



Wisconsin County Highway Association

Board of Directors Meeting

Tuesday, August 22, 10:00 am

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

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 277 949 307 095

Passcode: 5TLt78

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
				Troy Schalinske – Vilas County	Commissioner
				Ted Cushing – Oneida County	Committee Member

				Emil "Moe" Norby – Polk County	Commissioner
				Steve Warndahl – Polk County	Committee Member

Agenda:

- I. Call to Order, Roll Call of Board Members - Chair, M. Thompson
- II. Consider Minutes from Previous Meeting - Chair, M. Thompson (attached)
- III. Treasurer’s Report – J. Griesbach
- IV. Professional Development Director’s Report – G. Kennedy
- V. Discussion of WCHA Deputy Director position
 - a. Job description and salary for new position
- VI. Snowfighter – L3Harris – Training Dates
- VII. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
 - a. Green Light Legislation
- VIII. WCHA President and Chairman’s Report of Activities – R. Hawk & M. Thompson
 - a. President’s Report
- IX. WCHA Executive Director’s Report of Activities – Patrick Vander Sanden
 - a. LRIP Pilot and Updates
 - b. WisDOT Updates: Working on trainings for Office Managers/HMM Policies/AVL GPS Cameras
 - c. Other activities-updates
- X. Board of Directors District Reports
 - a. North Central
 - b. Northeast
 - c. Northwest
 - d. South Central
 - e. Southeast
 - f. Southwest
 - g. West Central
- XI. Any Other Business Items for Discussion Only - Chair, M. Thompson
- XII. Possible Agenda Items for the Next Meeting - All
- XIII. Next meeting Date & Location – September 26, 2023 @ 10 am (virtual)
- XIV. Adjournment



Wisconsin County Highway Association

Board of Directors Meeting

Tuesday, July 25, 11:00 am

Virtual

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 277 949 307 095

Passcode: 5TLt78

Present	Name	Position	Present	Name	Position
	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
	Jim Griesbach – Marathon County	Treasurer	X	Craig Hardy – Iowa County	Commissioner
X	Marv Thompson- Barron County	Chairman		Darren Schroeder – Columbia County	Committee Member
	Tim Kessler – Washburn County	Past-Chair	X	Nathan Check – Portage County	Commissioner
X	Matthew Budde – Calumet County	Vice Chair		Jake Hahn – Wood County	Committee Member
X	Hans Guderyon	LDG Representative	X	Brian Duell – Clark County	Commissioner
X	Patrick Vander Sanden	Executive Director	X	Larry Hoekstra – Eau Claire County	Committee Member
X	Gary Kennedy	Professional Development Director	X	Dean Steingraber – Outagamie County	Commissioner
X	Whitney Wilgus	Impact		Roger Te Stroete – Sheboygan County	Committee member
X	Ronald Chamberlain	Associate Member Rep	X	Troy Schalinke – Vilas County	Commissioner
			X	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 11:07 CT. A quorum was confirmed.
- II. Consider Minutes from Previous Meeting - Chair, M. Thompson (attached)
 - a. A motion was made by Oneida and seconded by St. Croix to approve the June 5, 2023 minutes. The motion carried.
- III. Treasurer's Report – J. Griesbach
 - a. Vander Sanden provided the treasurer's report to the Board of Directors, noting that a check was sent to NACE. Nineteen counties have not sent in payments for NACE dues, and we continue to work on invoicing. There are nine new associate members. A motion was made by Outagamie and seconded by Iowa to approve the treasurer's report. The motion carried.
- IV. Professional Development Director's Report – G. Kennedy
 - a. Kennedy reported on the LDG Road School, to be held September 19-21. Kennedy and Impact are addressing data issues since some potential attendees may not have received the event promotional emails. Summer Road School final numbers will be reported during the next meeting.
- V. Discussion of WCHA Organizational Structure
 - a. WCHA going forward
 - i. The Board went into executive session to discuss the organizational structure moving forward.
 - b. Short-term future
- VI. Review of Legislative Issues - WCHA Legislative Committee Chairman, R. Krejci
 - a. Krejci reported on efforts to communicate WCHA positions on the Ag Harbor case and various legislative issues to Legislators in Madison.
- VII. Discussion of WI Atty General Opinion to Ozaukee County on the use of County Bridge Funds for State Bridge Grant
 - a. After discussion, it was determined that Vander Sanden will work with WTA to find out additional information to see how WCHA can support.
- VIII. WCHA President and Chairman's Report of Activities – R. Hawk & M. Thompson
 - a. President's Report – President Hawk was absent so no report provided.
 - b. Snowfighter Training
 - i. This training had been held previously and was useful but expensive. Vander Sanden will work with DOT to explore whether they are interested in partnering again.
- IX. WCHA Executive Director's Report of Activities – Patrick Vander Sanden
 - a. LRIP Pilot – All 25 counties have provided their signed agreements, and meetings with stakeholders have been held. DOT Legal Counsel is reviewing the second part of the contract. Contract language will return to the Board if changes cause affects the intent of the agreement.
 - b. IRS Designation – engagement with WIPFLI - Vander Sanden provided an update on the IRS designation, of which costs were included in the budget. The letter will be signed and returned to WIPFLI.
 - c. Legislative Items – Greenlight Vander Sanden provided an update on the green light bill.

- d. Debbie Jackson from TDA is working on a letter writing project regarding federal funding; WCHA will support the project.

X. Board of Directors District Reports

- a. North Central – North Central met and discussed clarification on what training charges are allowed through the RMA.
- b. Northeast – The next Northeast meeting in September 14 in Door County at 10:00 am.
- c. Northwest – Northwester met at Barron County last meeting to discuss similar items. Mark Servi is having a retirement party.
- d. South Central – They meet the third Tuesday of the month. Last meeting they discussed the region project list.
- e. Southeast – no report
- f. Southwest – no report
- g. West Central – West Central met last week to discuss LRIP and took a tour of Eau Claire’s new facility.

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

XII. Possible Agenda Items for the Next Meeting – All

- a. Job description and salary for new position
- b. LRIP pilot and updates
- c. HMM changes

XIII. Next meeting Date & Location – August 22 @ 11 am, Virtual

XIV. Adjournment

- a. The motion was made by Polk and seconded by Iowa to adjourn the meeting. The motion carried. The meeting was adjourned at 1:06 pm CT.

Wisconsin County Highway Association

Statement of Financial Position

As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
AffiniPay Clearing	4,660.00
Associated Checking	235,636.09
Associated Conference Checking	144,200.08
Associated Money Market	202,304.46
Road School Checking	2,000.00
Total Bank Accounts	\$588,800.63
Total Current Assets	\$588,800.63
TOTAL ASSETS	\$588,800.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-3,875.00
Total Accounts Payable	\$ -3,875.00
Other Current Liabilities	
Payroll Liabilities	
Federal Taxes (941/943/944)	12,184.34
Federal Unemployment (940)	24.00
WI Income Tax	2,779.56
WI SUI Employer	1,680.00
Total Payroll Liabilities	16,667.90
Total Other Current Liabilities	\$16,667.90
Total Current Liabilities	\$12,792.90
Total Liabilities	\$12,792.90
Equity	
Opening Balance Equity	549,205.73
Retained Earnings	-64,091.40
Net Revenue	90,893.40
Total Equity	\$576,007.73
TOTAL LIABILITIES AND EQUITY	\$588,800.63

Wisconsin County Highway Association

Expenditures by Vendor Summary

July 2023

	TOTAL
Affinipay	414.22
Associated Bank	6.29
Attolles Law, S.C.	1,314.00
Cardmember Services	316.80
Chula Vista	41,436.28
Fricke Printing	489.00
Gary Kennedy	7,750.00
Impact AMC	5,462.05
Melio (QB)	3.00
NACE (National Association of Counties)	22,825.00
Patrick Vander Sanden	336.31
WisNet	162.45
Zoom	33.58
TOTAL	\$80,548.98

Wisconsin County Highway Association

Statement of Activity

July 2023

	TOTAL
Revenue	
Interest Income	51.53
LDG Road School	31,640.00
NACE	1,100.00
Summer Road School	5,946.00
SRS Golf Income	1,826.00
Total Summer Road School	7,772.00
Total Revenue	\$40,563.53
GROSS PROFIT	\$40,563.53
Expenditures	
Administrative Services Expense	5,387.80
Bank & Credit Card Fees	423.51
Events Coordinator Expense	7,750.00
Executive Director Expense	115.29
Meeting Expenses	206.02
NACE Dues Expense	22,825.00
Office Supplies Expense	424.63
Payroll Expenses	
Health Reimbursement	313.84
Taxes	612.00
Wages	8,000.00
Total Payroll Expenses	8,925.84
Professional Services Expense	1,314.00
Summer Road School Expense	41,940.28
WCHA Website Expense	162.45
Total Expenditures	\$89,474.82
NET OPERATING REVENUE	\$ -48,911.29
NET REVENUE	\$ -48,911.29

Wisconsin County Highway Association

Statement of Activity

January - July, 2023

	TOTAL
Revenue	
Associate Member Dues	46,200.00
Commissioner's Spring Training Conference	7,607.00
Interest Income	352.16
LDG Road School	36,855.00
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	\$461,548.12
GROSS PROFIT	\$461,548.12
Expenditures	
Administrative Services Expense	44,106.55
Bank & Credit Card Fees	7,725.00
Commissioner's Spring Training Expenses	5,095.79
Events Coordinator Expense	50,375.00
Executive Director Expense	32,433.48
Flagger Instructor Training Expense	4,818.09
Meeting Expenses	1,216.40
Misc. Expense	75.00
NACE Conferences (Annual) Executive Expense	12,620.21
NACE Dues Expense	22,825.00
NACE Exp. Reimbursement	2,629.70
Office Supplies Expense	3,319.46
Payroll Expenses	
Health Reimbursement	2,196.88
Other Payroll Expenses	2,125.00
Taxes	5,988.00
Wages	56,000.00
Total Payroll Expenses	66,309.88
Pesticide Training Expense	9,568.97

Wisconsin County Highway Association

Statement of Activity

January - July, 2023

	TOTAL
Professional Services Expense	10,083.10
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	\$370,654.72
NET OPERATING REVENUE	\$90,893.40
NET REVENUE	\$90,893.40

WCHA President's Report

August 22, 2023

Activity since Summer Road School, June 2023.

1. June 27, Members of the Executive Committee (President, Secretary, and Treasurer) attended a presentation at the Operating Engineers Office in Madison, from Info Tech regarding electronic bidding/advertising that potentially could be the platform for Local Letting. There is ongoing discussions with WTBA and WisDOT to develop a one stop bidding/advertising for site.
2. August 8, President, Secretary, Past-President and Executive Director met with DTSD Administrator Rebecca Burkel.
 - a. LRIP
 - b. RMA budgets
 - c. Local lets
 - d. STP Management Regional Differences
3. August 8 Meeting with Sen. Tomczyk & Rep Callahan staff to discuss legislative topic, Green Lights.
4. EXEC Committee meetings
 - a. June 12, Virtual
 - b. June 26 Special Executive Meeting
 - c. July 10, Wood County Highway
 - d. August 14, Virtual
 - i. LRIP Pilot Program
 - ii. Deputy Director Position
 - iii. Website Development
 - iv. Association Tax Filing Status
 - v. Booth & materials for WCA Annual Conference
 - vi. HMM Policies
5. WisDOT/WCHA/WTA/LWM LRIP Meetings
 - a. June 23
 - b. June 29
 - c. July 13
 - d. July 24 (President did not attend)
 - e. August 17
 - i. LRIP Pilot Project
 - ii. STP facilitation
6. STP Local Road Evaluation Selection Committee

- a. June 29, selection committee included
 - i. Hawk, Krejci, Johnson, Janke

- 7. Various calls and Teams Meetings with Executive Director/Attolles Law/Wipfli, LLP to discuss
 - a. IRS Certifications
 - b. Legislative issue to include Secretary Krejci

Respectfully Roland Hawk



TO: WCHA Board of Directors
FR: Patrick Vander Sanden
DATE: August 22, 2023
RE: WCHA Board Meeting Items

WCHA Executive Committee,

The agenda includes a handful of items for the month. Here is a summary of some of the bigger items taking place at this time.

WCHA Deputy Director Job Description

After a motion was approved to move forward on the effort to bring on a Deputy Director, the Board directed that the draft job description and job advertisement be shared among the WCHA Districts for review and comment. Aside from the addition of a word in the job description (adding the word, “topics” to the 2nd bullet to the phrase, “issues and programs” – I haven’t received any other suggested changes.

The next steps, pending Board approval of the Deputy Director job description, would be to proceed to advertise for the position. Formulating a candidate review plan can happen as soon as possible. I would advise advertising the position for about a month, but as soon as capable candidates emerge, an interview schedule can be put together. I am eager to hear thoughts on the interview plan, but feel that the way WCHA arranged the interview that I undertook for the Executive Director position was open and allowed for diverse perspectives to assess candidates. The way that each District had representation at the interview was a good way to gather that input.

LRIP/LRIP Pilot & LRIP 2024-25 Program Cycle Updates

I can talk further about this at the meeting but thought I would lay out a summary of things here before the meeting. The LRIP Pilot is nearing the point to where real activity will be commenced. The intent was to have an informational webinar for all stakeholders within the LRIP Pilot area on Thursday, August 24th, but as of the writing of this memo, WisDOT has not confirmed it. When it does happen, the webinar will primarily be put on my WTA and League laying out how the changes will be made to the LRIP program within the Pilot area. The main issue for WCHA all to remember is that the processes for LRIP really haven’t changed, only the people which the applicants will turn to for support, that being the Facilitators instead of the County Highway Commissioners. There may be some different actions to perform within LRIPWeb, but we will need to wait to hear from WisDOT for that.

As for the remaining 47 counties that will not be part of the Pilot, LRIP will be business as usual. Every stakeholder (those within and outside of the LRIP Pilot) will be receiving the new WisDOT 2024-25 LRIP Policy Guidelines & Requirements Manual, which will include a wealth of information on the program and its requirements. WisDOT will also be providing a statewide webinar for all participants sometime in September (likely mid- to late September). I haven’t been told about a specific date as of yet.

WisDOT Updates (HMM/Turnover, etc)

The WisDOT Central office personnel from the Bureau of Highway Maintenance attend almost all of the WCHA Executive Committee meetings and at the most recent meeting (last Monday, 8/14), they explained that the various proposed changes to HMM policies have been in an “on hold” status as the Bureau was dealing with turnover, upon the departure of Chris Ohm the Section Chief for Program Management and Roadside Facilities. The Bureau Director, David Stertz, introduced John Marchewka as his replacement. John was formerly the Regional Maintenance Supervisor for the SW Region. This comes after Rebecca Szymkowski has been in the Section Chief for Highway Maintenance and Roadside Management. As John gets going in his role, I hope to connect more and more with him.

This goes in concert with the regular meetings that have been set up between WCHA leadership and the WisDOT Secretary Craig Thompson and Division of Transportation System Management (DTSD) Administrator Rebecca Burkel in discussing key county and local road issues.

Training Solutions Quote

SNOWFIGHTER TRAINING SOLUTIONS

Don't wait until the first snowfall to prepare your snowfighters for operational readiness.

Cost-effective training, designed to improve the knowledge, skills and behavior of your snow and ice removal equipment operators year round.

INDUSTRY CHALLENGE

Inexperienced equipment operators are becoming an increasing problem from both a safety and efficiency perspective for local, county, and state agencies across the country.

High rates of employee turnover and a lack of experience operating snow plow equipment are causing increases in accidents, costs of wasted materials and significant damage to public property and fleet equipment.

TRAINING SOLUTIONS

Help prepare your snowfighting team with professional driver training that gives

them the knowledge, skills and attitude to be safe, efficient and prepared for winter conditions. Our driver training services are designed to keep equipment operator skills refreshed and current year round and enhance their skills with a variety of equipment types.

At the end of the day our customers cannot afford their operators to go out and just push snow and ice. Our customers see success only when their staff are properly trained to understand not only how and why they do it, but also what the ramifications are to their department and operations as a whole.



KEY BENEFITS

- > Cost-effective in reducing accidents and equipment damage
- > Training available year-round, not just prior to winter
- > Prescreen and train new operators, seasonal drivers, cross train other department drivers
- > Proven to be effective in reducing accidents and equipment damage
- > Reduce operational costs due to wasted materials, fuel and maintenance repairs
- > Custom scenarios and training curriculum for snow and ice removal
- > Experienced snow plow instructors
- > Use to train on other equipment and vehicle types including cars and light-duty trucks.
- > Multiple plow configurations
- > Actual snow plow controls/levers and simulated spreader
- > Self-contained mobile classrooms deployed to multiple locations
- > Current customers include several DOTs, multiple cities, counties, and commercial snow plow organizations



Cost-effective training technology for state, county, local and private snow plow operation fleets.

DRIVING SIMULATORS

L3Harris driving simulators provide high-fidelity, real-world driving environments that can be configured for multiple vehicle types, including snowplow trucks, tractors, dump trucks, heavy-duty trucks and tractor trailers.

MOBILE TRAINING CENTER

The L3Harris Mobile Training Center can be deployed to any location and is equipped with two driving simulators and computer-based training stations. Our experienced trainers are available to give your drivers value-added instruction and feedback during the training.

EXPERIENCED TRAINERS

L3Harris Trainers are CDL trucking industry experts and have over 100 years of combined experience in adult education and driver training. Making drivers professionally competent in safety, efficiency and preparedness is the primary focus of our curriculum.

SNOWFIGHTING CURRICULUM

Exclusive snowplow training content is compatible with the L3Harris driving simulators which include various snowfighting equipment types with snow and ice removal scenarios. Computer-based training and instructor led training content is specifically developed for on-the-job tasks required of snow equipment operators.

VIRTUAL WINTER ENVIRONMENTS

Training offers multiple types of environments, including dense city, freeway, suburban, rural (primary/county) roads with traffic congestion, pedestrians, tunnels and bridges. Real-time visuals include adjustable for time of day, weather conditions, nighttime environments with illumination, headlights, taillights, traffic control signals, fog, rain and snow.

SIMULATOR FEATURES

- > A sharp and visually true 180° field-of-view on 4K Ready LCD displays create an immersive driving environment that combines the look and feel of a real commercial vehicle.
- > Modern real-time graphics engine delivers enhanced realism and high resolution environments to enhance visual cues and learning objectives.
- > Force-loaded steering provides real-time feedback to augment muscle memory in situations such as a tire blowing, hitting the curb or sloshing loads.
- > Commercial motor vehicle learning environment includes a driving seat, steering wheel, ABS on brake, clutch and accelerator pedals to enhance realism and achieve better retention.

SNOWPLOW CONFIGURATIONS

- > Blade/wing adjustments
- > Spreader control, with blast button
- > Windblown snow and whiteouts
- > Obscured windshield
- > Clearing, wing plow, tandem, skip lines
- > Object and hazard avoidance

TECHNOLOGY FEATURES

- > Modern dash includes steering column/wheel with foot adjustments, Auto Transmission Lever (AMT), 3-point seat belt, and snow plow lever controls
- > Change the weather conditions (rain, snow, ice and fog), road/traffic environment to urban, suburban, rural, mountains, motorway, desert and the lighting conditions to day, night or twilight.
- > Glass dash allows you to load and operate a multitude of vehicle types with accurate gauges and instrumentation giving greater flexibility and scalability.



ADVERSE WEATHER CONDITIONS

Simulate environmental conditions, such as snow, fog, rain, wind, and ice.



SITUATIONAL AWARENESS

True 180° field-of-view optimizes scanning and hazard perception.



COORDINATED TRAINING

Network capabilities allow up to four operators to train in tandem operations



REALISTIC CONTROLS

Actual snow plow lever controls allow accurate muscle memory training

