

August 20, 2024 meeting of the Monroe County Highway Committee

1. Call to Order/Roll Call

Meeting called to order at 9:00 am by Chairperson David Pierce.

Members present: David Pierce, Wally Habegger, Jim Kuhn, Nodji VanWychen, and Zach Zebell
Others present: Highway Commissioner – David Ohnstad, Fleet & Facilities Manager – Bill Pieper, and Highway 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 July 16, 2024 regular meeting made by Nodji VanWychen, seconded by Wally Habegger. All ayes, motion carried.

4. Review Vouchers and Credit Card Charges (Discussion)

Highway Department vouchers and expenditures were reviewed. Month vouchers: \$703,830.81.

5. Repurpose of Funds (Discussion & Decision)

Commissioner Ohnstad stated that there had originally been \$500,000.00 budgeted for a soil stabilizer/reclaimer. At budget time last year, there were two vendor options and rental scheduling was difficult. Since then, a third vendor purchased a machine that allowed more scheduling flexibility in the market. The soil stabilizer/reclaimer is a high maintenance piece of equipment that is also expensive to operate. The repurpose of funds is to transfer the budgeted amount to purchase other items listed on the 10-year plan. The proposal is to purchase a mid-sized track excavator, brush chipper, and forestry truck.

Fleet & Facilities Manager, Bill Pieper stated that demos are currently being done for brush chippers. Demos will be completed last week of August. Based on commentary received, a specification will be written and the sealed bid process started.

The excavator slated to be replaced is over 20 years old and has become very expensive to maintain. The units being looked at would be 15 metric ton instead of 30 metric ton, making it smaller and easier to move.

The forestry truck slated to be replaced is a 1994 that is no longer serviceable. The intention is to purchase a used unit with a knuckle boom, which would increase the versatility.

Final bids will determine what units will be replaced, but hopeful for all three.

Motion to approve the Repurpose of Funds for the Soil Stabilizer/Reclaimer made by Zach Zebell, seconded by Nodji VanWychen. All ayes, motion carried.

Commissioner Ohnstad stated the second repurpose of funds is due to the Tomah garage roof and firewall bid coming in under what was estimated. The proposal is to use the balance of funds toward a new roof on the concrete storage building at the corporation yard and to replace the infrared heaters in the Sparta shop wash bay.

Motion to approve the Repurpose of Funds for the Tomah Garage Roof and Firewall made by Wally Habegger, seconded by Nodji VanWychen. All ayes, motion carried.

6. Budget Performance Report (Discussion)

A. Commissioner Ohnstad reviewed the most recent monthly budget report.

7. Highway Department Annual Report (Discussion)

Office Manager Brooke Adams reviewed the FY2023 Financial Report and answered questions.

8. Schedule of Obligations (Discussion & Decision)

Commissioner Ohnstad presented the updated schedule of highway and bridge projects.

- CTH ET-Nicholas to W/Veterans and USH 12 to Forbes Rd. – Projects are being developed, but do not have program funding. They are not included in the total, but are included on the list. Design will continue for both of those projects.
- CTH ET-Forbes Rd. to CTH N – The project was delayed, but is now scheduled for bid letting in October, with construction in 2025.
- Kreyer Creek Short-Span Bridge – Working with the Ho-Chunk Nation and the Bureau of Indian Affairs for funding. Once complete, the bridge would be eligible for NBI.

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- CTH PC – Construction scheduled in 2026. The design is 60% complete, and the right-of-way acquisition process has begun.
- CTH BC – Currently under construction and will be completed in 2024.
- CTH Z Bridge over Poe Creek – Scheduled for bid letting January 14, 2025 and construction in 2025.
- CTH Z Bridge over Billings Creek – Scheduled for 2027. The design is 60% complete.
- CTH N Bridge – Scheduled for bid letting September 2025. Construction is scheduled in 2025, but may extend into 2026.
- CTH A Bridge on Indian Creek – Currently in design and scheduled for 2026.
- CTH T Bridge over Moore Creek (south) – Possible realignment of the road.
- CTH T Bridge over Moore Creek (north) – Currently in design and scheduled for 2026.
- CTH P – The design study report has been approved by the state. Scheduled for bid letting in February 2025, and construction in 2025. Prep work is close to completion.
- CTH F – Will be completed in 2024.
- CTH J – Not included in the total as funding has not been secured.
- CTH Y – Erosion control strategies to mitigate storm water flows will need to be developed, and a surfacing plan completed.
- CTH AA – Same as CTH Y, erosion control and surfacing plan.
- CTH X – Currently listed as an asphalt only project.
- CTH X Bridge over Cannon Valley Creek – It is a timber structure scheduled for 2025. Once complete, it will be eligible for NBI.
- PROTECT Grant – The final draft of the project agreement has been submitted to the FHWA.
- CTH D and CTH V – Both are design projects only. There is no funding program currently established.

Motion to approve the Schedule of Obligations as presented made by Nodji VanWychen, seconded by Zach Zebell. All ayes, motion carried.

9. Equipment Replacement & Facilities (Discussion & Decision)

Bill Pieper presented the updated 10-year Equipment Replacement plan. The plan was updated due to equipment being moved forward with the \$500,000.00 originally intended for the soil stabilizer/reclaimer.

Zach Zebell stated that it is important to have good equipment to keep staff safe, and stay efficient. The replacement plan is a living document that will be adjusted as needed.

Motion to approve the 10-year Equipment Replacement Plan as presented made by Jim Kuhn, seconded by Zach Zebell. All ayes, motion carried.

Zach Zebell left the meeting at 11:19 am.

10. FY 2025 Budget Development (Discussion & Decision)

Office Manager Brooke Adams presented the draft budget proposal for FY2025 and answered questions.

Motion to approve the budget to be submitted as proposed made by Wally Habegger, seconded by Nodji VanWychen. All ayes, motion carried.

11. Purchasing, RFP, Grant Administration (Discussion & Decision)

Commissioner Ohnstad stated that the proposed county-wide policies that were discussed at the July Highway Committee meeting will be presented at the Finance Committee meeting on August 21. What is being proposed is a centralized system for purchasing, RFP, and grant administration. The policies should not apply to the Highway Department.

Commissioner Ohnstad provided the DOA's pre-qualification process. All DOT projects must be completed by vendors on the state pre-qualification list.

Commissioner Ohnstad stated that a line exempting the Highway Department in each of the policies would be sufficient, but if a resolution specifically exempting the department from the policies is necessary, that route would be explored.

Wally Habegger stated that he would like to hear both sides at the same time. Tina had said that the exemption for the department is in the policies, but it just applies specifically to state projects and does not reference the statutes. Wally would like to wait to see what the final draft proposal is.

No action at this time. Wally Habegger requested the item be placed on the September Agenda.

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12. Commissioners Report (Discussion)

Commissioner Ohnstad had no further report.

13. Future Agenda Items

Purchasing, RFP, Grant Administration (Discussion & Decision)

Next meeting date scheduled for 9:00 am, Tuesday, September 17, 2024 the Highway Administration Building.

Motion to adjourn made by Jim Kuhn, seconded by Nodji VanWychen. Meeting adjourned at 12:39 pm.