



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 – Highway

July 23, 2024 – 8:00 a.m.

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

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

Committee Members Present: Supervisors Homan, Mawhinney, Pennycook, Sutter, and Woodman

Committee Members Absent: None

<u>Staff Members:</u>	Duane Jorgenson	Public Works Director
	Nick Elmer	Assistant Director Public Works
	John Traynor	Park Services Supervisor
	Amanda McElroy	Administrative Professional II

<u>Others Present:</u>	Julie Paton	Citizen (Zoom)
	Michelle DeRubeis	Department of Public Works
	Ray Legris	Town of Union

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

Approval of Minutes Dated June 25, 2024: Supervisor Woodman moved approval of the minutes from June 25, 2024, as presented, seconded by Supervisor Homan. ADOPTED.

Citizen Participation, Communications and Announcements: Mr. Jorgenson introduced the two new Accounting Specialists to the Committee. Sara McCarty started on June 24 and Kim Lund started July 22. The Committee introduced themselves and welcomed them to the team.

Ray Legris said he was representing the Town of Union for ATV/UTV routes.

Mr. Jorgenson clarified a statement he made last meeting regarding snow removal and liability.

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REVIEW, DISCUSSION AND POSSIBLE ACTION

Discussion and Possible Action – ATV Route Application(s) – Town of Union: Supervisor Woodman moved the ATV Route Application, seconded by Supervisor Sutter. Mr. Elmer shared that the Town of Union applied for CTH M to be designated as an ATV Route. A portion of CTH M goes through the City of Evansville’s jurisdiction. Currently, the City of Evansville does not allow ATV traffic on their streets, so access would not be allowed on the section of CTH M within their jurisdiction.

After looking at the traffic density, accident history, terrain, and recreational use, it was recommended to designate the northern piece of CTH M (USH 14 North to the Union/Porter town boundary) as an ATV Route. The southern portion of CTH M was not recommended for ATV Route designation due jurisdictional issues with the City of Evansville. This could be reconsidered in the future if the City of Evansville and/or the Town of Magnolia requested access to CTH M. ADOPTED.

Discussion – Semi-Annual Report on Attendance at Conferences/Conventions: Mr. Jorgenson explained that every six months any training that is over \$1,000 must be reported to the Committee. During the first six months of 2024, two employees attended forklift/manlift “Train the Trainer” training, one employee completed CDL training at Blackhawk Technical College, and four employees attended an asphalt conference.

Discussion – Budget to Actual Report: Mr. Jorgenson and Mr. Traynor gave an overview of how the Department budgets and tracks expenses, noting that there are main account codes, with expenses further broken down by various object codes under each account. Mr. Jorgenson clarified that the towns are billed for everything, including labor hours, materials, and equipment. Winter maintenance is billed at a flat rate of \$900/mile for town roads and \$1,600/mile for subdivisions. This report is required to be shared with the Committee at minimum twice per year. The Committee asked to review it again in December.

Discussion – Storm Update: Mr. Jorgenson shared a PowerPoint presentation highlighting the recent storm damage in the Town of Plymouth, STH 59 West, STH 11, CTH A West, I90 at Ruger Ave, and the Town of Rock. The towns and Emergency Management have been documenting storm damage to submit to the Wisconsin Disaster Fund for possible reimbursement. Storm cleanup has consumed a lot of the crew’s time and may impact other projects. Supervisor Mawhinney thanked the crew for their efforts.

Discussion – Staff Update: Mr. Elmer shared that due to a new resignation, there are now nine vacant highway positions. After a recent recruitment, the department is hoping to fill two of the nine vacancies in August. The position has been reposted without the CDL requirement and had 22 applicants as of last Friday and closes this Friday (7/26/24).

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Mr. Traynor added that the Parks Department had eight applicants for the maintenance position, five were scheduled for interviews, and three showed up. An offer was made to one of the candidates, but they did not respond, so the position is back out for recruitment.

Mr. Jorgenson noted that the two accounting positions have been filled.

Ms. DeRubeis stated that wages need to be addressed and provided several examples.

Mr. Jorgenson added that the Department has lost 29 staff in a year, which has never happened before. Staff have cited issues with the wage study, insurance changes, and the possibility of full-time staff reductions as reasons for leaving the Department. Many of our staff have second jobs to supplement their income.

REVIEW OF PAYMENTS

June 2024 Payments: Mr. Traynor answered questions from the committee.

Next Meeting Date and Time:

Parks Meeting: Tuesday, August 13, 2024, at 8:00 a.m. at the Department of Public Works.

Highway Meeting: Tuesday, August 27, 2024, at 8:00 a.m. at the Department of Public Works.

Adjournment: Supervisor Pennycook moved adjournment at 9:21 a.m., seconded by Supervisor Homan. ADOPTED.

Respectfully Submitted,
Amanda McElroy, Administrative Professional II