(5) The specific procedures for WisDOT's reimbursement of County pursuant to paragraph (4), including but not limited to County's submission to WisDOT of appropriate documentation of County's legal and/or investigation expenses, shall be set forth in the Maintenance Manual.

(6) County shall not be eligible for reimbursement of its Actual Costs until such a time as (a) legal proceedings have been instituted against County in the form of County being served with a Summons and Complaint, and (b) notice of such legal proceedings and a copy of the Summons and Complaint has been delivered by certified mail to WisDOT, Office of General Counsel, 4822 Madison Yards Way, Room S922, P.O. Box 7910, Madison, WI 53707-7910. In the event that County is served with a Summons and Complaint and WisDOT has been properly notified.

(7) In accordance with this paragraph, County shall be eligible for reimbursement of Actual Costs incurred retroactive to the date of filing of any formal Notice of Claim which preceded service of the Summons and Complaint.

(8) The reference to Section 893.83(1) of this Addendum notwithstanding, it is WisDOT's position that the provisions of Section 893.83(1) are not applicable to the County's performance of maintenance on the Wisconsin state trunk highway system pursuant to the Routine Maintenance Agreement, entered into between WisDOT and County pursuant to Subsection 84.07(1), Stats.



# LINCOLN COUNTY

ADMINISTRATION DEPARTMENT  
Lincoln County Service Center  
801 N. Sales Street, Suite 205  
Merrill, WI 54452-1632  
Tele. (715) 539-1010  
Fax (715) 539-8053

Jason Hake  
Administrative Coordinator

Sharon Prasnicky  
Human Resources Specialist

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September 18, 2020

Jeromy Hoffman  
Highway Department

Dear Jeromy:

I am pleased to notify you that Lincoln County will be recognizing you for 20 years of service at your department's next oversight committee meeting. Your department head, John Hanz, will notify you of the location, date and time.

Please make plans to attend this committee meeting to receive your service recognition gift.

Thank you and congratulations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sharon Prasnicky".

Sharon Prasnicky, PHR  
Human Resources Specialist

cc: John Hanz – Highway Commissioner



# LINCOLN COUNTY

## ADMINISTRATION DEPARTMENT

Lincoln County Service Center

801 N. Sales Street, Suite 205

Merrill, WI 54452-1632

Tele. (715) 539-1010

Fax (715) 539-8053

Jason Hake  
Administrative Coordinator

Sharon Prasnicki  
Human Resources Specialist

September 18, 2020

Thomas Barkley  
Highway Department

Dear Thomas:

I am pleased to notify you that Lincoln County will be recognizing you for 20 years of service at your department's next oversight committee meeting. Your department head, John Hanz, will notify you of the location, date and time.

Please make plans to attend this committee meeting to receive your service recognition gift.

Thank you and congratulations.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Prasnicki".

Sharon Prasnicki, PHR  
Human Resources Specialist

cc: John Hanz – Highway Commissioner



# LINCOLN COUNTY

ADMINISTRATION DEPARTMENT  
Lincoln County Service Center  
801 N. Sales Street, Suite 205  
Merrill, WI 54452-1632  
Tele. (715) 539-1010  
Fax (715) 539-8053

Jason Hake  
Administrative Coordinator

Sharon Prasnicky  
Human Resources Specialist

---

September 18, 2020

Michael Meier  
Highway Department

Dear Michael:

I am pleased to notify you that Lincoln County will be recognizing you for 20 years of service at your department's next oversight committee meeting. Your department head, John Hanz, will notify you of the location, date and time.

Please make plans to attend this committee meeting to receive your service recognition gift.

Thank you and congratulations.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Prasnicky".

Sharon Prasnicky, PHR  
Human Resources Specialist

cc: John Hanz – Highway Commissioner





John Hanz <john.hanz@co.lincoln.wi.us>

**Local Bridge project 9431-00-0070, T Pine River, CTH X, Little Oxbo Creek Bridge, design authorization**

1 message

**Grage, Michael - DOT** <Michael.Grage@dot.wi.gov>

To: "Hanz, John" <john.hanz@co.lincoln.wi.us>

Cc: "Hegeman, Alexander - DOT" <alexander.hegeman@dot.wi.gov>

Thu, Jul 30, 2020 at 3:50 PM

John,

Congratulations on receiving a project in our 2020-2025 Local Bridge Improvement Assistance Program to construct a bridge replacement on CTH X. The design project has been authorized for WisDOT oversight, there is an approved State-Municipal Agreement in place and I am available to help guide the county through the project delivery process.

The project is scheduled to be let for bids on March 12, 2024 with construction that same year. Because of the length of time needed to get plans ready, we recommend the county start the process to solicit and select a design consultant by late 2021.

[

The county is encouraged to use a Quality Based Selection (QBS) process to solicit and select a design consultant. I also recommend you visit the WisDOT Local Program Procedures and Tools website as well as the WisDOT Federal Aid Project Delivery website. In particular, the Local Program Document Approval Designation found at the project delivery website lays out responsibilities of the sponsor, the designer and WisDOT. Feel free to contact me with any questions.

Sincerely,

Mike

Michael Grage, P.E.

WisDOT NC Region – Rhineland

Local Program Project Manager

715-365-5705

michael.grage@dot.wi.gov

# LINCOLN COUNTY DEPARTMENT HEAD EVALUATION FORM

Please respond to each question by indicating the appropriate level. Areas left unmarked will be graded as Meets Expectations. Areas marked Needs Improvement must be discussed with the employee during the committee meeting. Failure to discuss an item will be counted at Meets Expectations.

AREA OF EVALUATION	Needs Improve- ment	Meets Expect- ations	Exceeds Expect- ations	COMMENTS
<b>A. Relationship with the Committee</b>				
1. Keeps the Committee informed on issues, needs and operation of the Department.				
2. Offers professional advice to the Committee on items requiring Committee action, with appropriate recommendations based on thorough study of the matter.				
3. Provides Committee with adequate time to review background materials prior to making decisions.				
4. Supports Committee policy and actions to the public and staff.				
5. Recommends policy revisions/additions to the Committee.				

AREA OF EVALUATION	Needs Improvement	Meets Expectations	Exceeds Expectations	COMMENTS
<b>A. Relationship with Committee (cont'd)</b>				
6. Is respectful to all Committee members and conducts themselves in a professional manner at all times.				
7. Provides leadership for long-term planning for Department.				
8. Works toward establishing a working relationship and good communications with the Chair and other Committee members.				
<b>B. Business and Finance</b>				
1. Prepares budget employing accepted and sound fiscal and budgetary practices.				
2. Supervises operations, insisting on competent and cost-effective performance.				
3. Evaluates financial needs within the Department and makes recommendations for adequate funding.				

AREA OF EVALUATION	Needs Improvement	Meets Expectations	Exceeds Expectations	COMMENTS
<b>C. Community Relations</b>				
1. Gains respect and support of the community on the Department operation. Is willing to listen to opinions and concerns of the public.				
2. Provides prompt, courteous service to those served by the department.				
Additional Comments:				
Date of Evaluation:				Evaluator's Signature:

COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$24,077.56  
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: August 4, 2020

HIGHWAY COMMITTEE

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LINCOLN COUNTY HIGHWAY DEPARTMENT

SCHEDULE OF VOUCHERS

August 4, 2020

**Paid for by Check for 2020**

1	American Asphalt of Wisconsin	\$	17,356.91
2	Applied MSS	\$	876.27
3	Copper River Cranberry Co., Inc. LLC	\$	672.45
4	Crane Engineering	\$	55.85
5	Impact Protective Coatings	\$	1,269.00
6	Merrill ACE Hardware	\$	218.07
7	Northeast Asphalt, Inc.	\$	355.60
8	Portable Welding and Repair, LLC	\$	497.54
9	PowerPlan OIB	\$	1,615.52
10	Tomahawk ACE Hardware	\$	53.29
11	VIP Office Products	\$	133.06
12	Wisconsin Public Service Corporation	\$	644.01

Total \$ 23,747.57

**Paid by Credit Card 2020**

13	Amazon	\$	109.99
14	Wisconsin Lifting Specialists, Inc.	\$	220.00

Total \$ 329.99

**GRAND TOTAL \$ 24,077.56**

Voucher  
Number 1 - 25

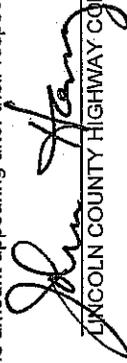
COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$25,466.98  
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: August 11, 2020

HIGHWAY COMMITTEE

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Date filed: August 11, 2020



Voucher  
Number 1 - 23

COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$326,042.92  
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: August 18, 2020

HIGHWAY COMMITTEE

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Date filed: August 18, 2020



COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$133,849.37  
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: August 25, 2020

HIGHWAY COMMITTEE

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**LINCOLN COUNTY HIGHWAY DEPARTMENT**

**SCHEDULE OF VOUCHERS**

**August 25, 2020**

**Paid for by Check for 2020**

1	Ahlborn Equipment, Inc.	\$	130.86
2	American Asphalt of Wisconsin	\$	68,321.14
3	Applied MSS	\$	320.71
4	Arrow Terminal.com	\$	123.15
5	Control Concepts Tec	\$	109.81
6	Energy Solution Partners	\$	18,507.07
7	Hubring's Pressure Washers & Steam Cleaners	\$	118.00
8	Kartechner Brothers LLC	\$	37,882.74
9	Menards - Wausau	\$	99.99
10	Michels Materials	\$	3,439.46
11	Northwoods Tools - Jonathan Fay	\$	131.90
12	Precision Welding & Machine, Inc.	\$	689.00
13	Service Motor Company	\$	179.50
14	Street Smart Rental	\$	505.50
15	Norcon Corporation	\$	3,265.00

**Total \$ 133,823.83**

**Paid by Credit Card 2020**

16	USA - Everest Parts Supplies	\$	25.54
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**Total \$ 25.54**

**GRAND TOTAL \$ 133,849.37**

Voucher  
Number 1 -28

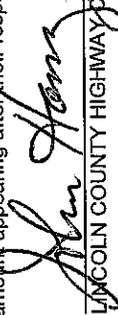
COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$125,178.99  
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 1, 2020

HIGHWAY COMMITTEE

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Date filed: September 1, 2020

**LINCOLN COUNTY HIGHWAY DEPARTMENT  
SCHEDULE OF VOUCHERS  
September 1, 2020**

**Paid for by Check for 2020**

1	American Asphalt of Wisconsin	\$	98,726.52
2	Applied MSS	\$	478.38
3	County Materials Corporation	\$	85.20
4	County Ready Mix Corporation	\$	339.00
5	Detroit Industrial Tool	\$	367.49
6	Ennis-Flint, Inc.	\$	16,124.08
7	Ingman's Service	\$	343.03
8	J & D Tube Benders, Inc.	\$	211.01
9	Kelly-Creswell	\$	310.02
10	Lacal Equipment, Inc.	\$	477.96
11	Londerville Steel Enterprises, Inc.	\$	86.41
12	Michels Materials	\$	428.55
13	Mid-States Equipment, Inc. - Hydraulics	\$	13.20
14	Northeast Asphalt, Inc.	\$	2,168.15
15	Northwest Petroleum Service, Inc.	\$	977.39
16	Oneida County Highway Department	\$	84.91
17	Plautz, William	\$	122.00
18	Schaeffer's Manufacturing, Co.	\$	968.33
19	Schoepke, Jerry	\$	122.00
20	Sczygelski, Joe	\$	122.00
21	Sorano Tractor Service	\$	475.00
22	Stainless & Repair, Inc.	\$	209.10
23	Tomahawk Iron & Metal, Inc.	\$	672.00
24	Victory Janitorial	\$	44.83
25	Wayda, Jim	\$	122.00
26	Wisconsin Kenworth - Wausau	\$	119.40
27	Wisconsin Public Service Corporation	\$	756.03

**Total \$ 124,953.99**

**Paid by Credit Card 2020**

28	Contractors-Tools.com	\$	225.00
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**Total \$ 225.00**

**GRAND TOTAL \$ 125,178.99**

Voucher  
Number 1 -29

COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$303,497.89  
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 9, 2020

HIGHWAY COMMITTEE

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Date filed: September 9, 2020

**LINCOLN COUNTY HIGHWAY DEPARTMENT  
SCHEDULE OF VOUCHERS**

**September 9, 2020**

**Paid for by Check for 2020**

1	1st AYD Corporation	\$	99.72
2	American Asphalt of Wisconsin	\$	239,695.98
3	American Welding & Gas	\$	410.22
4	Applied MSS	\$	789.23
5	Carquest of Merrill	\$	4.63
6	Control Concepts Tec	\$	36.24
7	Culligan	\$	18.80
8	Grainger	\$	134.81
9	John Fabick Tractor	\$	2,628.10
10	Locators & Supplies, Inc.	\$	150.24
11	McCoy Construction & Forestry, Inc.	\$	48,554.00
12	Merrill ACE Hardware	\$	341.54
13	Mid-State Truck Service	\$	1,129.99
14	Northeast Asphalt	\$	2,398.27
15	Northway Communications, Inc.	\$	231.55
16	O'Reilly Auto Parts	\$	268.88
17	Plautz, William	\$	29.00
18	PowerPlan OIB	\$	1,571.67
19	Precise MRM, LLC	\$	540.00
20	River Country Coop	\$	1,322.49
21	Schoepke, Jerry	\$	29.00
22	Sczygelski, Joe	\$	29.00
23	Tomahawk ACE Hardware	\$	116.07
24	Truck Equipment, Inc.	\$	1,617.58
25	Victory Janitorial	\$	69.75
26	VIP Office Products	\$	139.97
27	Wayda, Jim	\$	29.00
28	Wisconsin Hydraulics, Inc.	\$	474.30
29	Zientara Fleet Equipment, Inc.	\$	637.86

**Total \$ 303,497.89**

**Paid by Credit Card 2020**

**Total \$ -**

**GRAND TOTAL \$ 303,497.89**

Voucher  
Number 1-13

COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$455,497.06  
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 15, 2020

HIGHWAY COMMITTEE

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Date filed: September 15, 2020

**LINCOLN COUNTY HIGHWAY DEPARTMENT  
SCHEDULE OF VOUCHERS**

**September 15, 2020**

**Paid for by Check for 2020**

1	American Asphalt of Wisconsin	\$	288,108.47
2	Applied MSS	\$	861.24
3	Mechanical Incorporated	\$	190.00
4	Monroe Truck Equipment	\$	181.23
5	North Central Health Care	\$	100.24
6	Northwest Petroleum Service, Inc.	\$	525.50
7	Pomp's Tire Service, Inc.	\$	68.00
8	Rent-A-Flash of WI, Inc.	\$	89.86
9	Schierl Tire	\$	3,767.08
10	WI Dept of Transportation, BBS	\$	33,915.68
11	WI Kenworth	\$	125,069.50
12	WPS	\$	1,480.24

**Total \$ 454,357.04**

**Paid by Credit Card 2020**

13	Cintas	\$	1,140.02
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**Total \$ 1,140.02**

**GRAND TOTAL \$ 455,497.06**

Voucher  
Number 1 -14

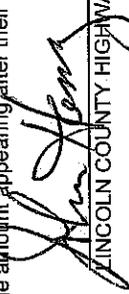
COUNTY OF LINCOLN  
STATE OF WISCONSIN

**SCHEDULE OF VOUCHERS**  
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$257,764.70  
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 22, 2020

HIGHWAY COMMITTEE

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Date filed: September 22, 2020

**LINCOLN COUNTY HIGHWAY DEPARTMENT  
SCHEDULE OF VOUCHERS  
September 22, 2020**

**Paid for by Check for 2020**

1	American Asphalt of Wisconsin	\$	223,227.86
2	Applied MSS	\$	343.56
3	Bellin Health	\$	200.00
4	Bob's West 64	\$	31.90
5	Energy Solution Partners	\$	19,719.24
6	Farrell Equipment & Supply Co. Inc.	\$	612.52
7	Istate Truck	\$	8,391.60
8	JC Tools LLC	\$	189.43
9	Locators & Supplies, Inc.	\$	342.86
10	Michigan/Wisconsin Spring & Brake	\$	549.17
11	NAPA Auto Parts of Merrill	\$	973.05
12	NAPA Auto Parts of Tomahawk	\$	1,522.66
13	Schaeffer's Manufacturing Co.	\$	408.00
14	Schaffidi Truck Center	\$	1,252.85

**Total \$ 257,764.70**

**Paid by Credit Card 2020**

**Total \$ -**

**GRAND TOTAL \$ 257,764.70**