



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

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Public Works Committee Meeting – Highway

March 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:

Terri Carlson	Corporation Counsel
John Light	County Administrator
Neil Pierce	Department of Public Works
Francene St. Michael	Department of Public Works
Paul King	Land Conservation

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

Approval of Minutes Dated February 25, 2025: Supervisor Woodman moved approval of the minutes from February 25, 2025, as presented, seconded by Supervisor Homan. ADOPTED.

Citizen Participation, Communications and Announcements: None.

REVIEW AND APPROVAL OF RESOLUTIONS

Recognizing Gary Cerny: Supervisor Pennycook moved the Resolution, seconded by Supervisor Homan. ADOPTED.

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REVIEW, DISCUSSION AND POSSIBLE ACTION

Discussion and Possible Action – Monarch CCAA Program: Mr. King, Rock County Land Conservation, gave a presentation about the Monarch CCAA (Candidate Conservation Agreement with Assurances) Application, highlighting the benefits, project locations, estimated costs, and reporting requirements. If the monarch butterfly is listed as a threatened species, there would be additional required permits for projects on lands that contain the monarch butterfly and its habitat. Rock County would enroll 1,088 total acres, 1,023 acres for right-of-way activities, and 65 acres for conservation projects at Gibbs Lake Park, Murwin Park, Miller Farm Park, and the Kuffer Pit. By participating in the Monarch CCAA program, Rock County would benefit from regulatory assurances, operational freedom, and interdepartmental coordination. Supervisor Woodman moved the Monarch CCAA Program, seconded by Supervisor Homan. ADOPTED.

Discussion and Possible Action – Issue Paper – DPW 2025-01 Hot Mix Asphalt: Supervisor Homan moved the Issue Paper, seconded by Supervisor Pennycook. Mr. Elmer explained that the bid included two county projects, three town projects, and estimated miscellaneous paving. There were two bidders this year and bids were awarded based on the cost per ton combined with the trucking costs from each plant to the project location. Total contract award recommendations for Rock Road Companies in the amount of \$1,435,046.00 and Payne & Dolan in the amount of \$395,300.00. ADOPTED.

Discussion and Possible Action – Issue Paper – DPW 2025-02 Sealcoat Materials: Supervisor Homan moved the Issue Paper, seconded by Supervisor Pennycook. Mr. Elmer stated that there was one bidder and discussed the three different types of sealcoat (HFRS-2, HFRS-2P, and RPE) and the locations each would be used at. Discussion was had about past sealcoat issues on CTH A and CTH N, but the county is no longer using that type of sealcoat and the rate at which sealcoat materials are applied has been adjusted. Total contract award recommendation for Henry G. Meigs Inc. in the amount of \$595,290.00. ADOPTED.

Discussion and Possible Action – Issue Paper – DPW 2025-04 Asphalt Milling-Pulverizing: Supervisor Woodman moved the Issue Paper, seconded by Supervisor Homan. Mr. Elmer explained that bids were solicited for CTH X, CTH T, and CTH B and three bidders responded. Bids include the price per square yard and the cost to mobilize the machine to projects. Total contract award recommendation for Payne & Dolan in the amount of \$41,782.00. ADOPTED.

Discussion and Possible Action – Issue Paper – Motor Pool GPS 2025: Supervisor Pennycook moved the Issue Paper, seconded by Supervisor Woodman. Mr. Jorgenson explained the department wants to switch the GPS services for the motor pool fleet to Samsara Inc when the contract is up with The Vestige Group for most of the units on April 30, 2025. Mr. Jorgenson added the Samsara platform is user friendly, one system would manage both the DPW and motor pool fleets, and switching providers will save over \$4,000 per year. There

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are a handful of units that will need to have their contract bought out so that all motor pool units are switched over at the same time. The cost is \$15,210.00 for 65 GPS units per year (2026, 2027, and 2028), with the 2025 and 2029 being prorated at \$10,621.00 and \$13,942.50, respectively, for a total of \$70,193.50. ADOPTED.

Discussion – Staff Update: Mr. Elmer shared that there are currently five vacancies, four highway worker positions and one crew leader. After the most recent round of interviews, one candidate was offered a highway position and recruitment is ongoing to fill the other three positions. Interviews were held on March 12 to fill the vacant crew leader position; a final decision is expected soon.

Mr. Traynor added that an offer was made for the Parks Assistant position, and he is waiting to hear back. The Parks Maintenance position has been filled and starts on April 14. Guadalupe Begovatz is scheduled to take her CDL exam this weekend. The four parks seasonal positions have also been filled and will start around the end of May.

Discussion – Employee Recruitment Efforts: Mr. Jorgenson listed the department’s public outreach initiatives, including Craftsman with Character, a highway construction course at Janesville Parker High School, attending the Rock County Fair, participating in the Janesville Jolly Jingle, and taking part in local job fairs. On March 20, Ms. St Michael and Mr. Pierce attended a job fair at Janesville Craig High School, where they spoke to high school students about county positions, benefits, and training opportunities. In addition, the county can partner with the Department of Workforce Development to offer internships and explore grants for CDL training. The next job fair will be at Milton High School.

Discussion – DPW Security: Mr. Jorgenson provided a brief overview of the incident that occurred on March 20 when a county owned vehicle was taken without permission. Mr. Jorgenson addressed security measures that have been implemented over the years, including fencing around the property, automatic gates, and upgraded lighting. A camera installation contract was also approved, and it is expected that the cameras will be operational by April 4. Other measures being taken include setting up a “Geofence” with the fleet management software to receive notification when county vehicles leave the county, locking all vehicles and storing all keys in secure lockboxes, installing signs warning that the area is under surveillance, and exploring the use of slats to limit visibility inside the fence. The Samsara GPS system was able to locate the unit, which has been recovered with minimal damage.

REVIEW OF PAYMENTS

February 2025 Payments: Mr. Jorgenson answered questions from the Committee.

Next Meeting Date and Time:

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Minutes of the Rock County Public Works Committee- Highway
March 25, 2025

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

Highway Meeting: Tuesday, April 22, 2025, at 8:00 a.m. at the Department of Public Works.

Adjournment: Supervisor Pennycook moved adjournment at 9:12 a.m., seconded by Supervisor Homan. ADOPTED.

Respectfully Submitted,
Amanda McElroy, Administrative Professional III

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