



**Highway Maintenance Manual**  
**Chapter 02 Administration**  
**Section 20 Eligible Costs**  
**Subject 50 Equipment Storage**

**Bureau of Highway Maintenance**  
**August 2019**

### ***1.0 Definition of Cost***

Equipment storage costs are costs associated with buildings and grounds attributed to equipment storage based on a simple prorating of the total costs to equipment storage and other functional uses. The costs are reported by the county to the department on the Buildings and Grounds Operation Schedule. Also contained on that form are the allocations of area (square footage) to functions.

Storage space is defined as enclosed area where the primary function is to store rated equipment. For this purpose, storage areas do not include wash bays, sign shops or storage areas, paint booths, meeting rooms, office space or administrative space, grease rooms, lunch rooms, locker rooms, parts rooms, other inventory storage areas, equipment repair areas, hallways, drives, or circulation areas needed for non-storage access.

### ***2.0 Charging Policy***

The department will reimburse the county for the state's annual share of equipment storage costs in January. The county may recover the storage costs for other users of equipment in any manner the county deems appropriate.

### ***3.0 Cost Sharing Policy***

Storage costs are shared on the basis of a simple average of two ratios: 1) the ratio of equipment revenue generated on State Trunk Highway maintenance to all county equipment revenues, and 2) the ratio of winter maintenance equipment revenues on State Trunk Highways to all winter maintenance equipment revenues.



**Wisconsin Department of Transportation**

Division of Transportation Infrastructure  
 Development  
 Bureau of Highway Operations  
 4802 Sheboygan Avenue, Room 951  
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 Madison, WI 53707-7986

February 6, 1999

TO: County Highway Commissioners

FROM: Susan Scheuerell, WisDOT

Gentlemen:

**Subject: Equipment Storage Reimbursement**

The Machinery Rental Agreement provides for a reimbursement to each county for storage of state and county used equipment. The 1999 payment, according to the agreement is to be based on CALENDAR YEAR 1997 figures. In order to compute the amount due each county, we will need the proportions of equipment revenues generated by use for WisDOT maintenance projects to the total equipment revenues.

This information must identify total equipment revenues for the county and the portion of the revenues charged to state highway maintenance projects for 1997. In addition, the total revenues from winter equipment must be reported and the portion of the amount generated from STH projects for 1997. This will be used to determine the appropriate sharing of storage space costs between WisDOT and the County for all its other uses.

Report this information in the table below:

Completed by _____	County: _____
	Total for All uses
	Total for STH projects only
1997 Equipment Revenues	\$ _____
1997 Winter Equipment Revenues	\$ _____

Please remember to indicate the County name and return this to Susan Bethke at the address above by April 30, 1999. Should you have any questions about this information request please contact me at (608)266-3870.

We will be returning your storage costs in writing, along with the formula for the calculations for your future reference.

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