1. Agenda
   Documents:
   
   04-22-19 PW AGENDA.PDF

2. Meeting Materials
   Documents:

   04-22-19 PW MTG PACKET.PDF
Walworth County Public Works Committee
MEETING NOTICE
Monday, April 22, 2019
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.

AGENDA

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) April 16, 2019 Public Works Committee Meeting (p. 5)
6. Public Comment Period
7. Consent Items
   a) Bid Awards / Contracts / Specifications
      1) Summary Specifications for Building Surveillance System for new Health and Human Services Facility Project #18-014-2 (p.6)
      2) Summary Specifications for Department of Public Works MEP Infrastructure Upgrades Project #W1818 (p. 7)
      3) Summary Specifications for Judicial Center Building Automation System Upgrade to ALC Project #W1734 (p. 8)
      4) Summary Specifications for Judicial Center Camera/Storage Upgrades, Project #W1735 (p. 9)
      5) Summary Specifications for Sheriff’s Office Roof Replacement Project #W1903 (pp. 10-11)
      6) Summary Specifications for Lakeland School Playground Surfacing Project #W1907 (p. 12)
7) Summary Specifications for Lakeland School Gym Divider Wall Repair/Replacement Project #W1911 (p. 13)
8) Summary Specifications for New Tandem Axle Patrol/Plow Truck Project #W1927 (pp. 14-21)
9) Ordinance Amending Section 16-25 as it relates to Walworth County’s Snow and Ice Removal Plan for County trunk highways and State highways (pp. 22-28)
10) Bid Award – CTH X Project #19-002 (p. 29)
11) Bid Award – Whitewater Lake Dam Project #19-013 (p. 30)
12) Final Payment to B-E Controls on Department of Public Works Roof Repair Project #W1825 (p. 31-32)
13) Approval of Change Order #18-014-C03 for New Health and Human Services Facility Project #W1702 (p. 33)
14) Budget Amendment request on Brine Equipment Project #W1940 (p. 34)

b) Reports
   1) Bi-Monthly Report – April 2019 (pp. 35-38)
   2) Director’s Internal Assessment – Final (pp. 39-40)
   3) Limits of Service follow up discussion (pp. 41-42)

8. New business
   a) Create new CIP to purchase brine infrastructure & equipment (pp. 43-44)
   b) Resolution Revising 2019 Pay Ranges for Certain Public Works Classifications (pp. 45-48)
   c) Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums (Night Shift) for Certain Public Works Employees (pp. 49-52)
   d) Recommendation regarding County Administrator’s nomination to appoint Dennis Clark as General Manager of Parks (pp. 53-56)
   e) Correspondence from Nicki Andersen, Deputy County Administrator – Finance, regarding the 2020 Budget Calendar (pp. 57-58)
   f) Discuss logistics and timing for May 20, 2019 County Board Tour in the Jury Assembly Room at the Judicial Center

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time – Monday, May 20, 2019 at 3:30 p.m.

11. Adjournment

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

Posted: April 18, 2019
MEMORANDUM

Date: April 17, 2019

To: Public Works Committee

Cc: David Bretl, County Administrator

From: Richard A. Hough, Public Works Director

Re: April 22, 2019 Public Works Committee Meeting

We have a very full agenda for our next meeting. In addition to items that need your immediate attention, we are trying to keep our May agenda brief to accommodate the building tours. Should you have any questions prior to this meeting, please feel free to contact either myself or the appropriate manager.

Consent Items – Bid Awards / Contracts / Specifications

I have included 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.

Here are my comments on the consent agenda items.

Summary Specifications. I am asking for your approval of summary specifications for the following projects:

1) Building Surveillance System for the new Health & Human Services Facility Project #18-014-2 (Joe Kroll)
2) Public Works MEP Infrastructure Upgrades Project #W1818 (John Miller & Joe Latocha)
3) Judicial Center Building Automation System Upgrade to ALC Project #W1734 (John Miller & Joe Latocha)
4) Judicial Center Camera/Storage Upgrades, Project #W1735 (John Miller & Joe Latocha)
5) Sheriff’s Office Roof Replacement Project #W1903 (John Miller & Joe Latocha)
6) Lakeland School Playground Surfacing Project #W1907 (John Miller & Joe Latocha)
7) Lakeland School Gym Divider Wall Repair/Replacement Project #W1911 (John Miller & Joe Latocha)
8) New Tandem Patrol/Plow Truck Project #W1927 (Richard Hough)

These are all previously budgeted projects. Your approval of the summary specifications (attached) will permit us to go out to bid for these projects.
Budget Amendment request on Brine Equipment Project #W1940 – Richard Hough
Public Works has submitted this budget amendment to the Finance Committee for consideration and approval at their upcoming April 25, 2019 meeting, and is reporting this request to Public Works committee to keep them informed of our brining strategies.

Ordinance Amending Section 16-25 as it relates to Walworth County’s Snow and Ice Removal Plan for County trunk highways and State highways – Richard Hough
After a recent review of the Section 16-25, it was determined that the Snow and Ice plan is not in line with the WisDOT standards. Attached is a draft Ordinance for your consideration.

When I first began working for Walworth County, an ordinance had just been developed to create a snow and ice removal plan. After working with the ordinance for the six months, it is apparent that several portions of the ordinance are not in line with Wisconsin Department of Transportation standards. The attached amendment corrects those variances.

Bid Award on CTH X Project #19-002 – Joe Kroll
We received two bids for this project and are recommending award of the work to Payne and Dolan, Inc., of Kenosha, WI in the bid amount of $2,563,955.86. The bids received are consistent with the Engineer’s estimate and are under the project budget.
We anticipate work to begin late in May with completion in the middle of October. The County has received approval of Local Road Improvement Program (LRIP) funding for this project in the amount of $429,410.75. Joe Kroll has submitted the attached Authorization to Bid and will be available to answer any questions.

Bid Award on Whitewater Lake Dam Project #19-013 – Joe Kroll
We received two bids for this project and are recommending award of the work to Valia Excavating, LLC of Fort Atkinson, WI in the bid amount of $34,763.00. The lowest bid received is consistent with the Engineer’s estimate and is under the project budget. The concrete repair work would be completed this summer.

Final Payment to B-E Controls on DPW Roof Repair Project #W1825 – John Miller
The work is complete and we request authorization to make the final payment B-E Controls per the attached. If approved, the project will be closed by Resolution next month.

Approval of Change Order #18-014-CO3 for the new HHS Facility Project #W1702 – Joe Kroll
This change order is a summation of several additive and deductive items resulting in a net contract addition of $28,227.54. Some of the items are a result of changes requested by the County including additional special outlets for future handicap door operations and added access control devices / card reader locations. Changes also include a reconfiguration of the first floor table tray system to de-conflict with some of the mechanical ductwork. The pricing received is favorable and we will be requesting this change order be approved. To date, the contractor has completed approximately $7.8 million dollars or work; this Change Order will bring the total project additions to $0.23%.

Consent Items - Reports

A number of reports are included on the agenda. No action is required unless you have questions that may be placed on file.
Attached is a report prepared by the Director Public Works covering various topics for your review.

Directors Final Internal Assessment – Part 4 – Richard Hough
Attached is a report based on various activities and management observations of the Public Works Department.

Limits of Service – Richard Hough
Attached is a memo providing follow-up with the Public Works Committee regarding limits of service / maximum number of continuous hours a Public Works employee should perform.

New Business

Create new CIP to purchase Brine infrastructure and equipment – Richard Hough
The State continues to strongly encourage the use of brine. We are seeking to establish a new capital budget to purchase brine equipment. If we are to use brine, we will need to be able to produce it in sufficient quantity. This project will allow us to do so. Your favorable action is requested.

Resolution revising 2019 Pay Ranges for certain Public Works classifications – Richard Hough
Public Works is requesting a pay increase for Public Works limited term employees (LTEs) who support the Highway department during the Winter Season. The County has used LTEs for a number of years to work at night during the winter season. The program has merit, however, given the strong economy, it has been a challenge to recruit patrolman/woman at our current pay. These positions are not provided with County benefits. I am seeking an increase from $20.91 to $24.38 per hour. Refer to the attached memo and resolution for additional information.

Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances relating to Special Pay Premiums (Night Shift) for certain Public Works Employees – Richard Hough
I mentioned this topic at a previous meeting and now I am requesting your action on it. Our Limited Term Employee program, which has been operating for a number of years, is a good idea. What is not appropriate, however, from my perspective, is that these employees have not had on-site supervision. In many cases these LTEs are our newest employees, from the standpoint of safety and supervision. I believe that our Acting Crew Leader (ACL) should be in charge of these employees. Public Works is requesting a Shift Premium of $2.50 per hour for Assigned Crew Leaders as designated leads for a second and third shift during the Winter Maintenance Season, and have submitted a draft Ordinance and supporting memorandum.

Recommendation regarding County Administrator’s nomination to appoint Dennis Clark as General Manager of the Parks – David Bretl
Please refer to the attached memo on this recommendation. Dennis will be available, should you have any questions of him.
Correspondence from Nicki Andersen, Deputy County Administrator – Finance, regarding the 2020 Budget Calendar – Nicki Andersen
Please refer to the attached correspondence. This is provided for your information. No action is required.

Discuss logistics and timing for the May 20, 2019 County Board Tour and Committee Meetings in the Jury Assembly Room at the Judicial Center – Richard Hough
Chair Rick Stacey called the meeting to order at 2:00 p.m.

Roll call of committee members was conducted. All members were present: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell.

Others in Attendance

County Board Members: Supervisors Tim Brellenthin, Kathy Ingersoll, Charlene Staples and David Weber

County staff: Director - Public Works Richard Hough; County Administrator David Bretl; County Engineer Joe Kroll; Assistant Director Fleet/Parks/Facilities Dennis Clark; Deputy County Administrator-Finance Nicki Andersen; Health and Human Services (HHS) Director Elizabeth Aldred

Supervisor Grant made a motion, seconded by Supervisor Russell, to approve the agenda as presented. Motion carried by voice vote.

On motion by Supervisor Norem, seconded by Vice Chair Monroe, the March 18, 2019 Public Works meeting minutes were approved by voice vote.

Public comment – There was none.

Reports/announcements by Chair – There were none.

Confirmation of next Public Works Committee meeting date and time: Monday, April 22, 2019 at 3:30 p.m.

Closed Session

The Committee convened in closed session at approximately 2:02 p.m. on motion and second by Supervisor Grant and Vice Chair Monroe 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 items listed below. A roll call vote was conducted and all members present voted “aye.” County Administrator David Bretl, Director - Public Works Richard Hough, Director of HHS Elizabeth Aldred, Deputy County Administrator-Finance Nicki Andersen, County Engineer Joe Kroll, Assistant Director Fleet/Parks/Facilities Dennis Clark, and Board Supervisors Tim Brellenthin, Kathy Ingersoll, Charlene Staples and David Weber remained in closed session.

a) Establishing negotiating parameters regarding a potential sale of the county-owned Health and Human Services building

Adjournment was conducted in closed session. The meeting concluded at 2:35 p.m.
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT:  #18-014-2
    Video Surveillance System
    Health and Human Services Building

SCOPE:
The scope of this project includes the installation of a Video Surveillance System in the new Walworth County Health and Human Services Building under construction at 1910 County Road-NN.

The work includes, but is not limited to, furnishing and installing indoor and outdoor network (IP) cameras, video management and recording systems, operating software, and all incidentals necessary for a complete and fully operational system. The work does not include cabling, boxes or system rough-ins which are provided under the building construction contract.

PROJECT COST:
The estimated project cost is $50,000.00
Funds for this work are included in the overall budget for the new Health and Human Services Building.

PROJECT SCHEDULE:
Project Out for Bid:    April – 2019
Bids Due:                June – 2019
PW Committee Award:      June – 2019
Latest Project Completion: December - 2019

* * * *

APPROVED BY THE:
Public Works Committee
Vote:                     
Date:                     

Initials:
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee

CC: David A. Bretl, County Administrator
CC: Richard A. Hough, Director Public Works

Re: DPW Facility Infrastructure Upgrades Project W1818

Summary: This will repair, replace and or upgrade Public Works facility mechanical, electrical and plumbing infrastructure to include, but not limited to:

- Air handling unit
- Air cooled condensing unit
- Gas fired make-up air unit
- Emergency back-up generator
- CORAYVAC infrared heating system
- Plumbing and sanitary sewer systems

Budget Information
- Budget $347,677.00

Other Information: Most of these systems are original to the building (1974) and are beyond their useful life expectancy. This project will also correct deficiencies in the ventilation and plumbing systems noted in the DPW Facilities Infrastructure Assessment by Harwood Engineering.

Attachments: No Attachments
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee
CC: David A. Bretl, County Administrator
CC: Richard A. Hough, Director Public Works

Re: Judicial Center Automation Upgrade to Automated Logic Project W1734

Summary: The County has been systematically upgrading all of the Building Automation Systems (BAS) from Johnson Controls to Automated Logic Controls (ALC). This Project will include all wiring, components and programming for a fully functioning system. This upgrade to ALC aligns with the County’s plan of a uniform / reliable BAS. Buildings currently operating on ALC are DPW Admin, DPW Vehicle Maintenance Facility, Lakeland School and Government Center. By the years end, both the Law Enforcement Center and new Health and Human Services buildings will be operating on Automated Logic Control.

Budget Information: -Budget $250,000

Other Information: This project will be a Waiver of Bid to Automated Logic Controls for consistency and integration into our existing County network infrastructure.

Attachments: No Attachments
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee

CC: David A. Bretl, County Administrator
CC: Richard A. Hough, Director Public Works

Re: Judicial Center Camera / Storage Upgrade Project W1735

Summary: This project is designed to upgrade the Judicial Center Camera system and video storage capabilities. The upgrade will include wiring, components, programming and labor for a fully functioning system. An additional camera will be installed in the lobby elevators and additional storage will be added to meet compliance with the 120 day record retention requirements.

Budget Information:
-Budget $35,000

Other Information: This work is being performed by our contracted security electronics vendor, Global Com and Otis Elevator.

Attachments: No Attachments
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee

CC: David A. Bretl, County Administrator
CC: Richard A. Hough, Director Public Works

Re: Sheriff’s Office (SO) Roof Replacement Project W1903

Summary: In June of 2017, Industrial Roofing Systems Inc. (IRS) performed a comprehensive roof study of all County buildings. That study recommended replacement of the existing LEC roof in areas 1 through 7 (see attachment) due to the roof being beyond its useful life.

Budget Information:
- Budget $1,000,000

Other Information: DPW has contracted Industrial Roofing Systems Inc. to create construction documents for bidding the removal and replacement of the roofing system. The following is a summary specification of the work to be performed:

- remove existing ballasted rubber roofing system
- inspect insulation and replace as necessary
- remove or repair roof penetrations as necessary
- install new fully adhered EPDM membrane roofing system
- provide proper flashing of all penetrations and roof edges

This work is expected to be completed later this year following the installation of the new HVAC system.

Attachments:
- Roof region map
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee
CC: David A. Bretl, County Administrator
CC: Richard A. Hough, Director Public Works

Re: Children with Disabilities Education Board (CDEB) Playground
Matting Project W1907

Summary: This project will replace the existing engineered wood fiber safety surface with a flexible rubberized safety surface. The work includes excavation, replacement fill, compaction, and application of the rubberized surface material.

Budget Information:
- Budget $400,000

Other Information: The engineered wood fiber safety surface is an ongoing expense that impacts the budget annually. The constant battle with loose material tracked over the grounds and into the building results in unnecessarily used work hours by facilities staff. Also, the rubberized surface will be safer and allow for better access for students with mobility challenges.

Attachments: No Attachment
SUMMARY SPECIFICATION

Date: April 10, 2019

From: John Miller, Senior Project Manager

To: Walworth County Public Works Committee

CC: David A. Bretl, County Administrator

CC: Richard A. Hough, Director Public Works

Re: Children with Disabilities Education Board (CDEB) Gym Divider Wall Repair / Replacement Project W1911

Summary: The gym dividing door panels at CDEB are showing significant wear after the 10 years of use. This project will replace the existing panels with a more durable alternative that will also allow for easier cleaning.

Budget Information:
- Budget $35,000

Other Information: This project will be a Waiver of Bid to JWC Building Specialties INC. as they are the only authorized dealer of Huffcore door products in the region.

Attachments: No Attachment
MEMORANDUM

Date: 10 April 2019

To: Public Works Committee

Cc: David Bretl – County Administrator  
Cc: Nicki Andersen – Deputy County Administrator - Finance

From: Richard Hough – Public Works Director

Subject: Summary Specification – New Tandem Axle Patrol/Plow Trucks  
Project #W1927

Summary: As part of ongoing study to update our Winter Maintenance Strategy, Public Works officials have analyzed multiple plow trucks, components, and other equipment options. As a result of our new strategy the department has decided to purchase more capable trucks with improved equipment performance standards (e.g. Henderson First Response Units).

Snow Plow Recommendation: As a result of 2018 authorization being carried-forward into 2019, the department has over $1.3M in funds available for tandem axle purchases. On paper this was the equivalent of five (5) trucks. However, the department does NOT recommend or need five trucks. First, the fleet is oversized which creates unnecessary maintenance costs – life-cycle costs of trucks leaving the fleet this year ran $170K+ (conservative estimate). Second, the legacy trucks on contract do not sufficiently address the capabilities we seek in our future units. Therefore, we recommend the procurement of one (1) traditional XTS Hi-Way Truck, and, two (2) Henderson First Response units which offer: multi-lane brining and salting capabilities; removable self-contained winter maintenance packs; stainless steel boxes and components; 1300 gallon brine and 7 ton salt mixed load configuration; and, a pump system that allows us to draw brine in, as opposed to gravity feed. We are purchasing only two First Response trucks in order to put the vehicles into service and assess parts and operational needs further, before purchasing them in more significant numbers.

Budget Information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Budget 2018 (carry forward)</td>
<td>$735,000</td>
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<td>Budget 2019</td>
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<td>Balance</td>
<td>$1,335,000</td>
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<td>Unit Costs</td>
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<tr>
<td>XTS Model (Traditional)</td>
<td>$247,000</td>
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<tr>
<td>Henderson First Response Unit</td>
<td>$307,691</td>
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<tr>
<td>Approximate Total</td>
<td>$862,382</td>
</tr>
<tr>
<td>Balance (2019 funds)</td>
<td>$472,618</td>
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</tbody>
</table>

Attachment: 
Henderson First Response Unit Quote & Specification
The Henderson First Response System is the answer to snow and ice control problems, regardless of road conditions. The First Response System provides precision control and ample granular and liquid capacity for anti-icing liquid applications, granular spreading or pre-wetting. In addition, all of these functions can be changed on the go. The First Response System, ready to tackle any winter road condition.

Three-in-One System

**GRANULAR APPLICATIONS**
- Allows for precise spreading of all granular material.

**PRE-WETTED GRANULAR**
- Apply and control gallon per ton of pre-wetting solution to granular materials.
- Allows on-the-go control.

**ANTI-ICING**
- Allows for direct liquid application, which gives you the capability to apply liquid directly to the road surface.
- Sprays liquid anti-icing materials and provides selectable coverage over 1, 2 or 3 lanes at one time - all controlled from the cab.
- High capacity anti-icing pump provides 15-45 gallons per mile.
To: Casper’s Truck Equipment
Attn: 
Quote Date: 1/16/2019
Valid Until: 2/15/2019

Quote:
Sourcewell Contract # 080818-HPI - Henderson Turnkey Package with Mack Chassis - 13' First Response-Walworth County

Henderson Products is pleased to present the following quote. Please contact us if you have any questions.

Mark-E Tandem Axle

Body Length: 14' BODY LENGTH
Side Style: STRAIGHT SIDES
Side Height (From Floor): 36'' SIDE HEIGHT
Rear Body Profile: STANDARD STRAIGHT VERTICAL GATE
Rear Corner Posts: REAR BOLSTERS 8" ABOVE SIDES
Board Pockets: 2" WIDE BOARD POCKETS
Hoist Type: TRN MOUNT TEKL, INTERNAL DOGHOUSE
Hoist Cylinder/Model: MAILHOT G3-SERIES, SINGLE ACTING, G3130-5-3
Hydraulic Pump: NO FACTORY SUPPLIED HYDRAULIC PUMP
Cylinder Cradle Style: STANDARD HOIST CRADLE
Install Cylinder: SHIP LOOSE - DEALER TO INSTALL
Hydraulic Reservoir: NO RESERVOIR - DEALER TO SUPPLY
Floor Material: 1/4" AR400 FLOOR
Floor to Side Radius: 5" RADIUS FLOOR TO SIDE
Longsill Material: 8" I-BEAM LONGSILLS (FULL WELD)
Sides/Headsheet Material Type: 201 GRADE STAINLESS STEEL SIDES/HEADSHEET
Sides/Headsheet Thickness: 7GA 201SS SIDES/HEAD
Side Bracing Type: (TWO) V-CRIMP INTERMEDIATE SIDE BRACES, EA SIDE
Side Brace Material: DOUBLE V-CRIMP SIDE BRACE
Top Rail Style: FLAT (2" FLAT, THEN SLOPED)
Contoured Front Corner Posts: NO FRONT CORNER POSTS
Rear Corner Post Material: 1/4" 201SS REAR CORNER POSTS
Tailgate Style: STANDARD TAILGATE
Tailgate Sheet Material: 7GA 201SS TAILGATE SHEET
Tailgate Bracing: (TWO) INTERMEDIATE HORIZONTAL TAILGATE BRACKS
Tailgate Material: 10GA 201SS TAILGATE BRACING
Tailgate Top Pivot Hardware: 1-1/2" PINS, 1.5" BUSHING, GREASEABLE PINS
Tailgate Latch Type: AIR PANCAKE TAILGATE RELEASE, GREASEABLE SS BUSHINGS
Tailgate Release Valve: NO TAILGATE RELEASE VALVE
Tailgate Pin Lanyards: NO TAILGATE PIVOT PIN LANYARDS
Tailgate Lift Loop: NO TAILGATE LIFT LOOP OR DRING
Latch Jaws: LOWER TG LATCH JAWS, GREASABLE
Coal Chute: NO COAL CHUTE
Rear Face Light Holes: (2) OBOUND LIGHT HOLES, EA BOLSTER REAR FACE
Rear Side Marker Light Hole: STD 2.5" SIDE MARKER LIGHT HOLES
Rub Rail Marker Light Hole: NO FRONT MARKER LIGHT HOLES
Exterior Light Boxes Installed: NO EXTERIOR LIGHT BOXES
Lighting Package: NO OEM LIGHTING PACKAGE
Body Hinge Construction: STD 8" X 6" X 1/2" REAR HINGE ANGLE
Body Hinge Type: GREASEABLE HINGE BLOCKS
Body Hinge Paint: YES, REAR HINGE PAINTED @ FACTORY
Paint Preparation: SS WASH-NATURAL FINISH, PRIME MILD PARTS (201/304SS BODY)
Cabshield Style: STANDARD WELD ON CABSHIELD
Cabshield Material: 7GA W/7GA END PLATES (201SS)
Cabshield Size: 22" X 78" CABSHIELD (1/2 CAB)
Cabshield Mounted Light Holes: NO CABSHIELD LIGHT HOLES
Install Cabshield: CABSHIELD SHIPPED LOOSE, DEALER TO INSTALL
Asphalt Lip: BOLT ON ASPHALT LIP
Asphalt Lip Material: GRADE 50 MILD STEEL
Asphalt Lip Style: 12" BOLT ON, 7GA MILD WITH 1/4" ENDPLATES
Asphalt Lip Installed: ASPHALT LIP INSTALLED
Walk Rails: WALK RAIL INSTALLED ON LOWER RUBRAILS
Walk Rail Material: STAINLESS STEEL WALKRAIL MATERIAL
Walk Rail Type: 3/4" ROUND (304SS)
Tarp Rails: NO TARP RAILS
Side Ladders: (YES) SIDE LADDER, Pick From List Below
Side Ladder Material: STAINLESS STEEL LADDER CONSTRUCTION
Driver's Side Front Ladder: NO DRIVER'S SIDE FRONT LADDER
Driver's Side Rear Ladder: NO DRIVER'S SIDE REAR LADDER
Curbside Front Ladder: FOLD DOWN SIDE LADDER, CS FRONT (304SS)
Install Curbside Front Ladder: NO, SHIP CURBSIDE FRONT LADDER LOOSE
Curbside Rear Ladder: NO CURB SIDE REAR LADDER
Body Step Options: NO STEP(S)
Grab Handles: NO GRAB HANDLES
Show Options: No Additional Options
Option 1 Description: LED Harness - no lights

FRS salt/sand spreader

Hopper Length / Chassis Mount: 13' hopper length, 96" C/T
LED Lights II0 Standard Lights: Yes
One Extra Light Hole in Rear Cabinet: Yes
Back-up Lights: Yes
Equipment Stands / Self Storage Legs: Yes, Painted Mild Construction
Stainless Steel Std Duty Top Screens, Installed: Yes, Sales to note on COP order

Installation Workup

Facility: IDC-IA
Chassis Delivery To Henderson: Truck Dealer/Customer Delivers
Completed Truck Delivery Method: Henderson Delivers (126-250 Mi)
Chassis Make: Mack
Chassis Model Yr: 2020
Chassis Model: Granite
Front Frame Ext?: Yes
Front Frame Ext Type: Full
Front Frame Wall: Single Wall
Front Frame Width: 42"
Pump Location: Front Mount Pump (REQUIRES FRONT CRANKSHAFT PROVISION)
Transmission Type: Automatic
Transmission Model: Allison Transmission

Hitch Type: Power Tilt Hitch
Mount Type: Engineered Truck Hitch (sales to order hitch w/ unit)
Front Bumper: OEM Bumper Cut and Split

Front Plow Type: Standard Henderson Plow
Plow Markers (Front Plow): IDC Install of fact supplied markers, sales to order w/ unit

Wing Type: Install Leveling Wing (full hyd) Dual Wing
Rear Mast Mount: Std. Leveling Wing Rear Frame Installation
Wing Stop: Yes, IDC Supplied (NY/NJ only)
Plow Markers (Wing Plow): IDC Install fact supl'd marker, single, sales order w unit

Dump Body Type: Mark E Tandem Axle
Floor Length: 14ft Floor Length
Hoist Type: Tele Trunnion Hoist, Internal Doghouse
Cylinder Type: Single Acting
Body Material (Sides/ends): Stainless Steel Type Body Material
Tailgate Release Type: IDC supplied Electric over air valve
Cabshield Install: Supl'd by fact, welded to body @ IDC, sales to order w/ unit
Ladder(s): Supplied by factory, Install @ IDC (sales to order w/ unit)
Ladder Install QTY (Dump): (1) LADDER INSTALLED @ IDC (LABOR ONLY)
Ladder Install Style (Dump): Fold Down Side Ladder
Ladder Install Loc 1 (Dump): Driver Side Front
Vibrator: Cougar Vib, DC2700 kit, 50' cable, SA (order vib pad w unit)
Tarp Brand: Rollrite (order 86" c/a if using integral shield)
Tarp System: Tarpmaster 400, 30° arms, w/ Wind Defelct, Tensioners
Tarp Material: Black Vinyl (Asphalt rated)
Tarp Length: 18' Body or shorter Length (BV,RR)

Body Spec Notes:

Spreader Type: FRS
FRS Mount Type: Slip in Mount
FRS Spinner Configuration: Standard Spinner install

Chassis Accessories: Yes (SELECT RELATED OPTIONS BELOW)
Mudflaps (Rear): Swinging w/Logo
Mudflap Type (Rear): 36" Swinging, SS (with LOGO)
Pintle Plate: Yes (select from options below)
Pintle Plate Configuration: 3/4" Plate, PH45 & PH20 Holes, Tandem, (w/D-rings, 3LTC)
Pintle Hook: 45 Ton
Glad Hands: Remount OEM gladhands (labor only)
Trailer Plug (1): 7 Pin Trailer Plug, Truck end 7-Way RV,new style (municipal)
Trailer Plug (2): 7 Pin Trailer Plug, Truck end 7-Way RV,new style (municipal)
Tool Box: Qty 1 Toolbox (Select type below)
Toolbox (1) Type: 18"x18"x30" SS Tbox, Mild Brkts
Tool Box Location 1: Passenger side
Lube System: Auto Lube System - Supplier Install (Price Below)
Spec Lube System: LubeCore
Truck Wash: Complete Truck Wash/Clean/Vac 1
Warranty: Standard 1 Year Warranty
Reflective Tape: Reflective Tape, No Logo (60' Linear)
Decal Package: Package Decal Kit
Chassis Install Options 1: Dump Lock Prop System
Chassis Install Options 2: Gate Lock

Electrical: Yes (SELECT RELATED OPTIONS BELOW)
Power Distribution Panel: Power Distribution Panel
Misc Electrical Supplies: Req'd Misc Elect Supplies
Plow Lights: Plow Lts, ABL, Heated
Plow Light Brackets: Plow Lt Brkts, SS, MACK, Pair
Worklight(s) QTY: (QTY 2) Work Lights (Select type below)
Worklight (1) Type: Flood Light, ABL, 500-850 Lumen LED
Worklight (1) Gen Location: Front of Wing
Worklight (2) Type: Flood Light, ABL, 500-850 Lumen LED
Worklight (2) Gen Location: Rear Spinner
Cab Beacon: LED Beacon, 360 deg w/201 SS Stationary Mounting Bracket
Rear Dump Bolster (S/T/T): LED S/T/T, kit (West) (order holes)
OEM Light Remount: Remount to side of chassis
Rear Dump Bolster (Back-up): B/U Lights, LED, Clear, Oval, pair (Order holes with body)
Rear Dump Bolster Strobes: 6" LED Oval Strobes, Amber, 1 PR, (order holes w/unit)
Rear Dump Bolster Light Boxes: Single Oval, 6" SS Lightboxes, Pair, Externally Mounted
Spreader Rear (S/T/T): LED S/T/T, kit (West) (order holes)
Back up alarm: Relocate chassis supplied b/u alarm (verify if incl w/ OEM)
License Plate Lights: Remount OEM light(s)
Backbone & Wire Standoffs: 14' Backbone (For TA)
Electrical Install Opt 1: Go Light
Electrical Install Opt 2: Two Beacons on Cab Shield-Star 203X/SWS-9018 DLEN-AW
Electrical Install Opt 3: Additional Stop Turn & Tail in Rear Cornerpost

Hydraulics: Full Hydraulic Package
Hyd Supplier: Force America (Select Pkg Below)
Hyd Supplier (Spec): 6100
Controls Type: Electric Controls
Low Oil Shut Down: Yes, included in Hyd Pkg
High Temp Oil Shut Down: Yes, included in Hyd Pkg
Low Oil Indicator: Yes, included in Hyd Pkg
SS Tubing Upgrade: TA,F&R lines, 6'Fnt, 9'Rr
Quick Coupler Upgrade: Standard Quick Couplers
Hyd Options 1: AVL GPS Installation

Hydraulics Notes:

Reversible snow plow

Flow Length: 12' length
Moldboard Trip: Adjustable cutting edge trip - torsion spring
Pushframe Type: Heavy Duty Outboard Cylinders Type
Moldboard Height: 42" height
Moldboard Shield: Integral shield
Moldboard Sheet Material: 3/16" GR50 steel
Adjustable Trip Spring: Adjustable cutting edge trip springs
Hydraulic Cylinders: 3" x 16" single acting nitrided reversing cylinders
Paint: Henderson Orange
12" Rubber Deflector: Yes, w/ SS Backer
Install Rubber Deflector: Yes
Packing Jack, Screw Adjustable: Yes
Install Packing Jack: Yes
Cutting Edge: 3/4" x 6" Carbide cutting edge with cover blade
Hitch, Plow Portion: Quick hitch
Flow Portion Installed on Plow: Yes
Quick Hitch Width: 30.5" center-to-center width
Option 1 Description: Quick hitch intended to fit power tilt hitch

Henderson Wing System

WING CONFIGURATION TYPE: HEAVY DUTY
WING SYSTEM: FRONT OF CAB SYSTEM
REAR BRACE LOCATION: REAR BRACE AHEAD OF REAR AXLES
WING SIDE LOCATION: RIGHT HAND SIDE
TRIP TYPE: ADJUSTABLE TRIP EDGE MOLDBOARD
WING BRACES: 1 SHOCK BRACE
CUTTING EDGE LENGTH: 10' CUTTING EDGE
CUTTING EDGE MATERIAL: 3/4 X 6 CARBIDE CUTTING EDGE
MOLDBOARD MATERIAL: 10GA GR50 CURVED MOLDBOARD
MOLDBOARD HEIGHT AND SHAPE: 32" INLET/39" DISCHRG TAPERED
MOLDBOARD DISCHARGE: 6" FLARE ON DISCHARGE W/BEAD

Sourcewell MVP Awarded Contract
Snow Plow Hitch

Hitch, Truck Portion: Quick hitch, low profile
Quick Hitch Latch Width: 30.5" center-to-center width
Lift Arm Type: 3 Point Lift reduces pin wear fold down arm for safe storage
Lift Arm Size: Telescoping Arm with 4x4x3/8" outer and 3x3x3/4" inner tube
Lift Lug(s): Standard 1/2" plate with key holes for 1/2" chain
Hydraulic Lift Cylinder: 4" x 2" x 10" Double Acting Nitrided Lift Cylinder
Option 1 Description: Power Tilt Dual Wing Application

Single Package: $307,691.00
Package(s) : 1
Total: $307,691.00

Signed: ___________________________  Date: ___________________________

Quote notes:
Mack Granite Chassis Price Included in Quote
MEMORANDUM

Date: April 10, 2019

To: Public Works Committee

Cc: David Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Request to amend Ordinance #16-25 as it relates to Walworth County’s snow and ice removal plan for County trunk highways and State highways

Purpose. The purpose of this correspondence is to outline why Ordinance Section 16-25 Snow and ice removal plan for County truck highways and State highways should be updated.

Argument(s). Section 16-25 of the County ordinances is a new ordinance that was developed prior to my arrival. After onboarding I reviewed the ordinance and have since determined that the Snow and Ice Ordinance is not in line with Wisconsin Department of Transportation standards.

I have concerns with the ordinance in its present state. Specifically, the lack of: (a) clarity / standard for “passable roadway expectations”; clarity on “24-hour coverage”; and, specificity on what roads are in certain categories.

Passable roadway. The ordinance does not outline what the standards or “expectations” of a passable roadway are. The State standards that often accommodate road categories (1-5) are absent. Second, roads referenced as Category 3, 4 and 5 are inaccurate. Third, the referenced hours of services are not in accordance with State standards and are, again, misleading.

24-hour Coverage. Category 5, paragraph (2)(5), references 18-hour coverage from “4 a.m. to 9 p.m.” While correct, it leads one to believe that only Category 5 roads are 18-hours. Technically, all Category 3 – 5 roads are 18-hours. In the update, I provide this clarity on the standards and timelines of service.

Road Networks. In the update, I address how we provide 24-hour coverage on specific roads, above expected State standards, and based on: certain circumstances; roads (Example I43, US12, and US67); and category of roads.

Resources. What we are resourced to provide is “passable” roadways during significant storms during the hours of 4 a.m. to 9 p.m. daily. Considering the volume of traffic during gap periods (9 p.m. to 4 a.m.) are well below Anticipated Daily Traffic (ADT) on 90% of our roads, there is limited justification for “24-hour coverage” as defined in existing ordinance.
**Doing Nothing.** To do nothing will subject the Department of Public Works to citizen and interdepartmental scrutiny to provide “24-hour coverage”; a level of service that the State does not impose except for Category 1 & 2 road networks. While this version commits to “24-hour coverage”, there is additional clarity on where and to what standard that “coverage” entails.

**Costs.** If we are to follow the ordinance specifically as written, the department could potentially be required to hire an additional 10 FTE, or LTEs, to provide around the clock gap coverage from 9 p.m. to 4 a.m.; just for State roads with Category 3 and 4 ratings. At a minimum, using 10 LTEs, approximate costs would be around $125,460 for 15 weeks (Monday – Friday) of service.

However, it is highly unlikely we would be able to hire 10 additional LTEs. If we were to hire a mixture of additional Full Time Employees and LTEs first-year costs would be approximately:

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<td>New Hires</td>
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<tr>
<td>Weeks</td>
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<td>Salary Total (Wages Only)</td>
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<td>Fringes (Each)</td>
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<td>Category Total</td>
<td>$403,104.00</td>
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NOTE: Does not include FTE overtime, premiums, and etc.

**Conclusion.** Have the County Administrator update Walworth County Ordinance Section 16-25 in accordance with the edits provided in the attached document. Bring the ordinance in line with practical capability of the Public Works Department, County public transportation needs, and Wisconsin Department of Transportation standards.
ORDINANCE NO. **** – 05/19

AMENDING SECTION 16-25 OF THE COUNTY CODE OF ORDINANCES RELATING TO SNOW AND ICE REMOVAL ON COUNTY TRUNK HIGHWAYS AND STATE HIGHWAYS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: 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 ordinance is to establish guidelines for snow and ice removal on County and State maintained roads during a winter storm event.

(b) The Director or his or her designee shall make the decision to begin snow and ice removal based on factors, including:

1) Current roadway conditions
2) Current weather conditions
3) Forecasted weather conditions
4) Time of day

(c) Snow and ice removal methods shall include:

1) Plowing
2) Salt
3) Sand/Salt
4) Salt with other additives
5) Brine
6) Brine with other additives

(d) The goal of snow and ice removal is to create a passable roadway. While this is the goal, the County cannot guarantee that this will be the outcome in any individual storm event.

(e) **Passable Roadway Expectations.** The Public Works Department maintains both State and County roadways. WisDOT divides these roadways into five (5) categories which determine the priority, level of service and hours of operation. Within Walworth County, category 3-5 level of roads, include:

(1) Category 1: Major urban freeways and most highways with six lanes and greater. **All lanes and ramps will be maintained to the highest level practical.**
(2) Category 2: High volume four-lane highways (AADT ≥ 25,000) and some four-lane highways (AADT < 25,000) and some six-lane highways. All lanes and ramps will be maintained equally with emphasis on plowing and sensible salting.

(3) Category 3: All other four-lane highways (AADT < 25,000) Highway I43 and US12 (Elkhorn-Genoa City). These highways are considered “high volume.” All lanes and ramps will be maintained with emphasis on plowing and sensible salting. Driving lanes and ramps will receive preferential treatment. The passing lane will receive less attention. Plowing with less salting will be done on the passing lane.

(4) Category 4: Most high volume two-lane highways (AADT >= 5,000) and some two-lane highways (AADT < 5,000) US12 (Elkhorn – Tri-County Road) and most all other STH. These highways are considered “high volume.” The driving lane will be maintained with emphasis on plowing and sensible salting.

(5) Category 5: All other two-lane highways (County Highways). (AADT < 5000) and US67 (Sharon to Rock County). These highways are considered “all other” and should under normal circumstance receive 18-hour coverage during the winter storm event. Snow plowing services on category five (5) roads typically include regular service (4:00 a.m. to 9:00 p.m.) and emergency service primarily during the hours of 9:00 p.m. to 4:00 a.m. The driving lane will be maintained primarily by plowing with minimal salting.

(f) High volume Highway Coverage expectations. When conditions warrant, coverage should generally be provided up to 18 hours per day during the storm. The gap in coverage is necessary to provide for operator recovery time and should typically be between the hours of 9:00 p.m. and 4:00 a.m., but will vary with specific storm conditions. When conditions warrant, the Director will use his or her best efforts to provide 24-hour coverage during a winter storm event. Definition of “24-hour coverage” means that the County has a presence on the highway for 24 hours per day during a winter storm event unless passable roadway conditions have been achieved. Roads listed in Category 3 (above) will receive priority coverage 24-hours a day during a winter storm event based on listed standards.

(g) “All other” highway expectations. When conditions warrant, coverage should generally be provided up to 18 hours per day during the storm. The gap in coverage is necessary to provide for operator recovery time should typically be between the hours of 9:00 p.m. and 4:00 a.m., but will vary with specific storm conditions.

(h) Exceptions. Coverage may be reduced due to extreme conditions including:

1. Limited visibility for operators
2. Length and severity of the storm
3. Continuing service beyond suggested hours to prevent snow compaction or other hazardous conditions
4. Allowing breaks between shifts during off ADT peak hours to reduce operational costs and operator fatigue
(i) **Service Areas.** The Director shall review snow routes on a regular basis and make adjustments as needed to most effectively and efficiently accomplish the snow removal process.

(j) **Snow Emergency.** A snow emergency may be declared by the Director when visibility declines to a point that it is hazardous to the driving public or snowplow operators to be on the roads. When a snow emergency is declared, the Public Works Department will notify the Sheriff’s Office, WisDOT, and if possible, local media regarding the specific concerns of the emergency.

(k) **Damage to Private Property.** On occasion, damage to private property may occur as a result of the snow removal process. The County is not responsible for the following:

   1) Damage that is caused to a mailbox, or other properly located structures outside the public right-of-way, as a result of plowed snow or the force of snow being discharged by County snow removal equipment.

   2) Damage that is caused to any fences, headwalls, trees, shrubs, plantings and other structures that are improperly located within the public right-of-way.

   3) Damage that is caused to lawns or for the disposition of gravel in road ditches.

   4) Damage to abandoned vehicles that have been left on the County Highway.

(l) No County equipment shall be used to push, pull or tow a stranded, private vehicle from a roadway or ditch unless it is necessary to reopen a roadway or public travel way. At no time will any Public Works Employee use a County vehicle to perform any snow removal on private or commercial property unless necessitated by a life threatening or emergency situation.

(m) 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 (s. 81.15, Wis. Stats.).

(n) It is illegal to follow a snowplow closer than 200 feet upon and highway having a posted speed limit of more than 35 mph if the snowplow is engaged in snow and ice removal (s. 346.915, Wis. Stats.).

**PART III:** That this ordinance shall become effective upon passage and publication.
PASSED and ADOPTED by the Walworth County Board of Supervisors this 5th-14th day of May 2019.

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

County Board Meeting Date:  May 14, 2019 November 5, 2018

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:

David A. Bretl                Date       Nicole Andersen              Date
County Administrator/Corporation Counsel Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 16-25 of the County Code of Ordinances Relating to Snow and Ice Removal Plan on County Trunk Highways and State Highways

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to clarify ambiguous portions of the County’s snow and ice removal plan and to ensure that it is consistent with Wisconsin DOT guidance.

III. **Is this a budgeted item and what is its fiscal impact:** The actual costs of winter operations are weather dependent. This amendment codifies current practices.

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

   | Committee: | Public Works | Date: | April 22, 2019 |
   | Vote: | 5-0 | County Board Meeting Date: May 14, 2019 |

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.

David A. Bretl ___________________________ Date ___________________________
County Administrator/Corporation Counsel

Nicole Andersen ___________________________ Date ___________________________
Deputy County Administrator - Finance
Walworth County
Bid Recommendation

Project Name: CTH-X County Line to Creek Road Construction

Recommendation By: Richard Hough
Department Head
Initials

Date: April 16, 2019

Award To: Payne & Dolan, Inc.

Proposed Contract: $2,563,955.86

Funding Source: 2019 Tax Levy

Current Budget Amt: $2,860,000.00

Contract Term: Through project completion date of October 11, 2019

Scope of Project: In general, the work under this project consists of asphaltic milling, HMA pavement, culvert replacements, concrete curb and gutter, base aggregate, asphaltic millings for shoulders, steel sheet pile wingwalls, constructing concrete masonry headwalls and endwalls, guardrail replacement, minor ditching, traffic control, restoration, and all incidental items necessary to complete the work as shown on the plans and included in the contract. The work will be completed in three separate segments. The centerline length of the project is approximately 4.9-miles. This is a Local Roads Improvement Program (LRIP) funded project.

Bids Solicited: 40

Bids Received: 2

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Bids Rejected: 0
Recommendation to Award Bid to Other Than Lowest Cost Bidder:  

County Solicitation-Reviewed By:  
Consultant Solicitation-Reviewed By:  
Awarded by:  
Vendor:  
Date:  

Approved
Enacted
Walworth County
Bid Recommendation

Project Name: Concrete Spillway Repair Whitewater Lake Dam

Recommendation By: Richard Hough  
Department Head  
Initials

Date: April 16, 2019

Award To: Valia Excavating LLC

Proposed Contract: $34,763.00

Funding Source: 2019 Tax Levy

Current Budget Amt: $40,000.00

Contract Term: Through project completion date of September 27, 2019

Scope of Project: Concrete repair and patching work including removing existing deteriorated concrete, preparing existing surfaces and applying bonding agents, patching mortar and concrete as specified. The work also includes cleaning and epoxy-injection of cracks in the spillway slab. The repairs will be completed in two stages and will require the installation of a temporary cofferdam.

Bids Solicited: 25

Bids Received: 2

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Bids Rejected: 0
Recommendation to Award Bid to Other Than Lowest Cost Bidder:

County Solicitation-Reviewed By:
Consultant Solicitation-Reviewed By:
Awarded by: 
Vendor: 
Date: 

Approved
Enacted

Form 6-102-A

30 of 58
Walworth County
DPW Roof Repair
W1825
March 27, 2019

Budget

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Revenue

Payments to Date  ($121,836.56)

Outstanding Commitments:

B-E Controls  ($11,873.40)

($11,873.40)

Total Project Cost  ($133,709.96)

Balance Remaining  

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121,836.56
**Walworth County Change Order Request**

**HHS Facility Project**  18-014 (CIP-W1702)  
**Walworth County Change Order Number**  18-014-CO3

**Description of Change Order, Impact & Alternatives**

This change order is a summation of several additive and deductive items. The larger items are a result of changes requested by the owner, including the addition of special outlets for future handicap door operators, added access control devices/card reader locations, revisions to the auditorium ceiling and reconfiguration of the first floor cable tray system.

**Amount of Change Order**  $28,227.54

Type of Change Order  A, B, C

Change Order Origination Public Works Director  
Date  

**Change Order Types:**

- **Type A**
The work outlined in this request has already been performed. Failure to proceed with the change order would have resulted in cessation of work and financial loss.

- **Type B**
Proposed work is beyond the original scope of work.

- **Type C**
Proposed work could not have been reasonably foreseen by architect, contractor or owner.

- **Type D**
Proposed work due to error or omission by:

  - Architect
  - Contractor
  - Owner

- **Type E**
Savings as a result of Value Engineering.

**Comments regarding Type D Change Orders caused by contractor or architect error or omission**

**Review Process checklist:**

- Written quotations were received
- Proposed change is reasonable
- Alternative methods were discussed and proposed
- Change order is the most reasonable alternative

**County Administrator’s Comments, Recommendations, and Approval (if any)**

**Signature:**

<table>
<thead>
<tr>
<th>Internal Routing Checklist:</th>
<th>Approval (Initial)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Finance Dept. verification of adequate budget balance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Administrator’s approval to proceed to Committee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Public Works Committee approval:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Public Works Director initiation of Contract Change Order:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Status:**

<table>
<thead>
<tr>
<th>Project Status as of</th>
<th>4/9/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Budget</td>
<td>$ 23,100,000</td>
</tr>
<tr>
<td>Original Contingency</td>
<td>$ 1,669,000</td>
</tr>
<tr>
<td>Contingency Available</td>
<td>$ 1,663,332</td>
</tr>
<tr>
<td>Pending Commitments</td>
<td>$28,227.54</td>
</tr>
<tr>
<td>Contingency Remaining</td>
<td>$ 1,635,104</td>
</tr>
<tr>
<td>Est % of Project Complete</td>
<td>50%</td>
</tr>
</tbody>
</table>

Rvd 7-22-2004  
Form 2-101
MEMORANDUM

Date: 10 April 2019

To: Dave Bretl – County Administrator
To: Finance & Public Works Committee
Cc: Nicki Andersen – Deputy County Administrator - Finance

From: Richard Hough – Public Works Director

Subject: Budget Amendment – Brine Equipment (W1940)

____________________________

Summary: As part of ongoing study to update our Winter Maintenance Strategy, Public Works officials have analyzed multiple plow trucks, components, and other equipment options. As a result of our developing strategy, and with significant State encouragement to do so, we seek the procurement of an additional three (3) Hi-Way Boxes (Brine Tank Inserts); we are presently funded for one. Currently, we are going to purchase only 1 Tandem Axle Patrol Truck under 2019 CIP Project W1927 and request a minimum of $75,000 in remaining funds be transferred to CIP Project W1940.

Recommendation: Repurpose available 2019 CIP truck procurement funds to purchase a total of four (4) Hi-Way Removable Brine tank insert systems at $25,000 each. Note: CIP budget below for Removable Tanks was poorly conceived and afforded us only one system. Each system will offer us a mixed material capability (salt and brine) for better winter maintenance performance. With four systems, at 1300 gallons of capacity (each), the department will be able to cover four of our 23 highway routes with brine/salt mixtures. Use of brine will allow for better overall pavement conditions, less environmental damage, and significant salt reductions (costs).

Budget Information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget 2019 (trucks)</td>
<td>$600,000 (CIP W1927)</td>
</tr>
<tr>
<td>Post-Purchase Balance (Minimum)</td>
<td>$472,618</td>
</tr>
<tr>
<td>Removable Patrol Truck Brine Tanks (7)</td>
<td>$30,000 (CIP W1940)</td>
</tr>
<tr>
<td>Requested BA from Available Funds (above)</td>
<td></td>
</tr>
<tr>
<td>Hi-Way Brine Tanks (3) – additional units</td>
<td>$75,000</td>
</tr>
<tr>
<td>Requested Budget for CIP W1940</td>
<td>$105,000</td>
</tr>
</tbody>
</table>
MEMORANDUM

Date: 10 APRIL 2019

To: Public Works Committee Members

Cc: Walworth County Administrator – David Bretl

From: Richard Hough – Public Works Director

Subject: Bi-Monthly Public Works Report

The purpose of this correspondence is to provide a bi-monthly report of various topics concerning the Department of Public Works.

### Human Resources & Organization

<table>
<thead>
<tr>
<th>Topic</th>
<th>What</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hires</td>
<td>Michael Hill</td>
<td>4 Mar</td>
<td>Hwy</td>
</tr>
<tr>
<td></td>
<td>Andrew Moya</td>
<td>18 Mar</td>
<td>Hwy</td>
</tr>
<tr>
<td></td>
<td>Keith Swanson</td>
<td></td>
<td>Parks</td>
</tr>
<tr>
<td>Vacancies</td>
<td>3 FTE</td>
<td>Maint Tech;</td>
<td>All vacancies are pending interview stage or candidates</td>
</tr>
<tr>
<td></td>
<td>4 Seasonal</td>
<td>Mech; Sr.</td>
<td>already selected.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project Mgr</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Intern); and</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grounds</td>
<td></td>
</tr>
<tr>
<td>Flex Time</td>
<td>194 hrs – Mandated</td>
<td>1 Jan – 27</td>
<td></td>
</tr>
<tr>
<td></td>
<td>145.5 – Elective</td>
<td>March</td>
<td></td>
</tr>
<tr>
<td>Accumulated</td>
<td>(2356) HWY</td>
<td>1 Jan – 27</td>
<td>(78.5) Hwy Ave @30</td>
</tr>
<tr>
<td>Overtime</td>
<td>(76.76) FLT</td>
<td>March</td>
<td>(15.4) Fleet @5 PAX</td>
</tr>
<tr>
<td></td>
<td>(336) F/P</td>
<td></td>
<td>(28) F/P @12 PAX</td>
</tr>
</tbody>
</table>

### Material & Equipment

<table>
<thead>
<tr>
<th>Topic</th>
<th>Tons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt (County) On Hand</td>
<td>9,315 Tons (20 March 2019)</td>
</tr>
<tr>
<td>Salt Used To Date – County Roads</td>
<td>6,477 Tons (Winter 2018-19)</td>
</tr>
<tr>
<td>Salt (State) On Hand</td>
<td>1,034 Tons (20 March 2019)</td>
</tr>
<tr>
<td>Salt Used To Date – State Roads</td>
<td>14,766 Tons (Winter 2018-19)</td>
</tr>
<tr>
<td>Brine Production (Tons of Salt)</td>
<td>167 Tons (Winter 2018-19); 1% of Salt</td>
</tr>
<tr>
<td>Quarterly Fuel Use Comparison</td>
<td>2018 (42,882 gal); 2019 (48,832 gal)</td>
</tr>
<tr>
<td>Prime Mover Hours – Patrol Trucks</td>
<td>212 Hrs Winter (2018-19)</td>
</tr>
<tr>
<td>OH Procurements (CIP)</td>
<td>Boom Mower; Skid Loader (Pending)</td>
</tr>
</tbody>
</table>

### Preventive Maintenance

<table>
<thead>
<tr>
<th>Topic</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMCS Checklists</td>
<td>(41) Plow Trucks and Parts; (4)</td>
</tr>
<tr>
<td></td>
<td>Loader; (2) Grader; (3) Skid Loaders;</td>
</tr>
<tr>
<td></td>
<td>(2) Excavator; (2) Roller; (2)</td>
</tr>
<tr>
<td></td>
<td>Backhoe; (6) Tractor; Mowers; and</td>
</tr>
<tr>
<td></td>
<td>(18+) Small Trucks</td>
</tr>
<tr>
<td>PMCS Activities</td>
<td>26 Feb; 13 Mar; 29 Mar; 18 Apr</td>
</tr>
</tbody>
</table>
## Policy & Doctrine

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Remark</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ord. 15-359</td>
<td>Premium Pay</td>
<td>Update. Premium Pay for Unscheduled Hours</td>
<td>APR (?)</td>
</tr>
<tr>
<td>Ord. 16-25</td>
<td>Snow &amp; Ice</td>
<td>Update standards and tighten up language concerning level of service.</td>
<td>APR - MAY</td>
</tr>
<tr>
<td>AP 2-104</td>
<td>Fleet Management</td>
<td>Update. Established operator preventive maintenance procedures. Institutes more deliberate partnership with departments in fleet maintenance. Internal development and implementation on-going.</td>
<td>TBD – APR</td>
</tr>
<tr>
<td>AP 2-600</td>
<td>Work Rules</td>
<td>Update Pending. Hours of Service.</td>
<td>MAY</td>
</tr>
<tr>
<td>Admin</td>
<td>In/Out-Processing</td>
<td>Using DRAFT to onboard new personnel. Utilized lessons learned from new Assistant Directors before publishing.</td>
<td>APR</td>
</tr>
<tr>
<td>OPS</td>
<td>Mowing</td>
<td>Updated mowing, trimming, and brushing policy</td>
<td>MAR</td>
</tr>
</tbody>
</table>

## Plans, Training & Leadership Development

<table>
<thead>
<tr>
<th>Topic</th>
<th>What</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisconsin County Highway Association</td>
<td>Commissioners Training</td>
<td>February 18-19</td>
<td>Barry Pierce Attended</td>
</tr>
<tr>
<td>Working Group 1</td>
<td>Update 10-Year Equipment Plan</td>
<td>March-June Updates</td>
<td>Completed Winter Equipment Analysis</td>
</tr>
<tr>
<td>Working Group 2</td>
<td>Maintenance /Logistics</td>
<td>Implemented for DPW; May Publication</td>
<td>Establish department and County procedures for fleet management, maintenance and accountability.</td>
</tr>
<tr>
<td>Working Group 3</td>
<td>Engineering &amp; Project Management</td>
<td>22 Mar Kickoff</td>
<td>Newly established inter-department meeting. Intent: Improve project coordination and policy formulation.</td>
</tr>
<tr>
<td>Working Group 4</td>
<td>Training Management</td>
<td>May Start</td>
<td>Identify department training and fiscal requirements by position, division, and department-wide.</td>
</tr>
</tbody>
</table>
# Project Management & Engineering

## Director’s Top Five Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-(004-014)</td>
<td>Mid-Point</td>
<td>On Schedule; Under Budget; Some Change Orders Pending</td>
</tr>
<tr>
<td>W1902 SO HVAC</td>
<td>Contract Pending</td>
<td>Must be closely monitored and synchronized with roof replacement in order to avoid carry-forward into 2020; an unacceptable outcome.</td>
</tr>
<tr>
<td>19-002 CTH-X</td>
<td>Bid Award</td>
<td>Three Phase County Road Project with Spring/Summer/Fall Phased Construction</td>
</tr>
<tr>
<td>Brine Operations</td>
<td>Analysis of Options</td>
<td>Proposed new CIP project for 2019; Addresses capability to operational distribution mismatch.</td>
</tr>
<tr>
<td>W1905 JC Study</td>
<td>Bid</td>
<td>Pre-Design Study for potential $4M+ project</td>
</tr>
</tbody>
</table>

NOTE: All projects now receive monthly (or bi-weekly) reviews.

## 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>17 Projects</td>
<td>1 (2017); 3 (2018); 13 (2019)</td>
</tr>
<tr>
<td>Pending Unique Projects</td>
<td>5 Projects</td>
<td>3 Project Progressing from Pre-Design in 2019.</td>
</tr>
<tr>
<td>Budget Totals</td>
<td>$27M+</td>
<td>Ongoing and Pending Project Totals</td>
</tr>
<tr>
<td>Top Projects</td>
<td></td>
<td>HHS; CTH-G (2018); CTH-X; CTH-B Design; HHS Demolition/Inspection; and, Campus Sanitary Sewer Study.</td>
</tr>
</tbody>
</table>

## Sr. Project Manager Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry Forward (2018) In Progress</td>
<td>2003 (1); 2017 (5); 2018 (14); Total 20</td>
<td></td>
</tr>
<tr>
<td>Projects Scheduled/Planned for 2019</td>
<td>CIP (73); Operating Budget (35); Plus Carry Forward (20); Total 128</td>
<td>(Design, Bid, Contract, Constructing In-Progress (50))</td>
</tr>
<tr>
<td>Currently Progressing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects Yet to Initiate</td>
<td>Unknown (78)</td>
<td></td>
</tr>
<tr>
<td>Projects w/Procurement</td>
<td>Five (5)</td>
<td></td>
</tr>
<tr>
<td>Proposed Projects for 2020</td>
<td>Five Year Plan (63)</td>
<td></td>
</tr>
<tr>
<td>Proposed New Projects in 2020</td>
<td>Scoping (17) New Projects</td>
<td></td>
</tr>
<tr>
<td>Recommended New CIP Projects</td>
<td>One (1); Public Works Brine Infrastructure and Equipment</td>
<td></td>
</tr>
</tbody>
</table>
## Log of Public and Private Concerns (8 Feb – 8 Apr)

<table>
<thead>
<tr>
<th>Date</th>
<th>Last Name</th>
<th>First Name</th>
<th>Address (if known)</th>
<th>Residency (Town)</th>
<th>Nature: Notification; Complaint; claim</th>
<th>Forwarded to</th>
<th>Actions We Took</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Feb</td>
<td>Melissa</td>
<td>Unknown</td>
<td>driving on HWY-12 by HWY-NN</td>
<td>Elkhorn</td>
<td>C: Plow truck cut her off and she had to slam on brakes</td>
<td>Dale Poggen-see</td>
<td></td>
</tr>
<tr>
<td>20 Feb</td>
<td>Hamilton</td>
<td>Chris</td>
<td>driving HWY 12 to Milwaukee 4 AM 4:45 AM every day</td>
<td>Lake Geneva</td>
<td>C: HWY 12 to I-43 terrible road conditions - Cat 3 road. Right lane only slightly clear; left lane rarely touched. Cross into Waukesha - roads cleared perfectly.</td>
<td>Richard Hough</td>
<td>Replied to Mr. Hamilton via email</td>
</tr>
<tr>
<td>21 Feb</td>
<td>St. Clair</td>
<td>Jean</td>
<td>driving HWY 12 from Elkhorn to Lake Geneva</td>
<td>Lake Geneva</td>
<td>N: DPW filling potholes without signage or lighting. Sun and Glare difficult to see workers</td>
<td>Dave Woodhouse</td>
<td>Dave checked with workers and agreed that conditions (glare) required additional precautions.</td>
</tr>
<tr>
<td>20 Feb</td>
<td>Neal</td>
<td>Kenneth</td>
<td>N8642 State HWY 11 and N8645 and N86</td>
<td>Elkhorn</td>
<td>N: Snow plow took down 3 mailboxes either early AM 2/20 or late PM 2/19</td>
<td>Dale Poggen-see</td>
<td>Dale met resident and concluded damage was caused by heavy snow, not our plow.</td>
</tr>
<tr>
<td>25 Feb</td>
<td>Bischke</td>
<td>Cole</td>
<td>driving</td>
<td></td>
<td>C: Patch from potholes all over his $70K truck</td>
<td>Amy</td>
<td>Call him back 262-379-0656</td>
</tr>
<tr>
<td>26 Feb</td>
<td>Staples</td>
<td>Charlene</td>
<td>driving HWY 14 near Sorgs</td>
<td></td>
<td>N: Reported water safety issue on Sunday AM to the SO. Photo was taken Monday AM</td>
<td>Dave Woodhouse</td>
<td>HWY patrolman added salt the day prior. Salt evident at time of complaint.</td>
</tr>
<tr>
<td>27 Feb</td>
<td>Havey</td>
<td>Steve</td>
<td>driving on 143 2 mi before East Troy at 3:40 pm 2/26</td>
<td>East Troy</td>
<td>N/C: was 3 car lengths behind plow when salt was spread on car; decreasing visibility.</td>
<td>Richard Hough</td>
<td>Driver needs to stay 200 feet back (Ord 15-25). Situational awareness when turning on spinner.</td>
</tr>
<tr>
<td>13 Mar</td>
<td>Nelson</td>
<td>Al</td>
<td>driving HWY 89 closed</td>
<td></td>
<td>N: Complained that no signs were visible. Nothing in papers or media notification</td>
<td>Richard Hough</td>
<td>Walworth County posted notification on our website and sent it to the media</td>
</tr>
<tr>
<td>18 Mar</td>
<td>Unknown</td>
<td>Unknown</td>
<td>HWY 12</td>
<td></td>
<td>Workers filling pot holes with cold patch, but are not using signs or lights; motorists are slamming their breaks to avoid hitting workers</td>
<td>Dale Poggen-see</td>
<td>Superintendents advised to be present more often and to address the lack of worker safety precautions.</td>
</tr>
<tr>
<td>27 Mar</td>
<td>Unknown</td>
<td>Unknown</td>
<td>HWY 50</td>
<td>Lake Geneva</td>
<td>Campaign signs in right of way.</td>
<td>Dave Woodhouse</td>
<td>Woodhouse removed one sign from centerline; repositioned one in the right of way.</td>
</tr>
<tr>
<td>29 Mar</td>
<td>Prussing</td>
<td>Susan</td>
<td>HWY 50</td>
<td>Lake Geneva</td>
<td>Campaign signs in right of way.</td>
<td>Barry Pierce</td>
<td>Patrolmen repositioned or removed signs in right of way.</td>
</tr>
<tr>
<td>5 Apr</td>
<td>Diamond</td>
<td>Ann</td>
<td>HWY 20</td>
<td>East Troy</td>
<td>N: Concerned with volume and speed of traffic on HWY 20; completion of HWY 12.</td>
<td>Rich Hough</td>
<td>Notified CPT Gerber of speed concerns; they’ll put trailer on site. Informed Mrs. Diamond on status of HWY 12 Project(s).</td>
</tr>
</tbody>
</table>

**Notification v. Complaint:** Notification identifies a problem that is not attributed to employee or operational error.
MEMORANDUM

Date: 10 APR 2019

To: Public Works Committee Members

Cc: Walworth County Administrator – David Bretl

From: Richard Hough – Public Works Director

Subject: Director’s Final Report (Public Works Analysis – Part 4)

The purpose of this correspondence is to provide the committee with an initial analysis of the Public Works department based on various activities and management observations. Those include:

**Material:** all the “stuff” necessary to equip our personnel that DOES NOT require a new development effort (trucks, spares, test sets, salt, and brine)

The Public Works department has clearly benefited from decades of investment, if not overinvestment. Meaning, the department has significant excess material and equipment. In order to manage our material on-hand, I have directed the establishment of personal accountability over the department’s tens of millions of dollars in equipment. This will be a year-long effort that complements the present logistics automation effort (AssetWorks).

As part of material accountability initiatives, the facilities department inventoried on-hand tools and discovered significant redundancy. One building alone had forty snips, screwdrivers, and other small tools; only a few varieties are required. Evident is a lack of basic procurement policy, inquiry and supervisory judgment to define and determine “needs” over “wants”.

Additionally, I analyzed over five years of annual Highway Operations Reports. Summary conclusions: overhead costs of maintenance and operations have more than doubled from $2768 to $6303/truck. Meanwhile, hours of operation dropped from 531 hours to 211. Essentially, “revenue” declined from $31,601 to $12,732 without depreciation, and, “profits” declined from $10,379 to ($5,211) per truck. NOTE: Analysis identified a truck average use range of 330-375 hours to “breakeven”.

My primary objectives for 2019 are to: right-size the fleet; update the departments’ 10-year Equipment Strategy/Plan; and, implement a preventive maintenance program to reverse the downward spiral mentioned above.

Sustain: Sufficient equipment and materials on-hand for operations.

Improve: Justification of new equipment and material purchases; accountability of on hand equipment; and managerial oversight.
Personnel: availability of trained and qualified people for various operations

The department has an abundance of quality personnel who take pride in what they do for Walworth County. From the County Engineer to the newest Mechanic, personnel demonstrate pride in ownership and a customer-oriented behavior. All management and staff are dedicated to public service.

However, a culture of “P” for plenty and corresponding lack of complex decision-making has institutionalized a climate that has undermined leader development, department unity – multiple divisions with perceptible differences in culture – and, the directorates’ cost-effectiveness.

In order to address the above concerns, we must redirect available resources (time & budget) into leader and employee development and recognition programs, while inculcating County policies into daily routines.

Separately, we have identified a couple of personnel shortfalls. I am continuing to assess the second and wish to focus on the first personnel shortfall: engineering.

Joe Kroll is an outstanding employee and Engineer. However, with supervision of: 1100 lane miles of roads with $5-50M in annual reconstruction; over 200 county bridges, three of which are in some phase of reconstruction; multiple small projects (dams, building remodel, salt calculations); and, several large ($5M+) building re-design and construction projects, this department is subject to significant risk.

I am referring to risks associated with state project oversight. We do not have sufficient oversight on 80/20 projects – CTH H; contractor oversight (Ayers, Miron, and Venture); and the potential that Joe may leave County employment – we have no redundancy or back up. In short, Joe is an engineer “department of one”. He has more annual fiscal oversight than any other division within the department combined.

Sustain: Pride of ownership and customer-orientation.

Improve: Spend less ($) on questionable equipment purchases. Spend more (time) on personnel development and supervisor / leader development programs. Inculcate resource justification and decision-making systems (policies) into daily operations in order to shift available resources into department improvement programs.

Improve: Hire a junior engineer (P.E.) whose labor costs would be covered in program/project cost savings.

Conclusion. Walworth County is well served by the Department of Public Works. It has dedicated and professional staff who seek to provide the highest level of service. The department has been blessed financially and is well equipped. However, the time has come to shift resources out of material procurement and into next level staff and leadership development.
MEMORANDUM

Date: 10 April 2019

To: Public Works Committee

Cc: Donna McIntyre – Human Resources
    David Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Limits of Service

Purpose. The purpose of this correspondence is to follow-up with the Public Works Committee on a request to review and discuss limits of service. Specifically, what should be the maximum number of continuous hours of service a Public Works employee should perform within a given timeframe.

National Research. In recent committee correspondence I outlined that our new work rules are heavily influenced by a national survey of State DOTs and local governments concerning fatigue and hours of service – Report No. UT-16.06 Snowplow Operator Driving Time: Survey of State and Local Practices.

Within the national survey, and other sources, various departments of transportation set limits on hours of continuous service, or hours of daily service, based on two criteria: typical versus emergency conditions. Within the above report, the following results were highlighted:

<table>
<thead>
<tr>
<th>Shift Length</th>
<th>% of Respondent Shift Under Typical Conditions</th>
<th>% of Respondent Shifts Under Emergency Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;12</td>
<td>44</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>33</td>
<td>11</td>
</tr>
<tr>
<td>&gt;12 and &lt;16</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>0</td>
<td>33</td>
</tr>
<tr>
<td>&gt;16</td>
<td>11</td>
<td>33</td>
</tr>
</tbody>
</table>

As demonstrated above the most common shift (77%) under typical conditions is 12 hours or less; and, the most common shift limits under emergency conditions (66%) is 16 hours or more. Generally it’s unusual for WISDOT, or Walworth County, to declare a snow emergency for Southeast Wisconsin. NOTE: the last declared emergency was Groundhog Day, 2 FEB 2011. Point being, emergency conditions are rare.
**Work Rules.** Under our new rules, *Administrative Procedure 2-600 Public Works Work Rules*, section 2-600.04 *Hours of Work & Calculations*, I established the following authorities concerning decisions on hours of service:

B. Extended Shift (Typical Conditions). No employee under *typical conditions* will work more than 12 hours. Conditions that warrant exceeding 12 hours shall be determined by the Assistant Director of Public Works – Highway.

C. Maximum Continuous Shift. No employee under *emergency conditions* will work more than 14 hours without approval by the Director. Employees who exceed 12 or more hours on a single shift will be subject to mandatory flex time – see 2-600.04(9) for further details. No employee will work more than 16 hours continuously. Employees that work a shift that exceeded 12 hours will have 8 hours of mandatory rest before reporting to work again.

In short, the above rules support national trends and practices. See Option 4 below.

**Work Rule Options.** Based on national practices; Walworth County’s personnel strength and capabilities; and, *typical* weather conditions, I believe there are four options available for the board to consider when it comes to establishing limits on hours of continuous service/work. Those options are:

**Figure 1: Authority Levels & Impacts under Typical Conditions**

<table>
<thead>
<tr>
<th>Option</th>
<th>Supervisors</th>
<th>A/Director</th>
<th>Director</th>
<th>Likely Impact on Operations / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&lt;9</td>
<td>&lt;10</td>
<td>&lt;12</td>
<td>Small Crew Rest Window</td>
</tr>
<tr>
<td>2</td>
<td>&lt;9</td>
<td>&lt;11</td>
<td>&lt;13</td>
<td>Reduce In Service (Less Truck on Road)</td>
</tr>
<tr>
<td>3</td>
<td>&lt;10</td>
<td>&lt;12</td>
<td>&lt;14</td>
<td>Reduce In Service (Fewer Trucks on Road)</td>
</tr>
<tr>
<td>4</td>
<td>&lt;12</td>
<td>&lt;14</td>
<td>&lt;16</td>
<td>+14 Only under emergency conditions; matches existing work rules with some modification for emergency declaration. Matches national trends.</td>
</tr>
</tbody>
</table>

The above options are all probable and possible. To accommodate the various alternatives there would be necessary changes to work rules. Additionally, there would be impacts on traditional methods of operations (all in), however, some operational diversity is already in the works. Specific means and methods to accommodate the committees’ guidance would include:

- Phased Deployment of Resources – Send out a 60%+ of available crews followed by 40% (or less) a couple of hours later.
- Split Crews – Send out 50% of a crew then swap with 50% later (Common Extended Storm Strategy in National Survey).
- Route Prioritization – Alternate crews on a State Route, then a County Route; or other schemes.
- Hit & Rest – Hit all roads prior to and during peak traffic, rest, then hit them again later. NOTE: Common practice for Walworth County crews on most roads this winter.

**Conclusion.** Complemented with updates to Ordinance Section 16.25, which seeks to put our ordinance in line with state requirements, all the above options are viable.
MEMORANDUM

Date: 11 April 2019

To: Public Works and Finance Committees

Cc: David Bretl – County Administrator
Cc: Nicki Andersen – Deputy County Administrator - Finance

From: Richard Hough – Public Works Director

Subject: New CIP to purchase Brine Infrastructure and Equipment (Brine Capability Upgrades)

Summary: As part of an ongoing study of our Winter Maintenance Strategy, Public Works officials have analyzed multiple system upgrades to include improving our brine making and distribution capabilities. As a result, and subject to Finance Committee approval, we seek to create a new CIP to complement our strategy and address present brine equipment and infrastructure shortcoming.

Shortcomings: Brine operations is about balancing distribution, production, and storage. Presently, our distribution and storage capabilities outmatch our production. In order to bring production in balance with other factors, we’ll require:

   a) The purchase of improved brine making equipment
   b) Re-engineer facilities to improve brine production
   c) Bring our brine storage and production inside to protect lines and equipment from Wisconsin elements
   d) Align our product with a better water source, and
   e) Position brine at strategic locations (East Troy, Delavan)

Budget Information:

   CIP - Facilities / Equipment Upgrades (Brine) $125,000

Conclusion: We seek to achieve 500,000 gallons of brine per winter season by 2021. This will reduce salt use by as much as 33%, saving over $220,000 (conservatively) in costly annual salt purchases. Addressing operational shortcomings in brine production will afford us these long-term savings.
**Table 1: Winter Maintenance Season 2019-20 (Production Mismatch)**

**Brine Replenishment**

| Assumptions | 5,467 gallons/hour brine distributed on roads |
|             | 3,000 gallons of brine produced per hour |
|             | Every 7th Hour Production halt for cleaning |

**Table 2: Infrastructure/Equipment Upgrade (Production Alignment)**

**Brine Replenishment**

| Assumptions | 5,467 gallons/hour brine distributed on roads |
|             | 5,000 gallons of brine produced per hour |
|             | Every 8th Hour Production halt for cleaning |

**NOTE:** Includes EPOCH (Tanker) System. Does not include pre-wetting.

**Table 3: CIP: Equipment & Infrastructure Improvements**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valves &amp; Hose Assembly</td>
<td>$15,000</td>
</tr>
<tr>
<td>Scaffolding (Metal)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Brine Tank Upgrades</td>
<td>$35,000</td>
</tr>
<tr>
<td>Wiring/Panel (Power) Upgrade</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**Infrastructure Upgrades**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Line</td>
<td>$5,000</td>
</tr>
<tr>
<td>Concrete (Binds, Stands, Containment Wall)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Roof Modifications</td>
<td>$10,000</td>
</tr>
<tr>
<td>Brine Containment/Catch Basin</td>
<td>$25,000</td>
</tr>
<tr>
<td>Contingency Items</td>
<td>$7,000</td>
</tr>
<tr>
<td><strong>Total Project Costs</strong></td>
<td><strong>$125,000</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Cleaning Time will be cut in half, increasing production further.
MEMORANDUM

Date: 12 April 2019

To: Human Resource Committee

Cc: Donna McIntyre – Human Resources  
    Nicki Andersen – Deputy County Administrator - Finance  
    David Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Limited Term Employee Casual Pay Rate – Patrolmen/women

Purpose. The purpose of this correspondence is to request a pay increase for Public Works Limited Term Employees (LTE) who support the Highway Department during the Winter Season.

Argument(s) LTE Pay (Highway). Walworth County’s starting rate for Highway LTEs and Full Time Employees (FTE) is $20.91 per hour. Full time employees earn benefits, LTE’s do not. While this is a good starting rate for FTE employees, competitive with neighboring counties, we are struggling to maintain and attract On-Call and Limited Term Employees. In part, local municipalities and commercial winter services are offering more attractive seasonal or full-time employment that is pulling traditional LTEs away from Walworth County, or, limiting our candidate pool.

Costs. Increase Casual Pay Plan rate for Patrolmen – LTE from $20.91 to $24.38/hour, an increase of $3.47/hr; equals a Step 3 Patrolmen’s Rate. See Chart 1 (next page) for additional seasonal cost details. Presently we have more than sufficient funds to cover increased costs in the 2019 budget.

Finance Department. Update Munis and other payroll systems to account for new pay rates for Highway LTEs no later than 1 November 2019.

Human Resources. Update Casual Pay Plans for Public Works to levels approved by the board, if not those suggested in this correspondence.

Conclusion. We have initiated identification of potential Highway LTEs for next winter, but, indications are we must remain more competitive to attract them to Walworth County. With increased competitive rates I hope to attract better candidates for seasonal work; potentially transition them to full time staff, if vacancies come open; and, compensate seasonal workers in relationship to the benefits they provide by not having to hire full-time personnel.
Seasonal Cost Details. Chart below outlines a progressive winter LTE hiring strategy, averaging 5.25 employees and 190 hours a week, at $24.38/hr.

**Chart 1: Average Annual Costs**

<table>
<thead>
<tr>
<th></th>
<th>DEC 200 HRS</th>
<th>JAN 200 HRS</th>
<th>FEB 160 HRS</th>
<th>MAR 200 HRS</th>
<th>WINTER SEASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>5.25</td>
</tr>
<tr>
<td>Total Hours</td>
<td>600</td>
<td>1200</td>
<td>960</td>
<td>1200</td>
<td>3,960</td>
</tr>
<tr>
<td>Totals</td>
<td>$14,628</td>
<td>$29,256</td>
<td>$23,404.80</td>
<td>$29,256</td>
<td>$96,544.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019 Budget Remaining</th>
<th>2019 Value</th>
<th>2019 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Budget Remaining</td>
<td>$72,981.58</td>
<td>$29,2561</td>
<td>$43,725.58</td>
</tr>
</tbody>
</table>

1 Original 2019 LTE Budget $94,200. For December 2019, we’ll hire a total of six LTEs at $29,256. In future seasons, we will have a progressive hiring strategy as depicted above.
Resolutions

Resolution No. xx - 05/19
Revising 2019 Pay Ranges for Certain Casual Public Works Classifications

Moved/Sponsored by: Human Resources Committee

WHEREAS, the Human Resources Committee ("Committee") has considered the matter of pay for certain casual employees in Public Works classifications ("Employees"); and,

WHEREAS, the Committee recommends revising the pay range for the Patrolman – LTE positions; and,

WHEREAS, the Committee recommends a revised pay range for Patrolman – LTE positions as follows:

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Walworth County Board of Supervisors that the casual pay table shall be updated to reflect the revised pay range for Patrolman – LTE positions, as indicated above, effective as of November 1, 2019.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: May 14, 2019

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:

David A. Bretl
County Administrator/Corporation Counsel

Nicole Andersen
Deputy County Administrator – Finance
Policy and Fiscal Note  
Resolution No. xx-05/19

I. **Title:** Revising 2019 Pay Ranges for Certain Casual Public Works Classifications.

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to revise the pay ranges for the Patrolman - LTE classification in the Casual Pay Plan.

III. **Budget and Fiscal Impact:** Funds exist within the 2019 budget to cover the revised pay range for the Patrolman – LTE positions.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Public Works  
   Meeting Date: April 22, 2019

   Vote

   Committee: Human Resources  
   Meeting Date: April 24, 2019

   Vote:

   County Board Meeting Date: May 14, 2019

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 resolution.

<table>
<thead>
<tr>
<th>David A. Bretl</th>
<th>Date</th>
<th>Nicole Andersen</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
<td>Deputy County Administrator – Finance</td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

Date: 10 April 2019

To: Human Resource & Public Works Committees

Cc: Donna McIntyre – Human Resources
    Nicki Andersen – Deputy County Administrator - Finance
    David Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Premium Pay – Night Shift

Purpose. The purpose of this correspondence is to request a Shift Premium of $2.50 for Assigned Crew Leaders (ACL) as designated leads for a second and third shift during the Winter Maintenance Season.

Argument(s). For several years, David Woodhouse has been the full time supervisor responsible for oversight of Limited Term Employees (LTEs) - Highway. However, in lieu of David’s direct supervision, daily management of LTE activities was conducted by a long-term LTE who has since found other full time employment with a municipality. Regardless of these arrangements, the County assumes increased risk and liability because there has been no full time employee or lead in direct observation and supervision of night crews; who generally patrol I-43 and Highway 12. This Premium Pay – Night Shift seeks to eliminate this risk by altering the work schedules of at least two (or more) ACLs who will individually manage evening shifts (two shifts/per night).

Swing Shift. While LTEs generally support operations from 3:30 PM – midnight, they are often called upon to alter their service hours to cover a storm. Because of this arrangement, and the need for continuous winter service coverage, this proposal establishes two eight hour night shifts.

Assistant Superintendents. The County maintains three Assistant Superintendents, who do an outstanding job remaining on top of weather and are prepared to call personnel in while on-call themselves. However, this practice has significant limitations. For example, Assistant Superintendents not only observe weather and call personnel in, but, they themselves will respond to Sheriff Department requests to: conduct anti-icing; support a crash site clean-up; remove debris from sites; clean up hazardous materials; and, plow. However, such situations require Assistant Superintendents to first, respond, and then make a determination as to how best to mitigate the situation. This causes unnecessary delays that a trained full time, on-duty, shift leader could mitigate more effectively; while being in communication with an on-call Assistant Superintendent who may be afforded the opportunity to properly sleep before the next shift.
As a result of present practices, Assistant Superintendents quickly burn out during their week on-call. One Superintendent admits he “half-sleeps” during the week; and, sleeps a bit better when he is in a backup role. Rather than reducing the on-call rotation for Assistant Superintendents, which wouldn’t resolve operational shortcomings, it’s more practical to bring experienced full time employees into a night shift. ACLs, who average 14 years of experience, would be trained in decision-making on when, who, what and how to respond to various Winter Maintenance Service requirements; and, they’d be expected to coordinate their decisions with the on-call Assistant Superintendent.

Operations Center. Walworth County invested a significant amount of money in a new Highway Operations Center. However, these capabilities were not well planned or integrated into the present operational approach of the Highway Department. In order to take advantage of these capabilities, similar to other counties, this center should be manned full-time, or nearly full-time, in order to improve storm and highway maintenance: visibility; department responsiveness to external requirements; and, allow for shifts to be more properly managed during non-traditional hours.

Costs. Proposed costs include paying the existing $2.50 ACL Premium plus the proposed shift premium (full time) for 18 weeks (mid-November thru Mid-March). With a 40 hour limit per ACL, this program would cost $3,600 in ACL Premiums and $3,600 in Shift Premium(s). Only one ACL would manage a night shift at a time. Therefore, in order to be more responsive to the counties full-time highway maintenance needs, we would establish two evening shifts per night – Shift 1: 3:30 PM – Midnight; and, Shift 2: 11:30 PM – 8 AM.

Presently, we have sufficient resources in our Labor accounts to cover the increased costs for both the ACL Premium and this proposed Night Shift Premium in 2019.

NOTE: In order to be equitable with overtime and premium pay, ACLs would be available for +/- 4 hours beyond their designed alternative shift scheduled, if operations require. The intent is to keep the shift voluntary, but, lacking at least two volunteers’ personnel will be mandated to work a shift for a period of several weeks before returning to day shift.

Finance Department. Update Munis and other payroll systems to account for Night Shift premium, and, new business hours (2nd & 3rd Shift) no later than 1 November 2019.

Human Resources. Update Sec. 15-359. – Special Pay Premiums to include Shift Premium in accordance with the attached supporting Ordinance.

Conclusion. Public Works is long-overdue a shift-building strategy, and, has too long assumed increased risks in its 24 hours highway maintenance operations by not providing oversight of limited term employees. Also, by relying on On-Call supervision of weather and other response-related maintenance services, and, by not supervising short-term employees with limited capabilities (plowing) we have failed to tap into the potential of our existing talents. With support of this premium and the associated night shift, the Walworth County Board of Supervisors will significantly improve Highway Maintenance Services during the winter months.
ORDINANCE NO. xxxx – 05/19

AMENDING SECTION 15-359 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SPECIAL PAY PREMIUMS (NIGHT SHIFT) FOR CERTAIN PUBLIC WORKS EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 15-359 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. 15-359. Special pay premiums.

(b) Any premium listed below is paid on productive hours only.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift Premium</td>
<td>$2.50/hour</td>
<td>Assigned Crew Leader (ACL) – 2nd and 3rd Shift Supervisor</td>
<td>Received for any Eight (8) hour shift worked 3:30 p.m. to 7:00 a.m. The unscheduled hours differential shall apply outside of the assigned shift</td>
</tr>
</tbody>
</table>

PART II: That this ordinance shall become effective upon reprogramming of finance and payroll systems to accommodate the premium, or no later than November 1, 2019, whichever is sooner.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 14th day of May, 2019.

Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: May 14, 2019

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:

_________________________________  ___________________________________
David A. Bretl                      Nicole Andersen
County Administrator/Corporation Counsel Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums (Night Shift) for Certain Public Works Employees

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to set a special pay premium for those full-time (FTE) hourly employees in the Department of Public Works who work an alternate schedule and supervise an evening shift (2nd or 3rd). These hours will be outside normal DPW business hours of 7 a.m. and 3:30 p.m. but will be considered the employee’s shift and therefore exclude them from the Unscheduled Hours Premium Pay while on their shift. The premium would only be made available to Assigned Crew Leads (ACL) who manage, observe, and train Limited Term Employees and monitor road networks and storm situations during the 18 weeks that constitute the Winter Maintenance Service season (mid-November thru Mid-March).

III. **Budget and Fiscal Impact:** The cost of these changes is not a budgeted item in 2019; however, these additional costs can be accommodated by projected cost savings in labor accounts. These costs would be included in future budgets. Additionally, due to reprogramming requirements of payroll and finance systems, this policy will go into effect upon reprogramming systems, but no later than November 1, 2019.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works</td>
<td>April 22, 2019</td>
</tr>
<tr>
<td>Human Resources</td>
<td>April 24, 2019</td>
</tr>
</tbody>
</table>

County Board Meeting Date: May 14, 2019

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.

David A. Bretl  Date  Nicole Andersen  Date 
County Administrator/Corporation Counsel  Deputy County Administrator - Finance
Memorandum

To: Public Works Committee

Cc: Dan Kilkenny, Chair of Parks Committee
    Char Staples, Parks Committee
    Mariette Nowak, Parks Committee
    Merilee Holst, Parks Committee
    Richard Hough, Public Works Director
    Dennis Clark, Assistant Director – Fleet, Parks and Facilities

From: David A. Bretl, County Administrator

Date: April 16, 2019

RE: Nomination of Dennis Clark

I am pleased to nominate Dennis Clark to serve as the General Manager of the Walworth County Parks System. His resume is enclosed. Given his background in Public Works and Resource Management, I believe Dennis is well-qualified to serve in this position.

To Parks Committee members, I have copied you on this memo. You are certainly welcome to attend the meeting and ask questions, if you wish. If you do plan on attending the meeting, please let my office know. If we will have a quorum of the Parks Committee, we will have to post a meeting notice for that committee as well.

DAB/sr
Enclosure
DENNIS P. CLARK

PROFESSIONAL SUMMARY
Project Management | Business Development | Engineering

Uniquely skilled, results-driven Manager with 25+ years experience.
Innovative planning, special projects, design teams, start-up operations, value
engineering studies, pilot plants, greenfield and retrofit projects. Proven ability to
consistently enhance productivity in fast-paced environments and bringing opposing
parties together. Resilient and relentless when needed. Exceptional skills in
maintaining high levels of client trust and satisfaction.

Focused work-ethic in meeting deadlines, accurate reporting, and goal-oriented
stewardship of projects notwithstanding multiple and often conflicting priorities and
deadlines. Outstanding negotiation and cost reduction skills.

BACKGROUND EXPERIENCE

Project Manager; BriMark Builders, Neenah, Wisconsin (July 2018 – Present)
Site Project Manager for new $7M hotel in Janesville, Wisconsin. Oversee all aspects of field work and government inspections.

Director of Public Works; Ashland, Wisconsin (July 2014 to January 2018)
Managed all aspects of the Public Works department: streets, storm sewer, water utility, sanitary utility, facilities, street lighting, solid waste collection, traffic lights, parks, grounds and trail maintenance, fleet, GIS, engineering and full financial accountability and management of a $6M budget with 26 employees. Filed grants, partnered with the County and other Gty departments to solve cross functional issues to collect, preserve and effectively utilize funds. FEMA and Wisconsin Emergency Management experience. Prepared plans and specs, administrated contracts, and provided project management on several road, storm, and utility projects. Worked with WisDo to solve storm issues, collaboration support on State projects, and value engineering development for WisDo projects. Prepared 5-year comprehensive PW plan, directed crews and supported safety plan. Actions resulted in documented savings of $1,300,000 and $550,000 in grant monies being received.

Operations Manager; Ashland, Wisconsin Public Works (March 2014 to July 2016)
Managed specific aspects of Public Works including streets, storm, traffic lights, mechanics, coordinated with WisDo on projects, budgets, landfill operation, specification development, equipment maintenance and, replacement, set policy, review and update ordinances, project site inspection and procurement of project and maintenance supplies and materials.

Director; Lands, Resources and Planning | Prairie Material, Bridgeview, IL (2012–2014)
Responsibilities include identifying financial opportunities, managing teams and database management for all properties, implementing process improvements and developing strong working relationships with internal/external business partners.

- Think strategically, identify and solve difficult business problems.
- Acting liaison between technical, functional stakeholders and executive management team.
- Serve as expert for company-wide lands, resource and strategic planning initiatives.
- Identify new reserves, guide feasibility studies, negotiate sale terms and provide closure. Develop plans to reclaim sites.
- Monitor all zoning / environmental issues associated with parcels. Interface with local and state environmental agencies.
- Solve storm water, zoning and asset value issues. Improve return to the company while mitigating environmental issues.

General Manager | CPC, INC., Winfield; IL (2008–2012)

- Provide nationwide clients with construction monitoring, property condition assessments and plan and cost reviews.
- Provide monthly reports that focus on schedule, budget, unforeseen issues, governmental actions and safety.
- Sr. Project Manager for $10M Wood Pellet Plant project in Virginia; established effective project management practices, monitoring and reporting systems, and budget/schedule. Responsible for budget, schedule and regulations compliance.

Senior Manager | LEVIEN-RICH ASSOCIATES; Chicago, IL (2006–2008)
New York based firm with satellite offices in Chicago and Los Angeles that served clients nationwide in the construction monitoring, assessment, and plan review process for investors and lenders. Chicago office closed due to slow down.

- Created marketing program to expand client base; resulting in 4 new clients within first year.
- Knowledge of local, state, federal and UIC Building Standards. Real estate due diligence. Environmental regulations.
DENNIS P. CLARK

Senior Manager | ISEC, Chicago, IL (2005–2006)
General Manager of project engineers, architects and office administrator for new Midwest division specializing in health, laboratory, federal, sports, airports and education interiors. Emphasis on wood casework, ornamental metals and glazing.
- Organized and established team to bring project back on schedule.
- Established working relations with other contractors on site.
- Presented weekly and monthly scheduling and cost reports to clients and internal management.
- Developed marketing leads and potential clients for the local market.
- Prepared monthly pay requests and reviewed with clients.

General Manager | BACCOCK-BSH AMERICA CORPORATION, Warrenville, IL (2000–2005)
Oversaw design, business development, sales, and project management. Negotiated contracts, executed project design plans, and collaborated with various entities to guarantee deliverables were met. Presented quarterly and yearly sales forecast and budget to German parent firm. Full P & L responsibilities. Directed sales force and marketing program, and created all divisional operational policies for engineering services company.
- Negotiated 4 large-scale projects totaling $20M; projects placed in pipeline with $17M under contract.
- Achieved 14% reduction in operating expenses vs. annual budget. Addressed legal and accounting procedures.
- Directed process, facility and estimating proposals with emphasis on equipment efficiency.

Vice President of Engineering | BACCOCK-BSH AMERICA CORPORATION, Warrenville, IL
- Led estimating of $100M+ in proposed projects for clients including site visits to determine their equipment needs, facility requirements, and scheduling demands that would increase production and fuel efficiencies.
- Recommended value engineering and vendor selection resulting in $65,000 in savings for one project.
- Directed all engineering activities and assisted with office management responsibilities.
- Authored complete HR program policy; including employee benefit handbook. Trustee for retirement plan.
- Negotiated office, automobile and copier lease and maintenance agreements.
- Revamped IT department; installed new backup system and storage system.
- Initiated and coordinated effort to create new number system to link proposal, contracts and PO's.
- Developed, designed, contracted buildout, and executed plan for new office facility. Specified and purchased FFE.

General Project Manager | UNITED STATES GYPSUM COMPANY, Chicago, IL (1978–2000)
Fast-track promotion through a series of increasingly responsible positions based on strong performance in project management, contract administration, design, cost control, engineering, and manufacturing. Additional positions included Senior Staff Engineer, Mechanical Design Manager, and Technical Project Engineer. Coordinated property, environmental, infrastructure, and local contract issues. Conducted thorough research to determine appropriate solutions to process issues.
- Directed projects in Mexico for a green field production plant and quarry, with rail and port operations. This included land purchased, utilities, infrastructure and permitting requirements.
- Project Manager for new, retrofit and experimental facilities in U.S., Canada and Europe.
- Mechanical Design Manager of 22-person engineering/design group – full hiring and administration accountabilities.
- Developed plans and specifications for new buildings, additions and renovations of facilities and processes.
- Improved productivity of Design Group by 12% with introduction of standard drawings and bill of materials.
- Coordinated research/technical teams in design of new equipment/solutions to solve production bottlenecks.
- Engineering representative for acquisition team of new/used facilities and property for lime division.
- Facility planning, coordination with legal, real estate, environmental and operations department personnel.
- Specification drafting bid tab reviews and consultation with procurement and purchasing departments.
- Over 7 years of on-site field experience providing due diligence and directing contractors and craft labor.
- Commended on fast-track performance that guaranteed Canadian government incentives.
- Received management incentive award for early startup, capital cost reduction and production savings.

EDUCATION / EXPERIENCE

MBA in Business | NORTHERN ILLINOIS UNIVERSITY, DeKalb, IL

BS in Civil Engineering | OHIO NORTHERN UNIVERSITY, Ada, OH

OSHA 30, MSHA 46.5 and Six Sigma Certifications, Woodland Steward, Certified Naturalist, Prescriptive Burn Past Board Member of the Illinois Nature Preserve Commission and Chair of Ashland Source Water Protection Committee Experience includes Real Estate Managing Brokers License, Northwestern Financial Agent, Partner Engineering Consultant, 9 years Planning and Zoning Commissioner Winfield, IL
Nomination for Committee/Board/Commission Appointment

Committee: General Manager of Parks

Nominee: Dennis Clark

Address: W4097 County Road NN, P.O. Box 1001

Elkhorn, WI 53121

Submitted by: David Bretl, County Administrator

Authority: Section 59.18, Wisconsin Statutes

Who will the nominee replace? The position is vacant.

When did/does the incumbent’s current term expire? 

Was this vacancy advertised?

Comment Upon confirmation, Dennis Clark would be appointed as the General Manager of Parks.

Names of individuals who have expressed interest in serving in this position:

For incumbents, committee attendance, if known:
Memorandum

TO: Walworth County Public Works Committee
FROM: Nicki Andersen, Deputy County Administrator-Finance
DATE: April 16, 2019
SUBJECT: 2019 Calendar for 2020 Budget Process

County Board meeting dates, including the public budget hearing, were adopted by the Board at their April 16, 2019 meeting. On Thursday, April 25, 2019, the Finance Committee will be approving a budget calendar. The 2019 Calendar for 2020 Budget Process is attached for reference.

The proposed budget deadlines directly related to the Public Works Committee are as follows.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, Sept. 6, 2019</td>
<td>The deadline for County Board Supervisors to submit written appeals to the 2020 Administrator’s Budget.</td>
</tr>
<tr>
<td>Monday, Sept. 9, 2019</td>
<td>Appeals to the Capital Improvement Program (CIP) portion of the budget will be provided at your September meeting. The Public Works Committee is responsible for reviewing each appeal to the CIP and making a recommendation to the Finance Committee.</td>
</tr>
<tr>
<td>Thursday, Sept. 12, 2019</td>
<td>The Finance Committee will meet to hear all budget appeals, including recommendations forwarded by the Public Works and Human Resources Committees.</td>
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</tbody>
</table>

If the proposed dates are acceptable, please approve. If modifications are needed, staff will be in attendance at the April meeting to obtain your feedback.

County Administrator Bretl and Finance staff are available to answer any questions you may have as we progress through the budget process. Please do not hesitate to contact us if we may assist you in any way.

NA/kw

Attachment

c: Dave Bretl, County Administrator
Richard Hough, Director-Public Works
Jessica Conley, Comptroller
Stacie Johnson, Finance Manager-Budgeting
Walworth County
2019 Calendar for 2020 Budget Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Wednesday, 5/1</td>
<td>2020 IT Project &amp; Investment Justification Requests due to Information Technology</td>
</tr>
<tr>
<td>Wednesday, 5/15</td>
<td>Training on budget process for new financial staff</td>
</tr>
<tr>
<td>Monday, 6/3</td>
<td>CIP preparation materials distributed electronically to departments</td>
</tr>
<tr>
<td>Friday, 6/14</td>
<td>Pay for Performance system available for ratings</td>
</tr>
<tr>
<td>Friday, 6/21</td>
<td>Departmental 2020 - 2024 CIP requests due to Finance</td>
</tr>
<tr>
<td>Monday, 6/24</td>
<td>Departmental IT small item of equipment and computer replacement schedule due to IT</td>
</tr>
<tr>
<td>Wednesday, 7/3</td>
<td>Departmental 2020 personnel change requests due to HR</td>
</tr>
<tr>
<td>Friday, 7/5</td>
<td>Budget distribution materials due to Finance</td>
</tr>
<tr>
<td>Weds/Thurs, 7/10-11</td>
<td>Budget entry training/refresher</td>
</tr>
<tr>
<td>Thursday, 7/11</td>
<td>Operating budget preparation materials distributed electronically to departments</td>
</tr>
<tr>
<td>Thursday, 7/19</td>
<td>County Board travel requests due to Natasha Evans</td>
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<tr>
<td>Wednesday, 7/24</td>
<td>HR recommendations on personnel change requests due to Finance</td>
</tr>
<tr>
<td>Friday, 7/26</td>
<td>In-house printing requests due to Valerie Etzel</td>
</tr>
<tr>
<td>Friday, 8/2</td>
<td>Facility budgets entered in Munis by DPW for departmental use</td>
</tr>
<tr>
<td>Thursday, 8/15</td>
<td>Departmental 2020 budget requests due to Finance</td>
</tr>
<tr>
<td>Monday, 8/19-23</td>
<td>Equalized values announced</td>
</tr>
<tr>
<td>Friday, 8/23</td>
<td>Administrative review of budget</td>
</tr>
<tr>
<td>Tuesday, 9/3</td>
<td>Final budget decisions</td>
</tr>
<tr>
<td>Friday, 9/6</td>
<td>Budget Workshop – Committee of the Whole meeting (2:30 pm)</td>
</tr>
<tr>
<td>Monday, 9/9</td>
<td>Budget appeals due to Finance signed by CB Supervisors</td>
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<tr>
<td>Wednesday, 9/11</td>
<td>CIP Appeals – Public Works Committee meeting</td>
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<tr>
<td>Thursday, 9/12</td>
<td>Personnel Appeals – Human Resources Committee meeting</td>
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<tr>
<td>Friday, 10/4</td>
<td>Budget Appeals – Finance Committee meeting</td>
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<tr>
<td>Monday, 10/7</td>
<td>Preliminary budget to printing</td>
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<tr>
<td>Tuesday, 10/8</td>
<td>Budget publication due to newspaper at noon</td>
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<tr>
<td>Thursday, 10/10</td>
<td>Preliminary budget distributed – County Board meeting</td>
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<tr>
<td>Tuesday, 10/15</td>
<td>Budget published in official newspaper</td>
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<tr>
<td>Tuesday, 10/29</td>
<td>School Districts Equalized values announced</td>
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<tr>
<td>Thursday, 11/7</td>
<td>Public Budget Hearing – Special County Board meeting (6 pm)</td>
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<tr>
<td>Friday, 11/8</td>
<td>Budget amendments due to Finance signed by CB Supervisors</td>
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<tr>
<td>Tuesday, 11/12</td>
<td>Budget amendments mailed to CB Supervisors</td>
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<tr>
<td>Friday, 11/15</td>
<td>Budget adoption – County Board meeting</td>
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<tr>
<td>Monday, 12/16</td>
<td>Apportionment sheets due to Department of Revenue</td>
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<td></td>
<td>Tax rate/levy limit calculations due to Department of Revenue</td>
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SI: 01/30/2019