



Agenda

Jefferson County Highway Committee Meeting

Thursday, May 29, 2014

8:00 a.m.

Office of the Highway Commissioner – Committee Room
141 West Woolcock Street
Jefferson, Wisconsin

Committee Members: George Jaeckel - Chairman, Walt Christensen - Vice Chairman, Al Counsell - Secretary, Carlton Zentner, Ron Buchanan

Highway Commissioner: William T. Kern

AGENDA

1. Call meeting to order
2. Roll Call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment
6. Approve minutes from May 6, 2014 Highway Committee meeting
7. Communications
8. Old Business a. Highway Facility project construction update
9. New Business a. Review monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Adjourn

Note: The Highway Committee may discuss and/or take action on any item specifically listed on the agenda.

"Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made."

① WISDOT Salt Admin

Bill Kern

From: Meinholz, Lisa - DOT <Lisa.Meinholz@dot.wi.gov>
Sent: Monday, April 07, 2014 12:53 PM
To: DOT Salt
Subject: 2014/2015 SODIUM CHLORIDE MUNICIPAL AGREEMENT
Attachments: Letter from Bureau Director Rose Phetteplace.pdf; Municipal Salt Agreement 2014-15.doc

Importance: High

Dear Local Official,

Your Unit of Government is invited to join in the Wisconsin DOT 2014/2015 road salt renewal/bid. Whether we renew or bid we must provide the vendors your salt tonnage amounts. At this point we do not know any pricing details.

The attached letter from Rose Phetteplace is very important. Please read the letter before you fill out your municipal agreement.

Please fill out the municipal agreement, save it and send it back to the saltadmin@dot.wi.gov e-mail address. You must return the municipal agreement by e-mail. You will receive a confirmation back that indicates that it was received. Print the confirmation out and put it in your files.

If you have any questions regarding your salt storage facility or current inventory, contact Mike Sproul at 608-266-8680.

Once we receive 2014/2015 pricing details you will receive your information packet via e-mail. If you have any questions, please feel free to contact me at 608-266-3651.

Thank you.

*Lisa Meinholz
Financial Specialist/Contract Administrator
Bureau of Highway Maintenance
608-266-3651
608-267-7856 Fax*



Division of Transportation System Development
Bureau of Highway Maintenance
4802 Sheboygan Avenue Room 501
Madison, WI 53707-7986

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-1202
E-mail: saltadmin@dot.wi.gov

April 7, 2014

RE: Participation in 2014-2015 WisDOT Salt Contract

Dear Local Official,

This letter provides information on the Department's plan for purchasing salt for the 2014-2015 winter season. I encourage you to carefully consider this information before deciding whether your local government will benefit from participation in this WisDOT bid for road salt.

Attached is a Municipal Agreement form which needs to be filled out and submitted via e-mail by April 16th, 2014 for entities interested in participating in the state contract. The Department needs this information to begin the salt procurement process in mid-April and plans to finish procurement by May 31st.


A challenge for those participating in the bid is determining the quantity of road salt they will request to purchase, with some uncertainty on how much may be needed to finish up the current winter season. All vendors who are under the 2013-2014 contract which ends April 30th, 2014 have assured they will be able to fulfill any remaining contractual commitments. You should assume orders under the current agreement (2013-2014) will be filled in late April when computing next season's requirements.

Over the past several years all of the salt vendors servicing Wisconsin have struggled to keep up with the peak demand during the winter seasons. The transportation system, including ports, depots and private trucking resources has been routinely pushed to capacity. In addition, salt requested by local governments has continued to become more unbalanced with increasing amounts allocated to seasonal deliveries. In general, salt purchased in the early fill category is cheaper and easier for the vendor to provide than seasonal and vendor reserve. The more salt taken in early fill allows for additional dock space and resources to bring salt into the state prior to lakes possibly freezing up.

To help reduce the peak demands the state is maximizing the amount of early fill salt to fill sheds prior to the winter season. We are asking local governments to do the same and fill storage space allocated for road salt to capacity during the early fill season which ends on November 14th 2014. This year the Department is requesting additional information from local governments who wish to be part of the WisDOT salt contract (see attached form). This information is important to ensure local governments participating in the bid are utilizing available storage.

We continue to believe the current cooperative statewide bid is beneficial for both WisDOT and local units of government. Please understand, WisDOT has a role and responsibility to structure the salt contract in a manner that will help aid in timely delivery of salt during the winter season. This process and terms for the WisDOT salt contract may not generate the best results for individual governments, depending on their unique local circumstances. We encourage each local government to carefully consider what approach is best for meeting road salt needs.

Sincerely,



Rose Phetteplace

Director, Bureau of Highway Maintenance

MUNICIPAL AGREEMENT TO PURCHASE SODIUM CHLORIDE ON WISDOT BID (April 2014)

THIS AGREEMENT MUST BE SIGNED, DATED, AND RECEIVED BY LISA MEINHOLZ

(saltadmin@dot.wi.gov)

WISDOT, Bureau of Highway Operations, P.O. Box 7986, Madison, WI 53707-7986)

NO LATER THAN 5 PM ON WEDNESDAY, APRIL 16, 2014.

Annually the Wisconsin Department of Transportation, Bureau of Highway Maintenance takes bids for sodium chloride to be used as a deicing agent. For the 2014-15 bid the Department will receive a single, combined price to include three categories of delivery services for its road salt needs. They are:

1. **Guaranteed Early Fill** - this service is to take delivery of salt that will fill the purchaser's storage facilities to capacity. Vendor is required to complete delivery by November 14, 2014. The contract guarantees the vendors that 100% of the bid quantity shown as guaranteed early fill will be taken by the purchaser at the price awarded to the vendor. It obligates the vendor to deliver this guaranteed quantity. Vendors may ship road salt starting on the contract award date and concluding delivery by November 14, 2014. Notice to the purchasing agency is required as specified in the contract.
2. **Guaranteed Seasonal Fill** - this service is to take delivery of salt that will re-fill the storage facilities after November 14, 2014 and up to April 30, 2015. The contract guarantees the vendors that 100% of the bid quantity shown as guaranteed seasonal fill will be taken by the purchaser at the price awarded to the vendor, but the request for delivery is made by the purchasing agency. When both guaranteed early fill and guaranteed seasonal fill are contracted for, the municipality should take all early fill first before beginning to take delivery of seasonal fill.
3. **Vendor Reserve** - the vendor assures that it will have a reserve enabling it to provide additional salt up to the quantity let for bid as vendor reserve, which is taken at the discretion of the purchaser at the price awarded to the vendor. **The purchaser's vendor reserve cannot be more than 20% of the total of the Early Fill plus Seasonal Fill for a municipality.**

The WisDOT Bureau of Highway Maintenance will include the requested salt quantities for local units of government in the quantity for bid. Participating local units of government must agree to abide by the Special Terms and Conditions of the contract between WisDOT and the Vendor including procedures for ordering, taking delivery, acknowledging receipt of delivery, making payment for salt received, salt quantities, salt unit prices, and assessing penalties. By signing, participants are also agreeing to comply with Administrative Code TRANS 277 which requires registration and compliance at all salt storage facilities. TRANS 277 also requires annual on-site storage facility inspections.

The _____ requests WisDOT to acquire the following
(Name of Municipality) (County)
quantity of sodium chloride for the 2014-2015 winter season and agrees to purchase at least the quantities shown in item 3 and item 4 below and to make payment as contractually required.

1. **Current Inventory** _____ tons. (include tonnage of yet to be delivered salt from 2013/2014 Contract)
2. **Storage Capacity for Road Salt** _____ tons. (This quantity should be the amount of storage available for regular road salt and should not include storage needed for sand/salt mix or other products)
3. **Guaranteed Early Fill** _____ tons. (Purchaser must take 100% delivery upon contractually required notice from vendor anytime after Purchase Orders are released, up to November 14, 2014)
4. **Guaranteed Seasonal Fill** _____ tons.
(Purchaser must take 100% delivery from the time the contract is awarded up to April 30, 2015)
5. **Vendor Reserve** _____ tons. **(This quantity can be no more than 20% of the sum of Items 3 and 4. Quantities that do not meet this requirement will be adjusted accordingly.)**
(Purchaser may take delivery at its discretion between November 14, 2014 and up to April 30, 2015)

Participants will receive a copy of the Bid Documents, the procedure to place orders, the form DT 2208 and instructions on how to use it, and assistance on other requirements contained in the Bid Documents.
*ALL SALT ORDERS NEED TO BE SUBMITTED TO VENDORS ON A DT2208 FORM

Signature Approval Authority (electronic signature accepted)

Date

Contact Phone Number
(ex: 608-555-1212)

Contact Fax Number
(ex: 608-555-1212)

Contact E-mail Address

2014

SUMMER ROAD SCHOOL

(Highway Conference)

WISCONSIN COUNTY
HIGHWAY ASSOCIATION

JUNE 2, 3, 4, 2014

CHULA VISTA RESORT

WISCONSIN DELLS, WI

HOSTED BY:
WCHA CONFERENCE COORDINATING COMMITTEE



**2014 SUMMER ROAD SCHOOL
(Highway Conference)**

CHULA VISTA RESORT

JUNE 2,3,4,2014

**WISCONSIN COUNTY HIGHWAY
ASSOCIATION**

2014 ASSOCIATION OFFICERS

Daniel J. Fedderly P.E., R.L.S., WCHA.....Executive Director
Paul Halverson, Douglas County.....Past-President
Ron Chamberlain, La Crosse County.....Secretary
Emmer Shields, Ashland County.....President
Marv Thompson, Barron County.....Past-Chair
Marion "Bud" Flood, Portage County.....Chair
B. J. Bussie, Rock County.....Vice-Chair
Tim Ramberg, St. Croix County.....Treasurer
Chad Johnson, Pierce County.....Assistant Treasurer

HOST WCHA CONFERENCE COORDINATING COMMITTEE

Jon Johnson, Washburn County
Greg Schnell, Sheboygan County
Randy Anderson, Clark/Jackson Counties
Jim Griesbach, Marathon County
Dennis Weiss, Juneau County
Stephen A. Muchow, Sauk County
Paul Halverson, Douglas County
Gary Kennedy, WCHA Events Coordinator
Roger Nelson, Ayres Associates
Debra DeWitt, WI County Mutual Insurance

Monday, June 2, 2014

8:00 am - 4:00 pm	Registration - Grand Ballroom Lobby
9:00 am - 3:00 pm	Exhibit Areas Setup-Conference Center and Outside Exhibit Area
9:00 am - 10:00 am Board Room	WCHA Executive Committee, WCHA President, Emmer Shields
10:00 am - 11:00 am Grand Ball Room	WCHA Board of Directors-Chair Bud Flood and President Emmer Shields
11:00 am - 12:00 pm Grand Ball Room	Joint WCHA Legislative & WCA Transportation Steering Committees Ron Chamberlain, WCHA Legislative Chair & Jeff Schroeder, WCA Chair

Lunch on your own

4:00 pm - 6:00 pm	Exhibit Areas Open - Conference Center and Outside Exhibit Area
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WCHA Committee Meetings

12:00 pm - 1:00 pm

Sierra Room	Conference Coordinating/WCHA Associate Members and Corporate Sponsors
Upper Dells Room	Bridge Committee - Dave Lambert, Chair
Laguna Room	Utility Committee - Brian Field, Chair
12:30 pm - 1:00 pm Executive Board Room	CHAPP's Committee, Gary Kennedy, Chair

WCHA General Session

1:00 pm - 2:30 pm Grand Ball Room	Public and Professional Ethics, and Committee Member Authorities/Responsibilities - (1.0 PDH) Moderator: Bud Flood, WCHA Chairman Presented by: Attorney Andy Phillips, Phillips & Borowski Dan Bahr, WCA Government Affairs Director
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Monday, June 2, 2014 Continue

WCHA Committee Meetings

1:00 pm - 2:00 pm

Laguna Room	Safety/Training Committee - Craig Hardy, Chair
Sierra Room	Technical Advisory Committee - Dennis Weiss, Chair
Upper Dells Room	LOS Committee - Mark Servi, Chair

2:00 pm - 2:30 pm

Executive Board Room	WCHA Committee Chairs Meeting WCHA President, Emmer Shields, P.E.
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2:30 pm - 3:00 pm

Sierra Room	WCHA "New" Commissioners' Meeting - 5 years or less (Open Session, Bring Your Questions) WCHA President, Emmer Shields, P.E., WCHA Secretary, Ron Chamberlain
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3:00 pm - 4:00 pm

Upper Dells Room	Machinery Management Committee-Dean Steingraber, Chair
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WCHA General Education Session

3:00 pm - 4:00 pm

Grand Ballroom	Legislative Coalitions, the inside story (a panel discussion) Why & How, (1.0 PDH) Moderator: WCHA President, Emmer Shields, P.E. Craig Thompson, Executive Director TDA Kyle Christianson & Dan Bahr, WCA
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4:00 pm - 6:00 pm

Group Welcome - Conf. Center Rooms A thru I
St. Croix County Band
Sponsor: Ayres Associates & Monroe Truck

6:00 pm -Midnight

Hospitality Rooms Open

Dinner is on your own

Tuesday, June 3, 2014

- 7:00 am - 12:30 pm** **Registration - Grand Ballroom Lobby**
- 6:45 am - 8:00 am** **Breakfast Buffet** in Riverview Room in Lower Atrium Level
Sponsor(s): **Monroe Truck**
- 6:45 am - 8:00 am** **Exhibit Areas Open**
Conference Center Room & Outside Exhibit Area
- 8:00 am - 8:15 am**
Grand Ball Room **Opening Session and Welcome**
Gary Kennedy, WCHA Events Coordinator
• Host/WCHA Conference Coordinating Committee
- INVOCATION**
Roger Nelson

COLOR GUARD - PLEDGE OF ALLEGIANCE & STAR SPANGLED BANNER

Presentation of Colors by WCHA Members - Jared Maney, Commissioner Vilas County, Bob Morehouse, Commissioner Burnett County, David Arnold, Committee Member Juneau County and Mike Kelley, Committee Member Juneau County.

Singing by: Greg Schnell, Sheboygan County

INTRODUCTIONS:

- Wisconsin County Highway Association President - Emmer Shields P.E., Ashland County

8:15 - 8:30 am MODERATOR:

- WCHA President Emmer Shields P.E. Ashland County
- Introduction of New Commissioners

8:30 am - 9:10 am **Keynote Speaker: Mark Gottlieb P.E. (invited) - (0.5 PDH)**
Wisconsin Department of Transportation

9:10 am - 9:30 am Coffee/Refreshment Break in Inside/Outside Exhibit Area
Sponsor(s):

Tuesday, June 3, 2014 Continued

9:30 am - 9:45 am	Introduction of Executive Committee Officers and Board of Directors Moderator - WCHA Chair - Bud Flood, Portage County Moderator - WCHA President - Emmer Shields P.E., Ashland County
9:45 am - 10:15 am	WI Transportation Budget Future (a Legislative Perspective) (0.5 PDH) Moderators - WCHA President - Emmer Shields P.E., Ashland County A Legislative Perspective - Senate Transportation Committee Chair Jerry Petrowski & House Transportation Committee Chairman Keith Ripp
10:15 am - 11:15 am	WI Transportation Budget Future (a Round Table Discussion (1.0 PDH) Moderator, WCHA Secretary - Ron Chamberlain, LaCrosse County Craig Thompson, Executive Director, TDA Dan Bahr, Legislative Associate, WCA Pat Goss, Executive Director, WTBA
11:15 am - 1:00 pm	Exhibit Areas Open - Inside and Outside
11:30 am - 1:00 pm	Hospitality Rooms are optional to be open (Refreshments only)
11:00 am - 5:00 pm	Golf Outing at Chula Vista Resort
5:00 pm - 6:00 pm	Golf awards at outside exhibits
11:30 am - 1:00 pm	Luncheon-Sponsored by: WI County Mutual Insurance Lunch served in Conference Rooms A thru I
1:30 pm - 4:00 pm	Wine Tour - Fawn Creek Winery (busses leaving & returning every 15 minutes)
4:45 pm - Midnight	Hospitality Rooms Open

DINNER IS ON YOUR OWN

Wednesday, June 4, 2014

- 6:30 am-8:15 am** **Breakfast**
Riverview Room in Lower Atrium Level
- 7:00 am - 12:00 pm** **Registration - Grand Ballroom Lobby**
- 7:30 am - 8:30 am** **Exhibit Areas Open**
Conference Center Room & Outdoor Exhibit Area
- 8:30 am-9:30 am** **Association Business Meeting-Chair, Flood & President, Shields**
Grand Ballroom Roll Call of Counties Present
Election of New WCHA Vice Chair
- 9:30 am -10:00 am** **Break - Exhibit Areas Open in Conference Room & Outside Exhibit Area**
Breaks Sponsor(s):

WCHA Breakout Educational Sessions

- 10:00 am-11:00 am** **Equipment Operators Certification Programs & Value to Counties (1.0 PDH)**
Grand Ballroom WCHA Associate Member, JJ Keller Associates & WI County Mutual Insurance
Moderator: Bud Flood, WCHA Past Chairman
- Upper Dells Ballroom** **WisDOT Urban Mowing Policy Implementation Details (1.0 PDH)**
Moderator: Ron Chamberlain, WCHA Secretary
Todd Matheson, WisDOT
Allison Bussler, Waukesha County
- 11:00 am-12:00 pm** **WCHAAVisDOT Performance Based Maintenance (PBM)**
Grand Ballroom **Contract Review Status (1.0 PDH)**
Moderator: Emmer Shields, P.E., WCHA President
Mark Woltmann & Todd Matheson, WisDOT
Brian Fields, Dodge County PBM Oversight Committee
- Upper Dells Ballroom** **Local Road Jurisdictional Transfers**
 and Developing a Transfer Agreement (1.0 PDH)
Moderator: BJ Bussie, WCHA Chairman
Bruce Stelzner, WCHA Past President
WisDOT
- 12:00 pm - 1:00 pm** **Luncheon - Riverview Room in Lower Atrium Level**
Luncheon Sponsor(s):
- 12:00 pm -1:00 pm** **Exhibit Areas Closed**

Wednesday, June 4, 2014 Continued

- 1:00 pm - 2:00 pm** **IOH Legislation Overview and Implementation
(what do you have to do) (1.0 PDH)**
Grand Ballroom
Moderator: Ron Chamberlain, WCHA Secretary
Rick Stadelman, WTA Executive Director
Rory Rhinesmith, WisDOT
- Upper Dells** **Weight Limits & Weight Enforcement on County Roads**
Ballroom **Model Ordinance Development (1.0 PDH)**
Moderator: Bud Flood, WCHA Chairman
Emmer Shields P.E., WCHA President
Dan Bahr, WCA Government Affairs Director
Attorney from, Phillips & Borowski
- 2:00 pm - 3:00 pm** **WI Bridge Inspection Program and Inspection Criteria Changes**
Grand Ballroom **HIS Website Development (1.0 PDH)**
Moderator: BJ Bussie, WCHA Chair
Rick Marz & Travis McDaniel, WisDOT
Dave Lambert P.E., WCHA Bridge Committee Chair, Grant County
- 3:00 pm - 3:30 pm** **Break - Grand Ball Room Lobby**
Sponsor(s): AECOM
- 3:30 pm - 4:30 pm** **What are the Statutory Authorities of the Highway Commissioner**
Grand Ballroom **(What can and can't the Highway Commissioner do?) (1.0 PDH)**
Moderator: Ron Chamberlain, WCHA Secretary
Attorney from, Phillips & Borowski
- 5:00 pm - 8:30 pm** Hospitality Room Open Outside by Banquet Facilities
- ANNUAL SUMMER BANQUET** Outside by Margaretville Patio
- 6:00 pm** Banquet/Entertainment
- 6:00 pm** Awards Ceremony - Outside by Margaretville Patio
- 6:30 pm** Dinner
- 7:30 pm** Entertainment - Daddy D's Dinner Show
(Great tunes & funny skits about the 60's)

[illegible]

JEFFERSON COUNTY CENTRAL HIGHWAY SHOP																																																																
APRIL												MAY												JUNE												JULY																												
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