

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

Meeting called to order by Chair Baker.

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

APPROVAL OF MINUTES: Motion by McGillis, second Ryan, to approve the minutes from the January 6, 2021, meeting. Motion carried.

INFORMATIONAL ITEMS/CORRESPONDENCE/UPDATES/REPORTS:

2020 Draft Budget Carryover Request: Distributed – reviewed. Total is \$2,679,868.02; to be finalized upon audit completion.

Projects: Jackman reported no STP projects for 2021 in Douglas County; CTH-H and CTH-U project SEH design work in process; FEMA application submitted for Nemadji River bridge approach reconstruction; CTH-K/C intersection project postponed, due to lack of state funding – will monitor number of incidents at location. Railroad not interested in participating at this time due to cost.

Administrative: Jackman reported asphalt and gravel bids are due March 18, 2021; pulverize and paving CTH-G, CTH-Z, CTH-U, CTH-W. Overlaying 1 mile on CTH-E; compensation for Communication Center office space at Highway Department to be the same as Sheriff's Department fees; currently no COVID outbreaks.

Maintenance: Haworth reported patching, brushing, steaming, and intermittent plowing in progress; and posting road limits on March 8, 2021.

Equipment: Plummer reported new brusher and all 2020 equipment received; two new plow trucks ordered, along with other 2021 equipment; and paver prep in progress for summer season utilization.

Budget: Polson reviewed the budget from the time period ending November 30, 2020.

Future Agenda Items: Budget carryover request; non Highway Department use of truck wash.

ADJOURNMENT: Motion by McGillis, second Borgeson, to adjourn. Motion carried. Meeting adjourned at 9:55 a.m.

Submitted by,

Cheryl Westman, Committee

2021 Highway Department Capital Improvement Requests

Priority	Description	Estimated Cost
1)	Hawthorne COOP Backup Generator	\$ 85,000.00
2)	Highway IT Server Replacement	\$ 18,000.00
3)	Plow Truck	\$ 265,000.00
4)	Pattison Salt Shed Replacement	\$ 6,500.00
5)	Hawthorne Salt Shed Roof Replacement	\$ 53,000.00
6)	Hawthorne Parking Lot Replacement	\$ 25,000.00
7)	Hoist (shop/pickups)	\$ 20,000.00
8)	Hawthorne Backup Well Replacement	\$ 25,000.00
Total		\$ 497,500.00

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DOUGLAS COUNTY, WISCONSIN
Highway Department--Budget Detail
For the Twelve Months Ending December 31, 2020

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03/30/21

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	1,991,284.86
Wide-load Moving Permits	1,220.00	480.00	360.00	800.00	4,990.00
Highway Maint & Construction	19,250.47	81,881.31	282,604.95	25,000.00	245,749.57
Transportation	2,076,759.95	2,381,742.03	2,578,820.46	1,880,500.00	2,069,028.18
Interest Income	-	14,999.84	8.64	-	2,218.53
Office Space Rental	7,304.52	7,304.52	7,304.52	7,300.00	7,304.52
Sale of Salvage & Waste Prod	5,797.40	3,207.34	1,429.41	-	2,509.18
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	10,500.00	7,711,372.00
Proceeds on LT Borrowing	-	-	-	2,500,000.00	-
Revenues	8,287,241.45	13,758,004.75	8,388,736.98	8,729,865.42	15,094,766.76
Expenses					
Personnel Services	3,067,918.81	3,374,477.74	3,228,336.08	3,334,935.00	2,928,838.49
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	44,652.39
Natural Gas	32,995.24	35,644.32	45,138.37	38,500.00	37,706.59
Telephone	15,132.56	18,102.53	18,302.83	19,500.00	17,768.70
Maint. Agreement	925.75	1,129.35	979.31	1,100.00	1,228.73
Laundry Services	8,789.91	9,549.64	11,229.86	11,000.00	11,290.09
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	2,013.52
Cellular and Pager Service	5,295.91	5,224.85	5,195.80	6,150.00	4,105.16
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	4,974.93
Other Outside Services	4,439,476.97	3,611,899.07	3,671,882.93	3,266,902.00	3,171,304.55
Total Contractual Services	4,553,453.83	3,736,507.37	3,805,789.19	3,398,802.00	3,314,816.62
Supplies & Expense					
Postage	1,153.63	1,316.02	776.65	1,300.00	705.12
Office Supplies & Expense	6,891.30	5,896.21	5,749.80	6,000.00	3,341.11
Printing & Duplication	385.76	603.51	565.45	400.00	1,218.44
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	9,165.36
Advertising	1,038.32	392.93	1,025.00	1,000.00	370.14
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	4,107.64
Other Operating Supplies	2,567.73	992.65	13,215.22	2,700.00	598.81
Gas & Fuel	287,853.84	401,907.40	415,762.37	382,670.00	269,648.28
Oil Grease & Accessories	13,222.40	26,853.30	22,104.91	20,750.00	34,264.49
Repair Parts & Maintenance	310,281.28	301,563.01	329,900.91	289,200.00	291,236.76
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	50,655.65

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DOUGLAS COUNTY, WISCONSIN
Highway Department--Budget Detail
For the Twelve Months Ending December 31, 2020

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03/30/21

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	10,494.11
Consumable Tools	25,652.98	33,529.09	21,450.07	30,700.00	9,712.99
Sign Parts & Supplies	4,680.08	4,888.32	8,394.85	5,500.00	8,611.26
Welding Supplies & Expense	2,925.18	5,484.21	2,363.79	4,500.00	2,471.09
Inventory Adjustment	21,017.69	22,988.23	8,573.89	-	21,296.01
Road Supplies	317,152.72	254,213.36	331,241.15	249,140.00	183,289.97
Shop Supplies	21,998.29	24,187.99	10,449.94	20,550.00	29,139.52
Ready for Use	(7,846.32)	(4,553.63)	(11,679.07)	(7,200.00)	(10,140.19)
Supplies and Expense	1,062,719.08	1,166,055.89	1,253,686.32	1,073,260.00	921,067.88
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	-	43,541.20
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	4,128,397.75
Depreciation Exp. -STATE	13,116.48	15,975.11	30,486.40	30,008.00	30,008.16
Service Fees	-	-	786.34	-	-
Fixed Charges	4,056,079.75	3,888,364.92	4,095,343.48	4,290,399.97	4,410,102.51
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)	(41,208.19)
Other Inter-dept Allocation	(43,480.64)	4,896.32	(17,887.21)	2.00	(87,254.84)
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)	(2,957,171.16)
Data Processing Allocation	244,411.00	242,382.00	246,473.00	240,000.00	230,385.00
Department Allocations	(4,383,342.18)	(3,074,577.93)	(2,725,007.31)	(3,089,999.00)	(2,855,249.19)
Total Operating Expenses	8,368,391.78	9,206,223.99	9,761,178.10	9,029,864.97	8,814,618.86
NET COST WITHOUT CAPITAL OUTLAY	81,150.33	(4,551,780.76)	1,372,441.12	299,999.55	(6,280,147.90)
NET COST	81,150.33	(4,551,780.76)	1,372,441.12	299,999.55	(6,280,147.90)

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DOUGLAS COUNTY, WISCONSIN
BUDGET SUMMARY REPORT
NET COST - BUDGET AND ACTUAL
All Revenues and Expenditures

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For the Twelve Months Ending December 31, 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	(1,261,306.42)	(1,991,409.86)	730,103.44	157.88	(57.88)	(1,777,326.05)
Public Charges For Services	(25,800.00)	(250,739.57)	224,939.57	971.86	(871.86)	(282,964.95)
Intergovt. Charges For Serv.	(1,880,500.00)	(2,069,028.18)	188,528.18	110.03	(10.03)	(2,578,820.46)
Miscellaneous Revenues	(7,300.00)	(27,758.15)	20,458.15	380.25	(280.25)	(389,485.52)
Other Financing Sources	(2,510,500.00)	(7,711,372.00)	5,200,872.00	307.16	(208.03)	(95,000.00)
Revenues	(8,729,865.42)	(15,094,766.76)	6,364,901.34	172.91	(73.00)	(8,388,736.98)
Expenses						
Personnel Services, Less OT	3,123,424.00	2,782,353.81	341,070.19	89.08	10.92	3,038,697.28
Personnel Services--Overtime	211,511.00	146,484.68	65,026.32	69.26	30.74	189,638.80
Contractual Services	3,398,802.00	3,314,816.62	83,985.38	97.53	2.70	3,805,789.19
Supplies & Expense	1,073,260.00	921,067.88	152,192.12	85.82	14.52	1,253,686.32
Fixed Charges	4,290,399.97	4,410,102.51	(119,702.54)	102.79	(2.79)	4,095,343.48
Grants & Contributions	22,467.00	95,042.55	(72,575.55)	423.03	(323.03)	103,030.34
Department Allocation	(3,089,999.00)	(2,855,249.19)	(234,749.81)	92.40	7.60	(2,725,007.31)
Expenses	9,029,864.97	8,814,618.86	215,246.11	97.62	2.47	9,761,178.10
Net Cost	299,999.55	(6,280,147.90)	6,580,147.45	(2,093.39)	-	1,372,441.12