



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Airport - Highways - Parks

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Public Works Committee – Parks & Highway Minutes
Thursday, November 9, 2017 – 8:00 a.m.
Public Works Department- Committee Room
3715 Newville Road
Janesville, WI 53545

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

Committee Members Present. Supervisors Bussie, Driscoll, Richard and Fox.

Committee Members Absent. Supervisors Arnold.

<u>Staff Members:</u>	Michelle DeRubeis	Public Works Accounting Supervisor
	Amy Friend	Secretary II
	Duane Jorgenson	Director of Public Works
	Lori Williams	Parks Director – Conference call on phone

<u>Others Present:</u>	Floyd Finney	Parks Advisory Committee
	Jaime Kurten	MSA Professional Services
	Dean Paynter	Parks Advisory Committee

Approval of Agenda. Supervisors Richard and Driscoll moved today's amended Agenda. MOTION CARRIED.

Approval of Minutes of October 10 and October 12, 2017. Supervisors Driscoll and Richard moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, and Announcements. Mr. Jorgenson stated he had received an email from Wisconsin County Highway Association (WCHA) about the new LRIP web-based submittal process training for the towns. WCHA is seeking a legal opinion as to the apparent directive from WisDOT on the process for the Towns. The WisDOT is requiring all project documents to be processed in the new LRIP Web application online. The WCHA believes that WisDOT should have provided training to the Towns instead of placing the responsibility of training onto the Counties. Mr. Jorgenson stated he had provided a training on October 11th for the new LRIP web-based submittal process that was attended by 19 representatives of various towns, cities and villages.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Mr. Jorgenson reported the Annual Town Road Maintenance Agreements are ready to be sent once the 2018 Budget is approved. The mileage rates for winter are \$900/mile. The routine maintenance rates are \$1,700/mile. These rates are unchanged from 2017.

Mr. Jorgenson shared a letter to the editor that was in the Janesville Gazette on Friday, October 13, 2017 about the Rock County road crews doing impressive work. He also stated he had received positive feedback from two local construction contractors about the work being done on CTH MM.

Mr. Jorgenson provided information on a letter Chair Bussie had received from Moore Equipment Company wanting to supply replacement parts for roadside mowing equipment. He stated the vast majority of our mowers are manufactured by Woods and Moore Equipment Company does not provide Woods parts.

Mr. Jorgenson provided the committee with information on the Wisconsin County Highway Association Professional Development & Leadership Conference on December 4 & 5, 2017 in Wausau. The conference is for new commissioners, superintendents and highway committee members that want to improve their professional development and leadership skills.

Mr. Jorgenson reported he would be attending the Wisconsin County Highway Association 2018 Winter Road School Highway Conference on January 15, 16 and 17, 2018 in Wisconsin Dells.

Mr. Jorgenson provided the committee with an update on the status of hiring an interim Airport Manager. He stated they have it narrowed down to two candidates. The contract will be with the contract firm and not the individual.

Chair Bussie shared a copy of a picture that was taken at a County Board meeting.

Chair Bussie stated Supervisor Fox is at a Finance meeting and will be here as soon as he can.

PARKS BUSINESS

Resolution: Authorizing Purchase of Rye Farms Inc. Property and Amending the Department of Public Works – Parks Division Budget. Supervisors Richard and Driscoll moved authorizing purchase of Rye Farms Inc. Property and Amending the Department of Public Works – Parks Division Budget. Ms. Williams stated amending the Parks budget is necessary to accept the \$3,000 contribution towards the purchase from the Rock County Trail Coalition. Discussion took place on future property purchases and the maintenance costs. MOTION CARRIED.

Resolution: Authorizing Acceptance of Carol Miller Land Donation. Supervisors Richard and Driscoll moved authorizing acceptance of Carol Miller land donation. Ms. Williams stated Ms. Miller wishes to donate the property to the Parks as a legacy to her late husband and kids. Chair Bussie asked what the property was valued at. Ms. Williams stated the appraised value was \$145,000. Discussion took place on how much of the land was usable and the future plans for the property. MOTION CARRIED.

Next Meeting Date. The next Parks meeting will be Tuesday, December 12, 2017 at 8:00 a.m. at the Department of Public Works.

Ms. Williams departed conference call at 8:24 a.m.

Mr. Finney and Mr. Paynter departed at 8:24 a.m.

HIGHWAY BUSINESS

Discussion – MSA Donation for United Way. Mr. Jorgenson stated he had attended a conference and Rock County won a \$150 donation to any charity of their choice from MSA. He had talked with administration and MSA could donate to the United Way on Rock County's behalf. Supervisor Richard questioned if it would give the appearance that Rock County has a close relationship with the vendor. He also questioned why Rock County's name would have to be tied to the donation. Chair Bussie stated donations have been done before in Rock County's name. Mr. Jorgenson stated Mr. Smith and Corporation Counsel viewed the donation as a benefit to United Way. Discussion took place on accepting the donation. Mr. Jorgenson will speak to Mr. Smith again and will bring the decision back to the committee.

Resolution: Awarding Contract For Uniforms, Shop Towels and Walk-Off Mats Department of Public Works Airport, Parks, Highway 2018-2020. Supervisors Richard and Driscoll moved awarding contract for uniforms, shop towels and walk-off mats Department of Public Works Airport, Parks, Highway 2018-2020. MOTION CARRIED.

Ms. DeRubeis arrived at 8:33 a.m.

Supervisor Fox arrived at 8:35 a.m.

Discussion – Equipment Process. Mr. Jorgenson stated the equipment checklist that was included in the packet is a procedure for internal controls for equipment purchases.

Update and Discussion – DPW Billing. Mr. Jorgenson stated the billing information included in the packet gives an idea of timeliness of billings to the towns and state. He stated that starting with the May 2017 billing, the bills were sent out within a month of the closing period. Discussion took place on the delays in billing during the first part of the year. Ms. DeRubeis stated she has set a target date each month for the billing to go out. She stated the 22nd is the soft close and the 25th is the hard close. Discussion took place on the billings to the state. Mr. Jorgenson stated that during a three year span ending in December 2016 the billing was late 35 out of 36 months to the state. He stated they have been on task for 2017 except the first couple months of the year. Supervisor Richard stated he recognized the improvements that have been made and the towns will appreciate this.

Mr. Jorgenson stated training for RT Vision, the new timekeeping system, will be included in next week's training day. Ms. DeRubeis stated RT Vision is not as labor intensive as the current system. She feels RT Vision will mainstream efficiencies and the billing will go out quicker.

Update and Discussion – DPW Project Status – Attached. Mr. Jorgenson discussed the updated DPW project status spreadsheet to the committee.

He stated they pushed very hard to get the work done on CTH MM this year. The ditches will be finished up and the surface layer of asphalt will be paved in the spring.

Next year the crew should have a lighter construction work load. Mr. Jorgenson informed the committee about a big repair done for the state on the I-43 and I-39 ramps during a 24 hour period.

Update and Discussion – Assistant Director Position. Mr. Jorgenson informed the committee that Nick Elmer is scheduled to start on November 20th.

Review of Payments. Review was completed.

Next Meeting Date. The next Highway meeting will be Thursday, December 14, 2017 at 8:00 a.m. at the Department of Public Works.

AIRPORT BUSINESS

Discussion and Possible Action – Approval of Southern Wisconsin Regional Airport and Janesville FAA Contract Tower Letter of Agreement. Mr. Jorgenson stated the Letter of Agreement language was not finalized and not ready for approval. Supervisor Richard moved to table the action for another meeting. Supervisor Driscoll seconded. MOTION CARRIED.

Adjournment. Supervisor Fox and Richard Fox moved to adjourn at 9:12 a.m. MOTION CARRIED.

Respectfully Submitted,

Amy J. Friend
Secretary II