



Wisconsin Department of Transportation
Division of Transportation System Development

Utility Coordination Newsletter

Save the Date!!!

We are excited to announce that WisDOT's Statewide Utility Conference has been scheduled for Wednesday and Thursday, October 13 - 14, 2021 in Marshfield, Wisconsin.

Our event, "Utility Connections 2021-Partnership, People, Process" is a 2-day conference that will provide content that promotes best practices and efficiencies in utility coordination. The conference will include general session topics, breakout sessions and round table discussions. Participation in this conference will be open to everyone in the utility industry, municipalities, counties, contracting industry, WisDOT staff, and our consultant partners.

The planning team is hard at work getting topics organized. Keep an eye on your inbox over the next few weeks for more details and registration information.

If you are interested in presenting or have a topic you'd like to hear about, please contact Connie Bruns at (608) 266-3832 or email her at connie.bruns@dot.wi.gov.

UN #12-1

Articles Included

- Save the Date!!!
- Thinking Inside the Box
- Utility Worksheet Improvements
- The New Diggers Hotline Compliance Review and Improvement Program
- Norman's Corner
- Staff Updates
- New WisDOT GIS Open Data Site
- DMV launches program that helps companies manage their fleet
- Past Newsletters

Thinking Inside the Box

Over the past year, WisDOT has been migrating all project files to Box, a cloud-based storage system. While some smaller sized documents, files such as DT1077s, release of rights, etc. will continue to be sent by email, larger files like project plans will likely be shared via Box. The process may involve inviting stakeholders to "collaborate" on a folder, especially if multiple files are involved.

Security is one of the most important factors in a storage solution. With that in mind, WisDOT vetted Box as a solution through multiple professional IT groups, including WisDOT's Bureau of Information Technology and Wisconsin DOA's Division of Enterprise Technologies. Box uses a tight anti-virus and

malware scanning within their platform and uses Single Sign-On for strong user authentication. For instance, WisDOT staff is required to use Active Directory credentials to access Box whether at a WisDOT location or off site.

At a folder/file level, Box has several features to assist in maintaining a secure environment. These include granular permission access, waterfall permissions, expiring shared links, and classification-based access controls. Box also enables content owners to view logs of their files including who has access and their permission level.

At a higher level, Box provides operational controls such as encryption at rest and global compliance certifications (e.g. HIPPA, CGIS, FINRA, FedRAMP, ISO 27001/27018). Achieving these certifications is not an easy task, and Box has dedicated compliance professionals on staff.



If you have any general questions or concerns about Box security, please send them to: DOTDTSDCOUtilityCoordination@dot.wi.gov

UN #12-2

Utility Worksheet Improvements

UTILITY WORKSHEET

DT2236 6/2009 s.84.063 Wis. Stats.

Wisconsin Department of Transportation

Utility Company Name [REDACTED]	PLEASE RETURN THIS WORKSHEET BY [REDACTED]
Project Description – Include Project ID, Title, Limits, Highway, County [REDACTED]	RETURN TO [REDACTED]

1. Describe your proposed relocation plan for the above project, as requested in the enclosed letter, using highway stationing whenever possible. Attach extra sheets if needed.
[REDACTED]

The Bureau of Technical Services (BTS) Utility Unit is moving forward with an initiative that will revise one of the documents that is utilized as a part of a utility company's workplan. This document is the DT2236 Utility Worksheet.

Anticipated improvements to this document will:

- Reduce utility coordination issues that commonly occur on projects.
- Provide a more user-friendly document that includes Yes/No responses and utilization of attachments.
- Clarify the requirements of the responses for each question.
- Result in the appropriate level of detail based upon the complexity of the highway improvement project.

For this initiative, the BTS Utility Unit has selected HNTB to assist in this effort. The project lead for HNTB is Kevin Cornell. His work will include researching and drafting the proposed revisions, facilitating meetings, and evaluating any proposed revisions to the draft document.

At this time, each question on the document is being evaluated and prioritized such that all research, review, and revisions can be completed by the end of this year. In addition, a stakeholder group is being assembled. This group will consist of WisDOT staff, utility industry representatives, and the highway contracting industry. The goal of this group will be to ensure that the needs of all parties are brought forward, discussed, and evaluated for inclusion.

If you have any questions regarding this initiative or you would like to share any thoughts or ideas that you may have on improvements to the DT2236 Utility Worksheet, please send them to:

The New Diggers Hotline Compliance Review and Improvement Program

The Diggers Hotline Board of Directors tasked the Diggers Hotline Advisory Board (AB) with identifying issues not adequately addressed by [Wisconsin Statute 182.0175](#) and developing a policy to address non-compliance situations.

In 2020, the AB began the process of identifying the most serious concerns facing the damage prevention process in Wisconsin. The two main concerns identified are as follows:

1. Incorrect usage of tickets. Examples/causes include:

- Using the emergency ticket for non-emergency situations.
- Filing excessive relocations due to poor planning.
- Misunderstanding of the rules and laws.
- Misrepresenting circumstances to gain access to quicker-response relocate types.

2. Member utilities not following facility owner requirements. Examples/causes include:

- Not locating the specified worksite when a field locate is required.
- Not responding by start dates and times on specific tickets where the response actions include marking facilities or responding by phone/email.
- Utility ticket software incorrectly screening out tickets where a locate is required.



The result of this process was the development of the Compliance Review and Improvement Program. It has been reviewed by legal counsel, approved by the Diggers Hotline Board of Directors, and will be implemented in August 2021.

This program promotes responsible review of patterns of non-compliance, and stresses communication between various parties, with final oversight by the Diggers Hotline Board of Directors. If corrective action is required, voluntary improvement will be encouraged, however other actions can be imposed if necessary.

It addresses patterns of non-compliance for both excavation and planning tickets, as well where member facility owners are required to locate or provide prints as requested by the ticket caller. It is not meant to target isolated incidences of non-compliance. The specifics of the program and glossary of terms can be found at: <https://www.diggershotline.com/compliance-program>

For additional information about Diggers Hotline please use the following link: [Diggers Hotline](#).

I hope everyone is having a great summer and finding time to enjoy their family and friends. Hopefully everyone is looking forward to finally returning back to a normal work environment as much as possible. Back to normal now after the pandemic may mean different things to all of us but it also provides us with an opportunity to grow from this experience.



We learned a lot about ourselves, our country, and the industry that we work in during the pandemic. We should all take our lessons learned and grow from them to make our lives and workplace/industry even stronger.

This fall WisDOT will be holding the 2021 Utility Conference. This event is an opportunity for all of us to learn from each other so that we can together make the Utility Coordination process more efficient. We are striving to have a conference that will combine all of the stakeholders in utility coordination contributing so that we can all learn from each other and have an increased awareness of each other's challenges in this vital part of highway development and construction in the state of Wisconsin.

A message to our WisDOT external partners is to please not wait until a conference for you and your company to find a way to communicate your concerns. I would like to offer that you please contact us with any concerns or opportunities to meet with you so that we can share our work processes and we learn more about yours so that together we can make improvements.

As WisDOT works on various improvements to our Utility Coordination process, some of our external partners will be asked to participate in these efforts. Thank you in advance for your participation because your input is extremely important to the overall success of Utility Coordination on our state highway projects.

If you have a question or comment, please send it to:
DOTDTSDCOUtilityCoordination@dot.wi.gov

Thanks,
Norman Pawelczyk
Technical Services Chief
Division of Transportation Systems Development

UN #12-5

Staff Updates

Southeast Region

Paul Piccione is the new Utility Unit Supervisor in the Southeast Region. He brings over 20 years of engineering experience to the table, including 15 years at WisDOT. Having previously been on the utility team, Paul knows how instrumental the unit is in the success of the Region's program and is looking forward to the opportunity and the challenges ahead.

Paul lives in Pewaukee with his wife and 2 young daughters. They enjoy traveling, which has been a bit hampered as of late, but has given Paul more opportunity to plan future travel and spend time on his other hobby, "travel hacking".

Paul looks forward to working together with all of you in his new role and

returning to the office.

Northeast Region

Becky Rooyakers is the new NE Region TSS Supervisor. She has been with the Department for over 32 years and was a SET student for 3 summers before that. Becky graduated from UW Platteville (Go Pioneers!!) in Dec 1988 with a BS in Civil Engineering, and worked for 19+ years in PDS as a Design/Construction Engineer and an Assistant Project Manager. She was a PDS Supervisor for 5+ years and has been a TSS Supervisor for almost 8 years. Becky recently took over the Utilities Section as part of her TSS Unit and is very much enjoying working with our wonderful staff both in the NER and around the State.

She has 3 sons who all live close by and 4 grandchildren (so far!) who she enjoys spending as much time with as she can get. Besides spending as much time with her family as possible, in her spare time she also enjoys watching her niece play softball for De Pere, working in her yard, traveling, thrifting, playing disc golf and camping.

Northwest Region

Jeorgia Dahl has joined the Northwest Region as Lead Worker of the utility unit. She has been with WisDOT for 11 years. She loves to be with family, play cards, craft, garden, bike, fish, swim and anything exploring nature. Jeorgia enjoys going on little day trips with her husband, Jeremy, and their son, Vincent, who will be 9 years old in August. Jeorgia has 3 pets, a dog named Norman, a cat named June and a bearded dragon named Trixie.



John Renoos is a new Utility Coordinator for the NW Region. John spent about 28 years in the U.S. Army. He was a Commissioned Engineer Officer and retired from military service in May 2002 as a Lieutenant Colonel. After leaving the military, he worked for a couple non-profits, one as an Executive Director, and the second as a Fiscal Officer. About 18 months ago John was working as an LTE for WisDOT as a Transportation/Financial

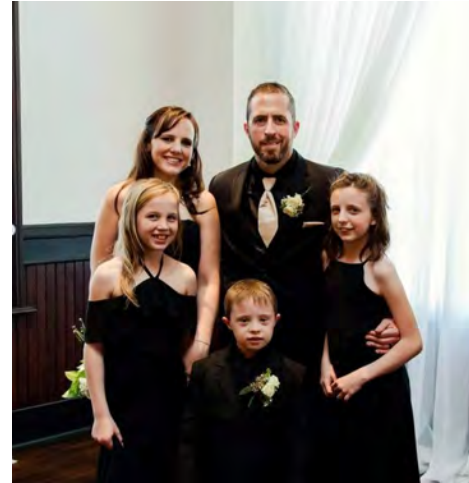
Specialist. In November 2019, he accepted a financial position with the Department of Corrections. In May 2021, John came back to WisDOT and started his current position as a Transportation Specialist-Senior, Utility Coordinator. He enjoys his position and enjoys working for the DOT.

John has been happily married for over 46 years to Mary, and they have three grown children. They have lived full-time in Solon Springs, Wisconsin on a small lake for the past 15 years. They enjoy the area and the quiet lifestyle. John's parents had a cabin on this lake, so he spent much time out here as he was growing up.

His hobby, other than normal household chores, is working at a job like the one he has now with WisDOT. He feels it keeps him sharp and lets him continue to contribute to society.

Southwest Region

In March, Amanda Weaver took a new role in the Southwest Region as a utility coordinator in the La Crosse office. Amanda has been working for the SW Region since mid-2019 as the Real Estate Program Associate, assisting the Real Estate Specialists with reviewing plat sheets, recording deeds, and finalizing acquisitions before PS&E. Before working for WisDOT (and currently part time), she worked as a 911 Emergency Dispatcher for the Vernon County Sheriff's Office and the Viroqua Police Department. Due to this work, she says she can tend to talk in 10-code sometimes without realizing it!



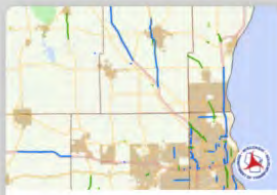
Amanda lives in Westby and is married to Keith, who works as a Fisheries Technician for the DNR. They have three kids: Belle (11), Lily (10) and Everett (7). She is excited to learn her new role as a Utility Coordinator.

Scott Burmeister joined the Southwest Region as a utility coordinator in the Madison office. Scott previously worked for a small sitework contractor in Madison performing full commercial site design and assisting with construction projects. Some notable projects were designing several PDQ Stores, Lexus of Madison, and Lancaster Toyota; and constructing University Avenue through the UW Campus, Madison Fire Station 13, and the Thai Pavilion and Rose Garden at Olbrich. Scott also worked for a summer in the Truax Center Materials Lab testing concrete cylinders, rebar, and cementitious materials. This is his first career position in government and he welcomes any advice for working in a large organization.

Scott lives in rural Deerfield and enjoys the outdoors, using heavy equipment whenever possible, following public safety incidents, and trying to keep up with today's crazy politics. He has mentored UW Engineering students in Engineers Without Borders for the past four years and traveled with them twice to coastal Ecuador. He is also the Vice President of the Madison Professional Chapter of Engineers and the Chapter is always looking for new members, engineers or not.

UN #12-6

New WisDOT GIS Open Data Site



Construction Projects (2 Year)

Construction projects scheduled for completion in the current and next construction year including...



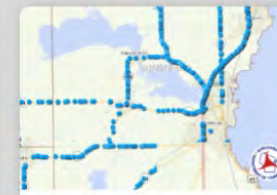
Construction Projects (6 Year)

Six-year program for construction projects on all state and local highways (current fiscal year starti...



Boundaries - Transportation Region

To provide a general cartographic dataset for displaying DOT Regions.



Culvert Inventory

This layer consists of all active cross draining culvert pipes statewide that the Division of Transportation...

The Bureau of Information Technology Services (BITS) is excited to announce the official launch of the [WisDOT GIS Open Data site](#). This new self-service website provides access to authoritative geographic information system (GIS) data commonly requested by staff, agency partners and the public. Users can easily search and download GIS data in various formats to meet their needs.

With the launch of this site, WisDOT joins other Wisconsin state agencies that already provide GIS open data to the public. This site improves WisDOT's transparency, supports WisDOT IDEAs of Excellence and Accountability to the citizens of Wisconsin, and increases efficiency of internal and external data sharing.

Datasets of interest may include the 2 year and 6 year construction projects, culvert inventory, and region boundaries. Please take time to explore these datasets and use them for your utility coordination efforts. For simply viewing the data, you can also use the [WisDOT Maps](#) website.

UN #12-7

DMV launches program that helps companies manage their fleet

The Wisconsin Department of Transportation Division of Motor Vehicles (DMV) launches eMV Fleet Registration System. The new program features an online renewal for businesses renewing their registration for each vehicle in their fleet.

Businesses and organizations with multiple vehicle types, including fleet cars, heavy trucks, trailers and vehicles registered at 54,000 lbs. and under, can use DMV's new online renewal program to manage their fleet's license plates. They can view their entire fleet on a customizable dashboard, select vehicles scheduled for renewal, renew and pay online.

"Our new eMV Fleet Registration System is the newest service developed to partner with businesses and enhance operations. What normally could take hours of company staff time can be done in minutes. The new system streamlines the process for managing all the tasks related to renewing company license plates," DMV Administrator Kristina Boardman said. "This online renewal option is ideal for businesses with multiple vehicles."

DMV's eMV Fleet Registration System (wisconsin.dmv.gov/e-MVFleet) is a free program that lets companies easily manage these tasks:

- Process registration renewals
- Order replacement plates when renewing a vehicle
- Receive renewal notification by email
- Receive and print the vehicle's Certificate of Registration instantly via a PDF
- Maintain their own stock of stickers
- Update their vehicle kept in information
- Renew a vehicle for multiple quarters or months



The only fees collected as part of the eMV Fleet Registration System are the registration (and/or replacement plate) fees associated with the renewal of license plates. Payments are made online. The online ACH (Automated Clearing House) account withdraws required fees when authorized at the end of the business day with no additional service fee. Renewing through other methods, such as individually online or by mail, remain an option.

Process overview

A company must register to access state of Wisconsin Internet applications by using the Web Access Management system (WAMS). They then complete an access form to begin their account with eMV Fleet.

Once enrolled, information on the company's vehicles are readily accessible; no individual entry needed. Vehicles sold or transferred to a new owner in the DMV database will be automatically removed from the company's fleet.

The company's fleet manager can set up a dashboard and organize the vehicles. Some companies, for example, categorize their vehicles by location, type of vehicles, or individual vehicle numbers. There is no limit to the number of vehicles assigned to a company. Participants can arrange multiple fleets of vehicles that contain 1 to 200 vehicles per fleet.

Renewal notifications will be emailed. The company manager enters the eMV Fleet Registration System, selects the vehicle needing renewal, makes any necessary adjustments to vehicle kept in information, then renews online. An email confirmation includes a PDF of the Certificate of Registration. The task is completed in minutes after printing the Certificate of Registration, taking a sticker provided when enrolled, and taking it to the vehicle.

Outsourced service part of the team

While eMV Fleet Registration System greatly simplifies the vehicle registration process, some companies use an authorized processor to complete these transactions on their behalf. This partnership can continue.

For more information, contact:

WisDOT Office of Public Affairs
(608) 266-3581, opa.exec@dot.wi.gov

UN #12-8

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Utility Coordination Newsletter?**

[Find them here](#)



To subscribe, submit questions, suggestions, comments or potential newsletter articles, please send an email to DOTDTSDCOUtilityCoordination@dot.wi.gov. BTS/U will review each submission prior to publication.

This bulletin has been developed to provide updates, clarifications, job aids and news pertaining to WisDOT utility coordination and related WisDOT programs, policy and services. Information published in this bulletin will be of interest to those who work closely with utility coordination.