

County of Rock  
Public Works Department  
Highways  
Parks  
Airport



3715 Newville Road  
Janesville, WI 53545  
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## **A G E N D A**

Public Works Committee Meeting  
Tuesday, May 24, 2016 – 8:00 a.m.  
Southern Wisconsin Regional Airport  
Voyager Room  
1716 W. Airport Rd.  
Janesville, WI 53546

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of April 26, 2016
4. Citizen Participation, Communications, and Announcements

### **AIRPORT BUSINESS**

5. **ACTION ITEMS**
  - a. Consider Resolution Amending the 2016 Budget for Repairs to Airport's Multi-Purpose Equipment
  - b. Airport Accounts Receivables
  - c. Cancel Vouchers, Approve Bills, Encumbrances/Pre-Approved Encumbrances, Amendments and Transfers
6. **INFORMATION ITEMS**
  - a. Review CFR Part 139 Commercial Operating Certificate
  - b. Review State and Federal Grant Assurances

### **HIGHWAY BUSINESS**

7. **ACTION ITEMS**
  - a. Approve Bid Award for Purchase of Two 4WD Cabbed Tractors
  - b. Approve Bid Award for Purchase of Two ditch Bank Mowers
  - c. Consider Resolution Authorizing Accounting Office Position Changes for the Department of Public Works
8. Next Meeting Date
9. Adjournment

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Ronald D. Burdick, Airport Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

May 23, 2016  
DATE DRAFTED

### Amending the 2016 Airport Budget for Repairs to Airport's Multi-Purpose Equipment

1    **WHEREAS**, Rock County, owns and operates an airport known as the Southern Wisconsin  
2    Regional Airport; and  
3  
4    **WHEREAS**, in 1995 the airport purchased a multi-purpose piece of equipment from Wausau  
5    Equipment Company; and  
6  
7    **WHEREAS**, on March 29, 2016 this piece of equipment used for blowing snow and sweeping  
8    debris from pavements became inoperable due to the failure of the auxiliary transmission's  
9    power divider; and  
10  
11   **WHEREAS**, the power divider was designed and built specifically for this machine by Cotta  
12   Transmission Company and they have estimated the repair cost to be \$36,500; and  
13  
14   **WHEREAS**, the manufacturer, Wausau Equipment recommends adding an additional  
15   lubrication pump, oil cooler, and fan at a cost of \$2,300; and  
16  
17   **WHEREAS**, a contingency fund of \$700 is recommended for incidental expenses related to the  
18   re-installation of the repaired power divider and upgrades.  
19  
20   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
21   assembled this \_\_\_\_ day of \_\_\_\_\_, 2016 does hereby approve a Purchase Order to  
22   Cotta Transmission Company, not to exceed \$39,500, for the repair of the Airport's Wausau  
23   multi-purpose unit.

24  
25   **BE IT FURTHER RESOLVED** that the Airport's 2016 budget be amended as follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
28 <u>Source of Funds</u>	5/23/16		
29   19-1921-0000-47010	\$295,657	\$39,500	\$335,157
30   Supplemental App from the General Fund			
31			
32			
33 <u>Use of Funds:</u>			
34   41-4453-4454-62420	2,500	39,500	42,000
35   Machinery and Equipment Repair and Maintenance			

Respectfully submitted,

PUBLIC WORKS COMMITTEE

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

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

\_\_\_\_\_  
Eva Arnold

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

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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

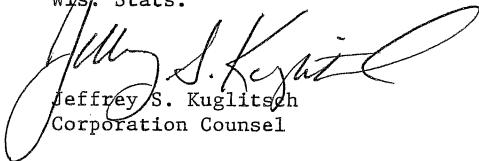
This resolution authorizes the transfer of \$39,500 from the General Fund to repair the Airport's Wausau multi-purpose unit.



Sherry Oja  
Finance Director

LEGAL NOTE:

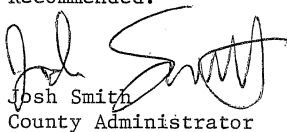
As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

EXECUTIVE SUMMARY  
For  
AMENDING THE 2016 AIRPORT BUDGET FOR REPAIRS TO AIRPORT'S  
MULTI-PURPOSE EQUIPMENT

On March 29, 2016 the power divider failed in a multi-purpose piece of equipment that the airport uses to either blow snow or sweep debris off the paved surfaces of the airport.

The multi-purpose unit was purchased in 1995 and this is the fifth time the power divider has failed. The four previous repairs have been made under warranty by the manufacturer Wausau Equipment, and Cotta Transmission the provider of the power divider.

Cotta has estimated the cost to repair the power divider at \$36,500. The manufacturer has recommended adding an additional lubrication pump, oil cooler, and fan to improve the life of the system at a cost of \$2,300. I would recommend an additional \$700 for incidentals bringing the total cost to repair to \$39,500

Respectfully Submitted

Ronald D. Burdick  
Airport Director

Rock County Department of Public Works  
Division of Highways – Issue Paper

**ISSUE:** Purchase of Two 4WD Cabbed Tractors.

**DISCUSSION:** These two four wheel drive tractors will be used in the mowing operations through Rock County.

Bids were sent out and advertised as per the Rock County Purchasing Policy. I received four bids, Two from Johnson Tractor, one from Trebold Implement and one from Mid-States Equipment.

The results are as follows:

<b><u>Company</u></b>	<b><u>Manufacture</u></b>	<b><u>Model</u></b>	<b><u>Bid Price</u></b>
Trebold Implement	New Holland	T4.110 DC	\$123,814.00 (\$61,709.00 per)
Mid-State Equipment	John Deere	5115M	\$129,860.00 (\$64,930.00 per)
Johnson Tractor	Kubota	M6	\$138,844.00 (\$69,442.00 per)
Johnson Tractor	Case IH	115	\$175,246.00 (\$87,623.00 per)

Trebold Implements bid met all bid specifications as written.

**RECOMMENDATIONS:** I recommend the purchase of the two four wheel drive cabbed tractors at the combined cost of \$123,814.00 from Trebold Implement.

Respectfully submitted,

*Michael Turk*

Michael Turk, Rock County DPW Shop Superintendent

Rock County Department of Public Works  
Division of Highways – Issue Paper

**ISSUE:** Purchase of Two Ditch Bank Mowers

**DISCUSSION:**

Bids were sent out and advertised as per the Rock County Purchasing Policy. I received two bids, one from Triebold Implement and one from Johnson Tractor.

The bid from Triebold stated “NO BID AT THIS TIME”.

The results are as follows:

<b><u>Company</u></b>	<b><u>Manufacture</u></b>	<b><u>Model</u></b>	<b><u>Bid Price</u></b>
Johnson Tractor	Woods	S106W	\$19,318.00 (\$9,659.00 per)

Johnson Tractor met all bid specifications as written.

**RECOMMENDATIONS:** I recommend the purchase of the Woods S106W mower at the bid cost of \$19,318.00 (\$9,659.00 per)

Respectfully submitted,

*Michael Turk*

Michael Turk, Rock County DPW Shop Superintendent

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY

Public Works Committee  
SUBMITTED BY



Ben Coopman, Director of Public Works  
DRAFTED BY

May 17, 2016  
DATE DRAFTED

### AUTHORIZING ACCOUNTING OFFICE POSITION CHANGES FOR THE DEPARTMENT OF PUBLIC WORKS

- 1    **WHEREAS**, the Department of Public Works (DPW) is analyzing its operations for creating
- 2    efficiencies and improvements; and,
- 3
- 4    **WHEREAS**, the Department has engaged a consultant, Matrix Consulting Group (Matrix) to assist
- 5    in that task; and,
- 6
- 7    **WHEREAS**, Matrix and DPW management staff have identified and recommended changes to
- 8    accounting processes and accounting staff to improve the operation; and,
- 9
- 10   **WHEREAS**, it is recommended to create a new Cost Allocation Specialist position and delete an
- 11   existing Account Clerk II position in the DPW accounting office and the Account Clerk II position
- 12   is now vacant; and,
- 13
- 14   **WHEREAS**, there have been vacancies in the administrative portion of the DPW resulting in
- 15   salary cost savings enough to cover the additional costs of the new, higher paid position.
- 16
- 17   **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 18   assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2016 does hereby authorize creation of a Cost
- 19   Allocation Specialist and deletion of the current Account Clerk II position at DPW; and,
- 20
- 21   **BE IT FURTHER RESOLVED**, that the Department may hire sufficient temporary staff to
- 22   accomplish the work of the accounting office until such time as the processes and duties are being
- 23   reconfigured and a new employee is hired.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

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

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

\_\_\_\_\_  
Eva Arnold

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

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

**COUNTY BOARD STAFF COMMITTEE**

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Sandra Kraft, Vice-Chair

\_\_\_\_\_  
Eva Arnold

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Mary Mawhinney


\_\_\_\_\_  
Louis Peer

\_\_\_\_\_  
Allan Sweeney

\_\_\_\_\_  
Terry Thomas

ADMINISTRATIVE NOTE:

Recommended

  
Josh Smith  
County Administrator

FISCAL NOTE:


This resolution authorizes the deletion of a 1.0 FTE Account Clerk II position, creation of a 1.0 FTE Cost Allocation Specialist position and the hiring of temporary staff as necessary before the new position is filled. There are sufficient funds in the DPW's budget due to vacancies to fund these changes.



Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2),  
Wis. Stats.

  
Jeffrey S. Kuglitsch  
Corporation Counsel



**- Executive Summary -**

The 2016 budget for the Department of Public Works included money to study the Department's operations and hire a consultant. Matrix Consulting Group (Matrix) was hired for that assignment. Matrix has released its report and recommendations. In the administration area, Matrix has recommended several process improving suggestions, including changing the duties of the Department's Account Clerk II once an automated time reporting process is put into place. Department staff have been working on either improving current computer systems or finding new programs for that function.

The Account Clerk II position's duties involve extensive data entry of employee time sheets. It also backs up the Department's existing Cost Allocation Specialist's duties as needed. Matrix has recommended elevating the Account Clerk to a Cost Allocation Specialist with higher level tasks and responsibilities. Management staff, including the County Administrator, have reviewed these recommendations with the Public Works Committee and it was the consensus to proceed with this position change. The Account Clerk II position is currently vacant, so it appears that this is a good time to make any adjustments. The former Account Clerk II is now the DPW's Secretary.

While the functions of the accounting office of DPW have not been fully studied and decided, the duties of the position in question will not likely change in the short term. However, if there were to be someone in this position at the lower level at the time of implementation of the recommended upgrade, that person would have to be laid off and compete for the new position, if interested. If this new position is authorized by this resolution, there is a possibility that it will be left unfilled for a while and the Department would hire outside temporary help to do the data input functions of the Account Clerk II position. Other duties of the position will be temporarily redistributed among other administrative staff.

This resolution authorizes creation of a new higher level Cost Allocation Specialist position and eliminating an existing Account Clerk II position. It also authorizes DPW to hire temporary help, if deemed necessary, to complete the time sheet data entry portion of the Clerk's duties until such time as new automated time reporting processes and software are in place. No additional funds are being requested at this time due to salary savings for other positions in the administrative area of the Department.