

# Local Roads Improvement Program (LRIP)



Town of Gibraltar, Door County

## Guidelines and Requirements For Towns

2016-2017 Program Cycle



Updated 8/18/2015

LRIP homepage is located at:

<http://wisconsin.gov/Pages/doing-business/local-government/transportation-programs/highway/lrip.aspx>

**Table of Contents**

Local Roads Improvement Program (LRIP) Overview ..... 1

- Description ..... 1
- General Requirements ..... 3
- Application Submittal Deadline ..... 4
- Project Selection ..... 4
- Funding ..... 5
- Project Agreement ..... 6
  - Project Change Requests/Substitutions ..... 6
- Project Reimbursement ..... 7
- Program Compliance Review ..... 8

TRI Roles and Responsibilities ..... 8

- Program Timeline ..... 8
- Applicant ..... 9
- County Town Road Improvement Committee (CTRIC) ..... 9
- Project Recipient ..... 10
  - Pre-Bid Guidelines ..... 10
  - Advertising ..... 11
  - Bidding and Contracting ..... 11
  - Contracting with the County ..... 12
  - Bidding the Purchase of Hot Mix Asphalt Only (including purchase of warm mix asphalt) ..... 12
  - Engineer’s Certification ..... 13
  - Exception to Standards ..... 13
  - Project Completion/Reimbursement ..... 13
  - Records Retention ..... 14
- Statewide Town Road Discretionary Improvement Committee (STRIDC) ..... 14
- County Highway Commissioner (CHC) ..... 14

Town Road Discretionary Improvement Program (TRID) Overview ..... 16

- Description ..... 16
- Eligibility ..... 16
- Application Process ..... 16
- TRID Selection Criteria ..... 17

Town Road Improvement Program (TRI) Process ..... 20

Town Road Discretionary Improvement Process (TRID) ..... 22

Contact Information/Address ..... 23

Appendices ..... 24

- A - Wisconsin Statute 86.31
- B - Wisconsin Administrative Rule Trans 206 - Local Roads Improvement Program
- C - Entitlement and Discretionary Figures
- D - TRI Programming Caps by County
- E - Checklist to Assist Locals
- F - Wisconsin Administrative Rule Trans 204 - Existing Town Road Improvement Standards
- G - WisDOT Contacts for Requesting an Exception to Standards
- H - WDNR Contacts
- I - Example of an Exception to Standards
- J - Example of an Engineer’s Certification
- K - Example of an Advertisement and Affidavit of Publication
- L - Program Sanctions

## LOCAL ROADS IMPROVEMENT PROGRAM (LRIP) OVERVIEW

### Objective

The Local Roads Improvement Program (LRIP) was established in 1991 to assist local units of government in improving seriously deteriorating county highways, municipal streets in cities and villages, and town roads. The program is governed by s. 86.31, Wis. Stats., (<http://www.legis.state.wi.us/statutes/Stat0086.pdf>) and ch. Trans 206 (<http://www.legis.state.wi.us/rsb/code/trans/trans206.pdf>).

### Description

LRIP is a reimbursement program, which may pay up to a maximum of 50% of total eligible project costs, with the balance of the eligible costs funded by the local unit of government. All applicable projects are locally let and reimbursed by WisDOT upon project completion.

The program has three entitlement components that provide funding for road improvements. Counties are eligible for funding through the County Highway Improvement Program (CHI), towns through the Town Road Improvement Program (TRI), and cities and villages through the Municipal Street Improvement Program (MSI). MSI is comprised of cities and villages with populations less than 20,000 (MSILT) and cities and village with populations of 20,000 or more (MSIGT).

In addition to entitlements, there are also three discretionary components for counties, cities and villages, and towns to request funding for high-cost projects. Counties with high-cost projects totaling \$250,000 or more in eligible costs are eligible for the County Highway Discretionary Improvement Program (CHID). Cities and villages with high-cost projects with total eligible costs of \$250,000 or more are eligible for the Municipal Street Discretionary Improvement Program (MSID). Towns with high-cost projects totaling \$100,000 or more in total eligible costs are eligible for the Town Road Discretionary Improvement Program (TRID).

### Eligibility

Only work on existing county trunk highways, city and village streets and town roads under the authority of the local unit of government are eligible for funding. Maintenance, new roads or improvements to alleys or parking lots are not reimbursable through the program, pursuant to [ch. Trans 206](#).

All improvements must have a projected design life of at least ten years. (The same project location cannot be submitted more than once within a 10-year period.)

Eligible projects include the following categories (consistent with [FDM 3-5-2](#)):

- **Reconstruction** – means total rebuilding of an existing highway to improve maintainability, safety, geometrics and traffic service. It is accomplished basically on existing alignment and major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed and elimination or shielding of roadside obstacles. Normally, reconstruction will require additional right-of-way.

It includes rebuilding both the pavement structure and subgrade. It also includes widening of urban streets to widen lanes or to add parking, bicycle accommodations or auxiliary lanes or adding sidewalks. Removing parking together with pavement replacement is in this category, because this increases the traffic carrying capacity of the roadway without actually constructing new through travel lanes.

- Pavement replacement – means structural improvement to the pavement structure or removal of the total thickness of all existing asphalt and concrete paving layers from an existing roadway and providing a new paved surface without changing the subgrade. It may include restoration of the base aggregate by adding more material before repaving or adding base aggregate open-graded with drainage system. It generally involves no improvement in capacity or geometrics. Pavement replacement may include some elimination or shielding of roadside obstacles, culvert replacement, signals, pavement marking, signing and intersection improvements. Pavement replacement projects may require additional right-of-way.
- Reconditioning – means work in addition to resurfacing. Minor reconditioning includes pavement widening and shoulder paving. Major reconditioning includes improvement of an isolated grade, curve, intersection or sight distance problem to improve safety. Major recondition projects may require additional right-of-way.
- Resurfacing – means placing a new surface on an existing roadway to provide a better all weather surface, a better riding surface and to extend or renew the pavement life. It includes pavement widening and shoulder paving (without changing the subgrade shoulder points). Generally, it involves no improvement in capacity or geometrics. Resurfacing may include some elimination or shielding of roadside obstacles, culvert replacements, signals, marking, signing and intersection improvements. Usually, no additional right-of-way is required; except possible minor acquisition for drainage and intersection improvements.
- Structure – Rehabilitation (repair, restoration or replacement of the components of the existing structure including asphaltic surfacing or concrete overlays, as well as measures taken to correct safety defects) or Replacement of an existing bridge.

| <b>Eligible Costs</b>  |
|--|
| Any items that are an integral part of the street and road reconstruction which may include feasibility studies, design engineering, grading, base, paving, right-of-way acquisition or the purchase of finished hot mix asphalt (including the use of warm mix asphalt under the standard specifications for HMA).  |
| Cold mix asphalt continues to be eligible if: <ul style="list-style-type: none"> <li>• The engineered (processes and specifications) cold mix asphalt process that has been identified meets the 10-year design life requirement for LRIP.</li> <li>• Engineered “cold, in-place recycling” that meets the 10-year design life requirement is also an approved treatment.</li> </ul> |
| <b>Ineligible Costs</b>  |
| New roads.   |
| Utilities costs: This includes new installations or alterations of sanitary sewers and connections, water, gas, electric, telephone, police, fire alarm facilities, parking meters, street signs and similar utilities.  |
| The cost to develop improvement plans.   |
| Maintenance costs: This includes patching, single sealcoats, grading to maintain gravel roads.   |
| Costs to advertise or title and other associated fees to purchase real estate.   |
| The cost of a contract for gravel and hauling unless it includes the grading and shaping. Use of local gravel stockpile.   |
| The cost of a contract for the purchase of cold mix asphalt only.  |
| The cost of in-house engineering services.   |

| <b>Exceptions to the rule:</b> Some costs are typically ineligible, but may be allowed under certain conditions. The following are a few examples of these: |   |
|---|---|
| Double chip seal<br>(For towns only)  | The decision whether or not to allow double chip seal as an eligible program cost is determined by the County Highway Commissioner (CHC). The improvement is eligible as part of the project only if it has demonstrated good performance elsewhere in a specific geographic area and meets the requirement of a projected design life of at least ten years. |
| Parking lanes   | Parking lanes are eligible only if they are part of a road or street improvement. If the improvement is only the addition or improvement of the parking lanes, it is <u>not</u> eligible. Parking lanes on a connecting highway are <u>not</u> eligible under any circumstance.   |
| New lane addition   | If the addition of a new lane to a road is considered a new road it is <u>not</u> eligible. If the road is being redone (e.g., widening) and the addition of a new lane is part of the whole improvement, it is eligible.   |
| Storm sewer   | If the road is otherwise in good condition and being opened up just to add or repair the storm sewer, it is <u>not</u> eligible. If work on the storm sewer is part of a needed road improvement, it is eligible.   |
| Sidewalks, curb and gutter, guard rails, etc.   | These items are eligible only if they are part of a road or street improvement project. If the improvement consists only of the purchase and/or installation of these items, it is <u>not</u> eligible.   |
| Traffic signals   | As a stand-alone project, traffic signals are <u>not</u> eligible. If work on the road includes new traffic signals as part of the road improvement, it is eligible.  |
| Culvert pipe  | If bid out separately and not part of the original bid or purchased through the county bid, culvert pipe is <u>not</u> eligible. Culvert pipe is eligible only as part of the overall reconstruction contract. Culvert pipes <u>do not</u> qualify as a standalone structure project.   |

There may be additional exceptions to the above list of eligible and ineligible improvements. If applicants are unsure of eligibility contact the LRIP program manager.

### General Requirements

General requirements for the LRIP program include:

- An applicant must receive a State Municipal Agreement prior to advertising for the project. For each approved project, WisDOT signs and mails an executed State Municipal Agreement to the project applicant, along with a Request for Project Reimbursement. Copies of these documents are also mailed to the clerk and the CHC.
- LRIP funds programmed to the project must be advertised for bids and let to contract. Towns, cities and villages may not use their own work forces or equipment on the LRIP project.
- The total project cost must equal at least twice the approved LRIP limit to be fully reimbursed.
- Public construction contracts must be completed in compliance with the prevailing wage law. **The state prevailing wage law will be repealed on January 1, 2017. All projects advertised prior to this date will be required to follow the current prevailing wage law.**

- If bicycle and pedestrian facilities are included as part of a reconstruction project, the local government is required to have a resolution authorizing the construction of these facilities. (pursuant to [s. 84.01\(35\), Wis. Stats.](#))
- An engineering certification is required when the total improvement costs are \$65,000 or more.
- The proposed project must be included in the established local Improvement Plan or it is not an eligible project.
- Improvements must be built to appropriate standards, unless an exception to standards has been requested and approved by WisDOT prior to construction.
- A project would not be eligible if LRIP funds were to be used as the local match for federal aid projects or if federal aid funds were to be used as the local match for an LRIP project. However, local match can be provided by a federally recognized American Indian tribe or band using tribal funds.

### **Application Submittal Deadline**

Towns (TRI), as well as cities and villages with a population of less than 20,000 (MSIPLT) must submit project applications that meet all eligibility requirements to their County Town Road Improvement Committee (CTRIC) and County Municipal Street Improvement Committee (CMSIC), respectively, for approval. The committees then submit the approved project applications to the CHC no later than November 1, 2015.

Cities and villages with a population of 20,000 or more (MSIGT) submit applications to CHC no later than November 1, 2015.

CHC select county projects (CHI) and submit applications to WisDOT no later than January 15, 2016.

CHC submits all TRI, TRID, MSILT, MSIGT, MSID and CHI applications to the WisDOT for final approval no later than January 15, 2016.

CHC submits selected county project to WCHA Committee. WCHA district chair submits selected CHID application to WisDOT no later than January 15, 2016.

### **Project Selection**

LRIP is managed by the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH), but administered by local units of government. Each CHC serves as regional program coordinator and county advisor. They also act as administrative contacts between the state and local LRIP recipients in each county.

- Each CTRIC prioritizes and selects TRI entitlement projects and prioritize eligible TRID projects to forward to WisDOT for consideration.
- Each CMSIC prioritizes and selects MSILT entitlement projects for cities and villages with populations less than 20,000 and prioritizes eligible MSID projects to forward to WisDOT for consideration.
- Cities and village with populations of more than 20,000 (MSIGT) select entitlement projects and select MSID projects to forward to WisDOT for consideration.
- Each county selects CHI entitlement projects to forward to WisDOT for consideration and forwards CHID projects for consideration to the Highway Improvement District Committees (CHIDCs).

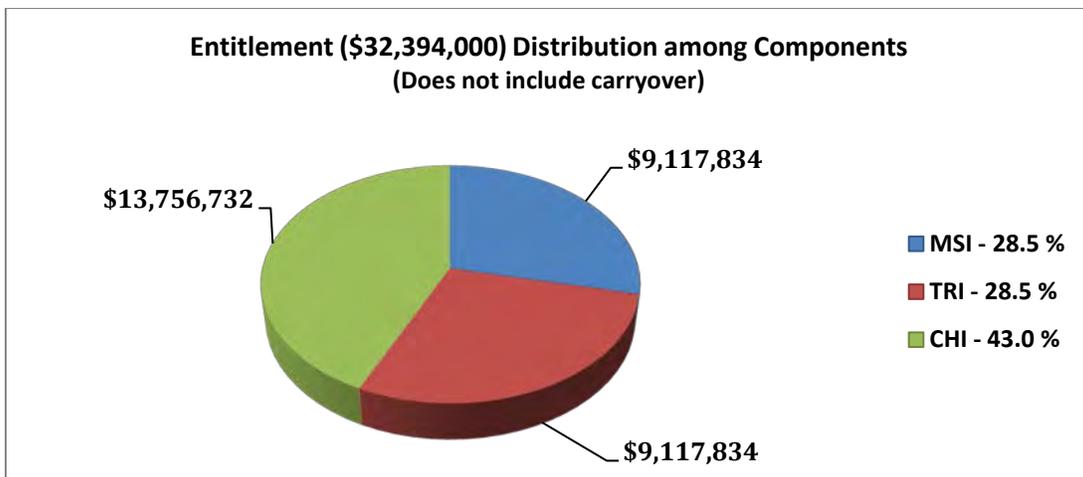
- Each CHIDC recommends CHID projects to the WisDOT Secretary for approval. Each CHIDC consists of all County Highway Commissioners within the WCHA district.
- The WisDOT Secretary appoints a Statewide Municipal Street Discretionary Improvement Committee (SMSIDC), consisting of selected members from the League of Wisconsin Municipalities. This group recommends MSID project selections to the WisDOT Secretary for approval.
- The WisDOT Secretary appoints a Statewide Town Road Discretionary Improvement Committee (STRIDC), consisting of six Wisconsin Towns Association district directors and six at-large members along with representatives from the Wisconsin Farm Bureau, the Great Lakes Timber Professionals Association and the Wisconsin Dairy Business Association. This group makes TRID project recommendations to the WisDOT Secretary for approval.

**Funding**

LRIP is a biennial program with annual programming limits based on annual appropriation levels. LRIP funding is provided through two continuing appropriations, and programmed funds are available to local communities for three biennia (six years) with a combined 2015-2017 State Biennial Budget allocation of \$59,066,000 for this program cycle. Any unused funds within a biennium are carried over and added to the new statewide funding level for the following biennium. Appendix C provides a list of funds allocated to each county.

**Entitlement Distribution**

Pursuant to s. 86.31(3), Wis. Stats., (<http://www.legis.state.wi.us/statutes/Stat0086.pdf>), the statewide biennial entitlement level is \$32,394,000; \$401,600 was allocated for DNR environmental liaison position equivalents and the remaining \$31,992,400 is calculated and distributed among program components as shown in the figure below, with 43.0% of entitlement funds going to CHI, 28.5% to TRI, and 28.5% to MSI.



Pursuant to [ch. Trans 206](#), funding levels for each component are determined by the following:

County Highway Improvement Program (CHI) – Funding levels are based 60% on population and 40% on mileage. Each county is guaranteed a minimum of 0.5% of the total statewide CHI funding (\$70,206).

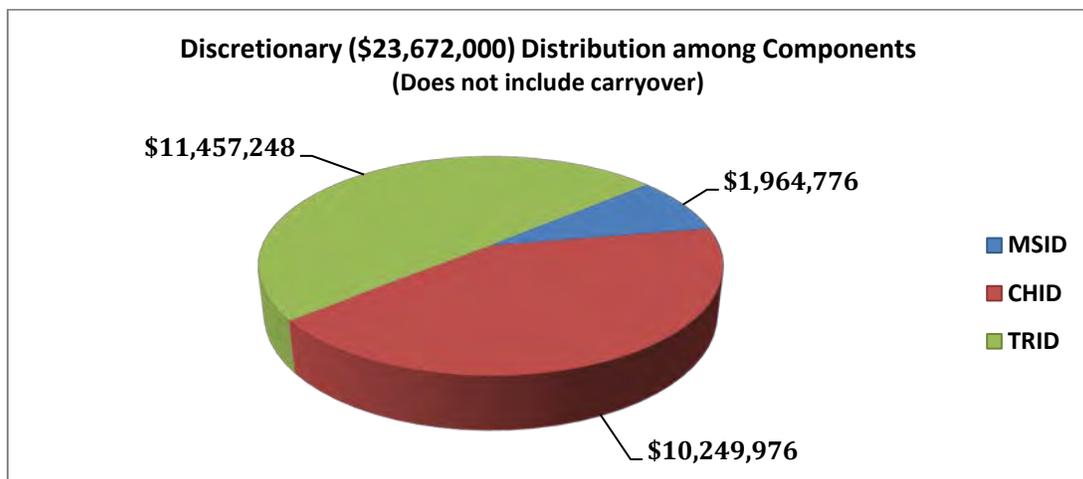
Municipal Street Improvement Program (MSI) – Funding levels are based 50% on population and 50% on mileage.

- MSILT – Cities and villages with a population less than 20,000.
- MSIGT – Cities and villages with a population of 20,000 or more.

Town Road Improvement Program (TRI) – Funding levels are based 100% on mileage.

### Discretionary Distribution

Pursuant to s. 86.31(3), Wis. Stats., (<http://www.legis.state.wi.us/statutes/Stat0086.pdf>), the statewide biennial discretionary level is \$23,672,000 and is distributed as follows: approximately 43.3% to the County Highway Discretionary Improvement Program (CHID), 8.3% to the Municipal Street Discretionary Improvement Program (MSID), and 48.4% to the Town Road Discretionary Improvement Program (TRID).



### Project Agreement

For each approved project, WisDOT signs and mails an executed State Municipal Agreement to the project applicant, along with a Request for Project Reimbursement. Copies of these documents are also mailed to the clerk and the CHC. WisDOT's target date to process all approved State FY 2016 funded projects is March 15, 2016 and State FY 2017 funded projects by July 15, 2016. The LRIP program manager forwards the approved project agreements to WisDOT's Bureau of Business Services to encumber the funds.

### Project Change Requests/Substitutions

Project Changes – are allowed for modifications to the improvement type, termini or LRIP funding amount. For towns, cities and villages a Substitution-Change-Transfer Application must be completed with change(s) and submitted to the CHC, indicating the reason for the change(s). The CHC must sign before it is sent to WisDOT. Change(s) to county projects the CHC completes, signs, and forwards a Substitution-Change-Transfer Application to WisDOT.

Project Substitutions – are a change from the existing roadway/structure to a different roadway or structure. Only one substitution is allowed per project. If the substituted project is not built, funds will be returned to the appropriation for redistribution in the next biennium.

- For towns, cities and villages a Substitution-Change-Transfer Application must be completed and submitted to the CHC, along with the reason for the substitution. If the CHC endorses the substitution, the CHC signs before submitting to WisDOT for approval.
- For substitutions on a county project the CHC completes, signs and forwards a Substitution-Change-Transfer Application to WisDOT.

Approval of the substitution is required by WisDOT **prior** to awarding a contract to the contractor. Substitutions completed without notifying WisDOT will not be reimbursed.

The Substitution-Change-Transfer Application and guidelines for submitting a request are located on the LRIP Homepage web site:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/lrip.aspx>.

Substitutions and changes are not allowed on TRID and MSID projects. Applicants compete for discretionary funds on a statewide basis and projects are selected for recommendation by STRIDC and SMSIDC and approved by the WisDOT Secretary based upon information provided in the application. If the applicant is unable to complete the project as it was approved by the STRIDC and SMSIDC, the funds will be returned to the appropriation for statewide competition in the next biennium.

**Project Reimbursement** (Reference Appendix E)

Before making a reimbursement request, the project must be completed and the contractor(s) paid. Once the contractor(s) has been paid, applicants may submit a Request for Project Reimbursement, along with the required paperwork, to the CHC. The CHC reviews the request, and if everything is in order, signs and forwards it to WisDOT.

Once a Request for Reimbursement has been approved by WisDOT and a request has been made to authorize the payment, a check is sent to the treasurer. Unless there are issues with the reimbursement request, an applicant should expect a check within 30 days of WisDOT receiving the request.

If project savings results from a reimbursement request, and if the amount is \$3,000 or more, the funds can be reallocated to another project. In order to set up a new project using savings a minimum of \$5,000 is required. A reminder that when transferring funds to a project in a different biennium, the sunset date remains with the funds and the project must be completed by the earliest sunset date to receive all of the funding.

A funding sunset policy has been implemented to ensure the timely use of program funds. LRIP entitlement and discretionary funds must be used within three biennia. All projects must be completed, contractor(s) paid and a Request for Project Reimbursement submitted before the program cycle sunset date. The following is a current list of program cycles with the corresponding sunset date:

| <b>Program Cycle</b> | <b>Sunset Date</b> |
|----------------------|--------------------|
| 2012-2013            | June 30, 2017      |
| 2014-2015            | June 30, 2019      |
| 2016-2017            | June 30, 2021      |

All moneys not used by the sunset deadline are returned to the appropriation for redistribution in the next program cycle.

## Program Compliance Review

[Chapter Trans 206](#) requires WisDOT to review LRIP projects to ensure that the program is functioning according to the rules and requirements governing the program. A review may be conducted at any time with a sampling of projects to ensure compliance and program policies contained in the LRIP Guidelines and Requirements. Sanctions for the program are identified in Appendix L.

## Records Retention

Documentation for each project should be kept for 10 years from project closing. When WisDOT performs project reviews, the city or village will be required to supply copies of all project documentation.

## TRI ROLES AND RESPONSIBILITIES

### Program Timeline

| Schedule                        | Program Activity  |
|---------------------------------|---|
| July 2015                       | State of Wisconsin 2015-17 biennial budget is approved. WisDOT receives the 1 <sup>st</sup> years (FY 2016) funds.                              |
| August 2015                     | WisDOT holds LRIP informational program kickoff workshops with County Highway Commissioners (CHC) and MSIGT communities.                        |
| By October 1, 2015              | Towns select County Town Road Improvement Committee (CTRIC) members and a chair.  |
| By November 1, 2015             | The CTRIC notifies WisDOT of the name of the chair.   |
| By November 1, 2015             | CTRIC meets, makes their selections and forwards selected TRI and prioritized TRID project applications to the CHC.                             |
| *After December 1, 2015         | Nominees for the statewide Town Road Discretionary Improvement Committee (STRIDC) are submitted to the WisDOT Secretary.                        |
| January 15, 2016                | Statutory deadline for CHC to submit TRI and TRID applications to WisDOT.   |
| *February 2016                  | WisDOT reviews and compiles all project applications and submits to STRIDC for evaluation.  |
| *February 2016                  | STRIDC meets, selects a chair, establishes a selection process, evaluates and selects and recommends projects to WisDOT Secretary for approval. |
| *March 2016                     | WisDOT Secretary approves TRID projects. WisDOT works with Governor's office to announce approved projects.                                     |
| By March 15, 2016 (target date) | WisDOT mails State Municipal Agreements to towns for approved projects for State FY 2016 funding.   |
| July 1, 2016                    | WisDOT receives the 2 <sup>nd</sup> years (FY 2017) funds.  |
| By July 15, 2016 (target date)  | WisDOT mails State Municipal Agreements to towns for approved projects for State FY 2017 funding.   |
| June 30, 2021                   | Deadline to reimburse 2016-2017 projects.   |

\*Only applies to TRID projects.

## **Applicant**

To qualify for LRIP funding, towns must submit an application for review and include the following documents:

- A complete project application, preferably typed. The proposed improvement on the application must comply with applicable federal, state and local laws, administrative policy and program rules.
  - A signed Terms and Conditions statement. This document is the fourth page of the project application form. The head of government or designee is required to sign the Terms and Conditions. The Terms and Conditions statement is the authorized local signature on the funding agreement.
  - A project location map that clearly identifies the location of the proposed improvement. The applicant may use the Wisconsin Information System for Local Roads (WISLR) to create a project location map.
- A copy of the town Improvement Plan (minimum of two years). If your project is not part of the town Improvement Plan, your project is not eligible.
- For TRID applications, additional documentation, which highlights the selection criteria, must be included (see TRID Overview).

## **County Town Road Improvement Committee (CTRIC)**

Each CTRIC will determine project recommendations for their county. The committee consists of no more than five town chairs or designees selected by all town chairs or designees in the county. The CHC may be included on the committee as a non-voting member.

The committee is required to:

- Select a chair for the next two years, no later than October 1, 2015.
- Establish criteria for the selection process for TRI projects.
- Recommend TRI projects to be funded.
- Ensures TRID applications are reviewed for eligibility, using the criteria for a discretionary project. If multiple applications have been submitted, the committee must prioritize.

The CTRIC Chair is required to fulfill the following requirements no later than November 1, 2015:

- Informs WisDOT in writing of the name of the chair.
- Convenes, presides over meetings, and performs administrative functions of the committee.
- Sign the signature and approval section for chairs for each recommended application and identify the funding amount approved by the committee. This amount must be within the county entitlement allocation identified in Appendix C. (The minimum funding allocation for a new project must be at least \$5,000.)
- Ensure the number of applications for submission to WisDOT is within the identified county programming caps (see Appendix D). The caps represent the number of towns in a county divided by two (plus one if the county has an uneven number of towns).
- Ensure the applications submitted for FY 2016 funding do not exceed more than one-half of the biennial entitlement. The remaining applications must be submitted for FY 2017 funding (will receive state municipal agreement after July 1, 2016).
- Ensure review of TRID applications for eligibility, using the criteria for a discretionary project. If the committee forwards multiple applications, the committee must rank in priority order.

Applications without supporting documentation should not be forwarded to WisDOT and will be returned.

- Forward the TRI and TRID project applications to the CHC.
- Forward minutes from the committee meeting(s) that identify the chair, members and actions taken by the committee to the CHC.

### Project Recipient

After the town receives a copy of the signed State Municipal Agreement from WisDOT, the project must be advertised. For each approved project, WisDOT signs and mails an executed State Municipal Agreement to the project applicant, along with a Request for Project Reimbursement. Copies of these documents are also mailed to the town clerk and the CHC. The following is a summary of LRIP advertising, bidding and contracting requirements:

### Pre-Bid Guidelines

Pre-bid guidelines include:

- The town may not use their own work forces or equipment on LRIP projects. The project must be let to contract and awarded to the lowest responsible bidder.
- The town may request that the CHC conduct contract lettings.
- Local guidelines and criteria for selecting bids should be established prior to opening bids.
  - For help developing bid packages, specifications or advertisements, contact the CHC, an engineering consultant or the University of Wisconsin-Madison Transportation Information Center (UW-TIC). The UW-TIC has sample bid documents that can be adapted for individual use. Call Steve Pudloski at the UW-TIC at 1-800-442-4615 for more information or sample documents.

**Note:** Negotiated contracts for preliminary engineering (design), feasibility studies and real estate purchases are exempt from this requirement.

- The town is responsible to ensure that the improvement has been built to the specifications identified in the project application. Town road standards can be found in [ch. Trans 204](#), "Existing Town Road Improvement Standards", (also included as Appendix F).
- The town must abide by all environmental requirements pursuant to [ch. Trans 206](#). Environmental Liaisons at the Wisconsin Department of Natural Resources are included in Appendix H. These contacts will help scope the project, review the project design and explain pertinent environmental regulations.
- If the town has chosen to bid the purchase of finished Hot Mix Asphalt Only (including the purchase of warm mix asphalt under the standard specification for HMA), the final cost to purchase the finished asphalt must be at least twice the awarded LRIP amount in order to receive all approved funds.
- If bicycle and pedestrian facilities are included as part of a reconstruction project, the local government is required to have a resolution authorizing the construction of these facilities. (pursuant to [s. 84.01\(35\), Wis. Stats.](#))
- Prevailing wage rates are required on improvement projects, subject to the minimum threshold, as established in 2011 Wisconsin Act 32. Municipalities with projects requiring prevailing wage rates should contact [Wisconsin Dept of Workforce Development](#) to obtain a determination before advertising. The state prevailing wage law will be repealed on January 1, 2017. All projects advertised prior to this date will be required to follow the current prevailing wage law.
  - The single trade threshold is \$48,000.

- The multiple trade threshold is \$100,000 for counties, and cities and villages with a population 2,500 or greater, and towns and municipalities with a population less than 2,500 using the county as the contractor.
- The multiple trade threshold on a project with a private contractor is \$234,000 for towns, and villages and cities with a population less than 2,500.

## Advertising

Advertising requirements include:

- The program requires a Class 2 notice. Pursuant to [s. 985.07\(2\), Stats.](#)  
 “All notices designated as class 2 notices require 2 insertions.”  
 Pursuant to [s. 985.01\(1m\), Stats.](#)  
 ““Insertion” when used to indicate the publication of a legal notice more than one time, means once each week for consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law.”
- The advertisement must identify the location(s) of the project.
- The advertisement must state it is an LRIP project or a TRI/TRID. (An example of an advertisement is in Appendix K.)
- The advertisement must identify prevailing wages if required. The state prevailing wage law will be repealed on January 1, 2017. All projects advertised prior to this date will be required to follow the current prevailing wage law.

## Bidding and Contracting

Bidding and contracting requirements include:

- The town may contact contractors and invite them to bid.
- The town may accept a sealed quote from the county which they reside.
- The contract should be awarded to the lowest “responsible” bidder.  
 Pursuant to [s. 60.47 \(1\)\(b\), Stats.](#),  
 “Responsible bidder means a person who, in the judgment of the city or village board, is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.”
- Provided the town has established guidelines and criteria for selecting bids prior to opening bids the town may reject bids as not “responsible” for reasons determined by the letting authority.
  - Considerations may include bidder qualifications, excessive cost, timing, financial responsibility of the bidder, prior work done by the bidder, or other considerations that may affect the potential project.
- A bid can be determined as not “responsive” if the contractor added or deleted items from the bid, including, but not limited to, bids for a different type of paving than specified in the advertisement for bid.
  - For example, if a town bids out a resurfacing project and specifically requests “hot mix” asphalt to pave the road and receives a bid paving with “cold mix” the town may deem the bid as not responsive. The town may decide to change the pavement type to “cold mix” asphalt based on bids received but must re-bid to permit all bidders an opportunity to provide prices, based on the new project scope.
- The town may re-advertise for bids if the submitted bids are considered not-responsible or if no bids are received.

## **Contracting with the County**

A town may award the contract to the county pursuant to s 86.31 (6)(h), Stats.:

(h) Criteria and procedures for contracting with a county for a town road improvement that includes at least all of the following:

1. A requirement that a written and sealed estimate of the cost of the improvement that includes the source of the estimate be prepared prior to the time set for the opening of bids for the improvement and not be opened until after the opening of all bids.
  2. A requirement that all bids may be rejected and the contract awarded to a county for the improvement if the lowest bid exceeds the cost estimate under subd. 1. by at least 10% and the town board notifies the two lowest bidders or, if only one bid was received, the grant awarded under this section for local road construction shall be paid from the appropriation under s. 20.395 (2) (fz).
  3. A requirement that the amount of the contract with a county for the improvement be at least 10% below the lowest bid received for the improvement.
  4. A provision that permits rebidding if the amount of the proposed contract with a county for the improvement is less than 10% below the lowest bid received for the improvement.
- If a town does not receive a responsible bid for an improvement, the town may contract with a county for the improvement, but in order for the county to do the work all bids must have been rejected and considered non-responsible. Pursuant to s 86.31(b), Stats.:
    - (b) Except as provided in par. (d), improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder.
      - A town may not reject a portion of a bid and award that portion to the county; rather the entire bid must be rejected.
  - A county may not perform work in another county unless one of the following applies:
    - A part of the project location is in the county doing the work, and no part of the project goes beyond the adjacent county.
    - The project location is, wholly or in part, in a municipality that lies partially within the county doing the work.

## **Bidding the Purchase of Hot Mix Asphalt Only (including purchase of warm mix asphalt)**

Purchase of Hot Mix Asphalt Only (including the purchase of finished warm mix asphalt under the specifications for HMA) means the town will be using their LRIP funds to purchase the finished asphalt material from the contractor and the paving is done outside the scope of the LRIP project – for example, when the paving is done by the county at the request of the town.

- Guidelines for the town to use a hot mix asphalt (including the purchase of finished warm mix asphalt) contract established by the county in which the town is located, provided all of the following requirements are met:
  - The town pays the private contractor directly.
  - The county bidding documents specifically identify which town and its location are included in the county contract for use on LRIP project(s).
  - The county provides a copy of the affidavit of publication or advertisement for bid and dates of notice.

- Town board meeting minutes approving action to use the county contract for hot mix asphalt (including the purchase of finished warm mix asphalt) are provided to the department at the time of reimbursement.

**Note:** The town MAY NOT advertise and bid the project for the entire improvement and then select the county bid for asphalt only.

- The 10% rule (86.31 (6)(h)(3), Stats.) is not an eligible option for hot mix asphalt only projects.

### **Engineer's Certification**

If the total improvement costs are \$65,000 or more, an engineer certification is required, which includes the following:

- The signature of a registered, professional engineer, stating that the design, plans, and specifications were assembled with a 10-year design life criteria for the improvement and the design uses current WisDOT specifications. (An example of the language used in the certification is included in Appendix J.)
- The certification does not require extensive engineering inspection, materials testing, design services or warranty the performance of the improvement. It is recommended that the engineer is involved before beginning design and construction of the project.
- The cost of the entire improvement is used to determine if an engineering certification is needed. (Example: a project with a \$50,000 purchase of Hot Mix Asphalt Only and \$35,000 for paving is a total improvement cost of \$85,000; an engineering certification is required.)

### **Exception to Standards**

The applicant must also confirm that the project is built to appropriate standards, as identified in this document, or the project applicant must have requested an exception to standards. The request for an exception to standards is submitted, in writing, to the WisDOT Local Program Project Engineer located in each WisDOT regional office for review (refer to Appendix G for WisDOT contact list) and approval by the Chief of the Project Services Section in the statewide Bureau of Project Development. This must be successfully completed prior to any construction.

- A written request for an exception to standards must state the reason(s) for the request (refer to Appendix I for an example of a request for Exceptions to Standards). WisDOT will process complete and accurate requests within 30 days of receipt.
  - An exception to standards must be obtained prior to beginning the project.
  - If an exception to standards is approved, WisDOT will provide a written notice.
  - A courtesy copy of the original request and the approval must be forwarded to the CHC.
  - Without a written notice of the approved exception to standards from WisDOT, LRIP funds will be withdrawn from the project.

### **Project Completion/Reimbursement** (Reference Appendix E)

Once the contractor(s) has been paid, the applicant may make a reimbursement request. The following required documentation must be sent to the CHC upon project completion:

- A copy of the advertisement for bid – ideally an Affidavit of Publication - identifying the text of the ad, the name of the publication in which it was placed and the dates it was advertised. (Examples of an affidavit of publication and advertisement are in Appendix K).
- Bid award and rejection notices or dated board minutes, indicating action taken.
- An engineer certification, if required.

- An exception to standards, if required.
- A resolution for bicycle and pedestrian facilities, if required.
- Documentation to confirm contractor payment. This may be either:
  - Copies of project invoices showing payment to the contractor(s), or
  - Dated town board minutes identifying board action approving payment to the contractor(s).
- A completed Request for Project Reimbursement, signed by the head of government or designee.

If the project is not let to contract according to LRIP advertising and bidding requirements, the project will not be reimbursed.

### **Records Retention**

Documentation for each project should be kept for 10 years from project closing. When WisDOT performs project reviews, the town will be required to supply copies of all project documentation.

### **Statewide Town Road Discretionary Improvement Committee (STRIDC)**

The STRIDC consists of six Wisconsin Towns Association district directors and six members at large, appointed by the WisDOT Secretary.

- Prior to the committee meeting, members receive a copy of each application for review from WisDOT. The meeting will be scheduled no later than February 2016.
- A STRIDC member may not serve on the committee if a TRID project has been submitted by their town.
- The committee meets, selects a chair, and sets up criteria to evaluate submitted projects. These criteria shall include, safety, reconstruction, traffic volume/type and multi-jurisdictional projects.
- The committee accomplishes a goal of fair geographic distribution by approving no more than one project per county.
- No later than March 1 of each even-numbered year, the committee recommends TRID projects for WisDOT Secretary's approval within the specified funding level.

### **County Highway Commissioner (CHC)**

The role of the CHC is to serve as an administrative liaison between WisDOT and project applicants within the county, and provide ongoing support throughout the duration of the project. CHC responsibilities include:

- Convene and preside over the initial county CTRIC to select the membership and chair. The CHC may not be a voting member of the CTRIC, but may be included as a non-voting member.
- Review TRI and TRID project applications to confirm:
  - All application fields are completed.
  - Project location is eligible using On/At location description and the project location map.
  - Project is eligible based on the type of improvement.
  - Head of government or designee has signed the Terms and Conditions statement.
  - An Improvement Plan has been submitted (minimum of two years) with the application. If the project is not identified on the improvement plan it is not eligible.

- Inform the project applicant of any ineligible application requests, missing information or other application issues.
- Before forwarding hard copy project applications to WisDOT, review TRI applications to ensure:
  - The CTRIC chair has signed the application and identified the approved amount of funds. **(Note: The CHC may not sign on behalf of the committee chair.)**
  - The CTRIC has not exceeded entitlement funds, as identified in Appendix C.
  - The CTRIC has not exceeded the number of project applications the programming caps allow. Programming caps are identified in Appendix D.
  - Ensure applications submitted for first year funding do not exceed one-half of the county's funding allocation.
- Forward all project applications and CTRIC meeting minutes to WisDOT by January 15, 2016. All TRI and TRID applications for a county should be submitted at the same time.
- Conduct contract lettings for a town upon request.
- Process the Request for Project Reimbursement after the town completes the project and pays the contractor(s). The following paperwork is required to be submitted with the Request for Project Reimbursement:
  - Proof of advertisement for bid – ideally an Affidavit of Publication, identifying the text of the ad, the name of the publication in which it was placed, and the dates it was advertised. (Example of an affidavit of publication and advertisement is in Appendix K.)
    - If the project cost is at or above the minimum threshold to pay prevailing wage rates, confirm that the bid notices included this requirement. **The state prevailing wage law will be repealed on January 1, 2017. All projects advertised prior to this date will be required to follow the current prevailing wage law.**
  - Bid award and rejection notices or dated board minutes, indicating action taken.
  - An engineer's certification, if required.
  - An exception to standards, if required.
  - A resolution for bicycle and pedestrian facilities, if required.
  - Copies of the project invoices showing payment to the contractor(s) prior to submitting the Request for Project Reimbursement or dated board minutes identifying board action approving payment to the contractor(s).
- Inform the project applicant of any missing documentation or other document issues. If eligibility questions arise, contact the LRIP Program Manager.
- Based on the documentation provided and knowledge of the project, confirm project compliance with all applicable laws, administrative policy and program rules, and contract bidding requirements. When everything is in order, sign the Request for Project Reimbursement and forward the request to WisDOT. **Note:** See Record Retention for paperwork.

## TOWN ROAD DISCRETIONARY IMPROVEMENT PROGRAM (TRID) OVERVIEW

### Description

The Town Road Discretionary Improvement Program (TRID) targets high cost town road improvement projects with a total project cost of \$100,000 or more. This discretionary program provides a statewide opportunity for significant, high-priority town road improvements.

### Eligibility

Program eligibility criteria include:

- Town road improvement projects must meet the general program requirements and address the selection criteria described below under TRID Selection Criteria to be eligible for consideration under this program.
- Discretionary projects must be included in the town's Improvement Plan (minimum of two years).
- It is important to correctly identify the improvement at application. Because applicants compete for discretionary funds on a statewide basis and projects are selected for recommendation by STRIDC based upon information provided in the application, substitutions and changes are not permitted. If the applicant is unable to complete the discretionary project as approved by the committee, the funds will be returned to the TRID component and used for statewide competition in the next biennium.
- An Engineer's Certification is required for all discretionary projects which exceed the \$65,000 threshold.
- Applicants are advised not to submit resurfacing or hot mix asphalt (including finished warm mix asphalt) purchase only projects. Resurfacing projects have never been recommended by the discretionary committee, because they do not fit the selection criteria required of the discretionary program.
- A project would not be eligible if LRIP funds were to be used as the local match for federal aid projects or if federal aid funds were to be used as the local match for an LRIP project. **However, local match can be provided by a federally recognized American Indian tribe or band using tribal funds.**

**Note:** If the cost of the project is significant enough that it may use most or all of the statewide funding for the biennium, the project is unlikely to be funded.

### Application Process

Applications submitted by towns are forwarded to the CTRIC for review, and then forwarded to the CHC. Additional documentation emphasizing the four criteria of safety, reconstruction with heavy vehicle or high-traffic volume, reconstruction with typical traffic and/or joint projects with other jurisdictions must be included. Applications that do not include additional information will be returned. This information is limited to no more than five additional 8.5 x 11 pages, including pictures and is attached to the application. All applicants must submit 18 copies of the completed application, supporting materials, and pictures.

Multiple applications may be submitted from a single county. The CTRIC must assign the ranking (first choice, second choice, etc.). While the STRIDC takes this ranking into consideration, their final decision is based on their independent evaluation of the applications.

Notification of projects selected by the STRIDC committee will not be announced until the WisDOT Secretary approves the recommendations. Until the announcement has been made, program staff is unable to provide information regarding selections or ranking of projects.

### **TRID Selection Criteria**

The STRIDC consists of six Wisconsin Towns Association (WTA) district directors and six members at large nominated by WTA and appointed by the WisDOT Secretary along with representatives from the Wisconsin Farm Bureau, the Great Lakes Timber Professionals Association and the Wisconsin Dairy Business Association. This group is convened to make TRID project recommendations. Nominees to the committee receive a letter from WisDOT confirming their selection. STRIDC members may not submit projects during the term of their assignment on the committee. The committee has a goal of fair geographic distribution, but may, at their discretion, approve more than one project per county. The committee also has a goal to maintain as close to a 50% state/50% local match as possible.

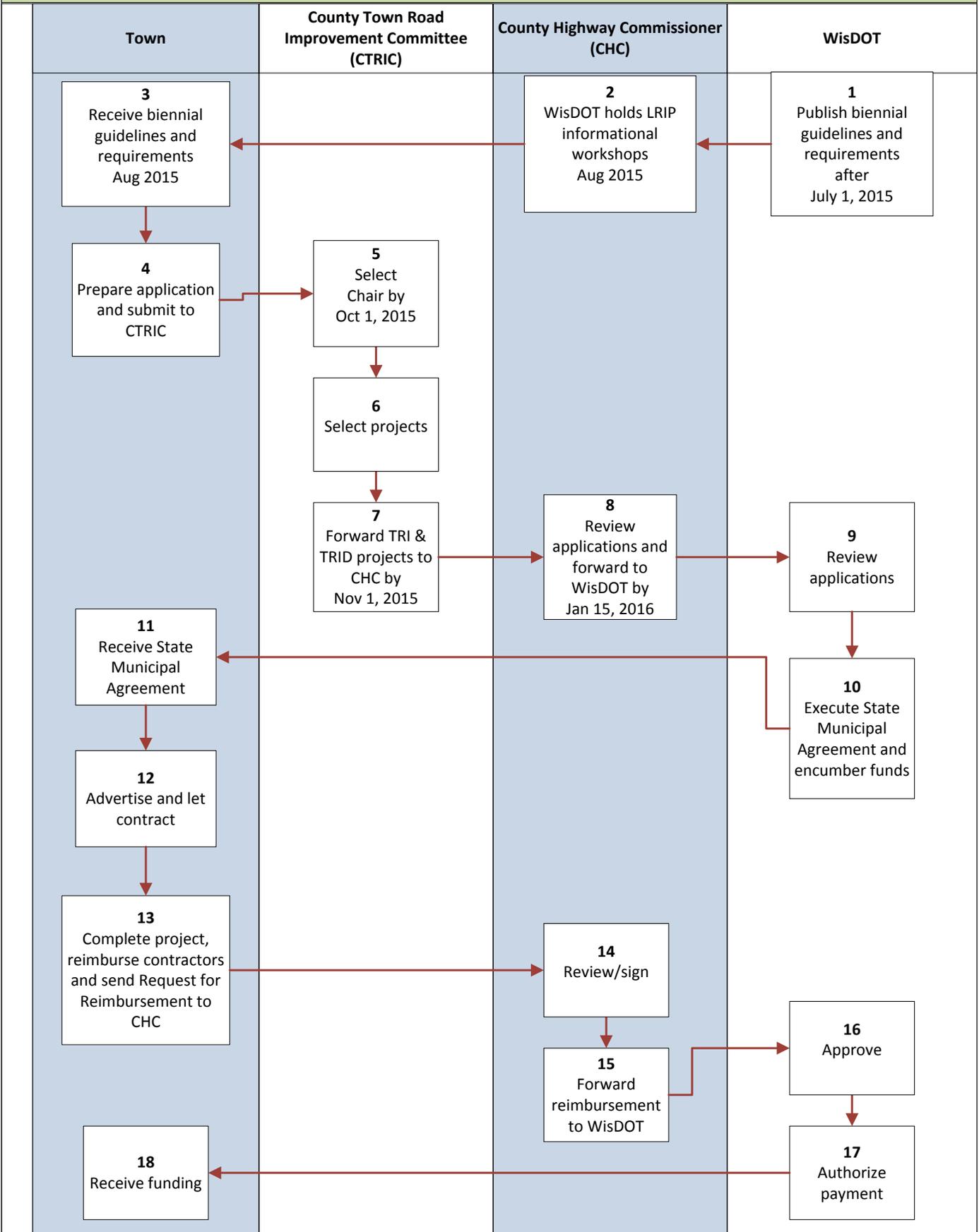
The criteria for TRID selection, in order of priority, are:

- **(1) Safety** The highest priority is given to projects that improve safety, or correct an existing traffic safety hazard. Applicants should submit information detailing the hazard, accident history or risk factors. Other relevant information such as the volume and type of traffic which supports the need for the safety improvement should also be submitted. Towns should have already examined any alternatives to reduce the safety hazard, other than reconstruction such as reducing speed limits or installing traffic signs/signals. Any other information concerning safety issues on public facilities in the area such as schools, parks, etc., may also be included in the application.
- **(2a) Reconstruction with heavy vehicle or high volume traffic** The 2015-2017 state biennial budget provides an additional \$10 million over the next two years, specifically for Town Road Discretionary (TRID) projects. These additional monies are intended to pay for high-priority improvements on roads damaged by or inadequate for high-volume and/or heavy traffic. Projects must be designed and completed to the appropriate improvement standard, and must include an adequate base, after accounting for current and anticipated traffic weight and volume. (Note: professional design is required on these projects.) Relevant documentation included with the application should include traffic volumes and types, including the roadway's service to any new and expanding livestock or other agricultural facilities, forestry and existing or anticipated freight routes. The application should also identify proximity to public facilities and/or population or economic centers. A traffic study may be useful, but is not required, provided the heavy traffic volume or truck traffic is explained.
- **(2b) Reconstruction with typical traffic** Supplemental information should provide an explanation of the reconstruction. Any information that distinguishes the project from a routine surface improvement project is appropriate. For example, what type of reconstruction will be done. If drainage is included, how will it be improved as part of the project.
- **(3) Multi-jurisdictional Projects** Joint projects between jurisdictions (towns working in cooperation with other towns, villages, cities, or the county). These projects may include town line roads, multiple intersections with county roads, or joint line roads between cities and villages with towns. However, TRID funds are available only to towns. It is necessary to select and identify on the application which town will be the recipient for the project.

Other factors that merit consideration include:

- Economic or job development in the area.
- Possible jurisdictional transfer between town and county.
- Unique characteristics of the road, such as tourist sites, historic sites or any other factors that will make the project unique.

# Town Road Improvement Program (TRI)



## TOWN ROAD IMPROVEMENT PROGRAM (TRI) PROCESS

The flowchart identifies the general procedures utilized for the Town Road Improvement Program (TRI). The following is a step-by-step description of each procedure.

**Step 1** The State of Wisconsin's 2015-17 state biennial budget sets the final appropriation amounts for the 2016-17 program cycle and WisDOT publishes LRIP Guidelines and Requirements online on the [LRIP Homepage](#) after July 1, 2015.

**Step 2** WisDOT holds LRIP program kickoff workshops with County Highway Commissioners (CHCs) and cities and villages with a population of 20,000 or more in August 2015.

**Steps 3 and 4** Towns receive LRIP Guidelines and Requirements and prepare hard copy project application. Towns forward the application to the County Town Road Improvement committee (CTRIC).

**Steps 5, 6 and 7** By October 1, 2015, towns select a chair and members of the CTRIC. The CTRIC reviews and approves projects within the county's entitlement amount identified in Appendix C and programming caps identified in Appendix D. The CTRIC reviews TRID projects for eligibility and prioritizes multiple applications. The CTRIC chair forwards TRI and TRID projects to the CHC by November 1, 2015.

**Step 8** The CHC reviews project application(s) and supporting materials for completeness and compliance with applicable statutory law, administrative policy and program rules. CHC forwards the project application(s) to WisDOT by January 15, 2016.

**Step 9** WisDOT reviews and approves or rejects project applications. CHC will be notified of applications that are incomplete or missing documentation and will be put on-hold until the required information or documentation is received.

**Step 10** WisDOT processes approved State FY 2016 funded projects by March 15, 2016, and State FY 2017 funded projects by July 15, 2016 and forwards State Municipal Agreements to recipient, and copies to town clerk, CHC and to the Bureau of Business Services (BBS) to encumber the funds.

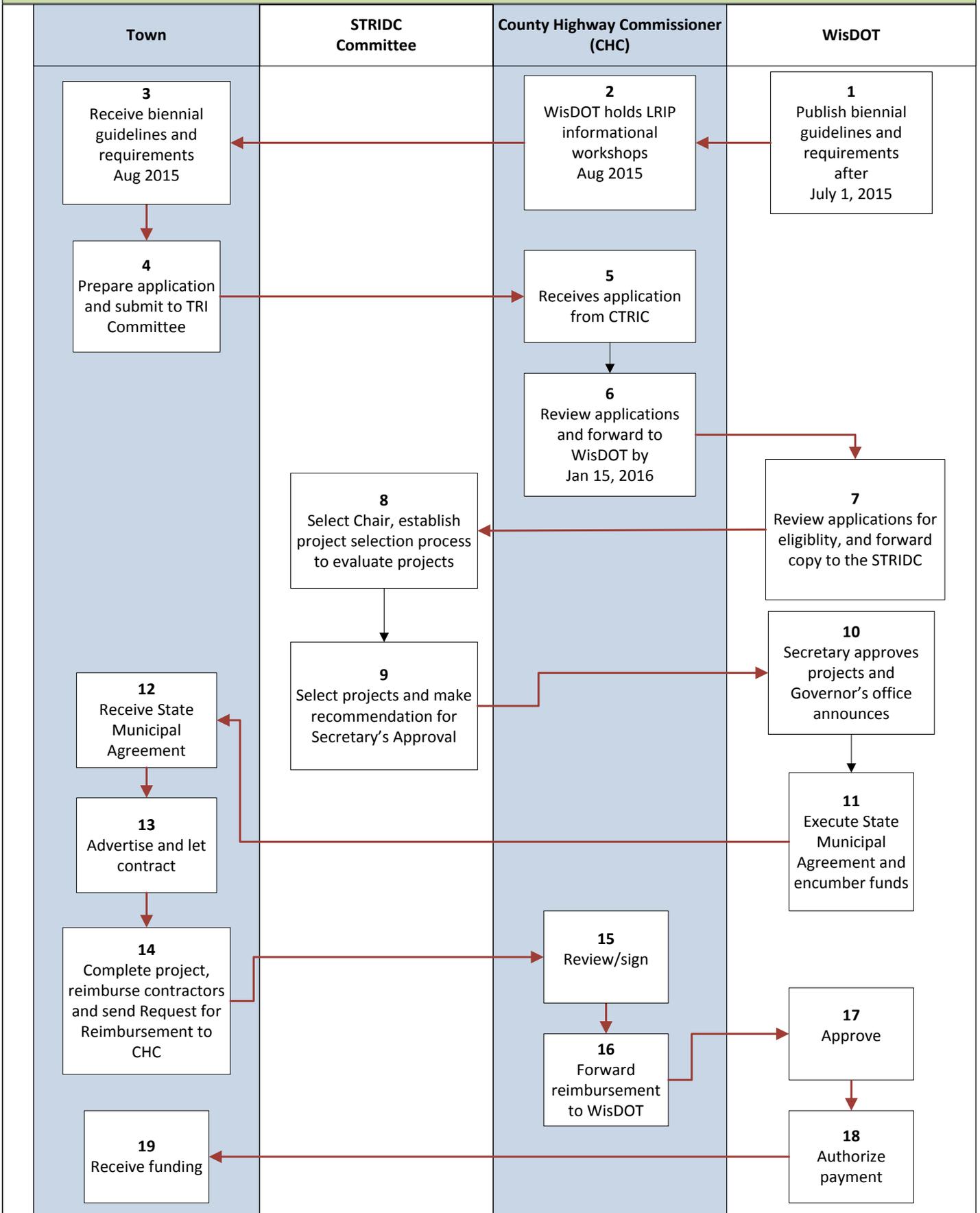
**Steps 11 and 12** Town receives an executed State Municipal Agreement from WisDOT and advertises and lets the project to contract.

**Step 13** Complete the project. The town pays the contractor(s) in full. Once the contractor(s) has been paid, town completes and signs the project's Request for Project Reimbursement and forwards it to the CHC along with supporting documentation listed on the Project Checklist (Appendix E).

**Steps 14 and 15** The CHC reviews the Request for Reimbursement and either signs and forward to WisDOT or requests additional information.

**Steps 16 through 18** Upon receipt of completed Request for Project Reimbursement, the contract specialist reviews and either forwards for approval signature or requests additional information. Once a Request for Reimbursement has been approved by the program administrator, the contract specialist submits the request to BBS to process the payment. WisDOT sends the reimbursement check to the town treasurer within 30 days of receipt.

## Town Road Discretionary Improvement Program (TRID)



## TOWN ROAD DISCRETIONARY IMPROVEMENT PROCESS (TRID)

The flowchart identifies the general procedures for the Town Road Discretionary Improvement Program (TRID, formerly known as TRIP-D). The following is a step-by-step description of the process.

**Step 1** The State of Wisconsin's 2015-17 state biennial budget sets the final appropriation amounts for the 2016-17 program cycle and WisDOT publishes LRIP Guidelines and Requirements online on the [LRIP Homepage](#) after July 1, 2015.

**Step 2** WisDOT holds LRIP program kickoff workshops with County Highway Commissioners (CHCs), and cities and villages with a population of 20,000 or more in August 2015.

**Steps 3 and 4** Towns receive LRIP Guidelines and Requirements and prepare hard copy project application and supporting material. Towns forward the application to the County Town Road Improvement committee (CTRIC).

**Steps 5 and 6** The CHC reviews the project application(s) and supporting material for completeness and compliance with applicable statutory law, administrative policy and program rules and forwards the prioritized project application(s) to WisDOT by January 15, 2016.

**Step 7** WisDOT reviews the applications. After receiving all TRID applications statewide, hard copies of each eligible application are forwarded to the TRID committee members for independent review before the committee meets.

**Steps 8 and 9** The CTRIC meets, selects a chair and establishes a process to evaluate projects. The committee makes their recommendations to the WisDOT Secretary for approval.

**Step 10** The WisDOT Secretary approves projects in March 2016. The Governor's office announces approved projects shortly thereafter.

**Step 11** WisDOT processes approved State FY 2016 funded projects by March 15, 2016, and State FY 2017 funded projects by July 15, 2016 and forwards State Municipal Agreements to recipient, and copies to town clerk, CHC and to the Bureau of Business Services (BBS) to encumber the funds.

**Steps 12 and 13** Town receives an executed State Municipal Agreement from WisDOT and advertises and lets the project to contract.

**Step 14** Complete the project. The town pays the contractor(s) in full. Once the contractor(s) has been paid, complete and sign the project's Request for Project Reimbursement and forward it to the CHC along with supporting documentation listed on the Project Checklist (Appendix E).

**Steps 15 and 16** The CHC reviews the Request for Reimbursement and either signs and forward to WisDOT or requests additional information.

**Steps 17 through 19** Upon receipt of completed Request for Project Reimbursement, the contract specialist reviews and either forwards for approval signature or requests additional information. Once a Request for Reimbursement has been approved by the program administrator, the contract specialist submits the request to BBS to process the payment. WisDOT sends the reimbursement check to the town treasurer within 30 days of receipt.

## CONTACT INFORMATION/ADDRESS

**LRIP Program Manager:** Lorrie Olson, [lorrie.olson@dot.wi.gov](mailto:lorrie.olson@dot.wi.gov) or (608) 266-0775

As the Program Manager, Lorrie will handle all program related questions and requests for project changes.

**LRIP Contract Specialist:** Vacant

The Contract Specialist will handle all disbursements, which includes all reimbursement requests.

**Mailing Address:** Bureau of Transit, Local Roads, Railroads and Harbors  
P.O. Box 7913, Room 951  
Madison, WI 53707-7913

**Shipping Address:** Bureau of Transit, Local Roads, Railroads and Harbors  
4802 Sheboygan Ave., Room 951  
Madison, WI 53705

payable to the county or municipality for the following year for each working day after July 31 that the report form is actually submitted, subject to the following limitations:

1. The amount of the reduction may not exceed 10% of the aids payable to the county or municipality under s. 86.30 (2) for the following year.

2. The amount of aids payable to the county or municipality under s. 86.30 (2) during the following year may not be reduced to less than 90% of the aids actually paid to the county or municipality under s. 86.30 (2) during the preceding year.

(j) The aids payable to a county or municipality that is required to submit a financial report form under par. (d) and financial reports under par. (g) shall be reduced under any applicable provision of par. (e), (f), (h) or (i), subject to the limitations under pars. (f) and (i).

**(6) ELIGIBLE COST ITEMS.** All public road, street or alley construction and maintenance expenditures within the right-of-way are generally reportable as eligible cost items.

(a) Maintenance items include without limitation because of enumeration:

1. Pavement and curb and gutter repair.
2. Maintenance of bridges, culverts and storm sewers.
3. Snow plowing and ice control.
4. Maintenance of traffic control devices.

(b) Construction items include without limitation because of enumeration:

1. Storm drainage systems, culverts and bridges.
2. Grading, base and surface.
3. Marking, signs and traffic control signals.
4. Engineering.
5. Right-of-way acquisition, including relocation assistance.

(c) The following other costs to the extent they are highway related are reportable:

1. Machinery and vehicle costs.
2. Expenditures for buildings required for road or street purposes.
3. Interest cost related to funds borrowed to finance any eligible cost item.
4. Street lighting costs.

(cm) Some portion of law enforcement costs determined by the department, in consultation with the representatives appointed under sub. (5) (am), may be reported as eligible cost items. The department may establish different portions under this paragraph for different classes of counties or municipalities.

(d) Road, street or alley costs not eligible include costs that are financed with public funds other than road or street funds, items that are by statute, ordinance or local policy not a public expense or responsibility and all administrative costs. Costs not eligible include costs incurred on every way or place in private ownership and used for vehicular travel only by the owner and those having express or implied permission from the owner and every road, alley or driveway upon the grounds of public institutions.

(e) Cost data shall not include state or federal contributions to the work, all other public agency fund contributions, and all private contributions other than local assessments or special assessments paid by governmental agencies.

(f) The department shall provide a manual of cost reporting guidelines which further details eligible and ineligible costs.

**(7) COST REVIEW AND AUDIT.** (a) The department shall analyze the county and municipal highway-related cost data to identify that data that does not conform to reasonable averages and statistical groups or with previous reported costs. The department may request information from those municipalities or counties to explain the deviation. If not satisfied, the department may order the municipality or county to conduct and report to the department an independent certified audit of its financial report or, if the county or municipality has already conducted an audit of its finan-

cial report which complies with requirements under 31 USC 7501 to 7505, may require the county or municipality to provide the department with an itemization of data comprising that audit. The costs of an audit or of providing the department itemized data comprising an audit shall be a reportable cost item if the audit substantially verifies the original financial report.

(b) If the county or municipality fails to conduct an independent audit when ordered to do so by the department, the aids payable during the following year shall be equal to 90% of the aids actually paid during the preceding year. If the department has reason to believe that the 90% payment will be greater than the actual payment should be, the department may itself order an independent audit and deduct the audit costs from the transportation aids paid to the county or municipality under s. 86.30 (2). Any underpayment or overpayment of aids resulting from financial reporting errors shall be rectified by adjusting aids paid in the following year.

(c) Any municipality having a population of 2,500 or less which has submitted its financial report form may amend it prior to March 31 or prior to May 15 if a written request for extension has been received by the department of revenue. Any county or any municipality having a population over 2,500 which has submitted its financial report form may amend it prior to May 1 or prior to May 15 if a written request for extension has been received by the department of revenue. Any amendments shall be submitted to the department of revenue. Any county or municipality which desires to amend its financial report form after May 15 shall submit an independent, certified audit to the department of revenue no later than August 15.

(d) Any county or municipality that desires to amend past-year cost reports shall submit an independent, certified audit to the department. Any county or municipality that desires to amend past-year financial report forms shall submit amendments to the department of revenue.

**History:** 1977 c. 29; 1979 c. 34, 221; 1981 c. 20; 1983 a. 27, 192, 405; 1985 a. 29, 332; 1987 a. 27; 1989 a. 167; 1991 a. 39; 1995 a. 216; 1997 a. 106; 1999 a. 9.

**86.305 Eligibility for transportation aids.** The restriction of access to a street under s. 66.0429 (3) may not affect the eligibility of a city to receive any state transportation aids.

**History:** 1993 a. 113; 1999 a. 150 s. 672.

**86.31 Local roads improvement program.** (1) DEFINITIONS. In this section:

(a) “County highway improvement program district” means a group of counties established by the department by rule under sub. (6) (f).

(am) “County highway improvement program district committee” means a committee established by the department by rule under sub. (6) (f) consisting of all of the county highway commissioners from counties within a county highway improvement program district.

(ar) “Entitlement” means the amount of aid made available under sub. (3) for reimbursement within a county for the components specified in sub. (3) (a) 1. to 3.

(b) “Improvement” means a highway construction project with a projected design life of at least 10 years or a feasibility study of a highway construction project with a projected design life of at least 10 years.

(c) “Local roads” means county trunk highways, town roads, or streets under the authority of cities or villages.

(d) “Political subdivision” means a county, city, village or town.

(e) “Program” means the local roads improvement program.

(f) “Street” has the meaning given in s. 340.01 (64).

**(2) ADMINISTRATION.** (a) The department shall administer a local roads improvement program to accelerate the improvement of seriously deteriorating local roads by reimbursing political subdivisions for improvements. The selection of improvements that may be funded under the program shall be performed by officials

of each political subdivision, consistent with par. (h) and the requirements of subs. (3), (3g), (3m), and (3r). The department shall notify each county highway commissioner of any deadline that affects eligibility for reimbursement under the program no later than 15 days before such deadline.

(b) Except as provided in par. (d), improvements for highway construction projects funded under the program shall be under contracts. Such contracts shall be awarded on the basis of competitive bids and shall be awarded to the lowest responsible bidder. If a city or village does not receive a responsible bid for an improvement, the city or village may contract with a county for the improvement. Subject to s. 59.52 (30), a town may contract with a county for the improvement subject to the criteria and procedures promulgated as rules under sub. (6) (h).

(c) Improvements consisting of feasibility studies funded under the program may be performed by political subdivisions or the department of transportation, including the making and execution of all contracts.

(d) County trunk highway improvements funded under the program, including the hauling and laying of asphaltic hot mix, may be performed by county highway departments, subject to the following restrictions:

1m. The county highway department demonstrates that it is cost-effective for it to perform the work and that competitive bidding is to be used for improvements with an estimated total cost at least equal to the total funds allocated for its county trunk highway improvements under the program during the current biennium.

4. Contracts for the purchase of asphaltic hot mix shall be awarded on the basis of competitive sealed bidding.

5. Each county highway improvement program district committee shall do all of the following with respect to any work to be performed by any county highway department within the county highway improvement program district:

a. Review the proposed work and determine that it is cost-effective for the county highway department to perform the work.

b. Approve the proposed work prior to its being performed by the county highway department.

(e) The department of transportation may not require as a condition of reimbursement that the design and construction of any improvement with eligible costs totaling \$65,000 or less be certified by a registered professional engineer.

(h) A double seal coat project on a town road may be funded under the program if it has a projected life of at least 10 years, similar projects in the same geographic area have performed satisfactorily, and the county highway commissioner of the county in which the project is located approves the project's eligibility for funding.

(3) ENTITLEMENT COMPONENT. (a) Funds provided under s. 20.395 (2) (fr) shall be distributed under this subsection. For purposes of entitlement, the program shall consist of the following components:

1. County trunk highway improvements.
2. Town road improvements.
3. City and village street improvements.

(b) From the appropriation under s. 20.395 (2) (fr), the department shall allocate funds for entitlement as follows:

1. For county trunk highway improvements, 43%.
2. For town road improvements, 28.5%.
3. For city and village street improvements, 28.5%.

(c) Entitlements for each component under this subsection will be determined by a formula and calculated for each county, except that cities and villages with a population of 20,000 or more shall receive a proportionate share of the entitlement for city and village street improvements for the applicable county. No county may receive less than 0.5% of the total funds allocated to counties for county trunk highway improvements under par. (b) 1.

(3g) COUNTY TRUNK HIGHWAY IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (ft), the department shall allocate \$5,355,000 in fiscal year 2007–08, \$5,462,100 in fiscal year 2008–09, and \$5,127,000 in fiscal year 2009–10 and each fiscal year thereafter, to fund county trunk highway improvements with eligible costs totaling more than \$250,000. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3m) TOWN ROAD IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (ft), the department shall allocate \$732,500 in fiscal year 2009–10 and in fiscal year 2010–11, and \$5,732,500 in fiscal year 2011–12 and each fiscal year thereafter, to fund town road improvements with eligible costs totaling \$100,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3r) MUNICIPAL STREET IMPROVEMENTS — DISCRETIONARY GRANTS. From the appropriation under s. 20.395 (2) (ft), the department shall allocate \$1,020,000 in fiscal year 2007–08, \$1,040,400 in fiscal year 2008–09, and \$976,500 in fiscal year 2009–10 and each fiscal year thereafter, to fund municipal street improvement projects having total estimated costs of \$250,000 or more. The funding of improvements under this subsection is in addition to the allocation of funds for entitlements under sub. (3).

(3t) PAYMENTS RELATED TO ENVIRONMENTAL REVIEW OF LOCAL PROJECTS. Notwithstanding limitations on the amount and use of aids provided under this section, or on eligibility requirements for receiving aids under this section, and subject to any applicable interagency agreement between the department of transportation and the department of natural resources, the department of transportation may make a payment in each fiscal year to the department of natural resources to support 3.0 full-time equivalent positions in the department of natural resources related to the environmental review of local transportation projects. Notwithstanding sub. (3), any payment under this subsection shall be made from the appropriation under s. 20.395 (2) (fr) before making any other allocation of funds under sub. (3). After the department of transportation makes the payment under this subsection, the allocation of funds under sub. (3) shall be reduced proportionately to reflect the amount of the payment.

(4) REIMBURSEMENT FOR IMPROVEMENTS. All costs of an improvement funded under this section shall be the responsibility of the political subdivision. At the completion of an improvement, the political subdivision may apply to the department for reimbursement of not more than 50% of eligible costs in the manner and form prescribed by the department.

(5) EXCEPTIONS. Nothing in this section prevents improvements under other highway aid programs if applicable.

(6) RULES. The department shall promulgate rules to implement and administer the program. The rules shall include all of the following:

- (a) Criteria for county administrative responsibilities.
- (b) Reallocation of any uncommitted funds, including a procedure to reallocate uncommitted funds between counties.
- (c) Formulas and procedures for entitlements and reimbursements for each program component under sub. (3) (a) 1. to 3.
- (d) Procedures for reimbursements for county trunk highway improvements under sub. (3g), for town road improvements under sub. (3m) and for municipal street improvements under sub. (3r).
- (e) Procedures for the selection and administration of improvements.
- (f) Procedures for the establishment, administration and operation of county highway improvement program districts and county highway improvement program district committees.
- (g) Specific criteria for making determinations of cost-effectiveness under sub. (2) (d) 5. a. and procedures for review by the department of disputes relating to whether proposed work to

be performed by a county highway department is cost-effective for purposes of sub. (2) (d) 5. a.

(h) Subject to s. 59.52 (30), criteria and procedures for contracting with a county for a town road improvement that includes at least all of the following:

1. A requirement that a written and sealed estimate of the cost of the improvement that includes the source of the estimate be prepared prior to the time set for the opening of bids for the improvement and not be opened until after the opening of all bids.

2. A requirement that all bids may be rejected and the contract awarded to a county for the improvement if the lowest bid exceeds the cost estimate under subd. 1. by at least 10% and the town board notifies the 2 lowest bidders or, if only one bid was received, the bidder to provide information on the accuracy of the cost estimate under subd. 1.

3. A requirement that the amount of the contract with a county for the improvement be at least 10% below the lowest bid received for the improvement.

4. A provision that permits rebidding if the amount of the proposed contract with a county for the improvement is less than 10% below the lowest bid received for the improvement.

**History:** 1991 a. 39, 269; 1993 a. 16, 437; 1997 a. 27; 1999 a. 9; 2001 a. 16; 2003 a. 33; 2005 a. 25; 2007 a. 20; 2009 a. 28; 2011 a. 32, 257.

**Cross-reference:** See also ch. Trans 206, Wis. adm. code.

### 86.312 Local roads for job preservation program.

(1) In this section:

(a) “Job” means an employment position providing full-time equivalent employment. “Job” does not include initial training before an employment position begins.

(b) “Local roads” means streets under the authority of cities or villages, county trunk highways or town roads.

(c) “Political subdivision” means any city, village, town or county.

(d) “Population” means the number of inhabitants in the previous year determined by the department of administration under s. 16.96 (2) for purposes of revenue sharing distribution.

(e) “Project” means the development, construction, repair or improvement of a local road.

(2) (a) The department shall administer a local roads for job preservation program to award grants to political subdivisions for any project that the department determines is necessary to support business and retain jobs in the vicinity of the local road. The department may award grants under this section for any costs related to a project, including costs of acquiring rights-of-way, planning, designing, engineering, and constructing a local road. The department may specify the pavement to be used in any project funded under this section for the purpose of enhancing the pavement life and cost-effectiveness of the project.

(b) The department may, upon application, award a grant to any political subdivision under this section for a project if the secretary determines all of the following:

1. That if the project is not completed, the political subdivision could lose a number of jobs equal to or greater than 5% of the population of the political subdivision, or that the project is necessary to retain jobs of one or more employer who employs at least 5% of the work force residing in the political subdivision.

2. That the political subdivision will provide the local share required under sub. (3).

(3) Each political subdivision that receives a grant under this section shall provide a local contribution toward the costs of the project in an amount equal to at least 20% of the cost of the project.

(4) (a) Except as provided in this subsection, grants under this section may be paid from the appropriations under ss. 20.395 (2) (fb) and (fz) and 20.866 (2) (uwz). Notwithstanding par. (b), the department may pay from the appropriation under s. 20.866 (2) (uwz) that portion of a grant that is intended to be used to acquire rights-of-way or to plan, design or engineer a project.

(b) 1. Except as provided in subds. 2. and 3., the portion of any grant awarded under this section for local road construction shall be paid from the appropriation under s. 20.395 (2) (fz).

2. Except as provided in subd. 3., if the portion of any grant awarded under this section for local road construction exceeds the amount of unencumbered funds under s. 20.395 (2) (fz), the department shall pay from the appropriation under s. 20.395 (2) (fb) the amount by which that portion exceeds the unencumbered funds available in the appropriations under s. 20.395 (2) (fz).

3. If the portion of any grant awarded under this section for local road construction exceeds the amount of unencumbered funds under s. 20.395 (2) (fb) and (fz), the department shall pay from the appropriation under s. 20.866 (2) (uwz) the amount by which that portion exceeds the unencumbered funds available in the appropriations under s. 20.395 (2) (fb) and (fz).

(5) Costs incurred by a city, village, town or county for a project awarded under this section are not eligible for reimbursement under s. 86.31.

(6) The sum of grants awarded under this section may not exceed \$10,000,000.

**History:** 1999 a. 146; 2001 a. 109.

**86.315 County forest road aids.** (1) From the appropriation under s. 20.395 (1) (fu), the department shall annually, on March 10, pay to counties having county forests established under ch. 28, for the improvement of public roads within the county forests which are open and used for travel and which are not state or county trunk highways or town roads and for which no aids are paid under s. 86.30, the amount of \$336 per mile of road designated in the comprehensive county forest land use plan as approved by the county board and the department of natural resources. If the amount appropriated under s. 20.395 (1) (fu) is insufficient to make the payments required under this subsection, the department shall prorate the amount appropriated in the manner it considers desirable.

(2) The amounts allotted under this section shall be paid into the county forest road fund and shall be administered by the committee designated to administer the county forest program for the maintenance, brush control, snow plowing and rebuilding of the roads.

(3) County forest roads must meet the minimum design standards under s. 82.50 (1) (a) 2. and 3. in order to qualify for aids under this section.

(4) (a) Except as provided in par. (b), the committee designated to administer the county forest program shall, not later than September 15 of every odd-numbered year, file with the department and the county clerk a certified plat of the county forests showing the roads to be open and used for travel as of the succeeding January 1. The certified plat shall show the mileage of the roads for use by the department in making computations of road aids under this section.

(b) The committee designated to administer the county forest program need not file a certified plat under par. (a) if the county has not added or deleted public road mileage within the county forests as specified in sub. (1) since the committee last filed a certified plat under par. (a).

**History:** 1987 a. 137; 1989 a. 31; 1995 a. 113; 1997 a. 27; 2003 a. 214.

**NOTE:** 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

**86.32 Connecting highways.** (1) The department may designate, or rescind the designation of, certain marked routes of the state trunk highway system over the streets or highways in any municipality for which the municipality will be responsible for maintenance and traffic control and the maintenance and operation of any swing or lift bridge. Such maintenance, operation and traffic control of the connecting highways and swing and lift bridges shall be subject to review and approval by the department. Those marked routes of the state trunk highway system designated as connecting streets prior to July 1, 1977, shall become the con-

## Chapter Trans 206

## LOCAL ROADS IMPROVEMENT PROGRAM

|               |   |              |  |
|---------------|---|--------------|--|
| Trans 206.01  | Purpose and scope.                              | Trans 206.05 | County highway improvement.                                  |
| Trans 206.02  | Definitions.                                    | Trans 206.06 | Town road improvement.                                       |
| Trans 206.03  | Uniform provisions.                             | Trans 206.07 | County highway improvement program districts and committees. |
| Trans 206.035 | Town road improvement discretionary provisions. | Trans 206.08 | Statewide town road improvement discretionary committee.     |
| Trans 206.04  | Municipal street improvement.                   |              |  |

**Trans 206.01 Purpose and scope.** The purpose of this chapter is to interpret and administer procedures for assisting in the improvement of deteriorating local highways, streets and roads under s. 86.31 (6), Stats.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.02 Definitions.** The words and phrases defined in s. 86.31 (1), Stats., have the same meaning in this chapter unless a different definition is specifically provided. In this chapter:

(1) “Administrative cost” means the county highway commissioner’s staff and material costs to perform the county highway commissioner’s duties to the county MSI program for cities and villages with a population of 20,000 or less, and the county TRI program, including the cost of conducting bid lettings for MSI projects in cities and villages with a population of 20,000 or less and for TRI projects.

(1m) “Annual allocation” means the annual amount of state funds available under the TRID component of the local roads improvement program to a town to make improvements with total project costs of \$100,000 or more to local town roads.

(2) “Annual entitlement” means the annual amount of state funds available under the local roads improvement program to a county, county town road improvement committee, county municipal street improvement committee, or city or village with a population of 20,000 or more to make improvements to the local roads.

(2m) “Biennial allocation” means the sum of the 2 annual allocations in a state biennium.

(3) “Biennial entitlement” means the sum of the 2 annual entitlements in a state biennium.

(4) “Chief executive” means the town board chairperson, village president, elected mayor or city manager.

(5) “Contract administration” means the preparing of or having plans prepared for the project, acquiring right of way, letting of bids and construction supervision of a local roads improvement program project.

(6) “Cost ceiling” means the maximum amount the state of Wisconsin will pay as its share of the local road improvement project under this chapter.

(7) “County board chairperson” has the meaning specified in s. 59.12, Stats.

(8) “County executive” has the meaning specified in s. 59.17, Stats.

(9) “County highway commissioner” has the meaning specified in s. 83.01, Stats.

(10) “County highway improvement” or “CHI” means the improvement projects on the county trunk system funded by the county highway improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(11) “County highway improvement plan” means a county’s 5-year plan of improvements to the county trunk system which is

eligible to be funded from the county highway improvement component of the local roads improvement program.

(12) “County highway improvement program district” means a group of counties designated by the secretary of transportation under s. 86.31, Stats., to be a county highway improvement program district.

(13) “County highway improvement program district committee” means a committee consisting of not more than 5 county executives or designees or when there is no office of county executive, county board chairpersons or the chairperson’s designee from counties within a county highway improvement district.

(14) “County municipal street improvement committee” or “CMSIC” means a committee of not more than 5 chief executives or designees of cities and villages with a population of less than 20,000 within the county responsible to select MSI projects within the county.

(15) “County town road improvement committee” or “CTRIC” means a committee of not more than 5 town chairpersons or designees from within the county responsible to select TRI projects within the county.

(16) “Department” means the department of transportation.

(17) “Eligible project” means one or more logical phases of a specific improvement including, but not limited to, a feasibility study, design engineering, grading, base, paving, and road finish materials such as hot mix asphalt.

(18) “Feasibility study” means the engineering and environmental studies for a specific section of a local road that will lead to a LRIP improvement project.

(19) “Local roads improvement program” or “LRIP” means the state entitlement program with county trunk highway, town road and municipal street entitlement components as established in s. 86.31, Stats., or the state allocation component separate from the entitlement program as established in s. 86.31 (3m), Stats.

(20) “LRIP project application” means a department of transportation form which describes the projects that may be funded with LRIP entitlements, or LRIP allocations under TRID, in the current state biennium.

(21) “Miles” means the number of miles of roads and streets as determined by the department of transportation under s. 86.302, Stats.

(22) “Municipal street improvement” or “MSI” means the improvement projects on the city and village street system funded by the municipal street improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(23) “Municipal street improvement plan” means a city or village’s 5-year plan of improvements to the municipal street system eligible to be funded from the municipal street improvement component of the local roads improvement program.

(24) “PASER” means the pavement surface evaluation and rating process developed and taught by the transportation information center at the university of Wisconsin extension, Madison, WI 53706.

(25) "Population" means the population of a political subdivision as determined in s. 86.33, Stats.

(26) "Project agreement" means a formal agreement between the state and a political subdivision which states the responsibilities of each of the parties to the agreement.

(27) "Recipient" means a county, county town road improvement committee, county municipal street improvement committee, or a city or village with a population of 20,000 or more, or a town under the TRID.

(28) "Secretary" means the secretary of the department of transportation.

(29) "State biennium" means a period from July 1 of every odd-numbered year through June 30 of the next odd-numbered year.

(30) "State fiscal year" means a period from July 1 through June 30.

(31) "Statewide town road improvement discretionary committee" or "STRIDC" means the committee appointed by the secretary responsible to recommend TRID projects for approval by the secretary.

(32) "Town road improvement" or "TRI" means the improvement projects on the town road system funded by the town road improvement entitlement component of the local roads improvement program as authorized under s. 86.31 (3), Stats.

(33) "Town road improvement discretionary" or "TRID" means the improvement projects on the statewide town road system funded by the town road improvement discretionary allocation component of the local roads improvement program as authorized under s. 86.31 (3m), Stats.

(34) "Town road improvement plan" means a town board's 2 or more year plan for improvements to the town road system eligible to be funded from the town road improvement component of the local roads improvement program.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (1), (19), (20) and (27), renun. (31) and (32) to be (32) and (34), cr. (1m), (2m), (31) and (33), Register, December, 1994, No. 468, eff. 1-1-95; am. (1), Register, October, 1997, No. 502, eff. 11-1-97; corrections in (7), (8) made under s. 13.92 (4) (b) 7., Stats., Register March 2012 No. 675.

**Trans 206.03 Uniform provisions. (1) ENTITLEMENT.** The local roads improvement program is an annual entitlement program for improvements to local roads. Biennially, an entitlement shall be made to each county, each CMSIC and CTRIC and to each city or village whose population is 20,000 or more. Entitlements to the recipient shall be determined as follows:

(a) Municipal street improvement for each CMSIC and for each city or village with a population of 20,000 or more: 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of total miles of all city or village streets in the state and 50% of each county's, city's or village's, with a population of 20,000 or more, proportionate share of the total population of all cities and villages in the state.

(b) County highway improvement shall be 60% of each county's proportionate share of the state population and 40% of each county's proportionate share of total county trunk miles of all county trunk miles in the state; except no county's entitlement shall be less than one half of one percent (0.5%) of the total funds allocated to the counties under this chapter.

(c) Town road improvement shall be on each county's proportionate share of town road miles to all town road miles in the state.

(2) OPTION TO ACCUMULATE ENTITLEMENT UNTIL THE SECOND YEAR OF THE BIENNIUM. To permit maximum flexibility in the use of entitlements and use all entitlements in the biennium appropriated, a recipient may:

(a) Use the entitlement in the state fiscal year it is available.

(b) Accrue the annual entitlement until the second year of the state biennium rather than using it in the year it is available.

(c) Request approval, on the LRIP project application form, from the department to use the entire biennial entitlement in the first year of the biennium.

(3) COMMITMENT OF ENTITLEMENT. (a) No later than November 1 of each odd-numbered year, each recipient shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each recipient in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be considered committed, and entitlement funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) UNCOMMITTED LRIP ENTITLEMENTS. (a) Any entitlements not committed by the recipient by November 1 of each odd-numbered year shall be available for use by other recipients.

(b) The first priority for uncommitted entitlements shall be for use by other recipients within the same county. The county highway commissioner of that county is responsible for determining if the uncommitted entitlement can be used within the county and which recipient will receive it.

(c) The second priority for any uncommitted entitlement that cannot be used within the county shall be for use within the county highway improvement program district. The county highway improvement district committee shall be responsible for determining if uncommitted entitlement can be used within the district and which recipient will receive it.

(d) On July 1 of each odd-numbered year, all uncommitted entitlements from the previous biennium shall be added to the LRIP appropriation for the current biennium and redistributed according to the distribution formula in s. Trans 206.03 (1).

(5) PAYMENT OF PROJECT COSTS. (a) The local roads improvement program is a reimbursement program. The political subdivision where the work is performed shall be responsible for payment of project costs. At the completion of the project, the political subdivision may apply to the department of transportation for reimbursement of eligible costs in accordance with the project agreement. Application for reimbursement shall be on forms prescribed by the department.

(b) If a project is the result of an agreement among more than one recipient, the project agreement shall identify one political subdivision as responsible for initial funding of the project and to whom the state shall reimburse eligible costs.

(6) ELIGIBLE PROJECTS. (a) Any improvement to the county trunk, town road or city or village street system shall be eligible for funding under this chapter provided the political subdivision has complied with the provisions of this chapter.

(b) The county, CTRIC or CMSIC, cities or villages with populations of 20,000 or more, or towns under the TRID, may enter into agreements with counties, other county MSI or TRI committees, other cities or villages with populations of 20,000 or more or towns under the TRID to participate in projects that meet the standards of the local roads improvement program.

(7) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER. The county highway commissioner shall perform the following:

(a) Serve as the administrative contact between the department and all recipients in the county.

(b) No later than January 15 of each even-numbered year, report to the secretary or the secretary's designee, on the form in

the manner prescribed by the department, the list of projects to be developed or constructed under the CHI, TRI, TRID and MSI components of the LRIP in the current state biennium.

(c) Determine if uncommitted entitlements of a recipient in the county can be used by another recipient within the county.

**(8) REIMBURSEMENT OF COUNTIES FOR ADMINISTRATIVE COSTS RELATED TO THE CMSIC AND THE CTRIC.** (a) Counties shall be reimbursed for the costs of the administrative services provided by the county highway department to that CTRIC and CMSIC.

(b) For the years 1992 through 1995 of the local roads improvement program, 5% of each county's MSI entitlement for cities and villages with a population of less than 20,000 and 5% of each county's TRI entitlement shall be distributed to the county treasurer as reimbursement for the administrative costs of the MSI and TRI.

(c) Beginning with 1996, the percentage of each county's MSI entitlement for cities and villages with a population of less than 20,000 and county's TRI entitlement to be distributed to the county for administrative costs related to the MSI and TRI shall be reviewed with the county highway commissioner and the chairpersons of the county TRI and the MSI committees to determine an appropriate level of reimbursement. The county highway commissioner shall notify the department what percent level of reimbursement was selected as a result of the review. Until such notification is received, the level of reimbursement shall continue at 5%.

**(9) ELIGIBLE LRIP PROJECT COSTS.** Feasibility studies, design, right-of-way acquisition, any item which is an integral part of street and road construction, and related engineering costs are eligible costs. New installations or alterations of sanitary sewers and connections, water, gas, electric, telephone, police or fire alarm facilities, parking meters, street signs and similar utilities are not eligible costs. The cost to develop each county, municipality or town's improvement plan is not an eligible cost.

**(10) CONTRACT ADMINISTRATION.** (a) The political subdivision with the eligible project shall be responsible for contract administration of the project. If an eligible project is located in more than one political subdivision, the project agreement shall specify the political subdivision responsible for contract administration.

(b) The design and construction of all eligible projects with eligible costs totaling more than \$50,000 under this chapter shall be certified by a registered professional engineer.

**(11) FINANCIAL PARTICIPATION.** (a) The state shall provide a maximum of 50% of the total eligible project cost up to the cost ceiling specified in the project agreement. The remainder of the cost shall be provided by the political subdivision where the work is performed.

(b) The political subdivision's share may be in the form of cash, engineering or right of way.

(c) No entitlement shall be used as the local match for federal aid projects.

(d) No federal aid funds shall be used as the local match for an eligible project.

**(12) PROJECT AGREEMENT.** (a) Each eligible project which is funded under this chapter shall be the subject of a formal agreement between the political subdivision and the department. The secretary or the secretary's designee shall sign the project agreement for the department. The secretary or the secretary designee's signature on the project agreement shall be the official acceptance of the terms of the agreement. When the project agreement is between the state and a county, the county executive or designee, or when there is no office of county executive, the county board chairperson or designee shall sign the project agreement for the county. When the project agreement is between the state and a town, village or city, the chief executive or designee of the politi-

cal subdivision shall sign the project agreement for the political subdivision.

(b) Each project agreement must be signed by the department no later than April 1 of each odd-numbered year.

(c) The project agreement shall include, but is not limited to, the following items of information:

1. Name of the signatory political subdivision or, in the case of a joint project, the project agreement shall include the names of all the political subdivisions and county MSI or TRI committees participating in the project.

2. Statement of need for the project.

3. Description of the proposed work as approved by the CTRIC, STRIDC or CMSIC where appropriate and the intended construction year.

4. Cost estimate of the work.

5. Description of the cost participation of each party to the agreement, including the amount of the cost ceiling for preliminary engineering, real estate acquisition and construction.

6. Description of all special provisions and considerations that apply to the proposed project.

7. Signed statement by the county executive or designee, or when there is no office of county executive, the county board chairperson or designee, town, city or village's chief executive or designee certifying that the work will be done in accordance with all federal, state and local laws, rules, ordinances and standards.

8. A statement that the department will only participate in eligible construction projects which are actually constructed to the appropriate standards described in this chapter. The entire cost of construction projects not constructed, or not constructed to standards, is the responsibility of the political subdivision.

9. A statement that the political subdivision with the eligible project assumes all responsibility for complying with all germane environmental requirements for the improvement, and certifies that an environmental analysis was completed and that all applicable environmental laws were followed.

**(13) EXCEPTION TO STANDARDS.** (a) The secretary or the secretary's designee may authorize deviation from the standards in special cases in which strict application of the standards is impractical and deviation is not contrary to the public interest and safety, and in the case of eligible county projects is not contrary to the intent of s. 84.01 (9) (b), Stats.

(b) Any deviation in the standards shall be approved in writing by the secretary or the secretary's designee before any reimbursement payments are made.

**(14) PROJECT SUBSTITUTION.** When a recipient informs the department that an eligible project for which a CHI, TRI or MSI project agreement has been executed cannot be built, that recipient shall have the option of substituting another eligible project that can be constructed in the same time period. The parties shall then void the original project agreement and execute a new project agreement for the substitute project. This subsection does not apply to recipients of TRID allocations.

**(15) DUTIES OF DOT.** The department shall perform the following:

(a) Compute the annual and biennial entitlement for each county, each CMSIC and CTRIC and for each city or village with a population of 20,000 or more.

(b) Inform, by September 1 of each odd-numbered year, each county, each CTRIC and CMSIC, and the chief executive of each city or village with a population of 20,000 or more of their biennial entitlement by state fiscal year for the current state biennium.

(c) Maintain a financial record of each project agreement and any other information the department deems necessary.

(d) Review a sufficient number of projects to ensure that the program is functioning according to applicable state laws and rules.

- (e) Encumber state funds for all approved project agreements.
- (f) Prepare, by June 30 of each odd-numbered year, a report listing all completed projects under the local roads improvement program.
- (g) Determine if proposed projects meet the criteria of this chapter.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (6) (b), (7) (b) and (14), Register, December, 1994, No. 468, eff. 1-1-95; the correction in (12) (c) 8, made under s. 13.93 (2m) (b) 12., Stats., Register, August, 1996, No. 488; am. (12) (c) 3., Register, October, 1997, No. 502, eff. 11-1-97.

**Trans 206.035 Town road improvement discretionary provisions.** (1) **ALLOCATION.** The TRID is an annual allocation for improvements to town roads in excess of \$100,000 total project cost. Biennially, selected allocations shall be made to towns. Allocations to the recipient shall be recommended by the STRIDC and approved by the secretary.

(2) Option to accumulate allocation until the second year of the biennium. To permit maximum flexibility in the use of allocations and use all allocations in the biennium appropriated, a recipient may:

- (a) Use the allocation in the state fiscal year it is available.
- (b) Accrue the annual allocation until the second year of the state biennium rather than using it in the year it is available.
- (c) Request approval, on the LRIP project application form, from the department to use the entire biennial allocation in the first year of the biennium.

(3) **COMMITMENT OF ALLOCATION.** (a) No later than November 1 of each odd-numbered year, each applicant shall complete the LRIP project application form and send it to the appropriate county highway commissioner.

(b) No later than January 15 of each even-numbered year, the appropriate county highway commissioner shall send the department a copy of each LRIP project application submitted by each applicant in the county.

(c) Upon the approval of each LRIP project application by the department, the estimated cost of the project listed on the LRIP project application form shall be committed, and allocated funds shall be reserved for the political subdivision with an approved LRIP project. A project agreement for each LRIP project shall be executed and received by the department no later than April 1 of the next odd-numbered year. If an executed project agreement is not received by April 1 of the next odd-numbered year, the commitment of state funds shall be withdrawn.

(4) **UNCOMMITTED TRID ALLOCATIONS.** On July 1 of each odd-numbered year, all uncommitted allocations from the previous biennium shall be added to the TRID appropriation for the current biennium.

**History:** Cr. Register, December, 1994, No. 468, eff. 1-1-95.

#### **Trans 206.04 Municipal street improvement.**

(1) **DUTIES OF ALL CITIES AND VILLAGES.** Each city and village shall establish and maintain a 5-year municipal street improvement plan which identifies projects eligible to be funded under the MSI entitlement. The plan shall be based on sound traffic and pavement management principles. It shall include a priority list of needs and a 5-year schedule of improvements.

(2) **COUNTY MUNICIPAL STREET IMPROVEMENT COMMITTEES (CITIES AND VILLAGES WITH POPULATIONS OF LESS THAN 20,000).** (a) In each county there shall be a county municipal street improvement committee to select city and village street improvement projects for the municipal street improvement component of the local roads improvement program. The CMSIC shall consist of not more than 5 chief executives or designees of villages and cities in the county with populations of less than 20,000. The committee shall be selected by all the chief executives or designees of all the villages and cities in the county with a population of less than 20,000. The committee shall select a chairperson from its members.

(b) The selection of the CMSIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each county municipal street improvement committee member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the village or city chief executive committee members, each CMSIC may include as a non-voting member the county highway commissioner.

(3) **DUTIES OF THE CMSIC.** Each CMSIC committee shall perform the following:

(a) Send, no later than November 1 of each odd-numbered year, each LRIP project application form listing of all MSI projects planned for the current state biennium to the county highway commissioner.

(b) Determine, in a case where a proposed project under agreement cannot be built within the specified time frame, whether a substitute project should be put under agreement.

(c) Determine whether to enter into joint agreements with other recipients.

(4) **SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CMSIC.** The chairperson of the CMSIC shall be selected by the members of the CMSIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Inform, by November 1 of each odd-numbered year, the secretary, in writing, of the name of the chairperson of the CMSIC.

(b) Convene the CMSIC when necessary.

(c) Preside over meetings of the CMSIC and perform all administrative duties required of the chairperson.

(5) **DUTIES OF A CITY OR VILLAGE WITH A POPULATION OF LESS THAN 20,000 WITH A MSI PROJECT.** Each city or village with a population of less than 20,000 with a MSI project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project awarded to the city or village.

(b) Prepare all documents necessary to letting the LRIP project to competitive bid.

(c) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(6) **DUTIES OF CITIES OR VILLAGES WITH A POPULATION OF 20,000 OR MORE.** Each city or village with a population of 20,000 or more shall perform the following:

(a) Administer the LRIP entitlement in accordance with this chapter.

(b) Send, no later than November 1 of each odd-numbered year, the LRIP project application form, listing all MSI projects planned for the current state biennium to the county highway commissioner.

(c) Prepare all documents necessary to letting the LRIP project to competitive bid.

(d) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each MSI project.

(e) Certify through the city or village's chief executive, at the time the city or village requests reimbursement, that the work funded under the municipal street improvement program entitlement was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

(7) **CITIES OR VILLAGES IN MORE THAN ONE COUNTY.** (a) 1. Each city or village with a population of less than 20,000 and whose corporate limits extend into more than one county, shall select by September 1, 1992, which CMSIC it wishes to join. By September 1, 1992, the city or village shall notify, in writing, the

secretary and all the affected CMSICs and county highway commissioners, which CMSIC it will join.

2. Any city or village with a population less than 20,000 not selecting a CMSIC by September 15, 1992, shall be assigned to a CMSIC by the secretary.

(b) 1. Each city and village with a population of 20,000 or more and whose corporate limits extend into more than one county shall select by September 1, 1992, which county it wishes any of its uncommitted entitlement to be assigned. By September 1, 1992, the city or village shall notify, in writing, the secretary and all the affected county highway commissioners, which county it wishes to assign its uncommitted entitlement.

2. Any city or village with a population of 20,000 or more not selecting a county by September 15, 1992, shall be assigned to a county by the secretary.

**(8) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** Each county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all the chief executives of villages and cities with populations of less than 20,000, to select the membership and chairperson of the CMSIC.

(b) Conduct contract lettings for the city or village with municipal street improvement projects upon the request of the city or village.

**(9) STANDARDS.** All municipal street improvement projects funded under this chapter shall be designed and constructed using the state standards as described in the department's facility development manual procedure 11-20-1 except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

### Trans 206.05 County highway improvement.

**(1) DUTIES OF THE COUNTY EXECUTIVE.** Each county executive or designee, or where there is no office of county executive, the county board chairperson or the chairperson's designee shall perform the following:

(a) Establish and maintain a 5-year program of county trunk improvement projects eligible to be funded from the county highway improvement entitlement of the local roads improvement program. It shall include a priority list of needs and a 5-year schedule of improvements.

(b) Send, no later than January 15 of each even-numbered year, to the department the LRIP project application form listing the CHI projects planned in the current state biennium.

(c) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each project that will be constructed in the current state biennium as a county highway improvement project.

(d) Certify that the county trunk improvement projects selected meet the eligibility requirements of this chapter.

(e) Determine in a case where a proposed project under agreement cannot be built in the specified time frame, whether a substitute project should be put under agreement.

(f) Determine whether to enter into agreements with other recipients of the local roads improvements to jointly fund eligible local road improvement projects.

**(2) STANDARDS.** All county trunk improvement projects funded under this chapter shall be designed and constructed according to standards in ch. [Trans 205](#) except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.06 Town road improvement. (1) COUNTY TOWN ROAD IMPROVEMENT COMMITTEES.** (a) In each county, there shall be a town road improvement committee that shall select improvement projects for the town road improvement component of local roads improvement program in the county.

(b) The CTRIC shall consist of no more than 5 town chairpersons or designees selected by all the town chairpersons or designees in the county, one of whom shall be designated as chairperson by the committee. The selection of each CTRIC shall occur biennially, in the odd-numbered years, not later than October 1. The term of office for each CTRIC member shall be 2 years, and shall be from October 1 of the current odd-numbered year to September 30 of the next odd-numbered year.

(c) In addition to the town chairperson members, each CTRIC may include as a non-voting member the county highway commissioner.

**(2) DUTIES OF THE COUNTY TRI COMMITTEE.** Each CTRIC shall perform the following:

(a) Submit, no later than November 1 of each odd-numbered year, to the county highway commissioner the LRIP project application form listing of TRI projects planned, and TRID project applications prioritized for the current state biennium.

(b) Determine in the case where a proposed TRI project under agreement cannot be built within the specified time frame whether a substitute TRI project should be put under agreement.

(c) Determine whether to enter into agreements with other recipients of the local roads improvement for the joint funding of eligible local roads improvement projects.

**(3) SELECTION AND DUTIES OF THE CHAIRPERSON OF THE CTRIC.** The chairperson of the CTRIC shall be selected by the members of the CTRIC no later than November 1 of each odd-numbered year. The duties of the chairperson shall include, but are not limited to, the following:

(a) Notify, no later than November 1 of each odd-numbered year, the secretary of the name of the chairperson of the CTRIC.

(b) Convene the CTRIC when necessary.

(c) Preside over the CTRIC and perform all administrative duties required of the chairperson.

**(4) DUTIES OF THE TOWNS.** Each town participating in TRI and TRID shall establish and maintain as a minimum, a 2-year plan of improvements to the town roads eligible to be funded under the TRI and TRID components. The plan shall be based on sound engineering and management principles and life cycle cost criteria such as, but not limited to, the PASER program model. It shall include a priority list of needs and a 2-year schedule of improvements.

**(5) DUTIES OF TOWNS WITH A TRI OR TRID PROJECT.** Towns with a TRI or TRID project shall perform the following:

(a) Execute, no later than April 1 of each odd-numbered year, an approved project agreement for each TRI project awarded to the town by the CTRIC or TRID project awarded to the town by the department.

(b) Prepare all necessary documents to let the LRIP project to competitive bid.

(c) Certify, by the town chairperson, at the time reimbursement is requested that the work was performed in accordance with all applicable federal, state and local laws, rules, ordinances and standards.

**(6) DUTIES OF THE COUNTY HIGHWAY COMMISSIONER.** The county highway commissioner shall perform the following:

(a) Convene and preside over the initial meeting of all town chairpersons to select the membership and chairperson of the town road improvement program committee.

(b) Conduct contract lettings for a town with a TRI or TRID project upon the request of the town.

**(7) STANDARDS.** All town road improvement projects funded under this chapter shall be designed and constructed using the state town road standards as described in ch. [Trans 204](#), except as provided in s. [Trans 206.03 \(13\)](#).

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92; am. (2) (a) and (b), (4), (5) (intro.), (a), (6) (b), Register, December, 1994, No. 468, eff. 1-1-95.

**Trans 206.07 County highway improvement program districts and committees.** (1) COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT COMMITTEES. In each county highway improvement program district, there shall be a county highway improvement program district committee. The committee shall consist of no more than 5 county executives or the county executive's designee or when there is no office of county executive, county board chairpersons or the chairperson's designee from counties in the district. The committee shall be chosen by all the county executives or the executive's designee or when there is no office of county executive, the county board chairperson or the chairperson's designee in the district. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each county highway improvement program district committee.

(2) DUTIES OF THE COUNTY HIGHWAY IMPROVEMENT DISTRICT COMMITTEE. The county highway improvement district committee shall perform the following:

(a) Establish criteria for the selection of CHI projects to be funded from uncommitted entitlements of member counties.

(b) Select, no later than January 15 of each even-numbered year, CHI projects to be funded from uncommitted entitlements from within the district from the member counties CHI project lists.

(c) Select, no later than October 1 of the odd-numbered years, the committee chairperson for the next 2 years.

(3) SELECTION AND DUTIES OF THE CHAIRPERSON OF THE COUNTY HIGHWAY IMPROVEMENT PROGRAM DISTRICT. (a) The chairperson of the county highway improvement program district committee shall be selected from the district committee members.

(b) Selection shall occur by October 1 of each odd-numbered year.

(c) The chairperson shall perform the following:

1. Preside over the meetings of the committee.
2. Convene a meeting of the committee as needed.
3. Convene and preside over a meeting of all county executives or county executives' designees or when there is no office of county executive county board chairpersons or the chairpersons' designees in the district, no later than October 1 of each odd-numbered year, for the purpose of selecting committee members and a chairperson for the next 2-year period.

(d) Inform in writing, no later than November 1 of each odd-numbered year, the secretary and all county executives or the county executives' designees or when there is no office of county

executive, county board chairpersons or the chairpersons' designees in the district of the committee membership.

(e) Inform the secretary and all county executives or county executives' designees or when there is no office of county executive, county board chairpersons or the chairpersons' designees in the district, no later than January 15 of each even-numbered year, of the committee's selection of projects in the district to be funded with the uncommitted entitlements of counties CMSIC, CTRIC, and municipalities with a population of less than 20,000 in the district.

(4) ELIGIBLE PROJECTS. Any improvement to the county trunk system in any of the counties within the county highway improvement program district is an eligible project, provided the county has complied with the provisions of the chapter pertaining to the county highway improvement component.

(5) SELECTED PROJECTS. A county trunk improvement project selected for funding under this chapter shall be constructed under the provisions of s. Trans 206.05. The county executive or county executive's designee or when there is no office of county executive the county board chairperson or county board chairperson's designee from the county of the selected project shall be responsible for the development and construction of the project and the certification that the project constructed complies with the provisions of the county highway improvement component.

**Note:** Forms can be obtained from the Wisconsin Department of Transportation, Division of Highways, P.O. Box 7916, Madison, WI 53707-7916.

**History:** Cr. Register, June, 1992, No. 438, eff. 7-1-92.

**Trans 206.08 Statewide town road improvement discretionary committee.** (1) There shall be one STRIDC.

The committee shall consist of members appointed by the secretary and have geographically balanced representation. The committee members shall serve 2-year terms beginning October 1 of the odd-numbered years and ending September 30 of the next odd-numbered year. The secretary or designee shall serve as a non-voting member of each statewide town road improvement discretionary committee.

(2) The statewide town road improvement discretionary committee shall perform the following duties:

(a) Establish criteria for the selection of TRID projects. These criteria shall include, but are not limited to, safety, reconstruction, traffic volume and type, and multi-jurisdictional projects.

(b) Select, no later than March 1 of each even-numbered year, TRID projects to be funded statewide.

(c) Select, no later than December 1 of the odd-numbered years, the committee chairperson for the next 2 years.

**History:** Cr. Register, December, 1994, No. 468, eff. 1-1-95.

## APPENDIX C

**2016-2017 Local Roads Improvement Program  
Town Road Improvement Program (TRI) Entitlement Funds**

| <b>County</b>      | <b>Allocation</b> | <b>County</b>      | <b>Allocation</b>      |
|--------------------|-------------------|--------------------|------------------------|
| Adams County       | \$157,838.54      | Marinette County   | \$212,625.42           |
| Ashland County     | \$113,248.88      | Marquette County   | \$70,611.01            |
| Barron County      | \$198,150.56      | Menominee County   | \$11,286.62            |
| Bayfield County    | \$247,690.34      | Monroe County      | \$131,124.72           |
| Brown County       | \$94,393.58       | Oconto County      | \$207,551.08           |
| Buffalo County     | \$72,798.36       | Oneida County      | \$184,836.49           |
| Burnett County     | \$166,765.04      | Outagamie County   | \$137,224.21           |
| Calumet County     | \$56,588.75       | Ozaukee County     | \$38,750.03            |
| Chippewa County    | \$162,016.23      | Pepin County       | \$33,345.87            |
| Clark County       | \$223,535.11      | Pierce County      | \$109,620.88           |
| Columbia County    | \$130,245.20      | Polk County        | \$190,510.50           |
| Crawford County    | \$93,221.37       | Portage County     | \$146,055.05           |
| Dane County        | \$227,935.54      | Price County       | \$141,738.86           |
| Dodge County       | \$144,190.37      | Racine County      | \$46,008.88            |
| Door County        | \$106,840.99      | Richland County    | \$90,331.54            |
| Douglas County     | \$175,071.88      | Rock County        | \$143,950.49           |
| Dunn County        | \$141,421.90      | Rusk County        | \$112,419.34           |
| Eau Claire County  | \$87,858.62       | Sauk County        | \$149,831.53           |
| Florence County    | \$54,008.74       | Sawyer County      | \$150,406.93           |
| Fond du Lac County | \$130,456.52      | Shawano County     | \$160,742.66           |
| Forest County      | \$107,357.85      | Sheboygan County   | \$84,467.63            |
| Grant County       | \$191,791.22      | St. Croix County   | \$160,194.38           |
| Green County       | \$102,601.90      | Taylor County      | \$146,010.79           |
| Green Lake County  | \$46,797.01       | Trempealeau County | \$111,115.78           |
| Iowa County        | \$96,171.17       | Vernon County      | \$150,202.76           |
| Iron County        | \$74,658.77       | Vilas County       | \$158,465.33           |
| Jackson County     | \$140,371.05      | Walworth County    | \$113,521.58           |
| Jefferson County   | \$103,434.30      | Washburn County    | \$129,712.64           |
| Juneau County      | \$143,423.64      | Washington County  | \$86,974.82            |
| Kenosha County     | \$26,606.73       | Waukesha County    | \$105,634.51           |
| Kewaunee County    | \$68,981.90       | Waupaca County     | \$137,586.87           |
| La Crosse County   | \$56,944.27       | Waushara County    | \$112,796.28           |
| Lafayette County   | \$99,537.88       | Winnebago County   | \$102,372.03           |
| Langlade County    | \$95,801.38       | Wood County        | \$129,191.50           |
| Lincoln County     | \$108,951.26      | <b>Total</b>       | <b>\$ 8,841,158.45</b> |
| Manitowoc County   | \$133,297.81      |                    |                        |
| Marathon County    | \$262,934.78      |                    |                        |

**Note:**

Carryover has already been added and Administrative Fee deducted from the entitlement funds.

Funding for 3.0 FTE DNR single point of contact positions for FY 2016 and FY 2017 in the amount of \$200,800 for each fiscal year has already been set aside.

APPENDIX D

**TRI PROGRAMMING CAPS BY COUNTY\***

| County      | Number of Towns | Programming Cap |
|-------------|-----------------|-----------------|
| Adams       | 17              | 9               |
| Ashland     | 13              | 7               |
| Barron      | 25              | 13              |
| Bayfield    | 25              | 13              |
| Brown       | 13              | 7               |
| Buffalo     | 17              | 9               |
| Burnett     | 21              | 11              |
| Calumet     | 9               | 5               |
| Chippewa    | 23              | 12              |
| Clark       | 33              | 17              |
| Columbia    | 21              | 11              |
| Crawford    | 11              | 6               |
| Dane        | 34              | 17              |
| Dodge       | 24              | 12              |
| Door        | 14              | 7               |
| Douglas     | 16              | 8               |
| Dunn        | 22              | 11              |
| Eau Claire  | 13              | 7               |
| Florence    | 8               | 4               |
| Fond du Lac | 21              | 11              |
| Forest      | 14              | 7               |
| Grant       | 33              | 17              |
| Green       | 16              | 8               |
| Green Lake  | 10              | 5               |
| Iowa        | 14              | 7               |
| Iron        | 10              | 5               |
| Jackson     | 21              | 11              |
| Jefferson   | 16              | 8               |
| Juneau      | 19              | 10              |
| Kenosha     | 6               | 3               |
| Kewaunee    | 10              | 5               |
| La Crosse   | 12              | 6               |
| Lafayette   | 18              | 9               |
| Langlade    | 17              | 9               |
| Lincoln     | 16              | 8               |
| Manitowoc   | 18              | 9               |
| Marathon    | 41              | 21              |

| County      | Number of Towns | Programming Cap |
|-------------|-----------------|-----------------|
| Marinette   | 18              | 9               |
| Marquette   | 14              | 7               |
| Menominee   | 1               | 1               |
| Milwaukee   | 0               | 0               |
| Monroe      | 24              | 12              |
| Oconto      | 23              | 12              |
| Oneida      | 20              | 10              |
| Outagamie   | 20              | 10              |
| Ozaukee     | 6               | 3               |
| Pepin       | 8               | 4               |
| Pierce      | 17              | 9               |
| Polk        | 24              | 12              |
| Portage     | 17              | 9               |
| Price       | 17              | 9               |
| Racine      | 6               | 3               |
| Richland    | 16              | 8               |
| Rock        | 20              | 10              |
| Rusk        | 24              | 12              |
| St. Croix   | 21              | 11              |
| Sauk        | 22              | 11              |
| Sawyer      | 16              | 8               |
| Shawano     | 25              | 13              |
| Sheboygan   | 15              | 8               |
| Taylor      | 22              | 11              |
| Trempealeau | 15              | 8               |
| Vernon      | 21              | 11              |
| Vilas       | 14              | 7               |
| Walworth    | 16              | 8               |
| Washburn    | 21              | 11              |
| Washington  | 12              | 6               |
| Waukesha    | 11              | 6               |
| Waupaca     | 22              | 11              |
| Waushara    | 18              | 9               |
| Winnebago   | 16              | 8               |
| Wood        | 22              | 11              |

\*The caps represent the number of towns in a county divided by two (plus one if a county has an uneven number of towns).

APPENDIX E

**Local Roads Improvement Program (LRIP) Project Checklist**

This checklist is designed to assist in each phase of the LRIP project life cycle. This document is an organizational tool only, and should not be submitted to the county highway commissioner or WisDOT. The checklist is in chronological order, and for best results please follow each step in the order it appears. This checklist should be used in conjunction with the LRIP guidelines and requirements.

Check each box as appropriate to indicate the task has been completed.

**PROJECT APPLICATION**

- Application form completed; all fields filled-in.
- The head of government or their designee signed the *Terms and Conditions* (the fourth page of the application).
- Supplied a map highlighting the project location(s) using Wisconsin Information Systems for Local Roads (WISLR).
- Supplied a copy of the town's local *Improvement Plan* (minimum of two years).

Town Road Discretionary Improvement Project (TRID) only:

- Town provided documentation supporting the eligibility criteria for a discretionary project. Limited to no more than five additional 8 ½" x 11" pages, including pictures and should be attached to the application. (**Note:** Supporting documentation is required for consideration of the project.)
- Provided 18 copies of the application materials which include the supporting documentation. (Each committee member gets a copy.)

Once all application materials have been gathered and are complete:

- Forwarded TRI and TRID applications to the County Town Road Improvement Committee (CTRIC).

Date sent: \_\_\_\_\_.

**STATE/MUNICIPAL AGREEMENT RECEIVED**

- Town received State/Municipal Agreement (SMA) from WisDOT. The town must receive SMA before advertising and awarding a contract.

Date received: \_\_\_\_\_.

**PRE BID REQUIREMENTS**

- Town established local guidelines and criteria for bid selection to help distinguish a responsive or responsible bid from a non-responsive or non-responsible bid.
- All *ch. Trans 204* standards, rules and regulations were followed.  
**Note:** On TRID reconstruction projects with heavy vehicle or high volume traffic, professional design is required.
- Project built as identified at application time.

APPENDIX E

Yes  No  Reconstruction Projects Only: Does this improvement include bicycle and pedestrian facilities?

Yes  No  If yes, has the local government adopted a resolution for these facilities? (pursuant to s. 84.01(35), Wis. Stats.)

Yes  No  An exception to standards request was made and approved. A copy of the written exception request is sent to WisDOT Central Office and to the county highway commissioner. (An example of an Exception to Standards is in Appendix I.)

Date sent to WisDOT: \_\_\_\_\_.

Date approval received from WisDOT: \_\_\_\_\_.

Date sent to county highway commissioner: \_\_\_\_\_.

**Note:** If an exception to standards is denied, the project must be built to standards or the project is no longer eligible to receive funds.

**ADVERTISEMENT REQUIREMENTS**

Town advertised two consecutive weeks in an official local newspaper or trade journal.

Date 1<sup>st</sup> notice placed: \_\_\_\_\_.

Date 2<sup>nd</sup> notice placed: \_\_\_\_\_.

Advertisement identified the project as an LRIP/TRI/TRID project and identified the location of the project (street, road, etc.). (See Appendix K for an example of an advertisement for bid.)

Yes  No  Prevailing wage rates were required and part of the advertisement.

Yes  No  The town asked the county to piggyback on their bid for advertising for Hot Mix Asphalt only.

**BIDDING REQUIREMENTS**

Yes  No  An engineer's certification is required. Certification required when improvement costs exceed \$65,000.

Date obtained: \_\_\_\_\_.

Yes  No  The County submitted a sealed quote to the town to perform work. (**Note:** County quote may only be opened after all other bids.)

**CONTRACTING REQUIREMENTS**

Bidder selected and notified, in writing, of the final decision regarding the bids received.

Date notified: \_\_\_\_\_.

Town accepted county quote. Statutory law requires the quote to be less than 10 percent below the lowest competitive bid received.

Date notified: \_\_\_\_\_.

All bids were rejected. Minutes must reflect why the decision was made.

No bids received; re-advertised.

No bids received; awarded the project to the county.

APPENDIX E

- checkbox Town board minutes reflect bid award and/or rejection notices or indicate action taken (required, even if the town used the county bid). The county board minutes should also reflect this action.

Board minutes date: \_\_\_\_\_.

PROJECT COMPLETE AND A REQUEST FOR PROJECT REIMBURSEMENT REQUESTED

- checkbox Project completed. Date: \_\_\_\_\_.
- checkbox Contractor paid. Date: \_\_\_\_\_.
- checkbox Request for Reimbursement completed and sent to the county highway commissioner for signature, along with copies of:
  - checkbox Final invoices, which show payment to the contractor(s).
  - checkbox Proof of the advertisement for bid OR contract established by the county on behalf of the town and the county has copy of proof of advertisement for bid.
  - checkbox Board minutes or bid award/rejection notices to the county highway commissioner.

Yes checkbox No checkbox Engineer's certification was required.

Date sent to county highway commissioner: \_\_\_\_\_.

- checkbox Date check received from WisDOT: \_\_\_\_\_.

RECORDS RETENTION REQUIREMENTS

Retain all project documents in the project file for a minimum of ten years after the project has been reimbursed. The project is subject to a review by the State, as indicated on page four of the State/Municipal Agreement in the Terms and Conditions.

PROJECT AGREEMENT CHANGE(S) OR SUBSTITUTION REQUESTED

Project Change(s) - modifications to the improvement type, termini or LRIP funding amount to current project.

- checkbox Forwarded a project change request (Substitution-Change-Transfer Application) along with letter of explanation regarding the proposed change(s) to the county highway commissioner
Date sent: \_\_\_\_\_.
- checkbox Received revised State/Municipal Agreement (SMA) from WisDOT
Date received: \_\_\_\_\_.

Project Substitution – replace the existing project with a different roadway or structure. Only one substitution is allowed per project.

- checkbox Forwarded a substitution request (Substitution-Change-Transfer Application) along with letter of explanation regarding the proposed substitution to the county highway commissioner
Date sent: \_\_\_\_\_.

## Chapter Trans 204

## EXISTING TOWN ROAD IMPROVEMENT STANDARDS

Trans 204.01 Purpose.  
Trans 204.02 Definitions.

Trans 204.03 Town road standards.  
Trans 204.04 Exceptions to standards.

**Trans 204.01 Purpose.** The purpose of this chapter is to establish uniform minimum design standards for the improvement of existing town roads, as required by s. 82.52, Stats.

**History:** Cr. Register, September, 1992, No. 441, eff. 10-1-92; correction made under s. 13.92 (4) (b) 7., Stats., Register March 2012 No. 675.

**Trans 204.02 Definitions.** In this chapter:

(1) “Average daily traffic” or “ADT” means the total traffic volume during a stated period divided by the number of days in that stated period; unless otherwise specified, the stated period is one year.

(2) “Bridge rehabilitation” means the preservation or restoration of the structural integrity of an existing bridge as well as work to correct safety defects.

(3) “Bridge replacement” means building a new bridge to replace an existing bridge.

(4) “Design speed” means the maximum safe speed that can be maintained over a specified section of a highway when conditions are so favorable that the design features of the highway govern.

(5) “Improvement” means a town road construction project with a projected design life of at least 10 years.

(6) “Improvement level” means the type of construction improvement. It can range from resurfacing to complete reconstruction of a town road.

(7) “Load posted” means the placement of regulatory signs at a bridge indicating the safe load carrying capacity of the bridge.

(8) “Recondition” means work in addition to resurfacing, and includes pavement widening, shoulder paving, and improvement of an isolated grade, curve, intersection or correction of a sight distance problem to improve safety.

(9) “Reconstruction” means total rebuilding of an existing town road to improve maintainability, safety, geometrics and traffic service.

(10) “Resurfacing” means placing a new surface, exclusive of seal coating, on an existing roadway to provide a better all weather surface, a better riding surface, and to extend or renew the pavement life.

(11) “Roadway” means the portion of a highway, including shoulders, for vehicular use.

(12) “Shoulder” means the portion of a roadway that is contiguous to the traveled way and is used primarily for vehicular stopping in an emergency.

(13) “Traveled way” means the portion of the roadway designed for movement of vehicles exclusive of the shoulders.

(14) “Usable bridge width” means the clear width between curbs or rails, whichever is less.

**History:** Cr. Register, September, 1992, No. 441, eff. 10-1-92.

**Trans 204.03 Town road standards.** (1) The minimum design standards for each of the town road improvement levels are as shown in the following tables:

TABLE A—RECONSTRUCTION

| TRAFFIC VOLUME |             |                  | ROADWAY WIDTH DIMENSIONS IN FEET |          |         |
|----------------|-------------|------------------|----------------------------------|----------|---------|
| Design Class   | Current ADT | Design Speed MPH | Traveled Way                     | Shoulder | Roadway |
| T1             | Under 250   | 40               | 20                               | 3        | 26      |
| T2             | 250–750     | 50               | 22                               | 4        | 30      |
| T3             | Over 750    | 55               | 24                               | 6        | 36      |

TABLE B—RESURFACING AND RECONDITIONING

| TRAFFIC VOLUME |             |                  | ROADWAY WIDTH DIMENSIONS IN FEET |          |         |
|----------------|-------------|------------------|----------------------------------|----------|---------|
| Design Class   | Current ADT | Design Speed MPH | Traveled Way                     | Shoulder | Roadway |
| TR1            | Under 250   | —                | 18                               | 2        | 22      |
| TR2            | 250–400     | 40               | 20                               | 2        | 24      |
| TR3            | 401–750     | 50               | 22                               | 2        | 26      |
| TR4            | Over 750    | 55               | 22                               | 4        | 30      |

**Note:** Examples of resurfacing and reconditioning improvements which may be appropriate for existing town roads include, but are not limited to, pavement rehabilitation; widening lanes and shoulders; replacing bridge elements to correct structural deficiencies; bridge deck overlays; bridge and culvert replacement; and other related improvements such as minor grading, subgrade work and correction of drainage problems.

(2) The geometry of the town road shall be designed to safely accommodate vehicles traveling at the design speed selected for the road improvement.

(3) The minimum design standards for existing town bridges are as shown in the following table:

TABLE C – EXISTING BRIDGES

| CURRENT TRAFFIC VOLUME ADT | USABLE BRIDGE WIDTH                |
|----------------------------|------------------------------------|
| Under 400                  | Traveled way                       |
| 400 – 750                  | Traveled way plus 1 foot each side |
| Over 750                   | Traveled way plus 2 feet each side |

(4) Bridge replacement, rehabilitation or widening is required where a bridge is either load posted or has a usable width that is less than the traveled way width. Bridge replacement or widening should be evaluated if the usable bridge width is less than the values shown in Table C. If widening of the traveled way is planned as part of the town road improvement, the usable bridge width should be compared to the approaches after they are widened to determine whether or not bridge replacement or widening should be evaluated.

(5) The minimum design standards for new bridges on town roads are as shown in ch. [Trans 214](#).

**History:** Cr. [Register, September, 1992, No. 441](#), eff. 10-1-92.

**Trans 204.04 Exceptions to standards.** The secretary or the secretary's designee may authorize deviation from the standards in this chapter in special cases in which strict application of the standards is impractical and in which deviation is not contrary to the public interest and safety.

**History:** Cr. [Register, September, 1992, No. 441](#), eff. 10-1-92.

APPENDIX G

**WISDOT CONTACTS FOR REQUESTING AN EXCEPTION TO ROADWAY STANDARDS**

Written requests for an exception to standards must be sent to the following WisDOT address for consideration based upon where your county is located within the five regions:

| County or Community   | Contact  |  |
|---|--|--|
| Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, La Crosse, Lafayette, Monroe, Richland, Rock, Sauk, Vernon  | Mark Sponem<br>(608) 245-2627<br><a href="mailto:mark.sponem@dot.wi.gov">mark.sponem@dot.wi.gov</a>          | John Bainter<br>(608) 789-9729<br><a href="mailto:john.bainter@dot.wi.gov">john.bainter@dot.wi.gov</a> |
|   | WisDOT Southwest Region<br>2101 Wright St.<br>Madison, WI 53704-2583   |  |
| Kenosha, Racine, Walworth, Washington, Waukesha.  | Kathy Kramer<br>(262) 548-8772<br><a href="mailto:kathleen.kramer@dot.wi.gov">kathleen.kramer@dot.wi.gov</a> |  |
| All communities in Milwaukee County except for the City of Milwaukee  | WisDOT Southeast Region<br>141 NW Barstow Street<br>Waukesha, WI 53187-0798                                  |  |
| Ozaukee, Milwaukee  | Joan Bonack<br>(414) 750-2092<br><a href="mailto:joan.bonack@dot.wi.gov">joan.bonack@dot.wi.gov</a>          |  |
| City of Milwaukee   | WisDOT Southeast Region<br>141 NW Barstow Street<br>Waukesha, WI 53187-0798                                  |  |
| Fond du Lac, Outagamie and Winnebago  | Brian Edwards<br>(920) 492-0149<br><a href="mailto:brian.edwards@dot.wi.gov">brian.edwards@dot.wi.gov</a>    |  |
|   | WisDOT Northeast Region<br>944 Vanderperren Way<br>Green Bay, WI 54304                                       |  |
| Brown, Calumet, Door, Kewaunee, Manitowoc, Marinette, Oconto, Sheboygan,  | Dave Schmidt<br>(920) 492-0137<br><a href="mailto:dave.schmidt@dot.wi.gov">dave.schmidt@dot.wi.gov</a>       |  |
|   | WisDOT Northeast Region<br>944 Vanderperren Way<br>Green Bay, WI 54304                                       |  |
| Adams, Florence, Forest, Iron, Green Lake, Lincoln, Langlade, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, Wood                 | Lynn Saeger<br>(715) 421-8391<br><a href="mailto:lynn.saeger@dot.wi.gov">lynn.saeger@dot.wi.gov</a>          |  |
|   | WisDOT North Central Region<br>510 Hanson Lake Road<br>P.O. Box 777<br>Rhineland, WI 54501-0777              |  |
| Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, Sawyer, St. Croix, Taylor, Trempealeau, Washburn | Ross Johnson<br>(715) 836-2069<br><a href="mailto:ross.johnson@dot.wi.gov">ross.johnson@dot.wi.gov</a>       | Jeff Olson<br>(715) 395-3032<br><a href="mailto:jeffrey.olson@dot.wi.gov">jeffrey.olson@dot.wi.gov</a> |
|   | WisDOT Northwest Region<br>W7102 Green Valley Road<br>Spooner, WI 54801                                      |  |

## DNR's TRANSPORTATION LIAISON STAFF *(revised 12/15/2014 jdp)*

### Contents:

- I. Program Director
- II. Central Office Coordinators
- III. Regional Supervisors
- IV. Regional Transportation Liaisons by County
- V. Regional Transportation Liaison Staff by Last Name
- VI. Addresses for DNR Regional Transportation Liaisons

### I. Program Director

|                |              |  |                |
|----------------|--------------|--|----------------|
| Statewide Lead | Dave Siebert | <a href="mailto:david.siebert@wisconsin.gov">david.siebert@wisconsin.gov</a> | (608) 264-6048 |
|----------------|--------------|--|----------------|

### II. Central Office Coordinators

|                      |                  |  |                |
|----------------------|------------------|--|----------------|
| General Coordination | Mike Halsted     | <a href="mailto:michael.halsted@wisconsin.gov">michael.halsted@wisconsin.gov</a>   | (608) 267-9742 |
| Endangered Resources | Lisie Kitchel    | <a href="mailto:lisie.kitchel@wisconsin.gov">lisie.kitchel@wisconsin.gov</a>       | (608) 266-5248 |
| Local Roads Policy   | Maureen Millmann | <a href="mailto:maureen.millmann@wisconsin.gov">maureen.millmann@wisconsin.gov</a> | (414) 263-8613 |

### III. Regional Supervisors

|                 |               |  |                |
|-----------------|---------------|--|----------------|
| Eastern Region  | Mike Thompson | <a href="mailto:michaelc.thompson@wisconsin.gov">michaelc.thompson@wisconsin.gov</a> | (414) 263-8648 |
| Northern Region | Bill Clark    | <a href="mailto:williamh.clark@wisconsin.gov">williamh.clark@wisconsin.gov</a>       | (715) 635-4226 |
| Western Region  | Russ Anderson | <a href="mailto:russell.anderson@wisconsin.gov">russell.anderson@wisconsin.gov</a>   | (608) 275-3467 |

### IV. Regional Transportation Liaisons by County

| COUNTY   | WisDOT REGION | LIAISON            | E-MAIL   | PHONE #        |
|----------|---------------|--------------------|--|----------------|
| Adams    | North Central | Marc Hershfield    | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>           | (715) 421-7867 |
| Ashland  | Northwest     | Shawn Haseleu      | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>               | (715) 635-4228 |
| Barron   | Northwest     | Amy Cronk          | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                       | (715) 635-4229 |
| Bayfield | Northwest     | Shawn Haseleu      | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>               | (715) 635-4228 |
| Brown    | Northeast     | Jim Doperalski Jr. | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>         | (920) 662-5119 |
| Buffalo  | Northwest     | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>           | (608) 785-9115 |
| Burnett  | Northwest     | Amy Cronk          | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                       | (715) 635-4229 |
| Calumet  | Northeast     | Matt Schaeve       | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>           | (920) 662-5472 |
| Chippewa | Northwest     | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a> | (715) 839-1609 |
| Clark    | Northwest     | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a> | (715) 839-1609 |
| Columbia | Southwest     | Eric Heggelund     | <a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>             | (608) 275-3301 |

## Appendix H

| <b>COUNTY</b> | <b>WisDOT REGION</b> | <b>LIAISON</b>     | <b>E-MAIL</b>  | <b>PHONE #</b> |
|---------------|----------------------|--------------------|--|----------------|
| Crawford      | Southwest            | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Dane          | Southwest            | Eric Heggelund     | <a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>               | (608) 275-3301 |
| Dodge         | Southwest            | Eric Heggelund     | <a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>               | (608) 275-3301 |
| Door          | Northeast            | Matt Schaeve       | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>             | (920) 662-5472 |
| Douglas       | Northwest            | Amy Cronk          | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                         | (715) 635-4229 |
| Dunn          | Northwest            | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |
| Eau Claire    | Northwest            | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |
| Florence      | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Fond du Lac   | Northeast            | Jay Schiefelbein   | <a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a> | (920) 662-5130 |
| Forest        | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Grant         | Southwest            | Andy Barta         | <a href="mailto:andy.barta@wisconsin.gov">andy.barta@wisconsin.gov</a>                       | (608) 275-3308 |
| Green         | Southwest            | Laura Bub          | <a href="mailto:laura.bub@wisconsin.gov">laura.bub@wisconsin.gov</a>                         | (608) 275-3485 |
| Green Lake    | North Central        | Bobbi Jo Fischer   | <a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>                 | (920) 787-3015 |
| Iowa          | Southwest            | Andy Barta         | <a href="mailto:andy.barta@wisconsin.gov">andy.barta@wisconsin.gov</a>                       | (608) 275-3308 |
| Iron          | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Jackson       | Northwest            | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Jefferson     | Southwest            | Laura Bub          | <a href="mailto:laura.bub@wisconsin.gov">laura.bub@wisconsin.gov</a>                         | (608) 275-3485 |
| Juneau        | Southwest            | Marc Hershfield    | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>             | (715) 421-7867 |
| Kenosha       | Southeast            | Craig Webster      | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| Kewaunee      | Northeast            | Matt Schaeve       | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>             | (920) 662-5472 |
| La Crosse     | Southwest            | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Lafayette     | Southwest            | Laura Bub          | <a href="mailto:laura.bub@wisconsin.gov">laura.bub@wisconsin.gov</a>                         | (608) 275-3485 |
| Langlade      | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Lincoln       | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Manitowoc     | Northeast            | Matt Schaeve       | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>             | (920) 662-5472 |
| Marathon      | North Central        | Marc Hershfield    | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>             | (715) 421-7867 |
| Marinette     | Northeast            | Jim Doperalski Jr. | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>           | (920) 662-5119 |
| Marquette     | North Central        | Bobbi Jo Fischer   | <a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>                 | (920) 787-3015 |
| Menominee     | North Central        | Jim Doperalski Jr. | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>           | (920) 662-5119 |
| Milwaukee     | Southeast            | Kristina Betzold   | <a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>           | (414) 263-8517 |
| Monroe        | Southwest            | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Oconto        | Northeast            | Jim Doperalski Jr. | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>           | (920) 662-5119 |
| Oneida        | North Central        | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |

Appendix H

| COUNTY  | DOT REGION    | LIAISON            | E-MAIL   | PHONE #        |
|---|---------------|--------------------|--|----------------|
| Outagamie                                       | Northeast     | Matt Schaeve       | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>             | (920) 662-5472 |
| Ozaukee   | Southeast     | Kristina Betzold   | <a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>           | (414) 263-8517 |
| Pepin   | Northwest     | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |
| Pierce  | Northwest     | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |
| Polk  | Northwest     | Amy Cronk          | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                         | (715) 635-4229 |
| Portage   | North Central | Marc Hershfield    | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>             | (715) 421-7867 |
| Price   | North Central | Shawn Haseleu      | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>                 | (715) 635-4228 |
| Racine  | Southeast     | Craig Webster      | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| Richland  | Southwest     | Andy Barta         | <a href="mailto:andy.barta@wisconsin.gov">andy.barta@wisconsin.gov</a>                       | (608) 275-3308 |
| Rock  | Southwest     | Laura Bub          | <a href="mailto:laura.bub@wisconsin.gov">laura.bub@wisconsin.gov</a>                         | (608) 275-3485 |
| Rusk  | Northwest     | Amy Cronk          | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                         | (715) 635-4229 |
| Sauk  | Southwest     | Andy Barta         | <a href="mailto:andy.barta@wisconsin.gov">andy.barta@wisconsin.gov</a>                       | (608) 275-3308 |
| Sawyer  | Northwest     | Shawn Haseleu      | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>                 | (715) 635-4228 |
| Shawano   | North Central | Jim Doperalski Jr. | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>           | (920) 662-5119 |
| Sheboygan                                       | Northeast     | Jay Schiefelbein   | <a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a> | (920) 662-5130 |
| St. Croix                                       | Northwest     | Chris Willger      | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |
| Taylor  | Northwest     | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Trempealeau                                     | Northwest     | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Vernon  | Southwest     | Karen Kalvelage    | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Vilas   | North Central | Jon Simonsen       | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Walworth  | Southeast     | Craig Webster      | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| Washburn  | Northwest     | Shawn Haseleu      | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>                 | (715) 635-4228 |
| Washington                                      | Southeast     | Kristina Betzold   | <a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>           | (414) 263-8517 |
| Waukesha  | Southeast     | Craig Webster      | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| Waupaca   | North Central | Bobbi Jo Fischer   | <a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>                 | (920) 787-3015 |
| Waushara  | North Central | Bobbi Jo Fischer   | <a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>                 | (920) 787-3015 |
| Winnebago                                       | Northeast     | Jay Schiefelbein   | <a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a> | (920) 662-5130 |
| Wood  | North Central | Marc Hershfield    | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>             | (715) 421-7867 |
| <b>SE Freeways<br/>Racine &amp;<br/>Kenosha</b> | Southeast     | Craig Webster      | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| <b>SE Freeways<br/>Milwaukee</b>                | Southeast     | Kristina Betzold   | <a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>           | (414) 263-8517 |

**V. Regional Transportation Liaison Staff by Last Name**

| <b>NAME</b>        | <b>DOT REGION</b> | <b>COUNTIES</b>                                    | <b>E-MAIL</b>  | <b>PHONE #</b> |
|--------------------|-------------------|--|--|----------------|
| Andy Barta         | Southwest         | Grant, Iowa, Richland, Sauk                        | <a href="mailto:andy.barta@wisconsin.gov">andy.barta@wisconsin.gov</a>                       | (608) 275-3308 |
| Kristina Betzold   | Southeast         | Milwaukee, Ozaukee, Washington                     | <a href="mailto:kristina.betzold@wisconsin.gov">kristina.betzold@wisconsin.gov</a>           | (414) 263-8517 |
| Laura Bub          | Southwest         | Green, Jefferson, La Fayette, Rock                 | <a href="mailto:laura.bub@wisconsin.gov">laura.bub@wisconsin.gov</a>                         | (608) 275-3485 |
| Amy Cronk          | Northwest         | Barron, Burnett, Douglas, Polk, Rusk               | <a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a>                         | (715) 635-4229 |
| Jim Doperalski Jr. | Northeast         | Brown, Marinette, Menominee, Oconto, Shawano       | <a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a>           | (920) 662-5119 |
| Bobbi Jo Fischer   | North Central     | Green Lake, Marquette, Waupaca, Waushara           | <a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a>                 | (920) 787-3015 |
| Shawn Haseleu      | Northwest         | Ashland, Bayfield, Washburn, Sawyer, Price         | <a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a>                 | (715) 635-4228 |
| Eric Heggelund     | Southwest         | Columbia, Dane, Dodge                              | <a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a>               | (608) 275-3301 |
| Marc Hershfield    | North Central     | Adams, Juneau, Marathon, Portage, Wood             | <a href="mailto:marc.hershfield@wisconsin.gov">marc.hershfield@wisconsin.gov</a>             | (715) 421-7867 |
| Karen Kalvelage    | Northwest         | Buffalo, Crawford, Jackson, La Crosse, Monroe,     | <a href="mailto:karen.kalvelage@wisconsin.gov">karen.kalvelage@wisconsin.gov</a>             | (608) 785-9115 |
| Matt Schaeve       | Northeast         | Calumet, Door, Kewaunee, Manitowoc, Outagamie      | <a href="mailto:matthew.schaeve@wisconsin.gov">matthew.schaeve@wisconsin.gov</a>             | (920) 662-5472 |
| Jay Schiefelbein   | Northeast         | Fond du Lac, Sheboygan, Winnebago                  | <a href="mailto:jeremiah.schiefelbein@wisconsin.gov">jeremiah.schiefelbein@wisconsin.gov</a> | (920) 662-5130 |
| Jon Simonsen       | North Central     | Florence, Forest, Iron, Langlade, Lincoln, Oneida, | <a href="mailto:jonathan.simonsen@wisconsin.gov">jonathan.simonsen@wisconsin.gov</a>         | (715) 365-8916 |
| Craig Webster      | Southeast         | Kenosha, Racine, Walworth, Waukesha                | <a href="mailto:craig.webster@wisconsin.gov">craig.webster@wisconsin.gov</a>                 | (262) 574-2141 |
| Chris Willger      | Northwest         | Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce,  | <a href="mailto:christopherj.willger@wisconsin.gov">christopherj.willger@wisconsin.gov</a>   | (715) 839-1609 |

**VI. Addresses for DNR Transportation Liaisons**

| <b>DNR Office Address</b>   | <b>Liaison</b>   |
|---|--|
| DNR South Central Region Headquarters<br>3911 Fish Hatchery Road<br>Fitchburg, WI 53711             | Russ Anderson<br>Andy Barta<br>Laura Bub<br>Eric Heggelund         |
| DNR Northern Region Headquarters<br>810 W. Maple Street<br>Spooner, WI 54801                        | Bill Clark<br>Amy Cronk<br>Shawn Haseleu                           |
| DNR Northern Region Headquarters<br>107 Sutliff<br>Rhineland, WI 54501                              | Jon Simonsen   |
| DNR West Central Region Headquarters<br>1300 West Clairemont Avenue<br>Eau Claire, WI 54702         | Chris Willger  |
| DNR Service Center<br>3550 Mormon Coulee Rd<br>La Crosse, WI 54601                                  | Karen Kalvelage  |
| DNR Service Center<br>473 Griffith Drive<br>Wisconsin Rapids, WI 54494                              | Marc Hershfield  |
| DNR Southeast Region Headquarters<br>2300 N. Dr. Martin Luther King Jr. Dr.<br>Milwaukee, WI. 53212 | Mike Thompson<br>Maureen Millmann<br>Kristina Betzold              |
| DNR Service Center<br>141 NW Barstow Room 180<br>Waukesha, WI 53188                                 | Craig Webster  |
| DNR Northeast Regional Headquarters<br>2984 Shawano Ave.<br>Green Bay, WI 54313                     | Jim Doperalski<br>Matthew Schaeve<br>Jay Schiefelbein              |
| DNR Wautoma Service Center<br>427 East Tower Drive, Suite 100<br>Wautoma, WI 54982                  | Bobbi Jo Fischer   |
| DNR Central Office<br>101 South Webster St<br>Madison, WI 53707                                     | Dave Siebert – OB/7<br>Mike Halsted - OB/7<br>Lisie Kitchel- NHC/6 |

APPENDIX I

**EXAMPLE LETTER REQUESTING  
AN EXCEPTION TO ROADWAY STANDARDS**

Address to WisDOT contact (see Appendix G)

Our department, on behalf of two towns in our county, is requesting exception to design standards on projects slated for construction this summer. An early response would be appreciated so that these projects can proceed as scheduled. These projects are presently being bid for construction.

A description of each project is as follows: Bouska Road  
USH 18 – Town Line Road  
Town of Bridgeport  
Project ID 6245

Bouska Road is a town road classified as a major collector and has an ADT of 340. The existing traveled way ranges from 19 to 22 feet with no shoulders. The length of the LRIP Project is 1580 feet. The posted speed limit is 45 miles per hour.

The Town is planning to reconstruct 1580 feet to improve vertical and horizontal alignment. But because of the hilly terrain, environmental impact, project costs, and lack of funding; alignment will be improved but may not totally meet the T2 standards. This section will be built with a 22 foot traveling surface and four- foot shoulders wherever possible. A short distance on each end of this project will be forced to have narrower shoulders because of the terrain and right-of-way width. Local Road Improvement fund dollars have been appropriated for the project with the length of 1580 feet and the remainder will be funded with local dollars.

Rush Creek Road  
STH 35 – Mule Hollow Road  
Town of Clayton  
TRIP – Project ID: 7141

Rush Creek Road is a town road classified as a local road and has an estimated ADT of 64. The existing traveled way ranges from 19 to 20 feet with no shoulders. The length of the LRIP project is 3000' more or less. There is no posted speed limit.

The town is proposing to raise the first 1000 feet starting at the intersection of STH 35 to help provide access to the residents and emergency services during flood events of the Mississippi River. It is uncertain if the Q100 flood elevations can be accomplished. The remaining 2000 feet will be resurfaced with gravel to upgrade the surface. The town is requesting a design exception for the project. The traveled way is proposed to stay on the present alignment at 20 foot with no shoulders.

The Wisconsin Department of Natural Resources has been involved with this project because of Rush Creek Road's location through the Rush Creek Natural Area. If the road were to be widened it would impact the local wetlands that are along the roadway and one of the last major breeding grounds of the Timber Rattle Snake, among other concerns for the wildlife in the area. Impact on this sensitive area must be kept to a minimal disturbance.

If you have any questions related to our requests, please contact me at our office. Again I ask for your immediate response to the above.

Sincerely,



Freeing Wisconsin's Land and Water

1293 Washington Avenue  
Cedarburg, Wisconsin 53012-9304

## APPENDIX J

### ENGINEERS CERTIFICATION

#### ROADWAY RESURFACING/RECONSTRUCTION PROJECT

ON ROUTE: Williams Drive

AT ROUTE: Bridge Street

TOWARD ROUTE: Termini

MUNICIPALITY: Town of Cedarburg

COUNTY: Ozaukee County, Wisconsin

This is to certify that the above referenced project has been designed with a minimum ten (10) year useful life

Work included placement of a 4-inch bituminous pavement on a base consisting of 4-inches of pulverized asphalt and 6-inches of granular base, on the above mentioned roadway to correct current roadway deficiencies.

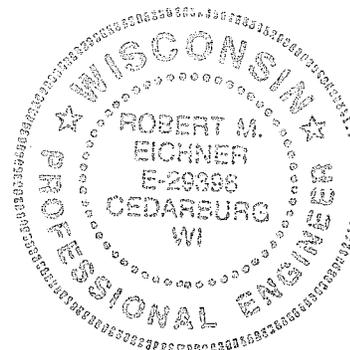
All design has been accomplished using current specifications of the Wisconsin Department of Transportation, and all construction was accomplished consistent with those specifications.

Certified By

Robert M. Eichner, P.E.

Dated

10/14/08



PROOF OF PUBLICATION OF NOTICE  
In the matter of  
TOWN OF NEW HOLSTEIN BID -FUR FARM

STATE OF WISCONSIN

County of Manitowoc } ss

Personally appeared before, me Mark Sherry, who being duly sworn, says that he is the publisher of the TRI COUNTY NEWS, a weekly newspaper, printed and published at the City of Kiel, in said County, and that the notice, a printed copy of which is hereto annexed, is taken from said paper, in which it was published therein on.

APRIL 29, 2010  
MAY 6, 2010

Signed Mark E. Sherry

Subscribed and sworn to before me Mark E. Sherry

this 10 day of MAY 2010

Shawn Sherry  
Notary Public  
My Commission expires DEC. 30, 2012

**INVITATION TO BID**  
TOWN OF NEW HOLSTEIN, CALUMET COUNTY

The TOWN OF NEW HOLSTEIN, CALUMET COUNTY is accepting sealed bids for the reconstruction of one quarter (1/4) mile of Fur Farm Road.

**THIS IS A TRIP PROJECT**

Work to be provided will consist of complete pulverization of existing road and to be replaced with 2" x 22' hot mix asphalt with 2' shoulder. Bids will be accepted until 7 p.m. on Wednesday, May 12, 2010, at the Town of New Holstein Town Hall, W1465 Tecumseh Road, New Holstein, WI 53061.

"The bidder's attention is called to the fact that this project is subject to a prevailing wage rate determination which has been issued by the State of Wisconsin and that the prevailing wage rates and hours of labor set forth in this determination shall be applicable to this project."

For further information and bid terms please contact Doug Franzen, Road Superintendent, at W1465 Tecumseh Road or by calling 920-898-4606.

Bids will be opened and awarded on Wednesday, May 12, 2010, at 7 p.m. at the Town of New Holstein Town Hall, W1465 Tecumseh Road, New Holstein, WI 53061.

The Town of New Holstein reserves the right to accept or reject any or all bids or any part(s) thereof, waive any informalities in the bidding process, and to accept the bid proposal or portion of a bid proposal deemed most advantageous to the Town.

Marlene Thede, Clerk  
Town of New Holstein

WNAXLP

## APPENDIX L

### Local Roads Improvement Program -- Program Reviews

1. The LRIP-funded improvement must be performed per the State/Municipal Agreement (Trans 206.03(12)).
  - Improvement to a different road or structure than identified in the application and agreement is only allowed with a Project Substitution (requested by the local community and processed by WisDOT).
  - Improvement to a different segment of the road identified in the application and agreement is only allowed with a Project Change (requested by the local community and processed by WisDOT).
  - The termini (beginning and end) of the improvement project must be accurately identified, otherwise a Project Change is required (requested by the local community and processed by WisDOT).
  - If the final improvement is of a lower level of work than identified in the application and agreement (i.e. thinner pavement thickness, narrower lanes, narrower shoulders, etc.), but the project still meets the 10-year design life requirement, a Project Change is required (request by the local community and processed by WisDOT).
2. The improvement project must meet the minimum LRIP road standards, or an Exception to Standards must be granted (Trans 206.03(12)(c)(8) and Trans 206.03(13)).
  - The entire project must meet the minimum roadway standards for lane and/or shoulder widths, unless an exception from WisDOT is granted.
  - If a portion of the improvement doesn't meet the minimum roadway standards for lane and/or shoulder widths and no exception was granted, the local community must return to WisDOT a portion of LRIP funds received equal to the percentage of the project not in compliance.
    - ▶ For example, there is a 1.0-mile improvement funded with LRIP. A 0.1-mile segment of the improvement was built below standards. The local community must return to WisDOT 10 percent of the LRIP funds that were programmed for this project. A "Make it Right" alternative provides the local community with the option to improve the non-complying work to meet standards, avoiding the loss of LRIP funds.
3. Bids must be advertised according to the Class Two notice requirements (program policy requiring compliance with Wis. St. 985.07(2)).
4. A State/Municipal Agreement must be executed prior to awarding the contract for the project (program policy).
5. The applicant's project must be included in their local improvement plan (Trans 206.06(4) for towns, Trans 206.04(1) for cities and villages, and Trans 206.05(1)(a) for counties). If the project is not included in a proper improvement plan, the project is not eligible for reimbursement through LRIP.
6. Advertisement for bids should identify the project as an LRIP project (program policy).

## APPENDIX L

7. Program documentation is expected to be maintained by the local County Highway Commissioner (program policy).
  - If documentation is missing, the local community is expected to report to WisDOT to confirm full compliance.

### Sanction Definitions

“Reimbursement” – The local community must reimburse WisDOT for the LRIP funds that were programmed to the non-complying project. General Transportation Aids, in the amount of the LRIP funds requiring reimbursement, will be garnished from communities that do not reimburse the state within 90 days of the state’s written request. Two equal reductions in GTA funds will be made to two successive GTA quarterly payments to offset the LRIP funds. Additional quarterly payment(s) will be withheld in cases where the reimbursed funds are larger than two quarterly payments. The amounts garnished will not be factored into future maximum or minimum GTA cushion adjustments or affect other future GTA calculations.

### “Written Warning” –

- Municipalities: WisDOT will send a written warning to the Chief Elected Official and Clerk identifying the program violation and providing a reminder on the program requirements. A copy of the written warning will be provided to the County Highway Commissioner.
- Counties: WisDOT will send a written warning to the County Highway Commissioner and County Clerk identifying the program violation and providing a reminder on the program requirements.

For the purposes of progressive program sanctions, multiple offenses of the same program violation that are discovered at one program review will all be treated as an “initial offense” for the community.

### “Suspension” -

- TRIP and MSIPLT Municipalities: Given the programming caps limiting applications during each program cycle, the community is ineligible to apply for LRIP entitlement funding for two program cycles following the program review. The community is also ineligible to apply for TRIP-D or MSIP-D funding for one program cycle following the program review.
- MSIPGT Municipalities: The village or city is ineligible to apply for MSIPGT entitlement funding for one program cycle following the program review. While under suspension, the MSIPGT funds generated by the community will be distributed to the other MSIPGT communities as part of the program cycle MSIPGT entitlement calculation. The village or city is also ineligible to apply for MSIP-D funding for one program cycle following the program review.
- Counties: The county is ineligible to apply for CHIP entitlement funding for one program cycle following the program review. While under suspension, the CHIP funds generated by the county will be distributed to the other counties as part of the program cycle CHIP entitlement calculation. The county is also ineligible to apply for CHIP-D funding for one program cycle following the program review.

## APPENDIX L

### Appeals Process

The following steps form the basis of the appeals process relating to the LRIP Program Review. The intent of the appeals process is to provide local units of government with an opportunity to present additional information that may compel WisDOT to modify findings based on sound public policy prior to imposing a program sanction. The appeals process has been structured so that local communities can work with WisDOT and consent to the final determination at the lowest level possible within the organization. The opportunity to request a “peer review” of the information by an advisory group composed of representatives from local associations is also part of the LRIP Appeals Process.

Step One - The WisDOT Local Transportation Programs and Finance Section will conduct program reviews and identify violations and related sanctions. The section will forward their findings to the local community and provide the community with the opportunity to furnish additional information to finalize the program review findings. The additional information must be provided in writing to the Section Chief within 14 days of receipt of the letter from the section and clearly state justification for their appeal based on program requirements and the program review policy. The Section Chief will review the information and respond in writing within 30 days of receipt of the letter.

Step Two – If a community is unsatisfied with the findings from Step One, they may request to progress to Step Two of the LRIP Appeals Process. The request to proceed to Step Two of the LRIP Appeals Process must be submitted in writing to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors within 30 days of receipt of the letter from the Chief of the WisDOT Local Transportation Programs and Finance Section. The letter must clearly state justification for their appeal based on program requirements and the program review policy.

An Advisory Committee comprised of local representatives will consider the appeal and provide a recommendation to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors. The Advisory Committee will include a representative from the Wisconsin County Highway Association, the League of Wisconsin Municipalities, and the Wisconsin Towns Association.

Step Three – The Advisory Committee will forward their written recommendation to the Director of the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors. Information provided to the Director should include:

- New information provided to the advisory committee by the community, if applicable,
- Any other pertinent information collected or considered by the advisory committee, and
- The formal recommendation for resolving the dispute.

The Bureau Director will review the information and respond in writing within 30 days of receipt of the letter. All rulings by the Bureau Director will be final and is the last step in the WisDOT appeals process, subject to the appeals process in Wisconsin Statute Chapter 227 – Administrative Procedure and Review.