

County of Rock  
Public Works Department  
Highways  
Parks  
Airport



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Public Works Committee Minutes  
Thursday, September 29, 2016 – 8:00 a.m.  
Southern Wisconsin Regional Airport  
Voyager Room  
1716 W. Airport Rd.  
Janesville, WI 53546

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, Fox, Arnold, Driscoll and Richard

Committee Members Absent. None

<u>Staff Members:</u>	Ben Coopman	Public Works Director
	Ron Burdick	Airport Director
	Duane Jorgenson	Assistant to Public Works Director
	Cynthia Hevel	Airport Specialist

<u>Others Present:</u>	Remy Konitzer	Airport Tenant
	Allan Arndt	Town of LaPrairie

Approval of Agenda. Mr. Burdick stated that item 6.a, Update on Janesville Jet Parking Lot, was going to be tabled and put on the Parks October 11<sup>th</sup> Agenda because Jeff Kuglitsch, Rock County Corporation Counsel, wants to attend the meeting. Supervisor Fox made a motion to delete Agenda Item 6.a, Supervisor Richard seconded the motion. MOTION CARRIED. Supervisors Arnold and Driscoll moved today's Agenda as amended. MOTION CARRIED.

Approval of Minutes of August 23, 2016. Supervisors Driscoll and Richard moved the minutes. MOTION CARRIED.

Citizen Participation, Communications and Announcements. Mr. Coopman mentioned that tonight at 7:00 p.m. there will be a meeting held here at the airport for Turnout for Transportation. This is a statewide initiative with all counties participating to highlight concerns regarding funding for the state's transportation system.

**AIRPORT BUSINESS**

Approve Fourth Addendum to Lease Agreement Between Southern Wisconsin Regional Airport County of Rock, Wisconsin and SC Aviation, Inc. Supervisors Fox and Arnold moved the Addendum. Mr. Burdick explained that the Addendum reduces the square footage in the original

lease by 7,500 feet. That area was originally reserved for a future addition. With the new building, they no longer need to reserve that space. The Addendum also includes the additional area needed for parking and drainage for the new building, lease rates, and new Exhibits A & B. Mr. Burdick mentioned that the new county surveyor did a nice job overlaying the lease lines on aerial photographs. Mr. Burdick requested that the surveyor perform the same service for the rest of the leases on the airport MOTION CARRIED.

Airport Accounts Receivables. Mr. Burdick discussed the accounts on the report. Supervisor Fox noted that it seems as though the customers in the 120 days past due column were mostly one time users of the airport. The Committee had mentioned last month that they would like to know how much time is spent on collection activities. Cynthia Hevel reported that she has kept track of the amount of time spent in the last month. This was 1 1/2 hours and was spent primarily sending out letters with an occasional phone call or e-mail. Mr. Konitzer mentioned that it might cut down on collections if the county could accept ACH payments and have invoices sent by e-mail. Ron said that he would talk to the Finance Director about the possibility of setting up some type of automated system.

## HIGHWAY BUSINESS

Follow-up Discussion and Possible Action on Recommendations of Matrix Consulting Group – Public Works, Highway Division Study – Operations and Service Provision Section. Mr. Coopman passed out two handouts regarding the Matrix study, one was a Status of Recommendations, and the other was a Summary of Recommendations. Mr. Coopman thanked Mr. Arndt from the Town of LaPrairie for attending. Mr. Coopman offered a brief re-cap of where discussions were on this study and what has been discussed and decided.

Supervisor Fox asked Mr. Arndt if he had anything in particular that he wanted to discuss since he had taken the time to come to the meeting. Mr. Arndt stated that he came to get clarification on some of the financial information in the study. He said that he liked his township having its own patrol worker and favors a two-tiered system of charges and would like to see the towns pay by the type of mile (urban vs rural) for their services.

Supervisor Richard asked if a decision had been made to discontinue paving to towns. Mr. Coopman replied there had not been a decision made. The County's current paver is probably good for another two or three years. When the current paver needs replacement, it may be time to revisit this issue. Mr. Arndt stated that the towns will have to make some changes in how they are managing their roads. At some point budgets will have to increase to allow for more town paving.

Supervisor Fox made a motion to reject Recommendation #1 – Discontinue Paving to Towns, Supervisor Bussie seconded it. MOTION CARRIED.

Supervisor Fox asked what the premise was behind the two-tier winter system and why did it cost more. Mr. Coopman explained that urban areas cost more to plow because of the slower speeds, more obstacles, more intersections, and are basically more time consuming. Also they may use more materials.

Supervisor Driscoll stated that he would like to explore a two-tier system. Supervisor Richard said that phasing it in over time seemed like a good choice. Supervisor Fox agreed. Supervisor Richard would like to hear from Town Superintendent, John Traynor, who has spent time talking with the towns on this topic. Supervisor Bussie suggested a get together with the Towns Association to explore this further to be brought back to the committee in the future.

Discussion took place on Matrix recommendation # 4 – Replace pickup trucks with single-axle dump truck. Ben said that from a strictly financial perspective having a pick-up fleet and single axle trucks may not be the best choice. Single axle trucks are needed for winter services, and those trucks can also perform the summer tasks. The single axle trucks cost more per hour so towns would receive fewer services for the same money. In addition there is a personnel cost. The larger trucks could result in higher injury rates due to the higher truck cabs and beds causing shoulder, arm, and knee injuries. Productivity for some tasks with the bigger trucks could be less. There are some modifications that can be done such as adding baskets to the trucks, but Mr. Coopman's recommendation is to leave things at the status quo. The Committee decided to reach a decision on this recommendation at a later date. NO ACTION.

Discussion took place on Matrix Recommendation #21 – Prepare for non-winter staff reductions; winter staff expansion. The Matrix study recommended that the department reduce its workforce in the summer and then hire seasonal winter maintenance employees. It is difficult to hire qualified people for winter maintenance only. Snow plowing takes skill and there is a learning curve. Qualified people don't want to sign on for intermittent work because it affects their unemployment benefits.

Supervisor Richard stated that he knows how hard it is to recruit the right people and Supervisor Fox suggested that perhaps we could hire retirees for the winter. Walworth County tried that, and it didn't work out. They found that these people would work for a while and then decide they did not like the arrangement. Our staffing levels do go down in the summer because the employees use their earned benefit time in the summer.

Mr. Coopman stated that there will be a demand for 20% more services with the expansion of interstate 90/39 and the complexity of the work will increase 60 to 70 percent. While he did not ask for more people in 2017, there are several unfilled openings and he is going to be talking to the County Administrator about filling those positions in the meantime.

Supervisor Bussie asked if DPW has any seasonal employees. The Parks Department does, but the Lori Williams has had a hard time filling those positions because of federal health care insurance provisions and resulting hiring policies of the County. Supervisor Richard suggested setting up a seasonal hiring pool. A decision on this recommendation will be deferred until later. NO ACTION.

Discussion took place on Matrix recommendation #22 – Prepare for night maintenance work, including supervision. The State of Wisconsin wants to explore night maintenance. A tentative arrangement was worked out several years ago that involved a shift differential and minimum number of consecutive night work shifts, but never implemented. The second problem is that

equipment has to be outfitted to work at night, everything has to be lighted, and there are work quality and supervision issues. NO ACTION.

Supervisor Fox asked if there was an economic reason for staff working four, 10 hour days instead of five, 8 hour days. Mr. Coopman replied that it saves 20% of cost of staff commuting from the shop to the job site and less time spent on set up every day.

Discussion took place on Matrix recommendation #23 – Move forward with a planned garage facility in the Beloit area. Mr. Coopman has requested that engineering for this project be included in the 2017 budget. The State of Wisconsin has said that we can have space at the interchange of I-90/39 and I-43. Details of an arrangement with the State are being discussed. Supervisor Fox asked if this would be a duplicate of the Janesville shop. Mr. Coopman stated that it is not going to have a repair shop and will be mostly parking for equipment and supply storage. NO ACTION.

Discussion took place on Matrix recommendation #24 – Locate future facility expansions close to the interstate corridor. This is covered by recommendation #23- the planned facility is by the intersection of I-90/39 and I-43. NO ACTION.

Discussion took place on Matrix recommendation #25 – Maintain a single repair shop and parts room. This is already being done at the Janesville shop location. There is no need to change. NO ACTION.

Discussion on the Highway Division's billing took place. Mr. Coopman stated that the delay in filling the vacancy in accounting put them further behind, but that the position has been filled and the new person started on Monday. Accounting is working on a new voucher payment system and he will be coming back in a month or so with more information.

Ron Burdick left at 9:24 a.m.

Next Meeting Date. The next Public Works Committee Meeting will be on October 11<sup>th</sup> at 8:00 a.m. for the Parks Department; October 13<sup>th</sup> at 8:00 a.m. for the Highway Department and October 25<sup>th</sup> for the Airport.

Adjournment. Supervisors Richard and Arnold moved to adjourn at 9:32 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Airport Specialist

# Matrix Plan

## Status of Recommendations

<b>Operations and Service Provision</b>			
<i>Number</i>	<i>Description</i>	<i>Action Taken</i>	<i>Further Information</i>
1.	Discontinue paving to towns	Discussed July 14, 2016. No decision.	Rejected September 29, 2016.
2.	Require Supplemental Payment from larger towns	Rejected recommendation on July 14, 2016 and will leave status-quo.	Reopen discussion with committee. September 29, 2016.
3.	Develop menu options for Towns to select services	No firm action, pending further input from towns.	Meet with Towns/County Committee. September 29, 2016.
4.	Replace pickup trucks with single-axle dump trucks	Laid over for 2017. Revisit in 2018. September 29, 2016.	
5.	County Departments should consider DPW for certain construction projects	Accepted July 14, 2016.	

<b>Fleet and Parts</b>			
<i>Number</i>	<i>Description</i>	<i>Action Taken</i>	<i>Further Information</i>
6.	Adopt a 9-year replacement cycle for single-axle dump trucks	Accepted June 9, 2016.	Monitor yearly to fine-tune the optimum year for this replacement target.
7.	Adopt the Equivalent Annual Cost (EAC) methodology for determining optimum replacement schedules	Accepted June 9, 2016.	
8.	Calculate depreciation costs using full value at initial purchase	Rejected June 9, 2016. Also requires a change in State cost accounting practices.	
9.	Use FASTER to establish preventative maintenance schedules	Supported use or acquisition of best software package to improve efficiency and processes.	
10.	Use FASTER to generate reports on shop performance and efficiency	Supported use or acquisition of best software package to improve efficiency and processes.	

11.	Study further the low parts inventory ratio and turnover rate	Discussed on June 9, 2016. Pending further study and then action.	
12.	Limit access to the parts room to authorized staff only	Implemented June 1, 2016.	
13.	Work with CCG Systems to implement a bar code reader system for parts charging		
<b>Technology and Administration</b>			
<i>Number</i>	<i>Description</i>	<i>Action Taken</i>	<i>Further Information</i>
14.	Continue work on automated timekeeping system for hourly employees	Discussed on May 12, 2016. Pending final action.	See #17 below
15.	Have timekeeping data transfer automatically to other cost accounting systems	Discussed on May 12, 2016. Pending final action	See #17 below
16.	Synchronize automatic timekeeping to billing systems	Discussed on May 12, 2016. Pending final action	See #17 below

17.	If County created systems cannot be upgraded to meet the above two tasks, seek an outside developed application	Discussed on May 12, 2016. Pending final action	Seems to be where the effort should head
18.	Develop a manual of billing policies and procedures		
19.	Develop a procedural timeline for issuance of monthly billings	Accepted May 12, 2016	
20.	Reclassify the Account Clerk 2 position to a Cost Allocation Specialist	Accepted May 12, 2016	
<b>Staffing &amp; Facilities</b>			
<i>Number</i>	<i>Description</i>	<i>Action Taken</i>	<i>Further Information</i>
21.	Prepare for non-winter staff reductions; winter staff expansion	Explore a hiring list for seasonal employees. September 29, 2016.	
22.	Prepare for night maintenance work, including supervision	Work in progress for 2017. September 29, 2016.	



23.	Move forward with a planned garage facility in the Beloit area	Agreed by consensus, September 29, 2016.	
24.	Locate future facility expansions close to the interstate corridor	Agreed by consensus, September 29, 2016.	
25.	Maintain a single repair shop and parts room	Agreed by consensus, September 29, 2016.	

9/28/16

Revised 9/29/16