

Highway/Solid Waste Committee Minutes

March 9, 2020

The Highway Committee meeting was called to order at 8:00 AM by Chairman Gary Paape. Members present included Tom Romdenne, John Mastalir, Thomas Cretney. Cory Cochart was not in attendance.

Staff present was Highway Commissioner Todd Every, Office Manager Mary Meyer, and Patrol Superintendent Jesse Schley.

Adoption of Agenda: John Mastalir made a motion to adopt today's Agenda. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Approval of Minutes: John Mastalir made a motion to adopt today's Agenda. Second by Tom Romdenne. All in favor. Motion carried unanimously.

Public Comments: None.

Reports:

Patrol Superintendent Schley had the following to report for work being completed:

- Winter Maintenance as needed
- Making Salt Brine
- Pothole patching
- Roadside Tree Cutting on CTH FF
- Asphalt Plant Maintenance
- Summer Equipment Maintenance
- Algoma Shop Paving Preparation
- STH 29 Corridor Sign Replacement

Office Manager Mary Meyer presented the latest financial report:

- Hand-Outs:
 - ✓ Roads & Bridges Budget Report (January 1st thru February 22, 2020)
 - ✓ Roads & Bridges Budgets Monthly Detail (January 1st thru February 22, 2020)

Commissioner Todd Every had the following to report:

- ✓ Kewaunee County's application for Multimodal Local Supplement (MLS) was not funded. However, the Town of Lincoln and the Town of Pierce were able to receive some funding for their projects
- ✓ Commissioner Every reviewed preliminary number regarding 2019 Equipment revenue. Subject to our annual audit and final cost allocations, estimated revenue was \$1,845,521 and estimated expenses were \$1,096,077 – a positive revenue of \$749,443.
- ✓ Staff has been trying out several end loader/backhoe models as we prepare to upgrade that piece of equipment
- ✓ Asphalt Oil bids will be due in early April and presented to the committee at the April meeting
- ✓ Commissioner Every is drafting a resolution for the County Board supporting Work Zone Awareness Week April 20-24
- ✓ Landfill leachate is being hauled periodically
- ✓ A motor and circuit board on the flare system needed to be replaced

Highway Department Administrative Costs Invoicing:

Background

After discussion with several Town Chairman at our January 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.

Tom Romdenne made a motion to maintain the current Administrative Cost structure for all work charged out by the Highway Department. Second by John Mastalir. All in favor. Motion carried unanimously.

Main Shop Replacement / Upgrade Project: The Committee discussed what the next steps are for the project. Commissioner Every stated we need to get the information and the report out to the current County Board members in order for all to see the information 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.

Commissioner Every will get make copies of the report and distribute the report at the March County Board meeting.

The Committee also discussed the upcoming election and changes coming to the committees after reorganization. Copies of the report will also be given to the new County Board members after the election.

Once the new County Board is seated, the Highway Committee will begin to discuss the possible next steps of the project.

2020 Pickup Truck Equipment Purchases:

Background

As part of the department's Capital Improvement Program, we have two pickup truck purchases scheduled. Chassis purchases were approved on January. These trucks haul tools and equipment to job sites for culvert replacements, guardrail installations and maintenance, bridge maintenance, crack filling, snow fence installation, garbage pickup, etc. We need to order the truck body and dump body to complete the fabrication of the trucks.

The F350 will be outfitted with a shop body and the F450 will be outfitted with dump body and lift gate.

Staff worked with Casper's Truck Equipment for pricing on the truck service body and dump body. Attached are the detailed proposals.

Financial Impact

Knapheide 6108J Service Body	\$15,253
Henderson Mark III 9' Dump Body (Stainless Steel) and lift gate	<u>\$20,147</u>
Total	\$35,400

Funds to purchase the trucks and bodies are available from the Highway Department Internal Service Fund.

This equipment purchase is included in our Capital Purchase Program for 2020.

Tom Romdenne made a motion to approve purchasing one Knapheide 6108J Service Body and one Henderson Mark III Dump Body and lift gate from Casper's Truck Equipment and to forward this information to the Finance Committee for approval and recommendation to the County Board. Seconded by Tom Cretney. Motion carried unanimously.

2020 Tandem Axle Truck Equipment Purchase:

Background

In January, we approved the purchase of a new tandem axle truck chassis. We need to purchase the equipment to equip the truck for service. Equipment includes a dump body, plow, wing, v-box spreader, and hydraulic system.

Staff has been pleased with the performance of the Burke Truck & Equipment, Inc. equipment package we have installed on the last five trucks and recommend purchasing this manufacturer's equipment.

Attached is the proposal for the equipment.

Financial Impact

The proposed cost of each equipment package is \$96,357.63 with the payment option discounts.

Funds to purchase the trucks are available from the Highway Department Internal Service Fund.

Each year we have planned to purchase a new dump truck as part of our Capital Improvement Plan to replace aging trucks in our fleet.

Tom Cretney made a motion to approve purchasing the truck equipment package from Burke Truck & Equipment of Madison for \$96,357.63 and to forward this information to the Finance Committee for approval and recommendation to the County Board. Seconded by John Mastalir. Motion carried unanimously.

Travel Requests: None

Any other business as allowed by law: None

Next Meeting Dates:

- Thursday, April 2nd @ 8:00
- Thursday, May 7th @ 8:00 (Tentative)

Adjournment: Motion by John Mastalir to adjourn the meeting. Seconded by Tom Cretney. Meeting adjourned at 9:30 AM.

Respectfully submitted:

Todd Every, Highway Commissioner