

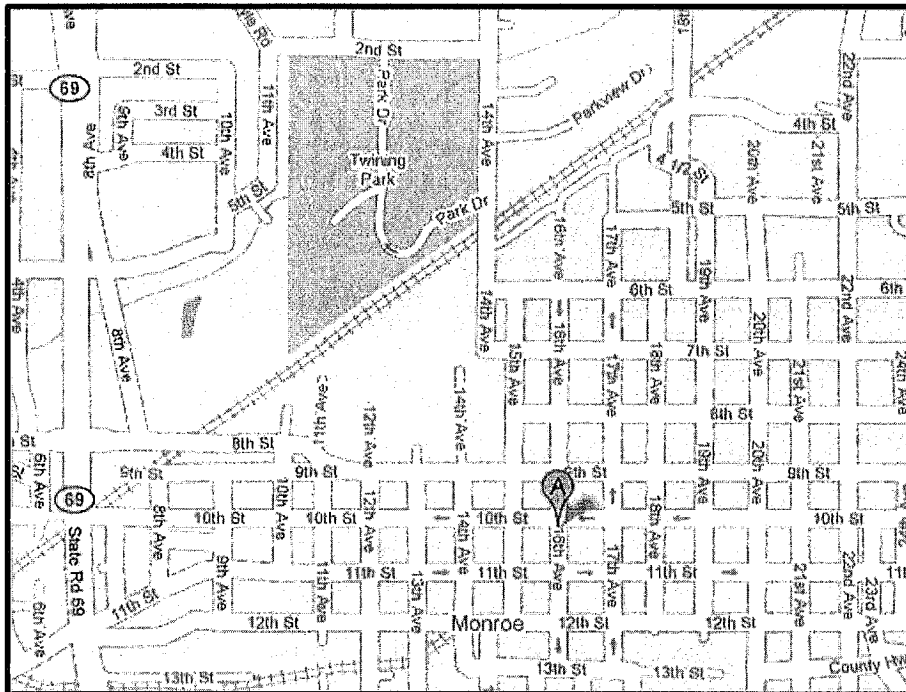
# PECATONICA RAIL TRANSIT COMMISSION

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, October 25<sup>th</sup>, 2019 PRTC Meeting

**Pecatonica Rail Transit Commission  
Courthouse, 2<sup>nd</sup> Floor Courtroom  
1:00 pm Friday, October 25<sup>th</sup>, 2019**

**Green Co. Courthouse • 1016 16<sup>th</sup> Ave • Monroe, WI**



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

**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](mailto:m.honer@swwrpc.org) or call (608) 342-1637

*Thank you for your interest and assistance.*

# Pecatonica Rail Transit Commission

1:00pm • Friday, October 25<sup>th</sup>, 2019.

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

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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 July 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

- 5 *minutes estimated | Update & Action*
8.    **PRTC Financial Report** – *Paul Beach, Treasurer*
  - Treasurer's Report and Payment of Bills
  
- 10 *minutes estimated | Update*
9.    **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*
10.   **WisDOT Report** – *WisDOT*
  
- 5 *minutes estimated | Update*
11.   **Tri-County Trail Commission Report** – *Presenters may include Leon Wolfe*
  
- 5 *minutes estimated | Update*
12.   **PRTC Administrator's Report** – *Matthew Honer, PRTC Admin.*
  
- 5 *minutes estimated | Update & Action*
13.   **Discussion and Acknowledgement of the 2018 Audit** – *Harvey Kubly, Chair.*
  
- 10 *minutes estimated | Update & Action*
14.   **Discussion and Possible Action on providing feedback to WisDOT regarding FRPP Application Instructions** – *WisDOT.*
  
- 10 *minutes estimated | Update*
15.   **Presentation of 2018 Carload Summary** – *WSOR.*
  
- 10 *minutes estimated | Update*
16.   **Presentation of Internal Defect Report by Subdivision, 2019** – *WSOR.*
  
- Action Item*
17.   **Adjournment**

# PECATONICA RAIL TRANSIT COMMISSION

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

1:00 PM • Friday, April 26<sup>th</sup>, 2019 • Green Co. Courthouse, 2<sup>nd</sup> Floor Courtroom, 1016 16<sup>th</sup> Ave • Monroe, WI

1. 1:05 PM            **Call to Order** – *Harvey Kubly, Chair*
2. Roll Call.            **Establishment of Quorum** – *Matthew Honer, Administrator*

**Commissioners present for all or part of the meeting:**

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

Commission achieved quorum.

**Other present for all or some of the meeting:**

<ul style="list-style-type: none"> <li>• Matthew Honer, Troy Maggied - SWWRPC</li> <li>• Justin Mahlberg, Paige Jelinek, Alex Jerome – Elite Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Pete Chen, Betsi Bass – Alliant Energy</li> <li>• Jeremy Williams - City of Darlington</li> </ul>
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3. Action Item.            **Certification of Meeting’s Public Notice** – *Noticed by Honer*
  - *Motion to approve certification of public meeting – Sweeney/Gustina. Passed Unanimously.*
4. Action Item.            **Approval of Amended Agenda** – *Prepared by Honer*
  - *Motion to approve amended agenda – Anderson/Bartels. Passed Unanimously.*
5. Action Item.            **Approval of draft January 2019 Minutes** – *Prepared by Honer*
  - *Motion to approve draft January 2019 minutes – Sweeney/Anderson. 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*  
 Bartels stated the bridge at Tuller Lane has been removed.

**REPORTS & COMMISSION BUSINESS**

8.            **Presentation and Discussion of Cheese Country Trail Inventory and Improvement Plans** – *Elite Engineering, UW – Platteville.*

The group of UW – Platteville Senior Design Students presented on their semester project. The project was a review of the current infrastructure inventory along a section of the Cheese Country Trail between Darlington and Mineral Point.

Anderson asked if it was the responsibility of the PRTC to replace bridges and culverts to rail standards. Honer responded that bridge replacements are not required to be built to rail standards if they are replaced. Wolfe commented that the bridges are inspected yearly by a bridge inspector. Wolfe stated that the info on signage is helpful to the TCC. Wolfe stated that weather conditions over the past year have caused numerous flooding on the trail and that in the area south of Mineral Point, it is very difficult to stop the water from going over the trail. Wolfe stated that three bridges by Gratiot are scheduled to be fixed over the summer.

**9. Officer Elections**

Honer stated that the Pecatonica Rail Transit Commission Charter prescribed that elections are to happen every year. Each county is entitled to an officer, making for a total of four officers. In addition to holding office, the nominated and elected officers constitute the executive committee.

- *Motion to nominate existing positions, Harvey Kubly – Chair, Leon Wolfe – Vice Secretary, Charles Anderson – Secretary, Sweeney/Olson.*
- *Amend Motion to nominate Alan Sweeney – Vice Chair. Anderson/Olson. Passed Unanimously.*
- *Motion to nominate Paul Beach as Treasurer = Sweeney/Gustina. Passed Unanimously.*

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

Beach presented the balance sheet. The checking account balance, with the addition of \$33,532.04 in receipts, at the end of March was \$110,337.41 Receipts received were from county contributions, WSOR rent, and earned interest. Total disbursements from \$4,774.01 for Q3 and Q4 regional planning, Boardman Clark, and treasurer’s fees. The Total Checking and CD balance is \$135,337.41.

Beach reported that he looked at the cost of terminating the existing CD to gain a better rate. Beach reported that the commission would only gain slightly over the 2019 year if the CD was removed. This is due to a termination fee that the bank would charge. Greenwood State Bank, the current location of the CD, would have a similar rate. Wisconsin Bank and Trust had a rate of 2.52% for 22 months. Beach asked if he should seek a better rate now or look for higher rates when the CD expires.

- *Motion to transfer the existing CD 57451 from its current location to Wisconsin Bank and Trust, and into a 22-month CD at 2.52%, +/- .1%. Wolfe/Sweeney. Passed Unanimously.*

Beach presented the bills for consideration, which included an invoice 2019 Q1 from SWWRPC and recent receivables from WSOR and Alliant Energy.

- *Motion to approve treasurers report and payment of the bills – Anderson/Gustina. Approved Unanimously.*

**11. WSOR Operation’s Report – Ken Lucht, WSOR**

Lucht was not available to be present for the meeting. Lucht asked Honer to present a few items to the commission including three at grade rail crossings. Honer stated that these are significant upgrades that are not considered capital improvement. These are maintenance above and beyond regular maintenance. Honer stated that Lucht stated that the FRPP guidelines make the Monroe Sub. ineligible for grant funds. Honer stated that the derailment that happened in Monroe last week, Lucht stated it was on industry track and there were no delays, injuries, or damages.

**12. WisDOT Report – Kim Tollers, Teri Beckman, WisDOT**

*No one from WisDOT for a report.*

**13. Tri-County Trail Commission Report – Wolfe**

Wolfe reported that the trail is open. There was a lot of damage in March. The bridges were repaired. The trail is currently rough and needs some additional repairs. There was request for \$90k in repair funds. Wolfe state that the trail is very busy. He also reported that the Tuller Lane Bridge is removed. Beach suggested that the TCC look for the plugged culvert. Gustina asked what the financial reserve the TCC has for doing repairs. Wolfe stated that they have a pretty good reserve. Wolfe stated that the entire trail needs 3-6 inches of base. Gustina asked how they raise funds. Wolfe stated that they sell permits, although most vehicles are now state licensed, and those vehicles do not need a local permit. If a vehicle is from out of state or the vehicle does not meet the state requirements, then a local trail pass is required. Wolfe stated that the DNR does provide funding for maintenance repairs. Beach asked if the TCC has concerns about the growing size of UTVs. Wolfe stated that as they make repairs, they make the bridges larger. Wolfe stated that in some places there is rail that exists under the base.

**14. PRTC Administrator’s Report – Honer, PRTC Admin.**

Honer reported that he visited the Tuller Lane Bridge on the way into Monroe. Honer stated that there was still a pile of material left there. Honer stated that he will be stopping by before the next PRTC meeting to see that ground cover is established and that the remaining material has been removed.

Honer stated that Brownlee’s legal advice was the RTCs should reestablish oaths of office. Honer stated that he has oaths available but that they need a notary stamp for approval. Honer stated that Brownlee is a notary and can notarize these items at the next meeting she attends.

**15. Discussion and Action on Staff Services Agreement with Southwestern Wisconsin Regional Planning Commission - Honer, Admin.**

Honer stated that the agreement is a renewal of the previous year’s agreement. Wolfe asked if the SWWRPC will ever bill less than the contact amount of \$6,600. Honer stated that the commission will bill the full contract amount to cover costs. Maggied added that there is additional work that will continue to be worked on by others in SWWRPC’s office.

- *Motion to approve the Staff Services Agreement with Southwestern Wisconsin Regional Planning Commission for 2020 – Sweeney/Bartles. Passed Unanimously*

**16. Discussion and Action on Audit Engagement Letter – Honer, Admin.**

Honer explained that he asked for a three year and one-year engagement. Anderson asked if the Auditors have cyber security insurance because the statements appear to say that information will be digitized. Kubley stated that traditionally, all of the files are copied and sent to Johnson Block by mail. Honer stated that the final audit is emailed to the commission as well as sent by mail. It was suggested that the auditor should be asked.

- *Motion to approve a three-year audit engagement letter with Johnson Block – Anderson/Gustina. Passed Unanimously.*

**17. Discussion on 2020 Budget – Honer, Admin.**

Honer stated that he sent out the draft budget for discussion at this meeting. The budget needs to be approved at the July Meeting, so between now and then is time for discussion regarding the budget.

**18. Discussion and Action on Utility Permit in Wayne Township, Lafayette County – Betsi Bass, Pete Chen, Alliant Energy.**

Betsi Bass from Alliant Energy explained that the utility was damaged in a storm in March. Due to the damage there was an urgent repair that was made. The crossing was modified to an underground crossing rather than an overhead crossing.

- *Motion to approve the utility permit application for Alliant Energy for a utility crossing in Wayne Township, Lafayette County – Wolfe/Bartles. Passed Unanimously.*

**19. Discussion and Action on a Private Crossing Permit in Willow Springs Township, Lafayette County – Honer, Admin.**

Jeremy Williams, public works director from Darlington, explained that they will be working with the landowner on a streambank stabilization project for water quality credits.

- *Motion to approve the private crossings permit application for Crist in Willow Springs Township, Lafayette County – Sweeney/Bartles. Passed Unanimously.*

**20. Discussion and Action on a Temporary Access Permit in Willow Springs Township, Lafayette, County – Honer, Admin.**

Jeremy Williams explained that the Temporary Access Permit would be used for staging material and equipment as the City of works on the Streambank stabilization project.

- *Motion to approve the temporary access permit for the City of Darlington in Willow Springs Township, Lafayette County – Anderson/Bartles. Passed Unanimously.*

**21. Discussion and Action on a Temporary Access Permit in the Village of South Wayne – Honer, Admin.**

Honer stated that the applicant is the neighbor of the Depot's owner. The depot currently is on the PRTC right-of-way but is not owned by the PRTC. Honer stated that the applicant is working with the Depot's owner to move it off the right of way. Sweeney asked about who has insurance for the project. Honer stated that the purpose of the Temporary Access Permit is to remove liability from the TCC and the PRTC. Honer stated that the applicant is required to have insurance for the removal of the building.

- *Motion to approve the temporary access permit in the Village of South Wayne, with the requirement that the applicant show proof of insurance – Wolfe/Sweeney. Passed Unanimously.*

**22. Discussion and Possible Action on Private Crossings and Encroachments in the Village of South Wayne – Honer, Admin.**

Honer explained that in his conversations with the Access Permit applicant, several unauthorized uses were identified. Honer explained that a few of the issues include signage and private crossing permits.

- *Motion to request TCC to install signage at the intersection of Cty Rd D and Galena St. – Sweeney/Gustina. Passed Unanimously.*

**23. Adjournment**

- *Motion to adjourn at 2:45 pm – Gustina/Wolfe. Passed Unanimously.*