

February 24, 2021

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
March 3, 2021, 9:30 a.m., Board Room, Second Floor, Government Center
1316 North 14th Street, Superior, Wisconsin
OR JOIN BY PHONE: (US) +1 314-730-0913 PIN: 140 763 101#
VIDEO: <https://meet.google.com/quu-sraz-ers>

Please call the Chair or the County Clerk's Office (395-1397) if you cannot attend.

MEMBERS: Nick Baker, Chair Scott Luostari, Vice Chair Pat Ryan
Mark McGillis Jim Borgeson

*** Due to COVID-19 concerns, members of the committee and public may attend the meeting remotely.**

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 January 6, 2021, meeting (attached).
3. Informational items/correspondence/updates/reports:
 - (a) 2020 draft budget carryover request (to be distributed);
 - (b) Projects;
 - (c) Administrative;
 - (d) Maintenance;
 - (e) Equipment; and
 - (f) Budget (attached).
4. Future agenda items.
5. Adjournment.

cc: Shelley Nelson Carolyn Pierce Sue Sandvick Ann Doucette
Candy Anderson County Board Supervisors Juliana Polson

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/Superior Public Library:

 2/24/2021

Name Date

A quorum of the Zoning committee will be present at this meeting due to the attendance of Douglas County Board Supervisors appointed to that committee.

TRANSPORTATION & INFRASTRUCTURE COMMITTEE MEETING
Douglas County Board of Supervisors
January 6, 2021, 9:30 a.m., Board Room, Second Floor, Government Center
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Baker.

ROLL CALL: Present – Nick Baker (remote), Scott Luostari, Pay Ryan (remote), Jim Borgeson (remote), Mark McGillis (remote). Others present – Mark Liebaert, Juliana Polson, Jason Jackman, Craig Plummer, Brody Zembo, Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Ryan, second McGillis, to approve the minutes from the September 2, 2020, meeting. Correction to minutes needed to show Jim Borgeson attending the meeting in person. Motion carried.

INFORMATIONAL ITEMS/CORRESPONDENCE/UPDATES/REPORTS:

Projects: Jackman introduced Brody Zembo, new Highway Technician. The CN Railroad advised that the Sjoberg/Wasko Road project has been cancelled due to lack of funding. CTH-C (STP) and CTH-Z (LRIP) projects likely delayed, to 2023 and 2024 respectively. CTH D repairs scheduled for 2021. SEH working on designs for CTH-H and CTH-U. FEMA application soon to be submitted for bridge repairs on CTH-W. Emergency Management given permission to utilize empty office space at the Highway Department as a backup communications center.

Administrative: Jackman reported hiring four maintenance workers and one Buildings and Ground custodial assistant. COVID cases have been minimal, with no major outbreaks. Village of Solon Springs has pulled request for railroad quiet zone. Sued in small claims court for set of tires by citizen from Solon Springs driving through fresh tack claiming it melted the tires; claim was denied. Due to concern for ATV speeding issues, additional signage was added.

Maintenance Projects: Plummer reported brushing, cutting back right-of-way, plowing, and patching in progress.

Equipment: Plummer reported last 2020 budgeted truck received; bidding out trucks for 2021.

Budget: Polson reviewed the budget for the time period ending October 31, 2020.

Future Agenda Items: Communication Center billing for use of office space at Highway Department.

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

Submitted by,

Cheryl Westman, Committee Clerk

83500
MHWYR15
DL0016A20

DOUGLAS COUNTY, WISCONSIN
BUDGET SUMMARY REPORT
NET COST - BUDGET AND ACTUAL

1
02/23/21
14:56:26

All Revenues and Expenditures
For the Eleven Months Ending November 30, 2020
2020

| | Amended Budget | 2020 Actual | 2020 Balance | % Actual | % Balance | 2019 Actual |
|------------------------------|-----------------------|------------------------|-----------------------|-----------------|-----------------|-----------------------|
| Revenues | | | | | | |
| Taxes | (3,044,459.00) | (3,044,459.00) | - | 100.00 | - | (3,265,140.00) |
| Intergovernmental Revenues | (1,170,431.43) | (1,111,757.28) | (58,674.15) | 94.99 | 5.01 | (1,268,989.33) |
| Public Charges For Services | (23,650.01) | (206,639.26) | 182,989.25 | 873.74 | (773.74) | (265,084.77) |
| Intergovt. Charges For Serv. | (1,603,375.06) | (1,702,791.18) | 99,416.12 | 106.20 | (6.20) | (2,223,008.33) |
| Miscellaneous Revenues | (6,691.67) | (25,545.22) | 18,853.55 | 381.75 | (281.75) | (376,858.82) |
| Other Financing Sources | (2,291,666.67) | (7,510,500.00) | 5,218,833.33 | 327.73 | (227.73) | - |
| Revenues | (8,140,273.84) | (13,601,691.94) | 5,461,418.10 | 167.09 | (67.09) | (7,399,081.25) |
| Expenses | | | | | | |
| Personnel Services, Less OT | 2,847,722.26 | 2,605,147.78 | 242,574.48 | 91.48 | 8.52 | 2,796,173.58 |
| Personnel Services--Overtime | 182,506.93 | 134,825.20 | 47,681.73 | 73.87 | 26.13 | 143,414.14 |
| Contractual Services | 3,329,410.51 | 3,231,251.28 | 98,159.23 | 97.05 | 3.21 | 3,661,901.83 |
| Supplies & Expense | 956,038.69 | 724,354.06 | 231,684.63 | 75.77 | 24.88 | 991,947.72 |
| Fixed Charges | 3,932,866.72 | 4,020,541.94 | (87,675.22) | 102.23 | (2.23) | 3,739,147.64 |
| Grants & Contributions | 20,594.75 | 95,042.55 | (74,447.80) | 461.49 | (361.49) | 103,030.34 |
| Capital Outlay | - | - | - | - | - | 447.57 |
| Department Allocation | (3,219,266.30) | 179,378.71 | (3,398,645.01) | (5.57) | 105.57 | (2,732,795.63) |
| Expenses | 8,049,873.56 | 10,990,541.52 | (2,940,667.96) | 136.53 | (37.94) | 8,703,267.19 |
| Net Cost | (90,400.28) | (2,611,150.42) | 2,520,750.14 | 2,888.43 | (645.68) | 1,304,185.94 |

83500
MHWYR08
DL2020

DOUGLAS COUNTY, WISCONSIN
Highway Department--Budget Detail

1
02/23/21

14:49:11

For the Eleven Months Ending November 30, 2020

| Account Description | 3 YR Prior Actual Amount | 2 YR Prior Actual Amount | 1 YR Prior Actual Amount | Current Yr Amended Budget | Current Yr Actual Amount |
|---|---------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--|
| Revenues | | | | | |
| General Property Taxes | 3,434,171.00 | 3,393,702.00 | 3,265,140.00 | 3,044,459.00 | 3,044,459.00 |
| Transportation-Fed Grant-FEMA | 9,478.58 | 615,562.55 | 411,265.94 | - | 125.00 |
| Transportation-State Grants | 2,397,987.53 | 1,263,402.40 | 1,366,060.11 | 1,261,306.42 | 1,111,632.28 |
| Wide-load Moving Permits on Highway Maint & Construction Transportation | 1,220.00 19,250.47 2,076,759.95 | 480.00 81,881.31 2,381,742.03 | 360.00 282,604.95 2,578,820.46 | 800.00 25,000.00 1,880,500.00 | 4,950.00 201,689.26 1,702,791.18 |
| Interest Income | - | 14,999.84 | 8.64 | - | 1,977.33 |
| Office Space Rental | 7,304.52 | 7,304.52 | 7,304.52 | 7,300.00 | 5,478.39 |
| Sale of Salvage & Waste Prod | 5,797.40 | 3,207.34 | 1,429.41 | - | 2,363.58 |
| Gain/Loss on Sale (Prop.& Equip) | - | (29,199.02) | (10,293.18) | - | - |
| Insurance Recoveries | - | 4,166.81 | 12,378.27 | - | 12,901.85 |
| Reimbursement of Expenses | 22.00 | 650,387.97 | 130,039.00 | - | 2,814.00 |
| Other Revenue | 250.00 | - | - | - | 10.07 |
| Bad Debt/Other Recoveries | - | 370,367.00 | 248,618.86 | - | - |
| Transfer from Debt Equity | 335,000.00 | 5,000,000.00 | 95,000.00 | - | 7,510,500.00 |
| Proceeds on LT Borrowing | - | - | - | 2,500,000.00 | - |
| Revenues | 8,287,241.45 | 13,758,004.75 | 8,388,736.98 | 8,719,365.42 | 13,601,691.94 |
| Expenses | | | | | |
| Personnel Services | 3,067,918.81 | 3,374,477.74 | 3,228,336.08 | 3,334,935.00 | 2,739,972.98 |
| Contractual Services | | | | | |
| Legal | - | - | - | - | 776.00 |
| Other Professional Serv. | - | - | 600.00 | - | 30.00 |
| Electric | 42,802.39 | 44,324.92 | 44,560.35 | 45,000.00 | 40,472.68 |
| Natural Gas | 32,995.24 | 35,644.32 | 45,138.37 | 38,500.00 | 32,402.93 |
| Telephone | 15,132.56 | 18,102.53 | 18,302.83 | 19,500.00 | 16,276.04 |
| Maint. Agreement | 925.75 | 1,129.35 | 979.31 | 1,100.00 | 1,211.96 |
| Laundry Services | 8,789.91 | 9,549.64 | 11,229.86 | 11,000.00 | 10,322.11 |
| Other Repair & Maint. | 1,017.40 | 2,986.65 | - | 2,250.00 | 17,163.46 |
| Internet Service | 2,018.74 | 2,016.92 | 2,015.72 | 3,000.00 | 1,845.01 |
| Cellular and Pager Service | 5,295.91 | 5,224.85 | 5,195.80 | 6,150.00 | 3,875.93 |
| Fire Protection/Prevention | 1,978.05 | 1,579.71 | 1,496.00 | 1,800.00 | 1,802.50 |
| Landfill Service | 3,020.91 | 4,049.41 | 4,388.02 | 3,600.00 | 4,152.30 |
| Other Outside Services | 4,439,476.97 | 3,611,899.07 | 3,671,882.93 | 3,256,402.00 | 3,100,920.36 |
| Total Contractual Services | 4,553,453.83 | 3,736,507.37 | 3,805,789.19 | 3,388,302.00 | 3,231,251.28 |
| Supplies & Expense | | | | | |
| Postage | 1,153.63 | 1,316.02 | 776.65 | 1,300.00 | 594.98 |
| Office Supplies & Expense | 6,891.30 | 5,896.21 | 5,749.80 | 6,000.00 | 2,983.22 |
| Printing & Duplication | 385.76 | 603.51 | 565.45 | 400.00 | 943.79 |
| Other Computer Supplies | 1,899.18 | 1,557.40 | 1,592.10 | 1,700.00 | - |
| Membership Dues | 350.00 | 350.00 | 350.00 | 350.00 | 535.00 |
| Training & Seminars | 6,385.39 | 8,986.10 | 8,038.58 | 8,150.00 | 9,083.54 |
| Advertising | 1,038.32 | 392.93 | 1,025.00 | 1,000.00 | 354.22 |
| Licenses & Permits | - | 260.09 | 34.67 | 150.00 | 184.26 |
| Mileage | - | 203.60 | - | 100.00 | - |
| Janitorial Supplies | 4,620.02 | 3,093.10 | 5,078.66 | 3,900.00 | 3,933.45 |
| Other Operating Supplies | 2,567.73 | 992.65 | 13,215.22 | 2,700.00 | 599.88 |
| Gas & Fuel | 287,853.84 | 401,907.40 | 415,762.37 | 382,670.00 | 243,429.20 |
| Oil Grease & Accessories | 13,222.40 | 26,853.30 | 22,104.91 | 20,750.00 | 24,680.47 |
| Repair Parts & Maintenance | 310,281.28 | 301,563.01 | 329,900.91 | 289,200.00 | 267,784.15 |
| Painting Supplies | 241.11 | 22.34 | 56.91 | 200.00 | 162.06 |
| Tires & Batteries | 29,691.83 | 61,071.04 | 65,396.99 | 42,200.00 | 47,891.82 |

83500
MHWYR08
DL2020

DOUGLAS COUNTY, WISCONSIN
Highway Department--Budget Detail

2
02/23/21

14:49:11

For the Eleven Months Ending November 30, 2020

| Account Description | 3 YR Prior Actual Amount | 2 YR Prior Actual Amount | 1 YR Prior Actual Amount | Current Yr Amended Budget | Current Yr Actual Amount |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|
| General Equip. Maint. | - | - | 2,762.00 | - | - |
| Bldg Maint. Supplies | 10,556.67 | 10,249.62 | 10,481.48 | 9,300.00 | 10,058.75 |
| Consumable Tools | 25,652.98 | 33,529.09 | 21,450.07 | 30,700.00 | 9,047.16 |
| Sign Parts & Supplies | 4,680.08 | 4,888.32 | 8,394.85 | 5,500.00 | 5,331.96 |
| Welding Supplies & Expense | 2,925.18 | 5,484.21 | 2,363.79 | 4,500.00 | 2,179.65 |
| Inventory Adjustment | 21,017.69 | 22,988.23 | 8,573.89 | - | - |
| Road Supplies | 317,152.72 | 254,213.36 | 331,241.15 | 249,140.00 | 76,791.14 |
| Shop Supplies | 21,998.29 | 24,187.99 | 10,449.94 | 20,550.00 | 27,174.66 |
| Ready for Use | (7,846.32) | (4,553.63) | (11,679.07) | (7,200.00) | (9,389.30) |
| Supplies and Expense | 1,062,719.08 | 1,166,055.89 | 1,253,686.32 | 1,073,260.00 | 724,354.06 |
| Fixed Charges | | | | | |
| Insurance | 202,444.00 | 182,544.00 | 193,138.00 | 209,825.00 | 202,569.00 |
| Rents and Leases | 16,171.27 | (172.04) | 17,029.44 | - | - |
| Equipment | 5,585.32 | 5,748.78 | 5,921.21 | 5,900.00 | 5,586.40 |
| Depreciation/Amortization | 3,818,762.68 | 3,684,269.07 | 3,847,982.09 | 4,044,666.97 | 3,784,879.06 |
| Depreciation Exp. -STATE | 13,116.48 | 15,975.11 | 30,486.40 | 30,008.00 | 27,507.48 |
| Service Fees | - | - | 786.34 | - | - |
| Fixed Charges | 4,056,079.75 | 3,888,364.92 | 4,095,343.48 | 4,290,399.97 | 4,020,541.94 |
| Debt Service | | | | | |
| Grants & Contributions | | | | | |
| Aid to Localities | 11,562.49 | 115,396.00 | 103,030.34 | 22,467.00 | 95,042.55 |
| Grants & Contributions | 11,562.49 | 115,396.00 | 103,030.34 | 22,467.00 | 95,042.55 |
| Department Allocations | | | | | |
| Machinery Operation | (27,476.08) | (42,974.44) | (39,882.46) | (30,000.00) | (40,621.29) |
| Other Inter-dept Allocation | (43,480.64) | 4,896.32 | (17,887.21) | 2.00 | - |
| Building and Grounds Allocation | - | - | - | (1.00) | - |
| Capital Asset Acquisitions | (4,556,796.46) | (3,278,881.81) | (2,913,710.64) | (3,300,000.00) | - |
| Data Processing Allocation | 244,411.00 | 242,382.00 | 246,473.00 | 240,000.00 | 220,000.00 |
| Department Allocations | (4,383,342.18) | (3,074,577.93) | (2,725,007.31) | (3,089,999.00) | 179,378.71 |
| Total Operating Expenses | 8,368,391.78 | 9,206,223.99 | 9,761,178.10 | 9,019,364.97 | 10,990,541.52 |
| NET COST WITHOUT CAPITAL OUTLAY | 81,150.33 | (4,551,780.76) | 1,372,441.12 | 299,999.55 | (2,611,150.42) |
| NET COST | 81,150.33 | (4,551,780.76) | 1,372,441.12 | 299,999.55 | (2,611,150.42) |