

# IOWA COUNTY TRANSPORTATION COMMITTEE

## June 30, 2011

The Transportation Committee met in the Iowa County Highway Department Conference Room in the City of Dodgeville on Thursday, June 30, 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, Ryan Walmer, and Robert Zinck

Committee members excused/absent: Sups. Dave Bauer and Robert Pilling

Also present: Highway Commissioner Craig E. Hardy, Business Manager Jeri Grabbert, County Administrator Curt Kephart, Airport Manager Kevin King, and Sup. Steve Deal.

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

Approval of the 6/30/11 agenda and the minutes of the 6/6/11 meeting. Sup. Dan Curran moved for approval of the June 30, 2011 agenda and the minutes of June 6, 2011. Motion was seconded by Sup. Robert Zinck. Motion passed unanimously.

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

Sup. Dan Curran asked if county inmates could be utilized by helping with work at the Highway Department. Craig Hardy indicated that would not be possible at this time due to the collective bargaining unit agreement and liability issues to the county.

### Old Business

- A. CTH HHH Speed Limit Study Request. Craig Hardy presented information related to a speed limit study for CTH HHH east of Ridgeway, as requested by the appearance of Kay Van Epps at the last meeting. In the presentation, Craig provided a statutory summary relating to the details and pointed out the 2 that pertain to this location. Then a summary was provided to present how, when and where the speed limit study was conducted and a summary of the findings. Using other UW-TIC documentation for guidance, he noted the design speed is the desirable speed 85% of the traffic travels at. Based on the findings, Craig recommended the speed limit should remain as is; however, the County had the alternative to lower it by 10 MPH to 45 MPH. Sup. Robert Zinck asked who has jurisdiction to patrol the area; it was discussed the County Sheriff's Office has jurisdiction. Sup. Robert Zinck recommended lowering the speed limit to 45 mph and have the area patrolled by the Sheriff's Office. Sup. John Meyers noted according to the results of the study, no one was speeding during the time of observation(s). Craig was asked what timeframes the study was performed. Craig stated two separate observations were performed on two separate dates of a 45 minutes duration each time – once from 1:00 – 1:45 and the other time during the lunch hour. Kay Van Epps felt that the study

should have been done around 6:30 am to 8:30 am and/or 4:00 pm to 6:00 pm as these two time periods are when the work traffic is heavy. Craig commented the traffic counts during the observation periods were heavier than the historical traffic counts indicate for this section of road. Kay stated a dog was hit and killed last week in this vicinity, which she felt was primarily due to speed. Their concerns were for the safety of the grandchildren and other pedestrians along the road. Some discussion ensued with regards to the fact the signage would not control the speed at which traffic flows through the corridor, enforcement would be required to address that issue.

A motion was made by Sup. Robert Zinck and seconded by Sup. Ron Benish to recommend the speed limit be lowered to 45 mph. Sup Ron Benish noted that this was allowed based on statute reference #1 of the study, however the traffic still need to be enforced. Sup. Ryan Walmer wondered if the Transportation Committee could ask the Sheriff's Office to monitor this traffic. Sup. Ryan Walmer requested a friendly amendment to add the recommendation for the Sheriff's Office to patrol/monitor the area. Committee Chair Sup. John Meyers asked if anyone objected to the friendly amendment. Seeing none, Sups. Robert Zinck and Ron Benish accepted the friendly amendment to the motion. Sup. Dan Curran asked Kay Van Epps to send an email to Craig Hardy in about 6 months on the progress from the decrease in speed limit. Motion passed unanimously.

- B. On-going Historical Cash Flow Analysis Project – Jeri. Tabled.
- C. Departmental Equipment Classes, Depreciation, Service, and Usage Life Study. Craig Hardy provided an equipment classification listing, which purpose was to prioritize the equipment needs, quantify the size of the fleet, illustrate a recommended replacement or service life, and establish a replacement schedule at the next Transportation Committee Meeting. Craig stated the handout provides a summary of the various classes of equipment and a description of the class. He explained the second column, # Units, indicates how many units within each Classification, as listed in Column 1, are in the departmental fleet. The third column from the right, Expenses > Revenues, shows in which year of the equipment's service life when the expenses will start to be greater than the revenue generated from it based on annual usage. The second column from the right, Cost-Benefit Year, shows which year in the equipment's service life that it will cost more to maintain the equipment than to place a new one into service. The column on the right, Number Units > Cost-Benefit, shows how many units per classification in the fleet already exceed the Cost-Benefit Year, in other words; the number of units in the class of the fleet which exceed the point where placement of a new unit into service is less expensive than maintaining the existing. Sup. Dan Curran commented the schedule needed revision so as to be in the best format to have an impact on the reader.
- D. "ACS New Roads" Software Transition Plan and Implementation Timeline Update. Jeri Grabbert summarized the progress of the June 23 Transition Meeting, indicating project tasks being undertaken; equipment numbering, a numbering plan for quarry and hot mix plant inventories, and IT Dept is creating a folder on the I:\ drive for saving completed work where others can view to help deter duplicate coding. Craig elaborated on the codes for the shop machinery repair work which will have 10 or more activity numbers, each for a vehicle component rather than all repairs getting coded to one general number. He discussed the plan to revamp the quarry and hot mix plant for detailed information to

better determine operational costs. The coding system will be created in an excel spreadsheet by screen fields so it will be ready for data entry when the new system is installed.

E. 18/151 Design Study Discussion –

- a. ITS Request (Tabled from 6/6/2011 Meeting). Due to the fog-related accidents that occurred on STH 151 in February, Craig requested DOT about installing ITS (Information Transportation System) to warn traffic of accidents or other problems. The DOT responded that at this time the ITS signs are focused on the IH (Interstate Highway) system and backbone due to traffic volumes, but dependent on accident ratios, may be an alternative for safety enhancement within the Southwest 151 corridor.
- b. Overview Map of Intersections. Craig distributed the final preferred alternative map of proposed interchanges between Dodgeville and Verona for the members to review. Craig summarized information from the DOT-Federal highway meeting recently held to finalize the map. Committee was informed of the next step in the process to be the Environmental Assessment of the preferred alternatives, then finally a mapping process.
- c. CTH BB/HHH Project Moved into 6-Year Program. Craig stated the DOT as a result of ARRA stimulus projects undertaken; has expedited a portion of the Limited Access Study interchange projects into the state 6-year construction program. Discussion occurred with regards to what this means to the county. Craig discussed the proposed intersection detail map with the Town of Ridgeway with regards to the illustration of a roundabout near the proposed CTH BB and CTH HHH intersection with Moon Road verses elimination of Moon Road and construction of a t-intersection at CTH BB and CTH HHH. Also, some discussion with regards to the amount and types of jurisdictional transfers for mileage of roads which will result from the improvements. Sup. Robert Zinck asked if the CTH HHH alignment on the map already exists. Craig indicated the interchange locations on the drawings were all new. The locations of various illustrations were governed by FHWA design requirements and related spacing dimensions including a minimum requirement of 1200 feet from the interchange to an intersection. Sup. Dan Curran asked if there would be any county cost to this project. Craig noted there are no county costs currently being discussed; only federal dollars will be spent on this project. Craig pointed out that the CTH BB interchange has been moved up in the schedule to a construction season of 2015/2016 from an estimated 2018/2020 timeframe. Sup. Ron Benish asked if this is what the Transportation committee had previously decided on, with the exception of the CTH BB\HHH design. Craig stated the drawings illustrate a summary of input, feedback, and conversations from a number of public hearings. But now is the time to request any more changes, should the committee feel a need. Sup. Ron Benish asked Craig what his preference is. Craig noted he recommends the interchange configurations as illustrated, with exception to modifying the proposed round-about for the CTH BB and HHH intersection with Moon Road to a t-intersection with CTH HHH and BB with re-routing and vacating a portion of Moon Road to Prairie Road, as discussed with the township.
- d. Proposed CTH ID-Barneveld Intersection Roundabout Layout. A design map of the proposed roundabout for CTH ID in the Village of Barneveld was reviewed.

The proposed construction date for this improvement is around 2020 or 2022. Craig stated he would defer any viewpoint on the proposed illustration to comment from the village, due to being within the village limits. Some discussion with regards to the purpose of the study and improvement. Craig stated the FHWA requires a study for restricted/limited access due to the increasing traffic volume along the corridor. Traffic volumes of 20,000 vehicles/day require consideration of limited access on rural 4-lane routes.

- F. EECBG Update – Highway Insulation & Windows Projects Update (Tabled from 6/6/2011 Meeting). On the insulation project, the warranty work on the paint is being completed. The contractor and the paint supplier are taking care of the costs. It should be complete in 2 or more weeks. The County holds a 10% retainer on the general contractor and has not been released yet. It is still being held pending final approval of work. A walk-through was performed on the windows project with the General Contractor, MBI. There were roughly 10 items to be addressed, such as a door swinging the wrong way, on the list. Other than those things the project is basically complete. Craig performed a walk through of the facilities for board members after the meeting to review the work performed.

### **New Business**

- A. CTH K Bridge & Approaches Preliminary Design Update. (Tabled from 6/6/2011 Meeting). Preliminary plans for the bridge and approaches were passed around for review and questions. No questions at this time.
- B. Possible Discussion & Action on an Operations Contingency Fund (Tabled from 6/6/11 Meeting) – John Meyers presenting. Sup. John Meyers raised concerns regarding the general fund and reserved funds. He asked what the definition is for being able to tap into emergency funds within the general reserve fund. Is it for things which happen beyond control of and cost additional money to a department? This taps into operations, so he felt they should discuss a need to address operations emergencies plans. For example, snow falls can take a lot from the budget, which in turn is taken from road maintenance, construction, or equipment. The probability of emergencies in all departments at once is low, but the probability to occur in 1 or 2 departments at a particular time or budget year increases the risk. Sup. Meyers' idea is to have an Emergency Fund for these types of situations. Sup. Ron Benish asked about the existing contingency fund. Sup. Meyers indicated it existed but access to the funds was difficult, as the board never seems interested in disbursing them. County Administrator Curt Kephart indicated the purpose of the existing contingency fund is to cover the costs of retiring employees, insurance deductible payouts, and catastrophes. This is funded at \$100,000 per year in the budget. He felt the enterprise funds (Highway and Bloomfield Health Care (BFH)) should have their own contingency funds. Sup. Benish indicated that BFH already has a contingency fund. Sup. Dan Curran asked how the Highway Dept. obtains funds for deficits. Admin. Kephart indicated that the General Fund has to use money to cover the deficits. Sup. Curran noted a transfer requires a 2/3 vote. He noted use of contingency funds is not the same as a transfer which draws from the general fund. He noted use of contingency funds is drawing out of your own approved budget and a transfer is drawing from the general fund and requires the 2/3 vote of approval. Admin.

Kephart indicated that all surplus funds at the end of the year would go to the general fund. Sup. Meyers raised the issue with regards to not budgeting for depreciation at highways and its' affect on the department balance. Curt noted depreciation charges are required by the DOT for establishing equipment rates through the rate and classification formulas as a part of the rental rates. As decided by the county some years ago, depreciation is not budgeted within highways, and as a result affects the fund balance at year end. Some discussion of equipment in the fleet and options for replacement(s). Craig stated other options to consider would be leasing and municipal buy-back programs for certain equipment based on hours of usage or mileage. Some machinery with low annual usage should be considered for a municipal buy-back program, short term leases, or municipal turnover program. Discussion of how to place the county in a position to implement some of these other alternatives for future replacements, affects of depreciation verses capital purchases, and other items.

- C. Review and Discuss the “Programs and Services” for each Department that the Transportation Committee Oversees (*Please note letter included with packet for explanation.*) A list of the Departments and the Standing Committee to whom each reports was distributed. A narrative was presented illustrating the scope of a request by the Department Heads for county board members to review the purpose of their respective departments. The committees were requested to develop questions between the July and August meetings to streamline the budgeting process and start reviewing draft budgets in August for their respective Departments. The detail information was previously distributed to all committee members and is also available on the website, also referred to as the “Oneida Report”. The Transportation Committee members were asked to revisit this detailed information and bring discussion back to the next meeting (August 1, 2011).
- D. Airport Budget Procedure Discussion. Craig stated section 1.18 of the Iowa County Board Rules defines the responsibilities of the Transportation Committee. It also names the departments, commissions, and agencies that must route items needing Board approval through the Transportation Committee. This list includes the Iowa County Airport Commission. Iowa County Airport Manager Kevin King was present to discuss the 2012 budget proposal for the airport, as well as the Capital Plan through 2023 as requested by LRPC. The 2012 budget proposal is similar to previous years. The tax levy could remain the same at \$63,711 based on other assumptions, and the total budget would be \$177,168. There is a carryover of \$29,666, which is attributed to the sale of a snow blower and a \$10,000 crackfilling project that turned out to be eligible for state funding. If the carryover is kept within the Airport and the tax levy remains at \$63,711, then Kevin proposes to replace the existing 1990 snow plow truck with a newer used truck. If purchasing the truck is not approved or to be postponed to a future year, then the tax levy could be reduced to \$43,711 if the carryover is applied to operations. The airport has enough carryover funds needed to complete the scheduled capital improvement projects through 2013 unless the federal government changes the Airport Owner portion from 2.5% to 5% , which could happen as soon as next year. If the federal funding rate changes then funds would be needed for the fuel farm DCOMM10 upgrades proposed for 2013.

The budget proposal will be reviewed at the Airport Commission Meeting which is scheduled for July 18. The Transportation Committee members are asked to review the proposed budget, be prepared to continue with discussions and questions for the next meeting, and then vote on it. Item was tabled until the next transportation committee meeting.

- E. Joint Finance Committee JFC Motion 352 Legislation Update and the Affect on the County Highway Department. Craig advised the committee, the legislature removed some non-fiscal impact aspects of JFC Motion 352 when they passed the budget. Craig Hardy provided correspondence to Senator Dale Schultz and Representative Howard Marklein regarding a request to have the non-fiscal provisions of Motion 352 removed from the budget bill, which a copy of was provided in the agenda packet. A letter was sent by WCA to the State Legislation, which was also in the packet. Brief discussion ensued with regards to the correspondences circulating between the WCA, WCHA, and various counties during review and approval of the budget. Craig summarized the Iowa County's Painting Crew could be affected since they work in many other counties, townships, and villages. If the final portions of JFC 352 were adopted by legislature, it could have a big impact on the maintenance and construction operations affecting between 4 and 8 staff members. If the impacts pertain to primarily construction, the impact will be minimal related to 2 to 4 positions within the department. Craig stated the SW commissioner's have been working on identifying ways to work cooperatively with other counties. He has already spoken with Jerry Manley of Dane County and Ron Chamberlien of LaCrosse County with regards to some of those ideas. The JFC motion impacts could affect the usage of hot mix asphalt plants by the counties on state projects. As well as some concerns for participation in state bid lettings for the local roads program projects. And discussed how the state bid letting process would not be cost effective for the counties. A broad percentage cut to GTA will be the largest immediate impact. Craig also summarized how the County needs to be involved in potential changes to programs and funding; so as to assure the counties share of state gas tax and registration fee funds are preserved within the programs by suggesting program funding level changes if the legislature will change how county highway departments operate and function. Response phone calls from Senator Schultz and Assemblyman Marklein came within 45 minutes of emailing the letter to them to further discuss the issues, which illustrates good representation on behalf of the county's elected officials. Craig also informed the WCHA of his willingness to participate in the discussions with the Department, Legislators, or others with regards to TRANS 206 – local roads program changes or a cooperative WCHA and WRTBA agreement.
- F. Discussion on County Project Improvement Funding Examples for Improvement Projects: Maintenance verses Construction verses LRIP (CHIP & CHIP-D) verses STP (Tabled from 6/6/11 Meeting) = Needs verses Budget Comparative Study. Craig Hardy presented Part 1 of an Operational Reorganizational Plan for the ICHD. It will consist of 7 parts to be presented and discussed over the course of several Transportation Committee Meetings during the 2012 budget process. Part 1 addresses capital highway and bridge infra-structure improvements. It shows that \$1,116,500/year is required to improve/replace the current highway and appurtenances infra-structure and that \$207,000/year is required to improve/replace the current bridges and culverts; for a total of \$1,323,500/year. Historically the highway department expenditures for capital

highway improvements have been \$700,000 to \$800,000 causing an annual shortfall of about \$185,000 to \$352,000 per year, or 1.5 to 3.5 miles behind each year since 2005. For bridges the expenditures have historically been \$105,000 to \$130,000, causing an annual shortfall in funding of \$77,000 to \$102,300. The cumulative shortfall since 2005 ranges from \$462,000 to \$614,000, based on various design and engineering guidelines for infra-structure improvements. Craig stated ICHD does not have a specific County or Departmental policies with regards to capital improvements or projects.

- G. Prequalification Process – Local Force Account Projects. Tabled – determined to not being pertinent dependent on if Motion 352 is passed and in what format.
- H. GASB 34 Report Summary. Included in the packet is the GASB 34 Report as filed with the 2010 Financial Report. The infra-structure includes bridges, culverts, acres of right-of-way, and roads. This report can be used in the capital analysis of infra-structure. Craig stated of major importance from the report is the age of the last infra-structure improvement to be considered during the review of capital improvements.
- I. DCOMM 30/32 Proposed Revisions/Modifications to Departmental Policies/Employee Handbook (Tabled from 6/6/2011 meeting). Public Employee Safety and Health (DCOMM 32) is being reorganized under the Department of Regulation and Licensing as the Department of Safety and Professional Services. DCOMM previously fell under the Department of Commerce, which is being disbanded. Alpha-Terra is keeping us current.
- J. May 2011 Revenue and Expenditure Report. Jeri Grabbert reviewed the May report noting Miscellaneous Revenues were over budget by about \$6,000 due to insurance recoveries on damaged equipment. The budget column includes the addition of carryover resolution funds and transfer resolution funds as detailed in the notes at the end of the report. Fuel handling expenditures are at 54%, with the current target rate at 42%. This is due to tank repairs that were required due to DCOMM 10 changes having gone into affect the first of the year. Major Repairs and Betterments show expenditures of \$35,500, which is due to repairs needed on a salt shed (Bldg. #17) in Dodgeville. Capital Expenditures of \$7,795 are for the Waste Oil Burner that was budgeted. The retainer is still held pending final approval. As of May 31, the revenues are over expenditures by \$31,338 for the month and \$99,389 year-to-date. The target revenues and expenditures as of 5/31/2011 is 41.67%. Jeri noted both revenues and expenditures are around 35%. Wages and fringes are at 44%. Craig Hardy commented the fuel tanks at the quarry may be an issue requiring attention yet this year, and it is being evaluated for future discussion.
- K. 2011WDOT RMA To-Date Budget verses Expenses. The budget report from the DOT shows that ICHD is about 12% to 13% over the RMA as of May 31, 2011. Although notices have been received telling ICHD to cut back and stay within the budget, the DOT representatives are here weekly and/or bi-weekly to give instructions to staff for projects to complete. Therefore, if the cost overruns continue it is partially a function of the directions they provide. Historically, the DOT has always paid for the costs incurred, regardless of how they compare to the RMA, provided as information for the committee should be aware the County is anticipated to be over on the RMA costs proposals.

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

- A. WCHA Machinery Management Committee Update. Jeri noted the last MMC meeting took place at the WCHA Summer Conference. It was basically an informational meeting where the Chairman reported on past topics, current topics, and planned topics for the rest of the 2011 meetings.
- B. Clerk Position Vacancy Advertisement. The position was posted internally as required by the union contract but there were no signers. It is now being advertised externally. Sup. Robert Zinck questioned if this position was needed. Craig and Jeri summarized the increase in workload in the short term related to the transition of accounting systems within the Department.
- C. Crew Truck & Tandem Axle Bids due July. Craig noted bids would be going out in July for the two trucks approved within the budget. The August meeting will include review of the bids.
- D. Waste Oil Burner & Commissioner Truck update. The waste oiler burner has been purchased and installed. The electrician has been ordered to provide wiring installations in preparation of being operational soon. The Commissioner truck is here. Craig said it was great and thanked the committee. The old truck will be going to Keith Hurlbert, Emergency Management Director upon completion of rust repairs.
- E. Foreman's/Supervisor's Daily Report. Daily reports from the past by foremen and supervisors were found in the archives. After reviewing them, Craig felt they were a valuable tool and is going to have them reinstated. Among other things, they will illustrate projects and materials and comparisons to productivity measurement.
- F. CTH BH Limited Time Parking Request @ Palan's Outpost. Palan's Outpost requested a 10 minute limited term parking on the shoulder of the road across from the store. Craig recommended this be denied, as the County highway should not be utilized for parking.
- G. CTH N Damage by Flood-Berm Construction Project. Craig informed the committee of damages to CTH N as a result of trucking of materials. Clay pushed up through the gravel and damaged the pavement surface along CTH N just south of STH 133. It has been temporarily fixed by the party causing the damage. An asphalt overlay will be placed over the damaged location later this year. The contractor causing the damage(s) will be billed for the costs.
- H. ROW Encroachments – Vision Corner Issue Procedures. Craig discussed locations of encroachment onto the right of way at various locations, for example farm equipment on the right-of-way at the intersection of CTH G and Drinkwater Road causing a vision hazard for traffic. He informed the committee of a 3-step process to follow to get the equipment removed from the right-of-way. (1) The owner is notified by letter of the violation and asked to remove the equipment; (2) the owner is notified again by letter, stating the statute that references the violation; and (3) a third letter is issued with law enforcement.

- I. Roadway Spills/Cleanup – CTH F, J, STH 80, Other Locations. Craig discussed conversation between Sgt Dan Carey and himself with regards to resolving issues related to farm spills along highways. A procedure will be adopted regarding spills and cleanup of solid waste materials and manure. The procedure will include a Highway Superintendent and a Sheriff's Office personnel to (1) notify the responsible party; (2) notify again stating the applicable statute; and (3) invoke fines for a third offence without resolution to the spill.
- J. CTH K & F Intersection – Rumble Strip Request. Lafayette County has requested that rumble strips be placed on CTH K at the intersection with CTH F near Blanchardville. Discussion ensued with regards to the various options to solve issues related to traffic running the stop sign at the t intersection. Craig reviewed the intersection, provided pictures of the location, reviewed traffic reports of the location, and agrees there is a problem caused by geometrics. Craig recommends the installation of rumble strips along CTH K north of the intersection to warn drivers of an upcoming intersection – advance warning safety enhancement. Crews will be instructed to provide the rumble strips during this construction season.
- K. NACE Federal Re-authorization Update. This continues to be a non-discussed issue at the federal level. There is \$56.5 billion spent annually on the STP programs, but the revenues do not match the expenditures at the federal level. There doesn't seem to be any drive at the federal level to increase funding or decrease spending within the program, so the future federal transportation program will most likely be extended another 6 months.

### **Additional Items**

Twenty-two (22) miles of sealcoating is planned – CTH S from STH 23 to CTH W; CTH W from STH S to STH 39; CTH F from CTH H to the Dane County line; and CTH Q from Highland to the Grant County line. There will also be 2.2 miles of construction along CTH G from Roaster Road to the Cobb village limits.

The next regular Transportation Committee meeting will be held on Monday, August 1, 2011 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 8:45 p.m.

Minutes Respectfully Submitted by Jeri Grabbert, Business Manager.