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# ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

*Airport - Highways - Parks*

3715 Newville Road, Janesville, WI 53545

Phone: (608)757-5450 Fax: (608)757-5470

www.co.rock.wi.us

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Public Works Committee Meeting – Highway  
Thursday, March 8, 2018 – 8:00 a.m.  
Public Works Department – Committee Room  
3715 Newville Road  
Janesville, WI 53545

## A G E N D A

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of February 8, 2018
4. Citizen Participation, Communications and Announcements
5. **HIGHWAY BUSINESS**
  - a. Resolution: Approve Relocation Order for CTH A (CTH M – E. County Line) Reconstruction Project
  - b. Resolution: Designating the Week of April 9 Through April 13, 2018 “Work Zone Safety Awareness Week in Rock County”
  - c. Discussion and Possible Action – Approval of Purchase of One Fork Lift
  - d. Update and Discussion – Flooding
  - e. Update and Discussion – WCHA
  - f. Update and Discussion – WCHA Succession Planning Report
  - g. Update and Discussion – Secretary of DOT
  - h. Update and Discussion – DPW Project Status - Will be Provided at Meeting
  - i. Update and Discussion – Winter Maintenance Report Summary – Will Be Provided at Meeting
  - j. Discussion – Set Annual Town Meeting Times and Dates
  - k. Review of Payments
  - l. Next Meeting Date: Thursday, April 12, 2018 at 8:00 a.m. at the Department of Public Works
6. Adjournment

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Duane M. Jorgenson, Jr., P.E.  
DRAFTED BY

Duane M. Jorgenson, Jr., P.E.  
SUBMITTED BY

February 19, 2018  
DATE DRAFTED

### APPROVE RELOCATION ORDER FOR CTH A (CTH M – E. COUNTY LINE) RECONSTRUCTION PROJECT

- 1    **WHEREAS**, the County has developed plans and specifications for the reconstruction of CTH A between
- 2    CTH M and the East County Line in the Town of Johnstown; and,
- 3
- 4    **WHEREAS**, the project requires purchase of right of way and easements to complete the project.
- 5
- 6    **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 7    assembled this \_\_\_\_ day of \_\_\_\_\_, 2018, in accordance with Wisconsin State Statute 32.05,
- 8    does hereby approve the Relocation Order and related Right of Way Plat for the above referenced
- 9    project; and
- 10
- 11   **BE IT FURTHER RESOLVED**, that the Rock County Public Works Committee and Director of
- 12   Public Works are authorized to enter negotiations for said interests and make minor modifications to the
- 13   Relocation Order or Right of Way Plat that may become necessary during negotiations; and
- 14
- 15   **BE IT FURTHER RESOLVED**, that said Relocation Order and Right of Way Plat shall be filed within
- 16   twenty (20) days of adoption or modification with the County Clerk and at the Public Works
- 17   Department.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
Brent Fox, Vice Chair

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
Brenton Driscoll

\_\_\_\_\_  
Rick Richard

FISCAL NOTE:

Funds are available in DPW-Highway's budget for the purchase of right away for this project.

Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 32.05(1), Wis. Stats.

Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
County Administrator

- EXECUTIVE SUMMARY -

**APPROVE RELOCATION ORDER FOR CTH A (CTH M – E. COUNTY LINE)  
RECONSTRUCTION PROJECT**

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The project plat for the reconstruction of CTH A between CTH M and the East County Line is complete. To carry out the project, the County must acquire certain interests in land to reconstruct the road, install storm drainage pipes, grade ditches and otherwise complete the project. It is required by Statute that the County Board pass a Relocation Order as the first legal step in the process.

This resolution adopts the Relocation Order and delegates responsibility for implementation to the Public Works Committee and Director of Public Works.

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Duane Jorgenson, Public Works Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

February 26, 2018  
DATE DRAFTED

**DESIGNATING THE WEEK OF APRIL 9 THROUGH APRIL 13, 2018  
"WORK ZONE SAFETY AWARENESS WEEK IN ROCK COUNTY"**

- 1   **WHEREAS**, in 1999, the Federal Highway Administration partnered with the American Association of
- 2   State Highway Officials and more recently the American Traffic Safety Services Association to create
- 3   the National Work Zone Safety Awareness campaign which is held annually in April prior to
- 4   construction season in much of the nation; and
- 5
- 6   **WHEREAS**, the Wisconsin County Highway Association is asking all seventy-two counties in the state
- 7   to unite and kick off "Work Zone Safety Awareness Week" with a resolution and campaign to raise
- 8   awareness for its workers, the traveling public, public safety workers, and those of various highway
- 9   contractors performing work for the counties; and
- 10
- 11   **WHEREAS**, construction and maintenance activities on our streets and highways periodically require
- 12   that work zones be established; and
- 13
- 14   **WHEREAS**, there has been over 2,000 work zone crashes in Wisconsin in each of the last three years;
- 15   and
- 16
- 17   **WHEREAS**, in 2017, Wisconsin suffered from nearly 2,700 crashes in road construction and
- 18   maintenance zones, resulting in over 1,000 injuries and six fatalities; and
- 19
- 20   **WHEREAS**, between 2012 and 2017, there were 55 fatalities recorded as a result of crashes in
- 21   Wisconsin work zones including three Wisconsin County Highway workers which were killed in work
- 22   zones in 2015; and
- 23
- 24   **WHEREAS**, through their enforcement activities and other participation, the Rock County Sheriff's
- 25   Office, Wisconsin State Patrol, and Rock County Highway Department are committed to working
- 26   together in 2018 to make Work Zone Safety Awareness Week a success; and
- 27
- 28   **WHEREAS**, the Federal Highway Administration has designated April 9 through April 13, 2018 as
- 29   National Work Zone Safety Awareness Week,
- 30
- 31   **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors convened
- 32   this \_\_\_\_ day of \_\_\_\_\_, 2018 that the week of April 9 through April 13, 2018 be designated
- 33   "Work Zone Safety Awareness Week" in Rock County.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

\_\_\_\_\_  
Betty Jo Bussie, Chair

\_\_\_\_\_  
Brenton Driscoll

\_\_\_\_\_  
Brent Fox, Vice-Chair

\_\_\_\_\_  
Rick Richard

\_\_\_\_\_  
Eva M. Arnold

Rock County Department of Public Works  
Division of Highways – Issue Paper  
Bid Number: DPW-2018-8

**ISSUE:** Purchase of one (1) Fork lift.

**DISCUSSION:** This fork lift will be replacing the 1974 Drott carry deck crane due to the age and condition of the carry deck.

Bids were sent out to Wisconsin Lift Truck, Fairchild Equipment and Badger Toyota Lift, and advertised as per the Rock County Purchasing Policy.

We received one bid from Wisconsin Lift Truck.

**In the time from the bid opening to the committee approval the used 2011 CAT fork lift from Wisconsin Lift Truck was sold. The sales man explained the sale of the used forklift and offered a new Doosan 6,500# forklift with a 5 year/10,000 hour fork to bumper extended warranty for the same bid price of \$41,079.00.**

The results are as follows:

<u>Company</u>	<u>Manufacture</u>	<u>Model</u>	<u>Bid Price (each)</u>
<del>Wisconsin Lift Truck</del>	<del>CAT</del>	<del>PD8000</del>	<del>\$41,079.00</del>
Wisconsin Lift Truck	Doosan	D33S-7	\$41,079.00

**RECOMMENDATIONS:**

I went through the original specifications and compared it to the new Doosan specifications and found they met and exceed the specifications.

I recommend the purchase of the new Doosan fork lift from Wisconsin Lift Truck, as it met all specifications as written at the bid cost of \$41,079.00.

Respectfully submitted,

*Michael Turk*

Michael Turk, Rock County DPW Shop Superintendent

# WCHA Succession Planning Report

## November 20, 2017

### Background

On December 6, 2016 the Wisconsin County Highway Association (WCHA) Board of Directors officially formed an ad hoc committee that was charged with developing a Succession plan for WCHA. Member of that Committee include:

Allison Bussler, Waukesha County

Emmer Shields, Ashland County

Brian Fields, Dodge County

Nathan Check, Portage County

Dave Ostness, St. Croix County

Larry Jepson, Polk County

Dean Steingraber, Outagamie County

Brian Kelley, Chippewa County

Don Grande, Price County

Dennis Weiss, Juneau

The WCHA Board directed the committee to develop a short-term and long term succession plan to present to the WCHA Board for their consideration.

The Committee met on five occasions, conducted research on succession planning best practices, interviewed various stakeholders and researched various organizational structures for associations. The Committee reached consensus on a number of recommendations including best practices that should be implemented as soon as possible, a short term succession plan, a long-term succession plan and suggestions on how to grow from our current situation to the final recommendation on an association organizational model.

### Recommendations Part 1

The Committee believes the following recommendations should be undertaken as soon as is practicably possible. We believe these recommendations will start the path of improved succession planning, help ensure business continuity and modernize current business practices.

- Extend the termination notification clause in our current contract with DJ Fedderly Management Consultant LLC from 60 days to 6 months. This timeframe would be more appropriate to allow for an adequate search and screen process. In addition, it would allow for adequate time to prepare and transition for the next Road School.
- Create an electronic filing system that can be accessed by Association officers and contract staff. WCHA should research systems such as google docs and other systems to determine the most appropriate fit for the WCHA. The Association should require that all contracts, conference planning documents, bylaws, constitution, position papers, etc. are saved to insure multiple Association members can easily access these documents. Currently, most of the conference planning documents are stored at Gary Kennedy's residence. Other documents are saved on various individual computers. The creation of this system will allow for permanent and secure record retention and continuity after any personnel changes.
- Any changes to the Association's official documents that will be reviewed and adopted should track changes to clearly communicate to the membership what those changes are and when they occurred. The tracked changes will add clarification to the proposed changes and allow for a more efficient review by the membership.
- Conference registration forms should be modernized and registrants should be able to conduct registration and payment online. The online registration will allow for less administrative time in both the application process and registration management.

### **Recommendations Part 2- Short-term Succession Plan**

Currently, the contract with DJ Fedderly Management Consultant LLC ensures that if for some reason Gary Kennedy would no longer be available to organize WCHA meetings and conferences, that Dan Fedderly has agreed to provide those services (perhaps through another subcontractor). However, if for some reason Dan Fedderly is unable to fulfill his duties as Executive Director, it is not clear what the succession plan would be. The Committee recommends that on a temporary basis Gary Kennedy fill that role while the Association undertakes a recruiting process for the next Executive Director. Contract dollars that would otherwise compensate Dan Fedderly could be temporarily reallocated to Gary Kennedy while he acts as the WCHA Executive Director.

If for some reason both Dan Fedderly and Gary Kennedy would be unable to fulfill the current contract with DJ Fedderly Management Consultant LLC, the Association should enact the planned outlined in appendix A.

### **Recommendation Part 3- Long-Term Succession planning/Organizational Model**

In 2016, WCHA solicited membership feedback by hosting a number of focus groups of both Commissioners and elected officials. The focused groups indicated WCHA was doing many things well. However, there was an expressed desire for more service in a number of areas such as training, lobbying, and communication. Members of the WCHA Succession Planning Committee recommend that the WCHA start planning and moving toward a full-time staff model with office space and move all financial operations to full time or contract staff. The model would be the next step in the evolution of the WCHA and include the following benefits:

- Increase training opportunities for: elected officials, new Commissioners, other members of the county highway family
- Allow more Commissioners and Committee members involvement in the Association and its leadership positions
- Provide for the potential of in-house succession planning
- Provide enhanced services such as assistance with federal aid projects
- Reliable long term records retention
- Help individual members problem solve issues impacting their county highway operations
- Full time status will be a recruiting tool and will lead to more interest in staff positions
- Provides a strong-leadership model
- Improved accounting process
- Provide an Association Headquarters
- More frequent and detailed Information could be disseminated by the Executive Director as opposed to depending on volunteer board members
- Increase expertise in website management, social media, digital communications etc.
- Ability to quickly change staff focus. No need to negotiate a contract amendment.

The Wisconsin County Highway Association has a long and proud history. For over 100 years, counties have been gathering to share information, train, and advocate on behalf of county highways. In 2003, the Association's workload grew to a point that the members did not believe the WCHA's interests could be adequately served by volunteers alone. WCHA enacted its first contract with Daniel Fedderly to serve as the Association's Administrative Coordinator.

Over the past 20 years, the business of the Association has greatly expanded. The time commitment from WCHA Executive Committee and Committee leaders is considerable due to our growing interests, expanded services and modernization of the Association. The time commitment is such that WCHA is now having a difficult time finding members that are willing, or able to volunteer a considerable amount of time currently necessary to fulfill Executive Committee duties. The Association will be forced to choose between limiting its services and operations or adding a more robust staff presence.

Association membership have expressed an interest in enhancing its current offerings in areas such as: training designed for elected committee members, training and mentoring specific to new Commissioners, training for other members of the county highway family, the ability for WCHA to act as a "project champion" for projects using state or federal aid, enhanced offering at conferences such as paid speakers, enhanced opportunities for associate members, and enhanced representation with the State Legislature and WisDOT.

We believe it is important for WCHA to have a central point of contact in staff and space. Currently there is an unmet need in attending a significant amount WisDOT committee and work groups. A staff, at least partially located in Madison, would be in the best position to efficiently represent WCHA interests. It would afford greater access by WCHA to State Legislature and closer coordination with WCA and the Association's other partners. For more information on the pros and cons of different forms of organizational structures, please see appendix B.



### **Funding opportunities**

These enhanced services will require an increased financial investment from WCHA members that can be achieved through a variety of sources.

We recommend that WCHA develop a detailed business plan that would more specifically identify increased costs associated with hiring full time Association staff and securing an office presence in Madison. The plan should consider co-locating the office with a partner such as WCA. It should not be WCHA's goal to replace any services currently being provided by WCA, but rather offer enhanced services not currently being offered. It is essential for WCHA to maintain a strong working relationship with WCA.

WCHA's current annual budget is approximately \$300,000. A similar organization with 2 full-time professional staff and office space is the Transportation Development Association which has an annual budget of approximately \$475,000. We are encouraging WCHA to develop a multi-year business plan that will allow the Association to evolve and meet its membership needs in the future.

Funding opportunities that WCHA should research should include, but not be limited to: fees for administering local programs for WisDOT, increasing conference fees, increased associate member sponsoring opportunities, and fees for new training events not currently offered.

If you have any questions regarding this recommendation, please feel free to reach out to any of the members of the WCHA Succession Planning Committee.

## Appendix A

### WISCONSIN COUNTY HIGHWAY ASSOCIATION (WCHA) SHORT TERM SUCCESSION PLAN (July 2017)

**Purpose:** A change in executive leadership is inevitable for all organizations and can be a very challenging time. Proper planning and policy development in regards to succession issues can help limit the problems of leadership transition and provide a degree of stability. The purpose of this policy is to prepare the WCHA for both planned and unplanned, short-term and long-term changes in executive leadership in a manner that ensures the healthy functioning, stability and accountability of the organization.

**Policy:** The WCHA Board of Directors and Executive Committee have the responsibility to assess the permanent leadership and service needs of the organization. They are responsible for helping ensure the selection of a qualified and capable leader who is a good fit for the organization's mission, vision, values, goals, and objectives and who has the necessary skills to lead the organization. They are also responsible for assuring that contract services continue uninterrupted during times when a temporary or permanent loss of contract staff occurs.

**Priority Functions and Temporary Responsibilities:** Currently WCHA contracts for delivery of services through a Master Contract format. Under the present contract two distinct positions are established: Executive Director and Professional Development Director. The Short Term Succession Plan recognizes that both positions must be addressed. The plan does not address support staff that might be hired by the Contractor for assistance in delivering services. It is expected that these support services will continue to be the responsibility of the Contractor.

It is clear that a temporary loss of the individuals in either the Executive Director or Professional Development Director would mean a disruption in some services. The Succession Plan focuses on those services that are essential.

In the event of a temporary loss of the Executive Director position the following essential functions shall be staffed as follows:

ESSENTIAL FUNCTION	RESPONSIBILITY
Contact point for WCHA	President of WCHA
Tracking legislation and Administration Rule Making	Secretary of WCHA in cooperation with WCA Legislative Associate (Transportation)
Stakeholder Contracts	President of WCHA in cooperation with WCA Legislative Associate (Transportation)
WCHA / WCA Liaison	President and Executive Committee of WCHA

Board of Directors and Executive Committee Agenda	President and Chair of WCHA
Minutes of BOD, Exec. and Business Meetings	Secretary of WCHA
Distribute Meeting Materials (Agendas, Minutes, Etc.)	Professional Development Director
Logistics – Arrange Meeting rooms and Conference Calls	Professional Development Director
Website liaison / Information clearing house	Professional Development Director
<b>ESSENTIAL FUNCTION</b>	<b>RESPONSIBILITY</b>
Individual Operational Issues	President of WCHA and Executive Committee
Ensures corporate compliance with federal, state and county regulations	President and Chair of WCHA
Assistance with development of training and professional development programs	Conference Coordinating Committee/Safety and Training Committee/LDG/BOD/Executive Committee
Oversight of financial transaction for WCHA events	Treasurer – WCHA

In the event of a loss of the Professional Development Director, the Executive Director shall be responsible for performing all duties of the Professional Development Director until such time as an acceptable replacement can be found.

In the event of a loss of the Professional Development Director and Executive Director, the following Essential Functions and Responsibilities are added to the previous list.

ESSENTIAL FUNCTION	RESPONSIBILITY
Ensure WCHA Road Schools and WCHA LDG Road School have sites selected for a minimum of 3 years beyond current date	Executive Committee with approval of Board of Directors
Development of Road School agenda, program, format and speakers	Conference Coordinating Committee and LDG in cooperation with Safety and Training Committee and Past President
Registration Materials – production and distribution	Past President with assistance from temp.
Process all registrations	Past President, Treasurer with assistance from temp.
Produce name tags and road School Materials and Packets	Past President / LDG (for LDG Road School)
Development of guest activities	Conference Coordinating Committee / LDG
Arrange for event sponsors and support	Past President / LDG Committee *
On-site administration of Road School Events	Past President / LDG Committee *

- \* It is assumed that one or more LDG Committee members should be selected to represent the group and would be responsible for the activity

## **ABSENCE**

### a. Definitions

1. A **temporary absence** is one that the staff person will return from and is expected to be no more than 5 weeks in duration.

2. An **extended absence** is one that the staff person will return from and is expected to be more than 5 weeks of duration.

3. A **termination of services** results an immediate or scheduled end of contract services by the provider

### b. Temporary Absence

For temporary planned or unplanned absence of 5 weeks or less, the Priority Functions and Temporary Responsibility plan listed above shall be implemented.

### c. Extended Absence

For temporary planned or unplanned absence of 5 weeks of more, the Executive Committee with Board of Director's approval may select an individual to serve as Acting Executive Director taking on the essential functions and responsibilities of the parties listed under the Priority Function and Temporary Responsibilities plan listed above.

### d. Termination of Service

For a termination of services, the Priority Function and Temporary Responsibility Plan will be implemented until such time as a new contract for services can be arranged. The Executive Committee with Board of Directors approval may select individuals to serve as Interim Executive Director and Interim Professional Development Director to such time as individuals are selected to serve in those capacities.

## WCHA SUCCESSION PLANNING ORGANIZATIONAL STRUCTURE COMPARISON

	PROS	CONS
<b>ALL VOLUNTEER STAFF</b>	<ul style="list-style-type: none"> <li>• Low Initial cost</li> <li>• High Member involvement</li> <li>• Minimal startup costs</li> <li>• Low Overhead</li>   <li>• Low Dues</li> </ul>	<ul style="list-style-type: none"> <li>• Limited Growth</li> <li>• Key Member Burnout</li> <li>• Weak Communication limited income</li> <li>• Weak Record and History Retention</li> <li>• Limited Training Opportunities</li> </ul>
<b>CONTRACT SERVICES</b>	<ul style="list-style-type: none"> <li>• Consistent Leadership</li> <li>• Continuity</li> <li>• A Single Voice/Face</li>   <li>• Good Communication</li>   <li>• Low Overhead</li> <li>• Contract Documents for Foundation</li> <li>• Experienced Professional Negotiating Contracts</li> <li>• Recruiting Sponsors = Additional Revenues</li> <li>• Develop Relationships with Sponsors and Members</li> <li>• Single Point Of Contact for Venue Coordination</li> </ul>	<ul style="list-style-type: none"> <li>• No Long Term Backup</li> <li>• Limited Growth</li> <li>• Limited Income</li> <li>• Limited Record and History</li> <li>• Retention</li> <li>• Requires a high level of Membership involvement</li> <li>• Limited Backup/Cross Training for Key Roles</li> </ul>

**FULL-TIME STAFF**

- Major Growth Potential
- Increased Income Opportunities
- Increased Training Opportunities
- More Resources Available to Members
- Increased Communication
- Headquarters
- Reliable Long Term Record/History
- Retention
- Contract Documents Defining Roles
- Potential for Greater Credibility at State and Federal Level
- Exec Committee and BOD Have Less Responsibility

- Increased Overhead
- Less Membership Involvement
- Less Familiarity with peers
- Exec Committee and BOD have less responsibility
- Recruitment and Retention Challenges

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0060-16130	SIGNS,POSTS & LU		02/15/2018	DECKER SUPPLY CO INC	385.20
00-0000-0060-16150	REPAIR PRTS & AC		02/15/2018	JOHNSON TRACTOR INC	50.00
			02/08/2018	BOBCAT OF JANESVILLE	459.96
00-0000-0060-16599	SERVICE REPAIRS		02/08/2018	BOBCAT OF JANESVILLE	642.42
<b>ISF-HWY PROG TOTAL</b>					<b>1,537.58</b>

I have reviewed the preceding payments in the total **\$1,537.58**

Date:

Dept

Committee

\_\_\_\_\_

\_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
41-4300-4321-64900	OTHER SUPPL/EXP		02/08/2018	RYAN FARM QUARRIES	102.80
				COUNTY HIGHWAY ROUTINE MAINT. PROG TOTAL	<u>102.80</u>
41-4300-4328-64900	OTHER SUPPL/EXP		02/08/2018	FRANK BROTHERS INC	228.32
				COUNTY ROAD CONSTRUCTION PROG TOTAL	<u>228.32</u>
41-4310-4711-64900	OTHER SUPPL/EXP		02/15/2018	JFTCO INC	56,500.00
				STATE MAINT. AFE 0053-01-11 PROG TOTAL	<u>56,500.00</u>
41-4330-4340-62119	OTHER SERVICES		02/08/2018	WISCONSIN DEPARTMENT OF	13,472.09
				FEDERAL AID CONSTRUCTION PROG TOTAL	<u>13,472.09</u>
41-4350-4220-63602	CONSUMABLE TOOLS		02/08/2018	BOBCAT OF JANESVILLE	671.15
				COST POOLS FIELD SMALL TOOLS PROG TOTAL	<u>671.15</u>
41-4350-4230-63602	CONSUMABLE TOOLS		02/15/2018	DRAEGER TOOLS LLC	27.80
41-4350-4230-64918	ADVERTISING		02/08/2018	BELOIT DAILY NEWS	27.37
				COST POOLS SHOP OPERATIONS PROG TOTAL	<u>55.17</u>



**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$71,029.53

Date: \_\_\_\_\_ Dept \_\_\_\_\_

Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2017

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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**REPORT COMPLETE!**

For Job Numbers: 1724188, 1726175

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0060-16110	GRAVEL MATERIALS		02/08/2018	JANESVILLE SAND AND GRAVEL CO	8,059.31
00-0000-0060-16120	CALCUIM CHLORIDE		02/08/2018	COMPASS MINERALS AMERICA INC	113,843.11
00-0000-0060-16130	SIGNS,POSTS & LU		02/15/2018	DECKER SUPPLY CO INC	3,730.50
			02/15/2018	TAPCO	280.00
00-0000-0060-16150	REPAIR PRTS & AC		02/08/2018	BROOKS TRACTOR INC	5,240.96
			02/15/2018	J AND J BEARING AND TRUCK PART	1,325.46
			02/15/2018	JOHNSON TRACTOR INC	426.10
			02/08/2018	MADISON SPRING COMPANY	993.64
			02/15/2018	MONROE TRUCK EQUIPMENT INC	561.68
			02/15/2018	NORTHLAND EQUIPMENT CO INC	1,594.53
			02/08/2018	WIEDENBECK INC	163.08
			02/08/2018	BADGER TRUCK CENTER INC	7,338.09
			02/15/2018	FERTILIZER DEALER SUPPLY	71.74
			02/15/2018	COMAC SIGNS AND DESIGNS	1,200.00
			02/08/2018	FORCE AMERICA INC	2,410.49
			02/15/2018	RITTER TECHNOLOGY LLC	371.10
			02/15/2018	NAPA AUTO PARTS	207.73
			02/22/2018	MADISON TRUCK SALES INC	4,093.24
			02/08/2018	MID STATE EQUIPMENT JANESVILLE	159.88
			02/08/2018	BADGER UTILITY INC	215.11
			02/08/2018	BOBCAT OF JANESVILLE	7,454.47
			02/15/2018	TRUCK COUNTRY OF WISCONSIN	450.69
			02/22/2018	FAGAN TRUCK AND TRAILER	43.48
			02/08/2018	LAKESIDE INTERNATIONAL TRUCKS	1,257.25
			02/08/2018	DEL CITY	239.94
			02/15/2018	AUTOWARES INC	83.81
			02/15/2018	WEX BANK	17.21
			02/08/2018	POWER BUROW PRODUCTS	110.40
			02/15/2018	SYNCHRONY BANK	168.89
			02/15/2018	V AND H INC	145.46
			02/22/2018	JFTCO INC	3,870.39
			02/22/2018	JW SPEAKER CORPORATION	828.00
00-0000-0060-16160	TIRES		02/15/2018	COMSTOCK TIRE INC	1,309.06
			02/08/2018	POMPS TIRE SERVICE INC	7,390.94
00-0000-0060-16170	BATTERIES		02/15/2018	INTERSTATE BATTERIES OF ROCKFO	1,049.68
00-0000-0060-16180	IRON & STEEL		02/08/2018	WIEDENBECK INC	178.78
00-0000-0060-16190	GASOLINE		02/15/2018	WEX BANK	19,925.02
00-0000-0060-16200	DIESEL FUEL		02/22/2018	BROWN OIL CO INC	6,282.50

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0060-16230	LUBE & OIL		02/15/2018	WEX BANK	53,265.73
			02/08/2018	KELLEY WILLIAMSON CO	3,483.11
			02/22/2018	MADISON TRUCK SALES INC	398.20
			02/08/2018	MID STATE EQUIPMENT JANESVILLE	128.04
00-0000-0060-16599	SERVICE REPAIRS		02/08/2018	GORDIE BOUCHER FORD LINCOLN ME	1,705.13
			02/15/2018	JOHNSON TRACTOR INC	275.55
			02/08/2018	POMPS TIRE SERVICE INC	885.34
			02/22/2018	UNITED PARCEL SERVICE	14.17
			02/08/2018	FUEL SYSTEMS INC	4,366.64
			02/22/2018	AT AND T MOBILITY	206.40
			02/08/2018	BURTNESS CHEVROLET INC	127.71
		<b>ISF-HWY PROG TOTAL</b>			

I have reviewed the preceding payments in the total \$267,947.74

Date: \_\_\_\_\_ Dept \_\_\_\_\_  
Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
41-4016-4321-64900	OTHER SUPPL/EXP		02/08/2018	CITY OF JANESVILLE	23.50
				<b>T. JANESVILLE ROUTINE MAINT PROG TOTAL</b>	<b>23.50</b>
41-4290-4290-67105	MOTOR VEHICLES		02/01/2018	AFFORDABLE DETAILING LLC	1,370.00
				<b>COUNTY MOTOR POOL OPERATION PROG TOTAL</b>	<b>1,370.00</b>
41-4300-4110-63100	OFC SUPP & EXP		02/08/2018	MID CITY OFFICE PRODUCTS	154.00
		P1800628	02/08/2018	STAPLES BUSINESS ADVANTAGE	97.40
		P1800630	02/08/2018	OFFICE PRO INC	40.90
		P1800683	02/08/2018	JP MORGAN CHASE BANK NA	31.47
41-4300-4110-64200	TRAINING EXP		02/08/2018	JP MORGAN CHASE BANK NA	198.00
41-4300-4110-64911	CLEARING ACCT		02/08/2018	JP MORGAN CHASE BANK NA	55.42
				<b>COUNTY HIGHWAY ADMINISTRATION PROG TOTAL</b>	<b>577.19</b>
41-4300-4130-62189	OTHER MED SERV		02/15/2018	OCCUPATIONAL HEALTH CENTERS	85.85
			02/22/2018	MERCY HEALTH SYSTEM	364.00
				<b>DRUG &amp; ALCOHOL COMPLIANCE PROG TOTAL</b>	<b>449.85</b>
41-4300-4191-64200	TRAINING EXP		02/22/2018	JP MORGAN CHASE BANK NA	150.00
		P1800683			
				<b>COUNTY HIGHWAY SUPERVISION PROG TOTAL</b>	<b>150.00</b>
41-4300-4192-62210	TELEPHONE		02/15/2018	PRECISE MRM LLC	1,269.00
41-4300-4192-62422	RADIO R&M		02/08/2018	GENERAL COMMUNICATIONS INC	1,122.82
				<b>COUNTY HIGHWAY RADIO MAINT. PROG TOTAL</b>	<b>2,391.82</b>
41-4300-4321-62201	ELECTRIC		02/01/2018	ALLIANT ENERGY/WP&L	232.80
			02/22/2018	ROCK ENERGY COOPERATIVE	28.12
41-4300-4321-64900	OTHER SUPPL/EXP		02/08/2018	CITY OF JANESVILLE	246.00
				<b>COUNTY HIGHWAY ROUTINE MAINT. PROG TOTAL</b>	<b>506.92</b>
41-4300-4322-64900	OTHER SUPPL/EXP		02/15/2018	MENARDS	260.98
				<b>COUNTY HIGHWAY WINTER MAINT. PROG TOTAL</b>	<b>260.98</b>
41-4300-4328-62150	ENGINEER FEES				

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
			02/08/2018	AYRES ASSOCIATES INC	24,649.62
			02/08/2018	DONOVAN,WILLIAM M	725.00
41-4300-4328-64900	OTHER SUPPL/EXP		02/15/2018	ACE PORTABLES INC	80.00
41-4300-4328-64918	ADVERTISING		02/15/2018	BLISS COMMUNICATIONS INC	288.62
41-4300-4328-67500	RIGHT OF WAY AQU	P1801032	02/15/2018	HIGHLAND GROUP,THE	3,900.00
			02/15/2018	PRAIRIE LAND SERVICES INC	25,225.00
				<b>COUNTY ROAD CONSTRUCTION PROG TOTAL</b>	<b>54,868.24</b>
41-4310-4702-64900	OTHER SUPPL/EXP		02/08/2018	BOBCAT OF JANESVILLE	120.00
				<b>STATE MAINT. AFE 0053-01-02 PROG TOTAL</b>	<b>120.00</b>
41-4310-4711-64900	OTHER SUPPL/EXP		02/22/2018	JFTCO INC	3,000.00
				<b>STATE MAINT. AFE 0053-01-11 PROG TOTAL</b>	<b>3,000.00</b>
41-4310-4712-64900	OTHER SUPPL/EXP		02/15/2018	FERTILIZER DEALER SUPPLY	10.78
				<b>STATE MAINT. AFE 0053-01-12 PROG TOTAL</b>	<b>10.78</b>
41-4310-4733-64900	OTHER SUPPL/EXP		02/08/2018	CITY OF JANESVILLE	49.25
				<b>STATE MAINT. AFE 0053-01-33 PROG TOTAL</b>	<b>49.25</b>
41-4310-4734-64900	OTHER SUPPL/EXP		02/08/2018	CITY OF JANESVILLE	223.00
				<b>STATE MAINT. AFE 0053-01-34 PROG TOTAL</b>	<b>223.00</b>
41-4310-4740-64900	OTHER SUPPL/EXP		02/15/2018	PRECISE MRM LLC	540.00
				<b>SPECIAL AFE'S PROG TOTAL</b>	<b>540.00</b>
41-4310-4770-64900	OTHER SUPPL/EXP		02/15/2018	SYNCHRONY BANK	349.58
			02/08/2018	HIGHWAY CONSTRUCTION	3,270.66
				<b>STATE MAINT. AFE 0077-01-00 PROG TOTAL</b>	<b>3,620.24</b>
41-4350-4210-64915	PRIOR YR.DISB.		02/15/2018	MESKE,THOMAS	74.00
				<b>COST POOLS EMPLOYEE BENEFITS PROG TOTAL</b>	<b>74.00</b>
41-4350-4220-63400	OPERATING SUPPLI		02/08/2018	FERRELLGAS	34.12

**COMMITTEE REVIEW REPORT**  
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Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
			02/08/2018	OLSEN SAFETY EQUIPMENT CORP	1,284.83
			02/08/2018	FERTILIZER DEALER SUPPLY	6.48
		P1800628	02/08/2018	STAPLES BUSINESS ADVANTAGE	49.77
41-4350-4220-63602	CONSUMABLE TOOLS				
			02/15/2018	J AND J BEARING AND TRUCK PART	232.00
			02/15/2018	JOHNSON TRACTOR INC	1,357.69
			02/15/2018	MENARDS	59.16
			02/08/2018	WIEDENBECK INC	442.86
			02/08/2018	ORFORDVILLE LUMBER CO	79.41
			02/08/2018	BADGER UTILITY INC	519.82
			02/15/2018	AUTOWARES INC	17.56
			02/15/2018	SYNCHRONY BANK	396.97
				<b>COST POOLS FIELD SMALL TOOLS PROG TOTAL</b>	<b>4,480.67</b>
41-4350-4230-62160	CLEANING CONTRAC				
			02/15/2018	CINTAS CORP	492.42
		P1800719	02/15/2018	ALSCO INC	381.84
41-4350-4230-63400	OPERATING SUPPLI				
			02/15/2018	J AND J BEARING AND TRUCK PART	374.45
			02/15/2018	MENARDS	11.97
			02/22/2018	TERMINAL SUPPLY CO	166.92
			02/08/2018	WIEDENBECK INC	831.52
			02/08/2018	ZEP MANUFACTURING CO	689.00
			02/08/2018	FUEL SYSTEMS INC	58.15
			02/15/2018	INTERSTATE BATTERIES OF ROCKFO	25.98
			02/15/2018	NAPA AUTO PARTS	95.88
			02/22/2018	MADISON TRUCK SALES INC	756.00
			02/08/2018	KIMBALL MIDWEST	2,167.56
			02/08/2018	DEL CITY	100.35
			02/15/2018	AUTOWARES INC	139.58
41-4350-4230-63516	WELDING SUPPLIES				
			02/15/2018	WELDERS SUPPLY CO BELOIT INC	618.66
41-4350-4230-63602	CONSUMABLE TOOLS				
			02/08/2018	GENERAL COMMUNICATIONS INC	259.60
			02/08/2018	GRAINGER	657.54
			02/08/2018	WIEDENBECK INC	86.48
			02/08/2018	BADGER TRUCK CENTER INC	165.00
			02/08/2018	BOBCAT OF JANESVILLE	85.50
			02/08/2018	DRAEGER TOOLS LLC	166.69
			02/08/2018	WRENCHWORKS INC	97.59
				<b>COST POOLS SHOP OPERATIONS PROG TOTAL</b>	<b>8,428.68</b>
41-4350-4232-62490	SUNDRY R&M				
			02/15/2018	WOODWARD PETROLEUM SERVICES	287.00
				<b>COST POOLS FUEL HANDLING PROG TOTAL</b>	<b>287.00</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
41-4350-4270-63500	R&M SUPPLIES		02/22/2018	E AND D WATER WORKS INC	86.25
			02/22/2018	ORFORDVILLE LUMBER CO	5.99
			02/15/2018	CINTAS CORP	108.66
		P1800719	02/15/2018	ALSCO INC	127.00
41-4350-4270-65335	PORT.TOILET RENT		02/15/2018	ACE PORTABLES INC	374.70
				<b>COST POOLS BLDG &amp; GRDS OP PROG TOTAL</b>	<b>702.60</b>
41-4350-4271-62201	ELECTRIC		02/22/2018	ROCK ENERGY COOPERATIVE	49.68
				<b>COST POOLS SALT SHED OPERATION PROG TOTAL</b>	<b>49.68</b>
41-4350-4280-67110	CAP.EQUIPMENT		02/15/2018	MONROE TRUCK EQUIPMENT INC	295,004.00
			02/22/2018	190 ENTERPRISES TOWING AND TRA	10,680.00
				<b>COST POOLS AQU. CAPITAL ASSETS PROG TOTAL</b>	<b>305,684.00</b>
41-4350-4290-69999	NON-CONVERTED EX		02/08/2018	ALLIANT ENERGY/WP&L	48.33
				<b>PARK N RIDE PROG TOTAL</b>	<b>48.33</b>
41-4453-4110-62210	TELEPHONE		02/22/2018	AT AND T	66.88
		P1800689	02/08/2018	CHARTER COMMUNICATIONS	923.68
41-4453-4110-62422	RADIO R&M		02/22/2018	GENERAL COMMUNICATIONS INC	21.50
41-4453-4110-63100	OFC SUPP & EXP		02/08/2018	STAPLES BUSINESS ADVANTAGE	24.55
41-4453-4110-64200	TRAINING EXP		02/01/2018	WISCONSIN AIRPORT MANAGEMENT	99.00
41-4453-4110-64918	ADVERTISING		02/22/2018	MIDWEST FLYER MAGAZINE	54.75
				<b>SO.WI.REGIONAL AIRPORT-ADMIN PROG TOTAL</b>	<b>1,190.36</b>
41-4453-4453-62160	CLEANING CONTRAC		02/15/2018	PETERSON CLEANING INC	546.28
		P1800720	02/15/2018	ALSCO INC	110.72
41-4453-4453-62164	DISPOSAL SERV		02/15/2018	ADVANCED DISPOSAL SERVICES	60.00
		P1800685	02/15/2018	ACE PORTABLES INC	142.00
41-4453-4453-62201	ELECTRIC		02/01/2018	ALLIANT ENERGY/WP&L	5,445.92
41-4453-4453-62202	WATER		02/15/2018	CITY OF JANESVILLE	142.50
41-4453-4453-62203	NATURAL GAS		02/01/2018	ALLIANT ENERGY/WP&L	2,854.15



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41-4453-4453-62206	SEWER		02/15/2018	CITY OF JANESVILLE	232.67
41-4453-4453-62207	STORM WATER CHGS		02/15/2018	CITY OF JANESVILLE	14,992.93
41-4453-4453-62290	OTHER SERV		02/15/2018	CITY OF JANESVILLE	258.40
41-4453-4453-62410	R & M-VEHICLES				
		P1801008	02/22/2018	MAXXED OUT MOTORSPORTS	65.00
41-4453-4453-63503	MACH & EQUIP PTS				
		P1800702	02/15/2018	NAPA AUTO PARTS	353.05
		P1800889	02/08/2018	FERTILIZER DEALER SUPPLY	50.47
		P1800944	02/15/2018	MOTION INDUSTRIES INC	702.06
41-4453-4453-64900	OTHER SUPPL/EXP				
		P1800687	02/15/2018	BJ ELECTRIC SUPPLY INC	1,153.06
		P1800691	02/08/2018	FASTENAL COMPANY	15.74
		P1800695	02/01/2018	GENESIS LAMP CORPORATION	356.06
		P1800702	02/15/2018	NAPA AUTO PARTS	125.66
		P1800889	02/15/2018	FERTILIZER DEALER SUPPLY	11.46
				<b>SO.WI.REGIONAL AIRPORT-MAINT. PROG TOTAL</b>	<b>27,618.13</b>
41-4551-4082-62201	ELECTRIC		02/22/2018	ROCK ENERGY COOPERATIVE	47.70
				<b>COUNTY PARKS CARVER ROEHL PROG TOTAL</b>	<b>47.70</b>
41-4551-4083-62201	ELECTRIC		02/22/2018	ROCK ENERGY COOPERATIVE	37.08
				<b>COUNTY PARKS GIBBS LAKE PROG TOTAL</b>	<b>37.08</b>
41-4551-4084-62201	ELECTRIC		02/01/2018	ALLIANT ENERGY/WP&L	27.51
				<b>COUNTY PARKS HAPPY HOLLOW PROG TOTAL</b>	<b>27.51</b>
41-4551-4085-65335	PORT.TOILET RENT				
		P1800625	02/15/2018	ACE PORTABLES INC	185.90
				<b>COUNTY PARKS INDIANFORD PROG TOTAL</b>	<b>185.90</b>
41-4551-4088-62201	ELECTRIC		02/22/2018	ROCK ENERGY COOPERATIVE	277.14
				<b>COUNTY PARKS BECKMAN MILL PROG TOTAL</b>	<b>277.14</b>
41-4551-4090-62201	ELECTRIC		02/01/2018	ALLIANT ENERGY/WP&L	56.50
				<b>COUNTY PARKS ROYCE DALLMAN PROG TOTAL</b>	<b>56.50</b>
41-4551-4091-62201	ELECTRIC		02/08/2018	ALLIANT ENERGY/WP&L	127.99

**COMMITTEE REVIEW REPORT**  
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<b>COUNTY PARKS SPORTSMAN PROG TOTAL</b>					<b>127.99</b>
41-4551-4093-62201	ELECTRIC		02/01/2018	ALLIANT ENERGY/WP&L	28.03
<b>COUNTY PARKS SWEET ALLYN PROG TOTAL</b>					<b>28.03</b>
41-4551-4095-62160	CLEANING CONTRAC		02/15/2018	CINTAS CORP	141.66
		P1800718	02/15/2018	ALSCO INC	42.24
41-4551-4095-62164	DISPOSAL SERV		02/22/2018	ADVANCED DISPOSAL SERVICES	1,205.00
41-4551-4095-63501	GAS & FUELS		02/08/2018	FERRELLGAS	282.60
41-4551-4095-64200	TRAINING EXP		02/08/2018	JP MORGAN CHASE BANK NA	399.00
41-4551-4095-64900	OTHER SUPPL/EXP		02/08/2018	JP MORGAN CHASE BANK NA	287.92
		P1800934	02/08/2018	DON MARTIN HEATING AND COOLING	140.00
		P1800988	02/08/2018	DON MARTIN HEATING AND COOLING	450.51
41-4551-4095-65341	MACHINERY LEASE		02/08/2018	M AND D TRUCK AND EQUIPMENT SA	2,850.00
<b>COUNTY PARKS GENERAL MAINT. PROG TOTAL</b>					<b>5,798.93</b>
41-4551-4102-62201	ELECTRIC		02/22/2018	ROCK ENERGY COOPERATIVE	94.19
<b>TURTLE CREEK PKY COUNTY PARK PROG TOTAL</b>					<b>94.19</b>
41-4551-4110-63104	PRNT & DUPLICATI		02/22/2018	BILLER PRESS AND MFG INC	867.82
		P1800786	02/22/2018	BILLER PRESS AND MFG INC	867.82
41-4551-4110-63200	PUBL/SUBCR/DUES		02/08/2018	JP MORGAN CHASE BANK NA	70.00
		P1800683	02/08/2018	JP MORGAN CHASE BANK NA	70.00
41-4551-4110-63307	LODGING		02/08/2018	JP MORGAN CHASE BANK NA	144.00
		P1800683	02/08/2018	JP MORGAN CHASE BANK NA	144.00
41-4551-4110-64202	CONFERENCE EXP		02/08/2018	JP MORGAN CHASE BANK NA	80.00
		P1800683	02/08/2018	JP MORGAN CHASE BANK NA	80.00
41-4551-4110-64900	OTHER SUPPL/EXP		02/22/2018	HOFFMAN,DAVID	26.24
<b>COUNTY PARKS ADMINISTRATION PROG TOTAL</b>					<b>1,188.06</b>
41-4592-4597-69999	NON-CONVERTED EX		02/15/2018	ROCK COUNTY ALLIANCE OF	9,694.90
<b>2017-18 SNOW GRANT PROG TOTAL</b>					<b>9,694.90</b>
41-6430-0000-64921	RAIL REHAB		02/22/2018	WISCONSIN RIVER RAIL TRANSIT C	28,000.00
<b>RAIL TRANSIT PROG TOTAL</b>					<b>28,000.00</b>

**COMMITTEE REVIEW REPORT**  
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I have reviewed the preceding payments in the total \$462,289.15

Date: Dept \_\_\_\_\_

Committee \_\_\_\_\_

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF FEBRUARY 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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**REPORT COMPLETE!**

For Job Numbers: 1721588, 1724190, 1726179, 1728247