

MONDAY – MARCH 4th, 2013

State of Wisconsin County of Iowa	APPROVED MINUTES OF THE TRANSPORTATION COMMITTEE MEETING HELD MONDAY, MARCH 4, 2013 HEALTH AND HUMAN SERVICES BUILDING – COMMUNITY ROOM DODGEVILLE, WISCONSIN	2013-02
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Item		
#1	Meeting called to order by committee Chair John Meyers at 6:01 PM in the Community Room at the Health and Human Services Building.	Call to Order
#2b	Roll Call – Supervisors Benish, Bunker, DeLain, Demby, Meyers, Peterson and Walmer. Also present were Highway Commissioner Hardy and Administrator Kephart. Supervisors Bauer and Parman were excused.	Roll Call, Also Present, Certification of Meeting
#2c & #2d	Motion by Benish, 2 nd by Peterson to approve the minutes of the 1/28/2013 meeting and the 3/4/2013 agenda. Motion carried unanimously.	Approval of Agenda & Minutes
#3	Supervisor Benish commented on purchasing locally. He believes if the vendor is competitive, Iowa County should utilize local businesses.	Comment from Public/ Supervisors
#4	<p>A. 1. Normal Work day. Commissioner Hardy reviewed the work rules and calculations of overtime. The Commissioner reviewed the definition of “regular” pay. The committee discussed the normal work day and how those hours relate to overtime pay calculations. The goal is to set a standard work day that fits the summer and winter work schedules. Motion by Benish, 2nd by DeLain, to set the normal work day at 6 am to 4 pm Monday through Friday. Motion carried.</p> <p>A. 2. Observed Holiday rate. The committee discussed the holiday schedule and the difference between actual and observed holidays. There needs to be a policy in place to address holidays that fall on weekends and are observed during the week. Motion by Benish, 2nd by Peterson, for the purposes of call back pay to establish a shift differential pay rate for the 9 observed holidays per the annual County Holiday Observance calendar, as set for Management/Non-represented employees. Motion carried.</p> <p>B. Shift Differential Discussion. The committee discussed the overtime rate and the calculations of “regular” pay rate. Now that Iowa County Highway Department doesn’t have a contract, they must follow the Fair Labor Standard Act (FLSA) guidelines. When overtime is calculated at the 1.5 rate, the actual rate could be closer to 1.6 and may result in budget overages. At this point, there is no data compiled to see how this will affect the budget, the only thing certain is that the “regular pay” will have to be calculated each week for each employee, and that will result in more work for the office staff. Peterson suggested reviewing the rate after 6 months to see how it will affect the budget. Motion by Demby, 2nd by Bunker, to establish a shift differential pay rate for all hours worked outside of the normal shift at 1.5 times the base pay rate; and for the shift differential pay rate to sunset 12 months from the date of adoption by the County Board. Motion carried.</p>	Old Business Work Rules

#5	<p>A. Highway Department Accounts Receivable. Motion by Walmer, 2nd by Benish, to not present the accounts receivable information to the ASC. The committee discussed forwarding the AR information. Walmer stated the Highway department is very busy this time of year anyway and with the ACS transition and staff turnover, the timing is not right. Peterson said ASC was trying to get educated and that is a good thing. Benish withdrew his 2nd. Motion was then seconded by Demby. Meyers said the information has been presented to ASC a few times already. Walmer said these meetings are open to the public. DeLain said he feels ASC may be more concerned about the cash flow analysis than the AR information and this discussion should include that. Motion failed 2-5 with Walmer and Demby voting yes. Chair Meyers said the information will be presented at ASC and all members of the TC committee should attend to give their opinions and support the department.</p> <p>B. Highway department cash Flow Analysis. The committee discussed the 2004-2011 fund balance study that has been going on for some time now. Entry methods, depreciation and unbudgeted expenditures from previous years were the main problems of the cash total discrepancies. Meyers said the tax levy for the highway department has remained the same for over 10 years while the total county levy has more than doubled. Peterson said he has suggested in the past that the county reconcile the debt in the general fund, but no action has been taken to do so. Benish said he agrees that this is just an issue on paper and should be taken care of. Kephart said other supervisors question whether or not the problem has been resolved. They are concerned that if it is reconciled, we may be back in this situation in the future. Motion by Peterson, 2nd by Benish, to present the information to ASC and recommend the county reconcile the cash balance in the amount of \$1,968,672.72. Motion carried.</p>	Old Business Accounting
#6	<p>A. Worker's Compensation Procedures. Commissioner Hardy informed the committee of the changes to worker's compensation claims. The changes came from Wisconsin County Mutual Insurance Corporation, with the exception that the employee should inform their immediate supervisor first and then follow the procedure outlined by County Mutual. A memo has been sent to the employees and is included in the packets.</p> <p>B. Staff vacancies. There are two vacancies in the department currently. A clerk in the office resigned and the county is almost through the process of finding a replacement. An equipment operator recently retired and the county will begin the process of finding a replacement.</p> <p>C. Snow Plow Routes. Commissioner Hardy reviewed the routes with the committee and presented a map of the routes, put together by Shaun Wood and himself.</p> <p>D. Equipment Incidents. Commissioner Hardy gave an update on the accidents/incidents involving county equipment. No estimates had been received in time for the meeting.</p> <p>E. Fuel farm Upgrade Project. Commissioner Hardy gave an update on the</p>	Highway Commissioner Report

	<p>Fuel Farm Upgrade. The old card reader has failed and the vendor was able to replace it ahead of schedule and all transactions were recovered from the old system. The installer is now working on installing new software and tanks. The project is about \$2000 under budget.</p> <p>F. ACS Software Transition. Commissioner Hardy reported the ACS software issues are being addressed and corrected. Some of the issues need to be addressed by staff procedural changes. There is still some frustration with customer service.</p> <p>G. CTH K Williams Creek Bridge Replacement. Commissioner Hardy said the CTH K project is moving forward and ROW has been purchased.</p> <p>H. WisDOT Construction and Design Project Meetings. Commissioner Hardy gave the dates, times and locations for project meetings.</p> <p>I. Implements of Husbandry Discussion. Commissioner Hardy included a handout in the packets. There is information about initial recommendations and upcoming issues in the handout.</p> <p>J. April 1st Regional Legislative Meeting. Commissioner Hardy discussed the handout in the packet. There are possible topics and a space to suggest new topics. Benish, Demby and Meyers are planning to attend with Commissioner Hardy.</p>	
#6	<p>Motion by Benish, 2nd by DeLain to set the next meeting date for April 1, 2013 at 6:00 pm and adjourn. Motion carried, meeting adjourned at 8:56 pm.</p>	<p>Next Meeting and Adjourn</p>

Respectfully Submitted;
 County Board Supervisor, Ryan Walmer