

# **IOWA COUNTY TRANSPORTATION COMMITTEE**

## **September 2, 2010**

The Transportation Committee met in the Iowa County Highway Department Conference Room in the City of Dodgeville on Thursday, September 2, 2010 at 6:00 p.m. and was called to order by Committee Chair John Meyers.

Roll call was taken:

Committee members present: Sups. Dave Bauer, Ron Benish, Bob Bunker, Dan Curran, John Meyers, Curt Peterson, Robert Pilling, and Ryan Walmer.

Committee members excused/absent: Robert Zinck

Also present: Highway Commissioner Craig E. Hardy, Business Manager Jeri Grabbert, County Administrator Curt Kephart, Finance Director Roxanne Hamilton, and County Board Sups. Jim Griffiths, Jeremy Meek, and Ed Weaver.

Sup. Ron Benish moved that the meeting had been duly advertised. Motion was second by Sup. Bob Bunker. Motion passed unanimously.

Sup. Robert Pilling moved for approval of the September 2, 2010 agenda and the August 2, 2010 minutes. Motion was seconded by Sup. Ron Benish. Motion passed unanimously.

Reports from committee members and an opportunity for members of the audience to address the committee.

Sup. Jeremy Meek requested that white marker lines be repainted on STH 151 to Mineral Point past YD. He felt that they are not visible during rainy weather and that it is a safety hazard. Craig Hardy will check with the DOT about this concern. Craig explained that the DOT sets the priorities for areas to be painted and there would need to be DOT approval to get this painted. Dependent on the response, the Traffic Safety Commission may be brought in on the issue.

### **Old Business**

- A. 18/151 Design Study Update – There were no updates to present.

### **New Business:**

- A. July 2010 Revenue and Expenditure Report. Jeri Grabbert reviewed the July Revenue and Expenditure Report. A check was received from the DOT for \$3,520.21 for the second payment for Public Charges for Service. This is the LRIP Administrative Fees and this check puts the revenue over budget by \$1,290. A check was received from the DOT for salt storage, radio, and GPL reimbursements. This once-per-year revenue amount is \$28,645.75 and exceeded the budgeted amounts by about \$12,700. The General Transportation Aids second installment arrived on July 6 in the amount of \$504,294.28, which is 50% of the GTA revenue for the year and the year-to-date total is

at 75% versus 58% average for revenues as of July 31. Total revenues are at 67% as of 7/31/10 compared to the average 58%. Under the expenditures, County Construction is about \$380,000 for July, and make up 67% of the year-to-date costs. Total expenditures are at 54% compared to the average of 58% as of 7/31/10. And year-to-date revenue over expenditures is \$209,100.37.

Sup. Ron Benish referred to the Local Force Accounts line item and asked about the year-to-date costs of \$114,700 compared to a budget amount of \$38,972, showing the costs at 294% of budget. Craig Hardy explained that this was a DOT approved project with 100% reimbursement from the DOT. The difference in costs from budget is due to the use of more expensive oil than originally anticipated as well as some crackfilling that was not budgeted but was done before the sealcoating.

Sup. Ron Benish asked about the General Public Liability (GPL) costs at \$32,112 after only 7 months and already over the budgeted amount of \$29,500. Jeri noted that the budgeted amounts come from the County Clerk's office. Roxanne Hamilton explained that actual amounts are not available until near the end of the year, after the budget is completed.

- B. MF Departmental Handling Charge. Jeri Grabbert explained the components and formulas used to determine the Handling Costs for Materials Furnished (MF's). Based on that information the handling cost is 4% of sales and Jeri recommended setting it at 4%. Jeri also requested that if a motion was made to change the handling charge that the motion includes the effective date. Some options for effective date include (1) the first day of the next pay period, Sept. 11; (2) the first day of the current pay period, August 28; or (3) immediately, Sept. 7. Sup. Dave Bauer asked the significance of using the pay periods. Craig Hardy explained that currently our billing cycles are on a basis of every 2<sup>nd</sup> (or 3<sup>rd</sup>) pay period and this would follow that cycle.

A motion was made by Sup. Ron Benish and seconded by Sup. Ryan Walmer to change the handling charge to 4% effective September 11, 2010, the start of the next pay period. Motion passed unanimously.

- C. Proposed Resolution TBD – Supervisor Griffiths. Sup. Jim Griffiths presented a resolution he wrote regarding a recommendation to amend the Wisconsin constitution in relation to the segregated transportation funds, so that all municipal, village, city, town, and county maintenance costs were covered by the segregated fund. He noted that County Administrator Curt Kephart had proofread it and that Corporate Counsel approved it. He indicated that it would bring property tax relief to the taxpayers by removing those costs from the property tax levy they are currently a portion of. He also distributed a legislative brief dated January 2006 and read a section stating that, "Some environmental advocates supported it (*the bill to end motor fuel tax indexing*) because they feared that automatic revenue increases were encouraging unnecessary expansion of highways, to the detriment of a more balanced transportation system." Sup. John Meyers read aloud the proposed referendum question. It reads, "***Should the Wisconsin Constitution be amended to provide that all repair and maintenance of local county,***

***township, village, and city streets be funded from the segregated transportation fund?"***

Then he read the referendum question as approved on August 17, 2010, by the Board of Supervisors through Resolution #2-0810. It reads, ***"Should the Wisconsin Constitution be amended to prohibit any further transfers or lapses from the segregated transportation funds?"*** He then noted that the State does provide other funding sources to the County such as General Transportation Aids (GTA) and Local Road Improvement Programs (LRIP). He stated that the issue is that the state needs to stop using the Transportation Fund for other expenditures. Sup. Dan Curran asked if the roads were being paid for by tax dollars. Craig Hardy said that about 34% of the Highway Revenue comes from property taxes via the levy. The balance of the highway revenue is provided through GTA, LRIP, Routine Maintenance Agreement (RMA), and Local Force Accounts (LFA). The Transportation Fund is 92 % funded by the Motor Fuel Tax and Vehicle Registration Fee Trust with the balance from other state funds. Craig stated for Iowa County in 2010, approximately 3.9 million in revenue will come from the WDOT or segregated Transportation Fund. Sup. John Meyers stated to remember the difference between the proposed resolution from Sup. Griffiths and the resolution approved at the Board level. Sup. Ron Benish stated that the proposed resolution from Sup. Griffiths was good. Sup. John Meyers noted that the state is using Transportation funds for schools because they can not bond for general operations. Sup. Dave Bauer stated that the resolution passed by the County Board was a binding resolution whereas this proposed one is non-binding. He feels that the Board of Supervisors acted on the resolution as presented on August 17 and the Transportation Committee should honor their decision. Sup. Jim Griffiths commented that the will of the Board was for other changes in the resolution that was presented to them and this proposed resolution addressed those issues.

A motion was made by Sup. Ron Benish to adopt the resolution as presented by Sup. Jim Griffiths. Sup. Curt Peterson seconded the motion with a friendly amendment that this goes to the Wisconsin Counties Association (WCA) for support in lieu of sending to the state.

Craig Hardy noted that this referendum would not make it to the November 2010 ballot because it would not meet the 45 day time frame requirement. Sup. Dan Curran asked what it takes to change the Wisconsin Constitution. Craig Hardy indicated it takes two statewide binding resolutions to pass through two legislative sessions.

Roll call vote: Yes – Sups. Ron Benish, Ryan Walmer, Bob Bunker, and Curt Peterson.  
No – Sups. Dan Curran, Robert Pilling, Dave Bauer, and John Meyers. 4 to 4 vote.  
Motion failed.

- D. LRPC Goals & Objectives Presentation. Craig Hardy handed out 2 spreadsheets for discussion. The first one shows the annual Department tax levies from 1999 through 2009, with an average of \$2.4 million per year. This spreadsheet also shows the combined cost of labor and fringe benefits for those years and the respective percent of the tax levy allocated. Sup. Ron Benish reiterated his understanding of this information for clarification. The second handout is a Priority Master List. It has separate categories for infrastructure, buildings and grounds, equipment, and technological/engineering

productivity tools. Within each category is a list of items, their descriptions, the potential funding sources, and the estimated costs. Craig presented the Department is currently compiling a listing for each classified piece of equipment in inventory for the cost-benefit relationship related to the ownership by equipment class and number since the date of acquisition. This information will assist the Committee in determining what the average service life and equipment replacement schedule should be for the fleet compared to WCHA Machinery Management depreciation schedules. At the bottom of this spreadsheet is the Department's organizational chart, which reflects the current setup. The back side of the handout is a summary of the 2011 Budget process Form 5, illustrating the 5-year capital projects list for road and bridge construction. County Administrator Curt Kephart asked about the RCC radio equipment. Craig noted that it is shown in the Buildings and Grounds category for \$360,000. Curt also asked about emergency equipment and Craig indicated it is included with truck prices. Sup. Ed Weaver asked for clarification on the radio equipment cost. Craig noted that the \$360,000 was the cost to upgrade the radios exclusively for the Department to include base station and mobile radios. It does not include the towers or repeaters. Sup. John Meyers noted that this goes to LRPC on September 20 but he is not able to be there. The committee noted that Sup. Bob Bunker is Vice-Chair of this committee. Craig Hardy passed out a needs survey of the Highway Department operations and technological enhancements issues as discussed over the last 18 months. He asked that each committee member complete the survey and return to him before the end of this meeting. He also noted that there was space at the end for additional needs to be listed if anyone had anything to add.

- E. 2011 Highway Department Budget. Craig Hardy noted that County Construction increased due to the CHIP projects for CTH T and CTH G. There is also an increase in CHIP reimbursement revenue for these projects. Sup. Ron Benish asked if Bituminous Operations was affected by these projects and Craig indicated it was. Sup. Dan Curran asked about the RMA budget for Line 11, State Roadside Maintenance. Craig explained that the RMA contract amounts from WDOT do not arrive until the end of the year, and at this time the 2011 budget amounts are based off of the 2010 RMA contract. Sup. Ron Benish asked about the budget decrease in Line 42, Shop Operations. The decrease was attributable to the budget for indirect labor. The 2010 budget was over budgeted and the 2011 budget is in line with the 2007-2008-2009 3-year average. Sup. Ryan Walmer asked about Line 40, Unallocated Fringe Benefits. He noted the difference of 2009 actual at \$1,369,328, the 2010 budget at \$185,960, and the 2011 budget at \$287,198. As required by the Highway Cost Manual issued by the DOT, fringe benefit allocations are recorded within each division as a percent of labor, based on a rate approved by the DOT. The actual costs of fringe benefits are then expensed separately as is the recovery of allocated costs. With the fringes budgeted within each division, they can not also be budgeted in this line item. Craig Hardy also noted that adjustments continue to be made due to the ongoing construction costs. At this time, the 2011 budget process requests 2011 information from Departments in August. As such, the majority of the County construction for 2010 is still being performed and revised/current actual unit costs for projects is not known for 2010. Therefore, the amounts in the 2011 budget are based on 2009 actual costs, which results in being 2 years behind. With the budget having to be

submitted, the Department can only modify the mileage of capital construction costs to match the dollar values currently presented to hold the line after the 2010 actual costs are determined. Finance Director Roxanne Hamilton passed out a report showing the Highway Department section of the County Budget Summary Report. It shows the increases in expenses, revenues, and the tax levy and the percent of the increase. She stated the 2011 Target budget was based on a 2% increase, which equates to \$184,817. There is a 7% increase in the tax levy due to the new HHS building bonding and levy, but the building levy is not included in the County operations tax levy cap formula(s). Craig Hardy stated the actual revenue amounts for GTA would come in October and the RMA amounts would come in November or December. Roxanne Hamilton noted that Social Services, Highway Department and the Sheriff's Office make up 75% of the total tax levy, with these three departments being high level service areas. Sup. Curt Peterson felt that cost sharing opportunities need to be considered and those projects need to move forward. No action was taken on the budget at this time. A separate budget meeting date will be scheduled at the conclusion of this meeting agenda.

**Highway Commissioner Report:** Craig Hardy reviewed the following items with the Committee:

- A. FHWA Town of Arena – River Road/Mifflin – CTH G Project Audit. FHWA is performing an audit of these projects and copies of all records have been sent. The records have all been forwarded to Kjohnson Engineers.
- B. WCHA/MUTCD Retro-reflectivity Standards Response. Craig Hardy provided a summary letter to inform the committee of the issues related to the proposed changes to create Pavement Marking requirements by the FHWA, and the WCHA is following up with a response to these proposals.
- C. September Staff Retirements. Two retirements are occurring in September. Jack Thielorn's last day will be September 16 and Ron Butteris's last day will be September 20, Craig invited the committee members to contact them and thank them for their years of service.
- D. WCHA Training & Safety /Machinery Management Committee(s) Update. During the 2009 state legislative session, the Teamsters Union proposed legislation for certification of heavy equipment operators. The proposed legislation would require certification of operation hours, tests, and continued education training credits, thereby requiring all individuals operating heavy equipment to have a certain level of experience to perform the work. The majority of the employee staff at the County level would not meet the hour requirements of the proposed legislation. The County operations do not utilize the various pieces of machinery enough in any given or consecutive years to meet the requirement. This would require the County to hire out certain projects and tasks, regardless of project size; to operators meeting the certification and legislation requirements described in the legislation. The proposal failed to have any action in the legislative session, so it is currently dropped and would require re-submittal to be addressed again. The WCHA Safety & Training Committee, which Craig is the current

secretary of, is reviewing the creation of a written standards and certification policy for adoption on a county by county basis. The DNR currently has a certification and testing process in place, and WCHA will be reviewing that with other standards in the process. The written standards will be presented to the WCHA with the goal of being geared towards a County operation. Craig also discussed the spreadsheet the committee requested from Vance Forrest of Aegis Corporation, related to all loss claims in the state counties represented by Aegis for the last 5-6 years. Aegis is the insurance carrier for 58 of the counties in Wisconsin. The spreadsheet illustrates 9 total incidents with heavy equipment since 2004. This is insignificant and shows that safety is not an issue at the County Highway operations level. Craig will provide updates to the process as the standards develop.

- E. County Construction Update. CTH B is anticipated to be completed by the end of September. The week of September 20 there will be a test section done to compare a hot mix versus warm mix operation. Anyone is welcome/invited to stop out to see the test section on those dates. The project on CTH U and Hwy. 39 is progressing. The County in conjunction with James Construction was able to utilize +/- 12,000 CY of waste excavation materials from the CTH 39 project to correct the vertical alignment on a portion of CTH U. The vertical alignment centerline profile was revised and raised at the first culvert south of the STH 39 intersection to be 6 feet over the existing roadway. Sealcoating will be done during the Labor Day holiday week on Tuesday, Wednesday, and Thursday on CTH BH from 80 to Blackhawk Park entrance, the county maintained GTA roads inside the park, the balance of the CTH X project, and the City of Dodgeville. Sealcoating will start on CTH X, then to BH and the park and finish in Dodgeville. The CTH C bridge between STH 23 & STH 130 will not be open until next week, due to rain and final construction work items including beamguard and pavement markings. And, Craig was advised of an issue with the concrete placement for the pier on the CTH G bridge over the Pecatonica River in Mifflin project. The net result is a removal and replacement of the pier, and a delay in the project of a few days.
- F. Vehicle Inspection Checklist Process. Craig distributed a spreadsheet illustrating the equipment repair and maintenance schedule based on the checklists turned in by the drivers. The information illustrates an estimated backlog of work in the shop of 206 hours as of 8/12/10.
- G. MDSS AVL-GPS Discussion. Craig distributed a draft contract agreement from WDOT, a cost estimate for equipment installation based on the Dane County bid, and a summary of the uses of MDSS and AVL/GPS. Previously WDOT had advised Iowa County of having discussion to migrate to this system in June of 2011. However, with the receipt of additional grant monies from the fed; WDOT is now inviting all counties and all state route equipment to be installed and retrofit with the software and equipment. The estimated costs for the installations are \$65,000, which includes modifications to 13 pieces of county-owned equipment used on the state highway routes. The software program will track equipment information in real time related to location and various status of the different components of the truck being watched. The software will only be available as a web based information application. Craig stated the concept carries

advantages and disadvantages to its operation and information received. He stated he feels the software program would provide a good management tool for oversight of operations and receive information related to methods of improvement to the procedures and remedies followed during the event. In addition, the software would provide some benefits related to staff being scattered throughout the County at all hours of the day and all types of weather conditions. However, he has hesitation from a liability standpoint with respect to open records information and requests. In addition, other concerns related to the guardians of the data information, use of the data received and information, the external implementation of the program by servers in Madison, and concerns over the WDOT's intention to fund the program costs out of potential cost savings received from the decreased use of salt. From a contractor for the state perspective, it is unclear as to what the DOT will use the information for related to after the fact storm review and discussions versus the operations determined by the County management staff in the field during the event. Craig proposes to postpone action on the item for now, review the Dane County agreement currently in discussion with WDOT, and wait for the State bid results for system installations to occur soon.

- H. Virginia University Project. Craig provided the information in the committee packets to inform the committee of new technology being created. The project incorporates laser scanning technology and GPS to create a high-tech method of collecting data for roadside asset-assessment technology.
- I. Comm 10 Training. As the packet item indicates, "Wisconsin requires that all underground storage tanks be operated by Class A, B, and C operators no later than January 1, 2012 ...". Craig informed the committee of the new recently unveiled training classes being offered to meet this requirement. Craig stated he will attend as the Class A operator for the County.

**Additional Items:**

1. Craig advised the committee of four pieces of equipment having repairs and maintenance done on them for a total cost of approximately \$21,400, this month. The items and approximate costs are: Truck #107 box hinge point repairs \$4,200.00, #441S Broce broom front end rebuild @ \$4,800.00, #531 Etnyre chip spreader new computer module @ \$5,500.00, and #137 truck engine overhaul with remanufactured head, pistons, sleeves, etc. @ \$6,900.00.
2. Wisconsin Act 28 was passed in the last legislation creating 84.01(35) stats, requiring WDOT to develop rules for incorporating bicycle and pedestrian facilities into new construction and reconstruction projects to be labeled as TRANS 75. , bicycles must be included on future construction plans. The proposed rule is to establish the criteria for the projects with which bicycle and pedestrian facilities shall be incorporated into whether funded in whole or part by state and/or federal funding. The rules also set forth five circumstances under which the facilities are not required. For Iowa County, this may affect our routes designated in the Cycle Southwest Wisconsin brochure.

A motion was made by Sup. Bob Bunker and seconded by Sup. Ron Benish to have a budget meeting on Thursday, September 30, 2010 at 6:00 PM in the Highway Conference Room for discussion of the 2011 budget only. Motion passed unanimously.

The next regular Transportation Committee meeting will be on Monday, October 4, 2010 at 6:00 P.M.

Motion to adjourn the meeting was made by Sup. Ryan Walmer and seconded by Sup. Ron Benish. The motion carried unanimously.

The meeting adjourned at 8:40 p.m.

Minutes Respectfully Submitted by Jeri Grabbert.