Local Roads Improvement Program (LRIP)

Town of Sheboygan Falls, Sheboygan County

Guidelines and Requirements For Towns

2018-2019 Program Cycle

LRIP homepage is located at:
http://wisconsindot.gov/Pages/doing-business/local-gov/astnce-pgms/highway/lrip.aspx

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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., and ch. Trans 206.

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 villages with populations greater than 20,000 (MSIGT).

In addition to entitlements, there are 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 qualify for the County Highway Improvement Discretionary Program (CHID). Cities and villages with high-cost projects totaling $250,000 or more in eligible costs qualify for the Municipal Street Improvement Discretionary Program (MSID). Towns with high-cost projects totaling $100,000 or more in eligible costs qualify for the Town Road Improvement Discretionary Program (TRID).

Eligibility
Only work on existing county 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. As a result, 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.

### Eligible Costs

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:

- The engineered cold mix asphalt process and specifications that have been identified meet the 10-year design life requirement.
- The engineered “cold, in-place recycling” meets the 10-year design life requirement.

### Ineligible Costs

- New roads.

- Utility costs: This includes new installations or alterations of sanitary sewers and connections, storm sewer laterals, water, gas, electric, telephone, police, fire alarm facilities, parking meters, street signs, street lights and similar utilities.

- The cost to develop improvement plans (2-year plan for towns, 5-year plan for counties, cities, and villages).

- Maintenance costs: This includes patching, single sealcoats, and grading to maintain gravel roads.

- The cost to advertise the project, or the cost of the title or other associated fees to purchase real estate.

- The cost of a contract for gravel and hauling (unless it includes the grading and shaping), and the use of local gravel stockpile.

- The cost of a contract for the purchase of cold mix asphalt only.

- The cost of a contract for parking lanes and driveway culverts.

- The cost of in-house engineering services.
| Exceptions to the rule: Some costs are typically ineligible, but may be allowed under certain conditions. The following are a few examples: |
| --- | --- |
| Double chip seal (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, is on a low volume road 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 not eligible. Parking lanes on a connecting highway (state trunk or county highway) are not eligible. |
| New lane addition | If the addition of a new lane to a road is considered a new road, it is not 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 not 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 not eligible. |
| Traffic signals | As a stand-alone project, traffic signals are not eligible. If work on the road includes new traffic signals as part of the road improvement, it is eligible. |
| Culvert pipe | Culvert pipe is not eligible if it is purchased through the county or is not part of a road or street improvement. |

There may be additional exceptions to the above list of eligible and ineligible improvements. If applicants are unsure of eligibility, refer to the Frequently Asked Questions (FAQs) on the LRIP webpage, or contact the LRIP program manager.

**General Requirements**

General requirements for the LRIP program include:

- For each approved project, WisDOT signs and emails an executed State/Municipal Project Agreement (SMA) to the project applicant, the clerk and the CHC.
- An applicant must receive an SMA prior to advertising for the project.
- LRIP projects 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. Advertising requirements are pursuant to s.985.07(2), Wis. Stats. and s.985.01(1m), Wis. Stats.
- If new 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.)
- The total eligible project cost must equal at least twice the approved LRIP limit to be fully reimbursed.
• An engineering certification is required when the total eligible costs are greater than $65,000.
• To be eligible, the proposed project must be included in the established local Improvement Plan.
• Improvements must be built to appropriate standards, unless an Exception to Standards has been requested and approved by WisDOT prior to construction.
• A project is not eligible for LRIP funds if the funds are to be used as the local match for federal aid projects, or if federal aid funds are to be used as the local match for an LRIP project. However, the local match can be provided by a federally recognized American Indian tribe or band using tribal funds. (Pursuant to s.86.31(4), Wis. Stats.)

Application Submittal Deadline

Towns (TRI), as well as cities and villages with a population of less than 20,000 (MSILT), 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, 2017. (Pursuant to ch. Trans 206.03(3))

Cities and villages with a population greater than 20,000 (MSIGT) submit applications to their CHC no later than November 1, 2017. (Pursuant to ch. Trans 206.03(3))

CHC selects county projects (CHI) and submits applications to WisDOT no later than January 15, 2018. (Pursuant to ch. Trans 206(3)(b))

CHC submits all TRI, TRID, MSILT, MSIGT, MSID and CHI applications to WisDOT for final approval no later than January 15, 2018. (Pursuant to ch. Trans 206(3)(b))

CHC submits selected CHID project to the County Highway Improvement District Committee (CHIDC). The committee chair documents district projects and submits documentation to WisDOT. Each CHC submits their selected CHID application to WisDOT no later than January 15, 2018.

Project Selection

LRIP is managed by the WisDOT Bureau of Transit, Local Roads, Railroads and Harbors (BTLRRH), but is 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 prioritizes 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 villages with populations greater than 20,000 (MSIGT) select entitlement and MSID projects to forward to WisDOT for consideration.
• Each county selects CHI entitlement projects to forward to WisDOT for consideration and selects and forwards CHID projects for consideration to the County 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 Improvement Discretionary 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 Improvement Discretionary 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 submits TRID project recommendations to the WisDOT Secretary for approval.

**Funding**

LRIP is a biennial program that provides funding based on annual appropriation limits. Programmed funds are available to local communities for three biennia (six years), with a combined 2017-2019 State Biennial Budget allocation of $66,066,000 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., the statewide biennial entitlement level is $35,731,200 and is distributed as follows: $401,600 is allocated for DNR environmental liaison position equivalents, and the remaining $35,329,600 is calculated and distributed among program types, 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 program type 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 ($77,290.82).

**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., the statewide biennial discretionary level is $30,334,800 and is distributed as follows: approximately 35.56% to the County Highway Discretionary Improvement Program (CHID), 25.39% to the Municipal Street Discretionary Improvement Program (MSID), and 39.05% to the Town Road Discretionary Improvement Program (TRID).

![Discretionary ($30,334,800) Distribution per Program Type](image)

**Project Agreement**

For each approved project, WisDOT signs and emails an executed State/Municipal Project Agreement (SMA) to the project applicant, the clerk and the CHC. WisDOT’s target date to process all approved State FY 2018 funded projects is March 15, 2018 and State FY 2019 funded projects by July 15, 2018. Approved project agreements are forwarded to WisDOT’s Bureau of Business Services (BBS) 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 change application must be completed and submitted to the CHC, indicating the reason for the change(s). The CHC must sign before it is submitted to WisDOT. For change(s) to county projects, the CHC completes, signs, and forwards to WisDOT.

**Project Substitutions** – are a change from the existing roadway or 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 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 submits a substitution 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.

Substitutions and changes are not allowed for TRID and MSID projects. Applicants compete for discretionary funds on a statewide basis, and projects are selected for recommendation by the STRIDC and SMSIDC and approved by the WisDOT Secretary based on information provided in the applications. 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)

A project must be completed and the contractor(s) paid prior to submitting a Reimbursement Request. Applicants submit a Reimbursement Request, along with the required paperwork, to the CHC. The CHC reviews the request, and if everything is in order, signs and submits it to WisDOT.

Withstanding any issues, and following WisDOT approval and payment authorization, an applicant should expect a reimbursement within 30 days.

Project Savings

If a Reimbursement Request results in project savings of $3,000 or more, the funds can be reallocated to another project. Project savings less than $3,000 are automatically used as carryover for the next biennium. 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. Project savings for TRID or MSID projects may not be transferred to another project. The funds will be carried over to the next biennium.

Sunset Policy

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 Reimbursement Request submitted before the program cycle sunset date. The following is a current list of program cycles with the corresponding sunset date:

<table>
<thead>
<tr>
<th>Program Cycle</th>
<th>Sunset Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>June 30, 2019</td>
</tr>
<tr>
<td>2016-2017</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>2018-2019</td>
<td>June 30, 2023</td>
</tr>
</tbody>
</table>

All funds not used by the sunset deadline are returned to the appropriation for redistribution in the next program cycle.
**Program Requirements 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 with the program policies contained in the LRIP Guidelines and Requirements. Program requirements and sanctions are identified in Appendix L.

**TRI ROLES AND RESPONSIBILITIES**

**Program Timeline**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Program Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>July/August 2017</td>
<td>State of Wisconsin 2017-2019 biennial budget is approved. WisDOT receives the 1st years’ (FY 2018) funds.</td>
</tr>
<tr>
<td>September 2017</td>
<td>WisDOT holds LRIP informational program kickoff workshops with County Highway Commissioners (CHC) and MSIGT communities.</td>
</tr>
<tr>
<td>By October 1, 2017</td>
<td>Towns select County Town Road Improvement Committee (CTRIC) members and chair.</td>
</tr>
<tr>
<td>By November 1, 2017</td>
<td>The CTRIC notifies WisDOT of the name of the chair.</td>
</tr>
<tr>
<td>By November 1, 2017</td>
<td>CTRIC meets, makes their project selections and forwards their TRI and prioritized TRID project applications to the CHC.</td>
</tr>
<tr>
<td>*After December 1, 2017</td>
<td>Nominees for the Statewide Town Road Improvement Discretionary Committee (STRIDC) are submitted to the WisDOT Secretary.</td>
</tr>
<tr>
<td>January 15, 2018</td>
<td>Statutory deadline for CHC to submit TRI and TRID applications to WisDOT.</td>
</tr>
<tr>
<td>*February 2018</td>
<td>WisDOT reviews and compiles all project applications and submits them to the STRIDC for evaluation.</td>
</tr>
<tr>
<td>*February 2018</td>
<td>STRIDC meets, selects a committee chair, establishes a project selection process, and recommends projects to WisDOT Secretary for approval.</td>
</tr>
<tr>
<td>*March 2018</td>
<td>WisDOT Secretary approves TRID projects. WisDOT works with Governor’s office to announce approved projects.</td>
</tr>
<tr>
<td>By March 15, 2018 (target date)</td>
<td>WisDOT emails State/Municipal Project Agreements to towns with approved projects using State FY 2018 funding.</td>
</tr>
<tr>
<td>July 1, 2018</td>
<td>WisDOT receives the 2nd years’ (FY 2019) funds.</td>
</tr>
<tr>
<td>By July 15, 2018 (target date)</td>
<td>WisDOT emails State/Municipal Project Agreements to towns with approved projects using State FY 2019 funding.</td>
</tr>
</tbody>
</table>

*Only applies to TRID projects.*
Applicant

To qualify for LRIP funding, all proposed improvements must comply with applicable federal, state and local laws, administrative policy and program rules. Towns must submit an application for review and include the following documents:

- The Head of Government or designee is required to sign the Terms and Conditions authorizing 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 the project is not part of the town Improvement Plan, the 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:

- By October 1, 2017, select a committee chair who will serve for the next 2-year term, pursuant to ch. Trans 206.06(1)(b).
- Establish the criteria to be used during the TRI project selection process.
- Recommend TRI projects for funding.
- Ensure TRID applications are reviewed for eligibility, using the criteria for a discretionary project. Prioritize projects if multiple applications have been submitted.

The CTRIC Chair is required to comply with the following requirements by November 1, 2017, pursuant to ch. Trans 206.06(2):

- Inform WisDOT in writing of the name of the committee chair.
- Convene, preside over meetings, and perform administrative functions of the committee.
- Forward the minutes from the committee meeting(s), which identify the chair, members and actions taken by the committee, to the CHC.
- Provide a list of approved applications along with the funding amounts approved by the committee, to the CHC. The total funding 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 2018 funding do not exceed more than one-half of the biennial entitlement. The remaining applications must be submitted for FY 2019 funding (will receive State/Municipal Project Agreement after July 1, 2018).
• Review TRID applications for eligibility using the criteria for a discretionary project. If the committee forwards multiple applications, the committee must rank them in priority order. Applications without supporting documentation should not be forwarded to WisDOT.
• Forward the TRI and TRID project applications to the CHC.

Project Recipient

For each approved project, WisDOT signs and emails an executed State/Municipal Project Agreement (SMA) to the project applicant, the clerk and the CHC. An applicant must receive an SMA prior to advertising for the project and the project must be advertised in a newspaper (see Advertising section for requirements). 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.
  o For help developing bid packages, specifications or advertisements, contact either 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 Ben Jordan 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 reimbursement amount in order to receive all approved funds.
• If new 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.)

Advertising

After the town receives a copy of the signed State/Municipal Project Agreement from WisDOT, the project must be advertised in a newspaper. WisDOT will not reimburse any project in which there was a failure to advertise according to state statute or WisDOT policy.

Advertising requirements include:
• The program requires a Class 2 notice pursuant to s. 985.07(2), Wis. Stats.
“All notices designated as class 2 notices require 2 insertions.”

Pursuant to s. 985.01(1m), Wis. 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.

- Pursuant to Trans 206.02(17), an advertisement may pertain either to:
  1. An entire specific improvement project.
  2. 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.

Note: Once an advertisement has been published for either (1) an improvement project in its entirety, or (2) one or more logical phases of that project, it is not legally permissible for the town to subsequently further split that advertised project between multiple contractors due to the inherent violation of the LRIP competitive bid requirement (pursuant to s. 86.31(2)(b), Wis. Stats.). All bids must be accepted or rejected in total based on the advertisement.

- The advertisement should identify the location(s) of the project.
- The advertisement should state it is an LRIP project. An example of an advertisement is in Appendix K.

Bidding and Contracting

Bidding and contracting requirements include:

- The town may contact contractors and invite them to bid following the advertising requirements above.
- The town may accept a sealed quote from the county which they reside.
- Pursuant to Trans 206.02(17), an advertisement may pertain either to:
  1. An entire specific improvement project.
  2. 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.

Note: Once an advertisement has been published for either (1) an improvement project in its entirety, or (2) one or more logical phases of that project, it is not legally permissible for the town to subsequently further split that advertised project between multiple contractors due to the inherent violation of the LRIP competitive bid requirement (pursuant to s. 86.31(2)(b), Wis. Stats.). All bids must be accepted or rejected in total based on the advertisement.

- The contract must be awarded to the lowest “responsible” bidder.

Pursuant to s. 60.47 (1)(b), Wis. Stats.,

“Responsible bidder means a person who, in the judgment of the town 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), Wis. 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), Wis. Stats.

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 their county for the improvement, but in order for the county to do the work all bids must have been rejected and considered non-responsive. Pursuant to s. 86.31 (2)(b), Wis. 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.
• The county in which the town is located may establish a contract for the town to purchase hot mix asphalt (including the purchase of finished warm mix asphalt) provided all of the following requirements are met:
  o The town pays the private contractor directly.
  o The county bidding documents specifically identify which town and its location are included in the county contract for use on LRIP project(s).
  o The county provides a copy of the affidavit of publication, or advertisement for bid, and dates of notice.
  o 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 multiple contractors. (Pursuant to s. 86.31 (2)(b), Wis. Stats and s. 86.31 (6)(h), Wis. Stats.)

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

Engineer’s Certification

If the total eligible costs are greater than $65,000, an engineer certification is required and 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 that 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.

• Total eligible costs are used to determine if an engineering certification is needed. (Example: a project with $5,000 in engineering costs and $70,000 in construction costs has total eligible costs of $75,000, 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.
  o An Exception to Standards must be obtained prior to beginning construction on the project.
  o If an Exception to Standards is approved, WisDOT will provide a written notice.
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 submit a Reimbursement Request. The following required documentation must be submitted 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.
- Department of Natural Resources (DNR) and Wisconsin Historical Society (WHS) permits, if required.
- Documentation to confirm contractor payment. This may be either:
  - Copies of project invoices showing payment to the contractor, or
  - Dated town board minutes identifying board action approving payment to the contractor.
- A completed Reimbursement Request, signed by the Head of Government or designee. Check for the following:
  - The lane and shoulder widths match what is in the agreement and application.
  - If there are ineligible costs on the project, ensure those costs are added to the total cost of the project on the reimbursement form.
  - All required information is submitted.

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 must be kept for 12 years from project closing. When WisDOT performs project reviews, the town is required to supply copies of all project documentation.

**Statewide Town Road Improvement Discretionary 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 will review each application. The meeting will be scheduled no later than February 2018.
- 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 an On/At location description and 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 submitting project applications to WisDOT, review TRI applications to ensure:
  - The CTRIC chair has provided a list of applicants and approved funding amounts.
  - 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, 2018. All TRI and TRID applications for a county should be submitted at the same time.
- Conduct contract lettings for a town upon request.
- Submit the Reimbursement Request after the town completes the project and pays the contractor(s). The following paperwork must be included with the request:
  - 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.)
  - Bid award and rejection notices (or dated board minutes, indicating action taken.
  - An engineer’s certification, if required.
  - An Exception to Standards, if required.
  - Department of Natural Resources (DNR) and Wisconsin Historical Society (WHS) permits, if required.
  - A resolution for bicycle and pedestrian facilities, if required.
  - Copies of the project invoices showing payment to the contractor prior to submitting the Reimbursement Request, or dated board minutes identifying board action approving payment to the contractor.
• Inform the project applicant of any missing documentation or other document issues. If eligibility questions arise, contact the LRIP Contract Specialist.

• 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 and submit the Reimbursement Request to WisDOT.
TOWN ROAD IMPROVEMENT DISCRETIONARY PROGRAM (TRID) OVERVIEW

Description

The Town Road Improvement Discretionary 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 under the TRID Selection Criteria section 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 at reimbursement for all discretionary projects.
- 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 is not eligible if LRIP funds are to be used as the local match for federal aid projects or if federal aid funds are 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. (Pursuant to s.86.31(4), Wis. Stats.)

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 single-sided additional 8.5 x 11 pages, including pictures and is included with the application.

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 convenes 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** - 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.
- A possible jurisdictional transfer between the town and county.
- Distinct characteristics of the road, such as tourist sites, historic sites or any other factors that will make the project unique.
<table>
<thead>
<tr>
<th>Town</th>
<th>County Road Improvement Committee (CTRIC)</th>
<th>County Highway Commissioner (CHC)</th>
<th>WisDOT</th>
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<tr>
<td>3</td>
<td>Receive biennial guidelines and requirements Sept 2017</td>
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<td>4</td>
<td>Prepare application and submit to CTRIC</td>
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<td>5</td>
<td>Select Chair by Oct 1, 2017</td>
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<td>6</td>
<td>Select projects</td>
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<td>7</td>
<td>Forward TRI &amp; TRID projects to CHC by Nov 1, 2017</td>
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<td>8</td>
<td>Review applications and forward to WisDOT by Jan 15, 2018</td>
<td>Review/sign</td>
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<td>9</td>
<td>Review applications</td>
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<td>10</td>
<td>Execute State Municipal Agreement and encumber funds</td>
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<td>11</td>
<td>Receive State Municipal Agreement</td>
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<td>12</td>
<td>Advertise and let contract</td>
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<td>13</td>
<td>Complete project, reimburse contractors and send Request for Reimbursement to CHC</td>
<td>Forward reimbursement to WisDOT</td>
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<td>14</td>
<td>Review/sign</td>
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<td>Forward reimbursement to WisDOT</td>
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<td>Approve</td>
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<td>Authorize payment</td>
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<td>18</td>
<td>Receive funding</td>
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**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 2017-2019 state biennial budget sets the final appropriation amounts for the 2018-2019 program cycle and WisDOT publishes the LRIP Guidelines and Requirements online to the LRIP Homepage after July 1, 2017.

**Step 2** WisDOT holds LRIP program kickoff workshops with County Highway Commissioners (CHCs) and cities and villages with a population greater than 20,000 (MSIGT) in August/September 2017.

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

**Steps 5, 6 and 7** By October 1, 2017, 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, 2017.

**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 submits the project application(s) to WisDOT by January 15, 2018.

**Step 9** WisDOT reviews and either approves or denies project applications. Also, WisDOT notifies CHC of applications that are incomplete or missing documentation and will put the applications on-hold until the required information or documentation is received.

**Step 10** WisDOT processes approved State FY 2018 funded projects by March 15, 2018, and State FY 2019 funded projects by July 15, 2018 and signs and emails an executed State/Municipal Project Agreement (SMA) to the project applicant, the clerk, the CHC and provides the Bureau of Business Services (BBS) a copy to encumber the funds.

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

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

**Steps 14 and 15** The CHC reviews the Reimbursement Request and either signs and submits it to WisDOT, or requests additional information from the town.

**Steps 16 through 18** Upon receipt of completed Reimbursement Request, the Contract Specialist reviews the request and either forwards it to the Program Administrator for approval and signature, or requests additional information from the CHC. Once a Reimbursement Request has been approved by the Program Administrator, the Contract Specialist forwards the request to BBS to process the payment. WisDOT sends the reimbursement to the town treasurer within 30 days of receipt.
The flowchart identifies the general procedures for the Town Road Discretionary Improvement Program (TRID). The following is a step-by-step description of the process.

**Step 1** The State of Wisconsin’s 2017-2019 state biennial budget sets the final appropriation amounts for the 2018-2019 program cycle and WisDOT publishes the LRIP Guidelines and Requirements online to the [LRIP Homepage](#) after July 1, 2017.

**Step 2** WisDOT holds LRIP program kickoff workshops with County Highway Commissioners (CHCs), and cities and villages with a population greater than 20,000 (MSIGT) in August/September 2017.

**Steps 3 and 4** Towns receive the LRIP Guidelines and Requirements and completes online application and provides supporting material. Towns submit 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 submits the prioritized project application(s) to WisDOT by January 15, 2018.

**Step 7** WisDOT reviews the applications. After receiving all TRID applications statewide, TRID committee members 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 2018. The Governor’s office announces approved projects shortly thereafter.

**Step 11** WisDOT processes approved State FY 2018 funded projects by March 15, 2018, and State FY 2019 funded projects by July 15, 2018 and signs and emails an executed State/Municipal Project Agreement (SMA) to the project applicant, the clerk, the CHC and provides the Bureau of Business Services (BBS) a copy to encumber the funds.

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

**Step 14** Town completes the project and pays the contractor(s) in full. Once the contractor(s) has been paid, town completes and signs the project’s Reimbursement Request and submits it to the CHC along with supporting documentation listed on the Project Checklist (Appendix E).

**Steps 15 and 16** The CHC reviews the Reimbursement Request and either signs and submits it to WisDOT, or requests additional information from the town.

**Steps 17 through 19** Upon receipt of completed Reimbursement Request, the Contract Specialist reviews the request and either forwards it to the Program Administrator for approval and signature, or requests additional information from the CHC. Once a Reimbursement Request has been approved by the Program Administrator, the Contract Specialist forwards the request to BBS to process the payment. WisDOT sends the reimbursement to the town treasurer within 30 days of receipt.
**CONTACT INFORMATION**

**County Highway Commissioner:**
The CHC is an administrative liaison between WisDOT and project applicants within the county, and provides ongoing support throughout the duration of the project. Refer to Page 17 for more information.

**LRIP Program Manager:** Lorrie Olson, lorrie.olson@dot.wi.gov or (608) 266-0775.
The Program Manager handles all program related questions and requests for project changes.

**LRIP Contract Specialist:** Joe Schneider, josephj.schneider@dot.wi.gov or (608) 266-9497.
The Contract Specialist handles all disbursements, including 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 (h).

(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 financial 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 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: 1993 a. 113; 1999 a. 150 s. 672.

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).

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

(b) “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. 95.52 (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 laying 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) (f), 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) (f), 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) (fr), 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
Appendix A

A requirement that all bids may be rejected and the contract subject to s.
Except as provided in subd. The committee designated to administer the county forest program for the project means the development, construction, repair or improvement for purposes of sub. section may be paid from the appropriations under ss.

(b) Subject to s., 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 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.

A provision that permits bidding 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.

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

(2) The department shall administer a local roads for job preservation program to award grants to political subdivisions for any urban or rural location 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 workforce 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.
(b) The department may pay from the appropriation under s.

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


6.315 County forest road aids. (1) From the appropriation under s.

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

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.

3. If the portion of any grant awarded under this section for local road construction exceeds the amount of unencumbered funds under s.

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

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(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 workforce 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.
(b) The department may pay from the appropriation under s.

6.32 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. 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 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.
Appendix B

(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), rem. (31) and (32) to be (33) and (34), cr. (1m), (2m), (31) and (33), Register, December, 1994, No. 468, eff. 1−1−95; cr. (1), (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 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 BIENNIIUM. 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.

(b) 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 reim-
bursed 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 chair-
persons of the county TRI and the MSI committees to determine
an appropriate level of reimbursement. The county highway com-
missioner shall notify the department what percent level of reim-
bursement was selected as a result of the review. Until such notifi-
cation 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 eli-
gible 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 subdivi-
sion 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 adminis-
tration.

(b) The design and construction of all eligible projects with eli-
gible 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 agree-
ment between the political subdivision and the department. The
secretary or the secretary’s designee shall sign the project agree-
ment 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 commit-
tees 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 prelimi-
nary 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 specifying 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 eli-
gible 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 stan-
dards, 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 applica-
bly environmental laws were followed.

(13) EXCEPTION TO STANDARDS. (a) The secretary or the secre-
tary’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 reimburse-
ment 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 recipi-
ent 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 follow-
ing:

(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.
Appendix B

The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also Are the Codes on this Website Official?

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(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 corrections 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
Determine whether to enter into agreements with other cities or villages with populations of less than 20,000 not selecting a CMSIC by September 15, 1992, shall be assigned to a CMSIC by the secretary.

1. Each city or village with a population of 20,000 or more whose corporate limits extend into more than one county shall select by September 1, 1992, which county it wishes to assign its uncommitted entitlement. 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.
Appendix B

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. 408, eff. 1−1−95.
## Discretionary Allocations

### 2018-2019 Local Roads Improvement Program (LRIP)
#### Discretionary Funds

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<th>Municipal Street Discretionary Improvement Program (MSID)</th>
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Total Discretionary Allocations $32,962,969.10

**Note:**
Carryover has already been added to each discretionary component.
### 2018-2019 Local Roads Improvement Program

**Town Road Improvement Program (TRI) Entitlement Funds**

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**Total** $9,733,251.16

**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 2018 and FY 2019 in the amount of $200,800 for each fiscal year has already been set aside.
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<tr>
<td>Wood</td>
<td>22</td>
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</tr>
</tbody>
</table>

*The caps represent the number of towns in a county divided by two (plus one if a county has an uneven number of towns).
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 (CHC) 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 completed.
☐ The head of government or their designee signed the *Terms and Conditions*.
☐ Supplied a map highlighting the project location(s) using Wisconsin Information Systems for Local Roads (WISLR). Map will populate automatically in the online database (LRIPWeb).
☐ 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 single-sided pages, including pictures and should be included with the application. *(Note: Supporting documentation is required for consideration of the project.)*

Once all application materials have been gathered and are complete:

☐ Submitted TRI and TRID applications to the County Town Road Improvement Committee (CTRIC).
Date sent: ____________________.

**STATE/MUNICIPAL AGREEMENT RECEIVED**

☐ Town received State/Municipal Project 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.

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 CHC. (An example of an Exception to Standards is in Appendix I.)

Date sent to WisDOT: ______________________________.
Date approval received from WisDOT: ________________________________.
Date sent to CHC: ________________________________.

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.
  Date 1st notice placed: ______________________.
  Date 2nd notice placed: ______________________.

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

Yes ☐ No ☐ 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 eligible 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.

☐ 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: ________________.
APPENDIX E

PROJECT COMPLETE AND A REQUEST FOR PROJECT REIMBURSEMENT REQUESTED

☐ Project completed. Date: _______________________.
☐ Contractor paid. Date: _______________________.
☐ Request for Reimbursement completed and sent to the CHC for signature, along with copies of:

☐ Documentation to confirm contractor payment. This may be either:
  • Copies of project invoices showing payment to the contractor, or
  • Dated town board minutes identifying board action approving payment to the contractor.

☐ Proof of the advertisement for bid (ideally an Affidavit of Publication) or contract established by the county on behalf of the town and the county has copy of proof of advertisement for bid.

☐ Bid award/rejection notices or dated board minutes, indicating action taken.
☐ Exception to Standards (if required).
☐ Engineer’s certification (if required).
☐ Resolution for bicycle and pedestrian facilities (if required).
☐ Department of Natural Resources (DNR) and Wisconsin Historical Society (WHS) permits (if required).

Date sent to CHC: _______________________.

☐ Date check received from WisDOT: _______________.

RECORDS RETENTION REQUIREMENTS

Retain all project documents in the project file for a minimum of 12 years after the project has been reimbursed. The project is subject to a review by the State, as indicated on the State/Municipal Project 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.

☐ Submit a project change request, along with an explanation regarding the proposed change(s), to the CHC.
  Date sent: _______________________.

☐ Received revised State/Municipal Project 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.

☐ Submit a substitution request, along with an explanation regarding the proposed substitution, to the CHC.
  Date sent: _______________________.
Chapter Trans 204

EXISTING TOWN ROAD IMPROVEMENT 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>
<thead>
<tr>
<th>TABLE A—RECONSTRUCTION</th>
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<tbody>
<tr>
<td>TRAFFIC VOLUME</td>
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<td>Design Class</td>
</tr>
<tr>
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<td>T2</td>
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<td>T3</td>
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<table>
<thead>
<tr>
<th>TABLE B—RESURFACING AND RECONDITIONING</th>
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<tr>
<td>TRAFFIC VOLUME</td>
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<td>Design Class</td>
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<td>TR2</td>
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<tr>
<td>TR3</td>
</tr>
<tr>
<td>TR4</td>
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</tbody>
</table>

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>
<thead>
<tr>
<th>TABLE C – EXISTING BRIDGES</th>
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<tbody>
<tr>
<td>CURRENT TRAFFIC VOLUME ADT</td>
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<tr>
<td>Under 400</td>
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<tr>
<td>400–750</td>
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<tr>
<td>Over 750</td>
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</table>

(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:

<table>
<thead>
<tr>
<th>County or Community</th>
<th>Contact(s)</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawford, Dane, Grant, Iowa, Juneau, La Crosse, Lafayette, Monroe, Richland, Sauk, Vernon</td>
<td>John Bainter (608) 789-9729 <a href="mailto:john.bainter@dot.wi.gov">john.bainter@dot.wi.gov</a></td>
<td>WisDOT Southwest Region 3550 Mormon Coulee Road La Crosse, WI 54601</td>
</tr>
<tr>
<td>Columbia, Dodge, Green, Jefferson, Rock</td>
<td>Travis Buros (608) 789-5702 <a href="mailto:travis.buros@dot.wi.gov">travis.buros@dot.wi.gov</a></td>
<td></td>
</tr>
<tr>
<td>Ozaukee, Milwaukee City of Milwaukee</td>
<td>Joan Bonack (414) 750-2092 <a href="mailto:joan.bonack@dot.wi.gov">joan.bonack@dot.wi.gov</a></td>
<td>WisDOT Southeast Region 141 NW Barstow Street Waukesha, WI 53187-0798</td>
</tr>
<tr>
<td>Kenosha, Racine, Walworth, Washington, Waukesha All communities in Milwaukee County except for the City of Milwaukee.</td>
<td>Kathy Kramer (262) 548-8772 <a href="mailto:kathleen.kramer@dot.wi.gov">kathleen.kramer@dot.wi.gov</a></td>
<td></td>
</tr>
<tr>
<td>Brown, Calumet, Fond du Lac, Oconto, Outagamie, Winnebago</td>
<td>Brian Edwards (920) 492-0149 <a href="mailto:brian.edwards@dot.wi.gov">brian.edwards@dot.wi.gov</a></td>
<td>WisDOT Northeast Region 944 VanderPerren Way Green Bay, WI 54304</td>
</tr>
<tr>
<td>Door, Kewaunee, Manitowoc, Marinette, Sheboygan</td>
<td>Dave Schmidt (920) 360-0983 <a href="mailto:dave.schmidt@dot.wi.gov">dave.schmidt@dot.wi.gov</a></td>
<td></td>
</tr>
<tr>
<td>Adams, Florence, Forest, Iron, Green Lake, Lincoln, Langlade, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, Wood</td>
<td>Mike Grage (715) 365-5705 <a href="mailto:michael.grage@dot.wi.gov">michael.grage@dot.wi.gov</a></td>
<td>WisDOT North Central Region 510 Hanson Lake Road P.O. Box 777 Rhinelander, WI 54501-0777</td>
</tr>
<tr>
<td>Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix, Trempealeau</td>
<td>Ross Johnson (715) 836-2069 <a href="mailto:ross.johnson@dot.wi.gov">ross.johnson@dot.wi.gov</a></td>
<td>WisDOT Northwest Region 718 West Clairemont Avenue Eau Claire, WI 54701</td>
</tr>
<tr>
<td>Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Taylor, Washburn</td>
<td>Jeff Olson (715) 395-3032 <a href="mailto:jeffreyolson@dot.wi.gov">jeffreyolson@dot.wi.gov</a></td>
<td>WisDOT Northwest Region 1701 N. 4th Street Superior, WI 54880</td>
</tr>
</tbody>
</table>

Revised 9/6/17
DNR’s TRANSPORTATION LIAISON STAFF (revised 08/31/2017 jdp)

Contents:
Program Director
Central Office Coordinators
Field Supervisors
Transportation Liaisons by County
Transportation Liaison Staff by Last Name
Addresses for DNR Transportation Liaisons

Program Director

<table>
<thead>
<tr>
<th>Statewide Director</th>
<th>Dave Siebert</th>
<th><a href="mailto:david.siebert@wisconsin.gov">david.siebert@wisconsin.gov</a></th>
<th>(608) 264-6048</th>
<th>(608) 516-3178</th>
</tr>
</thead>
</table>

Central Office Coordinators

<table>
<thead>
<tr>
<th>Statewide Transportation Policy Coordinator</th>
<th>Mike Halsted</th>
<th><a href="mailto:michael.halsted@wisconsin.gov">michael.halsted@wisconsin.gov</a></th>
<th>(608) 345-3577</th>
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<tbody>
<tr>
<td>Endangered Resources</td>
<td>Stacy Rowe</td>
<td><a href="mailto:Stacy.Rowe@wisconsin.gov">Stacy.Rowe@wisconsin.gov</a></td>
<td>(608) 266-7012</td>
</tr>
<tr>
<td>Local Roads Policy Coordinator</td>
<td>Maureen Millmann</td>
<td><a href="mailto:maureen.millmann@wisconsin.gov">maureen.millmann@wisconsin.gov</a></td>
<td>(414) 303-5065</td>
</tr>
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</table>

Field Supervisors

<table>
<thead>
<tr>
<th>Southern Wisconsin</th>
<th>Mike Thompson</th>
<th><a href="mailto:michaelc.thompson@wisconsin.gov">michaelc.thompson@wisconsin.gov</a></th>
<th>(414) 303-3408</th>
</tr>
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<tbody>
<tr>
<td>Northern Wisconsin</td>
<td>Bill Clark</td>
<td><a href="mailto:williamh.clark@wisconsin.gov">williamh.clark@wisconsin.gov</a></td>
<td>(715) 635-4226</td>
</tr>
<tr>
<td>Central Wisconsin</td>
<td>Bobbi Jo Fischer</td>
<td><a href="mailto:bobbi.fischer@wisconsin.gov">bobbi.fischer@wisconsin.gov</a></td>
<td>(715) 421-7845</td>
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Transportation Liaisons by County

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>WisDOT REGION</th>
<th>LIAISON</th>
<th>E-MAIL</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>North Central</td>
<td>Andy Barta</td>
<td><a href="mailto:andrew.barta@wisconsin.gov">andrew.barta@wisconsin.gov</a></td>
<td>(608) 235-2955</td>
</tr>
<tr>
<td>Ashland</td>
<td>Northwest</td>
<td>Shawn Haseleu</td>
<td><a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a></td>
<td>(715) 635-4228</td>
</tr>
<tr>
<td>Barron</td>
<td>Northwest</td>
<td>Amy Cronk</td>
<td><a href="mailto:amy.cronk@wisconsin.gov">amy.cronk@wisconsin.gov</a></td>
<td>(715) 635-4229</td>
</tr>
<tr>
<td>Bayfield</td>
<td>Northwest</td>
<td>Shawn Haseleu</td>
<td><a href="mailto:shawn.haseleu@wisconsin.gov">shawn.haseleu@wisconsin.gov</a></td>
<td>(715) 635-4228</td>
</tr>
<tr>
<td>Brown</td>
<td>Northeast</td>
<td>Jim Doperalski Jr.</td>
<td><a href="mailto:james.doperalski@wisconsin.gov">james.doperalski@wisconsin.gov</a></td>
<td>(920) 412-0165</td>
</tr>
<tr>
<td>Buffalo</td>
<td>Northwest</td>
<td>Amy Lesik</td>
<td><a href="mailto:AmyL.Lesik@Wisconsin.gov">AmyL.Lesik@Wisconsin.gov</a></td>
<td>(715) 836-6571</td>
</tr>
<tr>
<td>COUNTY</td>
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<td>PHONE #</td>
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<td>Burnett</td>
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<td>Chippewa</td>
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<td>Chris Willger</td>
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<td>Columbia</td>
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<td>Eric Heggelund</td>
<td><a href="mailto:eric.heggelund@wisconsin.gov">eric.heggelund@wisconsin.gov</a></td>
<td>(608) 228-7927</td>
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<td>Crawford</td>
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<td>Karen Kalvelage</td>
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<td>Florence</td>
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<td>Fond du Lac</td>
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<td>Green</td>
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<td>Marathon</td>
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<td>Marinette</td>
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# Addresses for DNR Transportation Liaisons

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<tbody>
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<td>Karen Kalvelage</td>
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<td>Dave Siebert – OB/7 Mike Halsted -</td>
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<tr>
<td>101 South Webster Street Madison, WI 53707</td>
<td>OB/7 Stacy Rowe - NHC/6</td>
</tr>
</tbody>
</table>
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,
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

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

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 forms please contact Doug Franzin, Road Superintendent, at W1465 Tecumseh Road or by calling 920-899-4656.

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
Local Roads Improvement Program – Program Reviews

1. The LRIP-funded improvement must be performed per the State/Municipal Project Agreement (Trans 206.03(12)).
   - Improvement to a different road or structure then 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 Class Two notice requiring compliance with Wis. St. 985.07(2).

4. A State/Municipal Project 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.

Sanctions Process

“Reimbursement” – The local community must reimburse WisDOT for the LRIP funds that were programmed to the project found to be in non-compliance.

“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” -
   
   • TRI and MSILT 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 review. The community is also ineligible to apply for TRID or MSID funding for one program cycle following the program review.
   
   • MSIGT Municipalities: The village or city is ineligible to apply for MSIGT entitlement funding for one program cycle following the program review. While under suspension, the MSIGT funds generated by the community will be distributed to the other MSIGT communities as part of the program cycle MSIGT entitlement calculation. The village or city is also ineligible to apply for MSID funding for one program cycle following the program review.
   
   • Counties: The County is ineligible to apply for CHI entitlement funding for one program cycle following the program review. While under suspension, the CHI funds generated by the county will be distributed to the other counties as part of the program cycle CHI entitlement calculation. The county is also ineligible to apply for CHID funding for one program cycle following the program review.
Appeals Process

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 project reviews and identify violations and related sanctions. The section will forward its findings to the local community and provide the community with the opportunity to furnish additional information to finalize the review finding(s). 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.

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 shall 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.