



**Wisconsin County Highway Association**  
**Board of Directors Meeting**  
 Tuesday, September 26, 10:00 am  
 Virtual

**Microsoft Teams Meeting**  
[Click here to join the meeting](#)

Meeting ID: 235 123 374 057  
 Passcode: QjkqWa

Present	Name	Position	Present	Name	Position
	Roland Hawk – Wood County	President		Donna Brown-Martin – Milwaukee County	Commissioner
	Jon Johnson – Eau Claire County	Past President		Kyle Kozelka – Crawford County	Commissioner
	Robbie Krejci – St. Croix County	Secretary		Tom Cornford – Crawford County	Committee Member
	Jim Griesbach – Marathon County	Treasurer		Craig Hardy – Iowa County	Commissioner
	Marv Thompson- Barron County	Chairman		Darren Schroeder – Columbia County	Committee Member
	Tim Kessler – Washburn County	Past-Chair		Nathan Check – Portage County	Commissioner
	Matthew Budde – Calumet County	Vice Chair		Jake Hahn – Wood County	Committee Member
	Hans Guderyon	LDG Representative		Brian Duell – Clark County	Commissioner
	Patrick Vander Sanden	Executive Director		Larry Hoekstra – Eau Claire County	Committee Member
	Gary Kennedy	Professional Development Director		Dean Steingraber – Outagamie County	Commissioner
	Whitney Wilgus	Impact		Roger Te Stroete – Sheboygan County	Committee member
	Ron Chamberlain			Troy Schalinske – Vilas County	Commissioner

				Ted Cushing – Oneida County	Committee Member
				Emil “Moe” Norby – Polk County	Commissioner
				Steve Warndahl – Polk County	Committee Member

Agenda:

- I. Call to Order, Roll Call of Board Members - Chair, M. Thompson
- II. Consider Minutes from Previous Meeting - Chair, M. Thompson (attached)
- III. Treasurer’s Report – J. Griesbach
- IV. WCHA Deputy Director position Update
- V. IRS Designation – Items to Address
  - a. Conflict of Interest Policy
  - b. Mission Statement
- VI. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
- VII. WCHA President and Chairman’s Report of Activities – R. Hawk & M. Thompson
- VIII. WCHA Executive Director’s Report of Activities – Patrick Vander Sanden
  - a. Conference/District Committee/Event Attendance
  - b. Policy Updates
- IX. Board of Directors District Reports
  - a. North Central
  - b. Northeast
  - c. Northwest
  - d. South Central
  - e. Southeast
  - f. Southwest
  - g. West Central
- X. Any Other Business Items for Discussion Only - Chair, M. Thompson
- XI. Possible Agenda Items for the Next Meeting - All
- XII. Next meeting Date & Location – October 17, 2023 @ 10 am
- XIII. Adjournment



**Wisconsin County Highway Association**

**Board of Directors Meeting**

Tuesday, August 22, 10:00 am

In Person – Portage County Highway Department – 800 Plover Rd, Plover, WI

Present	Name	Position	Present	Name	Position
X	Roland Hawk – Wood County	President	X	Donna Brown-Martin – Milwaukee County	Commissioner
X	Jon Johnson – Eau Claire County	Past President	X	Kyle Kozelka – Crawford County	Commissioner
X	Robbie Krejci – St. Croix County	Secretary		Tom Cornford – Crawford County	Committee Member
X	Jim Griesbach – Marathon County	Treasurer	X	Craig Hardy – Iowa County	Commissioner
X	Marv Thompson- Barron County	Chairman	X	Darren Schroeder – Columbia County	Committee Member
X	Tim Kessler – Washburn County	Past-Chair	X	Nathan Check – Portage County	Commissioner
X	Matthew Budde – Calumet County	Vice Chair		Jake Hahn – Wood County	Committee Member
X	Hans Guderyon	LDG Representative	X	Brian Duell – Clark County	Commissioner
X	Patrick Vander Sanden	Executive Director		Larry Hoekstra – Eau Claire County	Committee Member
	Gary Kennedy	Professional Development Director	X	Dean Steingraber – Outagamie County	Commissioner
X	Whitney Wilgus	Impact		Roger Te Stroete – Sheboygan County	Committee member
X	Ron Chamberlain		X	Troy Schalinske – Vilas County	Commissioner
			X	Ted Cushing – Oneida County	Committee Member
				Emil “Moe” Norby – Polk County	Commissioner

			X	Steve Warndahl – Polk County	Committee Member
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Agenda:

- I. Call to Order, Roll Call of Board Members - Chair, M. Thompson

*The meeting was called to order at 10:01 am CT.*

- II. Consider Minutes from Previous Meeting - Chair, M. Thompson (attached)

*A motion to approve the minutes as presented was made by St. Croix and seconded by Vilas. The motion carried.*

- III. Treasurer’s Report – J. Griesbach

*Griesbach provided a detailed treasurer’s report of the association’s finances through July 2023. Griesbach noted that, as part of the reinstatement of the 501c status, a mission statement should be drafted for the association. A motion was made by Wood County and seconded by Washburn to approve the treasurer’s report. The motion carried.*

- IV. Professional Development Director’s Report – G. Kennedy

*Vander Sanden provided a report on Kennedy’s behalf. Over 200 attendees are registered for the LDG Road School, and the deadline has been extended to the end of the week. The LDG planning group will be meeting in the next week to go over final details and prepare for the event. The fall Commissioner’s Training dates have been set for October 9-10, and registration for that event is being built out by Impact.*

- V. Discussion of WCHA Deputy Director position

- a. Job description and salary for new position

*The Board of Directors discussed the job description and salary for the Deputy Director position. Each region will be asked to sit on the interview panel, and the names of those representatives should be sent to Vander Sanden. The posting will be advertised within the next week, and applications will be taken through the end of September. The hope is to hold interviews on October 11<sup>th</sup>, after the Commissioners Training. A motion to approve the job description with modifications proposed by Vander Sanden was made by St. Croix and seconded by Oneida. The motion carried.*

*After additional discussion, a motion was made by St. Croix and seconded by Eau Claire for the salary range to be posted at \$65,000 - \$90,000, with a disclaimer that total compensation can be negotiated. The motion carried.*

- VI. Snowfighter – L3Harris – Training Dates

*During the last Executive Committee meeting, WisDOT has pledged to cover half of costs for Snowfighter training this year. September 20-29 are the available dates given. After discussion, Vander Sanden will confirm the dates and locations, then send out information to potential attendees.*

- VII. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci

- a. Green Light Legislation

*Vander Sanden provided an update on the Green Light legislation. The Executive Committee recently met with Senator Tomczyk, and Sen. Tomczyk and Rep. Callahan both have indicated they will move forward with the bill, but if WCHA could provide something agreeable to the various parties involved, they might be willing to amend the bill. The Board then discussed that, if they do not have enough support against the bill, they could then focus on work zone flagging. Vander Sanden will reach out to WECA, Towns and the League to have further conversations.*

*There was also discussion on potential changes to public works bid requirements. WTBA has been doing work on this initiative. Several Board members have reviewed Bid Express as a possible option to track projects, materials etc. This initiative is still in its infancy with no draft bill yet.*

VIII. WCHA President and Chairman's Report of Activities – R. Hawk & M. Thompson

a. President's Report

*Hawk provided a summary of his activities since the last meeting.*

IX. WCHA Executive Director's Report of Activities – Patrick Vander Sanden

a. LRIP Pilot and Updates

*The final hurdles have been cleared on the LRIP pilot. A webinar was scheduled for this Thursday, but that has been postponed. There will likely be additional information from WisDOT or the League on the rescheduling of the webinar to next week. For the counties not in the LRIP Pilot, LRIP will be business as usual, and WisDOT is preparing for that.*

b. WisDOT Updates: Working on trainings for Office Managers/HMM Policies/AVL GPS Cameras

*Various proposed changes to HMM policies have been put on hold as the Bureau is dealing with staff turnover. The Bureau Director, David Stertz, has introduced John Marchewka as his replacement.*

c. Other activities-updates

*Vander Sanden attended Mark Servi's retirement party in early August. He also was invited to a stakeholder conversation regarding winter maintenance. WCHA will continue to be represented in this group as additional meetings are planned.*

X. Board of Directors District Reports

a. North Central – *The district met last Wednesday, and they are planning a fall legislative meeting. Dates are TBD.*

b. Northeast - *Northeast did not have a meeting in August. They discussed the mowing policy, which is an issue for their district. They would like to further discuss at a Level of Service Committee meeting.*

c. Northwest – *Mark Servi retired. They are meeting Thursday to meet with three new commissioners.*

d. South Central – *Nothing to report.*

e. Southeast – *Southeast is looking to meet virtually in September. They also plan to meeting either prior to or directly after LDG Road School.*

f. Southwest – *Southwest is scheduled to meet this Thursday.*

g. West Central – *West Central met in July in Eau Claire to discuss LRIP.*

XI. Any Other Business Items for Discussion Only - Chair, M. Thompson

a. *Hawk noted that he received an email from Milwaukee County asking if any county has a process by which they are checking physical fitness of employees after they have gone through their initial assessment. Brown-Martin provided context based on several incidents. The topic will be discussed at the Commissioners Training.*

*Barron County had a board meeting last night, and a new commissioner was approved.*

*The statewide real estate coordinator will be at the Commissioners Training, and this would be an opportunity to bring up any concerns.*

XII. Possible Agenda Items for the Next Meeting - All

XIII. Next meeting Date & Location – September 26, 2023 @ 10 am (virtual)

XIV. Adjournment

*The meeting was adjourned at 11:33 a.m. CT.*

# Wisconsin County Highway Association

## Statement of Financial Position

As of August 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
AffiniPay Clearing	2,619.00
Associated Checking	329,805.99
Associated Conference Checking	103,017.15
Associated Money Market	202,356.01
Road School Checking	2,000.00
<b>Total Bank Accounts</b>	<b>\$639,798.15</b>
<b>Total Current Assets</b>	<b>\$639,798.15</b>
<b>TOTAL ASSETS</b>	<b>\$639,798.15</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Taxes (941/943/944)	13,924.96
Federal Unemployment (940)	24.00
WI Income Tax	3,176.64
WI SUI Employer	1,680.00
<b>Total Payroll Liabilities</b>	<b>18,805.60</b>
<b>Total Other Current Liabilities</b>	<b>\$18,805.60</b>
<b>Total Current Liabilities</b>	<b>\$18,805.60</b>
<b>Total Liabilities</b>	<b>\$18,805.60</b>
Equity	
Opening Balance Equity	549,205.73
Retained Earnings	-64,091.40
Net Revenue	135,878.22
<b>Total Equity</b>	<b>\$620,992.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$639,798.15</b>

# Wisconsin County Highway Association

## Statement of Activity

August 2023

	TOTAL
Revenue	
Commissioner's Fall Training Conference	4,653.00
Interest Income	51.55
LDG Road School	64,101.00
<b>Total Revenue</b>	<b>\$68,805.55</b>
GROSS PROFIT	<b>\$68,805.55</b>
Expenditures	
Administrative Services Expense	4,809.49
Bank & Credit Card Fees	563.46
Events Coordinator Expense	7,750.00
Executive Director Expense	135.59
LDG Road School Expenses	1,207.42
Office Supplies Expense	428.93
Payroll Expenses	
Taxes	612.00
Wages	8,000.00
<b>Total Payroll Expenses</b>	<b>8,612.00</b>
Reimbursements	313.84
<b>Total Expenditures</b>	<b>\$23,820.73</b>
NET OPERATING REVENUE	<b>\$44,984.82</b>
NET REVENUE	<b>\$44,984.82</b>



# Wisconsin County Highway Association

## Statement of Activity

January - August, 2023

	TOTAL
Revenue	
Associate Member Dues	46,200.00
Commissioner's Spring Training Conference	7,607.00
Commissioner's Fall Training Conference	4,653.00
Interest Income	403.71
LDG Road School	100,956.00
NACE	22,825.00
Pesticide Training - Waukesha County	9,593.00
Pesticide Training - Waupaca County	7,958.00
Special Revenue (US Communities)	1,753.96
Summer Road School	112,599.15
SRS Booth Income	23,588.00
SRS Golf Income	11,215.85
SRS Sponsorship Income	13,833.00
<b>Total Summer Road School</b>	<b>161,236.00</b>
WI Flagger Handbook Instructor Training - Brown County	2,475.00
WI Flagger Handbook Instructor Training - Chippewa County	4,158.00
WI Flagger Handbook Instructor Training - Columbia County	3,366.00
Winter Road School	148,014.00
Winter Road School - Auction	9,155.00
<b>Total Winter Road School</b>	<b>157,169.00</b>
<b>Total Revenue</b>	<b>\$530,353.67</b>
GROSS PROFIT	<b>\$530,353.67</b>
Expenditures	
Administrative Services Expense	48,916.04
Bank & Credit Card Fees	8,288.46
Commissioner's Spring Training Expenses	5,095.79
Events Coordinator Expense	58,125.00
Executive Director Expense	32,569.07
Flagger Instructor Training Expense	4,818.09
LDG Road School Expenses	1,207.42
Meeting Expenses	1,216.40
Misc. Expense	75.00
NACE Conferences (Annual) Executive Expense	12,620.21
NACE Dues Expense	22,825.00
NACE Exp. Reimbursement	2,629.70
Office Supplies Expense	3,748.39
Payroll Expenses	
Health Reimbursement	2,196.88
Other Payroll Expenses	2,125.00
Taxes	6,600.00

# Wisconsin County Highway Association

## Statement of Activity

January - August, 2023

	TOTAL
Wages	64,000.00
<b>Total Payroll Expenses</b>	<b>74,921.88</b>
Pesticide Training Expense	9,568.97
Professional Services Expense	10,083.10
Reimbursements	313.84
Summer Road School Expense	49,203.66
TDA Dues Expense	235.00
TDA Fly In Expenses (BOD)	2,165.21
TDA Fly In Expenses (Executive)	8,357.44
TDA Sponsorships	700.00
WCHA Website Expense	293.60
Winter Road School Expenses	35,559.78
Winter Road School - Auction Expenses	938.40
<b>Total Winter Road School Expenses</b>	<b>36,498.18</b>
<b>Total Expenditures</b>	<b>\$394,475.45</b>
NET OPERATING REVENUE	<b>\$135,878.22</b>
NET REVENUE	<b>\$135,878.22</b>

# Wisconsin County Highway Association

## Expenditures by Vendor Summary

August 2023

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	TOTAL
Affinipay	559.46
Associated Bank	4.00
Cardmember Services	358.19
Gary Kennedy	7,750.00
Impact AMC	4,883.74
Manitowoc Trophy	767.50
Patrick Vander Sanden	115.29
Universal	439.92
Zoom	16.79
<b>TOTAL</b>	<b>\$14,894.89</b>

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TO: WCHA Board of Directors  
FR: Patrick Vander Sanden  
DATE: September 26, 2023  
RE: WCHA Board Meeting Items

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WCHA Executive Committee,

Below are summaries tied to items on our Board agenda for September.

### **WCHA Deputy Director Job Description**

As of the writing of this memo, WCHA has received 51 applications for the position of Deputy Director. I downplay this number just a little as many of the applications came from LinkedIn from people across the country. LinkedIn has a system where individuals can slap their resumes into the system and it's submitted as an application. Regardless, I feel that we have a good batch of candidates for the review and interview panel to look at. Ten applications have been provided to the panel, who will provide me with assessment so that we can interview 4-5. Interviews are being planned for Wednesday, October 11<sup>th</sup> in Eau Claire, following the Fall Commissioner's Training the two days prior.

### **IRS Certification Items**

The process to establish WCHA as a 501(c)3 with the (h) exception is ongoing. Representatives from WIPFLI have been working with Jake Curtis from Attolles Law, Heather from Impact (Financial) and Jim Griesbach to get needed information together for the filing. In the process it was determined that WCHA should have: 1, an approved Conflict of Interest policy, and 2, a Mission Statement.

Impact had already put together a Conflict of Interest Policy for WCHA to consider, but that process to review and conform it to WCHA had not yet begun. The IRS Certification process has now sped up that review and consideration. A copy of the Draft Conflict of Interest Policy is include in the meeting materials for your review.

As for a Mission Statement, we are starting a little more from scratch on that as I am unaware of prior efforts to establish one. I know this process can take a little time or not, depending upon how strongly the governing body feels about the need for a mission statement. To start the discussion, I thought that a good place to turn is the "about us" page on the WCHA website. There's a 3 sentence statement shown there that tell visitors what WCHA is about:

*"Wisconsin's 72 counties play a significant role in our state's transportation system. We are responsible for the construction and maintenance of the 19,700 mile County Trunk Highway System. We are also responsible for maintenance of the 11,800 mile State Trunk Highway System and Interstate System under the oversight of the Wisconsin Department of Transportation. The WCHA represents Wisconsin's 72 County Highway and Public Works Departments and has been established as a not-for-profit corporation."*

I don't know if this should be this simple – but again, I thought that could be a starting point. I would be eager to hear the Board's thoughts on this item at the meeting.

### **WCHA Executive Director's Update**

At the meeting on Tuesday, I will provide updates on my activities since the last meeting, as well as update on policy items WCHA is working through.

Wisconsin County Highway Association **Conflict of Interest Policy DRAFT**

Policy Statement:

The Wisconsin County Highway Association (WCHA) is committed to upholding the highest standards of integrity, ethics, and transparency in all its activities. To maintain the trust of its members and the public, WCHA recognizes the importance of identifying, disclosing, and managing conflicts of interest that may arise among its officers, directors, employees, and volunteers.

Definition of Conflict of Interest:

A conflict of interest arises when an individual's personal interests, financial or otherwise, could compromise their objectivity, judgment, or ability to act in the best interests of the Wisconsin County Highway Association.

Policy Guidelines:

Disclosure: All officers, directors, employees, and volunteers associated with WCHA are required to promptly disclose any actual or potential conflicts of interest in writing to the Executive Director of WCHA or the Chairperson of the Board of Directors. The disclosure should include all relevant facts about the conflict of interest, including the nature and extent of the interest.

Review and Evaluation: Upon receiving a disclosure of a potential conflict of interest, the Executive Director and/or the Board of Directors shall review the information provided and evaluate whether a conflict of interest exists. This review should be conducted objectively, and all relevant information will be considered.

Recusal: If a conflict of interest is determined to exist, the individual with the conflict shall be recused from any discussions, decision-making processes, or votes related to the matter in question. This includes abstaining from any debate or vote during meetings.

Alternative Solutions: In cases where a conflict of interest may impede WCHA's best interests, the Board of Directors may seek alternative solutions, such as obtaining competitive bids, seeking independent opinions, or considering other actions that mitigate the conflict while ensuring the best interests of the organization.

Record Keeping: All conflict of interest disclosures, discussions, and resolutions will be documented and kept on file for a minimum of seven years. These records will be maintained in a confidential manner.

Consequences of Non-compliance:

Failure to adhere to this Conflict of Interest Policy may result in disciplinary actions, up to and including dismissal, or legal action, depending on the severity and nature of the non-compliance.

Review and Amendment:

This Conflict of Interest Policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Amendments may be proposed by the Board of Directors and will be subject to approval by a majority vote of the Board.

Effective Date:

This Conflict of Interest Policy is effective as of [Date] and supersedes any previous conflict of interest policies.

By signing below, I acknowledge that I have read, understand, and agree to comply with the Wisconsin County Highway Association's Conflict of Interest Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_