

# IOWA COUNTY TRANSPORTATION COMMITTEE

## May 2, 2011

The Transportation Committee met in the Iowa County Highway Department Conference Room in the City of Dodgeville on Monday, May 2, 2011 and was called to order by Committee Chair John Meyers at 6:00 P.M.

Roll call was taken:

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

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

Other County Board members present: Sup. Steve Deal

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.

Sup. Ryan Walmer moved for approval of the May 2, 2011 agenda and the minutes of April 4, 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.

None.

### Driveway Permit Variance Requests

- a. Pat Reichling 4998 CTH S. The ordinance requires a minimum distance of 300 feet on center between driveways on the same side of a rural road. The location that Mr. Reichling would like for the driveway for his new building would be 250 feet on center, which would require a variance.

A motion was made by Sup. Robert Zinck and seconded by Sup. Dan Curran to recommend the approval of the variance requested. Motion passed unanimously.

- b. Tim Hoppenjan CTH Y at STH 151/18. The DOT does not allow driveway access from 18/151. The county ordinance requires minimums of 1,000 feet from an intersection and 300 feet on center from a neighboring driveway. This request includes 3 variances: (1) it would be closer than the minimum to the neighboring property line without the consent of the neighbor; (2) the driveway would be closer to 18/151 intersection than the minimum 1,000 feet; and (3) it would be within 300 feet on center of the neighboring driveway. Discussion also took place stating that the access would be from the frontage road after the 18/151 reconstruction project is complete.

A motion was made by Sup. Curt Peterson and seconded by Sup. Dan Curran to recommend the approval of the requested variances. Motion passed unanimously.

## **Old Business**

- A. 18/151 Design Study Discussion. A revised sketch of the frontage roads at the Y/YZ intersection with 18/151 was presented. The next step will be the environmental mapping. The entire project is 100% federally funded until the jurisdictional transfers take place after completion, which will then require the local jurisdiction to maintain the frontage roads. There is a 1200 foot distance mapped from the frontage road intersection to the intersection of Y/YZ and 18/151. Although the project is mapped accordingly, it can be constructed at a 500 foot distance because of the current level of average daily traffic (ADT). However, once the ADT reaches a level that would require the 1200 foot distance, the County would have to incur the cost to move the frontage road out to 1200 feet.

Another project the DOT is implementing is to upgrade the beamguards on STH 151 from Madison to Dubuque, going through four counties. The existing beamguards no longer meet the design standards. Construction is scheduled for the summer of 2012.

- B. EECBG Update – Highway Insulation & Windows Projects(s). The remaining insulation work will be completed during the first week of June. The windows are being installed this week and that project should be done by the end of May.
- C. Departmental Equipment Classes, Depreciation, Service, and Usage Life. An analysis of all trucks was presented ranking them by hours of usage for the different activities performed. A report on tractors and earth moving equipment was also presented. Next month a detailed report for each unit of equipment will be presented, as was for the trucks. Once completed, a replacement schedule will be prepared to show fleet management needs.
- D. Write Off Uncollectible Receivable/Policy on Collection Procedures. Per discussion of writing off an uncollectible receivable at the April meeting, the use of a collection agency for recuperation of past due and other uncollectible accounts was suggested. Curt Kephart was asked to bring back additional information. Curt presented the state contract with a collection agency. With a contract such as this, the county would only turn over accounts it deemed necessary. There is no fee for any accounts that the agency does not collect. Craig noted that the contingency fee is about 19% to 25% of the accounts collected. Curt Kephart recommended a motion to send this to ASC to encourage a countywide contract/policy.

A motion was made by Sup. Robert Zinck and seconded by Sup. Ryan Walmer to send this to the Administrative Services Committee with a recommendation for consideration of a countywide collection agency contract/policy. Motion passed unanimously.

- E. FEMA Storm Reimbursement Determination 75% - 12.5% - 12.5%. Wisconsin Emergency Management (WEM) has notified the Iowa County Emergency Management

Coordinator, Keith Hurlbert, that Iowa County exceeded the thresholds of costs therefore they have submitted a request to FEMA to conduct a Preliminary Damage Assessment for Public Assistance (PDA). FEMA representatives have already visited and conducted reviews of information related to the winter storm in February. The Highway Department claim is about \$45,000. Reimbursement is funded by FEMA at 75%, by WEM at 12.5%. The County will cover the remaining 12.5%.

- F. AVL-GPS Agreement and Implementation Schedule. Machinery Management Committee (MMC) has not passed the reimbursement rates yet. There are 2 proposals to be discussed at the June MMC meeting. Labor was added to the AVL-GPS contract as well as additional hours that may occur. Sharon Bremser has stated that all costs, including monthly fees, are covered by the DOT. The goal is to have every county on the highway system “backbone” to have contracts.
- G. Summer Roads School – Attendees? The deadline for registration and room reservations is May 13. Anyone going will need to notify Jeri or Craig by May 5 to make the deadline.
- H. STP Project Funding Resolution: State Municipal Agreement – STP Rural Road & Bridge Contracts. Sup. John Meyers indicated that Board Chairperson Dave Bauer said the resolution did not pass at the board meeting on March 15, 2011 because it needed a 2/3 vote of the whole board but only had 11 of 19 votes. Corp. Counsel Tim Helmberger stated that the time requirement to challenge has passed so it could stand, however the board may still choose to follow the 2/3 vote requirement. Sup. Dan Curran commented that the resolution was also to be published and that was not done. Curt Kephart noted that any change in the budget, between departments and otherwise, is required to be published. Sup. Ryan Walmer asked what the situation was with reducing the highway budget in 2004 by \$500,000. Those funds were put in the general fund with the stipulation that if the highway department needed it, they would get it back. Sup. John Meyers and Curt Kephart also discussed the idea of a revolving capital reserve fund where “windfall” funds get placed, as well as funds available for capital improvement projects such as the \$250,000 from the HHS building. The statutes also require a 2/3 vote of the full board for that fund. The deadlines are near for submitting applications for the bridge projects and must be met to participate in the bridge program. Sup. Jon Meyers asked how much money was needed for funding the contracts now. Craig indicated that there is \$46,000 in the budget for CTH K design in 2011. CTH K construction would occur in 2012 and 2013. CTH’s E, H, K, & F are scheduled for 2013 and 2014. Craig indicated that he could wait one more month before meeting the deadlines. In addition, we would have six (6) years to complete the projects – in 2017. Curt Kephart noted that a referendum was needed to remove the freeze and minimum increase from the budgeting process. Curt Kephart felt that the county should be more aggressive in looking to sell unneeded property. Sup. Curt Peterson felt that Craig Hardy should look at the budget to see where the money can be taken from in order to fund these projects. Sup. Dan Curran noted that the Justice Committee agenda included an item to designate the funds from the sale of the Waldwick property to the communications system. Curt Kephart encourages the committees to find some common ground for access to excess funds. Sup. John Meyers reiterated the concept of the revolving capital fund. This item will be discussed again at the next meeting (June 6) after consideration by ASC and County Board.

A motion was made by Sup. Ryan Walmer and seconded by Sup. Bob Bunker to send this to the Administrative Services Committee with a recommendation to commit to funding these projects, as identified and with the dollar amount specified, in the year the costs will be incurred. Motion passed unanimously.

**New Business:**

- A. 2010 Annual Report. Draft copies of the Financial Report were available for review. Jeri Grabbert reviewed the type of information contained in the report and how this information is used by the DOT in determining reimbursement rates and amounts for all the counties. The final report will be distributed to the County Board at the May 17 Board Meeting.

Jeri also distributed the Cash Flow Statements for years ending 12/31/2009 and 12/31/2008. The goal of the analysis is to determine the causes for the changes in the cash account that have occurred over the past several years. In 2009 the cash account increased by \$333,437, however in 2008 it decreased by (\$539,250). Some of the causes for the decreases in 2008 can be attributed to spending more than budgeted, capital purchases that were not budgeted, changes in inventory balances that may not have also been reflected in the billings, therefore having a recovery amount lower than cost, which then affects accounts payable. Jeri will continue to analyze the cash account back to 2004.

A Draft Final 2010 Revenue & Expenditure Report was presented also. This is for comparison with the Draft 2010 Annual Report. It shows a net loss of about \$246,000 and balances with the Annual Report.

- B. Budget Revisions/Modifications & Summer Construction. Tabled to next meeting.
- C. March 2011 Revenue and Expenditure Report. Jeri Grabbert reviewed the March report noting that the target revenues and expenditures used as of 3/31/2011 is 25%. For the month of March the revenue over expenditures is \$54,027 and the year-to-date revenues over expenditures is \$206,642. Craig also mentioned a septic problem at Mifflin, which will take about \$10,000 to repair.
- D. LFA Contract for STH 23 Sealcoat. The DOT prepared an LFA contract for construction for sealcoating 3.71 miles on STH 23 from South County line going north to Brewery Creek Bridge. The Cost Effective Findings prepared by the DOT indicates a savings to the DOT of about \$39,434 by contracting with local forces for this project. For the County it provides additional revenue. The project is schedule to run from about July 6 through July 22.
- E. Wayside Septic Cleaning Bid Results. Two bids were received for cleaning the septic system at the wayside located in Iowa County. Beecher's Sewer Service bid \$130 per cleaning and DJ Septic bid \$110.00 per cleaning.

- F. WDOT – Traffic Maintenance Agreement – Pavement Marking. The TMA for pavement marking is \$378,500 for 2011.
- G. Job Costs by GL Account Summary. Tabled.
- H. Highway & Bridge Infra-structure Backlog Report & Equipment 5-Year Plan Reported to LRPC. This document was prepared for the Long Range Planning Committee at the request of Finance Director Roxie Hamilton and is presented here for informational purposes.

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

- A. WCHA Machinery Management Committee Update. Jeri Grabbert commented that although she was unable to attend the MMC this month she did receive notice that the equipment rates were increasing based on the 1<sup>st</sup> quarter fuel costs which increased enough to trigger the automatic equipment rate increase.
- B. Department Coordination/Cooperation. Same as Item C.
- C. Letter from Ridgeway Fire Department. A letter was received from the Ridgeway Fire Department extending appreciation to the Highway Department for the assistance provided at the foggy accident scene on 18/151 on February 17.

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

Motion to adjourn the meeting was made by Sup. Robert Zinck and seconded by Sup. Bob Bunker. The motion carried unanimously.

The meeting adjourned at 9:05 p.m.

Minutes Respectfully Submitted by Jeri Grabbert, Business Manager.