

County of Rock
Public Works Department
Highways
Parks
Airport



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Public Works Committee Minutes
October 25, 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, Arnold, Driscoll and Richard

Committee Members Absent. Supervisor Fox

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| <u>Staff Members:</u> | Ben Coopman | Public Works Director |
| | Ron Burdick | Airport Director |
| | Lori Williams | Parks Director |
| | Josh Smith | County Administrator |
| | J. Russell Podzilni | County Board Chair |
| | Cynthia Hevel | Airport Specialist |

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| <u>Others Present:</u> | Bonnie Cooksey | Janesville Jet Center |
| | Remy Konitzer | Airport Tenant |
| | Robert Logan | Janesville Jet Center |

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

Approval of Minutes of September 29, 2016. Supervisors Driscoll and Arnold moved the minutes. MOTION CARRIED.

Citizen Participation, Communications and Announcements. Mr. Coopman gave a construction update. County Rd. F is currently being graded, paving should start next week and take most of the week. Finish work will take place after the paving. County Rd. M work will probably have to stop for the year where it is currently at. Funds for the project will be carried over into 2017 and the work will be finished next spring. A late start last spring and lots of rain this year slowed down all the projects. Supervisor Richard asked if a deadline had been missed and Mr. Coopman said there was only a timetable that was subject to weather, so no deadline has been missed.

AIRPORT BUSINESS

Approve Improvements to Janesville Parking Lot. Mr. Burdick stated that at the meeting on October 11th, Corporation Counsel explained that because the pavement area in need of repair was not currently leased to the Janesville Jet Center, that the County must provide the repairs. A motion was made at that time to proceed with repairs, but because the item had not been on the agenda for action, no action could be taken. It was to be on this Agenda for action. The estimated cost for repairs is \$22,000.

Supervisor Richard asked if since the business has used the area for a number of years without cost, if there was some type of cost sharing that could be done or if the Lease could be retroactive. Mr. Coopman replied that it was determined that we own the area and we have to fix it. Janesville Jet will lease the land after the repair.

Supervisor Bussie stated that they were being asked to approve something without any written information and Supervisor Driscoll agreed. They would like something in writing to approve.

Mr. Burdick said that he would talk to Jeff Kuglitsch about getting something on paper and getting a draft lease drawn up. Mr. Logan from Janesville Jet Center said that they could sit down and start talking about the Lease, but that it wouldn't be done by the next meeting. Mr. Burdick said the repair couldn't be done until spring so there is time to work on this. Supervisor Bussie said to bring it back when it was ready. NO ACTION

Airport Accounts Receivables. Mr. Burdick discussed the report and stated that all accounts over 120 days past due had been submitted to the collection company. NO ACTION

Discuss Petitioning the Bureau of Aeronautics for Airport Improvement Aid and Set Public Hearing Date. Mr. Burdick explained that in order to obtain state and federal funding, every so often we must do a Petition for state and federal funding. This allows us to ask for funding for airport improvement projects. These projects were outlined in the Six-year Plan approved by the County Board in July. Discussion on a date for the meeting and public hearing took place. It was decided to eliminate the November airport meeting and combine the Parks and Airport meetings into one meeting on December 13, with the public hearing being held prior to the meeting at 8:00 a.m. The public hearing and joint meeting will be held at the airport.

HIGHWAY BUSINESS

Award of Bids for Orfordville Garage Lights. Supervisors Arnold and Driscoll moved the Resolution. Mr. Coopman briefly explained that while the project is coming in over budget due to some additional work needed on the electrical circuit board, other projects have come in under budget and will cover the additional cost. The project won't be completed this year but will be under contract before the end of the year. MOTION CARRIED.

Approval of Bids for DPW Waste Collection. Supervisors Arnold and Richard moved the Resolution. Mr. Coopman explained that this is a routine three-year contract for waste removal services for all three divisions of the Public Works Department. MOTION CARRIED.

PUBLIC WORKS BUSINESS

Discussion and Possible Action on County Administrator's Recommended 2017 Budget. Mr. Coopman asked Ms. Williams to discuss the Parks Division budget. Ms. Williams stated that her primary concern with the administrator's recommended budget was moving her and the community coordinator's assigned vehicles from the DPW fleet to the motor pool, but after talking with County Administrator Josh Smith she understood his reasoning and that it is just changing the funding source, the cost will be close to the same. Supervisor Bussie asked if it would cause problems and Ms. Williams responded that she was worried about competing for replacement vehicles when needed. Mr. Smith said that he felt that the vehicles driven by the division heads and community coordinator were more like motor pool vehicles- cars and SUV's, than motor pool vehicles - plow and dump trucks, this provides consistency. Supervisor Richard asked how much driving the community coordinator does and Ms. Williams said that while he does not take a vehicle home, prior to assigning him a vehicle they were paying him mileage for driving his personal vehicle so the assigned vehicle has saved them money.

Supervisor Arnold asked Ms. Williams how many employees she has and Ms. Williams responded that she has three full time Parks Patrol Workers, two seasonal workers that work 25 hours a week each during the summer, one full time Community Coordinator, and a .25 Secretary. Supervisor Arnold said she thinks they do a nice job and the rest of the Committee agreed.

Mr. Coopman mentioned the over \$10,000 that was left in the fund balance and that Josh Smith had recommended applying it to the Community Coordinator's salary. Supervisor Richard stated that it would have been nice if it had been used to reduce the tax levy.

Supervisor Bussie asked Mr. Burdick to discuss the airport's budget. Mr. Burdick stated that while the new t-hangars were not funded again this year, Mr. Smith did recommend a new fire truck and a high speed snow blower. Mr. Smith reduced the requested dollar amount for the blower and recommended finding a used or demo unit. The remainder of the budgeted items were fine. Supervisor Driscoll asked what would happen if we cannot find a used or demo unit and Mr. Burdick replied that we may have to ask for more money. Supervisor Bussie asked if we would sell the old unit and Mr. Burdick said that we would not, we would be making the unit a sweeper only which would reduce wear and tear. The unit itself has very little resale value.

Supervisor Richard noticed that we were again requesting funding to market the restaurant space but there was no income budgeted from the space. He asked what had been the outcome of the realtor's marketing the space. Mr. Burdick replied that James Otterstein had reached out to three realtors to market the space, and all three declined. Supervisor Richard suggested that maybe the space could be used for a different use while marketing for the restaurant. Mr. Burdick said that he will talk to Mr. Otterstein about it. Mr. Coopman stated that using the space for an alternate use could be tricky as we have to conform to the Airport's covenants.

Mr. Coopman discussed the Highway Division's budget. He said that he feels that it is a fair budget and he supports it. He did have one item to discuss and that was the paving projects for next year. Mr. Coopman handed out a printout showing the paving projects for the next three years. Mr. Smith has eliminated one paving project from his 2017 recommended budget and that was the

paving of County Highway F from Highway 14 to J-F Townline Rd. at a cost of \$2,765,000. Discussion on why Mr. Smith eliminated the project and the feasibility of funding this project through borrowing took place. Supervisor Richard stated that the interstate project will create revenue from sales tax and feels that the lion's share should go to the Public Works Department.

Mr. Coopman stated that Mr. Smith is also proposing big changes that will affect buildings and grounds. This would involve moving one person from Public Works to Facilities Maintenance. That person would still be working at the DPW building but would now be working for Facilities Maintenance. Discussion on that change took place.

Supervisor Richard noted that the Public Works Department proposed budget was a 3.9% tax levy increase. He has a hard time with this number as it is more than the inflation rate and he asked if there were any "nice to haves" that could be cut to decrease that number. Mr. Smith stated that while the DPW budget has a bigger increase over 2016, the overall county increase in the tax levy is 1.5% because of decreases in other areas. NO ACTION.

Next Meeting Date. The next Public Works Committee Meeting will be on November 8th at 8:00 a.m. for the Parks Department, November 10th at 8:00 a.m. for the Highway Department, there will be no meeting for the Airport in November. A joint Parks and Airport meeting will be held on December 13th at the airport at 8:00 a.m. at which time there will be a public hearing.

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

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist