



Wisconsin County Highway Association

Board of Directors Meeting

Tuesday, October 31, 2023 10:00 am

Virtual

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 241 892 540 345

Passcode: tUviTf

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

				Brian Danielson - Washburn County	Commissioner
				Steve Warndahl – Polk County	Committee Member

- I. Agenda: 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. Appointment of the WCHA Deputy Director
- V. Establishment of the Employee Review Committee
- VI. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
 - a. Oversize/Overweight Issues
 - b. SB 431
- VII. WCHA President/Executive Director’s Report of Activities – Patrick Vander Sanden
 - a. Policy Items - RMA, Legislative
 - b. NACE Conference 2024
 - c. NaCo Involvement
 - d. WCHA Officer Elections – 2024 Winter Road School
- VIII. Board of Directors District Reports
 - a. North Central
 - b. Northeast
 - c. Northwest
 - d. South Central
 - e. Southeast
 - f. Southwest
 - g. West Central
- IX. Any Other Business Items for Discussion Only - Chair, M. Thompson
- X. Possible Agenda Items for the Next Meeting – All
- XI. Next meeting Date & Location – TBD
- XII. Adjournment



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: QjkkWa

Present	Name	Position	Present	Name	Position
X	Roland Hawk – Wood County	President		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		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	X	Jake Hahn – Wood County	Committee Member
	Hans Guderyon	LDG Representative	X	Brian Duell – Clark County	Commissioner
X	Patrick Vander Sanden	Executive Director	X	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

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

Agenda:

- I. Call to Order, Roll Call of Board Members - Chair, M. Thompson
 - a. The meeting was called to order at 10:00 am CT.
- II. Consider Minutes from Previous Meeting - Chair, M. Thompson (attached)
 - a. A motion was made and seconded to approve the minutes. The motion carried.
- III. Treasurer’s Report – J. Griesbach
 - a. Griesbach reviewed the financial packet. Total assets are \$639,798.15 thanks to the success of previous road schools. Net revenue is \$135,878.22. WCHA is in a good place financially. A motion was made by Wood County and seconded by St. Croix County to approve the financial report. The motion passed.
- IV. WCHA Deputy Director position Update
 - a. The application period closed with 51 applicants. The panel is reviewing and scoring the applications, and they will interview candidates the morning of October 11th in Eau Claire. All districts have a representative for the hiring committee.
- V. IRS Designation – Items to Address
 - a. Wipfli has requested a conflict-of-interest policy and mission statement to complete the IRS designation paperwork. Griesbach drafted a conflict-of-interest policy for review, and a draft mission statement was provided for review. A motion was made by St. Croix County and seconded by Calumet County to approve both the conflict-of-interest policy and the mission statement. The motion carried.
- VI. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
 - a. Krejci noted that Vander Sanden has been working with co-ops on the green light bill. It is scheduled for a hearing, but it is unlikely that the bill will be defeated; Krejci and Vander Sanden have reached out to the legislators sponsoring that bill but have not made headway. Vander Sanden has approached the Municipal Electric Utilities of Wisconsin (MEUW) regarding the work zone legislation.

 Legislation has been drafted regarding the additional exemption of milk product, and WCHA will be expressing concerns about exemptions on weight limits across industries.

 There is a scheduled legislative committee meeting next week, and the agenda will go out tomorrow.
- VII. WCHA President and Chairman’s Report of Activities – R. Hawk & M. Thompson
 - a. Hawk provided his president’s report, which attended the WCA Conference with Vander Sanden and connected with several visitors. On September 19th, Hawk attended the LDG Road School. Counties, towns, and municipalities would provide maps where every road or street intersect, September 25th there was a conference committee meeting held. A local road advisory committee meeting would
- VIII. WCHA Executive Director’s Report of Activities – Patrick Vander Sanden
 - a. Vander Sanden attended three of the Work Zone Safety events across the state. He attended two bridge demo workshops, the WCA conference and the LDG Road School as well. LDG Road School was a successful event thanks to Kennedy’s work. Vander Sanden has also attended the WI Transportation

Innovation Council meetings, which will occur bi-monthly. The Snowfighter training is going well, and all slots have been filled. The third quarter newsletter will go out this week.

- b. Griesbach provided additional details. The Summer Road School had a net profit of \$111,932.34. Several presentations including technical topics are slated for the commissioners training. After discussion, the professional development conference will likely be skipped this December, and the committee may look at doing it every other year.
- c. Policy Updates

IX. Board of Directors District Reports

- a. North Central – The district met last Wednesday. The fall legislative meeting will be held next week.
- b. Northeast – The district has decided to start meeting on a monthly basis virtually. Issues under discussion include rural mowing, and they will work through the Level of Service Committee.
- c. Northwest – Northwest will meet Thursday to discuss LRIP and the allocations for committees. Salt prices continue to be discussed, in addition to RMAs.
- d. South Central – No updates.
- e. Southeast – No updates.
- f. Southwest – No updates.
- g. West Central – Meetings occur monthly and are well attended. Solar salt and LRIP continue to be discussed.

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

- a. Hardy notes that RMAs and allocations from DOT may be worth discussing on a future call. This will be discussed on the next Executive Committee call.

XI. Possible Agenda Items for the Next Meeting – All

- a. Hawk notes that they may need to approve an offer for the Deputy Director via electronic vote.

XII. Next meeting Date & Location – October 17, 2023 @ 10 am

XIII. Adjournment

- a. The meeting was adjourned at 10:50 am CT.

Wisconsin County Highway Association

Statement of Financial Position

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
AffiniPay Clearing	99.00
Associated Checking	291,755.29
Associated Conference Checking	116,813.72
Associated Money Market	202,405.91
Road School Checking	2,000.00
Total Bank Accounts	\$613,073.92
Total Current Assets	\$613,073.92
TOTAL ASSETS	\$613,073.92
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Payable	2,137.70
Payroll Liabilities	
Federal Taxes (941/943/944)	14,795.27
Federal Unemployment (940)	24.00
WI Income Tax	3,375.18
WI SUI Employer	1,680.00
Total Payroll Liabilities	19,874.45
Total Other Current Liabilities	\$22,012.15
Total Current Liabilities	\$22,012.15
Total Liabilities	\$22,012.15
Equity	
Opening Balance Equity	549,205.73
Retained Earnings	-64,091.40
Net Revenue	105,947.44
Total Equity	\$591,061.77
TOTAL LIABILITIES AND EQUITY	\$613,073.92

Wisconsin County Highway Association

Expenditures by Vendor Summary

September 2023

	TOTAL
Affinipay	1,821.66
Amazon	156.40
Associated Bank	4.00
Cardmember Services	1,245.69
Daddy D's	2,500.00
Dave Bell	300.00
Gary Kennedy	17,812.50
Gary Wyman	1,200.00
Impact AMC	5,396.66
Iowa County.	201.00
Kathy Hendricks	396.00
Kobussen Buses	917.72
Moosejaw	1,274.25
Patrick Vander Sanden	647.64
Shuttle Services	482.00
Trempealeau County	124.00
Walmart	365.40
WDHS Choir	300.00
TOTAL	\$35,144.92

Wisconsin County Highway Association

Statement of Activity

September 2023

	TOTAL
Revenue	
Associate Member Dues	600.00
Commissioner's Fall Training Conference	2,079.00
Interest Income	49.90
LDG Road School	19,749.00
Total Revenue	\$22,477.90
GROSS PROFIT	\$22,477.90
Expenditures	
Administrative Services Expense	5,322.41
Bank & Credit Card Fees	1,825.66
Events Coordinator Expense	17,812.50
Executive Director Expense	1,555.44
LDG Road School Expenses	8,216.77
Office Supplies Expense	412.14
Payroll Expenses	
Taxes	918.00
Wages	12,000.00
Total Payroll Expenses	12,918.00
Reimbursements	470.76
Total Expenditures	\$48,533.68
NET OPERATING REVENUE	\$ -26,055.78
NET REVENUE	\$ -26,055.78

Wisconsin County Highway Association

Statement of Activity

January - September, 2023

	TOTAL
Revenue	
Associate Member Dues	46,800.00
Commissioner's Spring Training Conference	7,607.00
Commissioner's Fall Training Conference	6,732.00
Interest Income	453.61
LDG Road School	120,705.00
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
Total Summer Road School	161,236.00
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
Total Winter Road School	157,169.00
Total Revenue	\$552,831.57
GROSS PROFIT	\$552,831.57
Expenditures	
Administrative Services Expense	54,238.45
Bank & Credit Card Fees	10,114.12
Commissioner's Spring Training Expenses	5,095.79
Events Coordinator Expense	79,812.50
Executive Director Expense	34,124.51
Flagger Instructor Training Expense	4,818.09
LDG Road School Expenses	9,424.19
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	4,160.53
Payroll Expenses	
Health Reimbursement	2,196.88
Other Payroll Expenses	2,125.00
Taxes	7,518.00

Wisconsin County Highway Association

Statement of Activity

January - September, 2023

	TOTAL
Wages	76,000.00
Total Payroll Expenses	87,839.88
Pesticide Training Expense	9,568.97
Professional Services Expense	10,083.10
Reimbursements	784.60
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
Total Winter Road School Expenses	36,498.18
Total Expenditures	\$446,884.13
NET OPERATING REVENUE	\$105,947.44
NET REVENUE	\$105,947.44



TO: WCHA Board of Directors
FR: Patrick Vander Sanden
DATE: October 31, 2023
RE: WCHA Board Meeting Items

WCHA Executive Committee,

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

WCHA Deputy Director

After a fruitful search process, WCHA President Roland Hawk is pleased to submit Todd Every for approval for the role of WCHA Deputy Director. Most should know Todd as the current Kewaunee County Highway Commissioner and as a valued member of WCHA. The interview panel met in Eau Claire on Wednesday, October 11th and interviewed three candidates for the position (one additional candidate was invited to interview but had to withdraw). While each candidate had impressive resumes and would have brought useful skills to the Association, Todd was the clear choice amongst the 12-person interview panel. President Hawk has worked out an agreement with Todd, reflected in the attached offer letter, of which Todd has accepted. I for one am very excited and eager to have Todd join WCHA in this capacity, I think we will work very well together to keep building WCHA into the future.

Establishment of the Employee Review Committee

By increasing the employee workforce in WCHA by 100% (1 employee to 2), I have been directed by the Executive Committee to present a concept of a new standing committee, the Employee Advisory Committee. The main duties and structure for the committee is attached in a separate document, but basically the concept of this committee would be to manage employee-related issues within WCHA.

IRS Certification Update

Progress is being made on the process to get WCHA certified as a 501(c)3 (with the "h" exception to cover our advocacy efforts). Michael Peterson, who is leading the work from WIPFLI explained to me this week that following the submittal of previous tax documentation and materials, such as the Mission Statement and Conflict of Interest Policy, the final steps on completing the application to submit to the IRS (the 1023 application). It is my hope that all can be completed in the next month, but before the end of the year at the latest.

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.

WCHA Chair:
Marv Thompson, Barron County

WCHA Vice-Chair:
Matthew Budde, Calumet County

WCHA Past Chair:
Tim Kessler, Washburn County



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

WCHA Secretary:
Robbie Krejci P.E., Wood County

WCHA Past President:
Jon Johnson, Eau Claire, County

WCHA Treasurer: James Griesbach, Marathon County

October 18, 2023

Todd Every
3654 Shiloh Road
Suamico, WI 54173

Dear Todd,

I am pleased to inform you that you have been selected for the position of Deputy Director for the Wisconsin County Highway Association. Please consider this letter as an offer of employment regarding the Deputy Director position. You will be an exempt full-time employee and not subject to over-time pay. Your employment with WCHA is voluntary and may be terminated by you or WCHA at will.

This offer is not to be considered a contract of employment. All representation, including the salary is based on the direction of the WCHA Executive Committee and policies established in our Employee Handbook. Upon your review and acceptance of this offer, the Board of Directors will make final approval at a meeting scheduled for October 31, 2023.

Your annual salary will be \$90,000 (based on \$43.27/hr for 2080 hours/yr.) WCHA will contribute 7.5% of your annual salary (\$6,750/yr) to either a Simple Retirement plan or if you prefer, into your Roth IRA. WCHA will pay you in 26 pay periods through direct deposit.

WCHA has budgeted \$8,160 to pay for 75% of the cost for a single employee health plan through Healthcare.com plans. As long as your spouse carries your health insurance plan or you have a separate plan and you can provide proof to WCHA, we will share 50% of that savings with you in your bi-weekly pay checks, which would be subject to taxes. If you elect to use a WCHA Health Insurance plan in the future, this will be retracted and used to pay for 75% of the premium and you will be responsible to pay for the remaining 25% of the premium.

WCHA offers ten (10) paid holidays and has established a PTO schedule as part of the Employee Handbook. You will accrue 20 days of PTO per calendar year and up to 40 hours of unused PTO may be carried over each year.

If you are in agreement with this offer of employment, please provide me with a written response, an email is acceptable. I ask that you share your response with Patrick Vander Sanden in the event I am out of the office. This will ensure your approval is forwarded to the Board of Directors for the October 31 meeting.

Thank you,
Roland Hawk
Roland Hawk, PE
WCHA President

WCHA: Constitutional Change/Creation of New Standing Committee

SUMMARY: Upon the expansion of the Association's employee workforce this year from 0 employees to 2, the necessitation for performance review, conflict resolution and other HR infrastructure increases. The WCHA Executive Committee proposes the creation of the Employee Review Committee.

WCHA Bylaws: The Bylaws state that the Board of Directors may create committees as deemed necessary or useful to the conduct of the Association business in accordance with Bylaws adopted by the Board pursuant to Article XI, Section 1 of the Constitution.

- This is rule for the creation of a *Standing Committee*. A *steering* committee can be appointed by the WCHA President upon approval of the Executive Committee. The Employee Review Committee is being proposed as a Standing Committee.

Proposed Business of the Employee Review Committee:

- Conduct employee review process for the Executive Director (establish means for review and evaluation process)
- Report results of the Executive Director reviews to the Executive Committee to determine further action, whether it be filing the report, take any necessary action on the report, or determine adjustments to compensation based up the report.
- Receive summary of the Executive Director's review of the staff within the Association, with the timing and process having been reviewed and approved by the Committee.
- Act as a mediator to resolve personnel issues within the Association?
- Review and take action on Association employee benefit issues: benefit policy development, changes, review of the Employee manual.

Composition of the Employee Review Committee:

5 Members

- WCHA President; 4 other individual members (can be Board of Directors but not necessary)

- Staggered terms:

President (member during his/her term as President)

2 members (8 years, or 2 – 4 year terms)

2 members (4 years, or 1 – 4 year terms)

- Once the members with 4 year terms reach expiration, then 2 members will be appointed to 2 – 4 year terms)

Process:

October WCHA Board: presentation of the committee concept

November Executive Committee/November Board of Directors: further review of committee structure and duties as needed

- If structure and duties are approved, the change to the constitution can be forwarded to the President to prep for formal approval at the Winter Road School (must be 60 days prior to the Winter or Summer business meeting)
- If the structure and duties are not approved, further review and discussion are to take place with the Board of Directors (at upcoming Board meeting) to prep the change for presentation at either the 2024 Winter Road School or Summer Road School, depending on timing.