

## WINNEBAGO COUNTY BOARD OF SUPERVISORS - HIGHWAY COMMITTEE

DATE: November 4, 2019

TIME: 9:00 A.M.

PRESENT: David Albrecht, Highway Committee Chairman  
Robert Warnke, Highway Committee Member  
Tom Egan, Highway Committee Member  
Chuck Farrey, Highway Committee Member  
Raymond Palonen, Highway Commissioner

EXCUSED: Ken Robl, Highway Committee Member

ALSO

PRESENT: John Fink, Assistant to the County Executive  
Jill Prah, Winnebago County Highway Office Manager  
Vicky Fitzgerald, Winnebago County Finance Dept.  
Doug Petraszak, Winnebago County Finance Dept.

Chairman Albrecht called the meeting to order at 9:00 a.m. Supervisor Egan stated that he'd like an addition made to the minutes of the October 21<sup>st</sup> meeting showing exactly which routes were approved as ATV/UTV routes for the Town of Rushford.

Commissioner Palonen distributed an outline of Shop Operations for 2018. A discussion was held regarding the breakdown of how the shop overhead rate is calculated. Indirect labor and fringe benefits make up the highest percentage of the overhead rate. Commissioner Palonen stated that due to state accounting rules, 100% of labor and fringe benefits of shop personnel must be charged to the shop if they are not working on a piece of equipment or outside job. This has contributed to the equipment fund losing money the last several years. Mr. Palonen stated that it is in the best interest of the department to reassign the four 24/7 Janitor-Watchman positions and integrate the current employees into the outside work force where their time can be charged out accordingly. There will be no changes to their titles or pay. Ms. Fitzgerald agreed that by transferring the employees outside, it will generate more revenue and also save on building costs such as electricity. Supervisor Farrey asked if this change will put the towns at jeopardy when there's an emergency to respond to. Commissioner Palonen explained that the Supervisor on call will have the appropriate staff respond. The on-call list will be provided to the town officials. By making these changes Commissioner Palonen stated that the shop overhead rate should be reduced from 123% to approximately 60-70%. Supervisor Farrey stated that he would still like more background information and stated his concerns with the change.

Commissioner Palonen distributed draft copies of the 2020-2024 Capital Improvement Projects. The 2020 projects are as follows:

- CTH A project
- CTH CB/CTH JJ Roundabout project in conjunction with City of Neenah. Will request MLS funding.
- CTH FF (STH 21 – STH 91) recondition
- CTH G (Woodenshoe Rd. to CTH A) recondition. \$330,000 CHI funds available.
- CTH R beam guard upgrades
- CTH O (I41 – CTH II) reconstruction
- CTH O stormwater detention pond
- CTH T (conversion project with Pioneer Road)
- CTH Y design from I41 to roundabout, taking down hills and rehabilitation. CDBG funding.

A discussion was held regarding testing sections of roads using a mixture of salt/sand for winter maintenance. The sections chosen are CTH E, CTH V and CTH M (STH 91 to SCL). Using this mixture will be a less expensive option than straight salt.

Commissioner Palonen distributed the county trunk highway maintenance budget through September. There is approximately \$611,000 remaining in the non-winter fund. The winter maintenance fund is over budget by \$43,000. Commissioner Palonen hopes that there will be enough remaining in the non-winter fund to cover any winter budget shortages that occur by year end.

Discussion was held regarding funding for a potential MLS project. Commissioner Palonen distributed an overview of the CTH CB and CTH JJ intersection. This data shows the number of crashes from 2005-2018, along with their severity. A roundabout will be designed for this location. The City of Neenah intends to extend Pendleton Road south to Breezewood Lane as a city street and connect to the CB and JJ intersection.

The following were reported as general operations:

- Paving is done for the season. The department is wrapping up other projects for the towns. Work at the Crisis Center will have to resume next year due to the wet weather this year.
- Crews are busy installing the winter equipment onto trucks for plowing.
- The new tow plow was delivered last week. Brown County will be sending staff to train our operators.
- Supervisor Farrey stated that he has seen differing opinions on the rules for ATV/UTV operation on county roads. He stated that this could end up becoming a court issue.

A motion was made by Chairman Albrecht, seconded by Supervisor Farrey to adjourn. Motion carried 4-0. The meeting adjourned at 10:05 a.m.

Laura Spanbauer  
Administrative Associate