

Highway/Solid Waste Committee Minutes

February 27, 2020

The Highway Committee meeting was called to order at 8:10 AM by Chairman Gary Paape. Members present included Tom Romdenne, John Mastalir, and Thomas Cretney. Cory Cochart was not in attendance.

County Board Supervisor Linda Teske was in attendance.

Staff present were Highway Commissioner Todd Every, Office Manager Mary Meyer, Patrol Superintendent Jesse Schley, Shop Foreman Mike Lardo, corporation Counsel Jeff Wisnicky, Finance Director Paul Kunesh, and Promotion and Recreation Department Director Dave Myers. Norman Barrientos and Matt Lathrum represented Barrientos Design and Consulting.

Adoption of Agenda: Motion by John Mastalir to approve the agenda, seconded by Tom Romdenne. Motion carried.

Public Comments: None.

Main Shop Replacement / Upgrade Project (Barrientos Report Presentation): Barrientos Design and Consulting has completed the Building Condition and Site Assessment Report for the Highway Department Main Shop and was present today to review their report and recommendations.

The report and presentation includes discussion regarding the building deficiencies, comparison of existing space versus optimal space needs, recommended programming space for each building function, draft site layouts, and estimated costs.

The committee will discuss this topic at its next meeting on March 9th.

Copies of the report and presentation will be made available to the County Board and staff as soon as possible.

Any other business as allowed by law: None

Next Meeting Dates:

- Monday, March 9th @ 8:00 AM
- Thursday, April 2nd @ 8:00 AM

Adjournment: Motion by John Mastalir to adjourn the meeting, seconded by Tom Romdenne. Motion carried. The meeting adjourned at 10:00 AM.

Respectfully submitted:

Todd Every, Highway Commissioner

Highway/Solid Waste Committee Minutes

February 10, 2020

The Highway Committee meeting was called to order at 8:00 AM by Chairman Gary Paape. Members present included Tom Romdenne. John Mastalir, Cory Cochart, and Thomas Cretney were not in attendance. **THE COMMITTEE DID NOT HAVE A QUORUM.** Committee member Cory Cochart was excused.

Also present was Highway Commissioner Todd Every, Office Manager Mary Meyer, County Administrator Scott Feldt, and Finance Director Paul Kunesh.

Adoption of Agenda:

Approval of Minutes:

Public Comments: None.

Reports:

Commissioner Every had the following to report for work being completed:

- Winter Maintenance as needed
- Making Salt Brine
- Pothole patching
- Roadside Tree Cutting on CTH FF

Office Manager Mary Meyer presented the latest financial report:

- Hand-Outs:
 - ✓ Roads & Bridges Budget Report (January 1st thru January 25, 2020)
 - ✓ Roads & Bridges Budgets Monthly Detail (January 1st thru January 25, 2020)

Commissioner Todd Every had the following to report:

- ✓ Commissioner Every reviewed the preliminary year end budget reports from the Finance Department. Although the annual road maintenance budget was in the red, the internal service fund had a strong year.

The County Roads and Bridge annual budget expenses were over budget by approximately \$288,000. This was due to the amount of Winter Maintenance required. \$1,226,768 were spent for Winter Maintenance (\$740,000 budgeted).

The Highway Department Internal Service Fund had revenues of \$6,943,000 and expenses of \$6,235,000, resulting in a gain of approximately \$708,000.

- ✓ The truck chassis purchases approved last month have been ordered.
- ✓ We are in the process of getting quotes for the equipment to outfit the truck chassis
- ✓ Asphalt Oil bids will be due in early April and presented to the committee at the April meeting
- ✓ All NE region County Highway Departments will be participating in a Work Zone Awareness Week media event to highlight worker and driver safety in our work zones. The event is being coordinated by the Brown County Highway Department
- ✓ Staff is completing the annual review of the Capital Purchase Program and the Transportation Improvement Plan. These documents will be reviewed with the committee at a future meeting

- ✓ Commissioner Every reviewed the preliminary 2019-year end financial report from the Finance Department
- ✓ We received approval from the Department of Natural Resources for reimbursement from our Long Term Care (LTC) account for 2019 landfill expenses
- ✓ Ayres Associates is in the process of preparing the 2019 annual reports for the DNR
- ✓ Leachate is being hauled periodically

Highway Department Administrative Costs Invoicing:

Background

After discussion with several Town Chairmen at our last Highway Committee meeting, staff was asked to review the current Administrative Charges as they relate to local Bridge Aid Projects.

The towns asked the Highway Committee to consider lowering the department's Administrative Cost percentage on higher cost Bridge Aid Projects. They feel the cost is too high on bridge replacement projects. They stated years ago there was not an Administrative Cost charged on these projects.

Please see the attached pages for how the annual Bridge Aid Budget is prepared and collected.

Under the scenario currently taking place on three local road bridge replacement projects, the Highway Department (Local Bridge Program Management) has coordinated the completion of the project applications, facilitated engineering design, and bridge construction with the Wisconsin Department of Transportation (WISDOT). Under the State Municipal Agreements (SMA), as the project progresses the County receives invoices for completed work. The invoices are the local share of the project costs (20% of the total project costs). The County pays the invoice and then charges the municipality its share of the costs (50% of the invoice). Administrative charges are applied to the municipalities invoice automatically by our software (CHEMS).

Example:

Total Estimated Bridge Replacement Cost	<u>\$500,000</u>
	\$400,000 (80% Federal/State Funds)
	\$ 50,000 (10% County Bridge Aid)
	\$ 50,000 (10% Municipality Costs)

Estimated Administrative Costs = \$50,000 * 3% = \$1,500

Financial Impact

An Administrative Cost charge is applied to all projects and invoices the department sends out to our partners. Total costs for labor, fringes, equipment time, and materials are totaled, then Administrative Charges are applied based upon the following rates;

2020 Administrative Charges	3% - Local Municipalities and County Departments
	4.5 % - County Roads and Bridge Fund (Annual Budget)
	4.56% - State Contracts

These funds are collected to offset the administrative costs of the department. Administrative costs include salaries and fringes for administrative staff, office supplies, office equipment, etc. Annually, the collection of these administrative charges does not cover the department's administrative costs. According to the department's 2018 audit, administrative costs were about \$625,000, while revenue collected from the administrative cost charges was about \$448,000, or only about 72% of the annual costs.

Recommendation

Staff recommends the Highway and Solid Waste Committee does not change its current Administrative Cost charging structure for invoices processed in the department.

No action taken and the topic will be placed on a future committee agenda.

Main Shop Replacement / Upgrade Project: Barrientos Design and Consulting has completed the Building Condition and Site Assessment Report. They are ready to present the findings to the committee. The report includes discussion regarding the building deficiencies, comparison of existing space versus optimal space needs, recommended programming space for each building function, draft site layouts, and estimated costs.

Presentation of the report to the Highway Committee will be on **February 27th at 8:00 AM.** Chairman Paape indicated he would make the announcement regarding the date for the presentation the next County Board meeting.

Travel Requests: in order to get the registration completed, Chairman Paape gave Commissioner Every permission to attend the Spring Commissioner's Training March 17-18 in Eau Claire.

Any other business as allowed by law: None

Next Meeting Dates:

- Thursday, February 27th @ 8:00 AM
- Monday, March 9th @ 8:00 AM
- Thursday, April 2nd @ 8:00

Adjournment: Meeting adjourned at 10:30 AM.

Respectfully submitted:

Todd Every, Highway Commissioner