

March 30, 2017

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
Wednesday, April 5, 2017, 9:30 a.m., Highway Department Office
7417 S. County Road E, Hawthorne, Wisconsin

Please call the Chair, the Highway Department Office (715-374-2575) or
County Clerk's Office (715-395-1397) if you cannot attend.

MEMBERS: Nick Baker, Chair Marvin Finendale, Vice Chair Dan Corbin
 Pat Ryan Robert Mock

A G E N D A


(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of minutes from the March 1, 2017, meeting (attached).
3. Action items/referrals: Capital projects funding request (attached).
4. Informational: Audio/video recording devices policy discussion.
5. Reports:
 - (a) Administrative;
 - (b) Project updates;
 - (c) Equipment; and
 - (d) Budget (attached).
6. Future agenda items.
7. Adjournment.

cc: Shelley Nelson Carolyn Pierce Sue Sandvick Andy Lisak
 Candy Anderson County Board Supervisors

NOTE: Attachments to the agenda are available at the County Clerk's Office for review or copying and at the Douglas County website at www.douglascountywi.org. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive.

Posted/Daily Telegram/Government Center/Courthouse:

 3/30/2017

Name Date

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
Wednesday, March 1, 2017, 9:30 a.m., Highway Department Office
7417 S. County Road E, Hawthorne, Wisconsin

Meeting called to order by Chair Nick Baker.

ROLL CALL: Present – Nick Baker, Marvin Finendale, Pat Ryan, Dan Corbin. Absent – Robert Mock. Others present – Judy O’Brien, Kevin Schmid, Ryan Haworth, Scott Luostari, Mark Liebaert, Jason Jackman, Steve Wedan, Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Ryan, second Corbin, to approve minutes from the January 4, 2017, meeting. Motion approved.

ACTION ITEMS/REFERRALS: Budgetary: Distributed at meeting.
2016 Carryovers/Reserves: Summary reviewed totaling \$2,397,957.00.

ACTION (REFERRAL/RESOLUTION): Motion by Finendale, second Corbin, to approve 2016 carryovers/reserves in the amount of \$2,397,957.00, and refer to Administration Committee, and forward to County Board. Motion carried unanimously.

Transfer/Reserve Releases: None at this time.

INFORMATIONAL:

Balsam Creek Bridge Replacement Bid Summary: Pheifer Brothers low bidder at \$673,925.42.

2017 County Highway Projects: Summary of 2017 Douglas County planned highway projects distributed.

Reports:

Administrative: Jackman reported spring road restrictions began last Tuesday at noon; plans to permanently post a 35 ton road limit on CTH E (from CTH K to CTH C) due to heavy truck traffic using CTH E in lieu of using the state highway, with permits available for those over the limit who legitimately need to use that road; asphalt bids to be sought in the near future; and will investigate turning CTH EE over to Town of Hawthorne to become a town road (CTH EE is a private drive the Highway Department maintains due to agreement in the 1993 sale of Middle River Health Facility).

Project updates: Haworth reported typical activities ongoing.

Equipment: Wedan distributed summary sheets of new orders: 2017 Crew Cab Pickup-Link Ford at \$33,100, delivery time of 10-12 weeks from order; 2017 Crew Cab Chassis-Ewald Motors at \$35,724, delivery time of 90-120 days from order; and Baby Dump Body-Monroe Truck Equipment at \$11,614, delivery time of 30 days after receipt of equipment and chassis. Indoor room painting is in progress, with carpet replacements to follow after completion.

Budget: Nicoski reviewed budget for the time period ending January 31, 2017.

Future Agenda Items: June meeting may be cancelled or moved due to WCHA road school timing conflict.

ADJOURNMENT: Motion by Corbin, second Ryan, to adjourn. Motion carried. Meeting adjourned at 10:35 a.m.

Submitted by,

Cheryl Westman, Committee Clerk

2017 Highway Department Capital Funding Request

MARCH 2017

Priority

1)	Hawthorne Boiler/HVAC Update	\$155,000
2)	Tri Axle Dump Truck with Hitch (Non-winter maintenance unit – shared with Forestry Dept.)	\$160,000
3)	Used Scissor Man Lift	\$20,000
4)	Tri Axle Plow Truck	\$199,000
5)	Wheel Loader (w/ trade)	\$179,000
	Total	\$713,000

Steve Wedan
Fleet/Facilities Manager

83500	DOUGLAS COUNTY, WISCONSIN				
MHWYR08	Highway Department--Budget Detail				03/29/17
DL2017	For the Two Months Ending February 28, 2017				09:00:39
	3 YR Prior	2 YR Prior	1 YR Prior	Current Yr	Current Yr
	Actual	Actual	Actual	Amended	Actual
Account Description	Amount	Amount	Amount	Budget	Amount
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Revenues					
General Property Taxes	3,449,794.00	3,537,971.00	3,413,992.00	3,434,171.00	-
Transportation-Fed Grant-FEMA	3,161.58	-	8,641.98	-	-
Transportation-State Grants	4,296,615.98	954,571.98	1,027,606.88	1,167,000.00	153,311.75
Wide-load Moving Permits on	470.00	650.00	610.00	500.00	20.00
Highway Maint & Construction	4,479.86	47,496.72	9,367.83	10,440.00	-
Transportation	1,932,625.35	2,019,966.09	2,459,030.17	1,978,710.00	415,270.35
Interest Income	-	339.34	12.46	-	-
Office Space Rental	15,073.08	15,306.42	12,778.79	7,300.00	-
Sale of Gravel & Sand	121.25	100.00	-	-	-
Sale of Salvage & Waste Prod	254.80	13,644.67	1,048.80	-	-
Gain/Loss on Sale (Prop.& Equip)	9,995.21	21.40	-	-	-
Insurance Recoveries	19,657.21	11,270.00	172,776.00	-	-
Reimbursement of Expenses	4,586.25	94.48	40,106.00	-	-
Other Revenue	-	2,674.18	15.00	-	-
Transfer from Debt Equity	560,867.00	5,119,400.00	3,016,972.75	5,180,000.00	863,333.34
Transfer to-Residual Equity	-	(245,000.00)	-	-	-
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Revenues	10,297,701.57	11,478,506.28	10,162,958.66	11,778,121.00	1,431,935.44
Expenses					
Personnel Services	2,908,169.86	3,049,744.55	3,149,528.51	3,301,259.00	541,214.82
Contractual Services					
Legal	4,619.13	-	-	1,000.00	-
Electric	42,148.13	42,396.67	42,296.91	46,100.00	5,271.17
Natural Gas	69,599.05	40,965.62	34,430.72	63,400.00	8,528.83
Telephone	18,281.85	18,974.37	17,062.85	16,850.00	2,765.53
Maint. Agreement	487.56	573.17	484.57	600.00	46.25
Laundry Services	6,587.48	7,131.98	12,209.64	8,000.00	1,312.48
Other Repair & Maint.	4,619.50	2,431.74	673.93	3,100.00	-
Internet Service	611.28	617.18	1,612.25	2,100.00	335.82
Cellular and Pager Service	5,236.52	4,472.58	4,060.75	4,900.00	979.41
Fire Protection/Prevention	1,435.90	976.90	1,481.91	1,800.00	-
Landfill Service	1,921.50	1,958.21	2,051.51	2,000.00	365.34
Other Outside Services	1,626,395.37	4,600,226.02	4,284,220.58	5,412,650.00	32,272.41
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Total Contractual Services	1,781,943.27	4,720,724.44	4,400,585.62	5,562,500.00	51,877.24
Supplies & Expense					
Postage	1,249.29	1,175.68	1,309.71	1,500.00	59.30
Office Supplies & Expense	5,806.15	6,586.24	8,140.87	6,000.00	1,582.22
Printing & Duplication	548.65	300.79	414.68	350.00	-
Other Computer Supplies	744.93	26.87	4,619.79	4,000.00	-
Membership Dues	345.00	345.00	350.00	400.00	330.00
Training & Seminars	13,272.08	5,921.98	14,964.38	8,450.00	479.18
Advertising	948.41	1,343.10	991.08	1,000.00	-
Licenses & Permits	102.04	180.84	232.94	175.00	-
Mileage	-	-	-	100.00	-

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MHWYR08	Highway Department--Budget Detail				03/29/17
DL2017	For the Two Months Ending February 28, 2017				09:00:39
	3 YR Prior	2 YR Prior	1 YR Prior	Current Yr	Current Yr
	Actual	Actual	Actual	Amended	Actual
Account Description	Amount	Amount	Amount	Budget	Amount
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Janitorial Supplies	2,057.46	4,580.20	4,903.82	4,250.00	911.87
Other Operating Supplies	84.03	6,967.81	3,075.65	3,250.00	-
Gas & Fuel	498,023.28	266,857.82	249,286.39	327,000.00	61,638.73
Oil Grease & Accessories	22,006.54	14,565.15	14,667.13	20,315.00	3,311.95
Repair Parts & Maintenance	311,066.42	316,508.13	307,886.24	309,585.00	58,466.11
Painting Supplies	644.43	174.33	239.57	525.00	133.72
Tires & Batteries	49,411.42	46,653.13	37,736.29	45,760.00	4,045.32
Bldg Maint. Supplies	7,072.25	8,761.69	7,537.04	8,100.00	3,571.28
Consumable Tools	19,644.25	22,040.74	25,965.46	19,500.00	2,089.18
Sign Parts & Supplies	12,867.30	5,867.95	9,821.65	8,900.00	717.16
Welding Supplies & Expense	1,686.15	2,065.20	4,433.24	2,000.00	628.73
Inventory Adjustment	5,223.21	5,968.94	5,163.24	-	-
Road Supplies	377,384.22	230,151.46	349,561.94	332,477.00	84,154.85
Shop Supplies	14,476.93	17,882.87	18,625.28	18,400.00	4,549.57
Ready for Use	(6,546.63)	(13,467.26)	(17,000.36)	(9,140.00)	-
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Supplies and Expense	1,338,117.81	951,458.66	1,052,926.03	1,112,897.00	226,669.17
Fixed Charges					
Insurance	153,755.00	148,132.00	179,590.00	195,050.00	32,525.00
Rents and Leases	13,106.28	(11,138.10)	7,241.78	-	-
Equipment	5,110.19	5,264.86	5,422.72	5,500.00	910.61
Depreciation/Amortization	2,811,827.68	3,178,044.76	3,369,916.52	3,446,883.00	569,896.44
Depreciation Exp. -STATE	7,804.51	11,303.95	13,826.37	13,117.00	2,186.08
Sales Tax Expense	68.55	-	-	-	-
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Fixed Charges	2,991,672.21	3,331,607.47	3,575,997.39	3,660,550.00	605,518.13
Debt Service					
Grants & Contributions					
Bad Debt Exp/Other Losses	-	1,980.00	599.29	-	-
Aid to Localities	108,348.33	19,121.04	18,891.14	97,915.00	16,000.00
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Grants & Contributions	108,348.33	21,101.04	19,490.43	97,915.00	16,000.00
Department Allocations					
Machinery Operation	(30,239.85)	(32,999.47)	(30,697.00)	(30,000.00)	-
Other Inter-dept Allocation	(27,933.73)	35,382.48	(1,029.59)	-	(38.75)
Capital Asset Acquisitions	(1,911,851.68)	(5,286,742.02)	(4,535,832.54)	(6,187,000.00)	-
Data Processing Allocation	182,418.29	208,664.47	249,874.16	190,000.00	31,666.00
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Department Allocations	(1,787,606.97)	(5,075,694.54)	(4,317,684.97)	(6,027,000.00)	31,627.25
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Total Operating Expenses	7,340,644.51	6,998,941.62	7,880,843.01	7,708,121.00	1,472,906.61
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NET COST WITHOUT CAPITAL OUTLA	(2,957,057.06)	(4,479,564.66)	(2,282,115.65)	(4,070,000.00)	40,971.17
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NET COST	(2,957,057.06)	(4,479,564.66)	(2,282,115.65)	(4,070,000.00)	40,971.17
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83500
 MHWYR15
 DL0016A17

DOUGLAS COUNTY, WISCONSIN
 BUDGET SUMMARY REPORT
 NET COST - BUDGET AND ACTUAL
 All Revenues and Expenditures
 For the Two Months Ending February 28, 2017

03/29/17
 08:45:16

	2017 Amended Budget	2017 Actual	2017 Balance	% Actual	% Balance	2016 Actual
Revenues						
Intergovernmental Revenues	(157,000.00)	(153,311.75)	(3,688.25)	97.65	2.35	(138,381.86)
Public Charges For Services	(1,823.34)	(20.00)	(1,803.34)	1.10	98.90	(475.58)
Intergovt. Charges For Serv.	(434,793.98)	(415,270.35)	(19,523.63)	95.51	4.49	(466,238.66)
Miscellaneous Revenues	(1,216.66)	-	(1,216.66)	-	100.00	(12.46)
Other Financing Sources	(863,333.34)	(863,333.34)	-	100.00	-	(446,667.00)
Revenues	(1,458,167.32)	(1,431,935.44)	(26,231.88)	98.20	1.80	(1,051,775.56)
Expenses						
Personnel Services, Less OT	491,662.16	504,814.24	(13,152.08)	102.68	(2.68)	473,350.53
Personnel Services--Overtime	36,943.82	36,400.58	543.24	98.53	1.47	38,268.71
Contractual Services	104,139.98	51,877.24	52,262.74	49.81	50.19	1,312,224.38
Supplies & Expense	215,399.94	226,669.17	(11,269.23)	105.23	(5.23)	288,735.13
Fixed Charges	610,091.68	605,518.13	4,573.55	99.25	0.75	571,779.31
Grants & Contributions	16,319.18	16,000.00	319.18	98.04	1.96	12,956.00
Department Allocation	21,945.81	31,627.25	(9,681.44)	144.12	(44.12)	30,333.00
Expenses	1,496,502.57	1,472,906.61	23,595.96	98.42	1.58	2,727,647.06
Net Cost	38,335.25	40,971.17	(2,635.92)	106.88	(6.88)	1,675,871.50

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Machinery operation and other allocation items
 that create variances due to budget spread entries.

(4,720.85) (Will clear at year-end.)

36,250.32 Expenses greater than revenues. Favorable variance,
 actual to budget, in the amount of \$2,084.93.