



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, July 18, 2023

- 1) CALL TO ORDER / ROLL CALL**
- 2) PERIOD OF PUBLIC COMMENT (DISCUSSION)**
- 3) LAST MEETING MINUTES (DISCUSSION & DECISION)**
- 4) REVIEW VOUCHERS & CREDIT CARD CHARGES (DISCUSSION)**
- 5) STORAGE BUILDING PROPOSAL (DISCUSSION & DECISION)**
 - A. An abstract of the bids received 7/06/2023 for the equipment storage building at the Sparta Corporation Yard will be presented for review.
- 6) LINE ITEM TRANSFERS (DISCUSSION & DECISION)**
 - A. To fund construction of the storage building and the extension of utility services, we propose transfers from one or more Facilities Improvement line items to the storage building line in the 2023 operating budget.
- 7) COUNTY HIGHWAY IMPROVEMENT PROGRAM (DISCUSSION & DECISION)**
 - A. An updated Highway Improvement Program will be presented.
 - B. We will recommend Highway Committee approval and adoption.

8) HIGHWAY IMPROVEMENT OBLIGATIONS (DISCUSSION & DECISION)

- A. An updated Schedule of Obligations will be presented.
- B. We will recommend Highway Committee approval and adoption.

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.
 - 1. The Highway Department has secured state and/or federal funding for many of the projects, requiring various local match commitments.
 - 2. 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 and for future resources that may be identified and secured for capital highway improvements.
 - 1. We propose that the reserve would be non-lapsing, independent of annual operating budgets and invested in interest-bearing accounts.

10) EQUIPMENT REPLACEMENT PROGRAM (DISCUSSION & DECISION)

- A. An Equipment Replacement Program will be presented for review.
- B. We will recommend Highway Committee approval and adoption.

11) ESTABLISHMENT OF EQUIPMENT RESERVE (DISCUSSION & DECISION)

- C. We also propose the establishment of a Capital Equipment Reserve to provide for replacements of the Highway Department equipment fleet.

12) BUDGET PRIORITIES & PREPARATION (DISCUSSION)

13) COMMISSIONERS REPORT (DISCUSSION)

Posted July 12, 2023