



MONROE COUNTY HIGHWAY DEPARTMENT
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DAVID H. OHNSTAD
HIGHWAY COMMISSIONER

WILLIAM PIEPER
FLEET MANAGER

BROOKE ADAMS
OFFICE MANAGER

NOTICE OF MEETING

COMMITTEE: Highway

TIME: 9:00 A.M.

PLACE: Monroe County Highway Administrative Building
803 Washington Street
Sparta, WI 54656

DATE: Tuesday, June 20, 2023

1) PERIOD OF PUBLIC COMMENT (DISCUSSION)

2) LAST MEETING MINUTES (DISCUSSION & DECISION)

3) REVIEW VOUCHERS & CREDIT CARD CHARGES (DISCUSSION)

4) CREDIT CARD REQUEST (DISCUSSION & DECISION)

A. We request approval to issue a credit card to Highway Department Fiscal Assistant Vickie Hanson, limit of \$1,000.00, for payment of invoices.

5) RE-PURPOSE OF FUNDS (DISCUSSION & DECISION)

A. The final cost of the replacement Tractor/Loader/Backhoe (Unit #237) and a Hydraulic Hammer (Unit #833) exceeded the (estimated) line-item budget by \$2,420.00, which will require a budget modification.

6) BUDGET MODIFICATION PROCEDURES (DISCUSSION & DECISION)

- A. To enhance efficiency and time management, while ensuring continued accountability and transparency, we propose amending the Budget Line Item Transfer Procedures and the Budget Modifications Procedures of the Monroe County Accounting & Financial Policies and Procedures Manual.
- B. A draft resolution and proposed amendment will be presented.

7) WCHA/WTA/LWM PILOT PROGRAM (DISCUSSION & DECISION)

- A. The Wisconsin Town Association (WTA) and the League of Wisconsin Municipalities (LWM) have reached agreement in principal with the Wisconsin County Highway Association (WCHA) and the Wisconsin Department of Transportation to establish a “pilot program” that would transfer responsibility for the administration of the 2024-2025 Local Road Improvement Program town road and municipal street programs from certain County Highway Departments to the WTA and LWM.
- B. In 2022, the Highway Department received \$5,295.23 as compensation for administering LRIP for Monroe County’s towns, villages, and cities.
- C. The revenue is incidental and does not reflect the effort actually invested in administering the program; however, there is reasonable question as to the level of service that may be provided the towns, villages and cities through the proposed transfer of responsibility to the WTA and LWM.

8) HIGHWAY IMPROVEMENT SCHEDULE OF OBLIGATIONS (DISCUSSION)

- A. An updated Schedule of Obligations will be presented.

9) ESTABLISHMENT OF CAPITAL RESERVE (DISCUSSION & DECISION)

- A. As discussed, at length and in multiple forums, the Highway Department has identified several million dollars in capital improvement obligations.
 - a. The Highway Department has secured state and/or federal funding for many of the projects, requiring various local match commitments.
 - b. The schedule includes projects of varying size and complexity, many of which require years-long development, design and preparation.
- B. We find it imperative to identify and secure the resources necessary to meet current obligations and facilitate the pursuit of additional program funding, and to ensure the continuing availability of those resources.
- C. We propose the establishment of a Capital Improvement Reserve as a repository for existing encumbered resources for future resources that may be identified and secured for capital highway improvements.
 - a. We propose that the reserve would be non-lapsing, independent of annual operating budgets and invested in interest-bearing accounts.
- D. We request conceptual approval of establishing a Capital Improvement Reserve Account. A more detailed or specific proposal would follow.
- E. We also propose the establishment of a Capital Equipment Reserve to provide for replacements of the Highway Department equipment fleet.

10) COMMITTEE CHAIRMAN REPORT (DISCUSSION)

A. The committee chairman will report on the WCHA Summer Road School.

11) LOCAL BRIDGE DESIGN (DISCUSSION)

A. Upon the execution of the State Municipal Agreements (SMA's) for the design and construction of 3 county highway bridges and 3 town road bridges we will develop Requests for Proposals for design services following the Department of Transportation Qualification Based Selection guidelines.

12) COMMISSIONERS REPORT (DISCUSSION)

Posted June 13, 2023