

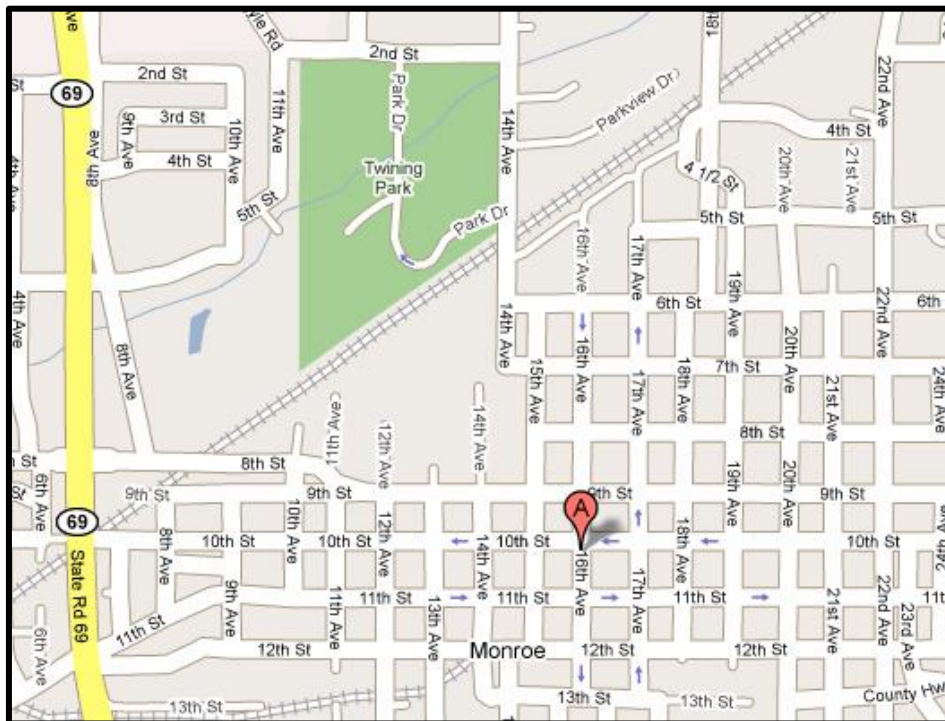
PECATONICA RAIL TRANSIT COMMISSION

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, July 24th, 2020 PRTC Meeting

Pecatonica Rail Transit Commission Courthouse, 2nd Floor Courtroom 1:00 pm Friday, July 24th, 2020

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



Meetings are typically held on the fourth Friday of each quarter at 1 PM in Monroe. 2020 meeting dates are January 24th, May 22nd, July 24th, and October 23rd.

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, January 24th, 2020.

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 May 2020 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** – *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** –
 - Update on Trail Usage and Conditions
 - Update on Maintenance Activities
 - Other Continuing Issues/Topics
- 5 *minutes estimated | Update*
12. **PRTC Administrator's Report** – *Matthew Honer, PRTC Admin.*
 - Update on Communications
 - Other Topics/Issues
 - Administrative Projects
- 15 *minutes estimated | Update & Action*
13. **Discussion and Possible Action on encroachments in South Wayne, WI** – *Honer, Admin.*
- 10 *minutes estimated | Update*
14. **Discussion and Action on draft 2021 PRTC Budget** – *Honer, Admin.*
- Action Item*
15. **Adjournment**

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MEMBER COUNTIES: GREEN • IOWA • LAFAYETTE • ROCK

1:00 PM • Friday, January 24th, 2020 • 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, 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>Excused</i>
	<i>Oscar Olson</i>		<i>X</i>		<i>Bill Ladewig</i>		<i>X</i>
	<i>Paul Beach</i>	<i>Treasurer</i>	<i>X</i>		<i>Ricky Rolfsmeyer</i>		<i>Excused</i>
<i>Lafayette</i>	<i>Leon Wolfe</i>	<i>Vice Secretary</i>	<i>X</i>		<i>Rock</i>	<i>Wayne Gustina</i>	
	<i>John Bartels</i>		<i>X</i>	<i>Alan Sweeney</i>		<i>Vice Chair</i>	<i>X</i>
	<i>Andy Schilling</i>		<i>absent</i>	<i>Terry Thomas</i>			<i>Excused</i>
	<i>Gerald Heimann</i>	<i>Alternate</i>					

Commission achieved quorum.

Other present for all or some of the meeting:

<ul style="list-style-type: none"> • Matthew Honer – Admin. • Betsi Bass, Pete Chen, <i>Alliant Energy</i>. • Michael Olson, <i>Badger State Ethanol</i>. 	<ul style="list-style-type: none"> • Susan Nast, <i>WisDOT</i>. • Roger Schaalma, Brent Marsh, <i>WSOR</i>. • Steve Monson, <i>Pecatonica Co-op</i>.
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3. Action Item. **Certification of Meeting’s Public Notice** – *Noticed by Honer*
 - *Motion to approve certification of public meeting – Ladewig/Bartels. Passed Unanimously.*
4. Action Item. **Approval of Agenda** – *Prepared by Honer*
 - *Motion to approve the agenda – Sweeney/Wolfe. Passed Unanimously.*
5. Action Item. **Approval of draft October 2019 and November 2019 Minutes** – *Prepared by Honer*
 - *Motion to approve draft October 2019 and November 2019 minutes – Sweeney/Bartels. Passed. Ladewig abstained.*
6. Updates. **Public Comment** – *Time for public comment may be limited by the Chair*
None.
7. Updates. **Announcements by Commissioners** – *Discussion may be limited by the Chair*
Bill Ladewig received a welcome back to the Commission.

REPORTS & COMMISSION BUSINESS

8. **Presentation of Badger State Ethanol Yard Expansion Project** – *Mike Olson and Erik Huschett, Badger State Ethanol.*
Mike Olson, project coordinator with Badger State Ethanol (BSE), stated BSE will be expanding their railyard by two new lines and excavating for a third. Olson referred to the maps that were provided to the commission. Michael Olson stated that he was unsure of who owns the property that some excavating work will take place on. Honer stated that he spoke with representatives from WisDOT and confirmed that work wouldn’t take place on PRTC property. Olson stated that grading work will take place on PRTC right of way. Honer stated that if grading takes place, then Badger State Ethanol will need a Temporary Access Permit. Olson stated that they would like to start the excavation as early as April 1st. Honer stated that he will be undertaking additional research to verify

ownership and that if the PRTC does in fact own the property, a special meeting can be held in February or March. There was no opposition to the project, but it appears additional work needs to be done to determine the appropriate permitting.

Ladewig asked if WSOR has been involved. Marsh stated that he has been working with Badger State Ethanol for the past few months and believes they are ready to start when the ground thaws.

9. Discussion and Action on Temporary Access and Utility Permit for Aliant Energy in Browntown – Honer, Admin.

Honer introduced the project and Betsi Bass and Pete Chen from Alliant Energy. Bass explained the project and stated they are replacing an overhead line with an underground longitudinal installation. Wolfe stated that the Tri-County Trail Commission approved the permit at their meeting the evening prior. Wolfe stated that the only concern was regarding trail damage and flagging, which are both addressed.

- *Motion to approve the Utility Permit and Temporary Access Permit – Ladewig/Bartles. Approved Unanimously.*

10. PRTC Financial Report – Paul Beach, PRTC Treasurer

Beach presented the treasurer's report and stated that a total of \$4,206.91 in receipts was received in Q4 of 2019 and \$3,405.11 in disbursements. The total checking account balance as of December 31st, 2019 was \$114,539.16.

Bills include \$9.75 in postage from Kubly, Boardman Clark for \$1,601.50, and SWWRPC Q4 for \$1,191.94.

- *Motion to approve Treasurer's report and payment of the bills – Ladewig/Sweeney. Approved Unanimously.*

11. WSOR Operation's Report – Schaalma, Marsh, WSOR

Schaalma reported that this time of the year WSOR is working on safety training and equipment maintenance. Schaalma stated that there has been a lot of snow removal, including the switches, parking lots, and yards. There were three at-grade crossings on the Monroe Sub. done as part of maintenance: Murry Rd, Dickey Rd, and Park Rd. Schaalma stated that WSOR will redo the crossing at Schafner Rd next year. Schaalma stated that work will continue on the CWR project on the Waukesha Sub., and a tie project on the Reedsburg Sub. Planning is taking place for the annual rail and geometry testing of the system. Schaalma stated that business is typical for this time of the year. A lot of the work is focused on prepping for Spring. Schaalma introduced Brent Marsh, engineer for WSOR. Marsh stated that he had been working with BSE for the last 6 – 8 months on the project and believes everything is ready to move forward.

12. WisDOT Report – Lisa Stern, WisDOT

Stern introduced herself. Stern stated that Kim Tollers officially retired from WisDOT. WisDOT has a new railway facility engineer and he will be working on the WisDOT side of projects with Marsh on future projects.

13. Tri-County Trail Commission Report – Wolfe

Wolfe stated that the trails are open and are being groomed. There has not been a lot of use, possibly due to the warm weather. Wolfe stated that there was a lot of damage over the summer due to flooding, most of it has been fixed. There is a rip-rap project along the Pecatonica River between Calamine and Mineral Point for which Tri-county Trails received a grant to complete. Engineers are working on the project currently. Wolfe stated that the bed of the trail may move some so that rip-rap can be installed. Wolfe stated that there was a discussion of one- to two-mile ditch digging project. Wolfe stated that it can be on the next agenda. Wolfe stated that Tom Jean will be reaching out to the WIDNR and WisDOT and will follow up with the Commission to determine what can be done.

Ladewig asked about the issue regarding the area where the rip rap is being placed and if there are flags or markers identifying it. Wolfe stated that there have been markers and flags showing it in the summer. Ladewig asked about the winter and requested that the TCTC keep it flagged in the Winter.

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

Honer stated that he received communication from the owner of the old railroad depot in South Wayne. Honer stated that the owner has an agreement with his neighbor to remove the barn. Honer stated that the neighbor has already received permission from the commission at a prior meeting to remove the building and knows that he needs to take into account the safety of trail users. Honer stated that he spoke with Tom Jean on several occasions regarding the TCTC's planned projects on the trail. Honer stated that the Commission is in favor of the projects and is willing to draft a letter of support for grant funding or complete any type of form necessary.

Honer stated that SWWRPC's office is working to organize all of the historic documents from Eileen Brownlee's office now that they are in the SWWRPC office. Honer stated that the office manager at SWWRPC has been doing a lot of the work and she has a lot of projects, this is a project that she will work on, on and off throughout the year. Honer stated that he will be working on a records retention policy before the next meeting and will have Eileen Brownlee review the document before bringing it to the commission for approval in May. Honer stated that he will communicate with commissioners who need to update their appointment.

15. Discussion and Action on Temporary Access Permit for MJ Electric in Browntown – Honer, Admin.

Honer introduced the temporary access permit. Honer stated that it was for a project that will be replacing some transmission poles. In order to access the poles, the company will need to utilize the trail.

- *Motion to approve with the requirement, contingent that MJ Electric notify of work being done, undertake safety flagging and remove equipment from the trail at night – Ladewig/Wolfe. Passed Unanimously*

16. Discussion and Possible Action on encroachment in South Wayne, WI – Honer, Admin.

Honer gave a background to the issues in South Wayne and explained that if the commission is ok with the current situation that an agreement would need to be made between the Commission and the Co-op. Steve Monson, manager of the Co-op, was available for questions and stated that at the time that it was installed, they received permission from the Tri-county. Sweeney asked about the requirements for a private crossing agreement. Honer stated that it could be the same as any other crossing agreement the Commission has with adjacent property owners.

- *Motion to ask Pecatonica Co-op to provide a private crossing permit application for the next meeting – Sweeney/Bartles. Passed Unanimously.*

17. Discussion and Possible Action on encroachment in Darlington, WI – Honer, Admin.

Honer presented the background to the property, which the commission has a lease agreement for. Honer stated that there are currently eight recreational vehicles being stored on the property. Honer stated that the lease agreement is unclear if it is for the building only or for the property as well. Honer asked Wolfe if he was aware of the vehicles being stored and if they were a safety issue. Wolfe stated that he does not believe the vehicles are a safety issue. Honer stated that it might be something that the Commission consider when renewing the lease in a few years.

18. Presentation of PRTC Leases and Agreements– Honer, Admin.

Honer gave a presentation on the existing and historic leases and agreements that the Commission has been a part of. The Commission requested that Honer follow up on outstanding issues associated with existing leases. Honer stated that he will work on the issues and they will be on future meeting agendas.

19. Adjournment

- *Motion to adjourn at 2:20 pm – Ladewig/Bartles. Passed Unanimously.*