



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

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Public Works Committee Meeting – Highway

Tuesday, January 24, 2023 – 8:00 a.m.

Public Works Department – Committee Room
3715 Newville Road
Janesville, WI 53545

Call to Order: Chair Richard called the meeting of the Public Works Committee to order at 8:00 a.m.

Committee Members Present: Supervisors Richard, Mawhinney, Pennycook, Rashkin, and Woodman

Committee Members Absent: None

Staff Members:

Duane Jorgenson	Director of Public Works
Francene St. Michael	Fleet Specialist
Terri Carlson	Risk Manager
Amanda McElroy	Secretary II

Others Present: None

Approval of Agenda: Supervisor Mawhinney moved approval of the agenda as presented, seconded by Supervisor Woodman. ADOPTED.

Approval of Parks/Highway Minutes Dated December 13, 2022: Supervisor Woodman moved approval of the minutes from December 13, 2022, as presented, seconded by Supervisor Pennycook. ADOPTED.

Citizen Participation, Communications and Announcements: Mr. Jorgenson noted that the WCHA 2023 Winter Road School in Wisconsin Dells is currently going on. Mr. Elmer is attending Monday and Tuesday, Mr. Jorgenson is attending Tuesday afternoon and Wednesday.

Mr. Jorgenson informed the committee that a sink hole has recently developed behind the retaining wall at Indianford Park. The sink hole has been gated off, and pre-liminary discussions are occurring with the Rock Koshkonong Lake District to address the issue.

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REVIEW, DISCUSSION, AND POSSIBLE ACTION

Discussion and Possible Action – Bridge Aid Petition – Town of Bradford: Supervisor Woodman moved the Bridge Aid Petition, seconded by Supervisor Mawhinney. Mr. Jorgenson explained that the Town of Bradford has requested county bridge aid funding for the recent replacement of a metal culvert on Kemp Road due to deterioration. The total cost is \$30,724.54, and the county would re-imburse half of the cost (\$15,362.27). ADOPTED.

Discussion and Possible Action – Issue Paper - Equipment Acquisition Process: Supervisor Woodman moved the Issue Paper, seconded by Supervisor Pennycook. Mr. Jorgenson noted that it has been a little over one year since the Public Works Committee authorized the Highway Commissioner to acquire budgeted capital equipment without Committee approval. The Highway Commissioner is to provide a quarterly report of those acquisitions to the Committee for review. Mr. Jorgenson highlighted that this process is allowing flexibility, fiscal responsibility, and should be renewed for another year.

Mr. Jorgenson and Ms. St. Michael answered questions from the committee and addressed information provided in the 2022 Capital Equipment Purchase Summary. ADOPTED.

Discussion – Quarterly Equipment Purchases Review: Mr. Jorgenson and Ms. St. Michael explained the 2022 4th Quarter Capital Equipment Purchases Summary and answered questions from the committee.

Discussion – Semi-Annual Report on Attendance at Conferences/Conventions: Supervisor Richard noted that this is required by Rock County Policy.

Mr. Jorgenson stated that the CPA training was preferred for the position of Accounting Supervisor.

Mr. Jorgenson explained the Blackhawk Technical College (BTC) CDL Training Program allows our agency to hire candidates without a Class A CDL License and provide training for them to obtain one. We currently have two mechanics in this program, one without a CDL, and the other has a Class B CDL. This program requires the completion of a 55-module course online, along with 120 (Class B to Class A) to 160 (no CDL to Class A) hours of “seat time” driving with a secondary trainer. Three employees and one supervisor obtained training at BTC to be secondary trainers for employees who lack a Class A CDL while they are working on the job.

REVIEW OF PAYMENTS

December 2022 Payments: Mr. Jorgenson answered questions from the committee.

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Minutes of the Rock County Public Works Committee- Highway
January 24, 2023

Next Meeting Date and Time: Tuesday, February 28, 2023, at 8:00 a.m. at the Department of Public Works.

Adjournment: Supervisor Mawhinney moved adjournment at 8:39 a.m., seconded by Supervisor Pennycook. ADOPTED.

Respectfully Submitted,
Amanda McElroy, Secretary II

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