

IOWA COUNTY TRANSPORTATION COMMITTEE

February 6, 2012

The Transportation Committee met in the Iowa County Highway Department Conference Room in the City of Dodgeville on Monday, February 6, 2012 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, John Meyers, Curt Peterson, Robert Pilling, Dan Curran, and Ryan Walmer.

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

Also present: Highway Commissioner Craig Hardy, County Administrator Curt Kephart, Airport Manager Kevin King, Sup. Steve Deal, and a number of Highway Department employees.

Sup. John Meyers noted the meeting agenda and amended agenda had been duly noticed.

Approval of the 2/06/12 amended agenda and minutes of 01/09/12 meeting. Sup. Benish moved for approval of the February 6, 2012 amended agenda and the minutes of January 9, 2012. Motion was seconded by Sup. Pilling. Motion passed unanimously.

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

Chair Meyers stated a letter is being circulated by the County addressing the proper protocol for conducting meetings. He stated discussions held during a highway department meeting last Friday led to the amendment of this meeting agenda for some issues presented by employees with regards to the overtime policy moving forward. Employees requested an opportunity and were present to express concerns with the policy. Chair Meyers felt input was important from employees.

The following employees provided comment:

Randy Kitelinger expressed some concerns with the Determination and Compensation of Overtime policy providing overtime only after 40 hours worked. With the current payroll period, the employees week begins on the weekend which would be time paid as regular pay in lieu of overtime in the past. Also due to other changes from the state legislature within the last year for health care and retirement; he expressed concerns the potential reduction in overtime pay would create a hardship for himself and other employees.

Paul Kjelland addressed the committee with a summary of his service to the County. He expressed concerns with utilization of seasonal and part time staff, budget cuts, staff reductions, and other issues. He stated he felt the priority should be to emergency response in lieu of saving money by cutting overtime. A written testimony was submitted to the committee on Paul's behalf and filed with the minutes of the meeting.

Scott Reddell stated he understands the County is working on creating a task force to address employment policies. He questioned why this policy was put in place for Highways but not for others in the County?

Bernie Casper commented the County should remember the past and accomplishments of the Ground Hog's Day blizzard of 2011. He feels Limited term Employees are not the answer

for winter response. He stated the equipment is old, has high mileage, requires repairs, and other things the public doesn't see.

Vicki Evans requested the committee reconsider the overtime policy to take things slowly and allow employees more time for input.

Sup. Walmer commented on attending the Winter Roads School session provided by Andy Phillips (WCA attorney). He commented the committee did rush into a policy, followed recommendations not to different than Andy's comments, the policy creation process is reviewable and amendable, and the committee should receive feedback from other counties. He stated the purposes for County government are service oriented not employment oriented. All processes of the County should be reviewed as a business of providing service to the County taxpayer, of determining the service goals to attain, and often revolve around the money required to do so.

Sup. Benish questioned why action was required by the committee and board given the concerns by employees with regards to the policy? Commissioner Hardy responded he had requested guidance from the committee during October and December meetings with regards to a policy to follow for overtime, as a result of the expiration of the Collective Bargaining Agreement.

Chair Meyers commented hearing no other comments from the public, he would request further discussion to move into the meeting and closed the public comments section.

Old Business

A. Determination and Compensation for Overtime Policy. Chair Meyers discussed some background information for the creation of the overtime policy. He presented some information with regards to the highway staff meeting held last week. He summarized the following comments:

- County needs to address what is fair for compensation
- County has the right to limit overtime – it is not guaranteed
- Committee's responsibility is to balance what is fair and equitable to the employees and taxpayer. He identifies the main concerns as:
 - i. Level of Service provision to the Public
 - ii. Compensation to employees
 - iii. Unknowns with regards to state appropriations
 - iv. Unknowns with regards to federal appropriations
 - v. County has an obligation to balance the amount and age of equipment, compensation to employees, cost of maintenance and improvements, rising costs of materials. The County has a set amount of money for all of this. If materials can't be purchased to perform work, there is no productive work for employees to perform = a domino effect.

Chair Meyers stated there are three primary topics for consideration by the committee which he can identify related to employees concerns:

1. Minimum call back time. Recommends establishing a minimum call back time for employees called in from their homes after hours to address highway issues. Commissioner Hardy commented the current practice has been to provide 2 hours of call back pay, which was intended to be continued even though not within the original overtime policy.
2. Definition of regular pay hours. Recommends designating a set period of time during Monday thru Friday which is determined as regular pay time. The balance of time billed could be compensated as shift differential, overtime, or

other formula. Hours over 40 in a week are overtime per laws. The department should try to attain a set 40 hours/week, whenever possible.

3. Holiday schedule pay. Recommend to address changing the overtime policy to include overtime being paid for all observed holidays. If the other holidays aren't affected by the potential for emergencies, why not include them anyway.

Discussion by committee and others in attendance. Administrator Kephart summarized the anticipated process by administration as a result of direction given by the Administrative Services Committee. Discussion with regards to holidays, policy, timeline of implementation, and other information.

A motion was made by Sup. Pilling and seconded by Sup. Curran to direct Commissioner Hardy to not administer the new overtime policy, to implement the previous Bargain Agreement overtime language, and a recommendation for referral to the Administrative Services Committee 2/14/2012 meeting to rescind the Determination and Compensation for Overtime policy for consideration and input of the task force. Motion passed unanimously

- B. 18/151 Interchange Study – CTH BB Interchange Side Road Layout. Commissioner Hardy informed the WISDOT would be performing a regional study in coordination with the current 18/151 interchange study to evaluate the need for and recommend locations of Park-N-Ride lots within the region. In particular, WisDOT will provide the County with information with regards to the need for Park-N-Rides. The determination to install Park-N-Ride lots belongs to local government as WisDOT will fund and build the sites as part of the various interchange projects; however, the maintenance of the site is performed by the county or other local governmental authority. WisDOT and the local governmental authority would sign a Memorandum of Understanding to spell out the requirements thereof prior to construction.
- C. ACS/CHEMS Transition Update. The commissioner reviewed the timeline for the accounting software transition to ACS New Roads. Commissioner Hardy identified where staff is at with the parallel data analysis process and establishment of inventory numbers for January 1 between the two systems. Upon the completion of inventory balancing between software packages, parallel analysis can begin to validate system setup. The objective is to retire CHEMS on April 1, 2012. New activity codes, account numbers, and GL account numbers will be created/investigated for further definition of Highway expenses and clarity.
- D. Asphalt Plant Operations Comparison. Commissioner Hardy provided information with regards to two recently completed asphalt paving project costs within the County. The projects were performed through different material sources as a result of WisDOT changes to fundable expenses within the LRIP program CHIP projects. The results illustrate the utilization of the County asphalt plant by staff can be cost effective when compared to the purchase of materials from private vendors outside of the County. The net cost difference including all labor, equipment, and materials costs to purchase, deliver, and place the products is in the range of \$5.00/ton cheaper out of the County plant.
- E. Asphalt Plant Repairs. Commissioner Hardy explained the repairs required to the screen deck in order to place the asphalt plant back into service. Administrator Kephart stated

the committee may want to consider establishing a policy for Operation and Maintenance of the Asphalt Plant in the future.

Motion by Benish, second by Bunker to transfer \$11,100 from the Highway department maintenance account to cover the costs of the required repairs to the plant.

New Business

- A. State and Federal Aid for Improvement at the Airport. Manager King summarized his six-year plan for improvements to the airport. King also summarized the results of the public hearing with regards to the same. He stated the Airport Commission recommended approval of the plan and forward to the County Board for recommendation. The plan specifies improvement projects for the airport, estimates costs of the repairs, identifies cost funding share by other governmental entities, and places an approximate timeline to the projects.
- B. 2011 Write-offs to Asphalt Plant. Commissioner Hardy summarized some costs for projects in the Town of Linden and Clyde which were written off to the asphalt plant as a result of the necessary repairs to the screen deck.
- C. 2011 - December Revenue and Expenditure Report. Commissioner Hardy distributed the R&E report for the departmental operations through December 31st. Hardy stated all billings for 2011 have been receipted in and paid. Hardy stated accounts receivable for the state requisition and other governmental entity billings for mid-December through year end have not been accounted for. To-date, the statement illustrates revenues under expenditures amount of \$288,000 for the year. Hardy noted corrective entries may be made yet for adjustments discovered during the financial report compilation and closing of the books
- D. Highway Department Funding & Operation report, Part VI – Buildings and Grounds. Commissioner Hardy presented a summary with regards to the operation and maintenance of buildings and grounds owned by the department. Hardy circulated a two page summary of information related to the buildings and grounds, including the asphalt plant and quarry. The department annually spends on average \$225,000 on buildings and grounds maintenance. The department maintains some 19 + facility buildings at four different shop locations. Discussion with regards to the age of the asphalt plant, its' utilization by the County, costs for replacement of the plant, anticipated life of the components, and other operational aspects.
- E. 2012 Small Tools, Administrative, and Fringe Benefits Rates. Commissioner Hardy summarized the department rates for 2012 as recently determined and approved by WisDOT are Small Tools at 0.80%, Administrative at 4.80%, and Fringe Benefits at 73.73%. Hardy stated he has been focusing at raising the small field tools rate as he feels the county should have more tools related to work on projects. Hardy stated the statewide administrative records and reports rate set at 4.80% is higher than Iowa County's actual rate of +/- 4.6%. The department's Administrative rate is set by the statewide average rate determined by the WCHA and WisDOT; therefore, the administrative rate has historically been a revenue generator for the County.

- F. Personnel Update. Commissioner Hardy presented a summary designating the distribution of the Business Manager's duties in the wake of her retirement. In summary; personnel related duties will be performed by the Commissioner and accounting duties have been distributed to clerical staff. Hardy presented and discussed two staff positions for consideration of the Temporary Position Upgrade resolution; clerk 1 for Business Manager and Scaleperson/Nightwatch for Partsroom Manager. Hardy stated the position upgrades would be anticipated for a period of 4 to 8 months dependent on the accounting software transition project and other technology developments. The Partsroom manager position would eventually be enrolled into the Shop Foreman position duties and eliminated. The Business Manager versus Clerk 1 duties would be identified and codified during the accounting software transition process. Hardy stated the department currently has three vacancies as a result of these two positions and a County Patrolman retirement; therefore, the department budget for 2012 has the funding to cover the upgrade compensation. Administrator Kephart questioned when a determination might be made with regards to the Business Manager position and duties. Hardy stated in approximately eight months enough information should be available and defined with regards to office staffing, Business Manager position, and the LTE Department Assistant position.

Motion by Bunker, second by Curran to recommend ASC approve the Temporary Position upgrade for the Saturday Nightwatch/Scaleperson to Partsroom Manager and Clerk 1 to Business Manager.

Highway Commissioner Report: The commissioner reviewed the following items with the Committee:

- A. Functional Classification Mapping Updates. Commissioner Hardy advised the committee of the recent updates of the Iowa County Functional Classification Mapping. The commissioner explained how functional classifications for the various routes affect funding of improvement projects, as well as the definitions of the various classifications.
- B. Winter Roads School Update. Commissioner Hardy explained the discussions occurring at the national level related to funding of transportation projects. He stated the Senate and House are working on versions of a 4 or 5 year federal transportation bill, the previous bill expired in 2009 and has been extended nine times since then. The issues are related to the previous bill's expense levels exceed the revenue sources; resulting in deficit spending. The debate centers around the level of funding for the new bill to decrease to revenue levels or find alternative funding sources. Annually the state of Wisconsin receives some 700 million in federal funding. The breakdown of federal funding in Wisconsin is 53% to Local Roads, 25% to state highways, and the balance to pedestrian, enhancement, bicycle, rail, harbor, airport, and other projects. Hardy stated the County doesn't need to push the panic button, but does need to pay attention to the state and federal funding authorization processes to determine the effect on revenues for improvement projects undertaken by the department. Of primary concern is the proposed federal elimination of some 70 program requirements on the states, resulting in an uncertain amount of funding for the Local Roads Improvement Programs including bridges, rural roads, and urban roads.

The next Transportation Committee meeting will be held on March 5, 2012 at 6:00 P.M.

Motion to adjourn the meeting was made by Sup. Benish and seconded by Sup. Pilling. The motion passed unanimously.

The meeting adjourned at 8:02 p.m.

Minutes Respectfully Submitted by the Highway Commissioner.