



Vernon County Highway Department

602 North Main Street
PO Box 232
Viroqua, WI 54665

Phone 608-637-5452
Fax 608-637-5461
vchd@vernoncounty.org

Highway Committee Minutes Friday, November 9, 2018

Members Present: JoAnn Nickelatti, Glenda Sullivan, Michael Leis, Dave Williams,
Lorn Goede

Others in attendance: Commissioner Phil Hewitt, Roger Call, Ole Yttri, Dennis Brault,
Lonnie Muller

- 1. Call to order, JoAnn Nickelatti, Chair, presiding**
The meeting was called to order at 9:30 a.m. by Chairperson Nickelatti.
- 2. Affirmation of proper public notice of meeting**
The meeting was properly noticed.
- 3. Review and approve minutes of the October 11, 2018 meeting**
Motion by Sullivan, seconded by Williams, to approve the minutes of the October 11, 2018 meeting. Motion carried.
- 4. Audience to visitors – None**
- 5. Discussion and possible action on options for new highway facility – fuel island, solar tubes, truck wash –** The committee discussed options to include in the new highway facility as well as financing options available. No action taken.
- 6. Discussion and possible action on filling open State patrol worker position**
Hewitt informed the committee that there is vacancy on the Highway 14 patrol section. He said he would like to fill the position with county workers instead of hiring at this time. No action taken.
- 7. Discussion and possible action on 2019 equipment purchases**
Hewitt informed the committee he would like to purchase one new patrol truck in 2019. The rest of the equipment budget would be used to pay the excavator lease and to purchase a used paver if he can find one. Motion by Leis, seconded by Goede, to use the equipment budget for a new patrol truck, the excavator lease, and a used paver. Motion carried.



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8. Review and approve Routine Maintenance Agreement from State D.O.T.

Motion by Leis, seconded by Williams, to sign the Routine Maintenance Agreement from the State D.O.T. See attached. Motion carried.

9. Review and approve Annual Election to Use Composite Rates for Winter Maintenance Equipment

Motion by Williams, seconded by Sullivan, to approve the Annual Election to Use Composite Rates for Winter Maintenance Equipment from the State D.O.T. See attached. Motion carried.

10. Review and approve vouchers for payment

Motion by Leis, seconded by Sullivan, to approve the vouchers. Motion carried.

11. Commissioner's Report – Phil Hewitt – Non-action items

Hewitt updated the committee on the following: Time clocks; Highway funding; General Transportation Aids.

12. Set next meeting date

Next regular meeting is scheduled for Wednesday, December 12, 2018 at 9:30 a.m.

13. Adjourn

Motion by Leis, seconded by Goede, to adjourn. Motion carried.

Minutes submitted by Sue Conaway – Vernon County Highway Department



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E-M-6058 11-95

State of Wisconsin / Department of Transportation
11/05/2018

ROUTINE MAINTENANCE AGREEMENT

VERNON COUNTY

CALENDAR YEAR 2019

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 warrant 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.

PROJECT ID	COUNTY ACCT. NO.	DESCRIPTION	AMOUNT
0062-01-01	53321	ROADWAYS ASPHALT MAINTENANCE	NON INTERSTATE \$ 222,500
0062-01-03	53321	ROADWAYS CONCRETE MAINTENANCE	NON INTERSTATE \$ 5,200
0062-01-05	53321	ROADWAYS SHOULDERS	NON INTERSTATE \$ 92,000
0062-01-07	53321	RMN ROUTINE MISCELLANEOUS	NON INTERSTATE \$ 55,000
0062-01-11	53321	WINTER MAINTENANCE	NON INTERSTATE \$ 637,800
0062-01-21	53321	ROUTINE STRUCTURES	NON INTERSTATE \$ 40,000
0062-01-31	53321	ROADSIDES FACILITY MAINTENANCE	NON INTERSTATE \$ 170,500
0062-01-33	53321	ROADSIDES VEGETATION	NON INTERSTATE \$ 123,000
0062-01-40	53321	ADMIN NON PATROL SUPERVISION	BOTH \$ 120,500
0062-01-41	53321	ADMIN PATROL SUPERVISION	BOTH \$ 87,000
0062-01-61	53321	SIGN REPAIR	NON INTERSTATE \$ 16,000
ESTIMATED COUNTY COSTS			\$ 1,569,500

DATE: _____

ESTIMATED AMOUNT BUDGETED	
COUNTY LABOR	\$ 692,000
COUNTY EQUIPMENT	\$ 560,000
COUNTY MATERIALS	\$ 138,600
ADMINISTRATIVE SUPPORT	\$ 178,900

County Highway Commissioner

TOTAL COUNTY COST \$ 1,569,500

Approved for DEPARTMENT OF TRANSPORTATION

DTSD Regional Director Date

County Highway Committee

Director, Bureau of Highway Maintenance Date



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	Highway Maintenance Manual	Bureau of Highway Maintenance
	Chapter 02 Administration	September 2016
	Section 30 Cost Documentation	
	Subject 50 Annual Election to Use Composite Rates for Winter Maintenance Equipment	

1.0 Annual Election

This document establishes the election by the named county to use the optional "composite rates" method for snow plow truck attachments in classes 632 through 637 and spreader attachments in classes 420 through 428. Composite rates are described in Policy 02-25-75 and presented in Policy 02-25-60.

The county agrees to maintain separate cost records for each attachment unit, but shall charge those units to activities using the composite rates.

The department guarantees that, for attachments charged to State Highway Winter Maintenance, the chargeable composite hours will not be less than a guarantee utilization level as defined in Policy 02-25-75. Should total composite rate hours charged to the department be less than the guarantee hours, the department shall, upon presentation of a claim as part of the standard invoice, pay for the shortfall in hours. Payment shall be for the shortfall hours multiplied by the unit rates in the proportion those units represent in the composite hours charged.

2.0 Acknowledgement of Agreement

This agreement covers the period January 1, 2019 through December 31, 2019

County <u>Vernon</u>	State of Wisconsin Department of Transportation Bureau of Highway Maintenance
By _____	By _____ Region Director
_____	Date _____
_____	By _____ Director, Bureau of Highway Maintenance
Date <u>11/09/2019</u>	Date _____