



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: February 10, 2020  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the December 17th , 2019 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Kellnersville 4-Way Stop
4. Evenson Construction Lease
5. ATV Ordinance
6. AB 262
7. AB 285
8. 2019 Budget
9. 2020 WisDOT Work
10. 2020 Quarry Aggregate Production
11. 2020 Equipment
12. Tractor Bids
13. WisDOT Winter Report
14. AVL-GPS
15. Mechanic Position Vacancy
16. Airport Maintenance Worker
17. Overtime Report
18. Vouchers
19. Next Meeting Date: March 10, 2020

Dated: February 3, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## HIGHWAY COMMITTEE MINUTES

February 10th, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 10<sup>th</sup> day of February, 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Gerroll, Maresh and Vogt

**Excused:** Holschbach

**Also Present:** Marc Holsen, County Executive Ziegelbauer, Supervisor Falkowski

**Approval of Minutes:** Supervisor Vogt made a motion, seconded by Supervisor Gerroll to approve the minutes from the December 17<sup>th</sup>, 2019 meeting. Motion carried.

### **Regular Business**

**(Public Comment):** None

### **Kellnersville 4-Way Stop**

Holsen presented a request from the Village of Kellnersville for northbound/southbound stop signs and asphaltic rumble strip installations as forwarded to the Committee by the Traffic Safety Commission. He also presented the history of the various proposals related to the CTH T and K intersection all-way stop dating back to 1985. In addition, the Committee discussed the crash data history, rumble strip details and placement concerns. Supervisor Behnke requested for this to be forwarded back to the Traffic Safety Committee to clarify the recommendation verbiage within the October 15, 2019 meeting minutes. Holsen stated that he would notify the TSC Chair and request for this item to be put on the April 21, 2020 TSC meeting agenda. No further discussion.

### **Evenson Construction Lease**

Holsen stated that this item would be moved to the March Highway Committee agenda.

### **ATV Ordinance**

The Committee discussed the recent amendments to State Stat. 23.33 relating to local municipalities implementing ATV route ordinances. Discussion took place regarding other counties, 35 MPH rules and other related restrictions. No further discussion.

### **AB 262**

Holsen presented information on the Assembly Bill 292 as it relates to work zone safety. Brief discussion followed.

### **AB 285**

Holsen presented information on the Assembly Bill 285 relating to bids received exceeding the original project estimates. Brief discussion followed.

### **2019 Budget**

Holsen presented the year-end 2019 Highway budget results to the Committee. Brief discussion followed.

### **2020 WisDOT Work**

Holsen presented the Committee with a beginning work list of State maintenance projects in which are scheduled to be performed in the upcoming season. He also informed the Committee of the “PBM” and “DMA” funding status for 2020. Brief discussion followed.

### **2020 Quarry Aggregate Production**

Holsen informed the Committee of a recent proposal to enter into an agreement with Vinton Construction for blasting and crushing of quarry aggregates. Holsen provided the related information and proposed lease agreement. Motion by Supervisor Maresh to approve the lease. Seconded by Vogt. Motion carried.

### **2020 Equipment**

Holsen presented the Committee with the proposed 2020 equipment purchases and related updates to the future capital outlay plan. Brief discussion followed.

### **Tractor Bids**

Holsen presented the bid results from the January 28, 2020 4x4-tractor unit bid opening. Discussion related to the tractor options, horsepower and various items followed. Supervisor Maresh made a motion to approve the bid from EIS Implement. Seconded by Supervisor Vogt. Motion carried.

### **WisDOT Winter Report**

Holsen presented the Committee with the 2019 Statewide Winter Summary and discussed the various factors within. No further discussion.

### **AVL-GPS**

Holsen discussed the recently installed AVL-GPS units on various plow trucks including the reports and data provided by these units. Discussion followed.

### **Mechanic Position Vacancy**

Holsen discussed the recent Mechanic position vacancy and the results of the posting advertisement. Brief discussion followed.

### **Airport Maintenance Worker**

Holsen announced the recent retirement of the Airport Maintenance Worker and the filling of the vacancy. No further discussion.

### **Overtime Report**

The Committee reviewed the Highway Overtime Report. Holsen provided the 2019-2020 comparison year-to-date. The Committee thanked Holsen.

### **Vouchers**

The committee reviewed the vouchers dated December 10<sup>th</sup>, 2019 to January 28<sup>th</sup>, 2020. Supervisor Gerroll made a motion to approve, seconded by Supervisor Vogt. Motion carried.

### **Next Meeting Date**

March 10<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Maresh made a motion to adjourn, seconded by Supervisor Gerroll. Motion Carried.  
Meeting adjourned at 5:29 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** March 10, 2020  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department.  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the February 10th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Resolution Adopting Six-Year Project Intentions
4. Resolution Authorizing Quarry Aggregate Production
5. Evenson Construction Lease
6. HMA/Milling Bid Results
7. Tri-Axle Bids
8. Spring Weight Limits
9. Workplace Injury Report
10. Safety Committee Implementation
11. 2020 Spring Dept. Safety Training
12. Construction Season Dept. Hours of Operation
13. 2020 Construction Project Update
14. 2021-2022 WisDOT Project(s) Update
15. 2020 MTW Airport Project Update
16. Overtime Report
17. Vouchers
18. Next Meeting Date: May 12, 2020

Dated: March 2, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

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# HIGHWAY COMMITTEE MINUTES

March 10th, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 10<sup>th</sup> day of March, 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Gerroll, Holschbach, Maresh and Vogt

**Excused:**

**Also Present:** Marc Holsen, County Executive Ziegelbauer, County Board Chair Brey

**Approval of Minutes:** Supervisor Maresh made a motion, seconded by Supervisor Holschbach to approve the minutes from the February 10th, 2020 meeting. Motion carried.

**Regular Business**

**(Public Comment):** None

**Resolution Adopting Six-Year Project Intentions**

Holsen presented a resolution to adopt the Six-Year Airport Project Intentions. He explained that this is biennial requirement for the Bureau of Aeronautics as a forecasted airport project update. Brief conversation followed related to the upcoming projects. Supervisor Vogt made a motion to approve. Seconded by Supervisor Holschbach. Motion carried.

**Resolution Authorizing Quarry Aggregate Production**

Holsen presented a resolution Authorizing Quarry Aggregate Production within the STH 310 location quarry. Supervisor Maresh made a motion to approve. Seconded by Supervisor Vogt. Motion carried.

**Evenson Construction Lease**

Holsen presented a resolution of a Nonmetallic Mining Lease for the Lutze Pit. Holsen explained the lease agreement history and the duration of the proposed mining continuation. Brief conversation followed. Supervisor Holschbach made a motion to approve. Seconded by Supervisor Vogt. Motion carried.

**HMA/Milling Bid Results**

Holsen presented the bid results from the recent 2020 Hot Mix Asphalt and Pavement Milling bid opening(s) for the 2020 highway projects. He presented the previous year's unit prices as a comparison and stated that the bids received were favorable for the department's construction plans. The Committee thanked Holsen for the update.

**Tri-Axle Bids**

Holsen presented the Committee with the recent bids results from the 2020 Truck bids along with last year's prices in comparison. The Committee discussed the extremely competitive bidding and favorable prices received. Holsen recommended accepting the bid for the Western Star truck and described the reasons related. The Committee thanked Holsen for the information.

**Spring Weight Limits**

Holsen stated that the department had posted annual Spring Weight Limits on various County Trunk Highways effective as of March 2<sup>nd</sup> as the spring thaw presents unstable base conditions in various areas of the County. He stated that this year prompted an earlier than normal time to implement the postings due to a warmer winter and less frost being accumulated this year. Brief discussion related to frost depths took place. The Committee thanked Holsen for the information.

### **Workplace Injury Report**

Holsen presented a categorized list of department injuries in which have occurred in the past year and the related costs and lost time. The Committee discussed the various working environments that the employees encounter on a daily basis and the different environments encountered by them as the seasons change. Holsen explained the efforts moving forward focusing on the major injury categories and the related safety education. Brief discussion followed.

### **Safety Committee Implementation**

Holsen explained that the Highway Patrol Superintendent/Safety Manager has implemented an in-house Safety Committee structured of Highway Department employees that will meet quarterly or per accident event to discuss and address work environment safety issues/concerns. Holsen stated that he is very optimistic that this group will be beneficial to the overall department safety goals moving forward. Brief discussion followed.

### **2020 Spring Dept. Safety Training**

Holsen presented the 2020 Spring Safety training preliminary plans entailing both classroom and field exercises. He stated that this training would consist of three full days as it relates to the construction season transition. No further discussion.

### **Construction Season Dept. Hours of Operation**

Holsen informed the Committee that the Highway Department construction season hours of operation would take effect on Monday, April 13<sup>th</sup>.

### **2020 Construction Project Update**

Holsen provided the Committee with a preliminary construction schedule for the upcoming season. He stated that not all WisDOT contracts have been proposed as of yet and expects more State work confirmation in the near future. He mentioned the department has an extremely busy season planned entailing of various highway projects. Discussion followed regarding the bridge deck-sealing program and the various maintenance activities that take place prior to investing into the roadway surface. The Committee thanked Holsen for the update.

### **2021-2022 WisDOT Project(s) Update**

Holsen informed the Committee of the future WisDOT plans to resurface US 151 in 2021 and STH 32/57 in 2022. Brief discussion followed.

### **2020 MTW Airport Project Update**

Holsen presented a 2020 airport project update and discussion took place regarding contractor restricted timeframe including holidays and the upcoming Ryder Cup event. No further discussion.

### **Overtime Report**

The Committee reviewed the Highway Overtime Report. No further discussion.

### **Vouchers**

The committee reviewed the vouchers dated February 4<sup>th</sup>, 2020 to February 25<sup>th</sup>, 2020. Supervisor Maresh made a motion to approve, seconded by Supervisor Vogt. Motion carried.

### **Next Meeting Date**

May 12<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Holschbach. Motion Carried. Meeting adjourned at 5:01 p.m.

Submitted by:  
Marc A. Holsen,  
Highway Commissioner



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: May 12, 2020  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department.  
3500 STH 310  
Mezzanine Training Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the March 10, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Elect Highway Committee Vice-Chair
4. CTH Q Driveway Access Request
5. CTH LS Driveway Access Request
6. CTH VV Driveway Access Request
7. Airport Hangar Lot 2119 Lease
8. 2020 Construction Projects Status
9. Multimodal Local Supplement "MLS"
10. 2020-2025 Local Program STP & Bridge Funding
11. CTH JJ PIM
12. Shoto Dam
13. WCHA 2020 Summer Road School
14. 2020 Equipment Rates
15. Overtime Report
16. Vouchers
17. Next Meeting Date: June 9, 2020

Dated: May 5, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

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## HIGHWAY COMMITTEE MINUTES

May 12th, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:00 P.M. on this 12<sup>th</sup> day of May, 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Englebrecht, Gerroll, Maresh and Vogt

**Excused:** N/A

**Also Present:** Marc Holsen, County Executive Ziegelbauer, Richard Schartz

**Approval of Minutes:** Supervisor Vogt made a motion, seconded by Supervisor Gerroll to approve the minutes from the March 10th, 2020 meeting. Motion carried.

### **Regular Business**

**(Public Comment):** Richard Schartz presented a concern regarding the placement of the ‘Stop Ahead’ signage on CTH X in the Town of Meeme. Commissioner Holsen stated that he would look into the matter. No further discussion.

### **Elect Highway Committee Vice-Chair**

Supervisor Behnke opened the floor for nominations for the Highway Committee Vice-Chair position. Supervisor Vogt made a nomination to appoint Supervisor Gerroll. Motion made by Supervisor Englebrecht to appoint Supervisor Gerroll. Seconded by Supervisor Maresh. Motion carried.

### **CTH Q Driveway Access Request**

Holsen presented a recent driveway access request within a controlled access highway segment of CTH Q. He explained that the current property owner has an interested party to purchase a portion of the current parcel and that the property split prompted the need for an additional access. Holsen presented the actual line of vision distances in comparison to the required minimum. Supervisor Behnke questioned the number of driveways within the one-mile segment. Holsen stated that with the addition proposed driveway that the total number of accesses would be one less access than the maximum allowable. Brief discussion followed. Supervisor Maresh made a motion to approve the request. Seconded by Supervisor Vogt. Motion carried.

### **CTH LS Driveway Access Request**

Holsen presented a recent driveway access request within a controlled access highway segment of CTH LS in the Town of Newton. The Committee was provided with survey tract documents showing the three-way parcel split previously created. Holsen stated that the current property owner has a pending sale of the property and is seeking confirmation of an allowable access prior to the closing of the sale. Holsen presented images of the roadway characteristics and stated that no vision constraints were apparent or concerning upon his review. Holsen did however; state that the existing vegetation overgrowth encroachment within the proposed access area would need to be cleared as a permit stipulation to ensure a clear line of vision when exiting the proposed driveway. Brief discussion followed. Motion by Supervisor Maresh to grant the request. Seconded by Supervisor Englebrecht. Motion carried.



### **CTH VV Driveway Access Request**

Holsen presented the Committee with a recent agricultural driveway access request within a controlled access highway segment of CTH VV in the Town of Two Rivers. Holsen stated that the owner currently leases the property for farming use and is proposing a separate access for the agricultural use purposes. Holsen presented aerial and “street” views of the segment as well as the line of vision distances. He stated that the distance to the nearest horizontal curve from the proposed area does meet requirements. He also mentioned the current speed limit of the highway segment and the minimum usage of the proposed access related to the seasonal farming operations. Supervisor Englebrecht questioned and commented on the driveway top width in relation to safety and the turn radius as to when the agricultural activity is being performed. Brief discussion followed. Supervisor Gerroll made a motion to approve a Class II driveway access. Seconded by Supervisor Vogt. Motion carried.

### **Airport Hangar Lot 2119 Lease**

Holsen presented a proposed Airport hangar lease transfer from the current Lessee to the current Sublessee. The Committee reviewed the request. Motion made by Supervisor Gerroll to approve the new lease agreement transfer. Seconded by Supervisor Englebrecht. Motion carried.

### **2020 Construction Projects Status**

Holsen presented the Committee with an update of the current highway construction projects and the proposed schedule moving forward. The Committee discussed the successful completion of the recent CTH S Bridge, the current paving of CTH B and the resurfacing projects to follow. He presented information related to the 2020 Chip Seal and Concrete Bridge Deck Sealing programs. Discussion also took place in regards to WisDOT funding and 2020 projects. The Committee thanked Holsen. No further discussion.

### **Multimodal Local Supplement “MLS”**

Holsen presented the results of the recent Multimodal Local Supplement (MLS) grant awards to Manitowoc County and the State as a whole. Discussion of the one-time funding program details followed. The Committee thanked Holsen.

### **2020-2025 Local Program STP & Bridge Funding**

Holsen described the outcomes of the recently awarded STP Local Program funding for the bridges within Manitowoc County along with the tentative timelines of the projects related. Discussion followed regarding the future program funding cycles and planning efforts. No further discussion.

### **CTH JJ PIM**

Holsen presented the Committee with a Public Information letter recently sent to all stakeholders with interest in the CTH JJ bridge replacement project that is currently in the design phase. He stated that as the norm, public meetings are scheduled and held during this phase although due to the current “social distancing” practices; mailings were performed in lieu of the face-to-face meeting. The Committee thanked Holsen for the information.

### **Shoto Dam**

Holsen presented the Committee with a letter of concern in regards to a failing retaining wall at the north dam in Shoto on CTH B. He stated that he recently sent the letter to all stakeholders reiterating his concerns related to the continuous deterioration of the wall and the potential related impacts. He stated that he is hopeful that this issue can be resolved prior to any major impacts being presented. The Committee thanked Holsen for the update.

### **WCHA 2020 Summer Road School**

Holsen announced the recent cancelation and potential rescheduling of the annual WCHA Summer Road School. Holsen will keep the Committee informed of any changes to the proposed schedule and agenda.

No further discussion.

### **2020 Equipment Rates**

Holsen presented the Committee with the projections related to the future (Effective June 1<sup>st</sup>) equipment rate adjustments and the potential revenue impacts related. He also provided the results of the first quarter fuel analysis and related factors in which determine the adjustments. He stated that the recent decrease in fuel prices will likely impact the upcoming rate adjustments. Brief discussion followed.

### **Overtime Report**

The Committee reviewed the Highway Overtime Report.

No further discussion.

### **Vouchers**

The committee reviewed the vouchers dated March 3rd, 2020 to April 28th, 2020. Supervisor Vogt made a motion to approve, seconded by Supervisor Gerroll. Motion carried.

### **Next Meeting Date**

June 9<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Maresh made a motion to adjourn, seconded by Supervisor Gerroll. Motion Carried. Meeting adjourned at 5:20 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** June 9, 2020  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department.  
3500 STH 310  
Mezzanine Training Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the May 12th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Elect Highway Committee Secretary
4. CTH X Driveway Access Request
5. Airport #82 Sale/Lease
6. Airport Land Petition
7. 2020 Airport Project Bid Results
8. Highway/Airport "Reopening" Policy
9. WCHA Summer Road School Updates
10. Rapids Road (CTH R) Planning
11. 2020 Budget
12. Overtime Report
13. Vouchers
14. Next Meeting Date: July 14, 2020

Dated: June 2, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

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## HIGHWAY COMMITTEE MINUTES

June 9th, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310 Manitowoc, Wisconsin at 4:00 P.M. on this 9<sup>th</sup> day of June, 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, Maresh, and Vogt

**Excused:**

**Also Present:** Marc Holsen, Bob Ziegelbauer, Jim Brey, and Don Schnell

**Approval of Minutes:** Supervisor Vogt made a motion, seconded by Supervisor Gerroll to approve the minutes from the May 12th, 2020 meeting. Motion carried.

### **Regular Business**

**(Public Comment):** Supervisor Behnke called for public comment three times. No public comment.

### **Elect Highway Committee Secretary**

Supervisor Behnke opened the floor and called for Committee Secretary nominations. Gerroll made a motion to elect Engelbrecht as Committee Secretary. Seconded by Maresh. Motion passed unanimously.

### **CTH X Driveway Access Request**

Holsen briefly explained a recent driveway access request received for a parcel on CTH X in the Town of Schleswig and then invited Mr. Don Schnell to present his reason and hardship related to the proposal. Mr. Schnell explained the need and intended access usage of the property entrance. Holsen reported on the Highway Department findings and explained the number of existing drives and vision distance requirements in which met the standards within. The Committee discussed the topic. Supervisor Maresh made a motion to approve the access request. Seconded by Engelbrecht. Motioned passed unanimously. The Committee thanked Mr. Schnell for attending the meeting.

### **Airport #82 Sale/Lease**

Holsen reported on a recent request to transfer the Airport Hangar lease for Hangar No. 82 due to the pending sale of the structure. Holsen presented the Committee with the Consent to Assignment for consideration and possible action. The Committee discussed the transfer and expiration of the existing lease. Supervisor Vogt made a motion to approve the transfer. Seconded by Gerroll. Motion passed unanimously.

### **Airport Land Petition**

Holsen reported a recently received letter of interest from Mr. Josh Neuser to purchase .11 acres of Manitowoc County Airport property adjoining his current parcel. Holsen explained the area of interest and reasoning of Mr. Neuser's request and proposed usage of the land. Holsen informed the Committee of the existing lease entailing this proposed area to include the expiration of it. Supervisor Behnke recommended consulting with Corporation Counsel in regards to this proposal and reporting back on the topic at the upcoming July Committee meeting. No further discussion.

### **2020 Airport Project Bid Results**

Holsen reported on the recent 2020 Airport Taxiway “B” project bid results from May 21st. Holsen stated that three bids were received and the low bid came in favorably, slightly under budget. He stated that this project is currently scheduled to start in mid-July. He also informed the Committee of the recent airfield pavement crack filling and pavement marking completion. The Committee thanked Holsen for the information.

### **Highway/Airport “Reopening” Policy**

Holsen presented the Committee with the Airport and Highway Department office policy recently implemented in regards to the Covid-19 pandemic safety efforts moving forward. The Committee thanked Holsen for the report.

### **WCHA Summer Road School Updates**

Holsen stated that there have not yet been any conference updates although the WCHA Conference Coordinating Committee is scheduled to meet on June 16<sup>th</sup>. Holsen stated that he will report on any updates at the following Committee meeting. No further discussion.

### **Rapids Road (CTH R) Planning**

Holsen reported on the CTH R (Rapids Road) future project planning progress and the current studies being performed. The Committee discussed the details related and various factors within. The Committee thanked Holsen for the update.

### **2020 Budget**

Holsen reported on the overall Highway Department budget to-date. He also presented information related to the projects recently completed, currently being performed, and upcoming projects planned. The Committee thanked Holsen for the update.

### **Overtime Report**

Holsen reported on the monthly department overtime and presented the percentage breakdown between the various department budgets. Holsen discussed the minimum needs of overtime work related to weather impacts in recent weeks. The Committee thanked Holsen for the report.

### **Vouchers**

The committee reviewed the vouchers dated May 4th, 2020 to May 26th, 2020. Supervisor Gerroll made a motion to approve, seconded by Supervisor Vogt. Motion carried.

### **Next Meeting Date**

July 14<sup>h</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Engelbrecht made a motion to adjourn, seconded by Supervisor Gerroll. Motion carried unanimously. Meeting adjourned at 4:54 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** July 14, 2020  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department.  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the June 9th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. CTH VV Controlled Access Driveway Request
4. Airport - CAVU Updates
5. Airport Land Petition
6. Highway/Parks Department Transfer Phase II
7. Highway Project Status
8. New "LRIP"
9. 2019-2020 Winter Recap
10. WCHA Summer Road School Updates
11. NACo Analysis
12. Badgerland Aggregates Operation Discussion
13. Overtime Report
14. Vouchers
15. Next Meeting Date: August 11th, 2020

Dated: July 7th, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

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## HIGHWAY COMMITTEE MINUTES

July 14th, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310 Manitowoc, Wisconsin at 4:00 P.M. on this 14<sup>th</sup> day of July, 2020. Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Gerroll, Maresh, and Vogt

**Excused:** Engelbrecht

**Also Present:** Marc Holsen, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, Daryl and Trisha Jeske

**Approval of Minutes:** Supervisor Vogt made a motion, seconded by Supervisor Gerroll to approve the minutes from the June 9th, 2020 meeting. Motion carried.

### **Regular Business**

**(Public Comment):** None

### **CTH VV Controlled Access Driveway Request**

Holsen informed the Committee of recent driveway access request within a controlled access highway segment of CTH VV. The Committee reviewed the letter submitted by Mr. Daryl Jeske of 1020 CTH VV. Holsen passed the floor to Mr. and Mrs. Jeske to present their hardship. Discussion took place related to a property easement and current shared driveway access to include recent details of conflicts related. Holsen provided the Committee with the information in comparison to County Code Chapter 15.02 geometrics, existing driveways and spacing requirements. Supervisor Gerroll made a motion to consult with the Planning and Zoning Department regarding the history of the affected access as well as the Town of Two Rivers. Seconded by Supervisor Vogt. Motioned passed unanimously. Holsen stated that a follow up site visit would be performed to confirm the feasibility of an additional access within the right of way. Item to be presented again on the August Highway Committee agenda. The Committee thanked Mr. and Mrs. Jeske for their attendance. No further discussion.

### **Airport - CAVU Updates**

Holsen presented the Committee with a previous letter of interest from AeroSpace Development Group related to the proposal of a private sector FBO at the airport. The Committee discussed the matter for future considerations.

Holsen provided the Committee with CAVU Flight School updates including the number of current aviation students, school's staffing of instructors, and future intentions. Information regarding the recently completed airfield pavement marking, pavement crack sealing, and upcoming Taxiway "B" lighting projects was presented. The Committee thanked Holsen for the updates.

### **Airport Lane Petition**

Holsen presented the previous agenda item of a proposal to purchase .11 acres of airport property for private use. The Committee discussed the details related. Motion made by Supervisor Gerroll to deny the request. Seconded by Supervisor Maresh. Motion passed unanimously. Holsen stated that he would contact the interested party with the Committee's decision.

### **Highway/Parks Department Transfer Phase II**

Holsen presented the Committee with information related to the Parks Department operations currently being dispatched and staffed with Highway Department employees. Discussion also took place in regards to the storage of Parks equipment and materials at the Highway facility. The past and current annual operations labor and supervisory costs incurred were presented. Holsen stated that the data shows it to be cost effective for both departments to transfer the operations and remaining administrative responsibilities fully to the Planning and Zoning Department as part of the previous department transfer implemented. The change would be effective as of January 1st, 2021. The Committee thanked Holsen for the information.

### **Highway Project Status**

Holsen presented a highway construction status update to include recently completed projects as well the upcoming schedule. He also informed the Committee of a notice recently provided by WisDOT regarding new work zone restrictions on I-43 northbound. Discussion took place regarding the increased traffic counts, worker safety and the possibility of additional State project costs increases related due to the shortened allowed interstate weekly work timeframe. No further discussion.

### **New “LRIP”**

Holsen informed the Committee of a recent Local Roads Improvement Program “LRIP” online system upgrade.

The Committee thanked Holsen for the information.

### **2019-2020 Winter Recap**

Holsen presented information recently submitted by WisDOT as an overall statewide winter salt usage reduction and cost savings in comparison to previous years. He discussed the additional use of salt brine being a factor as well as the winter severity difference from the previous year. No further discussion.

### **WCHA Summer Road School Updates**

Holsen informed the Committee of the counties in which currently plan to attend the upcoming WCHA Summer Road School. Discussion took place regarding the recently extended business travel ban implemented for Manitowoc County as well as various other Wisconsin counties due to the Covid-19 pandemic. Holsen stated that he would not be attending this year’s event. The Committee also confirmed that no members would be attending the conference.

### **NACo Analysis**

Holsen presented a legislative analysis from the National Association of Counties for their review. No discussion followed.

### **Badgerland Aggregates Operation Discussion**

County Board Chairman Brey informed the Committee of a recent inquiry/concern related to the safety of an egress driveway used by Badgerland Aggregates on CTH Q (Town of Gibson). The Committee discussed the history of the area and haul truck traffic related. Holsen stated that he would send a letter to the aggregate company in regards to the concerns. The Committee thanked Holsen.

### **Overtime Report**

Holsen provided the Committee the recent overtime. The Committee reviewed the report. No further discussion.

### **Vouchers**

The committee reviewed the vouchers dated June 2, 2020 to June 30th, 2020. Supervisor Gerroll made a motion to approve, seconded by Supervisor Vogt. Motion carried.

### **Next Meeting Date**

August 11<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Maresh made a motion to adjourn, seconded by Supervisor Gerroll. Motion carried unanimously. Meeting adjourned at 5:09 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner





## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: August 11, 2020  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department.  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the July 14th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. CTH J Controlled Access Drive way Request
4. CTH B Controlled Access Drive way Request
5. CTH VV Controlled Access Driveway Request
6. CTH K/CTH T 4-Way Stop (Kellnersville)
7. Old "Y" Bid Letting Results
8. County Bridge Replacement Status
9. Mishicot Outline Shop Outlay
10. NE Region Meeting
11. Equipment Rates
12. Overtime Report
13. Vouchers
14. Next Meeting Date: September 15th, 2020

Dated: August 4th, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

HIGHWAY COMMITTEE MINUTES  
August 11<sup>th</sup>, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310 Manitowoc, Wisconsin at 4:00 P.M. on this 11<sup>th</sup> day of August, 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, Maresh, and Vogt

**Excused:** N/A

**Also Present:** Marc Holsen, County Executive Bob Ziegelbauer, County Board Chair Jim Brey, Mr. Charles Rady, Mr. Bob Goehring, Trisha and Daryl Jeske

**Approval of Minutes:** Supervisor Gerroll made a motion, seconded by Supervisor Vogt to approve the minutes from the July 14<sup>th</sup>, 2020 meeting. Motion carried.

**Regular Business**

**(Public Comment):** None

**CTH J Controlled Access Driveway Request**

Holsen presented a letter of request recently received for an additional agricultural driveway/field access, a proposed widening of an existing driveway culvert and proposed boring under highway for manure transferring purposes. Mr. Goehring presented the Committee with the reason(s) for the three proposals and expected usage amount of the accesses. The Committee discussed the average daily traffic, the speed zone within the affected segment of CTH J, number of existing driveways/accesses with the mile segment, and any potential traffic hazards. Holsen stated that no safety issues were found upon the initial review of the proposed area. The Committee also discussed the potential safety benefits of the proposed layout related to farming operations being performed off of the highway travel way.

Supervisor Maresh made a motion to approve the additional agricultural access and extension of the existing access. Seconded by Supervisor Engelbrecht. Motion carried.

The Committee discuss the proposed transfer pipe boring underneath the highway and the safety enhancements related. Holsen informed the Committee and Mr. Goehring of the property owner's financial responsibility for the installation. Holsen also stated that no future needs for excavation within this segment CTH J were foreseen in the upcoming years. Brief discussion followed. Supervisor Englebrecht made a motion to approve the transfer pipe boring. Seconded by Supervisor Vogt. Motion carried. The Committee thanked Mr. Goehring for his attendance.

**CTH B Controlled Access Driveway Request**

Holsen presented a letter of request recently received from Mr. Charles Rady for a new driveway access on CTH B due to a home being built. Holsen presented the location of the proposed area along with clarification of right of way ownership in the area. Mr. Rady further presented the purpose of his proposed driveway access. The Committee discuss the number of existing driveways, speed zone, need for a culvert pipe, and the proximity to the STH 310 round about.

Supervisor Vogt made a motion to approve the access. Seconded by Supervisor Gerroll. Motion carried.

### **CTH VV Controlled Access Driveway Request**

Holsen reintroduced to the Committee the access request from the previous Committee meeting and explained his further findings in regards to Mr. and Mrs. Jeske's proposed driveway access within the controlled access segment of CTH VV. Discussion took place regarding the original granting of the parcel creation and lack of access to the affected parcels. Mr. Jeske described his plans in regards to the driveway location and future intentions. Discussion followed related to emergency access needs and maneuver capabilities within the property upon entering. Brief discussion followed. Supervisor Gerroll made a motion to approve of the driveway installation. Seconded by supervisor Maresh. Motion carried.

### **CTH K/CTH T 4-Way Stop (Kellnersville)**

Holsen reintroduced a previous request from the Village of Kellnersville to create a four-way stop at the intersection of CTH T and CTH K in which is currently a two-way stop controlled intersection. This item was referred back to the Traffic Commission for clarification purposes from the earlier 2019 meeting. Holsen informed the Committee that the proposed traffic pattern and the proposed implementation of rumble strips within were itemized into separate discussions. Holsen presented the Committee with Traffic Safety Commission member numbers in favor of the stop intersection change along with his opposition to it and reasoning related pattern changes from the July 21<sup>st</sup> 2020 TSC meeting.

Discussion took place regarding the financial responsibilities related to materials and various costs entailed. Discussion related to the originally proposed installation of rumble strips for purpose of advanced warning followed. The Committee unanimously opposed of the rumble strips.

Supervisor Gerroll made a motion to approve of the creation of a four-way intersection. Seconded by Supervisor Maresh. Motion carried.

Holsen stated that he would inform village of the request approval, municipality financial responsibility, and advanced warning recommendations.

### **Old "Y" Bid Letting Results**

Holsen presented the apparent Old Y Bridge bid results from the State letting held earlier in the day. He stated that the cost for the Town of Gibson was favorable in comparison and the potential reasons related.

The Committee thanked Holsen for the information.

### **County Bridge Replacement Status**

Holsen presented an updated status report on all (County, Town, Village) bridge structures scheduled for replacement from current to-date and into the upcoming years. Holsen stated that Manitowoc County has replaced sixteen bridges since 2015 and has the final nine eligible structures scheduled for replacement.

The Committee thanked Holsen for the information.

### **Mishicot Outline Shop Outlay**

Holsen presented the proposed 5-year capital outlay plan for the Highway Department satellite shop located in Mishicot. Discussion took in regards to the building structure as a whole, heating systems, salt shed roof conditions, WisDOT having a roof replacement performed on the State salt shed this year, etc... Holsen also described the operations usage timeframe of the remote shop throughout an average year. The Committee supported the tentative plan and thanked Holsen for the information.

### **NE Region Meeting**

Holsen briefed the Committee on a recently held NE Region Highway Commissioner meeting and discussed the “Bartlett vs. Evers” case and the related MLS program transportation funds related to Wisconsin Act 9 and Governor vetoes. Brief discussion followed. Holsen also presented a joint effort plan for neighboring counties within the Northeast Region for winter staffing in regards to potential threats from the Covid-19 pandemic. The Committee thanked Holsen for the information.

### **Equipment Rates**

Holsen presented the Committee with the 2<sup>nd</sup> quarter fuel analysis report and reviewed the factoring results to various equipment rates. He pointed out the negative impacts from the previous quarter drop in fuel prices and how it affects the overall department operations. Brief discussion followed.

### **Overtime Report**

Holsen provided the Committee the recent overtime report. The Committee reviewed the report. No further discussion.

### **Vouchers**

The committee reviewed the vouchers dated July 7th, 2020 to July 28th, 2020. Supervisor Gerroll made a motion to approve, seconded by Supervisor Englebrecht. Motion carried.

### **Next Meeting Date**

September 8<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Maresh. Motion carried. Meeting adjourned at 5:11 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner



**MANITOWOC COUNTY**  
**HIGHWAY COMMITTEE**  
**AMENDED MEETING NOTICE**

DATE: October 13th, 2020  
TIME: 5:30 p.m.  
PLACE: ~~Manitowoc County Heritage Center~~ **Expo Merchants Building**  
1701 Michigan Avenue **4921 Expo Dr.**  
~~Lower Level Education Room~~ **Manitowoc, WI 54220**  
~~Manitowoc, WI 54220~~

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the August 11th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Broadwind Towers Lease
4. Airport Foreman
5. Highway Staffing
6. 2020 Fall Safety Training
7. 2020 Budget
8. WisDOT RMA 2021
9. CTH JJ Bridge Update
10. 5-Year Plan Review
11. Overtime Report
12. Vouchers
13. Next Meeting Date: November 10th, 2020

Dated: October 6th, 2020

***Amended: October 8, 2020 @ 1:00 p.m.***

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**HIGHWAY COMMITTEE MINUTES**  
**October 13<sup>th</sup>, 2020**

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Expo Merchants Building, 4921 Expo Drive, Wisconsin at 5:30 P.M. on this 13<sup>th</sup> day of October, 2020.

Supervisor Behnke called the meeting to order at 5:30 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, Maresh, and Vogt

**Excused:** N/A

**Also Present:** County Executive Bob Ziegelbauer, County Board Chair Brey and Marc Holsen

**Approval of Minutes:** Supervisor Vogt made a motion, seconded by Supervisor Gerroll to approve the minutes from the August 11th, 2020 meeting. Motion carried.

**Regular Business**

**(Public Comment):** None

**Broadwind Towers Lease**

Holsen presented the Committee with a letter from Broadwind Towers requesting an extension of the existing land lease for the use of storing towers sections at the “Yanda’s” Pit. He also provided a draft copy of the new proposed lease for review. The Committee reviewed the document. Supervisor Gerroll made a motion to approve the lease. Seconded by Supervisor Maresh. Motion carried.

**Airport Foreman**

Holsen announced the recent hiring and start of the new Airport Foreman and provided background. The Committee thanked Holsen for the update.

**Highway Staffing**

Holsen updated the Committee with the recent recruitment efforts for the Highway Department vacancies. Brief discussion followed in regards to the Covid-19 impacts. No further discussion.

**2020 Fall Safety Training**

Holsen provided the Committee with a draft Highway Department Fall Safety Training agenda for the upcoming annual event. He informed them that all in-classroom planned sessions have been eliminated due to the current pandemic conditions. Holsen stated that outdoor equipment training portion will remain as scheduled. The Committee thanked Holsen for the information.

**2020 Budget**

Count Executive Ziegelbauer spoke about the upcoming budget proposal and how it relates to the plan moving forward. Holsen presented a copy of the year-to-date Highway budget and explained the remaining line item balances related to the various operations and seasonal factors within. Brief discussion followed.

### **WisDOT RMA 2021**

Holsen presented a recent letter recently received from WisDOT explaining the 2021 projected Routine Maintenance Agreement (RMA) allocations statewide as well as the changes in comparison to the current year based from the Level of Service (LOS) model. The Committee thanked Holsen for the information.

### **CTH JJ Bridge Update**

Holsen provided the Committee with a copy of a recent CTH JJ Bridge Change Management request and awarding of additional State funding. He explained the process related to the previously implemented “Replace-in-Kind” policy and how it affects the actual project estimate versus the original as applied for. Brief discussion followed.

### **5-Year Plan Review**

Holsen provided various maps and graphs related to the 5-Year Highway Construction Plan and how it demonstrates the progression of the plans outcome. The Committee discussed the bridge structure construction plans and the overall County and township bridge inventory upon completion of the current program cycle.

Holsen also presented updated information in regards to the previous Multimodal Local Supplement (MLS) transportation funds as a follow up from a recent Wisconsin Supreme Court decision (Bartlett vs. Evers) outcome and how addition transportation funds were redistributed on the Statewide and Region levels.

Brief discussion followed.

### **Overtime Report**

Holsen provided the Committee with the current Highway Department overtime reports. The Committee reviewed the reports. No further discussion.

### **Vouchers**

The committee reviewed the vouchers dated August 4th, 2020 to September 29th, 2020. Supervisor Maresh made a motion to approve, seconded by Supervisor Engelbrecht. Motion carried.

### **Next Meeting Date**

November 10<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Vogt. Motion carried. Meeting adjourned at 6:07 p.m.

Submitted by:

Marc A. Holsen,  
Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

**DATE:** November 10th, 2020  
**TIME:** 4:00 p.m.  
**PLACE:** Manitowoc County Highway Department  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the October 13th, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. Driveway Access Request
4. Highway Commissioner Announcement
5. WisDOT Winter Summary Report
6. Request to alter 5-Year Highway Construction Plan
7. Overtime Report
8. Vouchers
9. Next Meeting Date: December 8th, 2020

Dated: November 3rd, 2020

Kevin Behnke, Committee Chairman  
By: Marc Holsen, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



## HIGHWAY COMMITTEE MINUTES

November 10<sup>th</sup>, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department Conference Meeting Room, 3500 STH 310, Wisconsin at 4:00 P.M. on this 10<sup>th</sup> day of November 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Gerroll, and Vogt

**Excused:** Maresh

**Also Present:** Bob Ziegelbauer, Marc Holsen, Lee Schisel, Jack Lechler, Jim Baumann, Jon Neils

**Approval of Minutes:** Supervisor Englbrecht made a motion, seconded by Supervisor Vogt to approve the minutes from the October 13th, 2020 meeting. Motion carried.

### **Regular Business**

**(Public Comment)**: Jack Lechler asked the committee to move the construction of county XX up in our 5-year plan. Jim Baumann also spoke about his concerns that County XX was in the 5-year plan and was pushed back.

### **Driveway Access Request**

Holsen has explained to the committee, Lee Schisel property owner would like an access in a controlled access area. Holsen explained the site location and vision sight distance was greater than 600' and was acceptable for a permit. Supervisor Engelbrecht made motion to approve the driveway access for Lee Schisel and was seconded by Supervisor Gerroll. Motion carried.

### **Highway Commissioner Announcement**

Holsen introduced Greg Grotegut who has been appointed commissioner on 11-5-20. Discussion took place how day to day operations were going.

### **WisDOT Winter Weather Summary Report**

Holsen gave a brief overview on salt brine cost savings in our county.

### **Request to alter 5-Year Highway Construction Plan**

The five year plan was discussed. The committee discussed the impacts of the proposed project advancement of County Hwy XX. It was determined that they would put this request on hold for now.

### **Overtime Report**

The committee reviewed the report. No comment.

### **Vouchers**

The committee reviewed the vouchers dated October 6th, 2020 to November 3rd, 2020. Supervisor Vogt made a motion to approve, seconded by Supervisor Englbrecht. Motion carried.

### **Next Meeting Date**

December 8<sup>th</sup>, 2020 @ 4:00 p.m.

### **Adjournment**

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Engelbrecht. Motion carried. Meeting adjourned at 5:08 p.m.

Submitted by:

Gregory M. Grotegut  
Highway Commissioner



## **MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE**

DATE: Tuesday, December 8<sup>th</sup>, 2020  
TIME: 4:00 p.m.  
PLACE: Manitowoc County Highway Department.  
3500 STH 310  
Conference Meeting Room  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order)
2. Approval of the November 10<sup>th</sup>, 2020 meeting minutes  
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

3. CTH X and CTH A Accident Review - Signage
4. Operations Update-Personnel Changes
5. Driveway Permits (Widths of Driveway Surface)
6. Update Chapter 15.02(12)(e)
7. Update Chapter 15.11
8. AVL-GPS DOT Equipment - Material Tracking
9. Overtime Report
10. Vouchers
11. Next Meeting Date: January 12<sup>th</sup>, 2021

Dated: December 1st, 2020

Kevin Behnke, Committee Chairman  
By: Greg Grotegut, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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# HIGHWAY COMMITTEE MINUTES

December 8<sup>th</sup>, 2020

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department Conference Meeting Room, 3500 STH 310, Wisconsin at 4:00 P.M. on this 8<sup>th</sup> day of December 2020.

Supervisor Behnke called the meeting to order at 4:00 p.m.

**Roll Call:** Supervisors Behnke, Engelbrecht, Maresh, Gerroll, and Vogt.

**Excused:** N/A

**Also Present:** Commissioner Greg Grotegut, County Executive Bob Ziegelbauer, Jim Brey, Robert Jones.

**Approval of Minutes:** Supervisor Engelbrecht made a motion, seconded by Supervisor Gerroll to approve the minutes from the November 10th, 2020 meeting. Motion carried.

## **Regular Business**

**(Public Comment):** Robert Jones was representing himself with regards to the letter sent from Maeve Morgan. Jones questioned the rumble strips at the Intersection of CTH A & X in the eastbound lane since chip sealing. He inquired if we track accidents, if not suggested to track on a yearly basis to further review. Jones inquired about additional signage and modifications. Supervisor Behnke thanked him for attending.

## **CTH X and CTH A Accident Review - Signage**

Supervisor Behnke asked for this review to be put on the agenda. Grotegut explained his overview of the accident history in that area. The intersection currently has dual stop signs, flags and rumble strips present at this intersection. He explained DOT criteria regarding lighted stop signs. Discussion took place and the committee recommended to have this go to Traffic and Safety. Supervisor Gerroll made a motion, seconded by Supervisor Maresh to send the CTH X & CTH A Intersection Accident Review concern to Traffic and Safety Committee for further recommendation. Motion carried.

## **Operations Updated - Personnel Changes**

Grotegut updated the committee with the new Operations Manager and Patrol Superintendent positions that have been filled. The Shop Superintendent position is currently still open. Grotegut mentioned the open positions for the Highway Maintenance have now been filled.

## **Driveway Permits (Widths of Driveway Surface)**

Grotegut explained the current Trans 231.04 Commercial-rural in relations to driveway permit conditions and discussed adjusting the footage to the maximum allowable per Trans 231.04. He would like to leave this up to the discretion of Operations Manager and Patrol Superintendent based on their recommendations. Discussion took place. Grotegut will get back to committee on this.

**Update Chapter 15.02(12)(e)**

Grotegut explained the current county code with needs of updating the current fees to be aligned within the county code permit fees. Discussion took place to go ahead with the update on Chapter 15.02(12)(e). Motion made by Supervisor Vogt and Seconded by Supervisor Gerroll to send the proposed update on Chapter 15.02(12)(e) to the County Board for the January 19<sup>th</sup> meeting. Motion carried.

**Update Chapter 15.11**

Grotegut explained our current Chapter 15.11 and mailbox replacement damages and the DOT's policy for state road replacement. Grotegut recommended us to replace only if damaged during winter snow removal by our department equipment and add a new verbiage. Grotegut will update the verbiage to Chapter 15.11 and bring back to the January meeting for further discussion.

**AVL-GPS DOT Equipment - Material Tracking**

Grotegut provided the committee a training on how our AVL-GPS tracking works within the highway department's equipment for tracking purposes. The equipment also acts as a training tool for our employees when discussing MPH/salt/brine usage. The committee thanked Grotegut for his presentation.

**Overtime Report**

The committee reviewed the report. No comment.

**Vouchers**

The committee reviewed the vouchers dated November 10<sup>th</sup> to November 24<sup>th</sup>, 2020. Supervisor Gerroll made a motion to approve, seconded by Supervisor Vogt. Motion carried.

**Next Meeting Date**

January 12<sup>th</sup>, 2021 @ 4:00 p.m.

**Adjournment**

Supervisor Gerroll made a motion to adjourn, seconded by Supervisor Engelbrecht. Motion carried. Meeting adjourned at 4:51 p.m.

Submitted by:

Gregory M. Grotegut  
Highway Commissioner