

## February 20, 2024 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 Habegger, Douglas Rogalla, Nodji VanWychen, and Zach Zebell.

Members absent: None

Others present: Highway Commissioner – David Ohnstad, IT Director – Rick Folkedahl, Fleet and Facilities Manager – Bill Pieper, County Highway Operations Manager – Jim Stoikes, and Office Manager – Brooke Adams

### 2. Period of Public Comment

No public comment

### 3. Last Meeting Minutes (Discussion & Decision)

**Motion to approve the minutes of the January 16, 2024 regular meeting made by Zach Zebell, seconded by Doug Rogalla. All ayes, motion carried.**

### 4. Special Meeting Minutes (Discussion & Decision)

**Motion to approve the minutes of the January 22, 2024 special meeting made by Wally Habegger, seconded by Nodji VanWychen. All ayes, motion carried.**

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

Highway Department vouchers and expenditures were reviewed. Month vouchers: \$397,913.83.

### 6. Bid Opening, Pick-Up Truck (Discussion)

The Bid Opening was postponed until 2:00 pm.

David Piece requested that agenda item #9 be moved to item #6 to allow for IT Director, Rick Folkedahl, to speak on the item.

### 9. Budget Adjustment, IT Pool (Discussion & Decision)

IT Director, Rick Folkedahl, explained the budget adjustment request. The adjustment was approved by the Administration & Personnel Committee, and will be presented to the Finance Committee by IT on 2/21/24. The multi-function device at the Tomah Highway shop was antiquated. IT was able to move a used unit from their department to the Tomah shop. The budget adjustment pays for the move and maintenance fees of the equipment for the first year. The Highway Committee simply needs to agree to accept the funds.

**Motion to approve the Budget Adjustment from the IT Pool to the Highway Department made by Doug Rogalla, seconded by Nodji VanWychen. All ayes, motion carried.**

### 7. Repurpose of Funds, Storage Building (Discussion & Decision)

Commissioner Ohnstad explained that the request for repurpose of funds is to move the funds from FY23 to FY24.

**Motion to approve the Repurpose of Funds to for the Storage Building made by Doug Rogalla, seconded by Nodji VanWychen. All ayes, motion carried.**

### 8. Fleet & Facilities Management Update (Discussion)

Fleet & Facilities Manager, Bill Pieper, provided an update. Bill said that he is currently working on a building assessment of the Sparta Highway Garage. The main purpose of the assessment is to get an idea to improve the life and efficiency of the buildings. The main concerns include upgrading the heating system, address roof issues, replace windows, and insulation. Size and space around the buildings is a struggle and there is no space to add on to the facilities. Commissioner Ohnstad commented that it is a tight squeeze and difficult to navigate for the trucks to get in and out.

Doug Rogalla stated that a couple of months ago an outside contractor came and spoke about a facility assessment county wide. Doug asked why the Highway Department was not included.

Zach Zebell stated to continue with the in-house assessment, and recommended that we have an outside contractor do an assessment as well.

Commissioner Ohnstad said that when the corporation yard was looked at, we requested to have an assessment done as there is a possibility of ultimately moving to the corporation yard. It would make sense to have other departments to be in the same building, but that proposal was rejected. We are the only department that maintains our own buildings and we have a lot of infrastructure and assets within our department. The possible upgrades Bill is looking at will be

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unavoidable to maintain operations. Doug Rogalla asked what facilities Bill is looking at. Bill said that currently just the Sparta facility.

Commissioner Ohnstad stated that the other thing Bill could investigate, if the board was interested, would be the value of the Sparta properties. What would it cost for maintenance and upgrades versus building new facilities at the corporation yard. Doug Rogalla and Zach Zebell agreed that a valuation of the current facilities would be a good idea.

Doug Rogalla asked when the assessment will be complete. Bill said hoping by late summer. Doug commented that we should consider a 10 year plan. There are other facilities that will need repairs, shouldn't just start and stop with Sparta.

Bill then spoke on the equipment. There are 2 cab and chassis bid out this year. Have not gotten firm dates on when they would be received, but hoping in 2025. Once received, we would need to have them outfitted. We had planned on purchasing a pulverizer/grinder this year, but will be re-visiting that. The pick-up bids are scheduled to be open this afternoon.

Doug Rogalla asked if there is any equipment inbound that was purchased in prior years. Bill said that yes, we have 2 cab and chassis from last year that need to be outfitted. The sign truck accessories are at the vendor, but still waiting on the cab and chassis.

### **10. Line Item Transfer, Salaries & Fringe Benefits (Discussion & Decision)**

Commissioner Ohnstad said that the overage in the salaries and fringe benefits group was due to an adjustment made in the Fleet Manager's line item, the overtime line item, and the benefits line items. The line item transfer is to reconcile the books for the end of the year.

Zach Zebell asked about the overtime budget. Said from an outsider's perspective that amount could pay for multiple positions with fringe benefits. Commissioner Ohnstad responded saying that 33 winter events were responded to last year. There is no way to predict the need year to year. As far as summer work, we have 3 options when it comes to highway improvements. When we have program funding, where the work is required to be completed within a certain time frame, if we developed a contract and included the preparation work we would likely have to double the cost of the contract to fund it. In lieu of that, we could not do the project, or have our employees doing the preparation work which oftentimes is done on overtime as it is in addition to routine maintenance.

**Motion to approve the Line Item Transfer for the Salaries & Fringe Benefits made by Doug Rogalla, seconded by Zach Zebell. All ayes, motion carried.**

### **11. Short-Span Bridge Inventory & Inspection (Discussion)**

Commissioner Ohnstad said that we have been getting results back from towns. There are some towns that have elected to hire someone to do the inventory for them. The municipalities will need to submit their information electronically. The first step of inventory is location (GPS coordinates), length, type, basic information. The second phase is the inspection and assessment. He encourages all local jurisdictions to take the program seriously as this may lead to a funding opportunity. Ultimately this will give us a comprehensive picture of all crossings within the county, and it will be a useful tool.

### **12. "ARIP" Agricultural Roads Program (Discussion)**

Commissioner Ohnstad said that similar to the bridge inventory program, this is an excellent idea from legislature. This Thursday afternoon, 2/22, we will host an in-person meeting (also available virtually and by call in) to go through the ARIP program with local jurisdictions that are interested. Two of the team members from the DOT will join virtually to provide an explanation of the program and answer questions.

### **13. Highway Improvement Projects (Discussion)**

Commissioner Ohnstad provided updates on projects.

- Bids were opened on Tuesday, 2/13/24, for the federal lands access project on CTH ET from Forbes Road to CTH N. The bid opening results were posted on Wednesday, 2/14/24, pending DOT reconciliation. After reconciling, the lowest bid was considered non-responsive due to a DBE compliance issue. The next lowest bid is now being reconciled.
- Working toward finalizing a contract agreement for the CTH ET/West Veterans St. project with the City of Tomah.
- As soon as weather permits, preparation work will begin on CTH F.
- We have been removing trees on the federal lands access portion of CTH ET. After 3/31/24 we will not be able to remove trees until after summer.

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- CTH BC will be moving forward.
- CTH T North has 100% design and construction funding. CTH A, and south of STH 71 on CTH T has 80% design and construction funding. Construction will be scheduled in 2026, 2027.
- There are other programs we will be looking at for other submittals. Sometime in March, awards will be announced for programs we have submitted to.

### **14. Commissioners Report (Discussion)**

See #13.

### **15. Future Agenda Items**

Next meeting date scheduled for Tuesday, March 19, 2024 at 9:00 am at the Highway Administration Building.

**Motion to adjourn made by Doug Rogalla, seconded by Zach Zebell. Meeting adjourned at 11:04 am.**