

County of Rock  
Public Works Department  
Highways  
Parks  
Airport



3715 Newville Road  
Telephone: 608-757-5450  
Fax: 608-757-5470  
www.co.rock.wi.us

Public Works Committee Minutes  
Thursday, November 10, 2016 – 8:00 a.m.  
Public Works Department Committee Room

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 and Richard

Committee Members Absent. Supervisors Arnold and Fox

<u>Staff Members:</u>	Ben Coopman	Director of Public Works
	Michelle Derubeis	PWD Accounting Supervisor
	Amy Friend	Secretary II
	Duane Jorgenson	Assistant to the Public Works Director
	Nicholas Osborne	Assistant to the County Administrator
	Neil Pierce	Public Works Superintendent
	Mike Turk	Shop Superintendent

Approval of Agenda. Supervisors Richard and Driscoll moved today's agenda. After Discussion, Supervisor Richard made a motion to remove 5b from today's agenda. The item will be added to the next meeting when all Committee members are present. Chair Bussie seconded the motion. MOTION CARRIED deleting item 5b.

Approval of Minutes of September 8, 2016. Supervisors Richard and Driscoll moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, and Announcements. Ben handed out the WCHA registration forms for the 2017 Winter Conference to all Committee Members present. The conference will be held January 16, 17 & 18 at the Chula Vista Resort. If they are interested in attending, they should notify Amy and she will register them.

#### **HIGHWAY BUSINESS**

Approve Winter Maintenance Agreement – Town of Koshkonong, Jefferson County. Supervisors Richard and Driscoll moved the Winter Maintenance Agreement. Ben stated the Agreement is an exact replica of DPW- Rock County Town agreements, except deleting some text that relates to routine maintenance activities or conditions. Discussion took place about the brand new proposed town contract from outside of Rock County. Ben explained that the area is right along the County border and only

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includes a couple of subdivision roads. DPW has a worker in the town of Milton and it would improve the level and timeliness of service for the Town of Koshkonong. Discussion took place if the Committee could make the decision or it had to go the County Board. Ben hadn't gotten an answer from Administration that the DPW Committee has the authority. Ben stated that the Town of Koshkonong has their own road man and they could stay with him until the contract is approved. After further discussion, the Committee decided to defer action until the next Committee meeting.

Update on DPW Billing Schedule. Michelle reported that June, July, August and the second half of Winter Maintenance bills have gone out. September bills will be out by November 17. October bills will be out by the end of November. Ben stated the bills had been six months behind due to a staff storage. Discussion about communicating with the Towns and sending them letters with an update on the billing schedule. Discussion on the new RT Vision time keeping system. Michelle stated she has not heard further from the Information Technology department about the contract with RT Vision. Nicholas will check with Information Technology and find out the answer. NO ACTION.

Review of Payments. Michelle explained the difference between the formats of the Committee Review reports. The first report is expenses for the inventory accounts. These accounts are assets on the Balance Sheet. The second report is also expenses which account numbers start with 41, the department number assigned to Public Works. These accounts are shown on the Budget to Actual figures and Profit and Loss statement. NO ACTION.

Set Next Meeting Date. The next Highway meeting will be Thursday, December 8, 2016 at 8:00 a.m. at the Department of Public Works.

Adjournment. Supervisor Driscoll and Richard moved to adjourn at 8:38 a.m. MOTION CARRIED

Respectfully Submitted,

Amy J. Friend  
Secretary II