

February 25, 2016

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
Wednesday, March 2, 2016, 9:30 a.m., Highway Department Office
7417 S. County Road E, Hawthorne, Wisconsin

Please call the Chair, the Highway Department Office (715-374-2575) or
County Clerk's Office (715-395-1397) if you cannot attend.

MEMBERS: Kay Johnson, Chair Marvin Finendale, Vice Chair Nick Baker
Pat Ryan Charlie Glazman

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of minutes from the January 6, 2016, meeting (attached).
3. Action Items/Referrals: Budgetary:
 - (1) 2015 carryovers/reserves; and
 - (2) Transfer/reserve releases.
4. Informational:
 - (a) ATV Route – CTH Y from East Mail Road to Barron Drive;
 - (b) Business 53 road closure for AAD Shrine Car Show (attached);
 - (c) 2016 General Transportation Aids – final calculation (attached);
 - (d) Review other county mailbox policies (attached);
 - (e) Review other county ATV policies (attached);
 - (f) Reports:
 - (1) Administrative;
 - (2) Projects;
 - (3) Equipment; and
 - (4) Budget (attached).
5. Future agenda items.

cc: Shelley Nelson Carolyn Pierce Sue Sandvick Andy Lisak
Candy Anderson County Board Supervisors

NOTE: Attachments to the agenda are available at the County Clerk's Office for review or copying and at the Douglas County website at www.douglascountywi.org. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted/Daily Telegram/Government Center/Courthouse:

 2/25/2016

Name

Date

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
Wednesday, January 6, 2016, 9:30 a.m., Highway Department Office
7417 S. County Road E, Hawthorne, Wisconsin

Meeting called to order by Chair Kay Johnson.

ROLL CALL: Present – Kay Johnson, Marvin Finendale, Nick Baker, Pat Ryan, Charlie Glazman. Others present – Jean Boop, Dick Boop, Wayne Johnson, Shannon Rediger, Thomas Miner, Wayne Orrey, Bill Warn, Dan Corbin, Jim Roufs, Travis Kruckenberg, Wade Remington, Mike Mohr, Pat Mayer, LeRoy Johnson, Mark Garrison, Jean Breitung, Jack Breitung, Shelby Barnard, Lynn Simonson, Mark Simonson, Jim Keppers, Brett Corlett, Mike Horrocks, Donna Horrocks, Bill Grammond, Ryan Haworth, Andy Lisak, Judy Nicoski, Deputy Steve Olson, Steve Wedan, Jason Jackman, Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Baker, second Ryan, to approve the minutes from the November 4, 2015, meeting. Motion carried.

ACTION ITEMS/REFERRALS:

Designated ATV Route Applications:

CTH B (Najt Road to Jacksino Road): See item 2 (amended application).

ACTION: Motion by Glazman, second Ryan, to receive and place on file. Motion carried.

CTH B (Najt Road to Kopper Kettle Parking Lot): Amended request and letter from Kopper Kettle owners in favor of route application designating part of their parking lot for ATV's and snowmobiles, shortening length to .5 miles. Steve Olson opposes this route due to potential increase in ATV OWI's with route directly to a bar, which may set precedence and other bars will want an ATV route connection. Olson also explained that OWI laws on ATV's do not carry same penalties as with vehicles.

ACTION: Motion by Baker, second Glazman, to approve application as amended, with Steve Olson reporting to the committee any issues that occur with this trail extension. Motion carried.

CTH C (Old Hwy 35 to Darrow Road): Corbin provided background for request. Application has been denied twice previously – WisDOT opposed in the past.

ACTION: Motion by Glazman, second Ryan, to refer application to allow for further information gathering – needs city approval. Motion carried.

CTH A (Woodland Road to Head of Wild Rivers Trail): Corbin provided background for request.

ACTION: Motion by Glazman, second Baker, to refer application to allow for further information gathering – needs city approval. Motion carried.

CTH Y (Western Entrance of Eau Claire Acres Circle and Connors Meadow Road): Brett provided background for request – route extension is 3000 feet, connecting a dead end road route. Olson noted concern, as this route does not connect existing trails, which is contrary to this committee's policy and may set precedence.

ACTION: Motion by Baker, second Finendale, to approve application. Motion carried.

CTH T (Chipmunk Hollow Road to E Lakewood Drive): Application denied twice before – shorter route requested (1/2 mile on CTH T between the two roads).

ACTION: Motion by Baker, second Glazman, to approve application. Motion carried.

Meeting recessed at 10:37 a.m. and resumed at 10:50 a.m.

Trans 75 Exemption Resolution Related to STP Project 8747-00-01/71: Balsam Creek Bridge – Jackman explained request is for “absence of need” exemption for pedestrian and bicycle accommodations if no significant development planned.

ACTION: Motion by Glazman, second Ryan, to approve request (resolution). Motion carried.

INFORMATIONAL:

Highway Technician/Operator Position: Interviews held last week, anticipate position filled within a few weeks.

Reports:

Administrative: Jackman reported CTH D from B to Evans Lane application accepted and WDOT approved project (start time unknown); night shift operator working well; fuel system upgrade (Gas Boy) vendor selected (OEC, Inc.); \$5,500 received from beam guard auction; Jackman to attend WCHA road school January 18-20th; local option sales tax issue progressing – updates to follow.

Projects: Hayworth distributed 2015 County and State Work Lists - reviewed.

Equipment: Wedan reported truck deliveries to begin next several weeks; funding available due to capital budget savings to purchase another pickup and patch trailer; and loader delivered.

Budget: Nicoski reviewed budget for time period ending November 30, 2015. Corrected summary report distributed.

Future Agenda Items: Burnett County and other surrounding ATV trail policies for comparing/contrasting.

Adjournment: Motion by Ryan, second Finendale, to adjourn. Motion carried. Meeting adjourned at 11:12 a.m.

Submitted by,

Cheryl Westman, Committee Clerk

RECEIVED

FEB 16 2016

Jason Jackman

February 15, 2016

Department of Transportation

Re: Car Show

Dear Sir,

The Duluth AAd Shrine is organizing a car show in the Village of Solon Springs.

We are seeking permission to close Business route S3 from Marion Ave. to Main St. on August 6, 2016 the time is yet to be decided, but the approximate time is 9:00 a.m. to 4 p.m.

We have talked to Jim Clemmer's who owns the local Dairy Queen and who's business would be effected by the street closer. Jim was very excited about the event and has no objection to the road being close. We have mapped out and noted all roadways that can be used as alternate routes and will leave it to your office to suggest the best emergency routes. We have made a great effort to contact all party's that would be effected by this even to obtain permission.

We have met with the Lucius Woods Park Comittee and Michael Blaylock the president of the Town of Solon Springs and have received permission to hold this event. We have contacted local car clubs and believe we could see as many as 200 cars, trucks and motorcycles.

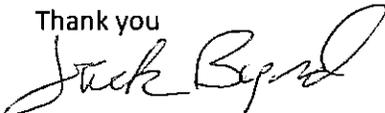
We are planning on the Car Show to be held August 6, 2016 to coordinate with the White Sidewalls who will be playing at the Ampitheater on the same day.

We have also contacted local clubs and the School to see if they would like to partake in this event and to set up any fund raising booths that would benefit their needs or groups.

We have contacted the local Law enforcement about any security issues and there is a Deputy that lives in or near the Solon Springs area the is willing to help in what ever way he is needed.

Everyone that we have talked to hope that this event will come together and possibly turn into an annual event.

Thank you



Jack Byrd

Imperial Ambassador, Duluth AAD Shrine



Division of Transportation Investment
 Management
 Bureau of Transit, Local Roads, Railroads & Harbors
 PO Box 7913
 Madison, WI 53707-7913

Scott Walker, Governor
 Mark Gottlieb, P.E., Secretary
 Internet: www.wisconsin.gov

Telephone: 608-266-0254

E-mail: mary.sanchez@dot.wi.gov

December 16, 2015

CVT Code: 16000

DOUGLAS FINN
 COUNTY OF DOUGLAS
 1313 BELKNAP ST
 SUPERIOR, WI 54880-2779

JANUARY 2016
 (2)

Subject: **Calendar Year 2016 FINAL CALCULATION - General Transportation Aids & Connecting Highway Aids**

Dear Local Government Representative:

The 2016 FINAL Calculation Summary below is for General Transportation Aids (GTA) and Connecting Highway Aids (CHA) based on WisDOT's current calculations.

| <u>2016 FINAL CALCULATION SUMMARY</u> | |
|---|---------------------|
| General Transportation Aids calculated amount: | \$830,295.45 |
| General Transportation Aids adjustment amount: | \$0.00 |
| Reason for adjustment: | |
| Connecting Highway Aids amount: | \$0.00 |
| Net total: | \$830,295.45 |
| Payment method: Direct deposit to your local government account | |
| *** PLEASE KEEP YOUR BANKING INFORMATION UPDATED *** | |

Aid payments are disbursed to municipalities in four equal payments on the first Monday in January, April, July and October. Counties receive 25% of their annual payment in January and October and 50% in July (there is no April payment). The GTA calculation process is based directly on the data your local government provided to the Department of Revenue (DOR) in its annual Municipal Financial Report form in addition to the centerline miles reported to WisDOT in its annual plat submittal. Connecting highways are marked State Trunk Highways through your community. Your 2016 CHA reflects the lane mileage data as of December 31, 2014.

A Calculation Detail Sheet is available for each local government on the GTA home page at www.wisconsin.gov/localgov/highways/gta.htm.

This is your official notice of your local government's GTA and CHA aids for calendar year 2016. Your treasurer will be notified when quarterly GTA and CHA payments are made. All local governments must submit complete and accurate Financial Report Forms to DOR each year. How eligible costs are reported and whether or not the forms are filed on time may have an impact on future GTA payments.

For questions regarding your GTA and CHA estimate or payments, visit the Programs for Local Government home page at www.wisconsin.gov/localgov/index.htm and choose GTA or CHA. For further questions, contact the appropriate department:

- **GTA and CHA aid questions:** Mary Sanchez, WisDOT, 608-266-0254, mary.sanchez@dot.wi.gov
- **Cost reporting questions:** Dept. of Revenue, 608-266-8207, lgs@revenue.wi.gov
- **Banking changes:** Dept. of Revenue, lgs@revenue.wi.gov
- **Name and address changes:** Dept. of Revenue, 608-266-8207, lgs@revenue.wi.gov

Sincerely,

Mary Sanchez

Mary Sanchez, WisDOT GTA/CHA Program Manager
 Telephone: (608) 266-0254 -or- email: mary.sanchez@dot.wi.gov

CALENDAR YEAR 2016 FINAL GTA CALCULATION

Note: Counties are **not** eligible to be factored as a Rate per Mile calculation.

1. Input GTA Figures

CVT Code: 16000

NAME: COUNTY OF DOUGLAS
DOUGLAS COUNTY

6-Year Average Costs (2009 - 2014) : \$4,633,053.33
3-Year Average Costs (2012 - 2014) : \$4,959,046.67
2014 Costs: \$3,589,796.00

Mileage as of 1/1/2014: 336.99
Mileage as of 1/1/2015: 336.99
2015 Aids: \$910,708.88

2. Calculate Preliminary Share of Costs (SOC) and Rate Per Mile (RPM)

SHARE OF COSTS

(6-Year Average Costs x SOC Percentage) = SOC Amount

6-Year Average Costs: \$4,633,053.33
SOC Percentage: 17.9211%
SOC Amount: \$830,295.45

RATE PER MILE (Municipalities only)

(Mileage x Rate Per Mile) = RPM Amount

Mileage as of 1/1/2015: N/A
Rate Per Mile: N/A
RPM Amount: N/A

Note: Except for counties, the greater of these two amounts will be used for the next step of the calculation process.

3. Calculate Minimum and Maximum Adjustments

Minimums

SOC = eligible for no less than 90% of previous year aid payment
RPM = eligible for no less than 90% of previous year aid payment adjusted for any increase or decrease of certified mileage

Maximums

SOC = no greater than 115% of previous year aid payment
RPM = no maximum payment amount

SHARE OF COSTS

Preliminary SOC Amount: \$830,295.45
2015 Aids: \$910,708.88
Minimum 2016 Aids: \$819,637.99
Maximum 2016 Aids: \$1,047,315.21

RATE PER MILE

Preliminary RPM Amount: N/A
2015 Aids: N/A
% Change in Certified Mileage: N/A
2015 Adjusted Base: N/A
Minimum 2016 Aids: N/A

4. Apply Cost Cap (Municipalities ONLY)

2016 aid may not exceed 85% of a municipality's 3-year average costs. If the SOC or RPM amount calculated to this point is greater than 85%, the payment amount will be reduced accordingly.

3-Year Average Costs: N/A
85% Cost Cap: N/A

5. Calculate Final Payment

Apply any minimum or maximum cushions, cost caps and/or penalties for filing DOR Financial Report(s) late.

Preliminary SOC Amount: \$830,295.45
Preliminary RPM Amount: N/A

ADJUSTMENTS

Adjustment Amount: \$0.00
Adjustment Type: N/A
Filing Penalty Amount: N/A
Filing Penalty Description: N/A

TOTAL GTA AMOUNT: \$830,295.45

Find the description of the calculation process and data definitions on the GTA home page at: www.wisconsin.gov/localgov/highways/docs/gta-dataglossary.pdf



Mailbox Policy

When a mailbox is damaged during snow and ice removal operations it shall be replaced or repaired by the mailbox owner and at the owner's expense. If a mailbox is damaged multiple times during the same winter season the Highway Commissioner will investigate into why this is happening so that the homeowner does not have to keep replacing their mailbox.

When placing a new mailbox or changing the location, please install a mailbox on a swinging arm. This will reduce the chances of damage done by snowplows, as they will push out of the way.

Contact the U.S. Postal Service for instructions as to installing a mailbox. They will tell you the height and distance off the road you should place the main pole or post.



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[\(/departments/office-directions-maps/\)](#)

ASHLAND COUNTY HIGHWAY DEPARTMENT

**POLICY FOR THE ACCOMMODATION OF MAILBOXES AND NEWSPAPER
DELIVERY BOXES ON HIGHWAY
RIGHT-OF-WAYS**

No mailbox or newspaper delivery box will be allowed to exist on the highway right-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under State Statute 86.04.

The location and construction of mailboxes shall conform to the rules and regulations of the US Postal Service as well as to standards established by the Ashland County Highway Department. Standards for the location and construction of mailboxes are available from:

Ashland County Highway Department
P.O. Box 25
STH 13 & Ryefield Road
Highbridge, WI 54846
715 274-3662

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgement of the Highway Commissioner, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

LOCATION

Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the US Postal Service, usually between 42" and 48" above the roadway surface. The roadside face of the box shall be offset from the edge of the shoulder 6 inches. Under no circumstance should the mailbox face or front of the box extend past the outside edge of the shoulder.

Exceptions to the lateral placement criteria above will exist on residential streets and certain designated rural roads where the Highway Department deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of curb a distance between 6 and 12 inches. On residential streets without curbs or all weather shoulders and that carry low traffic volumes operating at low speeds, the roadside face of a mailbox shall be offset between 8 and 12 inches behind the edge of pavement.

Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.

Where a mailbox is located at an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

STRUCTURE

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper. Heavy, large, or ornamental mailboxes are *not recommended*. These mailboxes are a hazard to the traveling public. They can be distracting and lighter mailboxes are designed specifically to minimize damage if a collision occurs.

No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.

A single 4 inch x 4 inch (nominal) or 4 inch diameter wooden post or a metal post with a strength no greater than a 1½ inch diameter standard strength steel pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle.

The minimum spacing between the centers of support posts shall be three fourths the height of the posts above the groundline.

Mailbox support designs not described in this policy will be acceptable if approved by the Ashland County Highway Commissioner.

Only "swing-away" style installations are recommended on all right-of-ways maintained by the Ashland County Highway Department. While Postal Service requirements and safety concerns can be addressed by other installations, only a "swing-away" type box accommodates the needs of highway maintenance activities, especially winter maintenance.

See Appendix A for examples of approved mailbox installations.

SHOULDER REPAIRS

It will be the responsibility of the postal patron to inform the Highway Department of any new or existing mailbox installation where shoulder construction is inadequate to permit all weather vehicular access to the mailbox.

REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES

Any mailbox that is found to violate the intent of this policy shall be removed by the postal patron upon notification by the Ashland County Highway Department. At the discretion of the Highway Department, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours nor more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the Ashland County Highway Department at the patron's expense, as per State Statute 86.04. See Appendix B for a copy of the pertinent section of State Statute 86.04.

MAILBOXES DAMAGED BY HIGHWAY MAINTENANCE OPERATIONS

In Ashland County, snow removal operations and summer maintenance operations frequently conflict with mailboxes. The Ashland County Highway Department's employees shall make every reasonable effort to avoid damage to mailboxes. Adherence to the recommendations of this policy should minimize conflicts and safety problems, however in the event damage occurs to a mailbox on the highway right-of-way, the following procedures shall be followed by Ashland County Highway Department personnel.

Step 1 – A representative of the Department shall record the complaint and visit the mail box site.

Step 2 – If it can be reasonably ascertained that the damage was not caused by Ashland County Highway Department maintenance operations or if the damage was not caused by direct contact with Department

maintenance equipment (flying snow or ice from plowing operations does not constitute direct contact), it shall be the responsibility of the postal patron to repair or replace their damaged mailbox. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further action is required. Go to Step 3, if the damage is due to direct contact with Ashland County Highway Department equipment.

Step 3 – If it can be reasonably ascertained that the mailbox was damaged due to direct contact with Department maintenance equipment, the following assessment shall be made:

- A. If the mailbox installation is as recommended by the Department and meets all requirements, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall also be repaired at Department expense.
- B. If the mailbox is a swing away style installation that fails to meet standards with respect to location or height, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further replacement or repairs will be made by the Department until such time as the installation meets all standards and requirements.
- C. If the mailbox is a non-recommended installation meeting all standards for location, height, and structure, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further replacement or repairs will be made by the Department until such time as a properly placed swing away design support is in place.
- D. If the mailbox is a non recommended installation and is improperly located and / or is a safety hazard. The Department shall not replace or repair the mailbox or its support. The postal patrol shall be provided a copy of the Department's policy and guidelines for proper mailbox installation.

APPLICABILITY

This policy shall apply to all highways maintained by the Ashland County Highway Department.



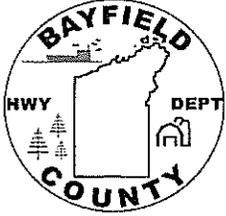
Highway Maintenance Manual
Chapter 06 Winter Maintenance
Section 15 Snow Removal
Subject 45 Mailboxes

Bureau of Highway Maintenance
January 2012

1.0 Mailboxes

A mailbox damaged by the impact of plowed snow or ice shall be replaced or repaired by the mailbox owner and at the owner's expense. When a mailbox is hit by a plow and damaged, the incident is subject to each county's policy.

If the mailbox is damaged by another service provider, other than a county highway department, the replacement or repair of the mailbox will be the responsibility of the service provider.



Bayfield County Highway Department

PO Box 428

Washburn WI 54891

(715)373-6115

Fax: (715)373-6140

E-mail: baycohw@bayfieldcounty.org

2-9-16

HELLO KRAIS:

I'VE ENCLOSED SOME INFO ON ATV ROUTES AND MAILBOXES.

ATV ROUTES:

REQUIRE AN ORDINANCE, THEREFORE BOARD ACTION.

I'VE ENCLOSED OUR APPLICATION AND CURRENT ORDINANCE.

WE REQUIRE A TOWNSHIP TO SPONSOR THE ROUTE, THEREBY

MAKING THEM RESPONSIBLE FOR A PUBLIC HEARING AND ALL

FINANCIAL RESPONSIBILITY. A REQUEST COMES TO ME, THE

HIGHWAY COMMITTEE, AND THE FULL BOARD. WE SIGN IT, BILL

THE TOWN AND NOTIFY THE SHERIFF, THE DNR AND OUR

TOURISM. DONE.

MAILBOXES:

THIS IS A POLICY I IMPLEMENTED IN TAYLOR AND BROUGHT

ALONG TO BAYFIELD. WE ALSO SEND OUR PATROLMEN OUT

ON THEIR BEATS IN SEPTEMBER TO TAKE THE ADDRESSES

AND PHOTOGRAPHS OF "CRIPPLES". THAT DOCUMENTATION

HAS CUT SHORT A LOT OF ARGUMENTS AFTER THE SNOW

HAS FALLEN.

CALL IF YOU HAVE QUESTIONS AND GOOD LUCK!

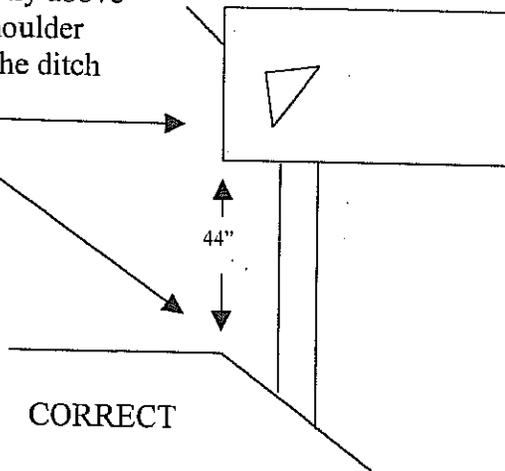
E. J. Jones

AVL 200802

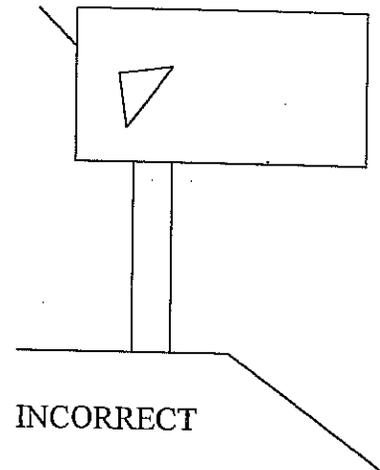
TAYLOR COUNTY HIGHWAY DEPARTMENT POLICY ON MAILBOXES

All mailboxes must be able to withstand flying snow and slush from traffic and snowplows. Properly installed mailboxes that are damaged by contact with county equipment will be replaced with U.S. Postal Service approved metal mailboxes. Mailboxes that are placed too close to the traveled way will not be replaced. Plastic or decorative mailboxes will not be replaced in kind.

Face of box is to be located directly above where the shoulder breaks into the ditch slope



Box too close to pavement



| Title | |
|--|----------|
| Adopt A Highway Application - County Trunk Highway | Download |
| Adopt A Highway Application - State Trunk Highway | Download |
| Driveway Permit Application | Download |
| Hauling Permit Application - Spring Road Bans | Download |
| Utility Permit Application | Download |
| Work on Highway Right of Way | Download |

Sawyer
County →

Additional Information

Mailbox Policy

A mailbox damaged by the impact of plowed snow or ice shall be replaced or repaired by the mailbox owner and at the owner's expense. When a mailbox is hit by a plow and damaged, the incident is subject to the county's policy.

When placing a new mailbox or changing the location, please install a mailbox on a swinging arm. This will reduce the chances of damage done by snowplows, as they will push out of the way.

Contact the U.S. Postal Service for instructions as to installing a mailbox. They will tell you the height and distance off the road you should place the main pole or post.

Mailbox Installation Requirements

Employee Information

2016 Flex Spending Employee Election Form

2016 Health Insurance Plan Summary

2016 Health Insurance Plan 1 Information

2016 Health Insurance Plan 2 Information

2016 Health Insurance Plan 3 Information

GHT Annual Wellness Exam Reimbursement Form

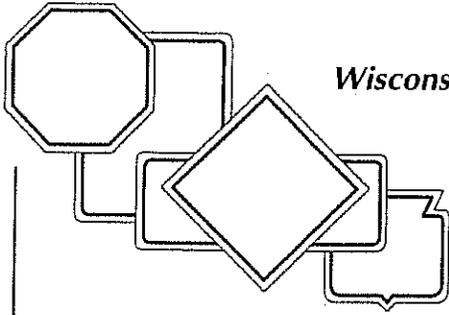
GHT Fitness Reimbursement Form

UMR Medical Plan

UMR Dental Plan

UMR Vision Plan

INFORMATION | INTERNAL



Mailbox Safety

There are 30 to 35 million rural and suburban mailboxes in this country. These mailboxes must accommodate both the owner and the mail carrier. However, safety considerations are often overlooked. This bulletin describes improper and unsafe mailbox installation and discusses proper installation and siting. At the end is a list of points to be covered in a local mailbox ordinance.

Although crash reports related to mailboxes are sketchy, the limited data available suggests that 70 to 100 highway deaths in the U.S. each year could be attributed to mailboxes. This data relates the construction of the mailbox system, and especially its support, to the severity of the accident.

The Department of Transportation Division of Highways surveyed mailbox-related crashes in Wisconsin. In 1987 alone, there were over 1700 crashes involving mailboxes that resulted in 144 injuries and two deaths. Improper support systems, such as milk canisters or barrels filled with concrete, were most significant in crashes where there were injuries. Improper placement was most significant in non-injury crashes.

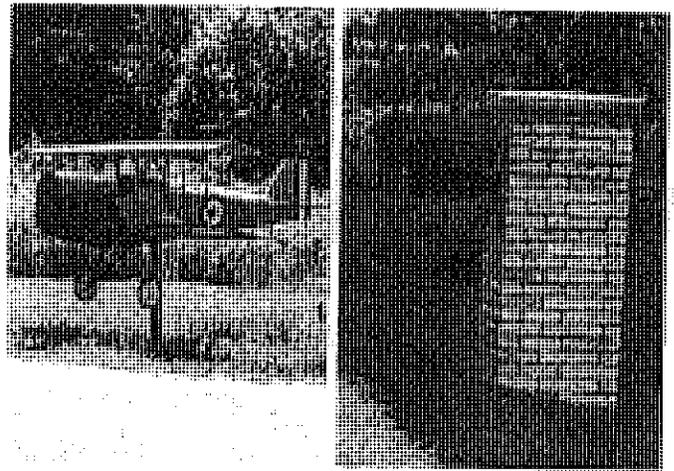
Weak attachments between box and post are another hazard. These may permit the box to penetrate the car's passenger compartment. Multiple mailboxes on a single support, or placed too close together, can also be hazards.

Hazardous mailbox installations

Most curb or roadside mailboxes are relatively simple and unlikely to pose a serious crash threat to vehicles. These are relatively lightly constructed on supports which will easily break off, posing little harm to the vehicle. What threat they may pose is from the box parting from the post and entering the passenger compartment.

The U.S. Postal Service has some requirements for the mailbox and its height, but does not regulate installa-

tion. It approves only certain types of boxes and requires that they be installed with the box bottom 42 inches to 48 inches above the ground. Local postal representatives will review the box location for carrier access and safety and will make verbal recommendations. They have not become involved in structure and installation of the box. Thus the nation's highways are lined with multitudes of installations, some of which are highly hazardous obstacles.



Heavy ornamental mailbox installations may be roadside hazards.

It is the heavy, ornamental or multiple installations that can be lethal roadside obstacles. Masonry installations, large receptacles filled with sand or concrete, metal posts larger than 1 1/2 inches inside diameter, and wood posts larger than a nominal 4 inches square or 4 inches diameter, are a hazard.

Such ornamental mailboxes as old plows, wagon wheels, and comic installations such as "air mail delivery" (a non-functional box on an extra high post) are hazards or obstacles. More than two boxes mounted on a single support, or installed too close together, can be hazardous even if supports are light-weight. Crash

tests show that when more than two mailboxes are mounted together, some of the boxes can penetrate the passenger compartment. The use of a plank to mount several mailboxes is especially hazardous.

Guidelines for safe installation

It is best to keep the entire mailbox installation as light weight as possible. This permits a vehicle crashing into it to break off the mailbox with less damage to the vehicle. The heavier the installation, the less likely it will move instantaneously, causing more damage to the vehicle and injury to its occupants.

For safer mailboxes, follow four basic guidelines:

- Use support posts which will easily break off or move out of the way.
- Mount no more than two mailboxes on one support post.
- Attach the mailbox firmly to the support post using adequately strong bolts and plates.
- Consider roadside conditions in selecting a site.

Supports

The Postal Service requires that the bottom of the box be 42 to 48 inches above ground level. The following are recommended standards for supports which ensure that they will break away on impact:

- Pipes should be 1 1/2 inch inside diameter or less.
- Square wood supports should not be larger than 4 inches by 4 inches nominal. Round wood posts should not be larger than 4 inches in diameter.
- Metal channel posts should not weigh more than 2 pounds per foot.
- Imbed supports no more than 24 inches into the ground and do not imbed them in concrete.
- Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal post or pipe with 2 3/8 inch (nominal) muffler clamps. The Federal Highway Administration has published *Accepted Safety Hardware*. For more information contact the State Division Office of the Federal Highway Administration.

Multiple installations

Mount no more than two mailboxes on a single support. Separate the supports a distance apart which equals three-quarters of the height of the post above ground (Figure 1). Thus boxes mounted four feet above ground should be at least three feet apart (post center to post

center). Figure 2 shows an alternate type multiple box system.

Support construction

Use U.S. Postal Service approved mailboxes. The AASHTO (American Association of State Highway and Transportation Officials) publication, *A Guide for Erecting Mailboxes on Highways*, contains detailed plans for mailbox assemblies and location. Insuring a firm mailbox-to-post attachment is one of the most important safety considerations.

Figures 3 and 4 show examples of a cantilever mailbox installation. While the cantilever design is helpful to snow removal operations it may cause the mailbox to impact a vehicle at the windshield. Raising the support arm height and firmly suspending the box below may be another way to lessen the windshield damage.

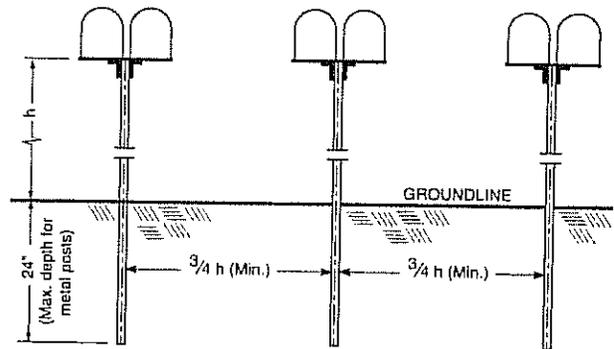


Figure 1: Spacing for multiple post installations

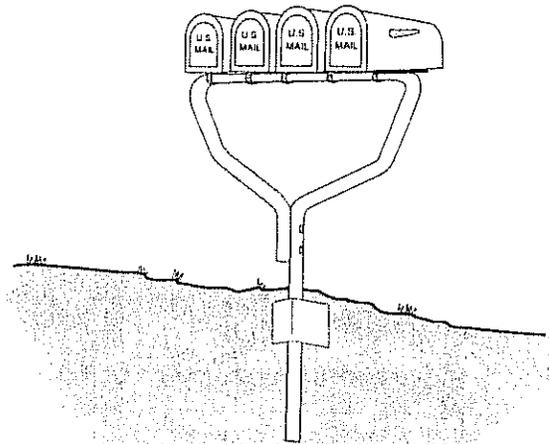


Figure 2: Suggested multiple box support system

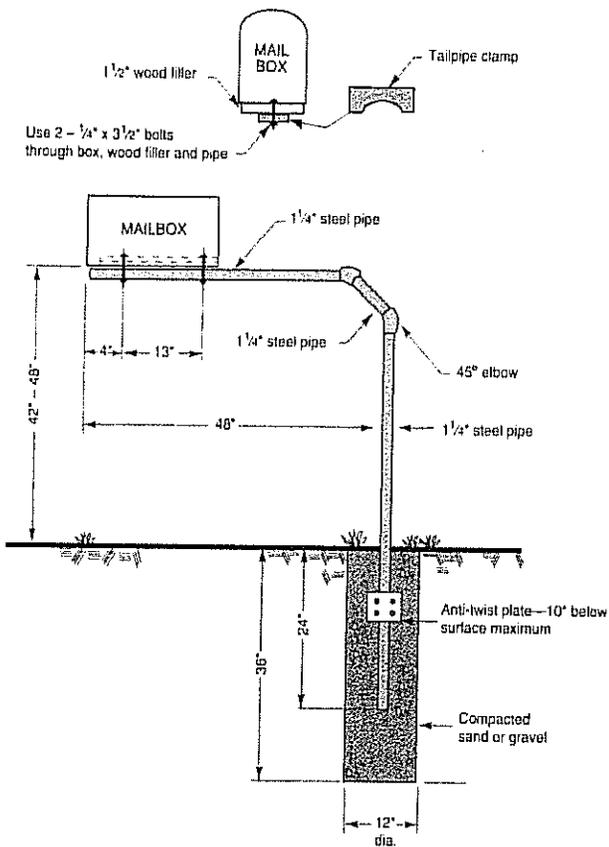


Figure 3: Example of a steel pipe cantilever mailbox support

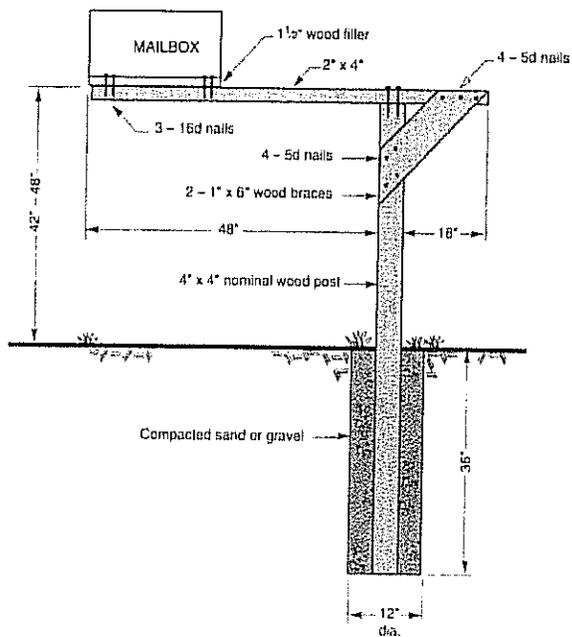


Figure 4: Example of a wood cantilever mailbox support

Siting mailboxes

In Wisconsin snow removal operations frequently conflict with mailboxes. Several local agencies have developed a standard for mailbox installations which has been successful in reducing the number of mailboxes damaged or demolished by snow plows. The standard is published in local papers (Figure 5).

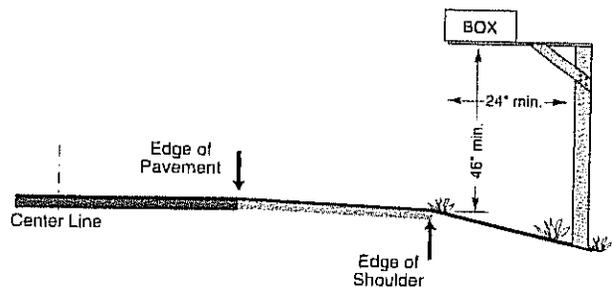
They recommend placing the box on a 24-inch minimum arm, at a minimum height of 46 inches. The front of the box should be aligned with the outside edge of the shoulder.

Locating mailboxes along the roadside is complicated by many factors other than snow removal. These require balancing the maximum convenience to the patron with safety considerations for highway traffic, and with postal carrier convenience and safety. You must also take into account existing roadside conditions such as proximity to intersections; blind spots caused by curves, hills and vegetation; and utility poles, guardrails, nearby bridges, and other physical installations.

NOTICE

Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.



Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

By order of the _____
and with the approval of the U.S. Postal Service.

_____ Highway Commissioner

_____ Postmaster

Figure 5: Sample mailbox notice



| Highway type and traffic conditions | Width of shoulder or turnout at mailbox | | Distance face of mailbox is to be offset behind edge of shoulder or turnout | |
|---|---|---------|---|--------------------------------------|
| | Preferred | Minimum | Preferred | Minimum |
| Rural highway Daily traffic volume over 10,000 | >12' | 12' | 8" to 12" | 0" |
| Rural highway Daily traffic volume between 1,500 to 10,000 | 12' | 10' | | |
| Rural road Daily traffic volume 100 to 1,500 | 10' | 8' | | |
| Rural road Daily traffic volume under 100 | 8' | 6' | | |
| Rural road Daily traffic volume under 50 Speed = 40 mph | 6' | 2' | | |
| Residential street without curb or all-weather shoulder | 6' | 0' | | 8" * |
| Curbed residential street | Not applicable | | 8" to 12" behind traffic face of curb | 6" behind traffic face of curb |

* If a turnout is provided, this may be reduced to zero.

Table 1: AASHTO recommended guidelines for lateral mailbox placement

The type of roadway affects the setback of the mailbox. Under no circumstances should the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of the street or road. On major highways with moderate to high speeds, allow sufficient setback so the rural carrier can leave the road to make the delivery. Turnouts with hard surfaces are most desirable. Table 1 shows guidelines for lateral mailbox placement as recommended by AASHTO.

Mailboxes should always be installed on the right side of the road in the direction of the carrier's line of travel, and on the far side of the patron's driveway. Where there is a conflict with guardrails, mailboxes should be installed behind the guardrails, projecting enough for the carrier to reach them.

Figure 6 shows recommended mailbox locations at major intersections.

In some instances following these guidelines may locate the mailbox where blind spots or poor sight distance create a pedestrian hazard. It is a good idea to move the mailbox to a more visible position. However, the postal patron should not have to walk more than 200 feet along the shoulder.

Unfortunately, a large proportion of mailboxes in Wisconsin cannot adhere to the recommended standards because of physical conditions on the local roads. You will have to use judgment in siting such mailboxes, taking safety and convenience into account.

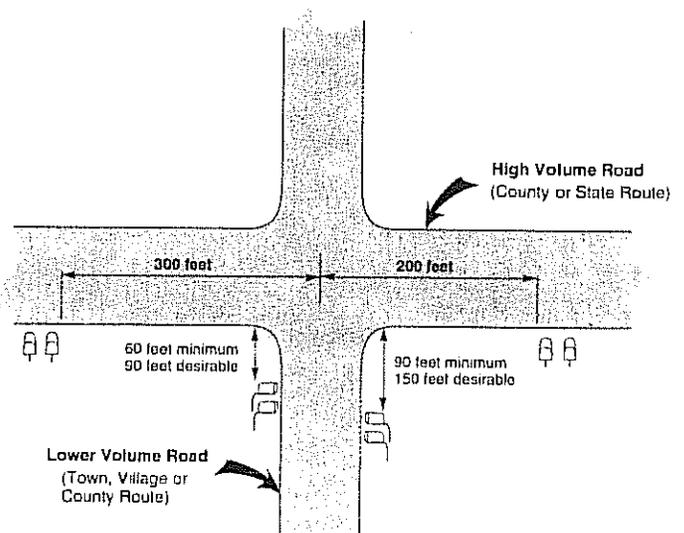


Figure 6: Mailbox location at major intersections



Summary

Local government should encourage safety on the highways it maintains. This includes concern for safe mailbox installations. Local officials may work with property owners and the postal service to develop safe mailbox installations. Property owners should be encouraged to remove unsafe installations. Providing examples of proper installation guidelines can go a long way in promoting safety.

It is vitally important to understand that mailboxes can be obstacles along any roadway. The Wisconsin Department of Transportation has established standards that mailbox supports must adhere to, based on requirements in the *Manual on Uniform Traffic Control Devices (MUTCD)*. These standards apply not only immediately along the travelway, but also in adjacent

clear zones, areas which must be clear of obstacles for vehicle safety.

The AASHTO manual, *A Guide for Erecting Mailboxes on Highways*, can be used for implementing the standards and applications in the *MUTCD*. This includes suggestions for post sizes for different installation types. The Wisconsin D.O.T. has an informational pamphlet for homeowners and detailed installation information.

The Federal Highway Administration is taking an active role in pressing for the application of recommended guidelines for new and replacement installations. In Wisconsin the D.O.T. will be taking a lead role in advising counties of their responsibilities in mailbox installation, relocation, and reinstallation on Federal Aid projects as they come up.

Suggested items for an ordinance regulating mailbox installation

The intent of the ordinance should be to establish standards for providing safe mailbox installation. The mailbox support and mounting standards recommended here do not conflict with the requirements of the U.S. Postal Service.

1. **Support.** The support should be a wood post, steel pipe, or steel channel installed no more than 24 inches in the ground and extending to a vertical height such that the bottom of the mailbox is a minimum of 42 inches but not to exceed a maximum of 48 inches above the ground surface. The support should be the following dimensions:

- Square wood post: 4 x 4 inch nominal
- Round wood post: 4 inch diameter
- Steel pipe: 1 1/2 inch inside diameter
- Steel channel: 2 pounds per foot

Dimensions exceeding these should be deemed unacceptable and in violation of the ordinance.

The support should not be set in concrete, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but should not be imbedded more than 10 inches into the ground.

2. **Attachment.** The box-to-post attachment should be sufficient to prevent the separation of the box from the support post when struck.

3. **Multiple mailboxes.** No more than two mailboxes should be mounted on one support post. For a multiple installation, support posts must be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. Thus, for example, in an installation where posts are four feet above ground, they should be spaced three feet apart.

4. **Location.** Mailboxes must be located on the right side of the road. (The left side is permissible on one-way roads or streets.) They should be located on the far side of driveways. The face of the mailbox must not extend over the edge of the traveled way or of a paved shoulder.

5. Installations should avoid blind spots or poor sight distance locations.

6. The Town, Village, City or County will maintain a supply of standard drawings of approved mailbox installations for issuance.



Sample letter of notification

Once your municipality has adopted a mailbox ordinance, you should start to notify residents with hazardous mailboxes that they will have to move/replace the mailbox and/or support. Plank-mounted, grouped mailboxes are particularly dangerous. Notify the residents by placing a form letter in their mailboxes along with a copy of your municipality's mailbox ordinance and sample plans taken from, or consistent with, the AASHTO guidelines. As a policy you might wish to do this for each non-conforming mailbox support located on a road where you are reconstructing, paving, or improving the shoulder or other portions of the clear zone. Such a policy should be consistent with removal of other important roadside hazards such as trees and utility poles.

Finally, any mailbox for a newly constructed residence should conform with the mailbox ordinance. You can help to ensure this by attaching a copy of the mailbox ordinance to either your department's driveway permit or to your municipality's building permit.

Dear Homeowner,

Mailboxes can be attractive, functional and safe. You determine its attractiveness and beauty. The U.S. Postal Service determines the regulations for mail delivery. The Board of Supervisors, out of a concern for the increasing number of injuries and deaths nationwide from improperly placed mailboxes, has passed the attached ordinance which sets forth standards for the physical location of mailboxes. The ordinance was adopted in order to improve roadside safety for vehicles that might inadvertently leave the roadway.

Unfortunately, your mailbox and/or support does present a hazard to the motoring public. I am asking you to reconstruct and/or relocate your mailbox so that it conforms with the mailbox ordinance. For this portion of (name of road) your mailbox should be a minimum distance of (distance from the edge of pavement, shoulder, etc.). To meet mail delivery needs, the bottom of your mailbox should be _____ inches above the ground. Sample plans that conform to the ordinance are also attached.

In accordance with the ordinance you must take appropriate action within 30 days. If you fail to do so, the Highway Department must remove your mailbox and support. If you have any questions on this matter, please feel free to call (name of appropriate highway department employee) at (telephone number).

We look forward to working with you to ensure a safe and attractive mailbox. Thank you for your cooperation.

Very truly yours,

Highway Superintendent

Reprinted from a factsheet published by the Local Roads Program of the Department of Agricultural Engineering, Cornell University, Ithaca, NY.

Resources

AASHTO, American Association of State Highway and Transportation Officials, *A Guide for Erecting Mailboxes on Highways*.

Full Scale Vehicle Crash Tests on Nebraska Rural Mailbox Designs, Nebraska Department of Roads.

Wisconsin Department of Transportation, *It's nice to be different, but . . .*

Manual on Uniform Traffic Control Devices.

Literature from the Local Roads Program of the Department of Agricultural Engineering, Cornell University.

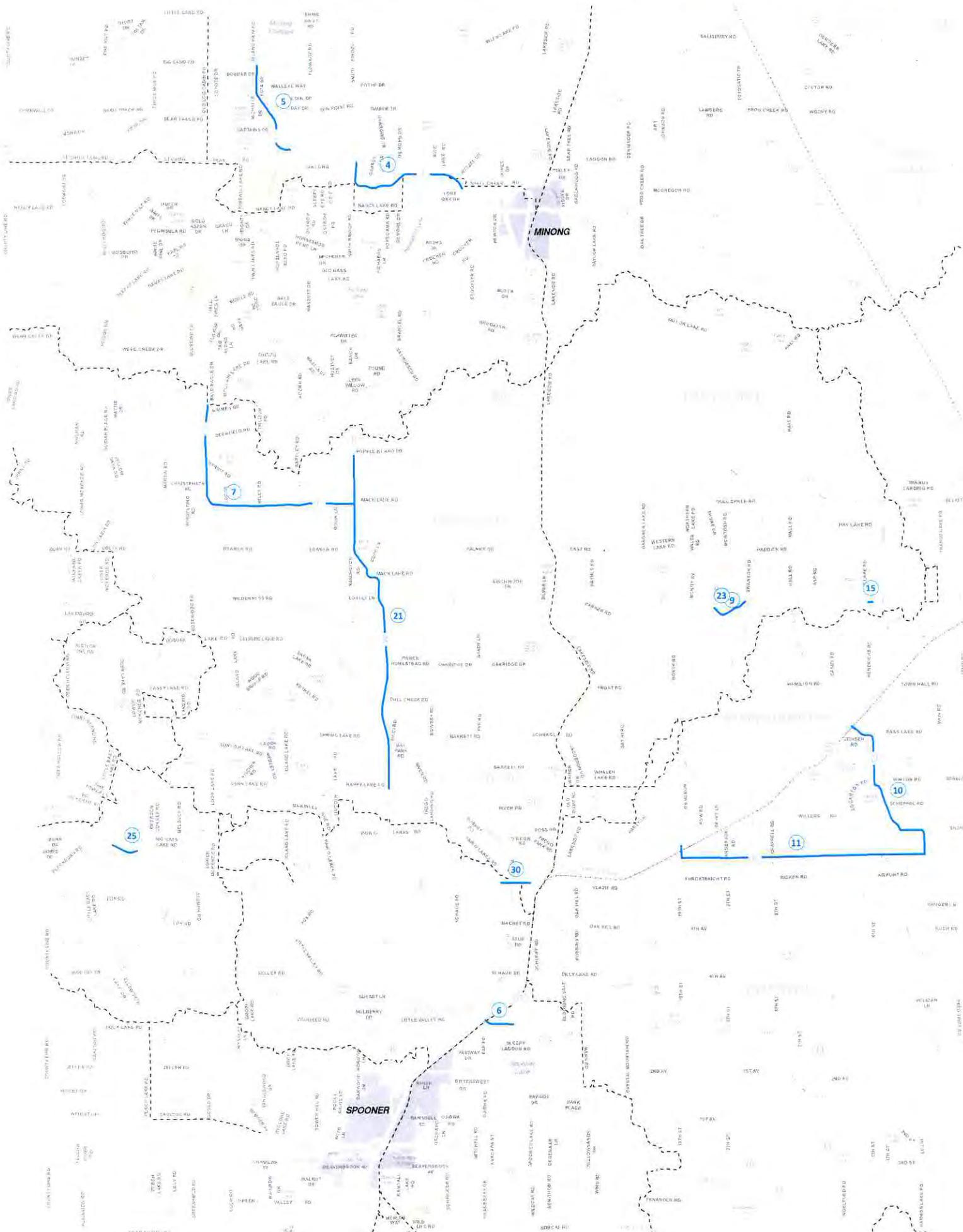
Revised September 1993

Wisconsin Transportation Bulletin is a series of fact sheets providing information to local town, municipal and county officials on street and highway design, construction, maintenance and management. These fact sheets are produced and distributed by the Transportation Information Center, a project of the University of Wisconsin-Madison, Department of Engineering Professional Development, with assistance from the Federal Highway Administration, Wisconsin Department of Transportation and UW-Extension. UW-Madison provides equal opportunities in employment and programming, including Title IX requirements.



Copies free while available from the **Transportation Information Center**, UW-Madison, Department of Engineering Professional Development, 432 N. Lake Street, Madison, WI 53706. Phone 800-442-4615.

WASHBURN COUNTY ATV ROUTES





Bayfield County Highway Department

PO Box 428

Washburn WI 54891

(715)373-6115

Fax: (715)373-6140

E-mail: baycohwy@bayfieldcounty.org

By Highway Committee Policy:

ATV Routes on County Trunk Highways must be requested by a local unit of government (Town / City / Village) which agrees to its status as "The Route Sponsor". As such, the route sponsor agrees:

1. Public notice and local board action will be required in support of the requested route.
2. The route sponsor will be responsible for all costs incurred for sign installation which will be completed by the Bayfield County Highway Department.
3. Signing on County Highway right-of-ways will be limited to route designation at both ends of the route only. Additional directional arrows will be placed off of CTH R.O.W. and will be the responsibility of the sponsor.
4. The route sponsor assumes full responsibility for the costs incurred by the Bayfield County Highway Department for any future damages or maintenance resulting from ATV usage.
5. The ATV route may be revoked at any time by Bayfield County Highway Committee action.

Route (where to where): _____

Distance: _____

Route Sponsor, Town, City, Village of: _____

Head of Government Name: _____

Title: _____

Address: _____

Contact Information: _____

Signature: _____ **Date:** _____

Please include documentation of Board action.

For Highway Department Use

Need for route: _____

Does the route connect existing trails or routes? _____

Is there an alternative? _____

Highway speed limit: _____ Highway ADT: _____

Sight Distance: _____ Type of ditch: _____

Other Safety Issues:

Approval of Bayfield County Sheriff: _____

Approval of Bayfield County Highway Commissioner: _____

Highway Department approved / disapproved: Date _____

Count Board approved / disapproved: Date _____

Chapter 3: All-Terrain Vehicles and Off-Road Motor Vehicle Operation

Sec. 10-3-1 State All-Terrain Vehicle Laws Adopted.

The provisions describing and defining regulations with respect to all-terrain vehicles in §23.33, Wis. Stats., and any future amendments or revisions, are hereby adopted by reference and made part of this Section as if fully set forth therein.

Sec. 10-3-2 Purpose.

Taking consideration of the economical and recreational value weighted against possible dangers, liability aspects, terrain involved, traffic density and public health, this ordinance has been created to designate certain all-terrain vehicle routes on portions of existing county highways, to identify the procedure for establishment of additional all-terrain vehicle routes in the county, to set forth conditions of operation of all-terrain vehicles on the county trunk highway system and signage, suspension and revocation of all-terrain vehicle routes, and to specify penalties for violation of this ordinance.

Sec. 10-3-3 Authority.

This ordinance is enacted pursuant to County Board authority under Wis. Stat. 59.02, as authorized by 23.33 (11)(am) and 23.33 (8)(b).

Sec. 10-3-4 Establishment of ATV Routes.

County Trunk Highways designated as ATV routes shall be established and approved by the Bayfield County Board upon recommendation by the Highway Committee. The Highway Committee shall develop policies and procedures for the designation of ATV routes including appropriate criteria for making a designation.

Sec. 10-3-5 Operation of All-Terrain Vehicles on the County Trunk Highway System

- (a) All ATV's shall operate only on the extreme right side of the paved portion of the roadway. Operation of an ATV on the shoulder, ditch or right-of-way is prohibited and illegal.
- (b) All ATV operators shall observe and obey posted speed limits. The speed limit for ATVs traveling on designated routes is 40 mph unless otherwise posted.
- (c) All ATV operators shall ride in single file.
- (d) ATV operators shall yield the right-of-way to other vehicular traffic and pedestrians.
- (e) All ATV operators shall have their headlight and taillight illuminated at all times while operating on a county highway.

- (f) All persons under the age of 16 must wear a helmet when operating or riding an ATV.
- (g) All ATV operators will be in compliance with Statutory Regulations.
- (h) All ATV operators assume all the usual and normal risks of ATV operation while on the approved County Highway route(s).

Sec. 10-3-6 Signage of ATV Routes.

Any ATV signage on County Trunk Highway right-of-way will be installed by the Bayfield County Highway Department which shall be reimbursed for time and materials by the Route Sponsor. All signage will be in accordance with Wisconsin Administrative Code NR 64.12 (7). Any removal, damage, defacing, moving, or obstructing of signage is illegal and prohibited.

Sec. 10-3-7 Enforcement.

This ordinance shall be enforced by the Bayfield County Sheriff's Department or any other law enforcement official as set forth in Wis. Statute 23.33(12).

Sec. 10-3-8 Violations.

- (a) Wisconsin state All-Terrain Vehicle penalties as found in s. 23.33 (13) (a) Wis. Stats., are adopted by reference.
- (b) Forfeiture: The penalty for violation of any provision of this Chapter shall be a forfeiture, in accordance with Title 1, Chapter 2 of the Bayfield County Code of Ordinances, together with the court costs and fees and the applicable penalty assessment. Forfeiture for violation of any ATV regulation(s) set forth in the Wisconsin Statutes adopted by reference in this Chapter shall conform to the forfeiture penalty permitted to be imposed under the applicable statute(s).

Sec. 10-3-9 Maintenance. Approval of highway segments as ATV routes does not imply that additional maintenance will be provided by the Bayfield County Highway Department. These segments will be maintained like any other segment of County Highway, and Bayfield County makes no representation as to their condition or fitness for ATV use.

Sec. 10-3-10 Designated Routes.

The following routes are designated all-terrain vehicles routes in Bayfield County:

1. CTH H (Scenic Drive to Finger Lake Road) – 0.15 *mile* (Adopted May 17, 2014)
2. CTH N (Hiatt Road to Longview Road) 2.26 miles
3. CTH N (STH 27 To Kickapoo Trail) 4.64 miles (Adopted Nov. 28, 2014)
4. CTH D (CTH M to Pioneer Road) 6.07 miles (Adopted Jan. 26, 2016)
5. CTH C (Siskiwit Lake Road to Mountain Road) 0.51 mile (Siskiwit Falls Road to Huron Avenue) 0.21 mile
6. CTH E (Sutherland to STH 63) 1.19 miles

7. CTH N (Pease Road to CTH A) 0.30 miles
8. CTH N (CTH N to Kickapoo Trail) 0.25 miles
9. CTH F (USH 2 to STH 63) (Adopted Aug. 27, 2013) - 3.47 miles (Adopted May 27, 2014)
10. CTH E (USH 2 to Keystone Road) (Adopted Aug. 27, 2013) - 1.0 miles
11. CTH M (Kavanaugh Road to USH 63, (1 City Block) (Adopted Oct. 1, 2013) - 0.09 Mile (Adopted May 27, 2014)
12. CTH C (FR 696 to FR 697) - 0.25 Mile (Adopted May 27, 2014)
13. CTH H (Horstman Road to CTH E) - 1.96 miles (Adopted Nov. 28, 2014)
14. CTH E (CTH H to Panasuk Road) - 1.00 mile (Adopted Nov. 28, 2014)
15. CTH E (Lund Road to Faith Church Road) - .50 Miles (Adopted Nov. 28, 2014)
16. CTHE (Moonshine Alley Road to Olaf Johnson Road) - 1.00 Miles (Adopted Nov. 28, 2014)
17. CTH E (Andrew Anderson Road to Benoit Road) - .50 Miles (Adopted Nov. 28, 2014)
18. CTH E (Panasuk Road to Keystone Road) - 1.00 Mile (Adopted Nov. 28, 2014)

Sec. 10-3-11 Suspension and Revocation of Route

- (a) The Bayfield County Highway Commissioner shall have the authority to suspend operation of any ATV route for up to ninety (90) days due to hazard, construction or emergency conditions in any highway segment listed as a designated route.
- (b) Any ATV route may be revoked at any time by the Bayfield County Highway Commissioner. At the next Bayfield County Highway Committee meeting following the revocation, the committee shall take action to either uphold the revocation or overturn it.

BURNETT COUNTY POLICY FOR ALL-TERRAIN VEHICLE (ATV) ROUTES ON THE COUNTY TRUNK HIGHWAY SYSTEM

The Burnett County Infrastructure Committee recognizes that ATV use within the County is on the increase and has been increasing despite the lack of ATV routes on the Burnett County Trunk Highway System. An ATV route is a highway, or section of highway, designated for the use of ATV's by the governmental agency having jurisdiction. A route is generally recognized as a means to connect the terminal ends of a trail or route when it is obstructed by a city, village, river, railroad track or other impediment. The Wisconsin state statutes give the Counties the authority to accommodate ATV's on County Trunk Highways designated as routes.

The attached Application Form must be completed and forwarded to the Infrastructure Committee by a Trail Association or Town/Municipal Board for consideration. Before a highway segment can be considered for designation as an ATV route, the petitioner(s) shall demonstrate to the Infrastructure Committee that no other practical option as an off road trail exists. The single most important route consideration is the safety of all users: ATV riders, pedestrians, bicyclists, motorcyclists, automobile and truck operators, and others. The following criteria shall be considered by the Infrastructure Committee during the review and approval of reasonable requests for ATV route establishment.

- Has the route application been submitted by a Trails Association or Town/Municipal Board.
- Is the required application form completed with sufficient detail?
- Have all alternatives been fully investigated?
- Does the requested segment connect segments of ATV trail/route networks?
- Length of segment requested
- Posted speed limit of the roadway
- Traffic volume on requested segment
- Pavement condition (PASER Rating)
- Vertical or horizontal alignment safety concerns
- Pavement width
- Is the route approved by the County Highway Department?
- Is the route approved by the County Sheriff's Department?

The County as the unit of government that designates the routes is responsible by statute to post the proper route signs. Route signing must be clearly understandable to everyone. The County Highway Department as the maintaining authority of the highway's designated as ATV routes shall install and maintain the legally required signage.

The posted speed limit for ATV's shall typically be 25 miles per hour. If the route passes within 150 feet of a home or dwelling, the posted speed limit shall be 10 miles per hour. ATV's are also required to slow to 10 miles per hour or less if within 100 feet of a person who is not on an ATV, snowmobile, motorcycle, or other motor vehicle.

If a situation develops that warrants closure of a designated ATV route, the Highway Commissioner shall have authority to temporarily suspend or close the route subject to review and final determination by the Infrastructure Committee. Temporary signs indicating the ATV route closure will be erected until final determination by the Infrastructure Committee. Should the designated route be permanently closed, the ATV route signage will be entirely removed.

Following due consideration of the economic and recreational value to connect trail/route opportunities and weighted against public dangers, public health, liability aspects, terrain involved, traffic density and history of automobile and truck traffic; the Burnett County Infrastructure Committee is authorized to establish necessary and reasonable ATV routes on the County Trunk Highway System. The Burnett County Infrastructure Committee shall retain sole authority for closure or termination of any ATV route on the County Trunk Highway System. The designation and opening of an approved ATV route will become effective upon County Board action to add the route to the County Ordinance and publication in the official County newspaper.

This policy shall become effective upon passage by the Burnett County Board of Supervisors of an ordinance designating all-terrain vehicle routes and their regulation on the County Trunk Highway System.

BURNETT COUNTY ATV ORDINANCE NO. 2010-06

DESIGNATING ALL-TERRAIN VEHICLE ROUTES AND REGULATING THE OPERATION OF ALL-TERRAIN VEHICLES ON THE COUNTY TRUNK HIGHWAY SYSTEM. Following due consideration of the recreational and economic value to connect trail opportunities and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this ordinance has been created pursuant to County Board authority under Wis. Statutes 59.02, 23.33(11)(am) and 23.33(8)(b) as amended.

- (1) **ATV ROUTES.** County trunk highways designated as ATV routes shall be established and approved by the Burnett County Board of Supervisors. The Infrastructure Committee shall develop policies and procedures for designation of ATV routes including appropriate criteria for making a designation. Any modification to a designated ATV route shall be approved by the Burnett County Board of Supervisors. A copy of ATV routes, along with a map showing their location, shall be kept on file at the Highway Department and Sheriff's Department. The Burnett County Highway Department and Law Enforcement shall have the authority to temporarily close any ATV route on the County Trunk Highway System, if situation warrants. Any termination of an ATV route will be done by the Burnett County Board of Supervisors.
- (2) **ATV ROUTES ONLY ON ROADWAY.** All ATVs shall operate only on the paved portion of the roadway. Operation on the gravel shoulders, grassy inslope, ditches, or other highway right-of-way is prohibited and illegal.
- (3) **OPERATION OF ALL-TERRAIN VEHICLES ON COUNTY HIGHWAYS.**
 - a.) All ATV operators shall observe posted roadway speed limits for ATV operation.
 - b.) All ATV operators shall ride in single file on the right hand side of the paved portion of the highway.
 - c.) All ATV operators shall have their headlight illuminated, and taillight if available, while operating on a county highway.
 - d.) All ATV operators who are born after January 1, 1988 and operating on a county highway are required to have an ATV Safety Certificate. No one under 12 years of age is allowed to operate an ATV on a county highway.
 - e.) All ATV operators under 18 years old shall wear protective headgear while operating on county highways.
- (4) **SIGNAGE OF ALL-TERRAIN VEHICLE ROUTES.** Pursuant to WI Stats 23.33(8)(d), the following restrictions are placed on the use of all-terrain vehicles routes designated by this ordinance:

- a. Routes shall be marked with uniform all-terrain vehicle route signs in accordance with s. NR 64.12 (7), Wisconsin Administrative Code. The Burnett County Highway Department has sole responsibility for ATV signage on County highways.
 - b. ATV operation shall be subject to all applicable provisions of WI Stats. 23.33, which is adopted.
- (5) ENFORCEMENT. This Ordinance shall be enforced by Burnett County Sheriff's Department.
- (6) VIOLATIONS. Penalty. The penalty for operating an ATV off the roadway of a designated ATV route (i.e., the gravel shoulder, grassy inslope, ditch, or other highway right-of-way) or violating any other provision of this ordinance shall result in a forfeiture of not less than \$25.00 or more than \$500.00, plus court costs.
- (7) SEVERABILITY. Should any sub-section, clause, or provision of this Ordinance be declared by the Court to be invalid, the same shall not affect the validity of the section as a whole or any part thereof, other than the part so declared to be invalid.
- (8) EFFECTIVE DATE. This ordinance becomes effective immediately upon passage by the County Board of Supervisors and publication.

DEPOSIT SCHEDULE:

| | |
|---|---|
| 1. Illegal Operation of an ATV off roadway. | \$25.00 |
| 2. Speeding, on or off roadway: | |
| a. 1 – 10 | \$25.00 |
| b. 11 – 15 | \$50.00 |
| c. 16 – 19 | \$75.00 |
| d. 20 – 24 | \$100.00 |
| e. 25 and over | \$125.00 |
| 3. Failure to Operate Single File | \$25.00 |
| 4. Failure to Illuminate Headlights or Taillights | \$25.00 |
| 5. Operating an ATV Without Safety Certificate | \$25.00 1 st \$50.00 2 nd |
| 6. Operating an ATV Without Protective Headgear | \$25.00 1 st \$50.00 2 nd |
| 7. Damage to Route or ATV Sign or Removal of Sign | \$500.00 |
| 8. Illegal Possession of ATV Sign | \$250.00 |

State of Wisconsin
County of Burnett

I, Wanda Hinrichs, the duly elected and qualified County Clerk in and for Burnett County, do hereby certify that the attached Ordinance 2010-06, "Burnett County ATV Ordinance" was

adopted by the Burnett County Board of Supervisors at a legally assembled meeting at which a quorum was present and acted throughout. The date of passage was July 22, 2010.

Wanda Hinrichs

Wanda Hinrichs,
Burnett County Clerk

| 83500 DOUGLAS COUNTY, WISCONSIN | | | | | |
|---|--------------|---------------|---------------|--------------|-------------|
| MHWYR08 Highway Department--Budget Detail | | | | | 02/24/16 |
| DL2016 For the One Month Ending January 31,2016 | | | | | 12:45:45 |
| | 3 YR Prior | 2 YR Prior | 1 YR Prior | Current Yr | Current Yr |
| | Actual | Actual | Actual | Amended | Actual |
| Account Description | Amount | Amount | Amount | Budget | Amount |
| ----- | ----- | ----- | ----- | ----- | ----- |
| Revenues | | | | | |
| General Property Taxes | 3,448,613.00 | 3,449,794.00 | 3,537,971.00 | 3,413,992.00 | - |
| Transportation-Fed Grant-FEMA | - | 3,161.58 | - | - | - |
| Transportation-State Grants | 3,209,219.01 | 4,296,615.98 | 954,571.98 | 1,086,000.00 | 69,191.86 |
| Wide-load Moving Permits on | 850.00 | 470.00 | 650.00 | 500.00 | 30.00 |
| Highway Maint & Construction | 9,578.07 | 4,479.86 | 47,496.72 | 9,395.00 | - |
| Transportation | 2,050,042.97 | 1,932,625.35 | 2,019,966.09 | 1,952,278.00 | 264,242.69 |
| Interest Income | - | - | 339.34 | - | 9.84 |
| Office Space Rental | 14,846.76 | 15,073.08 | 15,306.42 | 7,300.00 | - |
| Sale of Gravel & Sand | 222.75 | 121.25 | 100.00 | - | - |
| Sale of Salvage & Waste Prod | 5,062.20 | 254.80 | 13,644.67 | - | - |
| Gain/Loss on Sale (Prop.& Equip) | - | 9,995.21 | 21.40 | - | - |
| Insurance Recoveries | 16,499.16 | 19,657.21 | 11,270.00 | - | (11,270.00) |
| Reimbursement of Expenses | 33,932.91 | 4,586.25 | 94.48 | - | - |
| Other Revenue | - | - | 2,674.18 | - | - |
| Transfer from Debt Equity | 289,950.00 | 560,867.00 | 4,180,000.00 | 2,680,000.00 | 233,333.33 |
| Transfer to-Residual Equity | - | - | (245,000.00) | - | - |
| | ----- | ----- | ----- | ----- | ----- |
| Revenues | 9,078,816.83 | 10,297,701.57 | 10,539,106.28 | 9,149,465.00 | 555,537.72 |
| Expenses | | | | | |
| Personnel Services | 3,022,865.00 | 2,908,169.86 | 3,049,744.55 | 3,206,292.00 | 267,224.67 |
| Contractual Services | | | | | |
| Legal | 99.00 | 4,619.13 | - | 1,000.00 | - |
| Electric | 52,012.70 | 42,148.13 | 42,396.67 | 48,300.00 | 800.32 |
| Natural Gas | 45,951.81 | 69,599.05 | 40,965.62 | 65,900.00 | 1,595.94 |
| Telephone | 17,874.71 | 18,281.85 | 18,974.37 | 19,550.00 | 1,084.92 |
| Maint. Agreement | 536.10 | 487.56 | 573.17 | 600.00 | - |
| Laundry Services | 5,322.64 | 6,587.48 | 7,131.98 | 7,500.00 | 570.99 |
| Other Repair & Maint. | - | 4,619.50 | 2,431.74 | 3,000.00 | - |
| Internet Service | 659.68 | 611.28 | 617.18 | 700.00 | 51.94 |
| Cellular and Pager Service | 5,266.67 | 5,236.52 | 4,472.58 | 4,500.00 | 413.67 |
| Fire Protection/Prevention | 854.80 | 1,435.90 | 976.90 | 1,800.00 | - |
| Landfill Service | 1,743.49 | 1,921.50 | 1,958.21 | 2,000.00 | - |
| Other Outside Services | 2,235,325.01 | 1,626,395.37 | 4,600,226.02 | 3,160,700.00 | 12,503.20 |
| | ----- | ----- | ----- | ----- | ----- |
| Total Contractual Services | 2,365,646.61 | 1,781,943.27 | 4,720,724.44 | 3,315,550.00 | 17,020.98 |
| Supplies & Expense | | | | | |
| Postage | 1,683.98 | 1,249.29 | 1,175.68 | 1,500.00 | 28.27 |
| Office Supplies & Expense | 3,576.36 | 5,806.15 | 6,586.24 | 6,000.00 | 791.15 |
| Printing & Duplication | 393.80 | 548.65 | 300.79 | 350.00 | 40.00 |
| Other Computer Supplies | 6,114.14 | 744.93 | 26.87 | 4,000.00 | - |
| Membership Dues | 490.00 | 345.00 | 345.00 | 400.00 | 330.00 |
| Training & Seminars | 6,710.55 | 13,272.08 | 5,921.98 | 9,150.00 | 2,405.99 |
| Advertising | 928.89 | 948.41 | 1,343.10 | 1,000.00 | 319.68 |
| Licenses & Permits | 466.69 | 102.04 | 180.84 | 175.00 | 20.00 |
| Mileage | - | - | - | 100.00 | - |
| Janitorial Supplies | 3,466.86 | 2,057.46 | 4,580.20 | 3,250.00 | 727.61 |
| Other Operating Supplies | 2,154.59 | 84.03 | 6,967.81 | 3,250.00 | - |

| 83500 DOUGLAS COUNTY, WISCONSIN | | | | | |
|---|----------------|----------------|----------------|----------------|------------|
| MHWYR08 Highway Department--Budget Detail | | | | 02/24/16 | |
| DL2016 For the One Month Ending January 31,2016 | | | | 12:45:45 | |
| | 3 YR Prior | 2 YR Prior | 1 YR Prior | Current Yr | Current Yr |
| | Actual | Actual | Actual | Amended | Actual |
| Account Description | Amount | Amount | Amount | Budget | Amount |
| ----- | ----- | ----- | ----- | ----- | ----- |
| Gas & Fuel | 472,361.91 | 498,023.28 | 266,857.82 | 333,000.00 | 27,409.55 |
| Oil Grease & Accessories | 20,226.32 | 22,006.54 | 14,565.15 | 22,315.00 | - |
| Repair Parts & Maintenance | 279,606.45 | 311,066.42 | 316,508.13 | 279,450.00 | 23,714.49 |
| Painting Supplies | 260.06 | 644.43 | 174.33 | 525.00 | - |
| Tires & Batteries | 42,302.07 | 49,411.42 | 46,653.13 | 46,250.00 | - |
| Bldg Maint. Supplies | 6,771.63 | 7,072.25 | 8,761.69 | 7,500.00 | 1,054.65 |
| Consumable Tools | 16,027.29 | 19,644.25 | 22,040.74 | 16,500.00 | 863.19 |
| Sign Parts & Supplies | 7,095.34 | 12,867.30 | 5,867.95 | 11,400.00 | - |
| Welding Supplies & Expense | 1,832.84 | 1,686.15 | 2,065.20 | 2,000.00 | 719.14 |
| Inventory Adjustment | 10,947.10 | 5,223.21 | 5,968.94 | - | - |
| Road Supplies | 328,212.74 | 377,384.22 | 230,151.46 | 432,792.00 | 77,829.84 |
| Shop Supplies | 20,193.30 | 14,476.93 | 17,882.87 | 18,400.00 | 2,556.23 |
| Ready for Use | (9,596.86) | (6,546.63) | (13,467.26) | (6,420.00) | (2,312.46) |
| | ----- | ----- | ----- | ----- | ----- |
| Supplies and Expense | 1,222,226.05 | 1,338,117.81 | 951,458.66 | 1,192,887.00 | 136,497.33 |
| Fixed Charges | | | | | |
| Insurance | 137,180.00 | 153,755.00 | 148,132.00 | 160,000.00 | 13,358.00 |
| Rents and Leases | (1,373.48) | 13,106.28 | (11,138.10) | - | - |
| Equipment | 3,615.93 | 5,110.19 | 5,264.86 | 5,500.00 | 442.04 |
| Depreciation/Amortization | 2,665,628.35 | 2,811,827.68 | 3,178,044.76 | 3,252,885.00 | 270,000.00 |
| Depreciation Exp. -STATE | 7,842.00 | 7,804.51 | 11,303.95 | 7,115.00 | - |
| Sales Tax Expense | - | 68.55 | - | - | - |
| | ----- | ----- | ----- | ----- | ----- |
| Fixed Charges | 2,812,892.80 | 2,991,672.21 | 3,331,607.47 | 3,425,500.00 | 283,800.04 |
| Debt Service | | | | | |
| Grants & Contributions | | | | | |
| Bad Debt Exp/Other Losses | 6,427.02 | - | 1,980.00 | - | - |
| Aid to Localities | 82,002.80 | 108,348.33 | 19,121.04 | 77,736.00 | 6,478.00 |
| | ----- | ----- | ----- | ----- | ----- |
| Grants & Contributions | 88,429.82 | 108,348.33 | 21,101.04 | 77,736.00 | 6,478.00 |
| Department Allocations | | | | | |
| Machinery Operation | (29,720.79) | (30,239.85) | (32,999.47) | (30,000.00) | - |
| Other Inter-dept Allocation | (14,581.56) | (27,933.73) | 35,382.48 | - | - |
| Capital Asset Acquisitions | (1,965,735.94) | (1,911,851.68) | (5,286,742.02) | (3,890,500.00) | - |
| Data Processing Allocation | 182,505.03 | 182,418.29 | 208,664.47 | 182,000.00 | 15,167.00 |
| | ----- | ----- | ----- | ----- | ----- |
| Department Allocations | (1,827,533.26) | (1,787,606.97) | (5,075,694.54) | (3,738,500.00) | 15,167.00 |
| Total Operating Expenses | 7,684,527.02 | 7,340,644.51 | 6,998,941.62 | 7,479,465.00 | 726,188.02 |
| | ----- | ----- | ----- | ----- | ----- |
| NET COST WITHOUT CAPITAL OUTLAY | (1,394,289.81) | (2,957,057.06) | (3,540,164.66) | (1,670,000.00) | 170,650.30 |
| | ----- | ----- | ----- | ----- | ----- |
| NET COST | (1,394,289.81) | (2,957,057.06) | (3,540,164.66) | (1,670,000.00) | 170,650.30 |
| | ===== | ===== | ===== | ===== | ===== |

