

Public Works Committee Minutes  
Thursday, June 9, 2016 – 8:00 a.m.  
Public Works Department Committee Room

Call to Order. Chair Bussie called the meeting of the Public Works Committee to order at 8:00 a.m.

Committee Members Present. Chair Bussie and Supervisors Arnold, Driscoll and Richard

Committee Members Absent. Supervisor Fox

Staff Members:	Ben Coopman	Public Works Director
	Michelle DeRubeis	DPW Accounting Supervisor
	Amy Friend	Secretary II
	Nicholas Osborne	Assistant to the County Administrator
	Neil Pierce	Highway Superintendent
	Joshua Smith	County Administrator
	Mike Turk	Shop Superintendent

Approval of Agenda. Supervisors Arnold and Richard moved today's agenda. MOTION CARRIED.

Approval of minutes of Meeting on May 12, 2016. Supervisors Arnold and Driscoll moved the minutes of May 12, 2016. MOTION CARRIED

## **HIGHWAY BUSINESS**

### Follow-up Discussion and Possible Action on Recommendations of Matrix Consulting Group- Public Works, Highway Division Study- Technology & Administrative Section.

Staff had reported improving the schedule for more timeliness of the billing. Ben reported the staff is currently working on April Billing. Staff has made changes on the voucher processing process. Michelle is working on an automated time keeping system with RT Vision. A live remote demonstration is scheduled for later today. The County Board has passed the reclassification of the Account Clerk II position to a Cost Allocation Specialist. A temp has been hired until the CAS position can be filled. A temporary corrective measure has been implemented to correct the timeliness of timecards. Staff is investigating the cost of installing telephone lines and fax machines in the outlying sheds to help with receiving timecards. There is nothing to act on at this time.

8:20 Michelle DeRubeis departed

### Discussion and Possible Action on Recommendations of Matrix Consulting Group- Public Works, Highway Division Study- Fleet & Inventory Evaluation Section.

Discussion on adopting a 9-year replacement cycle for single-axle dump trucks. Ben provided handouts regarding Equipment Cost Analysis from 2014 and went over the second page with DOT Class 106 trucks (attached). He noted most of DPW's trucks are fully depreciated. DOT

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Class 106 book life is 8 years and most of the fleet is older than that. Ben referred to pages 41-42 of the Matrix Study. The table shows the total costs for the single-axle dump trucks are minimized in Year 9. Based on our operations the repair costs are more after Year 9. It was noted that the increases in costs after Year 9 were slight and that maybe the optimum time could even be Year 10 or 11. Another discussion was on whether newer trucks have less repair costs. They have more electronics which could lead to more down time. A newer fleet will need more sophisticated tooling and personnel to accommodate new electronics. It would take years to implement a 9-year replacement cycle. The costs would be monumental. Supervisors Driscoll and Bussie moved adopting a 9-year replacement cycle for single-axle dump trucks. MOTION CARRIED. Committee members will look back to see if the 9-year replacement cycle is working and if it doesn't they will revisit it.

Discussion on adopting the Equivalent Annual Cost (EAC) methodology for determining optimum replacement cycles of all truck and equipment classes. It was the consensus to use EAC for anything in the fleet and compare to the State's recommendations. Supervisors Bussie and Richard moved adopting the EAC methodology. MOTION CARRIED.

The committee passed on the discussing the department fully depreciating its assets until the replacement cycles can be reduced. Such a proposal would also require a change to State cost accounting rules.

Discussion on utilizing FASTER to proactively manage preventative maintenance of its fleet, reporting functions to track shop performance and efficiency, and implementing bar coding technology. FASTER is a pricey program and staff is investigating if it still is the right program for us. Staff is currently looking at a State run and funded program called CHEMS. The CHEMS program is free. RT Vision has not worked with FASTER. Discussion on becoming more proactive and use the software tools to meet the needs of DPW. Supervisors Arnold and Driscoll moved purchasing the software that best fits the Highway Department. MOTION CARRIED.

Discussion on prioritizing parts selection and inventory. DPW has older vehicles and need parts on hand. Discussion on not having parts on hand and having vehicles waiting for parts. Due to the seasonality of the work and many brands of equipment, there is a need to keep many types of stock on hand. Ben stated he was not sure the recommendations are accurate. Some trucks are so old they don't make the parts anymore. Discussion on standardizing the same brand of equipment. This requires less stock and is easier for mechanics. Discussion about changing wording on bids to allow buying the same brand of equipment. Staff will check with Corp Counsel to see what is allowed. The committee has decided to table this discussion.

Discussion on changing parts room security. Security has already been implemented and addressed by management. The doors are locked.

Set Next Meeting Date. Then next Parks/Highway meeting will be Tuesday, July 12, 2016. Then next Highway/Workshop meeting will be Thursday, July 14, 2016.

Supervisors Arnold and Richard moved to adjourn at 9:44 a.m. MOTION CARRIED.

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Respectfully submitted,

Amy J. Friend.  
Secretary II