



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

3715 Newville Road, Janesville, WI 53545
Phone: (608)757-5450 Fax: (608)757-5470
www.co.rock.wi.us

Public Works Committee Meeting – Parks & Highway Minutes
Tuesday, January 28, 2020 – 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 Fox, Richard, Zajac and Mawhinney.

Committee Members Absent. None.

<u>Staff Members:</u>	Duane Jorgenson	Director of Public Works
	John Traynor	Parks Manager
	Nick Elmer	Assistant Public Works Director
	Amy Friend	Community Coordinator
	Amy Hartley	Secretary II
	James Hessenauer	Parks Crew Leader

<u>Others Present:</u>	Russ Podzilni	Rock County Board Chair
	Dean Paynter	Parks Advisory Board
	Tom Presny	Parks Advisory Board
	Floyd Finney	Parks Advisory Board
	Ben Rohr	VandeWalle & Associates, Inc.

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

Approval of Minutes from December 10, 2019. Supervisors Zajac and Richard moved the minutes for Parks and Highway. Mr. Jorgenson updated correct wording for the Parks and Highway Committee Minutes December 10, 2019 for Mr. Benish's driveway permit: *Supervisors Fox and Richard approved/moved the driveway permit. Chair Bussie denies the motion. MOTION CARRIED. MOTION CARRIED.*

Citizen Participation, Communications, and Announcements. Mr. Jorgenson reported Training Day events for DPW are scheduled for April 7, 2020 and November 3, 2020. Mr. Jorgenson reported bids for Federal Aid has decreased slightly for bridge projects – 18% less for Mineral

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Point Bridge and 9% less for the Skinner Road Bridge. Mr. Jorgenson reported a reduction of other state-bid bridge projects was found as well.

Chair Bussie reported she will not attend Commissioner Training in March unless a representative is needed to attend.

Parks Advisory Board Communications. Mr. Paynter reviewed upcoming 2020 activities with Friends of Rock County Parks Group and distributed a flyer of rescheduled candlelight hikes. Mr. Paynter reported a bike ride event is scheduled for May 16, 2020. The ride starts and ends at Beckman Mill. This year's ride tours the Rock County Parks in the southwestern portion of the county.

Mr. Presny distributed photographs of recent weekend attendance at Gibbs Lake Park. Mr. Presny expressed great admiration for the Rock County Parks Department for its efforts to which families and patrons are allowed the ability to utilize and enjoy winter activities in our parks.

PARKS BUSINESS

Discussion & Presentation – VandeWalle & Associates, Inc. (POROS Plan Consultants).

VandeWalle representative, Mr. Rohr, distributed the first draft of the POROS Plan. Mr. Rohr reviewed the research and data collected and Appendix D: Survey and Focus Group Responses. Mr. Rohr also answered questions by the Parks Advisory Committee. A public open house, at DPW, is going to be scheduled for review of Draft #1. The results are expected to be reported to the Committee by VandeWalle & Associates, Inc. in March 2020. Mr. Rohr reported VandeWalle & Associates will be creating and establishing an interactive map that will benefit Rock County Parks. Information would be available to the masses as an online tool to be used by the public.

Resolution – Authorizing Award of Contract For Indianford Park Vault Toilet Building.

Supervisors Fox and Zajac approved the Resolution. Mr. Traynor reported \$45,000 was budgeted for a new toilet building. Permits have been applied for. The demolition of existing structures will be completed by in-house employees in order to decrease cost. A small area of the parking lot will be removed. Two existing toilets will be removed and replaced with the new vault toilet on the west side. Intended completion date is April 2020. Supervisors Zajac and Mawhinney requested the bid comparison sheet. Mr. Traynor reported Huffcut was chosen to complete the toilet installation work with the lowest bid. Huffcut has been utilized in the past and their services are satisfactory. MOTION CARRIED.

Resolution – County Conservation Aids Grant 2020 Acceptance and Budget Amendment.

Supervisor Richard and Mawhinney approved the Resolution. The grant for the 2019-2020 cycle will be utilized at Murwin Park for a kayak launch. MOTION CARRIED.

Discussion & Possible Action – Parks Manager Training Request.

Chair Bussie and Supervisor Mawhinney approved the training request. Mr. Traynor requested attendance at a two-day course for playground inspection certification training in order to become a Certified Playground Safety Inspector as opposed to contracting outside the agency. Supervisor Fox requested information about county liability if Mr. Traynor is certified. This information will be researched by Mr. Traynor and reviewed at the next Parks Committee meeting. Mr. Presny stated the certification training program is valuable as he once was certified for the City of Janesville. MOTION CARRIED.

Parks Manager Report – See Attached. Mr. Traynor provided information on the items listed in his report.

Parks closed for the winter - Lee, Gibbs Lake horse lot and Magnolia upper bluff. Mr. Hessenauer added that the parks are open for pedestrian traffic, closed to vehicles.

Plowing schedules – phone calls, pertaining to snow in the parks' lots, were taken over the recent period of snowfall. Highways are the plowing priority. Parking lots at the parks are plowed when all highways are cleared. Attempts are made to clear snow the next business day during regular scheduled hours if snow arrives over the weekend. Salt is used sparingly in the parks.

Tree work – Magnolia Bluff – the Parks crew cleaned brush and debris along the roadway. The new forestry mower has helped tremendously with cleaning brush, trees and undergrowth. Trees and brush were cleared from the Miller Farm Wetland Conservancy's entryway and more work will be completed as needed when time and weather allow.

Magnolia Bluff Incident – The well on the upper area is no longer functioning. Bloyer Well and Pump was preparing to cap-off the well but inclement weather caused their vehicle to get stuck. Ruts, caused by the incident, will be repaired in the Spring. The well in the lower area continues to function.

Sweet-Allyn Park – Playground replacement update: Mr. Traynor displayed a poster of the proposed playground from Lee Recreation. Lee Recreation indicated to Mr. Traynor that they have a new model that they would like to show us at a comparable price.

Carver-Roehl – The bottom of the existing swing set poles had rotted. Mr. Traynor expressed gratitude to the Parks crew for replacing and installing the new swing set. The swings will be installed when time allows.

Turtle Creek Parkway – After some research, a grant opened in 2013 was found to have funds available. Therefore, new kitchen flooring and plumbing has been installed. Remaining funds will be used to repair or replace old window sills and/or miscellaneous repairs. In-house employees are completing the repair work when possible.

Community Coordinator Report – See Attached. Ms. Friend provided information on the items listed in her report. Ms. Friend continues to update the Parks website and Facebook with pictures, current events and statuses. The Rock County Parks Facebook page has 121 followers (increasing weekly). Ms. Friend reported the 2020 Plat Book will include a full page dedicated to Rock County Parks.

Departed 8:59 a.m.: Mr. Traynor, Ms. Friend, Mr. Hessenauer, Mr. Presny, Mr. Finney and Mr. Paynter.

HIGHWAY BUSINESS

Discussion & Possible Action – Issue Paper – Purchase of Two (2) Patch Wagons. Supervisors Zajac and Fox approved the Issue Paper. Mr. Jorgenson stated these wagons will be in addition to two the Department have. The wagons keep the patch mix warm and are under budget. MOTION CARRIED.

Discussion & Possible Action – Approval of Routine Maintenance Agreement (RMA) with the State of Wisconsin Department of Transportation. Supervisors Fox and Mawhinney approved the RMA. Mr. Jorgenson reviewed a signature area was added to the first page and the 2020 document combines interstate and non-interstate. Mr. Jorgenson reported a \$509,000 increase for 2020 and 2021 could be higher dependent upon WIS DOT determination. Mr. Jorgenson answered questions by the committee regarding maintenance efforts on the State Highway System. MOTION CARRIED.

Discussion – Semi-Annual Report on Attendance at Conferences/Conventions. No staff attended conferences or conventions that exceeded \$1,000.

Discussion & Possible Action – Review of Conference Room Form. Chair Bussie and Supervisor Mawhinney approved the conference room reservation form. DPW will allow Rock County agencies to utilize the space with reservations. After hours use will be restricted to DPW only for now. MOTION CARRIED.

Report & Discussion – WCHA Winter Road School. Mr. Jorgenson reported he and Mr. Elmer attended the conference this year. Mr. Jorgenson discussed sessions and meetings attended.

Mr. Jorgenson reported the state has \$75 million available in its MLS Program and over \$1.46 billion in aid has been requested. Rock County DPW requested aid for CTH A.

Update & Discussion – Shopiere Facility. Mr. Jorgenson is working with the Town of Turtle to draft a maintenance agreement for Shopiere Lane. Mr. Jorgenson explained that a hazardous material evaluation is being completed through Facilities Management. Once any required hazardous material remediation is completed, the building will be demolished. A bid announcement will be published for the building with the salt shed bid as an alternate item. The project is expected to start May–June, 2020 and take approximately six months to complete.

Update & Discussion – Front Office Project. Mr. Jorgenson stated the project is almost complete. Items such as employee badges and new furniture are being reviewed and obtained. The conference room has a maximum capacity of 104. Mr. Jorgenson is working with the IT Department to conclude what items are needed for the conference room such as screens, monitors and display items.

Update & Discussion – Staffing changes. Mr. Jorgenson announced that DPW Accounting is now part of the Finance Department and supervised by Rock County Finance Director, Ms. Oja.

Update & Discussion - Real Estate Discussion – Hillman. Mr. Jorgenson met with Mr. Hillman and reviewed procedure, history and other counties' procedures. Mr. Hillman intends to review legislative language and did not confirm if he will return to committee.

Update & Discussion – Rolling Hills Subdivision. Mr. Jorgenson will meet with residents, Rock County Planning & Development and engineers February 3, 2020 at 5:00 p.m. in the DPW conference room to discuss issues and remedies. Mr. Jorgenson stated he reviewed the topic with a FEMA Representative. The representative indicated there may be possible grants available to assist in the cost of addressing the issue. Mr. Jorgenson stated the application process would require a municipal sponsor (County or Town) and meeting certified standards with proper planning and evaluation.

Discussion – CTH M Right-of-way (Rock River Threshere). Mr. Jorgenson has been in discussions with the President of the Threshere for a vacation of a portion of the CTH M Right-

of-Way. Utilities are present and may need to be relocated in order to vacate the right-of-way. The Committee discussed little to no cost should be incurred for this project.

Review of Payments. Supervisor Zajac questioned multiple charges for chainsaw training. Upon review, the cost was listed separately due to two trainers. Mr. Jorgenson continues to compile comparison sheets for future meetings.

Next Meeting Date. The Parks meeting is scheduled for Tuesday, February 11, 2020 at 8:00 a.m. at Department of Public Works. The Highway meeting is scheduled for Tuesday, February 25, 2020 at 8:00 a.m. at Department of Public Works.

Adjournment. Supervisor Richard and Zajac moved to adjourn at 9:38 a.m. MOTION CARRIED.

Respectfully Submitted,
Amy J. Hartley, Secretary II