



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Airport - Highways - Parks

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Public Works Committee – Highway Minutes
Tuesday, October 23, 2018 – 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, Fox, Richard and Zajac.

Committee Members Absent. None.

Staff Members:

Amy Friend	Secretary II
Duane Jorgenson	Director of Public Works

Others Present:

Floyd Finney	Parks Advisory Committee
Dean Paynter	Parks Advisory Committee
Tom Presny	Parks Advisory Committee
John Traynor	Parks Manager
James Hessenauer	Parks Crew Leader
Pete Koch	DPW Towns Superintendent
Joshua Smith	County Administrator
Randy Terronez	Assistant to the County Administrator
Mary Mawhinney	Vice Chair County Board of Supervisors
Cynthia Hevel	Airport Specialist
Lenny Heath	Concerned Citizen
Michelle DeRubeis	PWD Accounting Supervisor

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

Approval of Minutes of September 26, 2018. Supervisors Driscoll and Zajac moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, and Announcements. Chair Bussie stated that any citizens can talk now or be recognized at the time the item they want to discuss is on the Agenda.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Mr. Jorgenson introduced Pete Koch. Mr. Koch is the new Towns Superintendent and had worked at Green County Highway Department for 17 years. Mr. Koch stated he was grateful for the opportunity and hopes to carry on with what Mr. Traynor has accomplished.

Mr. Jorgenson stated he had received one letter and is waiting to receive the second letter from the residents on CTH A. Once both letters are received, the issue will be addressed at the November meeting.

Mr. Jorgenson stated he was not able to attend the 2018 WCHA Commissioner's fall training that was held Monday and Tuesday. Mr. Elmer is attending the training.

Mr. Jorgenson provided information to the Committee for the 2019 Winter Road School (Highway Conference) that will be held January 14, 15 & 16, 2019 and encouraged them to attend.

HIGHWAY BUSINESS

Resolution – Recognizing Claude Lewis. Supervisors Zajac and Richard moved the Resolution Recognizing Claude Lewis. MOTION CARRIED.

Resolution – Recognizing Thomas Weis. Supervisors Zajac and Richard moved the Resolution Recognizing Thomas Weis. MOTION CARRIED.

Discussion and Possible Action – Controlled Access Permit on CTH A. Supervisors Fox and Richard moved the Controlled Access Permit on CTH A. Mr. Jorgenson stated this is a controlled access request to change the use from a private entrance to a shared access. The Planning and Development Committee has conditionally approved the land division upon approval of a change of use of the access from a private entrance to a shared access. MOTION CARRIED.

Discussion and Possible Action – CTH A (USH 14 – CTH M) Order for Removal of Encroachments. Supervisors Zajac and Driscoll moved The CTH A (USH 14 – CTH M) Order for Removal of Encroachments. Mr. Jorgenson stated the removal of encroachments need to be done prior to construction. Discussion took place on the types of encroachments and working with property owners that have encroachments. MOTION CARRIED.

Review of Payments. Review was completed.

Review and Possible Action – 2019 Recommended Budget. Mr. Smith discussed his recommendations for the 2019 Budget.

Parks – Mr. Smith stated the Parks department will be receiving an impact payment from American Transmission Company (ATC) in 2019. He recommended that \$40,000 of the ATC funds be set aside for a consultant to update the Parks, Outdoor, Recreation, and Open Spaces (POROS) Plan. Mr. Smith recommended that the Community Coordinator position be reduced from 1.0 FTE to 0.4 FTE. This results in a tax levy savings of \$49,342 compared to the budget

request. He felt the new Parks Manager and a part-time Community Coordinator could manage the relationships with friends-of-the-parks groups, plan and run parks programs, and market the parks to the community.

Mr. Jorgenson, Mr. Paynter, Mr. Presny, Mr. Finney, Mr. Traynor and Mr. Hessenauer all spoke against reducing the Community Coordinator position from 1.0 FTE to 0.4 FTE. Discussion took place on the need to keep the Community Coordinator position full time. Discussion took place on how to fund the Community Coordinator position.

Supervisor Zajac made a motion to fund a full time position for the Parks Community Coordinator Position that is budget neutral or funded with ATC funds or a combination of both. Supervisor Bussie seconded. MOTION CARRIED

Airport – Mr. Smith stated he recommend two state aid projects which included the expansion of the southeast ramp and renovation of the operations and maintenance building. He did not recommend the project to resurface Runway 18/36 at this time. The total project cost of \$350,000 would have to be 100% county funded. He recommended an increase in training for airport staff. Storm water charges in the 2019 budget are increasing by \$12,105 based on new methodology being employed by the City of Janesville. Although the County Board has not made a final decision on whether to separate the airport into a separate department, a number of accounting changes are recommended for the airport's budget. These changes will better reflect the actual cost of operating the airport.

Highway – Mr. Smith stated revenue from the State Department of Transportation (WisDOT) to fund Public Works department is expected to increase in 2019. The WisDOT General Transportation Aids is also expected to increase in 2019. He stated borrowing for the funding of projects will be increased in 2019. Mr. Smith recommended funding all of the capital equipment purchases requested. He also recommended a reduction in the amount budgeted for road salt.

Mr. Smith recommended several personnel changes. He recommended the Public Works Superintendent and Shop Superintendent positions be reallocated from Range 19 to Range 21. He recommended the Public Works Accounting Supervisor be reallocated from Range 19 to Range 20 and a title change to Financial Office Manager. The Financial Office Manager title exists in other County Departments with comparable duties. He also recommended the overtime pay status be change from straight time (unilateral B) to exempt (unilateral C). He also recommended the Public Works Cost Allocation Specialist position be reallocated from Range 4 of the 2489 pay grid to Range 3 and retitled to Accounting Specialist.

Mr. Jorgenson thanked Mr. Smith for his hard work on the budget. Mr. Jorgenson recommended the Public Works Accounting Supervisor be reallocated to Range 21 from Range 19. He stated the two step increase for this position was warranted. He recommended not changing the title to Financial Office Manager and leaving the title as Public Works Accounting Supervisor. Discussion took place on the difference between unilateral B and unilateral C. Mr. Jorgenson recommended the Public Works Allocation Specialist be moved up to 1a in the 2489

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pay grid. Discussion took place on the positions and the wage study. The Committee asked for more information before making a recommendation. Mr. Jorgenson stated he would provide them with the information.

Next Meeting Date. The next Highway meeting will be Tuesday, November 27, 2018 at 8:00 a.m. at the Department of Public Works.

Adjournment. Supervisors Fox and Richard moved to adjourn at 10:05 a.m. MOTION CARRIED.

Respectfully Submitted,

Amy J. Friend
Secretary II