



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

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Public Works Committee Meeting – Highway

February 25, 2025 – 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, and Woodman

Committee Members Absent: Supervisor Sutter

Staff Members:

Duane Jorgenson	Public Works Director
Nick Elmer	Assistant Director Public Works
John Traynor	Park Services Supervisor
Amanda McElroy	Administrative Professional III

Others Present:

Chuck Flynn	Citizen (attended in person and on Zoom)
Francene St. Michael	Department of Public Works

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

Approval of Minutes Dated January 28, 2025: Supervisor Homan moved approval of the minutes from January 28, 2025, as presented, seconded by Supervisor Pennycook. ADOPTED.

Citizen Participation, Communications and Announcements: Mr. Jorgenson shared that he gave a presentation for the Golden K Kiwanis Club at Rotary Gardens on Wednesday, February 19, 2025. Mr. Jorgenson's presentation provided an overview of highway operations and included videos of recent incidents in the field.

Mr. Jorgenson added that Paul King, Rock County Land Conservation, will be giving a presentation about the implications of the monarch butterfly being listed as a threatened/endangered species on permitting regulations for projects along with the benefits of proactively establishing monarch butterfly habitat at the March Public Works Committee Meeting (3/25/2025).

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Mr. Traynor shared that there was a recent break-in at Heritage Hall. The unknown suspect(s) drilled out the commercial locks, and broke tables, chairs, and a window. The Rock County Sheriff's Office is investigating, and cameras have been put up.

REVIEW AND APPROVAL OF RESOLUTIONS

Recognizing Matthew Dietz: Supervisor Woodman moved the Resolution, seconded by Supervisor Pennycook. ADOPTED.

Supporting the Renewal and Funding of the Knowles-Nelson Stewardship Program: Supervisor Homan moved the Resolution, seconded by Supervisor Pennycook. Mr. Traynor explained that the Resolution supports the continuation of the Knowles-Nelson Stewardship Program. Rock County was recently awarded grant funds from the program to pave the Peace Trail. ADOPTED.

REVIEW, DISCUSSION AND POSSIBLE ACTION

Discussion and Possible Action – 2025 WisDOT Discretionary Maintenance Agreement (DMA): Mr. Jorgenson explained that the agreement with the Wisconsin Department of Transportation (WisDOT) provides \$679,000 in additional funding for a list of authorized state maintenance projects, such as patch repair, gravel shoulder work, roadside drainage, and sweeping. The DMA funds cannot be used for winter maintenance and tree work. Supervisor Pennycook moved the DMA, seconded by Supervisor Woodman. ADOPTED.

Discussion and Possible Action – Issue Paper – Driveway Permit – CTH M – Kwik Trip: Mr. Elmer explained that Kwik Trip is looking to develop a parcel on CTH M in the city of Evansville with two access points, one on USH 14, and the other on CTH M. A traffic impact analysis was completed, and it was recommended to add a right turn lane into the Piggly Wiggly. The state has indicated that the requested access on USH 14 will be approved. Policy states a second access may be granted for the safe and efficient use of the property. Supervisor Woodman moved the Issue Paper, seconded by Supervisor Pennycook. ADOPTED.

Discussion and Possible Action – Issue Paper – Motor Pool 44 & 49 Replacement: Mr. Jorgenson explained that this is for the replacement of two vehicles used by Rock County Human Services. The state contract process was used, and the replacement vehicles will be under budget. One of the replaced vehicles will be repurposed in the loaner fleet. Supervisor Woodman moved the Issue Paper, seconded by Supervisor Homan. ADOPTED.

Discussion and Possible Action – Issue Paper – Motor Pool 58, 59, & 67 Replacement: Mr. Jorgenson explained that this is for the replacement of three minivans used by Rock County Human Services. The state contract process was used, and the replacement vehicles will be under budget. Two of the replaced vehicles will be repurposed. Photographs of the Kia

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Carnival LX were shared, and Ms. St. Michael explained the request process. Supervisor Pennycook moved the Issue Paper, seconded by Supervisor Homan. ADOPTED.

Discussion and Possible Action – Sportsman’s Park Deer Display: Mr. Traynor shared that he obtained quotes to replace the fire damaged deer shelter at Sportsman’s Park. The materials can be purchased at Menards for approximately \$2,500, not including labor costs. A vendor from Monroe can deliver a prebuilt shelter for \$5,500, but there will be difficulties getting the shelter into the enclosure. Country Barns provided an estimate of \$5,106.20 to build a shelter on site. Modifications will be needed to separate the buck from the does. Mr. Traynor reminded the Committee that the current contract to house the deer expires in 2027, with the option to extend it for 10 years. Discussion was had about the value the deer bring to the park and the ability to repurpose the shelter in the future. Mr. Traynor explained that unused funds from other areas in the budget would be used to cover this expense.

Supervisor Homan moved to accept the bid from Country Barns to build a shelter on site, require the owners of the deer to use a metal water tank, and authorize spending up to \$7,500 total to add electricity to the shelter, seconded by Supervisor Woodman. ADOPTED.

Discussion – Highway 2024 Year in Review: Mr. Jorgenson and Mr. Elmer shared a PowerPoint presentation highlighting the achievements, projects, and events of the Public Works Department from the previous year.

Construction and Maintenance Projects

- 72,255 tons of asphalt – paving projects
- 275,000 square yards sealed – sealcoat projects
- 36 miles crack filled – road maintenance
- 52 miles shouldered – road edge improvements

Federal-Aid and State Aid Projects

- CTH Q Construction – completed for CTH D to Rock River
- CTH N Design – completed from STH 59 to N Milton Rd
- CTH N Bridge – application approved and State Municipal Agreement executed
- Town Bridge Projects – multiple ongoing, including Caledonia Rd and Lathers Rd

Staffing and Personnel

- 5 retirements, 14 resignations, 15 new hires, 5 current vacancies
- 5 new staff completed CDL training
- Full staff meetings on various topics

Safety and Training Initiatives

- CRP/AED Training – all staff trained in February/March
- Seasonal Training – spring and fall training for all staff

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- Specialized Training – chainsaw, flagger certification, winter operator training
- Winter Preparedness – meeting with multiple county departments and municipalities

Equipment and Shop Projects

- Equipment Acquisition – new vehicles and machinery added to the fleet
- Shop Upgrades – installation of two new fans, toolboxes
- Facility Improvements – interior/exterior cameras installed for security

Permits and Ordinances

- 74 driveway permits
- 11 utility permits
- 63 broadband permits
- 44 oversize overweight permits
- 22 work in the right-of-way permits
- Speed zone adjustments made to ordinances in November and December

Emergency Response and Community Engagement

- January: Beloit Tire Fire - emergency response coordinated
- February: Evansville Area Tornado - disaster relief efforts
- June: Janesville Area Tornado - emergency response and cleanup
- November: Vice President Visit – traffic management for high profile event
- December: Janesville Jolly Jingle – awarded “Best Use of Lights” and “People’s Choice” for department’s Grinch themed entry in the lighted parade

REVIEW OF PAYMENTS

January 2025 Payments: The Committee had no questions.

Next Meeting Date and Time:

Parks Meeting: Tuesday, March 11, 2025, at 8:00 a.m. at the Department of Public Works.

Highway Meeting: Tuesday, March 25, 2025, at 8:00 a.m. at the Department of Public Works.

Adjournment: Supervisor Pennycook moved adjournment at 9:09 a.m., seconded by Supervisor Homan. ADOPTED.

Respectfully Submitted,
Amanda McElroy, Administrative Professional III

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