

## July 18, 2023 meeting of the Monroe County Highway Committee

### 1. Call to Order/Roll Call

Meeting called to order at 9:01 am by Chairperson David Pierce.

Members present: David Pierce, Wally Habhegger, Douglas Rogalla, and Nodji VanWychen.

Members absent: Zach Zebell

Others present: Highway Commissioner – David Ohnstad, County Administrator Tina Osterberg, Fleet and Facilities Manager Bill Pieper, and Office Manager – Brooke Adams

### 2. Period of Public Comment

No public comment

### 3. Last Meeting Minutes

Motion to approve the minutes of the June 20, 2023 regular meeting made by Doug Rogalla, seconded by Wally Habhegger. All ayes, motion carried.

Commissioner Ohnstad provided update on WCHA/WTA/LWM Pilot Program (item # 7 on June 20, 2023 agenda) – stated he did sign the agreement and submitted it. Once formal notifications is received he will notify local units. Chairperson Pierce noted.

### 4. Review Vouchers and Credit Card Charges (Discussion)

Highway Department vouchers and expenditures were reviewed. Month vouchers: \$242,391.24.

### 5. Storage Building Proposal (Discussion & Decision)

- Bids were opened on July 6, 2023 for the equipment storage building at the Sparta Corporation Yard.
- This was a re-bid of the project. Modifications were made that primarily affected the footing design and completion date. 4 bids were received. The low bid from Brickl Brothers was \$830,556.00.
- Bids were fairly grouped together, substantial difference was completion date. Anticipating 2-3 weeks to begin the footings, and 20 weeks to complete the project.
- Commissioner Ohnstad stated that we propose to exercise the in-floor heat option for an additional \$18,507.00. Given the nature of the building that will include a wash bay, the in-floor heat will save money in the long run.
- Wally Habhegger asked if the whole building is heated. Ohnstad confirmed that it is. The building is smaller than originally planned, but the full building will be heated rather than a larger building with split heated/cold areas. Heated space will be needed to store brine maker being funded by DOT.
- Commissioner Ohnstad recommends to move forward with the project.

Motion to approve the Storage Building bid from Brickl Brothers for \$830,556.00 plus the \$18,507.00 in-floor heat option by Nodji VanWychen, seconded by Doug Rogalla. Vote held until after discussion of item 6.

All Ayes, motion carried.

### 6. Line Item Transfers (Discussion & Decision)

- Original budget for storage building included site prep. DMA funds for salt storage building are being used for site prep so the original \$150,000.00 budgeted for site prep can be used toward the building itself.
- The Tomah Garage roof repair is not critical and can be pushed forward a year or two. The \$250,000.00 can be used toward the storage building.
- The cost to extend utilities is unknown. That amount will not be available until the design is completed.
- Line item transfers will be voted on as they come through and additional funds are needed to account.
- County Administrator Osterberg stated the funds will be re-purposes of funds as they are capital outlay.

No action taken on item 6.

Vote held on item 5. All Ayes, motion carried.

### 7. County Highway Improvement Program (Discussion & Decision)

- Commissioner Ohnstad provided a revised version updated 7/17/23. Only difference is page 2 of 6. In the 2026 column, CTH F shows program funding being CHIP (discretionary) for a total program cap of \$770,190.00. Funds were transferred from the discretionary award for CTH PC (program received federal

## July 18, 2023 meeting of the Monroe County Highway Committee

funding) which made CHIP funds available. The remainder for CTH F will be covered by bond funds and the operating budget. Trying to get program funding for CTH BC that will cover more than what was originally available.

- CTH ET project – mostly complete. Outlier is Flare to STH 21. Contract has been executed, waiting on approval of final design by Bureau of Rails and Union Pacific. Still hoping to have construction this year.
- Original schedule was put together in 2019. Nothing was moved or added, but pushed up 3 years. Items without years have had funding applied for, but haven't been successful.
- Projects with funding awarded have more detailed estimates and are referenced in the funding agreement signed with the DOT. Other projects have been updated to reflect actual unit cost on projects from this year which equates to \$460,000.00 per mile. In some cases as we move forward that may be less, but depends on design criteria (requirements from funding taken).
- Page 6 of 6 shows the 10 year total. 177.26 miles, total estimate of \$101,670,595.00. If secured program funding is removed, the remainder is \$85,709,465.00. Taking into account the bond issue project balance, the total needing funding is \$80,744,180.00.
- The schedule deals with those highways identified in 2019 as not being in sustainable condition. The goal of the schedule is to bring them back into sustainable condition. Pavement is designed to have a 20 year effective life. Pavement in these projects are 50-60 years old.

Motion to approve the County Highway Improvement Program made by Doug Rogalla, seconded by Wally Habegger. All Ayes, motion carried.

### 8. Highway Improvement Obligations (Discussion & Decision)

- Similar to item 7, Commissioner Ohnstad provided updated version dated 7/17/23. Only difference is the change for CTH F, moving funds over.
- Document shows the projects that have had program funding applied for, or those currently in design. Shaded rows the funding has not been secured, so not included in totals on the final page.
- CTH ET was broken out into several sections. Obligation total represents the county share based on the inter-local agreement with City of Tomah.
- CTH ET – City of Tomah is currently working on replacing utilities within the US 12 intersection. Once utility work is complete, the intersection will be built. Should be completed sometime this fall.
- CTH ET – Forbes Rd. to CTH N is in design. In the process of acquiring right of ways right now. Scheduled for construction in 2024. Appropriation for the program comes from the Federal Highway Administration.
- CTH PC – currently programmed for 2025. It is in design and will go through the same right of way acquisition process as CTH ET.
- CTH BC – program cap is \$0. Funding moved to CTH F.
- CTH PP – intersection with US 12. State project programmed for 2025 to realign the curb radii.
- CTH PP –the Bridge over East Fork Lemonweir is under construction now and the road is closed. Estimated to be completed by Labor Day.
- CTH U - Bridge over Moore Creek deck has been poured. Goal is to be completed by tractor pull weekend.
- CTH Z over Poe Creek and CTH Z over Billings Creek, and CTH N over Lemonweir River is in design now. The Public Involvement Meetings have been held.
- CTH A over Indian Creek, and both CTH T over Moore Creek bridges were just awarded in the last few months. Designs have been authorized.
- CTH P – Vernon County Line to CTH Z is in design. Construction planned to be in 2025. The current estimate is approximately \$2,700,000.00. Once design and geotechnical assessment are done hoping to have a better handle on the final estimate. Hoping any increase in estimate will be reflected in an increase in award funds.
- CTH F – Bond issue road and able to transfer additional funds. Still expected to have a \$1,700,000.00 impact on the bond even with funds transferred. Preparation work to begin this fall.
- CTH W – Bond issue road. Aggregate has been placed. Started to pulverize yesterday (7/17) and should be ready for paving in 2 weeks.
- CTH I – Pre-construction meeting was yesterday (7/17). Will start hauling material tomorrow, 7/19. Approximately a month and a half to finish.

## July 18, 2023 meeting of the Monroe County Highway Committee

- CTH J – Does not have program funding. Did apply for STP rural funding last cycle, and will be trying to do so again this year.
- CTH AA – in as a place holder.

Motion to approve the Highway Improvement Obligations made by Doug Rogalla, seconded by Nodji VanWychen. All Ayes, motion carried.

### 9. Establishment of Capital Reserve (Discussion)

- Currently there is no established funding mechanism for projects that have been programmed. We are asking to establish a reserve fund so projects can be brought to fruition. By being frugal, we have been able to carry a balance forward to keep funds available. These resources need to be kept outside of the operating budget.
- County Administrator Osterberg recommends creating non-lapsing accounts within the highway budget. This is already used county wide. The accounts would show on monthly reports.
- David Pierce commented that he thinks it would be more transparent county wide.
- Nodji VanWychen commented that since there is familiarity with the term, there wouldn't be confusion.
- Commissioner Ohnstad stated that it is imperative that we have the funds to cover the obligations when projects come due. If the non-lapsing fund is the way to ensure the funds are available outside of the operating budget, then he is ok with this option. The funds will need to be accumulated over the next 3-4 years. In addition, we have incidental improvements that need to be covered in order to sustain the level of service on roads already improved. If the non-lapsing fund is the direction the committee is familiar with, and wants to proceed, we are certainly wanting to move forward to make it happen.
- Doug Rogalla asked County Administrator Osterberg if she supports this. Osterberg stated that she does support the non-lapsing accounts. This will designate the funds.
- Wally Habegger asked how big of a fund we are looking to create. County Administrator Osterberg stated funds are already in the highway, but would be pulled into the specific designation.
- Wally Habegger voiced concern of impact to the taxpayer. County Administrator Osterberg stated that there would be no impact. This does not change how cash is kept year to year.
- Nodji VanWychen asked where interest from the cash balance would go. County Administrator Osterberg stated that the interest will still go to the general fund.
- Commissioner Ohnstad stated that funds will give the picture of exactly what is needed. Through the process of budget development we need to accommodate both obligations and regular operating expenses.

Motion to approve the Establishment of a Non-Lapsing Capital Reserve made by Nodji VanWychen, seconded by David Pierce. David Pierce, Douglas Rogalla, and Nodji VanWychen voted Aye; Wally Habegger voted No. Motion carried.

### 10. Equipment Replacement Program (Discussion & Decision)

- Program was created based on the number of equipment pieces and years they've been in service.
- The last few years, increases in costs have been substantial. A cost increase of 5% each year was used, hoping it is close to estimating future costs of equipment.
- Replacement for patrol trucks is around 15 years. The state bases their replacement on 10 years, but with proper maintenance we can get a few years more out of them. On average, we are getting 20 years for most trucks. For equipment that aren't out in the salt, we can get around 25 years depending on how much use they get.
- Commissioner Ohnstad stated by replacing equipment, we start depreciation over. The depreciation is part of determining our GTA funding.
- Wally Habegger asked how many pick-up trucks we have in total. Fleet & Facilities Manager Bill Pieper answered around 16. They can be used as a work truck for around 10 years, then will go to auction/salvage. The age of replacement can change depending on issues with the vehicle, and how it is used.
- Commissioner Ohnstad stated that Bill typically tries to get 1 state, and 1 county patrol truck rotated out each year. The Reclaimer (also known as Soil Stabilizer) is 34 years old. The design is dated and equipment is tired out. New Reclaimer is anticipated to be a revenue generator as it can be hired out to other jurisdictions.

## July 18, 2023 meeting of the Monroe County Highway Committee

- Things are subject to change, but currently estimated out for 12 years. There needs to be flexibility as things break down.
- Doug Rogalla asked how much was approved for equipment replacement funding last year. Bill Pieper said he thinks around \$700,000.00.

Motion to approve the Equipment Replacement Program made by Nodji VanWychen, seconded by Doug Rogalla. All Ayes, motion carried.

### 11. Establishment of Equipment Reserve (Discussion)

- Commissioner Ohnstad said this follows along the same lines as the Highway Capital Improvement Non-Lapsing Fund.

Motion to approve the Establishment of a Non-Lapsing Capital Equipment Reserve made by Nodji VanWychen, seconded by Doug Rogalla. All Ayes, motion carried.

### 12. Budget Priorities & Preparation (Discussion)

- Commissioner Ohnstad stated that last year we had approximately \$900,000 in reimbursement revenue from the DOT. Suggesting those revenue funds are deposited into an equipment non-lapsing account along with revenues from the sale of surplus equipment. The account will be supplemented by the general fund as necessary to meet the goals of the particular year.
- Revenues that are being rolled forward due to efficiencies in our operation will be placed in the highway improvement non-lapsing account. The account will be supplemented by the general fund as necessary.
- It is critical that the non-lapsing funds are considered separate from the operating budget.
- David Pierce asked how the budget is shaping up for the next year. Commissioner Ohnstad stated that we are just starting. In the past, we've typically just gone with the same as the prior year. We have attempted to increase but increases have been cut, so budget is the same as 10 years ago. We will be suggesting to move forward at least at the same level as the past.
- Doug Rogalla asked if the \$900,000 from the state is partially for repairs. Commissioner Ohnstad said that is it the reimbursement for rental of our equipment on state highways. Moving that revenue to a non-lapsing fund will show a decrease in revenue. We are separating the revenue from operating costs.
- David Pierce asked how often rental rates are looked at. Commissioner Ohnstad said they are looked at every year by the Machinery Management Committee and Highway Association at state level. Bill Pieper stated that fuel costs are included in rental rates and as fuel prices fluctuate, the rental rates fluctuate.

### 13. Commissioners Report (Discussion)

- Commissioner Ohnstad had no further report

### 14. Future Agenda Items

Next meeting date Scheduled for Tuesday, August 15, 2023 at 9 am at the Highway Administration Building.

Motion to adjourn at 11:45 am by Doug Rogalla, seconded by Nodji VanWychen. All ayes, motion carried.