

IOWA COUNTY TRANSPORTATION COMMITTEE

June 6, 2011

The Transportation Committee met in the Iowa County Highway Department Conference Room in the City of Dodgeville on Monday, June 6, 2011 and was called to order by Committee Chair John Meyers at 6:00 P.M.

Roll call was taken:

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

Committee members excused/absent: Sups. Dave Bauer

Also present: Highway Commissioner Craig E. Hardy, Business Manager Jeri Grabbert, and County Administrator Curt Kephart.

Sup. John Meyers noted that the meeting had been duly noticed.

Approval of the 6/6/11 agenda and the minutes of the 5/2/11 meeting. Craig Hardy requested that Item #5A be moved to follow Item #3 so the citizens present for this item could address the committee before other items on the agenda. Sup. Ryan Walmer moved for approval of the June 6, 2011 agenda, as amended per Craig Hardy's request, and the minutes of May 2, 2011. Motion was seconded by Sup. Robert Pilling. Motion passed unanimously.

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

Sup. Ryan Walmer commented that the signage for W. Brigham Road when travelling from east to west on Hwy. 151 was not clear. Craig will check for signage.

Sup. Ron Benish stated that he was not aware that an employee resigned after several years of employment with the Highway Department. He felt that as a committee member he should be made aware of personnel issues. Sup. Robert Pilling agreed. Sup. Curt Peterson felt that personnel issues were to be dealt with at the administrative level and not at the board or committee levels.

New Business

- A. CTH HHH Speed Limit Study Request. Kay Van Epps appeared in front of the committee to discuss her concern over the high speed limit near her home on CTH HHH. There are 5 driveways and Hi Point Road along that stretch and her concern is safety. Craig Hardy noted that the county can lower the speed limit by 10 mph, to 45 mph, without DOT approval. It can also be lowered if certain densities are met. Craig suggested a speed limit study. He could perform it himself and it would occur over a 3-day period. Sup. Dan Curran asked if there would be any costs involved in doing the study. Craig indicated that he could borrow the radar gun from the Sheriff's Office and

then sit at the location for 1 hour at a time. Cost would include Craig's time, possibility of replacing signs, and possibly the cost of a Public Hearing.

A motion was made by Sup. Dan Curran and seconded by Sup. Ryan Walmer to perform a speed limit study on CTH HHH around Ridgeway, and for the results to be brought back to the next Transportation Committee meeting. Motion passed unanimously.

Old Business

- A. STP Project Funding Resolution: State Municipal Agreement – STP Rural Road & Bridge Contracts. At the April County Board meeting this resolution was presented upon recommendation of the Transportation Committee. The resolution passed on a simple majority, however it was later determined that a resolution involving the subject matter presented required a 2/3 vote of the total board membership. Since that did not occur the resolution was determined to be invalid. These STP projects must be completed by July 1, 2017. The DOT does not have a process in place or a timeline for approval of the STP agreements by a sponsor municipality, but would like to know if Iowa County is going to use the STP funds. If not, then the projects should be dropped so the money can be distributed to another project in a different county.

The remainder of this discussion is deferred to be included with item 5G.

- B. Resolution for Sponsorship of Clay Hill Road – Town of Brigham – Bridge Design & Construction. The Town of Brigham has requested that Iowa County Highway oversee this project and assist in the selection of a consultant. The DOT has a boiler plate agreement that is used for projects between DOT and Counties. This would be the recommended format and has been sent to Corporate Counsel for review. Craig asked for viewpoints from the Transportation Committee. Sup. Dan Curran asked if there would be any cost to the county. Craig felt that he would be attending 3 meetings but no other costs were foreseen. Sup. Curt Peterson asked if the county would hold any liability. Craig said there would be no liability to the county and that the Town of Brigham has been asked to participate in interviewing the consultants. Sup. Ron Benish asked Craig if he wanted to be involved in this project. Craig recommended that the ICHD get involved. Sup. Ron Benish asked if this would set a precedent for other townships. Craig felt that it might, however it must be clear that ICHD does not front end the projects. The township must pay the bills first and then Iowa County would reimburse them after January 1 as in the 50/50 bridge program. Also, he noted the requests such as this should be looked at on a case by case basis.

A motion was made by Sup. Ron Benish and seconded by Sup. Dan Curran to acknowledge the request from the Town of Brigham. Sup. Curt Peterson asked if the township should be charged for any time and material costs incurred by ICHD. Sup. Ron Benish made a friendly amendment that all time and material costs for the assistance is charged to the township. Seconded by Sup. Dan Curran. Motion passed unanimously.

- C. Ongoing Historical Cash Flow Analysis Project – Jeri. Jeri presented the Statement of Cash Flows for the year ending December 31, 2007. She noted a net decrease in cash was (\$342,617.55). She pointed out the purchase of capital assets in the amount of

\$636,601, which would attribute to the decrease in cash for any assets not in the budget. County Administrator Curt Kephart noted this will eventually be reconciled with an adjustment, however at this time the analysis is being done to determine how the deficit cash balance came about, why it happened, and what needs to be done so this does not continue to happen in the future. Craig stated the objective is to perform the analysis back to 2004. Further discussion took place on the definitions of Net Income, Cash Balance, and Fund Balance.

- D. Departmental Equipment Classes, Depreciation, Service, and Usage Life Study. Craig presented a summary of the costs for maintaining the fleet of tractors and construction equipment over the life of the equipment. A projected cost-revenue relationship was not prepared for the pieces of equipment due to being too few to draw conclusions from, not a representative sample. Craig will prepare a summary of his analysis of all trucks, tractors, and construction equipment for presentation at the next meeting. This summary will be used for the creation of a Capital Replacement Plan for the Department.
- E. DCOMM – Don’s Tire and Service Center Site Closure Correspondence. In January 2011, Iowa County Highway Department received notice that residual petroleum contamination from Don’s Tire and Service Center, 359 Main Street, Highland, Wisconsin, exists in the soils within the right-of-way of County I (Main Street) to the east of Don’s Tire and Service Center site. The notification also stated that Don’s Tire and Service Center submitted a Case Summary and Close Out Request to Wisconsin Department of Commerce. On February 23, 2011 a letter was sent requesting immunity from any future costs in dealing with contaminations at this site. DCOMM responded with notification of final closure as is, which means that Commerce will not be requiring any further investigation or cleanup action to be taken. In the future, should the County perform any work within this location; soil samples will have to be taken and submitted for analysis to determine the proper disposal method. The case may be re-opened by DCOMM by filing a request at the time of the occurrence.
- F. CTH C Plant Species and Wildlife Identification Study. Craig stated a meeting was held in 2010 with WDNR, Wisconsin River Board, Town of Wyoming, WDOT Local management consultant, and himself with regards to creating a plan of action to revisit the CTH C design project. Due to roadway embankment failures, past and future; the CTH C reconstruction project is extensive for the county to bear. As a result, the desire would be to place the project back into the STP program for design and construction in future years. The previous design process was dropped by the County due to being 125% billed for 35% of the design costs, as a result of not being able to achieve a consensus as to what the design roadway width should be. Craig stated the County discussed three options with the parties listed above; close the road, reconstruct on a new alignment south of the existing, or reconstruct on the existing alignment. The general consensus agreed to was maintaining the existing alignment corridor. The next step was for a review of the environmental concerns within the project site – hit list. WDNR has recently provided a hit list to the County for discussion with local firms to begin reviewing plant and wildlife species in the project limits for identification. The process is on going, and periodically information will come forward to update the committee of the process with the objective of achieving a consensus from the parties involved as to what the roadway corridor width should be, so as to re-start the design process.

New Business:

- A. Moved to beginning of agenda.
- B. “ACS New Roads” Software Transition Plan and Implementation Timeline. Jeri reviewed the timeline for the implementation of the ACS New Roads Software. Installation and training will be in September, parallel operations with CHEMS will run through December 31, and on January 1, 2012 we will go live with the new software.
- C. 2010 Highway Department Annual Report. The committee was asked if there any questions on the Annual Report. Sup. Robert Zinck asked about the high balance of accounts receivable from townships, villages, and cities. Jeri noted that most of those accounts were related to salt purchases. Sup. Curt Peterson commented on the infrastructure values shown on page 53. Craig referenced the Analysis of Materials and Supplies on pages 51 and 52. He pointed out the adjustment of Construction and Maintenance Materials in the amount of \$106,000 and pointed out the inventory needs to be managed better. A portion of the problem exists in the way material prices are established and modified. In the past, the unit price has remained the same throughout the year; as a result costs are not recovered during the year as projects progress as prices change. A process has been put in place to adjust inventory balance prices as the stockpiles change, trucking or labor costs affect it, or the component material costs change.

A motion was made by Sup. Ron Benish and seconded by Sup. Bob Bunker to acknowledge receipt of the 2010 Financial Report. Motion passed unanimously.

- D. April 2011 Revenue and Expenditure Report. Jeri Grabbert reviewed the April report noting that the equipment storage reimbursement of \$59,739 was received this month. Also, the transfer of \$26,000 as approved by the County Board for the accounting software upgrades show on the report for April. As of April 30, the revenues are over expenditures by \$68,051. The target revenues and expenditures as of 4/30/2011 is 33.33%. Jeri noted that both revenues and expenditures are around 29%.
- E. Road Oil Bids. Bids were received from Henry G. Meigs, LLC, 1220 Superior Street, Portage, WI 53901, and Flint Hills Resources, 1550 Koch Court, Dubuque, IA 52001. Flint Hills in joint venture with Pearson Brothers had low bid on seal coat oils and application. H.G. Meigs had the low bid for asphalt production oil products requested. Fog sealing was requested by the DOT as an alternate for work on STH 23, and Meigs was low bidder for that.

A motion was made by Sup. Ron Benish and seconded by Sup. Dan Curran to recommend using the vendor with low bid per product, pending satisfaction by Craig Hardy after checking references as he deems appropriate. Motion passed unanimously.

- F. Capital Reserve Fund Guidelines – Recommended Additions and Deletions. At the request of the LRPC, each standing committee was to review, comment, and share ideas

about the proposed capital reserve fund guidelines at their June meetings. Sup. Robert Pilling requested clarification on bullet #2 under “Accessing Funds in the Account.” Sup. John Myers explained that if use of the funds was via the budget process, it would have been through the public notice process and all the approvals to draw from the Reserve Fund as part of the budget would be allowed.

- G. LRPC Capital Projects Identification & Prioritization 5 – 10 Years. At the request of LRPC, Craig prepared a priority list of capital project needs of the Highway Department over the next 5 – 10 years. He distributed a capital outlay program for STP Funded Bridge Construction, STP Rural Road Program, and a third report showing the combination of equipment, buildings, grounds, and software. Craig gave an overview of his recommended projects and their priorities.

A motion was made by Sup. Ryan Walmer and seconded by Sup. Robert Zinck to recommend the capital projects priority list as presented by Craig Hardy to LRPC. Motion passed unanimously.

Return to discussion of “Old Business Item A” – STP Project Funding Resolution. The 4 projects listed in Agenda Item 4A must be completed (design and construction) by July 1, 2017. All projects must be started at least 30 months prior to July 1, 2017 to meet the deadline for completion. Discussion of how to fund the projects or receive a commitment from the County Board for future project costs incurred. There is a budget overage in the Dept. of Social Services of \$900,000, of which \$450,000 has been allocated to the SO Narrow Banding Communications Project. If \$300,000 were applied to the Highway STP Projects, there would be \$150,000 remaining of that amount and the General Fund Reserves would still be at 21%. Of the \$300,000 applied to the Highway STP projects, \$178,250 would be used for construction on CTH K. The remaining \$121,000 could be applied to the CTH E construction project. The CTH K design project is in the 2011 department budget. The \$50,000 design for CTH E could be applied for in the 2012 department budget. The balance needed for CTH E construction would be \$209,000 and the amount needed for CTH HK design and construction is \$107,000 and for CTH F \$188,000 for design for a total of \$407,000 left to be committed to the projects out of an estimated cost share of > \$707,000.

A motion was made by Sup. Robert Zinck and seconded by Sup. Bob Bunker to resubmit the resolution to ASC with a recommendation \$300,000 from the General Fund go towards the STP Bridge and Rural Projects listed. Motion passed unanimously.

- H. Discussion on County Project Improvement Funding Examples for Improvement Projects: Maintenance verses Construction verses LRIP (CHIP & CHIP-D) verses STP. Tabled.
- I. CHIP & CHIP-D Transfer/Substitution Requests for Projects. CTH B project funds in the amount of \$405,000 will be transferred to work on CTH T for a future budget project as approved by the DOT. Funds for CTH W CHIP project have been transferred to work on CTH DD between CTH DDD and Ferrell Road due to advanced deterioration. The County crews overlaid a portion of this route last year, however; the pavement system is

so deteriorated the alligator cracking reflected through. This project will be scheduled for next summer.

- J. 2011 Budget Revisions/Modifications & Summer Construction. Craig presented a revised 2011 budget due to items such as, but not limited to, anticipated additional revenues, additional costs for major repairs and betterments, and reduced bituminous operations which were not included in the 2011 budget request. As a result of mandated repairs, upgrades, winter maintenance cost overruns, and other issues; the 2011 budget has been revised between maintenance, construction, and winter to balance.

A motion was made by Sup. Robert Zinck and seconded by Sup. Dan Curran to recommend following the budget as revised. Motion passed unanimously.

- K. CTH K Bridge & Approaches Preliminary Design Update. Tabled.

- L. WDOT Work Order Directive verses Invoices To-Date for the SW Region. The DOT has requested reduced levels of service by the counties within the SW region, due to requisition of RMA funds in excess of 40% through April and/or March for some counties. Iowa County is at 42% and all counties should be around 33% so we are already over the RMA budget by about 10% to 12% region wide. Concerns were pointed out with regards to the potential costs overruns and changes to WDOT priorities as to how it affects the County. Craig stated concerns have been raised the reduction of level of service usually amounts to a decrease of materials purchased which results in a reduction of productive work by the staff. Discussion of how the state may be required to lower staff due to budget constraints within maintenance and how those changes would affect the County's agreement.

- M. Possible Discussion & Action on an Operations Contingency Fund. Tabled.

- N. Off-System Bridge Funding Support Letter – Federal Re-Authorization Process. Craig distributed a request from NACE and NACO for transportation committee members to notify their legislators with regards to the potential for the next Federal Highway authorization to remove a requirement where states have to provide a percentage of their allocations for local system bridges (IE the STP Bridge program funding). Craig stated there is growing concern the rumor may come to reality, and the committee needs to be aware of how the program affects the County's operation and ability to replace bridges within the program.

- O. County Sales Tax Audit Results. Jeri informed the committee that as a result of the Department of Revenue Sales Tax Audit for Iowa County for the years 2006 – 2009 the findings were additional sales tax due from the Highway Department in the amount of \$175.20 plus interest. Payment is due no later than October 15, 2011 with a maximum interest charge of \$59.41. The Highway Department will pay immediately and reduce the interest charges.

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

- A. WCHA Machinery Management Committee Update. Tabled.
- B. WCHA Training & Safety Committee Update. Tabled.
- C. WCHA Executive Committee Update – Conference Coordination Contract. Craig informed the committee the Executive Committee and Board of Directors for WCHA signed and authorized a contract for coordination of conferences held by the association. The agreement is for 5 years, with the first two years being free of charge, and the subsequent three years being at a cost of \$33,000/year. Some discussion as to the process by the WCHA, the reasoning behind the decision, and why it wasn't voted on by the whole.
- D. JFC Recommendations Regarding State Budget. Craig briefly summarized the moving target with regards to the JFC recommendations and review with the budget process. Due to the various proposals being considered it is difficult at this time to determine what the result to the department may be until the legislation is presented and reviewed in its final format. The affect could be minimal or substantial based on the proposals being discussed.
- E. Potential DCOMM 30 & 32 Revisions Related to Public Safety – Alpha Terra Correspondence. Tabled.
- F. WisDOT 100-Year Anniversary Celebration 1:30 PM, June 13, 29011 Hill Farms 3Rd Floor.
- G. 18/151 Design Study Discussion – ITS request. Craig stated a request was made of WDOT to evaluate the placement of overhead ITS message boards at bridge overpasses in Barneveld and the 18/151 corridor to Dubuque. The topic is being reviewed within DOT, but initial indications were the traffic volumes would not support it.
- H. Drug & Alcohol Policy Violation. Craig informed the committee a violation of the random drug and alcohol policy occurred in late April and early May. Craig stated the individual involved was placed on administrative leave during the investigation process. Due to the complications of state statutes related to the occurrence; the individual was reinstated with the department upon voluntary execution of a Last Chance Agreement. Some discussion related to the state statutes and the affects of them on violations of the policy.

The next regular Transportation Committee meeting will be held on Thursday, June 30, 2011 at 6:00 P.M.

Motion to adjourn the meeting was made by Sup. Robert Pilling and seconded by Sup. Dan Curran. The motion carried unanimously.

The meeting adjourned at 9:37 p.m.

Minutes Respectfully Submitted by Jeri Grabbert, Business Manager.