



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Highways & Parks

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Public Works Committee Meeting – Highway

April 22, 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
Amanda McElroy	Administrative Professional III

Others Present:

Anthony Farrell, Jr.	Citizen (Zoom)
Chuck Flynn	Citizen (Zoom)

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

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

Citizen Participation, Communications and Announcements: Anthony Farrell, Jr. discussed his concerns about the intersection at USH 14/CTH F/Crystal Springs Rd and suggested options to enhance safety at this location.

Mr. Jorgenson shared that Mr. Elmer and himself attended the 2025 WCHA (Wisconsin County Highway Association) Spring Commissioner's Training in Elkhart Lake (April 8-9, 2025). Mr. Jorgenson added that he plans to take some time off and will inform the Committee of the dates.

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REVIEW AND APPROVAL OF RESOLUTIONS

Recognizing John Beggs: Supervisor Woodman moved the Resolution, seconded by Supervisor Pennycook. ADOPTED.

REVIEW, DISCUSSION AND POSSIBLE ACTION

Discussion and Possible Action – Issue Paper – Access Control Driveway Permit – CTH M:

Mr. Jorgenson explained that the property owners are requesting a change of use from a field entrance to a private entrance. The applicants intend to build a residence on their property on CTH M, which is access controlled. Mr. Jorgenson added that the increase in traffic would be minimal, and approval is required from the Planning and Development Committee. Supervisor Pennycook moved the Issue Paper (pending approval from the Planning and Development Committee), seconded by Supervisor Woodman. ADOPTED.

Discussion and Possible Action – Issue Paper – Access Control Driveway Permit – CTH N: Mr. Elmer explained that the property owner recently split the parcel and wants to add a new shared access between the two parcels. The former parcel had no access to CTH N, which is access controlled, and approval may be required from the Planning and Development Committee. Supervisor Woodman moved the Issue Paper (pending approval from the Planning and Development Committee, if necessary), seconded by Supervisor Homan. ADOPTED.

Discussion and Possible Action – ATV Route Application(s): None.

Discussion – Quarterly Equipment Purchases Review: Mr. Elmer reviewed the 2025 1st quarter equipment purchases and explained the implications to the 2023, 2024, and 2025 budget cycles. All three budget cycles are projected to be under budget. Mr. Elmer and Mr. Jorgenson discussed the budget surplus and uncertainties facing the 2026 budget cycle.

Discussion – Short Span Update: Mr. Jorgenson explained that in 2024, WisDOT (Wisconsin Department of Transportation) rolled out a program to inventory and inspect all short span structures (6'-20') within the state. Inspections in the town system are almost complete while inspections in the county system are expected to begin in May. So far, 19 structures have been found to be "in critical condition" or "of significant concern". Mr. Jorgenson shared photos of some of the structures requiring attention and noted that some have been closed while others have had load ratings posted or are using a timber mat to allow access.

Some structures could possibly be rehabilitated while others will have to be replaced as they are well past their lifespan. Design and construction could take up to a year and cost \$100,000 or more per structure, which will impact both county and town budgets. The state program allocated funding of \$100/structure for inventory and \$350/structure for

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inspections, but it is unknown if there will be any state sponsored funding for rehabilitation or replacement of short span structures.

Discussion – Upcoming Town Training Sessions: Mr. Jorgenson noted the town training sessions are scheduled for May 21, May 28, and June 4; exact times are yet to be determined. The training sessions are geared towards town officials, and different content will be covered at each session. Session topics include billing/accounting processes, maintenance techniques to enhance structure longevity, and road ratings/WISLR certified mileage/LRIP. Time will be set aside for dialogue, discussion, and questions after each session. The sessions will also be recorded so the information will be accessible afterwards.

Discussion – National Work Zone Awareness Week 2025: Mr. Jorgenson gave an overview of the department's campaign for National Work Zone Awareness Week (April 21 – 25, 2025), including a department created poster (see attachment), billboards strategically placed at high volume traffic areas with the message "Respect the zone so we all go home", a press release, and discussion at Spring Training Day. "Go Orange Day" is Wednesday, April 23, and everyone is encouraged to wear orange to raise awareness.

Discussion – Staff Update: Mr. Elmer shared that since the last meeting, two highway positions have been filled. After internal and external interviews, the Bridge Crew Leader position was filled internally. A highway position on the bridge crew was also filled, and another candidate from the last recruitment has not confirmed a start date yet. Currently, there are four vacant highway positions, possibly three if the other candidate accepts the position. The Parks Department is fully staffed, both the Parks Assistant and Parks Maintenance Technician recently started, and four seasonal employees start soon.

Mr. Jorgenson added that the highway crew will begin their summer schedule, which involves working four ten-hour days, starting on May 11. Mr. Jorgenson explained that to enhance employee retention, he is considering piloting the four-ten schedule for all staff, which would close the department to the public on Fridays and asked for the Committee's input. Mr. Jorgenson noted that other county highway departments were surveyed, and this is a common practice. After a discussion, the Committee opted to leave the final decision up to Mr. Jorgenson.

REVIEW OF PAYMENTS

March 2025 Payments: The Committee had no questions.

Next Meeting Date and Time:

Parks Meeting: Tuesday, May 13, 2025, at 8:00 a.m. at the Department of Public Works.

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Minutes of the Rock County Public Works Committee- Highway
April 22, 2025

Highway Meeting: Tuesday, May 27, 2025, at 8:00 a.m. at the Department of Public Works.

Adjournment: Supervisor Pennycook moved adjournment at 9:31 a.m., seconded by Supervisor Homan. ADOPTED.

Respectfully Submitted,
Amanda McElroy, Administrative Professional III

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RESPECT THE



SO WE ALL GET

