1. January 20, 2020 Public Works Committee Agenda
   Documents:
   
   JANUARY 20, 2020 PW AGENDA.PDF

2. January 20, 2020 Public Works Committee Packet
   Documents:
   
   JANUARY 20, 2020 PW PACKET.PDF
Walworth County Public Works Committee  
MEETING NOTICE  
Monday, January 20, 2020  
3:30 PM  
County Board Room 114  
Walworth County Government Center  
100 W. Walworth St., Elkhorn, Wisconsin

Rick Stacey, Chair  
Ken Monroe, Vice-Chair  
Supervisor Nancy Russell  
Supervisor Jerry Grant  
Supervisor William Norem

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the finance committee will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) December 19, 2019 Joint Public Works Committee and Finance Committee Meeting (pp. 3-4)
6. Public Comment Period
7. Consent Items
   a) Bid Awards / Contracts / Specifications
      1) Summary Specifications for Public Works purchase of two Upfit Replacements, Project #W1929 (pp. 5-7)
   b) Reports
      1) Department of Public Works Annual Report (pp. 8-23)
      2) Report on 2019 Clean Sweep (pp. 24-25)
8. New business
   a) Elkhorn Post 45 requesting approval to move the Whitewater American Legion Post 173, M-60 Patton Tank to the County’s Veteran’s Park in Elkhorn (pp. 29-32)
b) WSOR Railroad Crossing on CTH F and CTH K in the Towns of Delavan and Darien (pp. 33-36)
c) Resolution authorizing the closure of Judicial Center Study/Renovation Project and transferring remaining funds to General Fund Building and Equipment Committed Fund Balance for the year ended December 31, 2019 (pp. 37-38)
d) Resolution authorizing the closure of Highway Project CTH-X (CTH-X from Rock County Line to Delavan) and transferring remaining funds to the Road and Bridge Construction Committed Fund Balance (pp. 39-40)
e) Ordinance amending sections of Chapter 16 Article III – Highway Operations of the Walworth County Code of Ordinances as it relates to Maintenance Standards and Driveway and Culvert Installation/Modifications (pp. 41-48)
f) Ordinance amending sections of Chapter 16 Article II – Private Property of the Walworth County Code of Ordinances as it relates to Heating Devices in Facilities and Disposition of Harvested Wood (pp. 49-52)
g) Correspondence from RaeJean Gasser regarding damage to personal property/lilacs (p. 53)

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time — Monday, February 17 at 3:30 p.m., County Board Room 114 at the Govt. Center

11. Adjournment

Submitted by: Rick Stacey, Committee Chairperson
Richard Hough, Director of Public Works

Posted: January 16, 2020
MEMORANDUM

Date: January 15, 2020

To: Public Works Committee

Cc: David Bretl, County Administrator

From: Richard A. Hough, Public Works Director

Re: January 20, 2020 Public Works Committee Meeting

The following is an overview from our Public Works management team concerning items that are scheduled for the above captioned Public Works Committee meeting. Should you have any questions prior to this meeting, please feel free to contact either me or the appropriate manager.

**Consent Items – Specifications / Contracts / Bid Awards**

Included are a number of items on the consent agenda. If you wish to discuss any of these items in more detail, they can be pulled off of the consent agenda and addressed accordingly.

**Summary Specifications.** We are asking for your approval of summary specifications for the following projects:

1) Public Works purchase of two Upfit Replacements, Project #W1929 *(Barry Pierce).*

These are all previously budgeted projects. Your approval of the summary specifications (attached) will permit us to go out to bid for these projects.

**Bid Award Recommendations.** There are none.

**Consent Items – Reports**

The following reports are included on the Agenda. No action is required unless you have questions that may be placed on file.

1) Department of Public Works Annual Report – *Richard Hough*
2) Report on 2019 Clean Sweep – *Richard Hough*
New Business

Elkhorn Post 45 requesting approval to move the Whitewater American Legion Post 173, M-60 Patton Tank to the County’s Veterans Park in Elkhorn – Richard Hough
Please refer to Public Works recommendations set out in the attached memorandum.

WSOR Railroad Crossing on CTH F and CTH K in the Towns of Delavan and Darien– Barry Pierce
Attached is a report by our Deputy County Highway Commissioner in response to WSOR Crossing investigation by the Office of the Commissioner of Railroads.

Resolution authorizing the closure of Judicial Center Study/Renovation Project and transferring remaining funds to General Fund Building and Equipment Committed Fund Balance for the year ended December 31, 2019 – Richard Hough
With this project being completed, we can transfer the remaining funds as recommended by the Finance Committee.

Resolution authorizing the closure of Highway Project CTH-X (CTH-X from Rock County Line to Delavan) and transferring remaining funds to the Road and Bridge Construction Fund Balance – Richard Hough
With this project being completed, we can transfer the remaining funds as recommended by the Finance Committee.

Ordinance amending sections of Chapter 16 Article III – Highway Operations of the Walworth County Code of Ordinances as it relates to Maintenance Standards and Driveway and Culvert Installation/Modifications – Richard Hough
Public Works requests your review and approval of the attached ordinance.

Ordinance amending sections of Chapter 16 Article II – Private Property of the Walworth County Code of Ordinances as it relates to Heating Devices in Facilities and Disposition of Harvested Wood
Public Works requests your review and approval of the attached ordinance.

Correspondence from RaeJean Gasser regarding damage to personal property/lilacs – Richard Hough
Public Works reviewed and inspected to Ms. Gasser’s concerns and will report its findings with this committee.
The meeting was called to order 3:00 p.m. by Finance Committee Chair Nancy Russell.

Roll call was conducted with the following members present:

Public Works Committee: Chair Rick Stacey, Vice Chair Ken Monroe, Supervisors Jerry Grant, William Norem and Nancy Russell. A quorum was declared.

Finance Committee: Chair Nancy Russell, Vice Chair Jerry Grant, and Supervisors Kathy Ingersoll (arrived at 3:08 p.m.) and William Norem. Supervisor Kilkenny was absent. A quorum was declared.

Others in Attendance:
County Board members: Supervisors Tim Brellenthin, David Weber, Charlene Staples and Susan Pruessing
County staff: County Administrator David Bretl; Director/Public Works Richard Hough; Finance Director Jessica Conley; Director of Health and Human Services Elizabeth Aldred; Director of Human Resources Kate Bishop; County Clerk Kim Bushey; County Engineer Joe Kroll; Deputy Corporation Counsel/Director of LURM Michael Cotter

On motion by Supervisor Stacey, seconded by Supervisor Norem, the agenda was approved by voice vote.

On motion by Supervisor Monroe, seconded by Supervisor Grant, the December 9, 2019 Public Works Committee meeting minutes were approved by voice vote.

On motion by Supervisor Stacey, seconded by Supervisor Norem, the December 12, 2019 Finance Committee meeting minutes were approved by voice vote.

Public comment – There was none.

Consent Items
• Approve Budget Amendment PW005 Sheriff’s Office Fire Alarm Panel

Supervisor Grant made a motion, seconded by Supervisor Norem, to approve budget amendment PW005. The motion carried: Public Works Committee 5-0; Finance Committee 3-0.

New Business
• Create new CIP to purchase Sheriff’s Office Fire Alarm Panel

Supervisor Norem made a motion, seconded by Supervisor Monroe, to approve the creation of the CIP for the Sheriff’s Office Fire Alarm panel. Motion carried: Public Works Committee 5-0; Finance Committee 3-0.

Reports/Announcements by Chairs – There were none.
Confirmation of next meeting dates and times:
- Public Works Committee – Monday, January 20, 2020 at 3:30 p.m.
- Finance Committee – Thursday, January 23, 2020 at 9:30 a.m.

Adjournment of Finance Committee
On motion and second by Supervisors Grant and Norem, Chair Russell adjourned the Finance Committee meeting at 3:04 p.m.

Closed Session
The committee convened in closed session at approximately 3:04 p.m. on motion and second by Vice Chair Monroe and Supervisor Russell, pursuant to the exemption contained in Section 19.85(1)(e) of the Wisconsin Statutes “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” relative to the item listed below. A roll call vote was conducted and all members present voted “aye.” Supervisors Jerry Grant, David Weber, Tim Brellenthin, Susan Pruessing, Charlene Staples, and County Administrator David Bretl, Director-Public Works Richard Hough, Deputy Corporation Counsel/Director of LURM Michael Cotter, County Engineer Joe Kroll, Director of Health and Human Services Elizabeth Aldred, Finance Director Jessica Conley and Human Resources Director Kate Bishop remained in closed session.

   a) Offer from Aurora Health Care Southern Lakes, Inc. to purchase the former Health & Human Services Building

Vice Chair Monroe made a motion, seconded by Supervisor Grant, to reconvene in open session at 3:14 p.m. Motion carried 5-0.

Chair Stacey made a motion, seconded by Supervisor Norem, to proceed as discussed in closed session. Motion carried 5-0.

Adjournment of Public Works Committee
On motion by Vice Chair Monroe, seconded by Supervisor Grant, Chair Stacey adjourned the Public Works Committee meeting at 3:15 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Committees at the next regularly scheduled meeting.
SUMMARY SPECIFICATION
- Authorization to Purchase -

PROJECT: #W1929
One Ton Patrol Truck Replacement - UPFITS

SCOPE (SUMMARY): As part of the 10 year equipment replacement plan - specifically, normal end of life replacement - Public Works (PW) officials selected to purchase 1-ton truck chassis’ off the State Contract for its scheduled one-ton truck replacements - of which there were two approved for the 2019 budget cycle. This authorization to purchase today is the second part of this process involving the up-fits consistent with our needs and inventory capabilities, including the installation of the E-Tipper dump body and toolboxes through a local vendor. The selected vendor, Monroe Equipment, has worked with Walworth County in the past on similar purchases.

This up-fit purchase is authorized under project #W1929 and has a remaining budget of $61,804.00

- Up-fit (2) according to attached specifications $20,055.00 \times 2 \quad \$40,110.00

Resulting in a project remainder of $21,694.00

* The first part of this purchase was approved at this level in June of 2019 and involved the purchase of the 1-ton chassis’ themselves.

PROJECT COST:
The estimated purchase cost is $40,110.00

PROJECT SCHEDULE:
The expected delivery date for these goods is: 15-30 days from order receipt

ATTACHMENTS:
Monroe Price Quote and Specification

* The County will not conduct a formal source selection method to acquire these goods and/or services. Another government entity has already performed a solicitation which resulted in a cooperative contract the County can piggyback from to make this purchase. It has been determined that this pricing is in the best interest of the County for the desired goods and/or services.

* * *
Monroe Truck Equipment, Inc.
1151 W Main Avenue
DePere, WI 54115
Ph./Fax: 877-581-6052/920-347-4181
www.MonroeTruck.com

Customer: WALWORTH COUNTY HWY DEPT
Contact: KRAHENBUHL, ERIC (MUNI)

W4097 HWY NN
ELKHORN, WI 53121
Phone: 262-741-3114
Fax: 262-741-3195
Email: jtingley@monroetruck.com

Sourcewell Member #: ELKHORN, WI 53121
P.O. Number: ___________

Customer must fill out all information above before the order can be processed.

Chassis Information

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Chassis Color</th>
<th>Cab Type</th>
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<tr>
<td>2020</td>
<td>FORD</td>
<td>F-350</td>
<td>GAS</td>
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<tr>
<th>Single/Dual</th>
<th>CA</th>
<th>CT</th>
<th>Wheelbase</th>
<th>Engine</th>
<th>F.O. Number</th>
<th>Vin</th>
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<tbody>
<tr>
<td>DRW</td>
<td>84.0</td>
<td>203</td>
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Comments:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9’ CRYSTEEL E-TIPPER</td>
<td></td>
</tr>
<tr>
<td>- 87” ID - 96” OD WIDTH</td>
<td></td>
</tr>
<tr>
<td>- 20” SINGLE-LEVER QUICK-DROP TAILGATE</td>
<td></td>
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<tr>
<td>- MANUAL RELEASE TAILGATE</td>
<td></td>
</tr>
<tr>
<td>- 50000 PSI YIELD STRENGTH HI-TEN SILE STEEL CONSTRUCTION</td>
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<tr>
<td>- 7” TALL - 7GA A1011 LONGSILLS</td>
<td></td>
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<tr>
<td>- 10 GA. STEEL FRONT AND TAILGATE MATERIAL</td>
<td></td>
</tr>
<tr>
<td>- 12GA RIGID SIDES</td>
<td></td>
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<tr>
<td>- 40” FRONT HEIGHT</td>
<td></td>
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<tr>
<td>- 12” SIDE HEIGHT</td>
<td></td>
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<tr>
<td>- 3/16 AR 450 FLOOR W/ WESTERN CROSSMEMBERLESS TUBULAR UNDERSTRUCTURE</td>
<td></td>
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<tr>
<td>- INTEGRAL ¼ CABSHIELD W/ PLASMA CUT WINDOW - 9 X 35</td>
<td></td>
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<tr>
<td>- 18” SINGLE PANEL QUICK DROP TAILGATE</td>
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<tr>
<td>- (2) VERTICAL SIDE BRACES &amp; (2) VERTICAL TAILGATE BRACES</td>
<td></td>
</tr>
<tr>
<td>- 6” POLY SIDE BOARDS</td>
<td></td>
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<tr>
<td>- FULL HEIGHT CORNER POSTS W/ RADIUS CORNER PILLARS</td>
<td></td>
</tr>
<tr>
<td>- DIRT SHEDDING REAR POSTS AND TAILGATE</td>
<td></td>
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<tr>
<td>- FMVSS108 LIGHTS AND REFLECTORS - LED MARKERS</td>
<td></td>
</tr>
<tr>
<td>- UNDERCOATED &amp; 100% DURABLE POWDER COATED OMAHA ORANGE</td>
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<tr>
<td>- (2) SS SHOVEL HOLDERS - (1) EA SIDE MOUNTED TO POLY BOARDS</td>
<td></td>
</tr>
<tr>
<td>- 5 YEAR LIMITED WARRANTY</td>
<td></td>
</tr>
<tr>
<td>- INSTALLED</td>
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HOIST:
- CRYSTEEL LB-510 HOIST
- SUB-FRAME HOIST
- PUSH BUTTON CONTROLS
* DOUBLE ACTING - ELECTRIC PUMP

TOWING:
- 2-1/2” RECEIVER HITCH IN 1/2” PLATE
- 2” INSERT FOR 2-1/2” RECEIVER W/ HITCH PIN
- 7-WAY TRAILER RECEPTACLE - RV STYLE

LIGHTS & ELECTRICAL
- STAR TRAFFIC ADVISOR ARROW BOARD
- MINI LIGHT BAR-STAR OMEGA
- (2) STAR LED REAR STROBES

BACK-UP ALARM: SINGLE TONE

Job Order #: #2JPT000219
Quote Date: 12/19/2019
Quote valid until: 1/18/2020
Terms: NET 30
Salesperson: KRAHENBUHL, ERIC (MUNI)
Quoted by: Joel Tingley
Email: jtingley@monroetruck.com

6 of 53
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>RC 24X18X18 14 GAUGE BRIGHT ALUMINUM UNDERBODY TOOL BOX W/ STAINLESS STEEL</td>
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<tr>
<td>T-HANDLE &amp; 3 POINT LATCH SYSTEM - FRAME MOUNTED UNDERBED - SIDE TBD</td>
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<tr>
<td>BUYERS 55X24X82 TREADPLATE ALUMINUM B-PACK TOOL BOX W/ STAINLESS STEEL T-</td>
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<tr>
<td>HANDLES</td>
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**Quote Total:** $20,055.00

**Additional Options:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Add to quote?</th>
</tr>
</thead>
</table>

**Notes:**

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.
MEMORANDUM

Date: 23 DEC 2019

To: Public Works Committee Members

Cc: Walworth County Administrator – David Bretl

From: Public Works Director – Richard Hough

Subject: Department of Public Works Annual Report

The purpose of this correspondence is to provide an annual report on what Public Works accomplished and did not accomplish in relationship to the Director’s long-range vision and strategic plans – see Enclosure 1 and 2, respectively.

Overall. For the most part 2019 was about stage setting for future departmental improvements concerning administration, accountability, fleet management, operational improvements, and project management. The critical exceptions to any stage setting developments were generally focused on safety and cultural values which required immediate changes, to include: establishment of a night shift for winter maintenance operations; new work rules that address operator fatigue and performance standards; mechanic support to operations (winter and preventative maintenance); and etc.

Non-Strategy Achievements Include: On-time completion of facilities construction phase of the new Health and Human Services Building; and sale of the old Health and Human Services Building.

Vision. Numerous aspects of the Director’s Strategic Vision were realized and substantially completed in 2019. Department completed stage setting for future goals as well. See Enclosure 1 for further details.

Strategic Plan. The Department achieved progress and marked operational and administrative improvements in most of the Supporting Objectives (SO) listed in the County Long-Range Plan, as outlined in Appendix B of the Annual Administrator’s Budget. A few department supporting objectives failed to realize appropriate efforts or improvement. See Enclosure 2 for further details.
Path to Intent: Not to Take Control but to Give Control

Walworth County Public Works
2019-2025
Long – Range Organizational Development Plan
# Organizational Blueprint

## Present State

Absence of defined standards; beyond basic job descriptions. Environment empowers personality driven decision-making without systematic systems of accountability.

## End State

Defined standards and systems of accountability empower subordinates. Delegation of responsibilities are complemented by communication protocols that inspire mutual cooperation.

<table>
<thead>
<tr>
<th>DOTMLPF-P</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
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<tbody>
<tr>
<td><strong>DOCTRINE</strong></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>✓ Most Critical Ops (Winter Svcs)</td>
<td>Highway Maintenance</td>
<td>Project Management</td>
<td></td>
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<tr>
<td><strong>ORG</strong></td>
<td></td>
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<tr>
<td>✓ Minor Changes</td>
<td>Augmentation</td>
<td>Minor Changes</td>
<td></td>
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<tr>
<td><strong>TRAINING</strong></td>
<td></td>
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<tr>
<td>✓ Define Req. (PQM)</td>
<td>Internal Improvements</td>
<td>External Funding</td>
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<tr>
<td><strong>MATERIAL</strong></td>
<td></td>
<td></td>
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<tr>
<td>✓ Maintenance Manuals</td>
<td>Process Development</td>
<td></td>
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<tr>
<td><strong>LEADERSHIP DEV.</strong></td>
<td></td>
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</tr>
<tr>
<td>✓ Identification</td>
<td>Training</td>
<td>Accountability</td>
<td></td>
<td></td>
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<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
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</tr>
<tr>
<td>✓ Define R2 Identify Responsible Balance</td>
<td>Establish New Capabilities / Re-Organize</td>
<td>Develop New Jobs w/ Existing Positions</td>
<td>Develop New Jobs w/ Existing Positions, if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FACILITIES</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>✓ Improve Operational Capabilities</td>
<td>Identify equipment storage standard</td>
<td>Fuel System</td>
<td>Address Operational Shortcomings</td>
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</tbody>
</table>
Building Blocks of Intent: Over the Horizon

- Establish Ground Rules
- Develop Winter Ops Manual
- Develop PM Manual
- Restructure
- Re-Define R2
- Improve Cooperation / Mission Understanding
- Implement Master Plan / Space Utilization
- Update Records Management
- Facilities Master Plan
- Fleet Mgmt Upgrades
- Minor Facilities Improvements
- Asset Manager
- Associate Engineer
- Develop PMs Checklists
- Develop PM Manual
- Monitor, Assess, Asset Plan
- Material, Equipment Process Flow
- Material Management / Inventory Control
- Developed Standards
- SOP Library
- Brine Operations Upgrade
- Working Groups
- Management Restructure
- Identify, Inventory AssetWorks
- Setup Initiation Complete
- Substantially Complete
- Setup Initiation Complete
- Develop Highway Manual
- Command & Control Center / Night Shift
- Highway Leadership Adjustments
- External Leader / Employee Training
- Budget Increase Training / Ldr Dev.
MEMORANDUM

Date: June 12, 2019

To: Walworth County Administrator – David Bretl

Cc: All Public Works Employees

From: Richard Hough – Public Works Director

Subject: Strategic Plan 2020 - 2025

This correspondence outlines insights into the strategic direction by which the Director of Public Works will guide the department and make core decisions regarding personnel, equipment, material, work/performance standards and other policies.

Department Mission (No Change): The Walworth County Public Works Department enhances the quality of life, health and safety of all citizens by providing top quality services through a very responsive and responsible team committed to high ethical standards, accountability and effective maintenance of the County’s infrastructure (facilities, highways and parks and open spaces).

Vision: Build foundational standards of accountability for asset management, personnel management, and work performance to address safety, fiscal, and external concerns.

Values: High Ethical Standards; Teamwork; Good Stewardship of County’s Investment; Highly Responsive Service; and Data-Driven Decision Making.

Philosophy:

Keys to Service Success:

- Build Trust and Credibility
- Determine Needs
- Evaluate Ability to Serve
- Invite Scrutiny and Accommodate Change
- Initiate the Plan; Evolve and Update As Needed
- Recognize Achievement
## Department G-A-I-N Summary

<table>
<thead>
<tr>
<th>GOAL: Advance department mission and vision</th>
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<tbody>
<tr>
<td>ASSETS: Personnel, Equipment, Materials, IT Systems, Consultants, and County Staff</td>
</tr>
</tbody>
</table>

### Strengths:
- Personnel are dedicated to Public Works mission.
- Department has a solid relationship with municipalities, citizens, and other departments.
- County long range plans and vision.
- Financial stability of the County, Public Works equipment and road/bridge funds.

### Opportunities:
- Technological / modern techniques for County asset maintenance; system access.
- Expanded leadership role of County in municipal Public Works planning.
- Enhanced social media, marketing and communication outlets to engage stakeholders.
- Innovation in technical approach to maintenance and internal asset management.

### ISSUES:

#### Weaknesses:
- Fiscal barriers to external training opportunities.
- Comprehensive approach to agency workforce training, mentoring and professional development.
- Complete understanding and utilization of systems, processes, and technology.
- Knowledge and accountability of fiscal responsibilities, equipment, and materials.
- Quality assurance and control for department projects and programs.
- Diversification in work force skills with respect to the Public Works mission.

### Threats:
- Public funding and regulatory oversight of present programs that are internally managed.
- Increased costs and regulations associated with insurance and benefits.
- Reduced state funding due to regional/statewide cost overruns.
- Clashing technological goals and internal department capabilities.
- Competing vision from other County department and municipal demands.

### NEEDS:
1. Effectively promote and implement a performance management system to maintain / establish systems of accountability.
2. Set the finance and material accountability at all levels and educate on what it means to be responsible.
3. Engineering and project management standards; maintenance standards; equipment maintenance standards.
4. A sense of ownership in developing innovative solutions to department services.
5. Develop comprehensive internal and external training strategies.
6. Mid-management structures and roles that enhance program, personnel, and other systems of accountability.
7. Greater ownership and annual sustainment of mid and long-range plans.
8. Enhanced marketing strategies to inform and address public and inter-department concerns.
9. Records and document management systems and processes that enable personnel to quickly find, file, and recall necessary materials.
Overall County Focus Areas with Public Works Supporting Strategies

County Focus Area 1: Good Government

County Goal 1: Work with local governments to share services and expertise to leverage economies of scale and to support continuous improvement and process innovation.

County Objective 1) Promote cooperation among local governments to provide more effective and efficient services to citizens.

Public Works Supporting Objective (SO): Establish municipal outreach program to discuss services, policy, materials, proposed and ongoing project plans, and opportunities for mutual cooperation.

Achievement: Held three municipal outreach meetings during 2019. Each meeting was well accepted by local communities and resulted in increased participation, to include attendance by interested elected officials. Topics have support policy, maintenance, material support (brine), operational support (painting), and etc.

County Goal 4\(^1\): Maximize effectiveness of overall County operations.

County Objective 1) Evaluate the impact of individual department decisions on the overall County operations.

Public Works SO: Procure, develop, and establish systems of analysis to improve operational oversight and seek efficiencies in material / equipment management, procurement, and personnel management.

Achievement: 2019 focus was on establishment of new work rules, administrative procedures, and policies to support improved administration of the department. Also, to build a case for improved middle management structure by adding Assistant Superintendents, a new Engineer, and a future Asset Manager.

County Objective 2) Consider centralization of services for operational improvements or cost reductions.

Public Works SO: Continue to seek opportunities to centralize public works program management, or, develop mutually supported plans, policies, and programs, e.g. Energy Policy.

Achievement: Published and monitored a new energy policy resulting in approximately 3% in annual utilities and an estimated $80,000 in 2020 already cut from the budget. Developed new Facilities Management Procedure that improves the role that Public Works plays in short and long-range project planning.

\(^1\) County Goal Numbers correspond to County Long-Range Vision. Not all County Goals have impacts on Public Works vision and operations.
County Focus Area 2: Sound Financial Planning and Practices

County Goal 1: Maintain financial policies that are responsible and transparent, while building the County’s long term durable financial strength.

County Objective 1: Strengthen financial integrity and controls utilizing ordinance and administrative procedures.

Public Works SO: Establish policies of accountability for material and equipment maintenance, accountability, and dedicated time and human resources to sustain.

Achievement: Developed new fleet management procedures to establish increased cooperation, collaboration, and maintenance oversight between departments; particularly between leadership and operators. Turned reactive maintenance into proactive or preventative maintenance thus re-balancing the operator and mechanic workload.

County Objective 3: Build fiscal reserves while maintaining an available minimum fund balance/net position of range 15% to 20%.

Public Works SO: Develop more innovative procurement and operational strategies to reduce costs, waste, while rightsizing material and equipment levels.

Achievement: Conducted multi-month fleet procurement and rightsizing working group that reduced the 10-year equipment procurement plans overall costs by just under $4M. Coordinated the largest surplus activities in departments living memory as a result of the above effort.

County Goal 3: Optimize and protect County workforce and assets by investing in effective and efficient resources and solutions.

County Objective 1) Increase efficiencies and improve results of County programs by investing in technology and maintenance of assets.

Public Works SO: Invest in and expand the module use of AssetWorks to manage equipment, materials, and workloads. Purchase Fleet Management module to improve analysis of fleet use and needs. Use AssetWorks to break down inventory / material management down to division, section, crew, and individual levels.

Achievement: Completed the inventory and workload management aspects relating to the use of AssetWorks in the first sentence (left). Remaining tasks will begin in 2020 and continue into 2021.

County Objective 2) Manage the capital improvement plan including prioritizing, funding, and protecting current assets.

Public Works SO 1: Expand the use of CIP annual analysis beyond new projects and to assess, re-assess all projects in the CIP.
Achievement: Developed new CIP development protocols in 2019 that were well received by County Administrator and departments. Updated those procedures based on lessons learned to support 2020 budget development processes.

Public Works SO 2: Develop campus master plan to guide CIP decisions at the department and County-wide levels.

Achievement: Set the stage for campus master planning and management in the future by: a) establishing a new engineering position (2020); obtaining funding for a campus-wide study in 2020 CIP; and, publishing new ordinance and procedures that support master facilities planning activities.

Public Works SO 3: Commit more resources to alignment of CIP plans and projects executed.

Achievement: Established bi-weekly multi-department Engineering and Project Management meeting.

County Objective 5) Provide a safe work environment through effective programs.

Public Works SO: Develop standards for work performance, to include development of work limitations and restrictions.

NOTE: Also supports County F.A. 3, Goal 3, Objective 4, to develop safety programs and encourage a culture of safety among all employees.


County Objective 6) Secure County assets to reduce and prevent loss or damage.

Public Works SO 1: Establish policies of accountability for material and equipment maintenance, accountability.

Achievement: Improved accident and incident reporting by establish new Directorate Reporting policy; holding meetings with HR and Administration on incident reporting (training); and, following up during bi-weekly meetings on the administrative status of incidents.

Public Works SO 2: Update internal roles and responsibilities (job descriptions) and operational processes to improve material management and equipment accountability.

Achievement: Updated numerous (50+) job descriptions as part of an overall effort to redesign the departments, improve management accountability. Obtained new Asset Manager / Operations Analyst position for 2020.
County Focus Area 3: County Workforce

County Goal 1: Attract, hire and retain an effective, diverse, professional, dedicated and motivated workforce.

County Objective 2) Create and promote a healthy work environment that values employee contributions.

Public Works SO 1: Sustain quarterly and annual employee recognition programs. Recognize innovation, leadership, and other qualities that enhance the departments’ productivity, image, and performance.

Achievement: Established Employee of the Quarter / Year to recognizing innovation, leadership, and other qualities. Tied program to funding priority for training, performance ratings, and, other incentives.

Public Works SO 2: Involve diverse groups of people in department decisions, innovation delivery, and operations.

Achievement: Formed and conducted ten (10) intradepartmental working groups focused on improving department training, fleet maintenance, administration, material management, space utilization, operational performance standards, and etc.

County Goal 2: Create an environment which encourages employees to provide County services with maximum effectiveness and efficiency.

County Objective 1) Ensure a performance evaluation process is completed for every employee encompassing core competencies, appropriate organizational behaviors, and specific and measurable goals.

Public Works SO: Establish more rigorous goals during the annual performance evaluation development process to account for innovation, productivity, material / inventory management, and growth. Improve accountability for objective mentorship programs.

NOTE: Also supports County F.A. 3, Obj. 1, Goal 4, to develop employees to become leaders who promote ethics, innovation, and accountability.

Achievement: Linked internal management goals to department strategic and fiscal objectives via policy and recently scripted 2020 individual performance goals.

County Objective 3) Provide opportunities for training and encourage the development of professional skills to enable our employees to enhance productivity and enable employees to compete for and assume progressively more responsible positions.

Public Works SO 1: Invest in personnel training programs (internal/external). Improve skills, knowledge, and abilities.
**Achievement:** Doubled training budget. Placed increased focus on development of skills, knowledge and abilities to bring capabilities to a higher standards; there is still much work to be done; this will required significant future funding

*Public Works SO 2: Restructure department mid-management design, job descriptions and rebalance roles and responsibility to establish and encourage progressive skills development.*

**Achievement:** Updated numerous (50) job descriptions as part of an overall effort to redesign the department organizational structure, improve management accountability, and, assigned personnel expected skills, knowledge, and abilities.

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**County Focus Area 5: Environmental and Land Use**

**County Goal 1:** Sponsor programs to protect our community, health of our residents, and our natural resources.

County Objective 1) Strive to divert recyclable solid waste from disposal in local landfills so as to extend the useful life of local landfill facilities/sites.

*Public Works SO: Seek continuous innovation and grant sponsorship of our Solid Waste program. Expand program, as necessary.*

**Achievement:** Expanded program advertising to increase County-wide use. Utilization increased from 604 households in 2018 to 767 households in 2019. More importantly, overall pounds of waste increased from 28K to 52K.

County Objective 2) Properly collect and dispose of hazardous waste and special waste materials.

*Public Works SO 1: Maintain robust solid waste grant program. Keep public informed. Seek opportunities to expand into new opportunities.*

**Achievement:** Seeking future grants to support agricultural waste program after several years lapse.

*Public Works SO 2: Maintain contracts for special waste materials (e.g. Tires).*

**Achievement:** Renewed contract while cleaning up years of accumulated tires waste on county campus.

County Objective 4) Preserve water quality in the County; including surface water, run-off and ground water.
Public Works SO 1: Improve use of brine and reduce use of rock salt and environmentally hazardous additives. Lead County efforts to innovate in winter services.

**Achievement:** Obtain CIP funding to establish new brine production and distribution (truck) capabilities. Highway capable of long-line pre-wetting on interstates.

Public Works SO 2: Identify flood zone reconstruction opportunities to reduce agricultural and construction run-off into water supply.

**Achievement:** Generated flood zone (road) map to proactively address / mitigate hazard zones, when necessary. Completed HWY 67 project – largest highway department construction project in living memory. Project address long-standing flooding concern near Fontana.

Public Works SO 3: Take increased ownership and interest in County waste water/sewage and storm water systems and mitigation methods.

**Achievement:** Completed long-standing sanitary sewer study as part of an overall process to capture what is County-owned infrastructure that has not been documented.

County Objective 5) Promote, plan and implement best land, energy and resource conservation practices.

Public Works SO: Implement and continue to promote best practices in energy efficiency for various seasons while accounting for exceptional circumstances.

**Achievement:** Public Energy Conservation procedure and implement best management practices resulting in 3 – 5% net savings in utility costs and estimated $80,000 in reduced energy utilization in 2020.

**County Focus Area 6: Infrastructure**

County Goal 1: Provide, operate, and maintain County infrastructure including highways, buildings, equipment, and associated services.

County Objective 1) Annually update long range capital improvement plan.

Public Works SO 1: Expand the use of CIP annual analysis beyond new projects and to assess, re-assess all projects in the CIP.

**Achievement:** Supported by new administrative procedures (2-105) and updates to existing (2-118) this goal will be achieved in 2020.

Public Works SO 2: Develop campus master plan to guide CIP decisions at the department and County-wide levels.

Same as above.
**Public Works SO 3: Commit more resources to alignment of CIP plans and projects executed.**

**NOTE:** Same as FA 2, Goal 3, Objective 2.

**Achievement:** Objective will be achieved in 2020 by onboarding new Associate Engineer.

County Objective 2) Maintain accurate inventory and condition of all County assets.

**Public Works SO:** Invest in and expand the module use of AssetWorks to manage equipment, materials, and workloads. Purchase Fleet Management module to improve analysis of fleet use and needs. Use AssetWorks to break down inventory / material management down to division, section, crew, and individual levels.

**NOTE:** Same as FA 2, Goal 3, Objective 1.

**Achievement:** This is a multi-year effort by which the initial phase (sentence one above) was achieved in 2019.

County Objective 3) Maximize the useful life of County assets and infrastructure by investing in appropriate and innovative solutions.

**Public Works SO 1:** Same as above County Objectives 1 and 2. As well as, continued expansion of preventive maintenance checks and services (PMCS) programs, checklists, and services for both Public Works equipment and facilities maintenance.

**Achievement:** Developed over a dozen prioritized preventative maintenance check and service manuals; initiated the development of additional manuals for low-density equipment.

**Public Works SO 2:** Development of Project Management standards in AssetWorks to manage schedule, standards, and tasking.

**Achievement:** Objective disrupted in 2019 by development of new Purchasing procedures which are essential to this effort. Will re-engage in 2020.

County Objective 4) Establish and implement an optimal replacement and maintenance schedule.

**Public Works SO 1:** Same as above. As well as, development of administrative procedures and internal policies that apply increased scrutiny to life-cycle replacement timelines, surplus schedules, and seek innovative solutions / alternatives to new item procurements (e.g. purchased used, re-build equipment, rent, contract services, and etc.).

**Achievement:** Integrated department 10-Year Equipment Plan(s) while identifying what would be: replaced put into surplus, or, surplus items that are without replacement.
County Goal 2: Maximize sustainability of County infrastructure including highways, buildings, equipment, and associated services.

County Objective 1) Minimize consumption of natural resources through established best practices.

Public Works SO 1: Establish public use policies that more effective utilize natural resources and reduce waste.

**Achievement:** Establish No-Mow study that will expand into four zone in 2020. Working on new firewood ordinances and procedures.

Public Works SO 2: Improve park management by establishing annual plan review periods for each park / trail resource.

**Achievement:** Obtained SEWRPC and Board ($) support for a 2020 update to Park Plans.

Public Works SO 3: Develop campus master plan to guide CIP decisions at the department and County-wide levels.

**Achievement:** Same as above. A 2020 project supported by 2019 developed ordinances and procedures.

County Objective 2) Evaluate long term impacts and operating costs in decision-making.

Public Works SO 1: Works closely with finance to balance reserve accounts while taking into consideration asset deteriorate rates (highway, equipment, buildings).

**Achievement:** Fleet Management working group met over six months to determine equipment utilization, life-cycle, and maintenance capabilities that resulted in significant increases to most equipment life expectancy rates; a significant factor in reduced overall costs for fleet procurement over the next ten (10) years and increase sustainability and prolonging of the equipment reserve account from 3 to 8 years.

Public Works SO 2: Maintain long-term asset replacement plans that go beyond the 5-year County CIP / finance cycles.

**Achievement:** Department establish new 25-Year Road Maintenance strategy for each County Truck Highway segment. Department developed two additional facilities assessment studies to influence long-term maintenance and MEP replacement strategies. Department was able to obtain 2020 funding for long-term campus-wide facilities master plan study.

County Goal 3: Maintain and enhance state highway system within the County to ensure safe and functional transportation.
County Objective 1) Complete requested services to the maximum authorized under annual routine maintenance agreement - RMA.

*Public Works SO 1:* Develop annual highway plans/strategies that prioritize maintenance requirements, as opposed to fund-balance accountability of maintenance.

**Achievement:** Same as above (25-Year Road Maintenance Strategy developed); maximized the State RMA contract to with 100% of utilization.

*Public Works SO 2:* Develop measures of effectiveness to inform and influence work schedule planning and funding efforts.

**Achievement:** Yet to be developed.

County Objective 2) Consider and evaluate performance based maintenance contract opportunities for full cost recovery - PBM.

*Public Works SO:* Commit to improved, long-overlooked, bridge maintenance concerns.

**Achievement:** Working with WisDOT SE Region representatives, the County developed and supported over 20 bridge maintenance projects using state PBM funding.

**County Focus Area 7: Public Safety**

County Goal 1: Provide a safe environment

County Objective 2) Mitigate impact of natural and man-made emergencies.

*Public Works SO:* Establish central operations center. Develop operation center protocols, processes, and supporting personnel to establish increased visibility and responsiveness to public maintenance and emergency response situations.

**Achievement:** Developed new Winter Maintenance Operations Manual that includes chapter on Operations Center manning, protocols, observation standards, improved county-wide visibility (camera links), and weather management training.

County Objective 3) Improve road and traffic safety through enhanced design, education, operations, and enforcement.

*Public Works SO 1:* Identify and address road point and stretch safety concerns. Build CIP to address road safety concerns unconstrained by budget limitations.

**Achievement:** Developed several map products that outline known snow drift, flood, and ice zones throughout the County. Purpose of developing the product was to proactively mark, treat, and observe these locations versus reacting to such conditions.

*Public Works SO 2:* Seek and leverage external training resources to improve department technical knowledge.
**Achievement:** Invited and received support from several technical experts in brine production, salt reduction, and brine distribution / equipment. Was able to send dozens of personnel to mechanical, plumbing, and electrical courses, brine production workshops, and other training throughout the year. Overall training investment in personnel nearly doubled.

*Public Works SO 3: Improve shift management and coverage. Establish more rigorous requirements for road/project management and middle management.*

**Achievement:** Established new night shift and winter maintenance manual to guide improved work productivity and shift safety. Updates all mid-management job description to provide more specific detailed requirements, as opposed to the generic descriptions of the past. Established new meeting material requirements that account for daily and bi-weekly management and tracking of operations, maintenance, and engineering, project management, and administrative requirements. Standardized board reporting materials.

County Objective 5: Pursue prevention strategies to reduce future public safety threats.

*Public Works SO 1: Improve safety programs by identifying and reacting to all employee, equipment, and operational safety incidents, regardless of severity.*

**Achievement:** Established new directorate policy that requires all safety incidents to be reported, documented, and tracked for administrative and, if necessary, material management. Invited scrutiny of our reporting systems by administration and human resources, along with supporting training events, to improve messaging of safety programs. Updated safety manual and oversight of safety concerns.

*Public Works SO 2: Continue to improve equipment maintenance programs, standards, and employee knowledge.*

**Achievement:** Developed over a dozen high-density equipment preventative maintenance manuals to support a new collaborative department-wide preventative maintenance program that has dynamically changed attitudes about operator maintenance requirements and how fleet, management, and operators view maintenance responsibilities. Department continues to expand the program at the divisional level.

*Public Works SO 3: Develop equipment introduction and maintenance protocols, annual equipment utilization reviews, and mid-management training management accountability standards.*

**Achievement:**
MEMORANDUM

Date:       9 January 2020
To:         Public Works Committee Members
Cc:         Richard Hough, Director Public Works
From:       Laurie Landon, Solid Waste & Recycling Coordinator
Subject:    2019 Clean Sweep Report

We are pleased to report that our 2019 Clean Sweep Event was, once again, a success.

We had a total of 701 participants, representing 767 households from the following counties:

665 Walworth County
32 Jefferson County
2 Rock County
1 Brown County
1 Waukesha County

Veolia Environmental Services, our waste contractor, collected the following waste from our three (3) collection sites:

494 Households from our DPW location in Elkhorn
161 Households from the new PW Site in Delavan
112 Households from the PW Site in Whitewater

<table>
<thead>
<tr>
<th>Household Hazardous (HHW) Wastes</th>
<th>Total Weight (lbs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pesticides / Poisons</td>
<td>10179</td>
</tr>
<tr>
<td>Lead / Oil Paint</td>
<td>13135</td>
</tr>
<tr>
<td>Caustics / Corrosives</td>
<td>1149</td>
</tr>
<tr>
<td>Reactives</td>
<td>163</td>
</tr>
<tr>
<td>Solvents / Thinners</td>
<td>10125</td>
</tr>
<tr>
<td>Waste Oil</td>
<td>8700</td>
</tr>
<tr>
<td>PCBs</td>
<td>0</td>
</tr>
<tr>
<td>Aerosol Cans</td>
<td>2519</td>
</tr>
<tr>
<td>Mercury</td>
<td>17</td>
</tr>
<tr>
<td>Dioxins</td>
<td>19</td>
</tr>
<tr>
<td>Latex Paint</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>6384</td>
</tr>
<tr>
<td><strong>Total ALL Collected Chemicals (lbs.)</strong></td>
<td><strong>52390</strong></td>
</tr>
<tr>
<td><strong>Average Weight Collected per Participant (lbs.)</strong></td>
<td><strong>68</strong></td>
</tr>
</tbody>
</table>
In addition, the following waste was collected under the VSQG program from 20 local business participants who paid Veolia directly for this service:

<table>
<thead>
<tr>
<th>Very Small Quantity Generators (VSQG) Wastes</th>
<th>Total Weight (lbs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSQG Wastes Collected (Non-subsidized collected waste)</td>
<td>11,227</td>
</tr>
<tr>
<td>VSQG Subsidized Waste (50% DATCP subsidized waste)</td>
<td>n/a</td>
</tr>
<tr>
<td>Average weight per VSQG participant</td>
<td>561.4</td>
</tr>
</tbody>
</table>

**Conclusion.** With the continued success of this program and the numerous requests from Walworth County residents, we have started working with other municipalities to increase the recycling initiatives for our residents. We are also working with neighboring counties to build relationships and strategies to help with our future plans. We have also applied for an Agricultural grant to expand our efforts for the 2020 Clean Sweep event.
MEMORANDUM

Date: January 14, 2020
To: Walworth County Public Works Committee
CC: Walworth County Administrator - David Bretl
From: Richard Hough - Public Works Director

Subject: Construction and Project Management Summary Report - January 2020

<table>
<thead>
<tr>
<th>Rank</th>
<th>Project</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2021 CIP Development</td>
<td>Mtg w/depts</td>
<td>CIP survey &amp; education</td>
</tr>
<tr>
<td>2</td>
<td>Public Works Master Plan</td>
<td>WG Pending</td>
<td>Internal review space utilization</td>
</tr>
<tr>
<td>3</td>
<td>Treasurer's Office Upgrades</td>
<td>gather bids</td>
<td>PM as General Contractor</td>
</tr>
<tr>
<td>4</td>
<td>Disposition of old HHS Bldg</td>
<td>Inventory</td>
<td>Contacted Buyer final negotiations</td>
</tr>
<tr>
<td>5</td>
<td>Access Control</td>
<td>Publishing</td>
<td>Implement over 2020</td>
</tr>
</tbody>
</table>

Change Orders (see attached Form 2-101 for additional details)

<table>
<thead>
<tr>
<th>Project # Title</th>
<th>CO #</th>
<th>Value $</th>
<th>% Change To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td></td>
<td></td>
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</table>

County Engineer Project Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Summary</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unique Projects</td>
<td>20</td>
<td>2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2020</td>
</tr>
<tr>
<td>Project Status</td>
<td># # Pending</td>
<td>Pre-Design</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post-Design</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Budget Totals</td>
<td>$5.7M</td>
<td>Comment: N/A</td>
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</table>

Senior Project Manager Summary

<table>
<thead>
<tr>
<th>Carry Forward in Progress</th>
<th>Total #</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects Scheduled / Planned for Current Year - CIP</td>
<td>81</td>
<td>Forward (1)'13, (2)'17, (10)'18, (25)'19</td>
</tr>
<tr>
<td>Current Year Budget</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Plus Carry Forward</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Currently Progressing (Beyond Milestone A)</td>
<td>46</td>
<td>(46) in progress, (12) scheduled, (6) in design, (5) study only</td>
</tr>
<tr>
<td>Milestone A (A/E Planning)</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
### Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Projects Completed</th>
<th>Proposed Projects (Next Year); on Five-Year Plan</th>
<th>Proposed New Projects (Next Year)</th>
<th>Sole Source Requests (To Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J (On-Hold)</td>
<td>7</td>
<td>26</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Milestones&lt;br&gt;1&lt;br&gt;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recent or Ongoing Projects *(Report any recent activity)*

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Dept.</th>
<th>Code</th>
<th>Title</th>
<th>Budget</th>
<th>Balance</th>
<th>ECD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1810</td>
<td>Classroom reconfiguration A/E</td>
<td>$30,000.00</td>
<td>$2,608.00</td>
<td>Nov</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1811</td>
<td>Additional Storage A/E</td>
<td>$5,500.00</td>
<td>$1,000.00</td>
<td>Indef</td>
<td>W1810 Design needs to be done first</td>
</tr>
<tr>
<td>B</td>
<td></td>
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</tr>
<tr>
<td>E</td>
<td>JC</td>
<td>W1733</td>
<td>External Entrance Upgrades</td>
<td>$420,000.00</td>
<td>$415,930.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td>E</td>
<td>LHCC</td>
<td>C1802</td>
<td>Parking Lot reconstruction</td>
<td>$908,391.00</td>
<td>$896,160.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td>E</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades</td>
<td>$425,000.00</td>
<td>$17,865.00</td>
<td>Dec</td>
<td>Time Critical-after Christmas completion</td>
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<tr>
<td>E</td>
<td>LHCC</td>
<td>C1903</td>
<td>Out Door Egress Lighting</td>
<td>$110,000.00</td>
<td>$1,000.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td></td>
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<tr>
<td>E</td>
<td>SO</td>
<td>153530 52805</td>
<td>Skylight Replacement</td>
<td></td>
<td>Dec</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>156530 52805</td>
<td>Heating upgrades</td>
<td></td>
<td>Dec</td>
<td>In Progress</td>
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<tr>
<td>E</td>
<td>SO</td>
<td>W1853</td>
<td>RTU Replacement</td>
<td>$84,764.00</td>
<td>$84,764.00</td>
<td>2020</td>
<td>HVAC Replacement</td>
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<tr>
<td>E</td>
<td>DPW</td>
<td>W1944</td>
<td>Finance Office Renovation</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>Dec</td>
<td>Planning Stage</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>G</td>
<td>JC</td>
<td>W1735</td>
<td>JC Lobby Elevator Cameras/Storage</td>
<td>$35,000.00</td>
<td>$0.00</td>
<td>May</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1913</td>
<td>Water heater Replacement</td>
<td>$9,500.00</td>
<td>$166.00</td>
<td>Jun</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1909</td>
<td>Concrete Floor for Pole Barn</td>
<td>$18,500.00</td>
<td>$500.00</td>
<td>May</td>
<td>Complete</td>
</tr>
<tr>
<td>G</td>
<td>SO</td>
<td>W1861</td>
<td>Generator Replacement</td>
<td>$135,300.00</td>
<td>$1,174.00</td>
<td>Apr</td>
<td>Complete</td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
<td>$17,865.00</td>
<td>TBD</td>
<td>Sep 2020</td>
<td>Additional funding in CIP for 2020 to complete project</td>
</tr>
<tr>
<td>I</td>
<td>DPW,LS, HHS,GC, JC, LHCC</td>
<td>W1912</td>
<td>Key Management System</td>
<td>$72,000.00</td>
<td>$72,000.00</td>
<td>June 2020</td>
<td>Awaiting implementation of AssetWorks Key Valet/Motor Pool</td>
</tr>
<tr>
<td>J</td>
<td>CDEB</td>
<td>W1804</td>
<td>CDEB Boiler Replacement</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Indef</td>
<td>Repairs made, monitoring</td>
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<tr>
<td>J</td>
<td>SO</td>
<td>W1904</td>
<td>Dispatch / Com Center Study</td>
<td>$50,000.00</td>
<td>$49,950.00</td>
<td>Indef</td>
<td>SO Taking Lead</td>
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<tr>
<td>J</td>
<td>LHCC</td>
<td>C1922</td>
<td>Security Cameras</td>
<td>$4,750.00</td>
<td>$4,750.00</td>
<td>Indef</td>
<td>Per Director</td>
</tr>
</tbody>
</table>

1 Milestones: (A) A/E Planning; (B) Pricing; (C) Purchase Order Issued; (D) Contract routing; (E) Work in Progress; (F) Substantial Completion; (G) Completed; (H) Contingency; (I) Carry-Forward; and (J) On-Hold - Must Report
MEMORANDUM

Date: December 20, 2019

To: Walworth County Public Works & Parks Committee(s)

Cc: David Bretl – County Administrator
    Dennis Clark – Assistant Director Public Works – Parks
    James Boardman – Boardman312@gmail.com

From: Richard Hough – Public Works Director

Subject: Veterans Park Tank

The Department of Public Works recommends the following accommodations should the board elect to authorize placement of the M60 Patton tank in Veterans Park.

LOCATION: Public Works recommends the placement of the M60 Patton tank on the southwestern zone of Veteran’s Park. Tank should be placed centrally within the southwestern zone and no closer than 20 feet from any mature tree. Exact location and orientation will be determined upon approval. At the specified location the department recommends an 18” thick concrete pad approximate dimensions of 12’ 7” wide and at least 1 foot longer in overall length than the lower tracks.

SAFETY: To accommodate public safety Public Works recommends placement around the tank of white 3” aggregate at approximately 2 feet of width around the cement pad. Aggregate will be broken up by decretive shrubs and plants to be designated by Public Works Parks personnel and planted in season. Surrounding the outside circular perimeter of the aggregate should be a decorative black fence to discourage climbing on the tank.

MONUMENT & SIGN: Public Works recommends a plaque and monument be placed at the front end of the tank, behind the fencing, that provides some form of educational details on the M60 Patton tank. Additionally, we recommend the placement of a sign that states, “NO CLIMBING ON TANK”. See attached pictures for further details on the style and materials recommended.
Decorative Fence Ideas

Aggregate

Memorial Plaque and Fencing

Tank with Aggregate and Flowers (Minus Fencing)
December 4, 2019

TO: County Zoning Agency  
c/o Michael Cotter, Shannon Haydin & Sheril Oldenburg  
Executive Committee  
c/o David Bretl & Nicole Hill  
Park Committee  
c/o Richard Hough and Laurie Landon

FROM: Kimberly S. Bushey  
Walworth County Clerk

The Walworth County Board of Supervisors referred the following items to your respective committees at their December 3, 2019 meeting. Attached please find the items which pertain to your committee.

Referred to the County Zoning Agency:
1. Report of the County Clerk Regarding Zoning Petitions
2. Correspondence from Denise and Steven Hubbard stating their opposition to the request by Norman L. Brummel and Jean A. Brummel Trust to rezone approximately 2.1 acres of Parcel #GSC1200006 from A-2 Agricultural Land District to B-2 General Business Use to allow for the construction of a retail store.

Referred to the Executive Committee:
1. Claims: a) Kevin & Kimberly McCarter – Amended Notice of Circumstances of Claim and Claim Against Walworth County and the Walworth County Drainage District Board pursuant to §893.80, Wisconsin Statutes; b) City of Delavan vs. John DeFrank and Charles Touron, Tamara Nabolotny Trustee FBO Tamara Nabolotny Trust UA DTD 3/11/76, and Walworth County; c) Allstate, Subrogation Claim Notice – Daniel Clifford Vehicle Damage
2. Florence County Resolution 2019-23 – Opposing the enactment of any legislation that would infringe upon the Right of the People to keep and bear arms and consider such laws to be unconstitutional and beyond lawful legislative authority
3. Correspondence from Joe Valen, Director of Operations Edge Broadband, regarding their State of Wisconsin Grant application to bring High Speed Broadband to Walworth County
4. Correspondence from Joe Valen, Director of Operations Edge Broadband, regarding their State of Wisconsin Grant application to bring High Speed Broadband to Walworth County

Referred to the Park Committee:
1. Correspondence from Elkhorn Post 45, Commander Mark Gajewski requesting approval to move the Whitewater American Legion Post 173, M-60 Sherman Tank, to the County’s Elkhorn Veterans Park
Attn: David Bretl
Walworth County Board of Supervisors
100W Walworth Street, P. O. Box 1001
Elkhorn, WI 53121

Mr. David Bretl,

Elkhorn American Legion Post 45 is requesting Walworth County Council approval to move the Whitewater American Legion Post 173, M-60 Sherman Tank, to the County’s Elkhorn Veterans Park.

With approval, Elkhorn American Legion Post 45 will cover all costs associated with relocating and maintaining the tank in Veterans Park. The tank will be placed within Veterans Park at an agreed upon location.

Elkhorn Post 45 hopes this agreement can be finalized which allows the tank to remain in Walworth County with no financial obligation to the County. As needed, Post 45 leadership will attend the County planning or other meetings to finalize an agreement.

If you need to contact Post 45, our E-mail is ElhornAmLegion45@gmail.com or my cell at 719-238-6653.

Yours in Service,

Mark Gajewski
Elkhorn Post 45, Commander
E-mail: ElkhornAmLegion45@gmail.com
Date: 27 December 2019

To: Richard Hough, Public Works Director

CC: Dave Woodhouse, Dale Poggensee, Mike Lois

From: Barry Pierce, Assistant Director – Highway Operations

Subject: Report of overall conditions of Railroad Crossings at CTH-K & CTH-F

Summary: The purpose of this memo is to provide clear and concise information on Highway’s evaluation of the roadway conditions surrounding the railroad crossings at CTH-K and CTH-F.

The following criteria were evaluated on-site and are thus reported below. Overall road condition leading up to, crossing, and from the railroad crossings in question; whether or not Railroad flashers were in place; the presence of Railroad arms; condition of centerline and fog line pavement markings; the presence of proper signage; the presence of any vision issues.

<table>
<thead>
<tr>
<th>CTH-F</th>
<th>Items in consideration</th>
<th>CTH-K</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Roadway condition</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>To &amp; From</td>
<td>Good</td>
</tr>
<tr>
<td>Poor</td>
<td>Crossing Tracks</td>
<td>Good</td>
</tr>
<tr>
<td>Yes</td>
<td>Presence of Flashers</td>
<td>Yes</td>
</tr>
<tr>
<td>NO</td>
<td>Presence of Railroad Arms</td>
<td>NO</td>
</tr>
<tr>
<td>Yes, completed in 2019</td>
<td>Pavement Markings</td>
<td>Yes, completed in 2019</td>
</tr>
<tr>
<td>In place and correct</td>
<td>Signage</td>
<td>In place and correct</td>
</tr>
<tr>
<td>None</td>
<td>Vision issues</td>
<td>None</td>
</tr>
</tbody>
</table>

The major concern for the Highway division on the above mentioned locations is the condition of the pavement surrounding the tracks on CTH-F. It is in poor condition and an extremely rough ride.

Note: There are NO RAILROAD ARMS at either location.
Memorandum

To: Richard Hough, Director – Public Works

From: David A. Bretl, County Administrator

Date: December 23, 2019

RE: WSOR Crossing Delavan

It appears that the attached was sent to you in your capacity of County Highway Commissioner. I might suggest investigating this crossing and intervening if you feel the crossing is inadequate. You might want to report this to the Public Works Committee at an upcoming meeting.

DAB/nh

Enclosure
OFFICE OF THE COMMISSIONER OF RAILROADS

STATE OF WISCONSIN

On the Commissioner's Own Motion for a Determination of the Adequacy of Warning Devices of the Wisconsin & Southern Railroad, LLC tracks with CTH F and CTH K in the Towns of Delavan and Darien, Walworth County

NOTICE OF INVESTIGATION

THIS IS AN INVESTIGATION to consider the adequacy of warning devices at the grade crossings of the Wisconsin & Southern Railroad, LLC (WSOR) tracks with CTH F and CTH K in the towns of Delavan and Darien, Walworth County (Crossing Nos. 388185H / MP 43.33 and 388232N / MP 48.57). The Office of the Commissioner of Railroads (Office) opens this docket by its authority under Wis. Stat. ch. 195. The OCR intends to conduct this investigation without a public hearing.

DOCUMENTS. To view documents in this docket: (1) go to the Office’s website at http://ocr.wi.gov, (2) scroll down and push the ERF button, (3) enter “9170-RX-385” in the box labeled “Quick Single Docket Search,” and (4) select “Documents.”

To receive automatic notifications for all documents related to this docket please use the Office’s EZ-Subscription service: (1) go to the Office’s website at http://ocr.wi.gov, (2) scroll down and push the EZ Docket Subscription button, (3) enter “9170-RX-385” in the box labeled “Docket ID,” and (4) select “Subscribe.”

INTERVENTION. Interested persons may participate in this investigation without becoming a party. However, any person desiring to become a party shall file a request for party status, known as a request to intervene, under Wis. Stat. § 227.44(2m) and Wis. Admin. Code § RR 1.02(1)(c) no later than 14 days from the date of service of this notice.

To file such a request, go to the Office’s website at http://ocr.wi.gov, click on the “Electronic Filing” link in the main menu bar. On the next page, fill in the requested fields and attach the document in pdf format, click “Upload.”

A person desiring to become a party who lacks access to the Internet shall make a request to intervene by U.S. mail addressed to:

Docket 9170-RX-385 Intervention Request
Office of the Commissioner of Railroads
P.O. Box 7854
Madison, WI 53707-7854
At the time of filing, the person making the request to intervene shall serve a copy of the request on existing parties. At this time, the town of Delavan, town of Darien, Walworth County, WSOR, and Wisconsin Department of Transportation are parties. An existing party may respond to the request within 5 days of service.

**WISCONSIN ENVIRONMENTAL POLICY ACT.** Under Wis. Admin. Code § RR 1.13(2), this investigation does not require the preparation of an environmental impact statement.

**ASSESSMENT.** The Office finds that the expenses that are reasonably attributable to this investigation will be assessed against the WSOR in accordance with Wis. Stat. § 195.60 and Wis. Admin. Code § RR 2.04.

**AMERICANS WITH DISABILITIES ACT.** The Office does not discriminate on the basis of disability in the provision of programs, services, or employment. Any person with a disability who needs accommodations to participate in this docket or who needs to obtain this document in a different format should contact the docket coordinator listed below. Any hearing location is accessible to people in wheelchairs. The Office is located in the Hill Farms State Office Building that is also physically accessible to individuals with disabilities through the first floor entrances. Parking for people with disabilities is available on the ground floor of the parking garage. There is also limited, free handicap visitor parking at the front of the Hill Farms State Office Building.

**CONTACT.** For questions about this docket, contact the Office’s docket coordinator, Heather Graves, at (608) 266 - 0276 or Heather.Graves@wisconsin.gov.

Heather Graves
Program and Policy Analyst-Supervisor

SS/hg DL: 01712258
Resolution No. **-02/20

Authorizing the Closure of Judicial Center Study/Renovation Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2019

Moved/Sponsored by: Public Works and Finance Committees

WHEREAS, the Judicial Center Study/Renovation project was funded by General Fund Building and Equipment committed funds; and,

WHEREAS, the total County original and revised budget for this project was $45,000; and,

WHEREAS, there are not any outstanding encumbrances for payment; and,

WHEREAS, all final bills have already been authorized for payment; and,

WHEREAS, the total actual County funded project costs are $17,248, resulting in $27,752 in net savings; and,

WHEREAS, the Walworth County Finance Committee requests to transfer the remaining project funds of $27,752 to the General Fund Building and Equipment committed funds account; and,

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the closure of the Judicial Center Study/Renovation project and approves the transfer of the remaining project funds to the General Fund Building and Equipment committed funds account.

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the Finance Department to adjust the amount transferred to the General Fund Building and Equipment committed funds account for residual project invoices.

Nancy Russell  
County Board Chair  

Kimberly S. Bushey  
County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote _____ Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

Michael P. Cotter  Date  Jessica Conley  Date  
Corporation Counsel  Finance Director

Mark W. Luberda  Date  
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Ordinance\Resolution No. **-02/20

I. **Title:** Authorizing the Closure of Judicial Center Study/Renovation Project and Transferring Remaining Funds to General Fund Building and Equipment Committed Fund Balance for the Year Ended December 31, 2019

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the closing of the Judicial Center Study/Renovation project. Any outcome of the study will be included in the campus wide study and subsequent construction projects.

III. **Budget and Fiscal Impact:** This resolution will return $27,752 to the General Fund Building and Equipment committed fund balance account to be utilized for future projects.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Public Works  
   Meeting Date: January 20, 2020

   Vote:

   Committee: Finance  
   Meeting Date: January 23, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

___________________________________  __________________________________
Michael P. Cotter  Jessica Conley  
Corporation Counsel  Finance Director  

___________________________________  
Mark W. Luberda  
County Administrator  

2
Resolution No. **-02/20

Authorizing the Closure of Highway Project CTH X (CTH X from Rock County Line to Delavan) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

Moved/Sponsored by: Public Works and Finance Committees

WHEREAS, the County Trunk Highway (CTH) X (CTH X from Rock County Line to Delavan) project was funded by tax levy, unassigned road/bridge funds and state LRIP (Local Road Improvement Project) funds; and,

WHEREAS, the total County original and revised budget for this project was $3,060,000; and,

WHEREAS, there are not any outstanding encumbrances for payment; and,

WHEREAS, all final bills have already been authorized for payment; and,

WHEREAS, the total actual County funded project costs are $2,679,940, resulting in $380,059 in net savings; and,

WHEREAS, the Walworth County Finance Committee requests to transfer the remaining project funds of $380,059 to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund; and,

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors authorizes the closure of the CTH X (CTH X from Rock County Line to Delavan) project and approves the transfer of the remaining project funds to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund account.

BE IT FURTHER RESOLVED that the Walworth County Board of Supervisors authorizes the Finance Department to adjust the amount transferred to the Road and Bridge Construction Committed fund balance account in the Capital Projects fund balance for residual project invoices.

____________________________  _______________________
Nancy Russell                  Kimberly S. Bushey
County Board Chair             County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote __ X __ Two-thirds Vote _____ Other _____

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

____________________________  _______________________
Michael P. Cotter             Jessica Conley
Corporation Counsel           Finance Director
Date                           Date

____________________________
Mark W. Luberda
County Administrator
Date

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing the Closure of Highway Project CTH X (CTH X from Rock County Line to Delavan) and Transferring Remaining Funds to the Road and Bridge Construction Committed Fund Balance

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the closing of the CTH X (CTH X from Rock County Line to Delavan) project.

III. **Budget and Fiscal Impact:** This resolution will return $380,059 to the Road and Bridge Construction Committed fund balance account for future projects.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Public Works  
   Meeting Date: January 20, 2020

   Vote:

   Committee: Finance  
   Meeting Date: January 23, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

[Signatures]

---

Michael P. Cotter  
Corporation Counsel  
Date

Jessica Conley  
Finance Director  
Date

Mark W. Luberda  
County Administrator  
Date

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ORDINANCE NO. ** – 02/20

AMENDING SECTIONS OF CHAPTER 16 ARTICLE III OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO HIGHWAY OPERATIONS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 16-2122 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-2122. - Intergovernmental cooperation projects.

(b) The Public Works Director may execute road transfer agreements between the County and municipalities with prior approval by the Public Works Committee. Standard reasons for proposing a jurisdictional transfer include community growth and urbanization surrounding a segment of the County truck highway system, and/or, the inability to physically or safely perform maintenance due to roadway intrusions that result in compromised lane width.

PART II: That section 16-22 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-22. - Disposition of harvested wood from County rights-of-way.

(a) The Public Works Department may, at its sole discretion, offer harvested wood from County rights-of-way to adjacent landowners for their use, provided said landowners retrieve said wood within 24 hours, and at their own risk.”

PART III: That section 16-23 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-23. - Salt.

(b) The Deputy County Administrator – Central Services County Highway Commissioner, or designee may join with the State Department of Transportation to obtain salt. Agreements and/or forms required by the State Department of Transportation, will be considered contracts and are subject to review pursuant to section 30-69.

(g) The County will provide municipalities requesting the County to facilitate the order commitment process with a five-year rolling average of salt consumption to determine total quantities to purchase. The County reserves the right to restrict municipality order
commitments to comply with the State Department of Transportation's contractual requirements and commitment to reduce overall salt utilization in winter maintenance operations.

(1) When weather conditions cause municipalities to exceed the five-year rolling average commitment annual allotments, the County will supply salt, as available. Salt dispensed in excess of the commitment may be invoiced as allowed under winter severity conditions.”

PART IV: That section 16-24 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-24. - County trunk highway maintenance and improvement standards.

(a) Highway maintenance and improvement standards. Unless otherwise noted in County ordinances or County administrative procedures the Wisconsin Department of Transportation Highway Maintenance Manual will serve as a guide for County program strategies, standards, and processes relating to the management and maintenance of Walworth County truck highway system.

(1) The County Public Works Committee shall annually review the condition of the County trunk highway system.

(2) The County shall use the PASER system to rate the condition of the individual segments of the County trunk highway system. Individual road segment PASER ratings will be utilized to determine segments that will be improved as part of the County highway road and bridge improvement plan and road maintenance strategy. The County Highway Commissioner is encouraged to improve PASER analysis by investing in technological tools that enhance assessment and maintenance decision-making.

(3) The County shall establish as a goal maintaining an average PASER rating of seven on its County trunk highway system. Road segments with a PASER rating of four or less will receive funding and priority placement of 5-Year Road and Bridge Improvement Plan.

(4) County bridges with sufficiency rating of 50 or below will be scheduled for rehabilitation or reconstruction within ten years if preventative maintenance procedures are insufficient to maintain or improve declining rate.

(5) The County Administrator will establish road and bridge funding priorities in collaboration with the Directors of Public Works and Finance. Priorities will include balance between major improvement projects and preservation of County assets by means of preventative or routine maintenance.
(6) The County Administrator and County Highway Commissioner will establish basic bridge and road improvement guidelines that influence the design phase of a project. Guidelines will include cost containment and alternatives analysis, and, facilitate communication with County officials, local officials, engineers and contractors alike. At a minimum, cost containment criteria will include requirement for municipalities to maintain features outside the traveled way within a city, village, or urban-section. These features include, but are not limited to:

a. maintenance of the parking lanes,  
b. curb and gutter,  
c. sidewalks,  
d. sidewalks on bridges,  
e. multi-purpose paths,  
f. drainage facilities (including all storm sewers, inlets, related manholes and structure, storm water quality devices, etc., either outside or under the traveled way.)

(7) Snow removal from parking lanes, sidewalks, and sidewalks on bridges is also the responsibility of the municipality, except where an existing agreement states otherwise.

(b) Public information meetings.

(1) As an integral part of the County's planning and design process for all County trunk highway improvement projects, one or more public meetings will be scheduled to inform affected property owners and residents of planned highway improvements as well as to solicit their comments on those improvements.

(2) Such public information meetings will be scheduled as close as possible to the locations of the planned highway improvements so as to encourage and promote public education and participation.”

PART V: That section 16-25 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 16-25. - Snow and ice removal plan for County trunk highways and State highways.  

(a) Purpose. The purpose of this section is to establish guidelines for snow and ice removal on County and State maintained roads during a winter storm event.

(l) Liability Liability for injuries caused by ice or snow accumulation. The County Highway Department is not liable for injuries caused by ice and or snow accumulation
on the roadway unless it has been there for more than three weeks (Wis. Stats. § 81.15). “

PART VI: That section 16-26 of the Walworth County Code of Ordinances is hereby created to read as follows:

“Sec. 16-26. – Driveway and Culvert Installation/Modification

(a) Intent. To regulate the design, repair, construction, improvement, modification and reconstruction of private driveways abutting County Trunk Highways in Walworth County by way of written permits. Permits are issued by officials of the Walworth County Department of Public Works and are required for all residential, commercial and agricultural driveways.

(b) Jurisdiction. The County Highway Commissioner has the authority to enter into written agreements with municipalities within County borders to authorize the processing of permits and supervision of driveway and culvert installation/modifications.

(c) Purpose. The County seeks to:

(1) Reduce highway accidents caused by frequent and poorly designed points of access.

(2) Promote the balanced use of land for the mutual protection of land owners, motorists, and County employees.

(3) Ensure the proper flow of water runoff and precipitation through culverts and ditch lines in County rights-of-way.

(4) Enhance the aesthetic appeal of traveling on County maintained roadways.

(d) Access. One access point may be permitted for each parcel of land abutting a County highway. There is no guarantee that a driveway will be permitted at the requested location. A permit may be denied if the driveway or culvert planned is in an unsafe location, does not meet specification of this Ordinance or County Administrative Procedures, or if alternative access is available.

(e) Consent Required.

(1) Every property owner, permittee, their successors or assignees shall be responsible for acquiring the required permit and the proper construction/installation of any driveway or culvert on County right-of-way.

a. If the property has frontage on both a town and County roadway, the property shall have access from the town road only.
(2) Every property owner, permittee, their successors or assignees shall be responsible for acquiring the required permit, and for the proper installation/modification of any culvert on County right-of-way.

(3) Permit Fees, as established by the Walworth County Department of Public Works are the sole responsibility of the applicant.

(f) Requirements and Limitations. Driveways and culverts adjacent to County highways shall always be the sole responsibility of the property owner, their successors or assignees.

(1) Driveways shall:
   a. Have an approach angle at the edge of the traveled portion of the County highway between 70 and 110 degrees – preferably at a right angle to adjacent roadway at the center line.
   b. Be a minimum of fifteen (15) feet wide.
   c. Have an elevation at the driveway surface directly atop the culvert (if required) of four (4) inches below the elevation of the road edge.
   d. Have a minimum of 650 feet of clear sight distance in both directions along the County maintained roadway.
   e. Have a maximum surface width of (20) twenty feet for Residential
      f. Have a maximum surface width of (24) twenty-four feet for Agricultural
      g. Have a maximum surface width of (35) thirty-five feet for Commercial

(2) Driveways shall NOT:
   a. Be closer than ten (10) feet from an adjacent property line.
   b. Be closer than twenty (20) feet from the edge of another driveway on an adjacent property.
   c. Obstruct or impair drainage in County maintained rights-of-way.
   d. Be constructed of concrete within the County maintained rights-of-way.

(3) Culverts shall (as outlined in associated permit):
   a. Be of the appropriate diameter and length.
   b. Have the appropriate sized Flared-End-Section pans.
   c. Have a minimum cover of six (6) inches of material.
   d. Be approved by the Walworth County Department of Public Works in regard to overall culvert size, length and material.
   e. Be furnished and installed, in accordance with the conditions of the permit, at the expense of the permittee.

(4) Culverts shall NOT:
   a. Be closer than five (5) feet from an adjacent property line.
   b. Be constructed with any retaining walls, headwalls, timber walls or decorative appurtenances above the driveway surface.
(5) Exceptions to the above standards may, on occasions, be granted by the Highway Commissioner and/or subject to a Traffic Impact Analysis (TIA).

(g) County is not obligated to provide support.

(1) The property owner, permittee, their successors or assignees shall be responsible for the removal or clearance of snow, ice, or sleet, or the opening of windrows of any material, upon any portion of the driveway or entrance along any County roadway, even though snow, ice, or sleet is deposited or windrowed on said driveway or entrance by authorized County employees engaged in normal winter maintenance operations.

a. Plowing or pushing snow across the street from your driveway access point is not allowed in Walworth County.

b. Property owners are not allowed to pile or push accumulated snow from driveways into the County maintained rights-of-way.

(2) The property owner, permittee, successors or assignees shall be responsible for the removal or clearance of snow, ice, or sleet, or the opening of windrows of any material at the opening of any portion of the culvert along County highway right-of-way, even though snow, ice, or sleet is deposited or windrowed on said culvert opening by authorized County employees engaged in normal winter maintenance operations.

(h) Safety. The County shall enforce all work done within the County right-of-way be completed in a manner not to interfere with traffic on the adjacent roadway unless authorized by the Highway Commissioner.”

(1) During installation/modification of the driveway or culvert, the property owner, permittee, their successors or assignees shall keep the roadway free of mud and debris or the roadway will be swept clean at the direction of Public Works at the applicant’s expense.

(2) All personnel (private or contracted) who are working within County rights-of-way must wear ANSI approved safety apparel meeting Class 2 or 3 requirements.

(i) Reconstruction of County maintained roadways. The County reserves the right to make changes corrections, additions, repairs, and relocations within statutory limits to driveways or culverts in County maintained rights-of-way that may at any time be considered necessary to facilitate the relocation, reconstruction, widening, and maintenance of the roadway, or to provide protection to life and property on or adjacent to County roadways.
(j) Exclusions. Legally established existing points of access are not subject to the requirements of this policy; however, modification of driveways or culverts of said points of access must request a driveway or culvert modification permit and shall be subsequently subject to the requirements set forth herein.

Secs. 16-2627–16 -30. - Reserved”

BE IT ORDAINED by the Walworth County Board of Supervisors that all previous ordinances and resolutions pertaining to Section 16 are hereby superseded.

BE IT FURTHER ORDAINED by the Walworth County Board of Supervisors that this Ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 11 day of February, 2020.

______________________________  ________________________________
Nancy Russell                Kimberly S. Bushey
County Board Chair           Attest:  County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote ___X____ Two-thirds Vote ______ Other ______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

______________________________  ________________________________
Michael P. Cotter              Jessica Conley
Corporation Counsel           Finance Director

______________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Sections of Chapter 16 Article III of the Walworth County Code of Ordinances Relating to Highway Operations

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to establish policy relating to establish standards for highway and bridge maintenance and construction, culvert and driveway planning, and to update intergovernmental cooperation practices.

III. **Budget and Fiscal Impact:** There is no fiscal cost associated with this ordinance. Updates are concerned with good governance and establishment of new standards for public works highway maintenance and construction programs.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Public Works       Date: January 20, 2020

   Vote:  

   County Board Meeting Date: February 11, 2020

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Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

<table>
<thead>
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Mark W. Luberda  
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
ORDINANCE NO. ** – 02/20

AMENDING SECTIONS OF CHAPTER 16 ARTICLE II - PUBLIC PROPERTY OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO HEATING DEVICES IN FACILITIES AND DISPOSITION OF HARVESTED WOOD

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 16-15 of the Walworth County Code of Ordinances is hereby created to read as follows:

“Sec. 16-15. – Electrical / heating device and smoking / vaping prohibited.

(a) Except as provided by administrative procedures promulgated under authority provided under Section 16-1(d) of Code, no person may possess or utilize an open or smoldering flame, or heating device, within the enclosed interior space of County facilities. Prohibition includes unauthorized space heaters.

(b) Exception. Subsection (a) above shall not apply to Public Works when using electrical or heating devices essential to the performance of their facilities, fleet, and highway maintenance activities.

(c) Authorized smoking areas, or smoking related activities, will be posted accordingly.”

PART II: That section 16-16 of the Walworth County Code of Ordinances is hereby created to read as follows:

“Sec. 16-16. Disposition of harvested wood.

(a) The Public Works Department may, at its sole discretion, offer harvested wood from County rights-of-way to adjacent landowners, provided said landowners retrieve said wood within 24 hours, and at their own risk. All other parties will require a firewood permit, in accordance with County administrative procedures, if said harvested wood is not adjacent to their private property.

(b) Definitions. As used in the Section, the term “wood” shall mean any forest product produced on Walworth County rights-of-way.

(c) Permit Required.

(1) Permits may be granted by the County for harvesting wood from County burn-pit in accordance with County administrative procedures.
(2) No person shall cut, pull, harvest or remove any miscellaneous wood from Walworth County burn-pit without first having a permit issued by and in coordination with Walworth County Public Works.

(d) Placard. No person shall harvest or transport any wood product without a placard issued by the Walworth County Public Works clearly displayed in the windshield of their vehicle.

(e) Harvest Hours / Locations. No person shall harvest wood from a Walworth County burn-pit outside Public Works business hours of 7:00 A.M. through 3:30 P.M., without prior coordination of the Public Works department.

(f) Resale. No person shall harvest or transport wood products for sale. All wood will be for residential or personal-use only.

(g) Harvesting Wood.
   (1) Pre-coordination with Walworth County Public Works Department is required prior any harvesting activity.
   (2) No more than three (3) cords of firewood may be cut / harvested for personal use in any calendar year.

(h) Violations.
   (1) No illegal dumping is allowed at County parks or facilities.
   (2) In addition to any other penalties, violators of this ordinance shall be liable to the County for the costs of removing and disposing of the material and property and for all damages, restoration costs, and labor, in addition to any costs of prosecution.

(i) Enforcement. This Section shall be enforced by Walworth County Sheriff’s Department Officers. Walworth County Public Works employees and camera systems will also monitor and support code compliance.

(j) Liability. In accordance with Wisconsin Statue § 895.52 “…wood cutting or removing wood…” is a recreational activity to which Walworth County is immune from liability.

Secs. 16-1517—16-2021. – Reserved”

PART III: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 11 day of February, 2020.
Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote ___ X ___ Two-thirds Vote ______ Other ______

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

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If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title**: Amending Sections of Chapter 16 Article II – Public Property of the Walworth County Code of Ordinances Relating to Heating Devices in Facilities and Disposition of Harvested Wood

II. **Purpose and Policy Impact Statement**: The purpose of this ordinance amendment is to establish policy relating to the smoking and other related activities, the use of heating devices and the harvesting of wood at County Parks, County Rights-of-Way and the Burn Pit. Policy will provide Public Works with guidelines on how to manage and develop supporting procedures, forms, and enforcement standards.

III. **Budget and Fiscal Impact**: There is no fiscal cost associated with this ordinance. However, potential cost reductions are anticipated by reduced energy use, cleaning, and reduced labor at the burn-pit for unwanted or unused wood gathered throughout the County.

IV. **Referred to the following standing committee(s) for consideration and date of referral**:

  Committee: Public Works  Date: January 20, 2020

  Vote:

  County Board Meeting Date: February 11, 2020

Policy and Fiscal Note is attached. Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

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If unsigned, exceptions shall be so noted by the County Administrator.
To: Walworth County Board

I'm writing to you about your county works. Coming onto my property and butchering my lilacs. It was the week of 8/14/99. My lilacs have been back in the early 1990s. For your work to come on my property and do damage to something my family took proud in. There is open spots where there no more lilacs. For your works to say they can trust pass on someone property and destroy it and bring my value down that I'm lost so many lilacs tree.

RaeJean Gasser
N7106 Honey Creek Rd
P.O. Box 95
Honey Creek WI 53138
(262) 758-9192

RECEIVED
DEC 6, 2019
WALWORTH COUNTY BOARD