



Wisconsin Department of Transportation/Wisconsin County Highway Association

Executive Committee Meeting

Monday, May 8, 2023

Time: 10am

Location: Wood County Hwy Dept, Wisconsin Rapids/Virtual

Virtual Meeting Link:

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mbe50cebbdfa043f15cc0f0d0e6988c92>

[Join meeting](#)

Attendees:

Agenda:

1. Approve meeting minutes from 4.10.23 meeting
2. WisDOT - HMM Policies status/update
3. WCHA Website Update
4. Discuss the process for obtaining legal opinions on current issues and costs associated
5. WCHA booth at WCA Fall Conference
6. Executive Director retirement plan
7. Update on centralized bidding platform
8. TDA Drive-In, May 24th
9. Further agenda items
10. Next Meeting Date – June 12 at 10 am



Wisconsin Department of Transportation/Wisconsin County Highway Association

Executive Committee Meeting

Monday, April 10, 2023

Time: 10am

Location: Wood County Hwy Dept, Wisconsin Rapids/Virtual

Virtual Meeting Link:

[Click here to join the meeting](#)

Meeting ID: 230 644 230 824

Passcode: tFG4K8

Attendees:

Robbie Krejci, Jim Griesbach, Patrick Vander Sanden, Gary Kennedy, Roland Hawk, April Corrao, Tim Kessler, Paul Fontecchio

Started at 10:15 am, No quorum

Agenda:

1. WCHA Website Update
 - a. Patrick, Scott, Roland, and April met at 8:30 am on 4.10.23 on suggestions from Technical Advisory Committee. Updates for new website and what we want from old website.
2. WCHA Newsletter Update
 - a. Patrick went through the newsletter
 - b. Roland has good progress on the 1st page
 - c. Events information needs to be updated before sending out
 - d. The plan is to get the newsletter out by end of April – Impact to post on the website under Association News & Resources, Email blast to all members, and Patrick will post on LinkedIn
3. LRIP Pilot Program Update – DOT Form of Support
 - a. Contract concerns raised to WisDOT and LRIP Pilot workgroup, and WisDOT is open to providing a support letter
 - b. Patrick would like to have a Special Board Meeting on this and has sent out a Doodle poll

- c. WisDOT is having a meeting on 4.19.23 to review WCHA position on the WisDOT support letter
- d. Robbie feels like we should have Attolles review the legal liability of WCHA being involved.
 - i. ACTION: Patrick will reach out to Kyle Christianson at WCA to see if they can ask a question to Attolles on legal liability
- e. Timing is tight on this program
- 4. Professional Development Updates
 - a. Spring Commissioner's Training Recap
 - b. Great turnout and great agenda. The hotel was a little pricey, but it was very nice. Safety Committee is meeting to go over training for the Fall Commissioner's Training.
 - c. Pesticide Training Recap
 - i. Deadline is 4.11.23
 - ii. Going to make good money on this event
 - d. 2023 Summer Road School Agenda
 - i. Any questions on the draft agenda? Need to get this out to members as some County members cannot sign up until there is an agenda.
 - ii. Grand Ballroom is the bad weather room for the auction, otherwise the auction will be in the tent outside. Gary will update the agenda for this.
 - iii. ACTION: Everything is good to go with the agenda – Patrick and Gary will move forward with getting speakers confirmed
 - e. Fall Commissioner's Training – Dates (conflicts with Tribal Transportation Conference)
 - i. Move this to October 17 & 18, Eau Claire, WI
 - ii. Board Meeting will move to this date as well
- 5. TDA Fly-In Scholarship
 - a. Roland and Debbie at TDA discussed at Commissioners Training for WCHA and TDA partner to sponsor a specific number of members that are interested in legislation to attend the TDA Fly-In
 - i. That member would also be involved in the Madison Legislative Day and other legislative events
 - ii. ACTION: Roland will contact Debbie at TDA and get an outline of the process
 - iii. Gary mentioned that there are more funds in the scholarship fund than there will be scholarships so this might be a way to fund this scholarship as well
- 6. Association Best Practices Policies Discussion
 - a. Whistleblower Policy-no quorum so add this to the next Executive Committee Meeting on May 8th
 - b. Speaker/Website content Release Agreement
 - i. Suggestion is to eliminate 1 and 2 and only keep the question about adding to the website
 - ii. ACTION: April will revise speaker/website agreement and resend to the Executive Committee for approval
 - c. Conflict of Interest Policy
 - i. They already have this in their WCHA Employee Handbook
- 7. Further agenda items

- a. Patrick has made contact with WIPFLI to get review of IRS designation options
 - b. ACTION: Patrick's retirement package – Patrick is looking into what WCHA can do to add to his retirement while they are getting a filing status. Roland would like to get this taken care of right away.
 - c. Jim Griesbach to meet with Matt Grove at WTBA on 4.27.23 to see how WCHA and WTBA can partner on bidding issues
 - d. Green Light Legislature – nothing new on this
 - e. ACTION: Patrick to look into authors for WCHA legislation
 - f. ACTION: Use Webex for the rest of the Executive meetings. Roland will need to set up the room and send me a link to add to the calendar invite.
8. Next Meeting Date – Adjourn at 11:45 am

ACTIONS:

- Roland to have 1st page of newsletter to Patrick/April by week of 4/17
- April to send newsletter out to all members by email blast, post in Association News & Resources on website by 4/28
- Patrick will reach out to Kyle Christianson at WCA to see if we can get free counsel on the LRIP program
- Patrick and Gary will get speakers confirmed for Summer Road School
- Roland will contact Debbie at TDA to come up with an outline of the process of setting up a scholarship for the TDA Fly-In
- April will revise the speaker/website agreement and resend to the Executive Committee for approval
- Patrick and Roland to work on getting Patrick retirement package that works for both parties
- Patrick to look into authors for WCHA legislation papers
- Roland to set a room number and Webex link to add to the July 10th, September 11th, November 13th, and February 12th In-person Executive Committee Meetings
- April to add Webex room & link to all Executive Committee Meetings calendar invites

WCHA Chairperson:
Tim Kessler, Washburn County

WCHA Vice-Chair:
Marv Thompson, Barron County

WCHA Past Chairman:
Roger Te Stroete, Sheboygan County

WCHA Treasurer:
Jim Griesbach, Marathon County

WCHA President:
Roland Hawk, P.E., Wood County

WCHA Secretary:
Robbie Krejci, P.E., St. Croix County

WCHA Past President:
Jon Johnson, Eau Claire County

WCHA Executive Director:
Patrick B. Vander Sanden



TO: WCHA Executive Committee
FR: Patrick Vander Sanden
DATE: May 8, 2023
RE: Meeting Items

WCHA Executive Committee,

Below are some summaries/items (that I have information on) relating to the Executive Committee Agenda for May.

WisDOT HMM Policy Updates:

WisDOT Bureau of Highway Maintenance will be on hand Monday to review where things stand in terms of policy updates to the HMM manual. With the departure of Program Management Section Chief Chris Ohm, some of the items will be held a little longer but there are a couple that are still floating out there. I met with Bureau Director Dave Stertz and Highway Maintenance & Roadside Management Section Chief Rebecca Szymkowski on May 2nd to review where things stand. Two policies are out there that have action items tied to them.

02-20-96: Building Code Requirements on Salt/Brine Shed Storage

A meeting is in the plans between WCHA and DSPS to discuss the regulation of shed construction. This was my responsibility to get a meeting set up with DSPS but perhaps with the changes at BHM I didn't receive the contact names at DSPS for which to contact (or WisDOT could have sent them and I misplaced the email). We can discuss further at the meeting on Monday.

02-20-75: Patrol Superintendent Salaried

Attached is the red-lined version of the revised policy as sent by WisDOT. The number of changes are limited but the one item that has raised comments from the membership was the issue of on-call patrol superintendents and how it conflicts with many county personnel policies that pay on-call or hourly rates. Further conversation on this item is necessary. When I shared this policy with the WCHA Board of Directors, we had three comments that raised this specific concern.

WCHA booth at WCA Conference

I was sent an email from the staff at the WI Counties Association requesting our consideration for a vendor booth at their fall conference, which is September 17-19th at the Kalahari in WI Dells. Considering perspectives and recollections from the past participation, it was requested that we review this item and discuss our response to this. WCA has provided a June 1st deadline in order to respond to this, which is provided as a complimentary booth at their conference.

WCHA Executive Director retirement plan & Centralized bidding platform

These items will be presented by WCHA President Roland Hawk at the meeting.

TDA Fly In, May 24th Madison

I felt it timely and prudent to review the call from the Transportation Development Authority (TDA) for their first "Transportation Drive In" event in Madison. I thought we could talk about ways to encourage members to join the event or other activities to that could involve just County Highway individuals during that period of time?

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Highway Maintenance Manual

Bureau of Highway Maintenance

Chapter 02 Administration

~~April-June~~
March 2023

Section 20 Eligible Costs

Subject 75 The Supervision Project ~~—~~ Salaried Employees

1.0 Policy Intent

This policy is intended to recognize and compile the full or total costs associated with a salaried employee(s) performing county patrol supervision ~~who is salaried~~ and to define the appropriate percentage cost share for the state to pay for the supervision of county highway department personnel performing maintenance on the state trunk highway (STH) system. Section 84.07 (2a), Wis. Stats. identifies that the department shall pay the actual cost of this maintenance, including the allowance for personnel costs, materials, and the use of county or municipal machinery, as agreed upon in advance.

~~The county patrol superintendent is responsible for the~~ The supervision of the county highway department personnel performing maintenance on the STH system, ~~shall be the patrol superintendent's responsibility~~ as delegated by the County Highway Commissioner and under the policy direction of the department.

2.0 Definition of Cost

A supervision project ID (00XX-01-41) is established annually to collect all patrol supervision costs related to state highway routine maintenance. The state pays for these patrol supervision costs by applying a mutually agreed upon percentage to the patrol superintendent's salary specified in the annual routine maintenance agreement (RMA). ~~The regional~~ al operations manager and the county ~~should shall~~ review and agree ~~on upon~~ the appropriate percentage share annually. The supervision project generally lists the following items:

- a. Salary and fringe benefits
- b. Transportation costs at Class 120 rate
- c. Meals and lodging, when deemed appropriate
- d. Training or conferences, as authorized by policy or the regional operations manager

Salary and fringe benefit costs include the time-off-with-pay (TOWP), ~~which includes~~ sick leave, vacation, holidays, earned by a patrol superintendent assigned to supervise personnel maintaining the STH system. ~~This means the state is still paying~~ for a patrol superintendent when that individual is on paid leave. ~~As such, a county is NOT entitled to any additional compensation when the assigned or designated patrol superintendent is on TOWP (annually earned leave). Any cost provisions outside of the above listed items shall be reviewed by the Bureau of Highway Maintenance (BHM).~~

3.0 General Guidelines

The state's share for reimbursement of supervision time, travel, and other incidentals shall be a percentage of the total county's supervision cost, as mutually agreed upon by the county and the regional operations manager, ~~but and~~ subject to approval by the State Maintenance Engineer for Highways BHM. In reaching this agreement, ~~it needs to be clearly understood~~ the following statements must apply to all counties:

- 1) ~~The state is paying pays~~ for its share of a patrol superintendent's annual costs (including both paid time on the job and as well as paid time off with pay TOWP).
- 2) ~~Additional compensation is not required provided by the state~~ when a patrol superintendent is on scheduled leave TOWP.
- 3) ~~Local County~~ personnel policies regarding patrol superintendent compensation ~~need to apply shall be followed~~. Typically, these personnel policies shall define overtime eligibility criteria for employees paid on an hourly basis and ~~they~~ exempt salaried employees from overtime pay eligibility. ~~In other words,~~ Any annual lump sum or bonus payment for work outside the normal work week (40 hours) will be in accordance with the county's personnel policy; and the agreement with the department through the

routine maintenance agreement (RMA) and is subject to approval by BHMthe Bureau of Highway Maintenance. Standby or on-call hours will not be provided state payments.

a. If patrol superintendent is called out for an emergency on the state highway on weekends or holidays, a lump sum payment is allowed for "actual cost" work performed on the state highway system and RMA, over and above the superintendent's salary according to county policy, may be allowed. The state will not pay hourly payments under the salaried superintendent policy.

a.b. Supporting documentation may be requested on a case-by-case basis by BHM. (e.g., timesheet tracking the dates of the emergency.)

~~3)4)~~ For the purposes of this policy, it is assumed a county's personnel policies exempt salaried employees from overtime or premium pay in accordance with federal laws. However, when local personnel policies allow such compensation, exceptions can be made to the guidance outlined in this policy with consent of the department.

~~4)5)~~ Only the identified patrol superintendent(s) ~~or superintendents~~ may charge to the annual routine maintenance agreement for supervision project ID (00XX-01-41).

~~5)6)~~ Other county highway employees (~~commissioner~~, e.g., shop superintendent, county assigned patrol superintendent, field staff) should typically not charge to the supervision project ID (00XX-01-41). -An exception may be made, with consent of the department, when the patrol superintendent position is vacant and under recruitment or double filled for training purposes or the assigned patrol superintendent is on extended, authorized leave for disciplinary, administrative, or military purposes.

~~6)7)~~ An election of a Salaried-salaried Patrol-patrol Superintendentsuperintendent(s) must be a Ccountywide wide implementation. ~~I.E.~~ County ~~P~~patrol ~~S~~superintendent(s) must ~~also~~ be salaried for the purpose of consistency.