

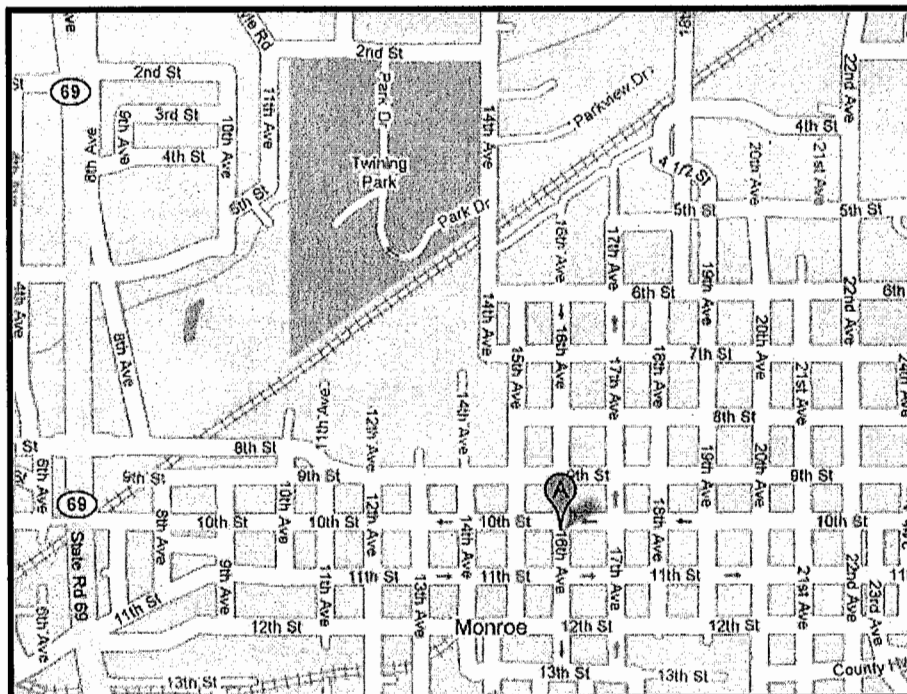
PECATONICA RAIL TRANSIT COMMISSION

20 S Court Street • PO Box 262 • Platteville, Wisconsin 53818
MEMBER COUNTIES: GREEN • IOWA • LAFAYETTE • ROCK

TO: Pecatonica Rail Transit Commissioners & Other Interested Persons
FROM: Matthew Honer, PRTC Administrator
RE: Friday, April 26th, 2019 PRTC Meeting

**Pecatonica Rail Transit Commission
Courthouse, 2nd Floor Courtroom
1:00 pm Friday, April 26th, 2019**

Green Co. Courthouse • 1016 16th Ave • Monroe, WI



Meetings are typically held on the fourth Friday of each quarter at 1 PM in Monroe. 2019 meeting dates are January 25th, April 26th, 18th, July 26th, and October 25th.

NOTICE is sent to: County Clerks in PRTC's Region for Posting and to Local News Media as an FYI.

If you have any questions regarding the Agenda, please email m.honer@swwrpc.org or call (608) 342-1637

Thank you for your interest and assistance.

Pecatonica Rail Transit Commission

1:00pm • Friday, April 26th, 2019.

Green Co. Courthouse, 2nd Floor Courtroom, 1016 16th Ave • Monroe, WI

1. 1:00 PM Call to Order – *Harvey Kubly, Chair*
2. Roll Call. Establishment of Quorum – *Matthew Honer, PRTC Administrator*
3. Action Item. Certification of Meeting's Public Notice – *Noticed by Honer*
4. Action Item. Approval of Agenda – *Prepared by Honer*
5. Action Item. Approval of draft January 2019 meeting minutes – *Prepared by Honer*
6. Updates. Public Comment – *Time for public comment may be limited by the Chair*
7. Updates. Announcements by Commissioners – *Discussion may be limited by the Chair.*

REPORTS & COMMISSION BUSINESS

- 30 minutes estimated | Update & Action*
8. **Presentation and Discussion of Cheese Country Trail Inventory and Improvements Plan** – *Elite Engineering (UW Platteville – Senior Design)*
- 5 minutes estimated | Update & Action*
9. **Commissioner Elections**
- 5 minutes estimated | Update & Action*
10. **PRTC Financial Report** – *Paul Beach, PRTC Treasurer*
 - Treasurer's Report and Payment of Bills
- 10 minutes estimated | Update*
11. **WSOR Operation's Report** – *WSOR*
 - Update on Maintenance Activities
 - Update on Capital Projects
 - Report of Business Development
 - Other Continuing Issues/Topics
- 10 minutes estimated | Update*
12. **WisDOT Report** – *Staff may include Kim Tollers, Teri Beckman*
- 5 minutes estimated | Update*
13. **Tri-County Trail Commission Report** – *Presenters may include Leon Wolfe*
- 5 minutes estimated | Update*
14. **PRTC Administrator's Report** – *Matthew Honer, PRTC Admin.*
- 10 minutes estimated | Action*
15. **Discussion and Action on Staff Services Agreement with Southwestern Wisconsin Regional Planning Commission** – *Honer, PRTC Admin.*
- 5 minutes estimated | Action*
16. **Discussion and Action on Audit Engagement Letter** – *Honer, PRTC Admin.*
- 10 minutes estimated | Discussion*
17. **Discussion on 2020 Budget** – *Honer, PRTC Admin.*
- 5 minutes estimated | Action*
18. **Discussion and Action on Utility Permit in the Wayne Township, Lafayette County** – *Honer, PRTC Admin.*
- 5 minutes estimated | Action*
19. **Discussion and Action on Private Crossing Permit in Willow Springs Township, Lafayette County** – *Honer, PRTC Admin.*
- 5 minutes estimated | Action*
20. **Discussion and Action on Temporary Access Permit in Willow Springs Township, Lafayette County** – *Honer, PRTC Admin.*
- 5 minutes estimated | Action*
21. **Discussion and Action on Temporary Access Permit in the Village of South Wayne** – *Honer, PRTC Admin.*
- 10 minutes estimated | Possible Action*
22. **Discussion and Possible Action on Private Crossings and Encroachments in the Village of South Wayne** – *Honer, PRTC Admin.*
- Action Item*
23. **Adjournment**

PECATONICA RAIL TRANSIT COMMISSION

20 S Court Street • PO Box 262 • Platteville, Wisconsin 53818
 MEMBER COUNTIES: GREEN • IOWA • LAFAYETTE • ROCK

1:00 PM • Thursday, October 25th, 2018 • Green Co. Courthouse, 2nd Floor Courtroom, 1016 16th Ave • Monroe, WI

1. 1:00 PM **Call to Order** – *Charles Anderson,, Chair*
2. Roll Call. **Establishment of Quorum** – *Matthew Honer, Administrator*

Commissioners present for all or part of the meeting:

Commissioner		Position	Present	Commissioner		Position	Present
Green	Harvey W. Kubly	Chair	X	Iowa	Charles Anderson	Secretary	X
	Oscar Olson		X		VACANT		
	Paul Beach		X		Ricky Rolfsmeyer		X
Leon Wolfe	Vice Secretary	X					
Lafayette	John Bartels		X	Rock	Wayne Gustina		X
	Andy Schilling		Absent		Alan Sweeney	Vice Chair	Excused
	Gerald Heimann	Alternate	Absent		Terry Thomas		X

Commission achieved quorum.

Other present for all or some of the meeting:

<ul style="list-style-type: none"> • Matthew Honer, SWWRPC • Kim Tollers, Teri Beckman - WisDOT 	<ul style="list-style-type: none"> • Pete Chen, Betsi Bass - Alliant Energy • Ken Lucht - WSOR
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3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Honer*
 - *Motion to approve certification of public meeting – Rolfsmeyer/Bartles. Passed Unanimously.*
4. Action Item. **Approval of Amended Agenda** – *Prepared by Honer*
 - *Motion to approve amended agenda – Wolfe/Bartles Unanimously.*
5. Action Item. **Approval of draft July 2018 Minutes** – *Prepared by Honer*
 - *Motion to approve draft May 2018 minutes – Bartles/Gustina. Passed Unanimously.*
6. Updates. **Public Comment** – *Time for public comment may be limited by the Chair*
No public comment.
7. Updates. **Announcements by Commissioners** – *Discussion may be limited by the Chair*
No announcements.

REPORTS & COMMISSION BUSINESS

8. **PRTC Financial Report** – *Paul Beach, PRTC Treasurer*

Beach reported receivables since March 31st totaling \$3,433.58, and total disbursements being \$50,000 to WSOR. The balance of the checking account totaled \$83,470.76. Total balance of the checking and CD on September 28th, 2018 was \$108,470.76. Beach presented the bills for payment, which included the invoice for the 2017 Audit and an Invoice from SCWRRTC for staff services.

- *Motion to approve the Treasurer's Report and pay the bills – Olson/Bartles. Passed Unanimously.*

9. WSOR Operation's Report – Ken Lucht, WSOR

Lucht stated that WSOR ran the rail detector over the Monroe subdivision and there were no significant defects. WSOR reconstructed the crossings on Kessler Road and County Rd KS.

Lucht reported that grain, sand, ethanol, and fertilizer continue to move on the line and that WSOR is happy to have a new customer on the Monroe Sub. selling soybean oil.

Lucht gave an update on the Prairie and Reedsburg subdivision flooding that took place. Lucht stated that WSOR believes it is a 200-year flood event causing a close in service due to mudslides, flooding, and washouts. Lucht stated that the State declared a natural emergency event allowing WSOR to mobilize quickly. Lucht stated that WSOR worked tirelessly since the flooding events to maintain services to its customers. Lucht stated that the line was services was quickly returned to the line and offered transloading and other services to customers while repairs were being made. Wolfe asked if they would receive FEMA funds, Lucht stated that they filled out the application but do not believe that they will further pursue due to the partnership with WisDOT who paid for approximately half of the repairs.

Anderson asked about how large the Badger Ethanol Plant staging is. Lucht responded it is 100 cars. Anderson asked for an update on the Belden siding in Illinois. Lucht explained that WRRTC approved the construction of a new siding in Belden Illinois. The new siding will allow WSOR to increase traffic on Metra's tracks, and dramatically increase the movement of goods from the WRRTC and the PRTC into Chicago. Thomas asked about the recent explosion at the Monroe ethanol plant. Lucht stated that service was interrupted briefly but WSOR is back in service.

10. WisDOT Report – Kim Tollers, Teri Beckman, WisDOT

Tollers had nothing to report. Beckman gave an update on project for Highway 11. Beckman stated that WisDOT will be replacing a culvert that goes under Hwy 11 in South Wayne. At the end of the culver where it butts into the Cheese County trail there is currently a concrete pad, they will be replacing that pad with a breaker-run rip-rap. The project will take place Summer 2019.

11. Tri-County Trail Commission Report – Wolfe

Wolfe reported that the trails are open today for the first time in over two weeks. He stated that the trail was underwater for long time. He reported there were significant wash outs near Darlington and Mineral Point. A lot of work was done to bring it back into service.

12. PRTC Administrator's Report – Honer, PRTC Admin.

Honer passed out the 2019 proposed PRTC dates to the commission and asked if the Commission had any questions regarding the dates. Honer reported that he has been in touch with the owner of the leased building on PRTC property in Darlington. They have made the 2019 lease payment and improvements to their building. Honer said the improvements satisfy the conditions of the lease agreement that the building be maintained in good condition. Honer reported that he made a site visit to the Tullers Lane Bridge in South Wayne with Tom Jean (Lafayette Highway Commissioner), Lee Liphart (Wayne Township Patrolman), and the current landowners to review the potential solutions to the driveway. Bartles stated that he drove past the Tullers Lane project and it looks like it is moving forward well.

Wolfe stated that Ivey construction moved their parking lot and seeded the prior location on the trail. Honer stated that Ivey construction has been great to work and greatly appreciated their cooperation for the issue.

13. Discussion and Action on Utility Crossing in the Village of South Wayne - Honer, PRTC Admin., Peter Chen, Alliant Energy.

Honer stated that he has reviewed the utility permit to make sure that it conforms to Wisconsin Statue Trans 29 that regulates utility - railroad crossings. Honer stated that the utility permit conforms to the statue. Although there is a statement that says the utility should crossing as closely to a 90 degree angle as possible. Honer believes that although the proposed utility does not cross at a right angle, it

still conforms to Trans 29. Betsi Bass, stated that the project with Highway 11 is in conjunction with the culvert replacement project that Teri had spoken about. Bass stated that the wires needed to be relocated, and an underground crossing made sense. Bass stated that the depth and length of the crossing requires that the most direct route is taken, requiring the less than 90-degree crossing.

- *Motion to approve utility crossing in the Township of South Wayne as presented – Anderson/Wolfe. Passed Unanimously.*

14. Discussion and Possible Action on Temporary Authorization Permit for reconstruction of Tullers Lane (Wayne Township, Lafayette County) and the removal of trees within the PRTC owned Right – of – Way. – Honer, PRTC Admin and Tom Jean Lafayette County Highway Commissioner.

Honer reported that this project came to attention last week. Honer stated that Tullers Lane is a township road and the road have an arched wooden bridge over the Cheese County Trail, that is not owned by the RTC. Currently, that bridge has a weight limit that does not allow firetrucks or snowplows. The township plans to address this prior to winter. The township and county would like to construct a new driveway that does not require crossing the bridge. There is a nearby WisDOT approved crossing that the new driveway will use to connect with Hwy 11. As part of that construction the Township would like to remove some trees from the right-of-way to ensure the road is not in the shade all day during the winter.

- *Motion to approve the temporary access permit and removal of trees to Wayne Township and Lafayette County - Wolfe/Bartles. Passed Unanimously.*

15. Discussion and Possible Action on a Private Crossing Permit – Honer, PRTC Admin and Tom Jean Lafayette County Highway Commissioner.

Honer reported that he was expecting to receive a permit for a private crossing prior to the meeting but has not. He stated that the bridge will remain crossing the Right-of-Way but the new crossing does not have a permit and will need a permit. Tollers asked if they are intending to abandon the Bridge. Wolfe stated that what he understands, but they do not intend to remove it. Tollers stated that a bridge with no owner crossing the Commission property will have future safety consequences for the Commission and should be addressed when the private crossing permit is discussed. Honer stated that the road is currently a township road and that the future driveway will be a private driveway. This will mean that the town will undertake the process to vacate the road and the infrastructure, leaving no further responsibility for the town to maintain the bridge. Tollers stated that when the private crossing permit is discussed is the appropriate time to discuss the future of the bridge.

16. Discussion and Possible Acknowledgement of Draft 2017 Audit – Kubly, PRTC Chair.

Anderson asked what the recommendations were. Beach responded that they suggested additional oversight, which is a standard statement for most governmental organizations. Anderson asked about the requirements to undertake an annual audit. Harvey stated that it is a requirement in the Charter. Kubly stated that he had often been able to get a discount from the Audit companies, but is no longer able to get a discount and that the Commission is likely getting the minimum billing amount. Kubly explained that most smaller firms no longer do audits due to liability insurance requirements associated with audits.

Honer stated that the Commission could amend the charter. Honer stated that there a process to amend the charter, which also serves as the commission's bylaws. It would require a vote by each county board to approve. Honer stated that the charter, as well as the charters of SCWRTC and WRRTC, have never been amended. Beach stated that he believes that doing it biannually would still require the auditor to research the prior year, perhaps resulting in a higher expense.

- *Motion to acknowledge the 2017 Audit –Rolfsmeyer/Bartles. Passed Unanimously.*

17. Adjournment

Harvey thanked the commission for the date adjustment.

- *Motion to adjourn at 1:45 pm – Gustina/Wolfe. Passed Unanimously.*